



# USAR AGR UNIT PREFERENCES IN A CLOSED MARKETPLACE JOB AID

This Job Aid assists Army Reserve (USAR) Army Guard Reserve (AGR) unit level personnel with selecting and setting Job Opening preferences available in an IPPS-A Closed Marketplace.

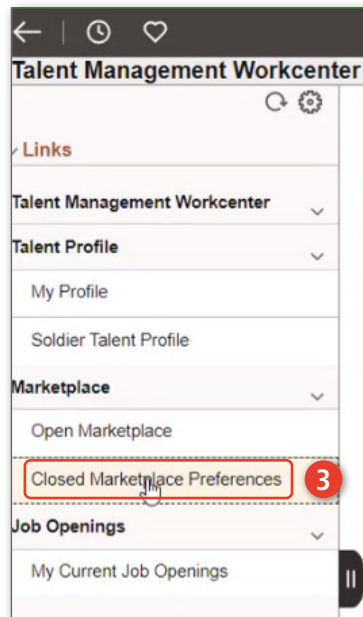
 *NOTE: In IPPS-A, Soldiers are referenced to as Members.*

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

## Accessing IPPS-A Closed Marketplace



1. Log into IPPS-A under the **HR Professional** user role.
2. From the IPPS-A home page, select **TAM Unit Workcenter** (if icon is not displayed, utilize the search function at the top center of the page).
3. Under Closed Marketplace, select **Marketplace Unit Preferences**; a new window opens.



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## Closed Marketplace Unit Preferences

4. In the Cycle text box, enter the cycle code for the specific distribution cycle; search for enlisted by typing an "E" or officer by typing an "O" in front of the cycle (ex., E2402 or O2402).
5. In **Market ID** text box, click on the magnifying glass; the Market ID specific to the cycle will auto populate.
6. Click on the blue hyperlinked number.
7. Select **Filter**.

### Marketplace Unit Preferences

My Approvals

Links

Talent Management Workcenter

Configuration

Eligibility Rule Framework

Waivers Framework

Soldier Talent Profile

Profile Management

Job Opening Administration

Closed Marketplace

Marketplace Configuration

Marketplace Applicants

Marketplace Fill

**Marketplace Unit Preferences**

Slating

Marketplace View Configuration

#### Marketplace Unit Preferences

**Instructions**

Marketplace Unit Preferences allows the Unit to indicate Interest and provide an Order of Merit List (OML) for Applicants associated to each applicable Job Opening.

Please select a Job Opening from the prompts below. Clicking the Filter button will then display the a list of Applicants from which you can indicate Interest and OML.

Indicate each Applicant that you are interested in by selecting the check box and provide a number rank order. There can be no duplicate numbers for the OML.

**Filter Criteria**

Cycle 4   Officer FY 2024 Cycle 2 7

Market ID 5

**Look Up Market ID**

[Help](#)

Search by: Market ID =

[Advanced Lookup](#)

