

# RACIAL ETHNIC DESIGNATION CATEGORY JOB AID

This Job Aid supports the Army Audit Agency’s findings and recommendation for Soldiers to verify their Racial Ethnic Designation Category (REDCAT), IAW HQDA EXORD 009-16 (FRAGO 5) (MOD 3) IPPS-A – Increment II (Final). Soldiers will validate/update their date of birth, gender, race, ethnicity, education level, and marital status in IPPS-A during the yearly Records Review process.

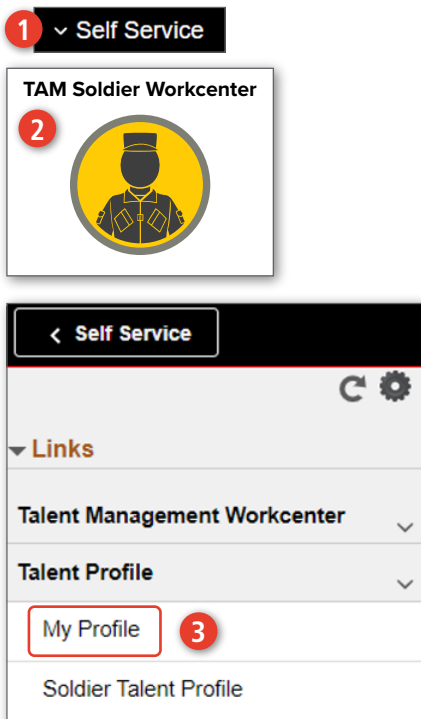
This Job Aid assists in Self Service Racial Ethnic Designation Category (REDCAT) updates. This function is necessary to correct or simply change a Soldier’s Racial Ethnic Designation Category.

Login: <https://hr.ippsa.army.mil>

## REDCAT Cheat Sheets

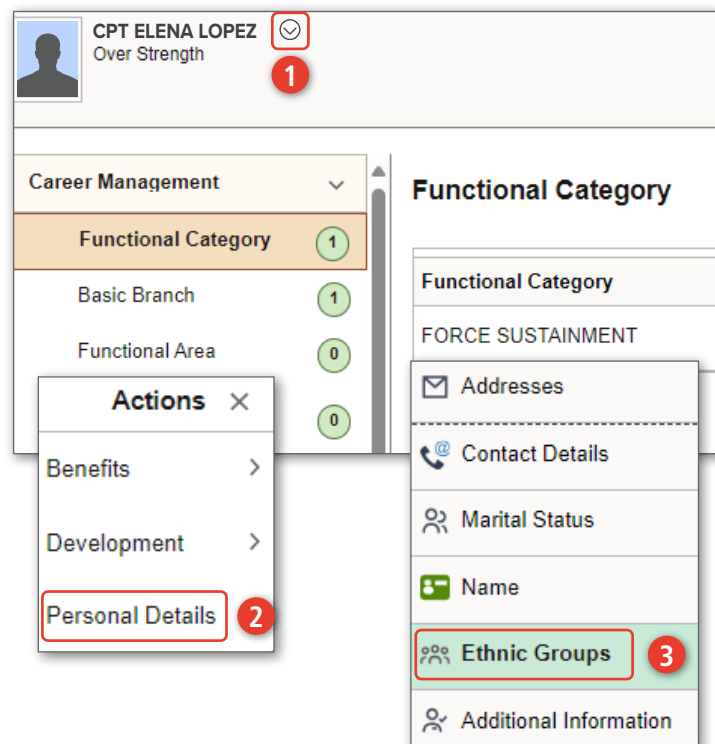
### GETTING STARTED

1. Ensure the **Self Service** Role is selected.
2. Select the **TAM Soldier Workcenter** Tile.
3. Select **My Profile**.



