



MARKETPLACE FILL OVERVIEW

JOB AID

This Job Aid assists unit level HR Professionals and Strength Managers to completing Marketplace Fill (formerly known as Mission Essential Requirements (MER)) input process.

This process enables units to prioritize valid positions for fill or no fill in a closed marketplace. This training supplement will demonstrate how to align position priorities with unit requirements and leadership guidance.

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

 *NOTE: See IPPS-A User Manual > Chapter 10 for more information.*

Marketplace Fill Input: Unit Level

1. Click on the **HR Professional** user role.
2. Click on the **TAM Unit Workcenter** tile.

The screenshot shows the IPPS-A user interface. At the top left, the IPPS-A logo is visible. Below it, the user role is set to 'HR Professional'. A dropdown menu is open, showing options: 'Self Service', 'HR Professional' (highlighted with a red box and a '1' in a red circle), 'Manager Self Service', and 'Talent Administrator'. The main dashboard features several tiles: 'Human Resource Auth Report', 'Adhoc Reporting - OBIIE', 'Predefined Queries', 'Access Request', 'DD Form 93 for HR Professional', 'Top Issues', and 'TAM Unit Workcenter' (highlighted with a red box and a '2' in a red circle). The 'TAM Unit Workcenter' tile contains an icon of three people and a gear.

Marketplace Fill Input: Unit Level CONTINUED

3. Click on **Closed Marketplace**.
4. Click on **Marketplace Fill**.
5. The Closed Market Priority Fill window displays.
 - 5A. Type the Distribution Cycle (DC) in the **Cycle** text box.
 - 5B. Click on **Search**.

NOTE: DC = Code O or E for Off / Enl, then the two-digit FY, followed by the DC (01 or 02); ex., O2402.

6. The Search Results will populate, displaying the Cycle, Description, and the Year/Month Available to Move (YMAV) Begin and End dates, click on the >.

NOTE: Search Results = The YMAV Begin and YMAV End is the period that identifies the DC movement window.

Talent Management Workcenter

My Approvals

Links

Talent Management Workcenter

Soldier Talent Profile

Soldier Talent Profile Search

Configuration

Profile Management

Job Opening Administration

Closed Marketplace 3

Marketplace Applicants

Marketplace Fill 4

Marketplace Unit Preferences

Slating

Closed Market Priority Fill 5

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Cycle begins with O2402 A

Description begins with

YMAV Begin begins with

YMAV End begins with

Show fewer options

Case Sensitive

B Search Clear Save Search

Search Results

1 rows - Cycle "O2402"

Cycle	Description	YMAV Begin	YMAV End	
O2402	Officer FY 2024 Cycle 2	202404	202409	> 6

Marketplace Fill Input: Unit Level CONTINUED

7. The **Potential Positions and Job Openings (JO)** window will populate, click on the magnifying glass located in the **Market ID** box.
8. The **Look Up Market ID** window will populate (shows the available Market IDs).
 - 8A. Click on the hyperlink under the Description column.
 - 8B. Click on **Filter**.
9. The positions for the selected DC will populate.
 - 9A. Under the **UNIT INPUT** column, Select **'Fill'** or **'No Fill'**.

NOTE: Fill = position requires a fill during the Market. No Fill = position does not require a fill.

- 9B. Under the **UNIT REQUEST REPORT DATE** column, click on the calendar icon to select a desired date.

NOTE: Date must fall within the DC window.

- 9C. Under the **PRIORITY** column, prioritize all positions by typing a numerical value.

NOTE: Enter priorities in sequential order; ascending (1-5) or descending (5-1).

- 9D. Utilize the **SPECIAL REMARKS** column to provide details to the HRC Account Managers.

NOTE: Special Remarks Examples =

- Member will REFRAD effective 202408313.
- Critical Position, vacant since 20230401.
- Member will retire 20240701; terminal leave will begin 20240401.
- Member will curtail on 20240615.

Instructions

This page is a view of all potential Positions and Job Openings for a specified Cycle and Closed Market.

The Unit can indicate priority fill from 1 to N based on Position Preferences and allows the Unit to indicate if they would like to keep or remove the Position from the Cycle. The Unit can request additional Positions to be added to the Cycle based on Grouping ID selected. The Unit can provide Special Remarks which is viewed by HRC and taken into consideration when validating Positions to be added to the Closed Market.

