

HR SYSTEMS

This overview covers the Human Resource (HR) automation systems that allow Battalion and Brigade S-1 sections to provide quality essential personnel service support and to perform accurate personnel accountability.

Section 1: List of Systems

The following are primary HR information systems (ref FM 1-0, paragraph 3-97 through 3-113, for system definition, attached):

Name	Acronym
Army Disaster Personnel Accountability and Assessment System https://adpaas.army.mil/	ADPAAS
Common Operating Picture Synchronizer https://www.ahrceprp.army.mil/cops/	COPS
Citrix XenApp Application Portal https://mobile.hrc.army.mil/	CITRIX
Defense Enrollment Eligibility Reporting System https://www.dmdc.osd.mil/appj/deerswebsite/home.do	DEERS
Defense Casualty Information Processing System <i>Website not available</i>	DCIPS
Department of the Army Mobilization Processing System https://mobicop.army.mil/DAMPSCTCS/UI/Order/All.aspx	DAMPS-OCOTCS
Deployment and Reconstitution Tracking Software https://darts.forscom.army.mil/Darts/	DARTS
Deployed Theater Accountability Software http://www.eis.army.mil/AHRS/dtasv3/index.html	DTAS
Electronic Military Personnel Office (also Datastore) http://www.eis.army.mil/AHRS/	eMILPO
Enlisted Distribution Assignment System https://mobile.hrc.army.mil/Citrix/XenApp/site/default.aspx	EDAS
Web-based Enlisted Distribution Assignment System https://www.atrrs.army.mil/esd/	WebEDAS
Human Resources Command User Registration System https://hurs.army.mil/hurs/	HURS
Integrated Total Army Personnel Database <i>Website not available– see note.</i>	ITAPDB
Interactive Personnel Electronic Record Management System https://iperms.hrc.army.mil/	iPERMS

Interactive Web Response System https://knoxhrc16.hrc.army.mil/iwrs/	IWRS
Personnel Network https://mobile.hrc.army.mil/Citrix/XenApp/site/default.aspx	PERnet
Promotion Point Worksheet (PPW) https://www.hrcapps.army.mil/ppw	PPW
Real-Time Automated Personnel Identification System https://www.dmdc.osd.mil/appj/deerswebsite/products.do?type=5	RAPIDS
Total Army Personnel Database <i>Website not available – see note.</i>	TAPDB
Tactical Personnel System https://www.hrc.army.mil/site/Active/TAGD/PSSD/psb/ACCT/TPS.htm	TPS
Transition Point Processing https://ism.army.mil/ism/guest/GuestServlet	TRANSPROC
Total Officer Personnel Management Information System https://mobile.hrc.army.mil/Citrix/XenApp/site/default.aspx	TOPMIS II
Electronic Total Officer Personnel Management Information System https://knoxhrc16.hrc.army.mil/ETOPMIS/	eTOPMIS

NOTE: The Total Army Personnel Database (TAPDB) supports the Regular Army, the ARNG, and the United States Army Reserve (USAR). The creation of TAPDB produced similarly organized, stand-alone component databases as described below. Each database functions as a data repository with various applications running against it (e.g., Army Orders and Resource System (AORS) and Soldiers Management Systems (SMS) (USAR), Enlisted Distribution and Assignment System (EDAS), and Total Officer Personnel Management Information System (TOPMIS)).

