IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

HRC JUNIOR ENLISTED PROMOTIONS JOB AID

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

Effective timeline in January 2023 and thereafter:

- 1st through 9th of the month, Soldiers must be identified to attend Promotion Board.
- Monthly Unit Promotion Boards held between the 10th and 26th of the month.
- Actions completed after board are held but NLT 25th of each month. The system will not allow updates for consideration of approval after the 26th (0700 ET).

Additional Training Resources

IPPS-A User Manual:

- Promotions > Semi-Centralized Promotions

User Productivity Kits (UPKs):

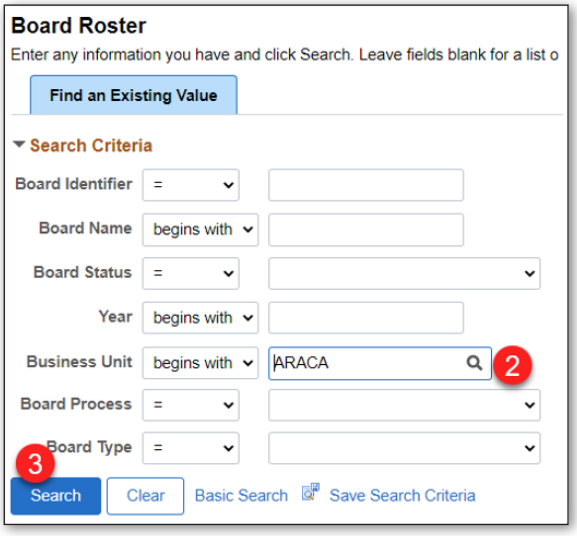
- Manage Decentralized Promotion Roster
- Manage Semi-Centralized Roster - Board
- Review/Approve Semi-Centralized Promotion Roster

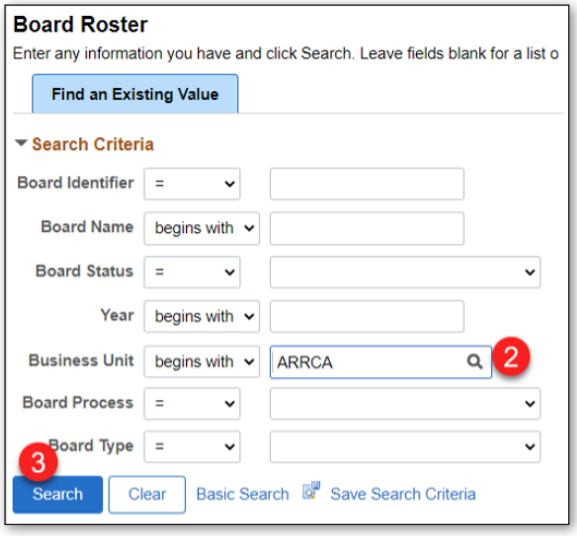
Required Audience: *HR Professionals (Unit S1) and the Promotion Authority (BN CDR).*

Pre-Board Step-by-Step Instructions

From the **HR Professional** homepage:

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





NOTE: Both Template IDs (i.e., RA E5, RA E6) will need to be actioned and completed. Board Identifier numbers are subject to change.

