

This Job Aid assists 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.

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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 Opening.
- 9. After reviewing all available positions, select the first position available.
- Select Set Applicant Preferences. There are two methods for Hiring Officials to preference eligible candidates: Manual and Auto Preferencing. For Manual Preferencing, see steps 11-12. For Auto Preferencing, skip steps 11-12 and go to steps 13-15, page 5.

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Auto Fill Preferences

- 13. For Auto Preferencing ONLY:
 - 13A. Click **Auto Fill Preferences** to allow the system to auto fill the preferences available to the Member. Selecting Auto Fill Preference will not send a notification to an applicant.
- 14. Click Yes.
- 15. Click Save.

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Preference Additional Information

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16. Provided are details under Preferences.

- 16A. Stats column: The first number identifies how many applicants manually preferenced, the second number identifies how many applicants were auto-preferenced, and the third number is the total number of eligible applicants for this position.
- 16B. Details icon: Provides details for that specific Job Opening.
- 16C. Posting column icon: Provides job opening posting details.
- 16D. Position Posting Details icon: provides additional information about the position (nominative/Joint Duty Assignment Listing (JDAL) positions).



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



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







Job Opening Details

17. Provided are example Job Opening Details.

17A. Job Opening Details provide specific information the unit requested (ex., Interview required prior to acceptance of position.)

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

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U.S. ARMY



Job Opening Posting Details

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

10		Job Openin	g Posting Details			>
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Job Opening ID	000000		Status Code	115	115 Closed	
Job Posting Title	DIV CHIEF		Business Unit	ARRCA	US Army Reserve	
AOC/MOS/MOSW	O50A	FORCE DEVELOPMENT	Department	00246828	W47A US ARMY RESERVE COMMAND	
Position Number	00000000	DIV CHIEF	UIC	000000		
Post Open Date	11/28/2023		Location	00013198	FT LIBERTY	
Post Close Date			Hot Job			
UIC Posting Detai The United Stat Ready Now! Sh In today's unpre- answer the call to The core strengt Army prepares for Army and the nai homeland. The Army Resen- surge and provid are mobilized or and partnerships and civilians from The Joint Force or reside in the Arm – as well as civili	Is es Army Reser aping Tomorro edictable globa o serve. Since 1 h of the Army R or Multi-Domry Ro r Multi-Domry Ro e follow-on forc deployed in sup (, contributing to n force generati cannot deploy, f y Reserve. Citi an-acquired ski Details	ve w al environment, the Army Reserve is more consequent 908, more than one million citizen soldiers have beer searve is its ability to provide high-quality military cap Operations, harnessing private sector education and tric advantage against potential adversaries. These c uponent and a command. Flexible and adaptable, the es, thereby mitigating force structure reductions and i port of combatant commands worldwide. Thousands integrated deterrence and campaigning. And on aver on installations annually. Ight, and win without the Army Reserve. The Army pro- zen Soldiers maintain specialized skills required to sup Is, training, and certifications that are costly to maintain the section of the arm of the arm of the section of the s	uential than ever. Since its esta mobilized in defense of the nat abilities, enhanced by citizen so expertise in areas such as artifi apabilities, critical during Large- Army Reserve provides the Arm mpacts from prolonged operatio more participate in deployment age, the Army Reserve supports vides the bulk of sustainment fo popt Large Scale Combat Oper in on active duty, such as medic	blishment 1 ion – at hom Idiers' civilia cial intelliger Scale Comb training or an training or an s the mobiliz orces to the j ations – inck al, cyber, ley	15 years ago, the Army Reserve has never failed to the and around the world. n skills, education, training, and experience. As the toe, cyber, and sustainment are vital in providing the at Operations, are also crucial in defending the t commanders, and the nation with "forces to rapid given day, more than 10,000 Army Reserve soldier nnual Joint exercises that strengthen our alliances ation and deployment of more than 10,000 soldiers olint fight, and the majority of these capabilities uding theater-opening and theater-level sustainmen gal, engineering, and port operations.	le Ily rs s
Serve as Divisio contractor manp Functional Area processes and p (CPLAN). Maint	n Chief within ower. Perform (FIFA) process orograms such ain force accou	USARC G-3/5/7 Force Management and Manpowe staff management functions related to force structu s. Synchronize and integrate DOTMLPF-P consider as the Total Army Analysis (TAA), Force Validation inting of all Reserve Structure and manpower. Supp	r Directorate. Supervise a dive ire policies, procedures, and A ations into Army organizations Committee (FVC), Stationing, port proponent functions for the	rrse workford rmy process . Engage a Full-time Su e USAR For	ce consisting of military, DA Civilian, and ses. Responsible for the Force Integration nd support execution of Force Management pyport (FTS), and the Annual Command Plan ce Management and Manpower.	

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Page 8, continued on next page



Navigating to Another Position

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

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IPPS-A RESOURCES

- Website
- 🍄 Training Aids
- R3 Resources
- User Manual (Chapters 10, 11, 32)





