

# AFIPPS

AIR FORCE INTEGRATED PERSONNEL AND PAY SYSTEM

## AFIPPS ACCOUNT CLAIM USER GUIDE

MARCH 2021

## Table of Contents

1. Introduction.....	3
2. Claim Your Account.....	4
3. Initial Personal Data Verification.....	6

## Table of Figures

Figure 1 – Authentication Certificate .....	2
Figure 2 – DoD Notice and Consent Banner .....	5
Figure 3 – Claim AFIPPS Account Screen .....	3
Figure 4 – Basic Details Screen .....	6
Figure 5 – Address Information Screen.....	7
Figure 6 – Dependents and Beneficiaries.....	7

## Table of Tables

Table 1 – Personnel and Pay Critical Data Items - Reference).....	8
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## 1 - Introduction

The Air Force Integrated Personnel and Pay System (AFIPPS) is a solution to modernize the way Airmen and Guardians conduct military pay and Human Resources (HR) processes. AFIPPS will expand the already existing Military Personnel Data System (MilPDS) platform by incorporating military pay responsibilities and processes to create a true HR ecosystem. Once AFIPPS goes live, each Airman and Guardian will have a single, authoritative record – no more separate HR and pay records in multiple systems. AFIPPS will enable accurate and timely delivery of pay, entitlements, allowances, and benefits.

This Account Claim User Guide provides the steps for Phase 1 rollout, or the Read Only Self Service (ROSS) portion of AFIPPS. In section 2, *2 - Claim Your Account*, claim your AFIPPS account in order to validate personal information promptly and allow for a smooth transition to Phase 2, the full AFIPPS Capability, where the pay services portion comes online. Use section 3, *3 - Initial Personal Data Validation*, to validate your initial personal data.

If information is incorrect, updates can be made by the member through the Military Personnel Flight (MPF), Personnel Systems Manager (PSM), a self-service myPers incident report, or the Air Force's Total Force Service Center.

The following applications currently allow Airmen and Guardians to submit self-service actions in preparation for AFIPPS Go-Live in 2022:

- vMPF: <https://vmpf.us.af.mil/vMPF> (Through Secure Applications)
  - o contact information, self-service actions
- Defense Services (DMDC): <https://myaccess.dmdc.osd.mil>
  - o contact information, with access to other sites:
- milConnect: <https://milconnect.dmdc.osd.mil/milconnect/>
  - o GAL updates, Contact Info, Ed benefits transfer, DEERS updates, SGLI, health benefits.

Additional component-specific applications will be provided by Component leads as required.

## 2 - Claim Your Account

The most important step at this point is to claim your AFIPPS Account. The following steps will guide you through that procedure. Once you've claimed your account, you will have access to each of the Five (5) Modules within the initial AFIPPS Read Only Self Service application to review and verify your current information.

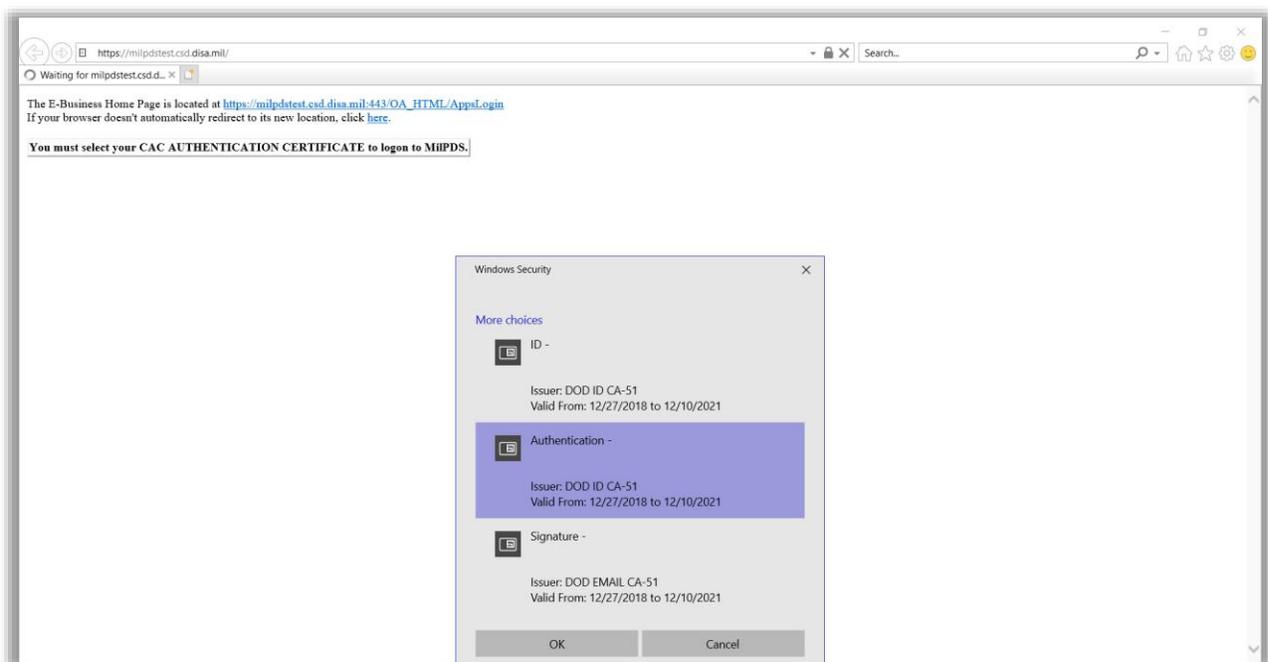
To claim your account:

