

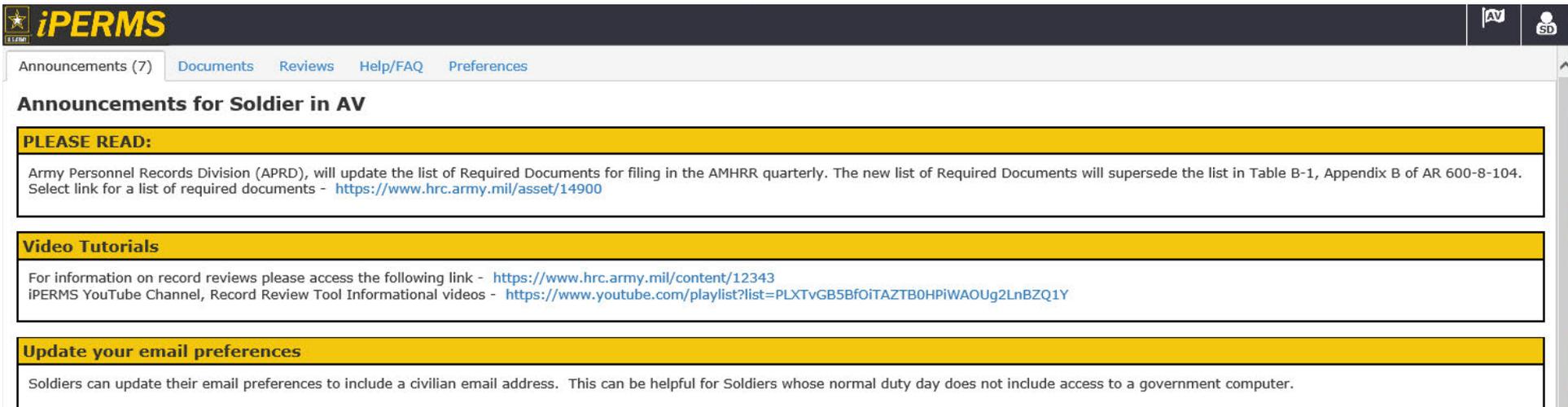
How-to Guide – Soldier view your Record

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)



The screenshot shows the iPERMS interface. At the top left is the iPERMS logo. To the right are icons for AV and SD. Below the logo is a navigation bar with links: Announcements (7), Documents, Reviews, Help/FAQ, and Preferences. The main content area is titled "Announcements for Soldier in AV". It contains three yellow-highlighted sections:

- 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=PLXTvGB5BfoITAZTB0HPiWAOUg2LnBZQ1Y>
- 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.

Documents Tab – The Column Headers

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.

The screenshot displays the iPERMS interface. The top navigation bar includes the iPERMS logo, user initials (AV), and a profile icon (SD). Below the navigation bar, there are tabs for Announcements (7), Documents, Reviews, Help/FAQ, and Preferences. The main content area shows a table with the following columns: Sol..., View as Original (checkbox), Name, Title, Effective Da..., Input Date, and Pages. The table contains 14 rows of document entries. On the left sidebar, there is a section for user information (Name, SSN, DoD ID, DOMAIN/UPC, Grade/Rank, CMF/MOS, CURORG/ASP, Birth Date, IPERMS UID, Last Login, Created Documents) and a search section for documents (Search Documents, Most Recent Document, AMHRR, Performance, Service, Deployment/Mob, Personnel Records Review, Download).

