IPPS-A

INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

U.S.ARMY

IPPS-A Data Preparedness Soldier Self Service
2020

Contents

The complete manual for correcting your data

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What you need to know, and why

IPPS-A is coming soon

IPPS-A will modernize Army HR and develop a system for managing talent, reduce IT and military pay costs, and improve Soldiers' lives through transparency and mobile capabilities.

IPPS-A is an on-line Human Resources (HR) system that will provide integrated personnel, pay, talent and data capabilities in a single system to all Army Components for the first time ever. Once fully deployed, IPPS-A will:

- Deliver near real-time access to an on-line record for your entire career.
- Provide on-line self-service capability for personnel actions (leave, etc.) and allow tracking from start to finish.
- Ensure personnel actions automatically trigger pay actions using the latest technology.
- Streamline the process for transferring between deployments, assignments and Components.

What are some things that IPPS-A will allow me to do?

- Allow for self-appraisal of unique skills (talents)
- Initiate pay inquiries
- Initiate personnel action requests
- Monitor open slots in other units
- Monitor IPPS-A training
- Request leave
- View complete Soldier record

IPPS-A was fielded to the Army National Guard in 2019/20 and is coming to the Total Force. IPPS-A will improve the lives of Soldiers, and their Families, and how the Total Army interacts with you by transforming our industrial age personnel and pay systems to integrated 21st century talent and data-driven capabilities. IPPS-A will empower you with the right tools for more control over your Army career.

It's your data, make it right.

The most authoritative source of correct HR data is the individual Soldier. There is a lot the individual Soldier can do right now to ensure that your record transitions to IPPS-A seamlessly. Ensuring your data is correct also helps when dealing with PCS moves, promotions, transitions, and taking care of loved ones amongst other things. **This guide provides the steps you need to know in order to correct your data now**. Later on you will be asked, by your Commander or Unit S1 to participate in an Enhanced Personnel Records Review (E-PRR) - by following the steps in this guide you'll be ready and your data will be correct so you can focus on your mission.

1.1M

1.1 Million Soldiers will depend on IPPS-A in 2021 and beyond. Ensuring your data is correct and up-to-date will help reduce errors and keep you mission focused.

Road-map to data success

milConnect
Defense Manpower Data Center (DMDC)

Soldiers and beneficiaries manage their benefits and records through a convenient self-service portal. Integrated applications give them secure access to many of their personal and personnel records held in the Defense Enrollment Eligibility Reporting System (DEERS).

- Personal Contact Information
- Family Members (DEERS/TRICARE)
- Health Benefits
- Education Benefits

https://milconnect-pki.dmdc.osd.mil/milconnect/

ATRRS
Army Training Requirements Resource System

Access and validate that courses are present and correctly identified for:

- Military education
- Military training

In some cases, you may only be able to access this from a government desktop or laptop

https://www.atrrs.army.mil

Unit Training Room
At your Battalion or Company

Work with your unit training room to make sure the following is up-to-date and correct

- ACFT/APFT results and scores
- Army Body Composition (Height/Weight) data
- Weapons qualifications

Army Human Resources Command Website

Print a copy of your latest Enlisted Record Brief or Officer Record Brief

https://www.hrc.army.mil

The Battalion S1 Shop

It will be necessary to conduct an **Enhanced Personnel Records Review (E-PRR)**, your unit S1 shop will probably utilize your next annual personnel records review (PRR) to accomplish this. Once this step is complete you can be sure your personal data is **ready for IPPS-A**.

Updates to milConnect

milConnect
Defense Manpower Data Center (DMDC)
https://milconnect-pki.dmdc.osd.mil/milconnect/

To access your records and benefits with milConnect, you must sign in with a Common Access Card (CAC), a DoD Self-Service (DS) Logon, or a DFAS (myPay) Account. If you are a new user and do not have a CAC, select Start here in the upper right to create logon credentials.


- Click 'Sign In'
- When you reach the DS Login screen select 'OK'
- Select CAC Option and then 'OK'
- **Select More Goals to see all Areas**

Check and make corrections if necessary in the following areas:

