


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

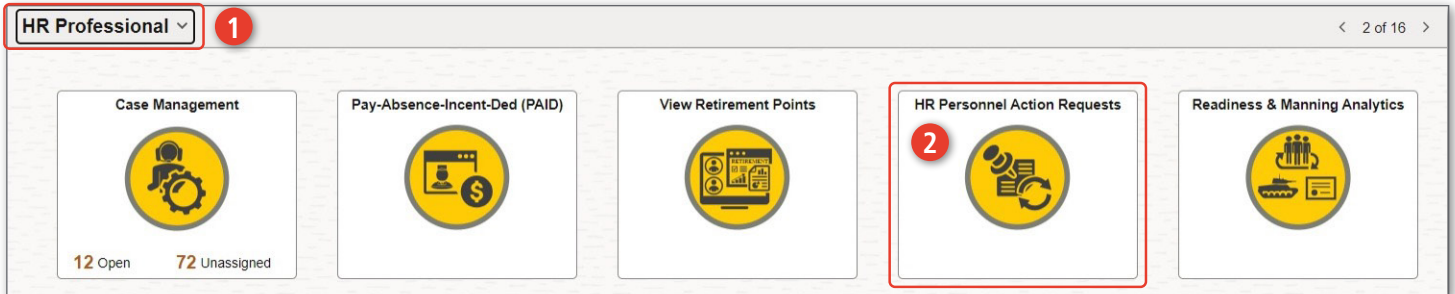
1. If the Member was promoted and the Current Rank Entry Date is AFTER the effective date of the DA Form 597, block 16S or the NGB 594-1 DO NOT PROCEED until after a DEMOTION PAR is processed to revoke the erroneous promotion. HR Professional must wait at least one day after demotion PAR is approved 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.

The screenshot displays the HR system interface for processing a promotion and demotion PAR. It includes the following elements:

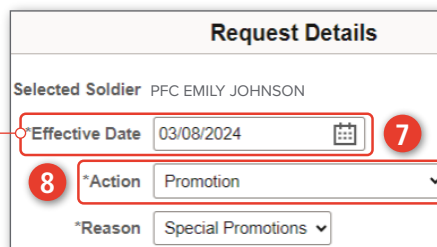
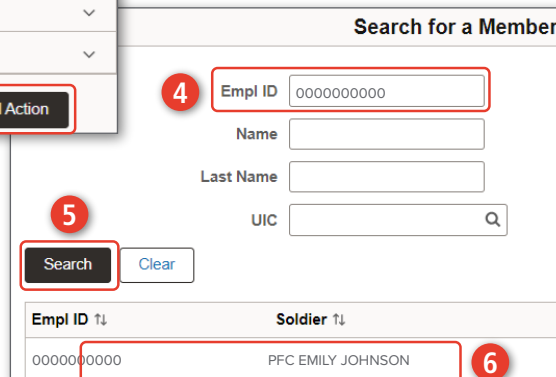
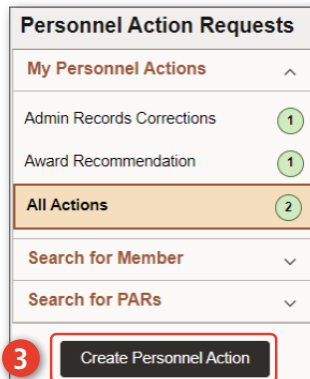
- Form 1 (Top Left):** Promotion details form. Fields include:
 - *Promotion Effective Date: 03/08/2024
 - *Promotion Rank: CSR
 - *Promotion Rank Entry Date: 03/08/2024
 - *Promotion Grade: E5
- Form 2 (Top Right):** Current rank and grade details form. Fields include:
 - Current Rank: SPC
 - Current Rank Entry Date: 03/25/2024
 - Current Grade: E4
- Form 3 (Middle):** Request Details form for PFC EMILY JOHNSON. Fields include:
 - *Effective Date: 03/08/2024
 - *Action: Promotion
 - *Reason: Special Promotions
- Form 4 (Bottom):** Error message dialog box. Text: "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." Includes an OK button.

