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, sex, race, ethnicity, education level, and marital status in IPPS-A during the yearly Records Review process.
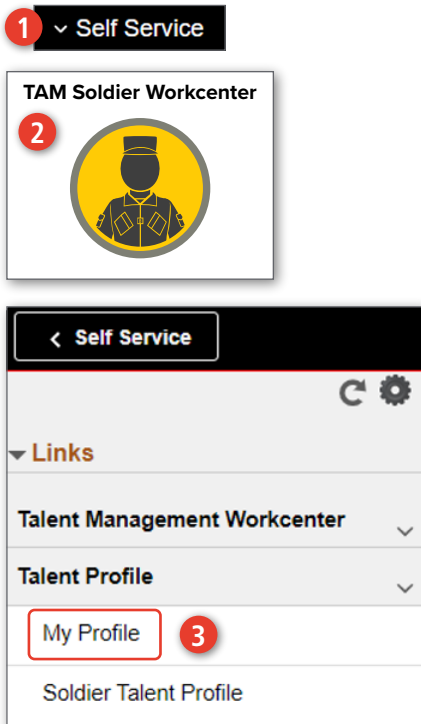
This Job Aid assists in Self Service Racial Ethnic Designation Category (REDCAT) updates. This function is necessary to correct or simply change a Soldier's Racial Ethnic Designation Category.

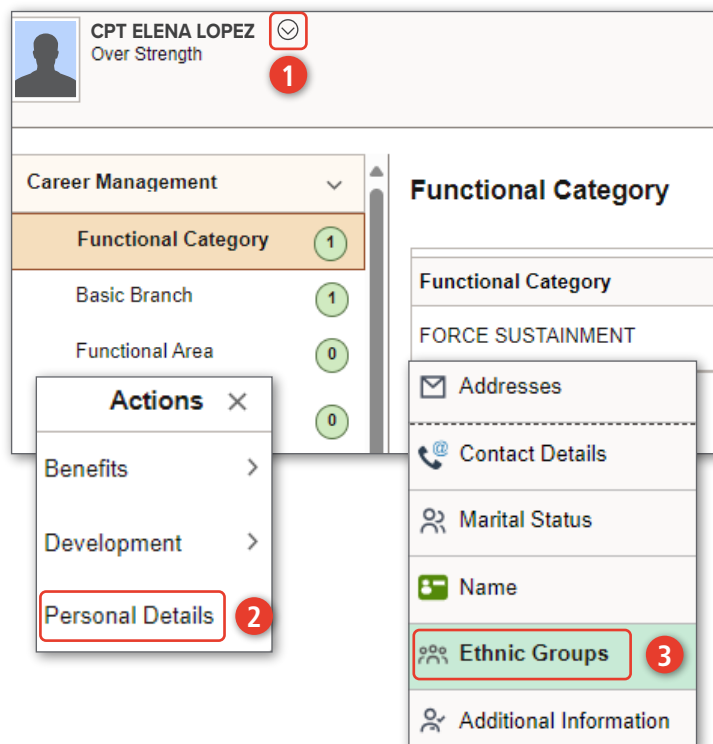**Login:** https://hr.ippsa.army.mil

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**.
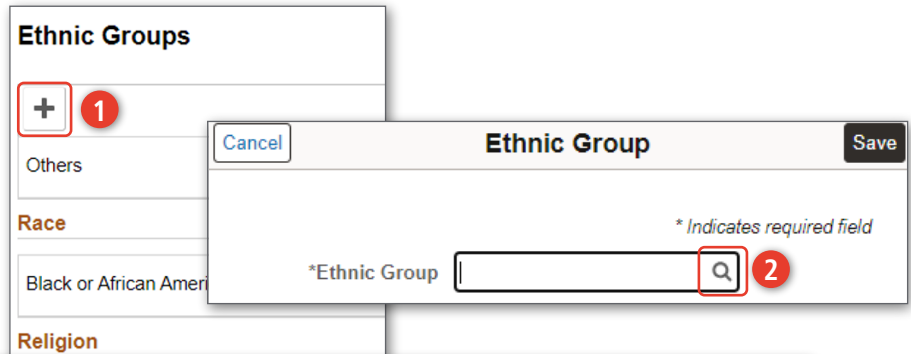3. Select **Ethnic Groups**.

