Army Regulation 600–8–19

Personnel—General

Enlisted Promotions and Reductions

Rapid Action Revision (RAR) Issue Date: 28 December 2009

Headquarters
Department of the Army
Washington, DC
20 March 2008

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-19
Enlisted Promotions and Reductions

This rapid action revision, dated 28 December 2009--

- Revises nonpromotable status (para 1-10).
- Clarifies promotion policy for Soldiers declared missing (para 1-18).
- Allows conditional promotions for sergeant first class and master sergeant lacking basic noncommissioned officer course and advanced noncommissioned officer course (para 1-27*c*).
- Adds policy for Soldiers with physical profiles resulting from combat-related operations (para 1-32).
- Increases the number of training promotions for Soldiers completing basic combat training and advanced individual training (para 2-3*h*(3)).
- Adds special promotion categories (para 3-6).
- Revises promotion of Soldiers assigned to a warrior transition battalion (para 3-7).
- Redefines code U in table 3-10 (table 3-10).
- Revises weapons qualification scores for CID Form 85 (practical pistol) (table 3-19).
- Changes military occupational specialty for United States Army Reserve band positions vacancies (para 5-6*d*(2) and 5-7*e*(5)).
- Changes promotion recommended list Noncommissioned Officers Education System codes (para 5-37*c*(4)).
- Revises merit promotions (chapter 9).
- Adds policy for battlefield promotions (chapter 11).
- Makes additional rapid action revision changes (throughout).

Headquarters
Department of the Army
Washington, DC
20 March 2008

*Army Regulation 600–8–19

Effective 1 April 2008

Personnel—General

Enlisted Promotions and Reductions

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:

JOYCE E. MORROW
Administrative Assistant to the Secretary of the Army

History. This publication is a rapid action revision (RAR). This RAR is effective 28 January 2010. The portions affected by this RAR are listed in the summary of change.

Summary. This regulation prescribes policies and procedures governing promotion and reduction of Army enlisted personnel. This regulation includes policy statements, operating tasks, rules in support of operating tasks, and sequential steps of each operating task.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, the proponent may modify chapters and policies contained in this regulation.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff, G–1 (DAPE–MP), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–1 (DAPE–MP), 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1
Introduction, *page 1*

Section I
Overview, page 1
Purpose • 1–1, *page 1*
References • 1–2, *page 1*
Explanation of abbreviations and terms • 1–3, *page 1*
Responsibilities • 1–4, *page 1*
Manpower resources • 1–5, *page 1*
Levels of work • 1–6, *page 1*

*This regulation supersedes AR 600–8–19, dated 11 July 2007. This edition publishes a rapid action revision of AR 600–8–19.

UNCLASSIFIED

Contents—Continued

Section II
Principles and Standards, page 2
Principles of support • 1–7, *page 2*
Standards of service • 1–8, *page 2*

Section III
Policy, page 2
Promotion authorities • 1–9, *page 2*
Nonpromotable status • 1–10, *page 3*
Delay of promotion due to suspension of favorable personnel actions for Soldiers on a centralized promotion list • 1–11, *page 4*
Precedence of relative rank • 1–12, *page 4*
Date of rank and effective date • 1–13, *page 4*
Computing time in grade and service • 1–14, *page 5*
Security clearance requirements • 1–15, *page 5*
Erroneous promotions and de facto status • 1–16, *page 6*
Students • 1–17, *page 6*
Soldiers categorized as missing • 1–18, *page 6*
Promotion of terminally ill Soldiers • 1–19, *page 7*
Promotion of Soldiers pending referral to a military occupational specialty/medical retention board, medical evaluation board, or physical evaluation board • 1–20, *page 7*
Former temporary disability retired list personnel • 1–21, *page 7*
Posthumous promotions • 1–22, *page 8*
Promotion ceremonies and certificates • 1–23, *page 8*
Declination of promotion • 1–24, *page 9*
Electronic military personnel office/enlisted distribution and assignment system transactions • 1–25, *page 9*
Counseling of Soldiers not recommended for promotion • 1–26, *page 9*
Noncommissioned Officers Education System requirement for promotion and conditional promotion • 1–27, *page 9*
Suspension of favorable personnel action • 1–28, *page 10*
Pay inquiries • 1–29, *page 10*
Active duty for operational support in excess of 12 months • 1–30, *page 10*
Promotion eligibility during reclassification • 1–31, *page 11*
Physical profiles resulting from combat-related operations • 1–32, *page 12*

Chapter 2
Decentralized Promotions, *page 13*

Section I
Task: Managing Decentralized Promotions, page 13
Overview • 2–1, *page 13*
General • 2–2, *page 13*

Section II
Task: Processing Enlisted Promotions to Private E–2, Private First Class, and Specialist, page 13
Rules • 2–3, *page 13*
Steps • 2–4, *page 15*

Section III
Task: Computing Waiver Allocations, page 16
Rules (specialist and below) • 2–5, *page 16*
Steps (Active Army only) • 2–6, *page 17*

Section IV
Task: Correcting Erroneous Promotions (specialist and below), page 17
Rules • 2–7, *page 17*

Contents—Continued

Steps • 2–8, *page 17*

Chapter 3
Semicentralized Promotions (Sergeant and Staff Sergeant), *page 18*

Section I
Managing Semicentralized Promotions, page 18
Promotion system • 3–1, *page 18*
Key events and work scheduling • 3–2, *page 18*
Delay of promotion (sergeant and staff sergeant) • 3–3, *page 19*
Waiver authority • 3–4, *page 19*
The promotion packet • 3–5, *page 19*
Special promotion categories • 3–6, *page 20*
Soldiers hospitalized because of service-incurred disease, wound, or injury and Soldiers assigned to a warrior transition battalion • 3–7, *page 20*
Geographical separation from the promotion authority • 3–8, *page 21*

Section II
Reason Codes and Eligibility Criteria, page 24
Reason codes • 3–9, *page 24*
Eligibility criteria for recommendation and promotion • 3–10, *page 25*

Section III
Task: Identifying and Processing Recommendation for Promotion to Sergeant and Staff Sergeant, page 26
Rules • 3–11, *page 26*
Steps • 3–12, *page 27*

Section IV
Task: Conducting Promotion Boards, page 27
Rules • 3–13, *page 27*
Steps • 3–14, *page 31*

Section V
Task: Processing Results of a Promotion Selection Board, page 31
Rules • 3–15, *page 31*
Steps • 3–16, *page 34*
Department of the Army directed promotion list integration to sergeant and staff sergeant • 3–17, *page 35*

Section VI
Task: Processing Promotion Point Reevaluations, page 35
Rules • 3–18, *page 35*
Steps • 3–19, *page 36*

Section VII
Task: Processing Promotion Point Adjustments, page 37
Rules • 3–20, *page 37*
Steps • 3–21, *page 38*

Section VIII
Task: Adding and Withdrawing Promotion Points, page 38
Processing for adding promotion points • 3–22, *page 38*
Adding fewer than 20 points for reevaluation on a DA Form 3355 • 3–23, *page 38*

Section IX
Task: Processing Removal from Recommended List, page 38
Rules • 3–24, *page 38*

Contents—Continued

Steps • 3–25, *page 39*

Section X
Task: Conducting a Removal Board for Soldiers on Recommended List, page 40
Rules • 3–26, *page 40*
Steps • 3–27, *page 40*

Section XI
Task: Reinstating Soldiers to Recommended List, page 41
Rules • 3–28, *page 41*
Steps • 3–29, *page 41*

Section XII
Task: Processing Monthly Headquarters, Department of the Army Promotion Point Cutoff Scores/Promotion Selection By-Name List, page 41
Rules • 3–30, *page 41*
Steps • 3–31, *page 42*

Section XIII
Task: Processing Service Remaining Requirements, page 43
Rules • 3–32, *page 43*
Steps • 3–33, *page 45*

Section XIV
Task: Preparing Promotion Packet for Transfer at Permanent Change of Station (Out-Processing), page 45
Rules • 3–34, *page 45*
Steps • 3–35, *page 45*

Section XV
Task: Processing Promotions Upon Arrival at Gaining Organization (In-Processing), page 46
Rules • 3–36, *page 46*
Steps • 3–37, *page 46*

Section XVI
Task: Processing Promotion Packet at In-Processing, page 46
Rules • 3–38, *page 46*
Steps • 3–39, *page 47*

Section XVII
Duty Performance and Board Points, page 47
Duty performance points • 3–40, *page 47*
Board points • 3–41, *page 47*

Section XVIII
Administrative Points, page 47
Military training • 3–42, *page 47*
Awards, decorations, and achievements (permanent awards) • 3–43, *page 49*
Military education • 3–44, *page 50*
Civilian education • 3–45, *page 51*

Section XIX
Instructions for completing DA Forms 3355, 3356, and 3357, page 52
Instructions for completing DA Form 3355 (figure 3–1) • 3–46, *page 52*
Instructions for completing DA Form 3356 (figure 3–2) • 3–47, *page 53*
Instructions for completing DA Form 3357 (figure 3–3) • 3–48, *page 53*

Contents—Continued

Chapter 4
Centralized Promotions (Sergeant First Class, Master Sergeant, and Sergeant Major), *page 54*

Section I
Managing Centralized Promotions, page 54
Overview • 4–1, *page 54*
Eligibility criteria • 4–2, *page 54*
Promotion boards • 4–3, *page 55*
Memorandum of instruction • 4–4, *page 55*
Personal appearance and written communication • 4–5, *page 55*
Board results • 4–6, *page 55*
Monthly promotions • 4–7, *page 56*
Service requirement • 4–8, *page 56*

Section II
Task: Preboard Processing for Noncommissioned Officers in Zone of Consideration, page 56
Rules • 4–9, *page 56*
Steps • 4–10, *page 56*

Section III
Task: Processing Promotion List Results and Orders, page 57
Rules • 4–11, *page 57*
Steps • 4–12, *page 57*

Section IV
Task: Processing Request for Standby Advisory Board Consideration, page 58
Rules • 4–13, *page 58*
Steps • 4–14, *page 59*

Section V
Task: Processing Removal from a Centralized Promotion List, page 59
Rules • 4–15, *page 59*
Steps • 4–16, *page 60*
Removals from a centralized promotion list by Headquarters, Department of the Army • 4–17, *page 61*
Appeals of removal from a centralized promotion list • 4–18, *page 61*

Chapter 5
Promotion of U.S. Army Reserve Soldiers Assigned to Troop Program Units, Army Reserve Elements, or Multicomponent Commands or Units, *page 62*

Section I
Introduction, page 62
Scope • 5–1, *page 62*
Authority to promote, convene selection boards, and manage promotion lists • 5–2, *page 62*
Consolidated convening authority, promotion authority, and procedures • 5–3, *page 63*
Cumulative vacancies • 5–4, *page 64*

Section II
Promotion to Sergeant and Staff Sergeant, page 64
General • 5–5, *page 64*
Promotion to sergeant and staff sergeant • 5–6, *page 64*
Eligibility for promotion selection board consideration • 5–7, *page 65*
Recommending a Soldier for selection board consideration (DA Form 3355) • 5–8, *page 66*
The promotion packet • 5–9, *page 67*
Counseling of Soldiers not recommended for selection board consideration • 5–10, *page 67*
Declination of selection board consideration • 5–11, *page 67*

Contents—Continued

Convening promotion selection boards • 5–12, *page 68*
Composition of a promotion selection board • 5–13, *page 68*
Promotion selection board proceedings • 5–14, *page 71*
Report of promotion selection board proceedings • 5–15, *page 72*
Actions by the convening (promotion) authority following receipt of the board proceedings • 5–16, *page 72*
Counseling of Soldiers not recommended for promotion by a promotion selection board • 5–17, *page 73*
The permanent promotion recommended list • 5–18, *page 73*
Format of the permanent recommended promotion list • 5–19, *page 73*
Transfer from the secondary zone to the primary zone • 5–20, *page 75*
Reevaluation • 5–21, *page 75*
Recomputation of promotion points • 5–22, *page 76*
Promotion point adjustment • 5–23, *page 77*
Reassignment prior to promotion • 5–24, *page 77*
Promotion from the PPRL • 5–25, *page 78*
Obligation incurred by accepting a promotion • 5–26, *page 78*
Removal from the recommended list • 5–27, *page 78*
Removal board • 5–28, *page 79*
Reinstatement to recommended list • 5–29, *page 79*

Section III
Promotion to Sergeant First Class, Master Sergeant, and Sergeant Major, page 80
General • 5–30, *page 80*
Announcements by the promotion authority • 5–31, *page 80*
Eligibility criteria for selection board consideration • 5–32, *page 83*
Forwarding promotion packets to the convening authority for selection board consideration • 5–33, *page 83*
Declination of promotion consideration or Noncommissioned Officers Education System course selection • 5–34, *page 84*
Enlisted promotion selection boards • 5–35, *page 84*
Selections • 5–36, *page 85*
Reporting selection board results • 5–37, *page 85*
Convening authority responsibilities • 5–38, *page 86*
Publication of the selection lists • 5–39, *page 88*
Longevity of selection lists • 5–40, *page 88*
Announcement of promotions • 5–41, *page 88*
Accepting promotion to sergeant first class and above • 5–42, *page 88*
Enlisted standby advisory board • 5–43, *page 88*
Removal from a selection list • 5–44, *page 89*
Reinstatement to promotion selection list • 5–45, *page 90*
Reassignment prior to promotion • 5–46, *page 91*

Section IV
Special Promotions, page 91
Military technicians • 5–47, *page 91*
Drill sergeants and Total Army School System instructors • 5–48, *page 91*
Promotion to sergeant upon entry in Warrant Office Candidate Course, Officer Candidate School, or Reserve Officer Training Corps/simultaneous membership program • 5–49, *page 92*
Army Civilian Acquired Skills Program • 5–50, *page 92*

Chapter 6
Promotion of Individual Ready Reserve, Individual Mobilization Augmentee, and Standby Reserve (Active Status List) Soldiers, *page 92*
Scope • 6–1, *page 92*
Promotion authority • 6–2, *page 93*
Eligibility • 6–3, *page 93*

Contents—Continued

Specified individual mobilization augmentee duty positions requiring a nomination and selection process prescribed by a command directive • 6–4, *page 94*
Administration • 6–5, *page 94*
Waivers • 6–6, *page 95*
Selection boards • 6–7, *page 95*
The individual mobilization augmentee recommended promotion list • 6–8, *page 95*
Individual mobilization augmentee promotion to master sergeant or sergeant major • 6–9, *page 95*
Acceptance • 6–10, *page 96*
Disposition of selection board proceedings • 6–11, *page 96*
Removal from recommended list • 6–12, *page 96*
Individual Ready Reserve, Individual mobilization augmentee, and Standby Reserve (Active Status List) enlisted standby advisory board • 6–13, *page 96*

Chapter 7
Enlisted Promotion and Reduction of Army National Guard Personnel, *page 98*

Section I
General, page 98
Purpose • 7–1, *page 98*
Special terms • 7–2, *page 98*
Convening and promotion authorities • 7–3, *page 99*

Section II
Policy, page 99
Nonpromotable status • 7–4, *page 99*
Delay of promotion due to suspension of favorable personnel actions • 7–5, *page 100*
Establishment of retroactive effective dates • 7–6, *page 100*
Computation of time in grade, time in service, and cumulative enlisted service • 7–7, *page 100*
Service remaining obligation • 7–8, *page 101*
Acting noncommissioned officers • 7–9, *page 101*
Frocking • 7–10, *page 101*
Lateral appointments • 7–11, *page 101*
Promotion instruments • 7–12, *page 102*
Promotion ceremonies and certificates • 7–13, *page 102*

Section III
Special Advancements and Promotions, page 103
General • 7–14, *page 103*
Promotion to enter training programs • 7–15, *page 103*
Advancement and promotion as a part of training programs • 7–16, *page 104*
Advancement based on Stripes for Skills • 7–17, *page 104*
Advancement based on Civilian Acquired Skills Program • 7–18, *page 106*
Advancement based on Stripes for Buddies • 7–19, *page 106*

Section IV
Promotion to Sergeant through Sergeant Major, page 106
Criteria • 7–20, *page 106*
Military occupational specialty conversion • 7–21, *page 107*
Promotion actions • 7–22, *page 107*
Noncommissioned Officers Education System requirements for promotion • 7–23, *page 107*
Courses creditable for the Noncommissioned Officers Education System • 7–24, *page 110*
Availability of Noncommissioned Officers Education System Phase II or subsequent resident courses • 7–25, *page 111*
Constructive credit for Noncommissioned Officers Education System • 7–26, *page 111*

Contents—Continued

Section V
Promotion Process Overview, page 112
Overview • 7–27, *page 112*
Promotion Process • 7–28, *page 112*
Announcement of promotion selection boards • 7–29, *page 112*

Section VI
Processing Soldiers for Promotion Consideration, page 117
Consideration for promotion • 7–30, *page 117*
Individual Soldier actions • 7–31, *page 118*
Correspondence with the board • 7–32, *page 118*
Denying Soldiers consideration for promotion • 7–33, *page 119*

Section VII
The Evaluation Process, page 119
General • 7–34, *page 119*
Evaluating Soldiers for promotion • 7–35, *page 120*

Section VIII
Approving and Publishing Promotion Lists, page 121
Promotion lists approval • 7–36, *page 121*
Determining selection objective • 7–37, *page 121*
Publishing promotion lists • 7–38, *page 121*

Section IX
Select Soldiers from Promotion Lists, page 122
General • 7–39, *page 122*
Selecting Soldiers from promotion lists • 7–40, *page 123*
Declining promotion and assignment • 7–41, *page 124*
Hardship affecting promotion and assignment • 7–42, *page 124*

Section X
Removal of Soldiers from Promotion Lists, page 124
Administrative removal • 7–43, *page 124*
Command-initiated removal • 7–44, *page 125*

Section XI
Integrating Soldiers into Promotion Lists, page 126
General • 7–45, *page 126*
Inter-State transfers • 7–46, *page 126*
Soldiers reclassified while on promotion lists • 7–47, *page 126*
Standby advisory board • 7–48, *page 126*

Chapter 8
Promotion of Special Bandspersons, *page 137*

Section I
Overview, page 137
Bandspersons • 8–1, *page 137*
Special band units • 8–2, *page 137*

Section II
Task: Processing Promotions for Special Bandspersons, page 137
Rules • 8–3, *page 137*
Steps • 8–4, *page 137*

Contents—Continued

Chapter 9
Merit Promotions, *page 138*
Marksmen/gunsmiths • 9–1, *page 138*
Rules for processing promotions for personnel assigned to the Army Marksmanship Program • 9–2, *page 138*
U.S. Army Marksmenship Unit competitive marksmen/gunsmiths • 9–3, *page 138*
Rules for processing promotions for personnel assigned to the U.S. Army Parachute Team • 9–4, *page 139*
U.S. Army Parachute Team competitive parachutists • 9–5, *page 139*
U.S. Army Recruiting Command Merit Promotion System • 9–6, *page 139*
U.S. Army Recruiting Command recruiters • 9–7, *page 139*
U.S. Army Recruiting Command USAR AGR recruiters • 9–8, *page 140*
U.S. Army Recruiting Command USAR annual award winners • 9–9, *page 140*

Chapter 10
Reductions in Grade, *page 140*

Section I
Reduction Management, page 140
Reductions • 10–1, *page 140*
Reduction authority • 10–2, *page 141*

Section II
Reduction for Misconduct, page 141
Rules • 10–3, *page 141*
Steps (civil convictions) • 10–4, *page 144*

Section III
Reduction for Inefficiency, page 144
Policy • 10–5, *page 144*
Criteria • 10–6, *page 144*

Section IV
Reduction Boards, page 145
Policy • 10–7, *page 145*
Rules • 10–8, *page 146*
Steps • 10–9, *page 146*

Section V
Soldier Rights and Appeal Policy, page 147
Rights of the Soldier • 10–10, *page 147*
Appeals • 10–11, *page 147*

Section VI
Reduction Orders and Restoration to Former Grade, page 148
Reduction orders • 10–12, *page 148*
Effective date of reduction • 10–13, *page 148*
Restoration to former grade • 10–14, *page 148*

Section VII
Other Reasons for Reduction, page 149
Approved for discharge from the service under other than honorable conditions • 10–15, *page 149*
Reductions for failure to complete training • 10–16, *page 149*
Reduction for unsatisfactory participation • 10–17, *page 150*
Failure to complete or attend Noncommissioned Officers Education System • 10–18, *page 150*
Voluntary reduction • 10–19, *page 150*
Reduction upon return from active duty (mobilization) • 10–20, *page 151*

Contents—Continued

Other reasons for reduction • 10–21, *page 151*

Chapter 11
Battlefield Promotions, *page 152*
Introduction • 11–1, *page 152*
General guidance • 11–2, *page 152*
Eligibility criteria • 11–3, *page 152*
Responsibilities • 11–4, *page 153*

Appendix A. References, *page 154*

Table List

Table 2–1: Promoting enlisted Soldiers to PV2, PFC, and SPC, *page 15*
Table 2–2: Computing waiver allocations, *page 17*
Table 2–3: Correcting erroneous promotions (SPC and below), *page 18*
Table 3–1: Reason codes for use on the monthly SGT/SSG promotion selection by-name list, *page 24*
Table 3–2: Reason codes to be used on the recommended list, *page 25*
Table 3–3: Eligibility criteria for recommendation, *page 25*
Table 3–4: Eligibility criteria for promotion, *page 26*
Table 3–5: Identifying and processing recommendation for promotion to SGT/SSG, *page 27*
Table 3–6: Conducting promotion boards, *page 31*
Table 3–7: Processing results of a promotion board, *page 34*
Table 3–8: Processing promotion point reevaluation and total reevaluation, *page 37*
Table 3–9: Processing point adjustments, *page 38*
Table 3–10: Promotion standing list removal reason codes, *page 39*
Table 3–11: Removing a Soldier from a recommended list, *page 39*
Table 3–12: Conducting a removal board for Soldiers on a recommended list, *page 40*
Table 3–13: Reinstating Soldiers to a recommended list, *page 41*
Table 3–14: Processing monthly Headquarters, Department of the Army promotion point cutoff scores and by-name list, *page 42*
Table 3–15: Processing service remaining requirements, *page 45*
Table 3–16: Preparing promotion packets for transfer at PCS (out-processing), *page 46*
Table 3–17: Processing promotions upon arrival at a gaining organization (in-processing), *page 46*
Table 3–18: Processing promotion packet at in-processing, *page 47*
Table 3–19: Weapons qualification, *page 48*
Table 3–20: APFT, *page 49*
Table 4–1: Preboard processing of Soldiers in the zone of consideration, *page 56*
Table 4–2: Processing list results and orders, *page 57*
Table 4–3: Processing STAB requests, *page 59*
Table 4–4: Processing command initiated removals from a centralized promotion list, *page 60*
Table 5–1: Sample computation of SGT through SGM cumulative vacancies, *page 64*
Table 5–2: Status codes, *page 75*
Table 6–1: Time in grade for IRR, IMA, and Standby Reserve (Active Status List) promotion, *page 94*
Table 7–1: TIMIG, TIS, and CES for promotion, *page 107*
Table 8–1: Processing promotions (SFC through SGM) of special bandspersons, *page 138*
Table 10–1: Reduction authorities, *page 141*
Table 10–2: Rules for reduction for misconduct, *page 142*
Table 10–3: Reduction for misconduct (civil conviction), *page 144*
Table 10–4: Conducting reduction boards, *page 147*
Table 10–5: Reduction of students failing to complete training, *page 150*

Figure List

Figure 2–1: Sample format of SIDPERS–Army Reserve Advancement Eligibility Status Roster (GRA–PO1), *page 14*
Figure 3–1: Sample of completed DA Form 3355, *page 22*

Contents—Continued

Figure 3–1: Sample of completed DA Form 3355—Continued, *page 23*
Figure 3–2: Sample of completed DA Form 3356, *page 29*
Figure 3–3: Sample of completed DA Form 3357, *page 30*
Figure 3–4: Sample format for report of board proceedings, *page 32*
Figure 3–4: Sample format for report of board proceedings—Continued, *page 33*
Figure 3–5: Sample format of memorandum approving/disapproving promotion board proceedings, *page 33*
Figure 3–6: Sample format for notification of service remaining requirement for promotion, *page 44*
Figure 5–1: Sample format for report of local board proceedings with sample memorandum, page 1, *page 69*
Figure 5–1: Sample format for report of local board proceedings with sample memorandum, page 2, *page 70*
Figure 5–1: Sample format for report of local board proceedings with sample memorandum, page 3, *page 71*
Figure 5–2: Sample format for a permanent recommended promotion list, *page 74*
Figure 5–3: Sample format for a permanent recommended promotion list, *page 81*
Figure 5–3: Sample format for a permanent recommended promotion list—Continued, *page 82*
Figure 5–4: Sample format for a permanent promotion recommended list, *page 87*
Figure 7–1: Army National Guard Stripes for Skills Program, *page 105*
Figure 7–2: Statements of agreement and certification (enclosure to DA Form 7432), *page 109*
Figure 7–3: Sample memorandum of instruction, *page 114*
Figure 7–3: Sample memorandum of instruction—Continued, *page 115*
Figure 7–4: Sample promotion eligibility roster, *page 116*
Figure 7–5: Example of NGB Form 4100–1–R-E, Army National Guard Enlisted Promotion Point Worksheet, *page 128*
Figure 7–6: Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet, *page 129*
Figure 7–6: Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued, *page 130*
Figure 7–6: Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued, *page 131*
Figure 7–6: Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued, *page 132*
Figure 7–6: Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued, *page 133*
Figure 7–6: Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued, *page 134*
Figure 7–6: Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued, *page 135*
Figure 7–7: Example of NGB Form 4101–1–R-E, Army National Guard Enlisted Promotion Appraisal Worksheet, *page 136*

Glossary

Chapter 1
Introduction

Section I
Overview

1–1. Purpose

This regulation prescribes the enlisted promotions and reductions function of the military personnel system. It is linked to the AR 600–8 series and provides principles of support, standards of service, policies, tasks, rules, and steps governing all work required in the field to support promotions and reductions. It provides the objectives of the Army's Enlisted Promotions System, which include filling authorized enlisted spaces with the best qualified Soldiers. Further, this system provides for career progression and rank that are in line with potential and for recognition of the best qualified Soldier, which will attract and retain the highest caliber Soldier for a career in the Army. Additionally, the system precludes promoting the Soldier who is not productive or not the best qualified, thus providing an equitable system for all Soldiers.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. The Deputy Chief of Staff, G–1 (DCS, G–1) will—

(1) Serve as the Department of the Army (DA) policy proponent of the Army promotion and reduction system.

(2) Establish eligibility criteria other than those prescribed in this regulation.

(3) Exercise DA responsibility on all matters concerning promotions and reductions.

(4) Serve as the senior Army official on all matters concerning promotions and reductions.

(5) Implement the provisions of battlefield promotions (chapter 11).

b. Army Service Component Commands (ASCCs) will serve as the promotion authority for battlefield promotions (chapter 11).

c. The Judge Advocate General (TJAG) will, upon request, review DA administrative changes to verify the legality of prescribed policies and changes.

d. The Commanding General (CG), Human Resources Command (HRC)–Alexandria will conduct and supervise all enlisted personnel functions prescribed in this regulation.

e. The Commandant, Adjutant General School, will be responsible for branch implementation of this regulation.

f. The Chief, Army Reserve has special staff responsibility for Army Reserve Soldiers and will monitor the U.S. Army Reserve (USAR) enlisted promotion program.

g. The Chief, National Guard Bureau (CNGB) has special staff responsibility for Army National Guard Soldiers and will monitor the National Guard enlisted promotion program.

h. Heads of HQDA agencies and commanders of Army Commands, installations, and activities are required to have knowledge of AR 340-21 and AR 25-55.

1–5. Manpower resources

Manpower Staffing Standards System recognizes the promotion and reduction function as being the functional responsibility of the promotions work center. Manpower officials will use the workload factors (obtained from the Manpower Staffing Standards System) to determine the manpower authorizations.

1–6. Levels of work

a. Most personnel work in the field is performed at three primary levels: unit, battalion, and installation (or brigade equivalent in the tactical force). The focus of the guidance in this regulation is on those levels.

(1) Unit-and battalion-level work is straightforward as to where it is performed.

(2) Installation/brigade-level work is subdivided into work centers. This regulation identifies the work center required to perform the work for manpower purposes.

b. This regulation will typically address the following levels of work:

(1) *Soldiers*: work beginning with input from a Soldier.

(2) *Unit*: work executed at unit level.

(3) *Battalion*: work executed at battalion level.

(4) *Installation/brigade equivalent*: work executed in a promotion work center (PROM).

(5) *Command and staff*: work executed within the chain of command (other than battalion). The specific command and staff work center covered by this regulation is plans and staff support.

(6) *Personnel support*: work executed in a personnel support organization. The specific personnel support work centers covered by this regulation are enlisted and flagged records, personnel actions branches, and in- and out-processing.

Section II
Principles and Standards

1–7. Principles of support

The military personnel system will—

a. Provide a promotion selection process for promotion to the grades of sergeant first class (SFC) and above.

b. Provide a semicentralized promotion selection process for promotion to the grades of sergeant (SGT) and staff sergeant (SSG).

c. Authorize commanders (CDRs) to promote Soldiers to the grades of specialist (SPC) or corporal (CPL) and below.

d. Retain Armywide equity during hostilities as long as the supporting systems (that is, the centralized and semicentralized processes) are practical and affordable.

e. Support the Army's personnel life-cycle function of professional development.

1–8. Standards of service

a. The Enlisted Promotion System is—

(1) A military personnel function.

(2) Resourced in a PROM.

(3) The functional responsibility of the personnel actions work center (and its tactical counterpart).

b. To support the semicentralized promotion system, a PROM will—

(1) Compute scores monthly to support the initial selection process.

(2) Recompute scores on request to support re-evaluations.

(3) Adjust scores when authorized.

(4) Remove Soldiers from the recommended list when they fail to meet the prescribed standards.

c. HRC–Alexandria (unit CDR for troop program unit (TPU), except Soldiers on initial active duty for training (IADT)) will—

(1) Automatically promote Soldiers to the grades of private E–2 (PV2), private first class (PFC), and SPC upon attainment of the required time in service (TIS) and time in grade (TIMIG) requirements established in this regulation. Unit CDRs will take action to promote all other Soldiers on an individual basis.

(2) Automatically remove from the promotion selection by-name list Soldiers in the grade of SPC/CPL who have not been promoted to SGT. Removal will be effective the first day of the 13th month following the date the Soldier was placed on the promotion selection by-name list.

(3) Automatically integrate SPC onto the SGT recommended list upon attainment of specified criteria (see para 3–17), unless denied by the promotion authority.

d. A PROM will support the centralized system by ensuring eligible enlisted Soldiers are given an opportunity to review their military personnel records in the field in preparation for promotion selection boards.

Section III
Policy

1–9. Promotion authorities

a. Principal officials of Headquarters (HQ), DA or Department of Defense (DOD) organizations are considered CDRs for promotion authority purposes.

b. Company, troop, battery, and separate detachment CDRs (including CDRs of provisional units organized per AR 220–5) are authorized to promote Soldiers to the grade of PV2, PFC, and SPC. Active Army CDRs will promote Soldiers serving on active duty during IADT. The Commander, HRC–St. Louis (AHRC–MSL), as the promotion authority for all individual mobilization augmentee (IMA), Individual Ready Reserve (IRR), and Standby Reserve (Active Status List) Soldiers, may further delegate (for promotion to PFC, SPC and CPL) to any agency or command deemed appropriate and within the Soldier's chain of command.

c. Other promotion authorities are listed in chapters 2, 3, 4, 5, 6, and 7.

d. Attached personnel may be promoted or recommended for promotion only with the concurrence of the parent unit. CDRs of Joint Manning Documents may promote without concurrence of the parent unit, individual augmentee

Soldiers who are deployed directly from the training base on temporary change-of-station orders to their organizations, with waiver, as outlined in paragraph 2–5*i*.

e. The Chief of Staff of the Army or his superiors may promote, without regard to TIMIG or TIS, a Soldier who is otherwise qualified, one grade up to the grade of SPC.

f. CDRs of provisional units organized under the provisions of AR 220–5 have promotion authority as follows:

(1) Company, troop, battery, and separate detachment CDRs of provisional units in the grade of first lieutenant (1LT) or above are authorized to promote Soldiers who do not require a waiver to the grades of PV2, PFC, and SPC. (Authority to promote Soldiers to PV2, PFC, and SPC who require waivers remains with the CDR of the unit to which the Soldiers are permanently assigned.)

(2) Battalion and brigade CDRs of provisional units in the grade of lieutenant colonel (LTC) or above have promotion authority to the grades of SGT and SSG.

1–10. Nonpromotable status

a. Soldiers (SPC through master sergeant (MSG)) are nonpromotable to a higher grade when one of the following conditions exists:

(1) A Soldier is convicted by court-martial during current enlistment.

(2) A Soldier is absent without leave (AWOL).

(3) A Soldier is in proceedings that may result in an administrative elimination.

(4) A written recommendation has been sent to the promotion authority to reclassify a Soldier for inefficiency or disciplinary reasons. If the recommendation is approved, the Soldier will be removed from the promotion list.

(5) A Soldier becomes ineligible to reenlist based on suspension of favorable action (flag), pending separation, field or HQDA bar to reenlistment, approved Declination of Continued Service Statement (DCSS), approved retirement, or a failing weapons qualification score.

(6) A Soldier is without appropriate security clearance or favorable security investigation for promotion to the grade and military occupational specialty (MOS). Soldiers will regain promotable status the day they receive the appropriate level clearance. Soldiers who lose their required clearance for cause will be removed from the recommended list.

(7) A Soldier fails to qualify for reenlistment or extension of their current enlistment to meet the service remaining requirement (SRR) for promotion to SSG. The promotion authority will remove the names from the recommended list.

(8) A bar to reenlistment is approved.

(9) A Soldier was punished under the Uniform Code of Military Justice (UCMJ), Article 15, including suspended punishment, except any summarized proceedings imposed according to AR 27-10, is excluded, and will not result in nonpromotable status. The Soldier will be promotable on the day of completion of the period of correctional custody, suspension, restriction, extra duty, and or suspended forfeiture of pay, whichever occurs later. For the purposes of determining nonpromotable status, periods of forfeiture of pay will be determined as follows:

(a) Periods of forfeiture are to begin on the date that Article 15 punishment is imposed.

(b) For Article 15, forfeitures imposed by company grade CDRs, 7 calendar days is the period of forfeiture. For example, punishment is imposed on 28 March 2005. The Soldier is in a nonpromotable status from 28 March through 3 April and regains promotable status on 4 April.

(c) For Article 15, forfeitures of 1 month by field-grade CDRs, 15 calendar days is the period of forfeiture.

(d) For Article 15, forfeitures of 2 months imposed by field-grade CDRs, 45 calendar days is the period of forfeiture.

(10) A Soldier has incurred a flag under the provisions of AR 600-8-2.

(a) Failure to initiate DA Form 268 (Report to Suspend Personnel Actions (FLAG)) does not affect the Soldier's nonpromotable status if a circumstance exists that requires imposition of a flag under the provisions of AR 600-8-2, paragraph 1-12 and 1-13.

(b) The promotion status of Soldiers incurring a flag under the provisions of AR 600-8-2 is controlled by paragraph 1-11.

(11) When a Soldier is command-referred and enrolled in the Army Substance Abuse Program (ASAP). Self-referred Soldiers are eligible for promotion while enrolled in ASAP, provided otherwise qualified. A self-referral who is later command-referred to ASAP based on evidence not protected by the limited-use policy becomes nonpromotable upon command referral to ASAP.

(12) A Soldier has a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600-20.

(13) A Soldier has failed, due to his/her own fault as determined by the Commander, to complete necessary training associated with reclassification to a new MOS and has been awarded additional skill identifier (ASI) 4B as determined by HRC or GOCOM MSC/DRU (for USAR TPU Soldiers) or NGB (for ARNG Soldiers). The BCT/Bde S-1 will track the status of all Soldiers with ASI 4A (promotion eligible) and, when a determination is made that a Soldier failed to attend or to complete training as scheduled, take action to award ASI 4B (ineligible for promotion).

(14) A USAR unit Soldier declines promotion and reassignment to a unit position that is within a reasonable

commuting distance (as defined in AR 140-10, paragraph 1-10). The Soldier, after removal from the recommended list, is nonpromotable for one year.

(15) Is a Reserve Component Soldier previously scheduled for mandatory removal because of age, years of service or not selected for retention by a qualitative retention board.

b. Because HRC-Alexandria, HRC-St. Louis, and Regional Readiness Commands (RRCs) administer promotions to grades SFC through sergeant major (SGM), CDRs are responsible for notifying HRC-Alexandria (AHRC-MSP-E), HRC-St. Louis (AHRC-MSL-E) or RRCs when Soldiers in those grades whose names appear on a recommended list become nonpromotable. When a Soldier has been flagged under the provisions of AR 600-8-2, CDRs must forward documentation, to include the initial DA Form 268, explaining the reason for the flagging action. When the flagging action is closed, the PROM will forward a copy of the final DA Form 268, the date the flag is closed, type of punishment received, date all punishment is completed (including all periods of suspension), and/or date that a memorandum of reprimand was approved for filing. For all other cases, the PROM will provide the Soldier's name and a brief summary of circumstances that caused the Soldier to become nonpromotable. All correspondence will be mailed to Commander, HRC-Alexandria, ATTN: AHRC-MSP-E, 200 Stovall Street, Alexandria, VA 22332-0443, Commander, HRC-St. Louis ATTN: AHRC-MSL-E, 1 Reserve Way, St. Louis, MO 63132-5200 or to the RRC and will include the Soldier's sequence number, promotion MOS, and the date the Soldier became nonpromotable.

1–11. Delay of promotion due to suspension of favorable personnel actions for Soldiers on a centralized promotion list

When a delay of promotion has occurred because of suspension of favorable personnel actions, the following rules apply once the final DA Form 268 has been prepared. The Soldier's promotion status will be determined as follows:

a. If the FLAG is lifted with the disposition, Case is closed favorably, and he or she would have been promoted while the suspension of favorable personnel actions was in effect, provided otherwise qualified, he or she will be promoted. Effective date and date of rank (DOR) will be the date the Soldier would otherwise have been promoted.

b. If the Soldier's final report is closed with "Disciplinary action taken," and he or she would have been promoted while the suspension of favorable personnel actions was in effect, provided otherwise qualified, he or she will be promoted unless action has been initiated to remove the Soldier from the recommended list. Effective date and DOR will be the date following the removal of the suspension of personnel actions.

c. If the Soldier's final report is closed with "Other" (applies to the Army Weight Control Program, the Army Physical Fitness Test (APFT), and the ASAP), and he or she would have been promoted while suspension of favorable personnel actions was in effect, provided otherwise eligible, he or she will be promoted. Effective date and DOR will be the effective date of the removal of the suspension of favorable personnel action.

d. Effective date and DOR stated on a promotion instrument (orders or DA Form 4187 (Personnel Action)) will be the same. The effective date reflected on the promotion instrument will be the effective date used on the grade change (GRCH) transaction unless otherwise specified in this regulation.

1–12. Precedence of relative rank

Among enlisted Soldiers of the same grade of rank in active military service (to include retired enlisted Soldiers on active duty, drill status or FTNGD for ARNG), precedence or relative rank will be determined as follows:

a. According to DOR.

b. By length of active Federal service in the Army when DORs are the same (pay entry basic date (PEBD) for USAR and ARNG)

c. By length of total active Federal service when 1–12*a* and *b* are the same.

d. By date of birth when 1–12*a*, *b*, and *c* are the same. Older is more senior.

1–13. Date of rank and effective date

a. The DOR for promotion to a higher grade is the date specified in the promotion instrument or, when no date is specified, is the date of the instrument of promotion.

b. The DOR in all other cases will be established as governed by appropriate regulation.

c. The DOR in a grade to which reduced for inefficiency, voluntary reduction, or failure to complete a school course is the same as that previously held in that grade.

d. The DOR on reduction for all other reasons is the effective date of reduction (see para 10–13).

e. The DOR and effective date will be the same, unless otherwise directed by this regulation. If the effective date is prior to the date of the promotion instrument in the case of Soldiers being promoted to—

(1) The grades of PV2 through SPC, a DA Form 4187 will be initiated by the Soldier's appropriate CDR and sent to the next higher promotion authority requesting that the Soldier be promoted with a retroactive date, explaining the specific reason for the delay in promotion. If the next higher promotion authority approves the request, he or she will so indicate by DA Form 4187–1–R (Personnel Action Form Addendum) and direct the Soldier's promotion, indicating the correct effective date. DA Form 4187 and an approved DA Form 4187–1–R will be filed in the Soldier's military personnel file (MPF).

(2) The grades of SGT and SSG, the promotions section will initiate a DA Form 4187 or memorandum to the promotion authority, explaining the specific reason for the delay. The DA Form 4187 or memorandum will be signed by the personnel detachment (PD) CDR or officer in charge. Once the promotion authority approves the request, he or she will so indicate by DA Form 4187–1–R or memorandum to the promotions section. The promotions section will then publish the promotion order. The promotion order will cite, along with other applicable authority, DA Form 4187–1–R or the memorandum. DA Form 4187 or memorandum, approved DA Form 4187–1–R or memorandum, and promotion instrument will be filed in the MPF.

(3) The grades of SFC through SGM, an annotation will be entered in the DA-controlled sequence roster, explaining the specific reason for the delay. CDR, HRC–Alexandria (AHRC–MSP–E), CDR, HRC–St. Louis (AHRC–MSL–E) or CDR, Regional Support Command/Army Reserve Command (RSC/ARCOM) will publish the promotion order or amendment with the correct effective date.

f. For Soldiers promoted to PV2 through SGM entitled to a promotion effective date that exceeds 6 months prior to the date of the promotion instrument, the following will be entered in the special instructions: Because the effective date of the promotion exceeds this instrument by more than 6 months, the Defense Joint Military Pay System will automatically pay up to 12 months of backpay entitlements. Your next leave and earnings statement will reflect such payment. If you are due backpay in excess of 12 months, upon receipt of your leave and earnings statement that reflects backpay, provide your servicing Finance and Accounting Office (FAO) with a copy of the instrument. Your servicing FAO will initiate procedures under the provisions of the DOD Financial Management Regulation 7000.14–R, volume 7A, table 2–2, rule number 5, which will result in you receiving any additional back pay to which you are entitled.

g. This paragraph will not be used to promote Soldiers retroactively because of errors discovered during computation, reevaluation, or administrative adjustment (applies to USAR and ARNG).

h. See National Guard Regulation (NGR) 614–1 for DOR on transfers from the inactive National Guard (ING) (applies to ARNG).

i. ARNG Soldiers reduced voluntarily per chapter 10 will not receive an adjusted DOR when promoted again to their former grade. USAR Soldiers voluntarily reduced will receive an adjusted DOR.

j. Soldiers reduced upon completion of leadership or compatibility waivers will receive an adjusted DOR when promoted again to their former pay grade (applies to ARNG).

k. Soldiers reduced voluntarily per chapter 10 will not receive an adjusted DOR when promoted again to their former grade (applies to ARNG).

l. DOR for Soldiers restored to higher grade is the DOR before reduction for (applies to ARNG)—

(1) Successful appeal of reduction.

(2) Successful appeal, setting aside administrative nonjudicial actions, mitigation, or suspension of punishment under the UCMJ or criminal conviction.

(3) Entry on active duty for training (ADT), or any combination of inactive duty training (IDT) and ADT (or FTNGD for service under Title 32 U.S. Code (32 USC), for qualification training.

m. DOR for Soldiers voluntarily reduced to enter active service in contingency operations (applies to ARNG) will be adjusted—

(1) To include all service in the grade to which reduced and any higher enlisted grade.

(2) To include Soldiers who were not promoted to the previously held grade while on active duty, as of the day after release from active duty plus all previous time served in the same or a higher enlisted pay grade.

n. For Soldiers who were former officers who enlist or reenlist in a grade determined per the ARNG Enlistment Criteria, the DOR they had in prior enlisted service in the same or a higher enlisted grade is adjusted, excluding all officer service and periods in which they did not have military status. For Soldiers awarded a higher grade than they held during prior enlisted service, the DOR is the date of enlistment or reenlistment. Special grades (E5 and E6) for officers and warrant officer candidates or the time served in these statuses (applies to ARNG) are not used.

o. When circumstances exist that requires the Army to promote off two selection lists (of the same grade) concurrently, the following rule will apply:

(1) For Soldiers promoted off an older list, following promotions off a newer list, the Soldier's effective date will be the date the actual promotion occurs.

(2) The Soldier's date of rank will be backdated to match the date of rank of those Soldiers promoted on the original forecasted termination date of the earlier list, as determined by the DCS, G–1 (DAPE–MPE).

1–14. Computing time in grade and service

Compute TIMIG and TIS in accordance with applicable regulations. Basic active service date (BASD) is used to determine TIS for Active Army Soldiers; PEBD is used for USAR.

1–15. Security clearance requirements

The following security clearance requirements are a prerequisite for promotion:

a. Promotion to MSG and SGM requires an interim secret clearance or higher.

b. Promotion to SPC through SFC requires the clearance required by the promotion MOS or an interim clearance at the same level.

c. See NGR 600–200, paragraph 2–2*j*, for further information on security requirements for conditional award of MOS and conditional promotions for ARNG.

1–16. Erroneous promotions and de facto status

a. Instruments announcing erroneous promotions will be revoked. When a Soldier has been erroneously promoted and has received pay at the higher grade, a determination of de facto status may be made only to allow the Soldier to keep any pay and allowances received at the higher grade.

b. De facto status may be granted by the promotion authority or higher CDR after legal review by the servicing Staff Judge Advocate's office. A U.S. property and fiscal officer is the final approval authority for USAR and ARNG personnel. In determining whether a Soldier is entitled to de facto status, a factual evaluation must be made to determine whether—

(1) A DA Form 4187 or promotion order has been issued.

(2) The Soldier occupied the higher grade in good faith.

(3) The Soldier actually discharged the functions of the higher grade.

(4) There is no absolute statutory bar to his or her receipt of the pay at the higher grade.

c. De facto status for Soldiers erroneously promoted to SFC, MSG, and SGM will be determined by HRC–Alexandria (AHRC–MSP–E), HRC–St. Louis (AHRC–MSL–E), or the RRC. Promotions revoked because of voluntary actions such as a retirement and declination will not result in de facto status. All requests for de facto status on a Soldier erroneously promoted to the grades of SFC, MSG, and SGM must be reviewed by the Soldier's servicing Staff Judge Advocate's office prior to being submitted to CDR, HRC–Alexandria (AHRC–MSP–E), CDR, HRC–St. Louis (AHRC–MSL–E), or CDR, RRC for decision.

1–17. Students

a. Soldiers being trained in Army training centers and service schools may be promoted under the normal criteria of this regulation.

b. Soldiers assigned temporary duty (TDY) pending further orders, or TDY en route to a new duty station who are being trained or retrained, may be considered for promotion by their school or detachment CDR. This will be after a reasonable period of evaluation (minimum of 30 days).

c. The Soldier's record of performance before and during the course must clearly show that he or she has the potential to perform at the next higher grade.

d. Criteria for qualification and selection in career progression military occupational skill (CPMOS) apply. However, Soldiers will be evaluated and may be selected for promotion in the primary occupational specialty (PMOS) held before training or retraining. This also applies to prior-service accessions.

e. The Commandant, U.S. Military Academy Preparatory School (USMAPS) may promote private E–1 (PV1) and PV2 to PFC on the first day of formal training in the USMAPS.

1–18. Soldiers categorized as missing

a. For the purpose of this paragraph, a Soldier who is declared missing is categorized as beleaguered, besieged, captured, detained, interned, missing or missing in action. Excluded are personnel who are in an AWOL, deserter, or dropped-from-rolls status.

b. The promotion authority for promoting Soldiers declared missing is HRC-Alexandria, HRC-St. Louis, RRC/Army Reserve General Officer Commands, or DARNG (further delegated to the State Adjutant General). The CG, HRC-Alexandria maintains oversight responsibility for all Soldiers determined to meet the criteria of paragraph 1-18a..

c. The TIS and TIMIG requirements will not be waived to determine eligibility for promotion or promotion selection when Soldiers are officially declared missing. Time absent will be included in any service computation used to determine eligibility. In the event it is later determined that a Soldier died prior to an effective date of promotion, the promotion will not be revoked.

(1) Once declared missing for a period of at least 60 days, Soldiers (PV1 through SGT) will be promoted through the grade of SSG upon attaining full eligibility for each grade (without waiver). The promotion authority may, as an exception to policy, authorize accelerated promotion based on chain of command input provided the Soldier was otherwise eligible.

(2) Once declared missing, Soldiers (SSG through 1SG/MSG) who meet established eligibility criteria for consideration by a promotion board will be included in the zone of eligibility for that board for Regular Army and USAR Soldiers. ARNG Soldiers will continue to compete for promotion as though they were present and will be eligible for selection against valid vacancies. If not selected, all Soldiers remain eligible for continued consideration until they no longer meet the eligibility criteria.

1–19. Promotion of terminally ill Soldiers

a. Soldiers on a current recommended list to SGT/SSG and Soldiers eligible for promotion up to SPC (recommended by their local CDR) will be promoted to the recommended grade by the local medical facility CDR.

b. Soldiers in grade SSG, SFC, or MSG who have been selected for promotion by a promotion selection board will be promoted by HRC–Alexandria, HRC–St. Louis, or an RRC/ARCOM/USAR GOCOM. Promotion authority will issue orders for ARNG Soldiers.

c. The following conditions must be met:

(1) Hospitalization is caused by disease or injury received in the line of duty.

(2) Terminal illness is verified by the medical facility CDR. Estimated life expectancy must be 12 months or less.

d. The medical facility CDR will send the following information to CDR, HRC–Alexandria, ATTN: AHRC–MSP–E, Alexandria, VA 22332–0443; CDR, HRC–St. Louis (AHRC–MSL–E), 1 Reserve Way, St. Louis, MO 63132–5200; or RRC/ARCOM/USAR GOCOM for Soldiers being promoted to SFC, MSG, and SGM:

(1) Name and social security number (SSN).

(2) Date of the list that contains the name of the Soldier hospitalized.

(3) Date hospitalized.

(4) Life expectancy (estimated to be less than 12 months).

(5) Line of duty determination.

e. Other provisions of this regulation are waived to permit these promotions.

f. Notification must be made prior to Soldier's death.

1–20. Promotion of Soldiers pending referral to a military occupational specialty/medical retention board, medical evaluation board, or physical evaluation board

a. Soldiers who are pending referral to a MOS/medical retention board (MMRB) under AR 600–60 or referral to a medical evaluation board under AR 40–400 or physical evaluation board under AR 635–40 will not be denied promotion (if already promotable) on the basis of medical disqualification if they are otherwise qualified for promotion.

b. Soldiers who have been conditionally promoted but are unable to meet the condition of their promotion solely because of a medical condition that results in a finding of unfit by the Physical Disability Evaluation System (PDES) will not be subject to administrative reduction if otherwise qualified to retain promotable status.

c. Per the provisions of 10 USC 1372, Soldiers on a promotion list at the time of retirement for disability will be retired for disability at the promotion list grade. Further, the Soldier will be promoted to the designated grade effective the day before placement on the retired list.

d. Per the provisions of 10 USC 1212, Soldiers who are on a promotion list at the time of separation for disability with entitlement to disability severance pay will be paid such compensation at the promotion list grade. Further, the Soldier will be promoted to the designated grade effective the Soldiers separation date.

e. The guidance at paragraph 1–20*c* and *d* also pertains to Active Army Soldiers who have reached the time-in-service requirements for the next level of automatic promotion (PV2 to SPC).

f. Soldiers determined unfit by the PDES but approved for continuation on active duty under the provisions of AR 635–40, chapter 6, are otherwise eligible for promotion during the continuation on active duty period.

1–21. Former temporary disability retired list personnel

a. SGT and below.

(1) Soldiers returning to active/Reserve duty in grade SGT or below will be considered for promotion. Eligibility will be based on the DOR and service they would have had if they had not been placed on the temporary disability retired list (TDRL). Waivers for TIMIG and TIS apply, as granted by chapters 2, 3 and 5.

(2) If the local CDR can establish that the Soldier was on the recommended list before TDRL, and met a cutoff score while on TDRL, he or she will be promoted. The promotion will be accomplished within 30 days from the date of return to active/Reserve duty.

(3) Effective date and DOR will be the date of current entry on Active/Reserve duty.

(4) If the Soldier did not meet or exceed an announced promotion point cutoff score while on TDRL, he or she will be added to the assigned unit's recommended list.

(5) If the local CDR cannot establish that the Soldier held prior list status, the promotion authority will convene a selection board to consider the TDRL returnee. It will be held within 60 days of the Soldier's assignment to his or her command. (USAR TPU Soldiers will be considered by the next regularly scheduled board.) If the board recommends the Soldier for promotion and the promotion authority approves the board's recommendation, he or she will be added to the unit's recommended list.

(6) Eligible Soldiers in grades PV1 through PFC meeting the TIMIG and service requirements will be promoted or promoted as soon as possible. It will be within 30 days after return to active/Reserve duty. Effective date and DOR will be the date of current entry on Active/Reserve duty.

b. SSG and above.