Sol...	View as Original <input type="checkbox"/>	Name	Title	Effective Da...	Input Date	Pages
✓		DD 2648	PRESEPARATION COUNSELING CHECKLIST AC, AGR, AR, FTS and RPA SERVICE MEMBERS	1997-08-01	2000-04-21	2
✓		DD 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	1997-04-02	2000-04-21	1
✓		DA 2-1	PERSONNEL QUALIFICATION RECORD - PART II	1997-03-19	2000-04-21	4
[4] ▶	✓	DA 638/AWD REC	RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)	1997-03-10	2000-04-21	2
✓		ORDER SEP	SEPARATION ORDERS	1997-03-07	2000-04-21	2
✓		SGLV 8286	SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	1996-09-04	2000-04-21	3
[5] ▶	✓	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-12-15	2000-04-21	1
[2] ▶	✓	AWD ORDER	ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	1995-09-08	1996-04-11	1
[3] ▶	✓	DA 4187	PERSONNEL ACTION - APPLICATION/REQUEST	1994-09-29	2000-04-21	1
✓		SF 312	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	1994-08-10	1996-07-24	2
[3] ▶	✓	ASSIGN PERM	ASSIGNMENT - PERMANENT	1994-08-08	2000-04-21	1
✓		CITATION	COPY OF AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER	1994-05-01	1995-11-30	1
✓		ORD SEP AMD	AMEND SEPARATION ORDERS	1994-04-18	2000-04-21	1

Documents Tab – Expanding the Document Tree

The screenshot shows the iPERMS interface with the 'Documents' tab selected. On the left, there is a user profile summary for 'PII' and a search bar. Below the search bar, the 'Most Recent Document' button is highlighted with a red box. The main table lists documents with columns for Name, Sol..., View as Original, Title, Effective Da..., Input Date, and Pages. The document 'CERT ACHV' is highlighted with a red box, and its category 'AMHRR' is expanded to show a list of documents. Other categories like 'Performance', 'Service', and 'Deployment/Mob' are also visible in the left sidebar.

Name	Sol...	View as Original	Name	Title	Effective Da...	Input Date	Pages
DD 2648	✓	<input type="checkbox"/>	DD 2648	PRESEPARATION COUNSELING CHECKLIST AC, AGR, AR, FTS and RPA SERVICE MEMBERS	1997-08-01	2000-04-21	2
DD 214	✓	<input type="checkbox"/>	DD 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	1997-04-02	2000-04-21	1
DA 2-1	✓	<input type="checkbox"/>	DA 2-1	PERSONNEL QUALIFICATION RECORD - PART II	1997-03-19	2000-04-21	4
[4] ▶	✓	<input type="checkbox"/>	DA 638/AWD REC	RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)	1997-03-10	2000-04-21	2
✓	<input type="checkbox"/>	<input type="checkbox"/>	ORDER SEP	SEPARATION ORDERS	1997-03-07	2000-04-21	2
✓	<input type="checkbox"/>	<input type="checkbox"/>	SGLV 8286	SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	1996-09-04	2000-04-21	3
[5] ▶	✓	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-12-15	2000-04-21	1
[2] ▶	✓	<input type="checkbox"/>	AWD ORDER	ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	1995-09-08	1996-04-11	1
[3] ▶	✓	<input type="checkbox"/>	DA 4187	PERSONNEL ACTION - APPLICATION/REQUEST	1994-09-29	2000-04-21	1
✓	<input type="checkbox"/>	<input type="checkbox"/>	SF 312	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	1994-08-10	1996-07-24	2
[3] ▶	✓	<input type="checkbox"/>	ASSIGN PERM	ASSIGNMENT - PERMANENT	1994-08-08	2000-04-21	1
✓	<input type="checkbox"/>	<input type="checkbox"/>	CITATION	COPY OF AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER	1994-05-01	1995-11-30	1
✓	<input type="checkbox"/>	<input type="checkbox"/>	ORD SEP AMD	AMEND SEPARATION ORDERS	1994-04-18	2000-04-21	1

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.

This screenshot shows the same iPERMS interface as the previous one, but with the 'All' button selected in the search bar (highlighted with a red box). The 'CERT ACHV' category is now expanded, showing three individual document entries, each with a red box around the document name and its corresponding row in the table.