HRC has the ability to validate which Positions and Job Openings are associated to a Cycle and Closed Market.

Cycle

Cycle ID	O2402	Officer FY 2024 Cycle 2
YMAV Begin	202404	
YMAV End	202409	

Filter Criteria

Market ID 7 Filter

Save Return to Search

8 Look Up Market ID x

[Help](#)

Market ID =

Search Clear Cancel Basic

Lookup

Search Results

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

Market ID	Description
3	Officer Marketplace Pilot 1 A

Filter Criteria

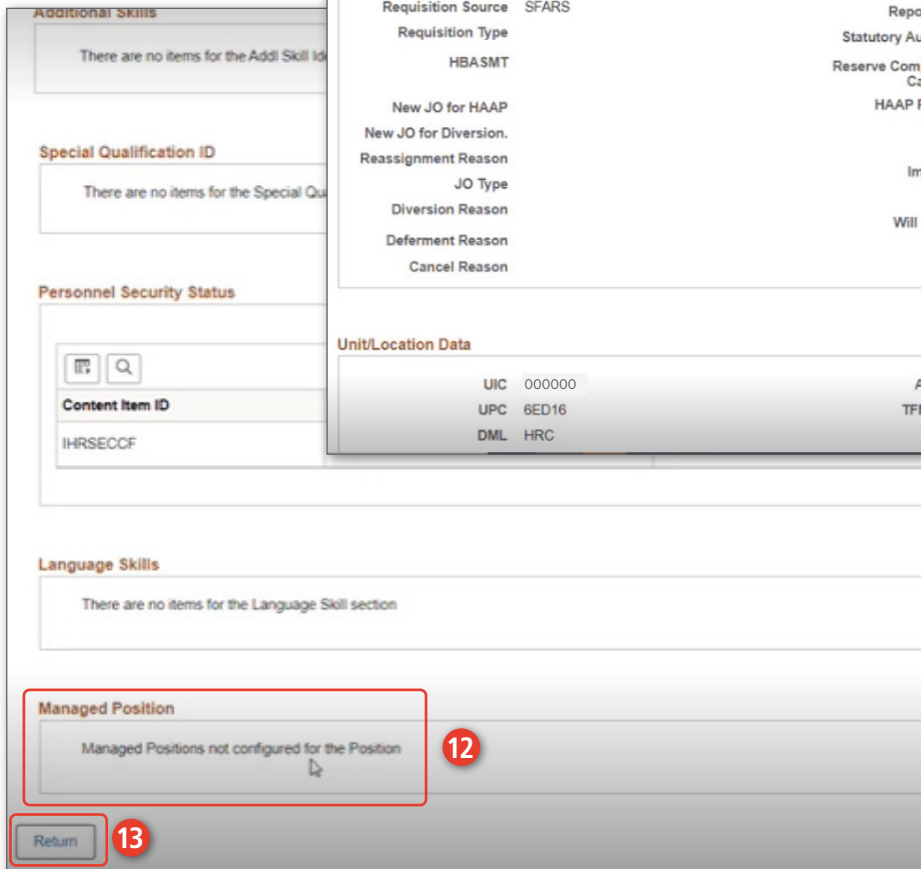
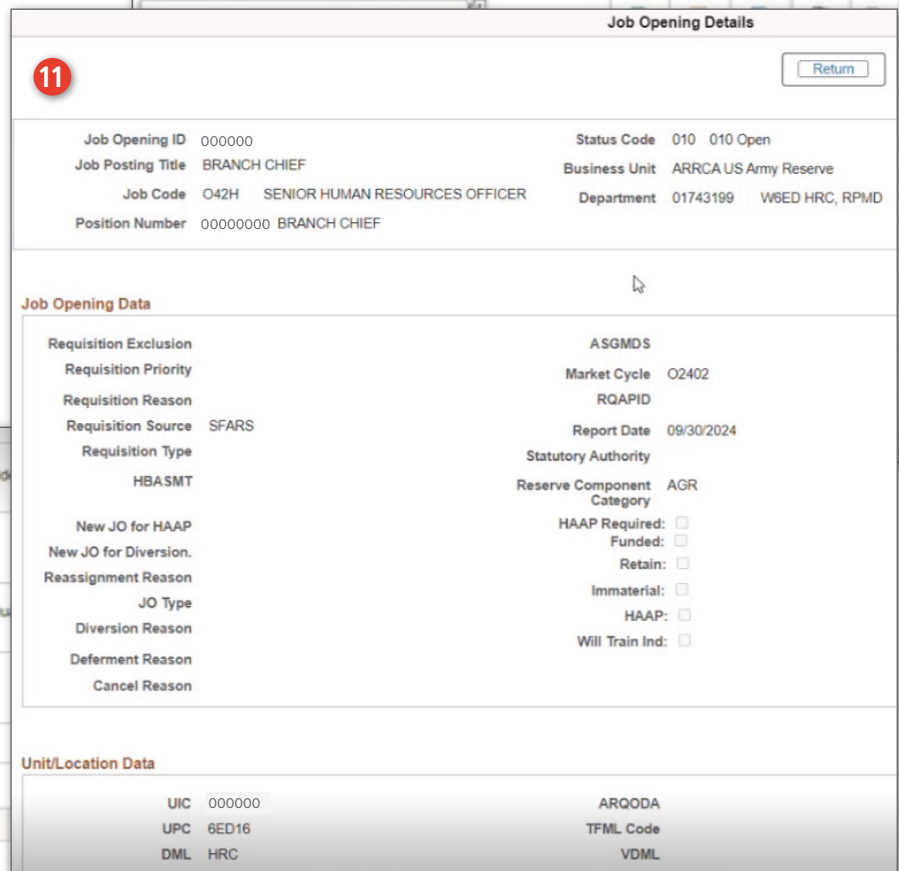
Market ID B Filter

