



DEPARTMENT OF THE ARMY
US ARMY ADJUTANT GENERAL SCHOOL
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

ATSG-AG

14 May 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Web Based iPERMS Training

1. A Soldier's record has significant impact on their future promotions, selections, and assignment opportunities. Commanders, Soldiers, Human Resource Managers, and Military Personnel Specialists must take deliberate steps to ensure every Soldier in their formation has an accurate personnel record that represents their military service and captures key supporting documents for annual record audits.

2. In order to help meet the expectations and performance standards for HR Operators, the AG School Commandant directs that effective immediately, all students enrolled in a course listed below will successfully complete before graduating the Training Modules **Scan Operation/Operator** and **Authorized Official** from the Web Based iPERMS Training found at <https://iperms training.carson.army.mil/wbt>:

<u>MOS/CMF/AOC</u>	<u>Course Name</u>	<u>School Code/Course Number</u>
42A	HR Specialist (AIT)	805C/ 500-42A10
42A	HR Specialist (MOS-T)	805C-42A10 (R)
42A	HR Specialist (ALC)	604/500-42A30-C45, 805C-42A30-C45
42A	HR Specialist (SLC)	604/500-42A40-C46, 805C-42A40-C46
42B	BOLC	805C/7-12-C20B
42B	CCC	805C/7-12-C22
42B	CCC-RC	805C/ 7-12-C23
420A	WOBC	805C/ 7C-420A
420A	WOAC	805C/7-12-C32
420A	WOAC-RC	805C/ 7-12-C33
42B/42H	HRMQC	805C/ 7C-42H/500-F32
42 Series	Bde S1	805C/7C-F47/500-F34

3. The training is Web based; therefore completion of the training will be on "student time" such as before, between, or after scheduled academic training. Instructors will ensure students have classroom access to complete the required training; but, the training will not require additional training time added in the Program of Instruction (POI) or be considered an evaluated event on the Individual Student Assessment Plans (ISAP).

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4. Pending formal inclusion in the course POI and/or ISAP, instructors will verify student completion of the Scan Operation/Operator and Authorized Official Modules via visual inspection of the student iPERMS Web Based Training Certificate, "Certificate of Completion" that is no more than 1 year old. It is noted that the Web Based iPERMS Training does not maintain record of completion or certificate; those students who are unable to prove past completion within the past year are required to complete the training. Students with current access to the iPERMS as both a Scan Operator and Authorized Official are exempt from this mandatory Web Based Training requirement.

5. The AG School is reviewing and updating lesson plans for all HR courses to include the most up to date iPERMS training and The Adjutant General Directorate (TAGD) Army Personnel Records Division is updating DA PAM 600-8-104. Improved iPERMS Training across the Army will enable more effective record audits and will expand to support Army audit readiness of personnel and finance records.

6. The Point of Contact is LTC Allen, AGS DOT; (803)751-8391 or edward.w.allen8.mil@mail.mil.



MICHAEL R. MOLOSSO
Deputy Commandant

Encl

DISTRIBUTION:

Director, Training Development Directorate
Commander, 4th BDE, 94th Training Division
Commander, 369th AG BN
Commandant, NCOA
Chief, AOTD
Chief, BOTD
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