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.
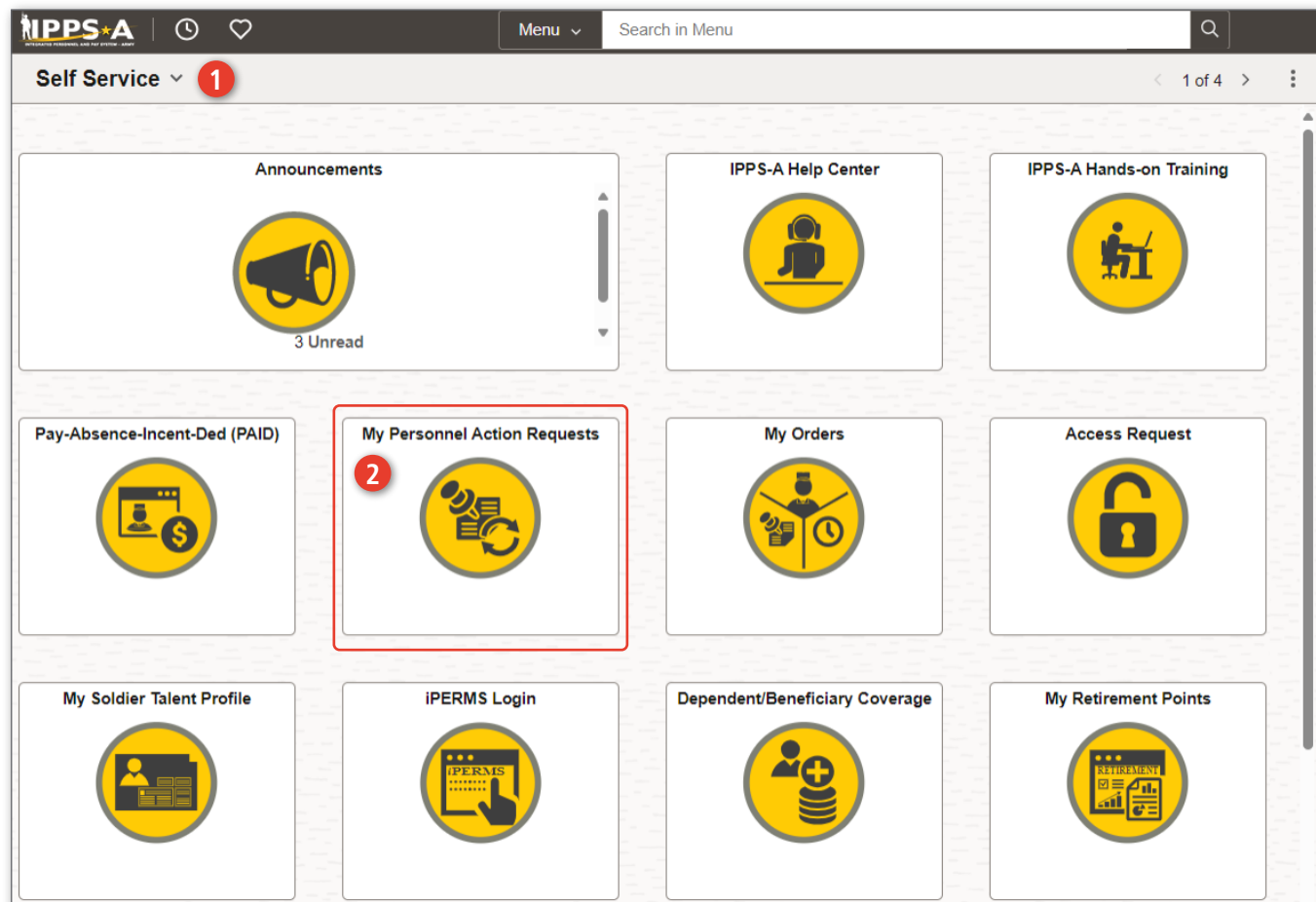
NOTE: Self-Service > My Personnel Action Requests