Update personal contact info
Manage health benefits
Update family members in DEERS
Update my name in DEERS
View my health care coverage
Update my GAL display name
Update my work email - CAC login only
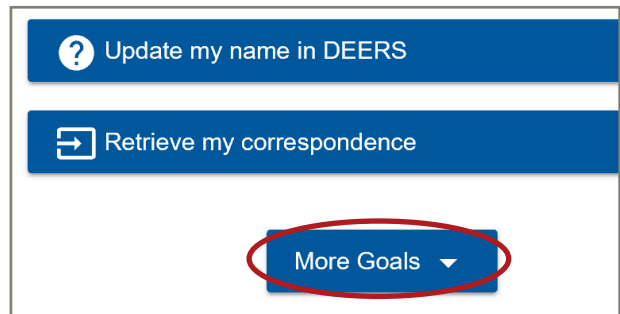
Note: Some changes, including adding family members, may need to made at a DEERS/RAPIDS office location in person. If there are updates you cannot carry out on-line, contact your local servicing office for more information.
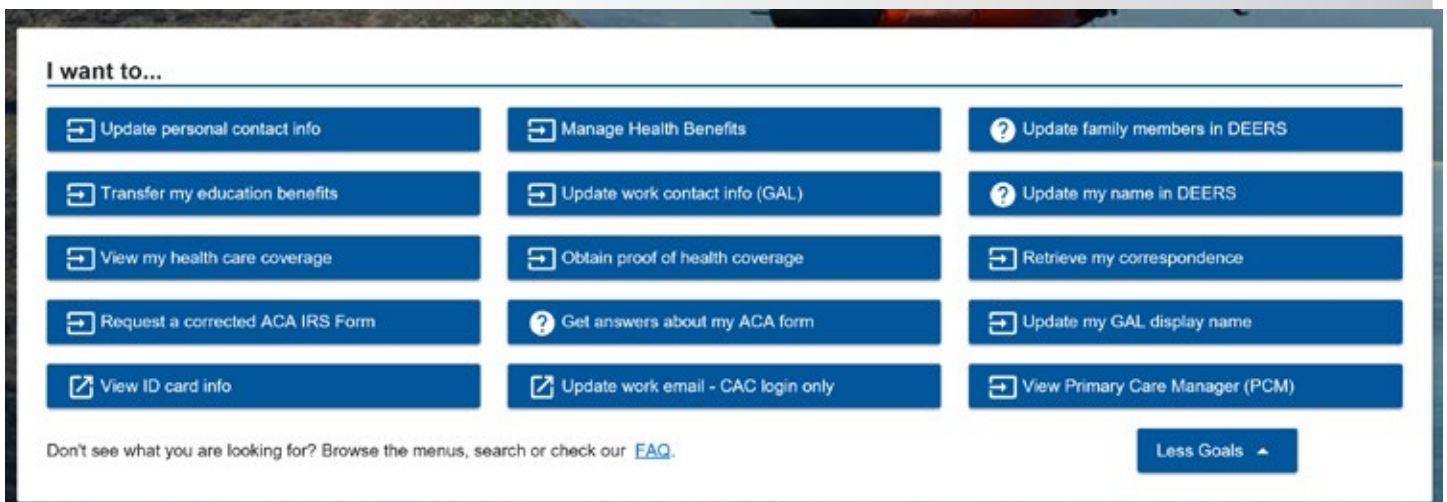
Updates to ATRRS

ATRRS
Army Training Requirements Resource System
https://www.atrrs.army.mil
(In some cases, you may only be able to access this from a government desktop or laptop)

The Army Training Requirements and Resources System (ATRRS) is the Army system of record for training. The online system tool integrates manpower requirements for individual training. ATRRS supports Army training requirements, determines training programs, manages class schedules, allocates class quotas, makes seat reservations, and records student attendance.

ATRRS holds the records for the following types of courses:

- Professional Military Education Courses (PME) such as schools, AIT, Officer Basic Training course, career course, NCOES schools, branch qualification courses, military colleges, etc.
- Other types of professional military training that has been conducted in a classroom environment such as SHARP/ EEO courses, HAZMAT, air load planners, non-MOS specific courses, etc.
- Many types of online training courses that result in a certificate being awarded to the individual for completion - including those that may be an annual requirement - for Enlisted personnel these are often courses that result in promotion points.

In most cases you will not find records of civilian education courses unless they were specifically conducted in a military learning environment.

You should print your ATRRS unofficial transcript and ensure that all PME and professional military training courses are listed. Take your transcript to your Unit S1 when you conduct your E-PRR if there are any mistakes; in most cases errors can be rectified wither through your S1 or S3.

Soldier Self Service: IPPS-A Data Preparedness

In your unit training room

Unit Training Room
At your Battalion or Company

Work with your unit training representative who may be located at your company headquarters or your battalion S3. This is to ensure that the physical training data and weapons qualification scores that are held for you in the **Army Training Management System (ATMS)** is correct and up-to-date. Ensure the following:

- Your last three APFT or ACFT test scores are recorded and correct; you may need a copy of your APFT/ACFT scorecard in order to make changes if these are not already on file
- The Height and Weight information recorded for your most recent weigh-in is correct. If you were taped your body measurements should also be recorded.
- If you are current on the Army Body Composition Program (ABCP), in addition to the above, ensure that all dates are correct for your weigh-ins.
- Your weapons qualification data is current, correct and up-to-date.

