IPPS★A
### INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

JOB OPENING SEARCH
JOB AID

This Job Aid assists units with conducting a search for Job Openings in an IPPS-A Open Market.

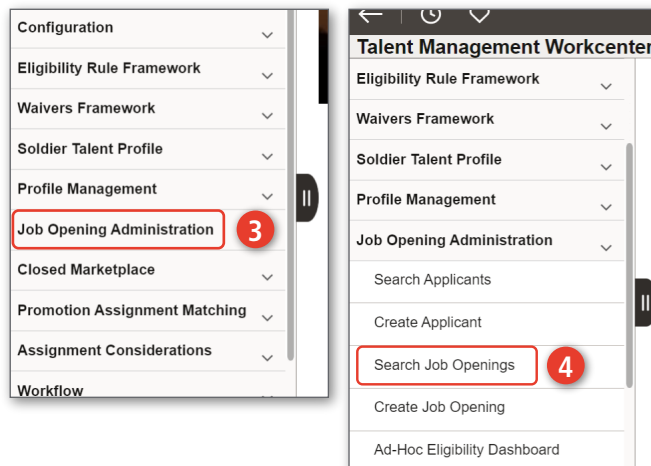*NOTE: In IPPS-A, Soldiers are referenced to as Members.*

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

Job Opening Search Overview

1. Log into IPPS-A under the **HR Professional** user role.
2. From the IPPS-A home page, select **TAM Unit Workcenter**.
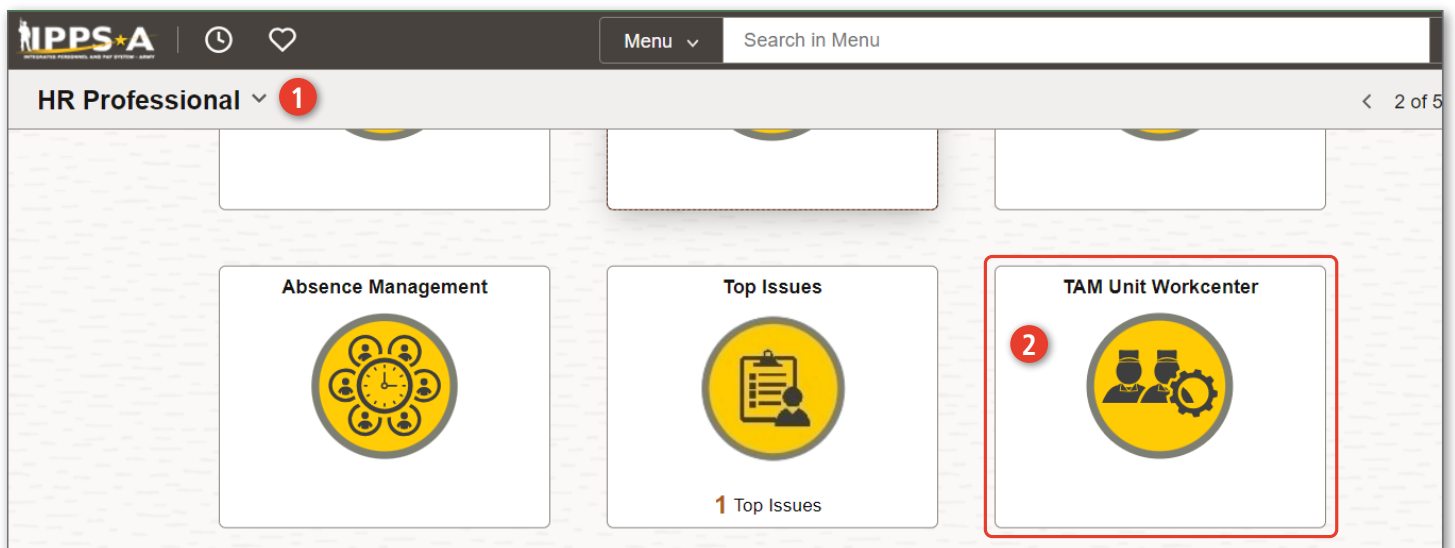
3. Click on **Job Opening Administration**.
4) Click on **Search Job Openings**.

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Search Job Openings

5. Units must have at least one field in the search criteria to populate results. This example shows four fields with an entry. Applying more fields will produce fewer results.

　5A. **Grade**: O4

　5B. **CMNDCD**: AH

　5C. **STATUS**: Filled

　5D. **CYCLE**: O2401

　5E. Once complete, click **Search**.