CMNDCD 80TH TNG CMD -TASS

CITY	STATE	UNIT INPUT	UNIT REQUEST REPORT DT	PRIORITY	SPECIAL REMARKS
FT KNOX	KY	A Fill	B 05/08/2024	C 1	D SM will Curtail on June 15
FT KNOX	KY			0	
FT KNOX	KY			0	

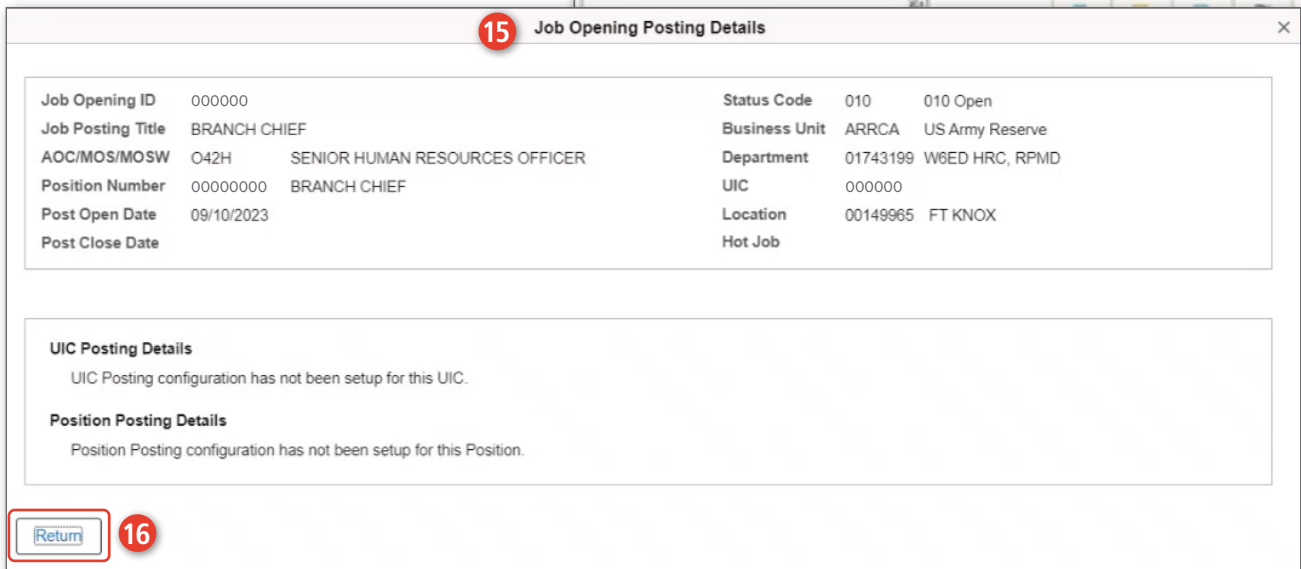
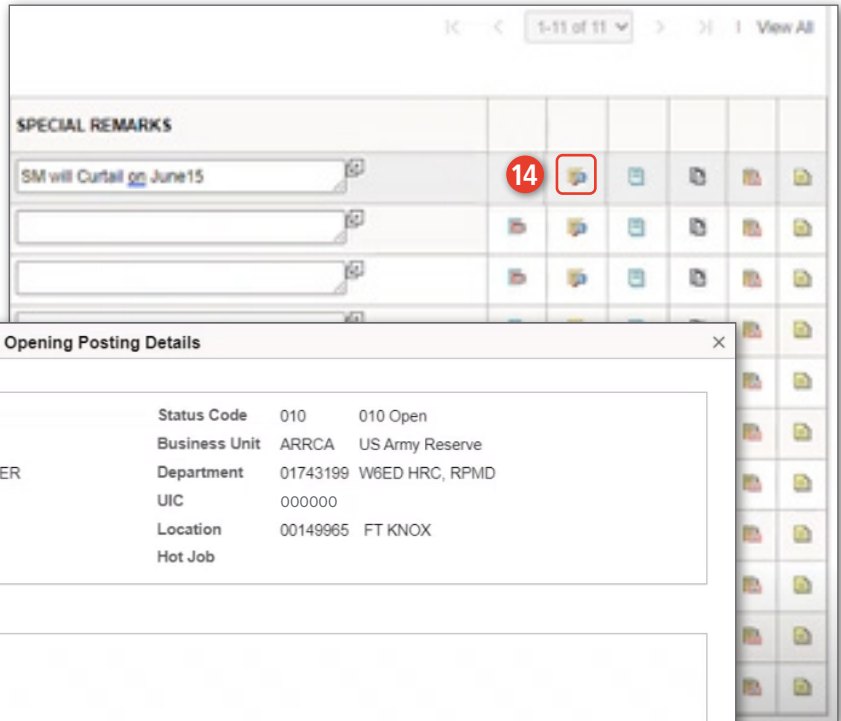
Additional Columns

