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# IPPS-A Promotion Information Report v2



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Version 1: Provides instructions on how to run the PIR and where to upload in eTRACKER (28 Dec 20)

Version 2: Adds demonstration on how to transpose PIR data in excel and export to .pdf for transmission through eTRACKER (8 Jan 21)



1. Select HR Professional role

▼ HR Professional

<b>Case Management</b>  0 Open    0 Unassigned	<b>Special Pay Requests</b> 	<b>Promotion Rosters</b> 	<b>Approvals</b>  1
<b>Profile Management</b> 	<b>Readiness &amp; Manning Analytics</b> 	<b>Ad Hoc BI</b> 	<b>Human Resource Auth Report</b> 
<b>HR Personnel Action Requests</b> 	<b>Access Request</b> 	<b>Predefined Queries</b> 	<b>Job Data</b> 
<b>Personnel Restrictions</b> 	<b>View Orders</b> 	<b>Monitor Approvals</b> 	<b>Assignments</b> 114 Not Arrived    283 Expiring <= 3days 13 Pending    12 Draft
<b>Modify a Person</b> 	<b>Board Roster</b> 	<b>Physical Profiles</b> 	<b>Query Viewer</b> 

2. Navigate to Predefined Queries or select Tile from HR Pro landing page



**Predefined Queries**

- Service Data**  
Displays Personnel service information to assist HR Professionals monitor potential Soldiers for pay actions, selection boards, and other related actions, or to identify or monitor Soldiers who are eligible to ETS and or Retire from service.
- Availability and Restriction**  
Displays information on Soldier's limitations to potential assignments, deployments, and or training. This query could also be used to assist leadership forecast Rear Detachment personnel and identify late deployers.
- Assigned Duty Title**  
Displays personnel information to assist HR Professionals monitor vacant duty positions in an organization. This query is similar to the Unit Manning Report currently used.
- Demographics Information**  
Displays personnel information, providing a snapshot of an organization's demographic composition and can be used to help monitor an organization's diversity.

- Overseas Deployment History**  
Displays personnel deployments and overseas information. This query can be used to track "Dwell Time" and an organization's deployment stabilization period.
- Promotion Information**  
Displays personnel promotion information to assist HR Professionals monitor strength and Soldier's promotion related data.
- Certification Qualification**  
Displays personnel's military and civilian education, technical certifications and special skills.
- Personnel Management**  
Displays personnel information to assist HR Professionals monitor and forecast personnel gains and losses within the organization.
- Annual Records Review**  
Displays annual Soldier requirement information or personnel actions that may required attention.

Select  
"Promotion  
Information"

**Unclassified - For Official Use Only**



Army Component --Select Value-- Parent Command (USAR) --Select Value-- MPC --Select Value--  
PSC (RA) --Select Value-- State --Select Value-- Rank --Select Value--  
UIC --Select Value-- AOC/MOSW/MOS --Select Value--  
 W789AA  
 W7LDAA  
 W7QNA1  
 W7QNAA  
 W7XDAA  
 W7Y422  
Search...  
Apply Reset

Height	Weight	Last Weigh In Date	Physical Date	Race	Ethnicity	MRC Code	Mil Cmp Category	MIL CMP Category Description	Active Status	Active Status Description	Declination Code	Promoti Consider Code	Position	MPC	COMPO	AOC/MOSW/PMOS	ATCH UPC	CURR ORG	CURRENT ORGANIZATION	CURRENT STATION	CURRENT LOC	PSC	PARCMD
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1. Select the officer's UIC from the drop-down

2. Click "Apply"

Note: Additional filters can be applied to reduce number of results



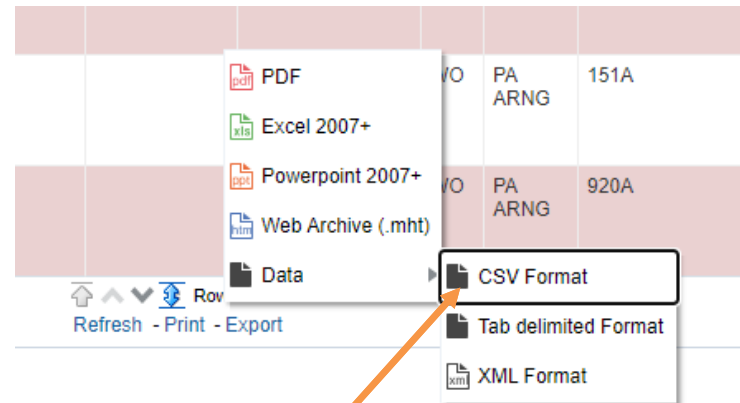
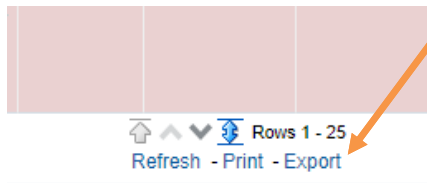
On-screen results will display based on the applied criteria. In this example, the only filter applied was to the UIC.