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How to Create a SMP Promotion PAR

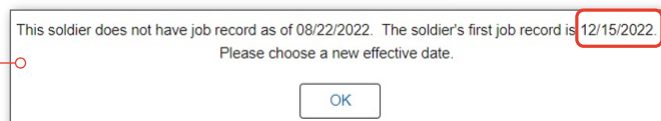


1. Click on the **HR Professional** user role.
2. Click on the **HR Personnel Action Requests** tile.
3. Click on **Create Personnel Action**.
4. Type in Member's **Employee ID#**.
5. Click on **Search**.
6. Click on **Member**.
7. Select the **Effective Date**.
8. Under **Action** subheader, select **Promotion** from the drop down. **Reason** will auto populate to **Special Promotions**.



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").



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How to Create a SMP Promotion PAR CONTINUED

9. In the Description Field, Free text "SMP Promotion".

10. Enter the following values:

10A. Reason: **RTC**

10B. Promotion Effective Date: **See Step 7**

10C. Promotion Rank: **CSR**

10D. Promotion Rank Entry Date: **See Step 7**

10E. Promotion Grade: **E5**

10F. Promotion Grade Entry Date: **See Step 7**

10G. Promotion Jobcode: **E09R**

10H. Promotion Secondary: enter member's previous JobCode

11. Click **Save**.

CSR MIA CHAPA - Special Promotions

9 11

Approval Status Initial Created On

Member Data

Department 00000000 0000 DEPARTMENT Jobcode E09R
 Component Reserve Salary Grade E5
 Category PO Military Rank CSR

PAR Data

Emplid 0000000000 CSR EMILY JOHNSON

*Type of PAR Original

Action PROMOTION

Position 00000000 Standard Excess

Current Rank CSR

Current Rank Entry Date 11/22/2022

Current Grade E5

Current Grade Entry Date 11/22/2022

Primary Jobcode E09R 09R-SIMULTANEOUS MEMBER PROGRAM

Secondary

Additional

10

*Reason RTC A ROTC and/or SMP

*Promotion Effective Date 03/08/2024 B

*Promotion Rank CSR C

*Promotion Rank Entry Date 03/08/2024 D

*Promotion Grade E5 E

Promotion Grade Entry Date 03/08/2024 F

*Promotion Jobcode E09R G 09R-SIMULTANEOUS MEMBER PROGRAM

Promotion Secondary E91B H 91B-WHEELED VEHICLE MECHANIC

Promotion Additional

Attachments

There is no attachment uploaded.

