


SMP PROMOTION & DEMOTION PAR JOB AID

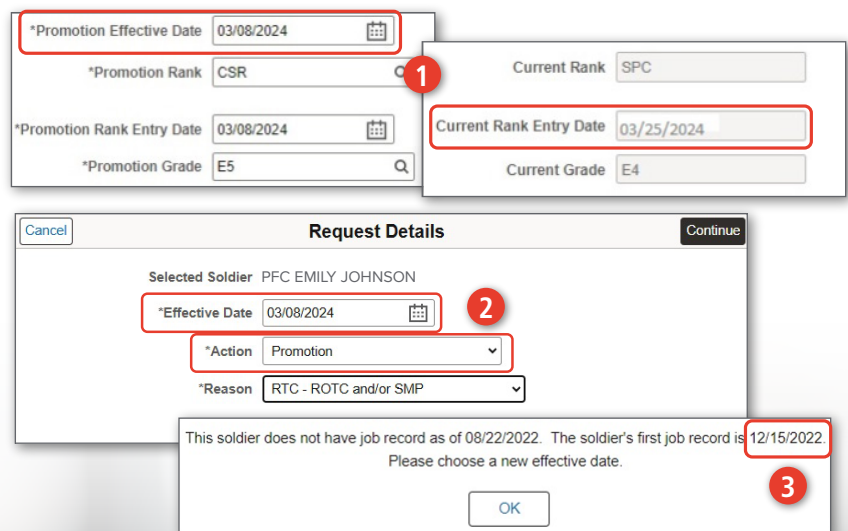
This Job Aid assists COMPO 2 and 3 unit-level HR Professionals with processing a Simultaneous Membership Program (SMP) promotion and demotion personnel action request (PAR).

This process will promote and demote (when applicable) a SMP cadet.

 *DASHBOARD NAVIGATION: HR Professional > HR Personnel Action Requests > Create Personnel Action.*

Before You Begin

1. If the Member was promoted and the Current Rank Entry Date is AFTER the effective date of the DA Form 597, block 16S or the NGB 594-1 DO NOT PROCEED until after a DEMOTION PAR is processed to revoke the erroneous promotion. HR Professional must wait at least one day after demotion PAR is approved to proceed with the SMP Promotion.
2. When submitting the SMP Promotion, DO NOT USE the auto populated Promotion Effective Date. Reference DA Form 597, Block 16S or the NGB 594-1 to determine the Promotion Effective Date.
3. When submitting the SMP Promotion, if the error message shown populates after entering the effective date, use the Member's first job record date "hire date" as the Effective Date.



Form Fields:

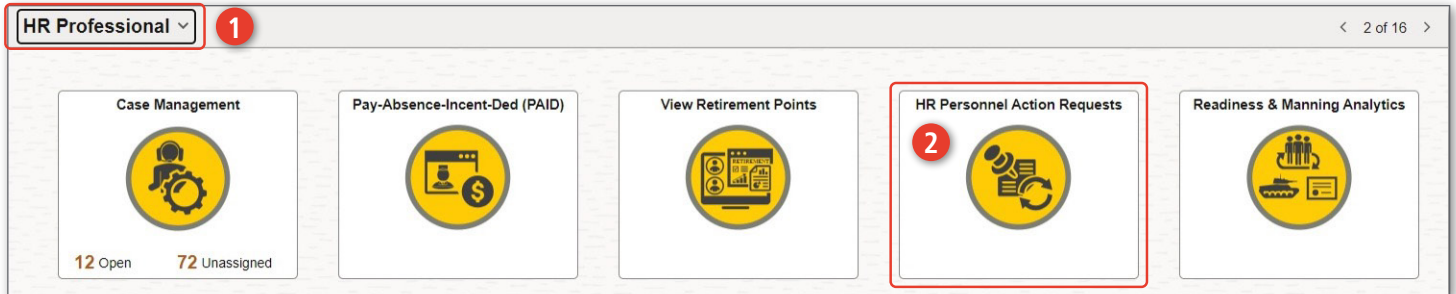
- *Promotion Effective Date: 03/08/2024
- *Promotion Rank: CSR
- *Promotion Rank Entry Date: 03/08/2024
- *Promotion Grade: E5
- Current Rank: SPC
- Current Rank Entry Date: 03/25/2024
- Current Grade: E4