(1) A Soldier will be referred to a Standby Advisory Board (STAB) for consideration if he or she returns to active/Reserve duty from TDRL and had been in an announced zone of consideration for promotion while on TDRL. The Soldier will be promoted to the higher grade if selected. The DOR will be the date they should have been promoted had he or she not been placed on TDRL. Consideration by a STAB will be based on the DOR held in the grade before TDRL.

(2) Soldiers returning to Active/Reserve duty from TDRL will be promoted with a DOR with their peers if they were previously selected for promotion by a DA Centralized Promotion Selection Board and placed on TDRL before promotions were made through their sequence numbers.

(3) For Soldiers whose sequence number has passed, their DOR will be that of his or her peers. The effective date of promotion will be the date of return to Active/Reserve duty.

(4) If the promotion is not declined, Soldiers being promoted to SFC through SGM will incur a 2-year service requirement from the effective date of promotion.

(5) Soldiers whose sequence numbers have not been reached will be promoted with their peers.

(6) CDRs will advise the CDR, HRC–Alexandria (AHR–CMSP–E), CDR, HRC–St. Louis (AHRC–MSL–E), or CDR, RRC/ARCOM/USAR GOCOM of Soldiers who should have been promoted while on TDRL or who meet the criteria for a STAB.

c. Soldiers returning to Active/Reserve duty. This paragraph applies only to Soldiers who return to Active/Reserve duty on or before the date specified on the orders terminating TDRL status.

1–22. Posthumous promotions

a. The posthumous promotion will be effected on DD Form 1300 (Report of Casualty) when items 50 and 51 are completed on the casualty report message issued according to AR 600–8–1. Posthumous promotions will be accomplished by CDR, HRC–Alexandria (AHRC–PES), CDR, HRC–St. Louis, or CDR, RRC/ARCOM/USAR GOCOM, who will issue DA Form 3168 (Posthumous Promotion (Enlisted)) in the name of the Soldier. Both the DD Form 1300 and DA Form 3168 will be furnished to the primary next of kin only. The State Adjutant General (AG) Military Personnel Management Office (MPMO) will execute the Certificate of Promotion for ARNG Soldiers.

b. Eligibility for posthumous promotion is as follows:

(1) The Soldier must have been officially recommended for promotion before the date of death. Promotion to the grades SGT and SSG must have been recommended by a local selection board; for grades SFC, MSG, and SGM, by an HQDA selection board (or appropriate selection board for TPU). An ARNG Soldier must have been officially boarded and placed on the promotion list (regardless of sequence number) and the promotion authority signed the promotion list before the date of death. Soldiers in the ING are not eligible for posthumous promotions.

(2) Soldier was unable to accept promotion because of death that—

(a) Was not due to misconduct.

(b) Did not occur while on unauthorized absence.

c. No person is entitled to additional benefits (such as additional pay and allowances) because of a posthumous promotion.

d. Recommendations for posthumous promotions are as follows (all source documents must be dated prior to the date of death):

(1) Initial casualty reports include appropriate information required by AR 600–8–1 indicating that the Soldier had been recommended for promotion. This also applies to supplemental reports if information is unavailable at the time of preparation of the initial report.

(2) For promotions to SFC, MSG, and SGM, the date of the promotion list together with the promotion sequence number will be shown.

(3) For promotions to the grade SGT and SSG, the date the Soldier was approved to be on the recommended list will be shown.

(4) For promotion to the grades of PV2 through SPC, the date the Soldier was recommended for promotion will be shown. Documents for recommendations include, but are not limited to, the unit enlisted advancement report for Soldiers fully qualified for promotion, the first-line leaders monthly counseling record and CDRs recommendation for Soldiers not fully qualified for promotion.

(5) CDRs may recommend ARNGUS Soldiers for posthumous promotion by memorandum to the State AG military personnel management office (MPMO) within 72 hours of notification of death.

1–23. Promotion ceremonies and certificates

a. Promotion ceremonies will be held on the effective date of promotion. Early promotion ceremonies may be held when the effective date of promotion is on a nonduty day.

b. The promotion certificate is not the official instrument for promotion. The promotion order will be used as the source for grade, effective date, and DOR for all record and pay purposes.

c. A Soldier who is reduced one or more grades will receive the appropriate certificate when again promoted.

d. Promotion certificates for Soldiers promoted to SPC and above will be prepared by the unit or battalion (BN) human resources (HR) for signature by the SGT/SSG promotion authority. Any higher level CDR may direct that signature authority be held at his or her level, but the certificate will still be prepared by the unit or BN HR.

1–24. Declination of promotion

a. A promotion is effective as of the date on the promotion instrument.

b. A Soldier may submit a memorandum of declination any time after being recommended for promotion. If the Soldier has been promoted, the declination memorandum will be sent through command channels to the PROM not later than 30 days (60 days for TPU) after the effective date of promotion.

c. Those Soldiers not promoted effective the date of the order or with a future effective date will send the letter of declination no later than 30 days (60 days for TPU) after receipt of the promotion instrument or documented official oral notice.

d. In the case of Soldiers on a promotion list, the PROM will send the Soldier's declination memorandum to CDR, HRC–Alexandria, ATTN: AHRC–MSP–E, Alexandria, VA 22332–0443; CDR, HRC–St. Louis (AHRC–MSL–E), 1 Reserve Way, St. Louis, MO 63132–5200; or CDR, RRC/ARCOM/USAR GOCOM no later than 10 duty days after receipt. For Soldiers on a semicentralized promotion list, the promotion authority will forward the documentation to the PROM.

e. Soldiers selected for promotion by a selection board in a recommended military occupational specialty (RMOS) other than his or her PMOS (mandatory reclassification) may decline reclassification. However, declination of reclassification will terminate recommended list status and will be cause for revocation of the promotion instrument. Acceptance of promotion will be considered as acceptance of the RMOS as his or her PMOS.

f. Once the declination of promotion is received by the promotion authority, the declination is irrevocable. The effective date will be the date the Soldier signed the declination of promotion.

g. Soldiers who decline promotion or request removal from the list will be removed from the recommended list they are on and will not be eligible for reinstatement.

h. Soldiers on a list who decline promotion will be considered by the next appropriate selection board, if otherwise qualified. Soldiers on a semicentralized recommended list may be recommended for promotion at any time after the last day of the month in which the Soldier signed the declination of promotion.

i. Refer to paragraphs 5–11 and 5–34 for TPU Soldiers.

1–25. Electronic military personnel office/enlisted distribution and assignment system transactions

Appropriate electronic military personnel office manuals or prescribed Enlisted Distribution and Assignment System instructions will be used for all required transactions.

1–26. Counseling of Soldiers not recommended for promotion

a. First-line leaders will counsel Soldiers who are eligible for promotion to PV2 through SSG without a waiver (fully qualified) but not recommended in writing. Counseling will take place initially when the Soldier attains eligibility, and at least every 3 months thereafter, and include information as to why the Soldier was not recommended and what can be done to correct deficiencies or qualities that reflect a lack of promotion potential.

b. There are no requirements to counsel Soldiers who are not recommended for promotion to SFC through SGM. Counselors will comply with the requirements of paragraphs 3–11 or 5–21 for Soldiers competing for promotion to SGT/SSG.

c. Not applicable to the ARNG, see paragraph 7–33 for denying ARNG Soldiers consideration.

1–27. Noncommissioned Officers Education System requirement for promotion and conditional promotion

a. The Noncommissioned Officers Education System (NCOES) requirements for promotion. Soldier must be—

(1) A Warrior Leader Course (WLC) graduate or equivalent for recommendation to SSG (see para 1–27*d*).

(2) A Basic Noncommissioned Officer Course (BNCOC) graduate for consideration eligibility to SFC (see 1–27*c*).

(3) An Advanced Noncommissioned Officer Course (ANCOC) graduate for consideration eligibility to MSG (see 1–27*c*).

(4) A United States Army Sergeant Major Course (USASMC) graduate for promotion to SGM (see para 1–27*b*).

b. Conditional promotion to SGM.

(1) Soldiers selected for promotion to SGM who are nongraduates of the SMC will be conditionally promoted.

(2) Soldiers who fail to successfully complete, fail to remain eligible to be scheduled for or attend, who are denied enrollment in, or who do not attend their scheduled NCOES class (through fault of the Soldier) will be administratively reduced or removed from the promotion list. The effective date of administrative reduction is the date of the action that caused the Soldier to be ineligible to retain the promotion. The DOR will be the previous DOR held at the reduced grade.

(3) Conditionally promoted SGMs who have been reduced or removed from the promotion list as a result of failure to meet the NCOES requirement are ineligible for future promotion consideration.

(4) For conditionally promoted SGMs the following statement will be entered on the promotion instrument: "Soldier has not met the NCOES requirement and is promoted conditionally. If the Soldier fails to successfully complete, fails to remain eligible for, is denied enrollment in, or does not attend his/her scheduled NCOES class (through fault of the Soldier), then the Soldier will be administratively reduced."

c. BNCOC and ANCOC. Active Army (AA), ARNG, and USAR AGR Soldiers otherwise eligible for consideration but lacking the prerequisite level of NCOES as a direct result of operational deployment conflicts, or inability of the Army to schedule the course, will be granted a waiver of the NCOES requirement by the DCS, G-1 (DAPE-MPE-PD). The authority to grant waivers to USAR Soldiers is delegated to the U.S. Army Reserve Command, 7th ARCOM, 9th MSC for TPU Soldiers, and HRC-St. Louis (AHRC-ZA-S/AHRC-MLS-B) for all IRR and drilling IMA Soldiers.

(1) Soldiers selected for promotion to SFC and MSG, whose eligibility resulted from a waiver of the requisite NCOES, will have their promotion held in abeyance until the requisite course is completed.

(2) Deployed Soldiers assigned or attached to a unit participating in Operations Enduring Freedom or Iraqi Freedom will be conditionally promoted, provided otherwise eligible, to SFC or MSG—

(a) For AA Soldiers, when they have reached/attained their respective sequence number.

(b) For RC Soldiers, upon identification of a valid position vacancy in the grade of SFC or MSG.

(c) The condition of promotion to MSG and SFC requires Soldiers to complete the appropriate level of NCOES (BNCOC for promotion to SFC and ANCOC for promotion to MSG) as follows:

1. For AA Soldiers, within 270 days upon redeployment from the area of operations.

2. For RC Soldiers, within two years upon redeployment from the area of operations.

(d) In all cases, for all components, requests for exceptions to the established time frames must be submitted in writing to the DCS, G-1 (DAPE-MPE-PD) for approval. Soldiers who fail to complete the required level of NCOES within the prescribed time frame will be reduced according to the provisions of paragraph 10-17 to their former rank.

d. Warrior Leader Course (WLC).

(1) Soldiers deployed or assigned to Warrior Transition Units (WTU) (Medical Hold or Medical Hold-Over Units) whose medical condition was incurred in direct support of GWOT operations and who are otherwise eligible for recommendation may be recommended and promoted to SSG without the WLC with a waiver. The waiver approval authorities are the Cdr, HRC; the Cdr, USARC; or the DARNG, as appropriate. These three authorities may further delegate this waiver approval authority, in writing, to colonel-level division chiefs under their respective control. Soldiers subsequently integrated on to the SSG list or selected and promoted to SSG, with a waiver, must complete the WLC within 270 days of their redeployment (date returns to home station) or release (to duty) from the WTU. Failure to successfully complete the WLC within 270 days of redeployment or release from the WTU will result in administrative reduction to SGT (if applicable) or removal from the SSG list, unless the timeframe is extended by the DCS, G-1 (DAPE-MPE-PD). Promotion instrument will include the following statement: "Soldier is promoted contingent on completing the Warrior Leader Course. If the Soldier fails to successfully complete, fails to remain eligible for, is denied enrollment in, or does not attend his/her scheduled WLC class (through fault of the Soldier) within 270 days of redeployment or release from the WTU, as applicable, then the Soldier will be administratively reduced and must recompete for promotion."

(2) As an exception to the 270 day rule, Soldiers assigned to a WTU (previously granted WLC waivers) promoted to SSG (contingent on completion of WLC) who are unable to attend the WLC solely on the basis of medical disqualification and are subsequently medically retired or separated will not be administratively reduced for failure to attend WLC.

(3) The DCS, G-1(DAPE-MPE-PD) is the approval authority for all exceptions to the established policy and all subsequent extensions of previously approved waivers.

1–28. Suspension of favorable personnel action

Suspension of favorable personnel actions will be initiated on Soldiers not in good standing as prescribed in AR 600–8–2. Field CDRs are responsible for initiating FLAG for command initiated removals from an HQDA list. HRC–Alexandria (AHRC–MSP–E) and HRC–St. Louis (AHRC–MSL–E) will prepare a DA Form 268 for HQDA initiated removals, when the decision is made to refer a case to the STAB. Failure to initiate a suspension of favorable personnel action, however, does not invalidate referral of the action to the STAB or subsequent actions relating to the recommendation of removal. Refer to chapter 5 for TPU Soldiers.

1–29. Pay inquiries

For pay inquiries concerning promotion issues, current FAO procedures will be followed.

1–30. Active duty for operational support in excess of 12 months

a. Soldiers who enter on active duty for operational support (ADOS) from USAR TPU units will be considered for promotion under the provisions of Chapter 5 of this regulation. This also applies to Soldiers who were voluntarily

reassigned to the IRR for purposes of entering on ADOS. HRC–St. Louis is the orders-issuing authority for TPU Soldiers on ADOS until they are returned to USAR command and control automated systems. The CRD, HRC (AHRC–MSL), is the appointment authority for all TPU Command Sergeants Major.

b. Soldiers who enter on ADOS from the IRR (except those mentioned in paragraph 1–30*a*) and IMA Soldiers will be considered for promotion under the provisions of Chapter 6 of this regulation. CDR, HRC (AHRC–MSL), is the promotion/appointment and orders-issuing authority for all IRR and IMA Soldiers.

c. Soldiers who enter on ADOS from the ARNG will be considered for promotion under the provisions of Chapter 7 of this regulation. The National Guard Bureau is the promotion and orders-issuing authority for all ARNG Soldiers.

d. When a position vacancy is otherwise required for promotion, RC Soldiers on ADOS must be selected for promotion against a valid position vacancy in the promotable grade prior to promotion. This action, however, will not encumber the valid position vacancy. A promotable RC Soldier who is not on ADOS may be promoted to fill the valid vacancy. The intent is that promotable RC Soldiers on ADOS will be promoted at the point in time they otherwise would have been promoted had the Soldier not been on ADOS.

e. Upon completion of the ADOS tour, RC Soldiers who were promoted while on ADOS will have 12 months to be assigned, either voluntarily or involuntarily, to an appropriate position in their grade and in accordance with established regulatory guidance. If not assigned to such a position within 12 months, these Soldiers are subject to either voluntary administrative reduction in order to fill vacant positions in the lower grade or transfer in the promoted grade to the IRR or inactive National Guard. Soldiers who are voluntarily reduced under the circumstances described in this provision will not be authorized grade restoration under the provisions of chapter 10.

f. This policy is not to be used as a vehicle to facilitate promotions when valid authorizations are not available. As such, Soldiers on ADOS orders will only be promoted against documented requirements. Soldiers may not be promoted against any temporary positions created in a unit, to include Joint Forces Headquarters, or against Regular Army requirements.

g. USAR and ARNG Soldiers will retain an existing promotable status upon entry on ADOS so long as they remain under the same promotion system from which they were selected for promotion. For example, an IRR Soldier who is selected for promotion under the IRR promotion system and then transfers to a TPU position prior to entering on ADOS, will have the promotable status removed upon entering on ADOS because the Soldier will be under a different promotion system.

h. Soldiers serving on ADOS will remain on the promotion list of the promotion authority who recommended them, unless promoted or until the list expires, at which time they will be administratively removed.

1–31. Promotion eligibility during reclassification

Eligibility for promotion consideration, recommendation, and subsequent promotion will vary dependent upon the type of reclassification action. This paragraph establishes promotion eligibility during the various types of reclassification.

a. In accordance with provisions of AR 614-200, Soldiers awarded an MOS prior to the completion of formal training will also be identified with an associated ASI (4A or 4B) as determined by HRC, GOCOM/MSC/DRU (for USAR TPU Soldiers) or NGB (for ARNG Soldiers).

(1) ASI 4A identifies Soldiers that are unqualified in their respective MOS; however, retain eligibility for promotion (consideration, recommendation, and subsequent promotion) during the reclassification action.

(2) ASI 4B identifies Soldiers that are unqualified in their respective MOS and ineligible for promotion (consideration, recommendation, and subsequent promotion) during the reclassification action. Units will enter PRMINL code H (PM Screen in EDAS) as long as ASI 4B is associated with the MOS. Units will remove the ASI and corresponding PRMINL code when the Soldier has successfully completed mandatory MOS training.

(3) Soldiers are not awarded ASI 4A or ASI 4B when the MOS reclassification is based on approved MOS mergers stemming from force structure changes as initiated by a proponent. The HRC will award either ASI Y2 or Y3 as dictated by the approved Military Occupational Specialty Classification Structure (MOSCS) action. These Soldiers are otherwise MOS qualified and remain eligible for promotion.

b. Voluntary Reclassification. Soldiers reclassified as a result of volunteering, reenlisting, or implementation of the Army's FASTTRACK Program. These Soldiers retain their current MOS and remain fully eligible, in that MOS, for promotion consideration, recommendation, and subsequent promotion until completion of the required training and award of the new PMOS as identified by ASI 4A.

(1) SPC and SGT reclassified while in a promotable status will compete against the promotion point cutoff score of the new MOS effective the month reclassification is completed and may be promoted in the newly awarded MOS effective the first day of the second month following reclassification. USAR SPC and SGT reclassified while in a promotable status will be moved to the appropriate permanent promotion recommended list (PPRL) following reclassification and promoted in sequence based on promotion points. SPC and SGT who are not on a recommended promotion list at the time of reclassification may be recommended in the new PMOS at any time following award of the new PMOS (provided otherwise eligible).

(2) SSG and above who are on a centralized list and are reclassified prior to promotion will receive a new sequence number within the new MOS based on their seniority relative to other Soldiers in the new MOS. The new sequence

number will be identified by a decimal point (for example, 120.50). These Soldiers will receive a memorandum through their chain of command notifying them of the new sequence number. Resequencing based on seniority will be accomplished by taking into account all Soldiers selected for promotion in a particular MOS (whether promoted or not). If promotions have already occurred through the new sequence number, the reclassified Soldier will be promoted effective the first day of the second month following the date of reclassification. If promotions have not occurred through the new sequence number, the reclassified Soldiers will be promoted with their contemporaries. USAR SSG and above who are on the Standing Promotion List and reclassified prior to promotion will be promoted accordingly in their new MOS.

c. Mandatory Reclassification-Soldier determined to be at fault. Soldiers reclassified due to inefficiency or misconduct (loss of MOS qualification).

(1) If retained for continued service (AR 614-200), these Soldiers will be awarded a new PMOS with ASI 4B, by HRC, GOCOM/MSC/DRU (for USAR TPU Soldiers) or NGB (for ARNG Soldiers). The ASI will be withdrawn upon completion of training.

(2) Units will submit PRMINL code H (PM screen in EDAS) which will be retained in the system as long as ASI 4B is associated with the MOS. The PRMINL code will be removed only when ASI 4B has been withdrawn.

(3) Soldiers in a promotable status will be administratively withdrawn from the promotion list.

(4) Soldiers in a nonpromotable status are not eligible for recommendation until completion of MOS producing course and ASI 4B has been removed.

d. Mandatory Reclassification-Soldier not at fault. Soldiers reclassified based on a permanent medical limitation, MOS deleted from the force structure, or DA-directed will be processed as follows:

(1) *Loss of Qualification-Permanent Medical Limitation (MMRB).* Soldiers reclassified based on a permanent medical limitation will be awarded a new PMOS with ASI 4A as directed by HRC, GOCOM/MSC/DRU (for USAR TPU Soldiers) or NGB (for ARNG Soldiers). The ASI will be withdrawn upon completion of training.

(a) Soldiers will be promoted conditionally and will have one year to complete the required training for their new PMOS. The following statement will be added to the special instructions of the promotion instrument: "Soldier has not met the PMOS training requirement and is promoted conditionally. If the Soldier does not attend and successfully complete formal MOS training within 12 months from the effective date of this promotion, the Soldier will be administratively reduced and will be required to recompete to regain promotable status. De facto status will not be granted."

(b) HRC, GOCOM/MSC/DRU (for USAR TPU Soldiers) or NGB (for ARNG Soldiers) will take action to verify that Soldiers that are promoted conditionally have completed the required training in the new PMOS within one year. If the Soldier does not attend or successfully complete the required PMOS training as scheduled, the Soldier will be administratively reduced and will have to be reboarded to become promotable. HRC, GOCOM/MSC/DRU (for USAR TPU Soldiers) or NGB (for ARNG Soldiers) will take action to administratively reduce the Soldier.

(c) Soldiers conditionally promoted that are subsequently referred into PDES and found unfit prior to completion of formal MOS training will be allowed to keep the conditional promotion.

(d) Exceptions to policy will be considered by the DCS, G-1 (DAPE-MPE-PD).

(e) Promotion eligibility for these Soldiers is the same as listed in paragraph *b*(1) and (2) above for voluntary reclassification.

(2) *MOS deleted from the force structure or DA-directed.* Soldiers reclassified as a result of an approved MOSCS proposal resulting in the complete elimination of a MOS or any DA-directed (mandatory) action in support of force shaping (such as RC unit reorganization) should be identified, trained, and awarded a new MOS based on complying with established training requirements prior to the effective date of the MOS elimination or as determined by HRC, GOCOM/MSC/DRU (for USAR TPU Soldiers) or NGB (for ARNG Soldiers). In instances where reclassification does not take place by the date the MOS has been deleted from the Army or the date designated by HRC, GOCOM/MSC/DRU (for USAR TPU Soldiers) or NGB (for ARNG Soldiers), Soldiers will be involuntarily reclassified into their new PMOS and ASI 4A will be awarded by HRC, GOCOM/MSC/DRU (for USAR TPU Soldiers) or NGB (for ARNG Soldiers). In cases where Soldiers do not complete mandatory MOS training as scheduled, due to their own fault, ASI 4B will be awarded. The BCT/Bde S-1 Human Resource Personnel will track the status of all Soldiers with ASI 4A and, when a determination has been made that a Soldier failed to attend or to complete training as scheduled, take action to award ASI 4B.

e. Once a Soldier has been awarded a new MOS through reclassification, that Soldier can no longer compete for promotion in their former MOS.

1–32. Physical profiles resulting from combat-related operations

The following provisions supplement existing semicentralized policies for all Soldiers. These provisions apply to Soldiers with physical profiles resulting from combat-related operations as defined in DODI 1332.38. Combat related covers injuries and diseases attributable to the special dangers associated with armed conflict or the preparation or training for armed conflict. The injuries or diseases must be found to be in the line of duty under the provisions of AR 600-8-4 before application of the following:

a. Soldiers who are unable to qualify with a weapon due to a physical profile will use their last weapons qualification score until the Soldier is medically cleared to fire for qualification. If the Soldier's last qualifying score was a failing score, that Soldier (regardless of primary weapon assigned) will be granted a minimum qualifying score of 26 hits (M16 scale-DA Form 5790-R (Record Firing Scorecard-Alternate Course)).

b. Soldiers who are unable to take an aerobic or alternate APFT event due to a permanent physical profile will use their last APFT score until the Soldier is medically cleared to take the APFT. If the Soldier's last score was a failing score, that Soldier will be granted a minimum qualifying score of 60 points for each APFT event.

c. Temporary physical profiles and APFT.

(1) AA, AGR, and TPU Soldiers with a temporary profile that prohibit taking one or more events of the APFT will use their current APFT score provided it is not more than 2 years old at the time of the promotion point computation.

(2) IRR Soldiers with a temporary profile that prohibit taking one or more events of the APFT will use their current APFT score provided it is not more than 3 years old at the time of the promotion point computation.

Chapter 2
Decentralized Promotions

Section I
Task: Managing Decentralized Promotions

2–1. Overview

This chapter governs the decentralized promotion system for promotions to SPC and below (refer to chapter 6 for IRR, IMA, and standby Reserve (active status list) Soldiers).

2–2. General

a. Soldiers must be in a promotable status on the effective date of promotion.

b. The promotion authority or a higher headquarters may determine a Soldier's eligibility to be promoted with a retroactive DOR when the Soldier's promotion was delayed due to administrative error. Percentage limitations outlined in this chapter apply retroactively.

c. CDRs may promote Soldiers with a waiver provided they have promotion capability within the percentage waiver restriction as outlined in paragraph 2–5.

d. BASD will be used to determine TIS. Date of entry on IET will be used for USAR. For ARNGUS, use BASD or date or original entry on initial entry training (IET) to determine TIS for advancement to PV2 and higher grades for NPS Soldiers. For PS Soldiers, compute from date of original enlistment into military service other than the delayed entry program (DEP) of an active component of the U.S. Armed Forces provided there was no break in military service. This affects general eligibility for Soldiers advanced per paragraphs 7–21 and 7–22. Soldiers advanced after enlistment, but prior to IET, will use the BASD to compute the TIS requirements for the next advancement.

e. Soldiers will be promoted only in their PMOS or CPMOS. As an exception, both USAR and ARNGUS Soldiers who must be retrained in a new MOS as a result of unit reorganization, relocation, or inactivation may be considered eligible for promotion. This exception is based on qualification in the former PMOS and provided the Soldier enrolls within 12 months following assignment in the duty position and satisfactorily participates in an approved formal course of instruction leading to the award of the MOS within 24 months of assignment to the duty position. A Soldier will be reduced if not qualified in new MOS within 24 months of assignment to the duty position.

f. The PROM will conduct a monthly audit of 10 percent of Active Army units serviced to ensure waiver ceilings are correctly computed and executed. Audit schedule will ensure each promotion authority is reviewed at least once annually.

g. The PROM will provide immediate training to promotion authorities who misapply waiver rules. The PROM will report all incidents or misapplications to the promotion authority's next higher personnel manager and to the chief personnel manager for the installation or theater.

h. Authority for promotion under the Army Civilian Acquired Skills Program (ACASP) is AR 601–210. For ARNGUS, the promotion authority for ACASP is the enlistment criteria memorandum (ECM).

Section II
Task: Processing Enlisted Promotions to Private E–2, Private First Class, and Specialist

2–3. Rules

a. The Automated Enlisted Advancement Report (Active Army) or, for USAR, DA Form 4187 or Standard Installation/Division Personnel System (SIDPERS) Army Reserve Advancement Eligibility Status Roster (GRA–PO1)

(fig 2–1) are the official instruments used by CDRs to recommend Soldiers for promotion to SPC and below. When the CDR denies promotion, he or she may promote the Soldier on the next automated Enlisted Advancement Report, provided the Soldier is otherwise qualified.

This output is subject to the Privacy Act of 1974 (5 U.S.C.552a). The user of this listing must determine the sensitivity level and handle accordingly. Privacy information will be safeguarded IAW AR 340-21, para 5-13 (to be protected as a minimum to the same degree as for official use only)

PCN: GRA-P01 PAGE: 0001
PREPARED: 061119 SIDPERS-Army Reserve RCS: AG-883
FREQUENCY: MONTHLY ADVANCEMENT ELIGIBILITY AS OF: 061103
STATUS ROSTER
PART B:

UNIT: 0409 IN BN 01 SPT CO LT INF UIC: WRGBPO
5406 6TH AVENUE NW ARCOM: 4H 88TH RRC
NEW ORLEANS, LA 70113 TCC: 4239

THE FOLLOWING PERSONNEL ARE ADVANCED TO THE GRADE SHOWN:

ADVANCED TO PV2:

NAME	SSN	PMOS	DATE OF RANK	EFFECTIVE
CARR, JOHN L.	XXX-XX-XXXX	XXXX	10 DEC 06	10 DEC 06
DUNN, ROSE D.	XXX-XX-XXXX	XXXX	20 DEC 06	20 DEC 06

ADVANCED TO PFC:

MAY, JIM M.	XXX-XX-XXXX	XXXX	10 DEC 06	10 DEC 06
NOEL, AMY B.	XXX-XX-XXXX	XXXX	20 DEC 06	20 DEC 06

ADVANCED TO SPC:

PARKER, TONY P.	XXX-XX-XXXX	XXXX	10 DEC 06	10 DEC 06
WONG, KIM T.	XXX-XX-XXXX	XXXX	20 DEC 06	20 DEC 06

Under the authority of AR 600-8-19, paragraph 2-3, I certify that the personnel listed above are advanced on the effective date shown. Advancement is not valid and will not be effective if the soldier is not in a promotable status on the effective date of the advancement.

_____
Signature of Commander or Authorized Representative

Date:_____(Must be dated in advance of the effective dates shown above)

Figure 2–1. Sample format of SIDPERS–Army Reserve Advancement Eligibility Status Roster (GRA–PO1)

b. Promotions to PV2, PFC, and SPC will be made automatically by the Total Army Personnel database for posting to the automated personnel file and the master military pay file. ARNG and USAR Soldiers on initial active duty for training will not be promoted to SPC unless concurrence is obtained from the Soldier's reserve component unit. DA Form 4187 will be used for all USAR Soldiers and all ARNGUS Soldiers awaiting IET (special advancements and Split Training option-Phase II) and all advancements for Soldiers in a Title 10 status (including mobilization). DA Form 4187 will not be used for automatic advancements.

c. Eligibility criteria for automatic promotion to PV2, PFC, and SPC will be as follows:

(1) The promotion to PV2 requirement is 6 months TIS.

(2) The promotion to PFC requirements are 12 months TIS and 4 months TIMIG.

(3) The promotion to SPC requirements are 24 months TIS and 6 months TIMIG.

(4) Soldiers must not be flagged or barred from reenlistment.

(5) Any Soldier reduced must be fully qualified (without waiver) for promotion to the next higher grade.

d. If a unit CDR elects not to recommend a Soldier for promotion on the automatic promotion date, then a DA Form

4187 denying the promotion will be submitted not later than the 20th day of the month preceeding the month of automatic promotion.

e. The DA Form 4187 denying the promotion (in lieu of DA Form 268 will be used by the BN HR to initiate a FLAG transaction using code PA as the initial and reason code and input the transaction into the automated system. This will stop an automatic promotion. The FLAG must be closed using FLAG code PE not later than the second working day following the date the Soldier would have been automatically promoted.

f. Soldiers flagged or barred from reenlistment at the required time for automatic promotion but later recommended require a DA Form 4187 and a GRCH transaction to be promoted.

g. Soldiers promoted prior to or after the automatic promotion date require a DA Form 4187 and submission of a GRCH transaction to be promoted.

(1) DA Form 4187 is prepared prior to the Soldier's eligibility date to ensure entitlements are received on time.

(2) Effective date and DOR are the same unless stated otherwise in this regulation. For Soldiers promoted late, procedures in paragraph 1–13 of this regulation will be used.

(3) A human resource specialist or the unit CDR signs each DA Form 4187 executing promotions to PV2, PFC, and SPC.

h. Specific exceptions to the eligibility criteria are as follows:

(1) Promotions authorized by enlistment contract under the provisions of AR 601–210 of the Army Civilian Acquired Skill and Stripes for Education Programs and comparable ARNG programs in the ECM for IET Soldiers.

(2) Soldiers holding or training for PMOS in career management field (CMF) 18 or ranger school graduates with at least 12 months TIS may be promoted to SPC without regard to TIS and TIMIG waiver ceilings provided otherwise qualified.

(3) Training promotions may be made as follows:

(a) Upon completion of basic combat training (BCT) or the BCT portion of OSUT, commanders may advance up to 10 percent of each company's assigned PV1s to PV2 and PV2s to PFC without regard to the TIS and TIMIG requirements.

(b) Upon completion of AIT or the MOS producing phase of OSUT, commanders may advance up to 10 percent of each company's assigned PV1s to PV2 and PV2s to PFC without regard to the TIS and TIMIG requirements.

(4) Waivers for TIS and TIMIG:

(a) Promotion to PV2 may be waived at 4 months TIS.

(b) Promotions to PFC may be waived at 6 months TIS and 2 months TIMIG

(c) Promotions to SPC may be waived at 18 months TIS and 3 months TIMIG.

(d) Any Soldier previously reduced must be fully qualified (without waiver) for promotion to the next higher grade.

i. Disposition of DA Form 4187.

(1) Each DA Form 4187 will be annotated by name on unit transmittal memorandum (UTM) and forwarded to the PROM by UTM with the unit advancement report.

(2) A copy in the BN HR files will be filed along with a copy of the unit advancement report.

(3) A copy will be filed in the local file and/or in the Soldiers MPF and, as applicable, with the State AG.

(4) Upon promotion to SGT, all copies of DA Form 4187 pertaining to promotion to the Soldier will be returned and a copy of the promotion order will be forwarded to the official military personnel file (OMPF).

2–4. Steps

The steps for promoting enlisted Soldiers to PV2, PFC, and SPC are shown in table 2–1.

Table 2–1
Promoting enlisted Soldiers to PV2, PFC, and SPC

Step	Work center	Required action
1	BN HR	Receive enlisted advancement report from personnel automation section (PAS) or prints. Note discrepancies. Annotate report.
2	BN HR	Screen unit advancement report for additions, deletions, grade discrepancies or blank data. Coordinate with PROM to obtain missing data. Annotate report.
3	ENRC	Upon request, provide information on DOR to BN HR and submit DOR transaction.
4	ENRC	Upon request, provide information on BASD (PEBD for USAR) to BN HR. Provide FAO DA Form 1506 (Statement of Service for Computation of Length of Service for Pay Purposes). FAO submits BASD transactions.
5	BN HR	Compute waiver allocations in accordance with this regulation.

Table 2–1
Promoting enlisted Soldiers to PV2, PFC, and SPC—Continued

Step	Work center	Required action
6	BN HR	Forward the unit advancement report to the unit CDR.
7	UNIT/BN CDR	Receive reports from BN HR.
8	UNIT/BN CDR	Select eligible Soldiers by annotating the report YES for select or NO for denial of promotion. Prepare DA Form 4187 for those denied promotion on automatic promotion date, promoted with waiver, or promoted after the automatic promotion date.
9	BN HR	Receive report back from the CDR with selection denials for promotion to PV2, PFC, and SPC.
10	BN HR	Prepares each DA Form 4187 in accordance with this regulation, for BN HR signature. Prepare SPC certificates for the battalion CDR's signature.
11	BN HR	Signs each DA Form 4187.
12	BN HR	Input appropriate automated system transactions for Soldiers denied automatic promotion not later than the 20th of the month. Monitor all transactions.
13	BN HR	Sends promotion certificates to the battalion CDR for signature.
14	UNIT	Receives DA Form 4187 and promotion certificates.
15	UNIT	Conducts promotion ceremony.
16	BN HR	Forward one copy of DA Form 4187 and the Enlisted Advancement Report to the ENRC by UTM.
17	BN HR	File copy of the report and each DA Form 4187 in BN HR functional promotion files.
18	ENRC	Post enlisted records brief (ERB) and file DA Form 4187.

Section III
Task: Computing Waiver Allocations

2–5. Rules (specialist and below)

a. Waiver limitations established in this section apply to the Active Army only. There are no waiver limitations in determining waiver allocations for the USAR or ARNGUS.

b. Calculations for PV2 and PFC are based on assigned strength and for SPC are based on the authorized current strength document. Add and subtract arrivals or departures, correct any grade discrepancies and obtain blank/missing data prior to doing computations. Criteria used for calculation of computations will be as of the date the Enlisted Advancement Report is printed in the month preceding the promotion month. Waivers will be used only on the first day of the promotion month.

c. When computing SPC waiver allocations, use CPL and SPC authorized strength only. Replacement units and transition units will not use Soldiers transitioning between units or out of the Army when computing waivers.

d. Battalion HR calculates waiver allocations by company for PV2 and PFC.

e. SPC will be consolidated and calculated at battalion level.

(1) Battalion CDR will realign total allocations within battalion as he or she sees fit (promotion to SPC only).

(2) The battalion CDR must sign the Enlisted Advancement Report as the reviewing authority for Soldiers who are recommended for promotion to SPC with waiver(s).

(3) Companies/detachments and separate companies/detachments who are supported by a battalion will participate in the battalion rollup. Separate companies that act as a parent unit and do not report to a battalion-level unit will compute their waiver allocations separately.

(4) Battalion rollups and separate companies may promote to the SPC waiver percentage established and announced by HQDA.

(5) CDRs of SPC waiver computing battalions/separate companies/detachments with fewer than 10 current SPC/CPL authorizations (positions) and no Soldier serving in the waiver zone (less than 24 months TIS) may promote one Soldier to SPC with waiver. These units are not authorized a SPC waiver promotion if the unit has an SPC/CPL serving in the waiver zone.

f. Total number of assigned PV2 with less than 6 months TIS cannot exceed 20 percent of the total PV2 population.

g. Total number of assigned PFCs with less than 12 months TIS cannot exceed 20 percent of the total PFC population.

h. Total number of assigned SPCs and CPLs with less than 24 months TIS cannot exceed the SPCs waiver percentage established by HQDA. The SPCs waiver percentage will be published in the monthly cutoff scores and enlisted promotion issues memorandum.

i. JMD CDRs may promote, with waiver, individual augmentees assigned directly from the training base, consistent with the time in grade (TIG) and TIS requirements, as outlined in para 2–3*h*(4), as follows:

(1) The total number of assigned PV2s (from the training base) with less than 6 months TIS is limited to 20 percent of that population.

(2) The total number of assigned PFCs (from the training base) with less than 12 months TIS limited to 20 percent of that population.

(3) The total number of assigned SPCs (from the training base) with less than 24 months TIS is limited to 20 percent of that population.

(4) In instances where insufficient Soldiers are available to mathematically support the promotion waiver limits established in this paragraph, a maximum of one Soldier may be promoted at any given time, with waiver, to PV2, PFC, and SPC.

j. When computing waivers exclude the following:

(1) CMF 18 Soldiers, Ranger School graduates, ACASP, and Stripes for Education Program when determining the number of waiver allocations to SPC. These Soldiers are not included in calculating waivers during the month of promotion or any subsequent month.

(2) Assigned reserve Soldiers who are not counted in the Army's end strength.

k. Warrior transition battalion (WTB) commanders may promote, with waiver, Soldiers advancing to the rank of SPC who are assigned to that unit as a patient. Waivers for TIS and TIMIG are as stated in paragraph 2-3h(4)(c). The waiver allocations are as follows:

(1) The total number of Soldiers in the rank of SPC assigned as patients with less than 24 months TIS represents 20 percent or less of that population.

(2) In instances where the promotion waiver limits identified in (1) above do not allow promotions, one Soldier may be promoted monthly with waiver to SPC.

2–6. Steps (Active Army only)

The steps for computing waiver allocations (SPC or CPL and below) are listed in table 2–2.

Table 2–2
Computing waiver allocations

Step	Work center	Required action	PV2	PFC	SPC/CPL
1	BN HR	Total number of Soldiers assigned for PV2/PFC and authorized strength for SPC.			
2		Multiply step 1 by total allowable with waivers or as announced by HQDA	X.20	X.20	X. HQDA percentage
3		Total allowable with waiver. Use whole numbers only. Drop fractions, do not round up.			
4		Number of Soldiers already assigned with less than the required TIS minus exceptions in paragraph 2–5*h*.			
5		Subtract row 4 from row 3 for total waivers authorized.			
6		Follow steps 3 through 11 of table 2–1 for continuing process.			

Section IV
Task: Correcting Erroneous Promotions (specialist and below)

2–7. Rules

a. The CDR who issued the DA Form 4187 (or the current CDR) may revoke an erroneous promotion and make a determination of de facto status (see paragraph 1–16).

b. A Soldier promoted in error who became eligible for promotion before the determination of error was discovered will retain the promotion. DA Form 4187 will be initiated to adjust DOR.

2–8. Steps

The steps for correcting erroneous promotions (SPC and below) are listed in table 2–3.

Table 2–3
Correcting erroneous promotions (SPC and below)

Step	Work center	Required action
1	UNIT/BN CDR	CDR determines that Soldier was erroneously promoted.
2	UNIT/BN CDR	Determine whether Soldier had de facto status.
3	UNIT/BN CDR	Request BN HR prepare DA Form 4187 or proper notification as applicable to either revoke promotion and grant de facto status or adjust DOR.
4	BN HR	Prepare DA Form 4187 for signature.
5	BN HR	Sign DA Form 4187 revoking promotion and granting de facto status or adjusting DOR if applicable.
6	BN HR	Submit GRCH transaction. Monitor automated system transactions.
7	BN HR	Update BN HR file.
8	BN HR	Forward DA Form 4187 to the Enlisted Records Workcenter and Finance by UTM.
9	PROM	Receive DA Form 4187 from BN HR.
10	ENRC	File DA Form 4187.

Chapter 3
Semicentralized Promotions (Sergeant and Staff Sergeant)

Section I
Managing Semicentralized Promotions

3–1. Promotion system

a. This chapter governs the SGT and SSG promotion system for Active Army and USAR AGR Soldiers.

b. Field-grade CDRs in units authorized a CDR in the grade of LTC or higher have promotion authority to the grades of SGT and SSG; however, the PROM maintains the recommended list and issues the orders. An RRC, Army Command (ACOM), Army Service Component Command (ASCC), or Direct Reporting Unit (DRU) will issue promotion orders for USAR Soldiers.

c. Promotion to SGT and SSG are executed in a semicentralized manner.

(1) Field operations will handle board appearance, promotion point calculation, promotion list maintenance, and the final execution of the promotions occur in the field in a decentralized manner.

(2) HQDA operations will handle promotion cutoff scores and the monthly SGT/SSG promotion selection by-name list, which are determined and announced monthly.

d. HQDA and HRC–St. Louis will determine the needs of the Army by grade and MOS.

e. A Soldier's total points are forwarded through the appropriate database, as determined by HRC–Alexandria and HRC–St. Louis, to the automated system. These points are consolidated into an Armywide listing of eligible Soldiers by MOS maintained in the automated system. A determination is then made for each MOS as to what promotion point cutoff score would promote the desired number of Soldiers to meet the needs of the Army in a specific month. These decisions are based primarily upon budget constraints and individual MOS requirements.

f. The importance of accuracy and timeliness in submission of data to the database cannot be overemphasized. Only visible scores will be considered.

g. By using the standard promotion scoring forms, with predetermined promotion point factors, Soldiers in pay grades SPC/CPL and SGT generally can measure how well they qualify for promotion. They can set precise goals with a self-improvement training program to increase their potential for promotion.

h. The semicentralized promotion system depends on the sequential execution of the key events listed in this chapter. Untimely action in the field leads to inaccurate promotion decisions.

i. If the promotion authority is a general officer he or she may delegate, in writing, his or her promotion authority to the deputy CDR or the senior personnel manager. The person to whom the promotion authority is delegated must be a field grade officer, filling an LTC or higher coded position.

3–2. Key events and work scheduling

The events listed below make up a complete semicentralized promotion cycle.

a. Key events.

(1) *Board month minus one.*

(a) A BN HR specialist will prepare the unit enlisted promotion report and forward it to the unit CDR to select

Soldiers for board appearance to SGT/SSG; it will then be returned to the BN HR specialist. HRC–St. Louis (AHRC–AR) will send an eligibility/ineligibility listing for USAR Soldiers on or about the first of the month.

(b) A BN HR specialist will prepare promotion worksheets on Soldiers selected for board appearance. Recommended Soldiers are required to be present during the preparation of the promotion point worksheet.

(2) *Board month.*

(a) Battalion personnel will conduct the board, complete the promotion worksheet, obtain approval in Section D, and forward the results to the promotion work center. A BN HR specialist will review the promotion point worksheets and board proceedings.

(b) PROM will input Soldier's promotion points to the automated system.

(3) *Board month, plus one.*

(a) The PROM will print the monthly SGT/SSG promotion selection by-name list, identify Soldiers to be promoted, verify eligibility, and issue orders or nonpromotion notification memorandum. The center will also update the automated system with promotion/nonpromotion reason codes as appropriate. HRC–St. Louis (AHRC–AR) will post the list on its Web site on or about the 15th of every month for USAR Soldiers.

(b) The PROM will produce the recommended list monthly and forward it to the unit for posting on the bulletin board. Promotable Soldiers will review and initial the recommended list each month. BN HR will retain the initialed recommended list in files for 2 years. HRC–St. Louis (AHRC–AR) will retain for USAR.

b. Scheduling work. A semicentralized cycle will start every month for a new group of Soldiers. Work must be carefully synchronized, especially between promotion work center and battalions. The CDR of the PROM will establish a monthly work schedule that will enable workers at all levels to organize work and accommodate the demands of the various cycles within the established time-frame guidelines.

3–3. Delay of promotion (sergeant and staff sergeant)

a. A Soldier's promotion will be suspended when the promotion authority determines one of the following conditions exists:

(1) Probability exists that the Soldier was given promotion consideration in error.

(2) Soldier was granted more administrative points than entitled. The promotion authority may promote, provided otherwise qualified, when the unchallenged total point score equals or exceeds the announced HQDA/HRC–St. Louis cutoff score and the Soldier's name appears on the monthly SGT/SSG promotion selection by-name list.

(3) Soldier's promotion packet was lost and must be reconstructed.

(4) A determination is pending as to whether duplicate credit was awarded promotion points.

b. The promotion authority may promote when the unchallenged points equals or exceeds an announced HQDA or HRC–St. Louis cutoff score. However, if the promotion authority suspects that there may have been fraud, he or she may hold the promotion in abeyance until the issue is resolved.

c. The Soldiers must be advised, in writing by the PROM, of the need to verify the challenged points.

3–4. Waiver authority

Promotion authority may waive the eligibility requirements of TIS and TIMIG as outlined in table 3–3.

3–5. The promotion packet

a. The promotion packet will consist of—

(1) All copies of DA Form 3355 (Promotion Point Worksheet) (to include original initial) and promotion point worksheet additions form.

(2) A copy of approved promotion board proceedings.

(3) All supporting documentation used for reevaluation or promotion point adjustment.

(4) Upon out-processing, a copy of the recommended list dated no earlier than the previous month will be added to the packet.

(5) Any document used to confirm promotion points on the promotion point addition worksheet form. DD Form 214 (Certificate of Release or Discharge from Active Duty) is a valid promotion point source document.

(6) All documents used to confirm promotion points will be date stamped the date received at the PROM on the front of the document to produce an audit trail.

(7) Memorandum signed by the Soldier stating his/her responsibility in the promotion system.

b. All copies of DA Form 3355 will be retained in the promotion packet until the Soldier is promoted, then removed and given to the Soldier. Soldiers will be advised to keep documents in a safe and readily accessible place.

c. The officer in charge of the PROM may at anytime require the unit or Soldier to obtain additional information when the validity of a document is in question.

3–6. Special promotion categories

a. Special Forces. Soldiers (SPC/SGT) in CMF 18, provided otherwise qualified, are eligible for promotion as indicated:

(1) Upon successful completion of the Special Forces Qualification Course (SFQC), specialist/corporal will be automatically promoted to sergeant, without board appearance. Effective date of promotion to sergeant will be the earliest date the Soldier meets both of the following:

(a) SFQC graduate.

(b) Award of a CMF 18 MOS.

(2) Upon successful completion of the SFQC, sergeants who have been boarded and recommended for promotion in their previous MOS will be promoted to staff sergeant the first day of the second month upon successful completion of all phases of the course and award of a CMF 18 MOS. Promotion to SSG based on achieving a cutoff score in an MOS before award of an 18 series MOS will not be delayed pending completion of the SFQC.

(3) Soldiers (SPC/SGT) enrolled in the SFQC carrying Special Report Code 18X meeting primary zone eligibility requirements and who are recommended for promotion are eligible for promotion in PMOS 11B provided otherwise qualified.

(4) Soldiers (SGT) holding PMOS in CMF 18 and recommended for promotion may be boarded and promoted to SSG without regard to TIG and TIS restriction provided they are otherwise qualified.

b. Rangers on a promotion to SGT recommended list. Provided otherwise qualified, Rangers will be promoted on the first day of the second month following graduation date or board appearance, whichever is later. The PROM will enter 799 points in the system.

c. Special mission units. Special mission unit CDRs designated in writing by the Special Management Division, HRC–Alexandria, are authorized to promote to the rank of staff sergeant, Soldiers assigned to their command who successfully graduate from an internal training course and have been recommended by a promotion board, provided otherwise qualified in accordance with this regulation. Soldiers who were recommended by a promotion board prior to completion of the course will be promoted upon successful completion of all phases of the course. Soldiers who are boarded and recommended for promotion after successful completion of all phases of the course will be promoted the first day of the following month.

d. Officer Candidate School (OCS) and Warrant Officer Candidate Course (WOCC). Soldiers in grade of SPC and below entering OCS or WOCC will be promoted, by the losing organization, to SGT with an effective date and DOR equal to the course reporting date (consistent with the provisions as outlined in AR 350–51). Soldiers promoted under this paragraph will be informed that if they are on a current recommended list to SGT they will be removed from such list. Failure to complete training will result in reduction to former grade held and if previously removed from a recommended list to SGT, reinstatement to that list with former points attained.

e. Special MOS alignment promotion. Soldiers with approved reenlistment/reclassification in MOS designated by HRC for special MOS alignment promotion to meet Army readiness will be promoted effective the graduation date of the MOS-qualifying, which occurs after all training phases have been completed and the MOS has been awarded. Soldiers who fail to complete training as scheduled, become disqualified for award of the new MOS are no longer eligible for promotion under this paragraph. The HRC memorandum and this paragraph will be cited on the promotion instrument as authority.

f. Army Civilian Acquired Skills Program (ACASP). Soldiers enlisted into the Army (United States Army Special Bands) under ACASP in accordance with AR 601–210 who are authorized an accelerated promotion as outlined within an enlistment agreement will be promoted citing this paragraph as the authority. The effective date and DOR will be the date all requirements are met.

g. Psychological operations specialist. Upon successful completion of the Psychological Operations Qualification Course (POQC), provided otherwise qualified, SPC/CPLs will be automatically promoted to SGT, without board appearance. Effective date of promotion to SGT will be the earliest date the Soldier meets both of the following requirements:

(1) POQC graduate.

(2) Award of MOS 37F.

h. Civil affairs specialist. Upon successful completion of the Civil Affairs Qualification Course (CAQC), provided otherwise qualified, SGTs will be automatically promoted to SSG, without board appearance. Effective date of promotion to SSG will be the earliest date the Soldier meets both of the following requirements:

(1) CAQC graduate.

(2) Award of MOS 38B.

3–7. Soldiers hospitalized because of service-incurred disease, wound, or injury and Soldiers assigned to a warrior transition battalion

a. Provided otherwise eligible, Soldiers on a recommended list for promotion prior to hospitalization or assignment to a WTB, may be promoted if their point scores are the same or higher than those announced by HQDA or HRC-St. Louis.

b. Provided otherwise eligible, Soldiers who are not on a recommended list at the time of hospitalization or assignment to a WTB may be recommended for and considered for promotion by the local medical holding facility selection board.

(1) The Soldier must be recommended for promotion by the hospital facility CDR or WTB CDR. The hospital facility CDR or WTB CDR may request information from the patient's former CDR or other former officials who know about his or her prior performance to provide input for Section A of DA Form 3355.

(2) Patients will appear before a promotion board for consideration, unless, the hospital CDR or WTB CDR waives the board appearance requirement. Waivers are appropriate when it is determined that a Soldier is physically unable to appear before a promotion board.

c. The hospital CDR or WTB CDR may appoint qualified patients as board members or board presidents.

d. The medical facility CDR or WTB CDR will ensure that all approved board results with promotion packets are forwarded to the supporting PROM as outlined in this chapter.

3–8. Geographical separation from the promotion authority

a. CDRs will ensure that Soldiers to be recommended for promotion are sent before a promotion board prior to departure for duty at a different geographical location.

b. Soldiers who obtain eligibility after departure may be recommended for appearance before a promotion board only with the concurrence of the parent organization (promotion authority). If the parent organization concurs, it will provide copies of all available promotion related documents to the Soldier in the most expeditious manner.

(1) Soldier will provide copies of supporting documents to the BN HR Specialist the month prior to board appearance.

(2) The BN HR Specialist will prepare the DA Form 3355 (fig 3–1) and process the board proceedings, then forward a copy of both to the servicing PROM.

(3) The servicing PROM will input the promotion recommended score into the automated system.

(4) The promotion authority responsible for boarding the Soldier will provide the Soldier's original DA Form 3355 (retaining a copy for the promotion board file) and a copy of the approved board proceedings (original will be filed in the promotion board file) to the Soldiers parent organization (promotion authority) for filing in the monthly promotion board file.

PROMOTION POINT WORKSHEET For use of this form, see AR 600-8-19; the proponent agency is DCSPER	1. TYPE ☒ a. Initial ☐ b. Total Reevaluation	2. DATE *(YYYYMMDD)* 20060412

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5 USC, Section 301.
PRINCIPAL PURPOSE: To determine eligibility for promotion.
ROUTINE USES: Reviewed to determine promotion eligibility and validity of points granted.
DISCLOSURE: The furnishing of fraudulent information may result in denial of promotion.

