

Record Review Tool (RRT)

“How to Guide”

Army Soldiers Records Branch



UPDATED: 20160825

Table of Contents

	Page
1) Requirements for conducting Finance and Personnel Record Reviews	3
2) Important information about the RRT	4
2-1 - RRT Video – video covers sections 1 and 2	
2-2 - Definitions for terms related to the Records Review Tool (RRT)	
2-3 - Review Status	
2-4 - RRT Capabilities and Features	
3) Procedures for initiating a record review (Finance or Personnel)	6
a) Reviews tab	
b) Reports tab	
4) Conducting the Finance Record Reviews (FRR) utilizing the RRT in iPERMS	12
4.1 - FRR information	
4.2 - FRR folder structure	
4.3 - FRR Soldier present	
4.4 - FRR Soldier NOT present (Independent Review)	
4.5 - FRR Soldier unavailable	
5) Conducting the Personnel Record Review (PRR) utilizing the RRT in iPERMS	26
5.1 - PRR information	
5.2 - PRR folder structure	
5.3 - PRR Soldier present	
5.4 - PRR Soldier NOT present (Independent Review)	
5.5 - PRR Soldier unavailable	
6) Submitting Problem Cases	42
7) Record Review Reports	44
a) Command Summary Report	
b) Installation Summary Report	
c) Unit Summary Report	
d) Unit Detail Report	
e) Unit Completion Detail Report	
8) Glossary	46
9) Point of Contact	47

1. Requirements for conducting Finance and Personnel Record Reviews

1-1. In support of financial audit readiness and records accuracy, this “How to Guide” will assist Records Managers (RM) in conducting personnel and finance record reviews utilizing the Record Review Tool (RRT) in the interactive Personnel Electronic Records Management System (iPERMS). Per Army Regulation 600-8-104, RMs are defined as servicing Military Personnel Divisions (MPDs), battalion or brigade adjutants (S1s), unit administrators, Reserve personnel action centers, or any other individual authorized to service the Army Military Human Resource Record (AMHRR), regardless of component. This “How to Guide” directly supports the record review requirements outlined in MILPER Message 14-046.

- a) The iPERMS’s RRT is the only authorized tool to conduct the personnel and finance record reviews for Soldiers.
- b) Every Soldier is required to complete personnel and finance record reviews during in-processing to a new duty station, annually thereafter, and prior to separation from the Army. Soldiers in an Initial Entry Training (IET) status are exempt from reviews. However, upon arrival at their first permanent duty station, a thorough personnel and finance records review will be completed during in-processing.
- c) Once the initial review cycle is complete there are tools within the iPERMS that will assist the RM’s in complying with the requirements for conducting annual reviews. ([See section 3-2\(b\)](#))

****Note:** RMs will conduct reviews on contracted ROTC/USMA Cadets with or without CAC Cards. If a Cadet does not have a CAC Card, the RM will conduct a “Soldier Unavailable” review. RMs will coordinate with senior leaders to establish a schedule to ensure 100% Army wide compliance.

- d) RMs will not complete reviews without the Soldier’s CAC signature except in extreme circumstances. Selecting this option requires the RM to document the reason for conducting the review without the Soldier and is not to be used as a result of poor planning. For example, this may be appropriate if a Soldier is in a deployed environment with limited computer access. If a Soldier is physically capable of logging into a workstation with internet connectivity, they are required to conduct the reviews.
- e) RMs are highly encouraged to use this “How to Guide” to complete the personnel and finance record reviews.

2. Record Review Tool information

2-1. Please view the link below for important information on the RRT.

[RRT Video](#) – this video captures Sections 1 & 2.

(You must have a MilSuite account to access video)

2-2. Definitions for Terms Related to the Records Review Tool (RRT)

- a) **Records Review** - The process of a Soldier and a RM or in extreme cases, only the RM using the iPERMS RRT to ensure required finance and personnel documentation exists in a Soldier's record.
- b) **Soldier Present Review** - Both the Soldier and the RM are logged into the same workstation and conduct the review together. This is the preferred method for conducting the review. This requires dual CAC readers on the workstation.
- c) **Independent Review (Soldier Not Present)** - This review is conducted with the Soldier and the RM at separate workstations. This review can be conducted two ways:
 1. **Concurrent** - A review can be conducted simultaneously with the Soldier and the RM on separate workstations. This review can be done telephonically while both are logged into the review. The review will update in real time as it is being conducted.
 2. **Non-concurrent** - This enables the Soldier and RM to conduct the review at different times. The RM initiates a review (Soldier will receive email notification). The Soldier can conduct their part of the review and CAC sign with comments. Once the Soldier completes and signs their portion the RM will receive an email stating so. The RM can then log in to verify, sign and complete the review.
- d) **Locked Review (Soldier)** - Once the Soldier signs the review it is locked and no additional documents can be added to the review. **Note:** This doesn't mean documents cannot be added to the Soldier's record in iPERMS – only that the new documents will not appear in this specific review.
- e) **Completed Review** – A review is considered finished once the Soldier and the RM have marked all documents as reviewed, added applicable comments, uploaded missing documents, both have signed the review and acknowledgement from RRT has been received.

2-3. Review Status – There are five valid statuses:

- a) **None** - This status will only display if the Soldier has never had a review completed using the RRT.
- b) **In-Progress** - A review has been initiated and less than 365 days have passed since the previous review was completed.

3. Procedures for initiating a record review (finance or personnel)

3-1. Adobe Reader must be enabled to display PDF in browser prior to utilizing the RRT. Please access the RRT Video in Section 2 if you need assistance in setting up Portable Document Formatted (PDF) documents to display in your browser.

3-2. Notification and initiation of record reviews: There are three ways to initiate a record review for a Soldier. The RM can select “Initiate Review” or “List Review” in the reviews tab or initiate from the “Unit Detail” report in the reports tab

Reviews tab

- a) **“Initiate Review” tab:** Initiate a review on an individual Soldier. (See table and figure 3-2(a) Personnel Soldier Present and Finance Soldier Independent below)

Step 1	Log into "Record Manager role" in iPERMS (Use correct domain AA, AV or State)
Step 2	Click on "Reviews" tab at top of page
Step 3	Click on "I Accept" on red screen (only once for each session)
Step 4	Click on "Initiate Review" on left navigation pane
Step 5	Type in Soldier SSN
Step 6	Select "Review Type" (finance or personnel)
Step 7	List any additional email addresses the RM wants to receive an email notification regarding this review. (i.e. Commander, First Sergeant, Platoon Sergeant, etc.)
Step 8	Add specific message/text the RM wishes to communicate to the Soldier (and other email recipients added) in the email text box. (i.e., “You have an appointment to review your records at 1300 on 1 Mar 15 with your S1”)
Step 9	Click "Initiate Review" at bottom of page. A pop up will display asking if the Soldier is present. Select appropriate responses. The RM should not select “Open Review” unless the intention is to conduct the review at this time. An email will be sent to the Soldier and any other personnel designated in the “Email Addresses” text box once the RM initiates the review. See figure 3-2(b)

Table 3-2(a) (Steps for initiating review)

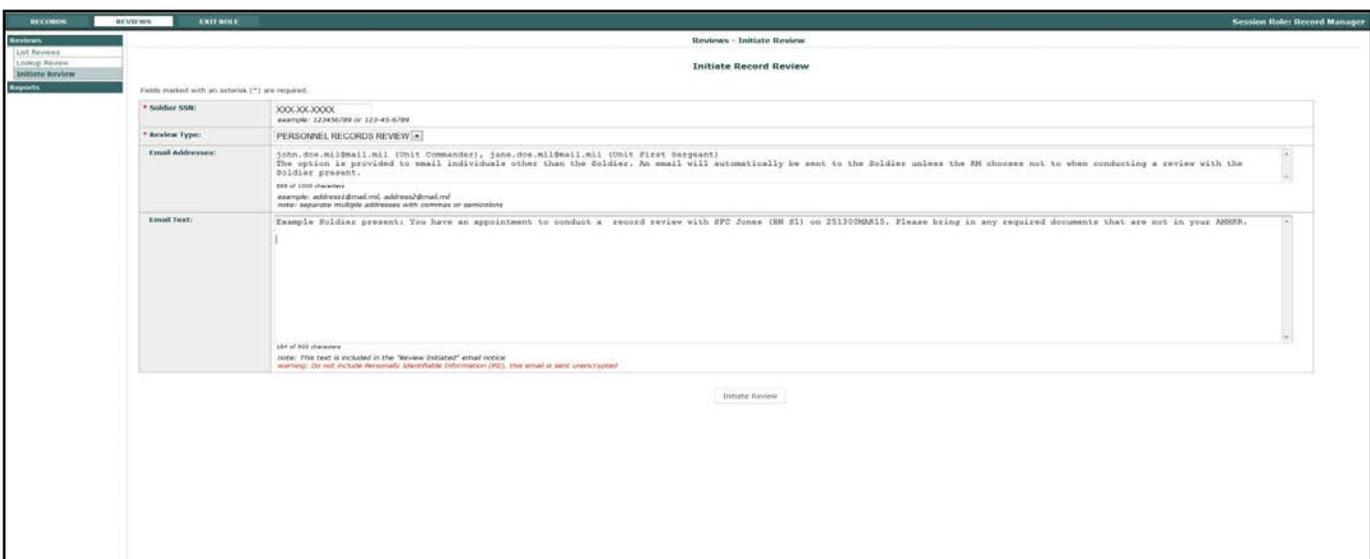


Figure 3-2(a) (Initiating review Soldier Present)

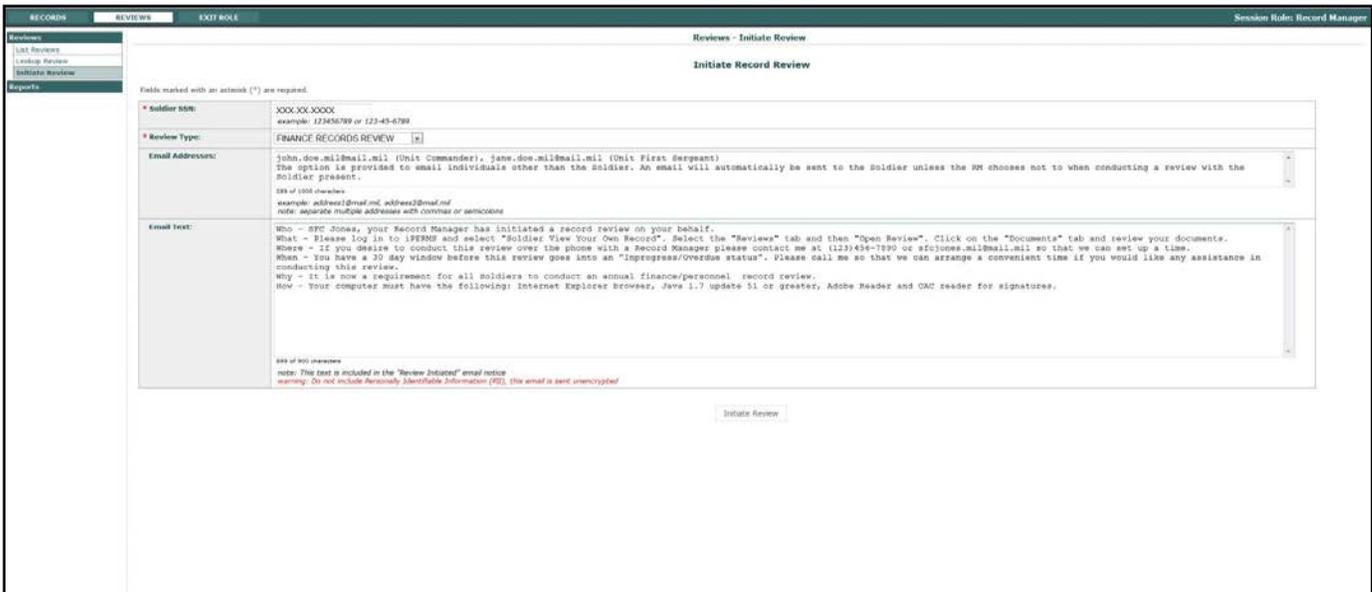


Figure 3-2(a) (Initiating review Soldier Independent)

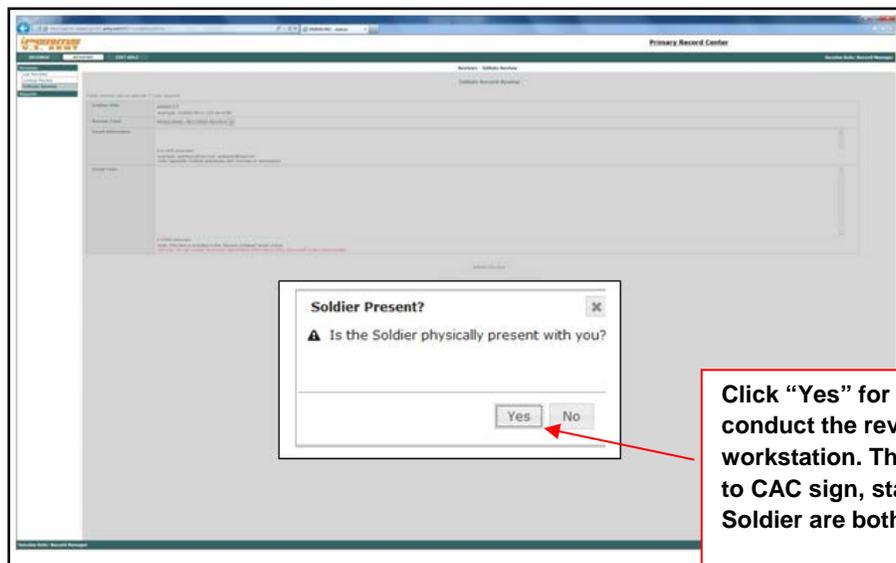


Figure 3-2(b) (Initiating review)

b) **“List Reviews”** tab: Initiate review from a list of Soldiers in the unit. This list is generated by running reports from the “List Reviews” tab on the left navigation pane. Generating reports using this feature provides the RM flexibility in managing reviews for Soldiers in their units. (See table and figure 3-2(c)). A few examples are:

1. Reports can be generated by UIC, allowing a battalion RM to generate reports for subordinate units. This is the preferred method for tracking the review status of individual Soldiers.
2. Reports can be generated by birth month, allowing RMs to schedule/manage reviews by birth month. This is the preferred method to establish the required annual review cycle.
3. Reports can be generated by rank, allowing RMs to review records for upcoming DA Selection Boards. Example: SFC Board in January, run report on all SSGs in November and schedule all the reviews. (Note: iPERMS does

not recognize Date of Rank (DOR) so the RM will have to manually remove from the list those Soldier's that are not eligible for promotion).

4. Thirty days from due date for the next review, a system generated email will be automatically sent to the Soldier stating they are due to complete a records review. Email will state Soldier should contact the RM to coordinate the review. Additional emails will be sent five days prior to suspense and when the state of a review changes to "Overdue."

