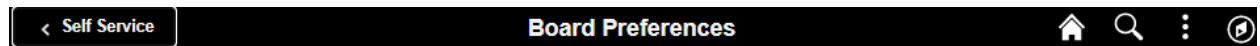


MAKING YOUR EPS ELECTIONS IN IPPS-A

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

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

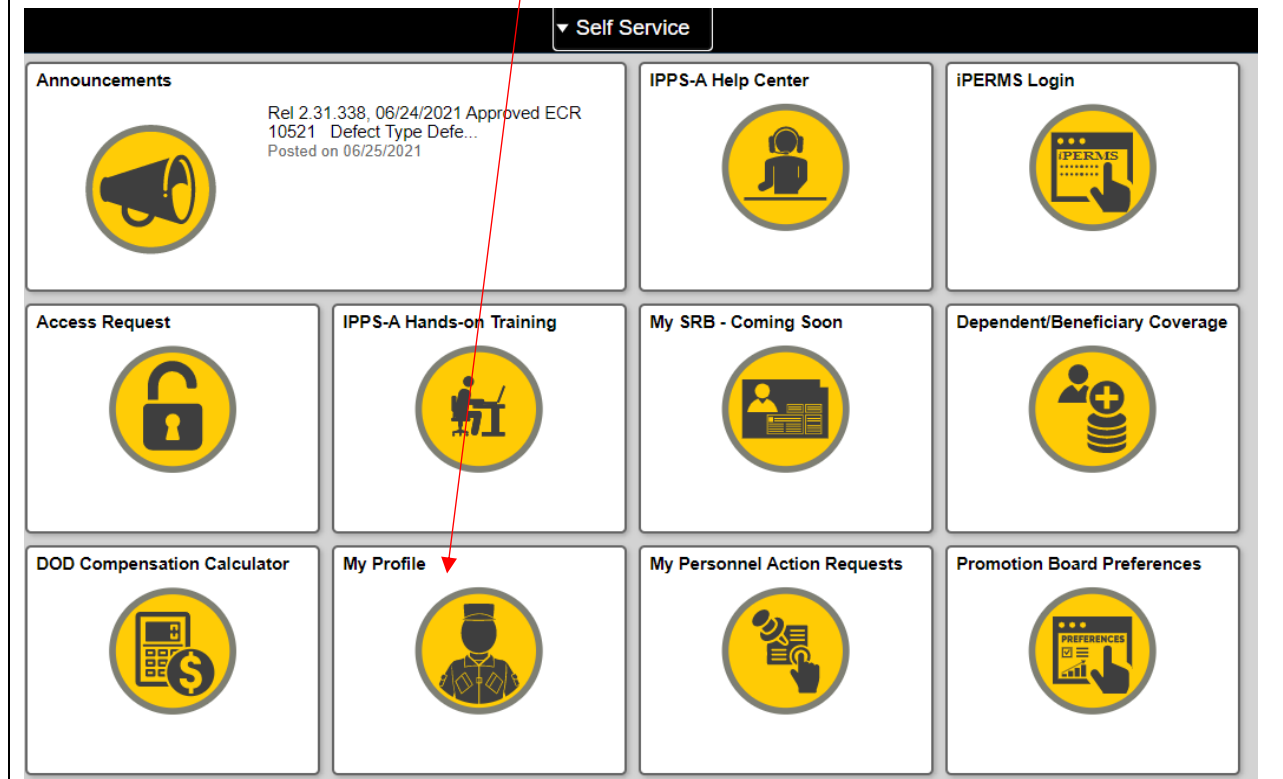
2. **E8s ONLY:** Select “Promotion Board Preferences”. If you receive the screen displayed below, you are not currently eligible for consideration to E9. E8s that are not eligible for E9 must make their 1SG elections by submitting a [NGB Form 4100-1B](#) along with the required documentation in the [FY23 EPS Checklist](#).

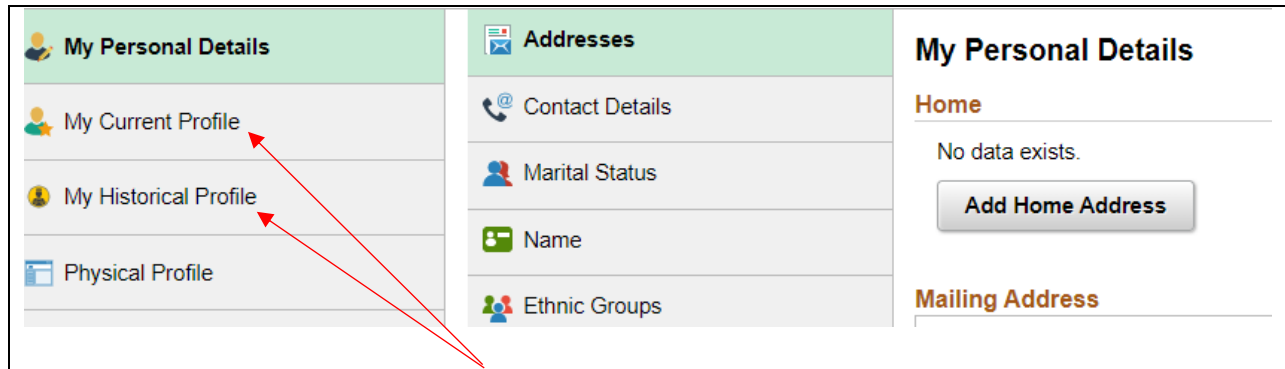


You are not currently on any active promotion boards.

