

COMMANDERS RECOMMENDATION OF CONSIDERATION ELECTIONS IN IPPS-A

There are 2 ways that Commanders or their delegates can make recommendations. Procedure 1 shows how to make recommendations without the additional promotion role (slower process) and procedure 2 with the additional promotion role (faster process). Delegates have to use procedure 2 in order to make recommendations for their Commander.

PROCEDURE 1:

1. Login to IPPS-A (link provided below) and select the Manager Self Service homepage.

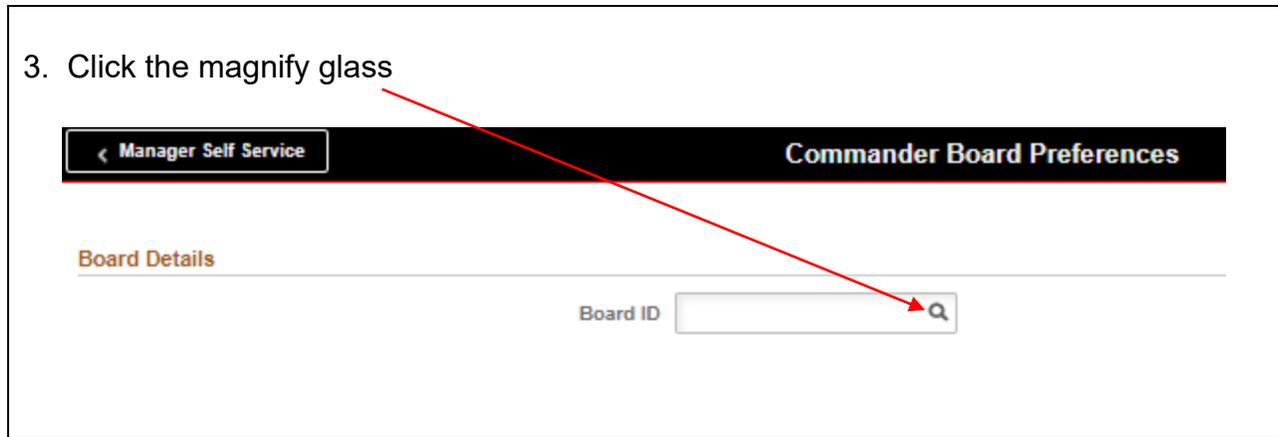
<https://hr.ippsa.csd.disa.mil/psp/hcpdc/?cmd=login>

