IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

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.

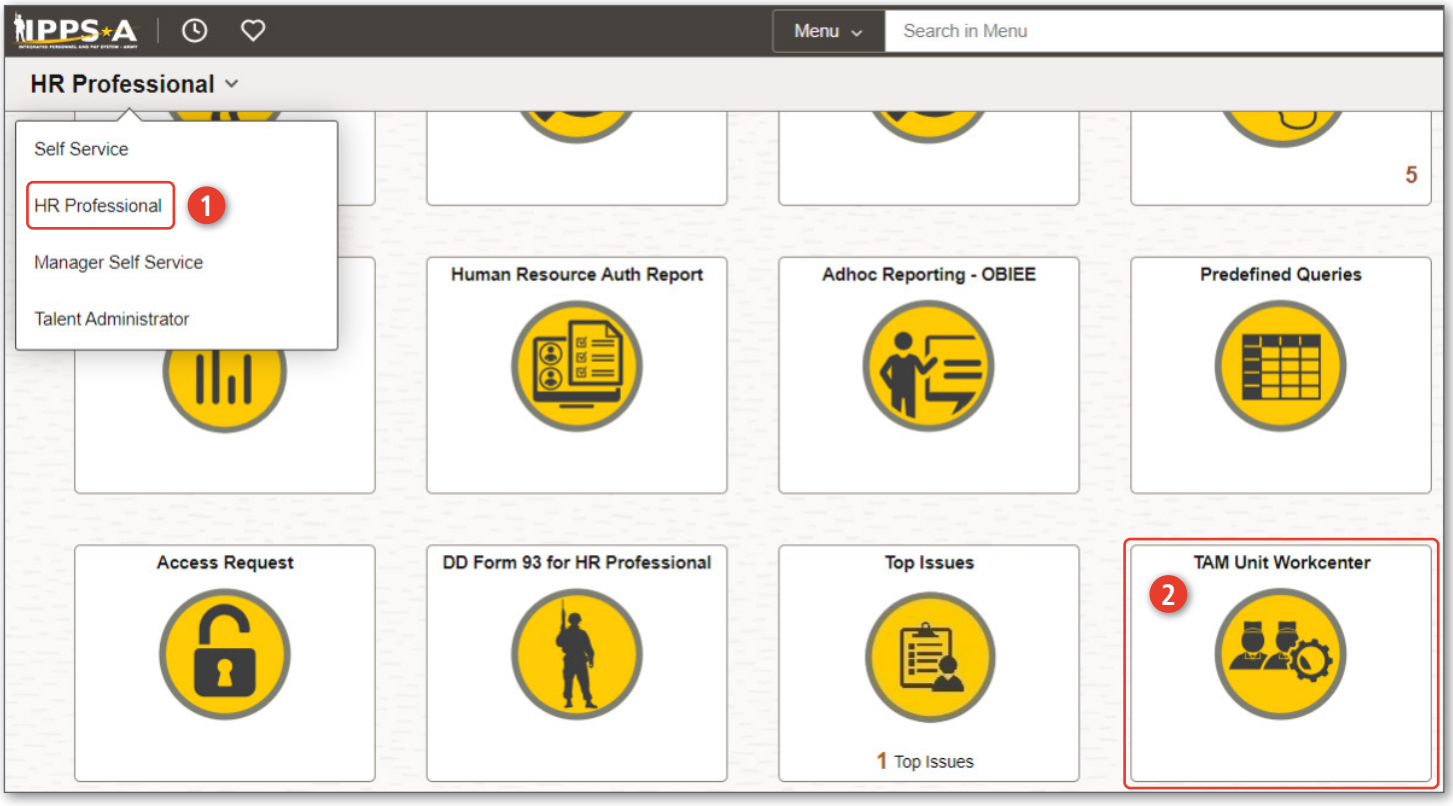
This process enables units to prioritize valid positions for fill or no fill in a closed marketplace. This training supplement will demonstrate how to align position priorities with unit requirements and leadership guidance.

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.