### PERSONAL DETAILS


1. Select the downward arrow.
2. Select **Personal Details**.
3. Select **Ethnic Groups**.

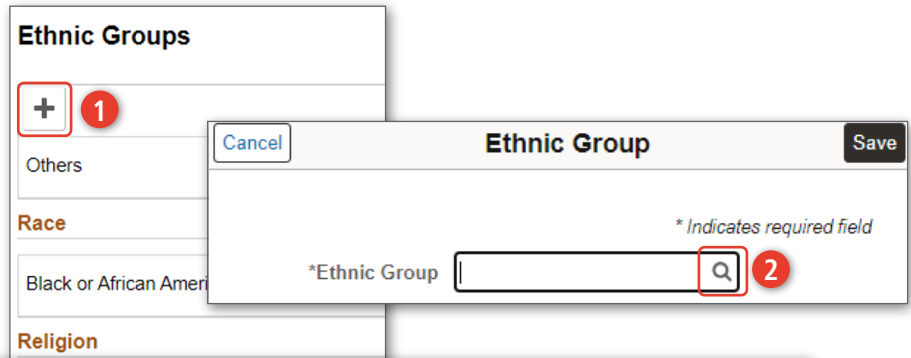


## REDCAT Cheat Sheets CONTINUED

### ETHNIC GROUPS

1. To add an Ethnic Group, select the **+** icon.
2. Select the **Q** icon for a listing of available ethnic groups.
3. Member may enter a known ethnic group and select **Search**.
  - 3A. Select an ethnic group from the **Search Results**.
4. The ethnic group chosen will appear in the Ethnic Group box.
5. **Save** your selection.

 **NOTE:** The Ethnic Groups contained within IPPS-A are governed by the Technical Environment Support System (TESS). Ethnicity Data is reported to DOD/DMDC, IAW DOD Instructions.



