



Requesting Access: Understanding Approval Paths

One Soldier ★ One Record ★ One Army

As of 7MAR24



Overview



This is to help clarify and explain why Supervisors and/or Final Approvers can only add some subcats to an existing access request and not others. This guide references the NGB IPPSA Role Matrix to determine subcats and the corresponding Validator levels and approval paths.



Access Requests: Understanding Approval Paths



Transaction Information

Effective Date: BT Expiration Date: BT

Contact Phone:

Current Security Settings

Category	Subcategory
FUNCTIONAL SYS-ADMIN	CAREER MANAGEMENT
HR PROFESSIONAL	CAREER SERVICES
HR PROFESSIONAL	HR PROFESSIONAL
HR PROFESSIONAL	RESTRICTIONS
MEMBER	MEMBER

[Show Current Roles](#)

New Requested Security Settings

*Category	*Subcategory		
<input type="text" value="HR PROFESSIONAL"/> <input type="text"/>	<input type="text" value="CAREER SERVICES"/> <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="HR PROFESSIONAL"/> <input type="text"/>	<input type="text" value="HR PROFESSIONAL"/> <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="HR PROFESSIONAL"/> <input type="text"/>	<input type="text" value="RESTRICTIONS"/> <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="MEMBER"/> <input type="text"/>	<input type="text" value="MEMBER"/> <input type="text"/>	<input type="button" value="+"/>	

What determines what subcats a member can see when submitting an access request?

The viewable Subcategories (Subcats) are determined based off the members current level of access. If they only have member level access than they will only be able to see subcats that are set by the system to be viewable in all requests. If there are subcats that cannot be viewed, then it may require a validator with elevated access to submit a request on a member's behalf.

Look Up Subcategory Help

User Category:

User Bundle:

Basic Lookup

Search Results

View 100 First 1-18 of 18 Last

User Bundle
ARING PROMO CREATE
ASSIGNMENT ACTIONS
CAREER COUNSELOR
CAREER SERVICES
CASUALTY MANAGEMENT
HR DATA USER
HR PRO LITE
HR PROFESSIONAL
HR SUPERVISOR
HR SYSTEM ADMIN
OFFBOARDING
ONBOARDING
PROMO DECENTRALIZED
RESTRICTIONS
SPECIAL POPULATION
TM CLSD MARKET UNIT
VALIDATOR
VALIDATOR ADMIN

Look Up Subcategory Help

User Category:

User Bundle:

Basic Lookup

Search Results

View 100 First 1-14 of 14 Last

User Bundle
ABO
ARRISS ERR RESOLUTION
ATAC
CAREER MANAGEMENT
KEEP VALIDATOR
MEL/MES
PROVIDER GROUP ADMIN
RESTRICTION MASS UPD
SENIORITY DATES
SFARS REPORTING
TM CLSD MARKET ADMIN
TRNG INSTRUCTOR
TRNG RESOURCE ADMIN
YMAV MASS UPDATE



Access Requests: Understanding Approval Paths



New Requested Security Settings

*Category	*subcategory		
HR PROFESSIONAL	CAREER SERVICES	+	-
HR PROFESSIONAL	HR PROFESSIONAL	+	-
HR PROFESSIONAL	RESTRICTIONS	+	-
MEMBER	MEMBER	+	

Show New Roles
Row Security:
National Guard All
Show New Departments

ELM Verification
 Yes No (Justification required)

SOD Verification
 Yes No

Supervisor Comments:

Notes/Comments:

Stage 1

IPPS-A Access Request: Pending

CAREER SERVICES

Pending
SGT ZACHARY VENTERS
Supervisor

HR PROFESSIONAL

Pending
SGT ZACHARY VENTERS
Supervisor

RESTRICTIONS

Pending
SGT ZACHARY VENTERS
Supervisor

How are approval routing paths created?

When a member submits an access request for any specific Subcategories (Subcats), and they push it to the inserted Supervisor for validation each requested subcat will automatically create an approval routing path.

Where can I see what path a request took?

Routing paths are visible once it is with an assigned Supervisor. The paths are found at the bottom of an access request under “Stage 1” and “IPPS-A Access Request: Pending”

What does an approval routing path do?

The path tells the system where each subcat in a request must go for it to be approved appropriately.