2. Under Manager Self Service, click the “Commander Board Preferences” tile.

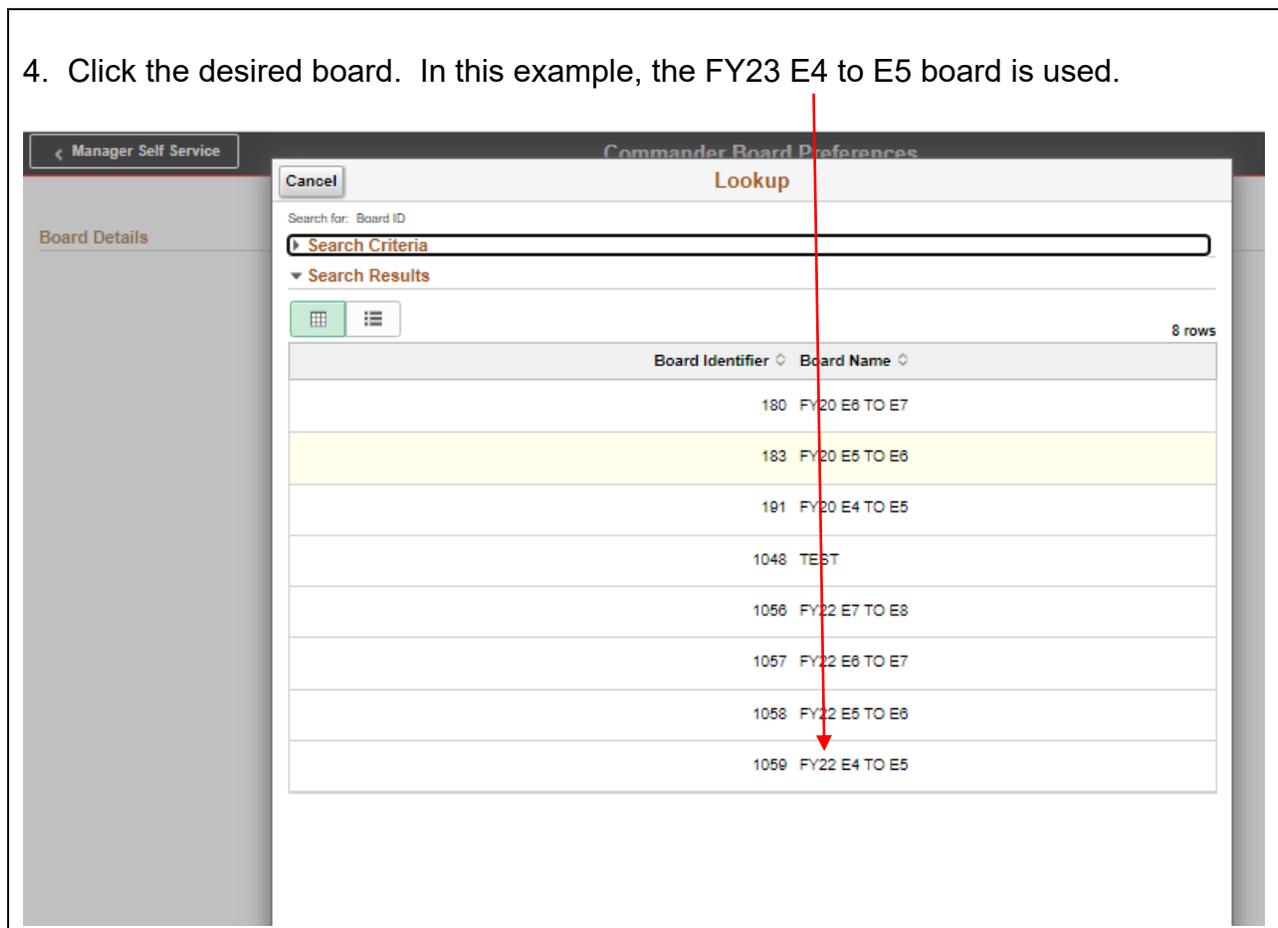
The screenshot shows the IPPS-A Manager Self Service dashboard. The dashboard has a header with the IPPS-A logo and a dropdown menu for 'Manager Self Service'. Below the header is a grid of tiles. A red arrow points from the text above to the 'Commander Board Preferences' tile in the bottom-left corner of the grid. The tiles are arranged as follows:

| | | | |
|-------------------------------|-------------------------------------|---|--------------------|
| Readiness & Manning Analytics | Special Pay Requests | Duty Status History | Promotion Rosters |
| View Orders | Approvals | Not Ready for Drill | Duty Status Query |
| Unit PULHES | Human Resource Auth Report | Predefined Queries | Profile Management |
| Commander Board Preferences | Team Learning 0 Enrolled Courses | Assignments 175 Not Arrived 220 Expiring <= 3Days 9 Pending 5 Draft | |

3. Click the magnify glass



4. Click the desired board. In this example, the FY23 E4 to E5 board is used.



← Manager Self Service
Commander Board Preferences

Board Details

Board ID

Board Name FY22 E4 TO E5

Board Status Pre Board

Year 2022

EMPLID

5. Click the magnify glass next to EMPLID

6. Click Soldier name (if Commander has statewide access then the Commander will have to search all of his/her Soldiers individually. Utilization of unit Personnel Eligibility Roster to assist is recommended.)