**Ethnic Groups**

**+** 1

Others

**Race**

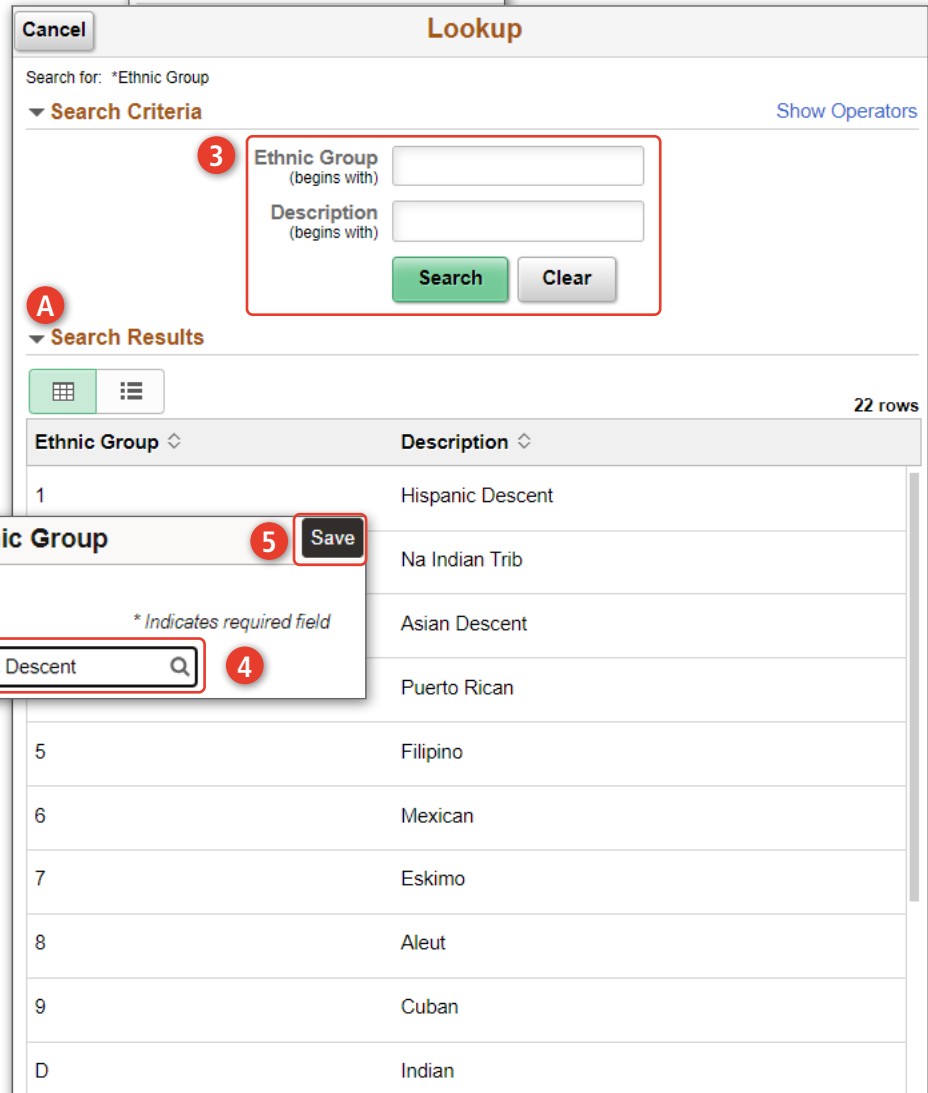
Black or African Ameri

**Religion**

**Ethnic Group** \* Indicates required field

\*Ethnic Group  **Q** 2

Cancel Save



**Lookup**

Search for: \*Ethnic Group

**Search Criteria** Show Operators

**3**

**Ethnic Group** (begins with)

**Description** (begins with)

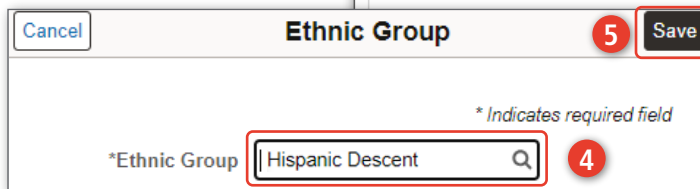
**Search** **Clear**

**A**

**Search Results**

22 rows

| Ethnic Group | Description      |
|--------------|------------------|
| 1            | Hispanic Descent |
|              | Na Indian Trib   |
|              | Asian Descent    |
|              | Puerto Rican     |
| 5            | Filipino         |
| 6            | Mexican          |
| 7            | Eskimo           |
| 8            | Aleut            |
| 9            | Cuban            |
| D            | Indian           |



