

FREQUENTLY ASKED QUESTIONS

General Information

Q. What is AFIPPS?

A. The Air Force Integrated Personnel and Pay System (AFIPPS) is larger than IT and represents the overarching strategic umbrella for how the Air Force owns and operates the HRM domain, including but not limited to operational structure, the people, the processes and technology. AFIPPS is one of the largest, active Enterprise Resource Planning (ERP) and Information Technology (IT) Transformation projects within the Department of Defense (DoD).

AFIPPS is a Business Category I (BCAT I) SAF-directed program with the intent to integrate military personnel and pay within the same Air Force ecosystem.

Q. What is the purpose of AFIPPS?

A. The overall purpose of AFIPPS is to support effective military personnel management and development throughout the lifecycle of all military members, by providing an accurate and timely authoritative source of personnel data. AFIPPS will be a Commercial-Off-The-Shelf (COTS)-based solution that will enable timely, accurate delivery of pay, entitlements, allowances and benefits. It will make appropriate information available at all levels of management for Air Force Active Duty, Air Force Reserve (AFR), Air National Guard (ANG) and also to include the United States Air Force Academy (USAFA) cadets and reserve Officer training Corps (ROTC) trainees.

Q. What are the key milestones for the program (important dates, go-live goal, etc.)?

2018: Fit Gap/Development – Requirement Analysis and Sprint Team Establishment

2019: AFIPPS Development – System Development Sprints, Training Development

2020: AFIPPS Testing & Training – Interim Operational Testing, Training to the field

2021: Deploy AFIPPS to the Total Force – 365 days of system sustainment and support

Q. What are the capabilities of the program/what will I be able to do?

A. MiIPDS is an already established, web-enabled Enterprise Resource Planning (ERP) software solution that utilizes the Oracle eBusiness Suite (EBS) Human Capital Management (HCM) module. Under AFIPPS Increment I, the Department of the Air Force (DAF) will enable/turn-on the payroll, self-service Human

Resources (HR), absence management and analytics capabilities of the commercial-off-the-shelf (COTS) product.

The Total Force will be able to view and update personal data (e.g., address, direct deposit/bank information for payroll) and will be able to initiate select actions (e.g., request to start/stop/modify entitlement, allowance, or leave).

Q. How is AFIPPS different from DIMHRS?

A. The Defense Integrated Military Human Resources System (DIMHRS) program was intended to be an enterprise-wide program within the DoD utilizing PeopleSoft to provide fully integrated multi-Service personnel and pay. The system would have supported all components across each branch of the Military Services throughout a Service member's career. As the largest Enterprise Resource Planning (ERP) program ever implemented for human resources, DIMHRS was to subsume or replace more than ninety legacy systems.

AFIPPS is an Air Force system that will leverage already existing architecture, capability and functionality within the HR environment of MilPDS. MilPDS, a web-enabled Enterprise Resource Planning (ERP) software solution that utilizes the Oracle eBusiness Suite (EBS) Human Capital Management (HCM) module, already supports effective military personnel management and development throughout the career lifecycle of all military members by providing an accurate and single authoritative source of personnel. AFIPPS will incorporate Oracle EBS COTS capabilities to integrate pay data. By integrating the personnel and pay functionality, the RegAF, ANG, and AFR components will streamline and improve automated support for these actions.

Q. Will there be future AFIPPS increments?

A. Increment I is the first step of an Air Force digital transformation towards consolidating platforms, modernizing legacy systems, taking advantage of COTS products and improving the user experience. The Air Force is still considering a course of action for future increments and capabilities at this time.

System

Q. What is changing/what is going away?

A. The AFIPPS solution will replace Air Force pay and benefits computation and disbursement processes of DJMS-Active Component/Reserve Component (AC/RC), Defense MilPay Office (DMO), LeaveWeb, Pay Entitlement Processing Application (PEPA) and 5-Year Tax History System (5YTHS). AFIPPS will have Air Force-wide applicability, encompassing Airmen in all Air Force components from accession to separation or retirement.

Major Systems/Processes Incorporated/Discontinued Upon AFIPPS Increment I Release:

- DJMS-AC (Incorporated)

- DJMS-RC (Incorporated)
- LeaveWeb (Incorporated)
- 5YTHS (Incorporated)
- DMO (Discontinued)
- PEPA (Discontinued)

Q. How will this change affect service members?

A. AFIPPS will enable timely, accurate delivery of pay, entitlements, allowances and benefits to RegAF members, including USAFA cadets and ROTC trainees, ANG and AFR components. This web-based system will have a single, comprehensive record of service that stays with each Airman throughout his/her career, allowing real-time record updates through self-service capabilities.

Q. How will AFIPPS affect HR specialists and service providers?

A. Personnel and pay professionals will have a streamlined work process with a one-time data entry that automatically updates information and routes HR and pay requests. One system for personnel and pay transactions will reduce work duplication and numerous forms, decreasing the likelihood of data errors that arise because of separate transaction environments. This single system will also provide comprehensive data analytics, which tie HR management data and payroll analytic capabilities for enhanced system performance.

A majority of military personnel transactions trigger a pay-effecting action, therefore the implementation of AFIPPS Increment I will increase the role of personnel technicians in military pay-related matters. This is largely due to the AFIPPS-provided capability for personnelists to perform and approve personnel actions that subsequently affect pay, as well as validate that the requested pay changes have occurred via the AFIPPS integrated military pay functions.

Q. How will AFIPPS affect commanders and supervisors?

A. AFIPPS will make appropriate personnel and pay information available for all levels of management. Active, National Guard and Reserve components will integrate personnel and pay functionality; streamline and improve automated support to the mobilization and deployment processes; and implement standard data that reflects the core requirements of the Combatant Commands, the Department of the Air Force, the Office of the Secretary of Defense and other federal agencies.