Name	Sol...	View as Original	Name	Title	Effective Da...	Input Date	Pages
DD 2648	✓	<input type="checkbox"/>	DD 2648	PRESEPARATION COUNSELING CHECKLIST AC, AGR, AR, FTS and RPA SERVICE MEMBERS	1997-08-01	2000-04-21	2
DD 214	✓	<input type="checkbox"/>	DD 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	1997-04-02	2000-04-21	1
DA 2-1	✓	<input type="checkbox"/>	DA 2-1	PERSONNEL QUALIFICATION RECORD - PART II	1997-03-19	2000-04-21	4
DA 638/AWD REC	✓	<input type="checkbox"/>	DA 638/AWD REC	RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)	1997-03-10	2000-04-21	2
ORDER SEP	✓	<input type="checkbox"/>	ORDER SEP	SEPARATION ORDERS	1997-03-07	2000-04-21	2
SGLV 8286	✓	<input type="checkbox"/>	SGLV 8286	SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	1996-09-04	2000-04-21	3
✓	<input type="checkbox"/>	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-12-15	2000-04-21	1
✓	<input type="checkbox"/>	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-10-23	2000-04-21	1
✓	<input type="checkbox"/>	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-09-26	2000-04-21	1
AWD ORDER	✓	<input type="checkbox"/>	AWD ORDER	ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	1995-09-08	1996-04-11	1

Documents Tab – Sorting the Columns

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.

The screenshot shows the iPERMS interface with the 'Documents' tab selected. The 'Name' column header is highlighted in red and has an upward-pointing arrow, indicating ascending sort order. The table below shows a list of documents sorted by name.

Name	Sol...	View as Original	Name ↑	Title	Effective Da...	Input Date	Pages
SSN	✓	<input type="checkbox"/>	ASSIGN PERM	ASSIGNMENT - PERMANENT	1994-08-08	2000-04-21	1
DoD ID	✓	<input type="checkbox"/>	ASSIGN PERM	ASSIGNMENT - PERMANENT	1994-04-16	2000-04-21	1
DOMAIN/UPC	✓	<input type="checkbox"/>	ASSIGN PERM	ASSIGNMENT - PERMANENT	1993-02-02	2000-04-21	1
Grade/Rank	✓	<input type="checkbox"/>	AWD ORDER	ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	1995-09-08	1996-04-11	1
CMF/MOS	✓	<input type="checkbox"/>	AWD ORDER	ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	1995-08-08	1996-03-31	1
CURORG/ASP	✓	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-12-15	2000-04-21	1
Birth Date	✓	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-10-23	2000-04-21	1
IPERMS UID	✓	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-09-26	2000-04-21	1
Last Login	✓	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-08-14	2000-04-21	1
Created	✓	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-07-17	2000-04-21	1
Documents	✓	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION			

The screenshot shows the iPERMS interface with the 'Documents' tab selected. The 'Name' column header is highlighted in red and has a downward-pointing arrow, indicating descending sort order. The table below shows a list of documents sorted by name in descending order.

Name	Sol...	View as Original	Name ↓	Title	Effective Da...	Input Date	Pages
SSN	✓	<input type="checkbox"/>	SGLV 8286	SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	1996-09-04	2000-04-21	3
DoD ID	✓	<input type="checkbox"/>	SF 312	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	1994-08-10	1996-07-24	2
DOMAIN/UPC	✓	<input type="checkbox"/>	QUAL/SKILLS	QUALIFICATIONS AND SKILLS	1992-12-21	2000-04-21	2
Grade/Rank	✓	<input type="checkbox"/>	ORDER SEP	SEPARATION ORDERS	1997-03-07	2000-04-21	2
CMF/MOS	✓	<input type="checkbox"/>	ORD SEP AMD	AMEND SEPARATION ORDERS	1994-04-18	2000-04-21	1
CURORG/ASP	✓	<input type="checkbox"/>	DD 4 PACKET	ENLISTMENT CONTRACT ARMED FORCES OF THE U S	1992-06-17	1995-11-30	19
Birth Date	✓	<input type="checkbox"/>	DD 2648	PRESEPARATION COUNSELING CHECKLIST AC, AGR, AR, FTS and RPA SERVICE MEMBERS	1997-08-01	2000-04-21	2
IPERMS UID	✓	<input type="checkbox"/>	DD 2366	VETERAN'S EDUCATION ASSISTANCE ACT OF 1984 (GI BILL)	1992-09-15	1995-11-30	1
Last Login	✓	<input type="checkbox"/>	DD 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	1997-04-02	2000-04-21	1
Created	✓	<input type="checkbox"/>					
Documents	✓	<input type="checkbox"/>					