**Ethnic Group**

\* Indicates required field


\*Ethnic Group  **Q** 4

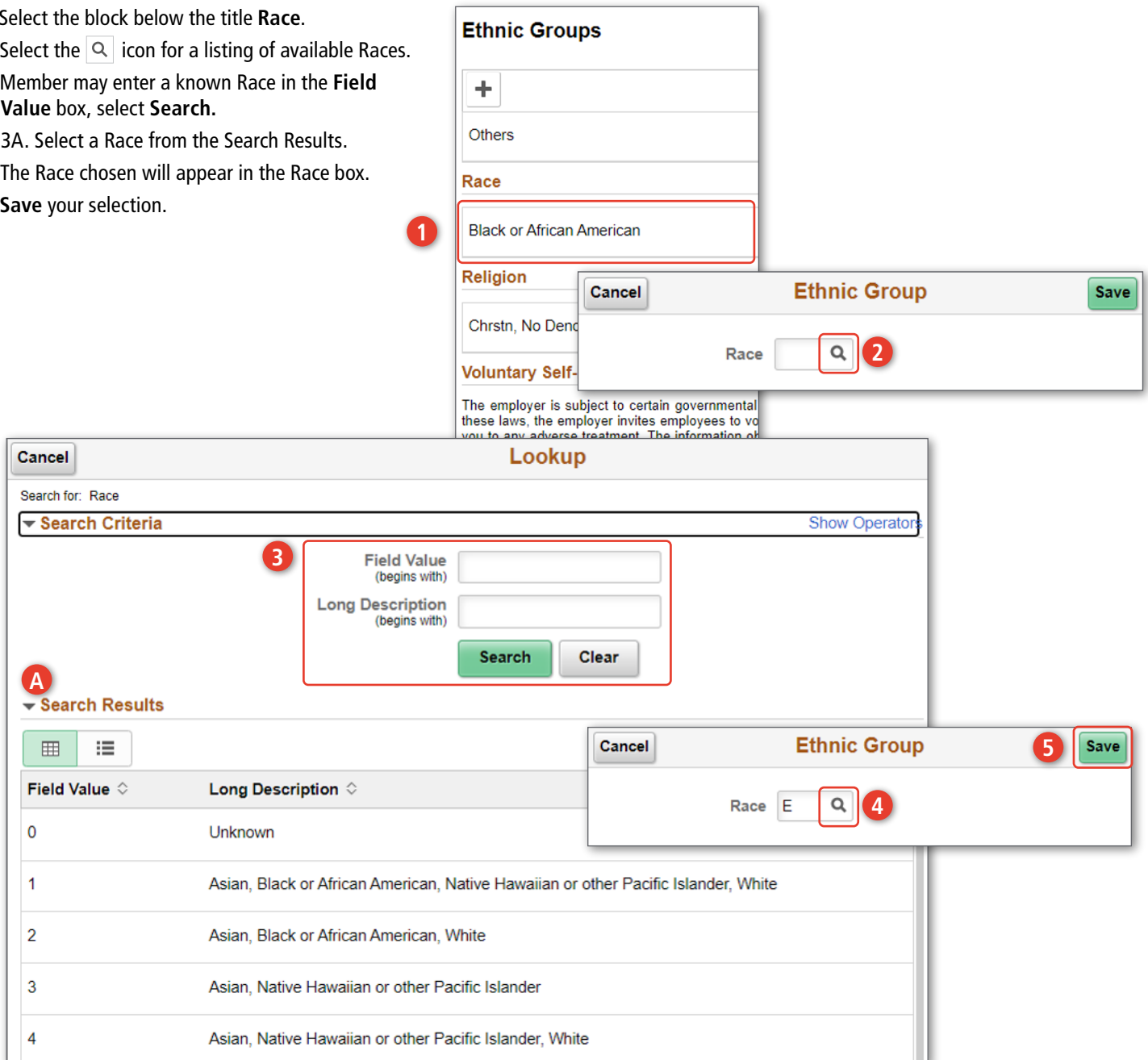
Cancel **5** **Save**

continued on next page ►

## REDCAT Cheat Sheets CONTINUED

### RACE

1. Select the block below the title **Race**.
2. Select the  icon for a listing of available Races.
3. Member may enter a known Race in the **Field Value** box, select **Search**.
  - 3A. Select a Race from the Search Results.
4. The Race chosen will appear in the Race box.
5. **Save** your selection.



**Ethnic Groups**

+

Others

**Race**

Black or African American

**Religion**


Chrstrn, No Denc

**Voluntary Self-**

The employer is subject to certain governmental these laws, the employer invites employees to vo you to any adverse treatment. The information of

**Ethnic Group**

Cancel Save

Race  

**Lookup**

Search for: Race

Search Criteria [Show Operators](#)

Field Value (begins with)

Long Description (begins with)

Search Clear


**A**

Search Results

| Field Value | Long Description   |
|-------------|--|
| 0           | Unknown  |
| 1           | Asian, Black or African American, Native Hawaiian or other Pacific Islander, White |
| 2           | Asian, Black or African American, White  |
| 3           | Asian, Native Hawaiian or other Pacific Islander                                   |
| 4           | Asian, Native Hawaiian or other Pacific Islander, White                            |