HRC JUNIOR ENLISTED PROMOTIONS JOB AID

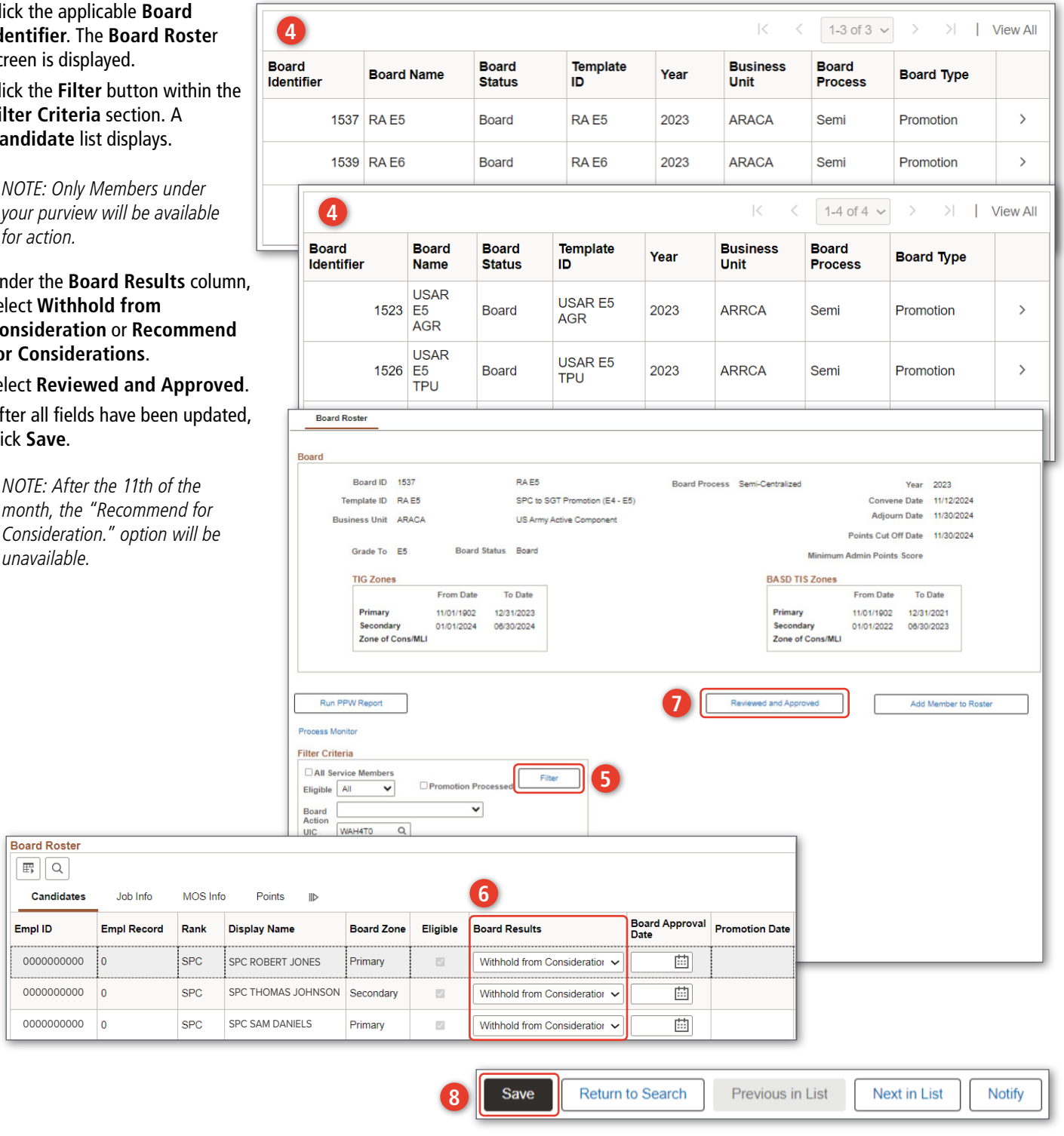
Pre-Board Step-by-Step Instructions CONTINUED

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. Under the **Board Results** column, select **Withhold from Consideration** or **Recommend for Considerations**.
7. Select **Reviewed and Approved**.
8. After all fields have been updated, click **Save**.

NOTE: After the 11th of the month, the "Recommend for Consideration." option will be unavailable.