3. NAME	4. SSN	5. RECOMMENDED GRADE
JONES, JOYCE M.	000-00-0000	SSG

6. ORGANIZATION	7. PMOS
HHC 109TH MI BATTALION	35F

SECTION A - RECOMMENDATION

1. MILITARY TRAINING *(Maximum 100 Points)*

a. LATEST APFT DATE *(YYYYMMDD)*	b. SCORES				c. POINTS AWARDED
	PUSH-UPS	SIT-UPS	RUN	TOTAL	
20060212	92	88	100	280	35

d. LATEST WEAPONS QUALIFICATION DATE *(YYYYMMDD)*	e. DA FORM USED:	f. TOTAL HITS	g. POINTS AWARDED
20041118	DA 3595-R	38	48

h. TOTAL POINTS AWARDED →	83

2. DUTY PERFORMANCE EVALUATION *(Maximum 150 Points Award 1-30 Points For Each Category)*

CATEGORY	POINTS AWARDED
a. COMPETENCE: Proficient, Knowledgeable, Communicates Effectively	30
b. MILITARY BEARING: Role Model, Appearance, Confidence	28
c. LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern	30
d. TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching	29
e. RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation	29
f. TOTAL POINTS AWARDED →	146

I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manuals.

3. SIGNATURE OF COMMANDER	4. TYPED OR PRINTED NAME AND GRADE	5. DATE *(YYYYMMDD)*
Gilbert J Morales	GILBERT MORALES, CPT	20060412

SECTION B - ADMINISTRATIVE POINTS

1. AWARDS, DECORATIONS AND ACHIEVEMENTS *(Maximum 100 Points. List all awards individually. Include award number (i.e. 3rd OLC) and the order number.)*

ARCOM, 03-023	20				
AAM (1OLC), 02-111	15				
AAM, 01-212	15				
CAB, 05-132	15				
Div Level Sldr of Qtr, 20011010	15				

TOTAL POINTS AWARDED →	80

DA FORM 3355, MAY 2000 PREVIOUS EDITIONS ARE OBSOLETE Page 1 of 2 USAPA V1.00

Figure 3–1. Sample of completed DA Form 3355

NAME JONES, JOYCE M.	SSN 000-00-0000

SECTION B - ADMINISTRATIVE POINTS *(Continued)*

2. MILITARY EDUCATION *(Maximum 200 Points. List all military education.)*

BNCOC	40	ACCP 120 CH	24		
WLC	16				
Airborne	12				
Air Assault	8				
COT - Cbt Lifesaver	4				
COT - Drv Tng	4				

TOTAL POINTS AWARDED → 108

3. CIVILIAN EDUCATION *(Maximum 100 Points. List all civilian education.)*

CTC	6				
U of MD	66				
Degree Completion	10				
CLEP 12 CH	18				

TOTAL POINTS AWARDED → 100

I certify that the above administrative points shown have been accurately extracted from appropriate records and that the promotion points indicated are correct.

4. TYPED OR PRINTED NAME OF RESPONSIBLE OFFICIAL	5. DATE *(YYYYMMDD)*	6. SIGNATURE OF RECOMMENDED INDIVIDUAL *(Required)*	7. DATE *(YYYYMMDD)*
SHARON GREEN, SSG	20060421	Joyce M. Jones	20060505

SECTION C - TOTALS

Only whole numbers will be used in awarding promotion points for all sections (drop fractions). Only initial and total reevaluations require submission of DA From 3355. Administrative reevaluations and adjustments are submitted on DA Form 4187 and annotated in the Eval/Adj column.

1. POINTS GRANTED

ITEM	INITIAL *(Date)* 20060505	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*
a. TOTAL PERFORMANCE EVALUATION AND MILITARY TRAINING POINTS - SECTION A *(Maximum 250 points)*	229					
b. TOTAL ADMINISTRATIVE POINTS - SECTION B *(Maximum 400 points)*	288					
c. TOTAL BOARD POINTS *(Maximum 150 points)*	147					
d. TOTAL PROMOTION POINTS *(Maximum 800 points)*	664					
2. INITIALS OF RESPONSIBLE PSB OFFICIAL SG						

SECTION D - CERTIFICATION

I certify that the above total points shown have been accurately extracted from appropriate records and promotion list points indicated are correct.

1. RECOMMENDED BY BOARD	2. ATTAINED MINIMUM POINTS
[X] YES [ ] NO	[X] YES [ ] NO

3. TYPED OR PRINTED NAME AND SIGNATURE OF BOARD RECORDER	4. GRADE	5. DATE *(YYYYMMDD)*
ANTHONY WILLIAMS Anthony Williams	SGT	20060505

I certify that the soldier has been recommended for promotion by a valid promotion board.

6. TYPED OR PRINTED NAME OF PROMOTION AUTHORITY	7. SIGNATURE	8. DATE PROCEEDINGS WERE APPROVED *(YYYYMMDD)*
LISA A. ADCOCK, LTC	Lisa A. Adcock	20060505

Counseling statement: I have been counseled on my promotion status and deficiencies. *(Use only when recommendation is disapproved, when a soldier is not selected by a board, or when a soldier cannot be added to the recommended list due to not attaining the minimum required points).*

9. SIGNATURE OF SOLDIER	10. DATE *(YYYYMMDD)*	11. TYPED OR PRINTED NAME AND SIGNATURE OF COUNSELOR

DA FORM 3355, MAY 2000 Page 2 of 2 USAPA V1.00

Figure 3–1. Sample of completed DA Form 3355—Continued

c. Further board action is not required.

d. Soldiers will be given 90 days upon redeployment to submit a request for retroactive promotion point adjustment for any source document dated prior to the board appearance that was not available while deployed. Soldiers who fail to submit the retroactive promotion point adjustment within 90 days of redeployment waive the opportunity and can only add additional points during a re-evaluation.

e. The servicing PROM is responsible for issuing promotion orders and submitting grade change transactions to update the automated system.

Section II
Reason Codes and Eligibility Criteria

3–9. Reason codes

Reason codes for use on the monthly SGT/SSG promotion selection by-name list are shown in table 3–1. Reason codes to be used on the recommended list are listed in table 3–2. CDRs will ensure these codes remain current at all times. Parenthetical numbers indicate order of precedence. All others not listed above automatically remove the Soldier from the by-name list and do not require sequencing.

Table 3–1
Reason codes for use on the monthly SGT/SSG promotion selection by-name list

Reason codes	Description
1. Nonpromotion	Use for Soldiers listed on the monthly SGT/SSG promotion selection by-name list who are nonpromotable.
A	Does not meet NCOES requirement and no other code applies.[1] (4)
B	Does not meet security clearance requirement.[1] (3)
C	Under suspension of favorable personnel actions.[1] (1)
D	Ineligible for reenlistment/extension.[1]
E	Eligible to meet SRR but refused or failed to meet requirement[2].
F	Previously promoted to current rank.[2]
G	Incorrect promotion points or points date[3].
H	Reclassified to new PMOS prior to promotion month.[3]
I	Separated from active duty.[2]
J	NCOES failure (or refusal).[2]
K	DA imposed bar to reenlistment.[2]
L	Field imposed bar to reenlistment.[2]
N	Enrollment in the overweight control program and/or failure of record Army Physical Fitness Test (APFT).[2]
P	Unverified promotion.[1]
R	Reason other than those listed in this table that require Soldiers to be removed from the recommended list inaccordance with paragraph 3–26.[2]
T	Soldier requires waiver for disqualifier.[1]
V	Soldier at RCP for grade; however, eligible for board appearance.[1]
2. Promotion (field input)	
M	Meets cutoff score and name appears on the by-name list.[2]
3. Promotion (HQDA input)	
O	Entered Officer Candidate School (to SGT only).[2]
S	Army civilian acquired skills (to SGT only).[2]
W	Entered Warrant Officer Course (to SGT only).[2]

Notes:
[1] Information codes
[2] Will remove Soldier from the by-name list and the recommended list.
[3] Will remove Soldier from the by-name list only.

Table 3–2
Reason codes to be used on the recommended list

Code	Reason
A	Initial promotion score
B	Reevaluation
D	Nonpromotable status
E	Delete because of transfer. Enter departure date.
F	Deleted for cause. Enter effective date of removal after code.
G	Promoted. Enter effective date of promotion after the code.
H	Reinstated to recommended list. Enter date of reinstatement after the code.
I	Adjustment of administrative points. Enter date of adjustment after code.
J	Regained promotable status. Enter effective date after code.
K	Soldier met cutoff score for SGT prior to WLC graduation. Enter year and month of cutoff score. Example: K9906
M	Soldier failed WLC. Enter year and month of WLC failure. Example: M9906
N	Soldier met cutoff score for SSG prior to BNCOC graduation.
P	Soldier failed BNCOC. Enter year and month of BNCOC failure. Example: P9806.
R	Declination of promotion.
S	Declination of NCOES attendance.

3–10. Eligibility criteria for recommendation and promotion

Eligibility criteria for recommendation are shown in table 3–3. Eligibility criteria for promotion are listed in table 3–4.

Table 3–3
Eligibility criteria for recommendation

Factor	Criteria	Waiver(s)
MOS	Soldier must be recommended in CPMOS. Must be fully qualified in recommended MOS.	None
Education	Civilian: Must have high school diploma, general education development (GED), or an associates or higher degree.	None
Education	Military: Must complete resident WLC prior to board appearance to SSG.	Resident BNCOC and WLC graduates. Constructive credit granted by U.S. Army Training and Doctrine Command (TRADOC). Nonresident courses do qualify for this requirement. WLC may be waived for deployed Soldiers by DCS, G–1 for 270 days after redeployment.
Time requirement for board appearance as of the first day of the board month.	SSG: 70 months TIS and 8 months TIMIG SGT: 34 months TIS and 6 months TIMIG	46 months TIS and 5 months TIMIG for those who have been recommended to compete in the secondary zone. 16 months TIS and 4 months TIMIG for those who have been recommended to compete in the secondary zone.
Reenlistment eligibility	Must not be flagged per AR 600–8–2 and/or have a reenlistment eligibility code of 9I, 9J, 9K, 9L, 9M, 9P, 9Q, 9R, 9T, 9U, 9V and 9Y	None
Physical qualifications	Considered physically qualified	None
APFT	Must possess a current passing APFT score in accordance with applicable regulations and field manuals	None
Weight control	Cannot be enrolled in the program	None
ASAP	Cannot be enrolled in the program	Self-referral

Table 3–3
Eligibility criteria for recommendation—Continued

Factor	Criteria	Waiver(s)
Total promotion points after board appearance	For SSG, minimum of 450 points For SGT, minimum of 350 points	May be waived for Soldiers during contingency operations.
Disciplinary.	Not be flagged in accordance with AR 600–8–2.	None

Table 3–4
Eligibility criteria for promotion

Factor	Criteria	Waiver
MOS	Must be promoted in CPMOS. Must be fully qualified in MOS to include meeting school requirements.	None
Military education	SSG: Resident WLC or higher.	TRADOC constructive credit. If Soldier has other service, USAR or ARNG WLC, the equivalency must be approved prior to board appearance. WLC may be waived for deployed Soldiers by DCS, G–1 for 270 days after redeployment.
Time requirement for promotion as of the first day of the promotion month	SSG: 72 months TIS and 10 months TIMIG.	48 months TIS and 7 months TIMIG for those who have been recommended to compete in the secondary zone.
	SGT: 36 months TIS and 8 months TIMIG.	18 months TIS and 6 months TIMIG for those who have been recommended to compete in the secondary zone.
Reenlistment	Must be eligible to reenlist or extend in accordance with appropriate regulation. See exceptions.	None
Physical qualifications	Considered physically qualified	None
APFT	Must possess a current passing score in accordance with applicable regulations and field manuals. APFT must not be older than 12 months from the date they met the cutoff score.	See paragraph 3–46*b*.
ASAP	Cannot be enrolled in the program.	Self-referral
Disciplinary	Not be flagged in accordance with AR 600–8–2.	None
Service remaining requirement	As prescribed by this regulation.	None

Section III
Task: Identifying and Processing Recommendation for Promotion to Sergeant and Staff Sergeant

3–11. Rules

a. The BN HR will prepare the unit enlisted promotion report no later than the second working day of the month prior to the board month, then forward to the appropriate CDR no later than the third duty day of the month prior to the board month. HRC–St. Louis (AHRC–AR) will send an eligibility/ineligibility listing for USAR Soldiers on or about the first of the month.

b. Unit CDRs will personally review, make recommendations/nonrecommendations, sign the report, and then return it to the HR specialist within 5 duty days.

c. For Soldiers fully qualified but not recommended, the battalion HR specialist will prepare the DA Form 3355 and forward it to the first-line leader for appropriate counseling. Once the counseling is completed, the CDR will forward DA Form 3355 and counseling documents to the promotion authority for final decision.

d. Once a Soldier has been counseled for not being recommended for promotion, the BN human resource specialist will not continue to provide a new DA Form 3355 to the CDR. Copies of the Soldiers periodic counseling (at least quarterly) will be provided to the promotion authority until the Soldier is recommended for promotion or is no longer eligible.

e. The BN HR specialist will schedule and conduct appointments for Soldiers recommended for board appearance no later than the 15th of the month prior to the board month. Soldiers must bring all promotion related source documents to the appointment.

f. Corrections may be made or new administrative points may be added up to and including the date the board proceedings are approved.

g. All dates on DA Form 3355 will reflect year, month, and date (YYYYMMDD).

3–12. Steps

The steps used to identify and process recommendation for promotion to SGT and SSG are shown in table 3–5.

Table 3–5
Identifying and processing recommendation for promotion to SGT/SSG

Step	Work center	Required action
1	BN HR (HRC–St. Louis for USAR)	By the second duty day of the month prior to the board month, print the Enlisted Promotion Report using the automated system.
2	BN HR (HRC–St. Louis for USAR)	Review report for accuracy and forward the report to the appropriate unit CDR no later than the third duty day.
3	Unit CDR	Review the report for accuracy and identify Soldiers to be recommended for promotion. CDR will annotate YES for those recommended or NO for those not recommended.
4	Unit CDR	Personally initial each entry and sign the report. The unit CDR completes a recommendation memorandum for Soldiers recommended for board appearance which includes points to be awarded in Section A(2) Duty Performance Evaluation on the DA Form 3355.
5	Unit CDR	Return completed report and recommendation memorandum(s) to the BN HR no later than the 5th duty day of the month prior to the recommended board month.
6	PROM authority	Designate a primary and secondary representative to process automated DA Form 3355.
	BN HR	Prepare DA Form 3355 on Soldiers fully eligible but not recommended for board appearance. Forward DA Form 3355 to first line leader for appropriate counseling in accordance with paragraph 1–26.
	BN HR	Schedule appointment with Soldier recommended for board appearance.
7	First-line leader	Counsel Soldiers who are fully qualified but not recommended for board appearance.
8	First-line leader	Coordinate with CDR and provide a copy of counseling to the BN HR for the promotion authority's approval and for filing with the Enlisted Promotion report.
9	BN HR	File report and counseling for 2 years.
10	BN HR/Soldier	BN HR prepares DA Form 3355, prints ERB, and conducts appointment for Soldiers recommended for board appearance no later than the 15th of the month. (Soldiers must bring all promotion related source documents to the appointment).
11	BN HR/Soldier	Soldiers review DA Form 3355 for accuracy, note any discrepancies, and provide the source documents to correct discrepancies.
12	BN HR/Soldier	PROM updates Soldiers record or coordinates with the enlisted records section to update the file no later than the 20th of the month.
13	BN HR	Print updated DA Form 3355 for those Soldiers who had discrepancies.
14	BN HR	Provide DA Form 3355, updated ERB, CDRs recommendations, and source documents used in Section B, Items 1, 2 and 3 of the additions form on Soldiers recommended for board appearance to the board recorder.

Section IV
Task: Conducting Promotion Boards

3–13. Rules

a. Promotion board will be conducted by the 15th of every month.

b. The boards will use question and answer format only. Soldiers will not be required to perform hands-on tasks.

c. CDRs will ensure that Soldiers are fully qualified in their PMOS prior to signing Section A.

d. The promotion authority will appoint in writing, an odd number (at least three) of unbiased voting members and a recorder without vote. The board president may be designated as one of the voting members. The voting members may be all officers, all noncommissioned officers (NCOs), or mixed.

e. Board membership will consist of the following:

(1) If the board members are all NCOs, the president must be a command sergeant major (CSM) or SGM. If the board members consist of officers and NCOs, the president is the senior member.

(2) Members will be at least one grade senior to those being considered for promotion.

(3) At least one voting member will be of the same gender as the Soldiers being evaluated. When this is not possible, the reasons will be recorded as part of the board proceedings.

(4) Voting members will include a minority member if reasonably available.

(5) A nonvoting recorder will be from the BN HR (need not be senior in grade to those being considered for promotion).

f. A board may be split into two or more panels. Each panel must consist of an odd number of unbiased (at least three) voting members and a recorder without vote, to expedite the process if the number of recommended Soldiers so warrants. When the board consists of more than one panel, the board president will not be a voting member of either panel. Each Soldier will appear before only one panel. Boards will be convened and adjourned in the same geographical location.

g. Once a board is convened, the same board members will be present during the entire board proceedings.

h. The president will call the board to order and brief it on the following rules:

(1) Each voting member has one vote.

(2) Each voting member will complete a DA Form 3356 (Board Member Appraisal Worksheet) (see fig 3–2) to vote on each Soldier.

(3) Use of personnel records by the board is optional.

(4) The recorder will complete DA Form 3357 (Board Recommendation) (fig 3–3) and obtain the president's signature within 1 duty day following adjournment of the board.

(5) The recorder will complete applicable portions of DA Form 3355 (see fig 3–1).

i. The board may be tasked, as a separate action, to consider Soldiers for removal from a recommended list.

BOARD MEMBER APPRAISAL WORKSHEET

For use of this form, see AR 600-8-19; the proponent agency is DCSPER.

1. NAME	2. RECOMMENDED GRADE	3. RECOMMENDED MOS
JONES, JOYCE M.	SSG	35F

4. Board Interview and Evaluation and Points Awarded

AREAS OF EVALUATION	AVERAGE (1-7 Points)	ABOVE AVERAGE (8-13 Points)	EXCELLENT (14-19 Points)	OUTSTANDING (20-25 Points)	TOTAL POINTS
a. Personal Appearance, Bearing, and Self-Confidence				25	25
b. Oral Expression and Conversational Skills				25	25
c. Knowledge of World Affairs				25	25
d. Awareness of Military Programs				25	25
e. Knowledge of Basic Soldiering *(Soldier's Manual) (See note.)*				25	25
f. Soldier's Attitude *(includes leadership and potential for promotion, trends in performance, etc).*				25	25
				g. TOTAL POINTS AWARDED	150

NOTE: Questions concerning the knowledge of basic soldiering will be tailored to include land navigation, survival, night operations, inclement weather operations, adverse environment, and terrain.

5. REMARKS

6. ☑ I DO ☐ I DO NOT Recommend the Soldier for Promotion

7. SIGNATURE OF BOARD MEMBER	8. RANK	9. DATE *(YYYYMMDD)*
CHRISTOPHER HOPKINS Christopher Hopkins	1SG	20060505

DA FORM 3356, MAY 2000 PREVIOUS EDITIONS ARE OBSOLETE USAPA V1.00

Figure 3–2. Sample of completed DA Form 3356

BOARD RECOMMENDATION

For use of this form, see AR 600-8-19; the proponent agency is DCSPER.

1. NAME	2. SSN	3. RECOMMENDED GRADE	4. RECOMMENDED MOS
JONES, JOYCE M.	000-00-0000	SSG	35F

5. BOARD MEMBER'S APPRAISAL WORKSHEET RESULTS

BOARD MEMBER'S NAME	RECOMMENDED		POINTS AWARDED *(Transfer from DA Form 3356, Items 4a through 4g)*						BOARD MEMBER TOTAL
	YES	NO	A	B	C	D	E	F	G
1SG HOPKINS	✓		25	25	25	25	25	25	150
MSG JOHNSON	✓		25	24	25	23	25	25	147
MSG THICKLEN	✓		25	23	25	24	25	25	147
MSG HARRIS	✓		25	23	25	22	25	25	145
MSG GULAR	✓		24	24	25	23	25	25	146

6. COMBINED BOARD POINTS	735
7. DIVIDE TOTAL IN ITEM 6 BY THE NUMBER OF VOTING BOARD MEMBERS TO OBTAIN POINTS AWARDED	147

8. Individual ☑ IS ☐ IS NOT Recommended for promotion by a majority of the board members.

9. REMARKS

10. TYPED OR PRINTED NAME AND SIGNATURE OF RECORDER	11. RANK	12. DATE *(YYYYMMDD)*
ANTHONY WILLIAMS Anthony Williams	SGT	20060505

DA FORM 3357, MAY 2000 PREVIOUS EDITIONS ARE OBSOLETE USAPA V1.00

Figure 3–3. Sample of completed DA Form 3357

3–14. Steps

The steps for conducting promotion boards are shown in table 3–6.

Table 3–6
Conducting promotion boards

Step	Work center	Required action
1	BN HR	Schedule monthly promotion selection board. Prepare written documentation of appointment of board members for promotion authority signature.
2	BN HR	Account for all copies of DA Form 3355, with Sections A and B completed for each Soldier scheduled to appear before the promotion board.
3	BN HR	Notify unit CDR of board schedule.
4	UNIT	Notify Soldier(s).
5	BN HR	Promotion authority will brief the president of the promotion board on his/her responsibilities.
6	BN HR	Conduct promotion board.
7	BN HR	Recorder collects all DA Forms 3356 and prepares DA Form 3357 after each Soldier's appearance and obtains the president's signature.
8	BN HR	Complete the remaining portion of Section D of DA Form 3355.
9	BN HR	Prepare memorandum of board proceedings.

Section V
Task: Processing Results of a Promotion Selection Board

3–15. Rules

a. The memorandum of board proceedings (fig 3–4) will be prepared within 1 duty day of the board's adjournment and include the following:

(1) Where and when the board was conducted.

(2) Membership of the board.

(3) An alphabetical list of recommended Soldiers by recommended grade, including SSN, RMOS, and administrative board points and total points for list integration.

(4) An alphabetical list of Soldiers not recommended for promotion or not obtaining the required amount of points by grade and SSN.

(5) Each Soldier's promotion packet.

(6) Additional information as required.

(Type on appropriate headquarters letterhead.)

(Office Symbol) (600-8-19) ***(date)***

MEMORANDUM FOR Commander, 109th MI Battalion, Fort Pentagon, VA 20310

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

1. The 109th MI Battalion, Enlisted Promotion Board convened at 0800 hours, 5 May 2006, in accordance with AR 600-8-19, chapter 3, to review records and interview personnel for promotion to SGT and SSG.

2. The following members were present:

CSM Rose Lockhart - President
1SG Christopher Hopkins - Member
MSG Timothy Johnson - Member
MSG Audrey Thicklen - Member
MSG James Harris - Member
MSG Kevin Gular - Member
SGT Anthony Williams - Recorder (w/o vote)

3. Of those considered for promotion, the following Soldiers were recommended for promotion by a majority of voting promotion board members and attained promotion scores equal to or greater than the minimum scores required to attain recommended list status:

a. To SSG:

Name	SSN	RMOS	Admin Pts	Bd Pts	Total pts
Joyce Jones	000-00-0000	35F	517	147	664
Annette Bush	000-00-0000	92L	550	150	700

b. To SGT:

Ursula Williams	000-00-0000	42A	600	149	749
Donald Simpson	000-00-0000	11B	380	150	530

4. The following Soldiers were considered but not recommended for promotion. These Soldiers will be counseled in accordance with AR 600-8-19.

a. To SSG:

Thomas White 000-00-0000

b. To SGT:

John Butler 000-00-0000
Ginger Hayes 000-00-0000

5. The board adjourned at 1650 hours on 5 May 2006.

Figure 3–4. Sample format for report of board proceedings

(Office symbol) (600-8-19)
SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

6. Recommendation: That the soldiers listed in paragraph 3 be integrated into the recommended list.

AUTHORITY LINE:

2 Encls
1. Promotion board appointment
2. Promotion packets

ROSE LOCKHART
CSM, USA
(President of the Board)

Figure 3–4. Sample format for report of board proceedings—Continued

b. The president will review the memorandum of board proceedings for accuracy, sign the report, and forward it to the promotion authority.

c. The promotion authority will take one of the following actions and forward the completed results (fig 3–5) to the promotions work center as soon as possible, but no more than 3 duty days after the promotion board adjourns:

(1) Approve or disapprove the report in its entirety. This decision pertains only to the correct constitution and conduct of the board.

(2) If the promotion authority cannot accomplish these actions within 3 duty days after the promotion board adjourns, a memorandum of explanation, signed by the promotion authority, will be attached to the DA Form 3355 citing the specific reason for the delay.

(Type on appropriate headquarters letterhead.)

(Office Symbol) (600-8-19) **(Date)**

MEMORANDUM FOR PROMOTION WORK CENTER

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

Approved (or disapproved) 7 May 2006.

Signature
LISA A. ADCOCK
LTC, MI
Commanding

2 Encls
nc

Figure 3–5. Sample format of memorandum approving/disapproving promotion board proceedings

d. If approved, the promotion authority will authenticate Section D of DA Form 3355 and forward memorandum.

e. If disapproved, the promotion authority will—

(1) Notify the promotion work center and advise each Soldier of the reasons, even if they have departed the organization. This applies to all Soldiers considered by the board, whether or not recommended.

(2) Correct deficiencies and appoint and conduct a new board within 1 week. All Soldiers who appeared before the disapproved board will appear before the new board.

f. Soldiers must obtain a minimum of 450 total promotion points if competing for SSG or 350 total promotion points if competing for SGT in order to be integrated onto the recommended list.

g. Completed board actions will reach the PROM by the 20th day of the board month. Submit promotion point data into the appropriate database as soon as possible, but not later than the 27th of the promotion board month.

h. The date the promotion authority approves the memorandum of board proceedings is the date the Soldier is eligible for list integration.

i. The promotion packet will be kept in the PROM. Documents will not be removed for any reason.

j. DA Form 3355 and promotion board documents of those who did not attain recommended list status will be filed at the BN HR for 2 years and then destroyed.

k. Soldiers not recommended or not attaining enough points to obtain list status will be counseled by the promotion authority and/or the board president. The Soldier and counselor will sign appropriate blocks in Section D of DA Form 3355. If Soldier refuses to sign, the counselor will enter Soldier refuses to sign in the appropriate block.

l. The original memorandum of board proceedings will be retained for 2 years at the BN HR and 3 years in the records holding area (RHA). DA Form 3356 and DA Form 3357 will be filed at the BN HR for 2 years, then destroyed.

m. The recommended list will be retained by the PROM for 2 years.

n. Administrative points will be determined as of and up until the date the board is approved. The promotion authority or PROM may correct all known errors before the memorandum of board proceedings is approved. Once the promotion authority approves the memorandum of board proceedings, changes to the Soldiers recommended score are authorized only based on an approved request for reevaluation or promotion point adjustment.

o. Promotion points are effective on the first day of the second month following approval by the promotion authority and input into the automated system.

3–16. Steps

The steps for processing results of a promotion board are shown in table 3–7.

Table 3–7
Processing results of a promotion board

Step	Work center	Required action
1	BN HR/Soldier	No later than 1 duty day after the promotion board approval, BN HR inputs the Soldiers board points onto the DA Form 3355. Soldier and BN HR verify the input to the DA Form 3355. BN HR prints final DA Form 3355. Soldier reviews and signs.
2	BN HR	Prepare memorandum of board proceedings and provide, along with DA Form 3355, ERB, and additional source documents used to award promotion points, the CDRs recommendations to the BN senior HR specialist for review and validation, who will initial Section C, item 2 under the verified Total Promotion Points Score. The memorandum of board proceedings and DA Form 3355 will then be forwarded to the board president and promotion authority for approval and signature.
3	BN HR	After approval of board proceedings, forward a copy of approved board proceedings and final DA Form 3355 to the servicing no later than the 20th of the board month.
4	Soldier/board president	Board president will counsel Soldier(s) not recommended for list integration on his or her promotion potential weaknesses and obtain Soldiers signature on DA Form 3355 Section D. Board President will also sign section D.
5	BN HR	File original DA Form 3355 on recommended and nonrecommended Soldiers, approved board proceedings and all other promotion source documents for 2 years in the local files and 3 years in the RHA.
6	PROM	Input Soldiers promotion score in automated system within 2 duty days of receipt and provide the BN HR a copy of the updated recommended list no later than the 25th day of the board month.
7	BN HR	Review updated recommended list, resolve any discrepancies, and provide units with a copy of recommended list (with blacken out SSNs) for placement on bulletin board.

Table 3–7
Processing results of a promotion board—Continued

Step	Work center	Required action
9	Soldier	Verify accuracy of recommended list (SSN, RMOS, points and points date), if all information is correct, initial report. If information is incorrect, immediately inform BN HR for error resolution.
10	BN HR	Coordinates with PROM to resolve all discrepancies.

3–17. Department of the Army directed promotion list integration to sergeant and staff sergeant

a. Each month, Active Army Soldiers in all MOSs who meet the following criteria will be automatically integrated onto the SGT and SSG promotion standing lists, provided they are otherwise eligible for promotion consideration despite lacking the actual promotion board appearance as outlined below—

(1) To SGT—

(a) 46 months TIS (to become eligible for promotion at 48 months).

(b) 10 months TIG (to become eligible for promotion at 12 months).

(c) Otherwise not ineligible in accordance with this regulation.

(d) Not otherwise denied by the CDR.

(e) Soldier must have a minimum of 90 days remaining service as of the month of integration onto the recommended list.

(2) To SSG—

(a) 82 months TIS (to become eligible for promotion at 84 months).

(b) 10 months TIG (to become eligible for promotion at 12 months).

(c) Graduate of the Warrior Leaders Course (WLC).

(d) Otherwise not ineligible in accordance with this regulation.

(e) Not otherwise denied by the CDR.

(f) Soldier must have a minimum of 90 days remaining service as of the month of integration onto the recommended list.

b. If the CDR determines that a promotion is to be denied, the unit CDR will take action to deny list integration prior to the 15th of the month the Soldier's name is identified for list integration. Failure to deny integration by the 15th of the month the Soldier attains eligibility will result in the Soldier being integrated onto the promotion standing list. All Soldiers denied list integration will be counseled, in writing, in accordance with the provisions of paragraph 1–26.

c. All Soldiers automatically integrated onto the SGT/SSG recommended list will—

(1) Not have a DA Form 3355.

(2) Have a current APFT and weapons qualification or exception.

(3) Receive the minimum promotion score (350 points for SGT and 450 points for SSG).

(4) Not be eligible for recomputations.

(5) Not be awarded additional points based on the Airborne Promotion Advantage.

d. Soldiers added to the recommended list under this paragraph who desire to receive promotion points based on their actual accomplishments, in accordance with the procedures outlined in this chapter, must be recommended by their chain of command. Soldiers choosing to appear before a promotion board after automatic list integration will follow the procedures for total reevaluation.

e. After board appearance, if the Soldier does not have the minimum points (fewer than 350 points for SGT and 450 points for SSG) required to stay on the standing list but was recommended by the promotion board and the Soldier was automatic list integrated, the Soldier will remain on the list with 350 points or 450 points as appropriate. To add any points, the Soldier must reappear before a promotion board.

f. Soldiers appearing before a promotion board but not recommended for promotion, regardless of whether they were automatic list integrated, will be removed from the promotion standing list and must reappear before a promotion board to regain promotable status.

g. To facilitate the leader development process for Soldiers who were previously denied DA Directed promotion list integration, the Army will automatically re-integrate otherwise eligible Soldiers (para 3–17*a* above) every 90 days following their previous denial. Unit commanders will take action to deny these quarterly integration efforts when Soldier's performance counseling otherwise dictates.

Section VI
Task: Processing Promotion Point Reevaluations

3–18. Rules

a. There are two processes for evaluation: Administrative reevaluations and total reevaluations.

(1) A Soldier who adds 20 or more new points (see para 3–23) as indicated below is considered an administrative reevaluation.

(2) A request to appear before a new promotion board with the criteria listed below is considered a total reevaluation.

b. Soldiers may request administrative or total reevaluation by means of a written memorandum. Soldiers must submit their request within a reasonable amount of time to allow the promotion chain of command sufficient time to process the action.

c. Rules for an administrative reevaluation include the following:

(1) Soldiers who believe they have increased (through self achievement or awards) their latest promotion score by 20 points or more (DA Form 3355, Section A, Item 1, and Section B) may request an administrative reevaluation at any time. Soldier must be in a promotable status.

(2) CDR will sign a memorandum recommending approval or disapproval. Additionally the CDR may increase or decrease the duty performance points.

(3) An administrative reevaluation is simply a recalculation of the administrative points (DA Form 3355, Sections A and B) by the PROM.

(4) Prior to adding new promotion points based on an administrative reevaluation, the promotion clerk will complete a total review of the DA Form 3355 and increase or decrease the military training and duty performance points, if applicable, and remove erroneous and outdated points. The adjusted score will be the score that the Soldier must use to add the new points to. The promotion work center will evaluate the new promotion points and those on the most recent DA Form 3355.

(5) If the administrative reevaluation results in a promotion point increase of 20 or more points over the adjusted score, the PROM will change the Soldier's score and enter the Soldier's new score on the current DA Form 3355 and appropriate database. Each new entry will be annotated with the reevaluation date.

(6) The date the reevaluation occurs is the effective month for the adjusted promotion points.

d. Rules for a total reevaluation are as follows:

(1) A total reevaluation includes the entire process: the CDR's recommendation, promotion board appearance, and administrative points. A new DA Form 3355 will be filled out to calculate promotion points conducted pursuant to a request for a total reevaluation.

(2) The results of a total reevaluation take the place of the previous reevaluation regardless of outcome including Soldiers not recommended by the board during the total reevaluation, or who fail to achieve enough points to attain promotion list status. Soldiers who fail to achieve enough points or are not recommended by the board, will be removed from the current list immediately.

(3) The Soldier's application for a total reevaluation must contain the following statement: I understand that I may lose points and that the results of this reevaluation will take precedence over my current promotion list standing. Additionally, I understand that if the board does not recommend me for promotion or if I do not obtain the minimum required promotion points to maintain promotion list status, I will be immediately removed from the recommended list. This statement will be attached as a separate continuation document to the DA Form 3355; document must be signed by the Soldier and becomes a permanent part of the promotion packet.

(4) The reevaluation date for a total reevaluation will be the date the promotion authority approves the promotion board proceedings.

e. Promotion scores achieved through the reevaluation process are effective for promotion on the first day of the second month following the date the new score is entered into the automated system. A Soldier will not be removed from the current promotion standing list when a decision to pursue a total reevaluation is made. The Soldier remains competitive for promotion using the existing promotion score until the new score is effective.

f. Gaining CDRs of transit Soldiers may elect to award duty performance points or use the previous CDR's evaluation.

g. The PROM will provide the Soldier with a copy of the completed action (DA Form 3355) and computer generated report reflecting the new score and date.

3–19. Steps

The steps for processing promotion point reevaluation are listed in table 3–8.

Table 3–8
Processing promotion point reevaluation and total reevaluation

Step	Work center	Required action
1	Soldier	Soldier must ensure that his or her record is updated prior to requesting a reevaluation/total reevaluation. Request appropriate promotion action.
2	Soldier/Unit	No later than the 10th of the requested month, provide BN HR the necessary documentation to be considered during the reevaluation/total reevaluation process. This includes a memorandum signed by the unit CDR. The memorandum must include the statement no change to duty performance points or the updated duty performance points are_____. Also, it must include the current APFT and Weapons score/date, and all other promotion point source documents to be included as part of the request that are not reflected on the Soldiers ERB.
3	BN HR	For an administrative reevaluation/adjustment continue with step 4 below. For a total reevaluation, follow the steps in table 3–6, and ensure the statement in paragraph 3–19*d*(3) is attached to the DA Form 3355.
4	BN HR/Soldier	BN HR will prepare DA Form 3355 and print a copy of the Soldiers ERB. Soldier and HR specialist will review the DA Form 3355 to ensure that all points for documents submitted are accurately awarded. Print DA Form 3355 and attach ERB, reevaluation memorandum, and additional source documents used to award promotion points. Forward to BN senior HR specialist for verification in Section C(2) of the DA Form 3355. BN HR will forward all documents to the PROM no later than the 20th of the requested month. Retain a copy in Soldiers file for reference and give a copy to the Soldier.
5	PROM	Input Soldiers new promotion score within 2 duty days of receipt no later than the 25th day of the requested month. Provide the BN HR a copy of the updated recommended list no later than the 25th day of the requested month.
6	BN HR	Review updated recommended list, resolve any discrepancies, and provide units a copy of the recommended list (with blackened out SSNs) for placement on the bulletin board.
7	Soldier	Verify accuracy of recommended list (SSN, RMOS, points and points date) if all information is correct. If information is incorrect, immediately inform BN HR for error resolution.

Section VII
Task: Processing Promotion Point Adjustments

3–20. Rules

a. There are two types of promotion point adjustments authorized:

(1) Correction of a mathematical error.

(2) Adding or subtracting administrative points.

b. A mathematical error on DA Form 3355 will be corrected as soon as the error is detected.

c. When adding administrative points effective prior to the date of the last board appearance or administrative/total reevaluation and the source documents were submitted as part of the promotion action but were erroneously omitted from the DA Form 3355 or were unavailable because of deployment.

(1) The adjustments may result in a retroactive promotion.

(2) The adjustment action is limited to the specific points in question (for example, the additional points for completion of civilian education to be supported by a transcript, discovery of an old award, correction to APFT, weapons qualification and so forth). No other points may be added or subtracted.

(3) Adjustments to add points not previously documented will be made during the month the request is received at the PROM, provided it is received in sufficient processing time. The DA Form 3355 currently in effect is the only promotion point worksheet authorized for adjustment.

(4) Adjustments must be supported by official documentation. Additions will become effective on the first day of the second month following the month the data is input into the automated system. Subtractions are effective immediately.

(5) Request for promotion point adjustment will be submitted using a memorandum. The request will list all supporting documents and, if approved, becomes a permanent part of the promotion packet.

d. The personnel detachment (PD) CDR/military personnel division (MPD) chief is the approval authority for adjustments. The request for adjustment, to include the approval document, will be filed as a permanent part of the promotion packet. The original or reconstructed DA Form 3355 will be annotated in red to show the adjusted promotion points and adjustment date.

e. Upon completion, the promotion work center will notify Soldiers in writing of any adjustment to a Soldier's promotion points. The notification will be routed through the Soldier's chain of command and will include, as a

minimum, the reason for the change, the new points, and the effective date of the new points, a copy of the completed action, and computer generated report reflecting the new information.

3–21. Steps

The steps for processing promotion point adjustment are shown in table 3–9.

Table 3–9
Processing point adjustments

Step	Work center	Required action
1	Soldier	Request promotion point adjustment.
2	BN HR	Prepare DA Form 3355.
3	BN Senior HR Specialist/ BN HR	Verify DA Form 3355. Forward verified DA Form 3355 to the promotion work center.
4	PROM	Input Soldiers new promotion score within 2 duty days of receipt and no later than the 25th day of the requested month. Provide the BN HR a copy of the updated recommended list no later than the 25th day of the requested month.
5	BN HR	Review updated recommended list, resolve any discrepancies, and provide units a copy of the recommended list (with blackened out SSNs) for placement on the bulletin board.
6	Soldier	Verify accuracy of recommended list (SSN, RMOS, points and points date) if all information is correct. If information is incorrect, immediately inform BN HR for error resolution.

Section VIII
Task: Adding and Withdrawing Promotion Points

3–22. Processing for adding promotion points

The only processes allowed for adding or subtracting points are administrative reevaluations, total reevaluations, or promotion point adjustments.

3–23. Adding fewer than 20 points for reevaluation on a DA Form 3355

a. Soldiers requesting to add additional promotion points must use a reevaluation memorandum.

b. The PD CDR/MPD chief (RRC/ACOM/ASCC/DRU G–1 for USAR) is authorized to locally approve requests to add less than 20 points only for those Soldiers whose current score is 781 or higher.

c. The PD CDR/MPD chief (RRC/ACOM/ASCC/DRU G–1 for USAR) will approve and sign the request when the Soldier has increased his/her current score by at least one-third (rounding down to the nearest whole number) of the remaining point total needed to achieve 800 points. The authority to sign these requests will not be delegated.

d. The approved request will become a part of the Soldier's promotion packet, and the new score will become effective on the first day of the second month following the date the new score is entered into the system.

Section IX
Task: Processing Removal from Recommended List

3–24. Rules

a. Soldier must be informed of removal action in writing.

b. Promotion packets of Soldiers who are removed from a recommended list will be retained in the local PROM files for 2 years and in the RHA 3 years.

c. Soldier will be informed through normal channels of removal action in writing not later than 5 duty days after removal.

d. Once the Soldier is removed the action is final.

e. Soldiers will be immediately removed from a recommended list for all conditions listed in table 3–10.

f. The following adverse actions (table 3–10, code D) require removal of a Soldier from a recommended list:

(1) Conviction by court-martial, including summary court-martial.

(2) Nonjudicial punishment imposed under provision of Article 15, UCMJ (not including summarized proceedings), regardless of whether the punishment is suspended.

(3) Initiation of administrative separation proceedings under the provisions of (UP) AR 635–200. Soldiers undergoing medical processing UP AR 635-40 will remain on the recommended list unless separated.

(4) Memoranda of admonition, censure, or reprimand directed to be filed in the Soldier's OMPF UP AR 600–37, chapter 3.

(5) A qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600–20.

Table 3–10
Promotion standing list removal reason codes

Code	Reason
A	Failure to qualify, for cause, for the security clearance required for the MOS in which recommended or competing.
B	Failure to reenlist or extend to meet a service remaining obligation.
C	Enrolled in the Army Weight Control Program in accordance with AR 600–9.
D	Adverse action exists, indicated by a suspension of favorable personnel actions.
E	Soldier signs Declination of Continued Service Statement.
F	Soldier is prohibited from re-enlisting when a local or DA imposed bar is approved after attaining recommended list status.
G	Mandatory reclassification as a result of inefficiency or misconduct.
H	Release from active duty or enlisted status (Warrant Officer Candidate Course (WOCC) or Officer Candidate School (OCS)).
J	Dropped from the rolls as a deserter.
K	Failure to maintain the minimum promotion points required to compete. (a) The promotion work centers are authorized to submit as an exception to policy request for retroactive list integration for Soldiers who were boarded while deployed that did not obtain the minimum 350 total promotion points for SGT and 450 points for SSG when promotion documents (dated prior to board date) were unavailable. (b) This request must be submitted within 90 days of Soldiers redeployment.
L	Denied a waiver to reenlist.
M	When the promotion authority determines that the Soldiers promotion packet contains fraudulent documents.
P	Soldier fails to complete training required for MOS for cause or academic reasons.
Q	Failure of record APFT.
R	When the promotion authority has approved removal board recommendation that the Soldier be removed from a recommended list.
S	Erroneous selection (that is, did not meet one or more of the eligibility criteria).
T	Reduction in grade.
U	Soldier refuses (in writing) to attend the required NCOES course (when a SGT(P) or conditionally promoted SSG fails to complete WLC within 270 days postdeployment).

3–25. Steps

The steps for removing a Soldier from a recommended list are listed in table 3–11.

Table 3–11
Removing a Soldier from a recommended list

Step	Work center	Required action
1	UNIT	CDR, when applicable, request removal of Soldier from the recommended list.
2	BN HR	Receives request, verifies conditions for removal have been met, and determine need to conduct removal board.
3	PROM	Receive approved removal documentation from promotion authority as applicable.
4	PROM	Submit applicable transaction(s) to remove Soldier from the recommended list and, if applicable, the by-name list.
5	PROM	Provide a copy of approved removal documentation to BN HR.
6	BN HR	File copy with recommended list.
7	BN HR	Notify Soldier in writing of action no later than 5 duty days.

Table 3–11
Removing a Soldier from a recommended list—Continued

Step	Work center	Required action
8	BN HR	Review the next recommended list to ensure it does not reflect the Soldier's name.

Section X
Task: Conducting a Removal Board for Soldiers on Recommended List

3–26. Rules

a. CDRs may conduct removal boards when a Soldier's substandard performance or inefficiencies warrant.

b. CDRs will give Soldier written notification of the removal board at least 15 duty days prior to the date of the board.

c. The board will be composed of unbiased members (see criteria in paras 3–13*a, b, d, e, h,*and *i).*

d. The recorder will arrange for any reasonably available witness the Soldier wishes to call on his or her behalf.

e. Copies of all written affidavits and depositions of witnesses who are unable to appear before the board will be furnished to the Soldier and board members.

f. The following are rights of the Soldier, who may—

(1) Decline, in writing, to appear before the board during any or all-open proceedings.

(2) For cause, challenge any member of the board.

(3) Request any reasonably available witness whose testimony he or she believes to be pertinent to the case. The Soldier will state in his or her request the type of information the witness will provide.

(4) Present written affidavits and depositions of witnesses who are unable to appear.

(5) Elect to remain silent, to make an unsworn or sworn statement, or be verbally examined by the board.

(6) Question any witness appearing before the board.

g. Failure of a Soldier to exercise his or her rights will not negate the board's proceeding, findings, or recommendations.

h. The president of the board will ensure that enough testimony is presented to enable the board members to—

(1) Fully and impartially evaluate each case and arrive at a recommendation.

(2) Prepare a report, in writing, of the board proceedings and submit it to the promotion authority.

i. The promotion authority will approve or disapprove the board recommendation and provide a copy to the Soldier. The promotion authority may direct a new board if—

(1) An error in the conduct of the board has a material adverse effect on an individual's substantial rights (if the error cannot be corrected without prejudice to the Soldier).

(2) The board failed to consider all available evidence in the case.

j. If the promotion authority disapproves the board recommendations, he/she will state in writing the reason for disapproval.

k. The promotion authority may lessen but not increase the severity of the boards decision.

l. AR 15–6 does not apply to removal boards.

3–27. Steps

The steps for conducting a removal board for Soldiers on a recommended list are listed in table 3–12.

Table 3–12
Conducting a removal board for Soldiers on a recommended list

Step	Work center	Required action
1	UNIT/BN HR	CDR requests removal of Soldier from recommended list.
2	BN HR	Receives requests and verifies conditions for removal board have been met.
3	UNIT	CDR notifies Soldier in writing at least 15 duty days prior to the date of the board.
4	BN HR	Conduct removal board if required. Promotion authority approves board findings.
5	BN HR	Forward a copy of removal board proceedings to promotion work center by memorandum. File original in local files for 2 years and RHA for 3 years.
6	PROM	Review action for compliance.
7	PROM	Submit applicable transaction(s) to remove Soldier from recommended list.
8	PROM	Files approved board proceedings in functional files for 2 years and RHA for 3 years.

Table 3–12
Conducting a removal board for Soldiers on a recommended list—Continued

Step	Work center	Required action
9	PROM	Inform Soldier within 5 duty days, in writing, of results.

Section XI
Task: Reinstating Soldiers to Recommended List

3–28. Rules

a. A Soldier promoted in error to the grade of SGT or SSG from a recommended list will, if otherwise qualified, be reinstated to the list at the same time the order is revoked and treated as if never promoted.

b. A Soldier removed from a list and later completely exonerated from the reason that caused the removal will be reinstated. To be completely exonerated, the action that caused the initial removal must have been erroneous or should not have been imposed so that the Soldier is free of any wrong doings or accusation.

c. If however, the Soldier was eligible for promotion prior to reinstatement, the DOR and effective date will be the date of original eligibility.

3–29. Steps

The steps for reinstating Soldiers to a recommended list are listed in table 3–13.

Table 3–13
Reinstating Soldiers to a recommended list

Step	Work center	Required action
1	UNIT	Send request to BN HR.
2	BN HR	Promotion authority approves or disapproves reinstatement to the recommended list.
3	BN HR	Send approval or disapproval to promotion work center.
4	PROM	Submit applicable transactions.
5	PROM	Print recommended list.
6	PROM	Verify recommended list.
7	PROM	Attach documentation to promotion packet.
8	PROM	Maintain disapproval in local files for 2 years and 3 years in RHA.

Section XII
Task: Processing Monthly Headquarters, Department of the Army Promotion Point Cutoff Scores/ Promotion Selection By-Name List

3–30. Rules

a. This task contains eligibility for promotion of Soldiers to the grade of SGT and SSG made against monthly promotion cutoff scores and the promotion selection by-name list.

b. Soldiers will be eligible for promotion on the first day of the second month following the selection month (for example, a Soldier selected by a promotion board in January 2005 will become eligible for promotion on 1 March 2005).

c. If a Soldier is promoted late, use procedures in paragraph 1–13.

d. All pay, allowances, and entitlements start on the effective date of the promotion.

e. This task and the HRC–Alexandria monthly letter (see HRC–St. Louis Web site for USAR, www.hrc.army.mil/site/protect/Reserve/Soldierservices/pb/agr-SSGCutoffs.htm) that announces the promotion point cutoff scores and any other authority that authorized the promotion will be included in the promotion order.

f. DOR, unless otherwise specified in this regulation, will be the same as the effective date of promotion. If the promotion was delayed because of an administrative error, the DOR will be the effective date that the promotion should have occurred. The promotion work center will contact the CDR, HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–AR) for USAR) for promotions delayed more than 90-days.

g. Promotions are authorized only during the month for which the cutoff score is met. Exceptions are as follows:

(1) Delay of promotion due to suspension of favorable actions (see para 1–11).

(2) Promotions made upon arrival at a gaining organization.

(3) When Soldier has not met the NCOES requirement.

(4) Pending required security clearance for promotion MOS.

h. The exception authorities for authorizing promotions other than in the month for which the cutoff scores is met are as follows:

(1) DCS, G–1 (DAPE–MPE) for all USAR.

(2) CDR, HRC–Alexandria:

(a) Off line promotions.

(b) Erroneous promotions.

(c) Outdated promotions (over 2 years).

(3) Commanders of organizations authorized a CDR in the grade of COL or higher.

(a) Late promotion input.

(b) Erroneous point determination.

(c) Late signature date.

(d) Lost promotion packet.

(e) Outdated APFT.

(f) Erroneous board appearance.

(g) Erroneous PMOS/RMOS.

(h) Automatic list integration omissions.

(i) Erroneous removals.

(4) CDR, HRC for all others.

i. When a Soldier's promotable status cannot be verified in accordance with paragraph 3–5, the promotion will be held in abeyance until a determination is made but not more than 90 days. Soldiers whose promotion cannot be validated within 90 days will be removed from the promotion selection by-name list and must appear before a promotion board to again gain recommended list status.

3–31. Steps

The steps for processing monthly HQDA promotion point cutoff scores and by-name list are listed in table 3–14.

Table 3–14
Processing monthly Headquarters, Department of the Army promotion point cutoff scores and by-name list

Step	Work center	Required action
1	PROM	Receive cutoff scores from HRC–Alexandria (HRC–St. Louis for USAR).
2		Identify eligible Soldiers (see by-name list).
3		Verify eligibility in accordance with paragraph 3–10*b*, table 3–4.
4		Publish promotion orders for qualified Soldiers.
5		Submit promotion GRCH transactions.
6		Forward copy of promotion orders to OMPF and forward copy to Soldier's BN HR. Upon promotion to SGT attach all promotions documents for SPC and below and give them to the Soldier. Forward copy of promotion orders for filing on PERMS.
7	BN HR	Receives promotion orders from promotion work center.
8		Verify promotable status. Notify promotion work center if nonpromotable.
9		Prepare promotion certificates.
10		Forward promotion documents to unit.
11		Update BN HR files.
12	PROM	Print promotion recommended and by-name lists to ensure GRCH transactions have processed.

Section XIII
Task: Processing Service Remaining Requirements

3–32. Rules

a. The service remaining requirement is 12 months for promotion to SSG.

b. Service remaining requirement will be computed from the effective date of promotion or from the day following the closing date of a DA Form 268 that is closed unfavorably.

c. If otherwise eligible, Soldiers in the categories listed in paragraph 3–32*c*(1) through (5) may be promoted without regard to service remaining requirement:

(1) Soldiers whose active service would exceed the retention control point (RCP) for grade and/or citizenship. In those cases, Soldiers will be required to extend the number of months needed to reach the retention control point.

(2) Those whom HQDA (HRC–St. Louis for USAR) promotes when the status is missing in action, captured, or detained.

(3) Very seriously ill Soldiers.

(4) Those whose extended expiration term of service (ETS) would be after age 62 (60 for USAR) is attained if required to meet the required service requirement. In those cases, Soldier will be required to extend through the end of the month in which the sixty-second (sixtieth for USAR) birthday occurs.

(5) Those who would lose eligibility to reenlist in their selective reenlistment bonus (SRB) MOS, or who lose entitlement to all or a portion of SRB if required to extend their current term of service or reenlist at their current grade to meet the service requirement. However, those Soldiers must commit to reenlist on their ETS in writing, by the last day of the promotion month (fig 3–6).

(Type on appropriate headquarters letterhead)

(Office symbol) (600-8-19) **June 20, 2005**

MEMORANDUM FOR SGT Joyce Jones, 000-00-0000, Co A, 109th MI BN

SUBJECT: Service Requirement for Promotion

1. It is my intention to promote you to staff sergeant on 1 July 2005 in accordance with authority contained in memorandum, AHRC-MSP-E, dated 10 June 2005, DA Promotion Point Cutoff Scores for 1 July 2005 and Junior Enlisted Issues. The provisions of AR 600-8-19, chapter 3, preclude your promotion unless you are obligated to serve on active duty until at least 30 June 2006. Your records show your expiration term of service to be 28 October 2005.