← Manager Self Service
Commander Board Preferences

Board Details

Cancel Lookup

Search for: EMPLID

Search Criteria

Search Results

Only the first 300 results can be displayed.

300 rows

| Empl ID | First Name | Last Name | National ID |
|------------|------------|-------------|-------------|
| 0002226446 | KODY | DOW | 1497519850 |
| 0002236243 | ALEXANDER | LYMAN | 1516916520 |
| 0002245494 | RONNIE | VALDEZ | 1180247161 |
| 0002247767 | HOSEAH | NJUGUNA | 1444545050 |
| 0002256088 | DAVID | DESROCHERS | 1293181248 |
| 0002258142 | TIMOTHY | FITZSIMMONS | 1522141670 |
| 0002266043 | WESLEY | GIVENS | 1385684971 |
| 0002279088 | PEDRO | BERMEJO | 1470799818 |

Manager Self Service **Commander Board Preferences**    

Board Details

Board ID 

Board Name FY22 E4 TO E5

Board Status Pre Board

Year 2022

EMPLID 

SPC KODY DOW

Board Preferences

Consider in following CPMOS 

Validate Promotion Points No

Date Promotion Points Validated

Validate Preferences No

Date Preferences Validated

Recommend for Consideration to Promotion Board Yes

Remarks

Preference 1

(M-DAY Only) I Voluntarily request consideration for promotion within: _____ of my HDR ZIP.

Preference 2

JFHQ MOS Immaterial: (Select Yes/No) I want to be considered for Joint Force Headquarters assignments coded 00F (MOS Immaterial).

7. Commanders or their delegate will drag button left or right to make a “Yes” or “No” recommendation for consideration. Every Soldier is a “Yes” by default. After making this recommendation, click “Save”.

PROCEDURE 2:

This procedure requires the additional promotion role (with board edit access) to make changes to your Soldiers board report data. To request the promotion role, see the guidance following this procedure.

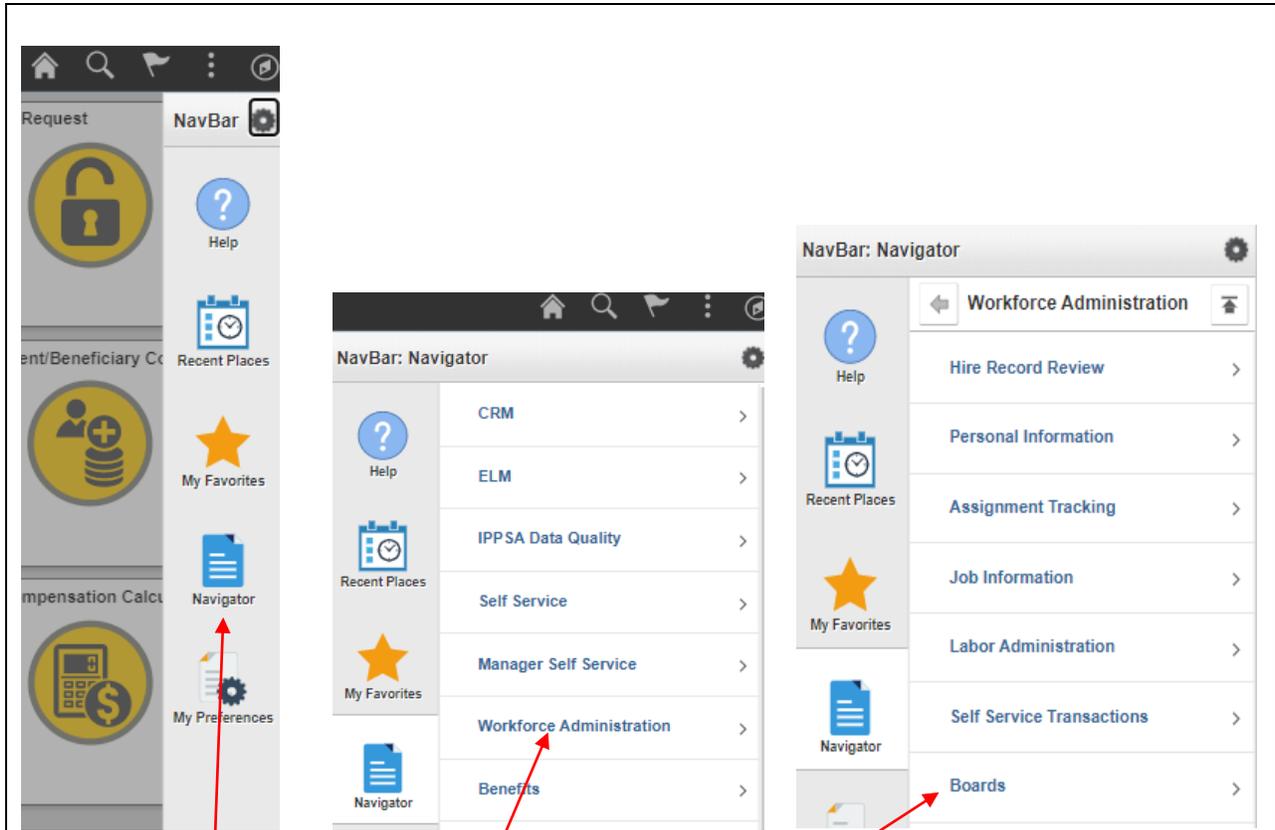
1. Login to IPPS-A (link provided below) and select the Self Service homepage.