Step 1	Log into "Record Manager role" in iPERMS
Step 2	Click on "Reviews" tab at top of page
Step 3	Click on "I Accept" on red screen (only once for each session)
Step 4	Click on "List Reviews" on left navigation pane
Step 4a	To query by Review Type, select the magnifying glass and select personnel or finance.
Step 4b	To select by a range of Due Dates (from and to) select the calendars and select the range of dates the RM desires. This data is generated by the due date in the report and will not work for Soldiers whose status is none.
Step 4c	To query by Review Status select the magnifying glass and select either complete, in-progress, overdue or overdue/in-progress.
Step 4d	To query by RM, enter the name of the reviewer in the Reviewer section.
Step 4e	To query by a particular Soldier the RM can utilize the Soldier Name section.
Step 4f	To query by certain Soldier Criteria select "Add" in the Soldier Criteria section. The available categories are listed below: <ol style="list-style-type: none"> a. Distinct Unit (UPC) b. Distinct Attachment Unit c. Current Organization (CURORG) d. Grade e. Rank f. Military Personnel Class (MPC) g. Soldier Status h. Birth Month i. Birth Year <p>See figure 3-2 (c) (1)</p>
Step 4g	SSN List - the RM can run the query by listing SSN's of the Soldiers whose record reviews the RM want to look up. (limited to 1,000 SSNs)
Step 5	The RM can sort by Rank, Soldier Name, UPC, SSN, Review Type, Soldier Signed, Review Status, Reviewer or Due Date. The RM can also do a secondary sort order by any of these identifiers.
Step 6	Select output format, the RM can choose HTML(Browser), CSV (Excel Spreadsheet) or XML(Extensible Mark-up Language)
Step 7	Select Maximum Rows Note: Default is set at 100 so if the search is over 100 the RM will need to change the value.
Step 8	Click "Run Report" at bottom of page
Step 9	RM can initiate reviews from this report. In the report, click "Status" for the individual Soldier the RM wants to initiate a new review on or view an in-progress review. If there is a "NONE" in the status box a review has never been initiated on the Soldier. A date in the status box means a review has already been completed and the next review is not due until the date in the Due Date Column. If the status says In-Progress the review has been initiated but is not complete. (Figure 3-2(c)(2))

Step 10	When the RM clicks “None” or the date in the status column another window will open to the Initiate Record Review. Soldier’s SSN will already be populated. Select "Review Type" (finance or personnel) (Figure 3-2(c) (3))
Step 11	Add specific message/text the RM wishes to communicate to the Soldier and other email recipients the RM added in the “email text” box. (i.e., You have an appointment to review your records at 1300 on 1 Mar 14 with SSG Smith)
NOTE:	When initiating an independent review please provide the when, where, who, what, and how to the Soldier.
Step 12	Click “Initiate Review” at bottom of page. A pop up will appear at this time asking if the Soldier is present Yes or No. If the RM selects Yes the RM will be taken to the screen where the Soldier CAC signs signifying that both the RM and Soldier are both present. (Figure 3-2 (b))

Table 3-2(c) (Steps for initiating review from “List Reviews” tab)

Figure 3-2(c) (Initiating review from “List Reviews”)

Figure 3-2(c) (1) (Soldier Report Criteria)

UPC	Rank	Soldier Name	SSN (Last 4)	Review Type	Soldier Signed	Reviewer	Status	Due Date
1L4AA	COL	TEST.00542 AKO	XXX-XX-0542	FINANCE RECORDS REVIEW	2014-10-21	david.j.mikule	2014-10-21	2015-10-21
1L4AA	COL	TEST.00542 AKO	XXX-XX-0542	PERSONNEL RECORDS REVIEW	2014-06-27	david.j.mikule	2014-06-27	2015-06-27
1L4AA	COL	TEST.00545 AKO	XXX-XX-0545	FINANCE RECORDS REVIEW		david.j.mikule	2014-10-23	2015-10-23
1L4AA	COL	TEST.00545 AKO	XXX-XX-0545	PERSONNEL RECORDS REVIEW		david.j.mikule	2014-10-23	2015-10-23
1L4AA	LTC	TEST.00543 AKO	XXX-XX-0543	FINANCE RECORDS REVIEW		david.j.mikule	OVERDUE	2014-09-05
1L4AA	LTC	TEST.00543 AKO	XXX-XX-0543	PERSONNEL RECORDS REVIEW		david.j.mikule	2014-10-23	2015-10-23
1L4AA	LTC	TEST.00546 AKO	XXX-XX-0546	FINANCE RECORDS REVIEW			NONE	
1L4AA	LTC	TEST.00546 AKO	XXX-XX-0546	PERSONNEL RECORDS REVIEW			NONE	
1L4A1	LTC	TEST.00548 AKO	XXX-XX-0548	FINANCE RECORDS REVIEW			NONE	
1L4A1	LTC	TEST.00548 AKO	XXX-XX-0548	PERSONNEL RECORDS REVIEW			NONE	
1L4B1	LTC	TEST.00577 AKO	XXX-XX-0577	FINANCE RECORDS REVIEW			NONE	
1L4B1	LTC	TEST.00577 AKO	XXX-XX-0577	PERSONNEL RECORDS REVIEW			NONE	
1L4B1	LTC	TEST.00581 AKO	XXX-XX-0581	FINANCE RECORDS REVIEW			NONE	
1L4B1	LTC	TEST.00581 AKO	XXX-XX-0581	PERSONNEL RECORDS REVIEW			NONE	

Figure 3-2(c) (2) (Soldier listing)

* Soldier SSN:	XXX-XX-XXXX <small>example: 123456789 or 123-45-6789</small>
* Review Type:	PERSONNEL RECORDS REVIEW
Email Addresses:	 <small>0 of 1000 characters</small> <small>example: address1@mail.mil, address2@mail.mil</small> <small>note: separate multiple addresses with commas or semicolons</small>
Email Text:	<p>EXAMPLE TEXT FOR A SOLDIER PRESENT REVIEW-</p> <p>You have an appointment to conduct a Personnel and Finance Records Review with the BN S1 on 23 Dec 14 at 1300. Please bring a copy of your LES and any required documents that are not in your record to the review.</p> <p>EXAMPLE TEXT FOR AN INDEPENDENT REVIEW (SOLDIER AT A DIFFERENT WORKSTATION)</p> <p>I have initiated a Personnel Record Review. Please log into iPERMS and select "Soldier view your own record", select the reviews tab and go through the tutorial provided in the left navigation pane prior to opening the review. When you are ready select "Open Review" under the Action column.</p> <p><small>631 of 900 characters</small></p> <p><small>note: This text is included in the "Review Initiated" email notice</small> <small>warning: Do not include Personally Identifiable Information (PII), this email is sent unencrypted</small></p>

Figure 3-2(c) (3) (Initiate Record Review)

Reports Menu

"Unit Detail" tab: Another way to initiate reviews is from the "Unit Detail" tab. This report will allow the RM to get a status of the organization prior to initiating any reviews. This will help prevent a RM from unnecessarily initiating any record reviews (See table 3-3 and figures 3-3, 3-3(a)). It would be beneficial to run this report prior to initiating any reviews to determine the review status of Soldiers in the unit.

Step 1	Log into "Record Manager role" in iPERMS.
Step 2	Click on "Reviews" tab at top of page.
Step 3	Click on "I Accept" on red screen (only once for each session).
Step 4	Click on the "Reports" tab, this will allow the RM to view four reports.
Step 5	Click on the "Unit Detail" tab.
Step 6	Click in the box "UPC" (Unit) and type in the UIC, remember to omit "W" from UIC.
Step 7	Click on "Run Report" located bottom center of page.
Step 8	A report of the UIC entered is presented, providing a status of the current state of record reviews for the UIC entered.
Step 9	Selecting "None" beside each Soldier (finance or personnel) will take the RM to the "Initiate Record Review" screen. Please refer to Section 3 for initiating reviews.

Step 10	List any additional email addresses the RM wants to receive an email notification regarding this review (i.e. Commander, First Sergeant, Platoon Sergeant, etc.). Email is automatically sent to Soldier upon initiating the review.
Step 11	Add specific message/text the RM wishes to communicate to the Soldier (and other email recipients the RM added) in the "email text" box (i.e., You have an appointment to review your records at 1300 on 1 Mar 14 with SSG Smith)
Step 12	Click "Initiate Review" at bottom of page. Do not click on "Open Review" unless you intend to conduct the review at this time.

Table 3-3 (Steps for initiating a review from "Unit Detail")

Primary Record Center
Session Role: Record Manager

Records | **REVIEWS** | EXIT ROLE

Reports - Unit Detail

Record Review Unit Detail Report (AA)

Fields marked with an asterisk (*) are required.

Report Criteria:

PPA (Installation): [Search]
 example: NE (FORT CARSON, CO)

DML (Division): [Search]
 example: 4ID (4TH INFANTRY DIVISION)

PSC (Brigade): [Search]
 example: UA95 (1ST BDE, 4TH ID, FT CARSON, CO)
 note: separate multiple values with commas, do not add spaces
 example: value1,value2,value3

PUD (Battalion): [Search]
 example: ASH (CMB ARMS HBCT)
 note: separate multiple values with commas, do not add spaces
 example: value1,value2,value3

* UPC (Unit): ASHAD [Search]
 example: ASHAD (CO A RIFLE R)
 note: separate multiple values with commas, do not add spaces
 example: value1,value2,value3

Primary Sort Order: UPC

Secondary Sort Order: Rank

Output Controls:

Output Format: HTML Browser / Printable
 If printing in CSV or XML format, iPERMS will not print a DD Form 2923, Privacy Act Data Cover Sheet. You must attach a DD Form 2923 or DA Label 87, For Official Use Only Cover Sheet. As an option, you can use the HTML Cover Sheet for CSV or XML format.

Show SQL: Users with SA privileges may check here to review the report SQL.

Run Report | Reset Form

NOTE: This report is not to be used as a strength and accountability management tool. This report is to be used at the unit level to show the current status of Finance and Personnel Record Reviews for each soldier listed. YYYY-MM-DD is the date of the last completed review and another review is not required at this time. OVERDUE indicates another review IS required because it has been more than a year since the last completed review. IN-PROGRESS indicates a review has been initiated but remains to be completed. OVERDUE/IN-PROGRESS indicates an IN-PROGRESS review that has not been completed within one year of the last completed review (or if this is the first review in iPERMS, it has not been completed within one month since being initiated). NONE indicates no such review exists in iPERMS.

REPORT ID: 1207/US

Figure 3-3 (Initiating review from "Unit Detail")

Record Review Unit Detail Report (AA)
2014-10-29 10:04

iPERMS U.S. ARMY

Report Criteria
PUD (Battalion): 1L4A4
UPC (Unit): 1L4A4
Primary Sort Order: UPC
Secondary Sort Order: Rank

UPC	Division/Brigade	Rank	Soldier Name	SSN (Last 4)	Finance Records Reviews (FRRs)	Personnel Records Reviews (PRRs)
1L4A4	/	CPT	TEST.06384 AKO	XXX-XX-6384	IN-PROGRESS	NONE
1L4A4	/	CPT	TEST.06394 AKO	XXX-XX-6394	NONE	NONE
1L4A4	/	CPT	TEST.06401 AKO	XXX-XX-6401	NONE	NONE
1L4A4	/	CPT	TEST.00565 AKO	XXX-XX-0565	NONE	NONE
1L4A4	/	CPT	TEST.06300 AKO	XXX-XX-6300	NONE	NONE
1L4A4	/	CPT	TEST.06310 AKO	XXX-XX-6310	NONE	NONE
1L4A4	/	CPT	TEST.06378 AKO	XXX-XX-6378	NONE	NONE
1L4A4	/	CPT	TEST.06327 AKO	XXX-XX-6327	NONE	NONE
1L4A4	/	CPT	TEST.06334 AKO	XXX-XX-6334	NONE	NONE
1L4A4	/	CPT	TEST.06344 AKO	XXX-XX-6344	NONE	NONE
1L4A4	/	CPT	TEST.06351 AKO	XXX-XX-6351	NONE	NONE

Figure 3-3(a) (Unit Detail Report)

4. **Conducting a finance review in iPERMS**

4-1. The purpose of conducting the finance record review is to ensure Soldiers have the required documentation in their record for each pay entitlement they are receiving.

- a) This review will be conducted using the most recent LES or the Unit Commander's Finance Report (UCFR) as the source document to identify entitlements the Soldier is receiving. The KSD/Entitlement Matrix is used to identify the required documents to support each entitlement. The KSD Matrix can be found at: [KSD Matrix](#)
- b) Soldiers may not have every document listed on the KSD/Entitlement Matrix for a specific entitlement. Each situation will be different. For example, contracts for officers will be a DA 71 and for enlisted a DD Form 4-1/2 and DD Form 4-3. There are also specific contracts for medical officers.
- c) Soldiers/RMs will also verify KSDs for specific deductions. Deductions for SGLI or as a result of UCMJ (Article 15) must have KSDs in the record. Article 15s for E-4 and below will not be present in iPERMS and cannot be validated by the RM. Personal allotments do not need to be verified.
- d) Any documents found to be missing as a part of any review must be web uploaded to iPERMS for filing in the Army Military Human Resource Record (AMHRR). ****This is a critical step in the completion of a record review. Conducting reviews without adding missing documents does not support the goal of audit readiness and records accuracy**.**
- e) If a document cannot be found by the Soldier or from the source that produced the document, do not recreate the document. The RM will list permanently missing documents in the missing documents portion of the review.
- f) If the RM finds discrepancies or problems with a Soldier's record that require administrative level assistance to resolve, the RM should submit a problem case in iPERMS. ([See Section 6](#))
- g) When viewing documents, the Soldier and the RM are verifying that the document belongs to the Soldier, is legible and meets the general intent of the document.

4-2. Documents in the finance review are organized by categories (sub-folders). Specific entitlements may have documents in different sub-folders.

Finance Records Review Sub-Folders

- a) General: Contains promotion orders, contracts, and additional supporting documents for finance transactions.
- b) Special Pay/Bonuses: Contains documents that support bonuses or special pays.
- c) Entitlements: Contains supporting documents for entitlements or benefits (basic allowance for housing, loan repayment, and scholarships).
- d) Deductions: Contains documents related to garnishment, recoupment indebtedness, and insurance.

4-3. Listed below are the procedures for conducting the finance record review (Soldier present).

Finance Record Review (Soldier Present)		
		Soldier or RM must have the latest copy of the Soldier's LES or UCFR to conduct this review. Enter the date of the LES used in Reviewer comment box.
		Soldier or RM must have a copy of the Key Supporting Document/Entitlement Matrix. This matrix explains which documents support specific entitlements listed on the LES. The KSD Matrix can be found here: KSD Matrix
		Print a copy of the last Finance Record Review conducted (there will not be one if this is the initial review). This can be found in the Finance Record Review folder.
	Note:	If a recent Personnel Record Review was completed, ensure the RM checks the box to display "Previously reviewed documents". Although not every document will need to be reviewed, a RM will need visibility on specific documents to complete the finance review.
Step 1	RM	Follow steps to initiate a review in Section 3.
Step 2	RM	Click "Open Review Tool" at bottom of page. A pop-up will display asking if the Soldier is present". Insert CAC card into secondary CAC reader. Click on yes "Soldier present" pop up. (See figure 4-1) This will open a new window and take the RM to the "Review Details" screen.
Step 3	Soldier	Soldier will be prompted to CAC sign the form. They must digitally sign to validate they are physically present for the review.
Step 4	Soldier/RM	Click on "Documents" tab on top of page. See example below.
		
	Note:	If this is the initial Finance Record Review, each document listed will have to be reviewed by both the Soldier and the RM. This includes historical documents that do not support entitlements listed on the current LES. The review cannot be signed and completed without checking all the documents. In subsequent reviews, only newly added documents will need to be reviewed.
Verify Entitlements on LES/UCFR		

Step 5	Soldier/RM	Identify entitlement on LES and go to KSD Matrix to determine required supporting documents. Link to KSD Matrix: KSD Matrix
Step 6	Soldier/RM	Add the date of the LES used to conduct this review in the Reviewer comments. As each entitlement is reviewed by the Soldier and RM, they can add appropriate comments in the "Soldier/Reviewer comment" boxes at the bottom of the page. **All permanently missing documents must be listed. For example, if a Soldier is missing a document - a RM can list that in the "Missing Documents" portion of the review. The comments will save throughout the review process. See example below.

The screenshot shows a web interface with a left sidebar containing a checked box for 'Show 9 previously reviewed documents' and buttons for 'Soldier/Reviewer Comments' and 'Missing Documents'. The main content area is split into two columns: 'Permanently Missing' and 'Temporarily Missing'. The 'Permanently Missing' list includes: 'Missing ARCOM award certificate (DA 638)', 'Missing PCS orders to Korea (2006)', and 'Missing DA 4187s (Promotions)'. The 'Temporarily Missing' list includes: 'SM doesn't have DA 5960, will bring a copy from Finance. SM will also bring a copy of current promotion orders. Awaiting DA 1059 to post to AMHRR. (May have to contact Evaluation's Branch @HRC)'. A URL bar at the bottom shows a partial URL and a character count of 195 of 1000 characters.

Step 7	Soldier/RM	Ensure each entitlement listed on the LES has required KSD(s) in iPERMS. Use the KSD entitlement matrix to identify the required documents.
Step 8	Soldier/RM	Soldier and RM click on "Title of Document" and review at same time. Ensure document is correct. Once the document has been viewed, the "Soldier Reviewed" and "RM Verified" boxes and date are automatically populated.
Step 9	RM	If document is incorrect (example: doesn't belong to that Soldier, duplicate, etc.). Click the review button once more and mark with a "red" x. Documents marked as having errors require comments from the RM next to that specific document (Reviewer Document Comments). (See figure 4-2)
	Note:	If the RM finds discrepancies or problems with a Soldier's record that require administrative level assistance to resolve, the RM will generate a problem case in iPERMS. Examples include, but are not limited to duplicate or misfiled documents in the record. (See Section 6), which lists procedures for creating a problem case.
Step 10	Soldier/RM	Continue this process (Steps 8-10) for each entitlement listed on the LES.
Verify Deductions on LES/UCFR		
Step 11	Soldier/RM	Identify specific deductions on the LES and ensure appropriate KSDs are filed in iPERMS. Only deductions for SGLI and as a result of UCMJ must be validated (Article 15s for E-4 and below or those filed in the restricted folder will not be visible and cannot be validated by RMs). Deductions for Article 15s will be listed as "AFRH" on the LES.
	Note:	Deductions for personal allotments do not need to be verified.
Step 12	RM	Validate that the deduction amount listed on the LES for SGLI supports the amount of coverage listed on the SGLV 8286. For

		information on costs of various amounts of coverage go to: http://benefits.va.gov/insurance/sqli.asp
Step 13	Soldier/RM	Enter appropriate comments on review. (Steps 9-10 above)
Step 14	RM	RM will list any permanently missing documents that cannot be located in the "Missing Documents" section.
Step 15	RM	RM will web upload all missing Key Supporting Documents to iPERMS for filing in the Soldier's AMHRR. **This is a critical step in the completion of a record review. Conducting reviews without adding missing documents does not support the goal of audit readiness and records accuracy**.
Step 16	Soldier	Soldier will click on "Signatures" tab and follow the prompts to CAC sign the review.
Once the Soldier has completed and signed the review, the RM can then verify the review		
Step 17	RM	RM will click on "Signatures" tab.
Step 18	RM	If there were errors marked in the review, RM must select the type of errors from the drop down menu.
Step 19	RM	Follow prompts to CAC sign the review.
	Note:	Once the review is CAC signed by the RM and Soldier, it is complete and a copy of the review will be filed in iPERMS. The status for that review will be complete and the due date for the next review is one year from date the review was completed See Figure 4-3.