REFERENCE: User Manual, Ch. 7

1. The **Self-Service** homepage displays.
2. Select **My Personnel Action Requests** tile.

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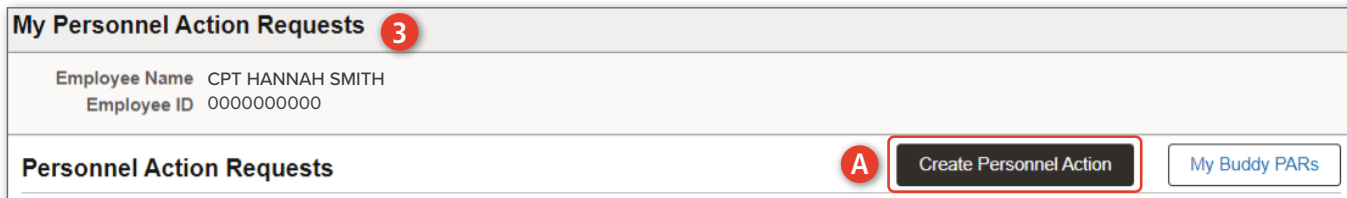★ **U.S. ARMY**

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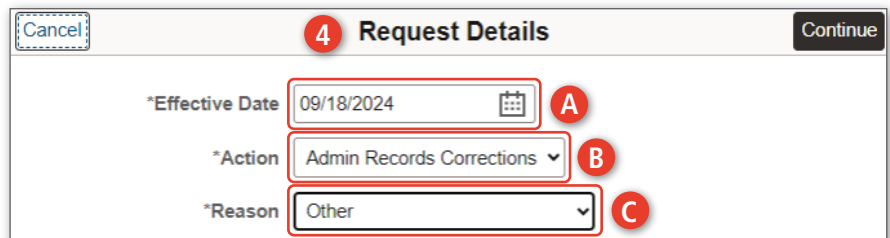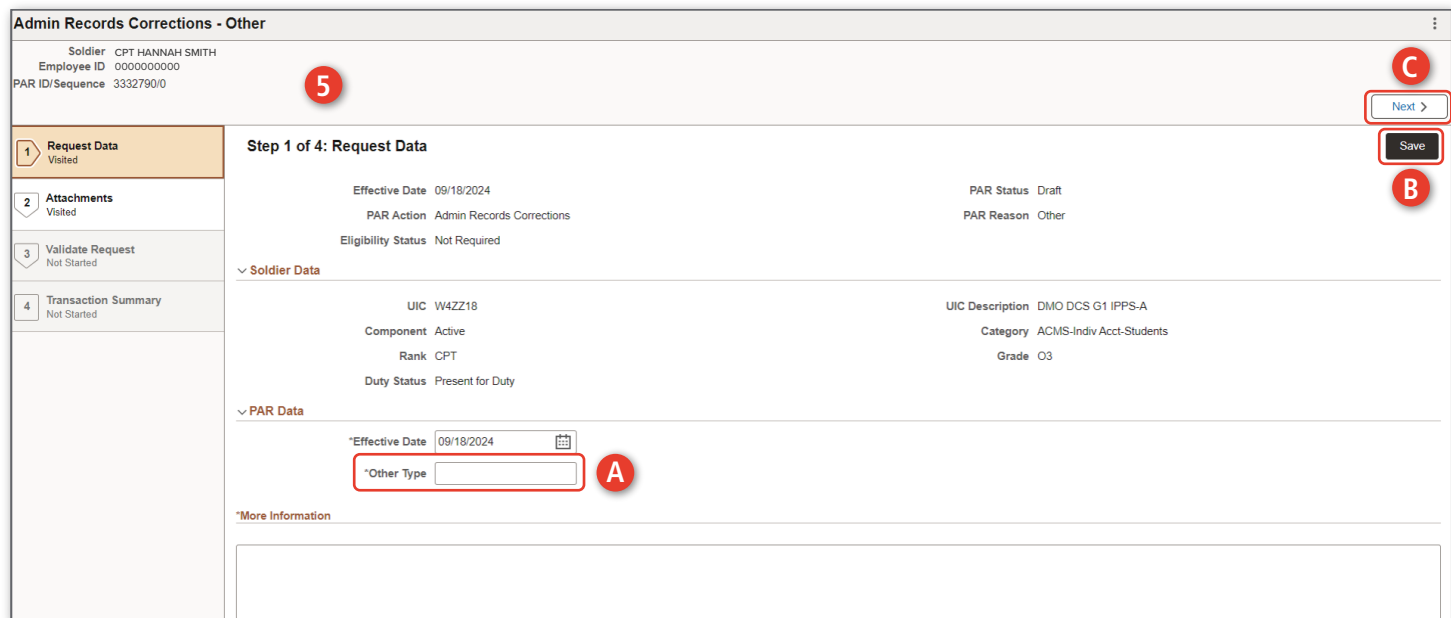
NOTE: Members initiate this PAR in order to request record updates.

