# IPPS★A
## INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

# UPDATE PERSONNEL RECORDS JOB AID

This Job Aid assists Members in executing updates to their records.

## SECTION 1: Admin Record Corrections PAR

The first section assists Members in executing an Admin Record Corrections Personnel Action Request (PAR) via the My Personnel Action Requests tile. This process creates a PAR to add, update, or correct a Member's administrative record. Upon submission of the Admin Record Corrections PAR, the request routes to the Member's S1 pool for review, approval or disapproval.

*NOTE: Self Service > My Personnel Action Requests*

*REFERENCE: User Manual, Ch. 7*

1. The **Self Service** homepage displays.
2. Select **My Personnel Action Requests** tile.
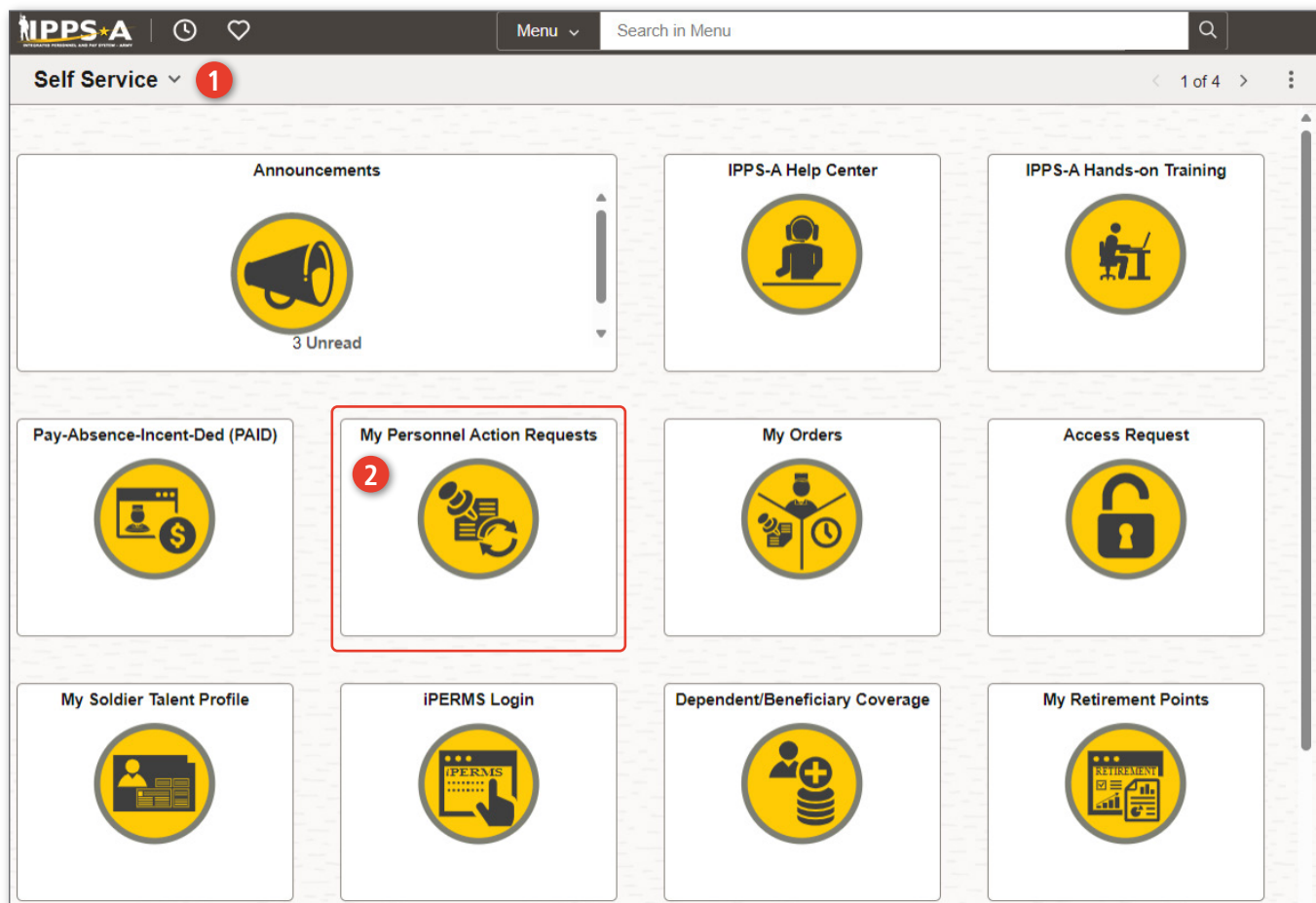
## Admin Record Corrections PAR CONTINUED

3. The **My Personnel Action Requests** landing page displays.

    3A. In the **Personnel Action Requests** section find and select **Create Personnel Action**.