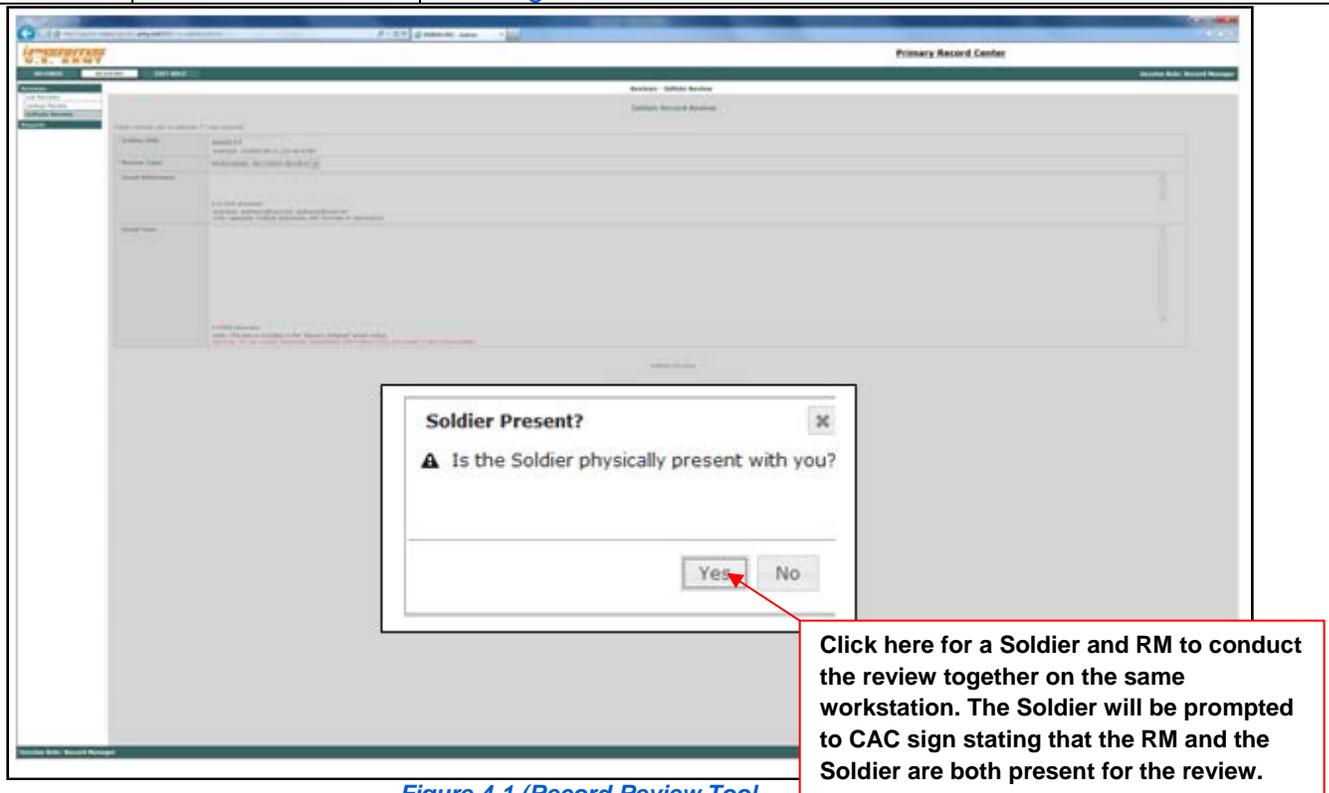
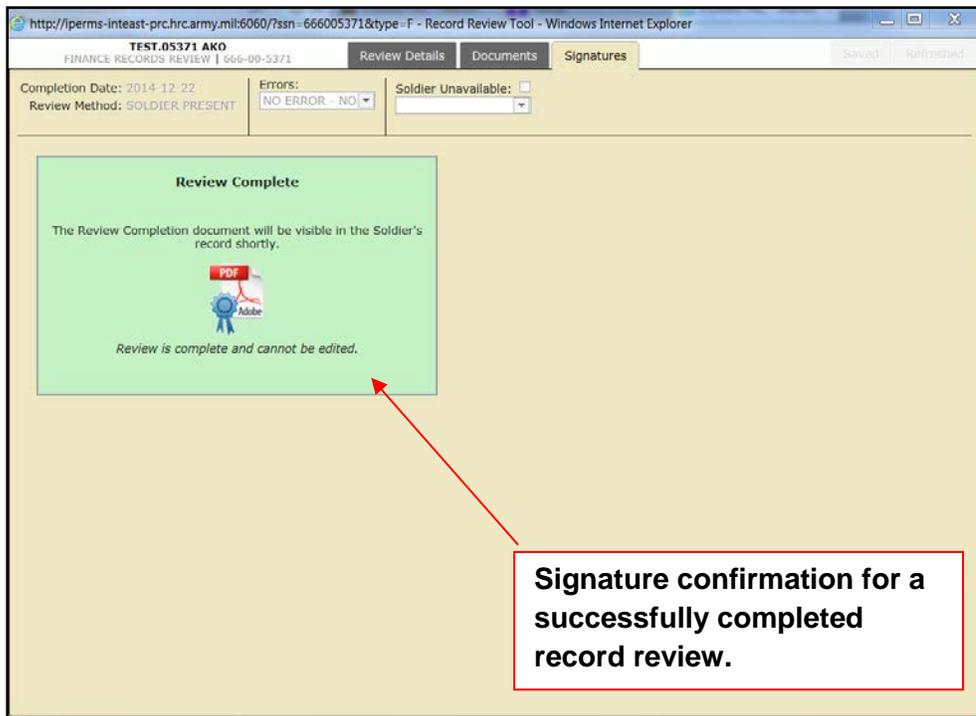


Figure 4-1 (Record Review Tool)

TEST.06384 AKO		FINANCE RECORDS REVIEW 666-00-6384		Review Details	Documents	Signatures	Save	Refresh
Document Name	Document Title	Effective Date	Soldier Reviewed	RM Verified	Reviewer Document Comments			
DA 71	OATH OF OFFICE - MILITARY PERSONNEL	2000-02-02	<input checked="" type="checkbox"/> 2014-10-29	<input checked="" type="checkbox"/> 2014-11-17				
CERT BIRTH SOLDIER	CERTIFICATE OF BIRTH - SOLDIER	2000-02-02	<input checked="" type="checkbox"/> 2014-10-29	<input checked="" type="checkbox"/> 2014-11-17	Does not belong to Soldier			

Figure 4-2 (Incorrect Document in Record)

If the RM marks a document as having an error, they must add specific comments regarding the error.



Signature confirmation for a successfully completed record review.

Figure 4-3 Completed Review

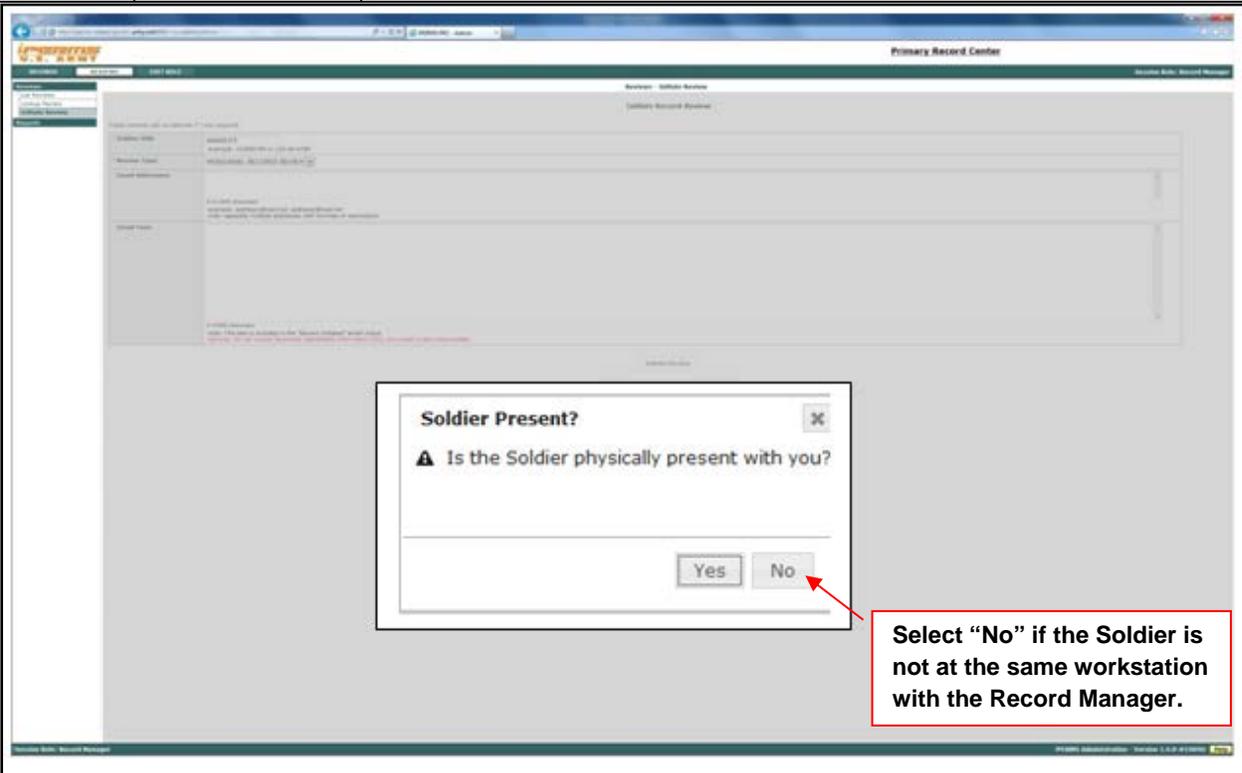
4-4. Listed below are the procedures for conducting the finance record review (Soldier NOT present).

Finance Record Review - Independent Review (Soldier NOT present at same work station)		
		Soldier and RM must have the latest copy of the Soldier's LES to conduct this review. Enter the date of the LES used in Reviewer comment box.
		Soldier and RM must have a copy of the Key Supporting Document/Entitlement Matrix. This matrix explains which KSDs support specific entitlements listed on the LES. The KSD Matrix can be found here: KSD Matrix
		Print a copy of the last Finance Record Review conducted (there will not be one if this is the initial review). This can be found in the Finance Record Review folder.
	Note:	If a recent Personnel Record Review was completed, ensure the RM checks the box to display "Previously reviewed documents". Although not every document will need to be

		reviewed, the RM will need visibility on specific documents to complete the Finance Record Review.
		An Independent review (Soldier not present at the same work station) can be conducted concurrently (by telephone) in separate locations, or the Soldier and RM can complete their parts of the review at separate times. The actions listed in the process below are separated for Soldier and RM.

Initiate Review

Step 1	RM	Follow steps to initiate a review in Section 3
Step 2	RM	Click "Open Review Tool" at bottom of page. A pop-up box will display. For an Independent Review you will select "No". See example below . This will open a new window and take the RM to the "Review Details" screen.



Soldier Actions

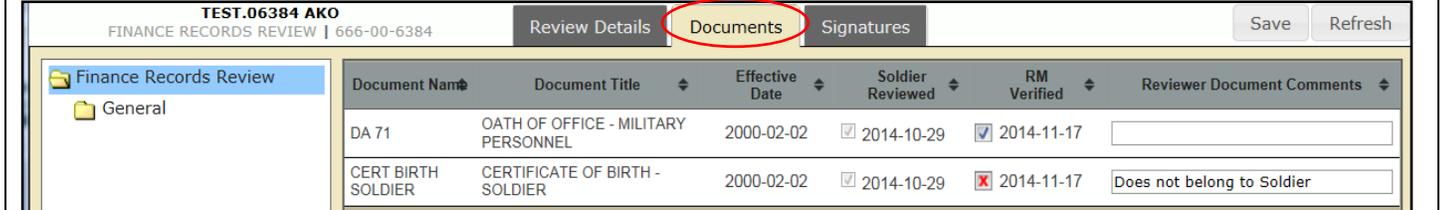
Step 1	Soldier	Once the RM has initiated the review, the Soldier can log into iPERMS and review the record. (Soldier will receive email notification that review has been initiated).
Step 2	Soldier	Click on "Soldier (View your own record)"
		<p>Select Session Role</p> <p>You have credentials with iPERMS Online for one or more roles. Please select the appropriate role for this session:</p> <p style="text-align: center;"> Scan Operator in AA Kofax Scanner Operation Authorized Official Soldier (View your own record) </p>
Step 3	Soldier	Click on "Reviews" tab at top of page. See example below.



Step 4 Soldier Click on "Open Review" in Action column on right side of page. See example below.

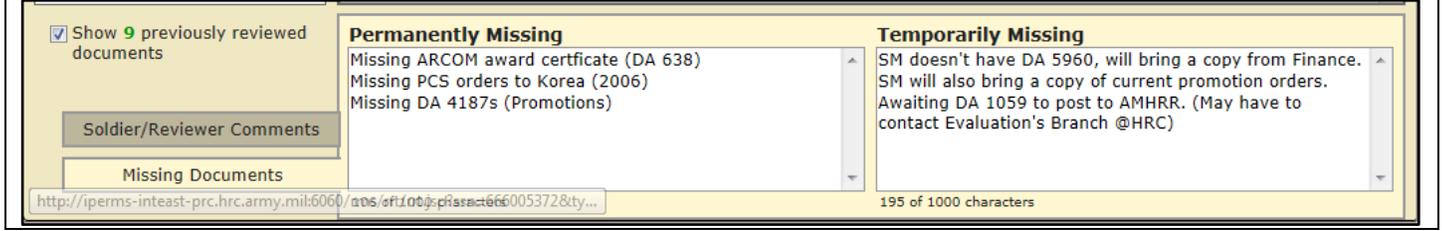


Step 5 Soldier Click on "Documents" Tab on top of page. See example below.



1. The finance review is conducted to ensure all entitlements/deductions listed on the current LES have the required key supporting documents in iPERMS.
 2. Documents are organized in sub-folders by type of entitlement they support. However, all documents can be viewed at one time by clicking on Finance Records Review in "left navigation pane."
 3. If this is the initial Finance Record Review, each document listed will have to be reviewed by both the Soldier and the RM. This includes historical documents that do not support entitlements listed on the current LES. The review cannot be signed and completed without checking all the documents. In subsequent reviews, only newly added documents will need to be reviewed. Identify entitlement on LES and go to KSD Matrix to determine required supporting documents. Link to KSD Matrix: [KSD Matrix](#)
 Example: Basic Allowance for Housing (BAH).

Step 6 As each entitlement is reviewed, add appropriate comments in the "Soldier Comment" box at the bottom of the page. **All permanently missing documents must be listed. For example, if there is a missing document – a RM can list that in the "Missing Documents" portion of the RRT. The comments will save throughout the review process.



