

Record Review Tool (RRT)

“Soldier Tutorial”

Army Soldier Records Branch



As of 1 December2016

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1. Requirements for Conducting Finance and Personnel Record Reviews

- 1-1. In support of financial audit readiness and records accuracy, this “Soldier Tutorial” will assist Soldiers in conducting personnel and finance record reviews utilizing the Record Review Tool (RRT) in the interactive Personnel Electronic Records Management System (iPERMS). For additional information on completing finance and personnel record reviews go to: <https://www.hrc.army.mil/tagd/conducting%20personnel%20and%20finance%20record%20reviews>
- a) The iPERMS’s RRT is the only authorized tool to conduct Soldier personnel and finance record reviews.
 - 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.
- 1-2. Initiating Reviews: Record reviews using the RRT must be initiated by Record Managers (RM) - (servicing Military Personnel Division (MPD), BN/BDE S1, and Unit Administrators).
- a) Soldiers cannot conduct a formal review using the RRT until their RM has initiated a review in iPERMS (You can still view documents in iPERMS). Soldiers will receive an email notification when a review has been initiated.
 - b) When possible, Soldiers will conduct record reviews in conjunction with their RM.
- 1-3. There are three different methods for conducting record reviews. The processes below assume a review has already been initiated.
- a) Soldier Present Review: Both the Soldier and the RM are logged into the same work station and conduct the review together. This is the preferred method for conducting the review and requires dual CAC readers on the work station.
 - b) Independent Review (Soldier NOT Present): This review is conducted simultaneously with the Soldier and RM on separate work stations. This review can be conducted two ways.
 - 1. Concurrent: A review can be conducted simultaneously with the Soldier and the RM on separate work stations. 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 notifying them that the Soldier has completed their portion of the review. The RM can then log in to verify, sign and complete the review.

- c) Soldier Unavailable Review: A Soldier review of their records is an annual requirement, this type of review should only be used in extreme circumstances.

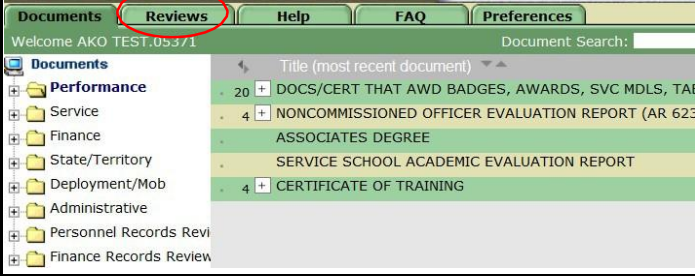
2. Process for Conducting a Finance Record Review

- 2-1. The purpose for conducting the Finance Record Review is to ensure Soldiers have the required Key Supporting Documents (KSDs) in their record for each pay entitlement they are receiving.
 - a) This review will be conducted using the most recent LES as the source document to identify entitlements the Soldier is receiving. The KSD Matrix is used to identify the appropriate substantiating documents for each entitlement. The KSD Matrix can be viewed at: [Key Supporting Documents](#)
 - b) Soldiers may not have every substantiating document listed in the KSD Matrix for a specific entitlement. Each situation will be different. For example, contracts for officers will contain DA 71s and for enlisted DD Forms 4-1/2 and 4-3. There are also specific contracts for medical officers.
 - c) Soldiers 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 cannot be validated in the RRT. Personal allotments do not need to be verified.
 - d) Any documents found missing as a part of this review must be provided to the RM. The RM will upload the document to the Soldier's record in iPERMS.
 - e) If a document cannot be found, the Record Manager will list permanently missing documents in the permanently missing documents section of the review.
 - f) When viewing documents, the Soldier is verifying that the document belongs to them, is legible and serves the intended purpose.
- 2-2. Documents in the finance review are organized by categories (sub-folders). Specific entitlements may have documents in different sub-folders.
 - a) Finance/General: Contains promotion orders, contracts, and additional supporting documents for financial transactions.
 - b) Special Pay/Bonuses: Contains documents that support bonuses or special pays.
 - c) Entitlements: Contains supporting documents for entitlements or benefits (such as BAH, BAS and loan repayment).

