

1ST INFANTRY
DIVISION
INTEGRATED
PERSONNEL AND
PAY SYSTEM-ARMY
(IPPS-A)
Soldier's Guide

Create a DS Logon

In Order to Access IPPS-A through a Mobile Device, users must create a DS Logon. Leaders with a CAC based Government Device may log into IPPS-A through their mobile device without a DS Logon.

Action Required:

1. Follow the link
<https://www.dmdc.osd.mil/identitymanagement/app/login>
2. Click Create Account
3. Select I have my Common Access Card (CAC) with access to a card reader
4. Click Continue
5. Verify/Create Password/Set-up Challenge Questions
6. Locally save Username

IPPS-A Link: <https://hr.ippsa.army.mil/>

New Terms

Absence	Formerly known as “leave” an Absence will replace the legacy DA 31 into a digitized form in IPPS-A.
Member	How an individual is referred in IPPS-A
PAR	Personnel Action Requests replace the legacy DA 4187 requests and integrate an internal digitized form where a user is able to insert remarks within IPPS-A based upon the request.
TAM	Talent Management
PADD	The individual who fills this role is usually a family member and is entitled to direct the disposition of the remains. The determination is based on order of precedence as delineated below unless member designates differently on their DD Form 93, Record of Emergency Data.
GEOLOC	Geographic Location

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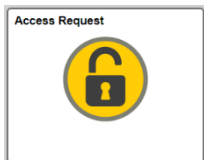
Unique Features in IPPS-A

1. Members may see where their Absence or PAR request is at all times, 365 days a year within each respective tile
2. Almost all completed actions update a members record in IPPS-A and push orders to IPERMS
3. Members may correspond with their S-1 through the Help Center tile for questions, concerns, or records updates
4. Members will be promoted when eligible or by waiver through system automation
5. IPPS-A eliminates the use of a DA 4187 and DA 31 through system integrated electronic requests

Absence Request

Action Required:

1. Click the My Absences tile
2. Click the Absence Type drop-down arrow
3. Select the appropriate absence type
4. Click the Absence Name drop-down arrow
5. Click the Absence list item
6. Click the OK button
7. Click the Reason drop-down arrow
8. Select the appropriate reason for the payroll absence request
9. Click in the Start Date field
10. Enter the date (MM/DD/YYYY) into the “Start Date” field
11. Click in the Duration field
12. Enter the desired information into the Duration field and press Enter
13. Enter the desired Supervisor ID and Select the appropriate supervisor
14. Enter the desired Comments field



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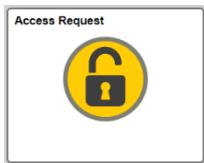
15. Enter the desired Contact Information
16. Enter the desired Address, GEOLOC Code, State, City, Country, and Postal Code
17. Attach any Documents per Unit SOP
18. Click the Submit button
19. Click the Yes button

Note: *An absence request through IPPS-A is the equivalent to filling out a legacy DA 31 (Leave form), you will be able to put in leave and track the form as it gets approved. Members must view their LES to ensure they have an available balance.*

View/Print Absence Request

Action Required:

1. Click the My Absences tile
2. Select View/Update Request
3. Select the desired Absence
4. If approved, the user will see an option at the top of the page to print absence



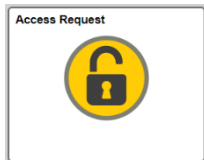
IPPS-A Link: <https://hr.ippsa.army.mil/>

5. Select the Print button to complete the process

Cancel an Absence Request

Action Required:

1. Click the My Absences tile
2. Select Cancel Absences
3. Select the desired Absence
4. Re-enter the desired Supervisor ID
5. Attach any Documents per Unit SOP
6. Select the appropriate Cancel Reason from the Cancel Reason drop-down menu
7. Enter any appropriate information in the Comments field (if applicable)
8. Select the Cancel Absence button then select Yes to complete the process



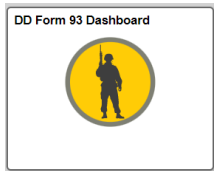
Note: *Once cancelled, the request returns to the approval chain for approval to cancel the Absence. Users are also able to adjust the absence prior to the start date or during to extend the absence.*

IPPS-A Link: <https://hr.ippsa.army.mil/>

Create Record of Emergency Data

Action Required:

