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# PACKET INTENT

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**THIS ELECTRONIC PACKET WAS DEVELOPED  
SO AIRMEN AND GUARDIANS CAN:**

**1**

*Easily access AFIPPS 101 documents that equip Airmen and Guardians with the tools to spread awareness of AFIPPS*

**2**

*Pick and choose slides to insert into briefs, presentations, commander calls, etc.*

*Readily download AFIPPS graphics and Educational Materials*

**3**

*Reference the AFIPPS Branding Guide to aid in material development*

**4**

# RESOURCES & HELPFUL LINKS

[AFIPPS 101](#)

[AFIPPS Factsheet](#)

[AFIPPS FAQs](#)

[AFIPPS Website](#)

[AFIPPS Poster](#)

[AFIPPS Brochure](#)

[AFIPPS Training Schedule](#)

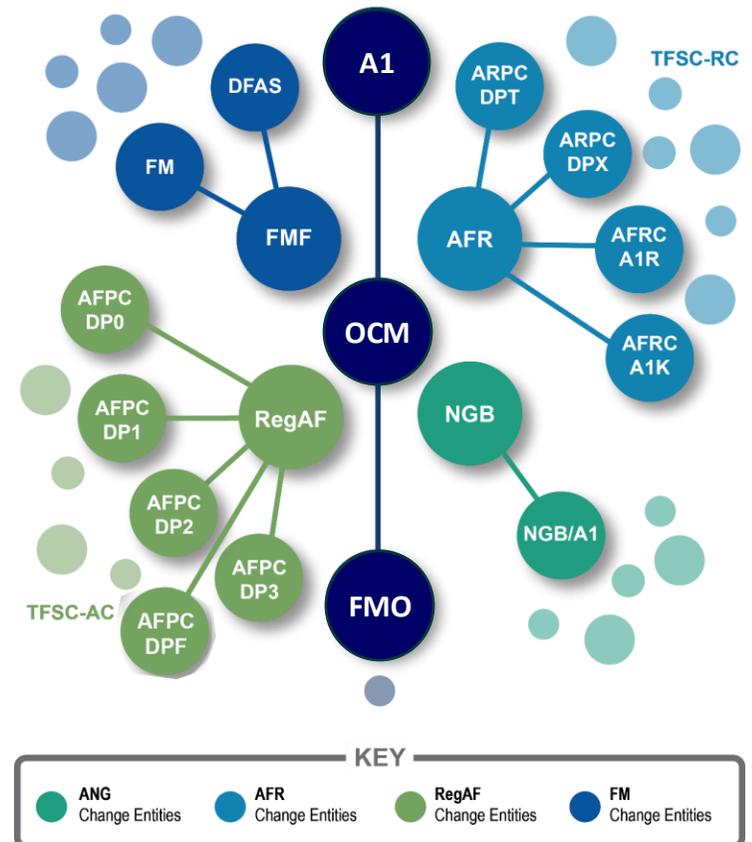
[AFIPPS Videos](#)

[AFIPPS Business Processes](#)

[How to Claim Your AFIPPS Account  
\(MilPDS users\)](#)

*Did we miss something? Drop us a line at: [A1DTA.AFIPPS.OCM@us.af.mil](mailto:A1DTA.AFIPPS.OCM@us.af.mil)*

