

How to access your AMHRR

Follow the instructions below once an email has been received stating **New AMHRR document** has been added to your iPERMS.

From: iperms-production@us.army.mil
Sent: Thursday, July 12, 2018 2:26 PM
To:
Subject: NEW AMHRR DOCUMENT(S) IN iPERMS

The following document(s) have been added to your Army Military Human Resource Record (AMHRR) in iPERMS:

DOCUMENT NAME	INPUT DATE
ORD AD	2018-07-12 11:00
CITZ STMT	2018-07-12 12:02

The documents added will be marked with the word "NEW" in iPERMS until you have clicked on the document to open

How to access your AMHRR

Click on the provided link: <https://www.hrc.army.mil/>

The screenshot shows the HRC website interface. At the top left is the U.S. Army logo and the HRC logo. The main navigation bar includes: HOME, ENLISTED, OFFICER, THE ADJUTANT GENERAL, CAREER, SPECIAL PROGRAMS, ORGANIZATION, DATA SERVICES, MY HRC, and REPORTING TO HRC. A search bar and a 'Login' button are in the top right. The 'My Links' section contains the following links: Army Reserve Retirement Calculator, Army Soldier Records Branch - ASRB, Awards and Decorations Branch, Enlisted Personnel Management Directorate, Enlisted Promotions, Evaluation Systems Homepage, Officer and WO Selections and Promotions, Officer Personnel Management Directorate, Selection Boards, and Tools and Applications Directory. A red arrow points from the 'Army Soldier Records Branch - ASRB' link to the text below.

****Click on: Army Soldier Records Branch – ASRB**

How to access your AMHRR

The screenshot shows the HRC (United States Army Human Resources Command) website. The top navigation bar includes links for HOME, ENLISTED, OFFICER, THE ADJUTANT GENERAL, CAREER, SPECIAL PROGRAMS, ORGANIZATION, DATA SERVICES, MY HRC, and REPORTING TO HRC. A search bar and a 'Login' button are also present. The main content area features a section for 'The Adjutant General Directorate (TAGD)' with a description of their role and a photo of three soldiers saluting. Below this is a date 'May 16, 2018', a 'Rate This Page' section with five stars, and an 'Add to My Links' button. The 'Army Soldier Records Branch - ASRB' section contains a message about building relationships with record managers and soldiers, and a social media link to their Facebook page. An 'Article Menu' on the right lists various resources, with a red arrow pointing to the 'iPERMS (Website Link)' entry.

HRC
United States Army Human Resources Command

U.S. ARMY

Site Map Search

HOME ENLISTED OFFICER THE ADJUTANT GENERAL CAREER SPECIAL PROGRAMS ORGANIZATION DATA SERVICES MY HRC REPORTING TO HRC

The Adjutant General Directorate (TAGD)

Each day, TAGD and subordinate organizations, through focused, comprehensive and critical actions; develop, manage, and execute Human Resources policies, programs, services, and systems to maintain Army readiness and to sustain the well-being of Soldiers, Civilians, Retirees, Veterans, and their Families and enable Commanders to do the same.

May 16, 2018 Rate This Page: ★★★★★ Add to My Links

Army Soldier Records Branch - ASRB

This landing page is being provided to build a lasting relationship with Record Managers, Soldiers, Veterans and the iPERMS community. To assist with important record management information, service standards and contact information for those needing support.

Army Soldier Records Branch is now on Social Media

Visit our Facebook page at <https://www.facebook.com/iPERMS>
"Like" and/or "Follow" us to get the latest posts and tidbits of information regarding iPERMS and DAPMIS from the Army Soldier Records Branch on Facebook.

