

Milper Message Number

05-053

**Proponent
AHRC-MSP-E**

Title

ENLISTED PROMOTIONS AND REDUCTIONS, PROCEDURAL GUIDANCE FOR PREPARING, PROCESSING AND GRANTING ACCESS TO THE AUTOMATED DA FORM 3355

...Issued: [23 Feb 05]...

A. AR 600-8-19, ENLISTED PROMOTIONS AND REDUCTIONS, 25 JAN 05

1. THIS MESSAGE NUMBER WILL EXPIRE NLT MAY 06; HOWEVER, THE PROCEDURES WILL REMAIN IN EFFECT UNTIL SUPERSEDED OR RESCINDED.

2. THIS MESSAGE APPLIES TO ACTIVE ARMY, ARMY RESERVE SOLDIERS ON ACTIVE DUTY COUNTED AGAINST THE END STRENGTH OF THE ACTIVE ARMY, AND RESERVE OF THE ARMY SOLDIERS SERVING ON INITIAL ACTIVE DUTY FOR TRAINING.

3. THIS MESSAGE PROVIDES PROCEDURAL GUIDANCE TO GRANTING AND COMPLETING ACCESS TO THE AUTOMATED DA FORM 3355, LOCATED AT . IF NOT ADDRESSED IN THIS MESSAGE, FOLLOW CURRENT PROCEDURES OUTLINED IN AR 600-8-19. ALL CHANGES WILL BE EFFECTIVE 28 FEB 05 AND WILL BE INCORPORATED IN A FUTURE REVISION TO AR 600-8-19.

4. THE PROMOTION AUTHORITY MUST IDENTIFY BY MEMORANDUM A PRIMARY AND SECONDARY REPRESENTATIVE OF THE BRIGADE OR HIGHER HUMAN RESOURCES SECTION (S1) THAT WILL BE AUTHORIZED ACCESS AS WELL AS DELEGATION OF ACCESS TO BATTALIONS AND SEPARATE UNITS FOR THE UTILIZATION OF THE AUTOMATED DA FORM 3355. THE MEMORANDUM CONTAINING THE REPRESENTATIVE'S NAME, RANK, SSN, PHONE NUMBER, EMAIL ADDRESS AND AKO ID MUST BE FORWARDED VIA EMAIL TO TACPCMSPE@HOFFMAN.ARMY.MIL NOT LATER THAN (NLT) 25 MAR 05, BUT THOSE WITH ACCESS SHOULD BEGIN USING THIS PROCEDURE EFFECTIVE 28 FEB 05. MEMORANDUMS PREVIOUSLY RECEIVED BY THIS OFFICE REMAIN IN EFFECT AND ARE ACTIVATED.

5. THE CURRENT PROCEDURES TO ACCOMPLISH THE DA FORM 3355, FORM FLOW OR COMPARABLE MEANS WILL BE ACCEPTED NOT TO EXCEED 180 DAYS. UNITS ARE URGED TO UTILIZE THE AUTOMATED DA FORM 3355 EFFECTIVE 28 FEB 05, BUT MUST BE IN USE NLT 01 SEP 05. ALLOWANCES ARE MADE TO PROVIDE A PARALLEL SYSTEM SO THAT IF AN HR SPECIALIST CANNOT CORRECT DATA ON THE AUTOMATED DA FORM 3355, THEY CAN STILL ACCOMPLISH IT THROUGH OTHER MEANS. NOTE: WHEN A SITUATION LIKE THIS DOES EXIST, IT IS PARAMOUNT THAT IT BE REPORTED BACK TO THIS OFFICE. THE INTENT OF THE AUTOMATED DA FORM 3355 IS TO REDUCE WORKLOAD BY UTILIZING EMILPO TO UPDATE THE SOLDIER'S RECORD. THEREFORE, ONCE A SOLDIER'S RECORD IS CORRECTED ON EMILPO IT WILL BE CORRECT UNTIL NEW INFORMATION IS PROVIDED.