## Leverage Your Change Network!



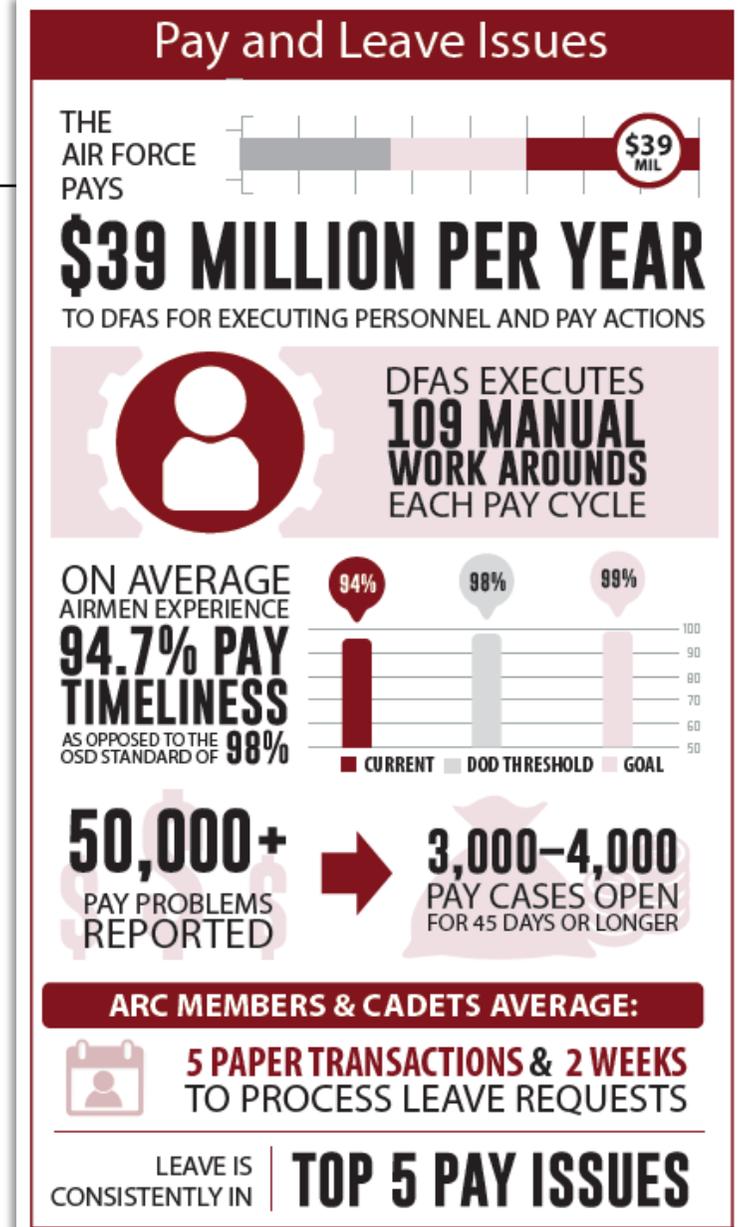
# WHY AFIPPS?

## THE SOLUTION TO A DECADES-LONG PROBLEM

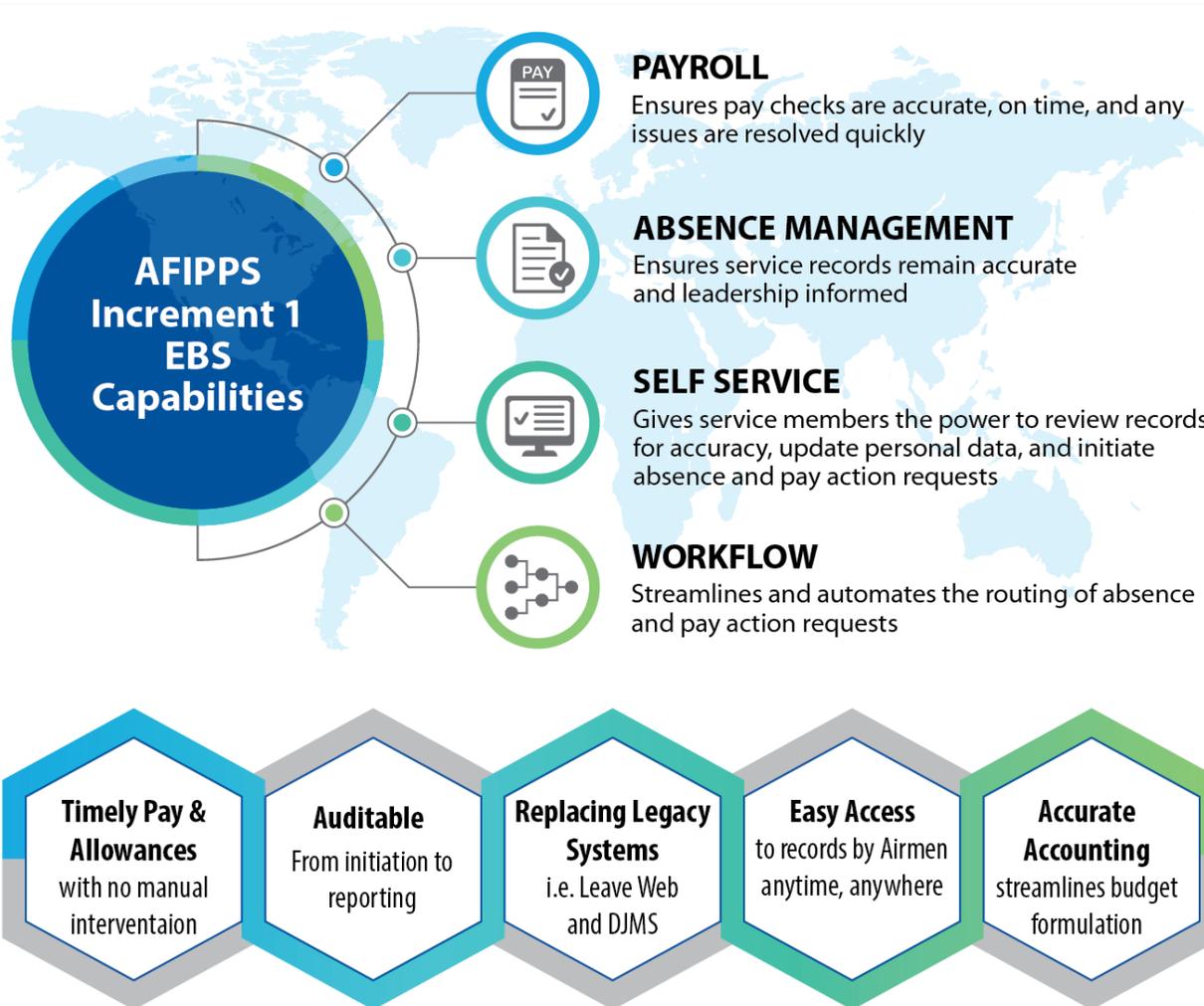
*AFIPPS is the singular enterprise system that will integrate personnel and pay (Pers/Pay) processes for members of the Total Force by streamlining human resources and financial management processes including – but not limited to – pay and leave actions. AFIPPS will remain on MilPDS (Military Personnel Data System) by expanding Oracle EBS' (E-Business Suite) already-existing capabilities. Airmen and Guardians will finally have one single, authoritative member record while the Pers/Pay Community will have one single, auditable system to manage.*