Promotion Information

Business Unit	DOD ID	EMPLID	NAME	RANK	GRADE	Date of Grade	Date of Rank	PEBD	Home Assign Date	UIC	Home UIC	Home UIC UnitName	DMSOQ	Host Assign Date	Host UIC	Host UIC UnitName	CPMOS	Basic Branch	PMOS_AOC	SMOS_AOC	AMOS_ZMOS	MRI Date	MRD Date	SFPA	SFPA Start Date	ETS Date	Security
NGDPA				CW5	W5	20190917	20190917	19950517	20190501	W7QNAA	W7QNAA	Aviation Training Site Eastern	Q	20110201	W8BWAA	Army Element Joint Force Headq		AV	153A			20371130					SECRET
NGDPA				CW5	W5	20190314	20190314	19920731	20180601	W7QNAA	W7QNAA	Aviation Training Site Eastern	Q	20040201	W8BWAA	Army Element Joint Force Headq		AV	153A		153B	20240630					SECRET
NGDPA				CW4	W4	20201030	20201030	20010119	20190314	W7QNAA	W7QNAA	Aviation Training Site Eastern	Q	20190314	W8BWAA	Army Element Joint Force Headq		AV	154F	154C		20380731				SECRET	
NGDPA				CW4	W4	20180316	20180316	19940118	20191004	W7QNAA	W7QNAA	Aviation Training Site Eastern	Q	20150330	W8BWAA	Army Element Joint Force Headq		AV	153D			20340630				SECRET	
NGDPA				SFC	E7	20080821	20080821	19931222	20160816	W7QNAA	W7QNAA	Aviation Training Site Eastern	Q	20100101	W8BWAA	Army Element Joint Force Headq	25U		25U4	25B4	94W4				20260121	SECRET	
NGDPA				CW4	W4	20140513	20140513	19980314	20200330	W7QNAA	W7QNAA	Aviation Training Site Eastern	Q	20200403	W8BWAA	Army Element Joint Force Headq		AV	154F			20360531				TOP SECRET SENSITIVE COMPI/INFOR	
NGDPA				SFC	E7	20150423	20150423	20030103	20200701	W7QNAA	W7QNAA	Aviation Training Site Eastern	Q	20090615	W8BWAA	Army Element Joint Force Headq	68W		68W4						20240103	SECRET	
NGDPA				SFC	E7	20180313	20180313	19910423	20200917	W7QNAA	W7QNAA	Aviation Training Site Eastern	S	20070401	W8BWAA	Army Element Joint Force Headq	15U		15T4	15U4					20220331	SECRET	
NGDPA				CW4	W4	20100314	20100314	19960828	20190912	W7QNAA	W7QNAA	Aviation Training Site Eastern	Q	20200826	WUAST0	Headquarters and Headquarters		AV	153D			20280731				SECRET	



1. Scroll to the bottom, center of the results to access the “Export” option.



2. Select “Export” to “Data”, then choose “CSV Format” for the fastest performance



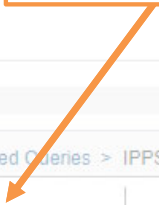
IET	19990626	P	20191003	69	194	20200928	20200515	White	Others	MRC2	SA	Train in Units-Drill Unit Res	A	FT MAN, ST	Y
IET	19990626	P	20191009	71	228	20200914	20200302	White	Others	MRC2	SA	Train in Units-Drill Unit Res	A	FT MAN, ST	
IET	19990626	P	20191004	71	159	20201013	20200415	White	Others	MRC1	SA	Train in Units-Drill Unit Res	A	FT M	
IET	19990626	P	20200930	65	140	20201124	20181102	Black	Others	MRC2	SA	Train in Units-Drill Unit Res	A	FT M	
IET	19990626	P	20200122	72	241	20201013	20200208	White	Others	MRC2	SA	Train in Units-Drill Unit Res	A	FT MAN, ST	Y
IET	19990626	P	20191009	75	248	20201013	20190723	White	Others	MRC4	SA	Train in Units-Drill Unit Res	A	FT MAN, ST	
IET	19990626	P	20200928			20200928	20190823	White	Others	MRC2	SA	Train in Units-Drill Unit Res	A	FT MAN, ST	

**Confirmation** ✕

The Export process is complete.