Access Requests: Understanding Approval Paths



New Requested Security Settings

*Category	*subcategory		
HR PROFESSIONAL	CAREER SERVICES	+	-
HR PROFESSIONAL	HR PROFESSIONAL	+	-
HR PROFESSIONAL	RESTRICTIONS	+	-
MEMBER	MEMBER	+	

Show New Roles
Row Security:
National Guard All

Show New Departments

ELM Verification
 Yes No (Justification required)

SOD Verification
 Yes No

Supervisor Comments:

Notes/Comments:

Stage 1

IPPS-A Access Request: Pending

CAREER SERVICES

Pending
SGT ZACHARY VENTERS
Supervisor

HR PROFESSIONAL

Pending
SGT ZACHARY VENTERS
Supervisor

RESTRICTIONS

Pending
SGT ZACHARY VENTERS
Supervisor

Can I adjust an approval routing path?

No. Routing paths can only be generated when a member creates a new access request, and they can not be altered at any other approval level, i.e. Supervisor or Final Approver (Validator, Validator Admin, KEEB Validator)

Where can I find a list of the approval routing paths?

A list of the Validator roles can be found within the NGB IPPSA Role Matrix under tab 3. Subcat Alignment to Echelon or in the IPPS-A Subcategory Infographics which is in IPPS-A under "Help" - R3 IPPS-A Resources.

NGB IPPSA Role Matrix location: [ARNG IPPS-A Training Team | ARNG IPPS-A Training Resources | Microsoft Teams](#)



Access Requests: Understanding Approval Paths

New Requested Security Settings

*Category	*Subcategory		
HR PROFESSIONAL	CAREER SERVICES	+ -	
HR PROFESSIONAL	HR PROFESSIONAL	+ -	
HR PROFESSIONAL	RESTRICTIONS	+ -	
MEMBER	MEMBER	+ -	

Show New Roles
Row Security:
National Guard All

Show New Departments

ELM Verification
 Yes No (Justification required)

SOD Verification
 Yes No

Supervisor Comments:

Notes/Comments:

For this example, the request has 3 separate approval paths it must take starting at the Supervisor level. The paths are automatically set for the Career Services, HR Professional, and Restrictions subcat since those are the subcats that the member initially requested.

Annotated below shows the approval paths for the 3 subcats requested. For the Restrictions subcat it shows it must be approved by a KEEB Validator, but the approval path is set for the KEEB Validator ROLE **IP_HCMHR_RESTRICTIONS_VAL**.

This approval path dictates what additional subcats you can add as a Supervisor or a Final Approver.

Stage 1

IPPS-A Access Request: Pending

CAREER SERVICES
Pending
SGT ZACHARY VENTERS
Supervisor

HR PROFESSIONAL
Pending
SGT ZACHARY VENTERS
Supervisor

RESTRICTIONS
Pending
SGT ZACHARY VENTERS
Supervisor

ARNG Fulltime Manning Subcategory Alignment to Echelon

Category	Subcategory	Subcat Description	Non - HR	HR Users						Validator Subcat / Required Role		
			Leaders/ Other	CO RNCO	BN S1	BDE S1	DIV G1	State G1	NGB G1	Program	Validator	Validator Role (Path)
HR Professional	Career Services	Enclosed in Comment		X	X	X	X	X			Validator Admin	IP_HCMHR_VALIDATOR_ADMIN
HR Professional	HR Professional	Enclosed in Comment	X	X	X	X	X	X	X		Validator	IP_HCMHR_VALIDATOR
HR Professional	Restrictions	Enclosed in Comment					X	X	X		KEEB Validator	IP_HCMHR_RESTRICTIONS_VAL



Access Requests: Understanding Approval Paths



Department: 00002948 WTQJAA
 Position: 05448003 Excess due to MTOE Change
 Job Code: E42A HUMAN RESOURCES SPECIALIST
 Location: 00003028 SHELBYVILLE
 Clearance: F SECRET

Transaction Information
 Effective Date: 03/08/2024 Expiration Date:
 Contact Phone:
 Request Status: Submitted

Tracking Information

Current Security Settings

Category	Subcategory
FUNCTIONAL SYS-ADMIN	CAREER MANAGEMENT
HR PROFESSIONAL	CAREER SERVICES
HR PROFESSIONAL	HR PROFESSIONAL
HR PROFESSIONAL	RESTRICTIONS
MEMBER	MEMBER

