

ANNEX A (TRAINING INSTRUCTIONS) TO HQDA EXORD 055-14

REFERENCES: SEE BASE EXORD.

TIME ZONE USED THROUGHOUT THE ORDER: ROMEO.

TASK ORGANIZATION: NOT APPLICABLE.

1. (U) SITUATION. SEE BASE EXORD.

2. (U) MISSION. SEE BASE EXORD.

3. (U) EXECUTION.

3.A. INTENT. TO ENSURE THAT ALL USERS HAVE THE PROPER TRAINING RESOURCES AVAILABLE TO DEVELOP THE CRITICAL SKILLS NEEDED TO SUCCESSFULLY IMPLEMENT AND OPERATE IPPS-A PRIOR TO THE DEPLOYMENT OF INCREMENT I.

3.B. CONCEPT OF OPERATIONS. SEE BASE EXORD.

3.C. TRAINING RESOURCES. THE IPPS-A TRAINING RESOURCES TO SUPPORT THE DEPLOYMENT OF INCREMENT I WILL INCLUDE WEB-BASED TRAINING, FREQUENTLY ASKED QUESTIONS (FAQ), AND JOB AIDES. THESE PRODUCTS WILL BE AVAILABLE FOR ALL USERS TO BECOME FAMILIAR WITH INCREMENT I.

3.C.1. SELF-SERVICE SRB TRAINING. THESE TRAINING LESSONS ARE DESIGNED FOR SELF-SERVICE USERS AND INCLUDE INSTRUCTIONS ON ACCESSING THE IPPS-A SYSTEM, VIEWING THEIR INDIVIDUAL SRB, AND INSTRUCTIONS HOW TO CORRECT OR ADD INFORMATION TO THEIR SRB.

3.C.1.A. THE SRB TRAINING LESSONS PROVIDE INSTRUCTION ON THE HEADER, FOOTER, AND ELEVEN SECTIONS OF THE SRB. THE FIRST TOPIC OF EACH LESSON IS THE INTRODUCTION, WHICH DESCRIBES THE SECTION'S CONTENT. SUBSEQUENT TOPICS WITHIN EACH LESSON WILL GUIDE THE USER THROUGH THE CONTENT OF THAT SECTION. DURING THE LESSON, A "BUBBLE TEXT" AND "VOICE OVER" WILL DESCRIBE THE FIELDS OF THAT SECTION, PROVIDE GUIDANCE ON ITS USAGE, AND PROVIDE INSTRUCTIONS ON HOW TO OBTAIN SUPPORT TO CORRECT ERRORS OR MISSING INFORMATION FOUND ON THE USER'S SRB.

3.C.1.B. THE SELF-SERVICE TRAINING LESSONS WILL BE AVAILABLE ON-DEMAND. INFORMATION TO ACCESS THE SELF-SERVICE USER TRAINING WILL BE PROVIDED IN FOLLOW-ON MESSAGING. IPPS-A FUNCTIONAL JOB AIDES AND FAQs ARE ALSO FOUND ON THE IPPS-A WEBSITE.

3.C.1.C. THE USER WILL HAVE THE OPTION TO LAUNCH THE TRAINING IN ONE OF THREE MODES. USERS CAN SELECT THE "SEE IT!" MODE WHICH AUTOMATICALLY NAVIGATES THE USER THROUGH EACH LESSON WHILE DISPLAYING DETAILED BUBBLE EXPLANATIONS FOR EACH FIELD; OR USERS CAN LAUNCH THE "TRY IT!" MODE, WHICH ALLOWS THE USER TO NAVIGATE THE TRAINING AT A SELF-PACED MODE; OR THE USER WILL BE ABLE TO PRODUCE A PRINTABLE DOCUMENT OF EACH MODULE WITHIN THE "PRINT IT!" MODE, TO USE AS A JOB AIDE.

3.C.2. HR PROFESSIONAL TRAINING. THESE WEB-BASED TRAINING PRODUCTS ARE DESIGNED FOR HR PROFESSIONALS, TRAINING NCOS, AND RETENTION/READINESS PERSONNEL WHO ARE GRANTED THE APPROPRIATE PRIVILEGED USER ROLES. TRAINING INCLUDES INSTRUCTIONS ON PRODUCING MULTIPLE SRBS AND UTILIZING THE NINE PRE-DEFINED QUERIES. NOTE: THESE TRAINING MODULES WILL BE AVAILABLE PRIOR TO THE DEPLOYMENT OF INCREMENT I, WAVE THREE.