Step 7	Soldier	Identify Entitlement on LES and go to KSD Matrix to determine required supporting documents. Link to KSD Matrix: KSD Matrix Example: Basic Allowance for Housing (BAH).
Step 8	Soldier	Click on "Title of Document" and review the document. Ensure document is correct. Once the document has been viewed, the "Soldier Reviewed" box and date are automatically populated.
Step 9	Soldier	If a document is missing or an existing document has errors, add appropriate comments.
Step 10	Soldier	Continue this process (Steps 5-8) for each entitlement listed on the LES.
Step 11	Soldier	Identify specific deductions on the LES and ensure appropriate KSDs are filed in iPERMS. Only deductions for SGLI and as a result of UCMJ must be validated (Article 15s for E-4 and below or those filed in the restricted folder will not be visible and cannot be validated by RMs). Deductions for Article 15s will be listed as "AFRH" on the LES.
Step 12	Soldier	Deductions for personal allotments do not need to be verified.
Step 15	Soldier	Provide any missing documents to the RM so they can be web uploaded to iPERMS and added to the record. List any permanently missing documents and record any discrepancies or errors in the appropriate boxes at the bottom of the page. **This is a critical step in the completion of a record review. Conducting reviews without adding missing documents does not support the goal of audit readiness and records accuracy.
Step 16	Soldier	Click on "Signatures" tab and follow the prompts to CAC sign the review.
Record Manager Actions		
Step 1	RM	Log into "Record Manager role" in iPERMS
Step 2	RM	Click on "Reviews" tab at top of page
Step 3	RM	Click on "I Accept" on red screen (only once for each session)
Step 4	RM	Open the review, do this from "Lookup Review", List Review or from "Unit Detail" report.
Step 5	RM	Click on "Documents" tab on top of page. See example below.
	Notes:	<ol style="list-style-type: none"> 1. The finance review is conducted to ensure all entitlements/deductions listed on the current LES have the required key supporting documents in iPERMS. 2. However, the Soldier and RM must check every document populated in the Review Tool (including historical documents) to ensure they are legible and belong to the Soldier. The review cannot be signed and completed without checking all the documents. 3. Documents are organized in sub-folders by type of entitlement

		they support. However, all documents can be viewed at one time by clicking on Finance Records Review in left navigation pane.
Step 6	RM	Identify Entitlement on LES and go to KSD Matrix to determine required supporting documents. Link to KSD Matrix: <u>KSD Matrix</u> Example: Basic Allowance for Housing (BAH).
Step 7	RM	Add the date of the LES used to conduct this review in the Reviewer comments. As each entitlement is reviewed, add appropriate comments in the "Reviewer Comment" box at the bottom of the page. **All permanently missing documents must be listed. For example, if a Soldier is missing a document - a RM can list that in the "Missing Documents" section, as the missing document is identified. The comments will save throughout the review process. See example below.

The screenshot shows a web interface with a left sidebar containing a checked box for "Show 9 previously reviewed documents", a "Soldier/Reviewer Comments" button, and a "Missing Documents" button. The main content area is divided into two sections: "Permanently Missing" and "Temporarily Missing".

- Permanently Missing:**
 - Missing ARCOM award certificate (DA 638)
 - Missing PCS orders to Korea (2006)
 - Missing DA 4187s (Promotions)
- Temporarily Missing:**
 - SM doesn't have DA 5960, will bring a copy from Finance.
 - SM will also bring a copy of current promotion orders.
 - Awaiting DA 1059 to post to AMHRR. (May have to contact Evaluation's Branch @HRC)

At the bottom of the interface, there is a URL and a character count: "195 of 1000 characters".

Step 8	RM	Ensure each entitlement listed on the LES has a required KSD(s) in iPERMS. Use the KSD entitlement matrix to identify the required documents.
Step 9	RM	Click on "Title of Document" and review to ensure document is correct. Once the document has been viewed, the "RM Verified" box and date are automatically populated.
Step 9a	RM	If document is incorrect (example: doesn't belong to that Soldier, duplicate, etc.). Click the review button once more and mark with a "red" x. Documents marked as having errors require comments from the RM next to that specific document (Reviewer Document Comments). See example below.

The screenshot shows a document record for DA 5960 with the title "AUTH TO START, STOP, CHANGE BAQ AND OR VHA". The record date is 2013-03-28. There are two checkboxes for review dates: "2014-12-05" (checked) and "2014-12-05" (marked with a red 'x'). A text box contains the comment "Does not belong to Soldier". A red arrow points from the "If the RM marks a document as having an error..." text block to the red 'x' mark.

If the RM marks a document as having an error, they must add specific comments regarding the error.

	Note:	If the RM finds discrepancies or problems with a Soldier's record that require administrative level assistance to resolve, the RM will generate a problem case in iPERMS. Examples include, but are not limited to duplicate or misfiled documents in the record. (See <u>Section 6</u>), which lists procedures for creating a problem case.
Step 10	RM	Continue this process (Steps 11-11a) for each entitlement listed on the LES.
Step 11	RM	Identify specific deductions on the LES and ensure appropriate KSDs are filed in iPERMS. Only deductions for SGLI and as a result of UCMJ must be validated (Article 15s for E-4 and below or those filed in the restricted folder will not be visible and cannot be validated by RMs). Deductions for Article 15s will be listed as "AFRH" on the LES.

	Note:	Deductions for personal allotments do not need to be verified.
Step 12	RM	Validate that the deduction amount listed on the LES for SGLI supports the amount of coverage listed on the SGLV 8286. For information on costs of various amounts of coverage go to: http://benefits.va.gov/insurance/sqli.asp
Step 13	RM	RM will list any permanently missing documents that cannot be located in "Missing Documents" section.
Step 14	RM	RM will web upload all missing Key Supporting Documents to iPERMS for filing in the Soldier's AMHRR. **This is a critical step in the completion of a record review. Conducting reviews without adding missing documents does not support the goal of audit readiness and records accuracy. **
Once the Soldier has completed and signed the review, the RM can then verify the review		
Step 15	RM	RM will click on "Signatures" tab.
Step 16	RM	If there were errors marked in the review, the RM must select the type of errors from the drop down menu. See figure 4-3
Step 17	RM	Follow prompts to CAC sign the review.
	Note:	Once the review is CAC signed by the RM and Soldier, it is complete and a copy of the review will be filed in iPERMS. The status for that review will be complete and the due date for the next review is one year from date the review was completed. If a RM can't sign because the signature prompt does not appear please pay particular attention to the instructions posted. See figure 4-3 and 4-4

The screenshot shows the 'Signatures' tab in the iPERMS system. At the top, there are tabs for 'Review Details', 'Documents', and 'Signatures'. Below the tabs, there are fields for 'Completion Date', 'Review Method: SOLDIER PRESENT', 'Errors: NO ERROR - NO', and 'Soldier Unavailable:'. The 'Errors' dropdown is circled in red. Below this, there are two main sections: 'Soldier Signature' (green background) and 'Reviewer Signature' (yellow background). The 'Reviewer Signature' section is circled in red and contains a list of instructions for the Record Manager to complete before signing.

Soldier Signature

The Soldier portion of the review is complete. The review is waiting for the Record Manager to complete and sign.



Review is Signed and cannot be edited by the Soldier.
(View Signed PDF)

Reviewer Signature

The RM must complete the following before Signing:

- Verify all documents
- Indicate document errors by checking with an **X**
- Provide a Document Comment for each error indicated
- Indicate (using the drop-down above) what kind of errors were noted during the review
- Provide Review Comments outlining errors and actions taken for resolution

Figure 4-3 Reviewer Signature Instructions

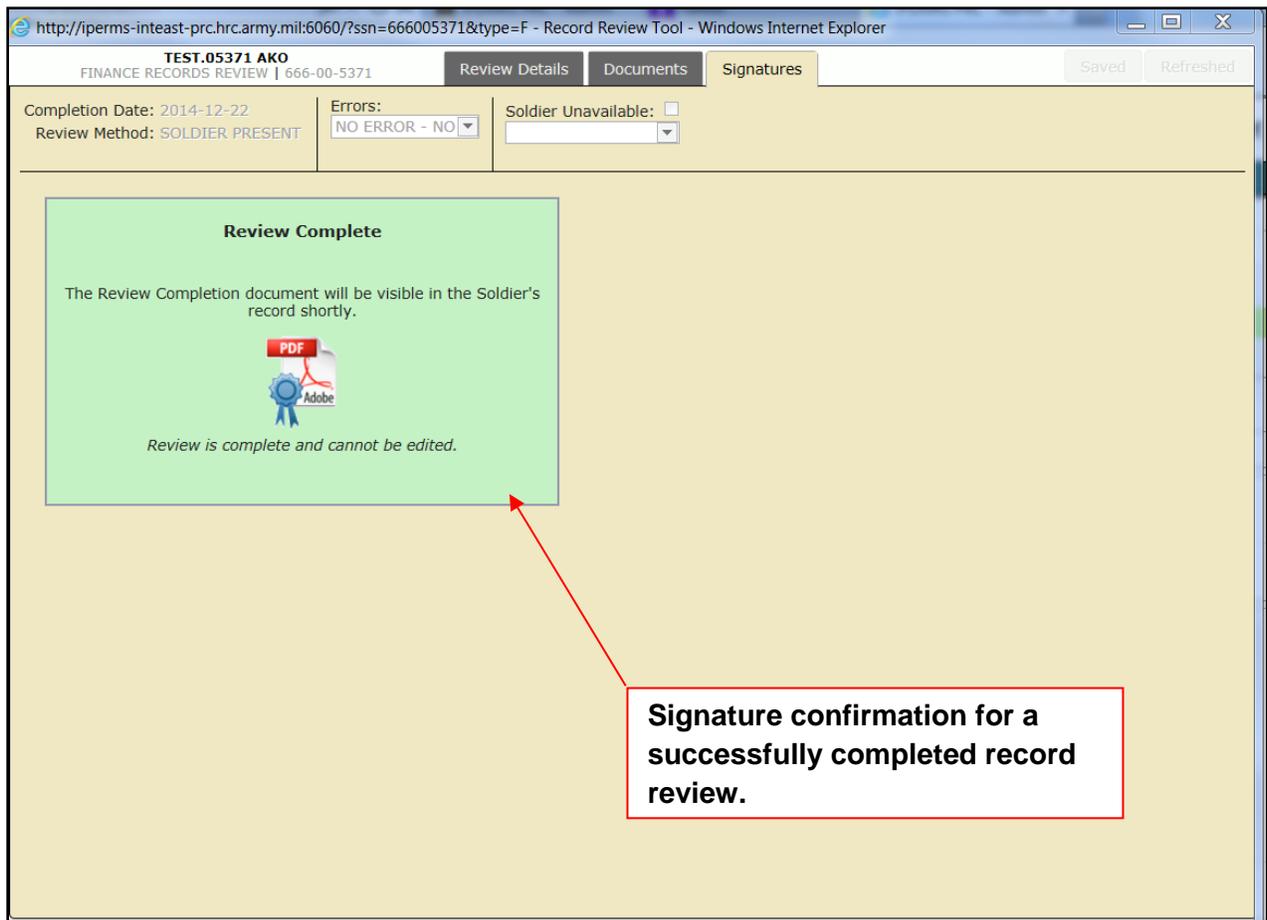
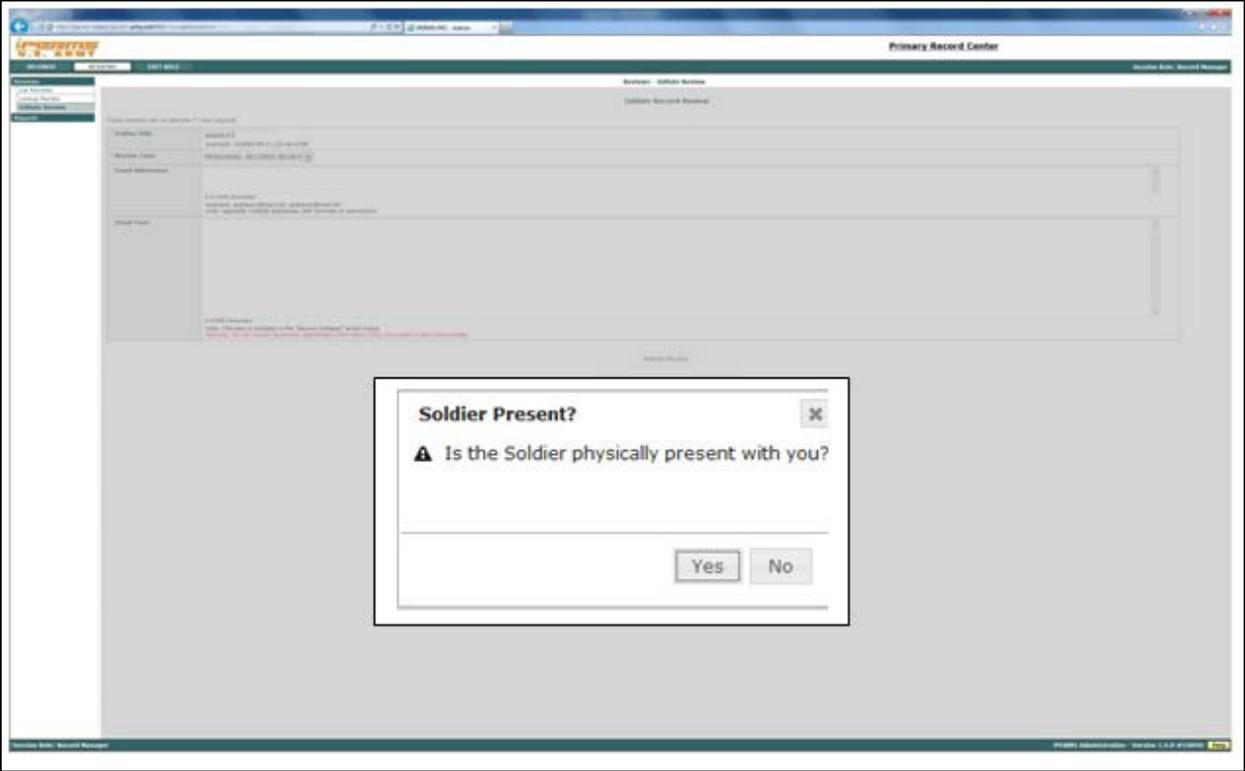


Figure 4-4 Completed Review

4-5. Listed below are the procedures for conducting the finance record review (Soldier Unavailable).

Finance Record Review (Soldier Unavailable)		
		RM must have the latest copy of the Soldier's LES to conduct this review. Enter the date of the LES used in Reviewer Comment Box.
		RM must have a copy of the Key Supporting Document/Entitlement Matrix. This matrix explains which KSDs support specific entitlements listed on the LES. The KSD Matrix can be found here: KSD Matrix
		Note: If a recent Personnel Record Review was completed, ensure you check the box to display "Previously reviewed documents". Although not every document will need to be reviewed, RM will need visibility on specific documents to complete the Finance Record Review.
		Print a copy of the last Finance Record Review conducted (there will not be one if this is the initial review). This can be found in the Finance Record Review folder.
Step 1	RM	Follow steps to initiate a review in Section 3
Step 2	RM	Click "Initiate Review" at bottom of page. The RM will see green bar across top of page that says "Successfully created Review".

Step 3	RM	Click "Open Review Tool" at bottom of page. A pop-up will display asking if the Soldier is present. Select "No". This will open a new window and take the RM to the "Review Details" screen. See example below.
--------	----	---

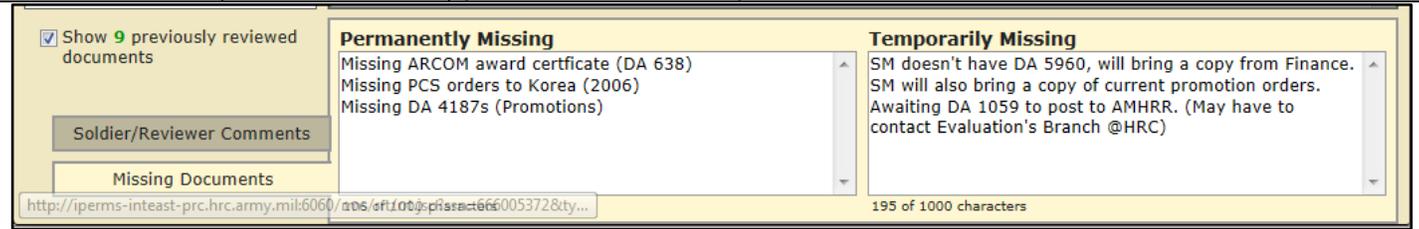


Step 4	RM	Click on "Documents" tab on top of page. See example below.
--------	----	---

TEST.06384 AKO FINANCE RECORDS REVIEW 666-00-6384		Review Details	Documents	Signatures	Save Refresh																	
Finance Records Review General	<table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Title</th> <th>Effective Date</th> <th>Soldier Reviewed</th> <th>RM Verified</th> <th>Reviewer Document Comments</th> </tr> </thead> <tbody> <tr> <td>DA 71</td> <td>OATH OF OFFICE - MILITARY PERSONNEL</td> <td>2000-02-02</td> <td><input checked="" type="checkbox"/> 2014-10-29</td> <td><input checked="" type="checkbox"/> 2014-11-17</td> <td></td> </tr> <tr> <td>CERT BIRTH SOLDIER</td> <td>CERTIFICATE OF BIRTH - SOLDIER</td> <td>2000-02-02</td> <td><input checked="" type="checkbox"/> 2014-10-29</td> <td><input checked="" type="checkbox"/> 2014-11-17</td> <td>Does not belong to Soldier</td> </tr> </tbody> </table>	Document Name	Document Title	Effective Date	Soldier Reviewed	RM Verified	Reviewer Document Comments	DA 71	OATH OF OFFICE - MILITARY PERSONNEL	2000-02-02	<input checked="" type="checkbox"/> 2014-10-29	<input checked="" type="checkbox"/> 2014-11-17		CERT BIRTH SOLDIER	CERTIFICATE OF BIRTH - SOLDIER	2000-02-02	<input checked="" type="checkbox"/> 2014-10-29	<input checked="" type="checkbox"/> 2014-11-17	Does not belong to Soldier			
Document Name	Document Title	Effective Date	Soldier Reviewed	RM Verified	Reviewer Document Comments																	
DA 71	OATH OF OFFICE - MILITARY PERSONNEL	2000-02-02	<input checked="" type="checkbox"/> 2014-10-29	<input checked="" type="checkbox"/> 2014-11-17																		
CERT BIRTH SOLDIER	CERTIFICATE OF BIRTH - SOLDIER	2000-02-02	<input checked="" type="checkbox"/> 2014-10-29	<input checked="" type="checkbox"/> 2014-11-17	Does not belong to Soldier																	

	RM	Notes: 1. A finance review is conducted to ensure all entitlements/deductions listed on the current LES have the required key supporting documents in iPERMS. 2. However, RM must check every document populated in the Review Tool (including historical documents) to ensure they are legible and belong to the Soldier. The review cannot be signed and completed without checking all the documents. 3. Documents are organized in sub-folders by type of entitlement they support. However, all documents can be viewed at one time by clicking on Finance Records Review in left navigation pane.
Step 5	RM	Identify Entitlement on LES and go to KSD Matrix to determine required supporting documents. Link to KSD Matrix: KSD Matrix Example: Basic Allowance for Housing (BAH).
Step 6	RM	Add the date of the LES used to conduct this review in the Reviewer Comments. As each entitlement is reviewed, add appropriate comments in the "Reviewer Comment" boxes at the

bottom of the page. ****All permanently missing documents must be listed.** For example, if Soldier is missing a document - a RM can list that in "Missing Documents" section, as the missing document is identified. The comments will save throughout the review process. See example below.