Show Current Roles
 Row Security: IP_HCMDP_INCNG_ALL
 National Guard All

Show Current Departments

New Requested Security Settings

Category	Subcategory
HR PROFESSIONAL	CAREER SERVICES
HR PROFESSIONAL	HR PROFESSIONAL
HR PROFESSIONAL	RESTRICTIONS
MEMBER	MEMBER

Look Up Subcategory

User Category: HR PROFESSIONAL
 User Bundle: begins with

Look Up Clear Cancel Basic Lookup

Search Results
 View 100 First 1-18 of 18 Last

- User Bundle
- ARNG PROMO CREATE
- ASSIGNMENT ACTIONS
- CAREER COUNSELOR
- CAREER SERVICES
- CASUALTY MANAGEMENT
- HR DATA USER
- HR PRO LITE
- HR PROFESSIONAL
- HR SUPERVISOR
- HR SYSTEM ADMIN
- OFFBOARDING
- ONBOARDING
- PROMO DECENTRALIZED
- RESTRICTIONS
- SPECIAL POPULATION
- TM CLSD MARKET UNIT
- VALIDATOR
- VALIDATOR ADMIN

What HR Professional subcats can I add on this access request?
 If I want to add any subcats onto the current access request as the Supervisor or Final Approver the subcat you add MUST have the same Validator Role as the original requesting subcats which are listed below.

Current Validator roles (Paths) on this request are currently:
Career Services: IP_HCMHR_VALIDATOR_ADMIN
HR Professional: IP_HCMHR_VALIDATOR
Restrictions: IP_HCMHR_RESTRICTIONS_VAL

Aside from the 3 subcats I already have on the request; I can add any of the HR Professional subcats below because they all share the above Validator Roles.

ARNG Fulltime Manning Subcategory Alignment to Echelon

Category	Subcategory	Subcat Description	Non - HR		HR Users						Validator Subcat / Required Role		Prerequisite SUBCAT	Roles Default Checked	Viewable in Access Request	
			Leaders/ Other	CO RNCO	BN S1	BDE S1	DIV G1	State G1	NGB G1	Program	Validator	Validator Role (Path)				
HR Professional	Career Services	Enclosed in Comment		X	X	X	X	X	X			Validator Admin	IP_HCMHR_VALIDATOR_ADMIN	HR Professional or Validator Admin	N	N
HR Professional	HR Professional	Enclosed in Comment	X	X	X	X	X	X	X			Validator	IP_HCMHR_VALIDATOR		Y	Y
HR Professional	Restrictions	Enclosed in Comment					X	X	X			KEEB Validator	IP_HCMHR_RESTRICTIONS_VAL		N	Y
HR Professional	Career Services	Enclosed in Comment		X	X	X	X	X	X			Validator Admin	IP_HCMHR_VALIDATOR_ADMIN	HR Professional or Validator Admin	N	N
HR Professional	HR Data User	Enclosed in Comment	X	X	X	X	X	X	X			Validator	IP_HCMHR_VALIDATOR		Y	Y
HR Professional	HR Professional Lite*	Enclosed in Comment	X	X	X	X	X	X	X			Validator	IP_HCMHR_VALIDATOR		Y	Y
HR Professional	HR Supervisor	Enclosed in Comment	X	X	X	X	X	X	X			Validator	IP_HCMHR_VALIDATOR	HR Professional or Validator	Y	N
HR Professional	HR System Admin	Enclosed in Comment					X	X	X			Validator Admin	IP_HCMHR_VALIDATOR_ADMIN	HR Professional, Validator, or Validator	Y	N
HR Professional	Offboarding	Enclosed in Comment					X	X				Validator Admin	IP_HCMHR_VALIDATOR_ADMIN	HR Professional, Validator, or Validator	N	N
HR Professional	Onboarding	Enclosed in Comment					X	X				Validator Admin	IP_HCMHR_VALIDATOR_ADMIN	HR Professional, Validator, or Validator	N	N
HR Professional	Promotions Decentralized	Enclosed in Comment	X	X	X	X	X	X	X			Validator	IP_HCMHR_VALIDATOR		N	Y
HR Professional	Special Population	Enclosed in Comment	X					X	X			Validator Admin	IP_HCMHR_VALIDATOR_ADMIN	HR Professional, Validator, or Validator	N	N
HR Professional	TM CLSD MARKET UNIT	Enclosed in Comment		X	X	X	X					Validator	IP_HCMHR_VALIDATOR	Commander, Manager, or HR Professional	N	N
HR Professional	Validator	Enclosed in Comment				X	X	X				Validator Admin	IP_HCMHR_VALIDATOR_ADMIN		Y	Y
HR Professional	Validator Admin	Enclosed in Comment				X	X					Validator Admin	IP_HCMHR_VALIDATOR_ADMIN		Y	Y