3.C.2.A. PRE-DEFINED QUERIES TRAINING. THE NINE PRE-DEFINED QUERIES TRAINING LESSONS WILL PROVIDE DETAILED DESCRIPTIONS OF EACH QUERY AND THE OUTPUT IT PRODUCES. SUBTOPICS WITHIN EACH MODULE WILL GUIDE THE USER THROUGH EXECUTING, VIEWING, AND PRINTING THE QUERY.

3.C.2.B. THE USER WILL HAVE THE OPTION TO LAUNCH THE NINE PRE-DEFINED QUERIES TRAINING IN ONE OF THE SAME THREE MODES AS THE SRB TRAINING LESSONS.

THE NINE PRE-DEFINED QUERIES ARE BRIEFLY DESCRIBED BELOW:

1. PERSONNEL MANAGEMENT QUERY (PMQ) - USED TO MANAGE PERSONNEL ASSETS IN AN ORGANIZATION. PERSONNEL INFORMATION WITHIN THIS QUERY CAN ASSIST WITH FORECASTING GAINS AND LOSSES.
2. ASSIGNED DUTY TITLE QUERY (ADTQ) - USED AS A ROSTER TO HELP MONITOR VACANT DUTY POSITIONS WITHIN AN ORGANIZATION.
3. CERTIFICATION AND QUALIFICATION QUERY (CQQ) - USED TO VIEW MILITARY AND CIVILIAN EDUCATION LEVELS, TECHNICAL CERTIFICATIONS, AND SPECIAL SKILLS.
4. DEMOGRAPHICS INFORMATION QUERY (DIQ) - USED TO DISPLAY A SNAPSHOT OF AN ORGANIZATION'S DEMOGRAPHIC MAKEUP. IT IS ALSO USEFUL FOR MONITORING THE DIVERSITY OF AN ORGANIZATION.
5. MEMBER AVAILABILITY AND RESTRICTIONS QUERY (MARQ) - DISPLAYS INFORMATION WHICH MAY LIMIT A SOLDIERS OPTIONS FOR ASSIGNMENTS, DEPLOYMENT, AND/OR TRAINING. IT IS ALSO USEFUL FOR ASSISTING LEADERSHIP WITH FORECASTING REAR DETACHMENT PERSONNEL AND IDENTIFYING LATE DEPLOYERS.
6. OVERSEAS AND DEPLOYMENT HISTORY QUERY (ODHQ) - USED TO TRACK DWELL TIME, PREVIOUS DEPLOYMENT, AND/OR OVERSEAS INFORMATION. IT IS ALSO USEFUL FOR TRACKING DEPLOYMENT STABILIZATION WITHIN AN ORGANIZATION.
7. PROMOTION INFORMATION QUERY (PIQ) - USED TO VIEW STRENGTHS AND PROMOTION-RELATED DATA FOR SOLDIERS WITHIN AN ORGANIZATION.
8. ANNUAL RECORDS REVIEW QUERY (ARRQ) - USED TO MONITOR ANNUAL REQUIREMENTS OR PERSONNEL ACTIONS THAT NEED TO BE COMPLETED.

9. SERVICE DATA QUERY (SDQ) - USED TO MONITOR SERVICE DATES AND TO TRACK SOLDIERS WHO ARE ELIGIBLE FOR PAY ACTIONS, SELECTION BOARDS, AND OTHER SIMILAR ACTIONS. IT IS ALSO USEFUL TO MONITOR SOLDIERS ELIGIBLE TO EXPIRATION TERM OF SERVICE AND/OR RETIRE.

3.C.3. TRAINING AVAILABILITY. TRAINING FOR SELF-SERVICE USERS WILL BE AVAILABLE AT DEPLOYMENT OF INCREMENT I, WAVE ONE. TRAINING IS HIGHLY ENCOURAGED AND WILL ASSIST ALL USERS IN RAPIDLY TRANSITIONING TO THE SRB. STARTING WITH THE DEPLOYMENT OF INCREMENT I, WAVE THREE, TRAINING MODULES ON THE FUNCTIONALITY OF THE NINE PRE-DEFINED QUERIES AND ACCESSING MULTIPLE SRBS WILL BE AVAILABLE TO INSTRUCT HR PROFESSIONALS, UNIT ADMINISTRATORS, TRAINING NCOS, AND RETENTION/READINESS PERSONNEL TO PERFORM THEIR MISSIONS.

