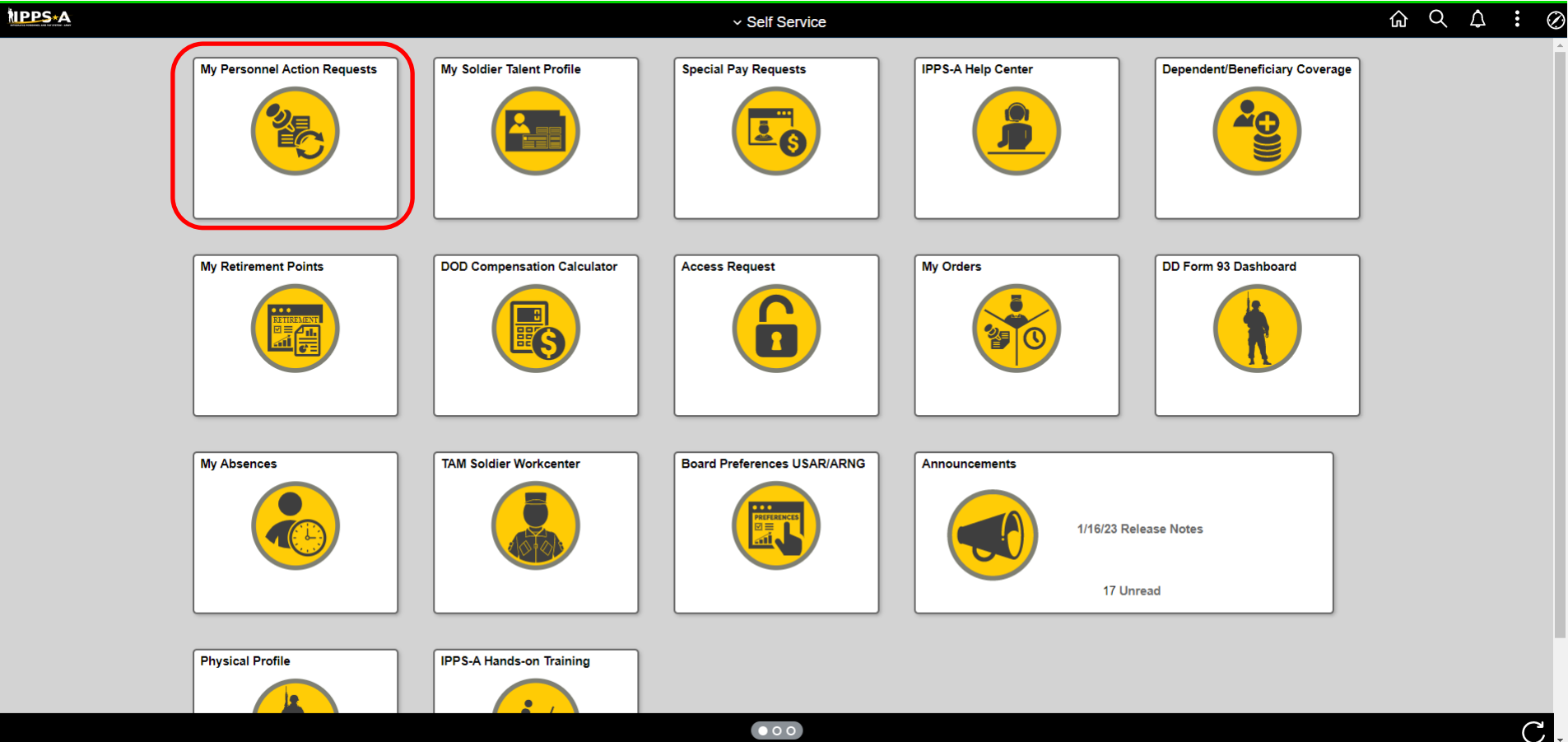


PERSONNEL ACTION REQUESTS (PAR)



This is the homepage of IPPS-A. For Personnel Action Requests (PARs, formerly DA 4187s), click on the Personnel Action Request tab.

< HR Professional

Personnel Search

Home Search Alerts Menu

New Search

Empl ID

Last Name

Search Clear

View Personnel Search

⌘ Please submit a PAR for Admin Records Corrections in IPPS-A before visiting the Transition Center.

Soldiers should immediately begin pre-transition processing by visiting the Transition Center website 180 days prior to their ETS date or when they have been identified for separation.

All PAR and Transition Packets are to be submitted to the local Transition Center **no later than** 120 days prior to the Soldier's separation date.

USAG BAVARIA TRANSITION CENTER - *Grafenwoehr Tower Barracks*
BLDG 244, RM 225
Hours of Operation: Monday - Friday
Walk-ins: Monday & Wednesday: 0900 - 1200 / 1300 - 1530
Thursday: 1300 - 1530 Friday: 0900 - 1200
Closed Weekends and Federal Holidays

Create Personnel Action

My Buddy PARs

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

**SOLDIER SHOULD CREATE
PERSONNEL ACTION (PAR)**

***HUMAN RESOURCE SPECIALIST
CAN SUBMIT PAR ON BEHALF OF
SOLDIER DEPENDING ON UNIT
STRUCTURE**

[← Self Service](#)

My Personnel Action Requests


[Create Personnel Action](#)
[My Buddy PARs](#)

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.


