



# 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.

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

 *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.

The screenshot shows the IPPS-A user interface for an HR Professional user. The top navigation bar includes the IPPS-A logo, a clock icon, a heart icon, a 'Menu' dropdown, and a 'Search in Menu' field. The user's role is 'HR Professional'. A dropdown menu is open, showing options: 'Self Service', 'HR Professional' (selected and marked with a red '1'), 'Manager Self Service', and 'Talent Administrator'. The main dashboard features a grid of tiles: 'Access Request', 'DD Form 93 for HR Professional', 'Top Issues' (with a '1 Top Issues' indicator), and 'TAM Unit Workcenter' (highlighted with a red border and marked with a red '2'). Other visible tiles include 'Human Resource Auth Report', 'Adhoc Reporting - OBIEE', and 'Predefined Queries'.

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## 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 A

Description begins with

YMAV Begin begins with

YMAV End begins with

Show fewer options

Case Sensitive

B Search Clear Save Search

Search Results

1 rows - Cycle "O2402"

Cycle	Description	YMAV Begin	YMAV End	
O2402	Officer FY 2024 Cycle 2	202404	202409	<span style="border: 1px solid red; padding: 2px;">&gt;</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span>

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## 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.

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**Cycle**

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

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**Filter Criteria**

Market ID  7 Filter

Save Return to Search

**8 Look Up Market ID** x

[Help](#)

Market ID =

Search Clear Cancel Basic

**Lookup**

Search Results

View 100 << < 1-1 of 1 > >>

Market ID	Description
3	<a href="#">Officer Marketplace Pilot 1</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">A</span>

**Filter Criteria**

Market ID  Officer Marketplace Pilot 1 B Filter

CMNDCD  80TH TNG CMD -TASS

CITY	STATE	UNIT INPUT	UNIT REQUEST REPORT DT	PRIORITY	SPECIAL REMARKS
FT KNOX	KY	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">9</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">A</span> Fill	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">B</span> 05/08/2024	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">C</span> 1	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">D</span> SM will Curtail on June 15
FT KNOX	KY			0	
FT KNOX	KY			0	

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## 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**.

**SPECIAL REMARKS**

	A	B	C	D	E	F
SM will Curtail on June15	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]

**Job Opening Details**

Return

Job Opening ID	538718	Status Code	010 010 Open
Job Posting Title	BRANCH CHIEF	Business Unit	ARRCA US Army Reserve
Job Code	O42H SENIOR HUMAN RESOURCES OFFICER	Department	01743199 W6ED HRC, RPMD
Position Number	04713960 BRANCH CHIEF		

**Job Opening Data**

Requisition Exclusion	ASGMDS
Requisition Priority	Market Cycle O2402
Requisition Reason	RQAPID
Requisition Source	SFARS
Requisition Type	Report Date 09/30/2024
	Statutory Authority
HBASMT	Reserve Component AGR
New JO for HAAP	Category
New JO for Diversion	HAAP Required: <input type="checkbox"/>
Reassignment Reason	Funded: <input type="checkbox"/>
JO Type	Retain: <input type="checkbox"/>
Diversion Reason	Immaterial: <input type="checkbox"/>
Deferment Reason	HAAP: <input type="checkbox"/>
Cancel Reason	Will Train Ind: <input type="checkbox"/>