<https://hr.ippsa.csd.disa.mil/psp/hcpdc/?cmd=login>

2. Click the “Navbar” icon at the top right hand side of the main IPPS-A screen.

The screenshot displays the IPPS-A Self Service homepage. At the top, there is a header with the IPPS-A logo on the left, the text "Self Service" in the center, and navigation icons (home, search, flag, and a circular icon with a 'P') on the right. A red arrow points to this circular icon. Below the header is a grid of service tiles:

- Announcements:** Features a megaphone icon and text: "Rel 2.31.338, 06/24/2021 Approved ECR 10521 Defect Type Defe... Posted on 06/25/2021".
- IPPS-A Help Center:** Features a person icon at a desk.
- Access Request:** Features a padlock icon.
- IPPS-A Hands-on Training:** Features an icon of a person at a computer.
- iPERMS Login:** Features an icon of a hand pointing to a screen with "iPERMS" text.
- My Orders:** Features an icon of a person with a clock and a document.
- Dependent/Beneficiary Coverage:** Features an icon of a person with a plus sign and a stack of coins.
- My Personnel Action Requests:** Features an icon of a hand pointing to a document.
- My SRB - Coming Soon:** Features an icon of a person and a document.
- Promotion Board Preferences:** Features an icon of a hand pointing to a screen with "PREFERENCES" text.
- DOD Compensation Calculator:** Features an icon of a calculator and a dollar sign.