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   Ⓐ   [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 📅 Ⓐ

*Action   Admin Records Corrections ▾ Ⓑ

*Reason   Other ▾ Ⓒ

Admin Records Corrections - Other

Soldier CPT HANNAH SMITH
Employee ID 0000000000
PAR ID/Sequence 3332790/0   ⑤   Ⓒ [Next ❯]

① Request Data — Visited	**Step 1 of 4: Request Data** Ⓑ [Save]
② Attachments — Visited	
③ Validate Request — Not Started	
④ Transaction Summary — Not Started	

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 [   ] Ⓐ

*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.

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Admin Record Corrections PAR CONTINUED

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

    6A. Select **Add Attachment**.

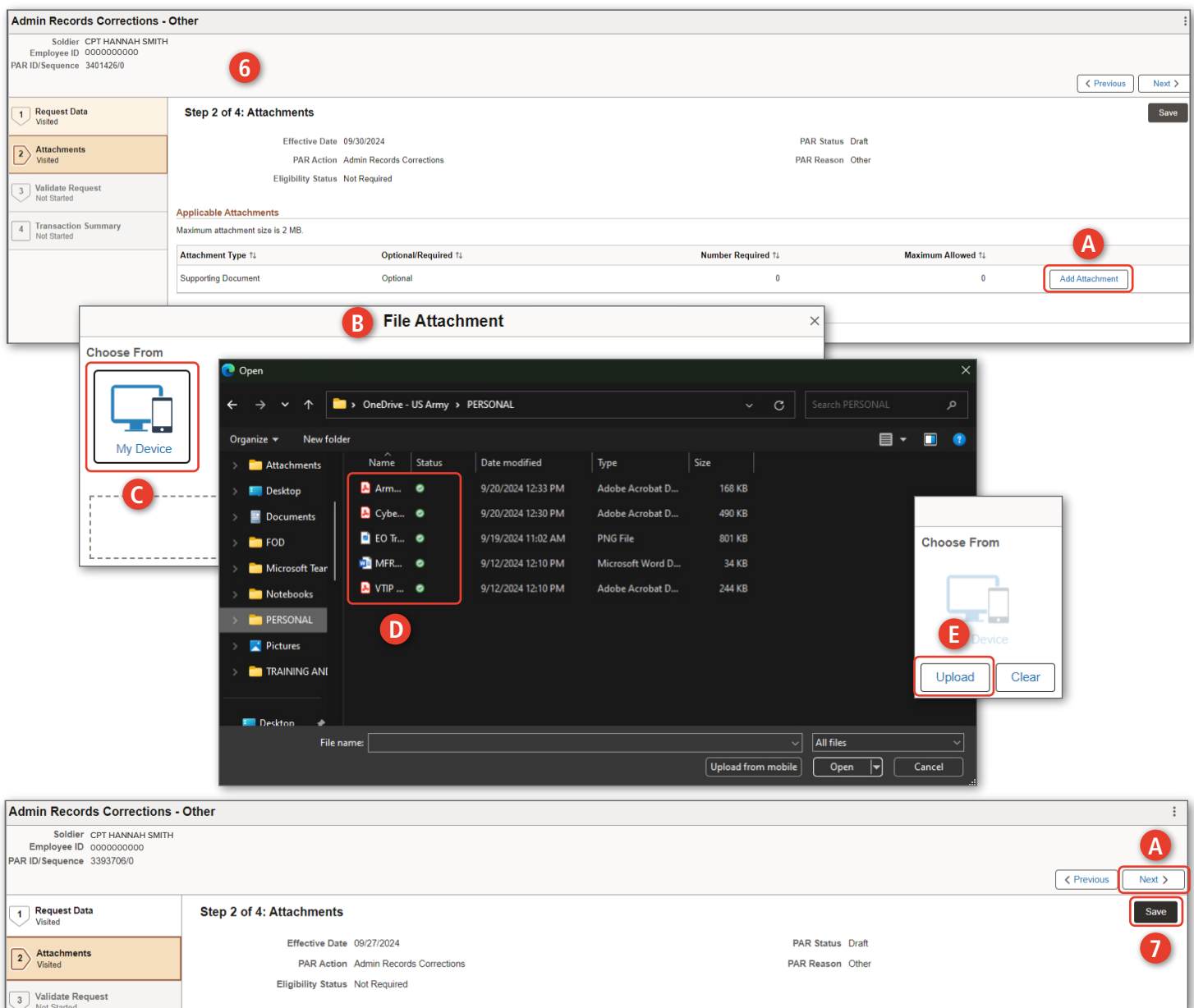   6B. The **File Attachment** screen displays.