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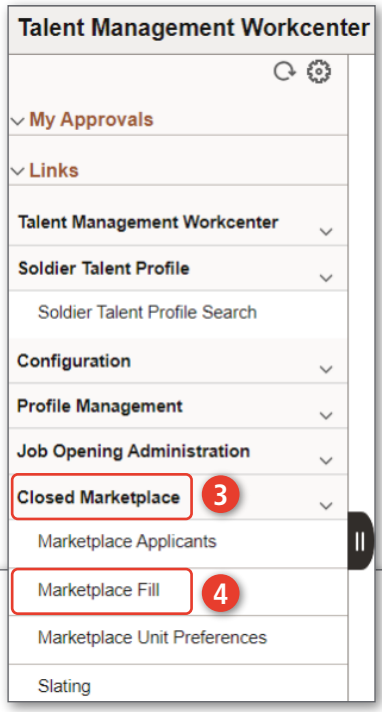
MER Input: Unit Level CONTINUED

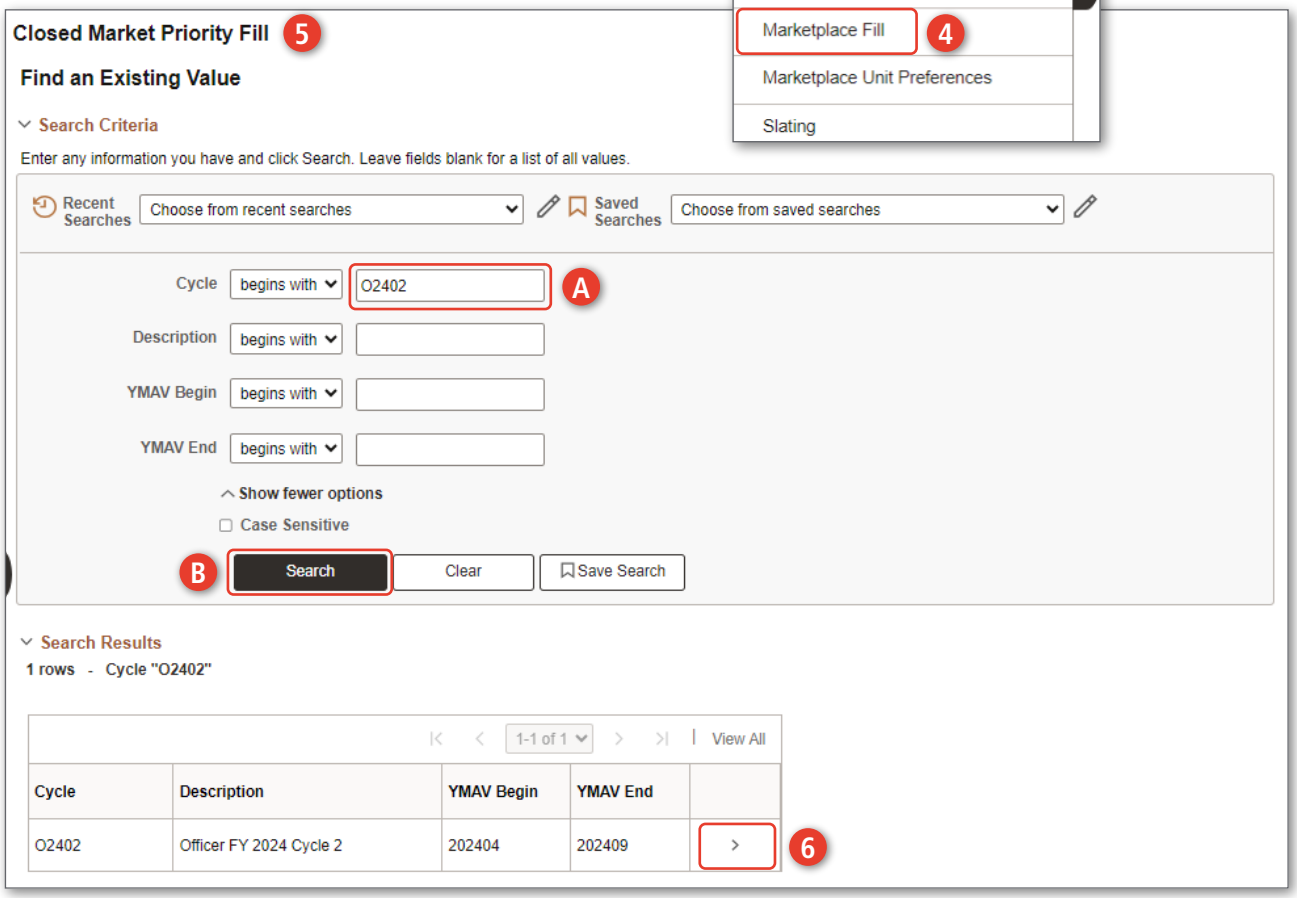
3. Click on **Closed Marketplace**.
4. Click on **Marketplace Fill**.
5. The Closed Market Priority Fill window displays.
   5A. Type the Distribution Cycle (DC) in the **Cycle** text box.
   5B. Click on **Search**.

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.