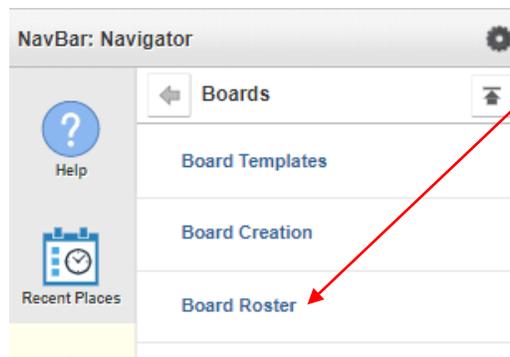


3. Click Navigator

4. Click Workforce Administration

5. Click Boards

6. And finally, click Board Roster



7. Type "FY23" in the box next to Board Name.

8. Click Search.

9. Click on the specific board in which you desire to view. In this example, I will view the FY23 E4 to E5 board.

Search Results

View All First 1-5 of 5 Last

| Board Identifier | Board Name | Board Status | Template ID | Year | Business Unit | Board Process | Board Type |
|------------------|-------------------|--------------|------------------|------|---------------|---------------|------------|
| 1059 | FY22 E4 TO E5 | Pre Board | E4 TO E5 W/ PREF | 2022 | NGDMO | Semi | Promotion |
| 1058 | FY22 E5 TO E6 | Pre Board | E5 TO E6 W/ PREF | 2022 | NGDMO | Semi | Promotion |
| 1057 | FY22 E6 TO E7 | Pre Board | E6 TO E7 W/ PREF | 2022 | NGDMO | Cent | Promotion |
| 1056 | FY22 E7 TO E8 | Pre Board | E7 TO E8 W/ PREF | 2022 | NGDMO | Cent | Promotion |
| 1032 | FY22 EPS E4 TO E5 | Pre Board | E4 TO E5 | 2022 | NGDMO | Semi | Promotion |

****Board ID 1032 is a mock practice board that will soon be deleted by NGB**

10. Uncheck “All Service Members” and type in your UIC. Then click “Filter”. If these options are grayed out for you, simply click “Filter”. The board roster will populate after the loading icon disappears. This can sometimes take minutes.

Board Roster

Board ID 1059 FY22 E4 TO E5 Board Process Semi-Centralized Year 2022

Template ID E4 TO E5 W/ PREF E4 - E5 Promotion - w/ PREF Convene Date 02/07/2022

Business Unit NGDMO Missouri Army Natl Guard Adjourn Date 02/11/2022

Grade To E5 Board Status Pre Board Points Cut Off Date 12/01/2021

Run Eligibility

Process Monitor

Filter Criteria

All Service Members Filter

Eligible Promotion Processed

Board Action

UIC

PMOS CPMOS

Job Code

Seq From To

Pref Action

Pref Reason

11. Scroll down to near the bottom of the page and you will see the current board roster. At the top of the roster you will find various column headers as shown below.

| Empl ID | Name | Eligible | Waiver Needed | Position | Position Description | Position Grade | Board Results |
|---------|------|----------|---------------|----------|----------------------|----------------|---------------|
|---------|------|----------|---------------|----------|----------------------|----------------|---------------|

12. In the Board Results column, you can choose whether you would like to recommend or deny (withheld) the particular Soldier for promotion consideration.

Do not select Declined Consideration or Failed Consideration.

Board Results

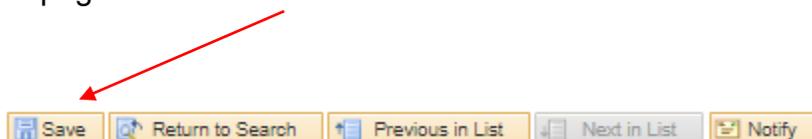
Declined Consideration

Failed Consideration

Recommend for Consideration(Y)

Withheld from Consideration(N)

13. After finished making recommendations, scroll down to the bottom left hand side of the page and click "Save".



How to Acquire the Promotion Role:

In order to be able to update promotions points you will need to self-enroll in the Promotions D/L. Go to the IPPS-A Hands on Learning Tab in the Self-Service and type "Promotions Program-DL" in the search bar. The training shouldn't take more than 15-20 minutes (there are 3 modules but 1 of them should already be completed because of the HR Pro training). After you have completed the training, click on the access request tile on the self-service menu and create an access request (no SAAR is required).

When creating the request you will see a plus sign next to the roles that you currently possess. On the bottom role, click the plus sign and a new row will appear. For that role, put HR Professional in the role column and Promotions in the sub-role column. VERY IMPORTANT: In the comments section at the bottom, include the UIC you need access to and the role that you hold in the organization. If you are a commander's delegate, you HAVE to add specify this in the comment section.

After your training has been completed and your access request has been submitted, notify 1LT Cavelli Thompson by email at cavelli.a.thompson.mil@army.mil