Request Details:

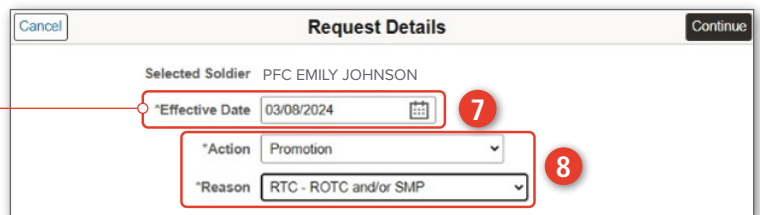
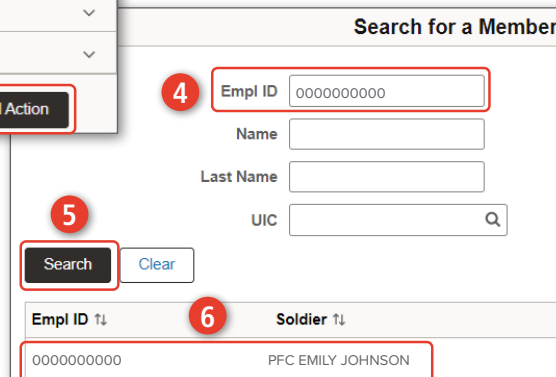
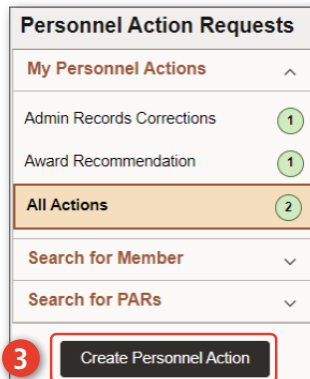
- Selected Soldier: PFC EMILY JOHNSON
- *Effective Date: 03/08/2024
- *Action: Promotion
- *Reason: RTC - ROTC and/or SMP


Error Message: This soldier does not have job record as of 08/22/2022. The soldier's first job record is 12/15/2022. Please choose a new effective date.


How to Create a SMP Promotion PAR

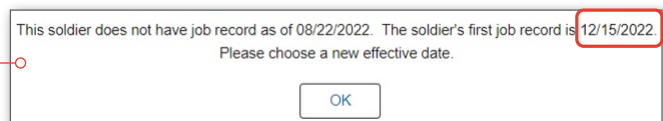


1. Click on the **HR Professional** user role.
2. Click on the **HR Personnel Action Requests** tile.
3. Click on **Create Personnel Action**.
4. Type in Member's **Employee ID#**.
5. Click on **Search**.
6. Click on **Member**.
7. Select the **Effective Date**.
8. Under **Action** subheader, select **Promotion** from the drop down. For **Reason** select **RTC – ROTC and/or SMP**.



 *NOTE: See DA Form 597, block 16S or the NGB 594-1.*

 *NOTE: If the error message shown populates, use the Soldier's first job record date ("hire date").*



