USAR AGR MER OVERVIEW JOB AID

This Job Aid assists Army Reserve (USAR) Army Guard Reserve (AGR) unit level HR Professionals and Strength Managers to complete the Mission Essential Requirements (MER) input process.

NOTE: In IPPS-A, Soldiers are referenced to as Members.

This process enables units to prioritize valid positions for fill or no fill in a closed marketplace. This training supplement will demonstrate how to align position priorities with unit requirements and leadership guidance.

NOTE: See IPPS-A User Manual > Chapter 10 for more information.

MER Input: Unit Level

1. Click on the **HR Professional** user role.
2. Click on the **TAM Unit Workcenter** tile.

MER Input: Unit Level CONTINUED

3. Click on **Closed Marketplace**.

4. Click on **Marketplace Fill**.

5. The Closed Market Priority Fill window displays.

   5A. Type the Distribution Cycle (DC) in the **Cycle** text box.

   5B. Click on **Search**.

   👆 NOTE: DC = Code O or E for Off / Enl, then the two-digit FY, followed by the DC (01 or 02); ex., O2402.

6. The Search Results will populate, displaying the Cycle, Description, and the Year/Month Available to Move (YMAV) Begin and End dates, click on the **>**.

   👆 NOTE: Search Results = The YMAV Begin and YMAV End is the period that identifies the DC movement window.

Talent Management Workcenter

- ⌄ My Approvals
- ⌄ Links
- **Talent Management Workcenter** ⌄
- **Soldier Talent Profile** ⌄
  - Soldier Talent Profile Search
- **Configuration** ⌄
- **Profile Management** ⌄
- **Job Opening Administration** ⌄
- **Closed Marketplace** ③ ⌄
  - Marketplace Applicants
  - Marketplace Fill ④
  - Marketplace Unit Preferences
  - Slating

Closed Market Priority Fill ⑤

Find an Existing Value

⌄ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕘 Recent Searches [Choose from recent searches ▾] ✎ 🔖 Saved Searches [Choose from saved searches ▾] ✎

Cycle	begins with ▾	O2402 Ⓐ
Description	begins with ▾	
YMAV Begin	begins with ▾	
YMAV End	begins with ▾	

⌃ Show fewer options

☐ Case Sensitive

Ⓑ [Search] [Clear] [🔖 Save Search]

⌄ Search Results

1 rows - Cycle "O2402"

		< < 1-1 of 1 ▾ > >		View All
Cycle	Description	YMAV Begin	YMAV End	
O2402	Officer FY 2024 Cycle 2	202404	202409	> ⑥

MER Input: Unit Level CONTINUED

7. The **Potential Positions and Job Openings** (JO) window will populate, click on the magnifying glass located in the **Market ID** box.

8. The **Look Up Market ID** window will populate (shows the available Market IDs).

   8A. Click on the hyperlink under the Description column.

   8B. Click on **Filter.**

9. The positions for the selected DC will populate.

   9A. Under the **UNIT INPUT** column, Select '**Fill'** or '**No Fill'.**

   👆 *NOTE: Fill = position requires a fill during the Market. No Fill = position does not require a fill.*

   9B. Under the **UNIT REQUEST REPORT DATE** column, click on the calendar icon to select a desired date.

   👆 *NOTE: Date must fall within the DC window.*

   9C. Under the **PRIORITY** column, prioritize all positions by typing a numerical value.

   👆 *NOTE: Enter priorities in sequential order; ascending (1-5) or descending (5-1).*

   9D. Utilize the **SPECIAL REMARKS** column to provide details to the HRC Account Managers.

   👆 *NOTE: Special Remarks Examples =*
   - *Member will REFRAD effective 202408313.*
   - *Critical Position, vacant since 20230401.*
   - *Member will retire 20240701; terminal leave will begin 20240401.*
   - *Member will curtail on 20240615.*

Instructions

This page is a view of all potential Positions and Job Openings for a specified Cycle and Closed Market.

The Unit can indicate priority fill from 1 to N based on Position Preferences and allows the Unit to indicate if they would like to keep or remove the Position from the Cycle. The Unit can request additional Positions to be added to the Cycle based on Grouping ID selected. The Unit can provide Special Remarks which is viewed by HRC and taken into consideration when validating Positions to be added to the Closed Market.