Cancel

Request Details


Continue

*Effective Date

01/17/2023



*Action



The Effective Date is required –it will show from when the action you’re requesting was valid. Here you will click action drop down button and pick from some preformatted templates for PARs.

< Self Service

My Personnel Action Requests



Create Personnel Action

My Buddy PARs

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

Cancel

Request Details

Continue

*Effective Date

01/17/2023

*Action

Admin Records Corrections

Demotion

Lateral

Personal Information

Profile Management

Qualifications and Skills

Waiver

For this example, you will do Admin Records Correction.

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

Cancel

Request Details

Continue

*Effective Date

01/17/2023

*Action

Admin Records Corrections

*Reason

Compassionate Action

Crew Stabilization

Critical Enlisted Aviation

Deletion/Deferment

Extension/ Curtailment

HS Stabilization

IST

Master Gunner Stabilization

Other

Ranger Graduate Stabilization

Sensitive Action PAR

Special Category Stabilization

UQR/REFRAD

UQR/REFRAD DT CHG

VOL Retirement REQ- Enlisted

VOL Retirement REQ- Officer

YMAV Change Request

ETS/CHAPTER

OFFICER

← RETIREMENT

If your action is not here, click “Other”

< Self Service

My Personnel Action Requests



Create Personnel Action

My Buddy PARs

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

Cancel

Request Details

Continue

*Effective Date

01/17/2023

*Action

Admin Records Corrections

*Reason

Other

javascript:submitAction_win0(document.win0,'IP_PF_PAR_A_WRK_SAVE_PB');

Once selected, click Continue

1 Request Data
Visited

2 Attachments
Not Started

3 Validate Request
Not Started

4 Transaction Summary
Not Started

Step 1 of 4: Request Data

Save

Effective Date 03/25/2025

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

▼ Soldier Data

UIC WDMHA2

UIC Description 0221 QM CO TM1 PLT1 221 QM

Component Active

Category ACMS-Force Structure Unit Pers-Avail Unknown

Rank SPC

Grade E4

Duty Status Present for Duty

▼ PAR Data

*Effective Date 03/25/2025

*Other Type ETS PACKET

TITLE

*More Information

INSTALLATION LOCATION: HOHENFELS / EMAIL:
TERMINAL LEAVE DATES: 20250401-20250801
ETS DATE: 20250801
CHAPTER? YES OR NO
Send to USER LIST NAME: USAG_BAVARIA_TRANSITIONS

FORMAT

Format More Information Section:
INSTALLATION LOCATION: / EMAIL:
TERMINAL LEAVE DATES: START DATE - END DATE
ETS DATE:
CHAPTER? YES OR NO
Send to User List Name: USAG_BAVARIA_TRANSITIONS



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

Step 2 of 4: Attachments

Effective Date

01/17/2023

PAR Status

Draft

PAR Action

Admin Records Corrections

PAR Reason

Other

Eligibility Status

Not Required

Applicable Attachments

Maximum attachment size is 2 MB.

Attachment Type ▾	Optional/Required ▾	Number Required ▾	Maximum Allowed ▾	
Supporting Document	Optional	0	0	Add Attachment

Uploaded Attachments

There is no attachment uploaded. Please click the **Add Attachment** button above to upload an attachment.

UPLOAD ALL REQUIRED DOCUMENTS FROM
 TRANSITION CHECKLIST

Attachments are critical to PARs.
 Once you have uploaded
 attachments, click Save.

✕ Exit

Admin Records Corrections



◀ Previous

Validate

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 01/17/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

The personnel action request is ready for validation.

This screen validates the request. If the PAR is ready for validation, click Validate.

✕ Exit

Admin Records Corrections



< Previous

Next >

1 Request Data
Visited

2 Attachments
Visited

3 Validate Request
Complete

4 Transaction Summary
Visited

Step 3 of 4: Validate Request

Effective Date 01/17/2023

PAR Status Draft

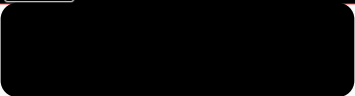
PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

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

Once validated, click next.



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

Step 4 or 4: Transaction Summary

Effective Date03/30/2023

PAR StatusDraft

PAR ActionAdmin Records Corrections

PAR ReasonOther

Eligibility StatusNot Required

Soldier Data

UICWBXPAA

UIC Description0188 MP CO MP COMPANY

ComponentActive

CategoryACMS-Force Structure Unit-Avail Pers

RankSGT

GradeE5

Duty StatusAbsence

Summary of Changes

Details	Proposed Information	Current Information
Effective Date	03/30/2023	N/A
Other Type	ETS PACKET	N/A
More Information	TERMINAL LEAVE DATES: 20230330 - 20230526 ETS DATE: 20230526 CHAPTER?: NO	N/A