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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.

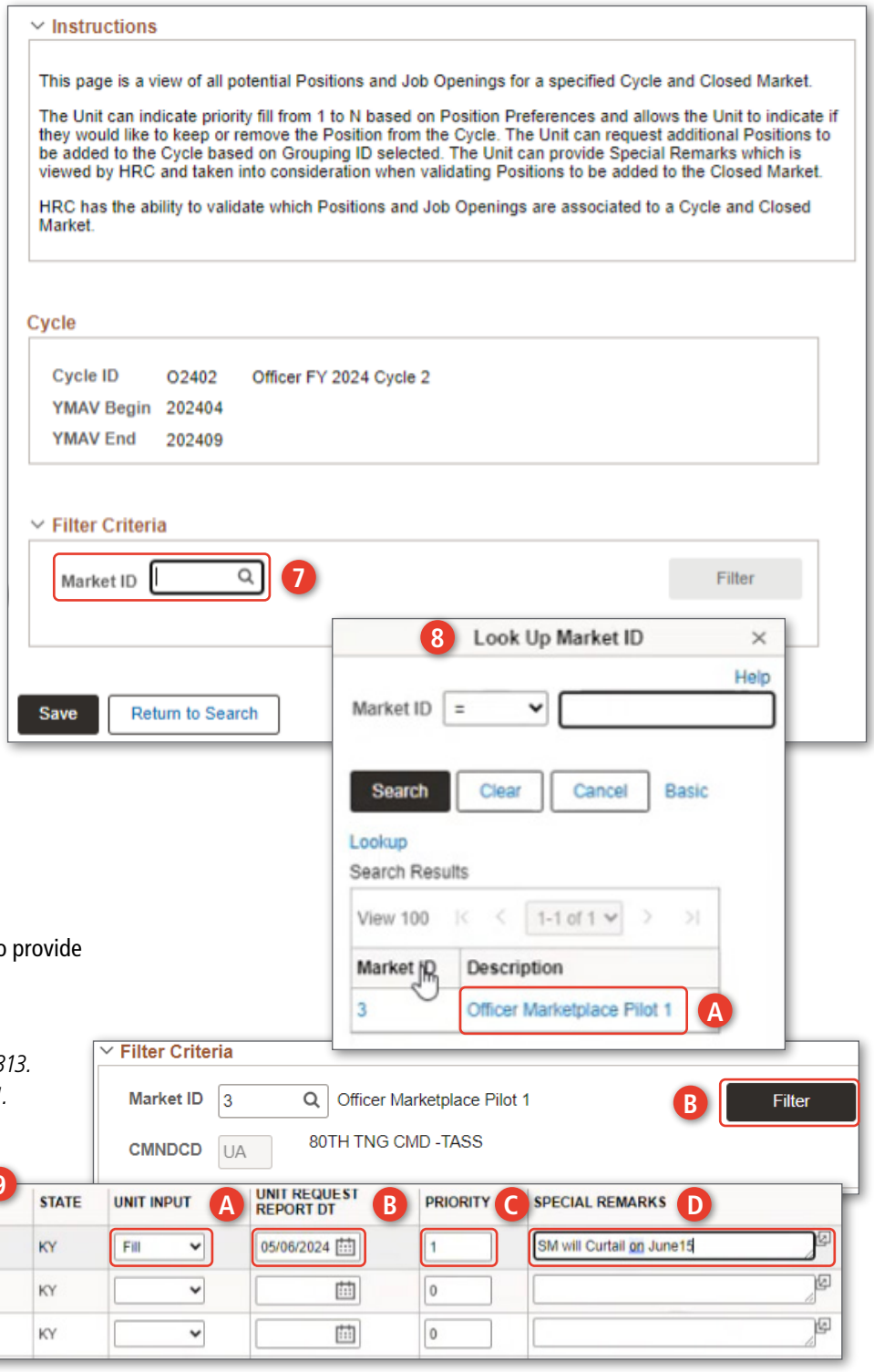
NOTE: Date must fall within the DC window.