*AFIPPS will improve the Warfighter's experience and reduce serious pay errors which result in unnecessary stress and wasted time across the board. Our plan is to support the Total Force's shift to AFIPPS by providing important, relevant communications that will help Airmen and Guardians make this transition as smoothly and seamlessly as possible.*

***In order to do this, our communications team is going to need your help. By inserting the information we've provided here into your own presentations, you'll be helping us prepare the Total Force for AFIPPS.***



# WHY AFIPPS?



## SYSTEM CAPABILITIES

*AFIPPS will help ensure that **payroll** is accurate, on-time and that any issues are resolved quickly. **Leave records** will remain accurate and leadership will stay informed. **Self-service** will give Airmen and Guardians the power to review records for accuracy, update personal data and initiate leave and pay requests, in 2022. **Workflow** streamlines and automates the routing of leave and pay action requests, lowering the risk of error introduced by manual system inputs.*

*The Air Force is committed to developing and deploying a single system that is secure, efficient and comprehensive and meets the need of every Airman and Guardian.*

# BUILDING AFIPPS CHANGE LEADERS

## HELPING US BUILD AWARENESS

*The Organizational Change Management and Strategic Communication team has been assisting with and facilitating the Force-wide culture shift toward and adoption of AFIPPS since 2016. We will continue to support this effort moving forward into 2021 and beyond, but we need your help to do it.*

- *Communicate to your Airmen and Guardians about AFIPPS updates*
- *Join the monthly Change Champion Network (email [A1DTA.AFIPPS.OCM@us.af.mil](mailto:A1DTA.AFIPPS.OCM@us.af.mil) to join!)*
- *Add AFIPPS info to your briefs*
- *Encourage your peers to claim accounts and read AFIPPS messaging and communications materials (e-Newsletters, brochures and other printed materials on our [website](#), videos and webcasts, strategic messages, etc.)*



# COMMUNICATIONS OVERVIEW

## WHAT TO LOOK FOR

*We develop and distribute materials digitally and physically via print and digital communications, and events and engagements. Any time you receive a digital communication from us it's up to you to pass those along to your unit and anyone in your address book who needs to see them.*

*Examples of regular AFIPPS OCM communications include:*

- *Webcast recordings and Facebook lives*
- *e-Newsletters*
- *Strategic messages*
- *AFIPPS videos*
- *Account Creation reminders*
- *Change Readiness Assessments*