Search Results

View 100 < < 1-1 of 1 > >

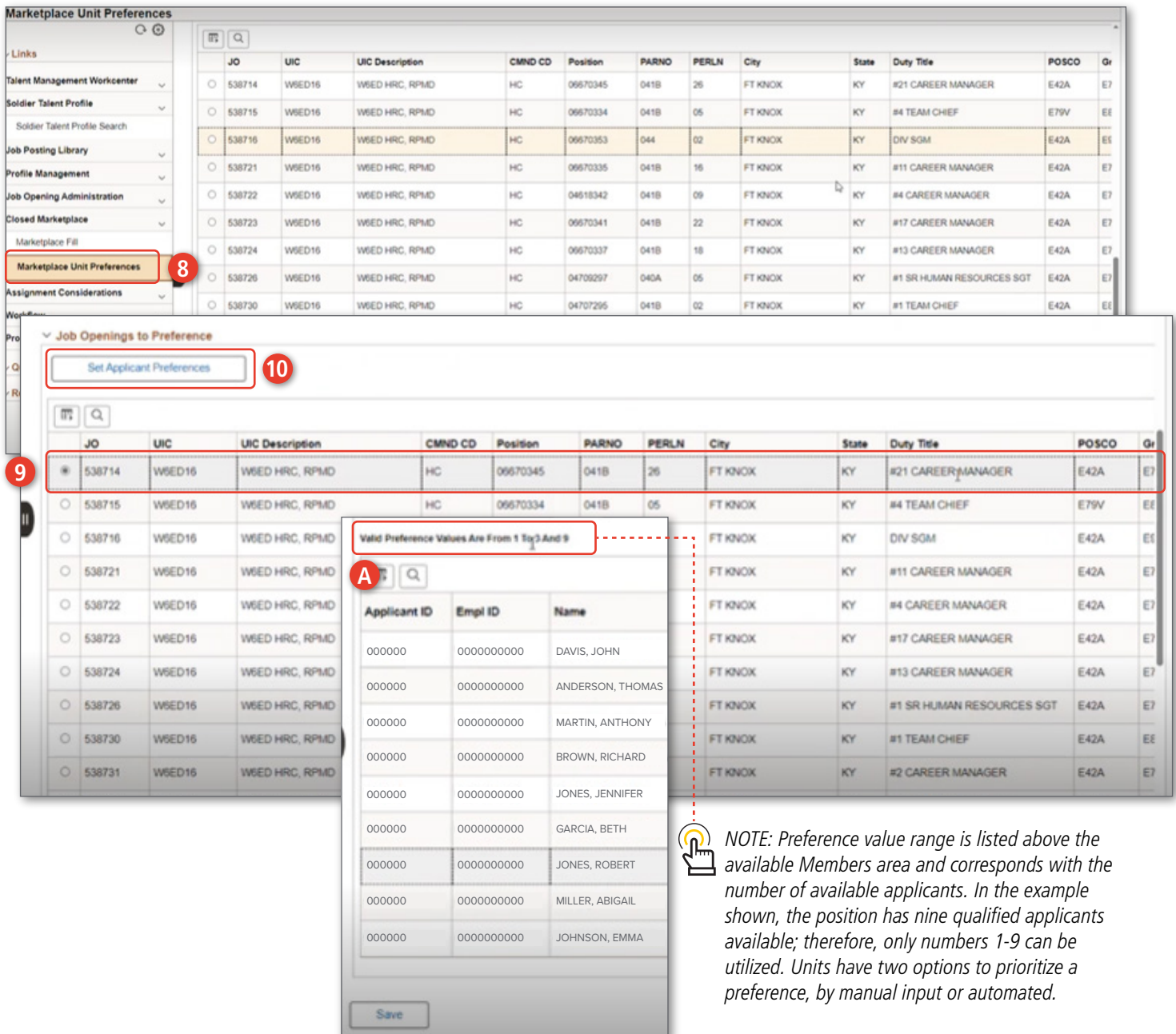
Market ID	Description
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span> Officer Marketplace Pilot 1

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## Closed Marketplace Unit Preferences CONTINUED

8. Under Marketplace Unit Preferences, a list of available **Job Openings** populates.
- Preferences are based off unit's positions available to fill during the selected market.
  - Report Date defaults to the last day of the movement cycle and is not the requested report date for the Job Opportunity.

9. After reviewing all available positions, select the first position available.
10. Select **Set Applicant Preferences**.
- 10A. A new window populates, containing a list of qualified members.



The screenshot displays the 'Marketplace Unit Preferences' interface. On the left, a navigation menu includes 'Marketplace Unit Preferences' (highlighted with a red box and circled '8'). The main area shows a table of job openings with columns: JO, UIC, UIC Description, CMND CD, Position, PARNO, PERLN, City, State, Duty Title, POSCO, and Gr. The first row (JO 538714) is highlighted with a red box and circled '9'. Below the table, a 'Job Openings to Preference' section contains a 'Set Applicant Preferences' button (circled '10'). A dialog box (circled '10A') is open, titled 'Valid Preference Values Are From 1 To 3 And 9'. It contains a table of qualified members with columns: Applicant ID, Empl ID, and Name. The table lists nine members: DAVIS, JOHN; ANDERSON, THOMAS; MARTIN, ANTHONY; BROWN, RICHARD; JONES, JENNIFER; GARCIA, BETH; JONES, ROBERT; MILLER, ABIGAIL; and JOHNSON, EMMA. A 'Save' button is at the bottom of the dialog. A note with a hand icon points to the dialog box.

**NOTE:** Preference value range is listed above the available Members area and corresponds with the number of available applicants. In the example shown, the position has nine qualified applicants available; therefore, only numbers 1-9 can be utilized. Units have two options to prioritize a preference, by manual input or automated.

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## Manual Fill Preferences

**Preferences**

JO 538715 #4 TEAM CHIEF  
 UIC W6ED16 W6ED HRC, RPMD POSCO E79V Grade E8  
 ASI SQI Position Labels None


Auto Fill Preferences **11** Remove All Preferences Save

Valid Preference Values Are From 1 To 2

1-9 of 9 View All

Applicant Labels	Preference
	0
	0
	0
	0
	0
	0
	0
	0

11. Click on **Remove All Preferences**.
12. Input corresponding numeric values to rank available Members within the column; Preference values will default to zero.