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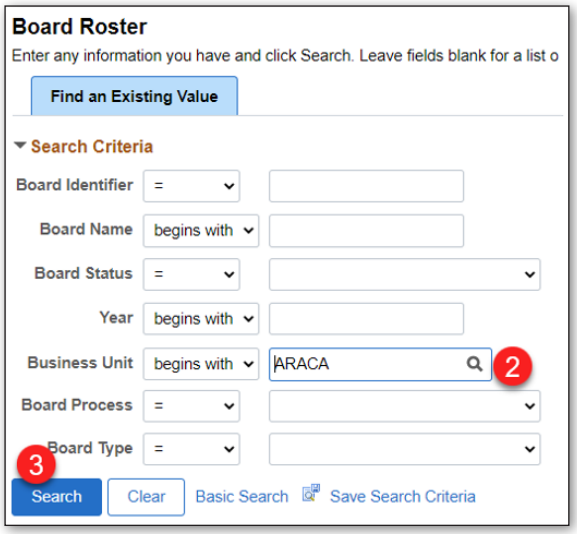
HRC JUNIOR ENLISTED PROMOTIONS JOB AID

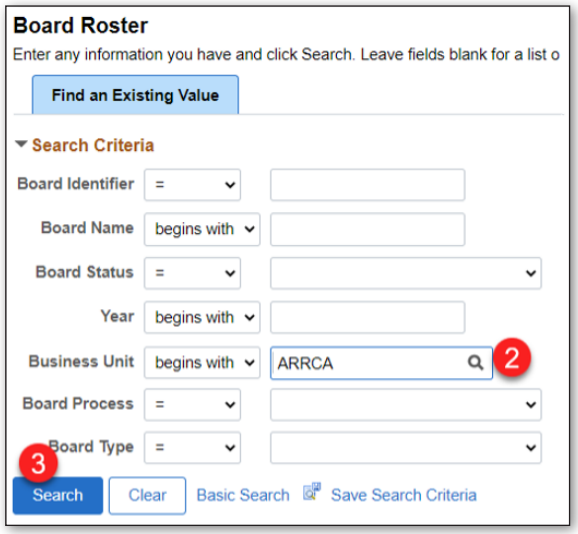
Post-Board Step-by-Step Instructions CONTINUED

From the **HR Professional** homepage:

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

NOTE: Both Template IDs (i.e., RA E5, RA E6) will need to be actioned and completed. Board Identifier numbers are subject to change.





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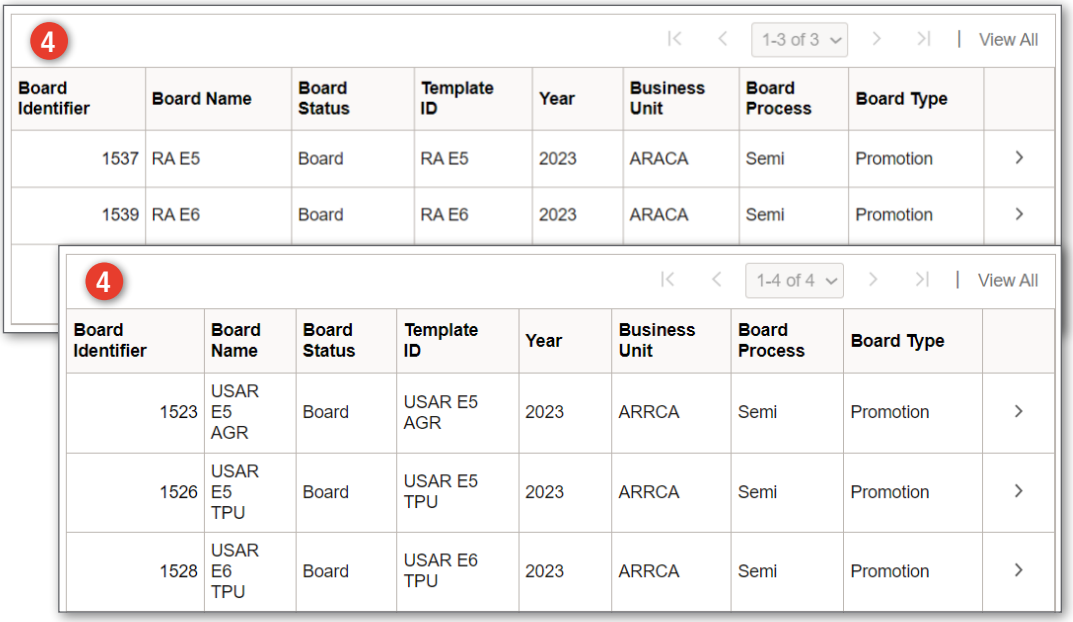