Using a CAC enabled desktop or laptop, enter the following Uniform Resource Locator (URL) in a web browser search bar:

<https://milpds-prod.csd.disa.mil/>

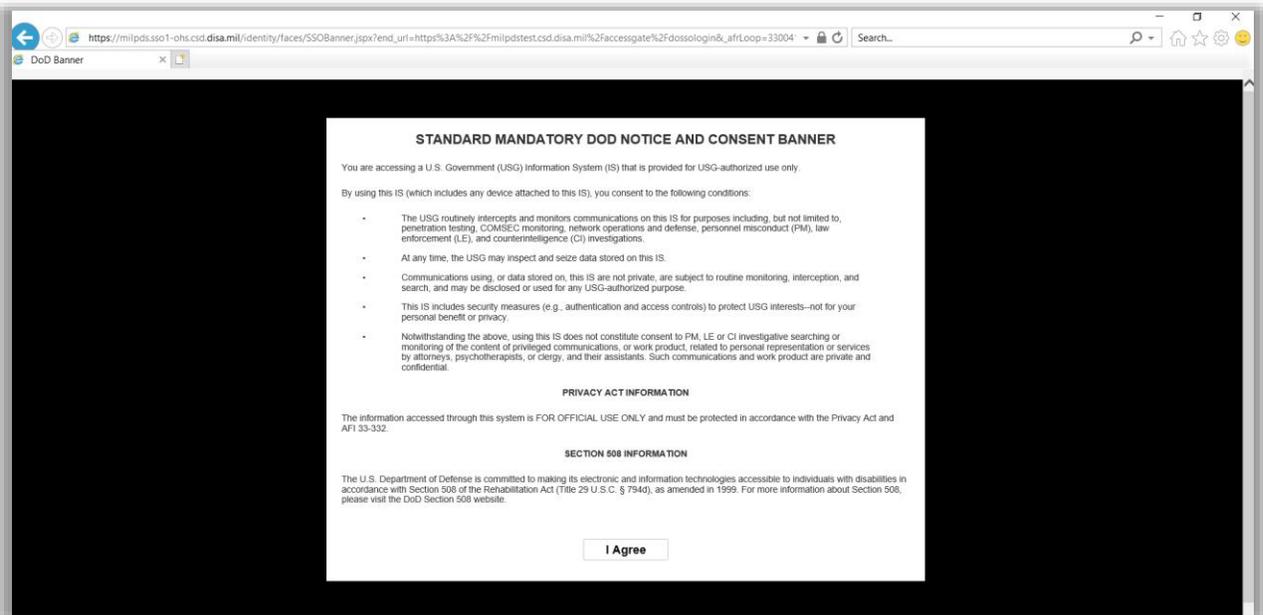
1. Select 'Authentication' certificate and select 'OK'.