HRC has the ability to validate which Positions and Job Openings are associated to a Cycle and Closed Market.

Cycle

Cycle ID	O2402	Officer FY 2024 Cycle 2
YMAV Begin	202404	
YMAV End	202409	

Filter Criteria

Market ID [🔍] **7**   [Filter]

[Save] [Return to Search]

8 Look Up Market ID ✕

Help

Market ID [= ▾] [_____]

[Search] [Clear] [Cancel] [Basic]

Lookup
Search Results

View 100 |< < 1-1 of 1 ▾ > >|

Market ID	Description	
3	Officer Marketplace Pilot 1	**A**

Filter Criteria

Market ID	3 🔍	Officer Marketplace Pilot 1	**B** [Filter]
CMNDCD	UA	80TH TNG CMD -TASS	

9

CITY	STATE	UNIT INPUT **A**	UNIT REQUEST REPORT DT **B**	PRIORITY **C**	SPECIAL REMARKS **D**
FT KNOX	KY	Fill ▾	05/06/2024 📅	1	SM will Curtail on June15
FT KNOX	KY	▾	📅	0	
FT KNOX	KY	▾	📅	0	

Additional Columns

10. Click on **icons** to populate the data for the six additional columns.

   10A. Job Opening Details

   10B. Job Opening Posting Details

   10C. Position Posting Details

   10D. UIC Posting Details (currently not avail in IPPS-A)

   10E. Position Details

   10F. Labels (Active Guard Reserve (AGR) Members do not use)

11. Click on the **Job Openings Details** icon to open the Job Opening Details page and review job details.

12. Scroll down to the **Managed Position Section** (this section displays Joint Duty Assignment Listing (JDAL)).

13. Click **Return**.

One Soldier ★ One Record ★ One Army
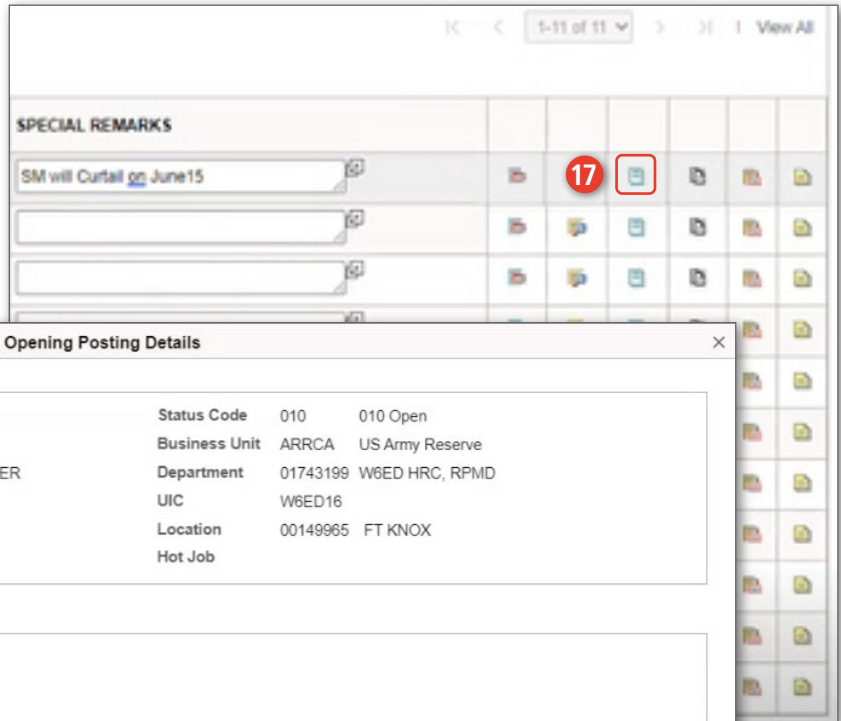
U.S. ARMY