 **NOTE:** Members without a corresponding numerical value will automatically fill based off Member's MOS/Grade.

13. Click on **Save**; All preference data will be lost if Save is not selected.

13A. Applicants will sort in ascending order, based off numerical value.

13B. Under the **Applicant Interest** column, a check mark appears if a Member manually selected a preference for one of the listed Job Opportunities; In this example, no Members selected preferences for the job opportunities available.

13C. A green check mark will appear under the **Signal** column indicating manually filled preferences; This sends a notification to the Member.

Valid Preference Values Are From 1 To 3 And 9

Applicant ID	Empl ID	Name
000000	0000000000	DAVIS, JOHN
000000	0000000000	ANDERSON, THOMAS
000000	0000000000	MARTIN, ANTHONY
000000	0000000000	BROWN, RICHARD
000000	0000000000	JONES, JENNIFER
000000	0000000000	GARCIA, BETH
000000	0000000000	JONES, ROBERT
000000	0000000000	MILLER, ABIGAIL
000000	0000000000	JOHNSON, EMMA

**13** Save

Promo Rank	AOC/MOS	SQI	Applicant Labels	Preference	Applicant Interest	Signal
	E42A	EO		0 <b>A</b>	<b>B</b>	<b>C</b>
MSG	E42A	None		0		
	E42A	EF5		0		
	E42A	E25, E6Z		0		
	E42A	None		0		
MSG	E42A	E1B, E2S		1		✓
	E42A	E2S, E8R		2		✓
MSG	E42A	E2S		3		✓
MSG	E42A	None		9		Signal

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## Auto Fill Preferences

14. Click **Auto Fill Preferences** to allow the system to auto fill the preferences for available Member; selecting Auto Fill Preference will not send a notification to an applicant.
15. Click **Yes**.
16. Click **Save**.

**Preferences**

JO 538715 #4 TEAM CHIEF  
 UIC W6ED16 W6ED HRC, RPMD POSCO E79V Grade E8  
 ASI SQI Position Labels None

**14**

Valid Preference Values Are From 1 To 2

Applicant ID	Empl ID	Name	Rank	Promo Rank	AOC/MOS	Branch	Functional Area	ASI	SQI	Applicant Labels	Preference	Applica Interes
000000	0000000000	SMITH, JOHN	SFC	MSG	E79V			E2B, E4R	EO		0	

Auto Preference? (30000,260)

The current page will be saved and assign a random preference to all Job Openings that do not have a preference associated. Select "Yes" if you would like to proceed, otherwise select "No" to cancel.

**15**

Applicant ID	Empl ID	Name	Rank	Promo Rank	AOC/MOS	Branch	Functional Area	ASI	SQI	Applicant Labels	Preference
33745	0002691894	SNEED, MICHAEL	SFC	MSG	E42A			E1B, E2S	EO		9

**16**


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**Preference Additional Information**

	POSCO	Grade	ASI	SQI	Position Labels	17	A	1-13 of 13	B	C	D
						Stats	Preferred				
MANAGER	E42A	E7				0/0/9					
EF	E79V	E8				0/0/2					
	E42A	E9	E7S			0/0/9					
MANAGER	E42A	E7				0/0/9					
MANAGER	E42A	E7				0/0/9					

17. Provided are details under **Preferences**.


17A. **Stats** column: The first number identifies how many applicants manually preferred, the second number identifies how many applicants were auto-preferred, and the third number is the total number of eligible applicants for this position.

 *EXAMPLE: For "439," there are four applicants who manually preferred, three applicants auto-preferred, and nine is the total number of eligible applicants.*

17B. **Details** icon: Provides details for that specific Job Opening.

17C. **Posting** column icon: Provides job opening posting details.

17D. **Position Posting Details** icon: provides additional information about the position (nominative/Joint Duty Assignment Listing (JDAL) positions).


 *NOTE: Hover mouse pointer over icons for these three columns to view the titles of each.*