Step 7	RM	Click on "Title of Document" and review to ensure document is correct. Once the document has been viewed, the "RM Verified" box and date are automatically populated.
Step 7a	RM	If document is incorrect (example: doesn't belong to that Soldier, duplicate, etc.). Click the review button once more and mark with a "red" x. Documents marked as having errors require comments from the RM next to that specific document (Reviewer Document Comments). (See Figure 4-5)
	Note:	If the RM finds discrepancies or problems with a Soldier's record that require administrative level assistance to resolve, the RM should generate a problem case in iPERMS. Examples include, but are not limited to duplicate or misfiled documents in the record. Section 6 lists procedures for creating a problem case.
Step 8	RM	Continue this process (Steps 6-7a) for each entitlement listed on the LES.
Step 9	RM	Identify specific deductions on the LES and ensure appropriate KSDs are filed in iPERMS. Only deductions for SGLI and as a result of UCMJ must be verified (Article 15s for E-4 and below or those filed in the restricted folder will not be visible and cannot be verified by RMs). Deductions for Article 15s will be listed as "AFRH" on the LES.
	Note:	Deductions for personal allotments do not need to be verified.
Step 10	RM	Verify that the deduction amount listed on the LES for SGLI supports the amount of coverage listed on the SGLV 8286. For information on costs of various amounts of coverage go to: http://benefits.va.gov/insurance/sqli.asp
Step 11	RM	RM will web upload all missing Key Supporting Documents to iPERMS for filing in the Soldier's AMHRR. **This is a critical step in the completion of a record review. Conducting reviews without adding missing documents does not support the goal of audit readiness and records accuracy.**
Step 12	RM	Add "Reviewer Comments" at bottom of page prior to signing the Review.
Step 13	RM	RM will click on "Signatures" tab.
Step 14	RM	If there were errors marked in the review, RM must select the type of errors from the drop down menu. (Figure 4-5(a))
Step 15	RM	Check "Soldier Unavailable" box and select reason for Soldier absence before signing. If "Other" is selected, RM must provide explanation prior to signing review. (Figure 4-5(b))

	Note:	Once the review is CAC signed by the RM, it is complete and a copy of the review will be filed in iPERMS. The status for that review will be complete and the due date for the next review is one year from date this review was completed. (Figure 4-6)
--	--------------	--

Document Name	Document Title	Effective Date	Soldier Reviewed	RM Verified	Reviewer Document Comments
DA 71	OATH OF OFFICE - MILITARY PERSONNEL	2003-08-08	<input checked="" type="checkbox"/> 2014-01-17	<input checked="" type="checkbox"/> 2014-01-27	Document illegible
CERT BIRTH SOLDIER	CERTIFICATE OF BIRTH - SOLDIER	2003-08-08	<input checked="" type="checkbox"/> 2014-01-27	<input checked="" type="checkbox"/> 2014-01-22	

Figure 4-5 (Review Document Comments)

Completion Date: _____
 Review Method: SOLDIER PRESENT

Errors: **ILLEGIBLE - ILLI** (circled in red)

Soldier Unavailable: _____

Figure 4-5(a) (Document Error)

Completion Date: _____
 Review Method: INDEPENDENT

Errors: OTHER - OTHER

Soldier Unavailable: HOSPITALIZED - SC (indicated by a red arrow)

Explanation: _____

Sign Review

If a review is done without the Soldier, RM must check "Soldier Unavailable" block and select reason from drop down menu. If "other" is selected, RM must state reason in explanation box.

Soldiers are required by AR 600-8-104 to conduct an annual review of their records. Reviews will be done without the Soldier only in extreme circumstances.

Figure 4-5(b) Reason for Soldier Unavailable

Completion Date: 10/6/12 07
 Review Method: SOLDIER PRESENT

Errors: NO ERROR - NO

Soldier Unavailable: _____

Review Complete

The Review Completion document will be visible in the Soldier's record shortly.



Review is complete and cannot be edited (indicated by a red arrow)

Signature confirmation for a successfully completed record review.

Figure 4-6 Completed Review

5. *Conducting a personnel review in iPERMS*

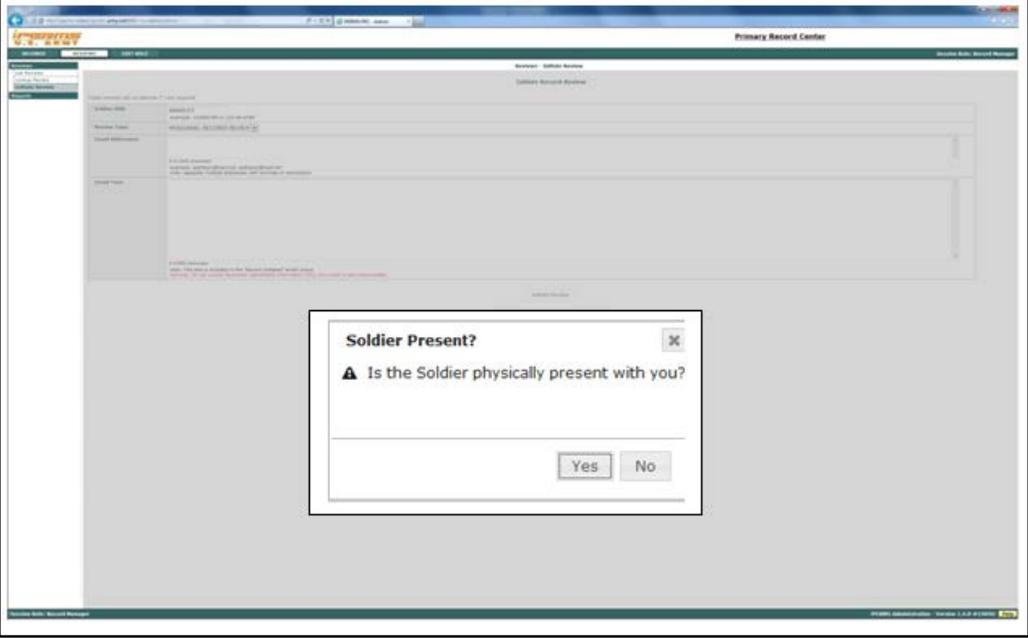
5-1. The purpose of conducting the Personnel Record Review is to ensure that data on the Record Brief is correct and that all source documents required for filing in the Army Military Human Resource Record (AMHRR) are in iPERMS.

- a) This review will be conducted using the current Record Brief to identify source documents that should be filed in the Soldier's Army Military Human Resource Record (AMHRR). Most entries on the Record Brief will have a corresponding supporting document in the AMHRR.
- b) This review is not the same as the "My Board File" review required prior to DA level selection boards. However, completing this annual review will greatly enhance records readiness and increase preparedness for upcoming boards.
- c) RMs will view documents filed in the AMHRR during the review to ensure they belong to the Soldier, are authorized to be filed and are legible.
- d) Any documents found to be missing as a part of this review must be web uploaded to iPERMS for filing in the AMHRR.
- e) If a document cannot be found by the Soldier or from the source that produced the document, do not recreate the document. The RM will list permanently missing documents in the "Missing Documents" section of the RRT.
- f) If the RM finds discrepancies or problems with a Soldier's record that require administrative level assistance to resolve, the RM should submit a problem case in iPERMS. ([See Section 6](#))
- g) Missing documents may not be justification for removing entries from the Record Brief.

5-2. Documents in the Personnel Record Review are organized by categories (sub-folders) that are aligned to the sections on the Record Brief.

- a) Assignment/Deployment: Contains assignment and deployment orders and information.
- b) Service Data: Contains service contracts, security checks, and language qualification information.
- c) Personal Data: Contains citizenship, proof of birth, and dependent documents.
- d) Education: Contains civilian and military education documents.
- e) Awards/Decorations: Contains commendatory documents.

5-3. Listed below is the procedures for conducting the personnel record review (Soldier Present).

Personnel Record Review (Soldier Present)		
		Soldier and RM must have the latest copy of the Soldier's ERB/ORB/SRB to conduct this review.
		Print a copy of the last Personnel Record Review conducted (there will not be one if this is the initial review).
		Note: If a recent Finance Record review was completed, ensure you check the box to display "Previously Reviewed documents". Although not every document will need to be reviewed, RM will need visibility on specific documents to complete the Personnel Record Review.
Step 1	RM	Follow steps to initiate a review in Section 3
Step 2	RM	Click "Open Review Tool" at bottom of page. A pop-up will display asking if the Soldier is present". Insert CAC card into secondary CAC reader. Click on yes "Soldier present" pop up. (See example below. This will open a new window and take the RM to the "Review Details" screen.
		
Step 3	Soldier	Insert CAC Card into secondary CAC reader. Click on "Soldier is Present" button on bottom right of page.
Step 4	Soldier	Soldier will be prompted to CAC sign the form. They must digitally sign to Verify they are physically present for the review. (A validation pop up window will appear).
Step 5	Soldier/RM	Click on "Documents" tab on top of page. See example below.

TEST.06174 AKO FINANCE RECORDS REVIEW 666-00-6174		Review Details	Documents	Signatures	Autosaved	Refresh	
Finance Records Review General		Document Name	Document Title	Effective Date	Soldier Reviewed	RM Verified	Reviewer Document Comments
		DA 71	OATH OF OFFICE - MILITARY PERSONNEL	2003-08-08	<input checked="" type="checkbox"/> 2014-01-17	<input checked="" type="checkbox"/> 2014-01-27	Document illegible
		CERT BIRTH SOLDIER	CERTIFICATE OF BIRTH - SOLDIER	2003-08-08	<input checked="" type="checkbox"/> 2014-01-27	<input checked="" type="checkbox"/> 2014-01-22	

Step 6	Soldier/RM	Ensure Personal data across top of Record Brief is correct. Note: If a name change has occurred, ensure the supporting Document is in iPERMS (DA 4187 or Memorandum).
--------	------------	--

Review Entries in Assignment/Deployment

Step 7	Soldier/RM	Click on "Assignment/Deployment" tab on left navigation pane
Step 8	Soldier/RM	Review each document: Soldier and RM click on Title of Document and review at same time. Ensure document is correct. Once the document has been viewed, the "Soldier Reviewed" and "RM Verified" boxes and date are automatically populated.
Step 8a	RM	If document is incorrect (example: doesn't belong to that Soldier, duplicate, etc.). Click the review button once more and mark with a "red" x. Documents marked as having errors require comments from the RM next to that specific document (Reviewer Document Comments). (See figure 5-3(b))
Step 9	Soldier/RM	As each entry is reviewed by the Soldier and RM, they can add appropriate comments in the "Soldier/Reviewer Comment" boxes at the bottom of the page. **All permanently missing documents must be listed. For example, if Soldier is missing a document - a RM can list that in "Missing Documents" section, as the missing document is identified. The comments will save throughout the review process. See below example.

Show 9 previously reviewed documents

Soldier/Reviewer Comments

Missing Documents

Permanently Missing

Missing ARCOM award certificate (DA 638)
Missing PCS orders to Korea (2006)
Missing DA 4187s (Promotions)

Temporarily Missing

SM doesn't have DA 5960, will bring a copy from Finance. SM will also bring a copy of current promotion orders. Awaiting DA 1059 to post to AMHRR. (May have to contact Evaluation's Branch @HRC)

195 of 1000 characters

	Note:	If the RM finds discrepancies or problems with a Soldier's record that require administrative level assistance to resolve, the RM should generate a problem case in iPERMS. Examples include, but are not limited to duplicate or misfiled documents in the record. (See Section 6)
--	--------------	---

TEST.06174 AKO FINANCE RECORDS REVIEW 666-00-6174		Review Details	Documents	Signatures	Autosaved	Refresh
Document Name	Document Title	Effective Date	Soldier Reviewed	RM Verified	Reviewer Document Comments	
DA 71	OATH OF OFFICE - MILITARY PERSONNEL	2003-08-08	<input checked="" type="checkbox"/> 2014-01-17	<input checked="" type="checkbox"/> 2014-01-27	Document illegible	
CERT BIRTH SOLDIER	CERTIFICATE OF BIRTH - SOLDIER	2003-08-08	<input checked="" type="checkbox"/> 2014-01-27	<input checked="" type="checkbox"/> 2014-01-22		

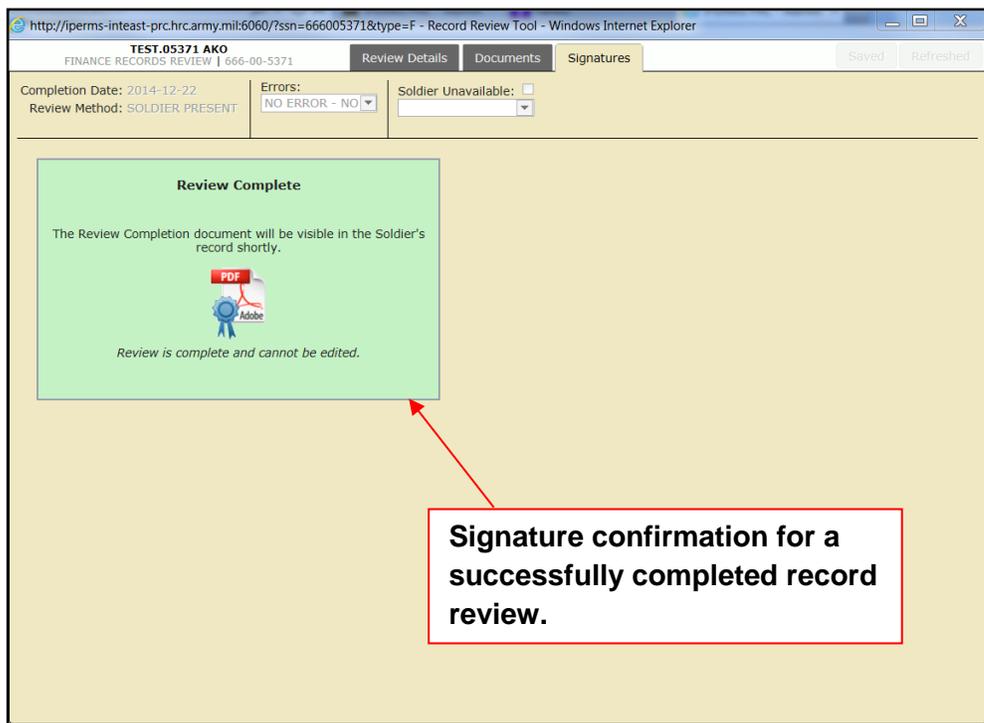
Figure 5-3(b) (Document Error)

If the RM marks a document as having an error, they must add specific comments regarding the error.