OK

Open the .csv file by clicking here:



Promotion Informa....csv





Opening the file allows you to select and extract the individual officer's promotion information.

Unit Res

Promotion Information (3).csv - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me... Evans, Emily R C... Share

Calibri 11

Font Alignment Number Styles Cells Editing

Business Unit

Business Unit	DOD ID	EMPLID	NAME	RANK	GRADE	Date of Gr	Date of Re	PEBD	Home Ass	UIC	Home UIC	Home UI
OPDA	20190917	20190917		CW5	W5	20190917	20190917	19950517	20190501	W7QNAA	W7QNAA	Aviation
OPDA	20190314	20190314		CW5	W5	20190314	20190314	19920731	20180601	W7QNAA	W7QNAA	Aviation
OPDA	20201030	20201030		CW4	W4	20201030	20201030	20010119	20190314	W7QNAA	W7QNAA	Aviation
OPDA	20180316	20180316		CW4	W4	20180316	20180316	19940118	20191004	W7QNAA	W7QNAA	Aviation
OPDA	20080821	20080821		SFC	E7	20080821	20080821	19931222	20160816	W7QNAA	W7QNAA	Aviation
OPDA	20140513	20140513		CW4	W4	20140513	20140513	19980314	20200330	W7QNAA	W7QNAA	Aviation
NGDPA	20150423	20150423		SFC	E7	20150423	20150423	20030103	20200701	W7QNAA	W7QNAA	Aviation
NGDPA	20180313	20180313		SFC	E7	20180313	20180313	19910423	20200917	W7QNAA	W7QNAA	Aviation
NGDPA	20100314	20100314		CW4	W4	20100314	20100314	19960828	20190912	W7QNAA	W7QNAA	Aviation
NGDPA	20191001	20191001		LTC	O5	20191001	20180711	20050621	20171117	W7QNAA	W7QNAA	Aviation
NGDPA	20150401	20150401		CW3	W3	20150401	20150401	19980128	20200601	W7QNAA	W7QNAA	Aviation
NGDPA	20121228	20121228		CW4	W4	20121228	20121228	19940523	20140916	W7QNAA	W7QNAA	Aviation
NGDPA	20151230	20151230		CW4	W4	20151230	20151230	19950119	20201101	W7QNAA	W7QNAA	Aviation
NGDPA	20200128	20200128		CW4	W4	20200128	20200128	19960209	20150518	W7QNAA	W7QNAA	Aviation
NGDPA	20160927	20160927		CW4	W4	20160927	20130801	19940705	20190912	W7QNAA	W7QNAA	Aviation
NGDPA	20111123	20111123		SFC	E7	20111123	20111123	19891229	20200520	W7QNAA	W7QNAA	Aviation
NGDPA	20200501	20200501		SGM	E9	20200501	20200501	19890407	20200520	W7QNAA	W7QNAA	Aviation

Promotion Information (3)

Ready 100%



Promotion Information (3).csv - Excel

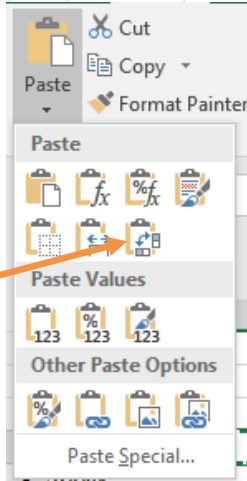
File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do... Evans, Emily R CW4 MIL NG PA ARNG

Business Unit	DOD ID	EMPLID	NAME	RANK	GRADE	Date of Grade	Date of Rank	PEBD	Home Assign Date	UIC	Home UIC	Home UIC UnitName	DMOSQ	Host Assign Date	Host UIC	Host UIC UnitName	CPMOS	Basic Branch	PMOS_AOC	SMOS_
NGDPA				CW4	W4	20201030	20201030	20010119	20190314	W7QNAA	W7QNAA	Aviation Training Site Eastern	Q	20190314	W8BWAA	Army Element Joint Force Headq		AV	154F	154C

