

805C-42A-1044
Load Document to the Army Military Human Resource Record using interactive Personnel Electronics Records Management System
Status: Approved

Security Classification: U - Unclassified

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI, Fort Jackson, SC 2907 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: In an operational environment, you are assigned as an HR Specialist in the Battalion S-1 Section and must load documents to the Army Military Human Resource Record (AMHRR) using iPERMS and verify personnel / finance records documents. You have access to documents authorized for uploading into the AMHRR, access permissions in iPERMS, cover page for batch submission, supporting HR enabling systems, AR 600-8-104 (Army Military Human Resource Records Management), DA PAM 600-8-104 (Army Military Human Resource Records Management), standard office supplies, and equipment. This task should not be trained in MOPP 4.

Standards: Load documents to the AMHRR using iPERMS IAW AR 600-8-104 without error using a GO / NO criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are assigned as an HR Specialist in the Battalion S-1 Section and must load documents to the AMHRR using iPERMS.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Load iPERMS Records using <https://iperms.hrc.army.mil/rms/login.jsp>.

- a. Open iPERMS at <https://iperms.hrc.army.mil/rms/login.jsp>.
- b. Log into iPERMS using Common Access Card (CAC).
- c. Select appropriate Session Role for required iPERMS actions.
 - (1) Scan Operator (SO).
 - (2) Record Manager (RM).
 - (3) Authorized Official (AO).

d. Select Active Army (AA) or USAR (AV) domain.

e. Query iPERMS records.

- (1) By Social Security Number (SSN) / DOD ID Number.
- (2) Using Soldier report parameters.
- (3) Using Soldier criteria.

f. Navigate iPERMS records.

- (1) Open Performance folder.
- (2) Open Service folder.
- (3) Open Finance folder.
- (4) Open State / Territory folder.
- (5) Open Deployment / Mob folder.
- (6) Open Personnel Records Review folder.
- (7) Open Finance Records Review folder.

Note: Only document folders and / or subfolders that contain documents are displayed.

2. Select documents required / authorized for filing in Soldier's AMHRR.

Note: Refer to list of documents authorized for filing in the AMHRR. Human Resources Command (HRC) update the authorized documents list as policy changes occur.

- a. Access HRC, Army Personnel Records Division webpage to review authorized documents list and Key Supporting Documents (KSD).
- b. Access S1 Net on MilSuite collaboration website to review authorized documents list and Key Supporting Documents (KSD).

3. Select Files for upload to iPERMS.

- a. Post documents / images in correct format.

Note: Check all original documents for printing on both sides of the paper to ensure all information is scanned. Also ensure documents are properly prepared prior to scanning by removing all staples, paper clips or other paper fasteners; removing sticky notes (if the sticky note has important information, make a copy and scan it also.); trim jagged edges to produce a smooth edge; repair torn documents; straighten bent or folded pages and photocopy delicate pages.

- (1) Tagged Image File Format (TIFF) or Multi-Tagged Image File Format (MTIFF).

Note: Images must be black and white, no color images and the resolution must be 300 Dots Per Inch (DPI).

(2) Portable Document Format (PDF).

Note: 300-600 DPI (for scanned black / white pages); 300-400 DPI (for scanned color / grayscale pages); average page size of 3MB or less; PDF Portfolio not allowed; 100MB maximum file size.

b. Create a New Batch.

(1) Select "Create a New Batch" button.

(2) Click the "Upload Images" button.

(3) Select "Browse" to locate and open saved scanned documents / images.

(4) Click the "Add Now" button.

Note: After selecting "Add Now" the documents start to appear in the left pane view.

(5) Click "View" button to view document in batch.

c. Identify (Name) Batches.

(1) Enter the Container ID using the unit name.

(2) Edit the Batch Name, if applicable, using the Soldier's Name.

Note: Batch Name defaults to New Batch Date and Time.

(3) Enter Soldier's Name or SSN / DOD ID Number.

(4) Enter the Document Name or click the "Magnifying glass" to confirm document names.

(5) Enter the Effective Date in "YYYYMMDD" format.

(6) Click the icon that forwards to the next image.

Note: The system allows for other records to be indexed, check duplicates, or complete index.

(7) Select "Save" from the Action menu or click the "Do Selected Action" arrow to save batch.

Note: One of three messages could be received: 1) Batch Complete; 2) Duplicates Found; or 3) Batch Successful.

d. View and Edit the batch.