How to Create a SMP Promotion PAR CONTINUED

9. The Promotion PAR Screen displays.

10. Enter the following values:

10A. Military Rank: **CSR**

10B. Grade: **E5**

10C. Primary Job Code: **E09R**

10D. PAR Reason: **RTC – ROTC and/or SMP**

10E. Rank Entry Date: see **Step 7**

10F. Grade Entry Date: see **Step 7**

10G. Authority: **Auto Populate**

10H. Enter **Applicable Waiver Reason**

11. Click **Save**.

12. Click **Add Attachment** to upload the packet, including the DA Form 597/NGB 594-1.

13. Click **Check Eligibility**.

14. Click on **Validate**.

15. Preview the **Approval Chain**.

16. Click on **Submit**.

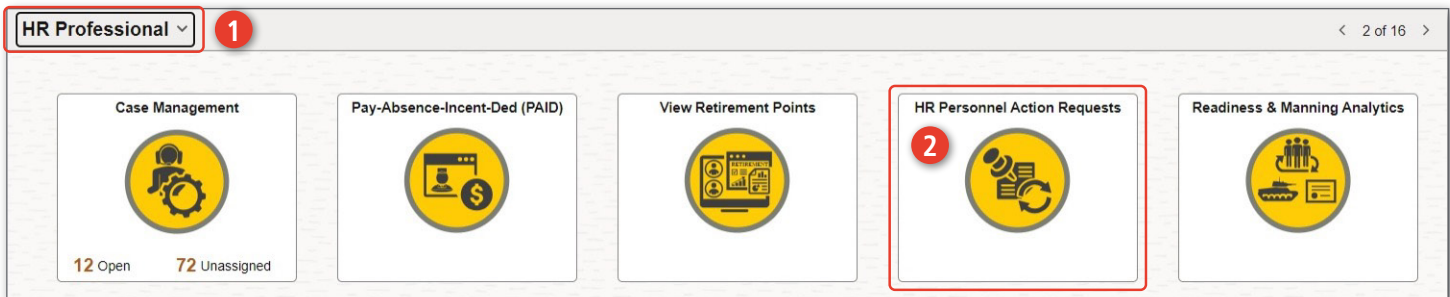
NOTE: PAR will route to Member's S1 Pool for processing.



Before You Begin

COMPO 3 must contact the supporting Readiness Division (RD) to confirm rank and DOR prior to SMP promotion to complete steps 10C, 10D, & 10F.

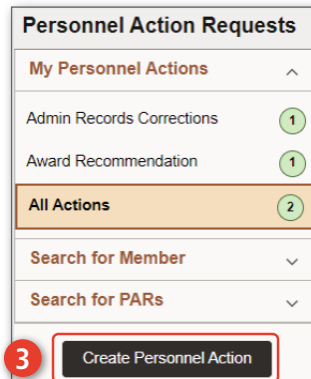
How to Create a SMP Demotion PAR



HR Professional 1 < 2 of 16 >

Case Management (12 Open, 72 Unassigned) | Pay-Absence-Incent-Ded (PAID) | View Retirement Points | **HR Personnel Action Requests** (2) | Readiness & Manning Analytics

1. Click on the **HR Professional** user role.
2. Click on the **HR Personnel Action Requests** tile.
3. Click on **Create Personnel Action**.
4. Type in Member's **Employee ID#**.
5. Click on **Search**.
6. Click on **Member**.
7. Select the **Effective Date**.
8. Select **Demotion** from the drop down.
- 8A. Select **SMP – SMP Withdraw/Elim from ROTC** from the dropdown.



Personnel Action Requests

My Personnel Actions ^

Admin Records Corrections (1)

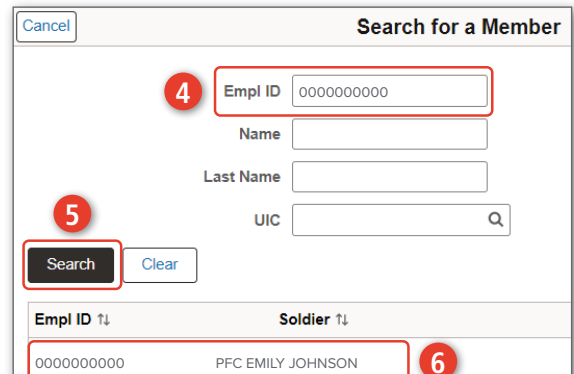
Award Recommendation (1)

All Actions (2)