12

13

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

13. Click **Submit**.

14. Click on **Continue**.

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

Cancel **Submit for Approval Confirmation** 14

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 |

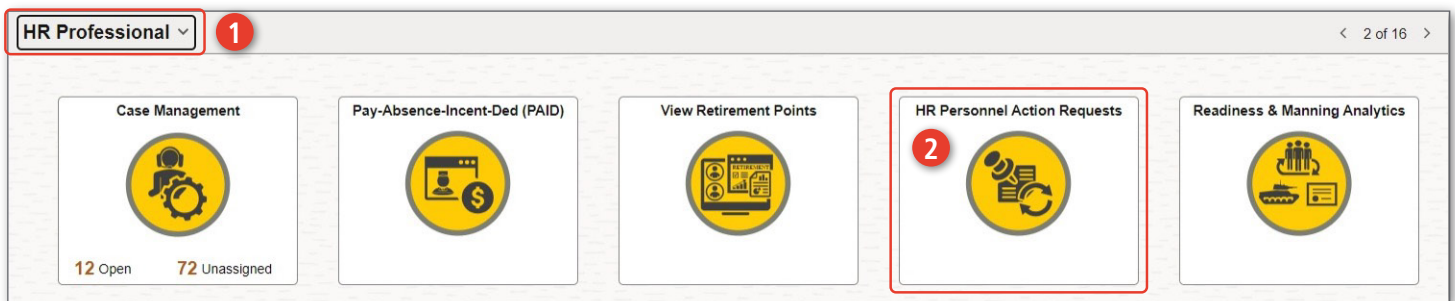
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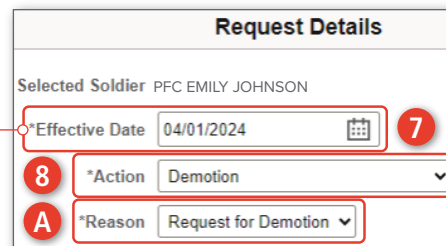
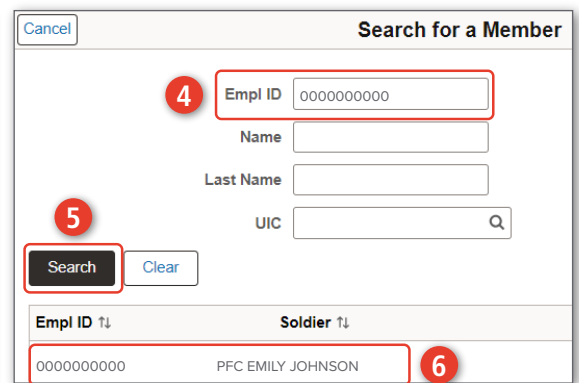
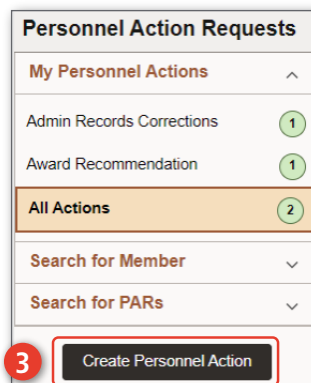
Before You Begin


1. 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



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 **Request for Demotion** from the dropdown.



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

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How to Create a SMP Demotion PAR CONTINUED

9. In the Description Field, Free text "Disenrollment from SMP".

10. Enter the following values:

10A. Reason: **SMP**

10B. Demotion Effective Date: **See Step 7**

10C. Demotion Rank: **Enter rank prior to SMP promotion**

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

10E. Demotion Grade: **See STEP 10C**

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

10G. Demotion Jobcode: **Enter previous MOS**

11. Click **Save**.

CSR MIA CHAPA - Request for Demotion

Instructions

9 *Description Disenrollment from SMP

Approval Status Initial Created On

Member Data

Department 00000000 0000 DEPARTMENT Jobcode E09R
 Component Reserve Salary Grade E5
 Category PO Military Rank CSR

PAR Data

Emplid 0000000000 CSR EMILY JOHNSON

*Type of PAR Original

Action DEMOTION

Position 00000000 Standard Excess

Current Rank CSR

Current Rank Entry Date 11/22/2022

Current Grade E5

Current Grade Entry Date 11/22/2022

Primary Jobcode E09R 09R-SIMULTANEOUS MEMBER PROGRAM

Secondary

Additional

*Authority AR 600-8-19

10 *Reason A

*Demotion Effective Date B

*Demotion Rank C

*Demotion Rank Entry Date D

*Demotion Grade E

*Demotion Grade Entry Date F

*Demotion Jobcode G E09R 09R-SIMULTANEOUS MEMBER PROGRAM

Demotion Secondary

Demotion Additional

RCP Date

11 Save

Attachments

There is no attachment uploaded.

Add Attachment 12

13 Check Eligibility Save Preview Approval Submit 14

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 **Submit**.

15. Click on **Continue**.

Submit for Approval Confirmation

Cancel 15 Continue

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

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

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RESOURCES

R3 Demo Server: <https://hr.ippsa.army.mil/upk/r3/demoserver/index.html>

IPPS-A Milsuite page: <https://www.milsuite.mil/book/community/spaces/apf/s1net/ippsa-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-ippsa-mbx.ippsa-a@mail.mil