IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

USAR AGR SOLDIER PREFERENCING JOB AID

This Job Aid assists Army Reserve (USAR) Army Guard Reserve (AGR) Members in navigating through a closed Marketplace in order to preference Job Openings in IPPS-A.

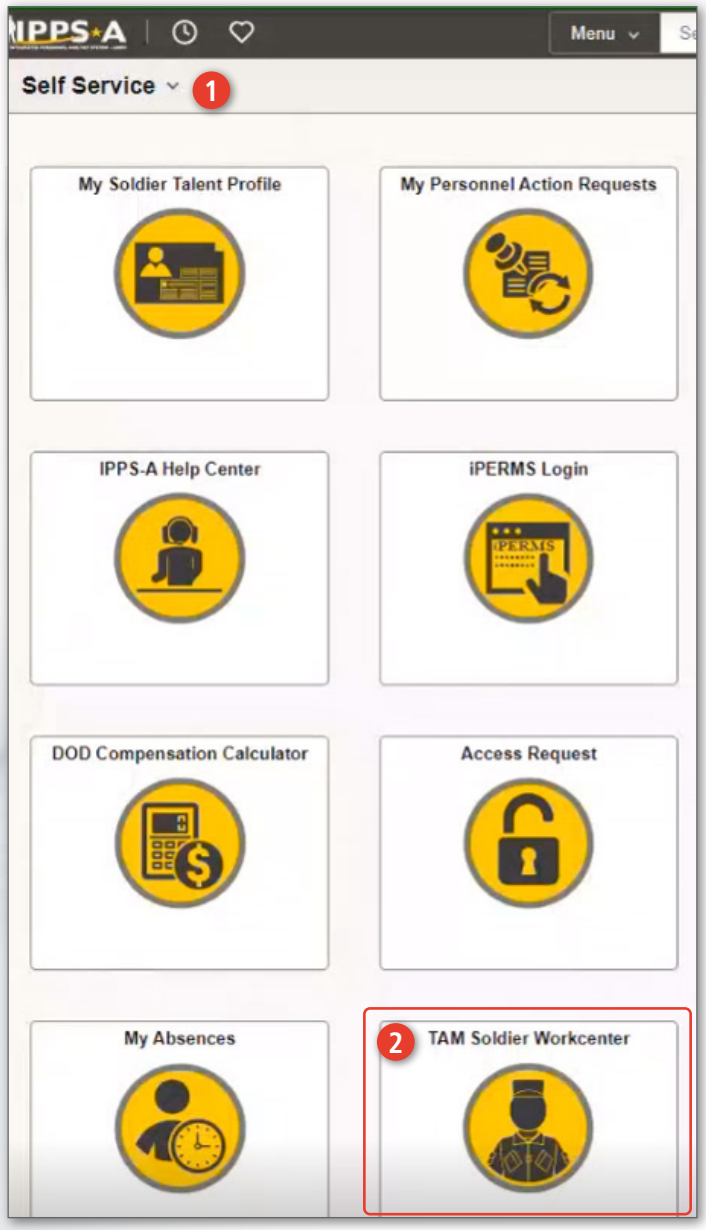
When a Members receives a Marketplace Email Notification, the email provides instructions and key information of the assigned cycle, as well as other pertinent information.