   - 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.*



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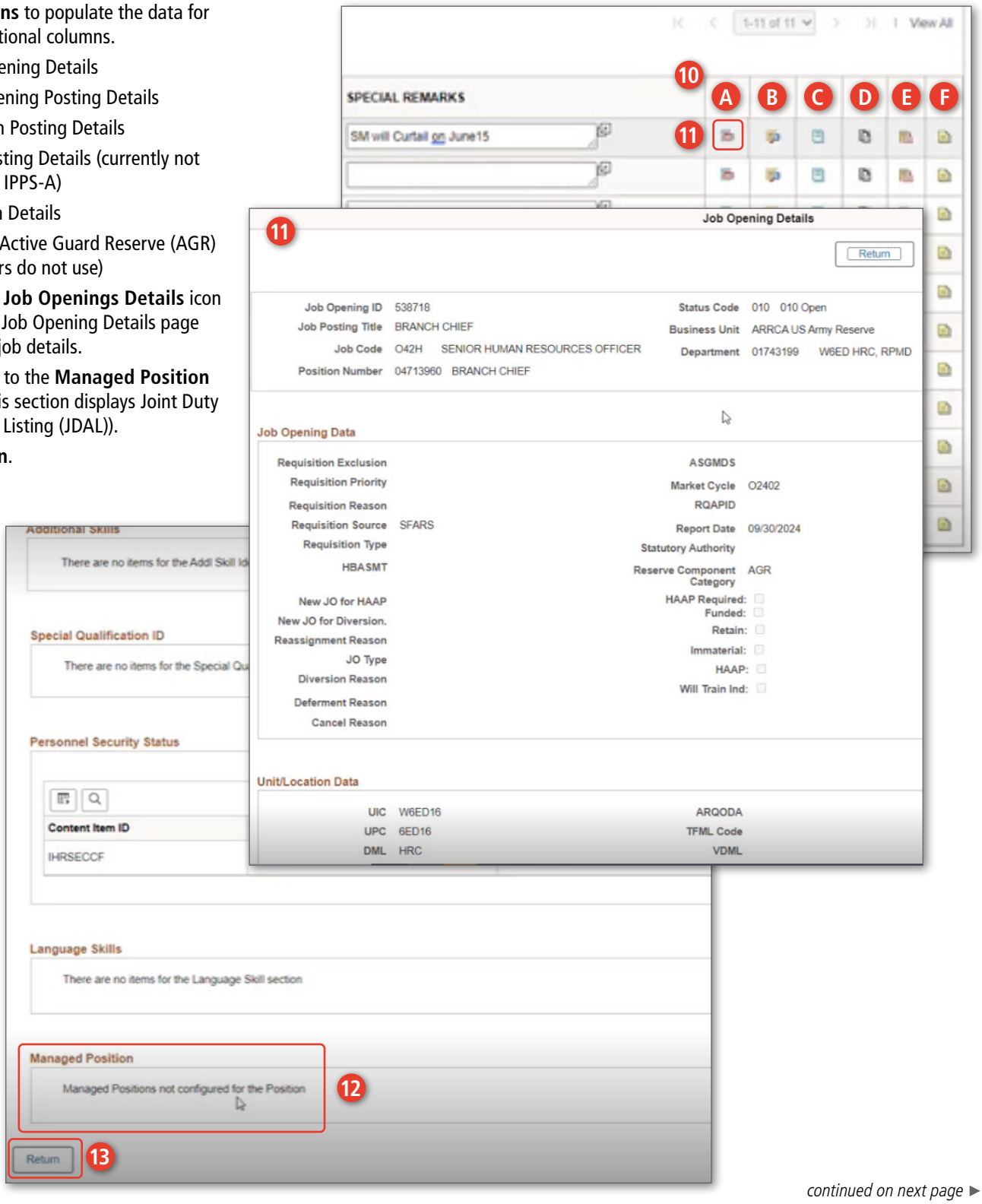
Additional Columns

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**.