Business Design and Training

Q. When and how will I receive training on the new system?

A. Effective training programs are essential to ensure Personnel, FM, DFAS personnel and other users are ready to employ AFIPPS. Strategies and methods are currently being developed to implement training prior to and after AFIPPS Increment I deployment.

There is officially no manpower study aligned to this effort; only deliberation of combined HR roles and responsibilities are being assessed based on the current scope of AFIPPS requirements.

Q. Will the structure of the organization change?

A. The Air Force leadership position as of today is that many of the FM responsibilities and authorizations may migrate to personnel, but no new AFSC is scheduled to be created.

Q. Will Training be delivered to the Total Force Airmen, and if so how and when?

A. Instruction on how to use AFIPPS will be delivered to Total Force Airmen by videos, user manuals and job aids, beginning Q1FY2021.

Q. How will HR Personnelists be trained on new payroll functionality?

A. Instructor-Led-Training (ILT) for Train-the-Trainers (TtT) will be provided, and TtT will deliver instruction to the remaining force.

Q. Who will identify the attendees for the ILT TtT classes?

A. Each Component and MAJCOM will identify respective attendees for the ILT TtT.

Q. When will AFIPPS training begin?

A. ILT TtT is projected for Q2FY2020.

Q. Will all HR Personnel Specialists be trained in time for AFIPPS Go Live?

A. Yes. To deliver seamless payroll, the target is for all HR Personnel Specialists be trained prior to Go-Live.

Q. Will this ILT TtT cover all Finance and payroll processes?

A. The ILT TtT will focus on AFIPPS system payroll processes and updates.

Q. How can base level leadership best prepare our HR Personnel Specialists to receive these new responsibilities?

A. To best prepare the HR Personnel Specialists, introduce the various Benefits and Entitlements that stem from updates performed today and military pay functions acquired in the future.

Q. Will there be finance certifications awarded at the conclusion of training?

A. Finance Certification will not be awarded by AFIPPS TtT; instead, training will focus on the software functionality and how it will be utilized in payroll updates and processing.

Q. Will base level functions have reach back capability while training HR Personnel Specialists?

A. Yes, reach-back assistance is available during HR Personnel Specialist training and for 365 days after Go Live.

Acronym List

A1	Personnel Community
A1/FM PB	A1/FM Portfolio Board
ACAT-1	Acquisition Category 1
ADDIES	Analyze-Design-Develop-Implement-Evaluate-Sustain
AETC	Air Education and Training Command
AF	Air Force
AFH	Air Force Handbook
AFIPPS	Air Force Integrated Personnel and Pay System
AFOTEC	Air Force Operational Test and Evaluation Center
AFPC	Air Force Personnel Center
AFPOA	Air Force Personnel Operations Activity
AFR	Air Force Reserve
ANG	Air National Guard
APB	Approved Program Budget
ARM	Active Risk Management
ARPC	Air Force Reserve Personnel Center
ATP	Authority to Proceed
BDR	Business Design and Requirements
BOD	Board of Directors
BPM	Business Process Map
BPO	Business Process Owner

BPR	Business Process Review
BPR	Business Process Reengineering
CCB	Configuration Control Board
CCN	Change Champion Network
CDRL	Contracts Data Requirements List
CFM	Career Field Managers
CMP	Change Management Plan
CMS	Case Management System
CO	Contracting Officer
COA	Course of Action
CONOPS	Concept of Operations
COTS	Commercial-off-the-Shelf
CR	Change Request
CTL	Component Team Lead
DCS	Defense Collaboration Service
DFAS	Defense Finance and Accounting Service
DIMHRS	Defense Integrated Military Human Resource System
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DOORS	Dynamic Object-Oriented Requirements System
EA	Enterprise Architecture
E-BOD	Executive Board of Directors
ECP	Enterprise Change Proposal
ERP	Enterprise Resource Planning
ESG	Executive Steering Group
FD ATP	Full Deployment Authority to Proceed
FM	Financial Management
FMO	Functional Management Office
FOC	Full Operating Capability
FRRB	Functional Requirements Review Board
FSS	Force Support Squadron
Go-Live	Deployment
HCM	Human Capital Management
HR	Human Resources
HRM	Human Resource Management
ILT	Instructor-led training
IMS	Integrated Master Schedule
IOC	Initial Operating Capability
IPM	Integrated Personnel Management
IPT	Integrated Planning Team
ISD	Instructional Systems Development
IT	Information Technology
KPP	Key Performance Parameter
KSA	Key System Attribute
LMS	Learning Management System
LRP	Law/Regulation/Policy
MAJCOM	Major Command
MDA	Milestone Decision Authority
MFR	Memo for Record
MilPDS	Military Personnel Data System

NCSAF	National Commission on the Structure of Air Force
NFR	Non-Functional Requirement
OCM	Organizational Change Management
Oracle EBS	Oracle eBusiness Suite
OT&E	Operational Testing & Evaluation
Pers/Pay	Personnel and pay
PMO	Program Management Office
POAM	Plan of Action and Milestones
POC	Point of Contact
PRB	Program Review Board
PWS	Performance Work Statement
RCAB	Requirements Change Advisory Board
RegAF	Regular Air Force
ROI	Return on Investment
ROM	Rough Order of Magnitude
RTM	Requirements Traceability Matrix
SCORM	Sharable Content Objective Reference Model
SEC	Senior Enterprise Council
SI	System Integrator
SME	Subject Matter Expert
SRD	Systems Requirements Document
SUM	System User Manual
TF	Total Force
TFSC	Total Force Service Center
TPT	Training Planning Team
TRB	Technical Review Board
TtT	Train-the-trainer
UC	Use Case
USAFA	United States Air Force Academy
WBT	Web-based training