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

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

Accessing IPPS-A Closed Marketplace

1. Log into IPPS-A under the **Self-Service Role**.
2. From the IPPS-A home page, select **TAM Soldier Workcenter**.



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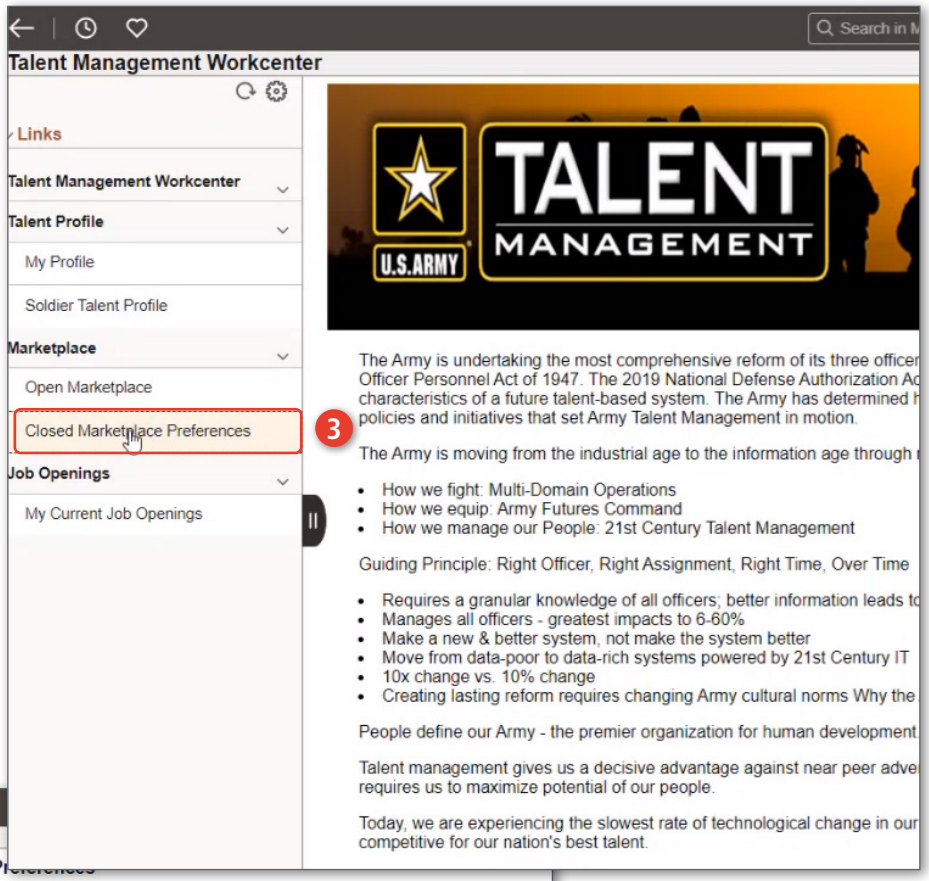
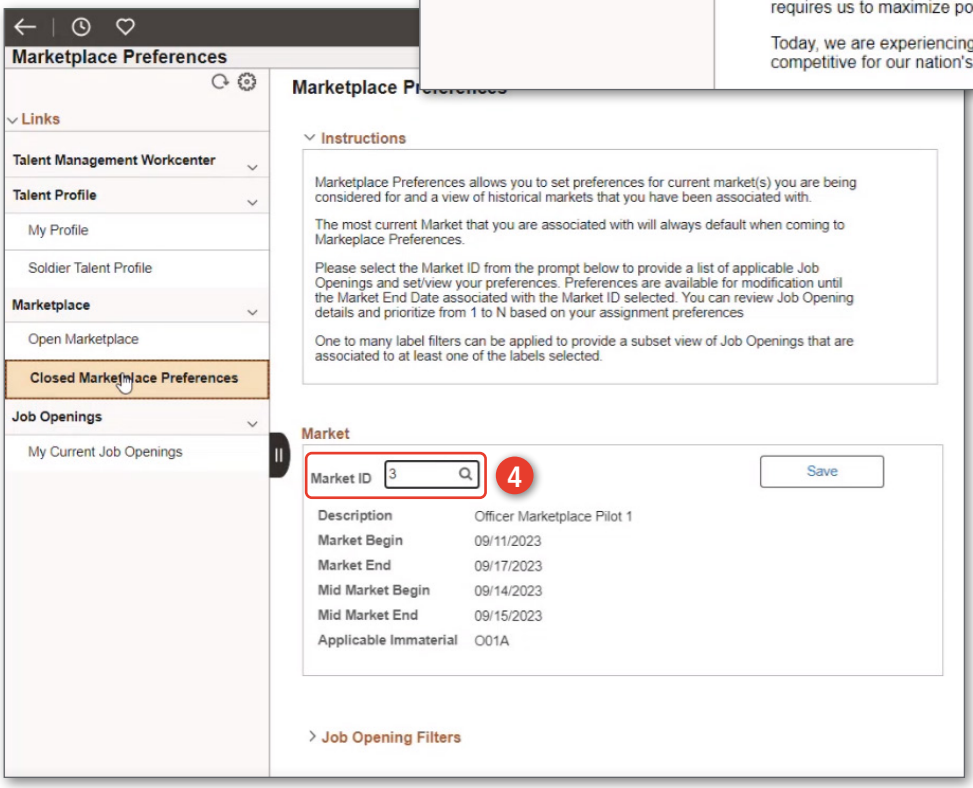
Closed Marketplace Preferences CONTINUED