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.

iPERMS

Announcements (7) Documents **Reviews** Help/FAQ Preferences

Name
SSN
DoD ID
DOMAIN/UPC
Grade/Rank
CRIF/NOS
CURORG/ASP
Birth Date

PII
- / -
Y / -
1969-11-16

iPERMS UID
Last Login
Created
Documents

2020-04-29
(2550 logins)
2011-11-09
32

Search Documents

All
AMHRR
Performance

So...	View as Original <input checked="" type="checkbox"/>	Name ↓	Title	Effective Da...	Input Date	Pages
✓		DA 1695	OATH OF EXTENSION OF ENLISTMENT	1994-04-05	1995-11-30	1
✓		A 1695	OATH OF EXTENSION OF ENLISTMENT	1994-03-18	1995-11-20	2
✓		CRS CMPL	COURSE COMPLETION CERTIFICATE (RESIDENT OR NONRESIDENT)	1993-09-23	1996-05-23	1
✓		CITATION	COPY OF AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER	1994-05-01	1995-11-30	1
✓		CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-12-13	2000-04-21	1
✓		CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-10-23	2000-04-21	1
✓		CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-09-26	2000-04-21	1
✓		CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-08-14	2000-04-21	1
✓		CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-07-17	2000-04-21	1
✓		AWD ORDER	ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	1995-09-08	1996-04-11	1

Follow the prompts if a pop-up appears on the screen.

Documents Tab – Searching for Documents

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.

The screenshot shows the iPERMS interface with the 'Documents' tab selected. On the left, a user profile is visible with fields like Name, SSN, DoD ID, and IPERMS UID. A search box labeled 'Search Documents' is highlighted with a red rectangle. Below it are options for 'Most Recent Document' and 'AMHRR'. The main table lists documents with columns for Name, Title, Effective Date, Input Date, and Pages. The table contains several rows of document information.

Name	Sol...	View as Original	Name	Title	Effective Da...	Input Date	Pages
DD 2648	✓	<input type="checkbox"/>	DD 2648	PRESEPARATION COUNSELING CHECKLIST AC, AGR, AR, FTS and RPA SERVICE MEMBERS	1997-08-01	2000-04-21	2
DD 214	✓	<input type="checkbox"/>	DD 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	1997-04-02	2000-04-21	1
DA 2-1	✓	<input type="checkbox"/>	DA 2-1	PERSONNEL QUALIFICATION RECORD - PART II	1997-03-19	2000-04-21	4
[4] ▶	✓	<input type="checkbox"/>	DA 638/AWD REC	RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)	1997-03-10	2000-04-21	2
	✓	<input type="checkbox"/>	ORDER SEP	SEPARATION ORDERS	1997-03-07	2000-04-21	2
	✓	<input type="checkbox"/>	SGLV 8286	SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	1996-09-04	2000-04-21	3
[5] ▶	✓	<input type="checkbox"/>	CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	1995-12-15	2000-04-21	1
[2] ▶	✓	<input type="checkbox"/>	AWD ORDER	ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	1995-09-08	1996-04-11	1
[3] ▶	✓	<input type="checkbox"/>	DA 4187	PERSONNEL ACTION - APPLICATION/REQUEST	1994-09-29	2000-04-21	1