1. Click the DD Form 93 Dashboard tile
2. Click View the official instructions on DD Form 93 link
3. Click the Close (X) icon when complete
4. Click the Start a New DD Form 93 link
5. Click the Relationship drop-down arrow (Do Not Notify due to Ill Health)
6. Click the Notify Instead drop-down arrow (Notify Instead)
7. Click the Designated Persons (Military Only) drop-down arrow
8. Click the Beneficiary (IES) for Death Gratuity drop-down arrow
9. Click in the Percentage field
10. Click the Add a new row icon (if applicable)
11. Click the Beneficiary (IES) for unpaid pay/allowance
12. Click the Percentage field
13. Click the Add a new row icon (if applicable)



IPPS-A Link: <https://hr.ippsa.army.mil/>

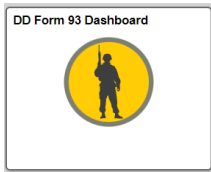
14. Click the Person Authorized to Direct Disposition (PADD)
15. Click the Validate Form button
16. Click the OK button
17. Click the Sign Form button
18. Click the Generate DD93 Form button

Note: Members now maintain the responsibility to create their own emergency data, they can make necessary changes as often as they desire.

Maintain Record of Emergency Data

Action Required:

1. Click the DD Form 93 Dashboard tile
2. Click the Add an Emergency Contract link
3. Click the Relationship drop-down arrow
4. Enter the desired information into the Last/ First name field
5. Click the Gender drop-down arrow (Enter desired Information)
6. Click in the Date of Birth field (Enter desired Information)



IPPS-A Link: <https://hr.ippsa.army.mil/>

7. Enter the desired information into the Street Address, City and Postal Code fields
8. Click in the Telephone field (Enter desired Information)
9. Click the apply button

Note: *Members now maintain the responsibility to update their own emergency data, they can make necessary changes as often as they desire.*

View Your Semi Centralized Promotion Point Worksheet

Action Required:

Navigation: *Navbar > Navigator > Self Service > Promotion Points*

1. Select the PPW Report button to view a printable version of the PPW
2. Print or review the printable PPW then close the tab to view the PPW page
3. Select the View Validated Promotion Points link to view the official version used by the promotion board

IPPS-A Link: <https://hr.ippsa.army.mil/>

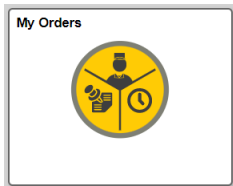
4. Review the tabs: Points by Category, Civilian Education Points Detail, Awards Points Details, and Show all then select the (X) on the top right of the page to close the Promotion Points Validation page
5. Select the Validate Promotion Points button to validate the Promotion Points in the worksheet
6. Select the OK button to acknowledge the system message
7. Select the OK button to acknowledge successfully saving the data and complete the process

Note: Members may view both the official and unofficial board version of their promotion points. Members are required to validate their promotion points once they are satisfied with the accuracy. Members may also decline promotion consideration.

View My Orders

Action Required:

1. Click the My Orders Tile
2. Select the Transaction Type then click Search
3. Click the View Orders button by the orders required

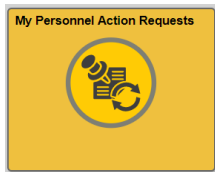


Note: All orders that are generated in IPPS-A will be maintained within the orders tile to refer back to throughout a members career.

My Personnel Action Requests

Action Required:

1. Click the My Personnel Action Request tile
2. Select Create Personnel Action
3. Fill in the required Request Details
4. Use your Unit SOP fill in the More Information or Remarks Block
5. Save PAR then select 'Next'
6. Attached any required document IAW Unit SOP
7. Review Data then select Validate then select Next



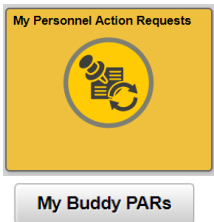
Note: This functionality replaces all legacy requests written on a 4187. Members can now see where their requests are at all times and will be notified in IPPS-A with a notification upon completion. Coordinate with your unit S-1 to include remarks based upon unit SOP, and check for spelling errors through the spell check feature.