3. Under Marketplace, select **Closed Marketplace Preferences**; a new window opens. Must have an invitation to access (received via Email Notification.)
4. Defaults to most recent Marketplace ID (provided within Email Notification, validate marketplace ID.) Scroll page down to Job Openings to see the list of available jobs.

NOTE: Allows Members to search historical markets in past cycles, provides key dates: Market Begin and End.

NOTE: If Member fails to submit preferences prior to end of market, preferences will be auto-selected based on MOS and grade.





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Closed Marketplace Preferences CONTINUED

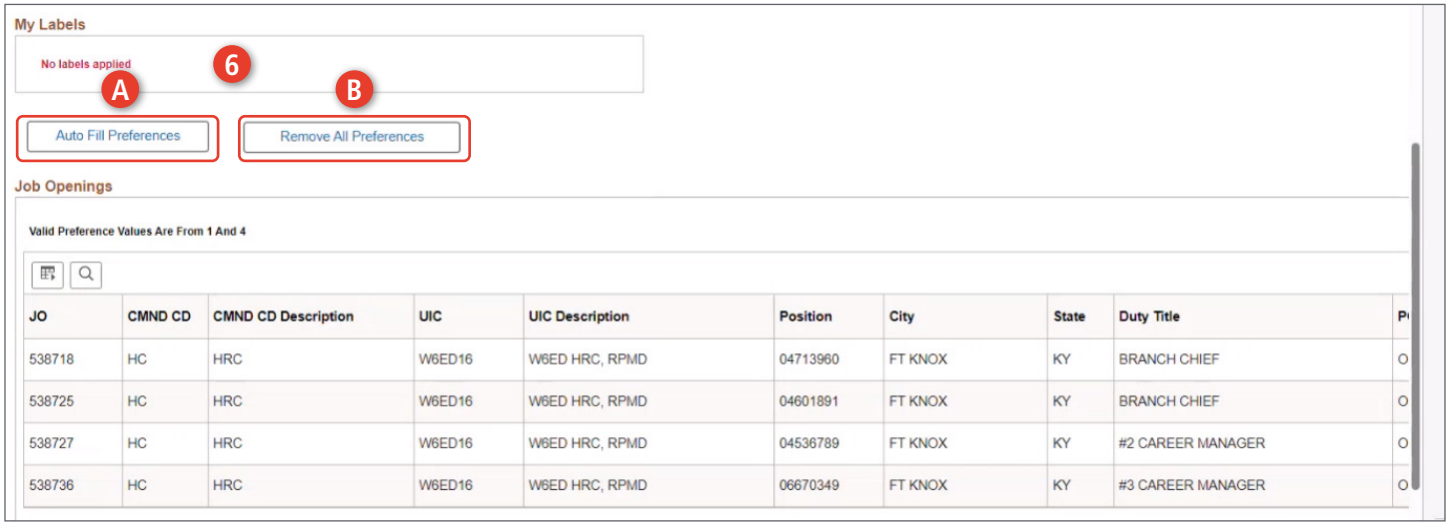
5. Under Closed Marketplace Preferences, a list of job opportunities populate under Job Openings that the Member is eligible to preference.

NOTE: Preferences are based off Member's Personnel Occupational Specialty Code (POSCO)/Military Occupational Specialty (MOS)/Area of Concentration (AOC), Grade, and Immaterial jobs that the Member is eligible to apply.