Step 9a	Soldier/RM	Ensure overseas/deployment time is recorded correctly. Ensure appropriate supporting documents (orders) are in iPERMS.
Step 9b	Soldier/RM	Verify dwell time is correct.
Step 9c	Soldier/RM	Verify DEROS is correct (if applicable)
Step 9d	Soldier/RM	Ensure MOS/SQI/ASI/Branch information is correct and appropriate orders are filed in iPERMS.
Step 9e	Soldier/RM	Ensure all assignments listed in assignment information on bottom of Record Brief are listed, accurate, and the appropriate supporting documents are in iPERMS (example; PCS Order or DA 4187 for local move).
Step 9f	Soldier/RM	Any assignment/deployment/duty info that has supporting documents in iPERMS and is not listed on Record Brief must be added using the appropriate source system. Note: RMs are not required to Verify previous duty titles.
Step 9g	Soldier/RM	Ensure there are no blanks in the assignment information at bottom of Record Brief. (Months assigned, UIC, etc.)
Review Entries in Service Data		
Step 10		Click on "Service Data" tab on left navigation pane
Step 11	Soldier/RM	Ensure all contracts and documents that establish service obligation or time in service are filed in iPERMS. Examples include but are not limited to the DD 4-1/2, DD 4-3, DA 71, and DA 1506. Also ensure all re-enlistment contracts are in the record.
Step 12	Soldier/RM	Verify data in the Service section is accurate and appropriate source documents are in the AMHRR.
Step 12a	Soldier/RM	Ensure the dates of rank for each promotion are correct and a copy of each Promotion/Reduction Order is filed in iPERMS.
Step 12b	Soldier/RM	Ensure entries in Foreign Language section are accurate and that the DA 330 and DLPT scores are filed in iPERMS.
Review entries in Personal Data		
Step 13	Soldier/RM	Click on "Personal Data" tab on left navigation pane
Step 14	Soldier/RM	Verify data in the Personal section is accurate and appropriate source documents are in the AMHRR.
Step 14a	Soldier/RM	Verify that date for Emergency Data updated is correct and that Soldier has current SGLI and DD 93 documents filed in iPERMS.

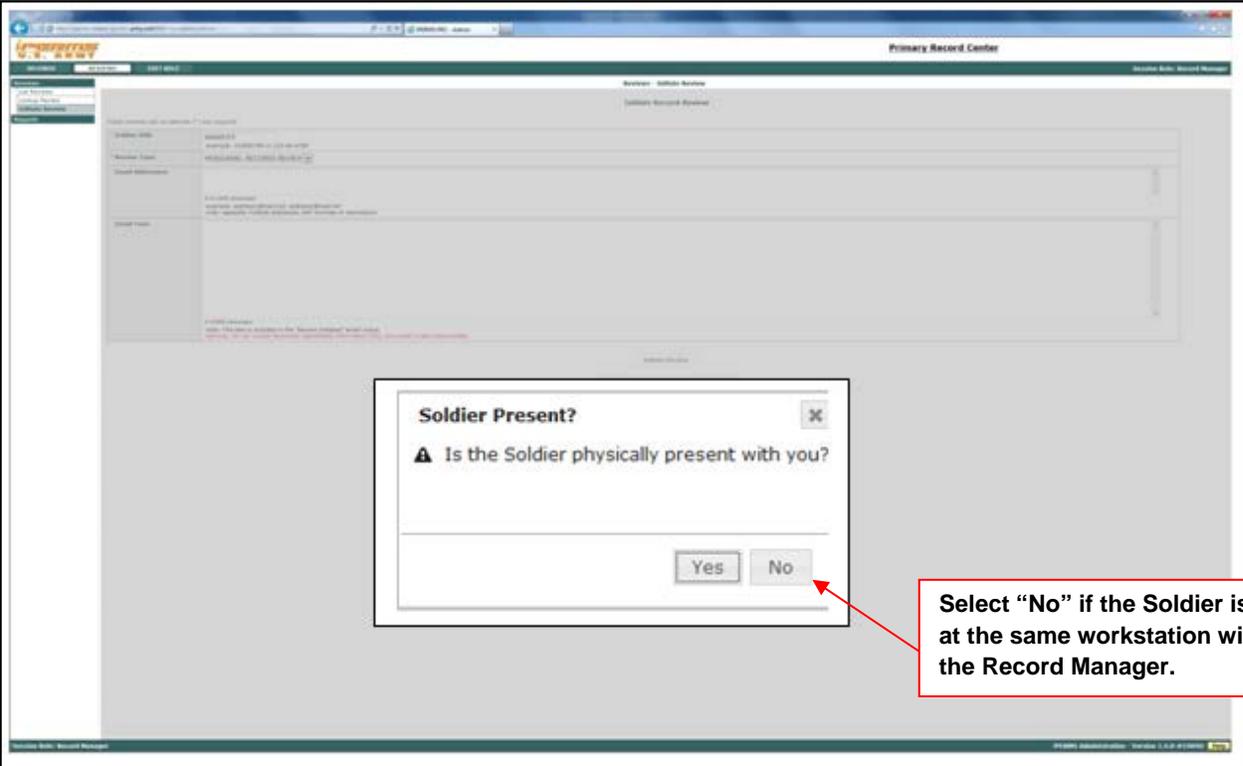
		Note: Historical SGLV's and DD 93 documents will not be removed from iPERMS.
Step 14b	Soldier/RM	If Soldier has a military spouse, ensure that is annotated correctly. Ensure the DA 4187 for Army Married Couples Program is filed in iPERMS (if applicable).
	Note:	The Soldier's birth certificate, dependent birth certificates, marriage certificates and court documents granting dependency are required for filing in iPERMS. Divorce decrees that change marital status while in the Army must also be filed.
		APFT cards are not required for filing in iPERMS as they are locally filed training documents.
Review entries in Education(Civilian/Military)		
Step 15	Soldier/RM	Click on "Education" tab on left navigation pane
Step 16	Soldier/RM	Verify data in the Personal section is accurate and appropriate source documents are in the AMHRR.
Step 16a	Soldier/RM	Verify that completed degrees are listed and/or college credits entered on the Record Brief are correct and appropriate transcripts/diplomas are filed in iPERMS. (See notes below)
	Notes:	<ol style="list-style-type: none"> 1. Enlisted: File all transcripts. 2. Officers: File only transcripts that award degrees. 3. RMs will ensure any transcript used a source for entries on the Record Brief and filed in iPERMS are issued from an accredited college or university. Verify at: http://ope.ed.gov/accreditation/Search.aspx 4. When web uploading diplomas to iPERMS, ensure the supporting transcript accompanies the diploma.
Step 16b	Soldier/RM	Verify that completed military courses are listed and appropriate supporting documents are filed in iPERMS. DA 1059s will not be visible in the review (Soldier has access to these documents in the "Soldier View Your Own Record" in iPERMS).
	NOTES: AC/USAR	<ol style="list-style-type: none"> 1. DA 1059s: Do not web upload missing DA 1059s. 2. DA 1059s are distributed electronically to HRC via ATRRS. 3. Otherwise, Hard Copies will be mailed to: CDR, USA HRC ATTN: AHRC-PDV-ER 1600 Spearhead Division Ave, Dept. # 470 Ft Knox, KY 40122
	NOTES: (ALL COMPOS)	<ol style="list-style-type: none"> 1. Only full course completions will be filed in iPERMS - No sub-courses. 2. SSD Courses: Only course completions for Levels I, III, IV, and V are filed in iPERMS. Do not upload lessons or modules.
Review entries in Awards/Decorations		
Step 17	Soldier/RM	Click on "Awards/Decorations" tab on left navigation pane
Step 18	Soldier/RM	Ensure each award listed has a supporting document when applicable. DA 638s and the Award Certificate are required to be filed in iPERMS.
	Note:	Not all awards in iPERMS will have entries on the Record Brief. For example, Foreign awards are filed in iPERMS but are not reflected on the Record Brief.

	Note:	Only unit awards authorized for permanent wear are authorized for filing in iPERMS. See "Documents Required for Filing in iPERMS for detailed info on requirements for filing awards: Required Documents List
	RM	Recommendation for RM: List the award type and Order # if available in "Reviewer Document Comments" next to each award in the RRT. This will make them easier to identify in the future.
Step 19	Soldier/RM	Enter appropriate comments on review. (Steps 9-10 above)
Step 19a	RM	RM will list any permanently missing documents that cannot be located in "Missing Documents" section.
Step 19b	RM	RM will web upload all missing Key Supporting Documents to iPERMS for filing in the Soldier's AMHRR. **This is a critical step in the completion of a record review. Conducting reviews without adding missing documents does not support the goal of audit readiness and records accuracy**.
Step 19c	Soldier	Soldier will click on "Signatures" tab and follow the prompts to CAC sign the review.
Once the Soldier has completed and signed the review, the RM can then verify the review		
Step 20	RM	RM will click on "Signatures" tab.
Step 21	RM	If there were errors marked in the review, RM must select the type of errors from the drop down menu.
Step 22	RM	Follow prompts to CAC sign the review.
	Note:	Once the review is CAC signed by the RM and Soldier, it is complete and a copy of the review will be filed in iPERMS. The status for that review will be complete and the due date for the next review is one year from date the review was completed.(See Figure 5-3(c))



[Figure 5-3\(c\)](#)

5-4. Listed below are the procedures for conducting the Independent Personnel Record Review (Soldier NOT present at the same workstation).

Personnel Record Review Independent (Soldier NOT present at same work station)		
		Soldier and RM must have the latest copy of the Soldier's ERB/ORB/SRB to conduct the review.
		Print a copy of the last Personnel Record Review conducted (there will not be one if this is the initial review).
		Note: If a recent Finance Record review was completed, ensure you check the box to display "Previously reviewed documents". Although not every document will need to be reviewed, RM will need visibility on specific documents to complete the Personnel Record Review.
		**** An Independent Review can be conducted concurrently (by telephone) in separate locations or Soldier and RM can complete their parts of the review at separate times. The actions listed in the process below are separated for Soldier and RM. ****
Record Manager Actions		
Step 1	RM	Follow steps to initiate a review in Section 3
Step 2	RM	Click "Open Review Tool" at bottom of page. A pop-up box will display. For an Independent Review you will select "No". See below example. This will open a new window and take the RM to the "Review Details" screen.
		
Step 3	RM	Click on "Documents" tab on top of page. See example below.

Document Name	Document Title	Effective Date	Soldier Reviewed	RM Verified	Reviewer Document Comments
DA 71	OATH OF OFFICE - MILITARY PERSONNEL	2003-08-08	<input checked="" type="checkbox"/> 2014-01-17	<input checked="" type="checkbox"/> 2014-01-27	Document illegible
CERT BIRTH SOLDIER	CERTIFICATE OF BIRTH - SOLDIER	2003-08-08	<input checked="" type="checkbox"/> 2014-01-27	<input checked="" type="checkbox"/> 2014-01-22	

Step 4	RM	Ensure Personal Data across top of Record Brief is correct.
	Note:	Note: If a name change has occurred, ensure the supporting Document is in iPERMS (DA 4187 or Memorandum).

Soldier Actions

Step 1	Soldier	Once the RM has initiated the review, the Soldier can log into iPERMS and review the record. (Soldier will receive email notification that review has been initiated).
--------	---------	--

Step 2	Soldier	Click on "Soldier (View your own record)"
		<div style="border: 1px solid black; padding: 5px;"> <p>Select Session Role</p> <p>You have credentials with iPERMS Online for one or more roles. Please select the appropriate role for this session:</p> <p style="text-align: center;"> Scan Operator in AA Kofax Scanner Operation Authorized Official Soldier (View your own record) </p> </div>

Step 3	Soldier	Click on "Reviews" tab at top of page.
--------	---------	--

--	--	--

Step 4	Soldier	Click on "Open Review" in Action column on right side of page.
--------	---------	--

--	--	--

Step 5	Soldier	Click on "Documents" Tab on top of page. See example below
--------	---------	--

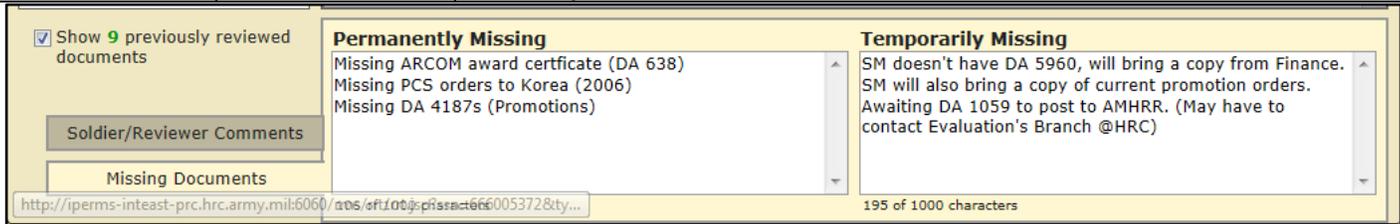
Document Name	Document Title	Effective Date	Soldier Reviewed	RM Verified	Reviewer Document Comments
DA 71	OATH OF OFFICE - MILITARY PERSONNEL	2003-08-08	<input checked="" type="checkbox"/> 2014-01-17	<input checked="" type="checkbox"/> 2014-01-27	Document illegible
CERT BIRTH SOLDIER	CERTIFICATE OF BIRTH - SOLDIER	2003-08-08	<input checked="" type="checkbox"/> 2014-01-27	<input checked="" type="checkbox"/> 2014-01-22	

Review Entries in Assignment/Deployment

NOTE: The following steps can be done concurrently or independently by the Soldier and Record Manager

Step 1	Soldier/RM	Click on "Assignment/Deployment" tab on left navigation pane
Step 2	Soldier/RM	The Soldier and RM will independently click on Title of Document and review. Ensure document is correct. Once the document has

		been viewed, the "Soldier Reviewed" and "RM Verified" boxes and date are automatically populated.
Step 2a	RM	If document is incorrect (example: doesn't belong to that Soldier, duplicate, etc.). Click the review button once more and mark with a "red" x. Documents marked as having errors require comments from the RM next to that specific document (Reviewer Document Comments). (See figure 5-3(b))
Step 2b	Soldier/RM	As each entry is reviewed by the Soldier and RM, they can add appropriate comments in the "Soldier/Reviewer Comment" boxes at the bottom of the page. **All permanently missing documents must be listed. For example, if Soldier is missing a document - a RM can list that in "Missing Documents" section, as the missing document is identified. The comments will save throughout the review process.



	Note:	If the RM finds discrepancies or problems with a Soldier's record that require administrative level assistance to resolve, the RM should generate a problem case in iPERMS. Examples include, but are not limited to duplicate or misfiled documents in the record. (See Section 6)
Step 2c	Soldier/RM	Ensure overseas/deployment time is recorded correctly. Ensure appropriate supporting documents (orders) are in iPERMS.
Step 2d	Soldier/RM	Verify dwell time is correct.
Step 2e	Soldier/RM	Verify DEROS is correct (if applicable)
Step 2f	Soldier/RM	Ensure MOS/SQI/ASI/Branch information is correct and appropriate orders are filed in iPERMS.
Step 2g	Soldier/RM	Ensure all assignments listed in assignment information on bottom of Record Brief are listed, accurate, and the appropriate supporting documents are in iPERMS (example; PCS Order or DA 4187 for local move).
Step 2e	Soldier/RM	Any assignment/deployment/duty info that has supporting documents in iPERMS and is not listed on Record Brief must be added using the appropriate source system. Note: RMs are not required to verify previous duty titles.
Step 2f	Soldier/RM	Ensure there are no blanks in the assignment information at bottom of Record Brief. (Months assigned, UIC, etc.)
Review Entries in Service Data		
Step 3		Click on "Service Data" tab on left navigation pane
Step 3a	Soldier/RM	Ensure all contracts and documents that establish service obligation or time in service are filed in iPERMS. Examples include but are not limited to the DD 4-1/2, DD 4-3, DA 71, and DA 1506. Also ensure all re-enlistment contracts are in the record.

Step 3b	Soldier/RM	Verify data in the Service section is accurate and appropriate source documents are in the AMHRR.
Step 3c	Soldier/RM	Ensure the dates of rank for each promotion are correct and a copy of each Promotion/Reduction Order is filed in iPERMS.
Step 3d	Soldier/RM	Ensure entries in Foreign Language section are accurate and that the DA 330 and DLPT scores are filed in iPERMS.
Review entries in Personal Data		
Step 4	Soldier/RM	Click on "Personal Data" tab on left navigation pane
Step 4a	Soldier/RM	Verify data in the Personal section is accurate and appropriate source documents are in the AMHRR.
Step 4b	Soldier/RM	Verify that date for Emergency Data updated is correct and that Soldier has current SGLI and DD 93 documents filed in iPERMS. Note: Historical SGLV's and DD 93 documents will not be removed from iPERMS.
Step 4c	Soldier/RM	If Soldier has a military spouse, ensure that is annotated correctly. Ensure the DA 4187 for Army Married Couples Program is filed in iPERMS (if applicable).
	Note:	The Soldier's birth certificate, dependent birth certificates, marriage certificates and court documents granting dependency are required for filing in iPERMS. Divorce decrees that change marital status while in the Army must also be filed.
		APFT cards are not required for filing in iPERMS as they are locally filed training documents.
Review entries in Education(Civilian/Military)		
Step 5	Soldier/RM	Click on "Education" tab on left navigation pane
Step 5a	Soldier/RM	Verify data in the Personal section is accurate and appropriate source documents are in the AMHRR.
Step 5b	Soldier/RM	Verify that completed degrees are listed and/or college credit entered on the Record Brief are correct and appropriate transcripts/diplomas are filed in iPERMS. (See notes below)
	Notes:	<ol style="list-style-type: none"> 1. Enlisted: File all transcripts. 2. Officers: File only transcripts that award degrees. 3. RMs will ensure any transcript used a source for entries on the Record Brief and filed in iPERMS are issued from an accredited college or university. Verify at: http://ope.ed.gov/accreditation/Search.aspx 4. When web uploading diplomas to iPERMS, ensure the supporting transcript accompanies the diploma.
Step 5c	Soldier/RM	Verify that completed military courses are listed and appropriate supporting documents are filed in iPERMS. DA 1059s will not be visible in the review (Soldier has access to these documents in the "Soldier View Your Own Record" in iPERMS).