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

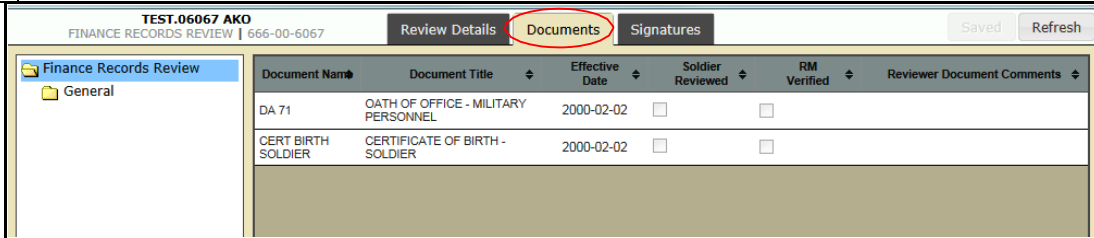
2-3. Process for conducting an initiated Finance Record Review.

- a) If the RM sets an appointment to conduct a Finance Record Review in person, the Soldier should gather any supporting documents and bring them to the appointment.
- b) If the RM has initiated a review and it is not possible for the Soldier and RM to conduct the review together, follow procedures listed below.

Finance Record Review Independent Review (Soldier Process)	
	Use the latest copy of your LES to conduct this review.
	Use 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: Key Supporting Documents
	Use a copy of the last Finance Record Review conducted (none will exist if this is the initial review). This will be found in the Finance Record Review folder in iPERMS.
	If a recent Personnel Record Review was completed, ensure you check the box to display “Previously Reviewed Documents.”
	An independent review 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 for the Soldier.
Step 1	Once the RM has initiated the review, log into iPERMS and review your record. (You will receive an email notification stating a review has been initiated).
Step 2	<i>Click on “Soldier (View your own record)”</i>
	<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	<i>Click on “Reviews” tab at top of page.</i>
	
Step 4	<i>Click on “Open Review” in Action column on right side of page.</i>

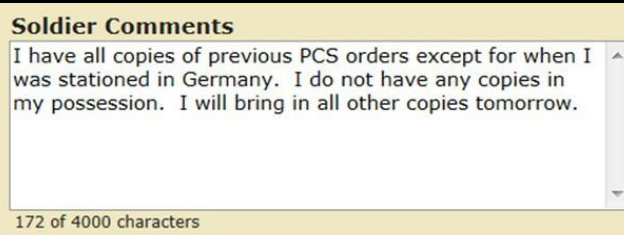


Step 5 Click on “Documents” Tab on top of page



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 you 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.

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 – the Record Manager can list that in the “Missing Documents” section as the missing document is identified. The comments will save throughout the review process.



Step 7 Identify entitlement on LES and go to KSD Matrix to determine required supporting documents. Link to KSD Matrix: https://www.hrc.army.mil/site/assets/pdf/KSD_ENTITLEMENTS_MATRIX.PDF
Example: Basic Allowance for Housing (BAH).

Step 8 Click on “Document Title” 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 If a document is missing or an existing document has errors, add appropriate comments in “Missing Documents or Soldier Comments” at bottom of page.

Step 10 Continue this process (Steps 7-10) for each entitlement listed on the LES.

Step 11 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 **Deductions for personal allotments do not need to be verified.**

Step 13 Provide any missing documents to the RM.

	RMs have the authority to upload documents to iPERMS.
Step 14	Click on "Signatures" tab and follow the instructions that prompts to CAC sign the review.
Step 15	Upon successful CAC signature an email is sent to the RM for their verification and signature in order to complete the record review.

3. Conducting a Personnel Record Review

3-1. The purpose of conducting the Personnel Record Review is to ensure data on the Record Brief is correct and 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 most recent 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 should 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) If a document cannot be found, the Record Manager will list permanently missing documents in the permanently missing documents part of the review.
- d) When viewing documents, the Soldier is verifying the document belongs to them, is legible and serves the intended purpose.
- e) Missing documents may not be justification for removing entries from the Record Brief.

3-2. Documents in the Personnel Record Review are organized by categories (sub-folders) that are aligned to the sections on the Record Brief.