6. THE AUTOMATED DA FORM 3355 IS NOT TO BE ACCOMPLISHED ON PREVIOUSLY PREPARED

DA FORMS 3355, IT IS ONLY COMPLETED ON NEW ACTIONS, I.E. INITIAL BOARD APPEARANCE, REEVALUATION (PARTIAL AND TOTAL), AND REQUEST FOR A PROMOTION POINT ADJUSTMENT.

7. WORK CENTER RESPONSIBILITIES AND PROCEDURES FOR PROCESSING SGT/SSG PROMOTION ACTIONS USING THE AUTOMATED DA FORM 3355 ARE AS FOLLOWS:

A. PROCESSING THE INITIAL DA FORM 3355.

B. UNIT HR SPECIALIST: PREPARES THE UNIT ENLISTED PROMOTION REPORT NLT THE 3D WORKING DAY OF THE MONTH, PRIOR TO THE BOARD MONTH THEN FORWARDS TO THE UNIT COMMANDER.

C. UNIT COMMANDER: WITHIN 5 DUTY DAYS, MAKES RECOMMENDATIONS, SIGNS REPORT, THEN RETURNS IT ALONG WITH THE MEMORANDUM FOR RECOMMENDATION THAT INCLUDES DUTY PERFORMANCE POINTS ON SOLDIERS RECOMMENDED FOR BOARD APPEARANCE TO THE HR SPECIALIST FOR FURTHER PROCESSING. IF NOT RECOMMENDED, THE COMMANDER WILL ENSURE THAT SOLDIERS ARE COUNSELED IAW AR 600-8-19, PARAGRAPH 1-26. THE RECOMMENDATION WILL BECOME A PERMANENT PART OF THE MONTHLY BOARD FILE.

D. UNIT HR SPECIALIST: SCHEDULES AND CONDUCTS APPOINTMENTS FOR SOLDIERS RECOMMENDED FOR BOARD APPEARANCE NLT THE 15TH OF THE MONTH.

E. UNIT HR SPECIALIST: DURING THE APPOINTMENT, THE HR SPECIALIST ACCESSES THE AUTOMATED DA FORM 3355. INPUTS RECOMMENDED SOLDIER'S SSN; AT THE PROMOTION POINT WORKSHEET ADDITIONS SCREEN, INPUT UNIT COMMANDER'S DUTY PERFORMANCE POINTS (SECTION A, PART II). THIS AREA WILL BE A DROP DOWN MENU, WITH 30 POINT MAX FOR EACH CATEGORY. SECTION B, PART I OF THE ADDITIONS SCREEN AFFORDS THE USER TO ADD ACHIEVEMENTS NOT NORMALLY LISTED ON A SOLDIER'S ERB, THIS TOO WILL BE A DROP DOWN MENU TO CHOOSE THE NUMBER OF ACHIEVEMENTS, NOT THE ACHIEVEMENT ITSELF. SECTION B, PART II OF THE ADDITIONS SCREEN, IS TO LIST COURSES THAT ARE NOT NORMALLY REFLECTED ON THE SOLDIER'S ERB. NOTE: SAME RULES APPLY FOR MILITARY EDUCATION. USER MUST SPECIFY THE TITLE OF COURSE AND THE NUMBER OF HOURS. SECTION B, PART III REQUIRES THE TITLE OF THE CERTIFICATION WITH DATE GROUP OF DD/MMM/YYYY, I.E. 17/APR/2005. NOTE: SAME RULES APPLY FOR CIVILIAN EDUCATION.

F. UNIT HR SPECIALIST AND SOLDIER: REVIEW THE PROMOTION POINT WORKSHEET ADDITIONS SCREEN FOR ACCURACY WITH SUPPORTING DOCUMENTATION. ONCE REVIEW OF THE ADDITIONS SCREEN IS COMPLETE, THE HR SPECIALIST WILL CLICK ON EITHER "INITIATE NEW DA FORM 3355" IF GENERATED FOR INITIAL BOARD APPEARANCE" OR "PREVIOUS DA FORM 3355" IF IT IS A REQUEST FOR PROMOTION POINT ADJUSTMENT OR REEVALUATION. SUBSEQUENT TO THIS ACTION, THE HR SPECIALIST WILL BE PROVIDED ACCESS TO THE SOLDIER'S DA FORM 3355 TO ENSURE THAT THE SOLDIER'S POINTS ARE ACCURATELY AWARDED.