2. You may satisfy the service requirement by reenlisting or extending your enlistment on active duty. You must immediately contact SGM Joseph Lozano, Building 58, 222-2222, for information on the advantage(s) of each course of action and details on the options available to you at this time. As soon as I am informed that you have taken action to obligate yourself to serve on active duty until at least 30 June 2006, I will direct your promotion to staff sergeant.

3. If you reenlist or extend on or before 1 July 2005, your effective date of promotion will be 1 July 2005. If you reenlist or extend after 1 July 2005, your effective date of promotion will be the date of your reenlistment or extension.

4. You should be aware, however, that I am authorized to promote you only during July 2005 and must therefore be notified before 31 July 2005 that you have incurred the appropriate service requirement. Should you not become obligated, I must remove your name from the recommended list for promotion to SSG as of 1 August 2005. If this is done, you will not be reinstated to the list or promoted on the basis of your current recommended status.

Signature
LISA A. ADCOCK
LTC, MI
Commanding

CF:
PSB
Career Counselor
Cdr, Co A

Figure 3–6. Sample format for notification of service remaining requirement for promotion

d. When monthly promotion point cutoff scores announcement and SGT/SSG promotion selection by-name lists are received from HRC–Alexandria (HRC–St. Louis for USAR), promotions work center will identify and verify those who are eligible for promotion and who do not meet the service remaining requirement. The promotion work center will establish the suspense date.

e. The promotion authority will notify the Soldier in writing—

(1) That promotion may be only during the month for which the cutoff score is met.

(2) That Soldiers will seek detailed information promptly on available benefits and options from the local career counselor.

(3) Of the established suspense date by which he/she must incur obligated active service for promotion.

f. The PROM will publish promotion orders promptly, but not earlier than the effective month, when evidence is received (reenlistment or extension document) that the service remaining requirement has been met. The effective date and DOR will be the date of reenlistment or extension, provided otherwise qualified.

g. A Soldier's separation from the service before fulfilling the service remaining requirement does not invalidate the promotion if the service requirements were met at the time of promotion.

3–33. Steps

The steps for processing service remaining requirements are listed in table 3–15.

Table 3–15
Processing service remaining requirements

Step	Work center	Required action
1	PROM	Receives cutoff scores and by-name list from HRC–Alexandria (HRC–St. Louis for USAR).
2	PROM	Identify eligible Soldiers.
3	PROM	Verify remaining service requirement.
4	PROM	Notify promotion authority of service remaining requirement and set suspense date for Soldier to comply.
5	BN HR	Notify Soldier of service remaining requirement for promotion. See rules for promoting Soldiers who may be promoted regardless of service remaining requirement.
6	PROM	a. Receive extension/reenlistment documentation. b. Verify if Soldier is eligible to take action to meet the SRR with servicing Career Counselor. c. If Soldier is ineligible to reenlist or extend to meet the SRR the promotion work center will remove the Soldier's name from the recommended and by-name lists. Prior to removal see exceptions to SRR.
7	PROM	Go to table 3–14, step 4, and continue with process.

Section XIV
Task: Preparing Promotion Packet for Transfer at Permanent Change of Station (Out-Processing)

3–34. Rules

a. The promotion packet is designated as a transfer document which moves with the Soldier upon permanent change of station (PCS).

b. If the Soldier's verified current promotion points are not reflected on the recommended list during the month of PCS, the promotion work center will immediately post to the automated system. A copy of the promotion point update screen will be placed in the Soldier's promotion packet. If the promotion work center cannot post the promotion points to the automated system, a statement will be issued by the promotions work center to verify the Soldier holds valid list status and will include the total promotion points and points date.

c. The promotion packet as described in this chapter will, after being physically inventoried and verified with the Soldier as complete, be sealed in an envelope by the promotions work center clerk. The promotions work center/IOPR clerk will ensure that there is a block for the promotion packet on DA Form 137–2 (Installation Clearance Record) and initial that block. The envelope will be given to the Soldier.

d. The Soldier will initial the appropriate block of DA Form 5123 (In-and Out-Processing Records Checklist) verifying receipt of a complete promotion packet. A copy of DA Form 5123 will be retained by the in/out processing work center for 1 year to ensure an audit trail.

3–35. Steps

The steps for preparing promotion packets for transfer at PCS (out-processing) are listed in table 3–16.

Table 3–16
Preparing promotion packets for transfer at PCS (out-processing)

Step	Work center	Required action
1	PROM	Ensure promotion packet is reviewed with the Soldier.
2	PROM	File a copy of the current recommended list/screen print or statement verifying recommended list status in the promotion packet.
3	PROM	File promotion packet in an envelope.
4	ENRC	Forward MPF or packet to out-processing station.

Section XV
Task: Processing Promotions Upon Arrival at Gaining Organization (In-Processing)

3–36. Rules

a. During in-processing, the officer in charge of promotions will determine whether the Soldier qualifies for promotion or will be added to the recommended list.

b. If otherwise qualified, Soldiers on the recommended list who meet a promotion point cutoff score while in transit will be promoted during in-processing.

c. Recommended List status must be verified. Verification requires a promotion packet by-name list and cutoff scores.

d. When the month of promotion is later than that in which the Soldier first qualified and delay is solely due to being intransit, the DOR and effective date of promotion will be the date the promotion would have occurred had the Soldier not been in an in-transit status.

e. The PROM will have special instructions on the promotion instrument indicating the promotion was delayed solely due to the Soldier being in an in-transit status.

3–37. Steps

The steps for processing promotions upon arrival at a gaining organization upon in-processing are listed in table 3–17.

Table 3–17
Processing promotions upon arrival at a gaining organization (in-processing)

Step	Work center	Required action
1	IOPR	Verify Soldier is on a valid recommended promotion list and eligible for promotion or integration onto a list.
2		Integrate Soldier to recommended list if he or she has not met a promotion point cutoff score.
3		Submit applicable transaction to integrate Soldier on the recommended list or promote Soldiers who met, or exceeded a cutoff score while in transit, whose names appear on the by-name list.
4	IOPR	Submit applicable transactions to update Soldier's promotion points.

Section XVI
Task: Processing Promotion Packet at In-Processing

3–38. Rules

a. During in-processing, the promotion work center that supports the gaining promotion authority will place a Soldier's name on the current recommended list based on the promotion packet. A recommended list or promotion point input screen-print published no later than the month of the Soldier's departure from the losing command, reflecting the most current points will be included in the packet (For USAR, check the HRC–St. Louis Web site to ensure Soldiers name appears).

b. If a promotion packet is not available, the Soldier's name will not be placed on the recommended list of the gaining command. (For USAR, if Soldiers name does not appear, contact HRC–St. Louis (AHRC–AR).)

(1) The gaining command must take prompt action to request missing documents from the Soldier's former command.

(2) If the promotion packet cannot be obtained, but promotion board proceedings or the original initial DA Form 3355 signed by the promotion authority is available and the Soldier's losing command can verify recommended list status, then the promotion work center may reconstruct the Soldier's promotion packet and integrate the Soldier onto the list.

c. Soldiers whose promotion packet was lost and cannot be reconstructed within 90 days of arrival in command must appear before a promotion board to gain valid recommended list status. The promotion work center will notify the promotion authority, in writing, of the suspense date after the Soldier's arrival in the command.

3–39. Steps

The steps for processing promotion packet at in-processing are shown in table 3–18.

Table 3–18
Processing promotion packet at in-processing

Step	Work center	Required action
1	IOPR	Verify recommended list status.
2	IOPR	Submit promotion GRCH or promotion points transaction, if applicable.
3	IOPR	File promotion packet in MPF.

Section XVII
Duty Performance and Board Points

3–40. Duty performance points

Duty performance points are awarded by the Soldier's immediate CDR on DA Form 3355.

3–41. Board points

Board points are awarded on DA Forms 3356 by each voting member. These points are consolidated on DA Form 3357 by the board recorder. The average of the total points on DA Form 3357 is entered on DA Form 3355. Points with fractions will be rounded down.

Section XVIII
Administrative Points

3–42. Military training

a. Weapons qualification will comprise the most recent qualification score (but not older than 24 months) with individual assigned weapon.

(1) The most recent qualification will be used. However, if the Soldier fails to qualify through his or her own fault, the promotion work center will withdraw points reflected in Section A, Item 1b. When the Soldier qualifies, he or she may add the promotion points through reevaluation process. Qualification score will be provided by the CDR. If individual weapon qualification cannot be provided by the CDR and verifying information is not available, zero promotion points will be awarded.

(2) A Soldier's individually assigned weapon will normally be the M16A2 rifle; however, it may be another individually assigned weapon when duty requires (for example, 45 or 38 caliber pistol for military police). The CDR's decision applies.

(3) Weapons qualification charts are shown in table 3–19. Soldiers assigned to an organization without weapons can use their latest qualification. However, once assigned to an organization with weapons, the Soldier will have 12 months to qualify or lose the points. The promotion work center will annotate the promotion packet of Soldiers in this category. (HRC–Alexandria (HRC–St. Louis for USAR) will advise promotion work center of other weapons authorized for qualification with charts not referenced below.)

Table 3–19
Weapons qualification

DA Form 3595–R (Record Fire Scorecard (LRA)	DA Form 85–R (Scorecard for M249, M60/M240B Machine Guns) M249 MG proposed	DA Form 85–R M240B, M60, M249 proposed	DA Form 5790–R (Record Firing Scorecard –Scaled Target Alternate Course) (M16)	DA Form 88–R (Combat Pistol Qualification Course Scorecard) (pistol)	DA Form 5704–R (Alternate Pistol Qualification Course Scorecard)	DA Form 7304–R (Scorecard for M249 AR) M249 AR	CID Form 85 (practical pistol)	FLVA FORM 19–10 (MP Firearm Qualification Course)
40=50	201=50	227=50	40=50	30=50	40=50	106=50	300=50	50=50
39=49	199=49	225=49	39=49	29=49	39=49	105=49	295=49	49=48
38=48	197=48	223=48	38=48	28=48	38=48	104=48	290=48	48=46
37=47	195=47	221=47	37=44	27=44	37=46	102=47	285=46	47=44
36=46	193=46	218=46	36=40	26=40	36=44	100=46	280=45	46=41
35=43	189=45	215=45	35=37	25=37	35=42	96=45	275=41	45=39
34=40	186=43	212=43	34=34	24=34	34=40	94=43	270=40	44=36
33=37	182=41	209=41	33=30	23=30	33=38	90=41	265=37	43=34
32=34	180=39	206=39	32=26	22=26	32=36	89=39	260=35	42=31
31=31	178=36	203=36	31=24	21=24	31=34	87=36	255=33	41=29
30=28	176=33	201=33	30=22	20=22	30=31	85=33	250=32	40=26
29=26	174=31	198=31	29=20	19=20	29=29	83=31	245=30	39=24
28=24	172=29	196=29	28=18	18=18	28=26	81=29	240=28	38=21
27=22	170=25	193=25	27=16	17=16	27=23	80=25	235=26	37=19
26=20	168=24	191=24	26=14	16=14	26=20	79=24	230=24	36=16
25=18	166=23	188=23			25=17	77=23	225=22	35=14
24=16	164=20	186=20			24=14	75=20	220=18	
23=14	161=17	183=17				73=17	215=16	
	158=14	180=14				70=14	210=14	

b. Physical fitness test (situps, pushups, and 2-mile run) must be done according to applicable regulations and field manuals. To qualify for promotion points, a Soldier must attain a minimum score of 60 points on each event. Each waived event (due to profile) will be granted 60 points.

(1) *Permanent profiles.*

(a) Those Soldiers with permanent physical profiles for the sit-up and/or push-ups events will be granted 60 points for each event waived and use the actual score for each event taken and must qualify on the 2-mile run or approved alternate test according to FM 21–20.

(b) Effective 1 April 1995, Soldiers taking an alternate event for the 2-mile run and receiving a passing score receive a score for that event equal to the average of the scores for the other two events.

(2) *Temporary profiles.*

(a) Soldiers with a temporary profile that prohibits taking one or more events of the APFT will use their current APFT score provided it is not more than 1 year old at the time of the promotion point computation and the Soldier was not afforded the opportunity to take an APFT or an authorized alternate test.

(b) If the Soldier was afforded the opportunity and failed, or through his or her own negligence (as determined by the unit CDR) failed to take the test, the Soldier will lose the APFT points.

(3) *APFT chart.* This is shown in table 3–20.

Table 3–20
APFT

APFT score	Promotion points		
300=50	289 - 288=39	263 - 261=27	223 - 220=15
299=49	287 - 286=38	260 - 258=26	219 - 216=14
298=48	285 - 284=37	257 - 255=25	215 - 212=13
297=47	283 - 282=36	254 - 252=24	211 - 208=12
296=46	281 - 280=35	251 - 249=23	207 - 204=11
295=45	279 - 278=34	248 - 246=22	203 - 200=10
294=44	277 - 276=33	245 - 243=21	199 - 196=9
293=43	275 - 274=32	242 - 240=20	195 - 192=8
292=42	273 - 272=31	239 - 236=19	191 - 188=7
291=41	271 - 270=30	235 - 232=18	187 - 184=6
290=40	269 - 267=29	231 - 228=17	183 - 180=5
	266 - 264=28	227 - 224=16	179 - 0=0

3–43. Awards, decorations, and achievements (permanent awards)

Multiply the number of points authorized by the number of awards received.

a. Awards.

(1) Soldier's Medal or higher award, 35.

(2) Bronze Star Medal, 30.

(3) Purple Heart, 30.

(4) Defense Meritorious Service Medal, 25.

(5) Meritorious Service Medal (MSM), 25.

(6) Air Medal, 20.

(7) Joint Service Commendation Medal, 20.

(8) Army Commendation Medal, 20.

(9) Joint Service Achievement Medal, 15.

(10) Army Achievement Medal (AAM), 15.

(11) Good Conduct Medal, 10.

(12) Army Reserve Component Achievement Medal, 10.

(13) Armed Forces Reserve Medal, 10.

(14) Southwest Asia Medal, 3 (maximum points, 12). Points are based on a 30-day period and only points for Operations *Desert Shield/Storm* and *Provide Comfort* (1990 to 1994) are authorized. Soldier must have served at least 90 consecutive days. The ERB is the source document.

b. Badges.

(1) Combat Infantry Badge, 15.

(2) Combat Field Medical Badge, 15.

(3) Combat Action Badge, 15 (15 additional points will be awarded for each subsequent award).

(4) Expert Infantry Badge, 10.

(5) Expert Field Medical Badge, 10.

(6) Basic US Army Recruiter Badge, 20 (maximum points, 50) (each subsequent award—that is, Gold Achievement Star, Gold Recruiter Badge, Sapphire Achievement Star—receives 10 points).

(7) Ranger Tab, 10.

(8) Special Forces Tab, 10.

(9) Sapper Tab, 10.

(10) Drill Sergeant Identification Badge, 20 (maximum points, 50) (additional 10 points for company or higher level drill sergeant of the cycle).

(11) Parachutist Badge, 5.

(a) Awards of higher skill badge count as subsequent awards and will receive points. For example, a Soldier awarded the Senior Parachutist Badge and the Parachutist Badge will be credited with two parachutist badges (10 points).

(b) Soldiers who have been awarded the parachutist badge, are currently serving in an approved tables of organization and equipment (TOE)/table of distribution and allowances (TDA) or paid parachutist position and are entitled to receive incentive pay for parachute duty will be awarded extra points as follows: Parachutist, 20 points; Senior, 25 points; Master, 30 points.

(c) Soldiers who receive additional points under these provisions and whose status is terminated either voluntarily or for cause will be subject to an immediate adjustment of their promotion points.

(d) For Soldiers who are reassigned, the following actions will be taken:

1. Losing CDR will ensure the promotion points are reduced prior to departure (this can be accomplished during out processing).

2. The officer in charge of in-processing will ensure that if the Soldier is assigned to an airborne position, the promotion points are increased. This will be accomplished during in-processing.

(12) Parachute Rigger Badge, 5.

(13) Divers Badge, 5.

(14) Explosive Ordnance Disposal Badge, 5.

(15) Pathfinder Badge, 5.

(16) Aircraft Crewman Badge, 5.

(17) Nuclear Reactor Operator Badge, 5.

(18) Driver or Mechanic Badge, 5 (maximum 5 points).

(19) Air Assault Badge, 5.

(20) Campaign Service Star, 5.

(21) Tomb Guard Identification Badge, 5.

c. Achievements. The board proceedings, award certificate, or DA Form 1059 (Service School Academic Evaluation Report) may be used as source documents:

(1) Soldier/NCO of the Quarter, BDE Level, 10.

(2) Soldier/NCO of the Quarter, Installation/Division, 15.

(3) Soldier/NCO of the Year, Major Army command, 25.

(4) Distinguished Honor Graduate, 15.

(5) Distinguished Leadership Award, 10.

(6) Commandant's List, 5.

d. The Good Conduct Medal. The Good Conduct Medal ending date (period of service) will be used to determine eligibility for promotion points. The ending period on the order will be used to determine eligibility for promotion points on all remaining awards (for example, Army Achievement Medal, Army Commendation Medal, and Meritorious Service Medal).

e. Foreign awards. Promotion points are not authorized for foreign awards, decoration(s) or badges.

f. Awards and decorations earned in other U.S. uniformed services. Awards and decorations earned in other U.S. uniformed services receive the same points as corresponding/equivalent Army awards.

g. DA Form 2442 (Certificate of Achievement). This is awarded by CDRs/deputy CDRs serving in positions authorized the grade of LTC or higher or any general officer. CSMs at the brigade level may award certificates of achievement, 5 (maximum 20 points).

3–44. Military education

a. Promotion points will be awarded based on the following criteria:

(1) *NCOES course.* Completion of WLC merits 16 points. Points are authorized for WLC equivalency based on the courses approved by HRC–A NCOES Branch. Equivalency must be granted prior to awarding promotion points. Completion of BNCOC merits 40 points, regardless of a Soldiers MOS. For Soldiers with multiple BNCOCs, 40 points are awarded for the most recently completed BNCOC course and 4 points per week are awarded for any additional BNCOC courses completed. All phases of BNCOC must be completed prior to awarding promotion points.

(2) *Ranger and Special Forces qualification courses.* Four points per week are awarded for Ranger and Special Forces Qualification courses. All phases of the courses must be completed prior to awarding promotion points.

(3) *All other military resident training courses.* For training, 4 points per week or 4 points for each 40 hours of training are awarded. However, when a Soldier has two or more copies of DA Form 87 (Certificate of Training) (must be signed by a LTC or above) that indicate fewer than 40 hours, the forms may be combined. If the total is 40 or more, promotion points will be granted. Promotion points are authorized for all courses coordinated, consolidated and conducted at battalion level or higher. This includes resident National Cryptological School (NCS) Courses, and Army Community Service courses approved for promotion points. Refer to DA PAM 351–4 for active component schools duration and to www.perscomonline.army.mil/select/NCSCourseList.xls for resident and nonresident NCS courses.

(4) *Military correspondence courses and computer-based training (e-learning courses).* For each 5 credit hours completed, 1 promotion point is awarded. This includes nonresident NCS courses. To determine promotion points, total

the credit hours completed then divide by 5. The result is the number of promotion points to be awarded; fractions will be dropped. Course completion with credit hours must be reflected in ATRRS prior to awarding promotion points.

(5) *Armor certification.* Fifty promotion points for military education are authorized for successful completion of the level II CDR certification test (TCCT–II and SCCT–11). This test will serve as the proponent certification for MOS 19D, 19E and 19K.

b. The following courses are not valid for the awarding of promotion points under military education:

(1) Completion of BCT, AIT, and new equipment training.

(2) ASI, SQI, or language identification codes (LIC) course required to hold qualification in or be awarded an MOS.

(3) ASI, SQI, or LIC received because of MOS restructuring instead of successful completion of the required course.

(4) Attendance at the USMAPS or the United States Military Academy.

(5) On-the-job training and on-the-job experience, including Sergeants Time Training.

(6) OCS, WOC Course, and ANCOC.

(7) Duplicate military correspondence and military education courses (For example, a Soldier attends Combat Lifesaver Course and completes the Army Correspondence Course Program Combat Lifesaver Course. The Soldier receives points for the one completed first.)

(8) Military courses completed in the other Armed Forces that were required to hold qualification in or be awarded a MOS/rate.

(9) Federal Emergency Management Agency courses (see DA PAM 350–59, para 4–54).

3–45. Civilian education

a. Civilian education valid for promotion points. Promotion points are authorized for civilian education conducted at a U.S. Department of Education recognized nationally or regionally accredited institution. Recognized educational institutions are those listed in the American Council on Education (ACE) published Accredited Institutions of Postsecondary Education Guide or those institutions listed on the US Department of Education website at http://ope.ed.gov/accreditation.

(1) *College/university/business/trade schools.* Points are awarded using the Soldier's most current transcript that includes the institution's name and address. The transcript must be in the English language and show the courses taken by title and, if applicable, include course number, (student copies are acceptable). Transcripts showing block credit for military experience and training must be broken down into courses. Grade slips or reports may be used provided they contain the institutions complete mailing address and hours completed. Business/Trade school completion certificates may be used provided the total number of course hours are listed. It is recommended that Soldiers consolidate all credits earned from various crediting sources, for example, national examinations such as The College Level Examination Program tests/Defense Activity for Non-Traditional Education Support (DANTES) tests, or educational institutions onto one transcript. Soldiers that have multiple transcripts may take these transcripts and grade slips to the local education center for assistance. The local education center will provide only an assessment of the total number of non-duplicated postsecondary credit for submission to the unit as the source document to update the Total Army Personnel Database (TAPDB) with the total number of credit hours. The total number of credits an accredited institution grants towards a degree will be the basis for granting promotion points.

(2) *Foreign transcripts.* Soldiers with college credits from foreign colleges or universities (except those countries listed in AR 601–210, paragraph 2–8*i*) must have those credits evaluated by an accredited college/university or one of the agencies listed in the Accredited Institutions of Post-secondary Education Guide published by the American Council of Education or any organization who is a member of the National Association of Credential Evaluation Services.

(3) *Degree completion.* Award 10 promotion points to any Soldier who completes a degree on active duty. If recommended for promotion to SSG, the Soldier must have completed the degree while in the grade of SGT to receive these points.

(4) *College-Level Entrance Program /Defense Activity for Nontraditional Education Support courses.* For College-Level Entrance Program general and subject examinations, Defense Activity for Nontraditional Education Support, Subject Standardized Tests, and American College Test proficiency examinations, 1.5 promotion points per credit hour are awarded. Foreign language for College Level Entrance Program examinations will be awarded promotion points based on the Soldiers total score. The score is then converted to semester hours of credit based on the conversion table listed in the "Explanation of Asterisks" section of the College Level Entrance Program/Defense Activity for Nontraditional Education Support report.

(5) *Technical certifications.* For each TRADOC-approved technical/industry/professional certification earned, 10 promotion points are awarded, not to exceed award for five certifications or 50 promotion points. Recertification will not result in duplicate award of promotion points. Certifications must meet the following requirements to be valid for the awarding of promotion points:

(a) They must be current as required by the certifying authority.

(b) The original certification documents must be provided prior to the awarding of promotion points.

b. Invalid civilian education. Promotion points are not authorized for the following civilian education courses/documents:

(1) Transcripts/courses from nonaccredited education institutions (see para 3–45*a*).

(2) American or Army Council on Education Registry Transcript System transcripts.

(3) Continuing education units.

(4) Foreign transcripts (except from those countries listed in AR 601–210, paragraph 2–8*i*).

(5) Basic Skills Education Program, Advanced Skills Education Program, English as a Second Language and GT Improvement.

c. Calculating points. For the purpose of awarding promotion points, all college credits must be converted to semester hours. For each semester hour of college credit, 1.5 promotion points are awarded. The PROM will total the number of semester hours of college credit earned or converted, then multiply by 1.5. When the total promotion points result in a fraction, the fraction is dropped.

d. Converting quarter and clock hours to semester hours. The following procedures will be used to convert quarter, clock, classroom and contact hours into semester hours for the awarding of promotion points:

(1) *Quarter hours.* To convert quarter hours to semester hours, divide total quarter hours by 1.5, the result is the number of semester hours to be used to calculate promotion points.

(2) *Clock hours.* To convert classroom, clock or contact hours to semester hours, divide the total hours by 16, the result is the number of semester hours to be used to calculate promotion points.

Section XIX
Instructions for completing DA Forms 3355, 3356, and 3357

3–46. Instructions for completing DA Form 3355 (figure 3–1)

The OIC PROM may at any time require the unit or Soldier to obtain additional information when the validity of a document is in question. A new DA Form 3355 (fig 3–1) will be filled out to calculate promotion points conducted pursuant to a request for a total reevaluation. A promotion point adjustment will be made to the current DA Form 3355 under the provisions of paragraph 3–20.

Note. DD Form 214 is a valid promotion point source document.

a. Top of form.

(1) 1. TYPE. Place a check mark in appropriate block.

(2) 2. DATE. Enter date (YYYYMMDD).

(3) 3. NAME. Enter last name, first name, middle initial (or NMI if none).

(4) 3. SSN. Enter complete social security number.

(5) 5. RECOMMENDED GRADE. Enter promotion recommended grade.

(6) 6. ORGANIZATION. Enter current organization recommending Soldier for promotion.

(7) 7. PMOS. Enter promotion recommended MOS. Must be Soldier's PMOS or career progression MOS.

b. SECTION A – RECOMMENDATION.

(1) MILITARY TRAINING (see para 3–44).

(a) 1a. LATEST APFT DATE (YYYYMMDD). Enter the latest APFT date and score as required. Award the appropriate number of promotion points from the APFT scale in this regulation (see table 3–20).

(b) 1b. LATEST WEAPON QUALIFICATION (YYYYMMDD). Enter the latest weapon qualification date, score card used, and the total number of hits. Award the appropriate number of promotion points from the weapons qualification scale in this regulation (see table 3–19).

(c) 1c. POINTS AWARDED. Add items 1a and 1b and enter score.

(d) 1d. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD).

(e) 1e. DA FORM USED.

(f) 1f. TOTAL HITS.

(g) 1g. POINTS AWARDED.

(h) 1h. TOTAL POINTS AWARDED. Add items 1c and 1g.

(2) 2. Duty Performance Evaluation.

(a) 2a through 2e. CDR must enter from 1 to 30 (with 30 being highest) in each category.

(b) 2f. Total points for performance evaluation. Add items 2a through 2e and enter score.

(c) 2h through 2j. Self-explanatory. A complete date must be entered (YYYYMMDD).

c. SECTION B – ADMINISTRATIVE POINTS. Hard copy original documents are required to verify the award of all promotion points unless otherwise indicated. All items in this section must be authenticated by a promotion work center official (SSG/GS–6 or above) prior to initial board appearance or total reevaluation. All entries are deemed permanent once the original document(s) supporting the award of promotion points are presented and authenticated.

These entries will not be removed from the promotion point worksheet unless proven invalid. The promotion work center will list all points even if the Soldier has achieved the maximum in that area.

(1) 1. AWARDS, DECORATIONS, AND ACHIEVEMENTS (see para 3–43).

(a) List all awards, decorations, and achievements individually that the Soldier has earned. All entries for awards and decorations must include award number and order number (example: AAM 2OLC, 97–023). DA Form 638 (Recommendation for Award) or the awards certificate may be used as a source document provided it contains the ending period, the orders number, and the orders date. All achievements must include date awarded (example: Certificate of Achievement, YYYYMMDD; Soldier of the quarter, YYYYMMDD). Award points according to the scale in this regulation.

(b) Enter total points awarded but no more than maximum points allowed (100).

(2) 2. MILITARY EDUCATION. (Date of action vice date of document. If no course or degree date can be determined then the date the document is produced will be utilized) (see para 3–44).

(a) List all resident and correspondence courses the Soldier has completed.

(b) Award promotion points as authorized by this regulation.

(c) Enter the total points awarded but no more than maximum points allowed (200).

(3) 3. CIVILIAN EDUCATION. (Date of action vice date of document. If no course or degree date can be determined then the date the document is produced will be utilized) (see para 3–45).

(a) List all civilian institutions.

(b) Award points as authorized by this regulation.

(c) When calculating number of semester hours use only total hours (round down to nearest whole number). Example if the semester hours on a transcript total 24.5, the Soldier is entitled to 24 hours.

(d) To determine the number of promotion points to be awarded multiply the total combined number of semester hours by 1.5, drop the fraction if any to obtain the number of points earned. (Example: 35 SH x 1.5 equals 52.5. Soldier will be awarded 52 points on DA Form 3355.)

(e) Enter the total points awarded but no more than maximum points allowed (100).

(4) 4, 5, 6, and 7: Self-explanatory.

d. SECTION C – TOTALS.

(1) POINTS GRANTED.

(a) 1a. Total performance evaluation and military training points. Add points from Items 1h and 2f in Section A and enter total points awarded.

(b) 1b. Total administrative points. Add allowable points from Items 1, 2, and 3 in Section B. Enter total.

(c) 1c. Total board points. Enter total board points from DA Form 3357, Item 7.

(d) 1d. Total promotion points. Add points from Items 1a, 1b, and 1c and enter score.

(2) 2. INITIALS OF RESPONSIBLE PSB OFFICIAL. Initials of responsible promotion work center official who must be a SSG/GS6 or above.

e. SECTION D – CERTIFICATION.

(1) 1. Recommendation. Check appropriate blocks.

(2) 2. Attained minimum points. Check appropriate blocks.

(3) 3 through 11. Self-explanatory.

3–47. Instructions for completing DA Form 3356 (figure 3–2)

a. 1. NAME. Enter last name, first name, middle initial (or NMI if none).

b. 2. RECOMMEND GRADE. Enter grade Soldier is being recommended for.

c. 3. RECOMMENDED MOS. Enter MOS Soldier is being recommended in.

d. 4. Board Interview and Points Awarded. Each voting member will decide on the number of points for each of the six categories to award the Soldier. Enter the number of points in the appropriate block and carry over to the right column. Add and enter total.

e. 5. REMARKS. Each voting member will for the purpose of counseling, comment on specific item(s) in which the Soldier appears noncompetitive and/or weak in this section.

f. 6. Check appropriate block.

g. 7. Self-explanatory.

3–48. Instructions for completing DA Form 3357 (figure 3–3)

a. 1. NAME. Enter last name, first name, middle initial (or NMI if none).

b. 2. SSN. Enter social security number.

c. 3. RECOMMENDED GRADE. Enter grade Soldier is being recommended for.

d. 4. RECOMMENDED MOS. Self-explanatory.

e. 5. BOARD MEMBER APPRAISAL WORKSHEET RESULTS.

(1) Board member name. Type or print name of voting member.

(2) Recommended for promotion. Check appropriate block.

(3) Points awarded. Transfer points from DA Form 3356 (Items 4a through 4g) to DA Form 3357 (5A through 5G).

f. Items 6 through 12. Self-explanatory.

Chapter 4
Centralized Promotions (Sergeant First Class, Master Sergeant, and Sergeant Major)

Section I
Managing Centralized Promotions

4–1. Overview

This chapter provides the rules and steps for managing the Centralized Promotion System to SFC, MSG, and SGM for the Active Army and USAR AGR Soldiers.

a. The CDR, HRC–Alexandria (AHRC–MSP–E) (CDR, HRC–St. Louis (AHRC–MSL–E) for USAR) promotes Soldiers to the grades of SFC, MSG, and SGM.

b. A centralized promotion system has been in effect for promotion of enlisted Soldiers since 1 January 1969 for SGM, 1 March 1969 for MSG, and 1 June 1970 for SFC.

c. Selection and promotion authority by HQDA does not deprive local CDRs of the authority to reduce Soldiers in the grade of SFC, MSG, and SGM for inefficiency or conviction by a civil court.

d. Criteria for primary and secondary zones of consideration for each grade will be announced by the CDR, HRC–Alexandria (AHRC–MSP–E) (CDR, HRC–St. Louis (AHRC–MSL–E) for USAR) before each board.

e. Soldiers in the grade of SSG, SFC, and MSG may decline consideration for promotion and (if applicable) attendance at the U.S. Army Sergeant's Major Academy (USASMA).

(1) Declinations exercised by Soldiers will be irrevocable for that board of consideration but will have no impact on future eligibility or selection. Declinations must be received by the announced board convene date.

(2) Soldiers who take no action to decline consideration will be, by default (and provided they are otherwise eligible), considered for promotion.

(3) Soldiers who exercise a declination of consideration will not, under any circumstances, be authorized a future standby advisory board for the board for which they declined consideration.

(4) Statements submitted for the purpose of declining promotion consideration will not be filed in the Soldier's Official Military Personnel File (OMPF).

f. Soldiers serving SRB or enlisted bonus service will not be promoted outside their CPMOS.

g. If the Soldier is in the zone of consideration for an HQDA promotion board, a Complete-the-Record evaluation report may be submitted according to the HRC–Alexandria (HRC–St. Louis for USAR) message announcing the zones.

4–2. Eligibility criteria

The following eligibility criteria must be met before the HQDA board convenes.

a. Soldiers must—

(1) Meet announced DOR and BASD (PEBD for USAR) requirements and other eligibility criteria prescribed by HRC–Alexandria (HRC–St. Louis for USAR).

(2) Have at least 6, 8, or 10 years of total active Federal service (total Federal service for USAR) for SFC, MSG, and SGM, respectively. Must have 8 and 10 years of enlisted service creditable in computing basic pay for promotion to MSG and SGM, respectively.

(3) Be serving on active duty in an enlisted status on convening date of the selection board.

(4) Have a high school diploma or GED equivalent, or an associate or higher degree.

(5) Not be barred from reenlistment under provisions of AR 601–280 or denied continued active duty service under AR 635–200.

(6) Not be ineligible to reenlist because of Declination of Continued Service Statement, retirement, or court-martial.

b. NCOES requirements include the following:

(1) SSG must be a graduate of BNCOC or higher NCOES course in order to be considered for promotion to SFC.

(2) SFC must be a graduate of ANCOC to be considered for promotion to MSG.

(3) A by-name review will be conducted of all Soldiers who do not attain eligibility for promotion consideration because of a lack of NCOES as cited in this paragraph. If, in the determination of the DCS, G–1 (DAPE–MPE–PD), a Soldiers lack of the qualifying level of NCOES as described immediately above is because of the Armys operational environment, an NCOES waiver will be granted, opening the door for promotion consideration. If any Soldier be ultimately selected for promotion as a result of being granted an NCOES waiver, the promotion will be held in

abeyance until the Soldier completes the eligibility-level of NCOES as described within this paragraph. Promotion will be effective the first day of the month following graduation of the requisite course.

c. Soldiers who have been disenrolled from the USASMC for any reason (other than compassionate or medical) are permanently ineligible for promotion consideration to SGM.

d. USAR Soldiers who reach age 55 without NCOES completed for the next higher grade or age 57 with NCOES completed for the next higher grade prior to convening date of the promotion board are ineligible for consideration.

4–3. Promotion boards

a. Selection boards will be composed of at least five members. The board may be divided into two or more panels. Each panel will be composed of at least three voting members, including commissioned officers and senior NCOs.

b. The president of each board will be a general officer. An officer will be appointed to each board to serve as recorder without vote. Female and minority members will be represented if available.

c. The selection board will recommend a specified number of Soldiers by MOS from the zones of consideration who are the best qualified to meet the needs of the Army. The total number selected for each CPMOS is the projected number the Army needs to maintain its authorized-by-grade strength.

d. Soldiers who are not selected for promotion will not be provided specific reasons for nonselection. Soldiers may consult the statistical analysis portion of the promotion list or they may write to the Career Professional Development NCO of their respective branch for an analysis on how to enhance their careers.

4–4. Memorandum of instruction

A separate memorandum of instruction will prescribe reports to be submitted and other administrative details. These documents will be published as enclosures to the memorandum announcing the results of the selection board.

4–5. Personal appearance and written communication

a. No Soldier may appear in person before a DA selection board on his or her own behalf, or in the interest of anyone being considered.

b. Soldiers eligible for consideration may write to the president of the promotion board to provide documents and information drawing attention to any matter concerning themselves that they feel is important to their consideration. Although written communication is authorized, it is only encouraged when there is something that is not provided in the Soldier's records that the Soldier feels will have an impact on the board's deliberations. Correspondence must be received by the date stated in the zone message, will not be the basis for promotion reconsideration, and will not be included in the Soldier's OMPF. Receipt of correspondence will not be acknowledged.

c. Documents authorized for filing in the OMPF will be sent to Commander, U.S. Army Human Resources Command – Indianapolis (HRC-Indianapolis), ATTN: AHRC–EFS, 8899 East 56th St., Indianapolis, IN, 46249–5301 (CDR, HRC–St. Louis (AHRC–AR), 1 Reserve Way, St. Louis, MO 63132–5200 for USAR) as soon as they are generated. Documents already in the OMPF will not be sent.

d. The following documents will not be given to the board and therefore will not be forwarded to HRC–Indianapolis (HRC–St. Louis for USAR).

(1) Correspondence received from anyone other than the Soldier concerned.

(2) Correspondence that criticizes or reflects on the character, conduct, or motives of any other Soldier.

(3) Incomplete appeals such as noncommissioned officer evaluation report (NCOER), academic evaluation report (AER), courts-martial, Article 15, and so on.

(4) Only original NCOERs processed through PROM/MPD that have been received and processed by HRC–Indianapolis will be seen by the board.

e. Memorandums (including all enclosures) seen by a selection board become a matter of record for that board and will not be filed in the OMPF. Nonreceipt of a memorandum by the board president does not constitute grounds for reconsideration by a STAB.

4–6. Board results

HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR) will announce the results of a selection board by command memorandum. The memorandum will include the following enclosures.

a. Memorandum of instruction.

b. Considered/selected list. Names of Soldiers considered for promotion will be placed in alphabetical order. Soldiers who are recommended will be assigned sequence numbers for promotion to SFC, MSG and SGM. Sequence numbers will be based on seniority within each RMOS and will be determined by DOR, then BASD when DOR are the same, then age (oldest first) when DOR and BASD are the same.

c. Profile analysis. This is an analysis of the board results by MOS and CMF. The analysis provides insight into some of the areas that might have influenced the board's decision. The analysis does not include all areas represented in a Soldier's file and considered by the board.

d. Summary of board actions.

4–7. Monthly promotions

a. HRC–Alexandria (HRC–St. Louis for USAR) will determine and announce the total number of promotions to SFC, MSG, and SGM on a monthly basis. The DOR and effective date of promotion will be the same. For Soldiers promoted late use procedures in Chapter 1 of this regulation. Promotion is not valid and will be revoked if a Soldier is not in a promotable status on the effective date. CDRs will advise HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR) when a Soldier is in a nonpromotable status.

b. HRC–Alexandria (HRC–St. Louis for USAR) will publish orders announcing promotions to SFC, MSG, and SGM.

4–8. Service requirement

a. Soldiers promoted to grades SFC, MSG, and SGM will incur a 2-year service requirement. Service requirement will be from the effective date of promotion, unless Soldiers are in one of the following categories:

(1) Eligible for retirement based on RCP for the recommended grade.

(2) Already eligible through prior service for a higher grade at time of retirement.

(3) Age 62 or older (age 60 or older for USAR).

b. Service requirement will begin on the effective date of promotion. Soldiers not having sufficient time remaining must reenlist or decline promotion in accordance with paragraph 1–24 of this regulation.

c. Soldiers selected for promotion will be promoted on the last day of the month before being placed on the retired list if their sequence number has not been reached and they are in one of the following categories:

(1) Will complete 30 years of active Federal service.

(2) Will have reached age 62 (60 for USAR).

(3) Will reach the promotable RCP while on a promotion list.

d. CDRs will advise HRC–Alexandria, (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR) of these Soldiers in time to allow for preparation of promotion orders before the Soldier retires.

e. A promoted Soldier may not, at his or her own request, be reduced to terminate the required service requirement.

Section II
Task: Preboard Processing for Noncommissioned Officers in Zone of Consideration

4–9. Rules

a. Soldier must meet announced eligibility requirements for promotion board consideration.

b. Soldier will review and authenticate his or her Enlisted Records Brief (ERB) information in accordance with procedures outlined in board announcement messages.

c. The OMPF will be reviewed by the Soldier 3 to 6 months prior to board. Documents submitted for correction or additions to OMPF will be submitted through promotion work center (records work center) to Commander, HRC–Indianapolis, ATTN: AHRC–EFS, 8899 East 56th Street, Indianapolis, IN 46249–5301 (CDR, HRC–St. Louis (AHRC–AR), 1 Reserve Way, St. Louis, MO 63132–5200 for USAR).

4–10. Steps

The steps for preboard processing for Soldiers in the zone of consideration are shown in table 4–1.

Table 4–1
Preboard processing of Soldiers in the zone of consideration

Step	Work center	Required action
1	ENRC	Upon receipt of message announcing the zones of consideration, notify BN HR of personnel in the zone of consideration. Provide BN HR with a copy of the zone message.
2	BN HR	Notify Soldiers in the zone of consideration.
3	ENRC	Notify HRC–Indianapolis (HRC–St. Louis for USAR) of ineligible(s) and eligibles not listed on listing of eligible(s).
4	ENRC	Assist Soldier(s) in updating their ERB information in eMILPO as needed.
5	ENRC	With assistance of IOPR, units, and BN HR continue to monitor arrivals and departures for Soldiers who become eligible or ineligible. Notify HRC–Indianapolis (HRC–St. Louis for USAR) as appropriate.

Section III
Task: Processing Promotion List Results and Orders

4–11. Rules

a. CDRs will notify Soldiers of selection or nonselection for promotion.

b. The considered portion of the promotion selection list will be screened to ensure all eligible Soldiers were considered.

c. CDR will notify Soldier selected in MOS requiring acceptance or declination of promotion due to mandatory reclassification.

d. BN HR will notify Soldier of procedures used to request consideration or reconsideration by the STAB, if appropriate.

e. Soldiers not selected for promotion may be assisted by BN HR in writing to the career branch for promotion potential analysis.

f. Documents reflecting a change in a Soldier's promotable status and or PRMOS must be forwarded immediately to HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR).

g. Monthly HRC–Alexandria (HRC–St. Louis for USAR) enlisted promotion orders must be screened to ensure promotable Soldiers designated by sequence number memorandum were promoted.

h. DOR will be the effective date of promotion. If the promotion was delayed due to an administrative error, the DOR will be the effective date that the promotion should have occurred.

i. Documents supporting amendment, revocation, or late promotion orders must be received by HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR), by the end of each month for actions to be included in the promotion orders booklet to be mailed during the following month.

4–12. Steps

The steps for processing promotion list results and orders are listed in table 4–2.

Table 4–2
Processing list results and orders

Step	Work center	Required action
1	PROM	Upon receipt of HQDA selection list, compare list against listing of eligible(s) to ensure that all eligible Soldiers were considered. On release date, comply with standing operating procedures in distributing selection list, letters of congratulations, and so forth.
2		Notify HRC–Alexandria (HRC–St. Louis for USAR) in accordance with this regulation of any eligible Soldier who was not considered for promotion and of any ineligible Soldier who was selected in error.
3	UNIT	Notify Soldier(s) who must accept or decline promotion due to mandatory reclassification.
4	BN HR	Assist Soldiers in requesting consideration or reconsideration for promotion or in requesting a promotion potential analysis from their HRC–Alexandria (HRC–St. Louis for USAR) Career Branch.
5	PROM	Comply with the promotion list memorandum concerning verification of Soldier's promotable status.
6	PROM	Ensure that if a DA Form 268 is initiated on a Soldier on the promotion list, it includes the sequence and promotion MOS.
7	PROM	Upon receipt of initial FLAG, verify if the Soldier is on the promotion list and forward the initial DA Form 268 to HRC–Alexandria, ATTN: AHRC–MSP–E, Alexandria, VA 22332–0443 (HRC–St. Louis (AHRC–MSL–E), 1 Reserve Way, St. Louis, MO 63132–5200 for USAR). If the Soldier has been promoted, forward the initial FLAG requesting revocation of promotion orders.
8	PROM	Forward reclassification orders on Soldiers who are reclassified while on a promotion list.
9	PROM	Screen the monthly sequence number memorandum and by-name list for promotions.
10	PROM	Upon receipt of HRC–Alexandria (HRC–St. Louis for USAR)enlisted promotion orders ensure that all Soldiers identified in the command are in a promotable status. Notify HRC–Alexandria (HRC–St. Louis for USAR) by forwarding appropriate document(s) for nonpromotable Soldiers or Soldiers returning to promotable status.
11	PROM	Reproduce and distribute promotions orders to BN HR.
12	BN HR	Ensure Soldiers to be promoted are counseled concerning the service remaining requirement and the procedures for declining promotion.

Table 4–2
Processing list results and orders—Continued

Step	Work center	Required action
13	BN HR	Prepare certificate of promotion.
14	ENRC	Post appropriate files with promotion data.

Section IV
Task: Processing Request for Standby Advisory Board Consideration

4–13. Rules

a. The DCS, G–1 or designee may approve cases for referral to a STAB upon determining that a material error existed in a Soldier's OMPF when the file was reviewed by a promotion board.

b. For the purpose of this paragraph, HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR) is a designee.

c. Error is considered material when there is a reasonable chance that had the error not existed, the Soldier may have been selected.

d. STABs are convened to consider records of those—

(1) Soldiers whose records were not reviewed by a regular board.

(2) Soldiers whose records were not properly constituted, due to material error, when reviewed by the regular board.

(3) Recommended Soldiers on whom derogatory information has developed that may warrant removal from a recommended list.

(4) Selected for appointment to CSM but were referred by the Command Sergeant Major Review Board because of derogatory information that was identified during the post-board screening process.

(5) Not considered for appointment to CSM only when it was predicated on obvious intent of the Soldier to be considered and clear negligence in the administrative process results in the Soldier's nonconsideration.

e. Soldiers selected by a STAB will be added to the appropriate recommended list and promoted along with their contemporaries when their seniority sequence number is reached.

f. Reconsideration normally will be granted when one or more of the following conditions existed on the Soldier's OMPF at the time it was reviewed by a promotion selection board. Soldiers requesting reconsideration under (2) through (6) below normally will be granted reconsideration only for the most recent board held prior to the Soldier's request.

(1) An adverse NCOER or AER reviewed by a board was subsequently declared invalid in whole or in part and was determined by the SRB to constitute a material error.

(2) An adverse document belonging to another Soldier is filed on the OMPF.

(3) An Article 15 administered on or after 1 September 1979 that was designated for file in the MPF only but was erroneously filed on the OMPF reviewed by the board.

(4) An Article 15 punishment that was wholly set aside before 1 September 1979 and the set aside instrument was not filed on the OMPF.

(5) An Article 15 punishment that was wholly set aside on or after 1 September 1979 was filed on the OMPF when reviewed by the board.

(6) Court-martial orders were filed on the OMPF when the findings were "not guilty."

(7) A document was filed on the OMPF that erroneously identified the nonselect as AWOL or a deserter.

(8) Transcript awarding a degree (for example: AA, BA, BS) was excluded from the records. If the degree was posted to either the OMPF or ERB or was seen in hard copy by the board, a STAB is not authorized. Only college degrees that are awarded by an accredited college or university (shown on official transcript dated prior to the convening date of the board) will be considered. The date of the transcript will not be older than 3 months before the convening date of the board.

(9) Absence of an award of a Meritorious Service Medal or higher (initial award only). If the award was recorded on the OMPF or ERB or was reviewed in hard copy by the board, a STAB is not authorized. The date used for determination of reconsideration will be the date of the order or the ending date, whichever is later, and will not be older than 3 months before the convening date of the board.

(10) An annual or change of rater NCOER that was received at HRC–Indianapolis (HRC–St. Louis for USAR) early enough for processing and filing before the convening date of the promotion selection board that was not reviewed. Seventy-five days are allowed for processing after the through date of the report or the date the promotion work center completes Part I, Section 1, for late reports. NCOERs received at HRC–Indianapolis (HRC–St. Louis for USAR) prior to convening date of the board and was returned to the promotion work center for administrative reasons may be a basis for reconsideration. The NCOER must be for a period of not less than 6 months.

(11) An individual was considered in an MOS or CPMOS that is not the Soldier's normal career progression.

g. The following items do not constitute material error and will not be reasons for reconsideration.

(1) Omission of letters of appreciation, commendation, congratulations, or other similar commendatory correspondence.

(2) Documents that are not derogatory having been filed on the wrong OMPF.

(3) Absence of documents (such as transcripts) written, prepared, or computed following the convening of a board.

(4) Incorrect data on the ERB reviewed by the Soldier prior to the board.

(5) Absence of the ERB.

(6) Absence of official photograph or the presence of an outdated photograph.

(7) Absence of an AER showing completion of an NCOES course.

(8) A complete the record NCOER is an optional report and the absence of this report will not, under any circumstances, be a basis for reconsideration.

(9) Absence of an award for achievement or meritorious service lower than an MSM.

h. All standby requests will be sent through the servicing promotion work center for evaluation.

i. Each case will be evaluated by the servicing promotion work center using the guidelines stated in this section. Cases clearly not meeting these guidelines will be disapproved locally and will not be forwarded to HRC–Alexandria (HRC–St. Louis for USAR).

j. Correspondence such as letters of commendation, appreciation, and documents from third parties will not be forwarded with the request.

k. The request will be sent to Commander, HRC–Alexandria, ATTN: AHRC–MSP–E, 200 Stovall Street, Alexandria, VA 22332–0443 (CDR, HRC–St. Louis, ATTN: AHRC–MSL–E, 1 Reserve Way, St. Louis, MO 63132–5200 for USAR), and will include a certified true copy of the Personnel Qualification Record (PQR) along with the source documents.

4–14. Steps

The steps for processing Standby Advisory Board consideration requests are listed in table 4–3.

Table 4–3
Processing STAB requests

Step	Work center	Required action
1	BN HR	Prepare request for STAB consideration.
2	PROM	Verify eligibility for STAB consideration.
3		Forward request to CDR, HRC–Alexandria: ATTN: AHRC–MSP–E, 200 Stovall St, Alexandria, VA 22332–0443 (CDR, HRC–St. Louis (AHRC–MSL–E), 1 Reserve Way, St. Louis, MO 63132–5200).
4		Receives response from HRC–Alexandria (HRC–St. Louis for USAR) and forwards to BN HR.
5	BN HR	Advise Soldier of results of request.

Section V
Task: Processing Removal from a Centralized Promotion List

4–15. Rules

a. Rules for administrative removals.

(1) CDRs will promptly forward documentation to Commander, HRC–Alexandria, AHRC–MSP–E, 200 Stovall Street, Alexandria, VA 22332–0443 (CDR, HRC–St. Louis, AHRC–MSL–E, 1 Reserve Way, St. Louis, MO 63132–5200 for USAR), pertaining to Soldiers on a HQDA recommended list who are in one or more of the categories listed in paragraph 4–15*a*(2).

(2) HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR) will delete, without further board action, the name of any Soldier from the recommended list who—

(a) Is reduced.

(b) Is discharged from enlisted status to accept appointment as a commissioned or warrant officer.

(c) Is discharged without reentry within 24 hours.

(d) Is dropped from the rolls as a deserter.

(e) Has an approved retirement.

(f) Is ineligible to reenlist due to a Declination of Continued Service Statement, AWOL, confinement, local bar, qualitative management program, or court-martial conviction.

(g) Was considered in error (no exception authorized).

(h) Was recommended by an approved reduction board to be removed from a promotion list.

(i) Declines promotion in accordance with this regulation.

(j) Is defined as failing to attend, having failed to complete for cause or academic reasons or being denied enrollment to the required NCOES course for cause.

(k) Is a SFC (promotable) (P) or MSG(P) who lost his/her security clearances for cause, or is permanently disqualified from receiving a security clearance.

(l) Has a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600-20.

b. Rules for processing command initiated removals.

(1) Any CDR in the Soldier's chain of command may recommend that a Soldier's name be removed from a HQDA recommended list at any time. The recommendation for removal must be fully documented and justified. DA Form 268 will be initiated at this time.

(2) When recommending a Soldier for removal, CDRs will evaluate circumstances to ensure that all other appropriate actions have been taken (training, supervision, and formal counseling have not helped) or the basis for considering removal is serious enough to warrant denying the individual's promotion.

(3) Soldiers flagged for noncompliance with AR 600–9. The CDR must submit a recommendation for removal on a Soldier who has not met the weight requirements within the time prescribed in AR 600–9, provided no underlying or associated disease is found to be the cause of the overweight condition.

(4) Recommendation may be submitted for substandard performance.

(5) Removal actions, to include rebuttal, will be processed in accordance with steps in table 4–4.

(6) The removal action will be submitted for review through command channels to the CDR having general court-martial convening authority (GCMCA) or the first general officer in the chain of command having a staff judge advocate on his or her staff.

(7) Recommendation may be disapproved at any level of command. The disapproval will be returned through command channels to the originator with the reason for disapproval.

(8) All actions will be forwarded to HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR) in duplicate and will include a copy of his/her PQR, and DA Form 268.

(9) HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR) will notify the appropriate CDR of the results and recommendations of the STAB.

4–16. Steps

The steps for processing command initiated removals from a centralized promotion list are listed in table 4–4.