(1) View each image to determine if it is readable.

(2) Organize the images so multi-page documents are complete.

(a) Join Two Documents.

(b) Split a Document.

(c) Delete a Document.

(d) Delete an Image.

e. Submit batch to iPERMS for processing.

(1) Prepare transmittal letter utilizing https://www.hrc.army.mil/site/protect/assets/pdf/transmittal_form.pdf.

(2) Select batch for uploading then select "Save Work" and Action arrow.

(3) Select "Queue to Index/Validation and Action arrow.

4. Download iPERMS Reports.

a. Login to iPERMS and select the Authorized Official (AO) role.

b. Click the "Run Report" icon on the bottom of the page.

c. Display Reports.

(1) Display Soldier Report to view batch status.

(2) Display DD93s/SGLV Unit Summary Report.

(3) Display DD93s/SGLV Unit Detail Report.

5. Detect iPERMS Errors.

a. Log into iPERMS using the Scan or Field Operator Role.

b. Run a "Batch Originator" report.

(1) Click the "Batch Originator" Report icon.

(2) Select "Run Report" to generate a batch report showing the current status.

(a) View Batch Status codes.

(b) View Batch Reject codes.

c. Perform Error Resolution Process, as appropriate.

6. Submit Records Review Tool (RRT).

a. Login to iPERMS and select Record Manager (RM) Role.

b. Perform Personnel Records Review.

(1) Conduct Soldier Present Review.

(2) Conduct Independent Review.

(3) Conduct Soldier Unavailable Review.

(4) Use Leave and Earnings Statement (LES) and Key Supporting Documents (KSD) / Entitlements Matrix to identify appropriate substantiating documents for each entitlement.

(5) Use KSD to verify specific deductions.

(6) Upload missing documents provided by Soldier to iPERMS.

(7) Identify permanently missing documents and note in review level comments.

(8) Verify documents belong to the Soldier, are legible, and meets the general intent of the document.

(9) Organize finance documents by category.

(a) General: Contains promotion orders, contracts, and additional supporting documents for finance.

(b) Special Pay/Bonuses: Contains AMHRR documents that support bonuses or special pays.

(c) Entitlements: Contains supporting documents for entitlements or benefits.

Note: e.g., Basic Allowance for Housing (BAH), Basic Allowance for Subsistence (BAS), loan repayment, and scholarships.

(d) Deductions: Contains documents related to garnishment, recoupment indebtedness, and insurance.

(10) Upload all missing KSDs to iPERMS for filing in the Soldier's AMHRR.

(11) List a batch number in the "Reviewer Comments" to indicate missing documents were sent to iPERMS.

(12) Click "Signature" tab and have Soldier and RM sign using CAC.

(13) Obtain Soldier's signature (if available) using CAC once documents reviewed / verified.

(14) File copy of review in iPERMs.

c. Produce "Unit Detail Report" to display unit performance metrics.

(1) Display records to determine Soldiers requiring a record review.

(2) Display records to determine Soldiers who have an in-process record review.

(3) Display records to determine Soldiers who have a completed record review.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier "GO" if all steps are passed. Score the Soldier "NO-GO" if any step is failed. If the Soldier fails any step, show what was done wrong and how to do it correctly.

Evaluation Preparation: Ensure that all materials, parts, manuals, forms and equipment (or appropriate substitutions) required in the condition statement are available to the Soldier.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Loaded iPERMS Records using https://iperms.hrc.army.mil/rms/login.jsp			
2. Selected documents required / authorized for filing in Soldier's AMHRR.			
3. Selected Files for upload to iPERMS.			
4. Downloaded iPERMS Reports.			
5. Detected iPERMS Errors.			
6. Submitted Records Review Tool (RRT).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management	Yes	No	
	PAM 600-8-104	ARMY MILITARY HUMAN RESOURCE RECORD MANAGEMENT	Yes	Yes	

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7010-01-480-4355		Army Human Resources Workstation	1
	7025-01-552-6498	70227N	Flatbed Scanner	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
K7891	Knowledge of the iPERMS system
805C-K-0761	Correct disposition procedures for Army personnel documents.

Skills :

Skill ID	Skill Name
805C-S-0469	Interpret and apply correct disposition procedures for Army personnel documents.
S3167	Ability to Employ iPERMS
805C-S-0213	Ability to read, interpret, and apply regulations
805A-S-0106	Ability to Operate a Standard Desk-Top Computer

ICTL Data : None