10. Click on **icons** to populate the data for the six additional columns.
 - 10A. Job Opening Details
 - 10B. Job Opening Posting Details
 - 10C. Position Posting Details
 - 10D. UIC Posting Details (currently not avail in IPPS-A)
 - 10E. Position Details
 - 10F. Labels (Active Guard Reserve (AGR) Members do not use)
11. Click on the **Job Openings Details** icon to open the Job Opening Details page and review job details.
12. Scroll down to the **Managed Position Section** (this section displays Joint Duty Assignment Listing (JDAL)).
13. Click **Return**.



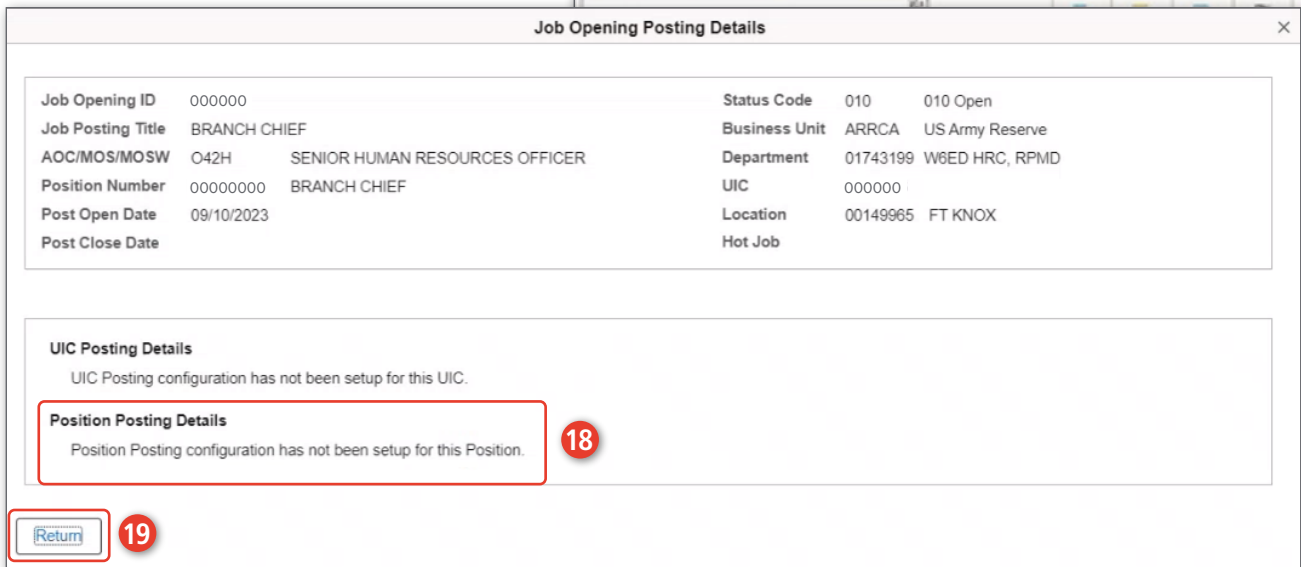
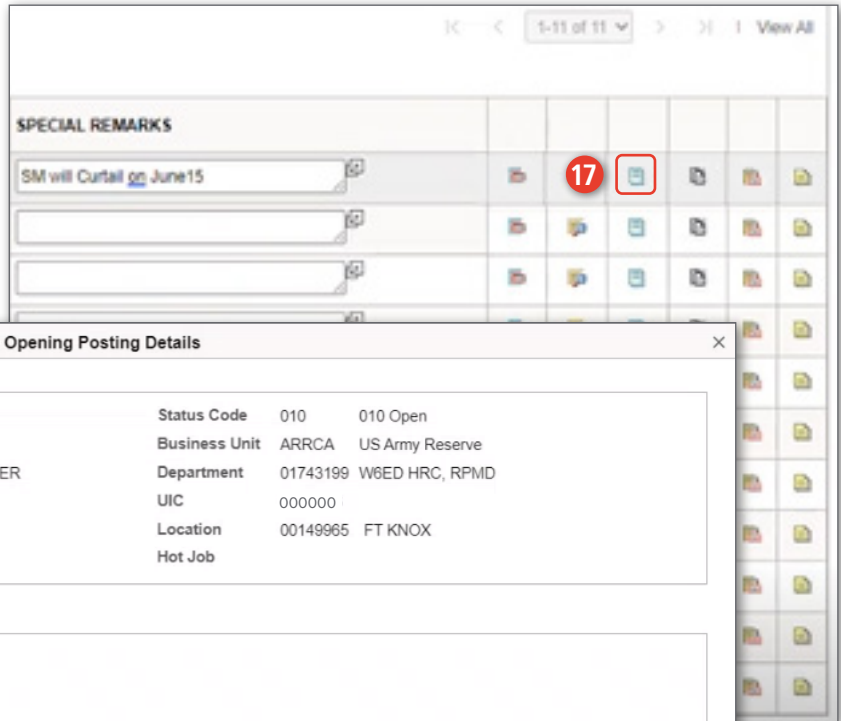
Job Opening Details

14. Click on the **Job Opening Posting Details** icon to review details about the job opening.
15. Scroll down to the **Job Opening Posting Details** section to review info.
16. Click **Return**.