    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.

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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	**Step 3 of 4: Validate Request**
2 Attachments Visited	Effective Date 09/27/2024
3 Validate Request In Progress	PAR Action Admin Records Corrections
4 Transaction Summary Not Started	Eligibility Status Not Required

PAR Status Draft
PAR Reason Other

Validate **A**

The personnel action request is ready for validation.

Admin Records Corrections - Other

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

B

‹ Previous   Next ›

1 Request Data Visited	**Step 3 of 4: Validate Request**
2 Attachments Visited	Effective Date 09/27/2024
3 Validate Request Complete	PAR Action Admin Records Corrections
4 Transaction Summary Not Started	Eligibility Status Not Required

PAR Status Draft
PAR Reason Other

✔ The personnel action request has passed validation. You may now submit this PAR for approval.

✔ All required fields are completed.

Admin Records Corrections - Other

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

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‹ Previous   Submit

1 Request Data Visited	**Step 4 of 4: Transaction Summary**
2 Attachments Visited	Effective Date 09/27/2024
3 Validate Request Complete	PAR Action Admin Records Corrections
4 Transaction Summary Visited	Eligibility Status Not Required

PAR Status Draft
PAR Reason Other

A

∨ **Soldier Data**

UIC W4ZZ18
Component Active
Rank CPT
Duty Status Present for Duty

UIC Description DMO DCS G1 IPPS-A
Category ACMS-Indiv Acct-Students
Grade O3

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 ›

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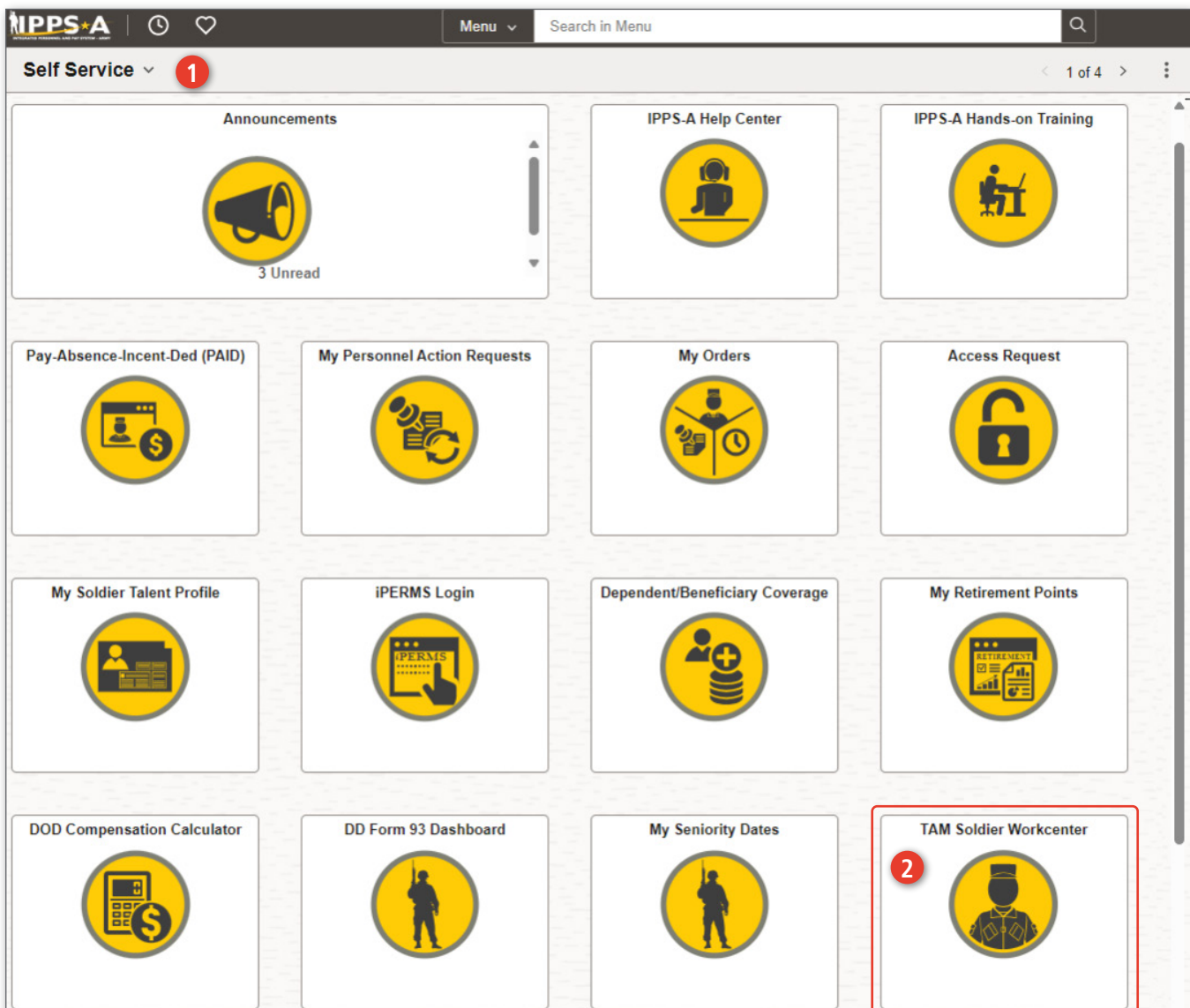
SECTION 2: Self-Professed KSBs and Preferences