## Print Communication



## Digital Communication



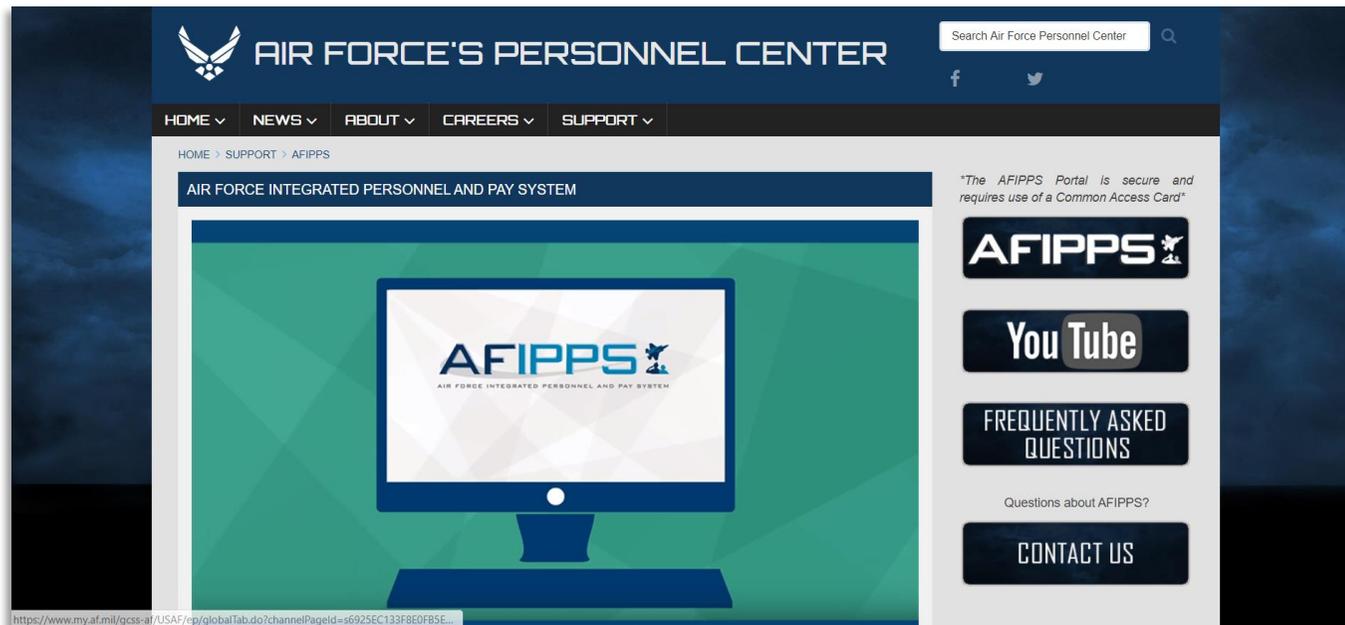
## Events & Engagement



# SHAREABLE ITEMS

## AFIPPS WEBSITE

*AFIPPS' public-facing [website](#) currently serves as the primary location for up-to-date program information. Airman Readiness packages, FSS package materials, brochures, posters, and other downloadable content (DLC) live on this page, as well as [YouTube](#) and the [AFIPPS Portal](#) (best viewed on Google Chrome), and other important resources. We strongly encourage you to check in here every so often and forward any helpful DLC, update, or video links to your unit.*



# SHAREABLE ITEMS

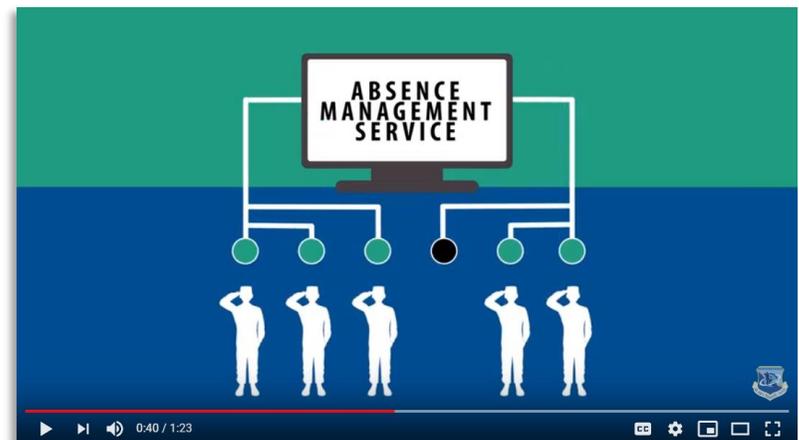
## AFIPPS VIDEOS

*These engaging videos present key messages and information about AFIPPS. Each video is informative and effective, with specific call to actions and contact information.*