3.D. TASKS AND RESPONSIBILITIES. SEE BASE EXORD.

4. (U) SERVICE SUPPORT. SEE BASE EXORD.

5. (U) COMMAND AND SIGNAL. IPPS-A WEBSITE: [HTTPS://WWW.IPPS-A.ARMY.MIL](https://www.ipps-a.army.mil)

ANNEX B (IPPS-A USER GROUPS/ROLES AND RESPONSIBILITIES) TO HQDA EXORD 055-14

REFERENCES: SEE BASE EXORD.

TIME ZONE USED THROUGHOUT THE ORDER: ROMEO.

TASK ORGANIZATION: NOT APPLICABLE.

1. (U) SITUATION. SEE BASE EXORD.

2. (U) MISSION. SEE BASE EXORD.

3. (U) EXECUTION.

3.A. INTENT. ENSURE ALL USERS UNDERSTAND THE TYPES OF IPPS-A USERS AND HOW ROLES AND SYSTEM ACCESS ARE ASSIGNED TO A USER AND MANAGED WITHIN IPPS-A.

3.B. CONCEPT OF OPERATIONS. SEE BASE EXORD

3.B.1. USER. A USER IS A SOLDIER, DA CIVILIAN, STATE EMPLOYEE, AND/OR CONTRACTOR GRANTED ACCESS TO IPPS-A. USERS ARE DIVIDED INTO TWO GROUPS: SELF-SERVICE AND PRIVILEGED USERS.

3.B.2. USER GROUPS AT INCREMENT I.

3.B.2.A. SELF-SERVICE USER. A SELF-SERVICE USER IS A SOLDIER CURRENTLY SERVING IN THE AA, ARNG, OR USAR. ALL SOLDIERS ARE AUTOMATICALLY IDENTIFIED AS A SELF-SERVICE USER, UNLESS THEY ARE GRANTED PRIVILEGED USER ACCESS.

3.B.2.B. PRIVILEGED USER. A PRIVILEGED USER IS ANY SOLDIER, DA CIVILIAN, STATE EMPLOYEE, OR CONTRACTOR REQUIRING MORE THAN SELF-SERVICE ACCESS IN THE PERFORMANCE OF THEIR DUTIES. EACH PRIVILEGED USER MAY HAVE DIFFERENT TYPES OF PRIVILEGED USER ACCESS GRANTED. TO GAIN ACCESS TO THE VARIOUS PRIVILEGED USER ROLES, USERS WILL REQUIRE AN APPROVED DA FORM 2875, SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR). THE SAAR SHOULD BE SUBMITTED THROUGH THEIR SUPERVISOR, INFORMATION OFFICER, AND SECURITY OFFICER TO THE "VALIDATOR" PREVIOUSLY IDENTIFIED IN THE ARMY-WIDE DATA CALL, FOR DETERMINATION AND APPROVAL. NOTE: PRIVILEGED USER ACCESS APPROVAL REQUIRES INFORMATION AWARENESS (IA) TRAINING AND AWARENESS CERTIFICATION.

3.B.3. PRIVILEGED USER ACCESS ROLES. PRIVILEGED USERS CAN BE GRANTED ACCESS FOR ANY OF THE FOUR (4) ROLES BASED ON A VERIFIED NEED. ALL DA 2875, SAAR APPROVAL REQUESTS MUST INDICATE THE APPROPRIATE ACCESS ROLES REQUIRED BY THE PRIVILEGED USER.

3.B.3.A. MULTIPLE SRB ACCESS. ALLOWS A PRIVILEGED USER TO ACCESS MULTIPLE SRBS OF SOLDIERS BASED WITHIN THEIR DEPARTMENT ID.

3.B.3.B. HR MANAGEMENT ACCESS. ALLOWS A PRIVILEGED USER ACCESS TO GENERATE ALL NINE PRE-DEFINED QUERIES BASED ON THEIR DEPARTMENT ID.

1. CERTIFICATION AND QUALIFICATION QUERY
2. MEMBER AVAILABILITY AND RESTRICTION QUERY
3. SERVICE DATA QUERY
4. PERSONNEL MANAGEMENT QUERY
5. ASSIGNED DUTY TITLE QUERY
6. DEMOGRAPHICS INFORMATION QUERY
7. OVERSEAS AND DEPLOYMENT HISTORY QUERY
8. ANNUAL RECORDS REVIEW QUERY
9. PROMOTION INFORMATION QUERY

3.B.3.C. TRAINING COORDINATOR ACCESS. THIS ROLE ALLOWS A PRIVILEGED USER ACCESS TO GENERATE THE ANNUAL RECORDS REVIEW QUERY BASED ON THEIR DEPARTMENT ID.

