



U.S. ARMY
CYBER COMMAND

Integrated Personnel and Pay System – Military Awards



Overall classification of this brief is

Unclassified

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

HOW TO SUBMIT AN AWARD REQUEST IN IPSS-A

- Log into IPSS-A – <https://hr.ippsa.army.mil>
- Select “My Personnel Action Requests”

The screenshot displays the IPSS-A Self Service portal interface. At the top, the IPSS-A logo is on the left, and navigation icons (home, search, notifications, user profile) are on the right. Below the header, a grid of service tiles is visible. The 'My Personnel Action Requests' tile, located in the second row, first column, is highlighted with a red border. Other tiles include 'Announcements' (21/23 Release Notes, 18 Unread), 'IPSS-A Help Center', 'Access Request', 'My Soldier Talent Profile', 'My Orders', 'Special Pay Requests', 'DOD Compensation Calculator', 'Dependent/Beneficiary Coverage', 'DD Form 93 Dashboard', 'My Absences', 'TAM Soldier Workcenter', 'iPERMS Login', and 'Board Preferences USAR/ARNG'.

PERSONNEL ACTION PAGE

- Click “My Buddy PARs”

Employee Name SPC TYLER LOWRANCE
Employee ID 0002471199

Create Personnel Action

My Buddy PARs

Personnel Actions Summary

Listed below are the personnel actions.

1 row

As Of Date	Action	Action Reason	Status	Progress	Approval Chain	Delete	Continue
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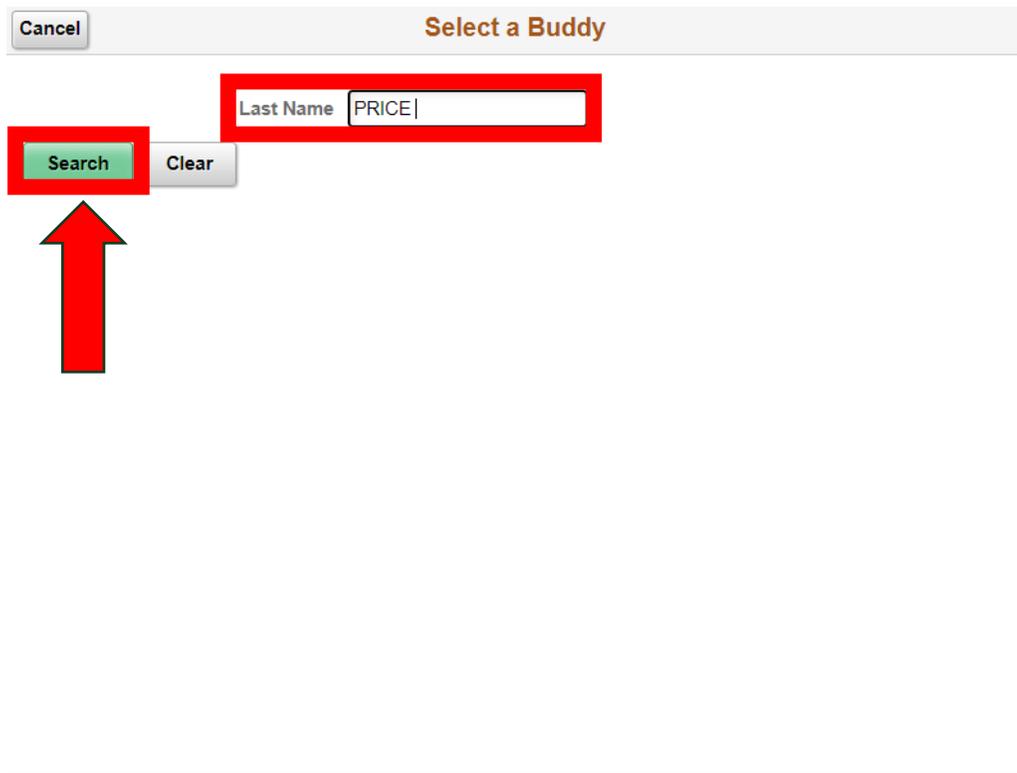
ADMIN RECORDS CORRECTION

- Input Buddy Last Name and click Search
- Click the “name” under Soldier in dropdown