*Videos have been released since 2018 and continue to be released until Full Capability release in 2022. Current [videos](#) include:*

- *AFFIPS: What You Can Expect*
- *AFIPPS Demo: HDIP & OCONUS COLA*
- *AFIPPS: Reenlistment Bonus Scenario*
- *AFIPPS: Streamlined Process*
- *AFIPPS 101: A First Look*

*All videos are located on both [milTube](#) and [YouTube](#) and on our [website](#).*



# SHAREABLE ITEMS

The screenshot shows the AFIPPS website announcement page. At the top, it says "AFIPPS AIR FORCE INTEGRATED PERSONNEL AND PAY SYSTEM" and "September 2020". The main heading is "INTRODUCING THE NEW AFIPPS WEBSITE YOUR DESTINATION FOR EVERYTHING AFIPPS". Below this is a paragraph explaining the website's features and updates. A central image shows a laptop displaying the AFIPPS website interface. To the left of the laptop, a callout box titled "ANNOUNCEMENTS" says "Keep scrolling to find all the latest AFIPPS announcements and important updates!". To the right, two callout boxes are present: "AFIPPS EDUCATIONAL MATERIALS" which says "Here you can access all the materials that were sent to all FSS/CPTs over the last few months. Be an AFIPPS Change Agent by printing these materials and displaying them in your area!" and "AFIPPS LINKS & RESOURCES" which lists: "Portal Page", "YouTube Playlist", "mTube Recordings", "myPers Page", "FAQs", and "Organizational Change Management (OCM) Inbox". At the bottom of the page, it says "Check out the new AFIPPS page at <https://www.afpc.af.mil/Support/AFIPPS/> and download our resources! As always you can contact the OCM inbox at [A1DTA.AFIPPS.OCM@us.af.mil](mailto:A1DTA.AFIPPS.OCM@us.af.mil) for any questions, comments, or concerns. In addition, check out our latest [System and Functional Training webcast](#) from April 2020, and be on the lookout for our Summer eNewsletter, anticipated to be sent out July 2020 via myPers." The footer includes "VR //SIGNED// MICHAEL D. CHIPLIN, Lt Col, USAF Chief, AFIPPS Organizational Change Management" and "GUARD | REGAF | RESERVE".

## AFIPPS STRATEGIC COMMUNICATION MESSAGES

*AFIPPS messaging is sent out via myPers and provides regular updates to the field to include topics such as:*

- *Organizational Change Management products, surveys, and events*
- *System and Functional training updates*
- *Testing progress*
- *Available AFIPPS resources*
- *Leadership updates*

*During the developmental phase of AFIPPS, messaging has been targeted toward our HR and Pay community, however, with the completion of system development and the rollout of AFIPPS to the Total Force underway, be on the lookout for regular communications.*

*To access or current messages, visit our [portal page!](#)*

# SHAREABLE ITEMS



## E-NEWSLETTERS

Available on the [AFIPPS Portal Page](#) (best viewed on Chrom), these digital newsletters highlight key transformational and/or implementation activities for the quarter, including upcoming events and recent milestones. As ROSS approaches, content focus has shifted to Self-Service and Account Creation-specific information pertinent to the Total Force. Be sure to pass these on as you receive them.

## WEBCASTS

The OCM team, in collaboration with the AFPC Webcast liaison, produces webcasts that cover an array of AFIPPS topics. Past topics have included: AFIPPS leadership updates, process changes, Phase 1 deployment readiness, training, and more. Current focus is ROSS and Account Creation. These webcasts are available to the Total Force via [myPers](#), DCS, FB, Zoom, YouTube, and [milTube](#).

The screenshot shows a YouTube video player for a webcast titled "AFIPPS System and Functional Training Webcast". The video content displays a slide with the following information:

- U.S. AIR FORCE**
- Pay Timeliness, Accuracy & Cost**
- \$39 MILLION PER YEAR** TO DFAS FOR EXECUTING PERSONNEL AND PAY ACTIONS
- EACH PAY PERIOD DFAS EXECUTES 109 MANUAL WORK AROUNDS**
- 94.7% PAY TIMELINESS** AS OPPOSED TO THE 98% OSD STANDARD OF
- LEAVE IS CONSISTENTLY IN TOP 5 PAY ISSUES**
- ARC MEMBERS & CADETS AVERAGE: 5 PAPER TRANSACTIONS & 2 WEEKS TO PROCESS LEAVE REQUESTS**
- 50,000+ PAY PROBLEMS REPORTED ANNUALLY**
- 3,000-4,000 PAY CASES OPEN FOR 45 DAYS OR LONGER PER MONTH**

The video player interface includes a play button, volume control, and a progress bar. Below the video, the title "AFIPPS System and Functional Training Webcast" is displayed, along with "584 views • May 18, 2020". There are also social media sharing options (like, comment, share, save) and a "SUBSCRIBE" button for the "Air Force Personnel Center" channel, which has 1.79K subscribers.