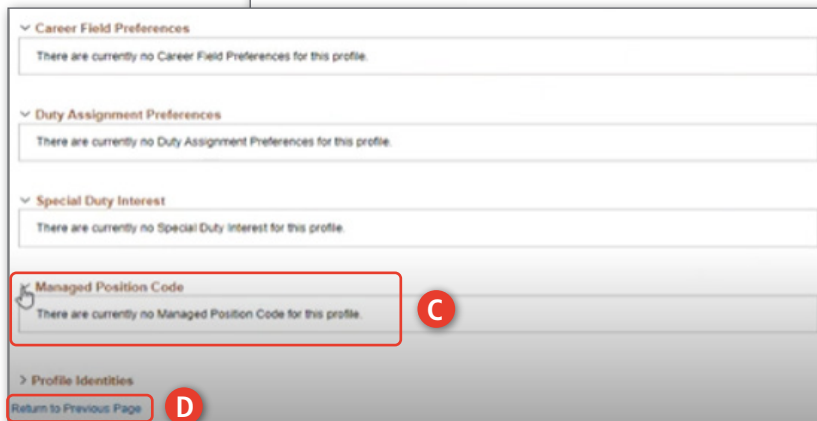
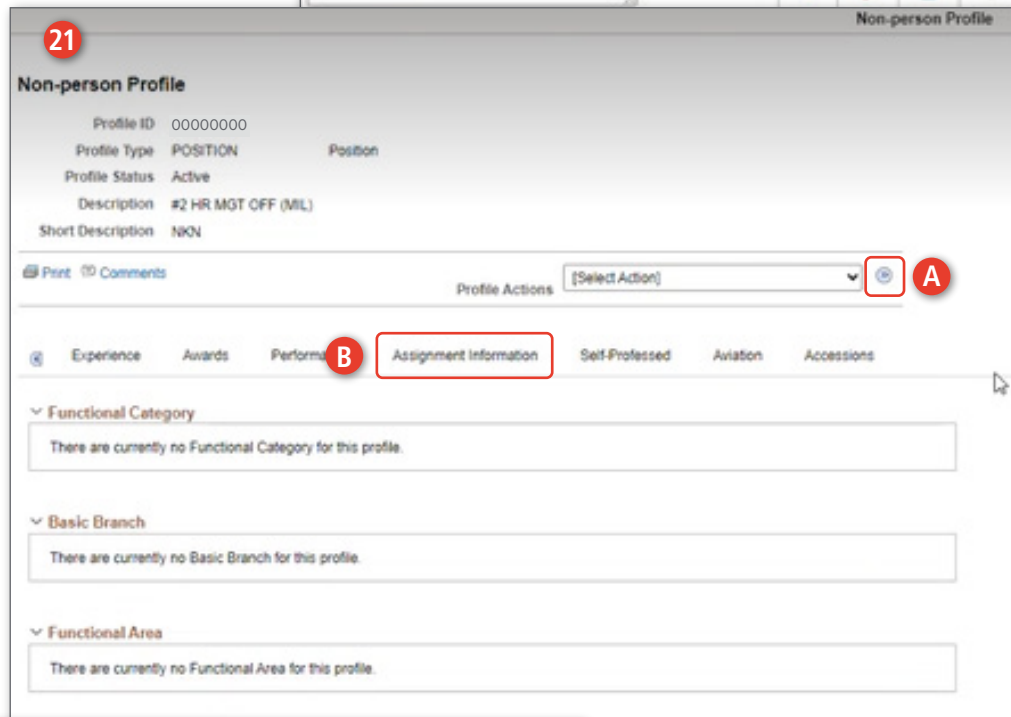
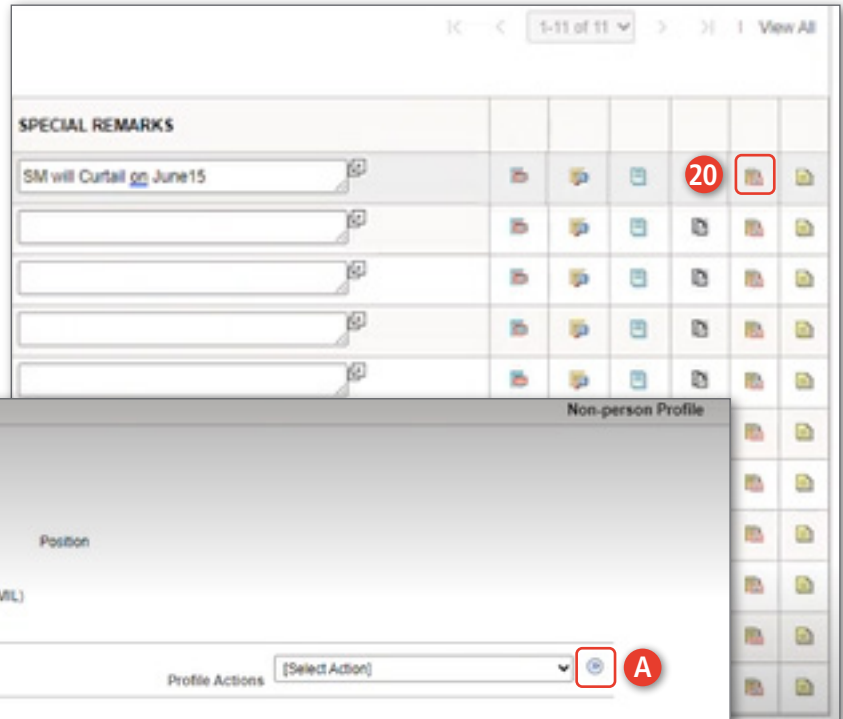
Position Posting Details

17. Click on the **Position Posting Details** icon to review additional requirements for the job opportunity (ex., Interview required.)
18. Scroll down to the **Position Posting Details** section to review info.
19. Click **Return**.



