

# UNIT PREFERENCES IN A CLOSED MARKETPLACE JOB AID

This Job Aid assists unit level personnel with selecting and setting Job Opening preferences available in an IPPS-A Closed Marketplace.

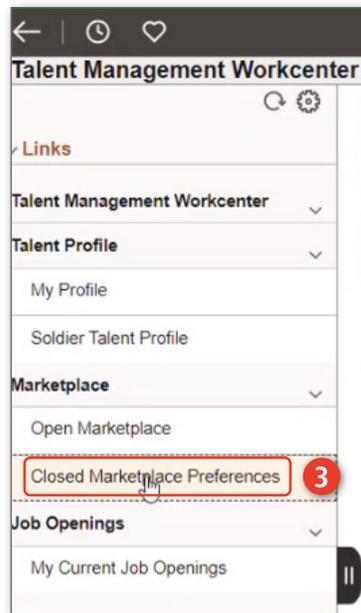
 *NOTE: In IPPS-A, Soldiers are referenced to as Members.*

 *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.



## 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**.

### Marketplace Unit Preferences

- My Approvals
- Links
- Talent Management Workcenter
- Configuration
- Eligibility Rule Framework
- Waivers Framework
- Soldier Talent Profile
- Profile Management
- Job Opening Administration
- Closed Marketplace
  - Marketplace Configuration
  - Marketplace Applicants
  - Marketplace Fill
  - Marketplace Unit Preferences
  - Slating
  - Marketplace View Configuration

#### Marketplace Unit Preferences

**Instructions**

Marketplace Unit Preferences allows the Unit to indicate Interest and provide an Order of Merit List (OML) for Applicants associated to each applicable Job Opening.

Please select a Job Opening from the prompts below. Clicking the Filter button will then display the a list of Applicants from which you can indicate Interest and OML.

Indicate each Applicant that you are interested in by selecting the check box and provide a number rank order. There can be no duplicate numbers for the OML.

**Filter Criteria**

Cycle 4

Market ID 5

Officer FY 2024 Cycle 2

7

#### Look Up Market ID

Search by: Market ID =

[Advanced Lookup](#)