**Figure 1 - Authentication Certificate**



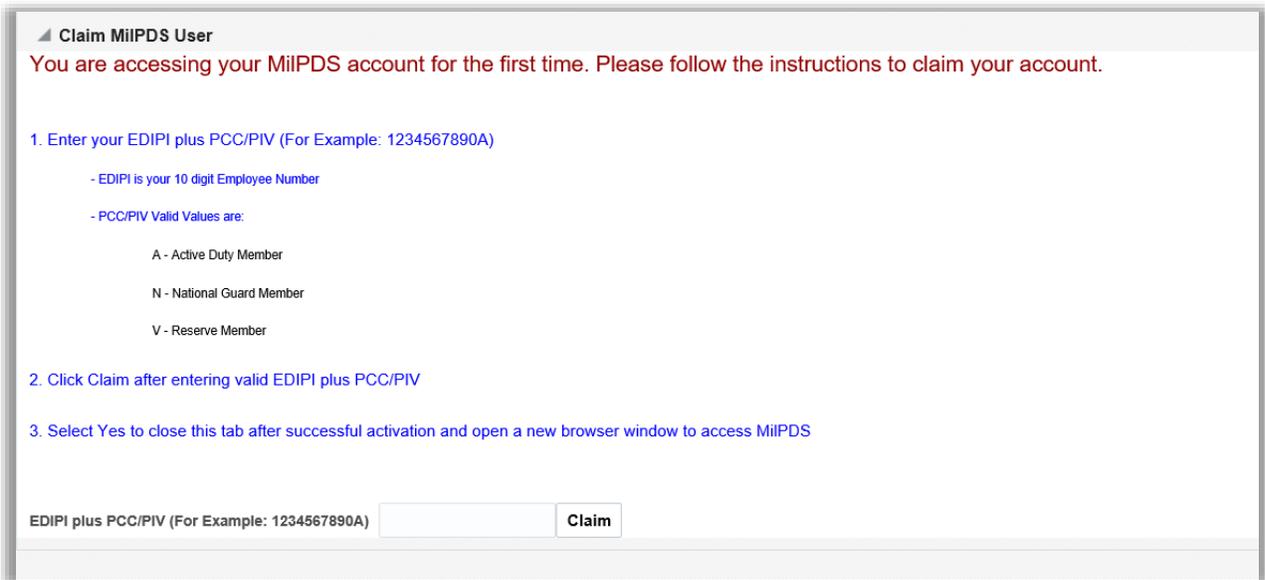
2. Select the 'I Agree' button at the bottom of the DoD Notice and Consent Banner.

**Figure 2 – DoD Notice and Consent Banner**



3. Follow the instructions provided on the 'Account Claim Process' screen.

**Figure 3 - Claim AFIPPS Account Screen**



4. Enter Electronic Data Interchange Personal Identifier (EDIPI), otherwise called DoD ID Number, and Personal Category Code (PCC) / Personal Identity Verification code (case sensitive) then select the 'Claim' button.
  - a. EDIPI number is found on back of Common Access Card (CAC)
  - b. Valid PCC/PIV codes are: **A** (Active Duty), **N** (National Guard) and **V** (Reserve)
  - c. Enter exactly 11 characters for the EDIPI
  - d. Enter precise EDIPI for validation
5. Successful validation will result in access to your AFIPPS account.
6. In the event of a lockout (account inactivity for 34 consecutive days) use EDIPI and PCC to reenable the account.

### 3 - Initial Personal Data Validation

1. Locate the 'US Air Force Employee Self Service' AFIPPS responsibility and select it.
2. The following screen consists of the AFIPPS responsibility on the left and five (5) US Air Force Employee Self Service links on the right:
  - a. Personal Information
  - b. Absence Management
  - c. Person Extra Information
  - d. Assignment Extra Information
  - e. Other Information
3. Select '**Personal Information**'.
4. The Personal Information link is comprised of three (3) additional screens:
  - a. Basic Details (fig 4)
  - b. Address Information (fig 5)
  - c. Dependents and Beneficiaries (fig 6)

**Figure 4 - Basic Details Screen**

ORACLE US Air Force Employee Self Service	
Personal Information	
Basic Details	
Full Name	STARK, TONY
First Name	TONY
Middle Name	IRONMAN
Last Name	STARK
Sex	M
Marital Status	Married
Date of Birth	01-Jan-1900
Social Security	123-23-1230
User Person Type	Enlisted Employee.Ex-applicant
Employee Number	123-23-1230