The TAPDB component databases are:

1. TAPDB-AO: Database of record for all Active Duty Army Officers
2. TAPDB-AE: Database of record for all Active Duty Army Enlisted Soldiers
3. TAPDB-G: Data repository for all ARNG Soldiers
4. TAPDB-R: Database of record for all USAR Soldiers, Retirees and Veterans



FM 1 HR Systems
Definitions.docx

The following are non-HR specific systems that enhance the Battalion and Brigade S-1s ability to perform its overall mission:

Name	Acronym
Army Training Requirements and Resources System https://www.atrrs.army.mil/atrrs2.aspx	ATRRS
Unit Classification View (request through medical) https://conus.dencom.army.mil/ucv/	UCV

Department of the Army Photo Management Information System https://knoxhrc16.hrc.army.mil/dapmis/	DAPMIS
Don Burdett Helper Search https://www.ask.army.mil/dbhelper/search.aspx	DBHelper
Force Management System Website (request on website) https://fmsweb.army.mil/unprotected/splash/	FMS Web
Medical Protection System (request through medical) https://medpros.mods.army.mil/MEDPROSNew/	MEDPROS
Soldier Management System https://www.hrcapps.army.mil/iws/	SMS

Section 2: Levels of Access

Authorization to access an HR system is based on the position the person requesting access fills. Only positions that continuously work with administrative data should be granted access. These determinations are based on local policies and the Soldier's S-1 OIC/NCOIC. The below chart outlines common positions and their levels of access to primary HR systems:

Position	System	Level of Access	Unit Level
HR Clerk (42A only)	eMILPO/ eTOPMIS / DARTS	<ul style="list-style-type: none"> ▪ Update APFT/weapons ▪ View ▪ Reports 	Company
BN S-1 Clerk	<ol style="list-style-type: none"> 1. COPS 2. EDAS/WebEDAS 3. eMILPO 4. iPERMS 5. PERnet 6. PPW 7. TOPMIS II/ eTOPMIS 8. DARTS 	<ul style="list-style-type: none"> ▪ Update ▪ View ▪ Run Reports ▪ Run queries 	BN and below
BN S-1 NCOIC	<ol style="list-style-type: none"> 1. COPS 2. EDAS/WebEDAS 3. eMILPO 4. iPERMS 5. PERnet 6. PPW 7. TOPMIS II/ eTOPMIS 8. DARTS 	<ul style="list-style-type: none"> ▪ Update ▪ View ▪ Run Reports ▪ Run queries 	BN and below
BN S-1 OIC	<ol style="list-style-type: none"> 1. COPS 2. EDAS/WebEDAS 3. eMILPO 4. iPERMS 5. PERnet 6. PPW 7. TOPMIS II/ eTOPMIS 8. DARTS 	<ul style="list-style-type: none"> ▪ Update ▪ View ▪ Run Reports ▪ Run queries 	BN and below
BDE S-1 Clerk	<ol style="list-style-type: none"> 1. COPS 2. EDAS/WebEDAS 3. eMILPO/Datastore 4. HURS 5. iPERMS 6. PERnet 7. PPW 8. DEERS/RAPIDS 9. TOPMIS II/ eTOPMIS 10. DARTS 	<ul style="list-style-type: none"> ▪ Update ▪ View ▪ Run Reports ▪ Run queries 	BDE and below
BDE S-1 Strength TEAM	ALL SYSTEMS	ALL LEVELS	BDE and below
BDE S-1 NCOIC	ALL SYSTEMS	ALL LEVELS	BDE and below
BDE S-1 Chief	ALL SYSTEMS	ALL LEVELS	BDE and below
BDE S-1 OIC	ALL SYSTEMS	ALL LEVELS	BDE and below
Career Counselor	eMILPO / iPERMS	Update/View	BDE and below

Legal (all members)	eMILPO / iPERMS	Update (iPERMS)/ View	BDE and below
S-2 Security	iPERMS DARTS	Update/View	BDE and below
BDE CSM / XO / CDR	eMILPO/ eTOPMIS	View	BDE and below
Adjutant	eMILPO/ eTOPMIS /iPERMS	View	BDE and below
Chaplain	DARTS	Update/View	BDE and below
BN/BDE S-2	DARTS	Update/View	BDE and below
BN/BDE S-3	DARTS	Update/View	BDE and below
BN/BDE S-4	DARTS	Update/View	BDE and below