Cancel **Select a Buddy**

Last Name PRICE

Search Clear



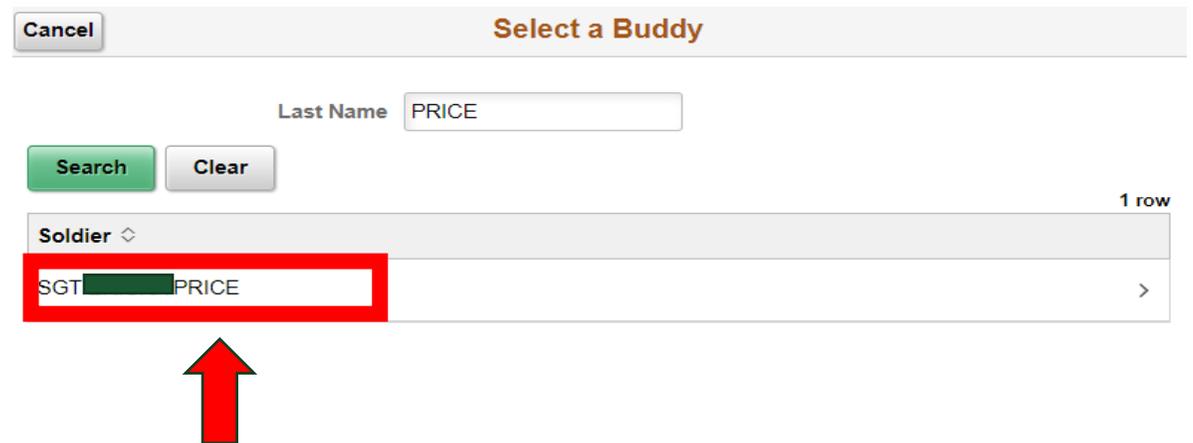
Cancel **Select a Buddy**

Last Name PRICE

Search Clear

Soldier ▾

SGT PRICE >



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”

Cancel Request Details Continue Cancel Request Details Continue Cancel Request Details Continue

Selected Soldier SGT [REDACTED] PRICE

*Effective Date 02/08/2023

Action Award Recommendation

*Reason

Selected Soldier SGT [REDACTED] PRICE

*Effective Date 02/08/2023

*Action Award Recommendation

Reason Achievement

*Award Name

Selected Soldier SGT [REDACTED] PRICE

*Effective Date 02/08/2023

*Action Award Recommendation

*Reason Achievement

*Award Name AAM USAACHIEVMNT MDL



REQUEST DATA TAB (1 of 5)

- 1 Request Data Visited
- 2 Attachments Not Started
- 3 Validate Request Not Started
- 4 Transaction Summary Not Started

Step 1 of 4: Request Data

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 USAACHIEVMNT MDL

[Check Eligibility](#)

[View Details](#)

▼ Soldier Data

UIC W6UXAA

Component Active

Rank SGT

Primary MOS E42A - 42A-HUMAN RESOURCES SPECIALIST

UIC Description W6UX US ARMY CYBER COMMAND

Category ACMS-Force Structure Unit-Avail Pers

Grade E5

▼ PAR Data

*Period of Award From 

*Proposed Presentation Date 02/08/2023 

*Period of Award To 

Approved Award

*Achievement #1 (Max Words: 84)

[Next >](#)
[Save](#)

- 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



ACHIEVEMENT TAB (2 of 5)

1 Request Data Visited

2 Attachments Not Started

3 Validate Request Not Started 

4 Transaction Summary Not Started 

*Proposed Presentation Date 02/08/2023  Approved Award

*Achievement #1 (Max Words: 84)



Achievement #2 (Max Words: 84)



Achievement #3 (Max Words: 84)



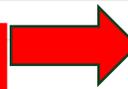
Achievement #4 (Max Words: 84)

- Type in description of Achievement in “Achievement Block” Max Words:84
- Achievement Blocks should be in Bullet/Asterisk format (o) (*)
- Scroll Down



PREVIOUS AWARDS TAB (3 of 5)

Achievement #4 (Max Words: 84)



Next >

Citation (Max Words: 252)

Narrative (Max Words: 878)

▼ Previous Awards

Award	Number of Awards
AAM USAACHIEVMNT 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



UPLOAD DOCUMENTS TAB (4 of 5)

- 1 Request Data Visited
- 2 Attachments Visited
- 3 Validate Request Not Started
- 4 Transaction Summary Not Started

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 USAACHIEVMNT MDL

[Check Eligibility](#) [View Details](#)



Applicable Attachments

Maximum attachment size is 2 MB.

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



Uploaded Attachments

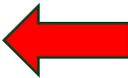
There is no attachment uploaded. Please click the **Add Attachment** button above to upload an attachment.

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



TRANSACTION SUMMARY TAB (5 of 5)

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

Step 3 of 4: Validate Request

Effective Date 02/08/2023

PAR Action Award Recommendation

Award Type Military Decorations

Eligibility Status Not Checked

PAR Status Draft

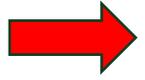
PAR Reason Achievement

Award Name AAM USAACHIEVMNT MDL

[Check Eligibility](#)

[View Details](#)

The personnel action request is ready for validation.



[Validate](#)

- Click Validate



SUBMIT FOR APPROVAL

Submit for Approval Confirmation

Home: W6UXAA - W6UX US ARMY CYBER COMMAND
 Host: N/A

*S1 Pool
W6UXAA W6UX US ARMY CYBER COMMAND

Pool Members

CPL MIKAL HURREY
MSG SEAN FRANCIS
CW3 ABIGAIL BAKER
KERRY JACKSON

- 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”



REQUIRED DOCUMENTS FOR AWARDS SUBMISSION

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

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

Delegation of Authority for Military Awards



DEPARTMENT OF THE ARMY
U.S. ARMY CYBER COMMAND
639 15TH STREET
FORT GORDON, GEORGIA 30805-5223

ARCC-CG

08 June 2022

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 CQL/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.



ARCYBER HHC PSS CONTACT INFO

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

