IPPS★A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

UPDATE RECORDS FOR BOARDS (HR PRO) JOB AID

This Job Aid assists HR Professionals in executing required and necessary updates to a Member's records prior to a board.

NAVIGATION: HR Professional > Navigator > Menu> Workforce Administration, Assignment Tracking, Manage Assignments

REFERENCE: User Manual, Ch. 12

SECTION 1: Update Duty Title

The first section assists HR Professionals in executing a position duty title update for an assignment that is in a Completed status via the Manage Assignments section. This transaction is often completed when the Member held a surplus/excess templet.

NOTE: In a future release, a Member's Assignment Duty Title will reflect the Duty Title that is reflected in the Member's Evaluation.

1. Select the Role: **HR Professional**. The **HR Professional** landing page displays.

2. Place cursor in the **Menu** text box, type **Manage Assignments**.

   2A. Select **Manage Assignments**.
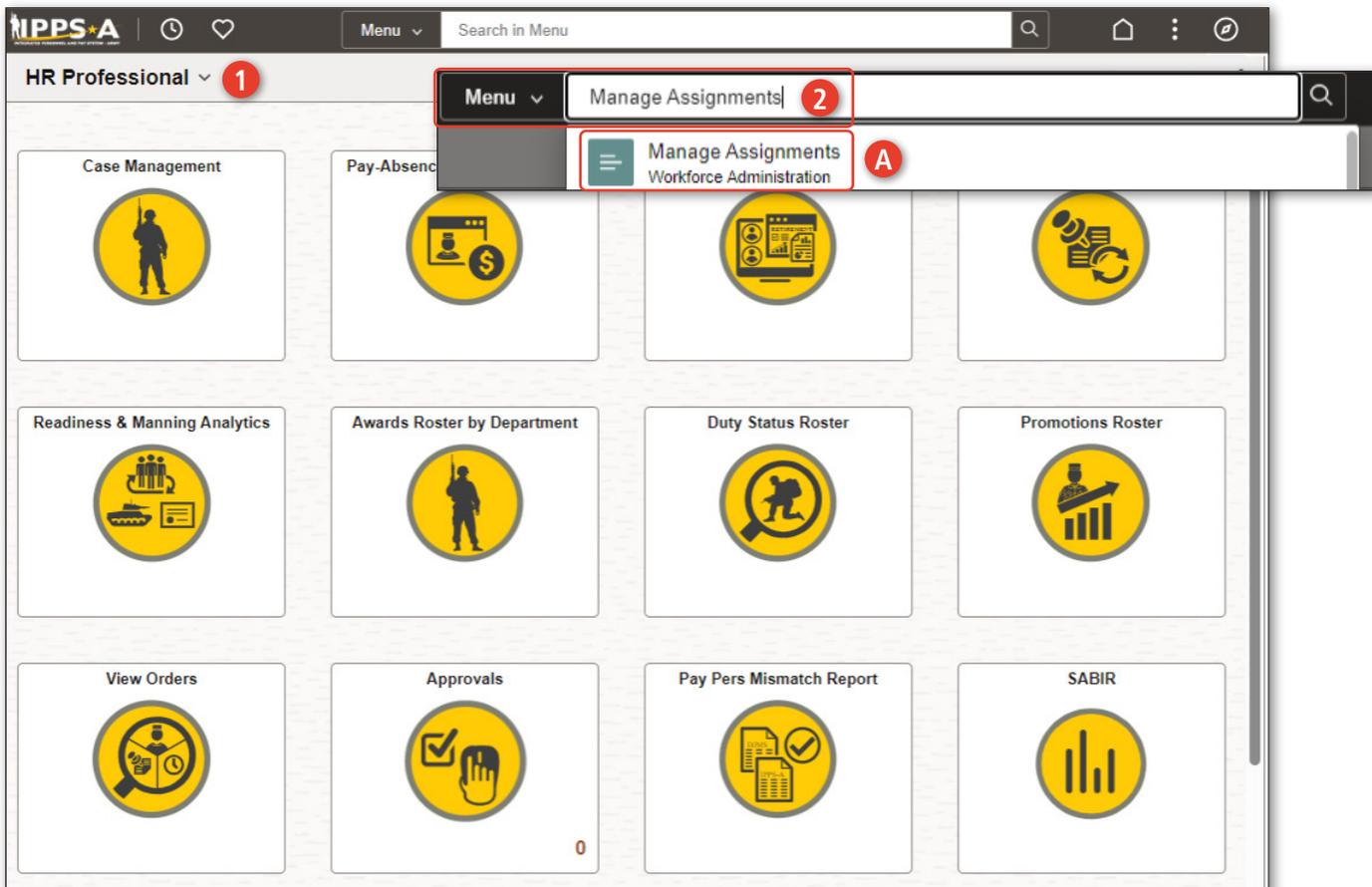
Update Duty Title CONTINUED

3. The **Assignment Search** screen displays.

    3A. Enter all applicable criteria for the Member.

    3B. Select **Search**.

4. The **Current/Approved** landing page displays.

    4A. Find and select the **Completed** tab on the left panel.

5. The **Completed** screen displays.

    5A. Under the **Permanent Assignments** section, locate the appropriate assignment.

    5B. Select the **Other Actions** drop down arrow.

    5C. Select **Update Duty Title**.

