Integrated Personnel and Pay System – Military Awards

Created by SSG Christopher I. Jefferson   OPERATE, DEFEND, ATTACK, INFLUENCE, INFORM!

HOW TO SUBMIT AN AWARD REQUEST IN IPSS-A

- Log into IPPS-A – https://hr.ippsa.army.mil
- Select "My Personnel Action Requests"

PERSONNEL ACTION PAGE

- Click "My Buddy PARs"

ADMIN RECORDS CORRECTION

- Input Buddy Last Name and click Search
- Click the "name" under Soldier in dropdown
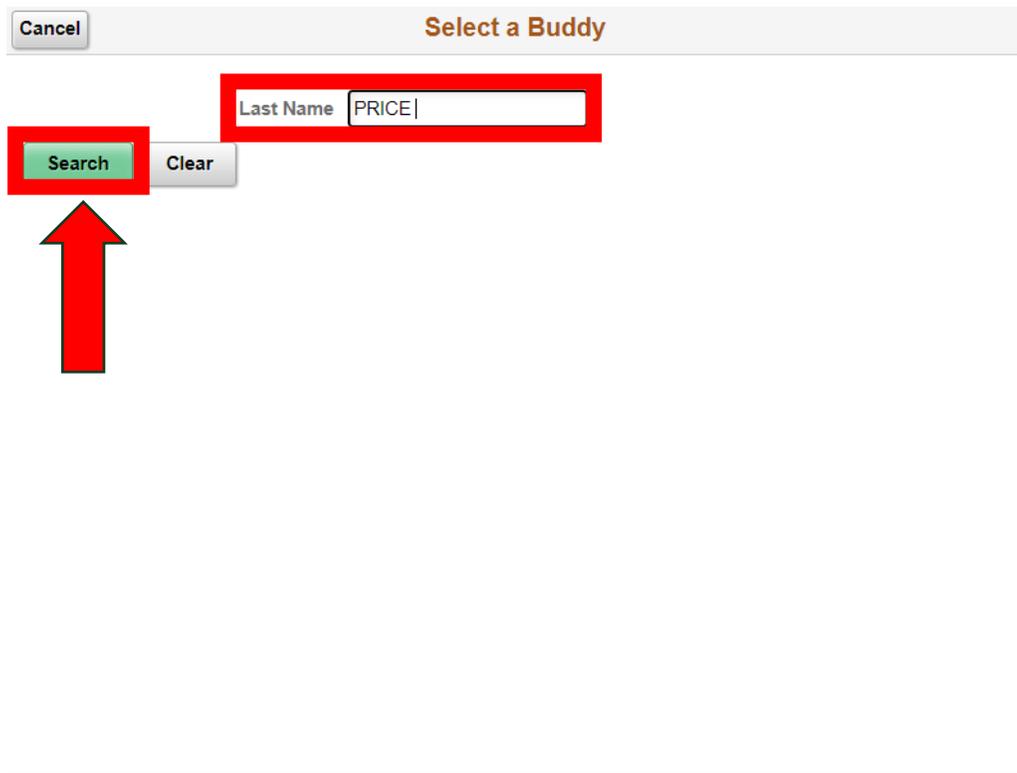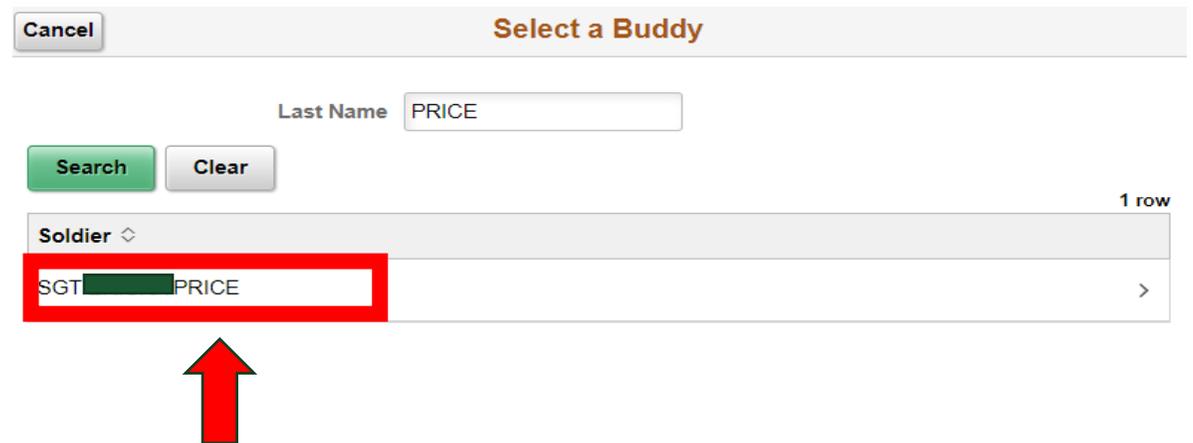
SELECT REASON PAGE