G. SOLDIER: SOLDIER REVIEWS DA FORM 3355 FOR ACCURACY, NOTE ANY DISCREPANCIES AND PROVIDE THE SOURCE DOCUMENTS TO CORRECT ANY DISCREPANCIES.

ANY CORRECTIONS TO ERRONEOUS OR OUTDATED INFORMATION MUST BE ACCOMPLISHED THROUGH EMILPO

(1). VERIFY SECTION A

APFT (1A) CANNOT BE OLDER THAN ONE YEAR, EXCEPTIONS MUST BE SENT TO HRC-ALEXANDRIA. PART (1C) A SOLDIER MUST ATTAIN A MINIMUM SCORE OF 60 POINTS ON EACH EVENT, WITH EACH EVENT WAIVED (DUE TO PROFILE) RECEIVING 60 POINTS. SOLDIERS TAKING AN ALTERNATE EVENT FOR THE 2-MILE RUN RECEIVING A GO, RECEIVE A SCORE FOR THAT EVENT EQUAL TO THE AVERAGE OF THE SCORES FOR THE OTHER TWO EVENTS.

WEAPONS QUALIFICATION (1D) CAN BE OLDER THAN 24 MONTHS PROVIDED A MEMORANDUM EXEMPTING THE SOLDIER ACCOMPANIES THE DA FORM 3355.

BLOCK 4 WILL HAVE A DROP DOWN RANK AND WILL PROVIDE THE END OF THE AKO ADDRESS, JUST PRIOR TO THE "@" NEEDS TO BE INPUTTED.

ANY CORRECTIONS TO ERRONEOUS OR OUTDATED INFORMATION MUST BE ACCOMPLISHED THROUGH EMILPO

(2). VERIFY SECTION B

REVIEW (1, 2, & 3) AS DESCRIBED IN AR 600-8-19, CHAPTER 3.

BLOCK 4 WILL HAVE A DROP DOWN RANK AND WILL PROVIDE THE END OF THE AKO ADDRESS, JUST PRIOR TO THE "@" NEEDS TO BE INPUTTED.

ANY CORRECTIONS TO ERRONEOUS OR OUTDATED INFORMATION MUST BE ACCOMPLISHED THROUGH EMILPO

(3). UNIT HR SPECIALIST: UPDATES SOLDIER'S RECORD OR COORDINATES WITH THE APPROPRIATE SOURCE OF DATA TO UPDATE EMILPO NO LATER THAN THE 20TH OF THE MONTH.

(4). UNIT HR SPECIALIST: PRINTS WORKING COPY OF DA FORM 3355 AND PROVIDES THE SOLDIER AND BOARD RECORDER A COPY.

(5). ORGANIZATION/BOARD RECORDER: CONDUCTS PROMOTION BOARD NLT THE 15TH OF THE BOARD MONTH.

(6). BOARD RECORDER/SOLDIER: NO LATER THAN THE 1ST DUTY DAY AFTER THE PROMOTION BOARD IS ADJOURNED, HR SPECIALIST INPUTS THE SOLDIER'S BOARD POINTS IN SECTION C, ITEM 1C OF THE PROMOTION POINT WORKSHEET ADDITIONS FORM. SOLDIER AND HR SPECIALIST VERIFY ALL SECTIONS OF THE PROMOTION POINT WORKSHEET ADDITIONS FORM AND DA FORM 3355. HR SPECIALIST SAVES TO DATABASE, PRINTS DA FORM 3355 AND OBTAINS SOLDIER'S SIGNATURE.