Access your Record Brief or AMHRR

Article Menu

- Army Soldier Records Branch Main Page (iPERMS)
- AMHRR Investigative Requests and Derogatory Information
- S1 UA and HR Professionals Information
- Current Soldier Records Information
- Veteran and Retiree Records
- DAPMIS (DA Photo) Soldier Information
- DAPMIS Photographer Instructions
- Request Access to iPERMS
- iPERMS (Website Link)**
- Visit us on Facebook
- FAQs

****Click on: iPERMS (Website Link), CAC login is required**

How to access your AMHRR



Primary Records Center

DoD-Approved Certificate Login

Certificate Login

System NEWS:

Release RMS 1.10.2 was deployed June 2018

PLEASE READ:

Do not scan, upload or transmit documents containing classified information to iPERMS. iPERMS cannot file classified documents. All documents scanned/uploaded to iPEI

PLEASE READ:

If you are having problems viewing documents, please go to the Army Soldier Records Branch (ASRB) web page at: <https://www.hrc.army.mil/content/10742> to ensure

PLEASE READ:

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=PLXTvGB5BfOiTAZTB0HPiWAOUq2LnBZQ1Y>

PLEASE READ:

Army Personnel Records Division (APRD), will update the list of Require Documents for filing in the AMHRR quarterly. The new list of Required Documents will supersede <https://www.hrc.army.mil/asset/14900>

Read the useful information listed.

Click: Certificate Login

How to navigate the record – Soldier view

ARMY MILITARY HUMAN RESOURCE RECORD
AMHRR
Personnel Electronic Records Management System

iPERMS
FORT KNOX
STRENGTH STARTS HERE.
Home of the Human Resource Center of Excellence

Documents | Reviews | Help | FAQ | Preferences

Welcome [] Document Search: [] GO View as originals: [] SRP Validation | Download | Logout

You last viewed your record on 2018-07-11 10:00

Title (most recent document)	Name	Effective	Pages
✓ RECORD OF AWARD OF ENTRY GRADE CREDIT	5074DA SER	2017-08-09	2
✓ 11 + DOCS/CERT THAT AWD BADGES, AWARDS, SVC MDLS, TABS OR NON-ARMY AWDS NO ORDERS PUBLISHED	AWD DOC	2017-05-23	1
✓ LICENSE OR PROFESSIONAL CERTIFICATION	LIC CERT	2016-11-30	1
✓ 7 + COMPANY GRADE PLATE OFFICER EVALUATION REPORT	67101DA	2016-08-04	2
✓ 2 + SERVICE SCHOOL ACADEMIC EVALUATION REPORT	1059DA	2015-07-31	1
✓ 8 + COURSE COMPLETION CERTIFICATE 40 OR MORE HOURS	CRS Cmpl 40	2015-07-31	1
✓ MASTER`S DEGREE	DIPLMA MS	2014-11-02	1
✓ 2 + TRANSCRIPT OF CREDIT FOR COLLEGE/UNIVERSITY/TRADE/BUSINESS SCHOOLS	TRNSCPTS	2014-11-02	1
✓ BACCALAUREATE DEGREE	DIPLO BA BS	2011-12-31	1
✓ 3 + CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	CERT ACHV	2008-01-01	1
✓ ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	AWD ORD	2003-10-21	1

Click on the computer icon. This function will list all documents in your record

How to navigate the record – Soldier view

ARMY MILITARY HUMAN RESOURCE RECORD
AMHRR
iPERMS
Personnel Electronic Records Management System
FORT KNOX
STRENGTH STARTS HERE.
U.S. ARMY
Home of the Human Resource Center of Excellence

Documents | Reviews | Help | FAQ | Preferences

Welcome [] Document Search: [] GO View as originals: [] SRP Validation Download Logout