Enlisted/Officer Record Brief

Enlisted Soldiers will utilize the Enlisted Soldier Record Brief which is found on the:

## Human Resources Command Website
https://www.hrc.army.mil

- From the homepage of the HRC website click on the **'Self Service'** icon and follow the link to the next page
- On the 'Self Service' page follow the link labeled **'My eMILPO (Soldier Record Brief/SRB)'**
- You will be asked to log in using your CAC credentials
- After successful log in you will see the 'My Soldier Record brief (SRB) page allowing you to download a PDF or JPG image version of your ERB/SRB file.
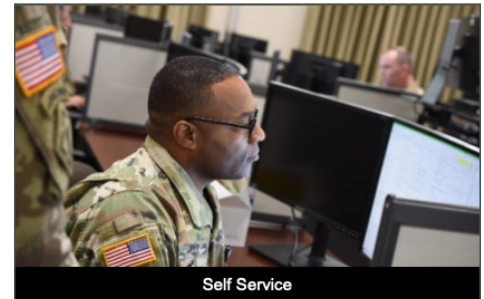
Carefully check all of the information on your ERB/SRB for accuracy. Remember:

- If you recently made changes to your data it may take up to 2 working days before it appears on your ERB/SRB

- Use a pen to mark any areas that are incorrect. In most cases your unit S1 will be able to make the necessary corrections.
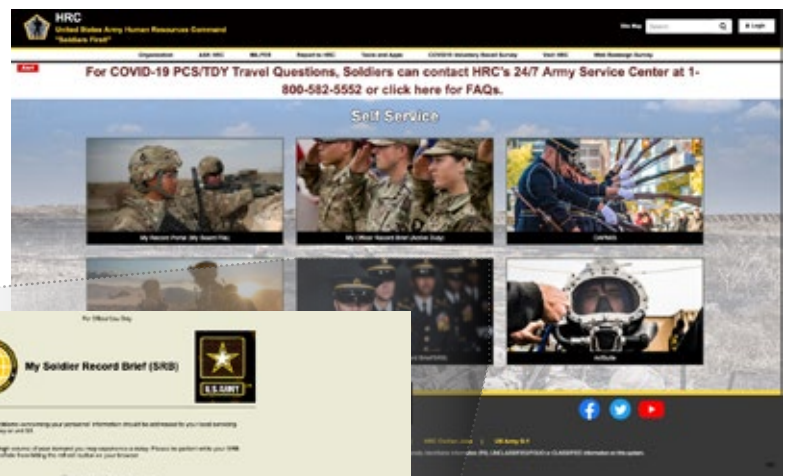
Note for Officers: it may be necessary to contact your branch manager for help in making changes to your ORB

Commissioned and Warrant Officers will utilize the Officer Record Brief ORB) which is found on:

Assignment Interactive Module 2 (AIM2)
https://aim.hrc.army.mil

The ORB can be obtained in PDF format only from the left-hand menu under 'Self Service' by clicking 'View My ORB'.

Your unit S1 shop & the E-PRR

The Enhanced Personnel Records Review (E-PRR)

Integrated Personnel and Pay System-Army (IPPS-A) will be the system of record for all Army personnel (Active, National Guard, and Army Reserve) and will replace several legacy systems. eMILPO and TOPMIS are the systems of record for most of the active duty Soldier core data. To ensure IPPS-A is loaded with the most accurate data, **we need Soldiers to work with their S1s to conduct an Enhanced Personnel Record Review (E-PRR).**

IPPS-A will convert data from eMILPO and TOPMIS that fall within five categories for all Army personnel (Active, Army National Guard, and Army Reserve). The type of data this includes is:

- Pay (Service Dates Data)
- Benefits (GI Bill, Family Member and Emergency Notification Data)
- Promotions (Civilian Ed, Professional Certification Data, Rank Data)
- Assignments (Soldier Assigned/Attached Data, Soldier Overseas Data)
- Soldier Data (Soldier Core Data; i.e.. ADDRESS, DOB, MOS, ASI, SQI, ASVAB, etc.)

The reviews you conduct with your S1 will be critical in ensuring IPPS-A captures the most recent and correct data for you and your record.

Make sure you are ready for the E-PRR by completing the steps in this guide before meeting with your S1.

The Importance of the E-PRR
The reviews you conduct with your S1 be critical in ensuring IPPS-A captures the most recent and correct data for you and your record.

When, where, and how?

Most Soldiers will conduct the E-PRR as part of your regular annual Personnel Records Review (PRR) with your unit S1. In most cases your Unit S1 will already know when this will take place, so there is no need to schedule an appointment; just make sure when your it is your turn to have your info up-to-date.

Everyone's situation and mission requirements are different, so if you are in doubt, or have not had an annual PRR in the last calendar year, it may be worth asking your unit S1 for guidance.