How-to Guide – Soldier view your Record
The Announcements page is customized to every Role in iPERMS.

Important notices, updates, and changes to the system will be announced on this page. It is important to read the announcements for the most current information pertaining to iPERMS and Soldier’s records.

From the announcements page in the Soldier role, there are five options available:

1. Announcements
2. Documents – view the contents of the record (page 3)
3. Reviews – access the Personnel Record Review (page 8)
4. Help/FAQ – redirects the user to the Army Soldier Records Branch Website (page 13)
5. Preferences (page 14)

Announcements for Soldier in AV

PLEASE READ:

Army Personnel Records Division (APRD), will update the list of Required Documents for filing in the AMHRR quarterly. The new list of Required Documents will supersede the list in Table B-1, Appendix B of AR 600-8-104. Select link for a list of required documents - https://www.hrc.army.mil/asset/14900

Video Tutorials

For information on record reviews please access the following link - https://www.hrc.army.mil/content/12343
iPERMS YouTube Channel, Record Review Tool Informational videos - https://www.youtube.com/playlist?list=PLXTVG85BF0ITAZTDBHPWACUG2LnBZQ4Y

Update your email preferences

Soldiers can update their email preferences to include a civilian email address. This can be helpful for Soldiers whose normal duty day does not include access to a government computer.
The Documents in the Soldier record appear with specific information visible in the document tab under the following column headers.

“Sol…” is truncated for Soldier Viewed. A check mark will appear next to documents that have been viewed. The word NEW will appear in this column for any document that has not been viewed.

“View as Original” allows the document to be viewed in the format it was originally uploaded to iPERMS.

“Name” - the name of the document.

“Title” - a brief description of the document.

“Effective Date” – the effective date of the document.

“Input Date” – the date the document was processed into the record.

“Pages” – the number of pages in the document.
Click on the “Most Recent Document” to expand the list of documents in your record. The button will turn blue and the words will change to “All”. The documents will be listed individually in your record.

Click on the ▶ next to the number in brackets to expand that category of documents.
Click on a Column Header to sort the documents in your record either ascending or descending order.

The first time the column header is clicked, the documents will be sorted in ascending order. Clicking a second time on the same column header will switch the sort to descending order.
Some documents have to be viewed as originals to see all content due to the limitations of the iPERMS viewer. Documents with digital signatures, such as DD Form 93s and some evaluations, will appear without content or without a signature when viewed in the iPERMS viewer.

Click on the check box next to “View as Original” and an icon will appear next to each document name. Click on the icon next to the document name in order to view any document in the original format that it was received.

Follow the prompts if a pop-up appears on the screen.
Search the record for specific documents by typing in the “Search Documents” box on the left hand side of the record. The search criteria can be text to search by name and title or a date to search for the effective date or input date.

As text or a date is entered into the box, the document tree automatically filters to the documents in the record that match the search criteria.
This is the area used to access, review and check documents as part of the Personnel Record Review.

1. To complete the Personnel Records Review independently, Select the “Reviews” tab

2. If a record review has been initiated by your Record Manager there will be an option to “Open” the review.

If the review has not been initiated, the “Open” option will not be available.
Contact your Record Manager (S1/Unit Administrator) to have a review initiated.
The Record Review is conducted to validate entries on the Record Brief, specific Entitlements on the end of month LES, and ensure substantiating/supporting documents are uploaded in iPERMS.

The first five folders in the Record Review align with sections on the Record Brief. The sixth folder (Pay Entitlements) aligns with the Entitlements on the LES.

Reviews must be conducted in the order the folders are listed on the review. Starting with the Assignment/Deployment folder and finishing with the Pay Entitlements folder.
3. Upload Record Brief and end of month LES. The Record Manager must verify the attachments before the Soldier can sign the review. The Soldier will need to notify the Record Manager that the attachments are available for verification.

The Record Brief and LES/Memo must be saved locally as .pdf documents before being uploaded by the Soldier or the Record Manager.

1. Click on the Select button to open the Choose File to Upload dialogue box and select the desired .pdf file. Users can also drag and drop the file for upload by dragging the file over the Select button until the Select button is highlighted white and then releasing the mouse button.

2. Once the user has selected the appropriate pdf document, click on the Upload button.

3. When the documents have been uploaded successfully by the Soldier, he/she will see the message "Needs Validation". The review cannot be signed until the Record Manager has verified the LES and Record Brief.

Record Managers must click "View" and look at each document and then the system will automatically check the "Verified" box.

4. Once the documents have been verified by the Record Manager, the Soldier cannot delete them or upload new ones. If they need to be replaced, the Record Manager will have to complete the deletion and upload of new documents.

5. If the documents are uploaded by the Record Manager, the verified box is automatically checked. Clicking on the check box will remove the check from the verified box. The Record Manager will have to view each document in order for the verified box to be checked again.

5. Once the Soldier has signed the Record Review, the Record Manager cannot replace the Record Brief and LES.
4. Click on the “Documents” Tab on top of page and review that all documents that support the entries on the record brief are included in the documents tab.

The Record Manager may have the Soldier look at documents not in the list of documents to be reviewed, such as evaluations.

5. The Soldier must check “Show # previously reviewed documents” before starting the review. If the “Show # previously reviewed documents” is not checked, it is not possible to ensure data accuracy on the Record Brief and verify that all Key Supporting Documents for pay entitlements are in the record.

The Key Supporting Documents can be accessed at this link: 
https://www.hrc.army.mil/asset/16487

The Required Documents List can be accessed at this link: 
https://www.hrc.army.mil/asset/14900
6. Soldiers can add comments or remarks for their Record Manager in the “Soldier Comments” box in the “Soldier/Reviewer Comments” Tab located at the bottom of the Review.

Per MILPER 20-107, if there are no changes (other than unit) to the Soldier's DD93 the Soldier must state: “NO DD Form 93 CHANGE” in the Soldier comments section.

The Soldier can also use this area as notes for follow on actions such as “gather award and change of duty station orders to S1 for upload to iPERMS.”

7. Once the Soldier has reviewed every document, made any necessary comments, and listed any missing documents, the Soldier can then sign the Record Review.

8. If the Soldier is unable to sign the review, the yellow box on the signature panel will provide information on the specific issues that need to be addressed before the review can be signed.
Clicking “Help/FAQ” opens the Army Soldier Records Branch Website.
Soldiers can provide an alternate email address to receive iPERMS notifications. The default email address is the Soldier’s enterprise email account.

Soldiers can select the notification preference for each event listed.