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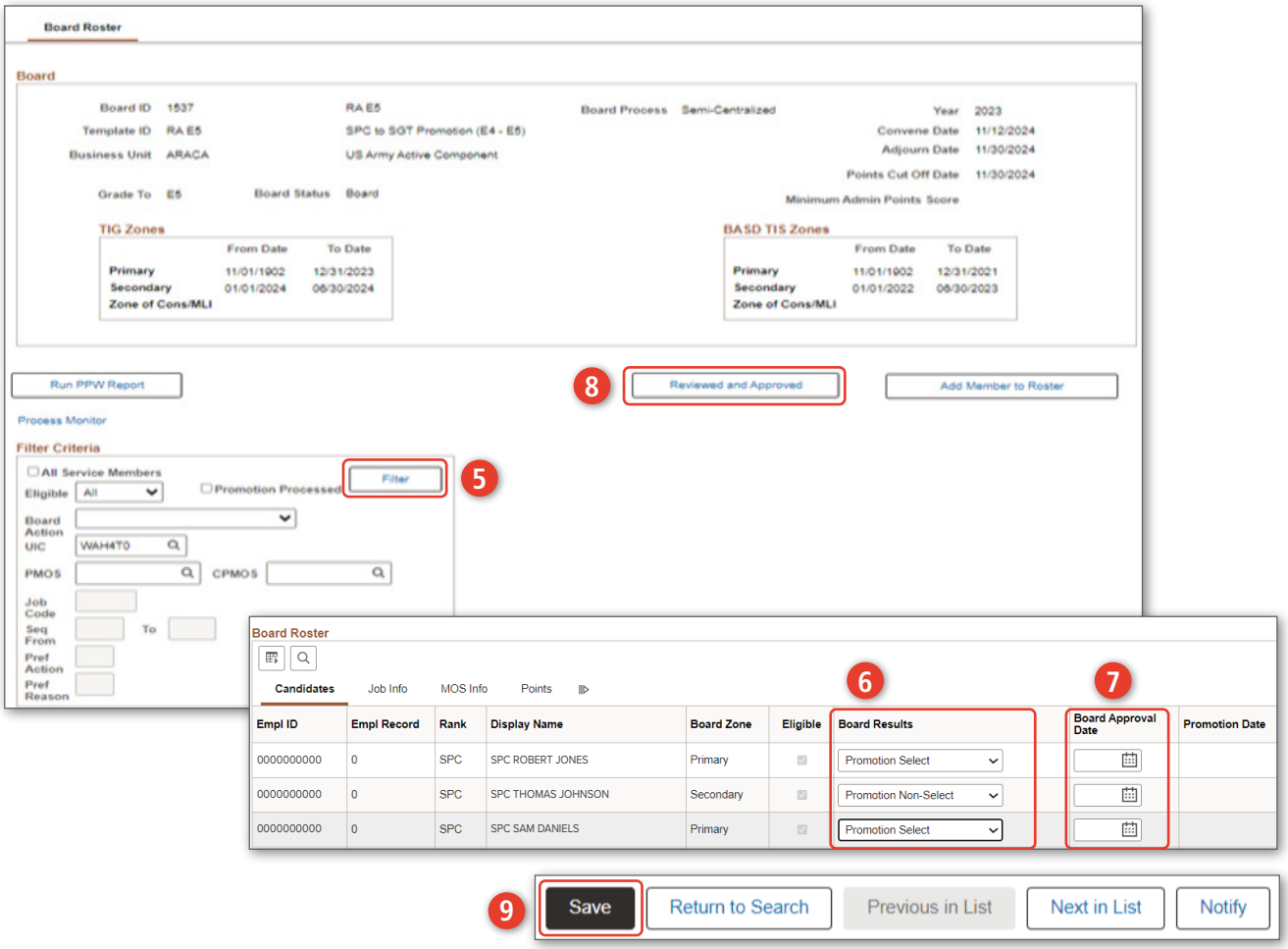
Post-Board Step-by-Step Instructions CONTINUED

5. Click the **Filter** button within the **Filter Criteria** section. A **Candidate** list displays.
6. Under the **Board Results** column, select **Promotion Select** or **Promotion Non-Select**.
7. Under the **Board Approval Date** column (same date as promotion board memorandum).
8. Select **Reviewed and Approved**.
9. After all fields have been updated, click **Save**.