**Unit/Location Data**

UIC	W6ED16	ARQODA
UPC	6ED16	TFML Code
DML	HRC	VDML

**Managed Position**

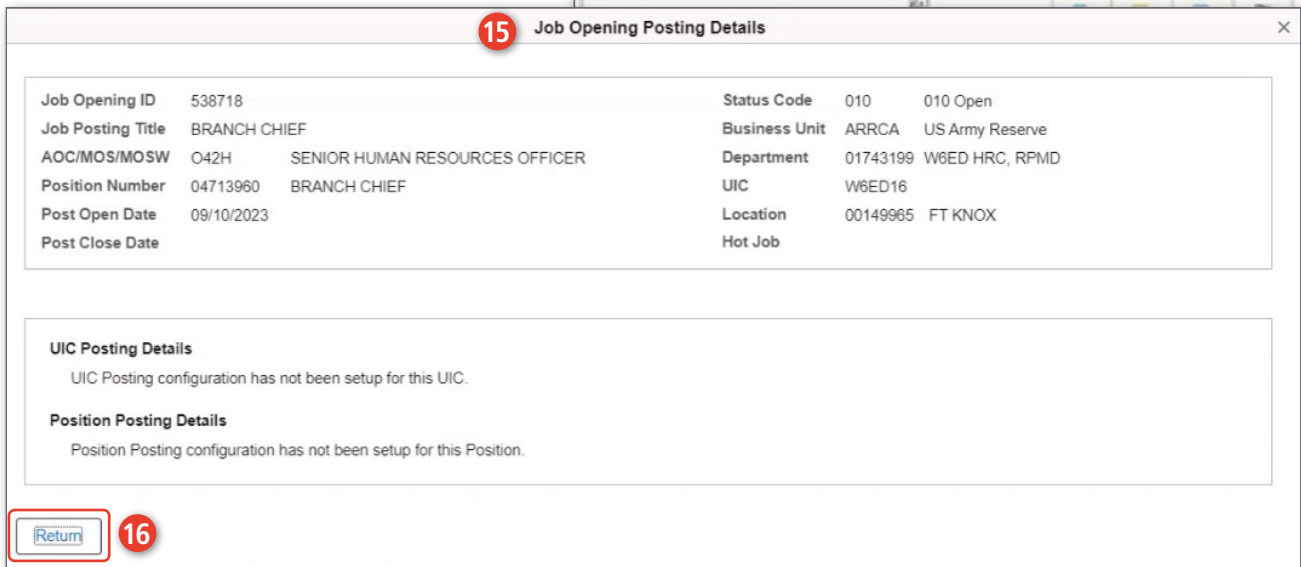
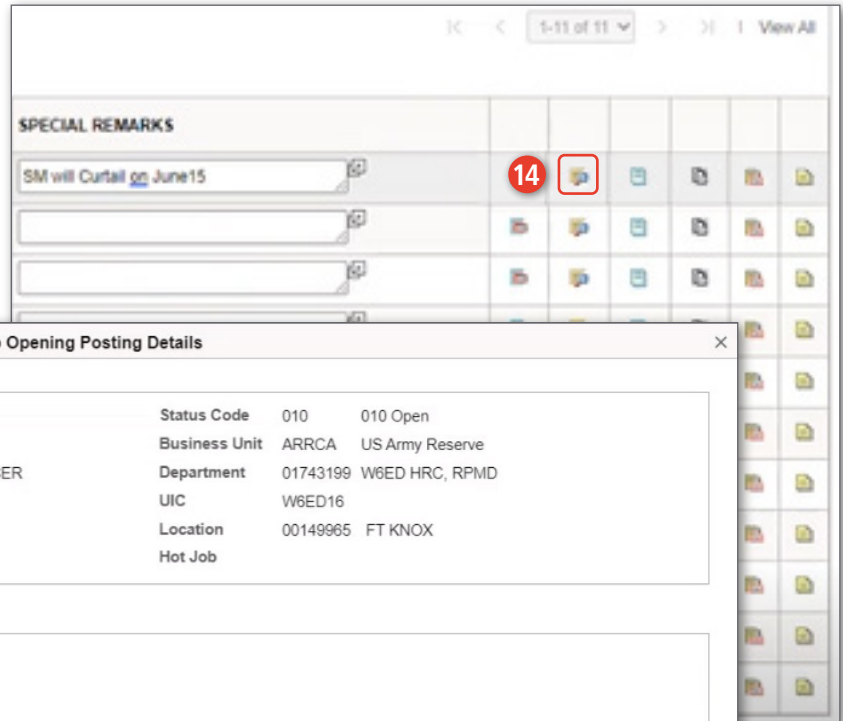
Managed Positions not configured for the Position

Return

continued on next page ►

## Job Opening Details

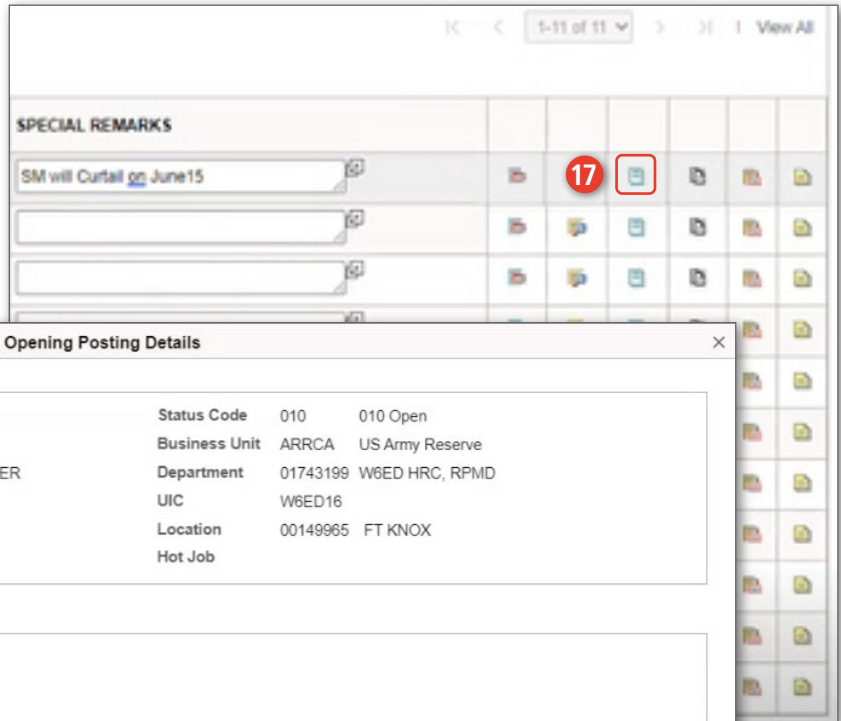
14. Click on the **Job Opening Posting Details** icon to review details about the job opening.
15. Scroll down to the **Job Opening Posting Details** section to review info.
16. Click **Return**.