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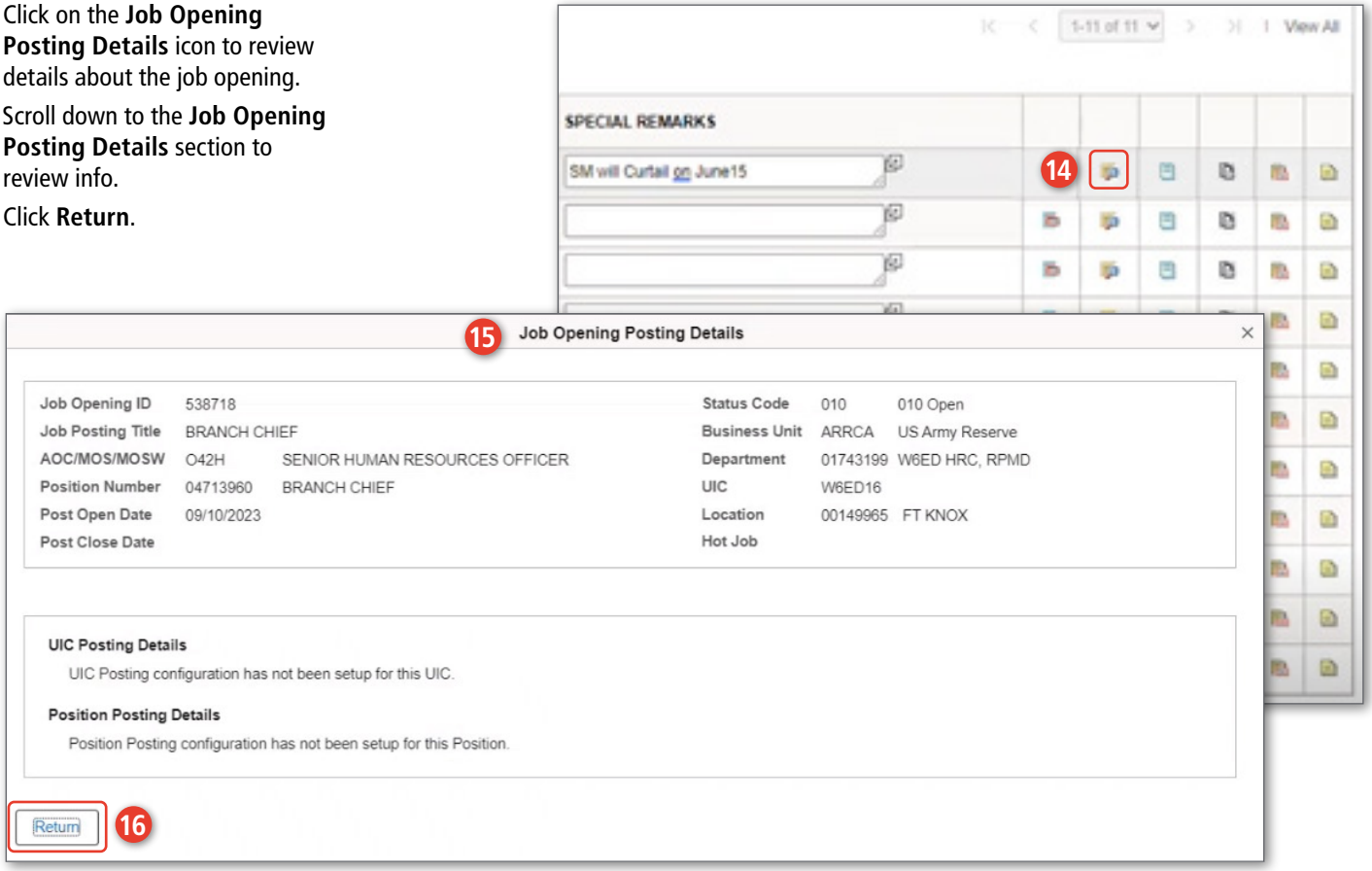
Job Opening Details

