

HRC JUNIOR ENLISTED PROMOTIONS JOB AID

This Job Aid assists in Integrating Members to the Promotion Recommended Roster (PRR) from Promotion Consideration Roster (PCR).

Normal timeline in January 2023 and there after:

- Monthly Unit Promotion Boards held between the 10th and 26th of the month.
- Actions completed after board is held but NLT 26th of each month.

Required Audience: HR Professionals (Unit S1) and the Promotion Authority (BN CDR).

Required Source Documents for Unit S1's:

Approved Promotion Board Proceedings signed by Board President. *Promotion Authority approves the Promotion Consideration Roster inside IPPS-A.

Additional Training Resources

IPPS-A User Manual:

- Promotions >> Decentralized Promotions
- Promotions >> Semi-Centralized Promotions

User Productivity Kits (UPKs):

- Manage Decentralized Promotion Roster
- Manage Semi-Centralized Roster Board
- Review/Approve Semi-Centralized Roster -Commander

Step-by-Step Instructions

From the HR Professional homepage:

- Select NavBar icon. Then select Navigator >> Workforce Administration >> Assignment Tracking >> Boards >> Boards Roster. The Board Roster search screen displays.
- 2. Click the magnifying glass icon and enter:
 - ARACA for US Army Active Component (Regular Army)
 - ARRCA for US Army Reserve Component
- 3. Then click Search to view the Board results.



NOTE: Both **Board IDs** will need to be actioned and completed. **Board Identifier** numbers are subject to change.

continued on reverse ►





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Step-by-Step Instructions CONTINUED

4. Click the applicable **Board Identifier**. The **Board Roste**r screen is displayed.

Search Results														
View 4					14	 √ 1-2 c 	f2 🗸 🕨 🕨							
Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Pro	Search Results							
1425	RA E5	Pre Board	RA E5	2022	ARACA	Semi	View A					14	 1-21 of 21 	• • •
1428	RA E6	Pre Board	RA E6	2022	ARACA	Semi	Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Process	Board Typ
						_	1411	USAR E5 AGR	Pre Board	USAR E5 AGR	2022	ARRCA	Semi	Promotion
							1414	USAR E6 AGR	Pre Board	USAR E6 AGR	2022	ARRCA	Semi	Promotion

5. Click the **Filter** button within the **Filter Criteria** section. A **Candidate** list displays.

NOTE: Only Members under your purview will be available for action.

- 6. From the **Board Results** drop down arrow, select either **Promotion-Select** or **Promotion Non-Select**.
- 7. Enter the board approval date (same date as promotion board memorandum) in the **Board Approval Date** field.
- 8. After all fields have been updated, click Save.

NOTE: Only action "boarded" Members cited on the promotion board memorandum as "recommended."

Board ID	1425		RA ES		Roard Process	Seri Ce	terimized.		You 2	022
Template ID	BAES		SPC to SGT Promotion	1(E4 E5)				Conven	e Date 1	2422802
Dusiness Unit	ARACA		US Army Active Compo	inent				Adjourn	n Date 1	2010822
Grada To	F 5	Roard Status	Dec Bound					Points Cut Of	T Date 1	2/01/2022
TIG Zooc	e	Source states					Minimum RASO TIS Zones	Admin Pointa	Score	
		From Date Te	o Date			- í		From Date	To Da	14
Primary		01/3	1/2022				Primary		010120	20
Seconda	iry	02001/2022 07/3	1/08/22				Secondary	87/01/2028	670120	121
Zone of	Cons/MLI						Zone of Cone MLI			
Run PPW Report and Monitor a Critiania All Service Member sitia	3 V D P	romotion Processed	Add Allach	nent	Reviewed and App	becong				
Nun PPW Report ess Monitor i Chilema All Service Member phie and ton : OS		romotion Processed	Add Allach	nest	Reviewed and App	proved				
Dan PPW Repart		romation Processed V	Add Albach	ment	Reviewed and App	proved				
Ton PPW Repart or PPW Repart or Criterio All Service Member pine and or pine bit		v	Add Albech	ment	Reviewed and Ap	becen				

Board Roster	Job Info	MOS Infe	Points >				7	
Empl ID	Empl Record	Rank	Display Name	Board Zone	Eligible	Board Results	Board Approval Date	Promotion Date
0003456543	0	SPC	SPC MITCH GRISSOM	Primary		Withhold from Consideration \checkmark		
0003487111	0	SPC	SPC DESHALYN JONES	Primary		Withhold from Consideration 🗸		
Save Ret	um to Search	Previous	in List Next in List Notify					

Promotion Authority (BN CDR) Action

- 1. Follow the previous steps 1 through 5 to navigate to and access the PCR.
- 2. Review all promotion considerations, then click the **Reviewed and Approved** button.
- 3. Click Save.

Version 2.0 20230426

IPPS-A will automatically integrate Members on the **PRR** based on the approval action of the **Promotion Authority** on the 1st of the next month.

	Board ID 1414		USAR E6	AGR	Bo	oard Process	Semi-Centralized	Year
Bus	siness Unit ARRCA	AGR	US Army F	G Promotion (E5 - E6) Reserve				Adjourn Date
	Grade To E6 TIG Zones	Board S	itatus Pre Board	PEBD TIS Zones			Minimum	Admin Points Score
	Primary Secondary	From Date 02/01/2021 08/01/2021	To Date 07/31/2021 05/31/2022	Primary Secondary	From Date 02/01/2016 02/01/2017	To Date 01/31/2017 01/31/2019		