3.B.3.D. RETENTION AND READINESS ACCESS. THIS ROLE ALLOWS A PRIVILEGED USER ACCESS TO GENERATE THE RETENTION/READINESS QUERY BASED ON THEIR DEPARTMENT ID:

1. DEMOGRAPHIC INFORMATION QUERY
2. MEMBER AVAILABILITY AND RESTRICTION QUERY
3. SERVICE DATA QUERY

3.B.4. PREVIOUSLY APPROVED PRIVILEGED USERS. IN ORDER TO TEST SYSTEM CAPABILITIES PRIOR TO DEPLOYMENT OF INCREMENT I, THE IPPS-A PROGRAM CONDUCTED AN ARMY-WIDE DATA CALL TO IDENTIFY PRIVILEGED USERS REQUIRING ACCESS TO SRBS AND/OR PRE-DEFINED QUERIES FOR THEIR SUPPORTED POPULATIONS. THESE IDENTIFIED INDIVIDUALS WILL RETAIN THEIR ACCESS TO THE SYSTEM UPON INITIAL FIELDING.

3.B.5. GUIDELINES TO REQUEST ADDITIONAL PRIVILEGED USERS AFTER INITIAL INCREMENT I DEPLOYMENT, WILL BE PROVIDED IN FUTURE NOTIFICATIONS.

3.C. TASKS AND RESPONSIBILITIES. SEE BASE EXORD.

4. (U) SERVICE SUPPORT. SEE BASE EXORD.

5. (U) COMMAND AND SIGNAL. IPPS-A WEBSITE: [HTTPS://WWW.IPPS-A.ARMY.MIL](https://www.ipps-a.army.mil)

ANNEX C (IPPS-A CHANGE MANAGEMENT PLAN) TO HQDA EXORD 055-14

REFERENCES: SEE BASE EXORD.

TIME ZONE USED THROUGHOUT THE ORDER: ROMEO.

TASK ORGANIZATION: NOT APPLICABLE.

1. (U) SITUATION. SEE BASE EXORD.

2. (U) MISSION. SEE BASE EXORD.

3. (U) EXECUTION.

3.A. INTENT. IMPLEMENTATION OF AN EFFECTIVE IPPS-A CHANGE MANAGEMENT PROGRAM THROUGHOUT THE ARMY, WHILE ESTABLISHING A VIABLE CHANGE MANAGEMENT NETWORK.

3.B. CONCEPT OF OPERATIONS. IT IS IMPERATIVE FOR LEADERS AT ALL LEVELS TO PREPARE THEIR ORGANIZATIONS FOR THE IMPENDING CHANGES IPPS-A WILL BRING. A SUCCESSFUL TRANSITION IS ONLY POSSIBLE WITH THE BACKING OF ARMY LEADERS AND HR PROFESSIONALS WHO SUPPORT IPPS-A AND AID IN CHANGE MANAGEMENT EFFORTS. GIVEN THE SIZE AND SCOPE OF THE PROGRAM, THE SUCCESSFUL ENGAGEMENT OF ARMY STAKEHOLDER AUDIENCES FROM THE AA, ARNG, AND USAR IS CRITICAL FOR SUCCESSFUL IMPLEMENTATION.

3.B.1. CHANGE MANAGEMENT IS A STRUCTURED APPROACH TO TRANSITION INDIVIDUALS, TEAMS, AND ORGANIZATIONS TO A DESIRED FUTURE STATE AND ESTABLISHES A FRAMEWORK FOR MANAGING THESE CHANGES. THIS APPROACH HELPS ENSURE THAT CHANGES ARE SMOOTHLY AND SUCCESSFULLY IMPLEMENTED TO ACHIEVE LASTING BENEFITS. FOR THE ARMY, THIS MEANS DEVELOPING A STRUCTURED PLAN OF ACTION THAT WILL HELP EVERY SOLDIER OF EACH COMPONENT PREPARE FOR THE UPCOMING IPPS-A IMPLEMENTATION. THIS PLAN ENTAILS PROVIDING ALL OF THE INFORMATION AND SUPPORT NECESSARY TO AFFECT A CHANGE IN HOW THE ARMY DOES BUSINESS.