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.
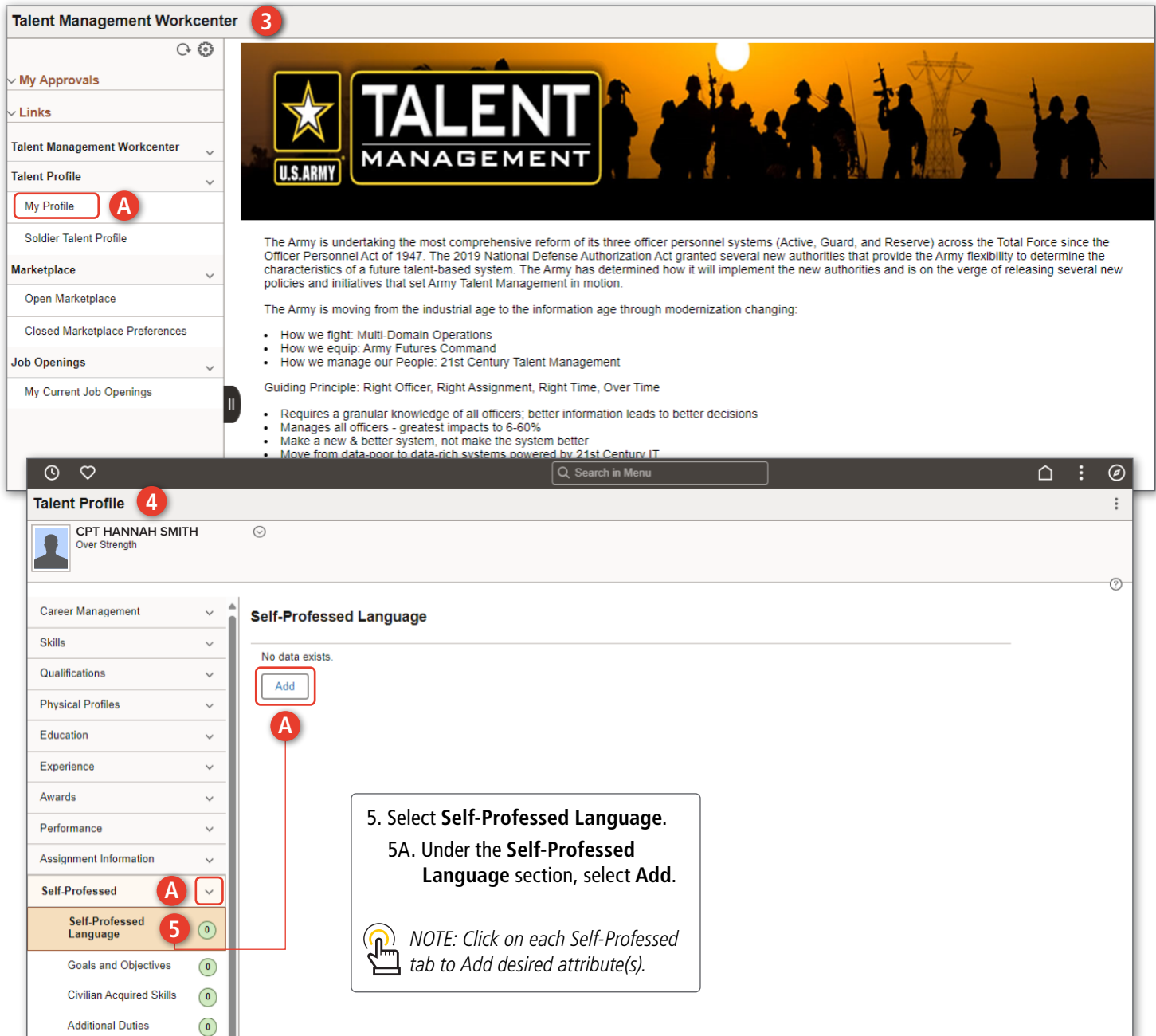
Self-Professed KSBs and Preferences CONTINUED

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 (A)

Soldier Talent Profile

Marketplace ⌄

Open Marketplace

Closed Marketplace Preferences

Job Openings ⌄

My Current Job Openings