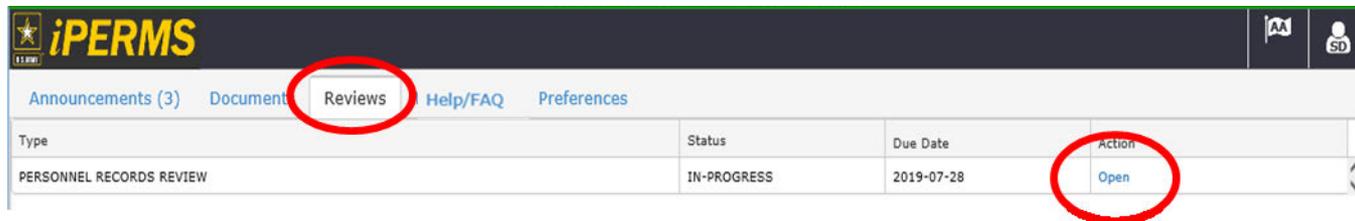
As text or a date is entered into the box, the document tree automatically filters to the documents in the record that match the search criteria.

This screenshot shows the same iPERMS interface as the previous one, but the search box now contains the text 'DA 638'. The document list has been filtered to show only documents with titles containing 'RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)'. The search box is highlighted with a red rectangle.

Name	Sol...	View as Original	Name	Title	Effective Da...	Input Date	Pages
DA 638/AWD REC	✓	<input type="checkbox"/>	DA 638/AWD REC	RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)	1997-03-10	2000-04-21	2
DA 638/AWD REC	✓	<input type="checkbox"/>	DA 638/AWD REC	RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)	1995-07-05	2000-04-21	2
DA 638/AWD REC	✓	<input type="checkbox"/>	DA 638/AWD REC	RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)	1994-04-11	2000-04-21	2
DA 638/AWD REC	✓	<input type="checkbox"/>	DA 638/AWD REC	RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)	1993-11-16	2000-04-21	2

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.



The screenshot shows the iPERMS web interface. At the top left is the iPERMS logo. Below it is a navigation bar with tabs: 'Announcements (3)', 'Documents', 'Reviews', 'Help/FAQ', and 'Preferences'. The 'Reviews' tab is highlighted with a red circle. Below the navigation bar is a table with the following data:

Type	Status	Due Date	Action
PERSONNEL RECORDS REVIEW	IN-PROGRESS	2019-07-28	Open

The 'Open' button in the 'Action' column is circled in red.

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.

- 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

- 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.

Record Review Tool

LAST NAME FIRST NAME MIDDLE NAME
PROVIDER RECORD ID

Review Details Documents Signatures Problem Cases (0) Report Problem Saved Refresh

RECORDS REVIEW GUIDANCE

1. Prior to starting the review:

- Get the Adobe PDF Reader add-on to open PDFs in the browser.
 - Open Internet Explorer, and choose [Tools>MessagesAdd-ons](#).
 - Under Add-on Types, select Toolbars and Extensions.
 - In the Show menu, select All Add-ons.
 - In the list of add-ons, select Adobe PDF Reader.
 - If applicable, select the Enable button to enable Adobe PDF Reader add-on.

Note: If you do not see the Adobe PDF Reader add-on, try the other options on the menu. For example, on some systems, the add-on appears when you select Run without permission.

• Obtain a copy of the most recent Record Brief (ERB/ORB/SRB) and LES/Memo and upload to this review below.

• Download a copy of the "How To" Guide and key Supporting Document (KSD)/Entitlement Matrix (E): <https://www.army.mil/permissions/12147>.

• The Soldiers Record Brief and Leave and Earnings Statement/Memo are required to be uploaded to this review. Ensure a copy of the recent brief and LES are saved to the hard drive in .pdf format so they can be attached to the review.

2. The purpose of conducting a 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 Resources Record (AMHRR) are in iPERMS as well as ensuring soldiers have the required Key Supporting Documents (KSDs) in their record for each any entitlement they are receiving.

• This review cannot be executed without the most recent Record Brief, LES, and the KSD/Entitlement Matrix, and the "How To" guide.