- Click the "Action" Dropdown
- Select "Award Recommendation Click Drop Down"
- Click "Continue"

- Click the "Action" Dropdown
- Select "Reason Click Drop Down"
- Click "Achievement"

- Click the "Action" Dropdown
- Select "Award Name Click Drop Down"
- Click "AAM USA ACHIEVMNT MDL"

Next ›

Step 1 of 4: Request Data

Save

Effective Date	02/08/2023	PAR Status	Draft
PAR Action	Award Recommendation	PAR Reason	Achievement
Award Type	Military Decorations	Award Name	AAM USA ACHIEVMNT MDL
Eligibility Status	Not Checked		

Check Eligibility   View Details

▼ Soldier Data

UIC	W6UXAA	UIC Description	W6UX US ARMY CYBER COMMAND
Component	Active	Category	ACMS-Force Structure Unit-Avail Pers
Rank	SGT	Grade	E5
Primary MOS	E42A - 42A-HUMAN RESOURCES SPECIALIST		

▼ PAR Data

*Period of Award From [ ]   *Period of Award To [ ]

*Proposed Presentation Date 02/08/2023   Approved Award

*Achievement #1 (Max Words: 84)

- Check Eligibility (View Details EG: Bars, Flags, Etc.)

- Ensure the "Period of Award From" is the "start date for when responsibilities began"

- Scroll Down to Achievement blocks

- Type in description of Achievement in "Achievement Block" Max Words:84

- Achievement Blocks should be in Bullet/Asterisk format (o) (*)

- Scroll Down

Achievement #4 (Max Words: 84)
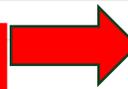
Next >

*Citation (Max Words: 252)

Narrative (Max Words: 878)

▼ Previous Awards

Award	Number of Awards
AAM USA ACHIEVMNT MDL	2
ARCOM USA COMMENDTN MEDAL	2

- Type in Citation: (Max Words 252)
- Type in Narrative (Max Words 878) FOR Legion of Merit ONLY
- View Previous Awards
- Click Next

Step 2 of 4: Attachments

Effective Date 02/08/2023

PAR Action Award Recommendation

Award Type Military Decorations

Eligibility Status Not Checked

PAR Status Draft

PAR Reason Achievement

Award Name AAM USA ACHIEVMNT MDL

Check Eligibility   View Details

Save

Applicable Attachments

Maximum attachment size is 2 MB.

Attachment Type	Optional/Required	Number Required	Maximum Allowed	
Supporting Document	Optional	0		**Add Attachment**

Uploaded Attachments

There is no attachment uploaded. Please click the *Add Attachment* button above to upload an attachment.