Search Results

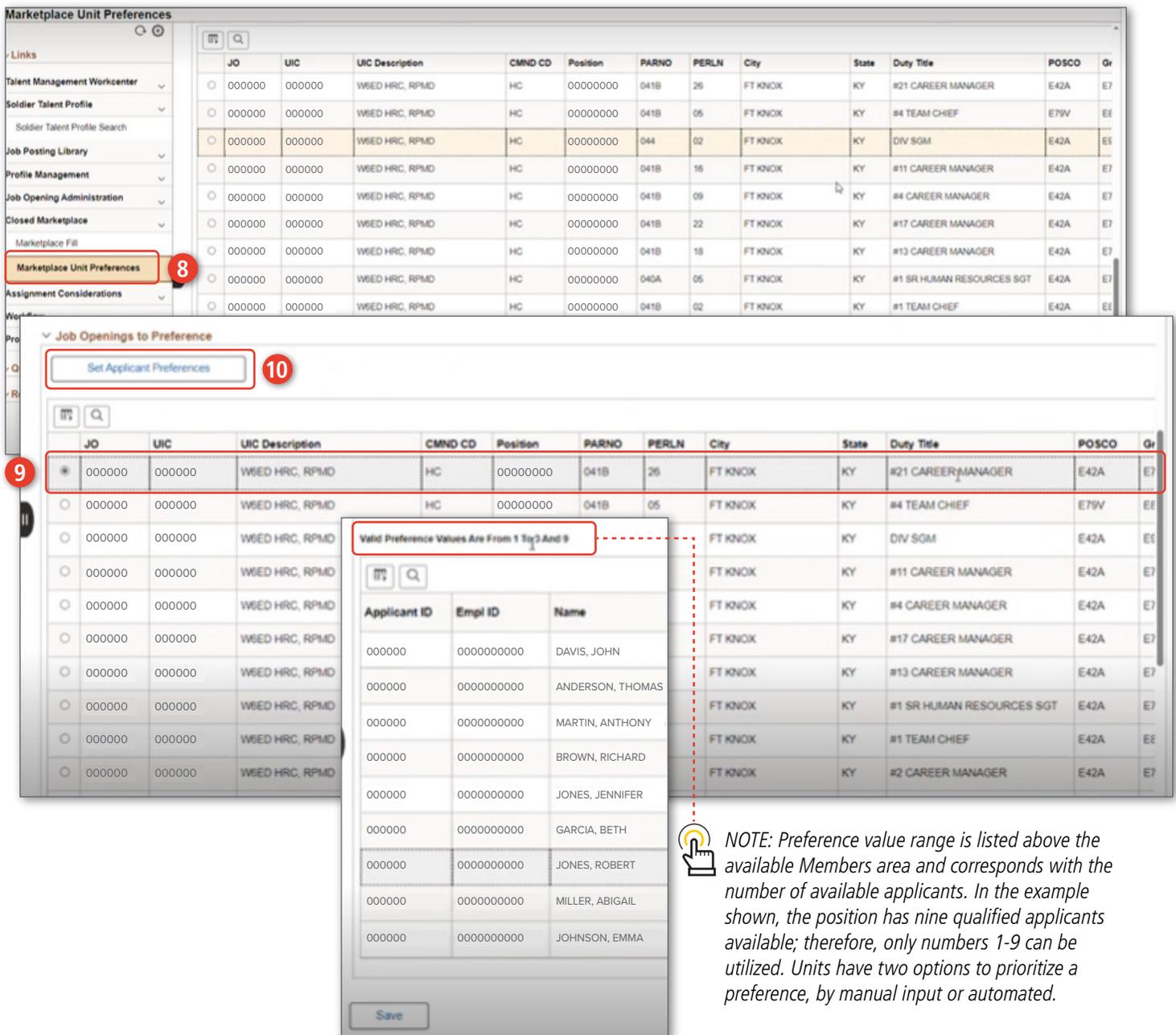
View 100 | < < 1-1 of 1 > >

Market ID	Description
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span> Officer Marketplace Pilot 1

## 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.
10. 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.



**Marketplace Unit Preferences**

JO	UIC	UIC Description	CMND CD	Position	PARNO	PERLN	City	State	Duty Title	POSCO	Gr	
<input type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	041B	26	FT KNOX	KY	#21 CAREER MANAGER	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	041B	05	FT KNOX	KY	#4 TEAM CHIEF	E79W	EE
<input checked="" type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	044	02	FT KNOX	KY	DIV SGM	E42A	E6
<input type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	041B	16	FT KNOX	KY	#11 CAREER MANAGER	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	041B	09	FT KNOX	KY	#4 CAREER MANAGER	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	041B	22	FT KNOX	KY	#17 CAREER MANAGER	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	041B	18	FT KNOX	KY	#13 CAREER MANAGER	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	040A	05	FT KNOX	KY	#1 SR HUMAN RESOURCES SGT	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	041B	02	FT KNOX	KY	#1 TEAM CHIEF	E42A	EE