Search Job Openings (5)

Search Criteria

UNIT DATA:	DML		DMSL		CMNDCD	AH (B)	ORGRAA		UIC	
JO DATA:	JO ID		POSITION		STATUS	Filled (C)	REQ TYPE		POSCO	
(A)	GRADE	O4	CMATFR		CMOTFR					
MRKT DATA:	TYPE		GROUP ID		MRKT ID		CYCLE	O2401 (D)		

| Search (E) | Clear |

Search Criteria Options

UNIT DATA:
- **DML**: Distribution Management Level
- **DMSL**: Distribution Management Sub-Level
- **CMNDCD**: Command Code
- **ORGRAA**: Organization Requisition Assignment Area
- **UIC**: Unit Identification Code

JOB OPENING (JO) DATA:
- **JO ID**: Unique to only one specific JO at a time. If a JO is closed/canceled and a new one is opened against the same positions, it will generate a new number.
- **Position**: IPPS-A gives each position a position number that is not in Army Organization Server (AOS), but it is a one for one match with each Force Management Identifier (FMID) in AOS. Units need to understand they cannot find the position numbers in AOS.
- **Status**: Cancelled, Closed, Draft, Filled, Hold, Open
- **Req Type**: Requisition Type
- **POSCO**: Personnel Occupational Specialty Code (POSCO)/Military Occupational Specialty (MOS)/Area of Concentration (AOC) Position Code; The job code of the job opening
- **Grade**: Grade of the position
- **CMATFR**: Career Management Authority Tasked to Fill Requisition
- **CMOTFR**: Career Management Office to Fill Requisition

MRKT DATA:
- **Type**: Closed, Open, Restricted
- **Group ID**: Defines the Service Component and Military Component Category of the JO
- **MRKT ID**: Market ID, unique to each market
- **Cycle**: ex., E2402, O2501, O2502, R2401, R2501, R2502

Search Criteria Results: Job Opening Details

6

Job Opening ID	JO Posting Title	JO Status	JO Report Date	Business Unit	UIC	UIC Description	Position	PARNO	PERLN
59197	MI PLANNER	Filled	02/01/2024	ARRCA	W49644	W496 USAR AREC EUSA	08618635	027	04
575969	LOGISTICS PLANNER	Filled	03/25/2024	ARRCA	W49645	W496 AREC WIESBADEN GERMANY	08618628	025	07
553764	TRAINING OFF (MP)	Filled	03/18/2024	ARRCA	W47AAA	W47A US ARMY RESERVE COMMAND	02655759	016C	04
546386	#3 READINESS OFFICER	Filled	01/08/2024	ARRCA	W47AAA	W47A US ARMY RESERVE COMMAND	02428948	013H	05
546048	NURSE STAFF OFF	Filled	12/12/2023	ARRCA	W47AAA	W47A US ARMY RESERVE COMMAND	02428832	010I	03
536361	MEDICAL PLANNER	Filled	02/12/2024	ARRCA	W49648	W496 AREC USARNO FSHTX	08618621	022	06

Tabs: Job Opening Details | Marketplace Details | Applicant D... | ACT D...

6. Example shows search populated 20 results in **Job Opening Details**.

6A. **Job Opening ID**: Unique to only one specific JO at a time. If there are multiple JOs against the same position that meet the search criteria, then all JOs for that position will be displayed.

6B. **JO Posting Title**: Position Description

6C. **JO Status**:
- **Draft**: JO initiated
- **Open**: JO open, assignment not initiated
- **Filled**: Assignment initiated in workflow, or submitted to ACT with assignment in draft, pending or approved
- **Hold**: JO is put in a hold status for any reason
- **Closed**: JO is closed when a Member is arrived to assignment
- **Canceled**: JO is canceled, ID remains

6D. **JO Report Date**: Assignment report date

6E. **Business Unit**: Business unit of the position; ARACA (AC), ARRCA (RC), NGDAK (Alaska Army National Guard, all NG start with NGD and are unique to each state and territory)

6F. **UIC**: Unit Identification Code

6G. **UIC Description**: Unit name

6H. **Position**: Position Number

6I. **PARNO and PERLN**: Paragraph and Line Number

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Search Criteria Results: Job Opening Details CONTINUED