	<p>NOTES: AC/USAR</p> <p>NOTES: (ALL COMPONENTS)</p>	<p>1. DA 1059s: Do not web upload missing DA 1059s. 2. DA 1059s are distributed electronically to HRC via ATRRS. 3. Otherwise, Hard Copies will be mailed to: CDR, USA HRC ATTN: AHRC-PDV-ER 1600 Spearhead Division Ave, Dept. # 470 Ft Knox, KY 40122</p> <p>1. Only full course completions will be filed in iPERMS - No sub-courses. 2. SSD Courses: Only course completions for Levels I, III, IV, and V are filed in iPERMS. Do not upload lessons, modules or exams.</p>				
Review entries in Awards/Decorations						
Step 6	Soldier/RM	Click on "Awards/Decorations" tab on left navigation pane				
Step 6a	Soldier/RM	Ensure each award listed has a supporting document when applicable. DA 638s and the Award Certificate are required to be filed in iPERMS.				
	Note:	Not all awards in iPERMS will have entries on the Record Brief. For example, Foreign awards are filed in iPERMS but are not reflected on the Record Brief.				
	Note:	Only unit awards authorized for permanent wear are authorized for filing in iPERMS. See "Documents Required for Filing in iPERMS for detailed info on requirements for filing awards: Required Documents List				
	RM	Recommendation for RM: List the award type and Order # if available in "Reviewer Document Comments" next to each award in the RRT. This will make them easier to identify in the future.				
Step 6b	Soldier/RM	Enter appropriate comments on review. See below example				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Soldier Comments</th> <th style="width: 50%; text-align: left;">Reviewer Comments</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>I have all copies of previous PCS orders except for when I was stationed in Germany. I do not have any copies in my possession. I will bring in all other copies tomorrow.</p> <p style="font-size: small;">173 of 4000 characters</p> </td> <td style="vertical-align: top;"> <p>Record Brief Date 23 Dec 14 Missing all PCS except for current assignment. Soldier states that they will bring in all missing copies tomorrow</p> <p>PCS orders to Germany are permanently missing. Soldier does not have a copy of these orders.</p> <p style="font-size: small;">237 of 4000 characters</p> </td> </tr> </tbody> </table>			Soldier Comments	Reviewer Comments	<p>I have all copies of previous PCS orders except for when I was stationed in Germany. I do not have any copies in my possession. I will bring in all other copies tomorrow.</p> <p style="font-size: small;">173 of 4000 characters</p>	<p>Record Brief Date 23 Dec 14 Missing all PCS except for current assignment. Soldier states that they will bring in all missing copies tomorrow</p> <p>PCS orders to Germany are permanently missing. Soldier does not have a copy of these orders.</p> <p style="font-size: small;">237 of 4000 characters</p>
Soldier Comments	Reviewer Comments					
<p>I have all copies of previous PCS orders except for when I was stationed in Germany. I do not have any copies in my possession. I will bring in all other copies tomorrow.</p> <p style="font-size: small;">173 of 4000 characters</p>	<p>Record Brief Date 23 Dec 14 Missing all PCS except for current assignment. Soldier states that they will bring in all missing copies tomorrow</p> <p>PCS orders to Germany are permanently missing. Soldier does not have a copy of these orders.</p> <p style="font-size: small;">237 of 4000 characters</p>					
Step 6c	RM	RM will list any permanently missing documents that cannot be located in "Missing Documents" section.				
Step 6d	RM	RM will web upload all missing Key Supporting Documents to iPERMS for filing in the Soldier's AMHRR. **This is a critical step in the completion of a record review. Conducting reviews without adding missing documents does not support the goal of audit readiness and records accuracy.				
Step 6e	Soldier	Soldier will click on "Signatures" tab and follow the prompts to CAC sign the review.				
Once the Soldier has completed and signed the review, the RM can then verify the review						
Step 7	RM	RM will click on "Signatures" tab.				
Step 7a	RM	If there were errors marked in the review, RM must select the type of errors from the drop down menu.				

Step 7b	RM	Follow prompts to CAC sign the review.
	Note:	Once the review is CAC signed by the RM and Soldier, it is complete and a copy of the review will be filed in iPERMS. The status for that review will be complete and the due date for the next review is one year from date the review was completed. (See Figure 5-4(d) .)

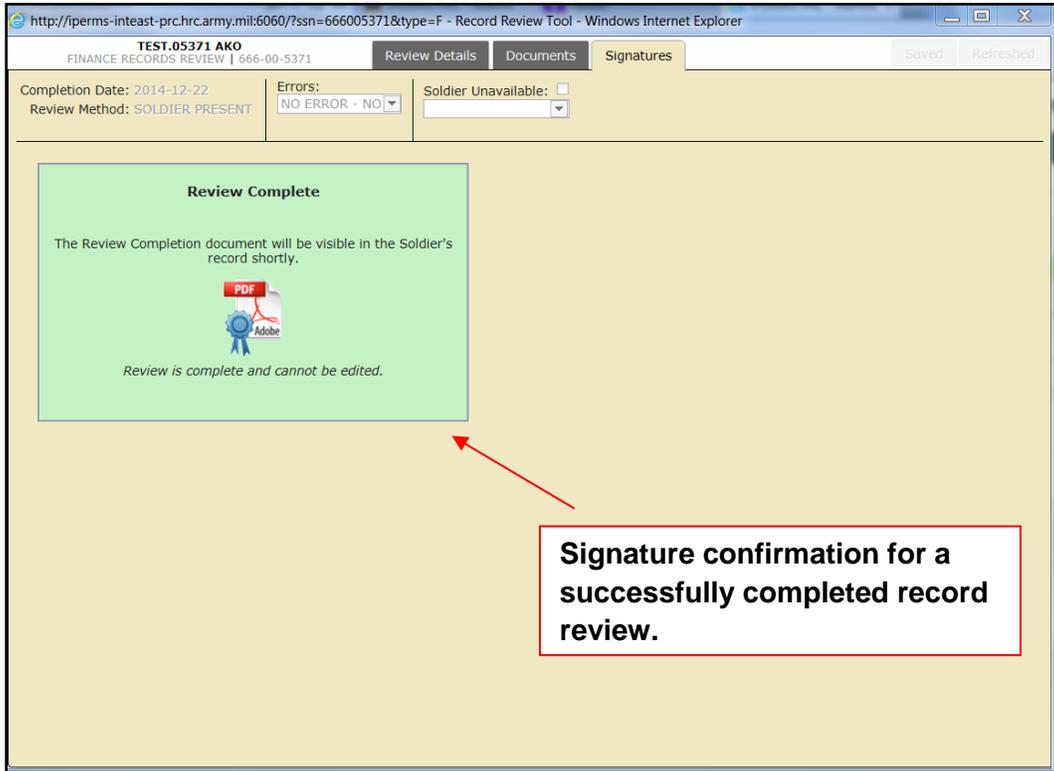
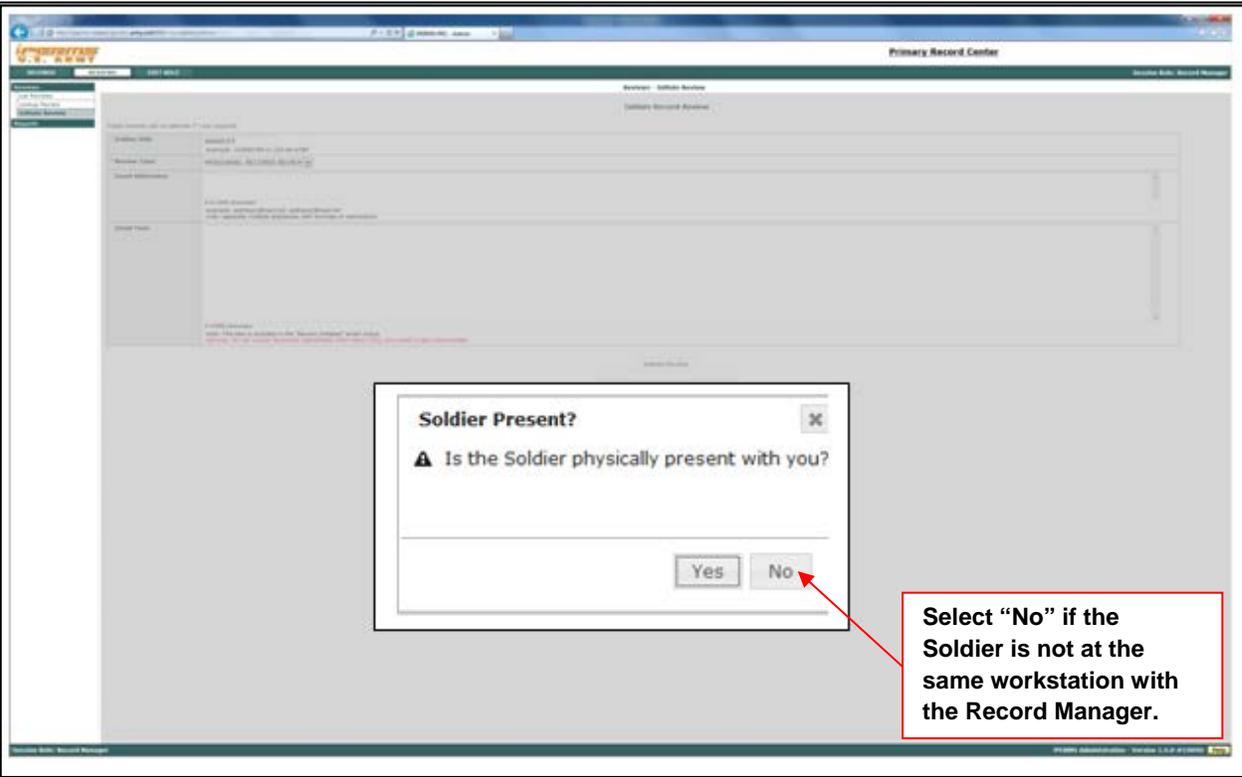


Figure 5-4(d) Completed Review

5-5. Listed below are the procedures for conducting the personnel record review (Soldier Unavailable).

<i>Personnel Record Review (Soldier Unavailable)</i>		
		RM must have the latest copy of the Soldier's ERB/ORB/SRB to conduct this review.
		Print a copy of the last Personnel Record Review conducted (there will not be one if this is the initial review).
		Note: If a recent Finance Record review was completed, ensure you check the box to display "Previously reviewed documents". Although not every document will need to be reviewed, RM will need visibility on specific documents to complete the Personnel Record Review.
Step 1	RM	Follow steps to initiate a review in Section 3
Step 2	RM	Click "Open Review Tool" at bottom of page. A pop-up will display asking if the Soldier is present. Select "No". This will open a new window and take the RM to the "Review Details" screen. See example below .



Step 3 RM Click on "Documents" Tab on top of page. See below example

TEST.06174 AKO FINANCE RECORDS REVIEW 666-00-6174		Review Details	Documents	Signatures	Autosaved	Refresh
Document Name	Document Title	Effective Date	Soldier Reviewed	RM Verified	Reviewer Document Comments	
DA 71	OATH OF OFFICE - MILITARY PERSONNEL	2003-08-08	<input checked="" type="checkbox"/> 2014-01-17	<input checked="" type="checkbox"/> 2014-01-27	Document illegible	
CERT BIRTH SOLDIER	CERTIFICATE OF BIRTH - SOLDIER	2003-08-08	<input checked="" type="checkbox"/> 2014-01-27	<input checked="" type="checkbox"/> 2014-01-22		

Step 4 RM Ensure Personal Data across top of Record Brief is correct.

Note: If a name change has occurred, ensure the supporting Document is in iPERMS (DA 4187 or Memorandum).

Review entries in Assignment/Deployment

Step 1 RM Click on "Assignment/Deployment" tab on left navigation pane

Step 1a RM Review each document: click on Title of Document. Ensure document is correct. Once the document has been viewed, the "RM Verified" box and date are automatically populated.

Step 1b RM If document is incorrect (example: doesn't belong to that Soldier, duplicate, etc.). Click the review button once more and mark with a "red" x. Documents marked as having errors require comments from the RM next to that specific document (Reviewer Document Comments). See below example

AA DEGREE	ASSOCIATES DEGREE	2006-05-22	<input type="checkbox"/>	<input checked="" type="checkbox"/> 2014-12-10	Does not belong to Soldier
-----------	-------------------	------------	--------------------------	--	----------------------------

Note: If the RM finds discrepancies or problems with a Soldier's record that require administrative level assistance to resolve, the RM should generate a problem case in iPERMS. Examples include, but are not limited to duplicate or misfiled documents in the record.

Step 1c	RM	Ensure overseas/deployment time is recorded correctly. Ensure appropriate supporting documents (Orders) are in iPERMS.
Step 1d	RM	Verify dwell time is correct.
Step 1e	RM	Verify DEROS is correct (if applicable)
Step 1f	RM	Ensure MOS/SQI/ASI/Branch information is correct and appropriate Orders are filed in iPERMS.
Step 1g	RM	Ensure all assignments listed in assignment information on bottom of Record Brief are listed, accurate, and the appropriate supporting documents are in iPERMS (example; PCS Order or DA 4187 for local move).
Step 1h	RM	Any assignment/deployment/duty info that has supporting documents in iPERMS and is not listed on Record Brief must be added using the appropriate source system. Note: RMs are not required to Verify previous duty titles.
Step 1i	RM	Ensure there are no blanks in the assignment information at bottom of Record Brief. (Months assigned, UIC, etc.)
<i>Review entries in Service Data</i>		
Step 2		Click on "Service Data" tab on left navigation pane
Step 2a	RM	Ensure all contracts and documents that establish service obligation or time in service are filed in iPERMS. Examples include but are not limited to the DD 4-1/2, DD 4-3, DA 71, and DA 1506. Also ensure all re-enlistment contracts are in the record.
Step 2b	RM	Verify data in the Service section is accurate and appropriate source documents are in the AMHRR.
Step 2c	RM	Ensure the dates of rank for each promotion are correct and a copy of each Promotion/Reduction Order is filed in iPERMS.
Step 2d	RM	Ensure entries in Foreign Language section are accurate and that the DA 330 and DLPT scores are filed in iPERMS.
<i>Review entries in Personal Data</i>		
Step 3	RM	Click on "Personal Data" tab on left navigation pane
Step 3a	RM	Verify data in the Personal section is accurate and appropriate source documents are in the AMHRR.
Step 3b	RM	Verify that date for Emergency Data updated is correct and that Soldier has current SGLI and DD 93 documents filed in iPERMS. Note: Historical SGLV's and DD 93 documents will not be removed from iPERMS.
Step 3c	RM	If Soldier has a military spouse, ensure that is annotated correctly. Ensure the DA 4187 for Army Married Couples Program is filed in iPERMS (if applicable).
		Note: The Soldier's birth certificate, dependent birth certificates, marriage certificates and court documents granting dependency are required for filing in iPERMS. Divorce decrees that change marital status while in the Army must also be filed.
		APFT cards are not required for filing in iPERMS as they are locally filed training documents.
<i>Review entries in Education(Civilian/Military)</i>		
Step 4	RM	Click on "Education" tab on left navigation pane

