Job Aid – Self Service Board Preferences





1. Log in to IPPS-A and Select the Board Preferences Tile



- 2. After Selecting the Tile, click each drop down and make an election
- * All preferences are Yes/No, except for mileage, which has incremental choices up to 5,000 miles

< Self Service	Board Preferences
	Save
Board Details	
Board ID	1526
Board Name	USAR E5 TPU
Board Year 2	2023
Convene Date 1	11/12/2022
Board Preferences	
Validate Preferences	No
Date Preferences Validated	
Preference 1	
	Drill Sergeant Position: (Select Yes/No) I want to be considered for a Drill Sergeant Position.
Preference 2	
Professore 3	Instructor Position: (Select Yes/No) I want to be considered for an Instructor Position.
Preference 4	(USAR Enlisted and ARNG M-DAY Only) I voluntarily request consideration for promotion within:of my
	Observer Controller Position: (Select Yes/No) I want to be considered for an Observer Controller Position.

Example of mileage selections below

< Setf Service	Board Preferences	
Board Datails	Save	
Board II	1526	
Board Name	USAR E5 TPU	
Board Yea	2023	
Convene Date	11/12/2022	
Board Preferences		
Validate Preference:	No	
Date Preferences Validated		
Preference 1		
	Drill Sergeant Position: (Select Yes/No) I want to be considered for a Drill Sergeant Position.	
Preference 2		
Preference 3	Instructor Position: (Select Yes/No) I want to be considered for an Instructor Position.	
Preference 4	USAR Enlisted and ARNG M-DAY Only) I voluntarily request consideration for promotion within:of my HCR ZIP.	
	4500 Miles 50 Miles ▼	

3. Move Toggle Switch from No to Yes, then click save.

UNCLASSIFIED//FOR OFFICIAL USE ONLY	
Self Service Service Self Service Self Service Self Service Ser	Board Preferences
	Save
Board Details	
Board ID	1526
Board Name	USAR E5 TPU
Board Year	2023
Convene Date	11/12/2022
Board Preferences	
Validate Preferences	Yes
Date Preferences Validated	01/22/2023
Preference 1	
Preference 2 Preference 3	Drill Sergeant Position: (Select Yes/No) I want to be considered for a Drill Sergeant Position.
Preference 4	200 Miles Observer Controller Position: (Select Yes/No) I want to be considered for an Observer Controller Position.
	No V

4. When you click save, you should get the following message, reminding you that by saving, you are agreeing to travel up to the elected mileage

	UNCLASSIFIED//FOR OFFICIAL USE ONLY	
	Board Preferences	
		Save
Board Details		
	Board ID 1526	
	Joard Name USAR E5 TPU	
	Board Year 2023	
c	nivene Date 11/12/2022	
Board Preferences		
Validate	Preferences Yes	
Date Preference	es Validated 01/22/2023	
Preference 1		
reference 2 If selected, I agree to travel up to the selected promotion assignment preference. OK Cancel		
	(USAR Enlisted and ARNG M-DAY Only) I voluntarily request consideration for promotion within:of my HOR ZIP.	
Preference 4		
	Observer Controller Position: (Select Yes/No) I want to be considered for an Observer Controller Position.	

Preferences elected will reflect on the roster the next day

UNCLASSIFIED//FOR OFFICIAL USE ONLY	
< Self Service	Board Preferences
	Save
Poard Dataile	
Doard Details	
Board ID	1220
Board Name	USAR E5 TPU
Board Year 2023	
Convene Date	11/12/2022
Board Preferences	
Validate Preferences	Yes
Date Preferences Validated	01/22/2023
Preference 1	
	Drill Sergeant Position. (Select resirvo) I want to be considered for a Drill Sergeant Position.
	Vaa
Preference 2	
	Instructor Position: (Select Yes/No) I want to be considered for an Instructor Position.
	Ves 🗸
Preference 3	
	(USAR Enlisted and ARNG M-DAY Only) I voluntarily request consideration for promotion within:of my
	200 Miles 🗸
Preference 4	
	Observer Controller Position: (Select Yes/No) I want to be considered for an Observer Controller Position.
	h
	No 🗸