Position Details

- 20. Click on the **Position Details** icon.
- 21. The non-person **Profile** window will open.
 - 21A. Click on > to scroll to the right to view additional headers.
 - 21B. Click on **Assignment Information**.
 - 21C. Scroll down to the **Managed Position Code** section.
 - 21D. Click on **Return to the Previous Page** to return to the job openings.



Active/Inactive	Status	Level
Active	Approved/Official	1 Primary

Incumbent Tab

- 22. Click on the **Incumbents Tab** to display Members in the system, assigned to positions.
- 23. See **Name** column for details.

CMNDCD
Grade
POSCO
URC

Job Openings and Positions

Valid Preference Values Are From 1 To 2 And 11

22

1-11 of 11

Job Opening Incumbent ID


	JO	POSCO	Control Branch	POSITION	DUTY TITLE	Incumbent EMPLID	NAME	23
<input type="checkbox"/>	000000	001A	OBI	00000000	#2 CAREER MANAGER			
<input type="checkbox"/>	000000	025A	OSC	00000000	#2 CAREER MANAGER	0000000000	DAVIS, JOHN	
<input type="checkbox"/>	000000	012A	OAR	00000000	#1 CAREER MANAGER			
<input type="checkbox"/>	000000	050A	O50	00000000	#1 CAREER MANAGER	0000000000	JONES, JENNIFER	
<input type="checkbox"/>	000000	070F	OMS	00000000	#5 CAREER MANAGER			
<input type="checkbox"/>	000000	042H	OAG	00000000	BRANCH CHIEF	0000000000	ANDERSON, THOMAS	
<input type="checkbox"/>	000000	042H	OAG	00000000	BRANCH CHIEF	0000000000	MARTIN, ANTHONY	
<input type="checkbox"/>	000000	070H	OMS	00000000	HS OPS & TNG OFF	0000000000	GARCIA, BETH	
<input type="checkbox"/>	000000	066N	OAN	00000000	#1 CAREER MANAGER	0000000000	MILLER, ABIGAIL	
<input type="checkbox"/>	000000	042H	OAG	00000000	#3 CAREER MANAGER			
<input type="checkbox"/>	000000	070F	OMS	00000000	#2 HR MGT OFF (MIL)	0000000000	BROWN, RICHARD	


Adding and Deleting Positions

24. To request a missing position, click on **Add**.

25. To delete a position, click on **Delete**.

26. Click **Save**.

 *NOTE: Users can ONLY delete positions that were manually added by the unit; the user cannot delete a position that has a JO created.*

 *NOTE: All entries made during session will be lost if user does not save.*

Job Openings and Positions

Add 24
Delete 25
Save 26





Valid Preference Values Are From 1 To 2 And 11

Job Opening Incumbent »

	JO	POSCO	Control Branch	POSITION	DUTY TITLE
<input type="checkbox"/>	000000	O01A	OBI	00000000	#2 CAREER MANAGER
<input type="checkbox"/>	000000	O25A	OSC	00000000	#2 CAREER MANAGER
<input type="checkbox"/>	000000	O12A	OAR	00000000	#1 CAREER MANAGER
<input type="checkbox"/>	000000	O50A	O50	00000000	#1 CAREER MANAGER
<input type="checkbox"/>	000000	O70F	OMS	00000000	#5 CAREER MANAGER
<input type="checkbox"/>	000000	O42H	OAG	00000000	BRANCH CHIEF
<input type="checkbox"/>	000000	O42H	OAG	00000000	BRANCH CHIEF
<input type="checkbox"/>	000000	O70H	OMS	00000000	HS OPS & TNG OFF
<input type="checkbox"/>	000000	O66N	OAN	00000000	#1 CAREER MANAGER
<input type="checkbox"/>	000000	O42H	OAG	00000000	#3 CAREER MANAGER
<input type="checkbox"/>	000000	O70F	OMS	00000000	#2 HR MGT OFF (MIL)

Save
Return to Search

IPPS-A RESOURCES

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