REDCAT Cheat Sheets CONTINUED

ETHNIC GROUPS

1. To add an Ethnic Group, select the ✚ icon.
2. Select the 🔍 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.
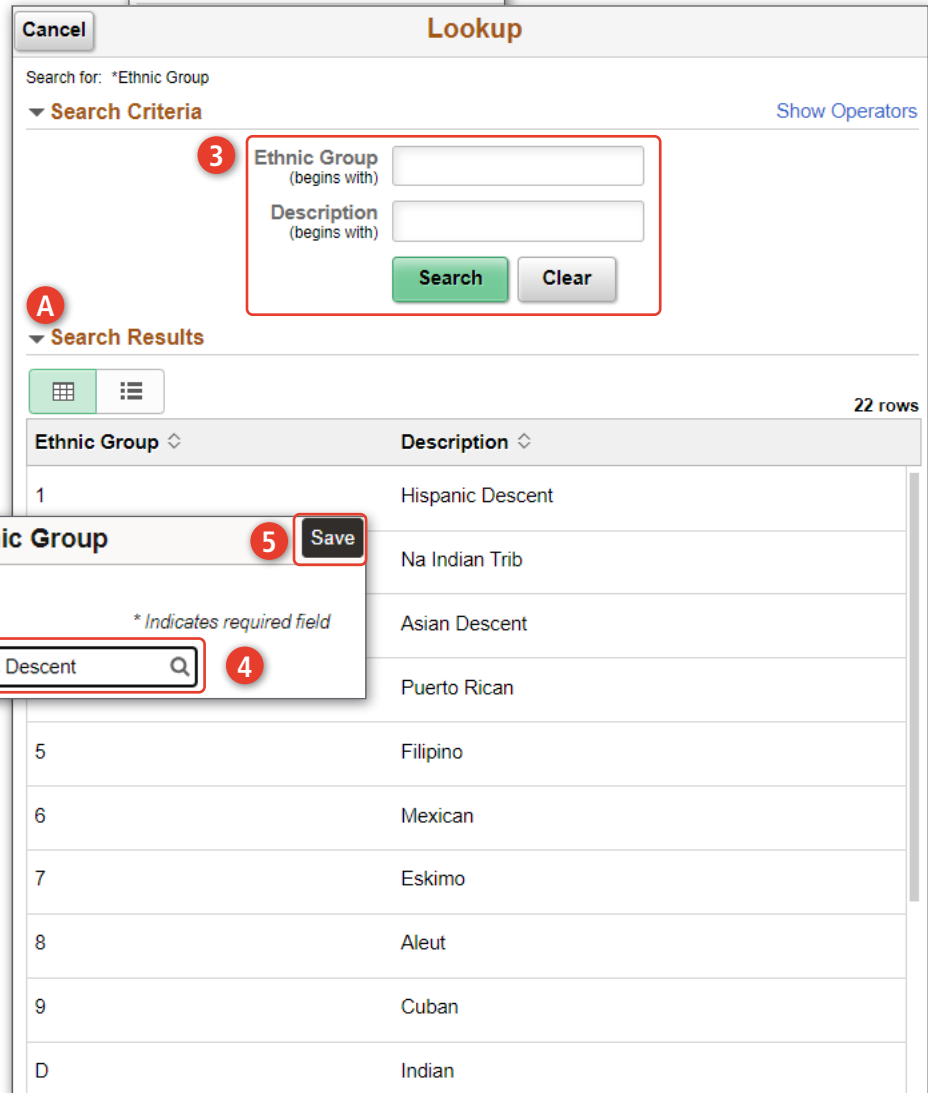
Ethnic Groups

✚ **1**

Others

Race

Black or African Ameri

Religion

Cancel | **Ethnic Group** | Save

* Indicates required field

*Ethnic Group [🔍] **2**

Cancel | **Lookup**

Search for: *Ethnic Group

▼ **Search Criteria** — Show Operators

3 Ethnic Group (begins with) [ ]

Description (begins with) [ ]
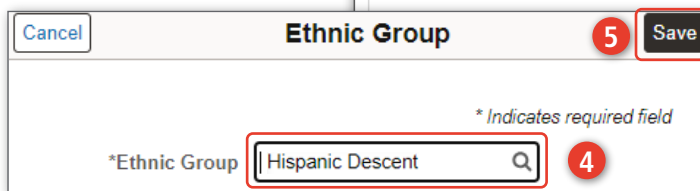
Search | **Clear**