Table 4–4
Processing command initiated removals from a centralized promotion list

Step	Work center	Required action
1	UNIT	CDR requests removal of Soldier from HQDA promotions list.
2	UNIT	Requests BN HR to prepare DA Form 268.
3	BN HR	Verify that conditions for removal have been met in accordance with this regulation.
4	BN HR	Prepare, authenticate, and forward DA Form 268 to the promotion work center and forward a copy to Commander, HRC–Alexandria, ATTN: AHRC–MSP–E, 200 Stovall Street, Alexandria, VA 22332–0443 (CDR, HRC–St. Louis (AHRC–MSL–E), 1 Reserve Way, St. Louis, MO 63132–5200 for USAR).
5	BN HR	Prepare removal documentation for CDR's signature and forward to unit.
6	UNIT	CDR signs the request and informs the Soldier, in writing, of intent to remove him or her from the promotions list.
7	UNIT	Before forwarding the removal packet to the GCMCA, it will be delivered to the Soldier concerned, in writing. The Soldier will be allowed to respond to the proposed action and may submit a rebuttal within 15 duty days after receipt of the written notification. This time will be extended only for reasons beyond the Soldier's control.
8	BN HR	Review action and obtain the battalion CDR's recommendation and signature.
9	BN HR	Forward the action through command channels for recommendations and then forward to the PROM.
10	PROM	Reviews action for compliance.

Table 4–4
Processing command initiated removals from a centralized promotion list—Continued

Step	Work center	Required action
11	PROM	Obtain the concurrence or nonconcurrence of the GCMCA.
12	PROM	If the GCMCA approves the action as is, go the next step. If the GCMCA adds additional derogatory comments, the Soldier will be afforded 15 duty days to respond to those comments. If the Soldier decides not to respond, he or she will sign a statement to that effect. If the Soldier submits a rebuttal, the packet will be returned to the GCMCA for a final decision. Advise Soldier in writing of decision.
13	PROM	Forward the action in duplicate to Commander, HRC–Alexandria, ATTN: AHRC–MSP–E, 200 Stovall Street, Alexandria, VA 22332–0443 (Commander, HRC–St. Louis, ATTN: AHRC–MSL–E, 1 Reserve Way, St. Louis, MO 63132–5200 for USAR). Include a copy of the ERB and DA Form 268.
14	PROM	Receives response from HRC–Alexandria/HRC–St. Louis and forwards to BN HR.
15	BN HR	Forwards response to CDR (05 or above) to ensure notification of Soldier. Prepare final DA Form 268 and forward to HRC–Alexandria (HRC–St. Louis for USAR).
16	ENRC	Ensures copy is filed in MPF.

4–17. Removals from a centralized promotion list by Headquarters, Department of the Army

a. Review. HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR) will continuously review promotion lists against all information available to ensure that no Soldier is promoted where there is cause to believe that a Soldier is mentally, physically, morally, or professionally unqualified to perform duties of the higher grade.

b. Basis for referral. In addition to paragraph 4–17*a*, a Soldier may be referred to a STAB for the following reasons. This list is not all inclusive.

(1) Article 15 directed for filing in the OMPF.

(2) A memorandum of reprimand placed in the OMPF.

(3) Adverse documentation filed in the OMPF.

(4) Soldiers who are flagged in accordance with AR 600–8–2 and have not met the requirements in the time prescribed by that regulation.

(5) Other derogatory information received by HQDA, but not filed in the OMPF, if it is substantiated, relevant, and might reasonably and materially affect a promotion recommendation.

(6) Relief-for-cause NCOER.

c. Notice. A Soldier referred to a STAB normally will be considered by the STAB within 120 calendar days after the case is referred for review. Before the STAB convenes, the Soldier will be informed, by memorandum, of the reason for the action and provided a copy of the information that will be considered by the board. The Soldier will be given reasonable opportunity, not less than 30 duty days from the date of receipt of the information, to submit comments to the STAB and the official(s) reviewing the recommendation. If the Soldier cannot be given access to the information for reasons of national security, the Soldier will, to the maximum extent possible, be provided with an appropriate summary of the information.

d. Information considered. A STAB will consider—

(1) The Soldier's OMPF, in addition to the documents contained in the removal action.

(2) Any submission to the board by the Soldier under consideration. The Soldier may include the opinion and statements of third party persons in his or her submission.

e. Title required. This paragraph does not prohibit field CDRs from recommending Soldiers for removal per paragraph 4–15.

4–18. Appeals of removal from a centralized promotion list

a. A Soldier who is removed from a promotions list may appeal that action only in limited circumstances. HRC–Alexandria (AHRC–MSP–E) (HRC–St. Louis (AHRC–MSL–E) for USAR) will take final action on any appeal.

b. Soldiers may appeal a removal action when the underlying basis of the removal is subsequently determined to be erroneous. The subsequent determination must be based on facts that were not available or reasonably discoverable at the time of the original action or at the time that the Soldier was notified of the removal action. An appeal may also be submitted for other compelling reason(s).

c. Appeals must be referred through command channels, to include GCMCA, to Commander, HRC–Alexandria,

ATTN: AHRC–MSP–E, 200 Stovall Street, Alexandria, VA 22332–0443 (CDR, HRC–St. Louis, ATTN: AHRC–MS–LE, 1 Reserve Way, St. Louis, MO 63132–5200 for USAR).

Chapter 5
Promotion of U.S. Army Reserve Soldiers Assigned to Troop Program Units, Army Reserve Elements, or Multicomponent Commands or Units

Section I
Introduction

5–1. Scope

a. This chapter prescribes policy for the promotion of USAR Soldiers assigned to TPUs, Army Reserve Elements (AREs), and multicomponent units.

b. This chapter grants promotion boards the authority to recommend separation of nonproductive Soldiers from membership in TPUs, AREs, and multicomponent units.

c. Soldiers identified as nonparticipants in accordance with AR 135–91 will not be promoted under this chapter.

d. The authority of a TPU, ARE or multicomponent unit CDR to promote Soldiers pursuant to this chapter is limited to those Soldiers assigned to the unit CDRs unit or to subordinate units assigned or attached to the unit CDRs TPU, ARE, or multicomponent unit. The RRC/ARCOM/USAR GOCOM in which the TPU, ARE, or multicomponent unit headquarters resides is responsible for promotion of Soldiers to grades higher than authorized for the TPU, ARE, or multicomponent CDR pursuant to paragraph 5–2.

5–2. Authority to promote, convene selection boards, and manage promotion lists

The following CDRs may promote Soldiers to the following grades, subject to authority and responsibility by higher CDRs but such authority may not be further delegated:

a. PV2, PFC, SPC, and CPL (see para 1–9). (Refer to chapter 2 for procedures.)

b. SGT and SSG. Field-grade CDRs of any unit authorized a CDR in the grade of LTC or higher may

(1) Promote Soldiers assigned to units that are attached or assigned to their command. Soldiers in units attached to their command will be promoted only after coordination with the parent unit for determination of a valid vacancy.

(2) Be the convening authority for TPUs/AREs/multicomponent units located within their command area of operations. This is provided such convening authority has been granted in a memorandum of understanding (MOU) between the appropriate commands (see para 5–3*b*). Promotion and promotion orders publishing authority is retained by the Soldiers assigned command.

(3) Not further delegate promotion authority.

c. SFC, MSG, and SGM.

(1) *Promotion authority.* The following are the promotion authority for senior enlisted promotions:

(a) The CDR of an RSC/ARCOM/GOCOM, ARE, or multicomponent unit authorized a general officer is the promotion authority for Soldiers assigned to units of his/her command.

(b) Promotion authority for Soldiers serving on active duty for operational support (ADOS) remains with the USAR promotion authority unless the Soldier is accessed into the Active Army or AGR program.

(2) *Convening authority.* The CDR of an RSC/ARCOM is the convening authority for all USAR units, elements, and Soldiers located within his/her regional area of responsibility and operations. Convening authorities will manage—

(a) Promotion selection board operations.

(b) Regional promotion lists for all Soldiers residing within his/her regional area of responsibility.

(c) Promotion related vacancies located within his/her regional area of responsibility.

(3) Orders will be published by the promotion authority.

d. Regional promotion list manager. The CDR of an RSC/ARCOM is the regional promotion list manager for all USAR units, elements, and Soldiers located within his/her regional area of responsibility and operations. The regional promotion list manager will—

(1) Review promotion selection board results and operations for administrative/procedural accuracy and compliance with established policy.

(2) Incorporate Soldiers recommended by promotion boards onto the regional PPRL for all Soldiers residing within his/her regional area of responsibility.

(3) Consolidate regional vacancies.

(4) Identify promotions for available vacancies by point sequence (SGT-SSG) or sequence number (SFC-SGM) within his/her regional area of responsibility.

(5) Notify the promotion authority to publish promotion orders.

(6) Add, update, and remove promotion list entries as necessary.

5–3. Consolidated convening authority, promotion authority, and procedures

The promotion system prescribed by this chapter is designed to provide the best qualified Soldiers with broad opportunities for career advancement. The only limitations to advancement will be the availability of positions and geographical constraints. To ensure quality of the NCO corps, broaden the range of experience, and enhance career development, opportunities for advancement must not be limited to promotion within the Soldiers assigned command. The NCO must be considered for progressive assignments, if available, within reasonable commuting distance of his or her home of residence. To achieve this, Army Reserve CDRs must implement and support the procedures designed to sustain this promotion system.

a. Promotion list. Soldiers selected for promotion by boards are identified on a list maintained by the promotion authority (see para 5–2). Promotion from the list is by sequence and MOS based on a position vacancy within a reasonable distance of the Soldier's residence (see paras 5–10 and 5–46).

b. SGT/SSG promotion selection boards. Wherever practical, these boards will be held at battalion or similar level. The boards will operate more efficiently at this level since individual travel and shipment of records can be held to a minimum. In addition, to provide equitable service to the qualified Soldier, the boards can be convened rapidly, at any time, since the convening authority is at the battalion or similar level. Boards convened at this level will consider all Soldiers assigned or attached to that battalion or similar command. Where feasible, Soldiers in company- or detachment-sized units geographically isolated from their organic battalions or similar level command may be considered by a locally convened board with the approval of the organic battalion or similar command. The results of a SGT/SSG promotion selection board will be sent to the promotion authority (see para 5–2) for integration on the permanent recommended promotion list.

(1) A permanent recommended promotion list will be maintained by the promotion authority (see para 5–2) per paragraph 5–22. Promotions from the list will be according to the procedures described in paragraph 5–10.

(2) Because promotions are based on requirements within a geographical area, the system is more efficient where SGT/SSG promotion recommended lists can be consolidated at one command to service subordinate units and units that are subordinate to other commands within the same area of operations. To accomplish this a MOU will form the basis of the agreement between the commands on the administration and maintenance of the SGT/SSG permanent recommended promotion list. As a minimum, the MOU will establish—

(a) Administrative support for maintenance of the list.

(b) Procedures for transmitting board reports to the custodian of the permanent recommended list.

(c) Distribution of board reports and selection lists.

(d) Promotion notification process including reassignment procedures.

(e) Procedures for removing nonpromotable Soldiers from the list.

c. SFC through SGM promotion selection boards. Because promotions are based on requirements within a geographical area the senior NCO promotion system is more effective where consolidated selection boards and recommended lists are established. To accomplish this—

(1) Units having elements of its command located in the area of operations of another command will enter into a MOU with that command. The MOU will establish a single board and recommended list procedure that will serve both commands. Promotion authority is retained by the Soldiers assigned command.

(2) A MOU will be established where two or more commands are generally located within the same area of operations. The MOU will establish a single board and recommended list procedure that will serve all the commands. Promotion authority will be retained by the Soldiers assigned command. A single MOU may also be established between area commands.

(3) OCONUS commands will enter into MOUs between commands where necessary to broaden promotion opportunities and add greater flexibility to the promotion system.

(4) A MOU will form the basis of the agreement between commands on promotion selection and procedures. As a minimum, it will establish—

(a) The convening authority of selection boards.

(b) Board composition (see para 5–17).

(c) Convening dates of the boards (see para 5–35).

(d) Contents and publication of the MOI to the senior NCO selection board (see para 5–39*b*).

(e) Quotas for alternates to be selected to attend ANCOC (see para 5–39*b*(4)).

(f) Administrative support for selection boards.

(g) Procedures for transmitting personnel data and files to the board.

(h) Distribution of board reports and selection lists.

(i) Promotion notification process including reassignment procedures.

(j) Procedures for removing nonpromotable Soldiers from the list.

5–4. Cumulative vacancies

a. The computation of unit and command vacancies by pay grade and by position is illustrated in table 5–1. The maximum number of promotions that may be made in each pay grade above CPL or SPC in a unit, referred to as cumulative vacancies, is computed as follows:

(1) Subtract the actual number of assigned enlisted personnel from the required plus permitted overstrength positions in that grade. Do not include participants in the Reserved Officers Training Corps (ROTC) Simultaneous Membership Program (SMP) in the actual number of assigned Soldiers. The following listed personnel will be included in the actual number of assigned Soldiers, but except for an incumbent military technician, promotions will not be made against positions occupied by these personnel:

(a) Military technicians (see para 5–51).

(b) Active Army and AGR Soldiers. Although counted against the units assigned enlisted strength, Active Army and AGR Soldiers are promoted per chapters 2, 3, and 4 of this regulation.

(2) Starting with 1SG/MSG, subtract the actual number of assigned enlisted personnel from the required strength plus permitted overstrength (if any) in that grade (include AGR, Active Army (full-time manning), and military technician personnel.) Add the cumulative vacancies, if any, in the next higher grade, or subtract if the cumulative vacancies are a minus quantity.

b. An overstrength in NCOs in a pay grade will reduce or eliminate promotion possibility for NCOs in that grade and lower grades.

Table 5–1
Sample computation of SGT through SGM cumulative vacancies

item	SGM	1SG/MSG	SFC	SSG	SGT	Total
Required strength	1	2	15	24	90	132
Permitted overstrength positions	0	0	0	4	10	14
Total required plus overstrength	1	2	15	28	100	146
Assigned strength	1	1	10	20	77	109
Vacancies	0	1	5	8	23	37
Cumulative vacancies in next higher grade	x	0	1	6	14	21
Cumulative vacancies	0	1	6	14	37	58

Section II
Promotion to Sergeant and Staff Sergeant

5–5. General

This section prescribes policy and procedures for promotion to SGT and SSG. To standardize promotion qualification throughout the Army Reserve and to ensure promotion of the best qualified Soldiers, recommendation by a promotion selection board and placement on a permanent recommended promotion list is required for all promotions to SGT and SSG.

a. Recommendation. SPC, CPLs, and SGTs who meet the basic eligibility requirements cited in paragraph 5–7 may be recommended for promotion selection board consideration by their CDR.

b. Selection. The promotion selection board will consider Soldiers recommended for promotion and select fully qualified Soldiers for placement on the permanent recommended promotion list using a promotion point scoring system prescribed by this section without regard to position vacancies.

c. Promotion. Soldiers will be promoted in their recommended MOS sequentially from the list to fill TPU duty position vacancy requirements in accordance with paragraph 5–6.

d. Limitations. Promotions off the permanent recommended promotion list will not exceed the cumulative vacancies for that pay grade as computed per paragraph 5–4. The cumulative vacancies within subordinate commands are an important factor in the administration of the Enlisted Personnel Management System and this promotion system.

5–6. Promotion to sergeant and staff sergeant

a. To be promoted to SGT or SSG the Soldier must—

(1) Be in a promotable status per paragraph 1–10.

(2) Be listed on a valid permanent recommended promotion list (see para 5–18).

(3) Be in the proper sequence order when promoted off the list (see para 5–6*c*), except as authorized by this chapter.

(4) Have a passing APFT score within 12 months of the date of the promotion order.

b. The procedures necessary to accomplish a promotion from the promotion recommended list will be as follows:

(1) Based on cumulative vacancy computations (see para 5–4), the unit will report a current or projected vacancy requirement to the authority responsible for maintaining the permanent recommended list (see para 5–18*a*).

(2) The authority (see para 5–18*a*) will identify the Soldier on the list that will be promoted into the vacancy and notify the promotion authority. The promotion authority will then publish the promotion orders. The effective date of the promotion will be the date of the assignment to the vacancy. If necessary, reassignment orders will be issued by the appropriate ARCOM/USAR GOCOM/RRC or OCONUS command.

c. Selection off of the permanent recommended list by the authority cited in paragraph 5–18*a* for promotion, must be in the following sequence:

(1) Highest number of points with the required MOS (see 5–6*d*), residing within a reasonable distance of the required vacancy (see AR 140–10) or reside outside a reasonable commuting distance and has submitted a statement of willingness to commute. Except for a Military Technician (see para 5–47), if a Soldier declines the promotion, his or her name will be removed from the list according to the instructions in paragraph 5–27*a*(9). If there is no Soldier on the list in this category, then the following sequence is authorized;

(2) Highest number of points with the required MOS (see 5–6*d*) who resides outside the reasonable distance of the required vacancy, but voluntarily accepts the promotion and reassignment. If the Soldier does not desire to accept the promotion with concurrent transfer, he or she must decline the promotion in writing within 30 days of notification. The Soldiers name will remain on the recommended list and he or she will not be penalized for declining a promotion requiring reassignment outside a reasonable commuting distance (see AR 140–10).

d. The required MOS is the authorized MOS (3 digits) of the modification TOE (MTOE)/TDA position vacancy to which the Soldier is to be promoted. However—

(1) The required MOS for promotion against a Total Army School System (TASS) MOS instructor position is qualification in the MOS in which the NCO is, or will be, instructing.

(2) In case of USAR band position vacancies, the required MOS is qualification in MOS 42R, as the MTOE band position will be identified for promotion purposes by MOS 42R.

5–7. Eligibility for promotion selection board consideration

Normal requirements for consideration by a promotion selection board are set forth below. However, the promotion authority may establish a secondary zone (SZ) of consideration by waiving the TIMIG and TIS requirements of Soldiers who are otherwise highly qualified. The SZ provides incentives to those who strive for excellence and whose accomplishments, demonstrated capacity for leadership, and marked potential warrant promotion ahead of their peers. Soldiers recommended for promotion in the SZ must be outstanding. The SZ allows Soldiers who show outstanding potential through performance to be considered for promotion.

a. Recommended by CDR. The Soldier must be recommended for promotion by his or her CDR (nonwaivable).

b. Membership. Be a member of the Army Reserve currently assigned to a unit and is not an unsatisfactory participant as defined by AR 135–91 (nonwaivable).

c. Promotable status. See paragraph 1–10. A Soldier with a suspension of favorable personnel action (flag) in effect may not be considered for promotion (nonwaivable).

d. Civilian education. Be a high school diploma graduate or general education development (GED) equivalent (see glossary) (nonwaivable).

e. MOS. A Soldier will normally be recommended and considered for promotion in his or her PMOS. However, a Soldier may also be considered for promotion in a secondary military occupational specialty (SMOS) or an additional military occupational specialty (AMOS) if fully qualified in the MOS and recommended by the CDR. A separate recommendation, DA Form 3355 and promotion packet must be reviewed and considered by the board for each MOS. In such cases, a Soldier's name may appear several times on the promotion selection list. The following are guidelines and exceptions to this policy:

(1) DA Pam 611–21 requires formal training or civilian acquired skills criteria for the award of skill level 3 in certain specified MOSs. In such cases, the training or criteria must be met for the Soldier to be considered fully qualified in the MOS at that skill level.

(2) Except for assignments to TASS MOS instructor positions identified on the TDA (see 5–7*e*(4)), Soldiers who accept assignment to a duty position not relating to their PMOS, SMOS, or AMOS, must become fully qualified in their duty military occupational specialty (DMOS). They *must be reclassified*before, or at the time of, the promotion (nonwaivable).

(3) As an exception to 5–7*e*(2), Soldiers who must be retrained in a new MOS as a result of unit reorganization, relocation, or inactivation may be considered eligible for promotion. This exception is based on qualification in the former PMOS and provided the Soldier enrolls within 12 months following assignment in the duty position and satisfactorily participates in an approved formal course of instruction leading to the award of the MOS within 24

months of assignment to the duty position. A Soldier will be removed from the recommended list, or reduced to the previous grade, if not qualified in the new MOS within 24 months of assignment to the duty position.

(4) TASS MOS instructor positions identified on the TDA may be filled by a Soldier possessing the MOS appropriate to the course of instruction. For promotion purposes, the instructor must be qualified in the MOS he or she is instructing rather than the TDA position requirement. For purposes of reporting MOS qualification, TASS MOS instructors will be coded "Q" if qualified in the MOS in which instructing.

(5) Soldiers assigned to Army Reserve bands and fully qualified in PMOS 42R may compete for promotion to the next higher grade. Position vacancies will be identified by grade within MOS 42R. For the purpose of reporting MOS qualification, Soldiers will be coded "Q" if qualified in their PMOS.

f. Physical requirements. A Soldier is considered to be physically qualified for promotion if he or she meets the retention medical fitness standards per AR 40–501, chapter 3 or chapter 5, as appropriate (nonwaivable).

g. Proper grade. A Soldier must be one grade below that to which being promoted (nonwaivable).

h. Position vacancy. Position vacancies are not required for promotion selection board consideration and placement on the permanent promotion recommended list (PPRL). However, promotion off the PPRL requires the existence of a position vacancy (nonwaivable).

i. APFT. A passing score on the APFT within 12 months of the date of the board is mandatory for promotion consideration (nonwaivable).

j. Security clearance. Soldiers must have the appropriate security clearance or favorable security investigation required by the MOS in which being promoted. Promotion may be based on an appropriate interim clearance (nonwaivable).

k. Weapons qualification score. Minimum rating as a marksman is mandatory, unless serving in a TPU exempt from qualification by Headquarters, U.S. Army Forces Command.

l. NCOES. Except as otherwise provided by DCS, G–1, must be a graduate of the NCOES course or the equivalency required for his or her current grade as required by paragraph 1–27 (nonwaivable).

m. TIMIG requirements. Compute as of the first day of the month in which the board will be held:

(1) For promotion to SGT:

(a) 12 months as CPL or SPC.

(b) May be waived to 6 months.

(2) For promotion to SSG:

(a) 15 months as a SGT.

(b) May be waived to 8 months.

n. TIS requirements. Compute as of the first day of the month of the board.

(1) For promotion to SGT:

(a) 36 months in primary zone (PZ).

(b) 18 months in SZ. Soldiers in SZ require a waiver of TIS.

(2) For promotion to SSG:

(a) 84 months in PZ.

(b) 48 months in SZ. Soldiers in SZ require a waiver of TIS.

o. Soldiers removed from a PPRL. These Soldiers are not eligible for consideration for 1 year from the date of removal.

p. Height/Weight. Soldier must meet the height and weight standards of AR 600–9.

q. Retention. Soldier does not exceed maximum years of service for current grade (which is suspended during partial or higher levels of mobilization) or has not reached age 57.

r. Board appearance. Personal appearance before a selection board is prohibited.

5–8. Recommending a Soldier for selection board consideration (DA Form 3355)

All recommendations for promotion will be processed through the CDR of the Soldier's parent organization. Recommendations for selection board consideration, including appropriate waivers, will be prepared on DA Form 3355 using the instructions listed in chapter 3, section X. A sample of a completed form is shown in figure 3–1.

a. Responsibility of the CDR.

(1) Top portion, items 1 through 7, and Section A, items 1 through 5 will be completed per the instructions listed in chapter 3. The CDR will indicate (by signing) the Soldier meets the promotion criteria, understands he or she may be reassigned or change duty position on promotion, and the CDR is willing to release the Soldier on promotion, if necessary.

(2) A CDR who is unwilling to release the Soldier for promotion must justify in writing why the Soldier will not be released. The promotion authority must approve or disapprove this justification.

(3) The CDR will verify the recommendation and the data entered in the top portion, items 1 through 7, and Section A, item 1. He or she will provide an evaluation in Section A, item 2, and complete items 3 through 5.

(4) The form will be sent to the custodian of the Soldiers military personnel records.

(5) Where a promotion packet has been returned by the promotion authority (see 5–8*c*(1)(b)), the Soldier will be counseled on the reasons for disapproval, existing deficiencies, and ways for improving performance. The counseling will be verified by the signatures of the Soldier and the counselor in Section D, items 9 through 11.

b. Responsibility of the custodian of records. The custodian will—

(1) Complete Section B, items 1 through 3, per the instructions in chapter 3. Administrative points awarded a Soldier will be determined from the records and any additional documentation furnished by the Soldier. The custodian of records (or responsible official) and the recommended Soldier will certify that the administrative points shown have been accurately extracted from the records and are correct as follows:

(a) The custodian of records (or responsible official) will enter his or her typed or printed name in Section B, item 4, and complete Section B, item 5.

(b) The Soldier will enter his or her signature in Section B, item 6, and enter the date in Section B, item 7.If the Soldier is not available for signature, the unit administrator, staff administrative assistant or the military personnel officer (MPO) will enter "Soldier not available for signature" and sign for the Soldier in Section B, item *6* and enter the date in Section B, item 7.

(2) Prepare a promotion packet per paragraph 5–9 and send it to the appropriate promotion authority for approval or disapproval of the recommendation and waivers requested (if applicable).

c. Responsibility of the promotion authority (see para 5–2).

(1) On receipt of the promotion packet, the promotion authority will review the packet and consider all recommendations and any requested waivers.

(a) If the recommendation, including requested waivers, is approved the promotion authority will send the packet to the appropriate convening authority for promotion selection board action.

(b) If the recommendation, including any waiver, is disapproved, the packet will be returned through channels to the recommending official (see 5–8*a*(5)). Reasons for disapproval will be stated clearly and concisely.

(2) If the promotion authority is a general officer, he or she may delegate the authority to approve or disapprove recommendations to his or her deputy CDR or adjutant general, DCS, G–1 or senior personnel officer.

5–9. The promotion packet

a. The documents listed below are part of the promotion packet (FLAGS and health records (including medical examinations and medical histories) will not be included with the MPF or submitted to the board):

(1) The approved promotion recommendation (DA Form 3355), signed by the CDR (Section A, item 3), the typed or printed name of the official responsible for computing the points (Section B, item 4).

(2) Current and updated DA Form 2 (Personnel Qualification Record–Part I) and DA Form 2–1 (Personnel Qualification Record—Part II).

(3) A copy of any document used to confirm the award of promotion points on DA Form 3355 that is not filed in the MPF per AR 600–8–104.

(4) If applicable, a copy of any document that allows the Soldier's previously determined promotion score to be adjusted.

b. Packets and documents will be disposed of as follows:

(1) The promotion packet of a Soldier who is on the recommended list will be kept in his or her MPF until promoted or removed from the list. When this occurs, the packet will be removed from the MPF and given to the Soldier.

(2) DA Form 3355 and promotion board documents of those who did not attain recommended list status will be filed by the promotion authority. These documents will be retained in the file for 2 years and then destroyed.

5–10. Counseling of Soldiers not recommended for selection board consideration

Although all Soldiers may be eligible to be considered for promotion, only those Soldiers recommended by their immediate CDR per paragraph 5–8 will be referred to the selection board. SGTs and below who are within the zone of consideration but not recommended for promotion by the immediate CDR must be counseled by their first-line supervisor. They will be advised of the reasons for not being recommended, current deficiencies, and the ways of improving their performance. This mandatory counseling will be directed toward those areas in which the Soldier needs to improve in order to be recommended to the board.

5–11. Declination of selection board consideration

a. A Soldier who is within the zone of consideration for promotion may decline such consideration before his or her promotion packet is assembled and sent to the promotion board. Once the packet has been sent to the board, the Soldier cannot decline consideration. However, if selected and placed on the PPRL, the Soldier may request removal from the list per paragraph 5–27*c*.

b. A declination of board consideration will be a written statement signed by the Soldier, witnessed by an NCO or officer, and inserted in the Soldier's MPF. The declination will remain in effect for any subsequent boards unless the

Soldier changes his or her mind and requests board consideration. In this event, the declination will be removed from the MPF, annotated by the custodian to indicate the declination was withdrawn on a specified date, retained by the custodian until the next regular board is convened, and then destroyed.

c. When a Soldier declines promotion consideration, it is essential that the Soldier's immediate supervisor and the CDR determine the reason for the declination and provide adequate counseling.

5–12. Convening promotion selection boards

Promotion selection boards will be convened by the promotion authority (see para 5–2*b*). Wherever practical, these boards will be held at battalion or similar level and convened as often as necessary to ensure eligible Soldiers are considered for promotion in a timely manner. However, as a minimum, the boards must be convened at least quarterly unless there are no eligible Soldiers available for promotion consideration within the command. In addition, a board may be tasked, as a separate action, to consider Soldiers for removal from a recommended list (see para 5–28).

5–13. Composition of a promotion selection board

The promotion authority (see para 5–2*b*) will appoint a promotion selection board of at least 3 or more voting members and a recorder without vote. A board must be comprised in such a manner as to avoid a possible tie in voting. For example, if the president votes on all Soldiers, the total voting members (to include the president) must be odd in number. When warranted, a board may be split into two or more panels, but each panel must consist of at least 3 voting members and a recorder without vote. The document used to appoint board members will be filed as part of the board proceedings (see fig 5–1).

a. The president of the board will be a command sergeant major (CSM). If there is not a CSM present or assigned in the geographical area, the president may be a SGM. The president may choose to be a voting member or to vote only to break a tie.

b. Voting members will be NCOs senior in grade to those being considered for promotion.

c. The recorder will be from the organization's personnel section or will be someone well qualified in Army Reserve personnel procedures. The recorder does not vote; therefore, he or she need not be senior in grade to those being considered for promotion. Military Technicians may serve as recorders.

d. Where consolidated boards are established under paragraph 5–3*b* at least one voting member representing the command having promotion authority, must be appointed to the board.

e. Both female and minority representation will be provided if reasonably available.

(Type on appropriate headquarters letterhead.)

(Office Symbol) (600-8-19) ***(date)***

MEMORANDUM FOR: (Promotion Authority)

SUBJECT: Report of Promotion Board Proceedings for Promotion to Sergeant and Staff Sergeant

1. The 157th Support Battalion, 157th Infantry Brigade, Enlisted Promotion Board convened at 0800 hours, 15 July 2006, in accordance with AR 600-8-19, to review records for promotions to sergeant and staff sergeant.

2. The following members were present:

CSM Shirley R. Garrett, President
MSG Cynthia A. Patterson, Member
MSG Willie G. Spivey, Member
SGT Leonard L. Lucas, Recorder (w/o vote)

3. The following soldiers were considered for promotion:

a. To staff sergeant:

Hall, Thomas C.	000-00-0000
Hoffman, Thomas G.	000-00-0000
George Joseph K.	000-00-0000
Harper Edward E.	000-00-0000
Funck, Catharine C.	000-00-0000 (Reevaluation)
Kelly, Martin, M.	000-00-0000
Payton, Robert R.	000-00-0000

b. To sergeant:

Martin, Gilbert	000-00-0000
Logano, Cathy	000-00-0000
Shelly, Linda L.	000-00-0000
Goldman, Herschel G.	000-00-0000

(Note: Soldiers being reevaluated will be identified by placing the word "reevaluation" in parentheses following the SSN. See example above.)

4. The list of soldiers recommended for promotion is at enclosure 1.

5. The board adjourned at 1500 hours on 15 July 2006.

6. Recommend the soldiers listed on enclosure 1 be integrated on the permanent recommended promotion list.

Authority Line:

3 Encls
1. Recommend list
2. Promotion board appointment
3. Promotion packets

SHIRLEY R. GARRETT
Command Sergeant Major
Board President

Figure 5–1. Sample format for report of local board proceedings with sample memorandum, page 1

(Type on appropriate headquarters letterhead.)

(Office Symbol) (600-8-19) (Date)

MEMORANDUM FOR: (Appropriate ARCOM/GOCOM/RRC or OCONUS commander)

SUBJECT: Report of Promotion Board proceedings for promotion to Sergeant and Staff Sergeant

The recommended promotion list is approved.

FOR THE COMMANDER:

3 Encls
1. nc
wd encl 2-3

JOHN J. SWEENEY
LTC, QM
Commanding

Figure 5–1. Sample format for report of local board proceedings with sample memorandum, page 2

LIST OF SOLDIERS RECOMMENDED FOR PROMOTION

NAME	SSN	RMOS	POINTS	RESIDENCE	UNIT OF ASGNMT	CODE	NCOES
a. To staff sergeant, primary zone.							
Hall, Thomas G.	000-00-0000	42A	520	Phila (Frankford, PA)	HHD 15th Spt Bn	A	EB
Kelly, Martin M.	000-00-0000	44C	510	Marcus Hook PA	Co C 157th Spt Bn	B	GB
Harper, Edward E.	000-00-0000	63B	460	Quakertown PA	HHD 157th Spt Bn	A	NB
b. To staff sergeant, secondary zone:							
Funck, Catherine C.	000-00-0000	44C	560	Cherry Hill NJ	Co B 157th Spt Bn	A	NB
Hoffman, Thomas C.	000-00-0000	42A	480	Phila (Olney) PA	Co A 157th Spt Bn	A	NB
c. To sergeant, primary zone:							
Shelly, Linda L.	000-00-0000	88M	490	Wilmington DE	Co D 157th Spt Bn	A	NP
Logana, Cathy	000-00-0000	63B	480	Camden NJ	Co C 157th Spt Bn	A	GP
d. To sergeant, secondary zone:							
Goldman, Herschel G.	000-00-0000	88M	470	Chester PA	Co C 157th Spt Bn	A	EP
Martin, Glibert	000-00-0000	92G	460	King of Prussia PA	Co A 157th Spt Bn	A	NP

ENCL 1

Figure 5–1. Sample format for report of local board proceedings with sample memorandum, page 3

f. A Soldier being considered by the board will not serve as a board member.

5–14. Promotion selection board proceedings

a. Purpose. The purpose and function of the promotion selection board proceedings are to conduct a review of the promotion packet (see para 5–9) of each Soldier recommended for promotion consideration by his or her CDR. The board will evaluate the Soldier's promotion potential, recommend or not recommend for promotion, and score the evaluation by awarding promotion points to each Soldier. Through this process the board will select those Soldiers who are found to be fully qualified to perform at the next higher grade and recommend them for promotion.

b. Restriction. Once a board is convened, the same board members must be present during the entire board proceedings

c. Proceedings.

(1) The president will. Call the board to order and brief the members on the purpose, function, and operation of the promotion selection board and other administrative requirements that are deemed necessary.

(2) Each voting member will complete a DA Form 3356–1 (USAR Board Member Appraisal Worksheet) on each Soldier being considered for promotion. Points will be awarded based on information contained in the Soldier's military personnel records. Each voting member will—

(a) Enter the number of points awarded in each area and the total points awarded.

(b) Enter any remarks he or she deems necessary under remarks. However, if the board member is not recommending the Soldier for promotion, he or she will cite the reason(s) in the remarks section.

(c) Mark the appropriate block to recommend or not recommend a Soldier for promotion.

(3) The recorder will—

(a) Collect all copies of DA Form 3356–1 and inform the president of the results of the vote if a tie exists. The board president will then vote to break the tie.

(b) Complete DA Form 3357 (fig 3–3). Extract relative comments from the remarks section of the DA Forms 3356–1 and consolidate them on DA Form 3357. If there is insufficient room, these comments may be placed on a separate sheet of bond paper and attached to the DA Form 3357.

(c) Obtain the board president's signature on DA Form 3357 and then destroy all copies of DA Form 3356–1 so as not to compromise an individual board member's balloting.

(d) Complete DA Form 3355, Section C, items 1 and 2; certify that the total points indicated are correct by placing his or her typed or printed name and signature in Section D, item 3; and complete items 1, 2, 4, and 5.

(4) The convening (promotion) authority will certify that the Soldier has been recommended by a valid promotion board by placing his or her signature on DA Form 3355, Section D, item 7, and completing items 6 and 8.

d. Adjournment. On completing the actions described in 5–14*a* through *d*:

(1) The convening authority may advise the president to adjourn the board.

(2) The recorder will insert the completed DA Form 3355 in the appropriate Soldier's promotion packet.

5–15. Report of promotion selection board proceedings

After the board has adjourned, the following actions will be taken:

a. The recorder will prepare a report of board proceedings for the president of the board using the format at figure 5–1. This report is exempt from report control ruling under AR 335–15, paragraph 7–2*h*. The report will include—

(1) General information to include where and when the board met.

(2) Membership of the board.

(3) Alphabetical listing, by name, within recommended grades (SGT and SSG) of all Soldiers the board considered for promotion.

(4) Names and SSNs of Soldiers recommended for promotion by a majority of the voting members. Names will be listed according to recommended grade and zone and descending promotion scores in the format shown in figure 5–1, page 3. This list will identify only those Soldiers who attained scores equal to or greater than—

(a) 450, if competing for promotion to SSG.

(b) 350, if competing for promotion to SGT.

b. The president of the board will review the report of board proceedings (fig 5–1, page 1) for accuracy and affix his or her signature.

c. The report of board proceedings with the recommended list, promotion board appointment, and promotion packets enclosed will be sent to the convening (promotion) authority.

5–16. Actions by the convening (promotion) authority following receipt of the board proceedings

a. Upon receipt of the board proceedings the convening (promotion) authority will approve or disapprove the promotion board proceedings within 15 days after the date of the adjournment of the promotion selection board. Approval or disapproval only pertains to the correct constitution and conduct of the board. Disapproval will not be used to disagree with the board's recommendations. The convening authority will take one of the following actions:

(1) Approve the report in its entirety and authorize the names of recommended Soldiers to be integrated into the permanent recommended promotion list. A Soldier's promotion selection date is the date the convening authority approves the board proceedings, regardless of the date the board met.

(2) Disapprove the report in its entirety and convene a new promotion selection board, composed of new members per paragraph 5–13, following the procedures in paragraph 5–14. The new board will consider all Soldiers who were considered by the disapproved promotion selection board (both recommended and not recommended Soldiers) and file a new report as required by this paragraph. In addition, the convening (promotion) authority will advise all Soldiers who were considered (whether or not recommended) by the disapproved board of the reason(s) why the report of board proceedings was not approved. For those Soldiers who have departed the command before the second board is convened, they will be notified by memorandum that the report of board proceedings was not approved.

b. The convening authority will—

(1) File the original report of promotion board proceedings with DA Form 3357 for 2 years.

(2) Send a copy of the approved report of board proceedings (minus DA Forms 3356–1 and 3357) to the appropriate ARCOM/USAR GOCOM/RRC within 15 days after approving the board report.

(3) After approving the board proceedings, ensure promotion packets (see para 5–9), with completed DA Forms 3355 enclosed, are returned to the appropriate custodian of records to be processed in accordance with paragraph 5–9*b*.

5–17. Counseling of Soldiers not recommended for promotion by a promotion selection board

Upon receipt of the approved board proceedings (see para 5–16*b*(3)) the first-line supervisor will counsel Soldiers identified in a below.

a. Soldiers who were not recommended by the board, or did not attain enough points (see para 5–15*a*(4)) for placement on the recommended list, will be counseled. DA Form 3355 and DA Form 3357 used in the selection process will be used for counseling purposes.

(1) The first-line supervisor will point out deficient areas where improvement is needed to qualify for further promotion consideration.

(2) For those recommended for promotion by a majority of voting members but whose score was less than that required for placement on the recommended list, the counselor will point out areas in which they may increase their promotion potential.

b. After counseling, the first-line supervisor and the Soldier will acknowledge the statement on DA Form 3355, Section D, by entering their signatures and completing items 9 through 11. The completed DA Form 3355 will be filed with the approved report of board proceedings.

5–18. The permanent promotion recommended list

a. A consolidated PPRL will be established, published, and maintained by the regional promotion list manager designated in paragraph 5-2*d*.

b. The regional promotion list manager cited in paragraph 5-2*d* will announce the suspense dates for receiving a copy of the report of board proceedings from the promotion authorities.

c. The reports will be consolidated into one permanent recommended promotion list. The names of recommended Soldiers will be extracted from the reports and placed on the list according to the format described in paragraph 5–19.

d. The list will be revised every 3 months (or as often as needed) to provide for—

(1) Integration on the list of new names resulting from—

(a) The transfer into the command of personnel with list standing in a Army Reserve losing command.

(b) Report of board proceedings received from subsequent promotion recommendation boards.

(2) Adjustments to list standings based on—

(a) Reevaluations (see para 5–21).

(b) Recomputations (see para 5–22).

(3) Removals due to—

(a) Promotions off the list (see para 5–6).

(b) Losses from the command.

(c) Suspensions of favorable personnel actions (FLAGS).

(d) Failure to maintain minimum number of promotion points in accordance with paragraph 5–18*d*(2)(a) and (b).

(4) Administrative corrections.

e. The list will be distributed to all subordinate commands down to company, battery, troop or separate detachment level. Each command will ensure that a copy of the permanent list (with all the SSN deleted) is prominently displayed at a conspicuous place. Further distribution of the list will be as follows:

(1) A copy of the page that lists the Soldiers name (with all SSNs deleted) will be given, on request, to the Soldier at the time of selection, reevaluation, and recomputation.

(2) A copy of the list will be retained in the files of the issuing authority (see para 5–18*a*) for 2 years. It may then be destroyed.

(3) A copy of the most recent list (with all SSNs deleted) will be placed in the Soldiers MPF on reassignment out of the command provided the Soldier is being transferred to a TPU in the Army Reserve.

5–19. Format of the permanent recommended promotion list

Data for the establishment and continuing maintenance of the permanent recommended promotion list are compiled from the various reports of board proceedings submitted by the promotion authorities. A sample copy of the format is at figure 5–2.

98TH DIVISION (TRAINING) PERMANENT RECOMMENDED PROMOTION LIST

Effective: 1 September 2006

RMOS	Points	Name	SSN	Residence	Zone	Unit of Asgnmt	Code	NCOES
		Recommended for promotion to staff sergeant						
13B	646	Hoffman, Thomas K.	000-00-0000	Hugensburg	P	D/1/392/3 Bde	A	NB
13B	644	Harper, Donald T.	000-00-0000	Halistead PA	P	B/3/392/3 Bde	A	NB
13B	642	Cook, Donald A.	000-00-0000	Hallstead PA	P	B/3/392/3 Bde	A	GB
25U	641	Calhoun, Robert A.	000-00-0000	Rochester	P	1159th USAR School	A	NB
35F	640	Dinehart, Ralph C.	000-00-0000	Liverpool	S	A/3/389/A Bde	A	NB
21M	638	Thomas, Carl I.	000-00-0000	Liverpool	S	A/3/389/A Bde	A	EB
21M	637	Charleston, Richard	000-00-0000	Floral Park	P	414th CA CO	B	GB
92Y	560	Burk, Dorothy M.	000-00-0000	Clay	P	B/3/389/1 Bde	A	GB
13B	548	White, Paul A	000-00-0000	Elmira	S	C/2/392/3 Bde	A	NB
13B	539	Fantone, Arnold B.	000-00-0000	Marietta	S	HHD/3/389/1 Bde	E(950822)	
68G	538	Smythe, Timothy R.	000-00-0000	Floral Park	S	414th CA CO	B	EB
42A	499	Cudeheay, Eugene J.	000-00-0000	Liverpool	P	403rd CA Co	C	NB
13B	483	Mack, Anthony W.	000-00-0000	Canton	S	C/479th Engr Bn	A	GB
13B	479	Peck, Joseph P.	000-00-0000	Lima	P	E/1/392/3 Bde	A	GB
42A	478	Jones, Jospeh J.	000-00-0000	Liverpool	S	403d CA	C	EB
		Recommended for promotion to sergeant						
13B	512	Benkowskl, Ralph E.	000-00-0000	Elmira	P	C/2/392/3 Bde	A	EP
13B	501	Babcock, Thomas M.	000-00-0000	Rochester	P	HHC/98th Div	A	EP
13B	491	Hughes, Richard M.	000-00-0000	Massena	S	B/479th Engr Bn	A	GP
42A	482	Marvel, Leona M.	000-00-0000	Belmont	S	B/3/98/4 Bde	A	NP
92Y	479	Hurwitz, Larry B.	000-00-0000	Lancaster	P	C/1/98/4 Bde	J J(950901)	GP
13B	475	Lacomb, Lewis R.	000-00-0000	Glenmont	S	C/4/389/1 Bde	A	NP
13B	471	Preston, Thomas R.	000-00-0000	Perry	S	HHD/2/390/2 Bde	A	GP
13B	469	McCury, Thomas M.	000-00-0000	Deruyter	P	C/3/389/1 Bde	A	EP
13B	460	Burgess, John A.	000-00-0000	Batavia	S	B/2/390/2	A	NP

Figure 5–2. Sample format for a permanent recommended promotion list

a. Names will be placed on the list according to the recommended grade, by MOS in descending promotion score order.

b. Each Soldier will be further identified by all of the following:

(1) Total promotion point score.

(2) SSN.

(3) MOS (three digits).

(4) Unit of assignment.

(5) Area of residence. A code may be locally devised; however, each copy of the list will contain a footnote that explains its purpose and use.

(6) Status code. The status codes in table 5–2 will be used and will not be altered.

(7) Zone. Insert P for primary zone and S for secondary zone to indicate a Soldiers zone of promotion consideration.

(8) NCOES. A code will be inserted to identify enrollment in, or completion of, the NCOES course required by the next higher grade.

(a) NP=Is not a graduate of or is not enrolled in WLC.

(b) EP=Enrolled in WLC.

(c) GP=Graduated WLC or an equivalent.

(d) NB=Is not a graduate of or is not enrolled in BNCOC.

(e) EB=Enrolled in BNCOC.

(f) GB=Graduated BNCOC or an equivalent.

Table 5–2
Status codes

Code	Status
A	Initial promotion score
B	Reevaluated
C	Recomputation. Enter date recomputation completed.
D	Nonpromotable status
E	Delete because of transfer. Enter departure date after code.
F	Deleted for cause, under paragraph 5–27. Enter date of removal after code.
G	Promoted. Enter effective date of promotion after code.
H	Reinstate to recommended list. Enter date of reinstatement after code.
I	Adjustment of administrative points under paragraph 5–23. Enter date of readjustment after code.
J	Regained promotable status. Enter effective date after code.
K	Failure to maintain minimum number of promotion points for placement on recommended list after recomputation or reevaluation.

5–20. Transfer from the secondary zone to the primary zone

a. A Soldier on a recommended list for promotion to SGT and who is in the SZ will be transferred to the primary zone (PZ) when the Soldier completes 36 months of total military service. It will be corrected on the next publication of the revised permanent recommended promotion list.

b. A Soldier on a recommended list for promotion to SSG and who is in the SZ will be transferred to the PZ when the Soldier completes 84 months of total military service. It will be corrected on the next publication of the revised permanent recommended promotion list.

5–21. Reevaluation

a. Soldiers on a current recommended list who increase their total administrative promotion points by 20 or more points (DA Form 3355, Section A, item 1, and Section B) over their last promotion point total score (Section C, item 1d) may request reevaluation at any time. Soldier must be in a promotable status. Selection board consideration is optional.

(1) When a Soldier requests reevaluation, DA Form 3355 will be used by placing a check mark in item 1b and the date in item 2 and by entering the Soldier's signature and date in Section B, items 6 and 7. If the Soldier elects selection board consideration, the following statement must be included: "I understand the results of the selection board

are final and may cause removal from the recommended list if not recommended by the board or if awarded too few board points to attain placement on the recommended list."

(2) The request will be processed through the same channels as an initial promotion recommendation. The CDR will complete DA Form 3355, Section A, items 2 through 5.

(3) If selection board consideration is not requested, the records custodian will compute the administrative points with a reevaluation date the month and year of the promotion authority's signature on DA Form 3355, Section B, items 4 and 5. The reevaluation date for Soldiers who are considered by a selection board is the date the proceedings are approved and certified by the promotion authority's signature on DA Form 3355, Section D, items 6 through 8.

(4) The new points will be effective on the first day of the second month after the reevaluation month. Soldiers will continue to compete for promotion using their previous points until the new points are effective.

b. Soldiers on a current recommended list whose increase of administrative points (DA Form 3355, Section A, item 1, and Section B) is less than 20 points over the latest promotion point total score (Section C, item 1d) may request reevaluation. Request must be after 6 months from the latest board consideration, reevaluation, or recomputation. Consideration by a selection board is mandatory.

(1) Where a Soldier requests reevaluation, DA Form 3355 will be used by placing a check mark in item 1b and the date in item 2 and by entering the Soldier's signature and date in Section B, items 6 and 7. The following statement is required: "I understand the results of the selection board are final and may cause removal from the recommended list if I am not recommended by the board or if awarded too few board points to achieve recommended list status."

(2) The request will be processed through the same channels as an initial promotion recommendation. The CDR will complete DA Form 3355, Section A, items 2 through 5.

(3) The reevaluation date will be the date the board proceedings are approved and certified by the promotion authority's signature on DA Form 3355, Section D, items 6 through 8.

(4) The new points will be effective on the first day of the second month after the reevaluation month. Soldiers will continue to compete for promotion using their previous points until the new points are effective.

c. On approval of board proceedings, a Soldier will lose his or her recommended list status when he or she is not recommended for promotion by a majority of the voting members, or the promotion score is below that shown in paragraph 5–15*a*(4).

d. Loss of recommended list status through reevaluation does not preclude promotion consideration by future boards. Such consideration, however, is not a vested right. Those being considered to regain recommended list status are subject to the provisions of this chapter and the CDRs recommendation.

e. After reevaluation and approval of the board proceedings, the procedures in paragraph 5–15 will apply.

5–22. Recomputation of promotion points

Recomputation of promotion points will be accomplished biannually for Soldiers who have been on a recommended list continually for 2 years and have not had their points recomputed. The authorities cited in paragraph 5–18*a* will announce the scheduled suspense dates for the receipt of recomputed scores for Soldiers with recommended list standing. The scheduled date is intended to provide for the time necessary to publish the revised permanent recommended promotion list (see para 5–18*d*). The promotion authority must ensure that a Soldiers recomputed score is submitted by the appropriate CDR to the promotion authority in time for him or her to comply with the announced suspense date.

a. DA Form 3355 will be used for the biannual recomputation of promotion points.

(1) The Soldier's CDR will—

(a) Place a check mark next to item 1b.

(b) Verify items 2 through 7.

(c) Complete Section A, items 1 and 2.

(d) Certify the data by entering his or her signature in Section A, item 3 and entering his or her typed or printed name and date in items 4 and 5.

(e) Send the form to the custodian of the Soldiers military personnel records.

(2) The custodian of the Soldiers records will—

(a) Complete Section B, items 1 through 3, per the instructions in chapter 3. Administrative points awarded a Soldier will be determined from the records and any additional documentation furnished by the Soldier.

(b) Certify that the administrative points shown have been accurately extracted from the records and are correct by entering his or her typed or printed name in Section B, item 4 and completing Section B, item 5.

(c) Obtain the Soldier's signature in Section B, item 6 and enter the date in Section B, item 7. If the Soldier is not available for signature, the staff administrative assistant or the military personnel officer will enter "Soldier not available for signature" and sign for the Soldier in Section B, item 6 and enter the date in Section B, item 7.

b. The recomputed DA Form 3355 will be distributed as follows:

(1) File the original of the recomputed DA Form 3355 directly above the *original*DA Form 3355 that is located in the Soldier's MPF (see para 5–9*b*(1)).

(2) Send one copy of each DA Form 3355 (the recomputed form and the original form) to the appropriate promotion authority, who will—

(a) File the copies for 2 years at which time both forms may be destroyed.

(b) Send copies of each form to the authority cited in paragraph 5–18*a* according to the announced scheduled date (see 5–22*a*).

c. Soldiers who fail to maintain the minimum number of promotion points after recomputation will be removed from the recommended list. Soldiers whose initial computation, reevaluation, or recomputation was conducted using DA Form 3355–1–R (which is now obsolete), and after reevaluation or recomputation using DA Form 3355, do not have the minimum score required to stay on the list will not be removed. Removal from the recommended list under this subparagraph does not preclude promotion consideration by future promotion boards. Such consideration, however, is contingent upon the Soldiers meeting the eligibility requirements of paragraph 5–7 and other applicable provisions of this chapter.

5–23. Promotion point adjustment

a. Points awarded will be determined from the Soldier's records as they were before board proceedings were approved. The promotion authority or custodian of records may correct all known errors before the report of board proceedings is approved. Other than to correct computation errors, no changes will be made in promotion point standings after the board proceedings are approved, except as authorized in paragraph 5–23*b*.

b. The promotion of an otherwise promotable Soldier who is on the current recommended list may be suspended. This will be done when the promotion authority concludes that he or she was considered in error or was granted more administrative points than entitled. Promotion may also be suspended when a promotion packet, or portion thereof, has been lost and must be reconstructed.

(1) The Soldier will be advised of the suspension. The promotion authority will promptly send the following to the authority cited in paragraph 5–18*a*, requesting a correction to the permanent recommended promotion list:

(a) The original or unreconstructed DA Form 3355, annotated in red to show the correct promotion points, and complete promotion recommendation packet (see para 5–9*a*).

(b) Any supporting information or documents including a legible copy of the Soldier's DA Form 2 and DA Form 2–1.