You last viewed your record on 2018-07-11 10:5

Title (most recent document) ▾ ▹	Name ▾ ▹	Effective ▾ ▹	Pages
✓ 4 + FINANCE RECORDS REVIEW	FIN REC REV	2018-02-15	5
4 + PERSONNEL RECORDS REVIEW	PERS REC REV	2018-02-13	8
✓ 9 + SERVICEMEN`S GROUP LIFE INSURANCE (SGLI) ELECTION	8286SGLV	2017-12-15	3
✓ STATE OF LEGAL RESIDENCE	2058DD	2017-11-17	1
✓ 6 + RECORD OF EMERGENCY DATA	93DD	2017-11-17	2
. 5 + CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	214DD	2017-09-23	3
✓ 14 + TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS (USAR, ARNG)	ORD TRF RES	2017-08-11	1
✓ RECORD OF AWARD OF ENTRY GRADE CREDIT	5074DA SER	2017-08-09	2
✓ 4 + SEPARATION ORDERS	ORD SEP	2017-06-27	1
. REQUEST FOR DISCHARGE OR CLEARANCE FROM RESERVE COMPONENT	368DD	2017-06-09	2
✓ 2 + OATH OF OFFICE - MILITARY PERSONNEL	71DA	2017-06-09	1

Click on the arrow pointing left or right of Title. This function allows you to expand the document tree.

How to navigate the record – Soldier view

ARMHRR iPERMS Personnel Electronic Records Management System FORT KNOX STRENGTH STARTS HERE. U.S. ARMY Home of the Human Resource Center of Excellence

Documents | Reviews | Help | FAQ | Preferences

Welcome [] Document Search: [] GO View as originals: [] SRP Validation Download Logout

You last viewed your record on 2018-07-11 10:51

Title (all documents)	Name	Effective	Pages
✓ FINANCE RECORDS REVIEW	FIN REC REV	2018-02-15	5
PERSONNEL RECORDS REVIEW	PERS REC REV	2018-02-13	8
✓ SERVICEMEN`S GROUP LIFE INSURANCE (SGLI) ELECTION	8286SGLV	2017-12-15	3
✓ STATE OF LEGAL RESIDENCE	2058DD	2017-11-17	1
✓ RECORD OF EMERGENCY DATA	93DD	2017-11-17	2
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	214DD	2017-09-23	3
✓ TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS (USAR, ARNG)	ORD TRF RES	2017-08-11	1
✓ RECORD OF AWARD OF ENTRY GRADE CREDIT	5074DA SER	2017-08-09	2
✓ SERVICEMEN`S GROUP LIFE INSURANCE (SGLI) ELECTION	8286SGLV	2017-06-28	5
✓ RECORD OF EMERGENCY DATA	93DD	2017-06-28	2
✓ TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS (USAR, ARNG)	ORD TRF RES	2017-06-28	1
✓ SEPARATION ORDERS	ORD SEP	2017-06-27	1

Click on the arrow pointing left or right of **Effective**. This function changes the column from **Effective to Input date**.

****Note:** Your email notification from iPERMS provides the Input date, **not** the Effective date. See below**

The following document(s) have been added to your Army Military Human Resource Record (AMHRR) in iPERMS:

DOCUMENT NAME	INPUT DATE
ORD AD	2018-07-12 11:00
CITZ STMT	2018-07-12 12:02

How to navigate the record – Soldier view

ARMY MILITARY HUMAN RESOURCE RECORD
AMHRR
iPERMS
 Personnel Electronic Records Management System
 FORT KNOX
 STRENGTH STARTS HERE.
 Home of the Human Resource Center of Excellence
 U.S. ARMY

Documents | Reviews | Help | FAQ | Preferences

Welcome [] Document Search: [] GO View as originals: [] You last viewed your record on 2018-07-11 10:51