**Job Openings to Preference**

Set Applicant Preferences

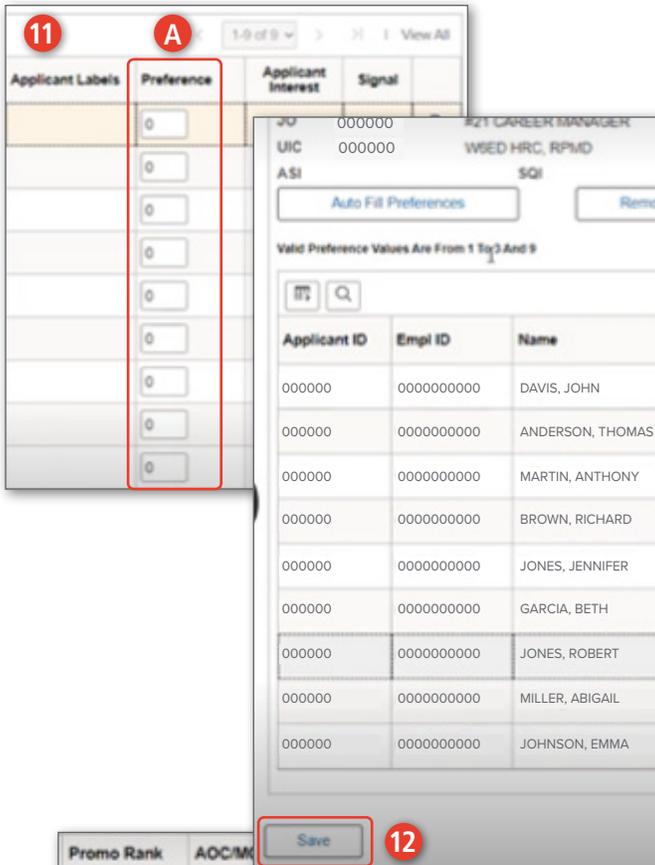
JO	UIC	UIC Description	CMND CD	Position	PARNO	PERLN	City	State	Duty Title	POSCO	Gr	
<input checked="" type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	041B	26	FT KNOX	KY	#21 CAREER MANAGER	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD	HC	00000000	041B	05	FT KNOX	KY	#4 TEAM CHIEF	E79W	EE
<input type="radio"/>	000000	000000	W5ED HRC, RPMD					FT KNOX	KY	DIV SGM	E42A	E6
<input type="radio"/>	000000	000000	W5ED HRC, RPMD					FT KNOX	KY	#11 CAREER MANAGER	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD					FT KNOX	KY	#4 CAREER MANAGER	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD					FT KNOX	KY	#17 CAREER MANAGER	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD					FT KNOX	KY	#13 CAREER MANAGER	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD					FT KNOX	KY	#1 SR HUMAN RESOURCES SGT	E42A	E7
<input type="radio"/>	000000	000000	W5ED HRC, RPMD					FT KNOX	KY	#1 TEAM CHIEF	E42A	EE
<input type="radio"/>	000000	000000	W5ED HRC, RPMD					FT KNOX	KY	#2 CAREER MANAGER	E42A	E7

Valid Preference Values Are From 1 To 9 And 9

Applicant ID	Empl ID	Name
000000	0000000000	DAVIS, JOHN
000000	0000000000	ANDERSON, THOMAS
000000	0000000000	MARTIN, ANTHONY
000000	0000000000	BROWN, RICHARD
000000	0000000000	JONES, JENNIFER
000000	0000000000	GARCIA, BETH
000000	0000000000	JONES, ROBERT
000000	0000000000	MILLER, ABIGAIL
000000	0000000000	JOHNSON, EMMA

NOTE: Preference value range is listed above the available Members area and corresponds with the number of available applicants. In the example shown, the position has nine qualified applicants available; therefore, only numbers 1-9 can be utilized. Units have two options to prioritize a preference, by manual input or automated.

## Manual Fill Preferences



11. For Manual Preferencing ONLY:

11A. Input corresponding numeric values into the preference column in order to rank available Members. Numerical values can be entered in total (1-end) or partially (1-x) pending the number of candidates.

12. Click on **Save**; All preference data will be lost if Save is not selected.

12A. Applicants will sort in ascending order, based off numerical value.

 *NOTE: Members without a corresponding numerical value will automatically fill based off Member's MOS/Grade.*

12B. Under the **Applicant Interest** column, a green check mark appears if a Member manually preferenced a Job Opening, and the established criteria are met indicating applicant interest.

 *NOTE: In this example, no Members preferenced the available Job Openings.*

12C. A green check mark will appear under the **Signal** column when units manually preferenced candidates who met the established criteria.

 *NOTE: This check mark appears on the Members view indicating Unit Interest.*

Promo Rank	AOC/M	None	SQI	Applicant Labels	Preference	Applicant Interest	Signal
	E42A	None	EO		0 <b>A</b>	<b>B</b>	<b>C</b>
MSG	E42A	None	EO		0		
	E42A	EF5	EO		0		
	E42A	E2S, E6Z	E8, EP		0		
	E42A	None	EP		0		
MSG	E42A	E1B, E2S	EO		1		✓
	E42A	E2S, E6R	E8, EO		2		✓
MSG	E42A	E2S	EO		3		✓
MSG	E42A	None	EO		9		Signal

**Auto Fill Preferences**

13. For Auto Preferecing 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**.

**Preferences** 13

JO 000000 #4 TEAM CHIEF  
UIC 000000 W6ED HRC, RPMD POSCO E79V Grade E8  
ASI SQI Position Labels None

A Auto Fill Preferences Remove All Preferences Save

Valid Preference Values Are From 1 To 2

Applicant ID	Empl ID	Name	Rank	Promo Rank	AOC/MOS	Branch	Functional Area	ASI	SQI	Applicant Labels	Preference	Applica Interes
000000	0000000000	SMITH, JOHN	SFC	MSG	E79V			E2B, E4R	EO		<input type="text" value="0"/>	

Auto Preference? (30000,260)

The current page will be saved and assign a random preference to all Job Openings that do not have a preference associated. Select "Yes" if you would like to proceed, otherwise select "No" to cancel.

