

**805C-42A-1319**  
**Identify Human Resources (HR) Systems**  
**Status: Approved**

---

**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 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are a Human Resources (HR) Specialist assigned to the S-1 section and are required to be familiar with key HR enabling systems used to provide HR support for your unit. You have access to a computer, printer, Web-Based Training (WBT) Courses, a User ID and Password. This task should not be trained in MOPP 4.

**Standard:** Without error, identify the capabilities and functions of key HR Systems including Army Knowledge Online (AKO), Defense Casualty Information Processing System (DCIPS), Defense Enrollment Eligibility Reporting System / Real-Time Automated Personnel Identification System (DEERS / RAPIDS), electronic Military Personnel Office (eMILPO), Force Management System Web (FMSWeb), Integrated Personnel and Pay System-Army (IPPS-A), Enlisted Distribution and Assignment System (EDAS), Total Officer Personnel Management Information System (TOPMIS) II, and Interactive Personnel Electronic Records Management System (iPERMS).

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** You are required to operate key HR enabling systems and applications in the S-1 section.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Identify Army Knowledge Online (AKO).
  - a. Access AKO Login Screen.
  - b. Identify AKO Navigation Buttons.
  - c. Identify AKO Channels.
2. Identify Defense Casualty Information Processing System (DCIPS).
  - a. Define DCIPS capabilities.
  - b. Access DCIPS Main Listing Screen.
  - c. Access DCIPS Casualty Screens.
    - (1) Individual Casualty.
    - (2) Multiple Casualty.
3. Identify Defense Enrollment Eligibility Reporting System / Real-Time Automated Personnel Identification System (DEERS / RAPIDS).
  - a. Define DEERS capabilities.
  - b. View DEERS Information in AKO.
  - c. Define RAPIDS Deployable Workstation hardware components.
4. Identify Electronic Military Personnel Office (eMILPO).
  - a. Define eMILPO capabilities.
  - b. Access eMILPO main menu.
  - c. Submit a Suspension of Favorable Personnel Action transaction.
  - d. Submit an Update Individual Military Awards transaction.
  - e. Submit a Duty Status transaction.
  - f. Submit an Enlisted Reduction transaction.
  - g. Define other eMILPO functions.
    - (1) Readiness.
    - (2) Workflow.
    - (3) System Services.

- (4) PERSTEMPO.
- (5) Deployed Theater Accountability Software (DTAS).
- (6) Personnel Services.
- h. Access eMILPO web-based training.
- 5. Identify Force Management System Web (FMSWeb).
  - a. Define FMSWeb functions.
  - b. Access FMSWeb Login Screen.
  - c. Access FMSWeb Main Menu.
- 6. Identify Integrated Personnel and Pay System-Army (IPPS-A).
  - a. Define IPPS-A capabilities.
  - b. Identify IPPS-A personnel and pay functions.
- 7. Identify Enlisted Distribution and Assignment System (EDAS).
  - a. Access Personnel Network (PERNET).
  - b. Define EDAS Purpose and Functions.
  - c. Establish connection to EDAS.
  - d. Login to EDAS.
  - e. Navigate EDAS Functions.
  - f. Pull up an EDAS Soldier Record.
  - g. Logout of EDAS.
  - h. Logout of PERNET.
- 8. Identify Total Officer Personnel Management Information System (TOPMIS) II.
  - a. Define TOPMIS II capabilities.
  - b. Define TOPMIS II Online Services.
    - (1) Officer Record Brief (ORB).
    - (2) Assignment Instructions (Request for Orders (RFO)).

(3) Your Profile.

(4) Information Management Branch.

(5) How To Instructions.

(6) Promotion Orders.

(7) AMEDD Regular Army Integration Orders.

c. Retrieve an ORB using the Search function.

9. Identify Interactive Personnel Electronic Records Management System (iPERMS).

a. Define iPERMS purpose and functions.

b. Define iPERMS Operator Roles.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the Soldier's performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified AKO.			
a. Accessed the AKO Login Screen.			
b. Identified the AKO Navigation Buttons.			
c. Identified the AKO Channels.			
2. Identified DCIPS.			
a. Defined DCIPS capabilities.			
b. Accessed DCIPS Main Listing Screen.			
c. Accessed DCIPS Casualty Screens.			
3. Identified DEERS/RAPIDS.			
a. Defined DEERS capabilities.			
b. Viewed DEERS Information in AKO.			
c. Defined RAPIDS Deployable Workstation hardware components.			
4. Identified eMILPO.			
a. Defined eMILPO capabilities.			
b. Accessed eMILPO main menu.			
c. Submitted a Suspension of Favorable Personnel Action transaction.			
d. Submitted an Update Individual Military Awards transaction.			
e. Submitted a Duty Status transaction.			
f. Submitted an Enlisted Reduction transaction.			
g. Defined other eMILPO functions.			
5. Identified FMSWeb.			
a. Defined FMSWeb functions.			
b. Accessed FMSWeb Login Screen.			
c. Accessed FMSWeb Main Menu.			
6. Identified IPPS-A.			
a. Defined IPPS-A capabilities.			
b. Identify IPPS-A personnel and pay functions.			
7. Identified EDAS.			
a. Accessed PERNET.			
b. Defined EDAS Purpose and Functions.			
c. Established connection to EDAS.			
d. Logged in to EDAS.			
e. Navigated EDAS Functions.			
f. Pulled up an EDAS Soldier Record.			
g. Logged out of EDAS.			
h. Logged out of PERNET.			
8. Identified TOPMIS.			
a. Defined TOPMIS II capabilities.			
b. Defined TOPMIS II Online Services.			
c. Retrieved an ORB using the Search function.			
9. Identified iPERMS.			
a. Defined iPERMS purpose and functions.			
b. Defined iPERMS Operator Roles.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 1-0.1	G-1/AG and S-1 Operations	No	No
	COPS TRAINING MODULE	COPS Training Module	Yes	No
	EDAS USER'S MANUAL	Enlisted Distribution and Assignment System (EDAS) Field User's Manual	Yes	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website ( <a href="https://emilpo.ahrs.army.mil">https://emilpo.ahrs.army.mil</a> )	Yes	No
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	Yes
	RLAS MANUAL	RLAS Manual	Yes	No
	TPS MANUAL	Tactical Personnel System Manual	Yes	No
	USER GUIDE DCIPS	Defense Casualty Information Processing System Forward User Guide	Yes	No
	USERS MANUAL-TOPMIS	Total Officer Personal Management Information System (TOPMIS) User Manual	Yes	No

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	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 ATP 5-19, Risk Management. 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 FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None