IPPS★A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

SELF SERVICE PERSONNEL RECORD REVIEW JOB AID

Members may view and edit personal details through Self Service tiles to ensure record accuracy for Personnel Record Reviews (PRRs).

This aid shows Members how to update personal information and talent profile record information within IPPS-A's My Profile. Not included, but part of the PRR process, is for Members to pull their Leave and Earning Statement (LES) and review Interactive Personnel Records Management System (iPERMS) to ensure supporting documents exist for their various profile attributes. Most components of a Member's profile are viewable on the Soldier Talent Profile (STP).

NOTE: Members use tabs to view and update their information.

- *View only tabs often require Personnel Action Request (PAR) submission to unit HR/S1 for updates. Reference unit Standard Operating Procedures (SOPs) and local policies.*
- *Self profession of religion, updating or including a religious preference, does not equate to Religious Accommodation waiver approval.*
- *View STP for Military Training history. Contact unit HR/S1 for updates.*

NAVIGATION: Self-Service Homepage > Talent Management (TAM) Soldier Workcenter
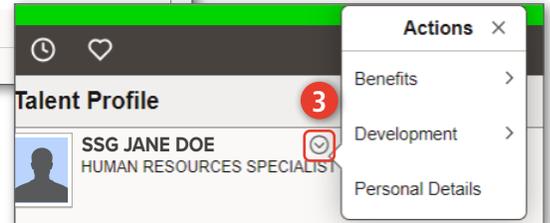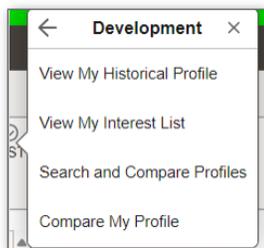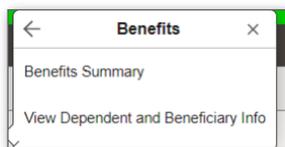
Step-by-Step Instructions: Update My Profile

View/update benefits, development, and personal details in **TAM Soldier Workcenter:**

1. From the Self-Service Role; Select the **TAM Soldier Workcenter** tile.
2. Select **My Profile.**
3. Click downward arrow to view the **Actions** drop down.

Areas of note:
- *Benefits Summary: Display view-only plans like SGLI.*
- *View Dependent and Beneficiary Info: Display view-only dependent data that originates from DEERS.*
- *View My Historical Profile: View-only/printable view of My Profile.*

TAM Soldier Workcenter (1)

Talent Management Workcenter
- My Approvals
- Links
- Talent Management Workcenter
- Talent Profile
- My Profile (2)
- Soldier Talent Profile
- Marketplace
- Job Openings

Talent Profile
SSG JANE DOE
HUMAN RESOURCES SPECIALIST (3)

Actions ✕
- Benefits
- Development
- Personal Details

Benefits ✕
- Benefits Summary
- View Dependent and Beneficiary Info

Development ✕
- View My Historical Profile
- View My Interest List
- Search and Compare Profiles
- Compare My Profile

One Soldier ★ One Record ★ One Army

★ **U.S. ARMY**

Step-by-Step Instructions: Update My Profile CONTINUED

PERSONAL DETAILS

4. Click on the downward arrow.

5. Select **Personal Details**.

6. Edit and view personal details:

- **Addresses:** Home/Mailing address
- **Contact Details:** Phone/email preferences
- **Marital Status:** View only – Contact HR/S1 for updates
- **Name:** View only – Contact HR/S1 for updates
- **Ethnic Groups:** Race and Religion
- **Additional Information:** View only – Sex, DOB, Birth location details, DODID, current Duty Status, and original start date and last start date
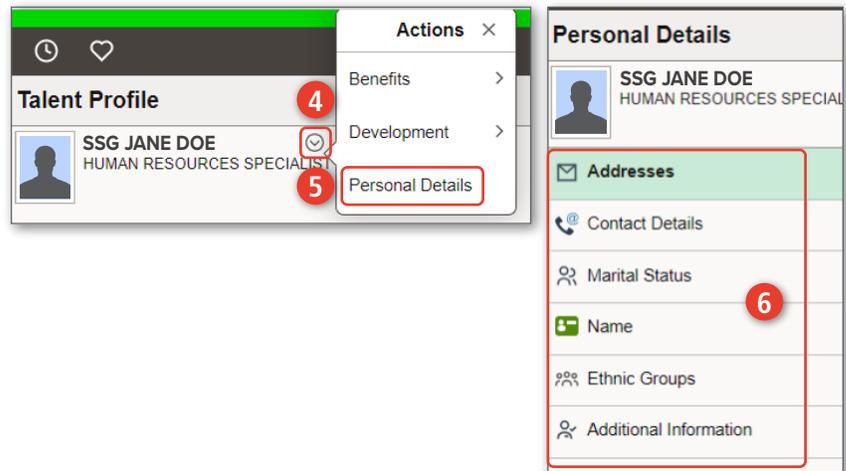
Step-by-Step Instructions: Update Talent Information in My Profile

View profile details in TAM Soldier Workcenter:

1. Select the **TAM Soldier Workcenter** Tile.

2. Select **My Profile**.
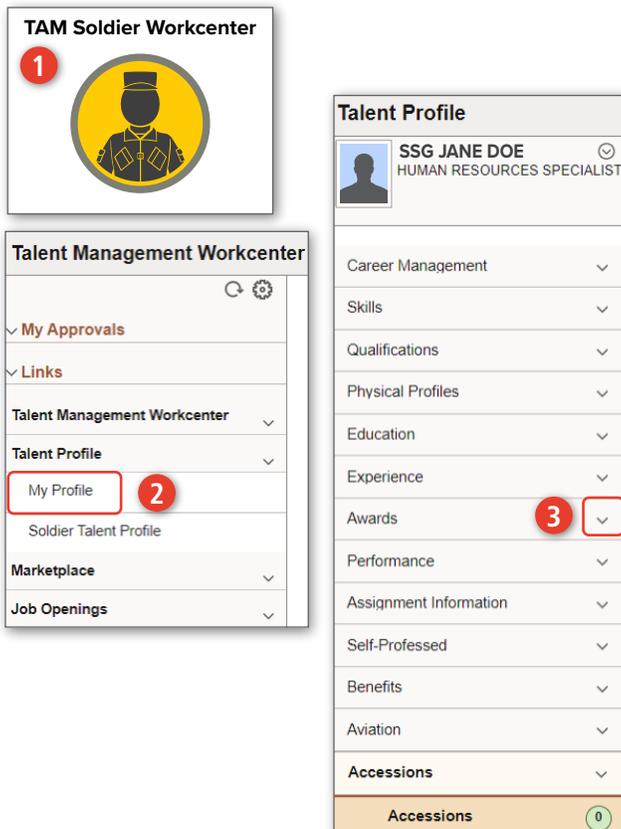
How to Use: Each content tab displays content types which organize Member attributes. Member clicks content type that reflects a value greater than zero to view full details.

NOTE: Members have access to all 13 content tabs of My Profile. Members may edit information via the Self Professed tab as a Self-service user. For all other tabs, Members submit a PAR and/or supporting documentation for updates of missing information.

Example:

3. Click on the **Awards** downward arrow to view the content drop down.

4. Select an **Awards** category from drop down list.

5. Click arrow to edit/view **Award**.

6. Update Award attributes as needed.