SRP Validation | Download | Logout

Title (all documents)	Name	Input	Pages
✓ ENLISTMENT CONTRACT ARMED FORCES OF THE U S	4DD PACK	2000-07-28	43
✓ TRANSCRIPT OF CREDIT FOR COLLEGE/UNIVERSITY/TRADE/BUSINESS SCHOOLS	TRNSCPTS	2000-08-02	1
✓ VETERAN'S EDUCATION ASSISTANCE ACT OF 1984 (GI BILL)	2366DD	2000-08-11	1
✓ ENLISTMENT CONTRACT ARMED FORCES OF THE U S	4DD PACK	2000-10-28	23
✓ REPORT OF MEDICAL EXAMINATION, INITIAL, FLIGHT, PERIODIC, QUADRENNIAL, ETC	88SF	2000-10-28	2
✓ ENLISTMENT CONTRACT ARMED FORCES OF THE U S	4DD PACK	2003-11-03	6
✓ ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	AWD ORD	2003-11-22	1
✓ DOCS/CERT THAT AWD BADGES, AWARDS, SVC MDLS, TABS OR NON-ARMY AWDS NO ORDERS PUBLISHED	AWD DOC	2004-10-02	1
✓ PHYSICAL EVALUATION BOARD PROCEEDINGS	199DA	2005-07-24	35
✓ SEPARATION ORDERS	ORD SEP	2007-07-23	1
✓ TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS (USAR, ARNG)	ORD TRF RES	2008-02-07	1
✓ TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS (USAR, ARNG)	ORD TRF RES	2008-02-12	1
✓ SERVICE SCHOOL ACADEMIC EVALUATION REPORT	1059DA	2008-04-24	1

Click on the arrow pointing up or down right of **Input** to arrange dates. This function creates the ability to find the date(s) listed on your email along with associated document name.

The following document(s) have been added to your Army Military Human Resource Record (AMHRR) in iPERMS:

DOCUMENT NAME INPUT DATE

ORD AD 2018-07-12 11:00
 CITZ STMT 2018-07-12 12:02

How to navigate the record – Soldier view

ARMY MILITARY HUMAN RESOURCE RECORD
iPERMS
Personnel Electronic Records Management System
FORT KNOX
STRENGTH STARTS HERE.
Home of the Human Resource Center of Excellence
U.S. ARMY

Documents | Reviews | Help | FAQ | Preferences

Welcome [User Name] Document Search: [Search Box] GO View as originals: [View as Originals Box] SRP Validation Download Logout

You last viewed your record on 2018-07-11 10:51

Title (all documents)	Name	Effective	Pages
✓ SERVICE SCHOOL ACADEMIC EVALUATION REPORT	1059DA	2015-07-31	1
✓ SERVICE SCHOOL ACADEMIC EVALUATION REPORT	1059DA	2010-08-03	1
✓ SERVICE SCHOOL ACADEMIC EVALUATION REPORT	1059DA	2008-03-15	1
✓ SERVICE SCHOOL ACADEMIC EVALUATION REPORT	1059DA	2007-08-14	1
TRAVEL VOUCHER OR SUBVOUCHER WITH RECEIPTS AND STATEMENT OF NONAVAILABILITY	13512DD	2008-08-05	1
✓ RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING	1380DA	2017-05-17	1
✓ RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING	1380DA	2017-04-21	1
RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING	1380DA	2012-02-21	1
RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING	1380DA	2009-12-05	1
✓ RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING	1380DA	2009-01-11	1
✓ PHYSICAL EVALUATION BOARD PROCEEDINGS	199DA	2005-06-10	35
PERSONNEL QUALIFICATION RECORD - PART II	2-1DA	2009-03-24	4
✓ STATE OF LEGAL RESIDENCE	2058DD	2017-11-17	1

Click on the arrow pointing up or down next to Name. This function arranges documents in alphabetical order.

How to navigate the record – Soldier view

ARMY MILITARY HUMAN RESOURCE RECORD
AMHRR
iPERMS
 Personnel Electronic Records Management System
 FORT KNOX
 STRENGTH STARTS HERE.
 Home of the Human Resource Center of Excellence
 U.S. ARMY

Documents | Reviews | Help | FAQ | Preferences

Welcome [] Document Search: [] GO View as originals: [] SRP Validation Download Logout