NOTE: Report Date defaults to the last day of the movement cycle and is not the requested report date for the Job Opportunity.

scription	UIC	UIC Description	Position	City	State	Duty Title	POSCO	Grade	ASI	SQI	Report Date	Positi
	W6ED16	W6ED HRC, RPMD	04713960	FT KNOX	KY	BRANCH CHIEF	042H	O5			09/30/2024	
	W6ED16	W6ED HRC, RPMD	04601891	FT KNOX	KY	BRANCH CHIEF	042H	O5			09/30/2024	
	W6ED16	W6ED HRC, RPMD	04536789	FT KNOX	KY	#2 CAREER MANAGER	001A	O4			09/30/2024	
	W6ED16	W6ED HRC, RPMD	06670349	FT KNOX	KY	#3 CAREER MANAGER	042H	O4			09/30/2024	

6. Members will have the option to choose two methods for preferences: Auto Fill or Manual Fill.
   - 6A. Select **AutoFill Preferences** to automatically place a numerical value into each Job Opportunity based off MOS/Grade first, followed by immaterial Job Opportunities.
   - 6B. Select **Remove All Preferences** will delete all numerical values input for each Job Opportunity; after selecting Remove All Preferences, the Members will need to either manually fill preferences or select Auto Fill Preferences.



JO	CMND CD	CMND CD Description	UIC	UIC Description	Position	City	State	Duty Title	P
538718	HC	HRC	W6ED16	W6ED HRC, RPMD	04713960	FT KNOX	KY	BRANCH CHIEF	O
538725	HC	HRC	W6ED16	W6ED HRC, RPMD	04601891	FT KNOX	KY	BRANCH CHIEF	O
538727	HC	HRC	W6ED16	W6ED HRC, RPMD	04536789	FT KNOX	KY	#2 CAREER MANAGER	O
538736	HC	HRC	W6ED16	W6ED HRC, RPMD	06670349	FT KNOX	KY	#3 CAREER MANAGER	O

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How to Manually Fill Preferences

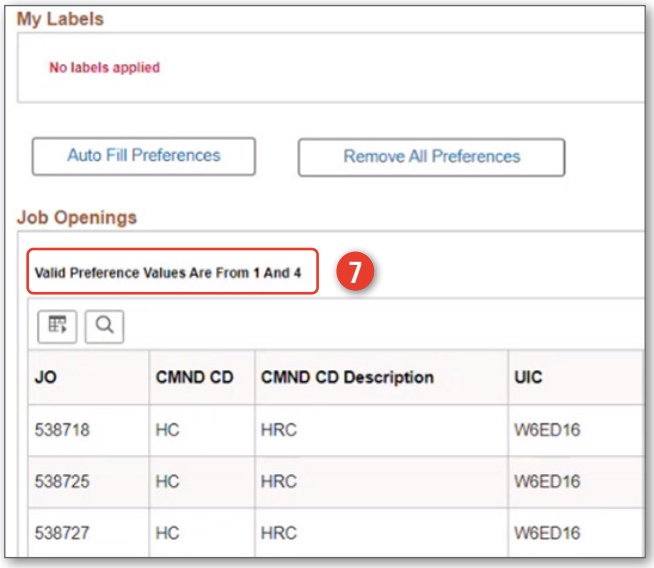
7. Preference values range is listed above the available Job Opportunities.

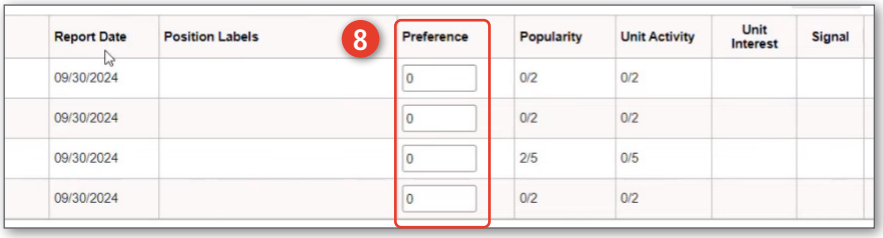
NOTE: In this example, the Member is limited to four Job Opportunities during the Market. Therefore, only numbers 1-4 will be utilized. Values are based off the number of available Job Opportunities at that time.