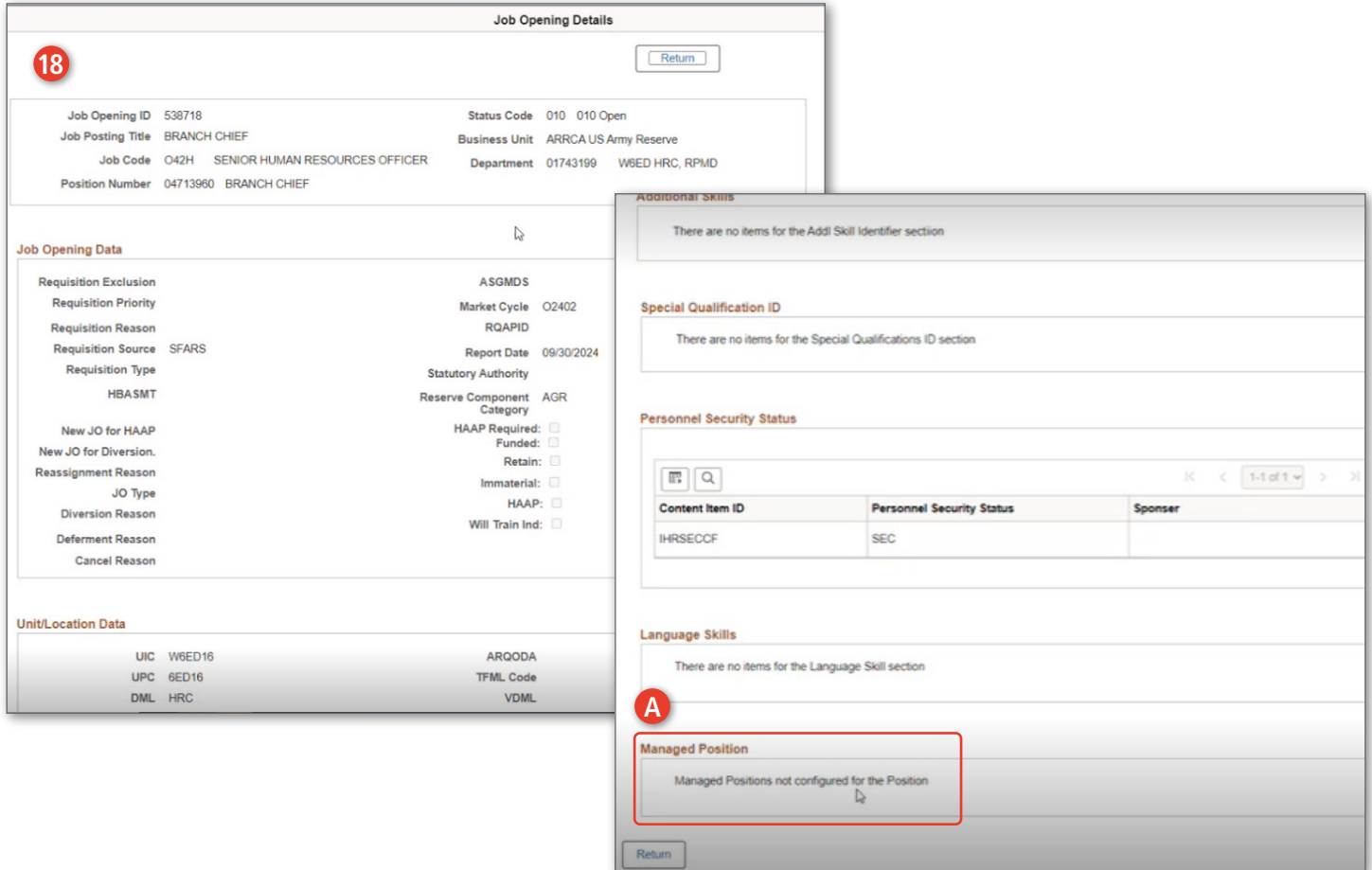
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**Job Opening Details**

18. Provided are example **Job Opening Details**.

18A. Job Opening Details provide specific information the unit requested (ex., Interview required prior to acceptance of position.)

 *NOTE: If the Job Opening is a JDAL fill, the JDAL ID number will be listed under the Managed Position label.*



**Job Opening Details**

18

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	Report Date 09/30/2024
Requisition Type	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

**Additional Skills**

There are no items for the Addl Skill Identifier section

**Special Qualification ID**

There are no items for the Special Qualifications ID section

**Personnel Security Status**

Content Item ID	Personnel Security Status	Sponser
IHRSECCF	SEC	

**Language Skills**

There are no items for the Language Skill section

**Managed Position**

Managed Positions not configured for the Position

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## Job Opening Posting Details

19. **Position Posting Details** lists any additional requirements for this Job Opportunity (ex., Interview required for Job Opportunity.)

**Job Opening Posting Details** ✕

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

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

**Position Posting Details** 19

Position Posting configuration has not been setup for this Position.

[Return](#)

## Navigating to Another Position

20. Click on the **Job Openings to Preference** link to navigate to a new position.

[> Job Openings to Preference](#) 20

**Applicant Label Filters**

Filter Clear

Label	Description		
Q		+	-

**Preferences**

JO	538715	#4 TEAM CHIEF				
UIC	W6ED16	W6ED HRC, RPMD	POSCO	E79V	Grade	E8
ASI		SQL	Position Labels	None		

[Auto Fill Preferences](#)
[Remove All Preferences](#)
[Save](#)

Valid Preference Values Are From 1 To 2