14 Yes No

Applicant ID	Empl ID	Name	Rank	Promo Rank	AOC/MOS	Branch	Functional Area	ASI	SQI	Applicant Labels	Preference
000000	0000000000	SMITH, JOHN	SFC	MSG	E79V			E2B, E4R	EO		<input type="text" value="0"/>

000000	0000000000	SMITH, JOHN	SFC	MSG	E42A			E1B, E2S	EO		<input type="text" value="9"/>
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15 Save

**Preference Additional Information**

	POSCO	Grade	ASI	SQI	Position Labels	16	A	1-13 of 13	B	C	D
						Stats	Preferred				
MANAGER	E42A	E7				0/0/9					
EF	E79V	E8				0/0/2					
	E42A	E9	E7S			0/0/9					
MANAGER	E42A	E7				0/0/9					
MANAGER	E42A	E7				0/0/9					

16. Provided are details under **Preferences**.

16A. **Stats** column: The first number identifies how many applicants manually preferred, the second number identifies how many applicants were auto-preferred, 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 preferred, three applicants auto-preferred, 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.)



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

**Job Opening Details**

**17** Job Opening ID 000000      Status Code 115 115 Closed  
 Job Posting Title OPS OFF      Business Unit ARRCA US Army Reserve  
 Job Code 070H HEALTH SERVICES PLANS, OPERATI      Department 00000000 W8ED 7TH MSN SUPPORT CMD  
 Position Number 00000000 OPS OFF

**Job Opening Data**

Requisition Exclusion Requisition Priority Requisition Reason Requisition Source Manual Requisition Type HBASMT New JO for HAAP New JO for Diversion. Reassignment Reason JO Type CONGR I5 Diversion Reason Deferment Reason Cancel Reason	ASGMDS Market Cycle 00000 RQAPID Report Date 02/03/2025 Statutory Authority Reserve Component AGR Category HAAP Required: <input type="checkbox"/> Funded: <input checked="" type="checkbox"/> Retain: <input type="checkbox"/> Immaterial: <input type="checkbox"/> HAAP: <input type="checkbox"/> Will Train Ind: <input type="checkbox"/>
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**Unit/Location Data**

UIC 000000 UPC 00000 DML DMSL ORGRAA	ARGODA TFML Code VDML CONOUS/OCONOUS OCONUS Num Months OCONUS Reassign
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**Position Data**

Position Number 00000000  
 FMID 00000000000000000000  
 RQP SIR A  
 KD Producing:   
 SP Required

**Personnel Security Status**

Content Item ID	Personnel Security Status	Sponser
IHRSECCA	TS-SCI	

**Job Code Data**

Grade O4  
 Rank MAJ

**Managed Position**

Class Code	Description	Class ID
03	JDAL	00000000

**Job Opening Posting Details**

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

18
Job Opening Posting Details
×

[Help](#)

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 Details**

**The United States Army Reserve**  
*Ready Now! Shaping Tomorrow . . .*

**In today's unpredictable global environment, the Army Reserve is more consequential than ever.** Since its establishment 115 years ago, the Army Reserve has never failed to answer the call to serve. Since 1908, more than one million citizen soldiers have been mobilized in defense of the nation – at home and around the world.

The core strength of the Army Reserve is its ability to provide high-quality military capabilities, enhanced by citizen soldiers' civilian skills, education, training, and experience. As the Army prepares for Multi-Domain Operations, harnessing private sector education and expertise in areas such as artificial intelligence, cyber, and sustainment are vital in providing the Army and the nation an asymmetric advantage against potential adversaries. These capabilities, critical during Large-Scale Combat Operations, are also crucial in defending the homeland.

