

# 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



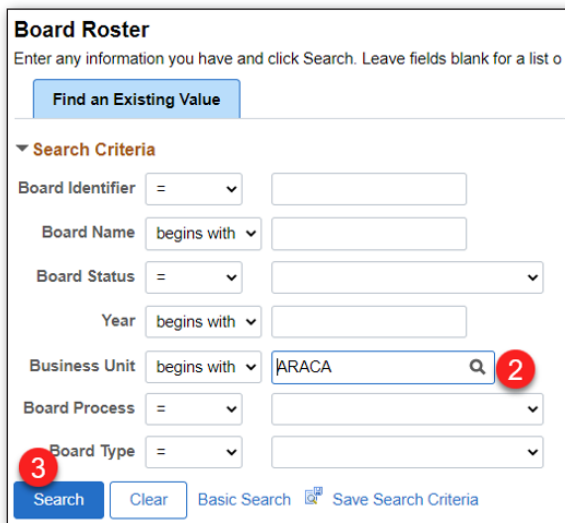
**Required Audience:** HR Professionals (Unit S1) and the Promotion Authority (BN CDR).

## 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)
  - ARCCA for US Army Reserve Component
3. Select **Search** to view the Board results.



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

**Find an Existing Value**

▼ **Search Criteria**

Board Identifier =

Board Name begins with

Board Status =

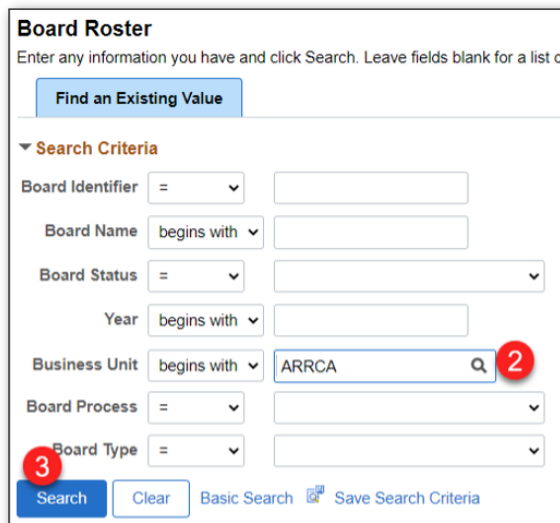
Year begins with

Business Unit begins with   **2**

Board Process =

**3** Board Type =

Basic Search  Save Search Criteria



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

**Find an Existing Value**

▼ **Search Criteria**

Board Identifier =

Board Name begins with

Board Status =

Year begins with

Business Unit begins with   **2**

Board Process =

**3** Board Type =

Basic Search  Save Search Criteria




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


Version 3.0 20241125

## Pre-Board Step-by-Step Instructions CONTINUED

- Click the applicable **Board Identifier**. The **Board Roster** screen is displayed.
- Click the **Filter** button within the **Filter Criteria** section. A **Candidate** list displays.

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

- Under the **Board Results** column, select **Withhold from Consideration** or **Recommend for Considerations**.
- Select **Reviewed and Approved**.
- 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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Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Process	Board Type
1537	RA E5	Board	RA E5	2023	ARACA	Semi	Promotion
1539	RA E6	Board	RA E6	2023	ARACA	Semi	Promotion

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Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Process	Board Type
1523	USAR E5 AGR	Board	USAR E5 AGR	2023	ARRCA	Semi	Promotion
1526	USAR E5 TPU	Board	USAR E5 TPU	2023	ARRCA	Semi	Promotion

Board Roster

Board

Board ID: 1537    RA E5    Board Process: Semi-Centralized    Year: 2023  
 Template ID: RA E5    SPC to SGT Promotion (E4 - E5)    Convene Date: 11/12/2024  
 Business Unit: ARACA    US Army Active Component    Adjour Date: 11/30/2024  
 Grade To: E5    Board Status: Board    Points Cut Off Date: 11/30/2024  
 Minimum Admin Points Score

TIG Zones	From Date	To Date
Primary	11/01/1902	12/31/2023
Secondary	01/01/2024	09/30/2024
Zone of Cons/MLI		

BASD TIS Zones	From Date	To Date
Primary	11/01/1902	12/31/2021
Secondary	01/01/2022	09/30/2023
Zone of Cons/MLI		

Run PPW Report    **7** Reviewed and Approved    Add Member to Roster

Process Monitor

Filter Criteria

All Service Members     Promotion Processes    **5** Filter

Eligible: All

Board Action: [Dropdown]