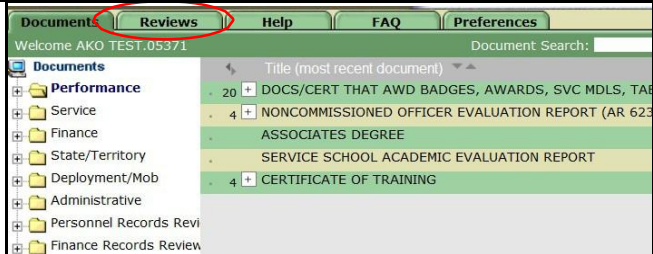

- a) Assignment/Deployment: Contains assignment and deployment orders and information. Please keep in mind RMs will not have access to evaluations; you will have to provide this information by looking into your AMHRR.
- b) Service Data: Contains service contracts, security checks, and language qualification information.
- c) Personal Data: Contains citizenship, proof of birth, and dependent documents.
- d) Education: Contains civilian and military education documents. Please keep in mind RMs will not have access to DA 1059s; you will have to provide this information by looking into

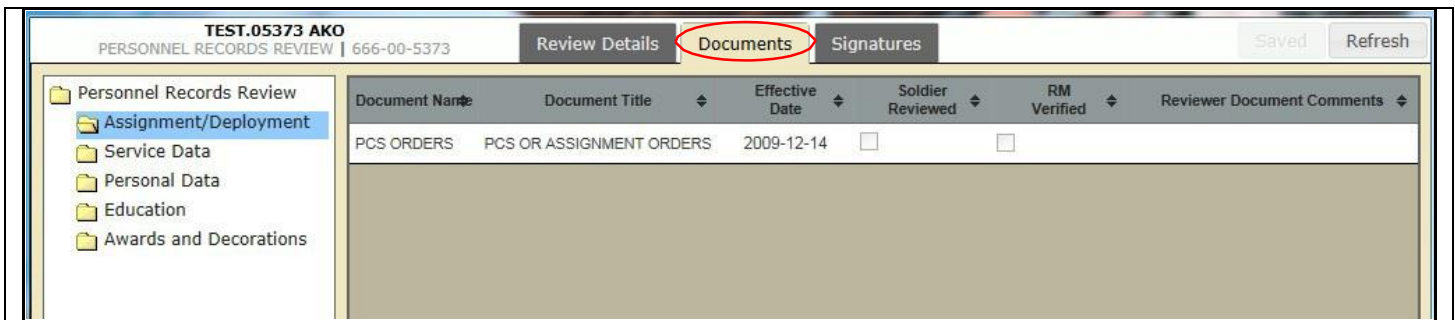
your AMHRR.

e) Awards/Decorations: Contains commendatory documents.

3-3. Conducting an initiated Personnel Record Review.

- a) If the RM has set an appointment to conduct a Personnel Record Review in person, Soldier should gather any supporting documents and bring them to the appointment.
- b) If the RM has initiated a review and it is not possible for the Soldier and RM to conduct the review together, Soldier should follow procedures listed below.

Personnel Record Review Independent Review (Soldier Process)	
	Use the latest copy of your ERB/ORB/SRB to conduct the review.
	Use the last Personnel Record Review conducted (none will exist if this is the initial review).
	If a recent Finance Record review was completed, ensure you check the box to display “Previously Reviewed Documents”.
	An independent review 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 for the Soldier.
Step 1	Once the RM has initiated the review, log into iPERMS and review your record. (You will receive an email notification that a review has been initiated).
Step 2	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	Click on “Reviews” tab at top of page.
	
Step 4	Click on “Open Review” in Action column on right side of page.
	
Review Entries in Assignment/Deployment	
Step 5	Click on "Documents" Tab on top of page.