A ▼ **Search Results**

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

22 rows

Cancel | **Ethnic Group** | **5** Save

* Indicates required field

*Ethnic Group [Hispanic Descent 🔍] **4**
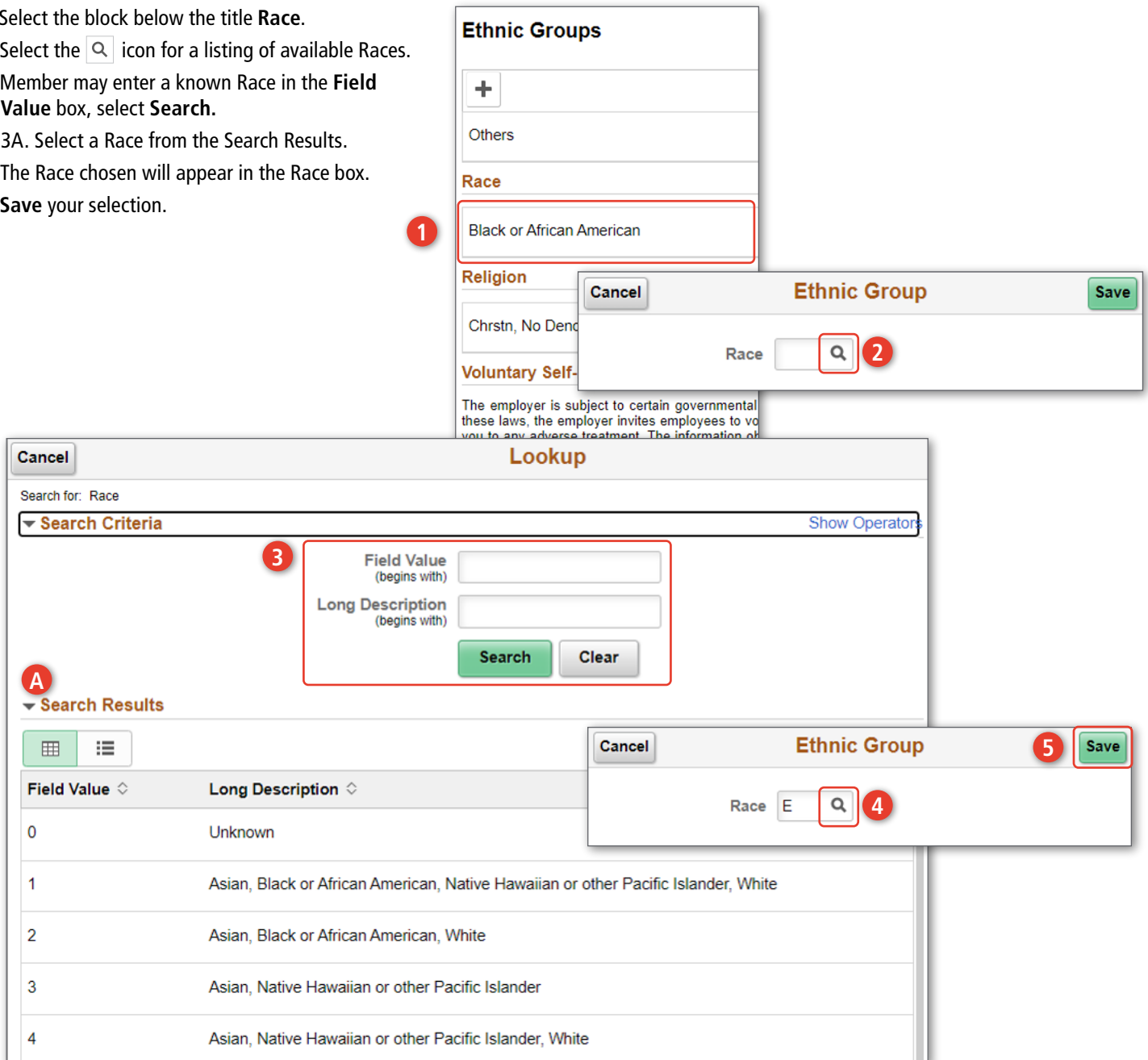
REDCAT Cheat Sheets CONTINUED