(7). UNIT BOARD RECORDER: PREPARES BOARD PROCEEDINGS AND FORWARDS THE BOARD PROCEEDINGS AND DA FORM 3355 TO THE BATTALION'S SENIOR HUMAN RESOURCE SPECIALIST FOR REVIEW AND VALIDATION. THE BATTALION SENIOR HR SPECIALIST WILL INITIAL SECTION C, ITEM 2 AS THE RESPONSIBLE OFFICIAL ONLY AFTER VERIFYING SECTION C AS DESCRIBED IN AR 600-8-19, CHAPTER 3.

ANY CORRECTIONS TO ERRONEOUS OR OUTDATED INFORMATION MUST BE ACCOMPLISHED THROUGH EMILPO

(8). VERIFY SECTION D

BLOCKS 3 & 6 WILL REQUIRE INPUT AND @US.ARMY.MIL WILL BE SUPPLIED, BLOCK 4 WILL ONLY HAVE A DROP DOWN MENU FOR RANK.

BLOCKS 9-11 WILL BE ACCOMPLISHED SIMULTANEOUSLY IF USED.

(9). UNIT HR SPECIALIST: THE BOARD PROCEEDINGS AND DA FORM 3355 WILL THEN BE FORWARDED TO THE BOARD PRESIDENT AND PROMOTION AUTHORITY FOR SIGNATURE AND APPROVAL. AFTER APPROVAL OF BOARD PROCEEDINGS, COPIES OF APPROVED BOARD PROCEEDINGS AND DA FORM 3355 WILL BE FORWARDED TO THE SERVICING PROMOTION WORK CENTER NLT THE 20TH OF THE BOARD MONTH.

(10). PROMOTION WORK CENTER HR SPECIALIST/PROMOTION WORKCENTER: INPUT SOLDIER'S PROMOTION SCORE IN EDAS WITHIN 2 DUTY DAYS OF RECEIPT AND PROVIDES THE UNIT A COPY OF THE UPDATED RECOMMENDED LIST NLT THE 25TH DAY OF THE BOARD MONTH.

(11). UNIT HR SPECIALIST: REVIEW UPDATED RECOMMENDED LIST, RESOLVE ANY

DISCREPANCIES AND HAVE RECOMMENDED SOLDIERS INITIAL THE LIST NLT THE LAST DUTY DAY OF THE BOARD MONTH. POST RECOMMENDED LIST (WITH BLACKENED OUT SSNS) ON BULLETIN BOARD.

C. REEVALUATIONS/PROMOTION POINT ADJUSTMENTS:

1. SOLDIER/UNIT HR SPECIALIST: WHEN 20 OR MORE PROMOTION POINTS ARE ACCUMULATED BY SOLDIER OR A NEED FOR PROMOTION POINT ADJUSTMENT, PROCESS REQUEST FOR REEVALUATION/POINT ADJUSTMENT VIA THE UNIT COMMANDER.
2. UNIT COMMANDER: HAVE A MEMORANDUM PREPARED, SIGNED AND DATED REQUESTING THE PROMOTION POINTS BE ADDED TO THE SOLDIER'S RECOMMENDED PROMOTION SCORE. THE MEMORANDUM MUST INCLUDE THE STATEMENT "NO CHANGE TO DUTY PERFORMANCE POINTS OR THE UPDATED DUTY PERFORMANCE POINTS ARE..." THE MEMORANDUM MUST LIST THE SOURCE DOCUMENTS AS ATTACHMENTS TO THE MEMORANDUM. FORWARD TO THE UNIT HR SPECIALIST NLT THE 10TH OF THE REQUESTED MONTH.
3. UNIT HR SPECIALIST: THE HR SPECIALIST ACCESSES THE AUTOMATED DA FORM 3355. INPUTS RECOMMENDED SOLDIER'S SSN; AT THE PROMOTION POINT WORKSHEET ADDITIONS SCREEN, INPUT UNIT COMMANDER'S DUTY PERFORMANCE POINTS AND ANY OTHER REQUIRED ADDITIONS. REVIEW THE PROMOTION POINT WORKSHEET ADDITIONS SCREEN FOR ACCURACY. ONCE REVIEW OF THE ADDITIONS SCREEN IS COMPLETE, THE HR SPECIALIST CLICKS ON THE INITIATE NEW DA FORM 3355 BUTTON TO ACCESS THE DA FORM 3355. THE SOLDIER AND HR SPECIALIST REVIEWS THE DA FORM 3355 TO ENSURE THAT ALL POINTS FOR DOCUMENTS SUBMITTED BY THE SOLDIER ARE ACCURATELY AWARDED. PRINT DA FORM 3355, HAVE BATTALION SENIOR HR SPECIALIST SIGN AS THE RESPONSIBLE OFFICIAL. FORWARD A COPY OF THE COMPLETED ACTION TO THE SOLDIER AND SERVICING PROMOTION WORK CENTER NLT 20TH OF THE REQUESTED MONTH.
4. PROMOTION WORK CENTER HR SPECIALIST/PROMOTION WORK CENTER: INPUT SOLDIER'S PROMOTION SCORE IN EDAS WITHIN 2 DUTY DAYS OF RECEIPT AND PROVIDE THE UNIT A COPY OF THE UPDATED RECOMMENDED LIST NLT THE 25TH DAY OF THE REQUESTED MONTH.
5. UNIT HR SPECIALIST: REVIEW UPDATED RECOMMENDED LIST, RESOLVE ANY DISCREPANCIES, AND HAVE RECOMMENDED SOLDIER INITIAL THE LIST NLT THE LAST DUTY DAY OF THE REQUESTED MONTH. POST RECOMMENDED LIST (WITH BLACKENED OUT SSNS) ON BULLETIN BOARD.