UIC: WAH4T0

Board Roster

Candidates    Job Info    MOS Info    Points    **6**

Empl ID	Empl Record	Rank	Display Name	Board Zone	Eligible	Board Results	Board Approval Date	Promotion Date
0000000000	0	SPC	SPC ROBERT JONES	Primary	<input checked="" type="checkbox"/>	Withhold from Considerator	[Calendar]	
0000000000	0	SPC	SPC THOMAS JOHNSON	Secondary	<input checked="" type="checkbox"/>	Withhold from Considerator	[Calendar]	
0000000000	0	SPC	SPC SAM DANIELS	Primary	<input checked="" type="checkbox"/>	Withhold from Considerator	[Calendar]	


**8** Save    Return to Search    Previous in List    Next in List    Notify

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## 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.

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

[Find an Existing Value](#)


**Search Criteria**

Board Identifier =

Board Name begins with


Board Status =

Year begins with

Business Unit begins with   **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 o

[Find an Existing Value](#)


**Search Criteria**

Board Identifier =

Board Name begins with


Board Status =

Year begins with

Business Unit begins with   **2**

Board Process =

Board Type =

**3** [Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

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

**4** < > 1-3 of 3 > | View All

Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Process	Board Type	
1537	RA E5	Board	RA E5	2023	ARACA	Semi	Promotion	>
1539	RA E6	Board	RA E6	2023	ARACA	Semi	Promotion	>


**4** < > 1-4 of 4 > | View All


Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Process	Board Type	
1523	USAR E5 AGR	Board	USAR E5 AGR	2023	ARRCA	Semi	Promotion	>
1526	USAR E5 TPU	Board	USAR E5 TPU	2023	ARRCA	Semi	Promotion	>
1528	USAR E6 TPU	Board	USAR E6 TPU	2023	ARRCA	Semi	Promotion	>

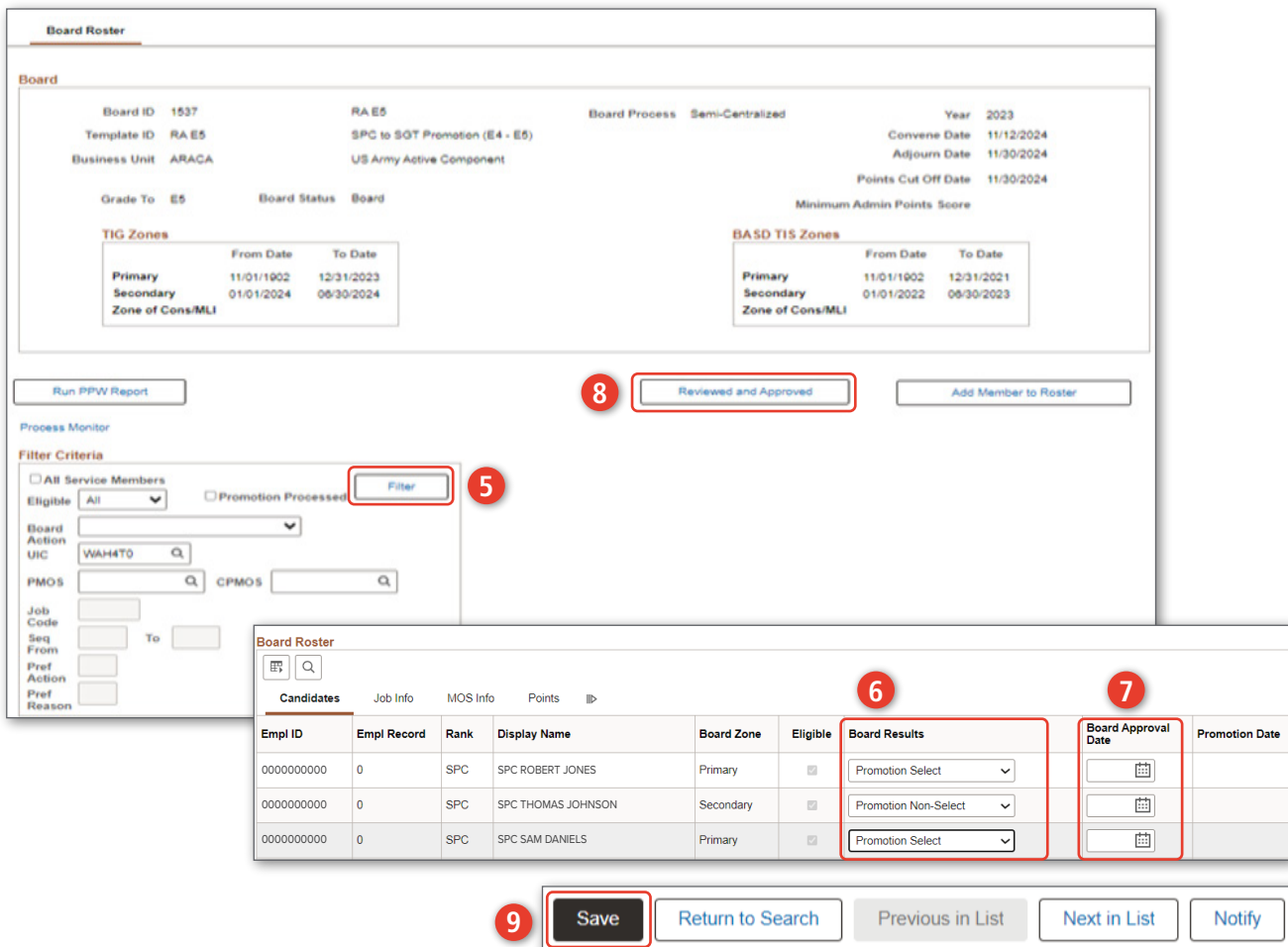
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## Post-Board Step-by-Step Instructions CONTINUED