Changes Made ●

- Preview Approval Chain >
- Display Errors / Warnings >

PAR SUBMISSION REQUIREMENTS

- Transition Center Checklist - Digitally Signed by Soldier
- ABSENCE REQUEST - Please confirm that the Soldier has 30 business days to Clear the Installation and 10 business days for Orders and DD214 to be processed prior to Terminal Leave Start Date.
- **TERMINAL LEAVE END DATE SHOULD BE THE ETS DATE**
- FLAG REMOVAL (If Applicable)
- Resignation Approval Letter from HRC (Officers)
- S1s will APPROVE PAR with applicable supporting forms and documents routing approval to the respective Area Group UDL/ USER LIST NAME through IPPS-A:
















USAG BAVARIA UDL INFO

User List Name: USAG_BAVARIA_TRANSITIONS

Description: TRANSITION

USER LIST: 000000000041973

IPPS-A | HR Professional | Home Search 10


HR Personnel Action Requests 	Case Management  0 Open 0 Unassigned	Special Pay Requests 	View Retirement Points 	Readiness & Manning Analytics 
Awards Roster by Department 	Duty Status Roster 	View Orders 	Approvals  88	Human Resource Auth Report 
Adhoc Reporting - OBIEE 	Predefined Queries 	Profile Management 	Access Request 	Absence Management 

**CLICK APPROVALS AND REVIEW
PERSONNEL ACTION REQUEST SENT
TO YOUR S1 POOL**

APPROVAL CHAIN

1 Pending Approvals

Admin Records Correction

3 

Approve Deny Pushback

PAR Details

Effective Date 03/28/2023

PAR Status Submitted for Approval

Action Admin Records Corrections

Action Reason Other - ETS Orders

▼ Soldier Data

UIC WJ

Component Act

Rank CP

Summary of Changes

Details	Proposed Information
Effective Date	03/28/2023
Other Type	ETS Orders
More Information	Transition paperwork for ETS order submitted to the Transition office with

▼ Additional Details

View Tracking

▼ Attachment Details

Attachment Details

Approver Comments

1 Approval Chain

Approval Chain

View Approval Details

Approval Stage

▼ Admin Records Corrections Pending

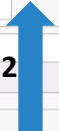
Regular Army

Recommend Approval

CW4 MARBIL LLANES
S1 Pool: 00249022
03/29/23 9:04 AM

Pending

Multiple
Inserted Approver

2 

HR Processing Stage

Not Routed

Multiple
S1 Pool: 00249022

Awaiting Further Approvals

Current Information

N/A

N/A

be signed by the S1 and

N/A

CLICK Approval Chain to ADD + TRANSITION CENTER APPROVER

USER List Name: USAG_BAVARIA_TRANSITIONS

User List: 000000000041973

ENLISTED ETS/CHAPTER INSERT APPROVER

Insert additional approver or reviewer

- ☐ Approver (Approve/Deny)
- ☐ Intermediate Approver (Recommend)
- ☐ Reviewer (Read-Only)
- ☐ HR Specialist
- ☒ **User List 1**
- ☐ Template

2 User List Type: **Approver**

Business Unit: ARACA

List: 000000000007487

3

PAR Details

Effective Date: 03/28/2023

Action: Admin Records Corrections

Soldier Data

UIC: WJS
Component: Acti
Rank: CPT

Summary of Changes

Details	Proposed Information
Effective Date	03/28/2023
Other Type	ETS Orders
More Information	Transition paperwork for ETS order submitted to the Transition office with

Additional Details

View Tracking

Attachment Details

Attachment Details

Approver Comments

Approval Chain

User List Type: **APPROVER**
Search **List**

Insert USER List Name: USAG_BAVARIA_TRANSITIONS or
User List: 0000000000041973

Officer Separation UQR/REFRAD for HRC APPROVAL

1. Soldier Request for Separation
2. Separation Counseling - IAW AR 600-8-24 Chapter 1-14 (signed by O6)
3. Sexual Assault Memo
4. Soldier Talent Profile (or ORB thru AIM II portal)
5. Reserve Counseling Memo {Required for Unqualified Resignations (UQR)}
6. Tuition Assistance Acknowledgement Memo (Visit the Education Center)

Please visit the HRC Separations link for examples of the required documents:

<https://www.hrc.army.mil/content/Separations%20and%20Retirement%20Services>

To access this weblink, it may be required to use either Google Chrome or Firefox

OFFICER INSERT INTERMEDIATE APPROVER

The screenshot displays the 'Admin Records Correction' interface in the IPPSA system. A modal dialog titled 'Insert additional approver or reviewer' is open, showing the following steps:

- 1** Select the role: ☒ User List
- 2** Select the User List Type: **Intermediate Approver** (highlighted with a red box)
- 3** Enter the List ID: **000000000007487** (highlighted with a red box)

Buttons for 'Insert', 'Approve', 'Deny', and 'Pushback' are visible. The background shows the 'PAR Details' and 'Soldier Data' sections of the main interface.

User List Type: **INTERMEDIATE** APPROVER

Search **List**

Insert USER List Name: USAG_BAVARIA_TRANSITIONS

User List: 0000000000041973