PERLN	City	State	POSCO	Control Branch	Grade	CMATFR	CMOTFR	DML	DMSL	CMDCD	ORGRAA		
04	CAMP HUMPHREYS	KR	O35A	OMI	O4	RAGR	RAGR			AH	HR	📄	📄
07	WIESBADEN	GE	O90A	OLG	O4	RAGR	RAGR			AH	HR	📄	📄
04	FT LIBERTY	NC	O31A	OMP	O4	RAGR	RAGR	ACR	ARC	AH	NB	📄	📄
05	FT LIBERTY	NC	O12A	OEN	O4	RAGR	RAGR	ACR	ARC	AH	NB	📄	📄
03	FT LIBERTY	NC	O66H	OAN	O4	RAGR	RAGR	ACR	ARC	AH	NB	📄	📄
06	FT SAM HOUSTON	TX	O70H	OMS	O4	RAGR	RAGR			AH	HR	📄	📄
02	FT LIBERTY	NC	O12A	OEN	O4	RAGR	RAGR	ACR	ARC	AH	NB	📄	📄
03	FT LIBERTY	NC	O31A	OMP	O4	RAGR	RAGR	ACR	ARC	AH	NB	📄	📄

7. Provided are examples under **Job Opening Details**.

    7A. **City, State**: Physical location of the JO

    7B. **POSCO**: Job code for the position

    7C. **Control Branch**: Officers and Warrant officers are managed by their control branch

    7D. **Grade**: Grade of the position

    7E. **CMATFR**: Career Management Authority Tasked to Fill Requisition

    7F. **CMOTFR**: Career Management Office to Fill Requisition

    7G. **DML**: Distribution Management Level

    7H. **DMSL**: Distribution Management Sub-Level

    7I. **CMDCD**: Specific to each command

    7J. **ORGRAA**: Physical location of the organization

NOTE: Icons are quick links to Job Opening Details and Non-Person Profile.

Search Criteria Results: Marketplace Details

Job Opening ID	JO Posting Title	Market Type	Cycle	Market ID	Description
591972	MI PLANNER	Restricted	O2401		
575969	LOGISTICS PLANNER	Restricted	O2401		
553764	TRAINING OFF (MP)	Restricted	O2401		
546386	#3 READINESS OFFICER	Restricted	O2401		
546048	NURSE STAFF OFF	Restricted	O2401		
536361	MEDICAL PLANNER	Restricted	O2401		
525988	TRAINING OFF (EN)	Restricted	O2401		
508582	OPERATIONS OFFICER	Restricted	O2401		

8. Provided are examples under **Marketplace Details (**Different search criteria in example.**)**

  8A. **Job Opening ID**: Unique to only one specific JO at a time. If there are multiple JOs against the same position that meet the search criteria, then all JOs for that position will be displayed.

  8B. **JO Posting Title**: Position description

  8C. **Market Type**:
   - **Open**: No end date
   - **Restricted**: JOs were created outside a marketplace
   - **Closed**: Market with a start and end date

  8D. **Cycle**: ex., E2402, O2501, O2502 (Enlisted/Officer, Year of Cycle, Cycle Number)

  8E. **Market ID**: Unique to a specific market if the JO is associated with a closed market

  8F. **Description**: Title of the market

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Search Criteria Results: Applicant Details

9

Job Opening ID	JO Posting Title	Team ID	Team Description	Total Applicants	EMPLID	Name	Rank
591972	MI PLANNER	125	RSRV AGR Officer Accessions	1	0000000000	DAVIS, JOHN	CPT
575969	LOGISTICS PLANNER	142	RSRV AGR Officer Branch 3B	1	0000000000	ANDERSON, THOMAS	MAJ
553764	TRAINING OFF (MP)	145	RSRV AGR Officer Branch 1B	1	0000000000	MARTIN, ANTHONY	CPT
546386	#3 READINESS OFFICER	146	RSRV AGR Officer Branch 1C	1	0000000000	BROWN, RICHARD	CPT
546048	NURSE STAFF OFF	157	RSRV AGR Officer HSD	1	0000000000	JONES, JENNIFER	MAJ
536361	MEDICAL PLANNER	157	RSRV AGR Officer HSD	1	0000000000	GARCIA, BETH	MAJ
525988	TRAINING OFF (EN)	125	RSRV AGR Officer Accessions	1	0000000000	JONES, ROBERT	MAJ
508582	OPERATIONS OFFICER	145	RSRV AGR Officer Branch 1B	1	0000000000	MILLER, ABIGAIL	MAJ
508547	TRAINING OFF (QM)	142	RSRV AGR Officer Branch 3B	1	0000000000	JOHNSON, EMMA	CPT
508526	#2 LOGISTICS PLANNER	142	RSRV AGR Officer Branch 3B	2	0000000000	SMITH, JOHN	MAJ

9. Provided are examples under **Applicant Details**.

9A. **Job Opening ID**: Unique to only one specific JO at a time

9B. **JO Posting Title**: Name of the position

9C. **Team ID/Team Description**: Associated with internal TAM teams for workflow and assignment processing

