

Interactive Personnel Electronic Records Management System (iPERMS)

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Summary

The Interactive Personnel Electronic Records Management System (iPERMS) is the Army Human Resources Command's technology refresh for PERMS. iPERMS utilizes a web-based application with a unified user interface that provides encrypted, end-to-end, secure, remote access to, input to, and retrieval of, documents from the Official Military Personnel File (OMPF) and other personnel folders/subfolders. iPERMS is solely accessible via Common Access Card (CAC) and a CAC enabled computer.

iPERMS Records Management System provides storage of, controlled access to, and safeguarding of the OMPF and other personnel folders/subfolders residing in iPERMS to include a Soldier's photograph in a safe and secure environment. iPERMS is the Army's authorized electronic records repository that supports the Army's Human Resource (HR) Management life cycle of a Soldier. The authoritative source documents/images are managed and stored in a Group 4, Tagged Image File Format (TIFF) meeting the current National Archives and Records Administration standard for archiving images of documents. iPERMS employs WORM (write once, read many) technology. Once an image of a document is imported into iPERMS the image cannot be changed or deleted. Audit controls are in place to provide a history of activity related to each document.

The retention period for the OMPF is 62 years after the date of retirement, discharge, death in service, or 62 years after the completion of Military Service Obligation (MSO). The date for transfer of ownership of OMPF to the National Archives is 62 years.

The scope of iPERMS is based upon criterion as defined by all three components of the Army. This criterion has been used as the foundation for systems success and includes:

- A web-based system with a unified user interface that provides for secure remote access to record images and a seamless integration among the Army components. Information accessed over the Internet will be encrypted.
- Online and real-time updates to profiles for the Soldier or records administrator. The system, through the administration interface, allows for updates to any of the

Soldier or records administrator profiles. This includes changing what records can be viewed, how long they can be viewed, and the disabling of a profile restricting the ability to view any record.

- Interstate records access and record transfer between Army components. The system allows a controlling organization (such as NGB) to access and view records from any subordinate domain (such as a MILPO) with proper authorization while not interfering with the domain rules for access. Records transfers between the domains are completed automatically when the transfer information is recorded in the Army personnel database (TAPDB-G, TAPDB-R, SIDPERS).
- A unified corporate interface allows for the import and export of data. The system defines the format, contents, and structure for the information exchange.
- Access to all records stored in Legacy PERMS regardless of the storage media. This includes data that have been archived to off-line optical platters along with the on-line records.

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Quick Guide: Adding Records/Documents

1. Soldier sends an email message request to their individual MILPO/Unit Clerk.
2. The email message must state the NAME, last four digits of your SSN, and a short description of what the document(s) are that you are requesting be added to your iPERMS/OPMF records.
3. The iPERMS Clerk/ Unit Clerk will send a response once the action has been completed.

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Quick Guide: Removing Duplicate or Misfiled Documents and to Correct Errors

1. Soldier sends an email message request to their individual MILPO/Unit Clerk.
2. The email message must state the NAME, last four digits of your SSN, and a detailed listing of all the duplicate and/or misfiled document(s).
3. If there is an error in description or posting dates, then indicate that in the description so the document can be found and corrections made. The listing should show the DOCUMENT NAME and EFFECTIVE DATE that is listed in the iPERMS record.
4. Your iPERMS Clerk/ Unit Clerk will verify each duplicate/misfiled document and make the appropriate changes.

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Quick Guide: Removing RESTRICTED Documents

1. To remove a record from the Performance folder to the Restricted folder, you must have approval from ABCMR (Army Board for Correction of Military Records).
2. Each Soldier should contact his or her Unit Command.

3. Soldiers will need to send the request (with any supporting documentation) to Chief, Department of the Army Review Board Agency, Case Management Division, 1901 South Bell Street, 2nd Floor, Arlington, VA 22202-4508
4. The regulation for ABCMR is AR 15-185 (Army Board for Corrections of Military Records).
5. Once approved by ABCMR, the OMPF personnel in the Soldier Records and Documents Center (SRDC) will move the file based on documentation from them.
6. The actions are then filed in the Soldier's record in iPERMS.

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Frequently Asked Questions

Q. Who has the authority to add/remove/correct my iPERMS records?

- A. Your Career Management Officer (CMO) does not have the authority or ability to add, move or make corrections in your OMPF record, also known as your electronic iPERMS records. This action is performed by your individual State MILPO/ Unit Clerk by sending an email request with the document(s) attached. They prefer documents in a .tif file format. As of April 2008, they will not PERM any OERs that have not been reviewed and profiled by HRC-Alexandria.

Q. How can I review my iPERMS record?

- A. Go to Unit Clerk and log on to a PC that is CAC enabled. You can also access your iPERMS record through [Army Knowledge Online \(AKO\)](#).

Q. Who do I report any issues to?

- A. Contact your State MILPO/Unit Clerk

Q. When and why should I use iPERMS?

- A. When you want to review your own record, prepare for any board, and in preparation for retirement.

Q. When is a Soldier supposed to update their records?

- A. Each Soldier is responsible for updating/reviewing their own record for annual reviews during the Soldier Readiness Processing (SRP) or at the MOB site.

Q. How do I access iPERMS?

- A. Soldier must have a CAC card and a CAC card reader in order to access iPERMS. iPERMS can also be accessed through AKO.

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Links

- [Interactive Personnel Electronic Records Management System \(iPERMS\) Login](#)

This is the homepage and login for accessing iPERMS.

- [Army Knowledge Online \(AKO\) Login](#)
This is the homepage and login for accessing AKO.

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References

Regulations

- [AR 15-185, Army Board for Corrections of Military Records](#)
- [AR 600-8-104, Military Personnel Information Management / Records](#)
- [DA Memo 600-8-104, Military Personnel Information Management/Records: Official Military Personnel File Access](#)

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Points of Contact

- Contact your State MILPO/Unit Clerk

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