Search for Member v

Search for PARs v

3 Create Personnel Action



Cancel **Search for a Member**

4 Empl ID 000000000

Name

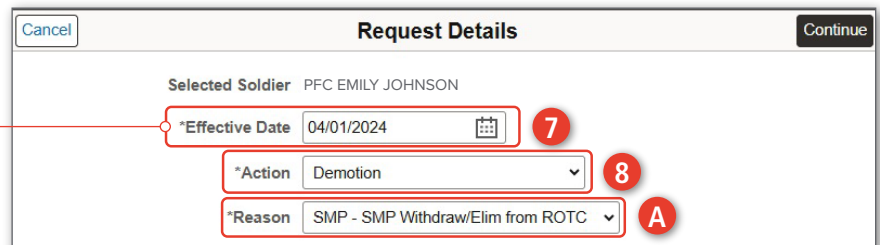
Last Name

UIC

5 Search Clear

Empl ID ↑ Soldier ↓

000000000 PFC EMILY JOHNSON **6**




Cancel **Request Details** Continue

Selected Soldier PFC EMILY JOHNSON

*Effective Date 04/01/2024 **7**

*Action Demotion **8**

*Reason SMP - SMP Withdraw/Elim from ROTC **A**

 *NOTE: See Disenrollment Memo and DD Form 785.*

How to Create a SMP Demotion PAR CONTINUED

9. The Demotion PAR Screen Displays.

10. Enter the following values:

10A. Military Rank: **Enter date prior to SMP promotion**

10B. Grade: **See STEP 10A**

10C. Primary Job Code: **Enter previous MOS**

10D. PAR Reason: **Auto Populated**

10E. Rank Entry Date: **Enter date prior to SMP promotion**

10F. Grade Entry Date: **Enter date prior to SMP promotion**

10G. Authority: **Auto Populated**

11. Click **Save**.

Step 1 of 4: Request Data
11 Save

Effective Date 04/01/2024

PAR Action Demotion

Eligibility Status Not Required

PAR Status Draft

*PAR Reason SMP - SMP Withdraw/Elim from ROTC

▼ **Soldier Data**

UIC 000000	UIC Description 000000
Component Active	Category ACMS-Indiv Acct-Enl Trainees
Rank PFC	Rank Entry Date 10/16/2023
Grade E3	Grade Entry Date 01/09/2024
Position Number 00000000	Position Description Standard Excess
Secondary Job Code E92G - 92G-CULINARY SPECIALIST	

▼ **PAR Data**

*Effective Date 04/01/2024

*Military Rank A

*Grade B

*Primary Job Code C

Secondary Job Code E92G 92G-CULINARY SPECIALIST

Additional Job Code

*PAR Reason SMP - SMP Withdraw/Elim from ROTC D

*Rank Entry Date E

*Grade Entry Date F

*Authority AR 600-8-19 G

RCP Date

Cancel

Submit for Approval Confirmation

○ Home: WWW000 - 0000 DEPARTMENT

● Host: WWW001 SCHOOL

*S1 Pool 0000000000 WWW001 SCHOOL

Pool Members

HANNAH BROWN
WILLIAM JONES
JENNIFER GOMEZ
CPT SARAH DAVIS
CW3 ISABELLA MILLER
MARY MARTINEZ

← Previous
Submit

15

Step 3 of 4: Validate Request
14 Validate

Attachments

There is no attachment uploaded.

Add Attachment 12

Check Eligibility 13

12. Click **Add Attachment** to upload the Disenrollment Memo, DD Form 785 and verification from RD to confirm rank and date prior to SMP Promotion.

13. Click **Check Eligibility**.

14. Click on **Validate**.

15. Preview the **Approval Chain**.

16. Click on **Submit**.

NOTE: NOTE: PAR will route to Member's S1 Pool for processing.

continued on next page ▶

Version 2.0 20241209

One Soldier ★ One Record ★ One Army

IPPS-A RESOURCES

-  hr.ippsa.army.mil/upk/r3/demoserver/index.html
-  Milsuite.mil/book/community/spaces/apf/s1net/ipps-a
-  IPPS-A.army.mil
-  Facebook.com/armyippsa
-  Instagram.com/usarmy_ippsa/
-  X.com/IPPSArmy
-  Linkedin.com/company/ipps-a/
-  Youtube.com/c/IPPSA
-  usarmy.pentagon.hqda-ipps-a.mbx.ipps-a@mail.mil