You last viewed your record on 2018-07-12 09:35

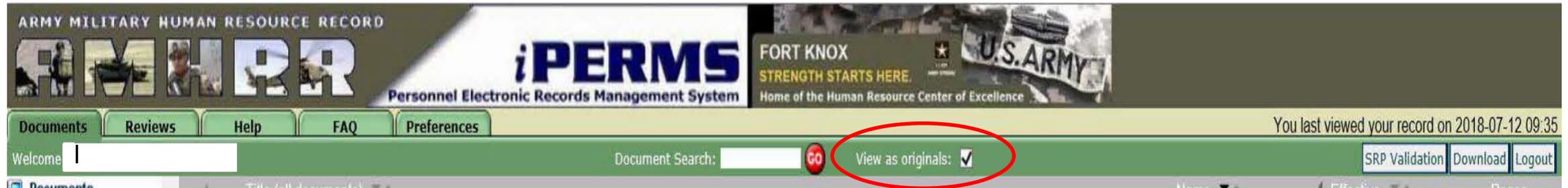
Title (all documents)	Name	Effective	Pages
✓ FINANCE RECORDS REVIEW	FIN REC REV	2017-02-12	4
✓ FINANCE RECORDS REVIEW	FIN REC REV	2016-01-10	3
✓ FINANCE RECORDS REVIEW	FIN REC REV	2014-10-26	3
✓ LICENSE OR PROFESSIONAL CERTIFICATION	LIC CERT	2016-11-30	1
✓ SUPPLEMENTAL HEALTH SCREENING QUESTIONNAIRE	MEPCOM 40-1-15-E	2017-03-10	2
✓ OCCUPATIONAL PHYSICAL ASSESSMENT TEST (OPAT)	OPAT SCORES	2017-06-08	1
✓ ACTIVE DUTY ORDERS	ORD AD	2017-04-10	2
✓ ACTIVE DUTY ORDERS	ORD AD	2014-07-15	6
✓ ACTIVE DUTY ORDERS	ORD AD	2013-11-26	1
✓ ACTIVE DUTY ORDERS	ORD AD	2013-03-25	2
✓ ACTIVE DUTY ORDERS	ORD AD	2009-06-11	2
✓ ACTIVE DUTY ORDERS	ORD AD	2009-05-19	2
✓ ACTIVE DUTY ORDERS	ORD AD	2009-01-10	1
✓ ACTIVE DUTY ORDERS	ORD AD	2009-01-07	1
✓ ACTIVE DUTY ORDERS	ORD AD	2006-09-29	2
✓ ACTIVE DUTY ORDERS	ORD AD	2006-07-26	2
✓ AMEND ACTIVE DUTY ORDERS	ORD AD AMND	2009-05-20	1

The new document name from your email notification **will not** have a check mark until it has been viewed. See below. ****The word NEW refers to a new document in your AMHRR, regardless of the age of the document****

DOCUMENT NAME

ORD AD
 CITZ STMT

How to navigate the record – Soldier view



In order to properly open documents within your AMHRR, click View as originals. This function will allow you to open, save and print documents.

Searching for Specific Documents

Searching for Specific Documents

The screenshot displays the AMHRR iPERMS interface. At the top, the header includes the AMHRR logo, the iPERMS logo (Personnel Electronic Records Management System), and the Fort Knox slogan "STRENGTH STARTS HERE." The navigation menu contains "Documents", "Reviews", "Help", "FAQ", and "Preferences". A status bar at the top right indicates "You last viewed your record on 2018-07-11 10:51".

The search bar is set to "Document Search: 93DD" with a "GO" button. Below the search bar, a table lists search results. A red arrow points from the search input field to the "93DD" entries in the table. Another red arrow points from the text below to the "93DD" entries in the table.