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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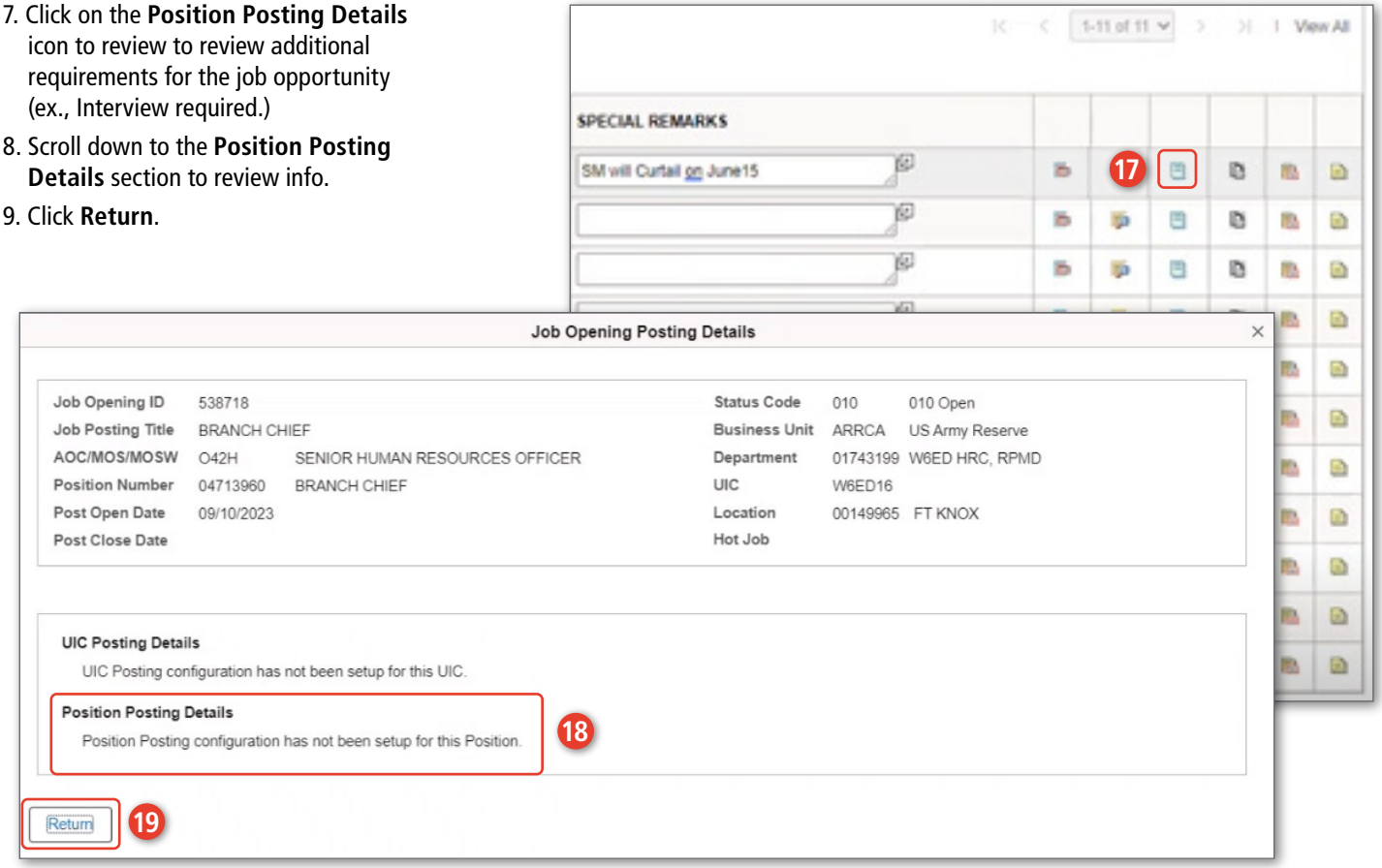
Position Posting Details

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



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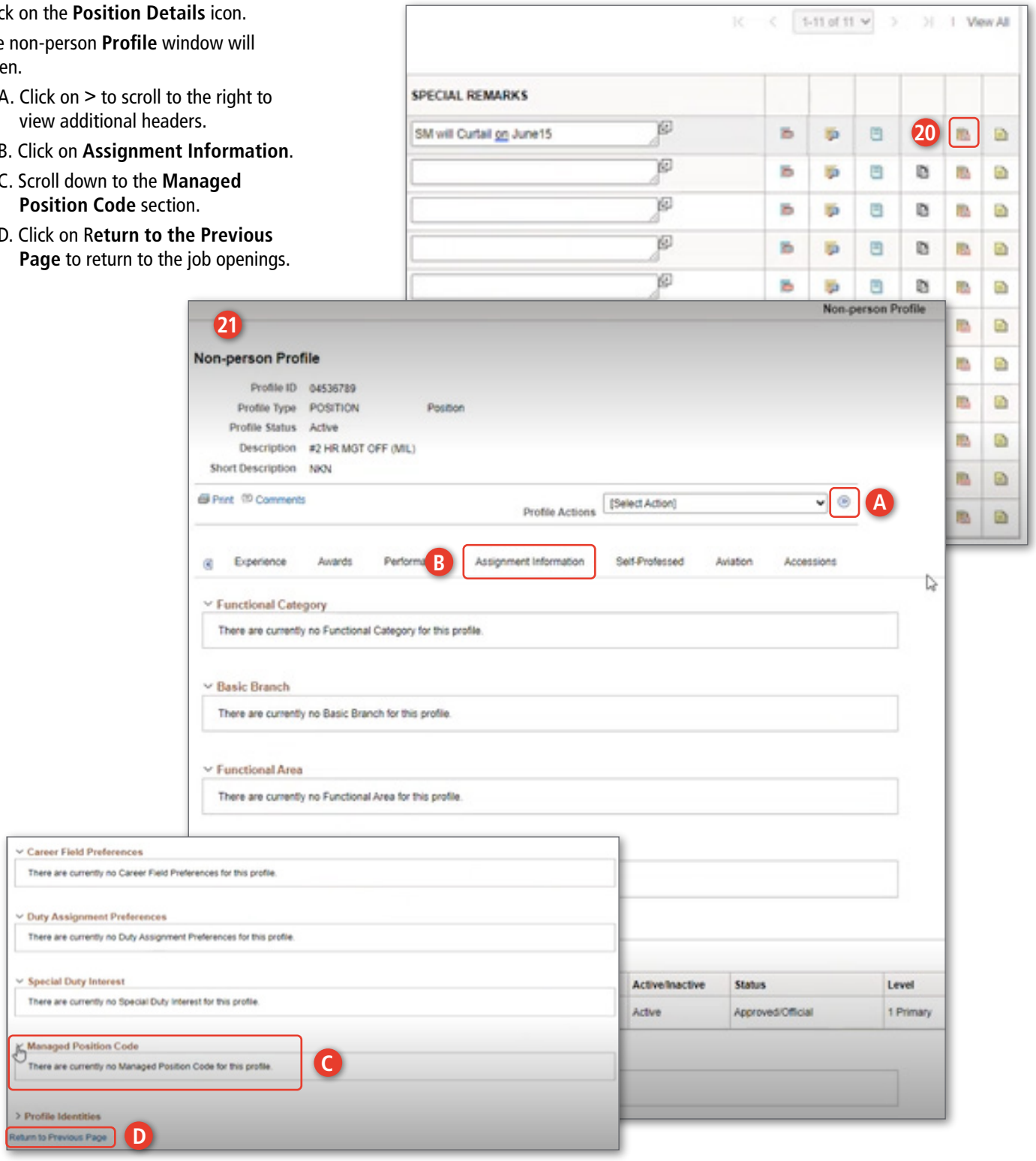
Position Details