The Army Reserve is both a component and a command. Flexible and adaptable, the Army Reserve provides the Army, combatant commanders, and the nation with "forces to rapidly surge and provide follow-on forces, thereby mitigating force structure reductions and impacts from prolonged operations." On any given day, more than 10,000 Army Reserve soldiers are mobilized or deployed in support of combatant commands worldwide. Thousands more participate in deployment training or annual Joint exercises that strengthen our alliances and partnerships, contributing to integrated deterrence and campaigning. And on average, the Army Reserve supports the mobilization and deployment of more than 10,000 soldiers and civilians from force generation installations annually.

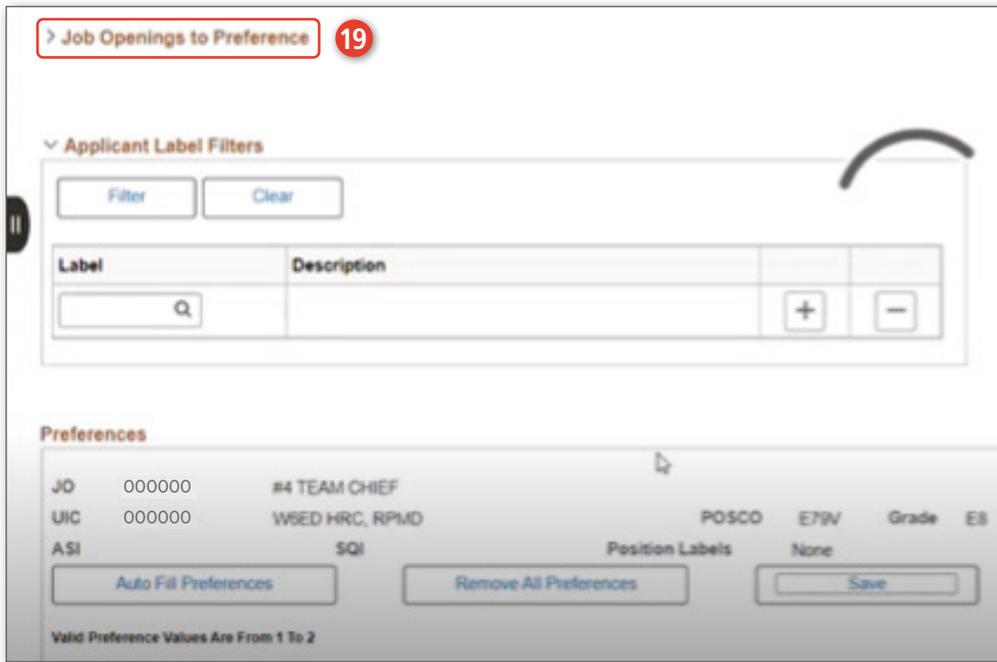
The Joint Force cannot deploy, fight, and win without the Army Reserve. The Army provides the bulk of sustainment forces to the joint fight, and the majority of these capabilities reside in the Army Reserve. Citizen Soldiers maintain specialized skills required to support Large Scale Combat Operations – including theater-opening and theater-level sustainment – as well as civilian-acquired skills, training, and certifications that are costly to maintain on active duty, such as medical, cyber, legal, engineering, and port operations.

**Position Posting Details**

Serve as Division Chief within USARC G-3/5/7 Force Management and Manpower Directorate. Supervise a diverse workforce consisting of military, DA Civilian, and contractor manpower. Perform staff management functions related to force structure policies, procedures, and Army processes. Responsible for the Force Integration Functional Area (FIFA) process. Synchronize and integrate DOTMLPF-P considerations into Army organizations. Engage and support execution of Force Management processes and programs such as the Total Army Analysis (TAA), Force Validation Committee (FVC), Stationing, Full-time Support (FTS), and the Annual Command Plan (CPLAN). Maintain force accounting of all Reserve Structure and manpower. Support proponent functions for the USAR Force Management and Manpower.

## Navigating to Another Position

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



> Job Openings to Preference **19**

Applicant Label Filters

Filter Clear

Label	Description		
<input type="text" value="Q"/>		+	-

Preferences

JO	000000	#4 TEAM CHIEF				
UIC	000000	W5ED HRC, RPMD	POSCO	E79W	Grade	E8
ASI		SGI	Position Labels	None		

Auto Fill Preferences Remove All Preferences Save

Valid Preference Values Are From 1 To 2

## IPPS-A RESOURCES

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