Job Opening Details

14. Click on the **Job Opening Posting Details** icon to review details about the job opening.

15. Scroll down to the **Job Opening Posting Details** section to review info.

16. Click **Return**.
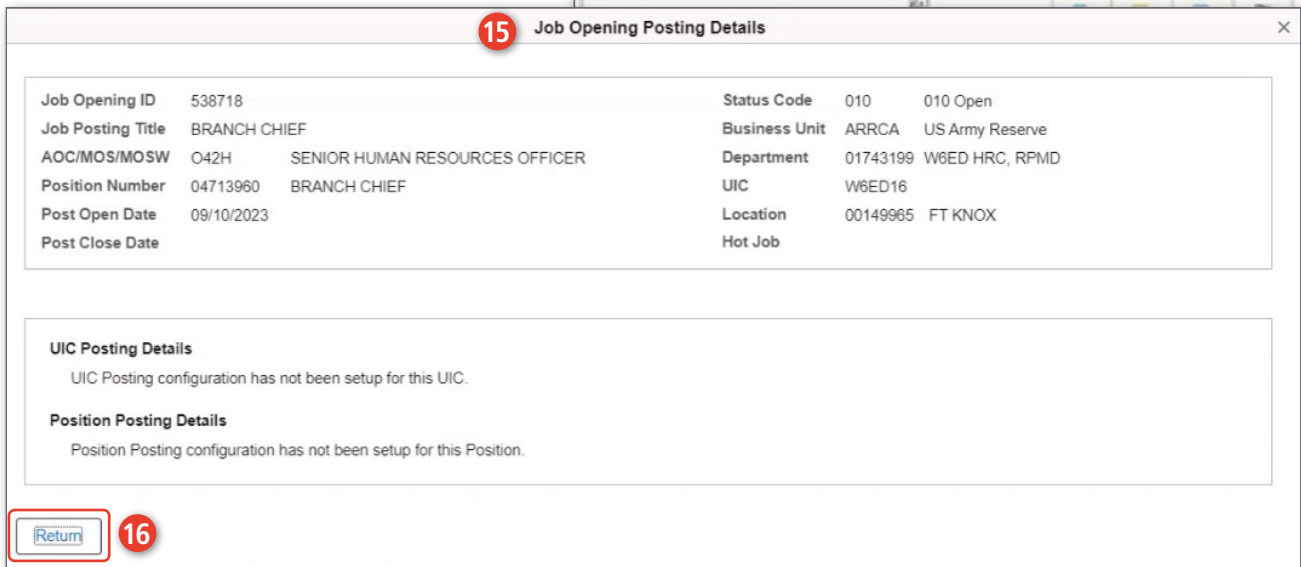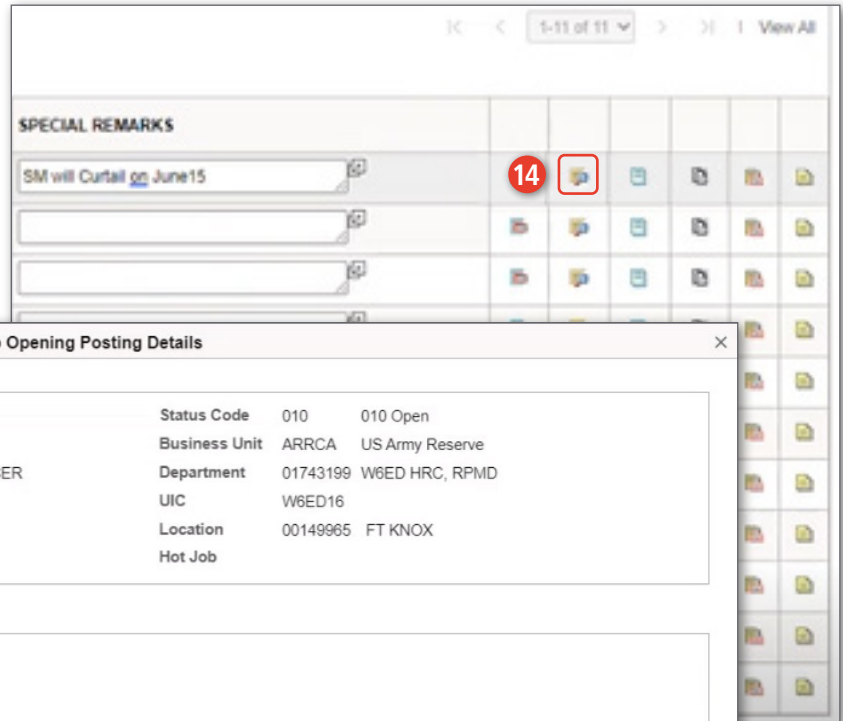
Position Posting Details

17. Click on the **Position Posting Details** icon to review to review additional requirements for the job opportunity (ex., Interview required.)