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

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



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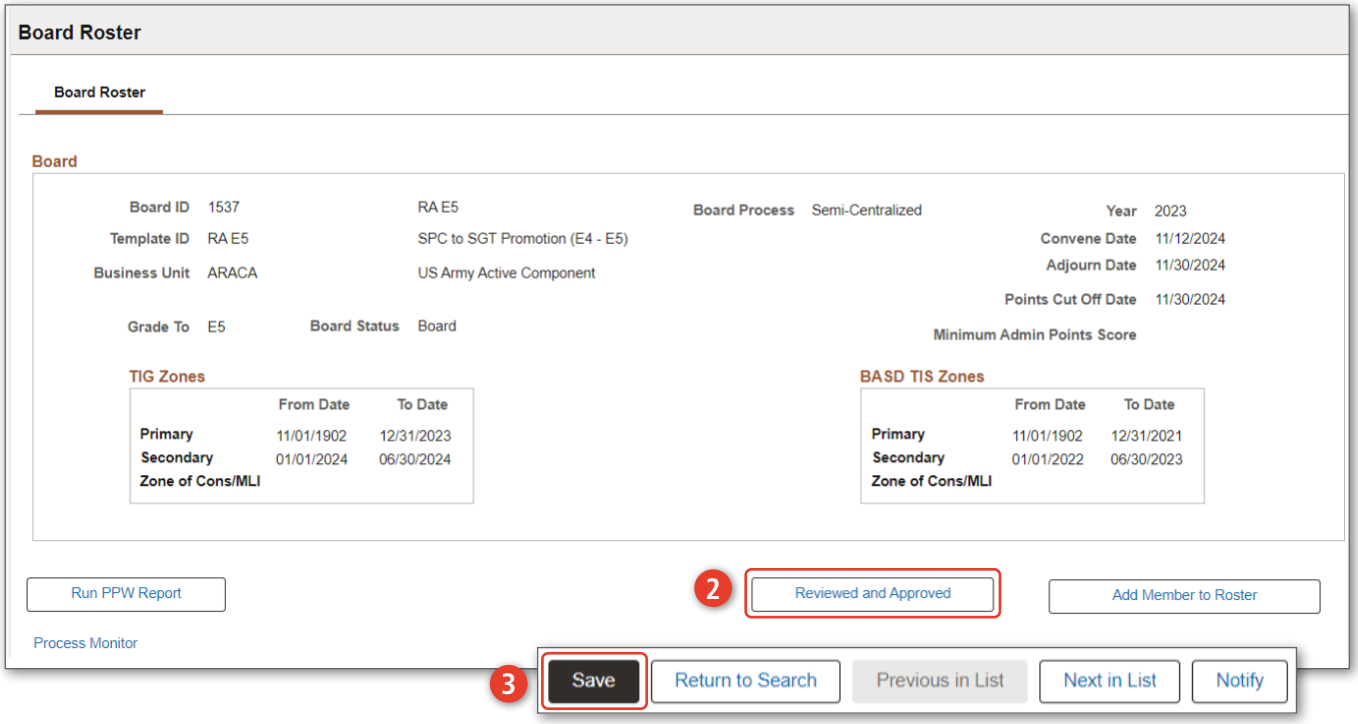
Promotion Authority (BN CDR) Action

1. Follow the previous steps 1 through 5 to navigate to and access the PCR.
2. Review all promotion considerations, then select the **Reviewed and Approved** button.
3. Click **Save**.

NOTE: IPPS-A will automatically integrate Members on the PRR based on the approval action of the Promotion Authority on the 1st of the next month.



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