(2) The authority in paragraph 5–18*a* may approve adjustments of administrative or reconstructed points following the guidelines of this chapter. To maintain credibility, scoring must be consistent and equitable throughout the Army Reserve. The authorities cited in paragraph 3–22*a* must take adequate measures to ensure uniformity of point adjustments.

c. A Soldier who received less administrative points than entitled will remain eligible for promotion. Correction of the points will be adjusted as outlined in paragraph 5–23*b*(l)(a) and (b).

d. Request for administrative point adjustment must be initiated—

(1) Within 12 months of the date of computations or recomputations of the DA Form 3355 in question.

(2) Twelve months from the date of a correction that caused the DA Form 3355 to be in error. This is provided it was not the fault of the Soldier. (For example, Army Reserve Components Achievement Medal issued 1 July 2008 for the period 1 June 2003 to 31 May 2006 would be cause for administrative point adjustment if requested on 30 June 2009.)

e. After approval of the adjustment of promotion points, the Soldier's score and sequence will be corrected on the permanent recommended promotion list and the promotion authority will be notified of the change.

5–24. Reassignment prior to promotion

a. The promotion packet and a copy of the page of the permanent recommended promotion list that contains the Soldier's name will be sealed in an envelope. The envelope will be filed in the MPF. For Soldiers who are boarded during the month of reassignment, a statement issued by the custodian of records will verify that the Soldier was recommended for promotion by the promotion authority. Command interest is needed to ensure that Soldiers are not penalized.

b. The promotion authority will notify the regional promotion list manager when Soldiers that are on a current PPRL are reassigned to a geographic area managed by a different geographic regional promotion list manager as identified in paragraph 5-2*d*. The regional promotion list manager will forward a copy of the current PPRL and reassignment order to the new regional promotion list manager who will then add the Soldier to the gaining regional command's PPRL. No board action is required. Soldiers will be added to the new promotion list effective as of the reporting date identified in the reassignment orders.

(1) The gaining command will have the Soldier's name placed on the permanent recommended promotion list based on the promotion packet.

(a) A recommended list published during the month of, or before, the Soldier's departure from the losing command reflecting the most current points.

(b) A statement issued by the custodian of records verifying the Soldier was recommended by a valid board.

(2) If no promotion packet is available, the Soldiers name will not be entered on the recommended list of the gaining command. The gaining command must take prompt action to request documents missing from the Soldier's former command. Reports of promotion board proceedings may be used to reconstruct promotion packets.

5–25. Promotion from the PPRL

a. Based on cumulative vacancy computations (paragraph 5-4), the unit will report a current or projected vacancy requirement to the authority responsible for maintaining the PPRL.

b. The regional promotion list manager will identify the Soldier on the PPRL that will be promoted into the vacancy and notify the promotion and/or orders publishing authority. The promotion and/or orders publishing authority will publish the promotion and reassignment orders (if applicable) and provide a copy to the regional promotion list manager. The effective date of the promotion will be the date of the assignment to the vacancy.

5–26. Obligation incurred by accepting a promotion

A Soldier who accepts a promotion voluntarily agrees to serve in the duty position to which promoted, even if the promotion requires reassignment to another unit.

a. The Soldier must report for duty in the position to which promoted, comply with a reassignment order, if issued, and serve at least 12 months in the duty position before voluntary reassignment, discharge or retirement. An exception to this policy is where the Soldier has a change of residence or civilian employment, or incurs an extreme hardship requiring such reassignment. This policy does not preclude reassignment for the convenience of the Government or the good of the command, to the Ready, Standby, or Retired Reserve, including IMA or AGR status.

b. Promotion and reassignment orders will be revoked for a Soldier who fails to decline a promotion based on a concurrent reassignment and who refuses to comply with the reassignment order.

c. Soldiers incur a 12-month service remaining obligation upon promotion to SSG. Soldiers must reenlist or extend to meet this requirement.

5–27. Removal from the recommended list

a. The promotion authority will direct the name of a Soldier be removed from the recommended list if the Soldier—

(1) Is reduced in grade regardless of the reason.

(2) Did not meet the criteria in this chapter and was placed on the list in error.

(3) Has been barred from reenlistment under AR 140–111.

(4) Is reclassified for cause out of the MOS in which recommended (inefficiency or misconduct).

(5) Was under suspension of favorable personnel actions per AR 600–8–2 and the final report is closed as "unfavorable" or "disciplinary action taken."

(6) Is enrolled in the Army weight control program in accordance with AR 600–9.

(7) Fails to qualify, for cause, for the security clearance required for the MOS in which recommended or competing.

(8) Is not MOS qualified in an assigned duty position and within 24 months following a unit reorganization, relocation, or inactivation, has failed to enroll in an approved formal course of instruction leading to the award of the MOS or failed to be awarded the MOS required by the assigned duty position (see para 5–7*e*(3)).

(9) Declines promotion when selected under paragraph 5–6*c*(l) and is within 50 miles or 90 minutes or submitted a statement of willingness to commute to the required vacancy. If the Soldier has recommended list standing in more than one MOS, his or her name will only be removed in the MOS in which the promotion was declined. If the Soldier is a military technician, his or her name will not be removed and paragraph 5–47 will apply. If a declining Soldier has a cogent verified personal reason for declining the promotion, he or she may be considered by the next convened board, otherwise the Soldier may be considered by a board after 1 year has expired following the date of the promotion declination.

(10) Fails to reenlist or extend to meet service remaining obligation.

(11) Is under any of the following adverse actions:

(a) Convicted by court-martial while on the promotion standing list.

(b) Received punishment imposed under the provisions of the UCMJ, Art. 15, (not including summarized Article 15) while on the promotion standing list.

(c) Is undergoing proceedings that may result in discharge.

(d) Received a memorandum or letter of reprimand, admonition, or censure filed in his/her official personnel file in accordance with AR 600–37, chapter 3.

(12) Is released from active or enlisted status.

(13) Is dropped from the rolls as a deserter.

(14) Fails to maintain the minimum promotion points required to be on the recommended list (see para 5–15*a*(4)).

(15) Has been denied a waiver to reenlist.

(16) Has fraudulent documents in the promotion packet, which are discovered by the promotion authority.

(17) Fails a record APFT.

(18) Is on the promotion list and is promoted to SGT because of entering WOC, OCS, or ROTC/SMP. Soldier will not be eligible for reinstatement after removal.

(19) Has a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600-20.

b. Soldiers removed from a recommended list must be informed of removal action in writing.

c. The promotion authority may direct the removal from the recommended list the name of a Soldier who—

(1) Requests removal.

(2) Is the subject of adverse action under paragraph 1–10.

(3) Becomes an unsatisfactory participant as defined by AR 135–91.

d. Promotion packets of Soldiers who are removed from a recommended list will be retained in the files of the promotion authority for 2 years.

e. Once a Soldier is removed from a recommended list, the action is final unless the Soldier is later exonerated under paragraph 5–29.

f. Being processed for discharge or reassignment from TPU status.

5–28. Removal board

a. A removal board is a promotion selection board convened in accordance with paragraph 5–12 that has been tasked as a separate action, to consider Soldiers for removal from a recommended list. The composition of the board is prescribed by paragraph 5–13.

b. AR 15–6, although not applicable, will serve as a guide for removal board procedures when not in conflict with the provisions of this regulation. The procedures are as follows:

(1) A written notice will be given a Soldier who is to go before the board at least 30 days before the convene date of the removal board.

(2) On the request of the Soldier, the recorder will arrange for the appearance of any reasonably available witness or witnesses at the board hearing at no expense to the Government.

(3) The board will consist of unbiased members senior in grade to the Soldier being recommended for removal.

(4) Copies of all written affidavits and depositions of witnesses who are unable to appear before the board will be furnished the Soldier.

c. Rights of the Soldier include the following. The Soldier may—

(1) Decline, in writing, to appear before the board or may appear in person during all open proceedings.

(2) Challenge any member of the board for cause (see AR 15–6, para 5–7, for guidance).

(3) Request any reasonably available witness, at no cost to the government, whose testimony he or she believes to be pertinent to his or her case (see para 5–28 *b*(2)). When requested, the Soldier will state in his request the type of information the witness will provide.

(4) Elect to remain silent, to make an unsworn statement, to make a sworn statement or be verbally examined by the board.

(5) Question any witness appearing before the board.

(6) Present written affidavits and depositions of witnesses who are unable to appear on his or her behalf.

d. Failure of the Soldier to exercise the rights as stated above will not be a bar to the board proceedings or its findings and recommendations.

e. The president of the board will ensure the board members—

(1) Fully and impartially evaluate each case.

(2) Arrive at a proper recommendation.

(3) Prepare a report in writing of the board's proceedings and submit it to the promotion authority.

f. The promotion authority will—

(1) Approve or disapprove the board's recommendation. This action is final except as provided in g below.

(2) Notify the Soldier, in writing, of the decision.

g. If the promotion authority determines that one of the following applies, the promotion authority may disapprove the board recommendation and direct that a new board be convened.

(1) A substantial error in the conduct of the board has a material adverse effect on a Soldier's rights. This is provided that the error cannot be corrected without prejudice to the Soldier.

(2) The board has failed to consider all available adverse evidence in the case. For example, letters of reprimand, records of nonjudicial punishment under the UCMJ, Art. 15, and adverse enlisted evaluation reports.

5–29. Reinstatement to recommended list

A Soldier removed from a recommended list (see para 5–27 or 5–28) and later completely exonerated will be reinstated on the recommended list. To be completely exonerated, the action that caused the initial removal must have been erroneous or should not have been imposed so the Soldier is free of any blame or accusation. For example, a Soldier

receives a bar to reenlistment for failure to comply with AR 600–9 and is removed from the recommended list under paragraph 5–27*b*(3). Subsequent compliance with AR 600–9 and removal of the bar to reenlistment does not mean that the action that caused the removal was erroneous. Therefore, the Soldier is not "completely exonerated" and reinstatement is not authorized. In no case will a reinstatement be delayed more than 30 days. If the Soldier would have been promoted had he or she not been removed from the list, he or she will be promoted when the next vacancy occurs for the Soldiers MOS and grade. If no vacancy is available, the Soldier may be promoted and reassigned to the IRR, if the Soldier requests it. The DOR for a Soldier promoted upon transfer from a unit to the IRR will be the date he or she would otherwise have been eligible for promotion. The effective date will be the date of the order.

Section III
Promotion to Sergeant First Class, Master Sergeant, and Sergeant Major

5–30. General

The senior enlisted selection and promotion system outlined in this section prescribes the policy and procedures governing the promotion of unit Soldiers to SFC, MSG, and SGM.

a. The selection and promotion process for senior enlisted grades is centralized at promotion authority headquarters established in paragraph 5–2*c*.

b. To standardize promotions throughout Army Reserve units, and to ensure promotion of the best qualified Soldiers, recommendation by promotion selection board and placement on a permanent recommended promotion list are required.

(1) *Consideration.* All SSGs through MSGs/1SGs who meet the basic eligibility requirements cited in paragraph 5–32 will be considered for promotion.

(2) *Selection.* The promotion selection board will select the best qualified Soldiers for placement on the permanent recommended promotion list.

(3) *Promotion.* Soldiers will be promoted sequentially from the list to fill vacancies in accordance with paragraph 5–38*c*.

(4) *Limitations.* Promotions off the permanent recommended promotion list will not exceed the cumulative vacancies for that pay grade as computed per paragraph 5–4.

c. All Soldiers within the announced zone and assigned to a unit will be considered by the promotion selection board.

d. The enlisted promotion system is a function of the overall enlisted personnel management system. An important factor for the management of these systems is the command cumulative vacancy accountability.

e. In no case will promotions be made to SFC and above for Soldiers in an overstrength status. Transfers to and from an overstrength status will not be made for the purpose of increasing promotion opportunities.

5–31. Announcements by the promotion authority

a. Senior enlisted promotion selection boards. The convening authority will determine the board schedule and announce the following information to all subordinate commands:

(1) The convening date of the senior enlisted promotion selection board.

(2) The zones of consideration for promotion selection, which will include—

(a) Required grades.

(b) Required TIMIG and TIS to include those grades that will be considered by the promotion authority for a TIS waiver.

(3) Administrative instructions and schedules.

b. SMC selection boards. Whenever a senior enlisted promotion selection board is to be tasked to select MSGs and 1SGs for enrollment in the SMC, the promotion authority will notify all eligible assigned/attached MSGs and 1SGs (using the memorandum format shown in fig 5–3) with DA Form 7432 (Sergeants Major Course Administrative Data Sheet) as an enclosure, and all subordinate commands, of the convening date and place of the SMC selection board.

DEPARTMENT OF THE ARMY
Headquarters, 200th U.S. Army Reserve Command
251 E. Broad Street, Someplace, XX 00000-0000

ABCD-EFG (600-8-19) 15 August 2006

MEMORANDUM FOR: ***(Name, rank, address of eligible MSG/1SG. Do not enter SSN)***

SUBJECT: Notification of Board Proceedings to Select MSG/1SG for Enrollment in the U.S. Army Sergeants Major Course

1. On ***(date)*** at ***(location)*** a senior enlisted promotion selection board will be convened per ***(For TPU/ARE/Multi-component enter "AR 600-8-19, chapter 5, section IV". For IRR/IMA enter "AR 600-8-19, chapter 6").*** This board has also been charted to review the records of all eligible master sergeants (MSGs) and first sergeants (1SGs) assigned or attached to this command, and to select the best qualified for enrollment in the resident and corresponding studies U.S. Army Sergeants Major Course (SMC).

2. MSGs/1SGs selected for promotion to sergeant major (SGM) will be Automatically enrolled in the SMC. MSG/1SG selected by this board for enrollment in the SMC will be enrolled in the resident or corresponding studies course in a priority established by the Office, Chief Army Reserve, and based on the availability of school seats and funding.

3. To be eligible for consideration by the board for enrollment in the SMC, a MSG or 1SG must--

a. Respond to this notification from the promotion authority.

b. Not be the subject of action leading to administrative separation under AR 135-178 or AR 635-200, or reassignment to the Individual Ready Reserve, the Standby Reserve, or the Retired Reserve per AR 140-10.

c. Not be under a suspension of favorable personnel actions (flagged).

d. Have completed ANCOC or the equivalent.

e. Not have been previously selected for the SMC and subsequently denied enrollment, become an academic failure, failed to meet graduation requirements, become a "No-Show", or failed to complete the course within 24 months of enrollment.

f. If selected for the resident course, must be able to serve in an active status as a member of the Selected Reserve of the Army Reserve for at least 24 months following graduation prior to mandatory removal on attaining the maximum years of service for a MSG or 1SG.

4. Enclosed is a preaddressed memorandum. Should you desire to be considered by the board for enrollment in the SMC, or to decline board consideration at this time and be reconsidered at a later date, you must inform this Headquarters by the enclosed memorandum on or before **(date).** Failure to respond to this notification by **(date)** on the enclosed memorandum, will be considered as a refusal to be considered for enrollment in the SMC and the board will not review the records.

5. Should you need assistance in this matter, please contact **(Name *of POC)*** at **(Telephone number of POC).**

FOR THE COMMANDER:

Encl
As

Figure 5–3. Sample format for a permanent recommended promotion list

(NOTE: The following sample memorandum should be partially completed and preaddressed by the command issuing the basic memorandum.)

DEPARTMENT OF THE ARMY
Headquarters, 200th U.S. Army Reserve Command
251 E. Broad Street, Someplace, XX 00000-0000

ABCD-EFG (600-8-19) (Date)

MEMORANDUM FOR Commander, 200th U.S. Army Reserve Command, ATTN: ABCD-EFG, 251 E. Broad Street, Someplace, XX, 00000-0000

SUBJECT: Notification of Board Proceedings to Select MSG/ 1SG for Enrollment in the U.S. Army Sergeants Major Course

(Name, Rank, Address of MSG/1SG preaddressed by the command. Do not enter SSN.)

(If you wish to be considered by the board for selection and enrollment in the U.S. Army Sergeants Major Course (SMC), use the following paragraph.)

1. I want to be considered by the board for selection and enrollment in the U.S. Army Sergeants Major Course (SMC). I understand the importance of reviewing my military records or packets to ensure accuracy and completeness before my records are sent before the SMC selection board. I also understand there are no provisions for reconsideration by a standby board for SMC selection and enrollment.

(If selected for the SMC, and enrollment in the resident course is desired, use the following subparagraph)

If selected for the SMC I desire enrollment in the resident course. (Not applicable if I'm assigned to the Standby Reserve (Active List)). I understand enrollment in the resident course requires me to serve on active duty for training (ADT) for 12 months and is based on the availability of funds and the priority of seating. I understand if I am not enrolled in the resident course I will be enrolled for the corresponding studies course which has a 2-week resident phase. A completed DA Form 7432 is enclosed.

(If selected for the SMC, and are unable to attend the resident course, use the following subparagraph.)

If selected for the SMC I cannot attend the resident course and I understand that I will be enrolled for corresponding studies which has a 2-week resident phase. A completed DA Form 7432 is enclosed.

(If you wish to decline consideration by the board for selection and enrollment, use the following paragraph.)

2. I hereby decline consideration by the board for selection and enrollment in the U.S. Army Sergeants Major Course (SMC) at this time.

(Signature and signature block of responding MSG/1SG)

Figure 5–3. Sample format for a permanent recommended promotion list—Continued

c. Alternate ANCOC list selection boards. Whenever a senior enlisted promotion selection board is to be tasked to provide an order-of-merit listing of SSGs to attend ANCOC as alternates, the promotion authority will notify all participating commands of the convening date and place of the selection board and necessary administrative instructions.

5–32. Eligibility criteria for selection board consideration

Commanders will ensure that Soldiers that meet eligibility criteria are considered by the board. Soldiers must meet the eligibility criteria as of the convene date of the board.

a. Membership. The Soldier is a member of the Army Reserve assigned to a TPU/ARE/multicomponent unit and is not considered an unsatisfactory participant as defined by AR 135–91 on the date the board convenes (nonwaivable).

b. Promotable status. See paragraph 1–10. A Soldier with a flag in effect may be considered by the board and placed on the recommended list. However, the Soldier cannot be promoted until the FLAG has been lifted (nonwaivable).

c. Civilian education. The Soldier must be a high school diploma graduate or GED equivalent (nonwaivable).

d. MOS. Soldiers may compete for promotion in their PMOS, SMOS, or AMOS. They must be fully qualified in the MOS for which they are selected for promotion.

e. Physical requirements. A Soldier is considered to be physically qualified for promotion if he or she meets the retention medical fitness standards per AR 40–501, chapter 3 or 5, as appropriate (nonwaivable).

f. Proper pay grade. A Soldier must be in the pay grade next below that in which being considered (nonwaivable).

g. Position vacancy. Assignment to a position authorized for the next higher grade is not a requirement for selection board consideration. Further, position incumbency is not a factor that identifies the Soldier as best qualified among his or her peers. Only promotion off the recommended list requires the existence of a position vacancy.

h. Board appearance. Personal appearance before a selection board is prohibited.

i. NCOES.. A Soldier must be a graduate of the NCOES course (or the equivalency required for his or her current grade) as required by paragraph 1–27 (waivable; see paragraph 1–27*c*). The authority to grant waivers to USAR TPU Soldiers is delegated to USARC, 7th ARCOM, 9th RRC, and USACAPOC.

j. TIMIG requirements. Nonwaivable. For selection to—

(1) SFC, 21 months as SSG.

(2) MSG, 24 months as SFC.

(3) SGM, 28 months as MSG and/or 1SG.

k. TIS requirement.

(1) SFC, 9 years.

(2) MSG, 11 years.

(3) SGM, 13 years.

l. Cumulative enlisted service. Soldiers must have the specified number of years of cumulative enlisted service (nonwaivable) for selection to—

(1) MSG, 8 years.

(2) SGM, 10 years.

m. Age. Soldiers who reached age 55 without NCOES completion for the next higher grade or age 57 with NCOES completed for the next higher grade prior to convening date of board are ineligible for consideration.

n. Weight. Soldier must meet height and weight standards of AR 600–9.

o. Retention. Soldier does not exceed maximum years of service for current grade (which is suspended during partial or higher levels of mobilization).

p. APFT. A passing score on the APFT within 12 months of the date of the board is mandatory for promotion consideration (nonwaivable).

q. Security clearance. Soldiers must have the appropriate security clearance or favorable security investigation determination required by the MOS in which being promoted. Promotion may be based on an appropriate interim clearance (nonwaivable).

5–33. Forwarding promotion packets to the convening authority for selection board consideration

To comply with the announcement of the convening authority, CDRs will—

a. Post the announcement in a conspicuous location so all NCOs in the command are aware of the contents.

b. Advise those Soldiers who are within the zone of consideration of the importance of reviewing their promotion packets before the packets are sent before the selection board. The custodians of the MPF will assemble the packets and ensure they are current and complete and contain a statement signed by the Soldier indicating that he or she has

reviewed the packet, as applicable, and found it to be complete and accurate. The packet must also contain the following:

(1) A current official photograph taken per AR 640–30. The Soldiers height and weight must be entered in the lower margin on the front side of the photograph and signed by the unit CDR.

(2) A complete-record of the NCOER may be submitted per AR 623–3.

(3) Current DA Form 2A (Personnel Qualification Record, Part 1) and DA Form 2–1. All data must be up-to-date and certified as true and correct by the records custodian.

(4) Memorandum from security manager verifying security clearance and date of investigation (see para 1–15).

(5) Academic reports, military and civilian school certificates, letters of appreciation, achievement and commendation, and all available evaluation reports.

(6) A completed DA Form 7432 (MSG/1SG only).

c. Prepare the promotion packet in accordance with the guidance contained in the announcement. As a minimum the packet will consist of the following:

(1) The official photograph and NCOER required by b above.

(2) A copy of DA Form 2 and DA Form 2–1.

(3) Academic reports.

(4) Military and civilian school certificates.

(5) Letters of appreciation, achievement, or commendation.

(6) Copies of NCOERs, minimum of last 5 reports.

(7) Memorandum from security manager verifying security clearance and date of investigation (see para 1–15).

(8) A completed DA Form 7432 (MSG/1SG only).

(9) Statement from Soldiers requesting consideration by a command other than to which they are assigned and/or outside the geographical area. The Soldier must sign the statement and agree to serve in the position for a period not fewer than 12 months if selected by the board. By submitting his/her promotion packet, the Soldier understands that if recommended for promotion he/she agrees to commute to the unit regardless of the commuting distance.

d. Send the packets of eligible Soldiers to the promotion authority according to the instructions contained in the announcement. Only the packets of Soldiers meeting the eligibility requirements will be forwarded unless the Soldier has submitted a written declination of promotion statement per paragraph 5–34. If the Soldier is not available for signature, the unit administrator, staff administrative assistant or the military personnel officer (MPO) will enter "Soldier not available for signature" and sign for the Soldier.

5–34. Declination of promotion consideration or Noncommissioned Officers Education System course selection

a. A Soldier who is within the zone of consideration for promotion or NCOES course selection, may decline such consideration before his or her promotion packet is assembled and sent to the selection board. Once the packet has been sent to the board, the Soldier cannot decline consideration.

b. When a Soldier declines promotion consideration or NCOES course selection, the Soldier's immediate supervisor and the CDR must determine the reason for the declination and provide adequate counseling. This counseling will be acknowledged in the declination statement.

c. A declination of board consideration will be a written statement signed by the Soldier acknowledging counseling and witnessed by an NCO or officer, and inserted in the Soldiers MPF. The declination will remain in effect for any subsequent boards until the Soldier changes his or her mind and requests board consideration. In this event, the declination will be removed from the MPF, annotated by the custodian to indicate the declination was withdrawn on a specified date, retained by the custodian until the next regular board is convened, and then destroyed.

5–35. Enlisted promotion selection boards

Selection of enlisted Soldiers for promotion to SFC through SGM will be made by selection boards convened by the authorities cited in paragraph 5–2*c*. In addition, boards may also be tasked per paragraph 5–35 to select Soldiers for attendance at the SMC or ANCOC.

a. Composition. Selection boards will be composed of at least three members and a recorder without vote. Officers and NCOs will comprise the board membership, but NCO members must be senior in grade to those being considered and comprise the majority of the board membership.

(1) The board president will be a colonel (06) or higher.

(2) The recorder will be an SFC or above and will serve without vote.

(3) Board members must be assigned or attached to the command that convened the selection board. In the case of consolidated selection boards (see para 5–3), each participating ARCOM/USAR GOCOM/RRC/ARE/multicomponent unit will have representation on the board.

(4) Both female and minority representation will be provided regardless of whether the board considers female or minority Soldiers.

(5) Orders appointing board members will be issued by the promotion authority (see para 5–2*c*).

(6) A Soldier being considered by the board will not serve as a board member.

(7) When circumstances warrant, boards may be divided into two or more panels. Each panel will be comprised of at least three voting members, and include at least one officer. Senior NCOS must comprise the majority of each panel's membership. The voting procedures and selection process must be the same for each panel and ensure that all Soldiers within each MOS (3 digits) and grade are considered uniformly.

b. MOI. A separate MOI will be issued by the convening authority for each board convened. The MOI will prescribe—

(1) The oath that each board member must take.

(2) Reports to be rendered.

(3) The select objective for the selection of MSGs and 1SGs for enrollment in the SMC.

(4) The number of alternates to be selected for placement on an alternate ANCOC selection list per paragraph 5–31.

(5) Other administrative details, as required.

c. Communications with selection boards. No Soldier is authorized to appear in person before a selection board.

(1) A Soldier who is within an announced zone may write to the President, Enlisted Selection Board. The Soldier may invite attention to any matter of record which he or she feels is important in the consideration of his or her individual record. Such letters may not contain any adverse comments concerning the character, conduct, or motives of any other person, or criticize any other Soldier.

(2) Communications must be received not later than the day before the convening date of the board to be reviewed by the board. Written communications will not be acknowledged and if not reviewed by the board will not constitute a basis for promotion reconsideration.

(3) Written communications with any enclosures will be addressed to the president of the selection board and treated as privileged communications. These communications will be filed with board proceedings by the promotion authority (see para 5–2*c*) for 1 year. They will not be filed in the Soldier's official military personnel record or MPF.

(4) Written communications from third parties, including a Soldiers chain of command or supervisor are not authorized.

d. Restriction. Once a board has convened, the same board members must be present during the entire board proceedings. Personnel other than appointed board members are not authorized access to information relating to the board or board actions until the results are approved and released by the convening authority.

5–36. Selections

Selections by the board will be based on impartial consideration of all eligible Soldiers in the announced zone.

a. Boards will select the best qualified Soldiers, using the procedures in the MOI, in each MOS.

b. When selecting Soldiers for enrollment in the SMC or ANCOC, the boards will follow the procedures prescribed by paragraph 5–35.

c. Soldiers will not be given specific reasons for nonselection. Board members may not record their reasons nor give any reasons for selection or nonselection. Selections are based on relative qualifications and the projected need in each MOS and geographical location.

5–37. Reporting selection board results

Selection boards will issue a report showing the results of their deliberations. The report will be sent to the convening authority (see para 5–2*c*) for approval and will include the following enclosures:

a. MOI.

b. Board membership.

c. Promotion recommended list.

(1) The names of all Soldiers selected for promotion by the board will be listed in alphabetical order. However, promotions off the PPRL are based on board appearance date, MOS and geographical location. For example, if there are 2 or more Soldiers on the list with the same board appearance date, MOS and in the same geographical area, promotions must be made by order of merit list (OML) based on the promotion sequence number.

(2) Promotion sequence numbers will be determined by board appearance date (earliest first), and are assigned based on MOS and geographical location. When all of the above is the same, use DOR, PEBD, then age (oldest first).

(3) The names of Soldiers recommended for promotion who are under suspension of favorable personnel action (AR 600–8–2) will be placed on the selection list and monitored until the action is completed. These Soldiers cannot be promoted until the suspension (FLAG) has been lifted (see para 1–11).

(4) For each name, a code will be inserted to identify enrollment in, or completion of, ANCOC or SMC as required by the next higher grade.

(a) NB=is not a graduate of BNCOC.

(b) GB=is a graduate of BNCOC.

(c) NA=is not a graduate of ANCOC.

(d) GA=is a graduate of ANCOC.

(e) NS=is not a graduate of SMC.

(f) GS=is a graduate of SMC.

d. Considered list. The names of all Soldiers considered for promotion by the board will be listed in alphabetical order by rank.

e. SMC enrollment selection list. This is the listing required by paragraph 5–31.

f. Alternate ANCOC enrollment selection list. This is the listing required by paragraph 5–31.

5–38. Convening authority responsibilities

The convening authority will take the names of those Soldiers on the promotion recommended list and establish or integrate them on to the PPRL.

a. This list will be ordered as shown in figure 5-4. Codes may be devised to indicate assignment preferences, the miles the Soldier is willing to commute and the geographical area.

SAMPLE

PERMANENT PROMOTION RECOMMENDED LIST (SFC-SGM)

(To be established and maintained by the Promotion Convening Authority)

Promotion to Sergeant Major

MOS	DOR	NAME	Unit of Assignment	Geographical Zone	NCOES Status	Board Date
15Z5O	851010	Brice, Henry A.	814th Signal Co	B	NS	061205
21Z5X	851115	Cauther, Jon	814th Signal Co	B	NS	061205
21Z5O	851001	Shropshire, Paul	814th Signal Co	B	NS	070115
11Z5O	860515	Green, Kenny R.	HHC, 81st RRC	G & E	NS	061205
92Z5O	860515	Patterson, Cynth	432d Avn Co	E	NS	061205
88Z5O	860820	Smythe, Lewis	346th Maint Co	H	ES	061205

Promotion to First Sergeant or Master Sergeant

MOS	DOR	NAME	Unit of Assignment	Geographical Zone	NCOES Status	Board Date
88Z4O	931212	Ames, Horace	C/2/518/108th Div	A	GA	061205
88Z40	931101	May, Sean	C/2/518/108th Div	A	GA	070115
42L4OF5	931231	Calahan, Harry	414th Engr Co	A & F	GA	061205
42L4O	941201	White, Hal W.	Co B, 157th Spt Bn	E	EA	061205
42L40	931101	Duncan, Tim	Co B, 157th Spt Bn	E	EA	070115
98Z4LGM	941001	Jones, Jenny	741st CA Co	J	GA	061205

Promotion to Sergeant First Class

MOS	DOR	NAME	Unit of Assignment	Geographical Zone	NCOES Status	Board Date
42L3O	980315	Loris, Jimbo	C/2/518/108th Div	A	EA	061205
25W3O	980101	Mitchell, Patrina	841st Engr Bn	D	EA	061205
42A3O	970601	Trotter, Jerry	841st Engr Bn	D	EA	070115
35T3O	970601	Babcock, Baby C.	346th Maint Co	G	NA	061205
42L30	970601	Burgess, Joe P.	Co C, 157th Spt Bn	E & G	EA	061205
91W3OM6	980315	Peck, Anthony	HHC, 81st RRC	G	NA	061205
89B3H	970901	Cook, Thomas L.	741st CA Co	J	GA	061205
89B3O	970301	Jordan, Michael	741st CA Co	J	GA	070115

Notes:
Names of soldiers will be rank ordered by Board Appearance Date, MOS and geographical location. If all these items are the same then DOR, PEBD, and DOB will be used.

Figure 5–4. Sample format for a permanent promotion recommended list

b. This list will be used for promotion purposes. Supported units and organizations will be provided copies with SSNs NOT included. This list will not be further distributed.

c. As a vacancy is reported the convening authority will identify the first Soldier on the list who meets the reported requirements.

5–39. Publication of the selection lists

a. The selection lists developed under paragraph 5–38 will be released for publication and distribution after they have been approved by the promotion authority.

b. After the selection lists have been approved, sufficient copies will be distributed to all subordinate and participating commands. The lists (with the SSNs deleted) will be posted conspicuously so all members of the command are aware of the contents.

5–40. Longevity of selection lists

a. The promotion selection list developed under paragraph 5–38 is not a permanent selection list. Each promotion selection list issued by a promotion board is a new report and will be integrated with the PPRL. The PPRL is permanent and must be exhausted by board appearance date, MOS, and geographical location.

b. Soldiers who have not been promoted within 2 years from the board appearance date will be automatically removed from the PPRL. Removal from the PPRL does not preclude consideration by future boards. Such consideration is not a vested right. Soldiers removed under this paragraph regain promotable status provided they meet all other provisions of this regulation.

c. The SMC enrollment selection list and the Alternate ANCOC *enrollment selection list* developed under paragraphs 5–38 are not permanent standing lists. These lists expire 12 months after release. New lists can be developed by subsequent promotion selection boards and those Soldiers who were removed may be reboarded if otherwise eligible.

5–41. Announcement of promotions

a. The promotion authority (see para 5–2*c*) will publish orders announcing promotions to SFC through SGM. The effective date for pay purposes will be the effective date of the promotion order or a future effective date.

b. Unit personnel officers or personnel NCOs will start procedures for issuing promotion certificates (see para 1–23) when they receive the promotion orders.

c. Promotions will only be made against a current vacancy to which the Soldier is or will be assigned.

d. A promotion is not valid and the promotion order will be revoked if the Soldier is not, or was not, in a promotable status on the effective date. The CDR must notify the promotion authority when a Soldier is in a nonpromotable status.

e. As an exception to paragraph 5–38, when a 1SG or MSG who is a CSM designee is assigned to a CSM duty position, the Soldier will be promoted to SGM in his or her PMOS effective the date cited in the promotion order. The SGM will then be laterally appointed to CSM under the provisions of AR 614–200, paragraph 7–31.

f. Orders promoting a MSG or 1SG who is a CSM designee to SGM will cite this paragraph as the promotion authority. If the promotion is conditional based on subsequent completion of the SMC, the orders must be processed per paragraph l–27.

5–42. Accepting promotion to sergeant first class and above

a. A Soldier who accepts a promotion will incur a 2-year TPU service remaining requirement from the effective date of promotion. The Soldier must report for duty in the position to which promoted, comply with a reassignment order, if issued, and serve at least 12 months in the duty position before voluntary reassignment. An exception to this policy occurs when the Soldier has a change of residence or civilian employment, or incurs an extreme hardship requiring such reassignment. This policy does not preclude reassignment for the convenience of the government or the good of the command, to the Ready, Standby, or Retired Reserve, including IMA or AGR status.

b. Promotion and reassignment orders will be revoked for a Soldier who fails to decline a promotion based on a concurrent reassignment and who refuses to comply with the reassignment order or fails to meet the service remaining requirement or fail to initiate reassignment to the gaining position within 90 days of REFRAD from mobilization. Soldiers must reenlist or extend prior to issuance of promotion orders.

5–43. Enlisted standby advisory board

a. The composition of an enlisted standby advisory board is under identical criteria as that of enlisted selection boards (see para 5–35*a*).

b. The board will consider records—

(1) Not reviewed by a regular board.

(2) That were not properly constituted because of a material error when reviewed by a regular board (see 5–43*d*).

(3) Of Soldiers on whom derogatory information has been properly substantiated, which may warrant removal from a selection list (see para 5–44).

c. The names of Soldiers selected by this board will be integrated on to the PPRL. They will be promoted along with their peers when their sequence number is reached and a vacancy occurs.

d. The convening authority (see para 5–2*c*) will determine if a material error existed in a Soldier's records when the file was reviewed by the selection board. It must be presumed that a material error in the file may have contributed to nonselection. An error is material when, in the judgment of a mature individual familiar with selection board proceedings, a reasonable chance exists that had the error not existed, the Soldier may have been selected. Sometimes, a long-standing error once corrected qualifies the member for reconsideration based on the criteria of several boards.

(1) The promotion or convening authority (see para 5–2*c*) may forward records to the standby advisory board without a request from the Soldier when an omission or material error is found.

(2) Within 1 year of the board results release date, Soldiers not recommended for promotion may request reconsideration, if they believe their record contained a material error when it was considered.

(a) The request must be in writing and must clearly and fully state the reason for the request.

(b) Appropriate supporting documentation must accompany the request.

(c) Failure or inability of a Soldier to submit documents before the cutoff date established in the board announcement for submission of documents cannot be used as a basis to request reconsideration. However, the absence of a document from a Soldier's board file may constitute a material error, provided the document should have been in the board file. Also, the document must have been missing because of administrative error or omission for which the Soldier concerned is not responsible.

(3) The convening authority (see para 5–2*c*) has approval authority for all requests for promotion reconsideration.

e. Standby boards may be held in conjunction with the next scheduled promotion board or earlier, if necessary.

5–44. Removal from a selection list

a. Occasionally, adverse information is discovered concerning a Soldier recommended but not yet promoted. When this occurs, and the information would appear to warrant removal from the promotion recommended list (see para 5–38*c*), disposition will be considered by the standby advisory board. The board's recommendation will be submitted to the promotion authority for a final decision.

b. The CDR, or first field grade officer in the direct line of supervision may recommend the removal of a name from a recommended list at any time (see 5–44*d*). Care will be taken by all CDRs to ensure that such a recommendation is fully documented. This will permit factual evaluation by CDRs within the chain of command, the standby advisory board, and the promotion authority. All recommendations which are based on reprimands, admonitions, censures, and other nonpunitive measures will be processed per AR 600–37, paragraph 2–6.

c. Recommendations based on reprimands, admonitions, censures, and other nonpunitive measures, will not be filed at any time in a Soldier's OMPR or MPF until it has been processed through command channels and approved by the promotion authority. A recommendation for removal, regardless of the basis for such action, may be disapproved at any level of command. A disapproved recommendation will be returned through channels to the recommending CDR listing specific reasons for disapproval.

d. Recommendations for removal from the promotion selection list (see para 5–39) (those based on other than reprimands, admonitions, or censures) will be processed as follows:

(1) Before submitting removal action to the promotion authority, the CDR initiating the action will notify the Soldier by certified mail of his/her intentions. This will allow the Soldier an opportunity to respond to the proposed action. He or she may submit rebuttal statements within 30 days after receipt of the written notification. Requests to extend this time may be granted by the CDR initiating the action only for unusual circumstances. These circumstances must be determined to be beyond the Soldier's control. Denial of the request will be endorsed through the next senior CDR. A Soldier who elects not to rebut will submit a signed statement that he or she has reviewed the proposed action and elects not to submit a rebuttal.

(2) Concurrent with the start of the removal action, the servicing personnel officer will initiate DA Form 268 according to AR 600–8–2. The FLAG will not be removed until final resolution of the case. This provision applies to all recommendations for removal action.

e. A Soldier's name may be removed from the SMC enrollment selection list, or the alternate ANCOC enrollment selection list, by the promotion authority on receipt of adverse information that clearly warrants denial of enrollment and participation in the SMC or ANCOC.

(1) The CDR, or first field-grade officer in the direct line of supervision, may recommend the removal of a name from the SMC or ANCOC selection list at any time based on performance or conduct. CDRs must ensure that such a recommendation is fully documented. This permits factual evaluation by CDRs within the Soldiers chain of command and the promotion authority.

(2) Before submitting removal action to the promotion authority, the CDR initiating the action will notify the Soldier by certified mail of his/her intentions. This allows the Soldier to respond to the proposed action. He or she may

submit rebuttal statements within 15 days after receipt of the written notification. Requests to extend this time may be granted by the CDR initiating the action under circumstances determined by the CDR to be beyond the Soldier's control. Denial of the request will be endorsed through the next senior CDR. A Soldier who elects not to rebut will submit a signed statement that he or she has reviewed the proposed action and elects not to submit a rebuttal.

f. CDRs will promptly advise the convening authority of any Soldier whose name appears on the promotion, SMC, or alternate ANCOC selection list, and who is—

(1) Reduced.

(2) Discharged from the USAR and does not reenlist in the USAR with concurrent assignment to a TPU within 24 hours after discharge.

(3) Released from TPU assignment and reassigned to—

(a) Another USAR command outside the jurisdiction of the promotion authority.

(b) The IRR, Standby, or Retired Reserve (to include removal for maximum years of service).

(c) Control group (AGR or IMA).

(d) Active Army strength accountability under the provisions of AR 135–210.

(e) Another TPU/ARE/multicomponent unit when relieved for cause.

(4) Dropped from the rolls as a deserter.

(5) Declared an unsatisfactory participant under AR 135–91.

(6) Under a bar to reenlistment.

(7) Reclassified out of recommended MOS.

(8) Recommended for removal by board action.

(9) Declining promotion. This includes a Soldier who signed a statement under paragraph 5–33*c*(9) and subsequently declined the position.

(10) In a nonpromotable status because of failure of being promoted within 2 years of the board appearance date.

(11) Has a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600-20.

g. When the convening authority determines or is notified that one of the categories defined in paragraph 5-44*f*(1) through (11) applies to a Soldier on a selection list, the convening authority will take the following applicable actions:

(1) Remove the Soldier from the promotion list.

(2) Notify CDR, HRC–St. Louis (AHRC–EP–S), through command channels, of any Soldier to be removed from the SMC list, OR notify the appropriate area CDR of any Soldier to be removed from the alternate ANCOC selection list.

h. When the promotion authority determines a Soldier was erroneously considered and selected for promotion or enrollment in the SMC or ANCOC, the promotion authority will take the following applicable actions:

(1) Administratively delete the name of the Soldier from the list.

(2) Notify the Soldier, and the Soldier's CDR, of the deletion and the reason for the list deletion action.

(3) Notify the CDR, HRC–St. Louis (AHRC–EP–S), through command channels, of any Soldier whose name is to be deleted from the SMC list, OR notify the appropriate area CDR of any Soldier whose name is to be deleted from the alternate ANCOC selection list.

i. When the promotion/convening authority determines that a Soldier was erroneously considered, selected, and promotion orders issued before discovery that the Soldier did not meet appropriate eligibility criteria, the promotion/convening authority will take the following applicable actions:

(1) Determine whether the member is eligible for promotion consideration under later selection board criteria on the basis of his or her current status.

(2) Determine if the Soldier will have his or her DOR adjusted in lieu of revocation of promotion orders.

(3) Determine whether the promotion will be revoked and if appropriate, authorized a de facto status.

(4) Advise the CDR and Soldier on actions taken.

5–45. Reinstatement to promotion selection list

A Soldier removed from a promotion selection list and later considered exonerated will be reinstated on the promotion selection list. To be considered exonerated, the action that caused the initial removal must have been erroneous or should not have been imposed. For example, a Soldier receives a bar to reenlistment for failure to comply with AR 600-9 and is removed from the promotion selection list under paragraph 5-44*f*(6). Subsequent compliance with AR 600-9 and removal of the bar to reenlistment does not mean that the action that caused the removal was erroneous. Therefore, the Soldier should not be considered exonerated and reinstatement is not authorized. In no case will a reinstatement be delayed by more than 30 days. If the Soldier would have been promoted had he or she not been removed from the promotion selection list, he or she will be promoted when the next vacancy occurs for the Soldier's MOS and grade. If no vacancy is available, the Soldier may be promoted and reassigned to the IRR, if the Soldier requests it. The DOR for a Soldier promoted upon transfer from a unit to the IRR will be the date he or she would otherwise have been eligible for promotion. The effective date will be the date of the order.

5–46. Reassignment prior to promotion

When a Soldier is reassigned outside the jurisdiction of the convening authority, he or she must be removed from the PPRL. A copy of the PPRL will be placed in the Soldier's MPF. If the Soldier is reassigned to—

a. Another Army Reserve or multicomponent unit, he or she will be integrated on the PPRL of the promotion authority having regional jurisdiction. The Soldier's sequence on the list will be determined according to paragraph 5–38*c*(2). If the Soldier's recommended MOS is not an authorized MOS within the command, the Soldier may request removal from the PPRL. This will permit him or her to be reclassified into an appropriate MOS and then compete for selection in the new MOS by board selection.

b. The IRR under voluntary conditions, he or she will be integrated on a gaining command's PPRL on rejoining a unit. This is provided the period of IRR assignment does not exceed 1 year. On reassignment to a unit during the 1 year period, the policy in a above is applicable.

c. The IRR under involuntary conditions (AR 135–178 or AR 140–10) or serves more than 1 year in the IRR, placement on the PPRL will not be authorized on reassignment to a unit.

d. Control Group (AGR), Control Group (IMA), the Standby Reserve, or the Retired Reserve, placement on the PPRL terminates and the Soldier cannot be integrated on a list based on subsequent reassignment to a unit.

e. Another U.S. Armed Force (to include the ARNG and the Delayed Entry Program), PPRL status is terminated as a result of the discharge from the USAR. A subsequent transfer to, or reenlistment in, the USAR will not authorize integration on a list.

Section IV
Special Promotions

5–47. Military technicians

A military technician (MT) must serve in a dual status as a technician and as a member of the Army Reserves Selected Reserve in accordance with Department of Defense Directive (DODD) 1205.18. Eligibility, selection, and promotion policy and procedures outlined in this chapter apply to all military technicians assigned to a TPU, except where cited in the following paragraphs.

a. Position vacancy. A TOE or TDA position occupied by a MT will not be considered as a vacancy for promotion consideration (see para 5–4).

b. Promotion declination. A MT will be considered for promotion under the same criteria as other enlisted Soldiers; however, if acceptance of a promotion would affect the MTs condition of employment as a MT, to include job relocation, the MT may decline the promotion without penalty. In declining, the MTs name will not be removed from the recommended list (see para 5–27) or the selection list (see para 5–44). The MT will be retained on the list until promoted or removed for cause per paragraph 5–44. MTs will be removed from the list if they signed a statement in paragraph 5–33*c*(9) and declined the position.

c. Promotion to SGT or SSG. As an exception to paragraph 5–6*c*, a MT on the PPRL (see para 5–18) may be promoted off the list without regard to sequence against a position in the TPU to which he or she is assigned that requires the MOS in which he or she was recommended by the board.

d. Promotion to SFC through SGM.

(1) When a board recommends a MT for promotion to SFC through SGM against a position in a TPU other than that to which he or she is assigned, the MT may—

(a) Accept the promotion with concurrent reassignment, if required.

(b) Decline the promotion if acceptance would affect his or her status as a MT (see 5–47*b*). In this case, a notation will be made on the list next to the MTs name that the MT can only be promoted against a position in his or her assigned TPU, when a position is available for which the MT is qualified.

(2) When a position vacancy or projected vacancy occurs in the TPU to which the MT is assigned, he or she will be promoted off the recommended list in sequence provided the MT is qualified in the DMOS by possessing the MOS as a PMOS, SMOS, or AMOS.

5–48. Drill sergeants and Total Army School System instructors

Special training and qualifications are required for Soldiers performing duty as drill sergeants and TASS instructors. Eligibility, selection, and promotion policy and procedures outlined in this chapter apply to promotions against TASS instructor or drill sergeant positions, except where cited in the following paragraphs.

a. Competing for promotion within MOS. Drill sergeants and TASS instructors will compete for promotion consideration in their PMOS, SMOS, or AMOS the same as other Soldiers as required by paragraphs 5–7*e* and 5–32*d*. If selected against other than their appropriate drill sergeant or TASS instructor positions, the following procedures apply:

(1) The Soldier may decline the promotion and concurrent reassignment without penalty or removal from the promotion recommended or selected list. The Soldier's name will remain on the list until promoted or removed for cause.

(2) If the Soldier accepts the promotion with concurrent reassignment, the vacancy will be reserved for the selected

Soldier. However, if the reassignment of the Soldier would impact on a current training or instruction cycle or semester, the command may delay the reassignment until the cycle or semester is completed. Then the Soldier will be promoted and reassigned. In this case, the Soldier's effective date of promotion will be the date of the promotion order and the DOR will be the date the Soldier was eligible for reassignment to the vacancy.

b. Promotion against drill sergeant or TASS instructor positions. When cumulative vacancies have been determined per paragraph 5–4, promotions to fill these positions will be made off the recommended list (see para 5–18) or the selection list (see para 5–38*c*) as required, except as specified in the following paragraphs.

(1) If a Soldier assigned to a TASS instructor position or a drill sergeant position, completes the required training and is qualified for duty in the position, he or she may be promoted to SGT or SSG off the recommended list (see para 5–18) without regard to list standing. However, the Soldier will not be promoted off the list ahead of another qualified instructor or drill sergeant on the list who is within a reasonable distance of the position, available for assignment or assigned, who possesses the required DMOS and SQI.

(2) When a training division or TASS announces a current or projected vacancy for promotion to SFC or above, the board selection procedures described in paragraph 5–36 apply. If the Soldier selected by the board is not drill sergeant or instructor qualified, as appropriate, he or she will be promoted to the required grade and reassigned if necessary. This is provided the Soldier does not decline the promotion and assignment to the drill sergeant or instructor position. The Soldier must undergo the required training and become qualified to perform the duty required by the position. The Soldier must become qualified in the duty position within a reasonable period of time (see AR 140–10). If the Soldier fails to become qualified, or is otherwise ineligible for drill sergeant or instructor duty, the Soldier will be reassigned to a position in his or her PMOS other than a drill sergeant or instructor position. If none is available, the Soldier may be carried as excess for a period not to exceed 1 year and will then be transferred to the IRR unless one of the following conditions occur:

(a) The Soldier is assigned to a position that is compatible with his or her grade and MOS.

(b) The Soldier is voluntarily reduced in grade to accept an assignment to a position in a lower grade in his or her MOS.

5–49. Promotion to sergeant upon entry in Warrant Office Candidate Course, Officer Candidate School, or Reserve Officer Training Corps/simultaneous membership program

a. Upon entry in a WOCC or OCS a CPL or SPC and below will be promoted to SGT effective 1 day prior to the date of entry.

b. Promotion orders will cite this paragraph as authority.

c. Upon participation in the ROTC/SMP concurrent with enrollment in the ROTC Advanced Course, a CPL or SPC and below will be promoted to cadet (pay grade E–5).

d. Promotion to cadet will be announced on DA Form 4187 citing AR 601–210, paragraph 10–8, as the authority. The effective date of the promotion to cadet will be the date of enrollment in the ROTC Advanced Course or the date of assignment to a TPU, whichever is later.

5–50. Army Civilian Acquired Skills Program

Soldiers enlisted into the Army (United States Army Special Bands) under the Army Civilian Acquired Skills Program (ACASP) in accordance with AR 601–210 who are authorized an accelerated promotion as outlined within an enlistment agreement will be promoted citing this paragraph as the authority. The effective date and DOR will be the date all requirements are met.

Chapter 6
Promotion of Individual Ready Reserve, Individual Mobilization Augmentee, and Standby Reserve (Active Status List) Soldiers

6–1. Scope

a. This chapter prescribes policy and procedures for the promotion of IRR, IMA, or Standby Reserve (Active Status List) Soldiers.

(1) The promotion of Soldiers assigned to the IRR is limited to PV2 through SFC.

(2) The promotion of Soldiers assigned to IMA positions or the Standby Reserve (Active Status List) is limited to PFC through SGM.

b. Position vacancies are not required for IRR or Standby Reserve (Active Status List) promotions. Such promotions are governed by mobilization requirements within skill level and MOS.

c. PFCs through SSGs assigned to IMA positions will be considered for promotion without regard to appropriate IMA position vacancies. IMA Soldiers promoted to SFC or below, who are over the authorized grade may remain

assigned to the position up to 2 years or until such time as the Soldier declines an IMA position in the higher grade, whichever is earlier.

d. An IMA position vacancy is required for promotion to MSG and SGM.

6–2. Promotion authority

CDR, HRC–St. Louis (AHRC–MSL) is the promotion authority for all IMA, IRR, and Standby Reserve (Active Status List) Soldiers. This authority may be further delegated as follows:

a. For promotions to SGT and SSG, the authority may be delegated to a specific office within HRC–St. Louis or to a command or agency authorized a supervisor (GS–13 or higher) or CDR in the grade of LTC or higher within the Soldier's chain of command.

b. For promotions to SFC through SGM, the authority will not be further delegated.

6–3. Eligibility

To be promoted to PV2 through SGT, a Soldier must meet the eligibility requirements listed below as of the effective date of the promotion. To be considered for promotion to SSG through SGM, a Soldier must meet the following eligibility criteria requirements listed below as of the convening date of the board.

a. Membership. Soldier must be assigned to the IRR, the Standby Reserve (Active Status List), or to an IMA duty position (nonwaivable).

b. Confirmed home or mailing address. CDR, HRC–St. Louis (AHRC–EP–S) must confirm the Soldier's home or mailing address is current.

c. Assignment limitation. Soldier must have been assigned to the IRR or Standby Reserve (Active Status List) for a minimum of 1 year as of the date announced in HQDA message. This is a requirement that cannot be waived unless the Soldier is mobilized, or meets the provisions of paragraphs 1–19 or 1–20, at which time the 1-year requirement is waived.

d. Promotable status. Soldier must be in a promotable status (see para 1–10). A Soldier with a FLAG in effect (see para 1–11) may be considered by the board and placed on the recommended list. However, a Soldier cannot be promoted until the FLAG has been lifted (nonwaivable).

e. Satisfactory participation (nonwaivable).

(1) Where a Soldier has not accrued 20 years of qualifying service for retired pay (see 10 USC 12731), the Soldier must be a satisfactory IRR, IMA, or Standby Reserve (Active List) participant (AR 135–91, chap 3) and have earned a minimum of 27 retirement points in either year of a 2–year period prior to the effective date of a promotion to PV2 through SGT or the date announced by HQDA (DAPE–MPE) to consider promotions to SSG through SGM, normally 6 months prior to the board convening date.