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**Position Posting Details**

17. Click on the **Position Posting Details** icon 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**.



**Job Opening Posting Details** x

<b>Job Opening ID</b> 538718	<b>Status Code</b> 010 010 Open
<b>Job Posting Title</b> BRANCH CHIEF	<b>Business Unit</b> ARRCA US Army Reserve
<b>AOC/MOS/MOSW</b> O42H SENIOR HUMAN RESOURCES OFFICER	<b>Department</b> 01743199 W6ED HRC, RPMD
<b>Position Number</b> 04713960 BRANCH CHIEF	<b>UIC</b> W6ED16
<b>Post Open Date</b> 09/10/2023	<b>Location</b> 00149965 FT KNOX
<b>Post Close Date</b>	<b>Hot Job</b>

**UIC Posting Details**  
UIC Posting configuration has not been setup for this UIC.

**Position Posting Details**  
Position Posting configuration has not been setup for this Position. 18

Return 19

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## 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 **Return to the Previous Page** to return to the job openings.

1-11 of 11 View All

SPECIAL REMARKS					
SM will Curtail on June15				20	

**21** Non-person Profile

Profile ID 04536789  
 Profile Type POSITION Position  
 Profile Status Active  
 Description #2 HR MGT OFF (ML)  
 Short Description NKN

Print Comments Profile Actions [Select Action] **A**

Experience Awards Perform **B** Assignment Information Self-Professed Aviation Accessions

Functional Category  
There are currently no Functional Category for this profile.

Basic Branch  
There are currently no Basic Branch for this profile.

Functional Area  
There are currently no Functional Area for this profile.

Career Field Preferences  
There are currently no Career Field Preferences for this profile.

Duty Assignment Preferences  
There are currently no Duty Assignment Preferences for this profile.

Special Duty Interest  
There are currently no Special Duty Interest for this profile.

Managed Position Code **C**  
There are currently no Managed Position Code for this profile.

Profile Identities  
Return to Previous Page **D**

Active/Inactive	Status	Level
Active	Approved/Official	1 Primary

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## Incumbent Tab

22. Click on the **Incumbents Tab** to display Members in the system, assigned to positions.
23. See **Name** column for details.

CMNDCD  HRC

Grade

POSCO

URC

**Job Openings and Positions**

Valid Preference Values Are From 1 To 2 And 11

22

1-11 of 11

Job Opening
Incumbent
ID

	JO	POSCO	Control Branch	POSITION	DUTY TITLE	Incumbent EMPLID	NAME <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">23</span>
<input type="checkbox"/>	538727	O01A	OBI	04536789	#2 CAREER MANAGER		
<input type="checkbox"/>	538728	O25A	OSC	04593303	#2 CAREER MANAGER	000000000	DAVIS, JOHN
<input type="checkbox"/>	538729	O12A	OAR	04595120	#1 CAREER MANAGER		
<input type="checkbox"/>	538719	O50A	O50	04601773	#1 CAREER MANAGER	000000000	JONES, JENNIFER
<input type="checkbox"/>	538720	O70F	OMS	04601774	#5 CAREER MANAGER		
<input type="checkbox"/>	538725	O42H	OAG	04601891	BRANCH CHIEF	000000000	ANDERSON, THOMAS
<input type="checkbox"/>	538718	O42H	OAG	04713960	BRANCH CHIEF	000000000	MARTIN, ANTHONY
<input type="checkbox"/>	538717	O70H	OMS	04713963	HS OPS & TNG OFF	000000000	GARCIA, BETH
<input type="checkbox"/>	538737	O66N	OAN	04713965	#1 CAREER MANAGER	000000000	MILLER, ABIGAIL
<input type="checkbox"/>	538736	O42H	OAG	06670349	#3 CAREER MANAGER		
<input type="checkbox"/>	538734	O70F	OMS	06670361	#2 HR MGT OFF (MIL)	000000000	BROWN, RICHARD

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## 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
<input type="checkbox"/>	538727	O01A	OBI	04536789	#2 CAREER MANAGER
<input type="checkbox"/>	538728	O25A	OSC	04593303	#2 CAREER MANAGER
<input type="checkbox"/>	538729	O12A	OAR	04595120	#1 CAREER MANAGER
<input type="checkbox"/>	538719	O50A	O50	04601773	#1 CAREER MANAGER
<input type="checkbox"/>	538720	O70F	OMS	04601774	#5 CAREER MANAGER
<input type="checkbox"/>	538725	O42H	OAG	04601891	BRANCH CHIEF
<input type="checkbox"/>	538718	O42H	OAG	04713960	BRANCH CHIEF
<input type="checkbox"/>	538717	O70H	OMS	04713963	HS OPS & TNG OFF
<input type="checkbox"/>	538737	O66N	OAN	04713965	#1 CAREER MANAGER
<input type="checkbox"/>	538736	O42H	OAG	06670349	#3 CAREER MANAGER
<input type="checkbox"/>	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](mailto:usarmy.pentagon.hqda-ipps-a.mbx.ipps-a@mail.mil)