Title (all documents)	Name	Input	Pages
✓ SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	8286SGLV	2011-05-13	1
✓ SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	8286SGLV	2012-03-11	2
- SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	8286SGLV	2014-01-25	2
✓ SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	8286SGLV	2015-01-10	2
✓ SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	8286SGLV	2016-11-22	2
✓ SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	8286SGLV	2017-08-11	5
✓ SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	8286SGLV	2017-12-21	3
- QUESTIONAIRE FOR NATIONAL SECURITY POSITIONS	86SF 10	2017-08-11	1
- QUESTIONAIRE FOR NATIONAL SECURITY POSITIONS	86SF 11	2017-08-11	1
- QUESTIONAIRE FOR NATIONAL SECURITY POSITIONS	86SF 12	2017-08-11	1
- QUESTIONAIRE FOR NATIONAL SECURITY POSITIONS	86SF-PAIPEI	2017-08-11	49
✓ REPORT OF MEDICAL EXAMINATION, INITIAL, FLIGHT, PERIODIC, QUADRENNIAL, ETC	88SF	2000-10-28	2
✓ RECORD OF EMERGENCY DATA	93DD	2010-04-05	1
- RECORD OF EMERGENCY DATA	93DD	2014-01-25	2
✓ RECORD OF EMERGENCY DATA	93DD	2015-01-10	2
✓ RECORD OF EMERGENCY DATA	93DD	2016-11-22	2
✓ RECORD OF EMERGENCY DATA	93DD	2017-08-11	2
✓ RECORD OF EMERGENCY DATA	93DD	2017-11-17	2
✓ ARMED FORCES CLASSIFICATION RETEST RESULTS (AFCT)	AFCT RETEST RESULTS	2013-03-13	1

When searching by individual documents, use the name(s) as it appears in your record.

Searching for Specific Documents

The screenshot displays the Army Military Human Resource Record (AMHRR) iPERMS system interface. The header includes the AMHRR logo, the iPERMS logo (Personnel Electronic Records Management System), and the Fort Knox slogan "STRENGTH STARTS HERE." The navigation menu contains "Documents", "Reviews", "Help", "FAQ", and "Preferences". A search bar at the top right shows "Document Search: 93DD" with a "Go" button and a "View as originals" checkbox. The user's last view date is "2018-07-11 10:51".

On the left, a "Documents" sidebar lists categories: Performance, Service, Restricted, Medical, Finance, State/Territory, Deployment/Mob, Administrative, Personnel Records Re, and DA Photograph.

The main content area shows a table of search results for "93DD". The table has columns for "Title (all documents)", "Name", "Input", and "Pages". All six results are "RECORD OF EMERGENCY DATA" with a checkmark in the title column. The "Input" column shows dates from 2010-04-05 to 2017-11-17, and the "Pages" column shows 1 or 2 pages per document.

Below the table, it states "Found 6 documents with (93DD)." At the top right of the table area, there are buttons for "SRP Validation", "Download", and "Logout".

Title (all documents)	Name	Input	Pages
✓ RECORD OF EMERGENCY DATA	93DD	2010-04-05	1
✓ RECORD OF EMERGENCY DATA	93DD	2014-01-25	2
✓ RECORD OF EMERGENCY DATA	93DD	2015-01-10	2
✓ RECORD OF EMERGENCY DATA	93DD	2016-11-22	2
✓ RECORD OF EMERGENCY DATA	93DD	2017-08-11	2
✓ RECORD OF EMERGENCY DATA	93DD	2017-11-17	2

****Results of search listed above****

Record Review Notification

Record Review Notification

You will receive an email from your Record Manager once your Personnel Record Review has been initiated in iPERMS. Must be logged in iPERMS to complete the Soldier portion of the review. ****Note email notification below*****.

If you would like more information about Record Review click on the link below:

<https://www.hrc.army.mil/content/18419>

From:
Sent: Thursday, September 6, 2018 11:12 AM
To:
Subject: INITIATED PERSONNEL RECORDS REVIEW (PRR) IN iPERMS

, your Records Manager (S1, UA, or HR professional), has initiated a Personnel Records Review in iPERMS. Please coordinate with your Records Manager to complete the required review no later than 02/13/2019.

If this is your first Records Review, you are required to log into iPERMS and view your own record before you will be able to sign into your Record Review. Please visit <https://iperms.hrc.army.mil> to CAC log in and view your own record.

