

PREPARING BATCHES FOR THE AUTOMATED BATCH PROCESSING TOOL ENHANCEMENTS SCHEDULED TO RELEASE ON JANUARY 25, 2024

- Scan Operators will no longer need to organize documents within the batch manager. Multiple documents can simply be scanned in as a single PDF with multiple pages.
- Scan Operators will no longer be required to enter Indexing Metadata (Soldier DODID/Name/Doc Type/Eff Date) - the tool will auto recognize the data and those fields will not be available (after January 25th).
- Documents with other Soldiers DODID/SSN listed on the document will need to be redacted. Multiple DODIDs or SSNs listed on a document is a PII violation.
- DO NOT include a Transmittal Page with batches – this practice is no longer required in the new iPERMS environment. The tool will not recognize this document and it will cause your batch to be manually worked which slows down processing time.