3. **E9s ONLY:** SGMs must make their BN and/or BDE CSM elections by submitting a [NGB Form 4100-1B](#) along with the required documentation in the [FY23 EPS Checklist](#).

4. Prior to making elections, ensure your administrative data is current and correct by clicking the “My Profile” tile.


















5. Select “My Current Profile” and validate that your profile is up to date (ie. education, qualifications, PT scores, etc.). Next, select the “My Historical Profile” tile to view and validate your awards.

6. After validating that your data is current and correct, return to the “Self Service” homepage by hitting the home button.



▼ Self Service

Announcements  Rel 2.31.338, 06/24/2021 Approved ECR 10521 Defect Type Defe... Posted on 06/25/2021	IPPS-A Help Center 	iPERMS Login 	
Access Request 	IPPS-A Hands-on Training 	My SRB - Coming Soon 	Dependent/Beneficiary Coverage 
DOD Compensation Calculator 	My Profile 	My Personnel Action Requests 	Promotion Board Preferences 
My Orders 	Known Issues  1 Known Issues		

7. Select the "Promotion Board Preferences" tile.

Board Details

Board ID 1059
Board Name FY22 E4 TO E5
Board Year 2022
Convene Date 02/07/2022

Board Preferences

Consider for Military Education and Board Yes

Consider in following CPMOS

Validate Promotion Points No

Date Promotion Points Validated

Validate Preferences No

Date Preferences Validated

Preference 1

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

Preference 2

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

8. Consider in the following CPMOS:

This is your current PMOS unless you have an approved CPMOS Change Request for the FY23 EPS Cycle. This request is routed through your chain of command and approved by the MPMO.

Save

Board Details

Board ID 1059
Board Name FY22 E4 TO E5
Board Year 2022
Convene Date 02/07/2022

Board Preferences

Consider for Military Education and Board Yes

Consider in following CPMOS

Validate Promotion Points No

Date Promotion Points Validated

Validate Preferences No

Date Preferences Validated

Preference 1

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

Preference 2

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

9. Validate Promotion Points:

After validating your promotion points using the “My Profile” tile (steps 4-6), select “Yes”.

****This only applies E4s and E5s. E6s and above will not receive administrative promotion points and will not be given this option.**

Save

Board Details

Board ID 1059
Board Name FY22 E4 TO E5
Board Year 2022
Convene Date 02/07/2022

Board Preferences

Consider for Military Education and Board Yes

Consider in following CPMOS

Validate Promotion Points No

Date Promotion Points Validated

Validate Preferences No

Date Preferences Validated

Preference 1

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

Preference 2

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

10. Validate Preferences:

E4s, E5s and E6s: Select your preferences to mileage and 00F. After making both elections, select “Yes” next to “Validate Preferences”.

E7s: Select your preferences to mileage, 00F, and 1SG consideration. **Note: Only AGR SFCs who hold 11 series, 13 series, or 74D as a PMOS, SMOS, or AMOS are able to be considered for 1SG.** After making elections, select “Yes” next to “Validate Preferences”.

E8s: Select your preferences to mileage, 00F, 1SG, and BN CSM consideration. **Note: Only AGR 1SGs/MSGs who hold 79T as a PMOS, SMOS, or AMOS are able to be considered for BN CSM.** After making elections, select “Yes” next to “Validate Preferences”.

Board Preferences

Board ID 1056
Board Name FY22 E7 TO E8
Board Year 2022
Convene Date 10/25/2021

Consider for Military Education and Board Yes

Consider in following CPMOS 42A

Validate Promotion Points No

Date Promotion Points Validated

Validate Preferences Yes

Date Preferences Validated 07/09/2021

Preference 1
Leadership: (Select Yes/No) I want to be considered for First Sergeant assignment.
Yes

Preference 2
(M-DAY Only) I voluntarily request consideration for promotion within _____ of my HOR ZIP.
Statewide

Preference 3
JFHQ MOS Immaterial (Select Yes/No) I want to be considered for Joint Force Headquarters assignments coded 00F (MOS Immaterial).
Yes

Save

11. When you are finished making your elections, click the “Save” button in the right hand corner of the screen and log out.

12. DO NOT include NGB Form 4100s in EPS packets for those Soldiers making elections through IPPS-A.