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 (A) ⌄

Self-Professed Language ⑤ (0)

Goals and Objectives (0)

Civilian Acquired Skills (0)

Additional Duties (0)

Self-Professed Language

No data exists.

Add (A)

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

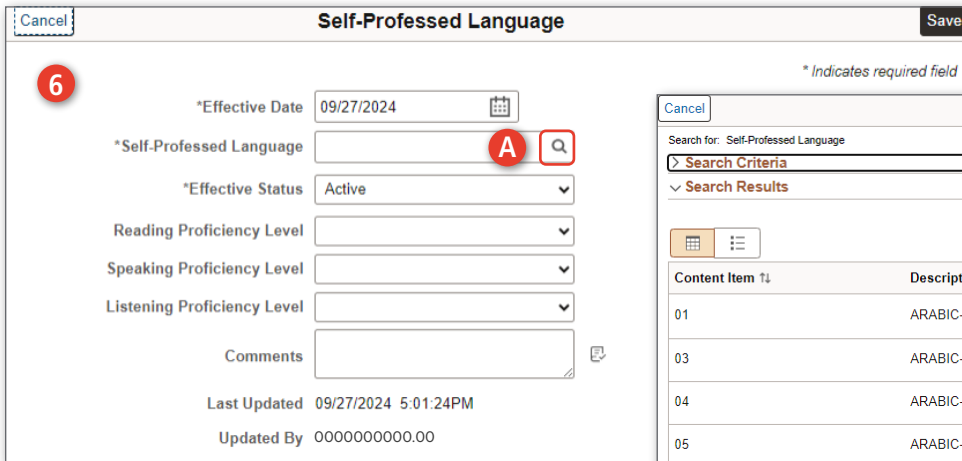   5A. Under the **Self-Professed Language** section, select **Add**.