Update Duty Title CONTINUED

Assignment Details 6

Name SSG MARIA GARCIA
Empl ID 0000000000

Assignment Details	Submit Duty Title Update 7

Assignment Header Information

Assignment	Permanent	Assignment ID	114662128
Employee Record	0	Assignment Seq	1
Assignment Status	Completed	User Action	8001 System Curtail/ Extend
Workflow Status	None Required	Stat Auth	

Component Category   Training Status   PERSTEMPO Info   View/Update TDY Event

Assignment Dates

Projected Begin Dt	08/22/2021	Report Date	08/22/2021
Number of Days	0	Projected End Dt	05/06/2024
Change Effective Date	08/22/2021	Assignment From	INITIAL
Initial End Date Reason Code			

Standard Fields

*Action	PCS	*Reason	Training
Trans Type	CONUS Training	Subtrans Type	CONUS PDS
UIC	W00101 W001 704 MI BDE HHC	Position	02389787
Location	00038600 FT GEORGE MEADE	Over Strength Indicator	NOT OVERSTRENGTH
With Duty At			
Estab ID	CONUS	Tour Type	NOT APPLICABLE
		Tour Indicator	
Job Code	E35N SIGNALS INTELLIGENCE ANALYST	Duty Title	21062 FUNCT MANAGER 🔍 A

Navigation items (sidebar):
- Assignment Details
- Member Elections
- Addl Instructions
- Funding
- Approvals/Eligibility
- Comments/Attachments
- Orders
- Arrivals/Departures

Lookup B

Cancel

Search for: Duty Title

> Search Criteria

∨ Search Results

Only the first 100 results can be displayed.

100 rows

Duty Title ⇅ C	Description
21062 FUNCT MANAGER	
9990 REASSIGNABLE OVERSTRENGTH	
9991 - SMP	
9992 - AWAITING ASSIGNMENT	
9993 - KNOWN/PROJECTED LOSS	
9994 - ATTACHED PERSONNEL	
9995 - UNIT REORGANIZATION	
9997 - PROJECTED GAIN	
9998 WARRANT OFFICER CANDIDATE	
A/MH-6 CREW CHIEF	
A/MH-6 HEL TI	
A/MH-6 REP	
A/MH-6 REP/TM CH	
A/MH-6 SR SYS SUPV	
A/MH-6 SYS REP	

6. The **Assignment Details** screen displays.

   6A. Under the **Standard Fields** section, select the **Duty Title** magnifying glass icon to select the appropriate duty title from search or list.

   6B. The **Lookup** screen displays.

   6C. Select the desired D**uty Title** from the dropdown listing.

7. Select **Submit Duty Title Update** to complete the process.

SECTION 2: Update Historical Assignments (Assignment History)

The second section assists HR Professionals in executing a Job Code (Military Occupational Specialty (MOS)) or position duty title update for a historical assignment from legacy interfaces via the Manage Converted Assignments section. In many cases, Members request date adjustments, duty title updates, or the addition of a missing temporary assignment. A Member must provide a Legacy Soldier Record Brief (SRB), assignment order or evaluation as Key Supporting Documents (KSDs).

1. Select the Role: **HR Professional**. The **HR Professional** landing page displays.
2. Place cursor in the **Menu** text box, and type **Manage Converted Assignments**.
   2A. Select **Manage Converted Assignments**.
3. The **Assignment LITE Search** screen displays.
   3A. Enter all applicable criteria for the Member.
   3B. Select **Search**.

NAVIGATION: HR Professional > Navigator > Menu> Workforce Administration, Assignment Tracking, Manage Converted Assignments

REFERENCE: User Manual, Ch. 12

NOTE: In a future release, a Member's Assignment Duty Title will reflect the Duty Title that is reflected in the Member's Evaluation.

Update Historical Assignments (Assignment History) CONTINUED

4. The **Manage Converted Assignments** screen displays.

    4A. Locate and select the appropriate assignment.

Manage Converted Assignments (4)

Name	SSG MARIA GARCIA		Location	FORT KNOX
Empl ID	0000000000		Job Code	E35N SIGNALS INTELLIGENCE ANALYST
UIC	W98Z07 Perm Disability Ret List		HR Status	Active
Rank	SSG		Business Unit	ARRCA

‹ Return to Search   **Add Historical Assignment ›**

8 rows

Business Unit/ Empl Rcd#	Assignment ID/ Type	Command/ EffSeq	Begin/ End Dates	Action/ Reason	JobCode / Duty Title	UIC / Service Comp	Home Dept/ Descr	Country / City / State	Delete
ARRCA	103910000		03/14/2014	PCA	E09B	W6GRAA	W6GRAAARRC	USA	🗑
0	PER	1	05/26/2014	ABN	TRAINEE UNASSIGNED	V		FT KNOX KY	›
ARACA	103910001		05/27/2014	PCS	E09B	W6GRAA	W6GRAAARAC	USA	🗑
0	PER	1	04/16/2015	ACC	TRAINEE UNASSIGNED	R		FT KNOX KY	›
ARRCA	103910002		05/27/2014	XFR	E09B	W6GRAA	W6GRAAARRC	USA	🗑
0	PER	0	04/16/2015	TAN	TRAINEE UNASSIGNED	V		FT KNOX KY	›
ARACA	103910003	AS	04/17/2015	PCS	E35N	W00112	W00112ARAC	USA	🗑
0	PER	0	09/19/2017		TDNA ANALYST	R		FT GEORGE MD	›
ARACA	103910004	AS	09/20/2017	PCS	E35N	W6RLB1	W6RLB1ARAC	USA	🗑
0	PER	0	12/31/2017		SIGINT ANALYST	R		SCHOFIELD HI	›

Update Historical Assignments (Assignment History) CONTINUED

5. **Update Assignment** screen displays.

   5A. To update the Member's **Job Code (MOS),** find and select the **Job Code (MOS)** magnifying glass icon.

   5B. The **Lookup** screen displays.

   5C. Select the desired **Job Code** from the dropdown listing.

   5D. To update the Member's Duty Title, find and select the **Duty Title** text box and enter desired title.

6. Select **Apply**.

   6A. Select **Done** to complete the process.