For additional information pertaining to conducting a record review please access the following article on the HRC website: <https://www.hrc.army.mil/default.aspx?id=12343>

Record Review Status via Soldier View (FYI)

The screenshot displays the AMHRR iPERMS interface. The top navigation bar includes tabs for Documents, **Reviews**, Help, FAQ, and Preferences. The 'Reviews' tab is highlighted with a red circle. Below the navigation bar, a 'Welcome' message is visible, along with 'SRP Validation', 'Download', and 'Logout' buttons. The main content area shows a table with the following data:

Review Type	Status	Due Date	Action
PERSONNEL RECORDS REVIEW	IN-PROGRESS	2019-02-13	Open Review

Below the table, there are two informational messages:

- * Completed Record Reviews are visible in your record
- * Please contact your Record Manager with any questions regarding scheduling and initiation of Reviews

Red circles and arrows highlight the 'Reviews' tab, the 'Status' and 'Due Date' columns, and the 'Open Review' button.

1. Click on the "Reviews" tab.

2. Provides the status and due date of your latest review.

3. Click open Review to start.

If you see Open Review in the action column, then no review has been initiated. Contact your HR, UA, S1 or MPD representative.

Downloading Your Complete Record

Downloading your Complete Record

The screenshot shows the iPERMS web interface. At the top, there are navigation tabs for Documents, Reviews, Help, FAQ, and Preferences. A search bar is present with a 'GO' button. To the right of the search bar, the text 'View as originals: ' is circled in red. Further right, the 'Download' button is also circled in red, with a red arrow pointing to it from a text box below. The main content area displays a list of documents with columns for Title, Name, Effective date, and Pages.

Title (most recent document)	Name	Effective	Pages
RECORD OF AWARD OF ENTRY GRADE CREDIT	5074DA SER	2017-08-09	2
DOCS/CERT THAT AWD BADGES, AWARDS, SVC MDLS, TABS OR NON-ARMY AWDS NO ORDERS PUBLISHED	AWD DOC	2017-05-23	1
LICENSE OR PROFESSIONAL CERTIFICATION	LIC CERT	2016-11-30	1
COMPANY GRADE PLATE OFFICER EVALUATION REPORT	67101DA	2016-08-04	2
SERVICE SCHOOL ACADEMIC EVALUATION REPORT	1059DA	2015-07-31	1
COURSE COMPLETION CERTIFICATE 40 OR MORE HOURS	CRS CMPL 40	2015-07-31	1
MASTER'S DEGREE	DIPLOMA MS	2014-11-02	1
TRANSCRIPT OF CREDIT FOR COLLEGE/UNIVERSITY/TRADE/BUSINESS SCHOOLS			
BACCALAUREATE DEGREE			
CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION			
ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA			

1. Click on the download button in order to download all documents stored in iPERMS.

This screenshot shows the same iPERMS interface as above, but with a confirmation dialog box open. The dialog box has a question mark icon and the text 'Are you sure you want to download your entire record?'. It has 'OK' and 'Cancel' buttons. A red arrow points from the 'OK' button to a text box on the left. The 'Download' button in the background is still circled in red.

2. Click OK to download your entire record stored in iPERMS.

Manage iPERMS Notifications

Manage email Notifications from iPERMS

1. Notification is automatically set to your enterprise email address (.mil account) unless you designate an alternate email address such as gmail, yahoo, etc.

2. Click Save

3. ****Note: For HR personnel with access to Scan Operator and Record Manager, select "YES" on all boxes (highly recommended)****

4. Click Save

Army Soldier Records Branch Points of Contact

Points of contact

Record Maintenance and Updates

Processing of documents, derogatory information & record request for investigative purposes

usarmy.knox.hrc.mbx.perms-records@mail.mil

502-613-9990 option 1

Records Support

usarmy.knox.hrc.mbx.iperms-board-support@mail.mil

Promotion Boards

502-613-9990 option 2

iPERMS Access

Access to iPERMS and Record Review

usarmy.knox.hrc.mbx.iperms-accounts@mail.mil

502-613-9990 option 3

iPERMS Technical Support

Conducting Record Review, DA photos or Technical issues with iPERMS

usarmy.knox.hrc.mbx.iperms-accounts@mail.mil

502-613-9990 option 4