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 R**eturn to the Previous Page** to return to the job openings.



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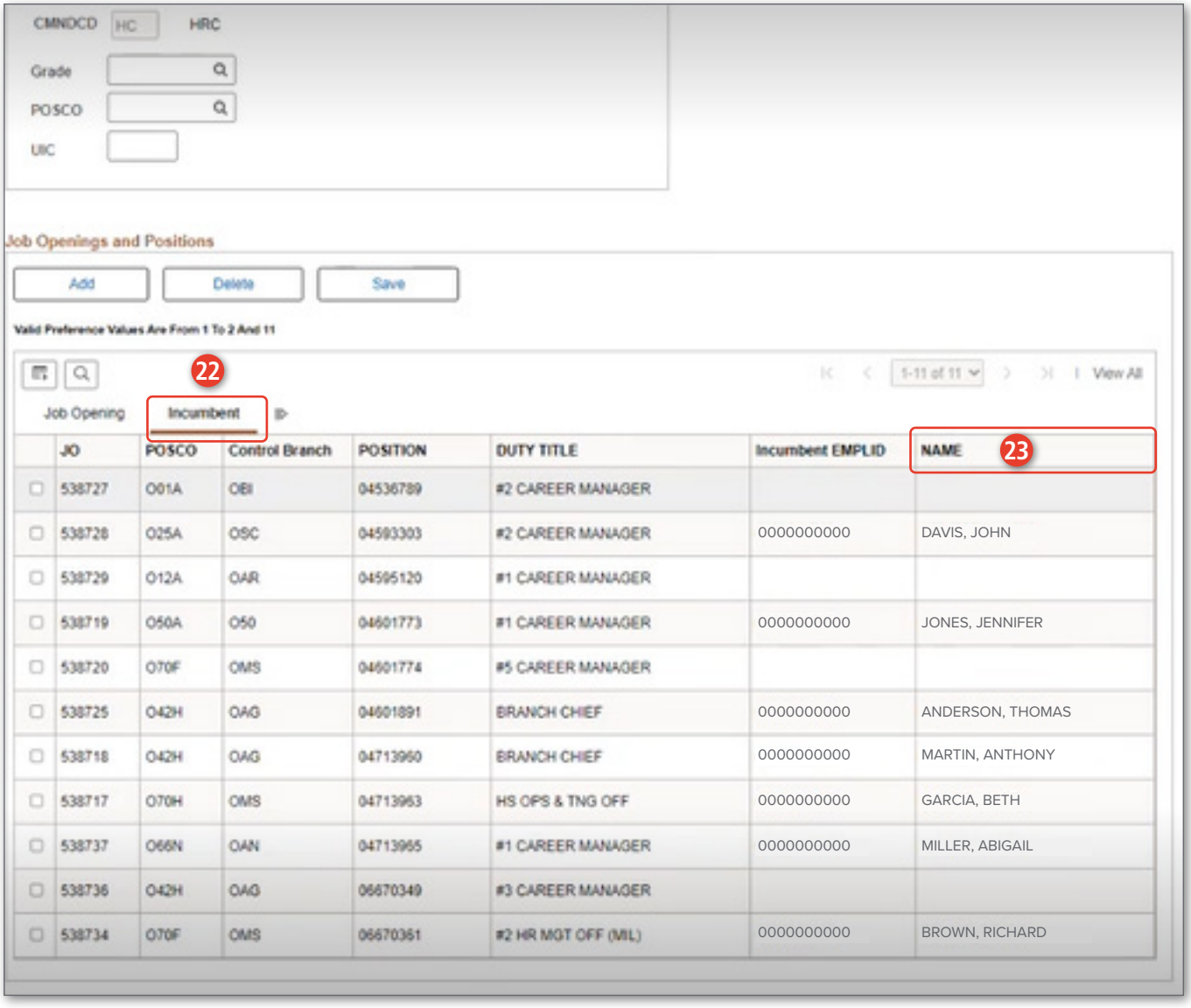
Incumbent Tab