*NOTE: Members initiate this PAR in order to request record updates.*

*NOTE: Members should include required supporting documents as attachments, if applicable.*

**My Personnel Action Requests** ③

Employee Name  CPT HANNAH SMITH
Employee ID  0000000000

**Personnel Action Requests**  (A) [ Create Personnel Action ]  [ My Buddy PARs ]

4. The **Request Details** screen displays.

    4A. Select the **Effective Date** calendar icon; choose the desired date from calendar.

    4B. Select the **Action** drop-down arrow and select A**dmin Records Corrections** from the dropdown listing.

    4C. Select the **Reason** drop-down arrow and select **Other** from the dropdown listing.

[ Cancel ]  ④ **Request Details**  [ Continue ]

*Effective Date  09/18/2024  (A)
*Action  Admin Records Corrections  (B)
*Reason  Other  (C)

**Admin Records Corrections - Other**

Soldier  CPT HANNAH SMITH
Employee ID  0000000000
PAR ID/Sequence  3332790/0      ⑤

(C) [ Next > ]

| 1 | Request Data  Visited |
| 2 | Attachments  Visited |
| 3 | Validate Request  Not Started |
| 4 | Transaction Summary  Not Started |

**Step 1 of 4: Request Data**

[ Save ]  (B)

Effective Date  09/18/2024                 PAR Status  Draft
PAR Action  Admin Records Corrections       PAR Reason  Other
Eligibility Status  Not Required

⌄ Soldier Data

UIC  W4ZZ18                                UIC Description  DMO DCS G1 IPPS-A
Component  Active                          Category  ACMS-Indiv Acct-Students
Rank  CPT                                  Grade  O3
Duty Status  Present for Duty

⌄ PAR Data

*Effective Date  09/18/2024
*Other Type  [          ]  (A)

*More Information

[                                    ]

5. The **Admin Records Correction – Other** landing page displays.

    5A. In the **Request Data** section find the **Other Type** free form text field and type the reason.

    5B. Select **Save**.

    5C. Select **Next**.

*NOTE: The Other option under the Reason drop-down will require the Other Type field (a free form text field) to be completed that indicates the "Other" reason.*

## Admin Record Corrections PAR CONTINUED

6. The **Attachments** section screen displays.

    6A. Select **Add Attachment**.

    6B. The **File Attachment** screen displays.

    6C. Select **My Device** to attach a file to the request.

    6D. Select the appropriate file.

    6E. Select the **Upload** button.

7. Select the **Save** button.

    7A. Select the **Next** button.

## Admin Record Corrections PAR CONTINUED

8. The Validate Request section screen displays.

   8A. Select **Validate**.

   8B. Select **Next**.

9. The **Transaction Summary** section screen displays.

   9A. Select **Submit**.

**Admin Records Corrections - Other**

Soldier CPT HANNAH SMITH
Employee ID 0000000000
PAR ID/Sequence 3393707/0

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‹ Previous

| 1 | Request Data
Visited |
| 2 | Attachments
Visited |
| 3 | Validate Request
In Progress |
| 4 | Transaction Summary
Not Started |

**Step 3 of 4: Validate Request**

Effective Date 09/27/2024          PAR Status Draft
PAR Action Admin Records Corrections          PAR Reason Other
Eligibility Status Not Required

**The personnel action request is ready for validation.**

Validate   **A**

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**Admin Records Corrections - Other**

Soldier CPT HANNAH SMITH
Employee ID 0000000000
PAR ID/Sequence 3393707/0

**B**

‹ Previous    Next ›

| 1 | Request Data
Visited |
| 2 | Attachments
Visited |
| 3 | Validate Request
Complete |
| 4 | Transaction Summary
Not Started |

**Step 3 of 4: Validate Request**

Effective Date 09/27/2024          PAR Status Draft
PAR Action Admin Records Corrections          PAR Reason Other
Eligibility Status Not Required

✔ The personnel action request has passed validation. You may now submit this PAR for approval.
✔ All required fields are completed.