IPPS-A Link: <https://hr.ippsa.army.mil/>

My Buddy Personnel Action Request (Award Recommendation)

Action Required:

1. Click the My Personnel Action Request tile
2. Select My Buddy PARs Button
3. Select Create Personnel Action
4. Select a Buddy
5. Fill in the required Request Details (Effective Date, Action, Reason, Award Name)
6. Select the Continue Button
7. Fill in the PAR Data (Period of Award From, Period of Award To, and Proposed Presentation Date)
8. Fill in Achievement Field(s)
9. Fill in Citation box Field
- 10.: Fill in Narrative Field (if applicable)
11. Click Save Button
12. Click the Next button



IPPS-A Link: <https://hr.ippsa.army.mil/>

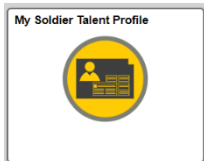
13. Attached any required document(s) IAW Unit SOP
14. Click the Save Button
15. Click Next button
16. Review Data then select Validate
17. Select Next
18. Verify all data you provide is correct
19. Click Submit
20. Click Continue
21. Click the OK button

Note: *The “My Buddy PAR” feature provides supervisors the ability to recommend an award for their Soldiers in IPPS-A. The supervisor must be in the same company as the member to use this functionality.*

My Soldier Talent Profile

Action Required:

1. Click the My Soldier Talent Profile tile
2. Select in the upper left corner for the front or back page
3. Select in the upper right corner for the print button

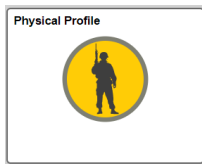


Note: *The Soldier Talent Profile replaces the legacy SRB and provides greater density of a members talents for future promotion and position selections.*

View My Physical Profile in Talent Profile

Action Required:

1. Click the Physical Profile Tile
2. Click any selection to maneuver through Profile data



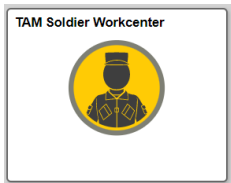
Note: *A Member is able to view their PULHES through this tile.*

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Add a Self-Professed Civilian Employment

Action Required:

1. Click the TAM Soldier Work center tile
2. Click Soldier Talent Profile under Talent Profile
3. Civilian Employment is found under Experience
4. Click the Add button
5. Fill in all the required information
6. Click the Save button

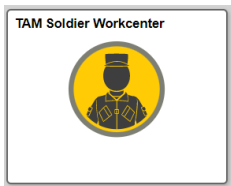


Note: *A Member is now able to apply Self-Professed Civilian Employment to include to their Soldier Talent Profile to create a greater depth of profile, if applicable. This functionality is not available yet for Self-Service.*

Enter Self-Professed KSB Information

Action Required:

1. Click the TAM Soldier Work center tile
2. Click the My Profile menu item
3. Click the Self-Professed menu folder
4. Click the Add button
5. Click the Effective Date field
6. Click the Self-Professed Language look up tool
7. Click the Search Criteria drop-down arrow and click the description field
8. Click the Search button
9. Select the appropriate reading proficiency level
10. Select “Basic, Conversational or Fluent” for the three Proficiency Levels
11. Add desired comments
12. Click the Save button



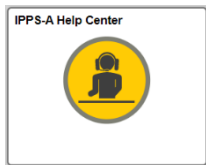
Note: *This functionality is not available yet for Self-Service.*

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Conduct a Self-Service Knowledge Base Search

Action Required:

1. Click the IPPS-A Help Center tile
2. Click in and enter the desired the Enter Keyword Search field
3. Click the Search button
4. Click the Solution list
5. Select the appropriate survey response
6. Click the Feedback Reason drop-down arrow and select Other
7. Click and enter additional details if required
8. Click the Submit Feedback button



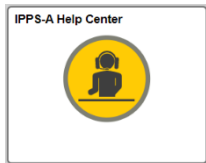
Note: Members can search for solutions through frequently asked questions within this tile prior to contacting their S-1. IPPS-A provides solutions without having to a conversation to save a members time.

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IPPS-A Help Center

Action Required:

1. Click the IPPS-A Help Center tile
2. Click Create Case
3. Select Category, Type, and Detail
4. Insert a Title in Summary
5. Provide a Description
6. Add Attachments IAW Unit SOP



Note: Members can submit questions or concerns immediately to their S-1 through the “Help Center” feature regarding all records and maintain tracking of their ticket.

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IPPS-A

Mobile App now available!

The critical enabler for submitting leave from your phone



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TRADOC App Gateway



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Twitter.com/IPPSArmy



Youtube.com/c/IPPSA

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