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

1 ⬤ Black or African American

Religion

Chrstn, No Deno

Voluntary Self-

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

Ethnic Group — Cancel · Save
Race 🔍 **2**

Lookup — Cancel

Search for: Race

▼ Search Criteria — Show Operators

3 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 · **5** Save
Race [E] 🔍 **4**

One Soldier ★ One Record ★ One Army

★ **U.S. ARMY**

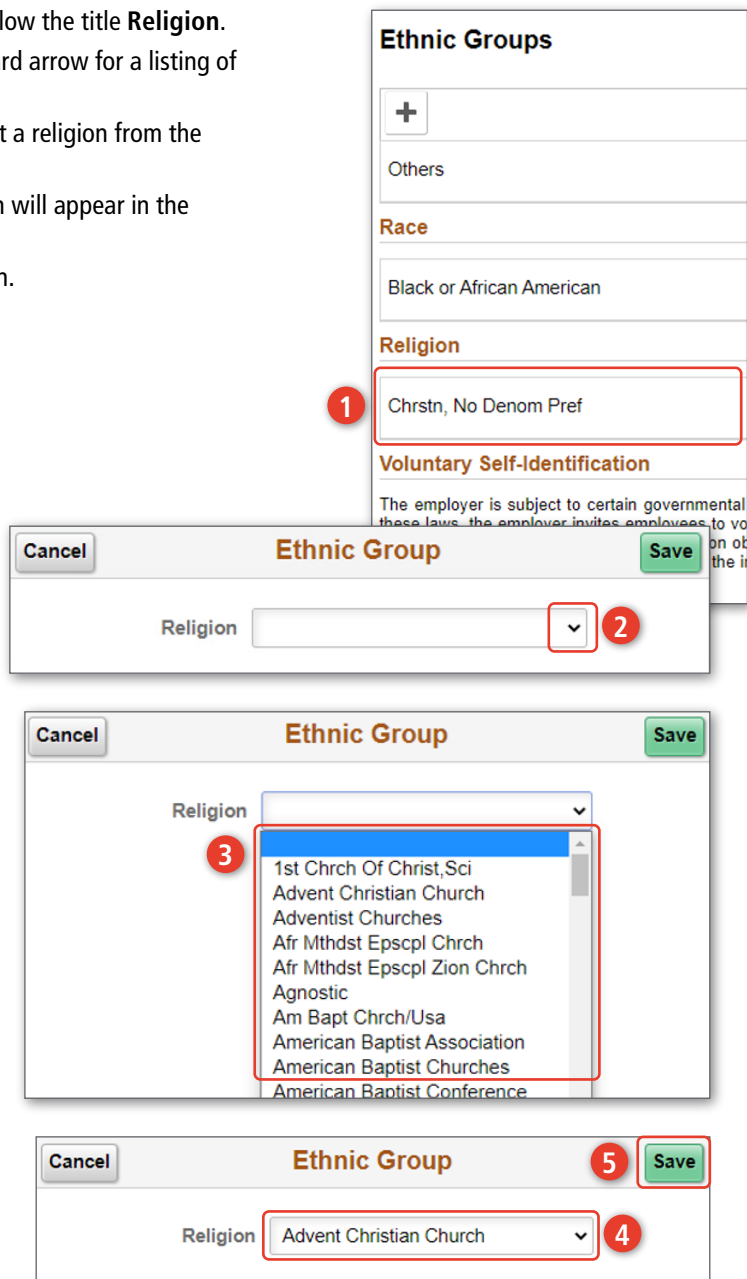## REDCAT Cheat Sheets CONTINUED

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

1 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 i

Cancel | **Ethnic Group** | Save

Religion | [▼] **2**

Cancel | **Ethnic Group** | Save

Religion | [▼]

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

Cancel | **Ethnic Group** | **5** Save

Religion | Advent Christian Church [▼] **4**