D. INSTRUCTIONS FOR REACCOMPLISHING LOST DA FORMS 3355 ARE AS FOLLOWS:

THE HR SPECIALIST ACCESSES THE AUTOMATED DA FORM 3355. INPUTS RECOMMENDED SOLDIER'S SSN AND SELECTS "PREVIOUS DA FORM 3355". ONCE RETRIEVED, THE HR SPECIALIST WILL PRINT IT OUT, GAIN COMMANDERS SIGNATURE, SOLDIER'S SIGNATURE AND PROMOTION AUTHORITIES SIGNATURE. THE HR SPECIALIST WILL THEN PROCESS IT THROUGH THE PROMOTION WORK CENTER IN THE SAME MANNER AS AN INITIAL PACKET.

E. INSTRUCTIONS FOR COMPLETING THE AUTOMATED DA FORM 3355 ARE AS FOLLOWS:

THE AUTOMATED DA FORM 3355 IS AUTHORIZED FOR USE WHEN IN PROCESSING PROMOTION PACKETS FOR SGT/SSG. THE AUTOMATED DA FORM 3355 IS COMPLETED AS FOLLOWS:

GENERAL INFORMATION

SOCIAL SECURITY NUMBER: ENTER COMPLETE SOCIAL SECURITY NUMBER.

ITEM 1. TYPE: PLACE A CHECK MARK IN APPROPRIATE BOX.

ITEMS 2 THROUGH 7 WILL AUTOMATICALLY POPULATE.

SECTION A. RECOMMENDATION

ITEMS 1A, B, C, D, E, F, G AND H. MILITARY TRAINING. APFT AND WEAPONS QUALIFICATION

SCORES, DATES AND POINTS AWARDED WILL AUTOMATICALLY CALCULATE AND POPULATE (MAXIMUM 100).

ITEMS 2A THROUGH 2E. DUTY PERFORMANCE EVALUATION. THE DUTY PERFORMANCE POINTS WILL BE POPULATED VIA THE PROMOTION POINT WORKSHEET ADDITIONS SCREEN. DUTY PERFORMANCE POINTS WILL RANGE FROM 1 TO 30 (WITH 30 BEING THE HIGHEST) IN EACH CATEGORY.

ITEM 2F. TOTAL POINTS FOR ITEMS 2A THROUGH 2E WILL AUTOMATICALLY CALCULATE AND POPULATE (150 MAXIMUM).

ITEMS 3 THROUGH 5. SELF EXPLANATORY. NOT REQUIRED
SECTION B. ADMINISTRATIVE POINTS.