**Ethnic Group**

Cancel Save

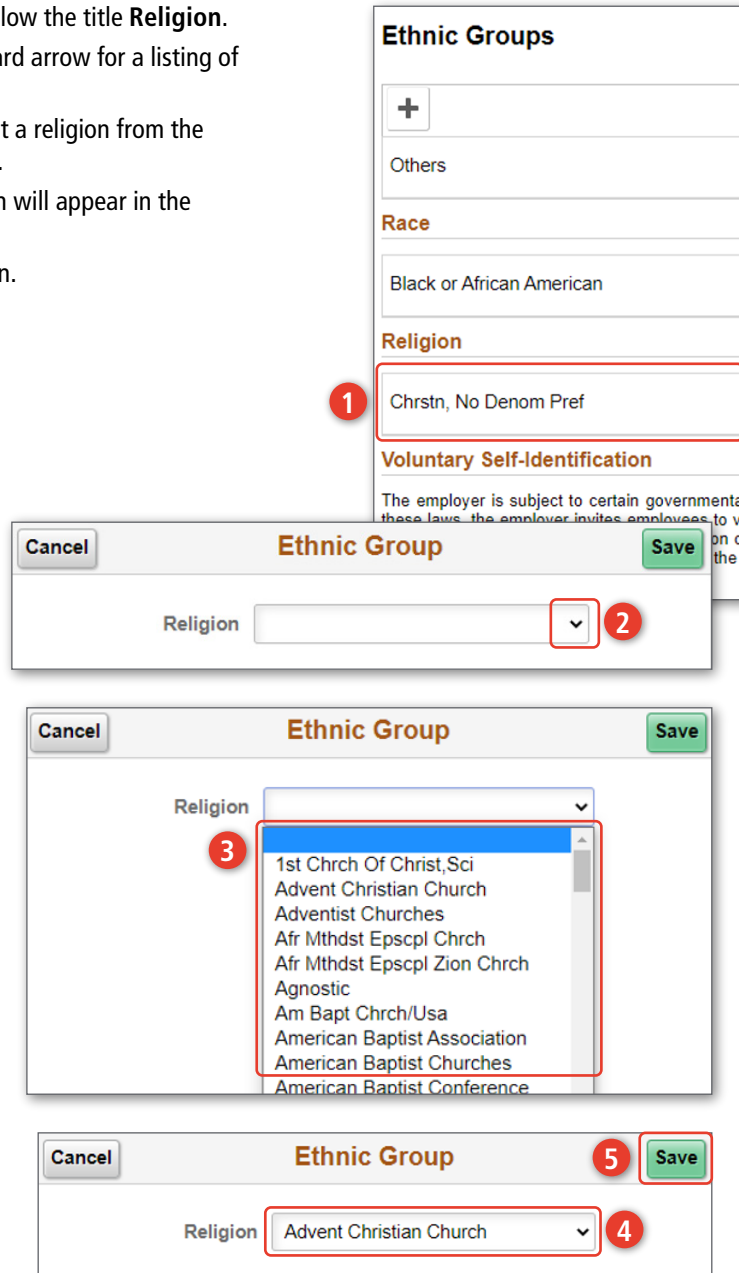
Race E  

continued on next page ▶

## REDCAT Cheat Sheets CONTINUED

### RELIGION

1. Select the block below the title **Religion**.
2. Select the downward arrow for a listing of available religions.
3. Member may select a religion from the dropdown options.
4. The religion chosen will appear in the Religion box.
5. **Save** your selection.



**Ethnic Groups**

+  
Others

**Race**  
Black or African American

**Religion**  
Chrstn, No Denom Pref

**Voluntary Self-Identification**  
The employer is subject to certain governmental these laws, the employer invites employees to vo on ob the ir

**Ethnic Group** [Cancel] [Save]

Religion [v] 2

**Ethnic Group** [Cancel] [Save]

Religion [v] 3

- 1st Chrch Of Christ,Sci
- Advent Christian Church
- Adventist Churches
- Afr Mthdst Epscpl Chrch
- Afr Mthdst Epscpl Zion Chrch
- Agnostic
- Am Bapt Chrch/Usa
- American Baptist Association
- American Baptist Churches
- American Baptist Conference

**Ethnic Group** [Cancel] [Save] 5

Religion Advent Christian Church [v] 4