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**Admin Records Corrections - Other**

Soldier CPT HANNAH SMITH
Employee ID 0000000000
PAR ID/Sequence 3393707/0

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‹ Previous    Submit   **A**

| 1 | Request Data
Visited |
| 2 | Attachments
Visited |
| 3 | Validate Request
Complete |
| 4 | Transaction Summary
Visited |

**Step 4 of 4: Transaction Summary**

Effective Date 09/27/2024          PAR Status Draft
PAR Action Admin Records Corrections          PAR Reason Other
Eligibility Status Not Required

∨ **Soldier Data**

UIC W4ZZ18          UIC Description DMO DCS G1 IPPS-A
Component Active          Category ACMS-Indiv Acct-Students
Rank CPT          Grade O3
Duty Status Present for Duty

**Summary of Changes**

| Details | Proposed Information | Current Information |
| --- | --- | --- |
| Effective Date | 09/27/2024 | N/A |
| Other Type | Test 001 | N/A |
| More Information | Test 001 | N/A |

Changes Made ●

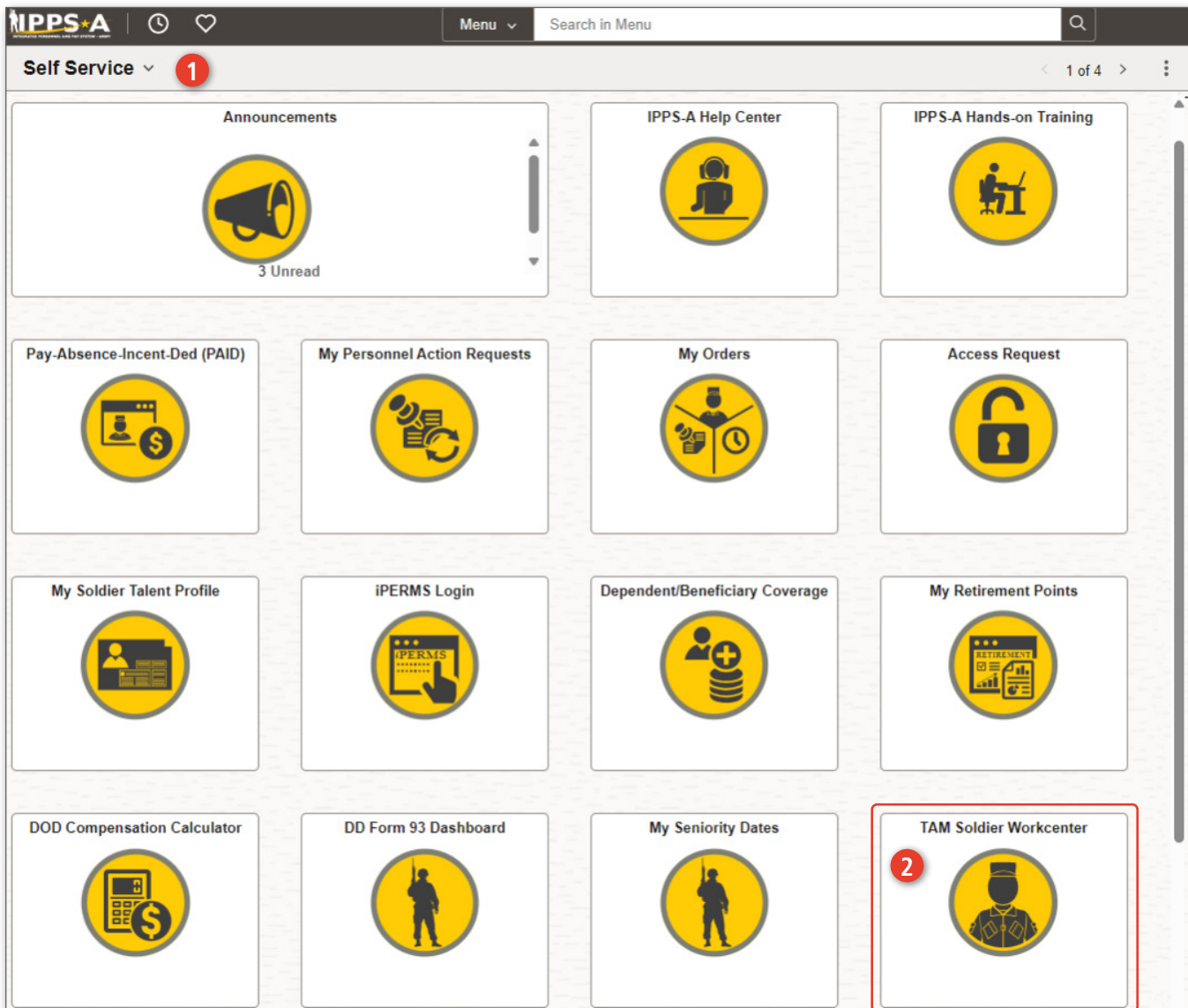| Preview Approval Chain | › |
| Display Errors / Warnings | › |