# SHAREABLE ITEMS

## SOCIAL MEDIA

*As social media and other digital channels remain the key communications tools for many organizations, maintaining a relatable, relevant, and informative online presence has become increasingly vital to the program's success.*

*Moving further into 2021, the team will continue to count on you leveraging these digital channels to focus on sharing important updates regarding Account Creation and ROSS review capability.*

*Post our links, share our content, comment and like others' posts about AFIPPS.*



# AFIPPS KEY POINTS

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**The Air Force will remain on MilPDS and expand Oracle EBS's capabilities**

**Airmen and Guardians will have a single authoritative member record for HR and pay**

**The Department of the Air Force is committed to improving the warfighter's customer experience**

**AFIPPS will provide a single, auditable system to manage military personnel and pay**

*Check out our [FAQs](#) and [Factsheet](#) for more key talking points!*

# AFIPPS KEY POINTS: ROSS PHASE 1

## READ-ONLY SELF-SERVICE (ROSS)

*Once AFIPPS goes live, every Airman and Guardian will finally have one single authoritative record – no more separate HR and pay records in multiple systems. Service members will have access to more automated processes and self-service capabilities rolled out in two phases. Read-Only Self-Service (ROSS) is the first capability that will be released to the Total Force in waves, starting summer 2021.*

**Phase 1** begins this year with Account Creation capability prior to go-live. During this phase, Airmen and Guardians will be invited to create individual AFIPPS accounts:

- *The Total Force will receive a notification with a link and instructions on how to claim their account.*
- *Click the link to access your read-only accounts and verify that your information is correct.*
- *If you see errors on your record, follow the current process for correcting those errors.*

*It is essential that all users access their accounts to verify that their data is accurate to reduce pay errors and ensure the success of AFIPPS during Phase 2: Full Capability*

### ACCOUNT CREATION



...

It is extremely important that you review your information and make any corrections now. Return throughout 2021 to ensure your information is up to date.

- 1 Claim your account
- 2 Verify your record
- 3 Keep your account up-to-date

**Start using your Account**

# AFIPPS KEY POINTS: ROSS PHASE 2

## FULL CAPABILITY DEPLOYMENT

**Phase 2** will cover the full spectrum of AFIPPS capabilities.

Currently, Phase 2 is scheduled to be delivered summer 2022 and **registered users** will have access to all AFIPPS capabilities. However, with Phase 1 deployment quickly approaching, the AFIPPS team is focusing heavily on encouraging Airmen and Guardians to claim their Read-Only Self Service (ROSS) Accounts and correct their information. Airmen and Guardians will continue to receive updates as each phase progresses and will receive more detail regarding system capabilities closer to Go-Live in 2022.

Phase 2 instructions will be coming soon. Right now, we are concentrating on sharing Phase 1 actions and encouraging account creation for our total force members.

### Phase 2 to Follow

## PAYROLL DELIVERY

This phase will finally deliver a single system, giving you the ability to validate your record, initiate pay action requests, electronically perform leave actions, manage HR processes, and much more.



VALIDATE  
YOUR RECORD



INITIATE  
PAY PROCESSES



PERFORM  
LEAVE ACTIONS



MANAGE  
HR APPROVALS



DECREASE PAY ISSUES



INCREASE ACCURACY

# AFIPPS BRANDING GUIDE

## AFIPPS BRANDING (STYLE) GUIDE

*If creating your own tailored products to communicate AFIPPS, this is a helpful guide which contains:*

- *All AFIPPS Logos and images*
- *Colors Schemes*
- *Approved Fonts*
- *Formatting guidelines*

*These were designed with an intent to uniformly and prominently communicate AFIPPS material to the field, and are available to you for use. With these guidelines, anyone can create AFIPPS-approved communications that they can share with their peers. Click [here](#) to find the guide on the AFIPPS Portal Page (best viewed on Google Chrome).*

*You can always reach out to the team for assistance.*