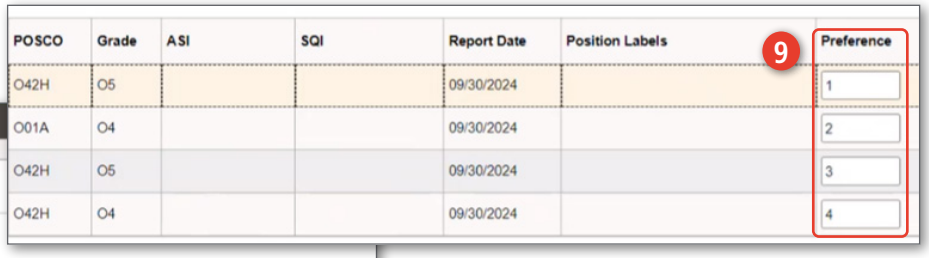
8. In this example, **Preference** values default to the number 0.
9. Manually input numeric values in chronological order (1-99, pending applicable number of Job Opportunities.)
10. Click **Save**.

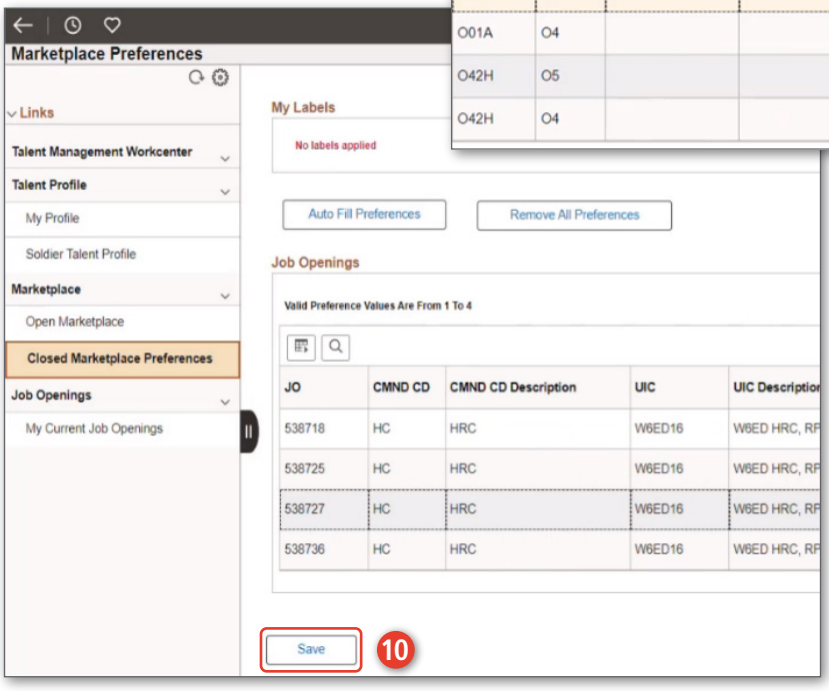
NOTE: Member MUST select save; All preference data will be lost if SAVE is NOT SELECTED.

NOTE: Any Job Opportunity missing a numerical value will automatically fill based off MOS/Grade first, followed by immaterial Job Opportunities.









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Job Opportunity Columns

11. After selecting **Save**, the columns will provide the following:

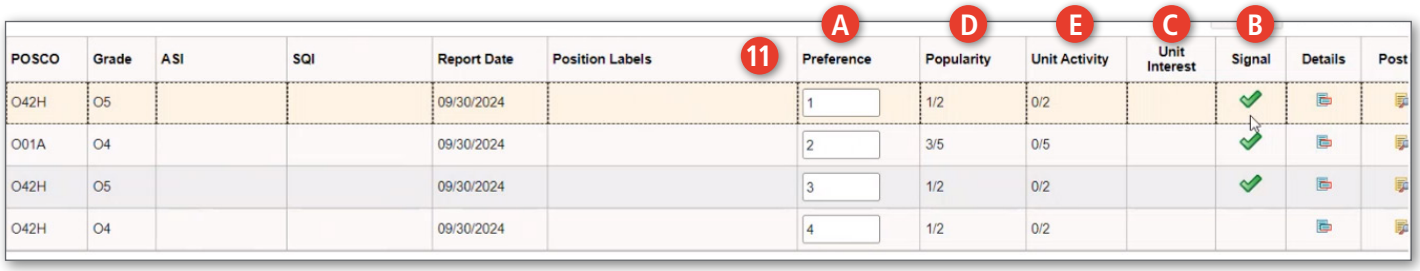
11A. The **Job Openings** will sort ascending, based off numerical value.