18. Scroll down to the **Position Posting Details** section to review info.

19. Click **Return**.

Position Details

20. Click on the **Position Details** icon.

21. The non-person **Profile** window will open.

    21A. Click on **>** to scroll to the right to view additional headers.

    21B. Click on **Assignment Information**.

    21C. Scroll down to the **Managed Position Code** section.

    21D. Click on R**eturn to the Previous Page** to return to the job openings.

Incumbent Tab

22. Click on the **Incumbents Tab** to display Members in the system, assigned to positions.

23. See **Name** column for details.

	JO	POSCO	Control Branch	POSITION	DUTY TITLE	Incumbent EMPLID	NAME
☐	538727	O01A	OBI	04536789	#2 CAREER MANAGER		
☐	538728	O25A	OSC	04593303	#2 CAREER MANAGER	0000000000	DAVIS, JOHN
☐	538729	O12A	OAR	04595120	#1 CAREER MANAGER		
☐	538719	O50A	O50	04601773	#1 CAREER MANAGER	0000000000	JONES, JENNIFER
☐	538720	O70F	OMS	04601774	#5 CAREER MANAGER		
☐	538725	O42H	OAG	04601891	BRANCH CHIEF	0000000000	ANDERSON, THOMAS
☐	538718	O42H	OAG	04713960	BRANCH CHIEF	0000000000	MARTIN, ANTHONY
☐	538717	O70H	OMS	04713963	HS OPS & TNG OFF	0000000000	GARCIA, BETH
☐	538737	O66N	OAN	04713965	#1 CAREER MANAGER	0000000000	MILLER, ABIGAIL
☐	538736	O42H	OAG	06670349	#3 CAREER MANAGER		
☐	538734	O70F	OMS	06670361	#2 HR MGT OFF (MIL)	0000000000	BROWN, RICHARD

Adding and Deleting Positions

24. To request a missing position, click on **Add**.

25. To delete a position, click on **Delete**.

26. Click **Save**.

NOTE: Users can ONLY delete positions that were manually added by the unit; the user cannot delete a position that has a JO created.

NOTE: All entries made during session will be lost if user does not save.

Job Openings and Positions

Add **24**   Delete **25**   Save **26**

Valid Preference Values Are From 1 To 2 And 11

Job Opening | Incumbent | ‖▷

	JO	POSCO	Control Branch	POSITION	DUTY TITLE
☐	538727	O01A	OBI	04536789	#2 CAREER MANAGER
☐	538728	O25A	OSC	04593303	#2 CAREER MANAGER
☐	538729	O12A	OAR	04595120	#1 CAREER MANAGER
☐	538719	O50A	O50	04601773	#1 CAREER MANAGER
☐	538720	O70F	OMS	04601774	#5 CAREER MANAGER
☐	538725	O42H	OAG	04601891	BRANCH CHIEF
☐	538718	O42H	OAG	04713960	BRANCH CHIEF
☐	538717	O70H	OMS	04713963	HS OPS & TNG OFF
☐	538737	O66N	OAN	04713965	#1 CAREER MANAGER
☐	538736	O42H	OAG	06670349	#3 CAREER MANAGER
☐	538734	O70F	OMS	06670361	#2 HR MGT OFF (MIL)

Save   Return to Search

RESOURCES

IPPS-A Resource Page: UPK - EPSS R3 Outline
(https://hr.ippsa.army.mil/upk/r3/resources/help/Publishing%20Content/PlayerPackage/data/toc.html)

IPPS-A Milsuite page: https://www.milsuite.mil/book/community/spaces/apf/s1net/ipps-a

IPPS-A website: https://IPPS-A.army.mil

IPPS-A Facebook: https://www.facebook.com/armyippsa

IPPS-A YouTube: https://www.youtube.com/c/IPPSA

IPPS-A Mailbox: usarmy.pentagon.hqda-ipps-a.mbx.ipps-a@mail.mil

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