

# HRC JUNIOR ENLISTED PROMOTIONS JOB AID

This Job Aid assists in Integrating Members to the Promotion Recommended Roster (PRR) from Promotion Consideration Roster (PCR).

Normal timeline in January 2023 and there after:

- Monthly Unit Promotion Boards held between the 10<sup>th</sup> and 26<sup>th</sup> of the month.
- Actions completed after board is held but NLT 26<sup>th</sup> of each month.

**Required Audience:** HR Professionals (Unit S1) and the Promotion Authority (BN CDR).

**Required Source Documents for Unit S1's:** Approved Promotion Board Proceedings signed by Board President. \*Promotion Authority approves the Promotion Consideration Roster inside IPPS-A.

## Additional Training Resources

### IPPS-A User Manual:

- Promotions >> Decentralized Promotions
- Promotions >> Semi-Centralized Promotions

### User Productivity Kits (UPKs):

- Manage Decentralized Promotion Roster
- Manage Semi-Centralized Roster - Board
- Review/Approve Semi-Centralized Roster - Commander

## Step-by-Step Instructions

From the HR Professional homepage:

1. Select NavBar icon. Then select **Navigator >> Workforce Administration >> Assignment Tracking >> Boards >> Boards Roster**. The **Board Roster** search screen displays.
2. Click the magnifying glass icon and enter:
  - ARACA for US Army Active Component (Regular Army)
  - ARCCA for US Army Reserve Component
3. Then click **Search** to view the Board results.

**Board Roster**  
Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

Search Criteria

Board Identifier = [ ] [ ]

Board Name begins with [ ] [ ]

Board Status = [ ] [ ]

Year begins with [ ] [ ]

Business Unit begins with [ ARACA ] [ ] **2**

Board Process = [ ] [ ]

Board Type = [ ] [ ] **3**

Search Clear Basic Search Save Search Criteria

**Board Roster**  
Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

Search Criteria

Board Identifier = [ ] [ ]

Board Name begins with [ ] [ ]

Board Status = [ ] [ ]

Year begins with [ ] [ ]

Business Unit begins with [ ARCCA ] [ ] **2**

Board Process = [ ] [ ]

Board Type = [ ] [ ] **3**

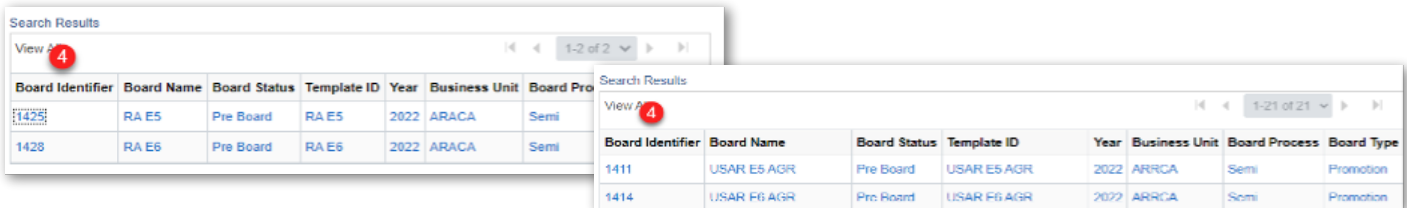
Search Clear Basic Search Save Search Criteria

**NOTE:** Both **Board IDs** will need to be actioned and completed. **Board Identifier** numbers are subject to change.


continued on reverse ►

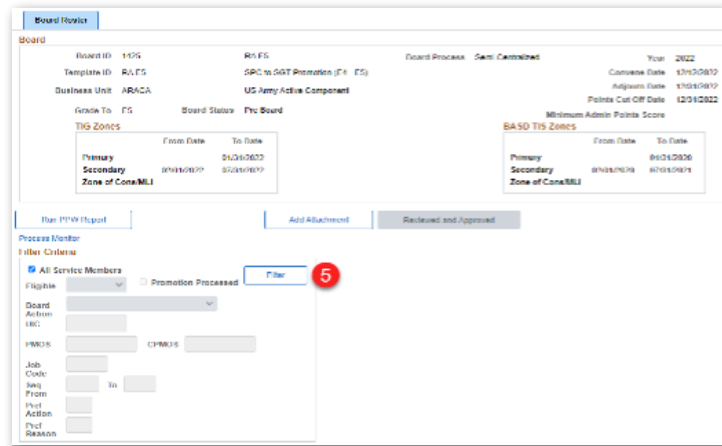
**Step-by-Step Instructions CONTINUED**

4. Click the applicable **Board Identifier**. The **Board Roster** screen is displayed.



5. Click the **Filter** button within the **Filter Criteria** section. A **Candidate** list displays.

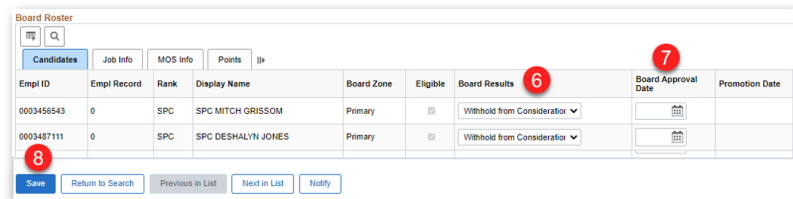
 *NOTE: Only Members under your purview will be available for action.*




6. From the **Board Results** drop down arrow, select either **Promotion-Select** or **Promotion Non-Select**.

7. Enter the board approval date (same date as promotion board memorandum) in the **Board Approval Date** field.

8. After all fields have been updated, click **Save**.



 *NOTE: Only action "boarded" Members cited on the promotion board memorandum as "recommended."*

**Promotion Authority (BN CDR) Action**

1. Follow the previous steps 1 through 5 to navigate to and access the PCR.

2. Review all promotion considerations, then click the **Reviewed and Approved** button.

3. Click **Save**.

IPPS-A will automatically integrate Members on the **PRR** based on the approval action of the **Promotion Authority** on the 1<sup>st</sup> of the next month.