Figure 5 – Address Information Screen

**Main Address**

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**Type** MAILING/RESIDENCE  
**Address Line 1** 123 STARK INDUSTRIES  
**Address Line 2**  
**Address Line 3**  
**Town or City** AVENGER CITY  
**County**  
**State** CA  
**Postal Code** 90232  
**Country** US

**Other Address**

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**Type** Home of Record  
**Address Line 1** 123 CAPTAIN AMERICA DR  
**Address Line 2**  
**Address Line 3**  
**Town or City** AVENGER CITY  
**County**  
**State** ID  
**Postal Code** 90232  
**Country** US

**Other Address**

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**Type** Place of Birth  
**Address Line 1**  
**Address Line 2**  
**Address Line 3**  
**Town or City** SAN ANTONIO  
**County**  
**State** ID  
**Postal Code** 78232  
**Country** US

Figure 6 - Dependents and Beneficiaries

**Dependents And Beneficiaries**

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Name	First Name	Last Name	Relationship	Date of Birth	Primary Contact	Home Number	Work Number	Mobile
STARK, MORGAN	MORGAN	STARK	Child	08-Oct-2007	No			
POTTS, PEPPER	PEPPER	POTTS	Spouse	24-Apr-1984	Yes			
PARKER, PETER	PETER	PARKER	Child	14-Feb-2010	No			

- Review each of the screens to verify your information is correct. For example, make sure the 'Main Address' is correct, as this is considered the primary active address on file. Table 1 – Personnel and Pay Critical Data Items identifies data items that are pay and personnel critical.

**NOTE: Phone Home/Work/Mobile** will always be blank.

**Table 1 – Personnel and Pay Critical Data Items - Reference**

<b>Data Item</b>	<b>Description</b>	<b>Pay/Personnel Critical</b>
<b>Full Name</b>	Self-Explanatory	YES
<b>First Name</b>	Self-Explanatory	YES
<b>Middle Name</b>	Self-Explanatory	YES
<b>Last Name</b>	Self-Explanatory	YES
<b>Marital Status</b>	Single, Married, or Divorced	YES
<b>Date of Birth</b>	Person Birth Date is used on personnel documents that support Military Service personnel processes as well as determining a DoD Military Service member's mandatory retirement date and/or enlistment eligibility for the Military Service.	YES
<b>Social Security</b>	Social Security Number	YES
<b>User Person Type</b>	Identifies the type of person that a member is within the system such as Employee or Applicant. This is used to determine certain business processes that can only be done when a member is in specific Person Type.	YES
<b>Employee Number</b>	Social Security Number	YES
<b>Type</b>	Mailing/Residence	YES
<b>Address Line 1</b>	Self-Explanatory	YES
<b>Address Line 2</b>	Self-Explanatory	YES
<b>Address Line 3</b>	Self-Explanatory	YES
<b>Town or City</b>	Self-Explanatory	YES
<b>State</b>	Self-Explanatory	YES
<b>Postal Code</b>	Self-Explanatory	YES
<b>Country</b>	Self-Explanatory	YES
<b>Type</b>	Identifies the dependent's State of Legal Residence for State Tax Withholding.	YES
<b>Address Line 1</b>	Self-Explanatory	YES
<b>Address Line 2</b>	Self-Explanatory	YES
<b>Address Line 3</b>	Self-Explanatory	YES
<b>Town or City</b>	Self-Explanatory	YES
<b>State</b>	Self-Explanatory	YES
<b>Postal Code</b>	Self-Explanatory	YES
<b>Country</b>	Self-Explanatory	YES
<b>Primary Contact</b>	One input will need to be "Yes" to get paid dependent rate	YES
<b>Full Name</b>	Self-Explanatory	YES

The subsequent links within the Self-Service Application (Absence Management, Person Extra Information, Assignment Extra Information, and Other Information) provide additional details of your record and are important for validation when Phase 2 commences in 2022.

If information is incorrect, updates can be requested through the Military Personnel Flight (MPF), Personnel Systems Manager (PSM), a self-service myPers incident report, or the Air Force's Total Force Service Center.

In preparation for AFIPPS Go-Live in 2022, Airmen and Guardians will be encouraged to continually access and review their AFIPPS information for accuracy.