## SECTION 2: Self-Professed KSBs and Preferences

The second section assists Members in adding Self-Professed desired attribute(s) via the Talent Management (TAM) Soldier Workcenter tile. TAM enables Members to manage their self-professed Knowledge, Skills, and Behaviors (KSBs) and Preferences. Members can add, maintain, and edit self-professed KSBs to represent the Member's total talent management profile accurately.

*NOTE: Self Service > TAM Soldier Workcenter*

*REFERENCE: User Manual, Ch. 11*

1. The **Self Service** homepage displays.
2. Select **TAM Soldier Workcenter** tile.
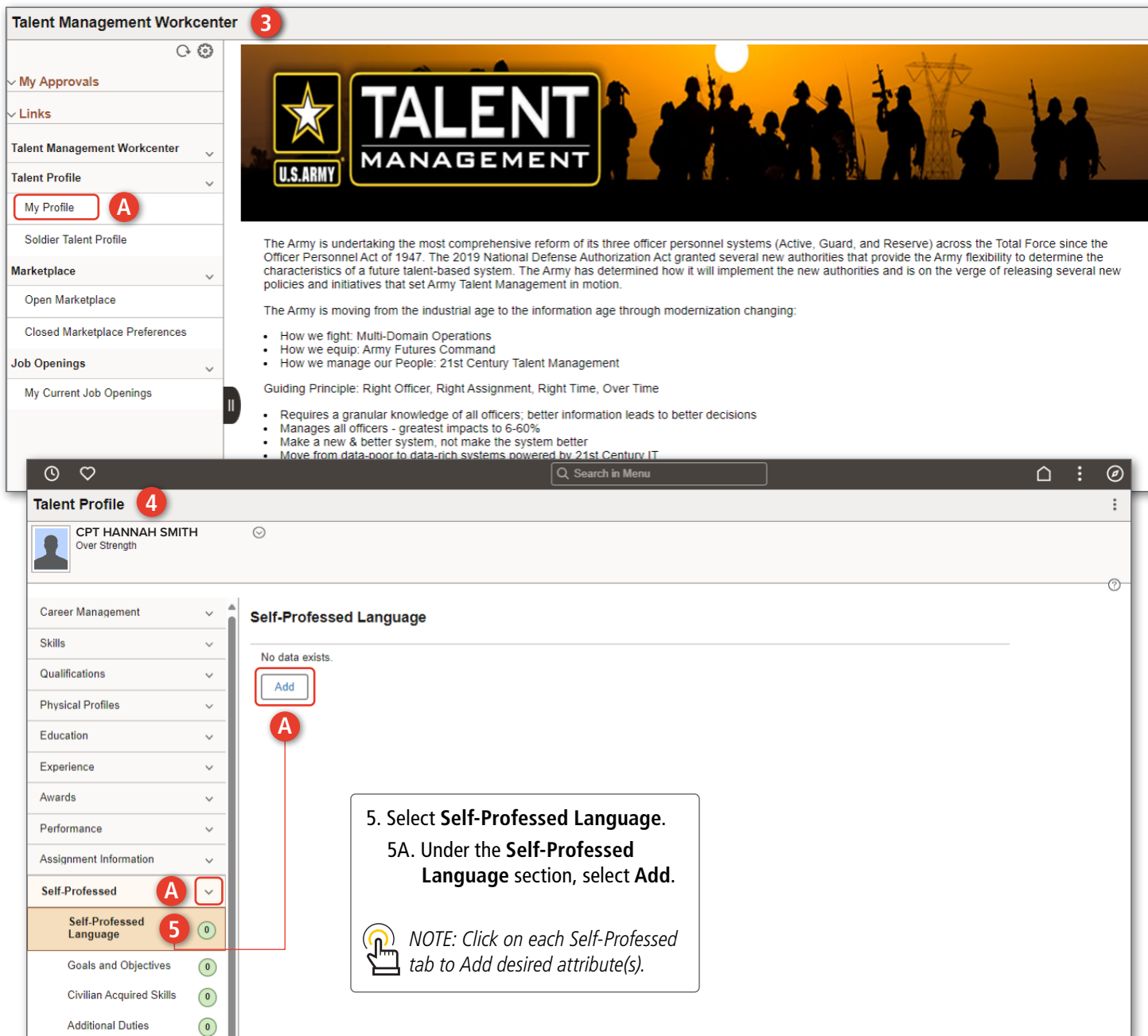
## Self-Professed KSBs and Preferences CONTINUED