Access Requests: Understanding Approval Paths



Why do you receive the error below?

This error means that you tried to add in a subcat that has a different validator approval path from what has already been established on the initial request.

I already have a subcat that gets approved by a KEEB Validator on the initial request why am I getting the error?

The Restrictions subcat gets approved by a KEEB Validator, but the approval path or Validator ROLE is IP_HCMHR_RESTRICTIONS_VAL. The reason you cannot add the Assignment Actions subcat is because Assignment Actions gets approved by a KEEB Validator, but the approval path or Validator ROLE is for IP_HCMHR_KEY_ENTITY_VAL and that role was not established on the initial request

The screenshot shows a web application interface for 'New Requested Security Settings'. It features a table with columns for '*Category' and '*Subcategory'. The table lists several entries, including 'HR PROFESSIONAL' for 'CAREER SERVICES', 'ASSIGNMENT ACTIONS', 'HR PROFESSIONAL', 'RESTRICTIONS', and 'MEMBER'. A red error message dialog box is overlaid on the interface, containing the following text:

Message

You cannot add this bundle as the workflow paths and associated roles have already been set. (24000,181)

Please note that you can only add bundles that align with the roles associated with the current bundles in the request. If the user needs a bundle that you cannot add at this time, he/she will have to submit a new access request.

OK

ARNG Fulltime Manning Subcategory Alignment to Echelon														
Category	Subcategory	Subcat Description	Non - HR	HR Users							Validator Subcat / Required Role		Pre	
			Leaders/ Other	CO RNCO	BN S1	BDE S1	DIV G1	State G1	NGB G1	Program	Validator	Validator Role (Path)		
HR Professional	Career Services	Enclosed in Comment		X	X	X	X	X				Validator Admin	IP_HCMHR_VALIDATOR_ADMIN	HR F
HR Professional	HR Professional	Enclosed in Comment	X	X	X	X	X	X	X			Validator	IP_HCMHR_VALIDATOR	
HR Professional	Restrictions	Enclosed in Comment					X	X	X			KEEB Validator	IP_HCMHR_RESTRICTIONS_VAL	
HR Professional	Assignment Actions	Enclosed in Comment					X	X	X			KEEB Validator	IP_HCMHR_KEY_ENTITY_VAL	HR F



Access Requests: Understanding Approval Paths



What if a member needs to have Promotions Centralized on their request but they don't see it?

If they don't have the ability to see Promotions Centralized, then a KEEB Validator will have to create an access request on behalf of the member.

Is there a subcat that has the same approval validator path and can be added in by a Supervisor or Final Approver?

Yes!! Promotions Centralized must be approved by a KEEB Validator but its validator role (path) is IP_HCMHR_PROMOTIONS_VALIDATOR and the one subcat that the ARNG uses with the same validator role (path) is the ARNG Promo Create subcat.

A member who already carries the ARNG Promo Create subcat on their current access and they need Promotions Centralized and cannot view the subcat, then a Supervisor or the Final Approver will have the ability to add it to the request and then it can be pushed as normal.

ARNG Fulltime Manning Subcategory Alignment to Echelon													
Category	Subcategory	Subcat Description	Non - HR Leaders/ Other	HR Users						Validator Subcat / Required Role		Prereq	
				CO RNCO	BN S1	BDE S1	DIV G1	State G1	NGB G1	Program	Validator		Validator Role (Path)
HR Professional	ARNG Promo Create	Enclosed in Comment						X	X		KEEB Validator	IP_HCMHR_PROMOTIONS_VALIDATOR	HR P
Functional Sys - Admin	Promotions Centralized	Enclosed in Comment						X	X		KEEB Validator	IP_HCMHR_PROMOTIONS_VALIDATOR	KEEB