• Soldier and Record Manager (RM) will review each section of the Record Brief following the instructions in the "How To" guide. Ensure data is correct and appropriate source documents are filed in the Soldiers iService. Most entries on the Record Brief should have a corresponding supporting document in the AMHRR.

• 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-75 and for Enlisted will be a DD Form 4-172 and DD Form 4-3. There are also specific contracts for Medical Officers.

• Soldiers/Record Managers (RM) will also verify KSDs for specific deductions. Deductions for SGLI or as a result of UCMJ (Article 15) must have KSDs in the record. ARSIC LES for E-1 and below will not be present in iPERMS and cannot be validated by the RM. Personal absences do not need to be verified.

• Any documents found to be temporarily missing as a part of this review must be web uploaded to iPERMS for filing in the AMHRR prior to signing the review. Once they have been uploaded, RM must remove them from the temporary missing documents track.

• If a document cannot be found by the Soldier or from the source that produced the document within 60 days, the RM will list the document in the permanently missing documents section of the review.

Soldier Name: [PI removed intentionally]
Soldier SSO#: [PI removed intentionally]
Review Type: PERSONNEL RECORDS REVIEW
Date: 2019-07-18
Review Status: IN PROGRESS
Last Completed:
Additional Email:

If the soldier is physically present, click here to enable Soldier editing (CAC validation required)
Soldier is Present

LES/Memo: [Select]
SRB: [Select]

- 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.

- 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.

LES/Memo: [Select] View | Delete

SRB: [Select] View | Delete

An RM must view both the Record Brief and LES before verifying them

Verified

- Once the Soldier has signed the Record Review, the Record Manager cannot replace the Record Brief and LES.

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

LES/Memo: (View) [Select]

SRB: (Required) [Select]

17-22 LES (PDF) 187-20 [PDF]

Clear Upload

- 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.

LES/Memo (View) [Needs Validation] [Select]

- 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.



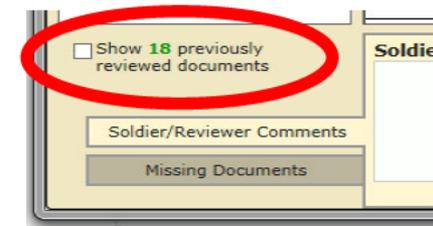
- The Soldier must check “Show # previously reviewed documents” before starting the review. If the “Show # previously reviewed documents” is not checked, it is not possible to ensure data accuracy on the Record Brief and verify that all Key Supporting Documents for pay entitlements are in the record.

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.

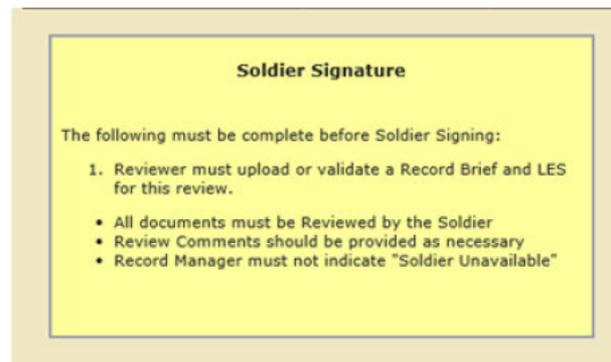
Per MILPER 20-107, if there are no changes (other than unit) to the Soldier’s DD93 the Soldier must state: “NO DD Form 93 CHANGE” in the Soldier comments section.

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.”



The screenshot shows a web interface with a tab titled "Soldier/Reviewer Comment". Below the tab are two text input areas. The left area is labeled "Soldier Comments" and is highlighted with a red rectangular border. The right area is labeled "Reviewer Comments". At the bottom of the interface, there is a section for "Missing Documents".

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.