11B. A green check mark will appear under the **Signal** column. This will only appear if the Member manually filled preferences; this sends a notification to the unit. Auto fill will NOT generate a green check mark under **Signal.**

11C. Under the **Unit Interest** column, a check mark will appear if a unit is showing interest in the Member applying for that Job Opportunity.

11D. **Popularity** column provides information on how many Members preference this Job Opening first, vice how many Members are eligible to apply for that Job Opening. In the example of the two Members eligible, this Job Opening was Preference First by one.

11E. **Unit Activity** signifies a unit's interest in the Member applying for that Job Opening.

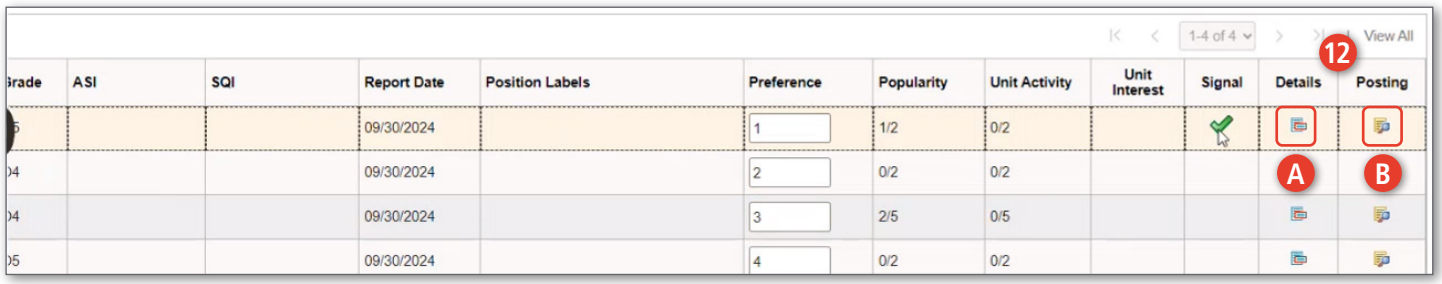


POSCO	Grade	ASI	SQI	Report Date	Position Labels	Preference	Popularity	Unit Activity	Unit Interest	Signal	Details	Post
O42H	O5			09/30/2024		1	1/2	0/2		✓		
O01A	O4			09/30/2024		2	3/5	0/5		✓		
O42H	O5			09/30/2024		3	1/2	0/2		✓		
O42H	O4			09/30/2024		4	1/2	0/2				

12. Click on icons to populate for additional information on preferencing.

12A. Selecting the icon under the **Details** column will open a new window, providing Job Opening Details Specific to that Job Opportunity.

12B. Selecting the icon under the **Posting** column will open a new window for Job Opening Posting details.



Grade	ASI	SQI	Report Date	Position Labels	Preference	Popularity	Unit Activity	Unit Interest	Signal	Details	Posting
O5			09/30/2024		1	1/2	0/2		✓		
O4			09/30/2024		2	0/2	0/2				
O4			09/30/2024		3	2/5	0/5				
O5			09/30/2024		4	0/2	0/2				