3. The **Talent Management Workcenter** landing page screen displays.

    3A. Select **My Profile**.

4. The **Talent Profile** landing page displays.

    4A. Find and select the **Self-Professed** drop-down arrow.

**Talent Management Workcenter** ③

- ∨ My Approvals
- ∨ Links
- Talent Management Workcenter ∨
- Talent Profile ∨
  - My Profile Ⓐ
  - Soldier Talent Profile
- Marketplace ∨
  - Open Marketplace
  - Closed Marketplace Preferences
- Job Openings ∨
  - My Current Job Openings

**TALENT MANAGEMENT**
U.S.ARMY

The Army is undertaking the most comprehensive reform of its three officer personnel systems (Active, Guard, and Reserve) across the Total Force since the Officer Personnel Act of 1947. The 2019 National Defense Authorization Act granted several new authorities that provide the Army flexibility to determine the characteristics of a future talent-based system. The Army has determined how it will implement the new authorities and is on the verge of releasing several new policies and initiatives that set Army Talent Management in motion.

The Army is moving from the industrial age to the information age through modernization changing:

- How we fight: Multi-Domain Operations
- How we equip: Army Futures Command
- How we manage our People: 21st Century Talent Management

Guiding Principle: Right Officer, Right Assignment, Right Time, Over Time

- Requires a granular knowledge of all officers; better information leads to better decisions
- Manages all officers - greatest impacts to 6-60%
- Make a new & better system, not make the system better
- Move from data-poor to data-rich systems powered by 21st Century IT

🔍 Search in Menu

**Talent Profile** ④

**CPT HANNAH SMITH**
Over Strength ⊙

- Career Management ∨
- Skills ∨
- Qualifications ∨
- Physical Profiles ∨
- Education ∨
- Experience ∨
- Awards ∨
- Performance ∨
- Assignment Information ∨
- Self-Professed Ⓐ ∨
  - Self-Professed Language ⑤ ⓪
  - Goals and Objectives ⓪
  - Civilian Acquired Skills ⓪
  - Additional Duties ⓪

**Self-Professed Language**

No data exists.

[ Add ] Ⓐ

5. Select **Self-Professed Language**.

    5A. Under the **Self-Professed Language** section, select **Add**.

🖐 *NOTE: Click on each Self-Professed tab to Add desired attribute(s).*

## Self-Professed KSBs and Preferences CONTINUED

6. The **Self-Professed Language** screen displays.

    6A. Select the **Self-Professed Language** magnifying glass icon.

    6B. The **Lookup** screen displays. Select the desired language from the dropdown list.



7. Select the **Reading Proficiency Level** drop-down arrow and select the desired level.

    7A. Select the **Speaking Proficiency Level** drop-down arrow and select the desired level.

    7B. Select the **Listening Proficiency Level** drop-down arrow and select the desired level.

8. Select **Save**.