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



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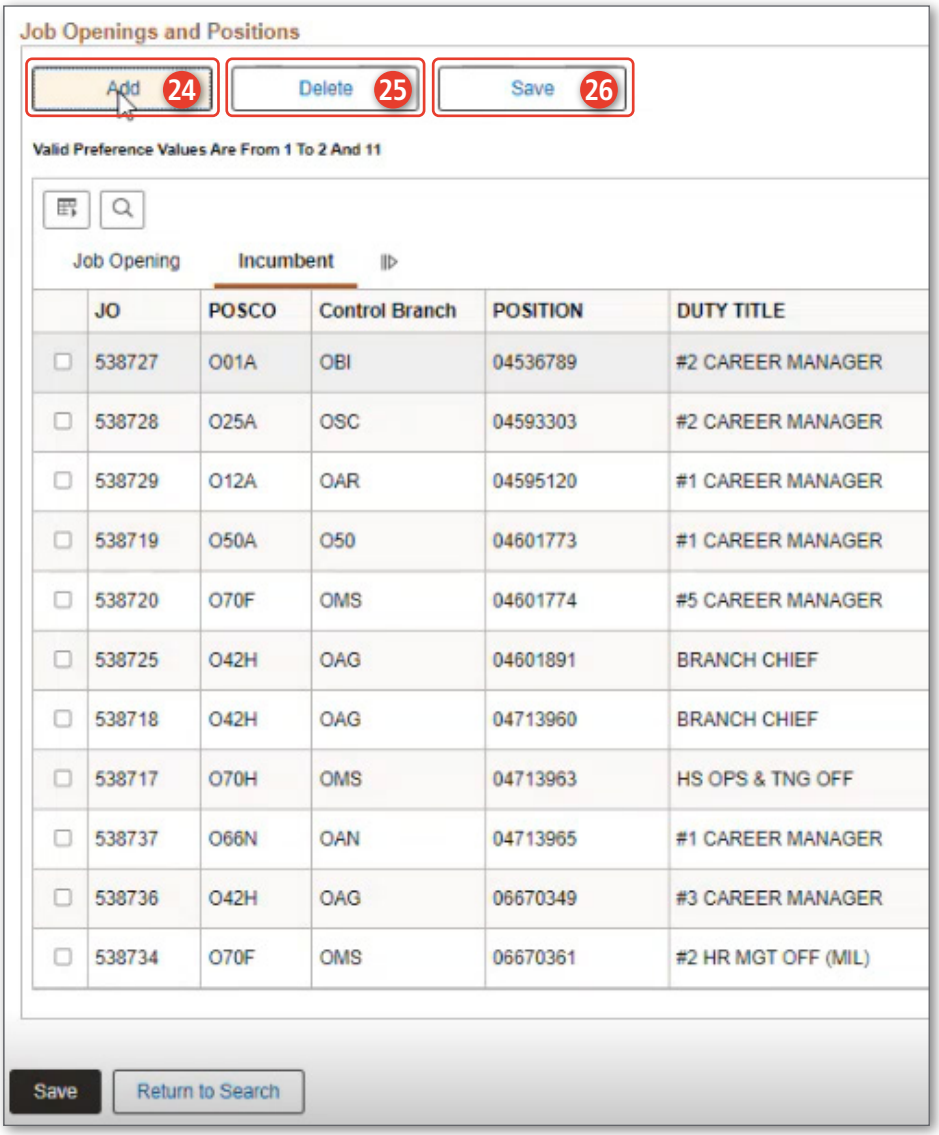
Adding and Deleting Positions

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.



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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