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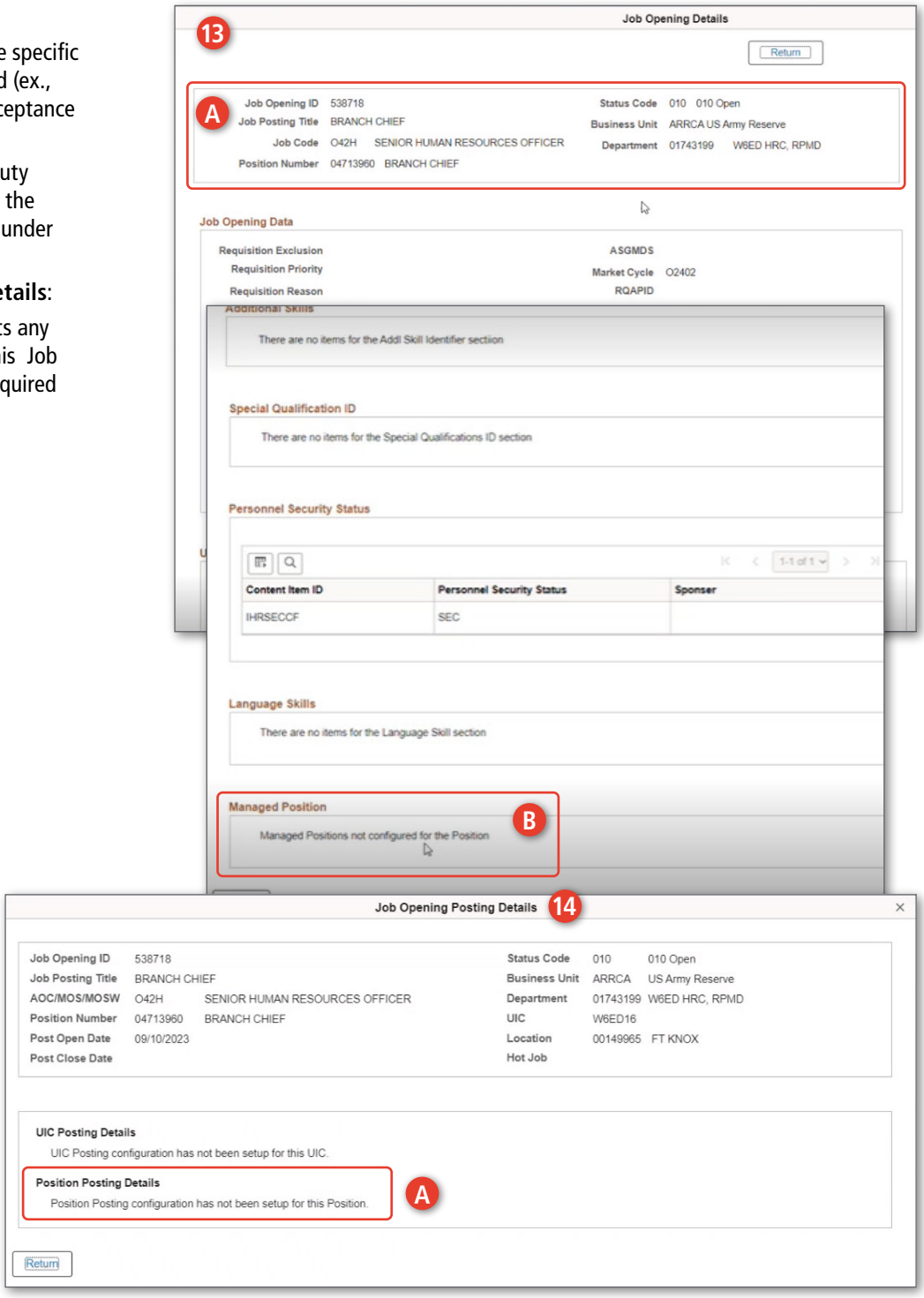
Job Opening Details

13. Example **Job Opening Details**:
    - 13A. **Job Opening Details** provide specific information the unit requested (ex., interview required prior to acceptance of position.)
    - 13B. If the Job Opening is a Joint Duty Assignment Listing (JDAL) fill, the JDAL ID number will be listed under the manage position label.
14. Example **Job Opening Posting Details**:
    - 14A. **Position Posting Details** lists any additional requirements for this Job Opportunity (ex., Interview required for Job Opportunity.)



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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

Version 1.0 20240306