Section 3: Request System Access

Access to HR systems can only be obtained by Soldiers with functions that require them to access specific personnel information. Requests for access to non-HR specific systems, if applicable, are a section level function and should be handled at the lowest level. Instructions on accessing non-HR systems can be found on the system's website.

eMILPO Access Request:

Complete the *eMILPO Access Request* form and obtain the signature of your leader, manager, or supervisor before submitting the form to the Installation Personnel Automation Section in Whitside Hall. The PAS will approve or deny access based on *eMILPO* security requirements. Only those users with the appropriate command authorizations, based on job and mission requirements with a need-to-know, will be given access.

The following applies for *eMILPO*:

- The *eMILPO Access Request* form can be downloaded in MS Word or Adobe Acrobat .PDF format from *eMILPO* main page. Click on the link on the portal page to access the User Registration page.
 - Soldier needs to be a registered AKO user and have a valid AKO user ID to request access to the *eMILPO* system.
 - Soldier must be associated with a Unit Identification Code (UIC) to be granted access. A user may be associated with up to 15 UICs.
 - An *eMILPO* user account cannot be modified or removed if your user ID does not exist in the *eMILPO* database.
 - A new *eMILPO Access Request* form will need to be filled out, approved, and resubmitted to request new accounts, modifications to or removal of your unit information, or access control privileges.
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AHRS Enterprise Datastore Access Request:

Complete the *eMILPO Data Store Access Request Form* and obtain the signature of your leader, manager, or supervisor before submitting the form PAS Office. The PAS will approve or deny access based on *eMILPO* security requirements. Only those users with the appropriate command authorizations, based on job and mission requirements with a need-to-know, will be given access.

The following applies for *eMILPO*:

- *eMILPO* rules above apply.
 - AHRS Enterprise Datastore allows authorized users to run Ad Hoc Queries.
 - Ad Hoc Queries provide users the capability to view the entire Army and does not have UIC limitations like *eMILPO*.
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COPS / HURS Access Request:

Requests to these two systems are submitted automatically when *eMILPO Access Request* or PERnet forms are completed.

CITRIX Access Request:

Complete the PERnet Access Request Form and submit to the SA/HR Tech for your unit. The SA/HR Tech will approve or deny access based on PERnet/CITRIX security requirements. Only those users with the appropriate command authorizations, based on job and mission requirements with a need-to-know, will be given access. Refer to FM 1-0 for clarification on what each system does.

The form is used to request access to the following systems:

- EDAS
- WebEDAS
- TOPMIS II
- eTOMPIS
- MS51 (finance)



PERnet SYSTEM
ACCESS REGISTRATI

iPERMS Scan Operator/ Authorized Official:

Complete the DD Form 2875, System Authorization Access Request (SSAR), IAW MILPER Message #10-016 and obtain the digital signature of your leader, manager, or supervisor before submitting the form to the SA/HR Tech for your unit. The SA/HR Tech will approve or deny request based on iPERMS security requirements. Only those users with the appropriate command authorizations, based on job and mission requirements with a need-to-know, will be given access.

The following applies for *iPERMS*:

Please be advised that the policy for granting iPERMS access has changed, in accordance with (IAW) MILPER Message 11-230 issued 25 Jul 2011. Please follow instructions on the attached example DD Form 2875 for requesting access. The DD Form 2875 is available at AKO, FORMS, at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2875.pdf>

Each request must be saved individually; the user and supervisor must sign the form and their AKO id must be legible. Please do not attach copies of training certificates as all dates should be on your completed DD 2875.