File Attachment

Choose From

My Device
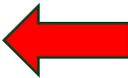
- Click "Add Attachment"

- You can search your device for your supporting documentation or drag and drop into the dotted box on this screen

- You can only upload one document at a time

- Once all documents are uploaded, click Save and then click Next

Step 3 of 4: Validate Request

Validate

1	**Request Data** Visited
2	**Attachments** Visited
3	**Validate Request** In Progress
4	**Transaction Summary** Not Started

Effective Date 02/08/2023

PAR Action Award Recommendation

Award Type Military Decorations

Eligibility Status Not Checked

PAR Status Draft

PAR Reason Achievement

Award Name AAM USA ACHIEVMNT MDL

Check Eligibility   View Details

The personnel action request is ready for validation.
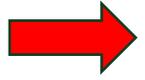
- Click Validate

SUBMIT FOR APROVAL

- Verify the S1 Pool and pool members are correct
- Click "Continue" to submit the request for processing
- Click "Exit" in the top left to go back to your Personnel actions list

PROGRESS REPORT PAGE

Soldier	As Of Date	Action	Action Reason	Status	Progress	Print	Delete	Continue
SGT ERICKA PRICE	02/08/2023	Award Recommendation	Achievement	Draft		🖨	🗑	›

- Your action will show up here and you can monitor its progress by clicking "Approval Chain"

ARCYBER Required Documents

- AAM – SRB, STP, PCS, RET Orders
- ARCOM –SRB, STP, PCS, RET Orders
- MSM – SRB, STP, DA 705, DA 5500/5501
- LM - SRB, STP, DA 705, DA 5500/5501

STP- Soldier Talent Profile
(Formerly Known as ORB/ERB)

JFHQ-C Award Required Documents

- AAM – SRB, STP,
- ARCOM –SRB, STP,
- MSM – SRB, STP, DA 705, DA 5500/5501
- LM - SRB, STP, DA 705, DA 5500/5501

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(Formerly Known as ORB/ERB)

Delegation of Authority for Military Awards

DEPARTMENT OF THE ARMY
U.S. ARMY CYBER COMMAND
830 15TH STREET
FORT GORDON, GEORGIA 30905-5220

08 June 2022

ARCC-CG

MEMORANDUM FOR All U.S. Army Cyber Command (ARCYBER) Personnel

SUBJECT: U.S. Army Cyber Command Policy Memorandum #ARCC-CG-08, Military Awards Program

1. Purpose. This policy is applicable to all Soldiers assigned and attached to the U.S. Army Cyber Command. It establishes the ARCYBER awards policy and provides information and guidance for requesting individual military decorations and certificates.

2. References.

   a. Department of Defense Instruction (DoDI) 1348.33 (DoD Military Decorations and Awards Program), 21 December 2016, with Change 5, effective 9 April 2021.

   b. Army Regulation (AR) 600-8-22, Military Awards, 5 March 2019.

   c. MILPER Message 20-178, Clarification of the Period of Service for Retirement Awards, 16 June 2020.

   d. Memorandum, ARCYBER, 8 August 2018, subject: Delegation of Authority for Military and Civilian Awards.

3. Policy.

   a. All Commanding Generals may delegate peacetime awards approval authority to their Deputy, Commanding Generals (DCGs) commensurate with the DCG's rank. DCGs are further defined as an Army officer in the grade of BG/O-7 (including COL/O-6 promotable (P) in a general officer billet) and above.

   b. For ARCYBER HQ only, the ARCYBER CG is the awards approval authority for the Legion of Merit (LM) and below. The ARCYBER CG has delegated approval of authority to the Deputy Commander, Operations for the following awards:

      (1) Approval of the Meritorious Service Medal (MSM) for U.S. Army personnel assigned or attached to the HQ ARCYBER.

      (2) Disapproval authority for U.S. Army decorations with approval authority for the next lower award. This authorization may not be further delegated.

If you have any questions or concerns, reach out to the ARCYBER PSS at:

Email: arcyber-hhc-pss@army.mil

Phone: 762-206-9234/9235/9236/9237