1. Filter the individual officer's promotion information.

2. Highlight rows 1-2 and copy using CTRL+C

3. Place cursor in cell A3, then select the "Paste" drop-down and choose Transpose



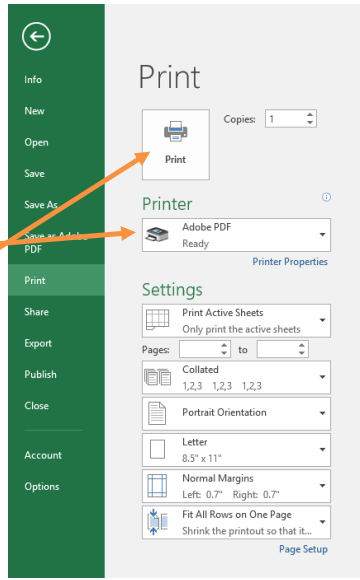
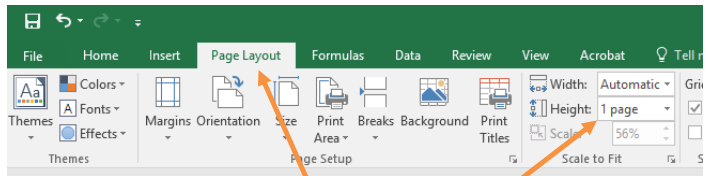


	A	B
1	Business Unit	NGDAK
2	DOD ID	
3	EMPLID	
4	NAME	
5	RANK	
6	GRADE	
7	Date of Grade	20191101
8	Date of Rank	20181213
9	PEBD	20150427
10	Home Assign Date	20200821
11	UIC	WPSHT0
12	Home UIC	WPSHT0
13	Home UIC UnitName	Headquarters and Headquarters
14	DMOSQ	S
15	Host Assign Date	20191101
16	Host UIC	W8AUHD
17	Host UIC UnitName	AUGOE Army Element Joint Force
18	CPMOS	92W
19	Basic Branch	MP
20	PMOS_AOC	31A
21	SMOS_AOC	
22	AMOS_ZMOS	
23	SFPA	
24	SFPA Start Date	
25	ETS Date	
26	Security Clearance	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION
27	Clearance Date	19990626
28	APFT	P
29	APFT Date	20200103
30	Height	69
31	Weight	180
32	Last Weigh In Date	20200915
33	Physical Date	20191019

1. Data transposes to 2 columns for easy viewing when saved as PDF.

2. Set "Page Layout" Height to "1 page"

3. Select the "File" tab, then "Print". Choose "Adobe PDF" from the "Printer" dropdown. Click "Print", then save your file.





This produces the PIR as a single PDF document that can be uploaded to eTRACKER and is easy to view.

Promotion Information (4).pdf - Adobe Acrobat Pro DC

File Edit View Sign Window Help

Home Tools Promotion Informa... x

Business Unit	NGDAK
DOD ID	
EMPLID	
NAME	
RANK	
GRADE	
Date of Grade	20191101
Date of Rank	20181213
PEBD	20150427
Home Assign Date	20200821
UIC	WP5HT0
Home UIC	WP5HT0
Home UIC UnitName	Headquarters and Headquarters
DMOSQ	S
Host Assign Date	20191101
Host UIC	W8AUHD
Host UIC UnitName	AUGOE Army Element Joint Force
CPMOS	92W
Basic Branch	MP
PMOS_AOC	31A
SMOS_AOC	
AMOS_ZMOS	
SFPA	
SFPA Start Date	
ETS Date	
Security Clearance	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION
Clearance Date	19990626
APFT	P
APFT Date	20200103
Height	69
Weight	180
Last Weigh In Date	20200915
Physical Date	20191019



ie Remarks Case Actions Display Published Order



Required / Optional Documents

Document Type	Required
State Promotion Order	0
FRB Membership appointing Orders or memorandum	0
Memorandum recommending officer for promotion	0
PQR: Personal Qualification Record(NGB)	0
MedCert/Physical; (Medical History(DD 2808 and 2807-1) or (DA 7349))	0
Body Fat Content Worksheet(DA 5500); REQ:if applicable;	0
Physical Profile(DA Form 3349); REQ:if applicable	0
Exception to policy; REQ:if applicable	0
Medical License; REQ:if required by medical AOCs	0
Amended State Order; REQ:if applicable;	0
Gr Br verification of officer previously held same grade and br; REQ:When FRB NOT requir	0
Oath of Office Military Dept(DA Form 74); REQ:for CMO exams	0

Upload to eTRACKER in the repository designated for "PQR"

INS