(1) ITEM 1. ALL AWARDS AND DECORATIONS VALID FOR THE AWARDING OF PROMOTION POINTS AND RECORDED ON THE SOLDIER'S ERB WILL AUTOMATICALLY CALCULATE AND POPULATE.

ACHIEVEMENTS. THE SOLDIER'S APPROPRIATE ACHIEVEMENTS MUST BE MANUALLY POPULATED VIA THE PROMOTION POINT WORKSHEET ADDITIONS SCREEN. TOTAL POINTS FOR SECTION B, ITEM 1 WILL AUTOMATICALLY CALCULATE AND POPULATE (MAXIMUM 100).

(2) ITEM 2. MILITARY EDUCATION. ALL MILITARY EDUCATION COURSES VALID FOR THE AWARDING OF PROMOTION POINTS AND RECORDED IN EMILPO WILL AUTOMATICALLY POPULATE.

(A) ADDITIONAL COURSES, NOT AUTHORIZED INPUT INTO EMILPO, MUST BE MANUALLY POPULATED VIA THE PROMOTION POINT WORKSHEET ADDITIONS SCREEN.

(B) TOTAL POINTS FOR SECTION B, ITEM 2 WILL AUTOMATICALLY CALCULATE AND POPULATE (MAXIMUM 200).

(3) ITEM 3. CIVILIAN EDUCATION. WILL AUTOMATICALLY POPULATE.

(A) TECHNICAL CERTIFICATIONS MUST BE MANUALLY POPULATED VIA THE PROMOTION POINT WORKSHEET ADDITIONS SCREEN.

(B) TOTAL POINTS FOR SECTION B, ITEM 3 WILL AUTOMATICALLY CALCULATE AND POPULATE. (MAXIMUM 100).

(C) ITEMS 4 THROUGH 7. SELF-EXPLANATORY. WILL AUTOMATICALLY POPULATE.

SECTION C. TOTALS.

(1) ITEM 1. POINTS GRANTED. ITEM 1A, 1B AND 1D WILL AUTOMATICALLY POPULATE.

(2) ITEM 1C. BOARD POINTS. BOARD POINTS MUST BE MANUALLY POPULATED VIA THE PROMOTION POINT WORKSHEET ADDITIONS SCREEN. (MAXIMUM 150).

(3) ITEM 2. CERTIFICATION. INITIAL OF RESPONSIBLE OFFICIAL.

SECTION D. CERTIFICATION.

(1) ITEM 1. RECOMMENDED BY BOARD. CHECK APPROPRIATE BLOCK.

(2) ITEM 2. ATTAINED MINIMUM POINTS. CHECK APPROPRIATE BLOCK.

(3) ITEMS 3-11. SELF-EXPLANATORY.

E. AS A REMINDER, CURRENT PROCEDURES UTILIZING DA FORM 3355 THROUGH A MEDIUM SUCH AS FORMFLOW OR PERFORM FLOW MUST BE DISCONTINUED IMMEDIATELY. IF PROBLEMS OCCUR WHILE UTILIZING THE AUTOMATED SYSTEM, WITHIN THE UNIT PROMOTION CENTER OR THE PROMOTION WORK CENTER, REPORT FEEDBACK TO THIS HEADQUARTERS. SO THAT THERE IS NO DISRUPTION IN SERVICE, WHEN PROBLEMS OCCUR, REVERT BACK TO PREVIOUS METHODS OF CALCULATING POINTS UNTIL THE ISSUE IS RESOLVED.

F. THE AUTOMATED DA FORM 3355 WILL BE THE SINGLE SOURCE DOCUMENT IMMEDIATELY, BUT NOT LATER THAN 01 SEP 05 FOR THOSE EXPERIENCING AUTOMATION PROBLEMS.

6. POINT OF CONTACT IS SGM COON AT DSN 221-8695, COMMERCIAL (703)325-8695 OR SFC DRAUGHN AT DSN 221-0266 OR COMMERCIAL (703) 325-0266.