- Click the **Filter** button within the **Filter Criteria** section. A **Candidate** list displays.
- Under the **Board Results** column, select **Promotion Select** or **Promotion Non-Select**.
- Under the **Board Approval Date** column (same date as promotion board memorandum).
- Select **Reviewed and Approved**.
- 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."*



**Board Roster**

**Board**

Board ID: 1537    RA E5    Board Process: Semi-Centralized    Year: 2023  
 Template ID: RA E5    SPC to SGT Promotion (E4 - E5)    Convene Date: 11/12/2024  
 Business Unit: ARACA    US Army Active Component    Adjourn Date: 11/30/2024  
 Grade To: E5    Board Status: Board    Points Cut Off Date: 11/30/2024  
 Minimum Admin Points Score

**TIG Zones**

	From Date	To Date
Primary	11/01/2022	12/31/2023
Secondary	01/01/2024	06/30/2024
Zone of Cons/MLI		

**BASD TIS Zones**

	From Date	To Date
Primary	11/01/2022	12/31/2021
Secondary	01/01/2022	06/30/2023
Zone of Cons/MLI		

Buttons: Run PPW Report, **8** Reviewed and Approved, Add Member to Roster

**Filter Criteria**

All Service Members     Promotion Processed    **5** Filter

Eligible: All  
 Board Action: [Dropdown]  
 UIC: WAH4T0  
 PMOS: [Search]    CPMOS: [Search]

**Board Roster**


Empl ID	Empl Record	Rank	Display Name	Board Zone	Eligible	<b>6</b> Board Results	<b>7</b> Board Approval Date	Promotion Date
0000000000	0	SPC	SPC ROBERT JONES	Primary	<input checked="" type="checkbox"/>	Promotion Select	[Calendar]	
0000000000	0	SPC	SPC THOMAS JOHNSON	Secondary	<input checked="" type="checkbox"/>	Promotion Non-Select	[Calendar]	
0000000000	0	SPC	SPC SAM DANIELS	Primary	<input checked="" type="checkbox"/>	Promotion Select	[Calendar]	

Buttons: **9** Save, Return to Search, Previous in List, Next in List, Notify

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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.

**Board Roster**

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**Board Roster**

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**Board**

Board ID	1537	RAE5	Board Process	Semi-Centralized	Year	2023
Template ID	RAE5	SPC to SGT Promotion (E4 - E5)	Convene Date	11/12/2024	Adjourn Date	11/30/2024
Business Unit	ARACA	US Army Active Component	Points Cut Off Date	11/30/2024		
Grade To	E5	Board Status	Board			
Minimum Admin Points Score						

**TIG Zones**

	From Date	To Date
Primary	11/01/1902	12/31/2023
Secondary	01/01/2024	06/30/2024
Zone of Cons/MLI		

**BASD TIS Zones**

	From Date	To Date
Primary	11/01/1902	12/31/2021
Secondary	01/01/2022	06/30/2023
Zone of Cons/MLI		

Run PPW Report

**2**

Reviewed and Approved

Add Member to Roster

Process Monitor

**3**

Save

Return to Search

Previous in List

Next in List

Notify

continued on next page ►