(2) Where a Soldier has accrued 20 years of qualifying service for retired pay (see 10 USC 12731) and has been issued a Notification of Eligibility for Retired Pay at Age 60 (see AR 135–180, para 2–3), the Soldier must have earned a minimum of 50 retirement points as a member of the IRR or Standby Reserve (Active List) on the retirement year ending date (RYE) immediately preceding the effective date of a promotion to PV2 through SGT or the date announced by HQDA (DAPE–MPE) to consider promotions to SSG through SGM, normally 6 months prior to the board convening date.

f. Civilian education. For promotion to SGT through SGM, a Soldier must have a high school diploma or a GED equivalent (nonwaivable).

g. MOS qualification.

(1) On promotion to PV2 through SGT, a Soldier will be promoted in his or her PMOS unless otherwise reclassified in accordance with DA Pam 611–21.

(2) On promotion to SSG through SGM, the Soldier may be promoted in his or her PMOS, SMOS, or AMOS, as determined by the promotion selection board based on the needs of the Army. The MOS selected by the board will be awarded as the PMOS on promotion.

h. Physical requirements.

(1) Soldier has a physical examination per AR 40–501 within the last 5 years (nonwaivable).

(2) Soldier is considered to be physically qualified for promotion if he or she meets the retention medical fitness standards per AR 40–501, chapter 3 or chapter 5, as appropriate.

i. Proper grade. A Soldier must be one grade below that in which being promoted (nonwaivable).

j. Board appearance. Personal appearance before a promotion selection board is prohibited (nonwaivable).

k. APFT. A passing APFT score within the last 18 months is mandatory for promotion consideration (nonwaivable).

l. NCOES. A Soldier must be a graduate of the NCOES course or the equivalency required for his or her current grade as required by paragraph 1–27 (waivable; see paragraph 1–27*c*). The authority to grant waivers to IRR/drilling IMA Soldiers is delegated to HRC–St. Louis (AHRC–ZA–S/AHRC–MLS–B). Soldiers who have been disenrolled from the USASMC for any reason (other than compassionate or medical) are permanently ineligible for promotion consideration to SGM.

m. TIMIG. The Soldier must have completed the appropriate TIMIG requirements cited in table 6–1 (nonwaivable).

n. Age.

(1) For promotions through SSG, Soldier must not have reached age 57.

(2) For promotions to SFC through SGM, Soldiers who have reached age 55 without NCOES for next higher grade, or have reached age 57 with NCOES for next higher grade prior to convening date of board, are ineligible for consideration.

Table 6–1
Time in grade for IRR, IMA, and Standby Reserve (Active Status List) promotion

For promotion to grade	Time in grade
SGM	28 months in MSG[1]
MSG	24 months in SFC[1]
SFC	36 months in SSG
SSG	36 months in SGT
SGT	24 months in CPL/SPC
CPL/SPC	24 months in PFC
PFC	12 months in PV2

Notes:
[1] Applicable to Soldiers assigned to IMA positions or assigned to the Standby Reserve (Active Status List)

6–4. Specified individual mobilization augmentee duty positions requiring a nomination and selection process prescribed by a command directive

a. Where a command directive requires a nomination and selection process to fill an IMA duty position, which could preclude the assignmentof a Soldier selected for promotion under this chapter, the position willnot be announced or reported as a vacancy for promotion purposes. Assignment to the position is considered as temporary and requiring special qualifications that do not comprise an enlisted career field offering progressive levels of skill requirements.

b. Assignment to the specified duty position will be made by the appropriate command through the nomination and selection process prescribed by the command directive.

c. A promotion may be made against the position. This could occur when a Soldier selected by a promotion board to fill another known or projected IMA duty position vacancy is nominated and selected to fill the specified IMA duty position under the procedures prescribed by the command directive.

d. The incumbent of a specified IMA duty position, if otherwise eligible, will be considered for promotion by selection boards against vacancies within his or her career field that are available. If selected, the Soldier will be reassigned from the specified IMA duty position to the vacant IMA position and promoted.

6–5. Administration

a. PFC through SGT. Promotion to PFC through SGT will be based solely on eligibility established in paragraph 6–3 and will be accomplished administratively. Only those Soldiers meeting all eligibility requirements will be considered for promotion.

b. IRR SSG and SFC. Annual DA selection boards will be convened by CDR, HRC–St. Louis to consider IRR eligible Soldiers for promotion to SSG and SFC. Only Soldiers meeting eligibility requirements (see para 6–3) will be referred to the board for consideration.

c. Selections for SMC. CDR, HRC–St. Louis (AHRC–MSL) may task the DA selection boards to select IMA and Standby Reserve (Active Status List) Soldiers for enrollment in the SMC under the procedures prescribed in paragraph 6–7.

d. IMA MSG and SGM. All IMA SFCs and MSGs meeting the eligibility requirements (see para 6–3) will be considered for promotion by a DA selection board convened annually by CDR, HRC–St. Louis.

(1) *Considered list.* Soldiers considered by the board will be listed and the list will be filed as part of the board report.

(2) *Recommended promotion list.* Soldiers recommended for promotion by the board will be reported on a list and published by HRC–St. Louis per paragraph 6–8.

e. Standby Reserve (Active Status List) MSG and SGM. All Standby Reserve (Active Status List) SFC and MSG meeting the eligibility requirements (see para 6–3) will be considered for promotion by a DA selection board convened

by CDR, HRC–St. Louis. Those Soldiers recommended by the board will be promoted by CDR, HRC–St. Louis (AHRC–MSL). Position vacancies are not required.

f. Evaluation reports. Submission of enlisted evaluation reports for IRR, Standby Reserve (Active List), and IMA Soldiers will be accomplished as outlined in AR 623–3, chapter 4.

g. Notice of consideration.

(1) CDR, HRC–St. Louis will notify each IRR/IMA/Standby Reserve (Active Status List) Soldier eligible for promotion consideration, or SMC selection, by a DA selection board. The notification will include a requirement that the Soldier provide to the selection board a current official photograph taken per AR 640–30.

(2) Using the format shown in figure 5–3, CDR, HRC–St. Louis will notify each IRR/IMA/Standby Reserve (Active Status List) eligible MSG that a board convened under paragraph 6–7 has been chartered to select MSGs for enrollment in the SMC.

6–6. Waivers

Except as otherwise cited in paragraph 6–3 or announced by HQDA (DAPE–MPE), waivers are not authorized for promotions under this chapter.

6–7. Selection boards

Selection of IRR, Standby Reserve (Active Status List), and IMA Soldiers for promotion to SSG through SGM or selection for enrollment in the SMC will be made by selection boards convened by CDR, HRC–St. Louis (AHRC–MSL).

a. Selection boards will be convened as scheduled by CDR, HRC–St. Louis (AHRC–MSL).

b. The board will review the records of all eligible Soldiers and recommend for promotion, or select for SMC attendance, those who have demonstrated the potential to serve in the next higher grade. No Soldier is authorized to appear in person before a selection board on his or her own behalf or in the interest of another Soldier who is under consideration.

c. HQDA (DAPE–MP) must approve or disapprove the board recommendations and direct appropriate action.

d. The board may be tasked, as a separate action, to consider Soldiers for removal from a recommended list.

6–8. The individual mobilization augmentee recommended promotion list

The names of IMA/IRR, SSG, SFC, and MSG who are recommended by the DA selection board will be reported on a list published by HRC–St. Louis. This list will remain in effect as long as there are Soldiers' names still on the list. The recommended promotion list will consist of each IMA Soldier recommended for promotion and assigned a promotion sequence number within each MOS group.

a. The names of Soldiers recommended for promotion will be placed in promotion sequence number by MOS.

b. Sequence numbers for promotion will be determined by seniority within each recommended MOS. In effect, each MOS will have its own selection list. Sequence numbers will be assigned within recommended MOS based on—

(1) Seniority by DOR.

(2) PEBD when DORs are the same.

(3) Age (oldest first) when DOR and PEBD are the same.

c. The name of a Soldier with a FLAG in effect (see para l–11) selected by the board will be placed on the recommended list with an identifying code (see para 6–3*d*). However, the Soldier cannot be promoted from the list until the FLAG has been lifted.

d. The list will also be coded to identify those Soldiers who are enrolled in or have been credited with completion of BNCOC, ANCOC or SMC.

6–9. Individual mobilization augmentee promotion to master sergeant or sergeant major

a. Promotion to MSG or SGM will only be made against an existing or projected vacancy within the IMA program.

b. Before a promotion to MSG or SGM can be made from the recommended list, CDR, HRC–St. Louis (AHRC–EP–S) must first have complied with AR 140–145, paragraph 3–4.

c. When the position vacancy cannot be filled with a qualified Soldier in the authorized grade, CDR, HRC–St. Louis (AHRC–MSL–E) will promote from the recommended list, by sequence number, a Soldier who possesses the required MOS.

d. An incumbent in an IMA position may be promoted to the authorized grade provided the promotion is within the proper sequence as required by the sequence listing on the recommended list, and the incumbent is qualified in the DMOS. Except as provided in 6–9*e*, no Soldier will be promoted ahead of other Soldiers on the recommended list who possess the same MOS.

e. The promotion to SGM of a MSG or 1SG who has not completed the SMC may be conditional based on successful completion of the SMC within the specified time frame.

f. A MSG or 1SG who has been selected as a CSM (designee) and assigned to a CSM position will be promoted to

SGM without regard to list sequence (AR 614–200, para 7–31). If the promotion is conditional based on subsequent completion of the SMC, the orders must be processed per paragraph l–27*b*(4).

g. Acceptance of a promotion to MSG or SGM may require reassignment to a new IMA position.

6–10. Acceptance

Unless an IMA promotion to MSG or SGM is expressly declined by the individual concerned, it is considered to be accepted as of the date of the announcing order. A Soldier may not submit a statement of declination of promotion until the promotion has been announced in orders. The name of a Soldier who declines promotion will be removed from the recommended list. The Soldier may again be considered by the next regularly scheduled selection board. A statement of declination from the Soldier concerned will be submitted through command channels not later than 30 days after the effective date of the promotion as shown on orders. A signed copy of the statement will be forwarded by the declining Soldier's CDR/supervisor directly to Commander, HRC–St. Louis, ATTN: AHRC–MSL–E, St. Louis, MO 63132–5200 for appropriate action and inclusion in the Soldier's OMPR per AR 600–8–104. A Soldier who fails to submit a statement of declination within the prescribed period and refuses to comply with a reassignment order, when issued, will be processed for release from the IMA program within 90 days after the issue of the reassignment order and reduced to the previous grade held using this paragraph as authority. The DOR and effective dates will be the same as the previous ones.

6–11. Disposition of selection board proceedings

The OMPR of those Soldiers considered for promotion will be permanently annotated to show they were reviewed by the selection board.

6–12. Removal from recommended list

a. The CDR, HRC–St. Louis (AHRC–MSL) will administratively remove aSoldier from a recommended list who is in one or more of the following categories:

(1) Erroneously considered and selected for promotion.

(2) Reduced in grade regardless of the reason.

(3) Discharged from the Army Reserve. This does not include discharge for the purpose of immediate reenlistment.

(4) Removed from IRR, Standby Reserve (Active Status List) or IMA strength accountability as a result of

(a) Reassignment to a TPU.

(b) Reassignment to the Standby Reserve (Inactive Status List) or the Retired Reserve.

(c) Ordered to active duty in an AGR status (AR 135–18) or entry on extended active duty in the Active Army (AR 135–210).

(d) Transfer to the ARNGUS, or enlistment in another U.S. Armed Force, to include the Delayed Entry Program of the Active Army or other U.S. Armed Forces.

(5) Declared an unsatisfactory participant under AR 135–91.

(6) Under an approved bar to reenlistment issued per AR 140–111.

(7) Ineligible to reenlist according to AR 140–111.

(8) Reclassified out of recommended MOS based on inefficiency or misconduct.

(9) Failing to maintain the body composition standards per AR 600–9 when recommended by a removal board (see para 6–7*d*).

(10) In a nonpromotable status because of a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600-20.

b. The CDR, HRC–St. Louis (AHRC–MSL) may remove a Soldier from a recommended list—

(1) On the recommendation of a removal board (see para 6–7*d*).

(2) When a Soldier requests removal.

(3) Without board action, those Soldiers to whom paragraph 1–10 applies.

6–13. Individual Ready Reserve, Individual mobilization augmentee, and Standby Reserve (Active Status List) enlisted standby advisory board

a. The composition of the IRR, IMA, and Standby Reserve (Active Status List) enlisted STAB is identical to the IRR, IMA, and Standby Reserve (Active Status List) selection boards.

b. The STAB will consider records—

(1) Not reviewed by a regular selection board.

(2) Not completed properly due to a material error when reviewed by a regular selection board (see 6–13*d*).

(3) Of Soldiers on whom derogatory information has been properly substantiated which may warrant removal from a recommended list (see para 6–12).

c. The names of Soldiers selected by this board will be integrated on to the selection list. They will be promoted

along with their peers when their sequence number is reached and, in the case of IMA promotions when an IMA vacancy or projected vacancy occurs.

d. The CDR, HRC–St. Louis (AHRC–MSL) will determine if a material error existed in a Soldiers records when the file was reviewed by the selection board. It must be presumed that a material error in the file may have contributed to nonselection. An error is material when, in the judgement of a mature individual familiar with selection board proceedings, a reasonable chance exists that had the error not existed, the Soldier may have been selected. Soldiers requesting reconsideration normally will be granted reconsideration only for the most recent board held prior to the Soldier's request. In other words, the Soldier will be given reconsideration for only one board. The following governs reconsideration policy:

(1) The CDR, HRC–St. Louis (AHRC–MSL) may forward records to the STAB without a request from the Soldier when an omission or material error is found.

(2) Within 1 year of notification of the board results, Soldiers not recommended for promotion may request reconsideration, if they believe their record contained a material error when it was considered.

(a) The request must be in writing and must clearly and fully state the reason for the request.

(b) Appropriate supporting documentation must accompany the request.

(c) Failure or inability of a Soldier to submit documents before the cutoff date established in the board announcement for submission of documents, cannot be used as a basis to request reconsideration. However, the absence of a document from a Soldier's file may constitute a material error. This is provided the document should have been in the board file. Also, the document must have been missing because of an administrative error or omission for which the Soldier concerned is not responsible.

(3) The CDR, HRC–St. Louis (AHRC–MSL) has approval authority for all requests for promotion reconsideration.

e. Reconsideration normally will be granted when one or more of the following conditions existed when the Soldier's record was reviewed by a promotion selection board:

(1) An adverse NCOER or AER reviewed by the board, was later declared invalid in whole or in part, and a determination was made there was a material error.

(2) An adverse document (such as Article 15, courts-martial, and so on) belonging to another Soldier is filed on the performance fiche of the nonselected Soldier's OMPR and the document was seen by the board.

(3) An Article 15 administered on or after 1 September 1979, designated for file in the MPF only, was erroneously filed on the performance fiche of the OMPR and was reviewed by the board.

(4) An Article 15 punishment that was wholly set aside before 1 September 1979 and the set-aside instrument was not filed on the performance fiche.

(5) An Article 15 punishment that was wholly set aside on or after 1 September 1979 was filed on the performance fiche when reviewed by the board.

(6) Court-martial orders were filed on the performance fiche of the OMPR when the findings were not guilty.

(7) A document was filed on the performance fiche which erroneously identified the nonselected Soldier as AWOL or as a deserter.

(8) Receipt of a degree (Associate of Arts, Bachelor of Arts, Bachelor of Science) was not recorded on the performance fiche or the qualification record, or was not seen in hard copy by the board. Only college degrees from an accredited college or university and shown on an official transcript will be considered. The date of the degree will not be earlier than 3 months before the convening date of the board or later than the day before the convene date of the original board.

(9) An award of a Meritorious Service Medal or higher award (initial award only) was not recorded on the performance fiche (OMPR), the qualification record (DA Form 2–1), Personnel Electronic Records Management System, or not reviewed in hard copy by the board. The date used for determination of reconsideration will be the date of the order or the effective date, which ever is later, and will be more than 45 days before the convening date of the board.

(10) An annual or change of rater NCOER was received at HRC–St. Louis Evaluation Reports Division early enough for processing and filing in the promotion consideration file before the convening date of the Promotion Selection Board but was not reviewed. Ninety days is allowed for processing after the ending month of the report.

(11) A Soldier was considered and selected by the board in the wrong MOS per paragraph 6–3*g*(2).

f. The following items do not constitute material error as defined in paragraph 6–13*e* and reconsideration will not be granted.

(1) Omission of letters of appreciation, commendations, congratulations, or other similar commendatory correspondence.

(2) Documents not derogatory having been filed on the wrong performance fiche.

(3) Absence of documents written, prepared, or computed on or after the convene date of the board.

(4) Incorrect data on a DA Form 2–1 and DA Form 2A had been reviewed and confirmed by the Soldier prior to review by the board.

(5) Absence of an official photograph or presence of an outdated photograph.

(6) Absence of an award for achievement or meritorious service lower than the Meritorious Service Medal.

g. Before sending reconsideration requests to CDR, HRC–St. Louis (AHRC–MSL), they will be processed as follows:

(1) All requests will be sent through the CDR, HRC–St. Louis (AHRC–EP–S). Requests not endorsed by the CDR, HRC–St. Louis (AHRC–EP–S) will be returned without action.

(2) Each case will be evaluated by the CDR, HRC–St. Louis (AHRC–EPS) according to paragraphs 6–13*e* and *f* and AR 600–8–104. Cases clearly not meeting these guidelines will be disapproved and returned to the originator. When doubt exists in determining the validity of a case, the request will be sent to the CDR, HRC–St. Louis (AHRC–MSL–E).

Chapter 7
Enlisted Promotion and Reduction of Army National Guard Personnel

Section I
General

7–1. Purpose

a. This chapter prescribes policies, procedures and systems to advance, promote, laterally appoint and administrative reduction for all ARNG and ARNGUS enlisted Soldiers, except those included in the end strength of the Active Army and who are covered by the Active Army promotion system. Reduction for cause and restoration of grade is outlined in chapter 10 of this regulation. Soldiers attending IADT will be advanced per this regulation. Soldiers who are advanced, promoted, laterally appointed, or reduced in the ARNGUS are concurrently advanced, promoted, laterally appointed, or reduced as the Reserve of the Army.

b. The Enlisted Promotion System is designed to help fill authorized enlisted vacancies in the NCO grades with the best qualified Soldiers who have demonstrated the potential to serve at the next higher grade. It provides for career progression in line with each Soldier's potential.

c. For the NCO grades, it also prescribes the NCOES requirements for promotion. Soldiers must meet the NCOES requirements as outlined in para 1–27 to qualify for consideration by a promotion board.

d. This chapter will be used in concert with NGR 600–5 and NGR 600–10 for AGR Soldiers, and appropriate regulations and policies that govern MTs.

e. This chapter will be used to advance, promote, laterally appoint and reduce Soldiers called or ordered to active Federal service (AFS) under 10 USC 12301(d) in support of contingency operation and 10 USC 12302 and 12304 as described in the instructions issued for the call or order.

f. Units called or ordered to AFS under 10 USC 12301(d) in support of contingency operations and 10 USC 12302 and 12304 will adhere to the promotion process outlined in the DCS, G–1 Personnel Policy Guidance.

g. This chapter precludes promoting Soldiers who are not productive or are not the best qualified. The formal promotion selection board can recommend unproductive Soldiers for removal from active status under a qualitative management program when instructed in the board MOI.

7–2. Special terms

The following are special terms used in this chapter.

a. Best qualified. Soldiers selected over their peers by a selection board as best able to perform the duties at the next higher grade.

b. Fully qualified. Soldiers capable of performing all duties required in a worldwide field environment and meet all requirements for promotion.

c. Whole person concept. An established idea of judgment based on the entire record of qualities, qualifications, accomplishments and failures, rather than on one single item as overriding in determining selection or rejection.

d. Consideration. All Soldiers that meet the NCOES requirements for their current grade, minimum TIG, TIS, and cumulative enlisted service (CES) as established in the promotion board memorandum of instruction (MOI) and this chapter and are not prohibited from consideration per this chapter are eligible for consideration. The promotion authorities cannot add or delete any prerequisite or requirement for consideration of Soldiers. Soldiers can be denied consideration per paragraph 7–34.

e. Eligibility criteria date. The date that establishes a cutoff date at which all promotion points (except board points) will be calculated. This date is explained in the promotion board MOI. This date is also used to compute the Soldier eligibility when considering Soldiers by a standby advisory board and for integration into a promotion list.

f. Selection objective. The promotion authority sets the maximum number of Soldiers by MOS of those to be trained, promoted and assigned during the anticipated life of the list. Only these Soldiers can expect to be trained, assigned or

promoted. Soldiers below the selection objective cannot expect to be selected from this list or sent to NCOES training (see para 7–37).

g. Selection. Soldiers selected for promotion will be in sequence of the CPMOS list and meet all promotion requirements in this chapter and the promotion board MOI. Promotion authorities can establish written selection criteria as long as they are global and do not contradict or waive any portion of requirements or prohibition in this chapter.

h. CPMOS. The CPMOS indicates to Soldiers the channel in which they should expand professional development efforts and seek assignments. It also indicates to CDRs and personnel managers the MOS in which the Soldier should be assigned at the current and higher grade levels. The CPMOS will normally be the PMOS unless there is a compelling reason to choose another MOS in which the Soldier is qualified or is directed to become qualified (see NGR 600–200, chap 2). Soldiers must be qualified in their CPMOS to maintain promotion list status, unless otherwise stated in this chapter.

7–3. Convening and promotion authorities

a. The CNGB is the convening and promotion authority for AGR Title 10 enlisted tour Soldiers attached to the National Guard Bureau (NGB) and active duty installations per NGR 600–10. The Director, ARNG (DARNG) is delegated the authority to administer this program for the NGB AGR Title 10 Tour Management Program. The Deputy Director, ARNG is further delegated the authority in the absence of the DARNG.

b. The State AG is the convening and promotion authority for all promotion boards to SGT through SGM. They may delegate this authority to their Assistant AG (Army) or Deputy Commander, Joint Forces Headquarters. They also may delegate promotion authority to subordinate CDRs as follows:

(1) CDRs in command positions authorized grade of colonel (COL) or higher for promotion to SFC through SGM.

(2) CDRs in command positions authorized grade of LTC or higher for promotion to SGT and SSG.

(3) Commander, Operational Support Airlift Command, and the Commandant, National Guard Professional Education Center, for advancement to PV2 through SPC and lateral appointment to CPL for ARNG Title 10 AGR Soldiers under their command and control.

c. All convening and promotion authorities may delegate the conduct, management and signature authority for this program to their Director of Personnel, Military Personnel Management Officer (MPMO) or comparable officer.

d. CDRs of active Army units to which Soldiers are attached for IET training may advance and promote ARNGUS Soldiers per this regulation.

Section II
Policy

7–4. Nonpromotable status

CDRs and leaders at all levels will notify the promotion authority when Soldiers whose name appears on a list are nonpromotable. Soldiers may be advanced or promoted only while in a promotable status. Soldiers in a nonpromotable status may not be selected from the promotion list until they have regained a promotable status. If applicable, promotable status may not be regained until judicial or nonjudicial punishment is complete. If a Soldier is accidentally or intentionally promoted when not in a promotable status, the promotion will lack original basis of authority, and therefore, be voided. Revoke orders effective on the day the error is detected. The rules in paragraph 1–16 may apply. A Soldier is in a nonpromotable status and will not be selected, promoted, advanced, appointed to a higher grade, or laterally appointed to CPL, 1SG or CSM when one of the following conditions exist:

a. Soldier is the subject of formal proceedings that may result in administrative separation.

b. A written recommendation has been sent to the promotion authority to reclassify a Soldier for inefficiency or disciplinary reasons. If recommendation is approved, the Soldier will be removed from the promotion list.

c. Soldier is without the appropriate security clearance or favorable security investigation for promotion to the grade and MOS. Soldiers will regain selection status the day they receive the appropriate level clearance, provided they are still qualified. Soldiers who lose their required clearance for cause will be removed from the promotion list.

d. Soldiers ineligible for immediate reenlistment or extension of enlistment. This also includes Soldiers ineligible to extend to meet the remaining service obligation per paragraph 7–8.

e. A Bar to Reenlistment or Extension of Enlistment has been approved or initiated.

f. A written recommendation has been submitted to remove the Soldier from a promotion list per paragraph 7–44. Remove the Soldier from the list effective the date the recommendation is approved by the promotion authority.

g. Soldier has been declared an unsatisfactory participant per AR 135–91.

(1) Paragraph 4–14, for nine or more declared unexcused absences from scheduled training assemblies.

(2) Paragraph 4–16, for unexcused absence from annual training, FTNGD.

h. Soldier is AWOL per AR 630–10.

i. Soldier has been selected for elimination by Enlisted Qualitative Retention Board (EQRB) per AR 135–205, chapter 4, or by a promotion board instructed with a qualitative management purpose per paragraph 7–1*g*.

j. The Soldier is a MT selected for mandatory removal by an EQRB or identified for separation due to maximum age (age 60) but allowed by law to remain in active status to qualify for civil service retirement.

k. Soldiers selected to attend USASMA and who did not complete the course for any reason other than hardship are not eligible to attend the course again and therefore are not eligible for consideration or promotion to SGM. This criterion is not waivable and exceptions to policy will not be considered.

l. Soldier is under a FLAG per AR 600–8–2 or has a circumstance that requires a FLAG. The Soldier is in a nonpromotable status whether the FLAG is actually initiated and completed or not, for example, for failure of APFT, body composition standard, completion of processing and punishment under UCMJ, Art. 15, (except for summarized proceedings imposed according to AR 27–10, para 3–16), or comparable State law.

m. Assigned to the ING.

n. The current enlistment contract has expired (DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States) series, including extensions on DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

o. Voluntary retirement application has been approved. This does not bar promotion or appointment to a previously held grade approved as a retirement grade or any other applicable law or regulation.

p. The Soldier is involuntarily extended for any reason except, to delay extension to qualify for bonus entitlements. Soldiers must voluntarily extend to meet the service remaining obligation per paragraph 7–8. These Soldiers must voluntarily extend on DA Form 4836 before they can be selected for advancement or promotion. Soldiers will be contacted and afforded the opportunity to extend prior to being by passed on the promotion list.

7–5. Delay of promotion due to suspension of favorable personnel actions

When a Soldier's advancement or promotion was delayed because of a FLAG per AR 600–8–2, and the final DA Form 268 has been prepared, the following rules are used to determine the Soldier's promotion status after the FLAG is lifted:

a. Case closed favorably. Soldier was completely exonerated of any wrongdoing and the Soldier would have been selected while the suspension was in effect, provided otherwise qualified. If the position is already filled, the Soldier is assigned into the first available position after the case is favorably closed. Effective date and DOR are established as if no delay in promotion had occurred. The earlier effective date must be approved before the promotion and under the procedures in paragraph 1–11.

b. Disciplinary action taken. Soldier is eligible for selection after the case is favorably closed, unless action has been initiated to remove the Soldier from the promotion list.

c. Other final action. This applies to the Army Weight Control Program, APFT, and the ASAP. Soldier is eligible for selection after the case is favorably closed, unless action has been initiated to remove the Soldier from the promotion list.

7–6. Establishment of retroactive effective dates

These procedures have been developed for cases that previously were submitted to the Army Board for Correction of Military Records. These policies and procedures apply generally to cases for Soldiers in service, and specifically to cases of Soldiers with situations that occur while governed by 32 USC. The Army Board for Correction of Military Records has directed that these issues be handled by the States with the guidance of CNGB (NGB–ARH–S). The following policies and procedures are used to establish retroactive effective dates. These procedures apply to all current and former members of the ARNG.

a. The promotion authority for the affected Soldier submits DA Form 4187 through channels to the next higher promotion authority that requests that the Soldier be advanced or promoted with a retroactive effective date, or if already promoted, that the current effective date be corrected. Because retroactive promotions affect receipt of back pay and allowances, a detailed explanation of the specific reasons for the delay or correction will be shown in the request. Documentation supporting the basis for the request will be enclosed with DA Form 4187.

b. The next higher promotion authority either approves or disapproves the request by memorandum cites this paragraph as the regulatory authority and the approved retroactive effective date, returns the completed DA Form 4187 with memorandum through promotion authority channels to the unit CDR, and files a copy in the Soldier's MPF.

c. The promotion authority publishes or amends the promotion instrument to show the DOR and approved retroactive effective date. The new orders or amendment will state that the next higher promotion authority per paragraph 7–3 has approved the earlier or corrected effective date of promotion.

d. CNGB (NGB–ARH–S) is the approving authority for cases for which the State AG is the promotion authority.

e. Forward questionable cases, with supporting documents and recommendations, through channels to CNGB (NGB–ARH–S) for evaluation and determination of entitlement.

f. CNGB (NGB–ARH–S) is the approval authority for Title 10 Soldiers (AGR or mobilized).

7–7. Computation of time in grade, time in service, and cumulative enlisted service

a. TIMIG is computed from the Soldier's DOR in the current grade.

b. TIS is computed from the Soldier's PEBD except for nonprior service (NPS) Soldiers, who must complete IET.

Include all service for pay computed under DOD 7000.14–R, vol. 7A, chapter 1. TIS is computed for NPS personnel who entered the ARNGUS under the ACASP or who were promoted under section III from BASD. The first advancement or promotion after completion of IET is computed from the Soldiers BASD.

c. To qualify for promotions to SFC, MSG and SGM, Soldiers require specific amounts of CES computed from BESD, which excludes time served as a warrant and commissioned officer. If all service has been in an enlisted status, the basic enlisted service date (BESD) is the same as PEBD. Use AR 600–8–104, table 5–2, item 20, to establish and record BESD for Soldiers in the grade of SSG and higher.

7–8. Service remaining obligation

a. The following service remaining obligations, from effective date of promotion, are required for promotion to SGT through SGM:

(1) To SGT and SSG, 1 year.

(2) To SFC through SGM, 2 years.

b. Service will be obligated from the effective date of promotion and Soldiers must extend or reenlist in order to accept the promotion. Soldiers under involuntary extension will be contacted and afforded the opportunity to extend to accept the position. However, Soldiers are exempt from this requirement if they are—

(1) Eligible through prior service for higher pay grade at time of retirement.

(2) Able to serve at least 6 months in the grade but will be involuntarily separated due to medical disqualification, action by a nonpunitive board, or will reach their maximum years of service by grade (RCP), or maximum age.

c. Individuals who accept promotions will fulfill their service remaining obligations in the ARNG. Soldiers who voluntarily transfer to a regular component, the USAR, the IRR, the Standby Reserve, the ING, or the Retired Reserve or who voluntarily discharge to civilian life will be separated at the lower grade. Those who do not meet their service remaining obligation will be administratively reduced without board action or appeal on the date separated unless granted an exception to policy by the CNGB (NGB–ARH–S) for the good of the service. When a Soldier incurs more than one obligation, such as one for training and one for promotion, set the later date, do not combine them.

d. If a Soldier submits a request for voluntary retirement before fulfilling his/her service remaining obligation in the ARNG, the CNGB can deny the request, or accept the request and waive the service remaining requirement if waiver is in the best interest of the Army or when substantial hardship would result.

e. Soldiers eligible for promotion who would lose Selected Reserve Incentive Program (SRIP) entitlements upon immediate extension or reenlistment, may defer extension or reenlistment and accept a promotion. These Soldiers may wait until they are within 12 months of their scheduled ETS. Soldiers in this category who fail to extend or reenlist, as a condition of the promotion, will be reduced without board action or appeal per paragraph 10–21.

7–9. Acting noncommissioned officers

ARNGUS does not appoint acting NCOs.

7–10. Frocking

Soldiers on promotion lists who are assigned to 1SG, SGM, or CSM positions before they can be promoted (generally because lack of controlled grade allocations for AGR Soldiers) may be frocked. Soldiers not in AGR status will not be frocked. State AGs may authorize frocking by informal memorandum when the Soldier is assigned to the position and the CNGB (NGB–ARM–FTM) has denied a controlled grade allocation for that Soldier. Title 10 AGR Soldiers may be frocked only when approved by the CNGB (NGB–ARZ–T). Soldiers will not be frocked earlier than 1 day prior to assumption of duties. Frocking will not be approved to provide an interim fill for these positions. Do not issue orders or new identification cards or change official records to show a frocked grade. Do not issue DA Form 4872 (Certificate of Promotion to Noncommissioned Officers) until the Soldier is actually promoted to MSG or SGM. Frocking to CSM is authorized only after selection by the ARNG CSM board per NGR 600–200, chapter 9. NCOs will remove their frocked insignia of grade upon reassignment from these positions. Frocking does not entitle a Soldier to time in grade, pay in the frocked grade, or credit on the retired list and will not be used for any purpose related to determining the "highest grade held."

7–11. Lateral appointments

a. The State AG may retain or specify which authorities listed in paragraph 7–3 will laterally appoint Soldiers.

b. All lateral appointments will be issued on orders using the information in NGR 310–10, format 304.

c. An SPC will be appointed to CPL when the Soldier is assigned and works in a SGT position. The position must be the Soldier's PMOS or CPMOS. This includes SPC who cannot otherwise be promoted when they do not meet the time in service requirement, or were not considered for promotion.

d. Soldiers will normally retain the grade of CPL and perform the duties of an NCO; however, the appointment authority may laterally appoint CPL to SPC without the individual's consent for:

(1) Demonstrated inefficiency in technical, supervisory or other requirements of the MOS.

(2) Significant loss of qualifications, including medical inability to perform the duties of CPL in that MOS as required in DA Pam 611–21.

(3) Disciplinary action under UCMJ or criminal convictions that adversely affects the Soldier's ability to perform the duties of a CPL.

e. An MSG will be appointed to 1SG concurrent with assignment or attachment to a 1SG position authorized in MTOE/TDA.

f. A 1SG will be appointed to MSG when—

(1) Reassigned or attached to positions not authorized a 1SG.

(2) Detailed or attached to a duty that does not require a 1SG on other than a very short, interim basis (fewer than 30 days).

g. An SGM will be appointed to CSM when authorized by NGR 600–200, chapter 9, and approved by the NGB CSM Selection board for initial appointment.

h. A CSM will be appointed to SGM when—

(1) Reassigned or attached to positions not authorized a CSM.

(2) Detailed or attached to duties that does not require a CSM on other than a very short, interim (fewer than 30 days) basis.

i. All 1SGs and CSMs assigned to the resident USASMA or active duty for special work (ADSW) tour longer than 30 days must be laterally appointed to MSG or SGM. They may be laterally appointed to 1SG or CSM upon graduation from USASMA or completion of the ADSW tour if they are reassigned to a 1SG or CSM position.

j. NCOs who apply for transfer to the Retired Reserve before age 60 may be laterally appointed to their formerly held grades concurrent with their separation from the State and assignment. A former 1SG who is an MSG will be reappointed and assigned to the Retired Reserve as 1SG, provided the Soldier was not relieved for cause or the promotion was not revoked. Former CSMs who are currently SGM eligible for reappointment to CSM, per NGR 600–200, chapter 9, will be reappointed to CSM. State Adjutants General are the appointment authorities for these actions. Retirement orders and all related documents will show 1SG or CSM (see NGR 600–200, chap 8).

7–12. Promotion instruments

a. Promotions to SGT through SGM are announced on orders.

b. Orders and DA Forms 4187 will cite the appropriate paragraph of this chapter for advancement and promotion. In addition, if a higher promotion authority approves a retroactive effective date, cite paragraph 7–6*c* as the authority.

c. Include in promotion orders or DA Forms 4187 one or more the following statements as additional instructions:

(1) "Promotion is not valid and is not effective if the Soldier is not in a promotable status on the effective date of promotion."

(2) "An earlier effective date has been approved per AR 600–8–19 paragraph 1–13*e*(1)," if effective date was approved under paragraph 1–13*e*(1).

(3) For Soldiers promoted in their former MOS under unit reorganization or MOS conversion guidance, enter "The Soldier must complete the (name the course) as a condition of this promotion. Failure to complete this course within 2 years from the effective date of this promotion will cause reduction without board action or appeal per AR 600–8–19 paragraph 10–21*d*."

(4) For conditional promotion to SGM or promotion to MSG with further appointment to CSM or 1SG, enter the following: "The Soldier must complete the (U.S. Army Sergeants Major Course) (First Sergeant Course) as a condition of this (promotion) (appointment). Failure to meet the condition will cause reduction per AR 600–8–19, paragraph 10–18." First time 1SGs will complete the U.S. Army First Sergeant Course (FSC) within 1 year of appointment. Generally, the FSC will be completed within 6 months before or after appointment to 1SG. Detachment sergeants in grades SFC and MSG may attend the FSC when authorized by their states. Soldiers must have a minimum of 24 months in service remaining after graduation from the FSC.

(5) In orders for all promotions to SGT through SGM, the following will be entered: "Acceptance of this promotion incurs a service remaining obligation per AR 600–8–19, paragraph 7–8."

7–13. Promotion ceremonies and certificates

a. Promotion ceremonies will be held on the effective date of promotion or as soon as practicable. Early promotion ceremonies may be held when the effective date of the promotion is on a weekend or holiday or the last duty day or training assembly prior to the Soldier's transfer to a new unit in conjunction with promotion.

b. The promotion order is the official instrument for promotion. It also is the source document for grade, effective date, and DOR for all record and pay purposes. The promotion certificate, DA Form 4872 or DA Form 4874 (Certificate of Promotion (Promotion To Specialists Grades)) is not the official instrument of promotion nor is a promotion ceremony required to implement the promotion (see NGR 600–200, chap 9, for use of DA Form 4873 (Certificate of Appointment to Command Sergeant Major).

c. Promotion authorities may issue DA Forms 4872 and 4874 to Soldiers only for their current grades.

d. Promotion authorities may sign promotion certificates unless higher level authorities reserve signature authority.

e. Soldiers reduced one or more grades will receive a promotion certificate when promoted again to a higher grade.

f. CDRs will make every effort to promote Soldiers in formal ceremonies (in an office or a military formation) and will involve family members when practicable. However, a Soldier's promotion will not be held up awaiting a ceremony.

g. Ceremonies may be hosted by NCOs for promotions to a grade junior to themselves when authorized by the State AG or CDR. Soldiers may choose who will help assist in the promotion to their new grade during promotion ceremonies if not prevented by operational situations.

h. The following phraseology is recommended for promotion ceremonies: "Attention to Orders: Headquarters (use designation of State or unit issuing orders), dated (use effective date of promotion). The Adjutant General of (State) has reposed special trust and confidence in the patriotism, valor, fidelity and professional excellence of (name). In view of these qualities and demonstrated leadership potential and dedicated service to the Army National Guard, (name) is promoted to (grade) with date of rank of (day, month, year). By order of The Adjutant General: signed (the local promotion authority is announced as the authenticating officer)."

Note. For promotion of Title 10 AGR Soldiers issued by NGB, the orders will still include the Soldier's State.

Section III
Special Advancements and Promotions

7–14. General

This section provides for special advancements and promotions. They are used in special circumstances and are made without regard for regular promotion criteria. When a Soldier is eligible for more than one special promotion or advancement (or higher enlistment grade per the ARNG ECM), the Soldier is awarded the highest grade for which eligible.

a. Soldiers will be advanced or promoted to higher grades when verified that they enlisted or reenlisted in a grade lower than that authorized, or claimed eligibility for enlistment in a higher grade, but did not have the required supporting documentation. Documents must be presented within 1 year after the enlistment date to validate entitlement to the higher grade. All the conditions, and thus the entitlement, must have existed prior to the day of enlistment. The DOR will be the same as the date of enlistment. The advancement will not be effective earlier than the date of signature by the authenticating officer, except when a retroactive date is approved by the next higher promotion authority per paragraph 1–13*e*(1). This provision will not apply if the Soldier is reduced after the date of enlistment or reenlistment for inefficiency or misconduct.

b. Soldiers will be advanced or promoted to higher grades authorized by programs per paragraphs 7–15 through 7–19 when all conditions are met. All authorities, including this paragraph and the basic paragraph that authorizes the grade, will be cited.

c. Soldiers will be advanced per the ARNG ECM (table 2–2) when all eligibility requirements have been met. These advancements must occur prior to departure for IET, unless stated otherwise in this chapter.

d. Soldiers will be promoted to the grade held on the day before they entered voluntary tours for contingency operations with a concurrent reduction. This will not apply if they were reduced while on the period of active duty. These promotions will be effective on the day after release from active duty and are done without board action or other qualification requirements, including NCOES, as long as the Soldier is in a promotable status. The DOR is adjusted as governed by appropriate regulations.

e. Concurrent with separation from the ARNG and transfer to the Retired Reserve or placement on the Retired List, Soldiers will be promoted to the highest enlisted grade satisfactorily held, provided they were not reduced for misconduct or inefficiency. Soldiers reduced for failure to meet NCOES requirements will be promoted to the highest grade, regardless of their NCOES status. This provision will not apply to Soldiers conditionally promoted or advanced and failed to meet their training requirements. These promotions will not require promotion board action. Promotion under this authority will not be authorized for Soldiers who requested reduction or separation, including transfer to the Retired Reserve or placement on the Retired List, in lieu of separation action or prosecution under the UCMJ.

7–15. Promotion to enter training programs

The following promotions and advancements are authorized without regard to NCOES course requirements. These will be announced on DA Form 4187 or orders, but Soldier will not be issued promotion certificates. Soldiers promoted under these provisions will be removed from the SGT promotion list. Subsequent promotion boards will not consider them while they remain in any status under this paragraph. If not commissioned, they will not be eligible for promotion consideration until the next regularly scheduled promotion board for the next higher grade for the grade held before the special promotion.

a. Soldiers will be promoted to SGT (with a title of Candidate) 1 day before they enter the active Army OCS or the Interservice Physician's Assistant Program. Soldiers ordered to the WOCS will be promoted effective on the date travel begins per NGR 600–101.

(1) Applicants for warrant officer candidacy, when required, will attend BNCOC as soon as they receive their proponent predetermination per NGR 600–101.

(2) Applicants for Special Forces Warrant Officer (MOS 180A) who have not graduated from any formal Special Forces Operations and Intelligence courses will be notified upon approval by the proponent to attend the 18F course without regard to promotion status.

b. Soldiers will be promoted to SSG (with a title of Candidate) 1 day before they enter candidate status upon enrollment in ARNGUS State Officer Candidate School. However, the maximum full-time Support Employment Authorization Document position grade for AGR Soldiers will not be exceeded, per NGR 600–5 and AR 135–18.

c. Soldiers will be promoted to SGT as cadets effective the date the Soldier is contracted in both the ARNGUS and the ROTC Advanced Course, and assigned reporting code 09R20 per NGR 600–100.

d. Eligible PV1 and PV2 Soldiers will be promoted to PFC effective on their reporting dates to the USMAPS. Soldiers in higher enlisted grades will attend in current grade.

e. Promotions under paragraph 7–15*a* through *c* are valid only for the purpose for which they were awarded. Soldier will be administratively returned to their preappointment grades upon release from such status. These grades are not valid for future determinations of grade, grade to be held after release from either status, highest grade held for reenlistment upon return to enlisted status after loss of commission or appointment, or highest grade satisfactorily held for retirement purposes.

7–16. Advancement and promotion as a part of training programs

Advance or promote Soldiers to higher grades as a prerequisite to attend training programs that provide for the higher grades as prescribed. Soldiers who fail to complete the training program for which promoted to the special grade will be reduced to the grade from which promoted per paragraph 10–21.

a. After reduction to enter training program per paragraph 10–21, the Soldier is promoted without promotion board action to the higher grade when the time requirement is met. Date of rank will be the Soldier's original date of rank in the grade to which promoted. The effective date will be the date of the promotion. For example, this applies when the Soldier must serve one year at that skill level after completion of training and award of the MOS to qualify at the next higher skill level.

*b. Special Forces.*Soldiers (SPC/SGT) in CMF 18, provided otherwise qualified, are eligible for promotion as indicated:

(1) Upon successful completion of the Special Forces Qualification Course (SFQC), SPC/CPLs will be automatically promoted to SGT, without board appearance. Effective date of promotion to SGT will be the earliest date the Soldier meets both of the following:

(a) SFQC graduate.

(b) Award of a CMF 18 MOS.

(2) Upon successful completion of the SFQC, SGTs who have been boarded and recommended for promotion in their previous MOS will be promoted to SSG the first day of the second month upon successful completion of all phases of the course and award of a CMF 18 MOS. Promotion to SSG based on achieving a cutoff score in an MOS before award of an 18 series MOS will not be delayed pending completion of the SFQC.

(3) Soldiers (SPC/SGT) enrolled in the SFQC carrying Special Report Code 18X meeting primary zone eligibility requirements and who are recommended for promotion are eligible for promotion in PMOS 11B provided otherwise qualified.

(4) Soldiers (SGT) holding PMOS in CMF 18 and recommended for promotion may be boarded and promoted to SSG without regard to TIMIG and TIS restriction provided they are otherwise qualified.

7–17. Advancement based on Stripes for Skills

NPS and glossary NPS Soldiers who are part of a pre-IET training program (Recruit Sustainment Program) will be advanced when the Soldiers meet the requirements listed below and are recommended for advancement by the proper authority. Soldiers not in a structured program that has not been approved by NGB cannot be advanced per this paragraph. No exceptions to policy will be accepted. The State AG will delegate in writing the authority to advance Soldiers under this program per paragraph 7–3*b*.

a. Soldiers who enlist as PV1 may be advanced one grade prior to the Soldier reporting to IET. The Soldier must demonstrate proficiency on every task prior to being recommended for advancement.

b. The approval authority will verify that all tasks are completed to standard prior to signing the DA Form 4187. The task sheet will be filed in the MPF as an attachment to the DA Form 4187 (see fig 7–1 for sample format).

c. Soldiers not completing all tasks in the training plan prior to entry on IET may not be advanced.

d. This provision can only be used to advance Soldiers from PV1 to PV2.

e. Soldiers who enlist under the Split Training Option will be advanced per section IV after completion of phase I and before entry into phase II.

ARMY NATIONAL GUARD
STRIPES FOR SKILLS PROGRAM

	DATE:
NAME AND RANK	**PLATOON SGT / UNIT**
REQUIRED TASK:	**INITIALS / DATE OF COMPLETION:**
ESTABLISHED BANK ACCOUNT	
START DIRECT DEPOSIT	
SET UP AKO ACCOUNT	
SET UP MY PAY ACCOUNT	
MILTARY TIME (SEAR Red Disc Salvo 1)	
DRILL AND CEREMONIES	
? Execute the Position of Attention	
Execute the Hand Salute: (SEAR Red Salvo 1)	
Know Who and When to Salute: (SEAR Salvo 1)	
? Execute Rest Position	
? Parade Rest	
? At Ease	
? Stand at Ease	
? Rest	
? Execute Facing Movements At The Halt	
? Right Face	
? Left Face	
? About Face	
? Marching	
? Forward March	
? Half Step	
? Change Step	
? Column Left	
? Column Right	
? Halt	
RECITE GENERAL ORDERS (SEAR Red Salvo 1)	
? First General Order	
? Second General Order	
? Third General Order	
IDENTIFY RANK STRUCTURE (SEAR Red Salvo 1)	
? Enlisted	
? Officer (Commissioned / Warrant)	
PHONETIC ALPHABET (SEAR Red Salvo 1)	
? Know / Recite Phonetic Alphabet	
FIRST AID	
? Evaluate a Casualty	
? Perform First Aid and Practice Individual Preventative Medicine Countermeasures	
? Perform First Aid for Bleeding Extremity	
? Perform First Aid for Splinting a Fracture	
ARMY PHYSICAL FITNESS (APFT)(Applicant must achieve 60 points each event and all APFT events must be completed same day. Events must be performed to standards outlined in FM 21-20, Physical Fitness Training.)	
? Push-ups Repetitions: Points:	
? Sit-ups Repetitions: Points:	
? 2 Mile Run Time: Points:	
LAND NAVIGATION	
? Identify Terrain Features on a Map	
? Determine The Grid Coordinates on a Map	
? Measure Distance on a Map	
BASIC LEAD QUALFICATION SKILLS (APPLE-MD)	
**** SCORE SOLDIER A GO IF THE TASK IS PERFORMED SUCCESSFULLY (Sustainment training should continue during all succeeding months.)***	
**** SCORE SOLDIER A NO-GO IF THE SOLDIER FAILS ONE OR MORE AREAS AND THE INSTRUCTOR CANNOT CORRECT THE DEFICIENCY ON THE SPOT (Retraining required at next military formation.)***	

TRAINER'S SIGNATURE **COMMANDER'S VERIFICATION**

RSP Form 1 (May 2004)

Figure 7–1. Army National Guard Stripes for Skills Program

7–18. Advancement based on Civilian Acquired Skills Program

a. The MOSs listed in the ARNG ECM are the only MOSs authorized under this program.

b. The Soldier's ARNG unit CDR or training CDR may authorize accelerated advancement and award of the ACASP MOS when the Soldier meets all criteria. Soldiers in MOSs eligible for SGT under this program may be promoted without WLC. If not required to complete the WLC as part of their training program, they must complete WLC within 24 months after date of promotion and before they can be considered for promotion to SSG.

c. CDRs may defer or deny accelerated advancement or promotion for lack of skill, failure to demonstrate the minimum required level of performance in the MOS or Soldier skills, or misconduct. CDRs will counsel their Soldiers in writing on DA Form 4856 (Developmental Counseling Form) with the reasons for deferral or denial, and file copies of counseling statements until advanced or promoted to a higher grade, or separated, whichever is first.

d. On DA Form 4187, this paragraph as well as the basic paragraph for the grade to which advanced will be cited. On orders for promotion to SGT, any comment required by paragraph 7–12 will be included.

7–19. Advancement based on Stripes for Buddies

a. Soldiers who refer qualified applicants who subsequently enlist in the ARNGUS, Active Army, or USAR may be advanced, without regard to other promotion criteria, to PV2 or PFC. The State MPMO will verify enlistment of referred applicants.

b. The applicants must enlist before the referring Soldier leaves for IET, while the Soldier is between phases I and II of the Split Training Option or after the Soldier completes IET.

c. Referred applicants who enlist while the referring Soldier is in IET may be advanced only by the Soldiers IET CDR.

d. DA Form 4187 is prepared to recommend advancement. If the IET CDR does not authorize the advancement, the Soldier may be advanced upon release from IET. The effective date will be the date released from IET, not the date the referral enlisted. While in IET, the ARNG does not have the authority to advance Soldiers or to make advancements effective during the period of IET without the concurrence of the Soldier's IET CDR.

e. When a referred applicant enlists before the person who referred him or her, the referral will be used to determine advancement of the referring individual. This authority allows advancement based on any combination of enlistment before or after the referring Soldier's enlistment, or before or after service in IET, but not during this training.

f. Two or more applicants may not refer each other and be advanced. The applicant who refers other(s) is advanced.

g. Unit CDRs will advance Soldiers who enlisted as—

(1) PV1, from PV1 to PV2 upon enlistment of one qualified NPS applicants, or from PV2 to PFC upon enlistment of two NPS applicants (includes the one applicant who enlisted as PV1 from PV1 to PV2).

(2) PV2, to PFC upon enlistment of one qualified NPS applicant.

h. On DA Form 4187, this paragraph as well as the basic paragraph for the grade to which advanced will be cited.

Section IV
Promotion to Sergeant through Sergeant Major

7–20. Criteria

To be eligible for consideration, selection, and promotion to SGT through SGM, Soldiers must—

a. Be considered and placed in the selection objective of the current promotion list. All Soldiers must go through the board process before they may be selected and promoted. The only exceptions are listed in section III of this regulation.

b. Be in promotable status. The board will consider a Soldier who has a FLAG (regardless of type) in effect provided they are otherwise eligible for consideration, but the Soldier cannot be selected nor promoted until the suspension has been removed. This requirement is not waivable. The board will not see the FLAG action. Soldiers who have been removed from promotion lists per paragraphs 7–43 and 7–44 and who are pending separation action per AR 135–178, AR 635–200, or NGR 600–200 will not be considered for promotion. If not separated, the next regularly scheduled promotion board may consider them unless they are eligible for a standby advisory board per paragraph 7–48. In January 2004, conditional promotions were suspended for SGT through SFC. However, Soldiers must be NCOES qualified in their current grade before they can be considered for promotion board action.

c. Be participating satisfactorily in the active ARNGUS in the next lower grade.

d. Meet the criteria in table 7–1 by the date announced in the board memorandum of instruction. Waivers and exceptions to policy are not authorized (see para 7–7 for computation rules).

Table 7–1
TIMIG, TIS, and CES for promotion

Rank	TIMIG	TIS	CES
SGT	6 months	NA	NA
SSG	8 months	NA	NA
SFC	11 months	9 years	6 years
MSG	12 months	13 years	8 years
SGM	14 months	16 years	10 years

e. Have a high school diploma, GED equivalent, alternate credential, or an associate or higher degree.

f. Be qualified in the CPMOS, promotion MOS or a feeder MOS for the position assigned and promoted into unless another standard is authorized in the ARNG Enlistment Criteria, this chapter or in a special training program, such as those for CMF 18, the ACASP, or the AGR Management Program governed by NGR 600–5 and NGR 600–10.

Note. CDRs and personnel managers will ensure promotion of SRIP participants only in their primary or CPMOS to avoid violating the terms of incentives contracts. CPMOS must be in the same CMF as the bonus MOS to retain entitlement.

(1) Soldiers undergoing medical evaluation processing (MMRB/MEB) will be considered for promotion board action. Soldiers who are already promotable and pending referral to a MMRB, MEB, or PEB will not be denied promotion based on medical disqualification if they are otherwise qualified for promotion (see para 1–20).