9D. **Total Applicants**: Total number of applicants that have been linked/applied to the JO; Will only display the most recent applicant

9E. **EMPLID**: Employee Identification Number

9F. **Name**: Name of Applicant

9G. **Rank**: Soldier's rank

10

	Rank	Applicant Status	Status Reason	Step of Total	Current Step			
CHEN, LEE	CPT	Pending Waiver	In Workflow Process	2 of 4	OFFICER ACCOUNT MANAGERS	👤	⊗	⚙
JACKSON, JOE	CPT	Pending Waiver	In Workflow Process	2 of 4	OFFICER ACCOUNT MANAGERS	👤	⊗	⚙

10. Provided are examples under **Applicant Details**.

10A. **Applicant Status**
- **Linked**: Member has linked or applied to JO, but nothing has been submitted
- **In ACT**: The assignment has been pushed to ACT for order production
- **Pending Wavier**: Assignment is in workflow

10B. **Status Reason**: Additional information describing the applicant status

10C. **Step of Total**: Current step out of the total steps for out of that specific workflow

10D. **Current Step**: Title of step, or the "who" the workflow is with at that step

NOTE: Displayed icons are quick links to Person Profile, Restrictions and Waiver Workflow.

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Search Criteria Results: ACT Details

Job Opening ID	JO Posting Title	EMPLID	Name	Rank	Applicant Status	Applicant Status Reason	ACT Stage Status
591972	MI PLANNER	0000000000	DAVIS, JOHN	CPT	In ACT	Submitted to ACT	Completed
575969	LOGISTICS PLANNER	0000000000	ANDERSON, THOMAS	MAJ	In ACT	Submitted to ACT	Completed
553764	TRAINING OFF (MP)	0000000000	MARTIN, ANTHONY	CPT	In ACT	Submitted to ACT	Completed
546386	#3 READINESS OFFICER	0000000000	BROWN, RICHARD	CPT	In ACT	Submitted to ACT	Completed
546048	NURSE STAFF OFF	0000000000	JONES, JENNIFER	MAJ	In ACT	Submitted to ACT	Completed
536361	MEDICAL PLANNER	0000000000	GARCIA, BETH	MAJ	In ACT	Submitted to ACT	Completed
525988	TRAINING OFF (EN)	0000000000	JONES, ROBERT	MAJ	In ACT	Submitted to ACT	Completed
508582	OPERATIONS OFFICER	0000000000	MILLER, ABIGAIL	MAJ	In ACT	Submitted to ACT	Completed
508547	TRAINING OFF (QM)	0000000000	JOHNSON, EMMA	CPT	In ACT	Submitted to ACT	Completed

11. Provided are examples under **ACT Details**.

   11A. **Job Opening ID**: Unique to only one specific JO at a time; If there are multiple JOs against the same position that meet the search criteria, then all JOs for that position will be displayed

   11B. **JO Posting Title**: Position Description

   11C. **EMPLID**: Employee Identification

   11D. **Name, Rank**: Name and rank of Member linked to the assignment

   11E. **Applicant Status**:
   - **Linked**: Member has linked or applied to JO, but nothing has been submitted
   - **In ACT**: The assignment has been pushed to ACT for order production
   - **Pending Wavier**: Assignment is in workflow

   11F. **Applicant Status Reason**: Additional information describing the applicant status

   11G. **ACT Stage Status**: Workflow making it into ACT (Completed)

Search Criteria Results: ACT Details CONTINUED

Applicant Status Reason	ACT Stage Status	ACT Stage Date	ACT Status	ACT Report Date	ACT Error Message	
Submitted to ACT	Completed		Approved	12/07/2023		📄
Submitted to ACT	Completed		Approved	12/06/2023		📄
Submitted to ACT	Completed		Draft	02/13/2024		📄
Error in ACT	Failed Stage Edits	11/29/2023			CI Errors; <*False:CI: Overlap. Assignment ID 118900197 with Start Date 2023-10-01 and End Date 2024-09-30 overlaps with this Assignment.:Error saving Component Interface. {IP_ACT_DETAIL_CI} (91,37):*>	📄
Submitted to ACT	Completed		Approved	12/18/2023		📄
Submitted to ACT	Completed		Approved	12/06/2023		📄

12. Provided are examples under **ACT Details**.

12A. **ACT Stage Date**: Date that the assignment was submitted to ACT

12B. **ACT Status**: Specific to assignment, draft, wavier, pending, approved or canceled

12C. **ACT Report Date**: Report date of the assignment

12D. **ACT Error Message**: Explains the error so it can be resolved; will display as blank if no error

NOTE: Displayed icons are quick links to ACT Details.

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