Step 4a	RM	Verify data in the Personal section is accurate and appropriate source documents are in the AMHRR.
Step 4b	RM	Verify that completed degrees are listed and/or college credits entered on the Record Brief are correct and appropriate transcripts/diplomas are filed in iPERMS. (See notes below)
	Notes:	<ol style="list-style-type: none"> 1. Enlisted: File all transcripts. 2. Officers: File only transcripts that award degrees. 3. RMs will ensure any transcript used a source for entries on the Record Brief and filed in iPERMS are issued from an accredited college or university. Verify at: http://ope.ed.gov/accreditation/Search.aspx 4. When web uploading diplomas to iPERMS, ensure the supporting transcript accompanies the diploma.
Step 4c	RM	Verify that completed military courses are listed and appropriate supporting documents are filed in iPERMS. DA 1059s will not be visible in the review (Soldier has access to these documents in the "Soldier View Your Own Record" in iPERMS).
	NOTES: AC/USAR	<ol style="list-style-type: none"> 1. DA 1059s: Do not web upload missing DA 1059s. 2. DA 1059s are distributed electronically to HRC via ATRRS. 3. Otherwise, Hard Copies will be mailed to: CDR, USA HRC ATTN: AHRC-PDV-ER 1600 Spearhead Division Ave, Dept. # 470 Ft Knox, KY 40122
	NOTES: (ALL COMPOS)	<ol style="list-style-type: none"> 1. Only full course completions will be filed in iPERMS - No sub-courses. 2. SSD Courses: Only course completions for Levels I, III, IV, and V are filed in iPERMS. Do not upload lessons or modules.
<i>Review entries in Awards/Decorations</i>		
Step 5	RM	Click on "Awards/Decorations" tab on left navigation pane
Step 5a	RM	Ensure each award listed has a supporting document when applicable. DA 638s and the Award Certificate are required to be filed in iPERMS.
	Note:	Not all awards in iPERMS will have entries on the Record Brief. For example, Foreign awards are filed in iPERMS but are not reflected on the Record Brief.
	Note:	Note: Only unit awards authorized for permanent wear are authorized for filing in iPERMS. See "Documents Required for Filing in iPERMS for detailed info on requirements for filing awards: Required Documents List
	RM	Recommendation for RM: List the award type and Order # if available in "Reviewer Document Comments" next to each award in the RRT. This will make them easier to identify in the future.
Step 5b	RM	Enter appropriate comments on review.
Step 5c	RM	RM will list any permanently missing documents that cannot be located in "Missing Documents" section.
Step 5d	RM	RM will web upload all missing Key Supporting Documents to iPERMS for filing in the Soldier's AMHRR. **This is a critical

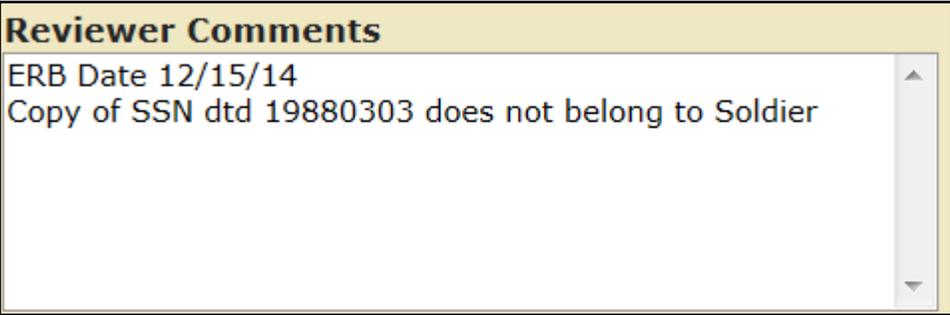
		step in the completion of a record review. Conducting reviews without adding missing documents does not support the goal of audit readiness and records accuracy. **
Step 5e	RM	Add "Reviewer Comments" at bottom of page prior to signing the Review. See below example.
		
Step 5f	RM	RM will click on "Signatures" tab.
Step 5g	RM	If there were errors marked in the review, RM must select the type of errors from the drop down menu. (Figure 4-5(a))
Step 5h	RM	Check "Soldier Unavailable" box and select reason for Soldier absence before signing. If "Other" is selected, RM must provide explanation prior to signing review. (Figure 4-5(b))
	Note:	Once the review is CAC signed by the RM, it is complete and a copy of the review will be filed in iPERMS. The status for that review will be complete and the due date for the next review is one year from date this review was completed.(See figure 5-5(b))



Figure 5-5(a)



Figure 5-5(b)

6. Correcting errors or problems in a Soldier's record

6-1. Soldier or RM may find an error or problem with a Soldier's record that require administrative level assistance to resolve. Examples include, but are not limited to duplicate documents in a record, illegible, misfiled or incorrectly filed documents. Discrepancies can be emailed to the support mailbox at usarmy.knox.hrc.mbx.perms-records@mail.mil

6-2. Submitting a **records correction** should only be utilized if a document is illegible and the RM has a more legible copy to replace the old one. RM will also submit the missing or illegible document with the records correction form.

6-3. Submitting a problem case should be used for all other errors. Do not submit problem cases to have historical DD 93 and SGLV documents removed from the record as they will not be removed. Do not submit a problem case for missing documents; these must come from the Soldier or the source that produced the document.

6-4. Discrepancies with evaluations must be addressed to the Evaluations Branch.

6-5. For Army National Guard Soldiers and RM's-The State or territory S1/MILPO/iPERMS Domain Manager will resolve all personnel record issues.

Procedures for Submitting a Problem Case From RRT		
Step 1	RM	A Record Manager may submit a problem case from within the RRT by clicking on the "Report a Problem" triangle at the top left of the RRT.
Step 2	RM	Locate the "Report a Problem" case yellow triangle. 
Step 3	RM	Click on "Report a Problem"
Step 4		Select current issue from the "Type of Problem" drop down menu and enter description of problem. Be specific; include document name and effective date of the document in question. Note: Do not create a problem case for missing documents, removal of historical DD 93's/SGLV's or removal of documents that are not exact duplicates.
Step 5	RM	Add SSN of Soldier and ensure your email is correct.
Step 6	RM	Click "Create Case" at bottom of screen. Case number will appear. Place this number in the Reviewer Comments in the review.
		
Step 7	Note	Case will be forwarded to Administrators for resolution. They will communicate via email if needed.

TEST.05372 AKO
FINANCE RECORDS REVIEW | 666-00-5372

Review Details Documents Signatures **Report a Problem** Saved Refresh

FINANCE RECORDS REVIEW GUIDANCE

1. Prior to starting the review:

- Ensure Adobe Reader is set to "Display PDF in Browser."
Go to Edit in Adobe Reader, to Preferences, to Internet. Select Display PDF in Browser.
- Obtain a copy of the most recent LES.
- Download a copy of the [How To Guide](#).
- Download [Key Supporting Document \(KSD\)/Entitlement Matrix](#).
- For detailed information of Records Reviews go to:
https://www.hrc-army.mil/taqd/conducting_personnel_and_finance_record_reviews
- Print a copy of the last Finance Records Review filed in the Soldier's Army Military Human Resource Record (AMHRR) (in the Finance Record Review Folder). There will not be one if this is the first review.

2. The purpose of conducting the Finance Record Review is to ensure that Soldiers have the required Key Supporting Documents (KSDs) in their record for each pay entitlement they are receiving.

- This review will use the most recent LES and the KSD/Entitlement Matrix as the source document. Soldier and RM will use the KSD/Entitlement Matrix to validate that each entitlement listed on the LES has the appropriate substantiating documents in iPERMS.
- Soldiers may not have every substantiating document listed on the KSD Matrix for a specific entitlement. Each situation will be different. For example, contracts for Officers will be a DA 71 and for Enlisted will be a DD Form 4-1/2 and DD Form 4-3. There are also specific contracts for Medical Officers.
- Soldiers/Record Managers (RMs) will also verify KSDs for specific deductions. Deductions for SGLI or as a result of UCMJ (Article 15) must have KSDs in the record. Article 15s for E-4 and below will not be present in iPERMS and cannot be validated by the RM. Personal allotments do not need to be verified.
- Any documents found to be missing as a part of this review must be web uploaded to iPERMS for filing in the AMHRR.
- If a document cannot be found by the Soldier or from the source that produced the document, do not recreate the document. The RM will list permanently missing documents in the review level comments as part of the review.
- When viewing documents, the Soldier and the RM are verifying that the document belongs to the Soldier, is legible and meets the general intent of the document.

Note: If a recent Personnel Record Review was completed, ensure you check the box to display "Previously Reviewed documents." Although not every document will need to be reviewed, RM will need visibility on specific docs to complete the Finance Record Review.

Soldier Name: TEST.05372 AKO
Soldier SSN: 666-00-5372
Review Type: FINANCE RECORDS REVIEW
Due: 2016-08-18
Completed:
Additional Email:

Show Previously Reviewed Docs:

Record Manager and Soldier are physically present for this session.

RRT in iPERMS (Notice "Report a Problem" triangle)

iPERMS U.S. ARMY Primary Record Center

RECORDS REVIEWS EXIT ROLE Session Role: Record Manager

All Soldier Records - Report a Problem

All Soldier Records
All Records
Report a Problem
Authorizations
DD93s/SGLVs
Manage Personal Inbox

Fields marked with an asterisk (*) are required.

Type of Problem:	Comment
* Description of Problem:	<p>When reporting a problem please provide a detailed explanation. The explanation may be short and concise such as "Soldier has an AWD DOC with an effective date of 20010101 that does not belong to him/her." This allows our problem resolution team to address the specific document rather than doing an entire document scrub, thus allowing more efficiencies.</p> <p>Please submit cases related to: document not belonging to Soldier, duplicate document-(needs to be exact duplicate), image not available error, inverted document or illegible document-(Soldier will have to produce source document).</p> <p>Please do not submit cases for missing documents, missing UICs, documents not named properly, documents in wrong folder, wrong effective date or wrong iPERMS access.</p> <p>Characters remaining: 3229</p>
* SSN:	00000000
* Your Email:	john.doe@mail.mil
* Report to Domain:	AA Note: Enter "US" to report this problem to the iPERMS System Administrator.

Create Case Back

Figure 6-3 (Problem case screen)

Type of Problem:	Comment
* Description of Problem:	<p>When reporting a problem please provide a detailed explanation. The explanation may be short and concise such as "Soldier has an AWD DOC with an effective date of 20010101 that does not belong to him/her." This allows our problem resolution team to address the specific document rather than doing an entire document scrub, thus allowing more efficiencies.</p> <p>Please submit cases related to: document not belonging to Soldier, duplicate document-(needs to be exact duplicate), image not available error, inverted document or illegible document-(Soldier will have to produce source document).</p> <p>Please do not submit cases for missing documents, missing UICs, documents not named properly, documents in wrong folder, wrong effective date or wrong iPERMS access.</p> <p>Characters remaining: 3229</p>
* SSN:	00000000
* Your Email:	john.doe@mail.mil
* Report to Domain:	AA Note: Enter "US" to report this problem to the iPERMS System Administrator.

Create Case Back

Figure 6-4 (Examples of cases)

7. Record Review Tool reports

7-1. Any user with access to the Record Manager's role in iPERMS can run reports to track the status of record reviews within their organization. Each report listed below can be generated based on type of iPERMS access and the different criteria entered by the RM.

Record Review Tool Reports	
Step 1	Log into "Record Manager Role" in iPERMS
Step 2	Click on "Reviews" Tab at top of page
Step 3	Click on "I Accept" on red screen (only one time for each session)
Step 4	Click on "Reports" and select type of Report to run
Step 5	Add search criteria for any given report. (Use magnifying Glass to select criteria)
Step 6	Click "Run Report" at bottom of screen
Note:	RMs can drill down from the Command and Unit Summary Reports by clicking any hyperlink. (For example, click on UPC to get more detail on specific unit)

Reports:

- a) Command Summary Report: The below report summarizes the current status of Finance and Personnel Record Reviews for Major Commands.

Record Review Command Summary Report (AA) 2014-11-21 13:16														Report Criteria Major Command: FC	
Major Command	Division	Brigade	Soldiers	FRR COMPLETE	FRR % COMPLETE	FRR IN-PROGRESS	FRR OVERDUE/IN-PROGRESS	FRR OVERDUE	FRR NONE	PRR COMPLETE	PRR % COMPLETE	PRR IN-PROGRESS	PRR OVERDUE/IN-PROGRESS	PRR OVERDUE	PRR NONE
FC	10M	UB10	1	0	0%	0	0	0	1	0	0%	0	0	0	1
Total:			1	0	0	0	0	0	1	0	0	0	0	0	1

- b) Installation Summary Report: The below report summarizes the current status of Finance and Personnel Record Reviews for Installations.

Record Review Installation Summary Report (AA) 2014-11-21 13:37														Report Criteria PPA (Installation): LG	
PPA	Installation	Soldiers	FRR COMPLETE	FRR % COMPLETE	FRR IN-PROGRESS	FRR OVERDUE/IN-PROGRESS	FRR OVERDUE	FRR NONE	PRR COMPLETE	PRR % COMPLETE	PRR IN-PROGRESS	PRR OVERDUE/IN-PROGRESS	PRR OVERDUE	PRR NONE	
LG	FT BENNING, GA	1	0	0%	0	0	0	1	0	0%	0	0	0	1	
Total:		1	0	0	0	0	0	1	0	0	0	0	0	1	

1 row

- c) Unit Summary Report: The below report summarizes the current status of Finance and Personnel Record Reviews for Brigade level and below.

Record Review Unit Summary Report (AA) 2014-11-21 13:38														Report Criteria PUD (Battalion): GM5 Sort Order: UPC	
UPC	Installation	Division/Brigade	Unit Name	Soldiers	FRR COMPLETE	FRR IN-PROGRESS	FRR OVERDUE/IN-PROGRESS	FRR OVERDUE	FRR NONE	PRR COMPLETE	PRR IN-PROGRESS	PRR OVERDUE/IN-PROGRESS	PRR OVERDUE	PRR NONE	
GM5CO	FT POLK, LA	10M/UB10	CO C RIFLE I	1	0	0	0	0	1	0	0	0	0	1	
GM5DD		/		5	0	0	0	0	5	0	0	0	0	5	
Total:				6	0	0	0	0	6	0	0	0	0	6	

- d) Unit Detail Report: The below report is used at the unit level to show the current status of Finance and Personnel Record Reviews for each Soldier in the unit. This report also provides the ability to determine if a review has been recently completed. RMs can also initiate reviews from this list.

Record Review Unit Detail Report (AA) 2014-11-21 13:39						Report Criteria UPC (Unit): GM5C0 Primary Sort Order: UPC Secondary Sort Order: Rank	
UPC	Division/Brigade	Rank	Soldier Name	SSN (Last 4)	Finance Records Reviews (FRRs)	Personnel Records Reviews (PRRs)	
GM5C0	10M/UB10	1SG	AKO888 TESTO	XXX-XX-8880	NONE	NONE	

- e) Unit Completion Detail: The below report will provide a list of the documents that a Record Manager entered in the specific blocks as permanently or temporarily missing. This report will be used by Commanders and Record Managers to ensure that documents listed as temporarily missing are uploaded to a Soldiers AMHRR. This report will also provide the type of review that was last completed on the Soldier.

Record Review Unit Completion Detail Report (AA) 2016-07-11 12:43						Report Criteria UPC (Unit): 1L4A1 Primary Sort Order: UPC Secondary Sort Order: Reviewer AKO ID					
UPC	Division/Brigade	Unit Name	Reviewer AKO ID	Completion Type	Soldier Name	SSN (Last 4)	Rank	Review Type	Temporarily Missing	Permanently Missing	Reviewer Comment
1L4A1	/		anthony.cosme	JOINT	TEST.00548 AKO	XXX-XX-0548	LTC	PERSONNEL RECORDS REVIEW	DA 5960 Marriage Certificate Dependent Documents (Birth Certs)	Promotion orders through CPT PCS Orders (OCONUS) Good Conduct Medals	Need copy of transcript Need state issued birth certificate SM has several missing documents, will provide copies on follow up

8. Glossary

AMHRR

Army Military Human Resource Record

CAC

Common Access Card

ERB/ORB/SRB

Enlisted/Officer/Soldier Record Brief

iPERMS

interactive Personnel Electronic Records Management System

KSD

Key Supporting Document

MISSING DOCUMENTS

A missing document is defined as a document that is missing from a Soldier's AMHRR. The document may be in the possession of the Soldier, Record Manager or system that interfaces with iPERMS. The Soldier is responsible for providing the source document for web uploading to iPERMS.

MPD

Military Personnel Division

PERMANENTLY MISSING DOCUMENTS

Is defined as a document that is missing from a Soldier's AMHRR. The Soldier, Record Manager or system that interfaces with iPERMS are not in possession of the source document. In most cases the document is not reproducible. Documents that are missing but have the regulatory guidance to be retroactively issued are not considered permanently missing (example: AGCM, HSM, ARCAM).

TEMPORARILY MISSING DOCUMENTS

Is defined as a document that the Soldier, Record Manager or other system interfaces are able to produce. In this case the document is required to be uploaded as soon as the document is presented to the Soldiers Record Manager.

RM

Record Manager

RRT

Record Review Tool

9. *Point of Contact*

Army Soldier Records Branch

Fort Knox, KY 40122-5402

Commercial: 502-613-9990

DSN: 983-9990 (CONUS code of 312)