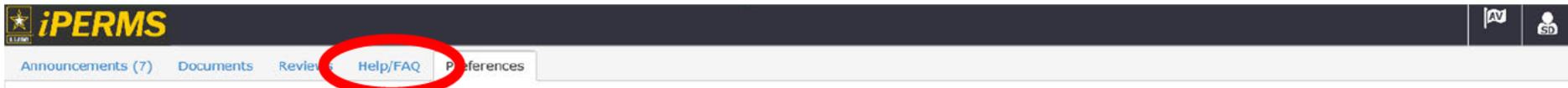


Soldier Signature

The following must be complete before Soldier Signing:

1. Reviewer must upload or validate a Record Brief and LES for this review.
 - All documents must be Reviewed by the Soldier
 - Review Comments should be provided as necessary
 - Record Manager must not indicate "Soldier Unavailable"

Clicking "Help/FAQ" opens the Army Soldier Records Branch Website



A screenshot of the Army Soldier Records Branch (ASRB) website homepage. At the top, there is the HRC (United States Army Human Resources Command) logo and the slogan "Soldiers First!". To the right of the logo is a search bar and a "Login" button. Below the logo is a navigation menu with items: "ASK HRC", "MILPER", "COVID19 Voluntary Recall Survey", "Organization", "Report to HRC", "Tools and Apps", "Visit HRC", and "Web Redesign Survey". A red "Alert" box contains the text: "For COVID-19 PCS/TDY Travel Questions, Soldiers can contact HRC's 24/7 Army Service Center at 1-800-582-5552 or click here for HRC's FAQ." Below the alert is the main heading "Army Soldier Records Branch - ASRB" with the date "May 4, 2020" and a "Rate This Page" star rating. The main content area is divided into three columns: "Mission", "Soldier Self Service", and "S1 UA and HR Professionals Service". The "Mission" section describes the ASRB's role in managing soldier records. The "Soldier Self Service" column includes links for the iPERMS Website, HRC Portal, Promotion Selection Board Information, and Personnel Record Reviews. The "S1 UA and HR Professionals Service" column includes links for AMHRR Required Documents, Key Supporting Documents, S1 UA and HR Professionals Information, Promotion Selection Board Information, Record Update and Maintenance, Personnel Record Reviews, and How to Create a Problem Case. The "Veteran and Retiree Self Service" column includes links for Veteran and Retiree Access, My Record Portal, and Standard Form 180. On the right side, there is an "Article Menu" with a list of links: "Army Soldier Records Branch Main Page (iPERMS)", "Soldier Self Service", "S1 UA and HR Professionals Service", "Veteran and Retiree Self Service", "AMHRR Investigative Requests", "Promotion Selection Board Information", "Record Update and Maintenance", "Request Access to iPERMS", "iPERMS (Website Link)", "DAPMIS (DA Photo) Soldier Information", "DAPMIS Photographer Instructions", "Visit us on Facebook", and "FAQ".

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.

The screenshot shows the iPERMS web interface. At the top left is the iPERMS logo. A navigation bar contains links for Announcements (7), Documents, Reviews, Help/FAQ, and Preferences. The Preferences section is active. Below the navigation bar, there are two main sections: "Alternate E-Mail Address" and "Notification Events".

Alternate E-Mail Address

Please enter the E-Mail address you would like iPERMS to use when sending alerts. If you do not supply an alternate E-Mail address iPERMS will use your default address, which is First.last.mil@mail.mil. Click Reset to clear alternate E-Mail address and use default address.

Enter alternate E-Mail address

Save Reset

Notification Events

<input type="checkbox"/>	Notify me when a new document is added to my Army Military Human Resource Record (AMHRR).
<input type="checkbox"/>	Notify me when I create a batch.
<input type="checkbox"/>	Notify me when a batch I created is processed into iPERMS (batch documents are added to Army Military Human Resource Records (AMHRRs)).
<input type="checkbox"/>	Notify me when a batch I created gets deleted instead of processed into iPERMS.
<input type="checkbox"/>	Notify me when a batch I created gets sent back to me due to scanning problems.

Save