3.B.2. AS PART OF THE PROGRAM'S CHANGE MANAGEMENT CAMPAIGN, IPPS-A HAS LAUNCHED THE CHANGE CHAMPION NETWORK TO ENGAGE SENIOR LEADERSHIP, INCLUDING CORPS, DIVISION, AND BRIGADE LEVEL OFFICERS, WARRANT OFFICERS, AND SENIOR NCOS, ALONG WITH HUMAN RESOURCES AND MILITARY PAY PROFESSIONALS. CHANGE CHAMPIONS ARE PROVIDED THE RESOURCES, INFORMATION, AND SUPPORT NECESSARY TO ENSURE SOLDIERS ARE PREPARED TO USE IPPS-A.

3.B.3. IT IS IMPORTANT AS A CHANGE CHAMPION TO STRESS THE IMPORTANCE FOR SOLDIERS TO UPDATE THEIR RECORDS. CHANGE CHAMPIONS NEED TO PASS ON TO THE LOWEST LEVELS WITHIN THEIR COMMANDS THAT DATA CORRECTNESS IS VITAL FOR PRODUCING THE ARMY'S SRB AND THE NINE PRE-DEFINED QUERIES. IT IS CRUCIAL THAT CURRENT SOLDIER DATA CAPTURED AND USED BY IPPS-A BE CORRECT PRIOR TO THIS INITIAL DEPLOYMENT EFFORT.

3.C. TASKS AND RESPONSIBILITIES.

3.C.1. CHANGE MANAGEMENT RESPONSIBILITIES.

3.C.1.A. IDENTIFICATION OF CHANGE CHAMPIONS. COMMANDERS/DIRECTORS OR THEIR DESIGNATED REPRESENTATIVES OF ARMY COMMANDS (ACOMS), ARMY SERVICE COMPONENT COMMANDS (ASCCS), DIRECT REPORTING UNITS (DRUS), ARMY NATIONAL GUARD, AND UNITED STATES ARMY RESERVE WILL IDENTIFY AT LEAST ONE IPPS-A CHANGE CHAMPION FOR EACH UNIT AT THE BRIGADE (OR EQUIVALENT ORGANIZATION) AND HIGHER. CHANGE CHAMPIONS ARE DEFINED AS ARMY LEADERS WITH THE INFLUENCE, EXPERIENCE, AND KNOWLEDGE NECESSARY TO INCREASE THEIR ORGANIZATION'S UNDERSTANDING OF IPPS-A. THEY MUST INFORM SOLDIERS AND CIVILIANS WITHIN THE ORGANIZATION OF THE BENEFITS OF IPPS-A BY COMMUNICATING MESSAGES PROVIDED BY THE IPPS-A CHANGE CHAMPION TEAM, AND BE INVOLVED WITH AND PERSONALLY COMMITTED TO CHANGE. ONCE A CHANGE CHAMPION IS IDENTIFIED, SUBMIT THEIR INFORMATION VIA THE SPREADSHEET LOCATED AT [HTTPS://WWW.IPPS-A.ARMY.MIL/RESOURCES](https://www.ippa.army.mil/resources) TO IPPSA.PROGRAM@US.ARMY.MIL.

3.C.1.B. BRIEFING. CHANGE CHAMPIONS ARE RESPONSIBLE TO ENSURE THAT EVERY MEMBER OF THEIR ORGANIZATION IS BRIEFED ON IPPS-A. CHANGE CHAMPIONS WILL BE PROVIDED A BRIEF VIA THE IPPS-A CHANGE CHAMPION TOOLKIT ON WHAT THEIR ORGANIZATION NEEDS TO KNOW ABOUT IPPS-A. ALL INSTALLATION/ORGANIZATIONAL SOLDIERS, THEIR SUPERVISORS AND RELEVANT CIVILIANS/CONTRACTORS ARE TO BE BRIEFED PRIOR TO DEPLOYMENT OF INCREMENT I.

4. (U) SERVICE SUPPORT. SEE BASE EXORD.

5. (U) COMMAND AND SIGNAL. THE POC FOR CHANGE CHAMPIONS IS CW5 DIANA UNDERWOOD, EMAIL: DIANA.L.UNDERWOOD.MIL@MAIL.MIL, OFFICE: (703) 545-3301. IPPS-A PROGRAM INBOX: IPPSA.PROGRAM@US.ARMY.MIL