Step 6	Click on “Assignment/Deployment” folder on left navigation pane in RRT. <i>If you don’t understand entries on your record brief, contact your Record Manager.</i>			
Step 7	Click on “Document Title” and review each document. Ensure document is correct. Once the document has been viewed, the “Soldier Reviewed” box and date are automatically populated.			
Step 8	If a document is incorrect (example: doesn't belong to you, duplicate, etc.) please inform your RM or place a comment in the Soldier Comments box.			
Step 9	As each entry is reviewed, you can add appropriate comments in the “Soldier Comment” boxes at the bottom of the page. **All permanently/temporarily missing documents must be listed. For example, if there is a missing document – the Record Manager can list the document by name in the “Missing Documents” section.			
	<table border="1"> <tr> <td> <p>Soldier Comments</p> <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>172 of 4000 characters</p> </td> <td> <p>Permanently Missing</p> <p>0 of 1000 characters</p> </td> <td> <p>Temporarily Missing</p> <p>0 of 1000 characters</p> </td> </tr> </table>	<p>Soldier Comments</p> <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>172 of 4000 characters</p>	<p>Permanently Missing</p> <p>0 of 1000 characters</p>	<p>Temporarily Missing</p> <p>0 of 1000 characters</p>
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Step 10	If an error or problem is found that requires 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 11	Ensure overseas/deployment time is recorded correctly. Ensure appropriate supporting documents (orders) are in iPERMS.			
Step 12	The RM should verify dwell time is correct.			
Step 13	The RM should verify DEROS is correct (if applicable).			
Step 14	Ensure MOS/SQI/ASI/ Branch information is correct and appropriate orders are filed in iPERMS.			
Step 15	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 16	Any assignment/deployment/duty information 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 17	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 1	Click on “Service Data” folder on left navigation pane in iPERMS.			
Step 2	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. Ensure all re-enlistment contracts are in your record.			
Step 3	Verify data in the Service section is accurate and appropriate source documents are in the AMHRR.			

Step 4	Ensure the dates of rank for each promotion are correct and a copy of each promotion/reduction order is filed in iPERMS.
Step 5	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 1	Click on “Personal Data” tab on left navigation pane in iPERMS.
Step 2	Verify data in the personal section is accurate and appropriate source documents are in the AMHRR.
Step 3	Ensure “Emergency Data Verified Date” is correct and the current SGLI and DD 93 documents are filed in iPERMS. Note: Historical SGLV’s and DD 93 documents will not be removed from iPERMS.
Step 4	If you have a military spouse, ensure the DA 4187 for Army Married Couples Program is filed in iPERMS (if applicable).
Step 5	Your birth certificate, dependent birth certificates (not spouse), marriage certificate and court documents granting dependency are required for filing in iPERMS if (applicable). Divorce decrees that change marital status while in the Army must be filed.
<i>Review entries in Education (Civilian/Military)</i>	
Step 1	Click on “Education” folder on left navigation pane in iPERMS.
Step 2	Verify completed degrees are listed and/or college credit entered on the Record Brief are correct and the appropriate transcripts are filed in iPERMS. (See notes below)
Step 3	1. Enlisted: All transcripts are filed. 2. Officers: Only transcripts that award degrees are filed.
Step 4	Verify completed military courses are listed and appropriate supporting documents are filed in iPERMS. DA 1059s will not be visible in the review (You have access to these documents in “Soldier View Your Own Record” in iPERMS).
Step 5	1. Only full course completions will be filed in iPERMS - No sub-courses. 2. SSD Courses: Only course completions for Levels I, II, III, IV and V are filed in iPERMS.
<i>Review entries in Awards/Decorations</i>	
Step 1	Click on “Awards/Decorations” folder on left navigation pane in iPERMS.
Step 2	Ensure each award listed has a supporting document when applicable. All DA 638s and award certificate are required to be filed in iPERMS.
Step 3	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.
Step 4	Only unit awards authorized for permanent wear are authorized for filing in iPERMS. See "Documents Required for Filing in iPERMS for detailed information on requirements for filing awards: https://www.hrc.army.mil/Site/Assets/Directorate/TAGD/iPerms_required_documents.pdf
Step 5	Your RM will upload all missing supporting documents to iPERMS for filing in the 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 6	Soldier will click on “Signatures” tab and follow the prompts to CAC sign the review.
Step 7	Upon successful CAC signature, an email is sent to the RM for their verification and signature in order to complete the record review.

4. 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 original system of record. The Soldier is responsible for providing the source document for web uploading to iPERMS.

MPD

Military Personnel Division

PERMANENTLY MISSING DOCUMENTS

Defined as a document that is missing from a Soldier's AMHRR. The Soldier, Record Manager or original system of record is 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).

RM

Record Manager

RRT

Records Review Tool

TEMPORARILY MISSING DOCUMENTS

Defined as a document that is temporarily missing from the Soldiers AMHRR. These documents are available for uploading, just not at the time of the review. The Soldier should have most documents missing from their record.

5. Point of Contact

Army Soldier Records Branch

Fort Knox, KY 40122-5402

Commercial: 502-613-9990

DSN: 983-9990

Email: usarmy.knox.hrc.mbx.perms-records@mail.mil