ONLY THE AKO (US.ARMY.MIL) ADDRESS CAN BE USED AS OFFICIAL EMAIL ADDRESS IN BLOCK 5. Do not use mail.mil, usar or any other email address

For members of Reserve: Your completed form **MUST** be sent to Command MPOC for their action, before access can be granted. MPOC **MUST** add the following comment to DD 2875 that are sent to them:

ARMY RESERVE DOMAIN ADMINISTRATOR'S:

I HAVE REVIEWED THIS IPERMS APPLICATION. I RECOMMEND ACCESS TO COMMAND RULE:

DA EMAIL:

Mandatory Training:

- AUTHORIZED OFFICIAL (this is view only access) Authorized Official Training
<https://ipermstraining.carson.army.mil/wbt/>
- SCAN OPERATER ROLE (allows the end-user to web upload documents to iPERMS) Scan Operator Training: <https://ipermstraining.carson.army.mil/wbt/>
- IA TRAINING <https://ia.signal.army.mil/>
- PII TRAINING <http://iase.disa.mil/eta/>

Request for Army National Guard iPERMS Access request must be submitted to ngb_perms@ng.army.mil

Once the DD 2875 is completed & access to be granted EMAIL to usarmy.knox.hrc.mbx.iperms-accounts@mail.mil

The proponent's representative has provided guidance to simplify the application and renewal process for access to AMHRR in iPERMS. This guidance modifies MILPER Message 11-025 by requiring only two signatures on the DD form 2875. The requestor and the requestor's supervisor must sign the DD Form 2875. The supervisor's signature is the certification for the requestor's clearance and authorization to access personnel systems.

Address all iPERMS access request to usarmy.knox.hrc.mbx.iperms-accounts@mail.mil



DD 2875
Instructions.docx



DD 2875-Sample.pdf

DEERS / RAPIDS:

Brigade S-1 Level task only. Complete required training at the Defense Manpower Data Center (DMDC) Learning website (link below). Once complete, scan and email copy to the Site Security Manager (SSM) (BDE HR Tech). After review, you will receive your username and password from the SSM/HR Tech granting you access to the system.

DMDC Learning: <https://learning3.dmdc.osd.mil/>

Login Instructions Guide - DMDC Learning - Guide:

<https://www.dmdc.osd.mil/nts/Files/Login%20Instructions%20%20for%20the%20%20DMDC%20%20Learning%20Site.pdf>

The SSM is responsible for the timely update of the address and contact information in DEERS Security Online. As part of pre- and post- deployment planning, the SSM should update the address information as the system is packaged for transport. Reminder, the SSM reviews the site roster to add or deactivate operators. This update ensures only operators who will be downrange using the RAPIDS deployable system will have security access under the Site ID. They are responsible for general Site operations, reports, maintenance, training, certifications, and other areas covered in the on-line training to become certified SSMs.



CAC Training Login
Instructions.pptx

PPW (SGT/SSG Promotions):

Complete example memorandum located at below link and NCOIC must forward request via email (below) to the Promotions Branch at HRC. The request can only be endorsed by a LTC Commander or higher, promotion authority. Copy of email and decision from HRC must be sent to the BDE HR Tech.

Promotions Branch Email: hrc.tagd.jr.enlistedpromotions@mail.mil

Example memorandum:

<https://www.hrc.army.mil/site/protect/Active/Select/3355AccessMemo.pdf>

DARTS Access Request:

All S-1 members are required to have access. The following additional staff sections/positions are also required to obtain access:

- Company Commanders
- First Sergeants
- BN / BDE S-2
- BN / BDE S-3
- BN / BDE S-4
- Chaplain Office
- Company Training Room
- Company Orderly Room

To request access for individual members, member must complete the DD Form 2875, System Authorization Access Request (SSAR) and submit to the BDE HR Technician via email. For more than three individuals, BN S-1 DARTS POC can submit CAB DARTS Requests roster.



Example Request
CAB DARTS Roster.xl

HR Tech maintains form in and submits the following information to installation DARTS Manager:
LAST, FIRST MIDDLE, RANK, UNIT, and AKO EMAIL.

Point of contact for eMILPO/HURS Systems are:
Supervisor, (520) 533-2637, Assistants (520) 538-7174/ (520) 533-8177