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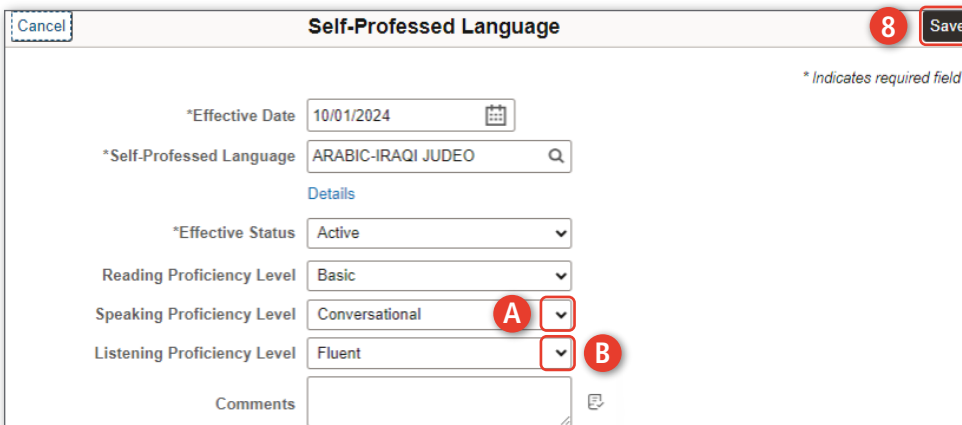   6B. The **Lookup** screen displays. Select the desired language from the dropdown list.

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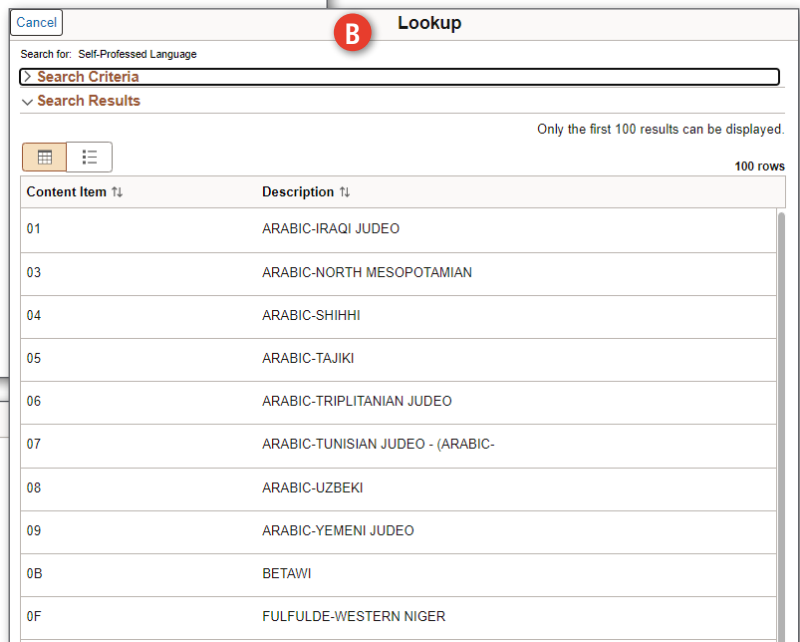
    7B. Select the **Listening Proficiency Level** drop-down arrow and select the desired level.

8. Select **Save**.