(2) Currency of the Soldier's physical examination is a function of eligibility for immediate reenlistment or extension in NGR 600–200, chapter 7, and AR 40–501.

g. For consideration for promotion to SGM with concurrent appointment to CSM, individuals will not yet be over the objective age of 51 as of the last day of the month of the DA (NGB) ARNGUS CSM Selection Board per NGR 600–200, chapter 9. However, State AGs may nominate individuals above the objective age without waiver or exception when the Soldier is clearly the best qualified of all eligible candidates.

h. For consideration for promotion to SGM, including concurrent appointment to CSM individuals who are not graduates of the USASMC must be eligible to attend and complete the course. This includes the time in service requirements before maximum age or maximum years of service. Soldiers who were selected to attend but did not complete the course for any reason other than hardship are not eligible to attend the course again and, therefore, are not eligible for consideration or promotion to SGM. This criterion is not waivable, and exceptions to policy will not be considered.

7–21. Military occupational specialty conversion

Notification of Future Change to MOSs will be announced by HRC–Alexandria or NGB–ARH as they occur. These announcements will include training requirements (if any), utilization, promotion policy and reclassification actions.

7–22. Promotion actions

a. Soldiers may be promoted into vacant positions on the basis of selection by a promotion board and placement in the selection objective of a promotion list, except for the actions in section III of this chapter. All documented positions, including those on carrier unit identification codes (UICs), provisional units, and derivative UICs that are part of the States structure are valid for promotion purposes subject to the policies of NGR 600–200, NGR 600–5, NGR 600–10, and regulations that govern the Military Technician Program. State MPMOs will verify questionable cases and coordinate with the State Human Resources Officer (HRO) as needed.

b. Soldiers may be considered for assignment and promotion when they are two grades under the authorized grade, when no authorized positions in the unit or immediate geographic area for the intermediate grade, and no other qualified Soldiers in the unit or immediate geographic area is available. For instance, when an artillery battery has a supply sergeant authorized in grade of SSG and an armorer/supply specialist authorized in grade of SPC, the SPC, if promotable (must be considered and in the selection objective of the current promotion list) and otherwise eligible for the assignment per section X of this chapter, may be promoted to SGT against the SSG requirement. The State MPMO will manage these actions with input from the State HRO if full-time support Soldiers are involved.

c. For an SFC being assigned and promoted to a 1SG position, the SFC will be promoted to MSG on orders and concurrently appointed to 1SG.

d. The cited authority for promotions to SGT through SGM is paragraph 7–20.

7–23. Noncommissioned Officers Education System requirements for promotion

Promotion to SGM in 7–23*b*(11) is a conditional promotion. All NCOES requirements for the grade in which promoted must be fulfilled before further promotion consideration. Soldiers with a temporary medical profile due to participation in contingency operations will be permitted by their immediate CDR to attend Professional Military Education within

the guidelines of their temporary profile. Soldiers must arrive at the course of instruction with a copy of their current temporary profile and a memorandum signed by their CDR that states the temporary profile is a result of injuries sustained due to participation in contingency operations. The rules to administer these promotions are below.

a. Soldiers with a DOR on or before 1 October 1992 are considered NCOES qualified in their current grade and do not need to meet the prerequisite course to attend the next level of NCOES. This is not considered as equivalent or constructive credit. If a Soldier's DOR becomes adjusted before the Soldier attends the next level of NCOES or is reduced, the Soldier will need to meet all NCOES requirements for the current grade before being considered for promotion to the next higher grade.

b. When selected for promotion and listed in the selection objective of the promotion lists, Soldiers are eligible for training and, provided they are in or will be concurrently assigned to positions authorized the higher grade, promoted as shown below. Soldiers may not be promoted until they are assigned to the higher graded position. Soldiers mobilized under 10 USC 12301(d) in support of contingency operation and 10 USC 12302 or 12304 may be promoted on the basis of an actual unit vacancy within their mobilized unit or to positions in nonmobilized units. Soldiers will not be released from duty to accept the position. States are not authorized to exceed their total authorized positions for that grade and MOS. See paragraph 7–37 for discussion of the selection objective, for who has the priority to attend NCOES courses, and for when they may attend. Effective 1 October 2004, ANCOC Common Core (Phase 1) training is deleted under the military education requirements.

(1) SPCs and CPLs with WLC credit are promotable to SGT.

(2) SPCs and CPLs without WLC credit are promotable to SGT. They must complete WLC before they may be considered and placed on the list for promotion to SSG.

(3) SGTs with WLC credit are promotable to SSG. They must successfully complete all phases before they may be considered and placed on the list for promotion to SFC.

(4) SGTs may not be considered for promotion to SSG until they complete WLC. AGR Soldiers must attend USAR or Reserve Component (RC) Total Army Training System–Configured (TATS–C) WLC.

(5) SGTs with BNCOC credit (all phases) are promotable to SSG.

(6) SSGs with BNCOC credit (all phases) are promotable to SFC. They must successfully complete ANCOC before they may be considered, and placed on the list for promotion to MSG.

(7) SSGs without BNCOC credit (all phases) cannot be considered for promotion to SFC.

(8) SSGs with ANCOC credit are promotable to SFC.

(9) SFCs with ANCOC credit (or the USASMC) are promotable to MSG. There is no new training requirement. SFCs with a DOR of 1 Oct 92 or earlier are considered NCOES qualified and can be selected for MSG without any training requirement.

(10) SFCs without ANCOC credit cannot be considered for promotion to MSG.

(11) MSGs (this includes 1SGs) with ANCOC credit but without USASMC credit and who are in the selection objective of the SGM promotion list or CSM selection list are promotable only after they are enrolled in the USASMC by CNGB (NGB–ART–I) as follows. This is the only means to enroll in the USASMC.

(a) For the nonresident course, State AGs (MPMOs only) will submit DA Form 7432 and Statements of Agreement and Certification (fig 7–2) to CNGB (NGB–ART–I). Receipt of the confirmed enrollment (via electronic mail) is the authority to conditionally promote the Soldier to SGM on the date enrollment is confirmed, upon assignment to a SGM or CSM position, or the date a control grade (AGR Soldiers only) becomes available, whichever is later.

(b) For the resident course, State AGs (plans, operations, and training officers only) will submit Army Training Requirements and Resource System (ATRRS) Automated Training Application System applications through ATRRS to CNGB (NGB–ART–I), Action Officer 012. Receipt of Code R (Reserved) on ATRRS is the authority to conditionally promote the Soldier on the date the Soldier has a confirmed reservation, upon assignment to a SGM or CSM position, or the date a control grade (AGR Soldiers only) becomes available, whichever is later.

(c) Title 10 AGR Program Soldiers will submit their forms through their local chains of command and support channels to CNGB (NGB–ARZ–T) for action by NGB–ART–I.

(d) Submit forms for SGM selectees immediately upon approval of the board results. For CSM nominees, submit forms before the CSM nomination packets are due (NGR 600–200, chapter 9.)

(12) MSGs with USASMC credit are promotable on the date assigned to a SGM or CSM position provided they meet all the other criteria in this chapter and NGR 600–200. There is no new training requirement.

(13) SGMs (this includes CSMs) with DOR before 1 Oct 92 will not attend the USASMC.

STATEMENTS OF AGREEMENT AND CERTIFICATION

1. I understand that the service obligations are two years after completion of the Resident Sergeants Major Course and two years after graduation from the Resident Phase of the Non-Resident Sergeants Major Course (AR 350-1 or AR 135-200) or two years after promotion to SGM (IAW para 7-8a(2)), whichever is later.

Soldier initials_____

2. I have been counseled and understand that if I fail to complete this course, I may be Barred from Reenlistment, Extension of Enlistment, or recommended for separation from service. I further understand that, if I am a master sergeant or first sergeant, and I do not complete the course for reasons other than extreme hardship, I will be removed from the promotion list administratively and will not be eligible for future consideration for sergeant major or to attend the course (IAW para 1-27).

Soldier initials_____

3. I understand that if I am promoted to sergeant major, the promotion is conditioned upon my graduation from the U.S. Army Sergeants Major Course. I further understand that I will be reduced without board action or appeal if I fail to complete the course for any reason (IAW para 1-27). Additionally, I understand that I will be reduced without board action for my failure to apply for (log on and register) and enter (start the courseware) for the Phase I NR SMC for the class in which I was enrolled. I will not be authorized to move from the NR SMC class in which I was enrolled to the next NR SMC Class.

Soldier initials_____

4. I have read and understand the requirements for enrollment and the related actions for the United States Army Sergeants Major Course. I understand my responsibilities and obligations.

Soldier signature and date:_____

CERTIFICATION

I certify that this soldier meets the requirements per AR 600-8-19, Army National Guard Regulations and policies in effect at the time of application.

STATE CSM (T32 M-day, Tech, AGR):_____

OR

ARNG CSM (T10 AGR)_____

Figure 7–2. Statements of agreement and certification (enclosure to DA Form 7432)

c. The NCOES courses for promotion are the Army standard. Waivers and exceptions to policy are not authorized, as provided in Title XI of the National Defense Authorization Act for Fiscal Year 1993 (Public Law (P.L.) 102–484), as amended.

d. All categories of Soldiers will complete NCOES courses prescribed in their CPMOS (primary or career progression MOS).

(1) Traditional Soldiers (this term includes MTs) will complete any TATS–C, Active Component (AC), or RC NCOES course.

(2) AGR Soldiers will complete only AC or TATS–C NCOES course unless otherwise authorized in this paragraph or an exception is granted by CNGB (NGB–ARH–S). Soldiers who enter the AGR program fully qualified in the

NCOES (all phases) for their next promotion will retain their qualification. Those selected to enter AGR tours who have started any portion of their required RC–NCOES course may complete it and will be fully qualified upon completion. For example, a SSG who completed RC–ANCOC while in IDT status and entered the AGR program may be promoted to SFC under this provision when selected by a SFC promotion board in AGR status and assigned to a SFC position. When considered and selected for their next promotion, they must attend the course, and in the manner prescribed for their grade and duty status (AGR must attend AC or TATS–C courses). They are fully NCOES qualified for promotion to MSG based on that course when selected by a MSG promotion board in AGR status and assigned to a MSG (this includes 1SG) position.

e. SGT through SFC who does not have credit for NCOES prescribed for their current grade as shown in 7–23*b* cannot be considered for promotion until all NCOES training requirement for the current grade are met. This provision is waivable only in accordance with paragraphs 1–27*c* and *d*.

f. Recruiting and Retention NCOs (CMF 79) on AGR status—

(1) Who are SGTs with SQI 4, are selected for promotion and NCOES training and do not have credit for a BNCOC will attend all phases of BNCOC in their PMOS (either TATS–C or AC).

(2) Who are SSGs with SQI 4, are selected for promotion and training, and do not have credit for ANCOC will attend ANCOC for CMF 79 at the National Guard Professional Education Center NCO Academy, provided they are selected for career status.

(3) Who are SFC and who do not have credit for ANCOC will attend Phase II ANCOC at the National Guard Professional Education Center NCO Academy.

g. AGR Non-Career Recruiting and Retention NCOs identified with SQI 4 will attend AC–BNCOC and AC–ANCOC (or TATS–C courses) in their primary MOSs.

7–24. Courses creditable for the Noncommissioned Officers Education System

Personnel officers will determine credit for NCOES courses from the following list or credited in paragraph 7–33. Completion by subcourse is not acceptable for credit unless the course is a TRADOC approved, multiphase requirement such as the Army Band NCOES and the USASMC, or the Soldier completed the course through this means while in the Active Army and was credited with completion while on active duty. The four NCOES levels and the courses and methods for completing or gaining credit for them are—

a. Primary level equivalency:

(1) AC– or RC–WLC or TATS–C WLC.

(2) AC– or RC–Primary Leadership Course.

(3) RC–Primary NCO Course/Basic NCO Course (prior to 1985).

(4) USMC NCO Course.

(5) USMC NCO Basic Course.

(6) USMC Leadership Course or USMC NCO Leadership.

(7) USMC Staff NCO Advance Course (taught at Quantico, VA only).

(8) USMC Resident Staff NCO Career Course (taught at Quantico, VA only).

(9) USMC Infantry Squad Leader Courses (taught at Camp Pendleton only). The Squad Leader Courses taught at Marine Corp Divisions do not meet WLC POI equivalency requirements.

(10) USMC Sergeants Course.

(11) RC BNCOC (must have completed all phases) or RC ANCOC (Phase 1, Common Core).

(12) OCS (AC/RC any service).

(13) Officer Basic Course (from any service).

(14) Officer Advanced Course (any service).

(15) CAS3 (or equivalent course from any service).

(16) Command and General Staff Officer's Course (or equivalent course from any service).

(17) ROTC Advanced Camp (any service).

(18) WOCS (AC/RC Army or USMC WOCS).

b. Basic-level equivalency (currently no U.S. Air Force, Navy or Marine Corp courses will be recognized for basic level equivalency):

(1) AC– or RC–Basic NCO Course, or TATS–C BNCOC.

(2) Basic Technical Course.

(3) CMF 18 qualification course plus WLC.

c. Advanced-level equivalency (currently no U.S. Air Force, Navy or Marine Corp courses will be recognized for advanced level equivalency):

(1) AC– or RC–Advanced NCO Course.

(2) Before 1 October 1987, RC Senior NCO Course.

(3) Before 1 October 1987, RC or AC FSC authorized in lieu of the RC–Senior NCO Course.

(4) Before 1 October 1991, any RC–ANCOC Phase I only.

(5) For MTs:

(a) Before 1 October 1987, any advanced-level course plus ARNG Battle Skills Course (BSC).

(b) 1 October 1987 through 30 November 1993 when there was no Phase II available, RC–ANCOC Phase I plus an SQT or SDT score of 70 percent or more completed during that time plus the ARNG BSC.

(6) For AGR, before 1 July 1986, an RC–NCOES advanced or higher level course (ANCOC, Senior NCO course, or FSC) plus the ARNG BSC.

d. Senior level, the USASMC resident or nonresident mode.

7–25. Availability of Noncommissioned Officers Education System Phase II or subsequent resident courses

State MPMOs, in concert with their plans, operations and training officers, will determine availability of Phase II or subsequent courses, for promotion purposes, as follows:

a. The "Course Lists" screen on ATRRS will be checked. The appropriate fiscal year, MOS, and phase will be entered to determine if a course was or is available within 2 years after completion of Phase I. Do this for the year the Soldier completed Phase I and for each of the next 2 fiscal years.

b. If a school code other than 0000 appears, the required course was or is available and scheduled during the fiscal year. If the only course available on ATRRS is an RC3 configured course and it is still taught by the RC schoolhouse, the course is available and paragraph 7–25*c* will not apply.

c. Traditional Soldiers, including MTs, will complete any TATS–C, AC, or RC–NCOES course. If the only course available is an AC course, then that course must be offered to the Soldier. If the Soldier is unable to attend due to the length of the course, they must request constructive credit. The request must substantiate the reason for nonattendance (doe example, a letter from employer). The school proponent is the approving authority to award constructive credit.

d. The course will be considered not available if Phase II or subsequent phase—

(1) Has been TATS–C, but not taught within 2 years after the Soldier completes Phase I.

(2) Has not been TATS–C to be taught in a RC schoolhouse (that is, if available only at the proponent school) and the Soldier is unable to attend because of the length of the course. This provision does not apply to AGR Soldiers per paragraph 7–23*d*(2).

e. For paragraph 7–25*d*(1) and (2), a constructive credit entry will be entered per paragraph 7–26, the Soldier credited with completion, and the Soldier's SIDPERS–ARNG entry updated. The request and approval are filed for constructive credit in the Soldiers MPF.

f. Personal, operational and funding conflicts do not constitute nonavailability.

7–26. Constructive credit for Noncommissioned Officers Education System

The State AG (MPMOs) (CNGB (NGB–ARZ–T) for Title 10 AGR) will follow the provisions of paragraph 7–23 and AR 350–1, paragraph 3–12, in determining constructive credit. For cases that are not covered in para 7–23 and based on courses not listed in paragraph 7–24 and that are not precluded from credit by this paragraph, Soldiers may request determination through command channels to the State AG (MPMO) (NGB–ARZ–T for Title 10 AGR). Requests will be attached to DA Form 4187. Include copies of certified DA Form 2–1, GPFR–1790 (PQR), diplomas, AERs (DA Form 1059), and similar documents to support the request, plus a complete record of the Soldier's applications for training, whether a local record, a hard copy of the applications, or a copy of the ATRRS screens. Requests based on courses that are specifically excluded from credit in paragraphs 7–26*a* through *g* will not be submitted. All requests will be submitted to the course proponent. Once credit is granted, it will be recorded on DA Form 2–1, item 27, and the Soldier's NCO education code will be changed to the equivalent level listed in NG Pam 25–10 (AR), paragraph 2–140.

a. All primary level (WLC) requests will be submitted directly to Commandant USASMA, ATTN: ATSS–DCP, 11291 Biggs Field, Fort Bliss, TX 79918–8002.

b. All basic level phase 1 (common core) and advance level (ANCOC) requests will be submitted to Commandant USASMA, ATTN: ATSS–DCB, 11291 Biggs Field, Fort Bliss, TX 79918–8002, with copy furnished to Commander, TRADOC, 5 Fenwick Road, ATTN: ATT–GVN, Fort Monroe, VA 23651–1049, for approval. These requests will be forwarded from the proponent to CNGB (NGB–ARH–S) for final approval based upon the proponents recommendation.

c. All basic-level (BNCOC) phase II and advance level (ANCOC) or subsequent phase (MOS specific phase) requests will be submitted to the proponent MOS school (not HQ TRADOC) for final approval.

d. Soldiers generally will retain credit for all courses completed for which they have been credited even if they are reduced or reclassified into another MOS. They will retain credit for all AC–NCOES courses completed at their current or higher level. They will also retain credit for higher level RC–NCOES courses if they attended them in the grades for which they were intended and they served in that grade after graduation. Failure of any phase of NCOES will require the Soldier to complete that phase but will not require that successfully completed phase(s) be repeated, unless the required time has elapsed.

e. Soldiers who are reduced and then considered for promotion will retain credit for any NCOES courses with which they have been credited per this chapter.

f. Army policy does not allow NCOES credit for professional development courses conducted by the Navy, Air Force or Coast Guard. Do not submit requests for waiver or exception to policy. Exception is ROTC Advanced Camp as referenced in paragraph 7–24*a*(17).

g. Marine Corps courses conducted under the auspices of the Marine Corps Combat Development Command, are included in paragraph 7–24*a*(4) through (9). These courses are conducted at the Staff NCO Academies at Marine Corps bases Quantico, Camp Lejeune, Camp Pendleton, Camp Butler, Camp Crowder (USMCR), and selected other Marine Corps bases. Any other Marine Corps NCO School is considered a unit school and is not creditable here. Also, Marine Corps Institute courses are correspondence courses and are not creditable here. Waivers or exceptions to policy for those courses will not be submitted.

h. Soldiers credited with courses under prior policies retain credit until promoted. This includes special savings provisions for MTs prescribed in the National Defense Authorization Act for Fiscal Year 1994, P.L. 103–160, sections 523(b) and (c).

Section V
Promotion Process Overview

7–27. Overview

The ARNG and ARNGUS promotion selection process establishes the means to—

a. Consider all eligible Soldiers.

b. Evaluate each Soldiers potential.

c. Rank and then select the best qualified Soldiers for promotion.

d. Prepare the Soldier with the necessary training for assignment at the next higher grade.

7–28. Promotion Process

a. States will conduct annual promotion boards for each grade and publish a promotion list. States are authorized to supplement their annual promotion lists for Specialist to Sergeant and Sergeant to Staff Sergeant by conducting quarterly or semi-annual boards. States will follow the same procedures for conducting the supplemental boards; however the TIMIG and TIS will be calculated from the new board date. The selection objective will list in promotion sequence the best qualified Soldiers who will be assigned to current vacancies (within the State structure) in higher graded positions that go with the promotions per section X of this chapter.

b. The promotion list is neither a permanent standing list nor an order of merit list. Each promotion list published by the State AG is a new list and is intended to remain valid until exhausted or expires on the date established by the State AG (MPMO). With the exception of Soldiers selected and assigned from the list and those approved for CSM by the HQDA (NGB) ARNG CSM Selection Board per NGR 600–200, chapter 9, the list remains valid until a subsequent list supersedes it, approximately one year later.

c. Soldiers who have not been selected for assignment and promotion and who remain on a list near its expiration, including those with hardships, will be considered in the next board process with a new ranking relative to all other Soldiers being considered. If not assigned and promoted from the old list before it expires, their sequence on the new list will be determined solely by their ranking with their contemporaries; they will not be placed at the top of the list.

d. Once considered and selected for promotion and assigned to a valid position, per paragraph 7–40, Soldiers are promotable and may be promoted with an effective date and DOR on the date they are assigned to the valid higher graded position. AGR promotions to MSG and SGM will be promoted effective the date assigned to a valid position, date an AGR control grade is authorized, or if applicable, the date enrolled in USASMA, whichever is later. AGR Soldiers selected and assigned to higher graded positions before the list expires, but are not promoted because a control grade is not available, will remain assigned pending availability of a control grade resource. Soldiers are no longer required to compete for the position for which selected.

e. Soldiers will initiate applications for training through their units using the Army Automated Training Application Module. The following represents the priority of training and the primary means to determine which Soldiers will attend NCOES courses:

(1) Soldiers who require NCOES to meet promotion requirement.

(2) Soldiers during premobilization.

(3) Soldiers upon demobilization.

(4) Approved promotion list.

f. The list is also used to select eligible Soldiers, in sequence, for assignment to higher graded positions that go with the promotions per section X of this chapter.

7–29. Announcement of promotion selection boards

a. The State MPMO will announce each board using a MOI patterned on figure 7–3, which will include—

(1) The basic criteria for consideration from section V of this chapter.

(2) Guidance for Soldiers to elect the maximum voluntary travel distance based on their personal goals as opposed to the maximum involuntary travel distance UP AR 135–91.

(3) The standard options provided by the State that will apply to all Soldiers in a given grade and category, such as, "I wish to be considered...." The following are examples from which States will choose or use as a basis to develop their own:

(a) For assignments in my current unit.

(b) For assignments in my Armory.

(c) For assignments in my city (town or local area).

(d) For assignments in my battalion (or major subordinate command).

(e) For assignments in my regiment, brigade, group, troop command, and so on.

(f) For assignments in my current area, zone or region.

(g) In areas, zones or regions, and so on.

(h) For assignments within 50 miles of my residence (based on AR 135–91).

(i) For assignments within 75, 100, or any other number or groups of numbers of miles the State sets from which Soldiers may choose.

(j) For assignments anywhere in the State.

(k) For assignments to the Regional Training Institute as an instructor.

(l) For a leadership waiver (for 1SG and CSM) (if Soldier is in an AGR status) (this does not affect command-directed reassignments of AGR Soldiers regardless of purpose per NGR 600–5, or any reassignment other than those involving assignment in connection with a promotion).

(m) For a position that requires a compatibility waiver; for current SGM, 1SG and MSG (if Soldier is a MT).

(n) Consideration for CSM per NGR 600–200, chapter 9.

(o) For acceptance or declination for 1SG per AR 600–8–19, chapter 7 (for current MSG and SFC in the promotion selection objective of the MSG Promotion List).

(4) The criteria used to evaluate Soldiers.

(5) Special instructions on the evaluation process to ensure complete preparation, counseling, processing and evaluation.

(6) Who will evaluate Soldiers and the evaluation process.

(7) The evaluation, verification and submission processes to safeguard the system.

(LETTERHEAD)

Office Symbol *(date)*

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: *Instructions for 200x Sergeant First Class Promotion Board*

1. The (*state*) Army National Guard Sergeant First Class Promotion board will convene on (*date*) *and location*).

2. The board will consist of (*list who will evaluate*).

3. Enclosure 1 is your unit's Promotion Eligibility Roster (PER) of eligible staff sergeants. Enclosure 2 is an NGB Form 4100-1-R-E for each soldier on the PER. The board will consider all eligible staff sergeants unless they decline consideration by this board in writing on NGB Form 4100-1-R-E. The eligibility criteria are in AR 600-8-19, paragraph 7-30. To be eligible for consideration, staff sergeants must also meet the following times computed as of the last day of the month in which the board convenes:

a. Date of rank of 1 Mon XX and earlier.

b. Pay entry basic date of 1 Mon XX and earlier.

c. Basic enlisted service date of 1 Mon XX and earlier.

4. The promotion list will help establish the priority of training for selectees who are not graduates to attend the Advanced NCO Course, to offer selectees assignment to higher graded positions, and to promote them to sergeant first class. Soldiers who decline consideration by this board are not eligible for NCOES courses or promotion consideration until the next board provided they remain eligible.

5. Complete the following actions by 1 Mon XX:

a. Delete ineligible and add other eligible soldiers on the PER.

b. Use the information in AR 600-8-19, figure 7-6, to add or correct information on NGB Form 4100-1-R-E with the soldier, verify the data including points, and attach source documents to support changes. The first line leader will review the form and data with the soldier, explain the options available to the soldier in section VI, and the consequences of the choices.

Figure 7–3. Sample memorandum of instruction

Office Symbol
SUBJECT: *Instructions for 200X Sergeant First Class Promotion Board*

c. The soldier will accept or decline consideration for promotion, military education and assignment; initial optional blocks (*choices set by the state*), sign the form and date it.

d. Complete NGB Forms 4101-1-R as follows: (*enter state process and procedures for completion, verification and safeguarding.*)

6. The State Military Personnel Officer will:

a. Verify updated information, verify eligibility, compute the final points for each soldier, and enter information in the database.

b. Produce the promotion list in sequence (*highest score is first ranked*) for each MOS, assemble supporting documents, and approve the list for publication.

c. Coordinate the final list with the Human Resource Office, and the Plans, Operations and Training Office.

d. Publish the list to (*the distribution scheme published for the state*).

7. Based on this list, soldiers are eligible immediately:

a. If they are not already graduates or enrolled, to apply for the NCOES course or courses required for their grade. (*States insert their procedures.*)

b. For assignment to higher graded positions for which they are eligible and available according to the standards set for this program in (*state procedures*).

c. For promotion concurrently with the assignment in b above if they are otherwise eligible. Soldiers currently assigned to higher graded positions will be promoted in sequence as they are contacted from the list.

8. Soldiers who are not listed in the selection objective of this list cannot expect to be assigned to higher graded positions, to attend NCOES during the (*period*), nor be promoted unless the state exceeds the number of promotions originally projected.

FOR THE ADJUTANT GENERAL:

Encls (*MPMO*)

Figure 7–3. Sample memorandum of instruction—Continued

(8) An "eligibility criteria date" that will establish a cutoff date at which all promotion points (except board points) will be calculated. This date will be explained and pointed out in the MOI. This date will also be used to compute Soldier eligibility when considering Soldiers by a standby advisory board and for integration into a promotion list.

b. State AG (MPMOs) will publish a separate memorandum to charge boards and evaluators. This memorandum will provide the guidance for board members to use when considering Soldiers for promotion to higher grades. It will cover such topics as the demonstrated application of Army Values, the role of the NCOER system, the Soldiers' overall performance and demonstrated potential to serve at higher levels of skill and responsibility, trends in efficiency, accomplishments in military and civilian education and self-study, scope and variety of assignments emphasizing performance in difficult assignments, duties and responsibilities considered of great value to the organization, performance in areas of special emphasis such as safety, accountability, and support of recruiting, retention, family, employer and community support efforts, the significance of adverse and derogatory information, information on administrative and physical limitations, physical condition and readiness as shown in personnel records, personal readiness, sensitivity to minority group members and female Soldiers, cautions against prohibited and unlawful consideration factors such as spouse employment, involvement and activities, and other information the AG wishes to convey to promotion boards.

c. SIB will use SIDPERS–ARNG data to generate promotion eligibility rosters (fig 7–4) for each unit and element and an NGB Form 4100–1–R–E (Enlisted Promotion Point Worksheet) (fig 7–5), for each Soldier on the PER. The NGB Form 4100–1–R–E may be made free form to allow States to add their options in section IVb. However, the items will be listed and the values will not be changed. States may print section IVb on a supplemental sheet if they need more room for State options.

d. The State MPMO will distribute promotion eligibility rosters with NGB Form 4100–1–R–E to CDRs.

e. For NGB Form 4100–1–R-E and NGB Form 4101–1–R–E (Enlisted Promotion Appraisal Worksheet) (fig 7–7), the scored items will be listed as shown and the values will not be changed.

f. The CNGB (NGB–ARZ–T) will announce each board in an MOI and include specific forms, procedures and the process that will apply to the ARNGUS Title 10 AGR Program.

PROMOTION ELIGIBILITY ROSTER

UIC: 1ABAA — DATE OF REPORT: 2 JUN 05

UNIT: JOINT FORCES HQ ARNG — SUSPENSE DATE: 31 AUG 05

RANK CONSIDERED: SGM — DATE OF BOARD: 28 SEP 05

NAME (LAST, FIRST, MI)	SSN	RANK	PMOS	CPMOS
BRADLEY VICTOR Y	999-99-9999	MSG	42A5HA2FR	42A5
GRIDER EDWARD	999-98-9999	1SG	27D5MP500	27D5
PHILLIPS LONNIE K JR	999-97-9999	MSG	12Z5M0000	12Z5
WHITE TERRI K	999-96-9999	MSG	79T50000	79T5

Figure 7–4. Sample promotion eligibility roster

Section VI
Processing Soldiers for Promotion Consideration

7–30. Consideration for promotion

a. Unless prohibited by paragraph 7–20, Soldiers who are qualified in the CPMOS, comply with the provisions of paragraph 1–27, and meet the TMIIG, TIS, and CES may be considered for promotion, even though they may not be in a promotable status on the convening date of the board. No one may establish local consideration criteria that are not provided for in this chapter. However, states may establish a minimum administrative point requirement, if prescribed in State policy and in the board MOI.

b. Soldiers must meet the eligibility in this chapter and the board MOI including the date(s) used to compute eligibility (eligibility criteria date).

c. The unit CDR will—

(1) Verify the promotion eligibility roster.

(2) Add eligible Soldiers.

(3) Delete ineligible Soldiers, including those formally denied consideration per paragraph 7–33, by lining through names and entering a short explanatory note for the deletion. No one may establish local promotion points or criteria not provided for in this chapter.

(4) Enter manually any missing or changed data on the NGB Form 4100–1–R–E and in the board MOI.

(5) Determine and enter names or positions of board members on individual copies of NGB Form 4101–1–R–E.

d. The Soldier's leader (generally the first line leader) will review NGB Form 4100–1–R–E with the Soldier to verify information and update entries in handwriting on the form (or electronically, if provided by the State). They will obtain the Soldier's written choice (X mark) to accept or decline consideration and, if accepting consideration, the Soldier's written choice (X mark) of one or more of the options provided by the State per paragraph 7–29 and obtain the Soldier's signature and the date signed. When Soldiers are not available to do this in person, the CDR (or a delegate) may do this by telephone, fax, or mail (including e-mail), accomplish all of the required actions, and sign and date the form for the Soldier. Soldiers who are not available to process their NGB Forms 4100–1–R–E because of unauthorized absence, unsatisfactory participation, or AWOL will not be contacted. If they do not return to duty before the cutoff date for submission of documents announced by the State AG (MPMO) in the MOI for the promotion board, they will not be considered by that board and are not eligible for standby consideration. This includes unsatisfactory participation (for drill status Soldiers) or AWOL (for Soldiers on orders for 30 or more days for ADSW, ADT, FTNGD for special work or training, annual training for 30 days or more, temporary tour of duty (TTAD, AGR, or any other form of extended active service). The leader will—

(1) Interview and counsel each Soldier using NGB Form 4100–1–R–E.

(2) Have each Soldier verify the individual data in sections I through III.

(a) Soldiers will be considered for promotion, enrolled in NCOES, and selected for assignment based on their CPMOS. The CPMOS will be the primary MOS unless there is a compelling reason for it to be another MOS. For example, a merger MOS that changes at the next level; a command directed reassignment for an AGR Soldier; or a Soldier in an isolated MOS with little chance of progression. In cases other than the merger in the same CMF, the Soldier must request the new CPMOS on DA Form 4187 through command channels to the State MPMO per NGR 600–200, chapter 5.

(b) If provided for in the board MOI, Soldiers may provide documents to update the form and the personnel database by enclosing it with the NGB Form 4100–1–R–E. Incomplete and questionable documents are not acceptable.

e. Individual leaders who rate Soldiers using NGB Form 4101–1–R–E and forward their evaluations under the leader evaluation process will counsel each rated Soldier on their strengths and weaknesses and what they may do to improve their individual qualities and qualifications.

f. The DD Form 214 is a valid promotion point source document.

g. States may create an addendum for section IV of NGB Form 4100–1–R–E on which Soldiers will state their agreement to enrollment and attend NCOES and any other required training course. This addendum will include the consequent actions that will follow the Soldiers' failure to meet any of these agreements. For example, a State may use one or more of the following or create additional statements to suit their needs:

(1) I agree to attend and complete the USA First Sergeant Course within the required time allowed upon selection for 1SG.

(2) I agree to apply for and accept a training date on ATRRS after promotion for my required NCOES course (within X days (or Y months)) or (by (date)) as stated in the announcement of the promotion list on which I am listed.

(3) If I fail to enter an NCOES course for any reason that is determined to be within my control, after receiving orders, I will be subject to reduction per para 10–18.

h. Unit leaders will encourage and help Soldiers in the selection objectives of promotion lists to apply for their next level NCOES courses.

i. States will combine the CSM selection process in NGR 600–200, chapter 9, with the SGM promotion board as stated in paragraph 7–34. This process requires a means for eligible SGM, 1SG and MSG to accept or decline consideration for CSM, such as using DA Form 4187 to accompany the NGB Form 4100–1–R–E. For 1SG and MSG not selected for CSM, this will not affect their eligibility for promotion to SGM in their MOS.

7–31. Individual Soldier actions

The data on NGB Form 4100–1–R–E are taken from the SIDPERS–ARNG database and are the basis for promotion consideration.

a. Soldiers will verify the accuracy of entries and update the data as required.

b. Soldiers will accept or decline consideration in their own handwriting on the form. They also mark (handwritten X) one or more of the options provided in part IV of NGB Form 4100–1–R–E (or a State supplemental list of options). These options show where they are available for assignment and promotion to the higher grade as provided in paragraphs 7–29*a*(2) and 7–30*d*, and their agreement to apply for and complete required training, per paragraph 7–30*d*. Soldiers who cannot do so in person may accomplish these tasks using one of the alternate means in paragraph 7–30. Note: States will not pre-select options, this option is the sole decision of the Soldier.

(1) They may decline consideration for promotion without penalty. This is only a declination of consideration for promotion, assignment to higher graded positions, and NCOES training. The declination will be in effect only during the life of that list. Soldiers who decline consideration will be considered by the next regularly scheduled promotion board if they remain eligible, do not again decline consideration, and are not denied consideration per paragraph 7–33. They are not eligible for standby consideration regardless of the reason for declination.

(2) Those who accept consideration, when listed in the selection objective of the promotion list, may expect to be trained in the NCOES course required for the promotion, promoted and assigned to higher graded positions during the life of the list per paragraph 7–39*c*. As soon as the promotion list is published, Soldiers in the selection objective of the list who are not graduates of, or enrolled as students in, the NCOES course required for the promotion list grade will and may be required to enroll in that course. Soldiers who accept consideration for promotion and NCOES training on NGB Form 4100–1–R–E are selected for promotion and assignment, and decline a school or assignment (and the promotion) for which they are eligible, will be removed from that promotion list. This is based on the options they selected per paragraphs 7–29 and 7–30*d* and *g*. This includes Soldiers who fail to apply for, accept, enter, or graduate from a school required for promotion other than by reason of medical disqualification or extreme hardship approved by the State AG (or DARNG for Title 10 AGR Soldiers). They also may be removed from a higher graded position to which assigned based on their promotion list status (see also NGR 600–200, chap 2). They will be considered by the next regularly scheduled promotion board, if still eligible, do not decline, and are not denied consideration. These Soldiers are not eligible for standby consideration.

7–32. Correspondence with the board

No one other than Soldiers being considered for promotion may correspond with a promotion board on a Soldier's behalf. If the board is prescribed in a format other than a formal board sitting jointly, no one may correspond with the board or any individual on the board concerning a Soldier's promotion action.

a. Soldiers being considered may write to the president of the promotion board to provide documents and information, calling attention to any matter concerning themselves which they feel is important to their consideration. Although written communication is authorized, it is encouraged only when there is something that is not provided in the Soldier's records, and which the Soldier feels will have an effect on the board's deliberations. The Soldier's official record is used to determine quality and potential. Correspondence to boards will not be acknowledged, will not be a basis for reconsideration, and will not be included in the Soldier's permanent personnel records (MPF, State file, or career management information file (CMIF)). Documents for permanent filing will be processed per AR 600–8–104.

b. The following documents are not authorized and will not be given to the board:

(1) Correspondence from anyone other than the Soldier concerned (this precludes communication from the Soldier's chain of command, NCO support channel, political sources, or other third parties).

(2) Correspondence that criticizes or reflects on the character, conduct, or motives of any Soldier.

(3) Incomplete appeals of items such as NCOER, AER, courts-martial, Article 15, or comparable criminal conviction, and so on.

(4) Incomplete copies of NCOER or AERs. Only fully completed documents processed through official channels will be seen by the board.

c. Letters or memorandum (and all enclosures) seen by a promotion board become part of the board record and are not filed in personnel records. Nonreceipt of a letter to the board president is not grounds for reconsideration by a Standby Advisory Board as described in paragraph 7–48.

7–33. Denying Soldiers consideration for promotion

Soldiers who are eligible for promotion may be denied consideration as shown below or for reasons listed in paragraph 7–43, using the guidance and procedures in paragraph 7–44*f*. Denial may be based on misconduct, insufficient experience and knowledge in personal and professional qualities and qualifications, or lack of potential to serve at the higher grade. This action generally will be taken when the individual deficiency is not sufficient to warrant a bar to reenlistment or extension or elimination from service. When approved, the denial of consideration will be maintained only with, and will expire with, the promotion list for which it was initiated.

a. Initiate denial of consideration on DA Form 4187. Enclose DA Form 4856 on which the CDR has personally counseled the Soldier on the reason for recommending denial. Soldiers may rebut their CDRs' recommendations and submit statements that directly affect the circumstances. These actions will take place in time to allow the Soldier one month to prepare comments and consult with a judge advocate, if desired, and to allow the approval authority to take final action before the board process is complete. Holding them until the completion of the evaluation cycle may require Standby Advisory Board action when a recommendation is disapproved.

b. Denial of promotion consideration for SPC, CPL and SGT will be approved by the first CDR authorized in grade LTC or higher.

c. Denial of promotion consideration for SSG and SFC will be approved by the first CDR authorized in grade COL or higher.

d. Denial of promotion consideration for MSG will be approved by the State AG.

e. These CDRs will personally approve or disapprove these actions, and will not delegate this authority. The final appeal authority is the State AG.

f. Authority to deny promotion consideration for all Title 10 AGR Soldiers is the DARNG.

Section VII
The Evaluation Process

7–34. General

The complete evaluation process is a board process and will be modeled on the following guidelines. States may vary from this model provided every Soldier in each grade is evaluated the same way. For instance, states may prescribe formal, joint boards at the State Headquarters for senior boards, and decentralized or informal boards at major subordinate command or regional levels, or any combination of these. These decisions may be made based on resource, distance, time, leader availability, and troop population factors decided by the State. At least three individuals will evaluate each Soldier as prescribed by the State AG (MPMO). However, these boards will be conducted the same for each grade across the State as specified in the State MOI or other directive that prescribes each board as discussed in paragraph 7–29.

a. If the leadership chain (chain of command or supervisory channel), as designated by State MOI, is the board, that process will be followed throughout the State for that grade. This constitutes a board, which, although it may or may not meet jointly, will act accordingly. Unless otherwise stated here, the word board applies to both boards comprising the leadership chain and formal boards sitting jointly.

b. Rules for boards include the following:

(1) Three to five members senior in grade to the Soldiers being considered, with the senior member as president, will evaluate all Soldiers considered. When large numbers of Soldiers are considered, the convening authority may appoint two or more panels of a board, each comprising three or more members, and each of which will consider a portion of the total records.

(2) Promotion boards will generally comprise enlisted Soldiers. The president will be a CSM. If no CSM is available, then an SGM may preside (except for the SGM board and CSM panel). When officers are used in these boards and panels, use LTC or higher for SFC and MSG boards (except the 1SG panel), and COL or higher for SGM boards, with a senior COL or a general officer as president. Panels will include at least one officer and two senior NCOs, when officers are included.

(3) The CSM panel of the SGM board will include CSMs to review SGM, 1SG and MSG who are eligible, per NGR 600–200, chapter 9, and accept consideration for CSM. If officers are included, they will be COL or higher. The SGM Promotion Board will be charged first to select eligible SGM, 1SG and MSG who accept consideration for CSM per NGR 600–200, chapter 9, then consider all remaining eligible 1SG and MSG for SGM. 1SGs and MSGs selected for CSM by this panel are automatically selected for promotion to SGM in CPMOS 00Z50, but are subject first to approval for CSM by the HQDA (NGB) ARNG CSM Selection Board per NGR 600–200, chapter 9.

(4) The MSG promotion board also may be charged to select eligible MSGs and SFC in the selection objectives of their MOSs on the MSG promotion list to serve as 1SGs per NGR 600–200, chapter 4. The 1SG panel of the MSG promotion board, will include only 1SGs and Soldiers in higher grades of rank. Officer membership is limited as stated above.

Note. (1) Individuals selected for promotion to SGM with concurrent appointment to CSM as listed in the HQDA (NGB) ARNG

CSM selection board list, will remain eligible for assignment promotion and appointment from that list until assigned and appointed, removed for cause from the list, or until separated from the ARNG (see para 7–38*e*).

(5) Every effort will be made to ensure that all boards are composed of members that reflect the demographics of the Soldiers being considered.

(6) If minority group members are being considered, boards will include at least one minority group member as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(7) If females are being considered, boards will include at least one female as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(8) Boards may include minority group members and female members even though the board may not be considering female and minority group Soldiers.

(9) A nonvoting recorder or other administrative support may serve each board and panel from the supporting S–1, personnel office, or other AG Corps Soldiers.

c. Each State will develop a system to fill First Sergeant vacancies using the guidance in the following paragraphs.

(1) First Sergeant Positions. Commanders will consider MSGs and serving 1SGs for assignment to First Sergeant positions before selecting SFCs for promotion into First Sergeant positions. This will allow career development assignments in grade without affecting the number of Soldiers promoted. First Sergeant vacancies will normally be filled before MSG positions.

(2) States will establish best qualified leadership board procedures to identify for First Sergeant positions master sergeants and sergeants first class eligible for promotion to master sergeant, who desire (and who are eligible and available based on being listed in the selection objective of the master sergeant promotion list) to serve as First Sergeants. This board, comprised of command sergeants major, will be convened at the JFHQ level. This board should meet as soon, as is practicable after the master sergeant promotion board (if it is not part of that board) so that selectees can enroll in the First Sergeants Course. States may charge a panel of the master sergeant promotion boards to accomplish this function.

(3) States should add codes to the promotion list to identify the Sergeant First Class who were selected as best qualified to serve in First Sergeant positions.

7–35. Evaluating Soldiers for promotion

Board members will evaluate Soldier performance and potential using the whole Soldier concept. The sum of each Soldier's qualities and qualifications, matters of record, past performance with the heaviest weight given to the recent past, and the Soldier's potential to serve in positions of greater responsibility will be considered objectively.

a. The board will consider all Soldiers equally and fairly according to the memorandum of instruction and the instructions for NGB Form 4101–1–R–E. Members of formal boards that meet jointly will not discuss any specific scores or findings with individual Soldiers of any grade or position or in public.

b. Board members may, as stated in the MOI, discuss the general promotion selection process to help their Soldiers and others to better understand the process. They may also counsel their Soldiers on the data in their records and how their qualifications and qualities compare to the criteria in this chapter and the MOI.

c. Using NGB Form 4101–1–R–E, the board will rate each Soldier fairly in each area under Performance and Potential.

d. Members of formal boards will review available records such as MPF with NCOERs, AERs, qualification records, correspondence, and other official matters. An authorized memorandum to the president of the board (see para 7–32) will be shown to all members of the board designated to evaluate the Soldier who submitted it. They will not review medical records. Members will refer questionable items to the recorder who will consult with the State MPMO. Recorders will review the scoring of each panel member to ensure the point spread between panel members is within the standard set by the State. Any board member's evaluation that exceeds the margin set by the State will have the file returned for review. This quality review is to ensure the panel member reviewed all pertinent documents. Upon a second review, if the board member is satisfied with their evaluation the points will be final. Discussion between panel members is authorized during this quality review if the panel member needs clarification.

e. Board members will not depart from the board with any type of notes.

f. Recorders will collect all forms, notes and materials used in the evaluation process and—

(1) Verify that entries and scores have been made correctly and transcribe them to NGB Form 4100–1–R–E, section VI, only after all board members have evaluated the Soldier.

(2) Ensure that there is a supporting document attached to the NGB Form 4100–1–R–E for each altered entry in sections I through III.

(3) Sign and date the form and obtain the president's signature and date on the board results memorandum, then submit both according to the MOI.

(4) Destroy all notes and extraneous materials.

g. Process the forms through personnel channels to the State MPMO for entry into the database.

Section VIII
Approving and Publishing Promotion Lists

7–36. Promotion lists approval

The State MPMO will—

a. Ensure that all actions taken and entries on the forms are correct and that they comply with this chapter, NGR 600–200, and the MOI. The State AG (DARNG for Title 10 AGR) may disapprove the centralized board results when there has been a material error in the charge to the board (the MOI); when there has been an error in the selection of board members; when board members used incorrect criteria (added to, disregarded, or selectively applied one or more criteria); or there has been any other major compromise of the board's conduct or integrity. Additionally, when the State conducts decentralized boards, the promotion authority may also disapprove board results when any of the conditions above exist.

b. Process the data and generate a promotion list for each grade with all individuals considered ranked from highest to lowest by their promotion or CPMOS (with number one being the highest). For example, the SFC Promotion List for MOS 13B might show SSGs with numbers 1 through 25 of which the first 14 are in the selection objective (see para 7–44*c*).

c. Include on the list the data needed to identify individuals and to help manage the list such as AGR, MT and NCOES status codes; unit ID; ZIP codes; declination status or codes; and the selections made per paragraphs 7–29, 7–30, and 7–31, and so on.

d. Approve or gain approval of the convening authority of the promotion list per paragraph 7–3 and the State's MOI.

e. Retain promotion board files for 2 years. Minimum documentation includes—

(1) The board appointment and memorandum of instructions.

(2) NGB Form 4100–1–R–E with enclosures (other than source documents processed to SIB) on each Soldier considered.

(3) Written communications accepted by the president from promotion candidates.

(4) The final approval, master promotion list, and, if the board submits one, an after action report.

7–37. Determining selection objective

a. The State MPMO will, in concert with the State HRO as it affects full-time support Soldiers, determine the number of Soldiers required for promotion in each grade and MOS based upon—

(1) Current vacancies.

(2) Positions occupied by junior grade Soldiers, whether promotable or not.

(3) Vacancies projected during the life of the promotion list (approximately 1 year) including grade vacancies on carrier UICs that will become effective during the life of the list.

(4) A statistically relevant projection to allow for attrition from the list.

(5) An allowance for MTs and AGR Soldiers who may rank high on the list but be ineligible or unavailable for a significant number of anticipated vacancies based on State program experience. Allowance may also be made for a number of M–Day (unnamed day on which mobilization of forces begins) Soldiers who may place high on the list but be ineligible or unavailable because of program requirements, geographic location, AGR, or MT programs, and so on.

b. If prescribed in State policy, establish a minimum promotion score.

c. Set the selection objective for each MOS to include the maximum number who may expect to be trained, promoted and assigned during the anticipated life of the list. Only these Soldiers may expect to be assigned or promoted in sequence as they appear on the promotion list. Soldiers below the selection objective cannot normally expect to be selected from this list.

d. Soldiers in the selection objective, even though assigned but not yet promoted, are considered "promotable" while on the list, but will not use the letter (P) in correspondence or other documents unless specifically authorized or required in AR 25–50, paragraph 6–5*c*, or another Army policy directive.

e. All other Soldiers on the list below the selection objective will still be eligible for assignment, training and promotion in sequence if the original expectations are exceeded.

7–38. Publishing promotion lists

a. Print a promotion list by MOS for each grade (see para 7–36*b*) with the information specified by the State MPMO and distribute a copy to each unit, each State Headquarters director, and each State headquarters detachment except the Selective Service section. The minimum information on a promotion list will be the Soldier's name, promotion or career progression MOS, promotion points, and a code to determine MDay, Technician or AGR status. This last item is necessary to determine eligibility for many assignments because of compatibility requirements. States may add items needed to manage the program such as unit abbreviation, NCO education code, and so on, including the information in paragraph 7–36*c*. Everyone who handles lists with SSNs will be cautioned to protect the lists from public disclosure.

b. States may also publish derivative or extract lists and distribute them to any level desired. These lists will not alter anyone's sequence number in the MOS or any other standing. Lists published to small unit level and which may be posted in orderly rooms will not include SSNs.

c. CDRs may notify Soldiers who were not selected on the day before the list is announced at large.

d. Although the promotion list will be published throughout the State, the State MPMO will maintain the official master list at the State HQ. This list, which must include the SSN to accurately identify each Soldier, will show all deletions, changes, additions, promotions and other actions the State MPMO prescribes.

e. The promotion or CPMOS for Soldiers selected for CSM and promotion to SGM is MOS OOZ. They will be listed by the type of organization or specific organization for which they were nominated and selected per NGR 600–200, chapter 9. In this case, the type of organization takes the place of the junior Soldiers' MOS to determine the relative ranking for promotion and assignment.

f. The MPMO will publish updated lists periodically. Individuals integrated into the list, and those whose positions change on the list for any reason, may be entered electronically or manually at the discretion of the State MPMO.

Section IX
Select Soldiers from Promotion Lists

7–39. General

a. The State MPMO will, in concert with the State HRO, determine the methods to request, assign and promote Soldiers, including those who are MTs and AGR, to available vacancies throughout the State in promotion sequence using the guidance in this paragraph and in paragraph 7–40. CNGB (NGB–ARZ–T) performs this function for the Title 10 AGR Program. Under no circumstances will a Soldier on a promotion list be bypassed who is eligible and available for the vacancy. Selecting Soldiers from the promotion list through an interview process is prohibited.

b. When the promotion list is published, Soldiers are eligible for immediate assignment to positions and, if qualified, promotion concurrent with the assignment. Assignment to a position from the promotion list as the first Soldier in sequence eligible and available for the position assures the promotion. For Soldiers already assigned to positions when the list is published, see paragraph 7–39*h*(2).

Note. AGR Soldiers will not be promoted to MSG or SGM without a controlled grade allocation.

c. Soldiers are immediately eligible for NCOES training per paragraph 7–23*b* and assignment to positions authorized higher grades. States will establish specific times in which Soldiers must apply for these courses and be listed in ATRRS to meet the 24 months requirement per paragraph 7–23.

d. Soldiers with a qualifying conviction of domestic violence under the Lautenberg Amendment (18 USC 922) are not authorized to attend service schools that require access to firearms and ammunition. These Soldiers will be counseled by CDRs concerning their inability to complete service schools, which may impact their future promotion and retention.

e. Soldiers may be considered for assignment and promotion without regard to SQI, ASI, and LIC that is required for their positions unless the qualification is indispensable to performance. States must use a consistent standard for each MOS, grade, functional area, and type of unit. CDR with mission essential requirements to include SQI with their selection criteria must receive approval from the MILPO prior to the publication of the annual MOI. This criteria will be published in the State MOI for the promotion cycle.

f. Soldiers in the selection objective of the MSG promotion list who are selected for 1SG positions are eligible for immediate promotion upon assignment, and appointment to the grade of 1SG. They will be identified early enough to attend the FSC (AC or RC) before assignment. However, States may set a policy to require these Soldiers to complete the FSC before promotion if they set it as a statewide standard. See NGR 600–200, chapter 4, for further guidance on 1SGs.

g. States will have current SGMs and MSGs (including 1SGs) on the SGM promotion list, designated and approved for appointment to CSM for anticipated CSM vacancies using the procedures in NGR 600–200, chapter 9.

h. CDRs will assign currently eligible, available Soldiers per NGR 600–200, chapter 4, including career development reassignments in grade, before requesting Soldiers from promotion lists. Soldiers assigned to higher graded positions who—

(1) Are not eligible for promotion. This includes Soldiers eligible for, but who declined consideration by the board, or ranked so low in the promotion list that they will not be trained or promoted. These Soldiers may be removed from their positions when there are one or more eligible Soldiers on the list who can be assigned to and promoted in their positions. However, Soldiers must be assigned within the guidelines of chapter 3.

(2) Are not immediately promotable due to their sequence number on the MOS promotion list. These Soldiers may remain in their positions and be promoted when the eligible and available Soldiers ranked ahead of them on the list in their MOSs have been promoted. This includes Soldiers who have been selected and assigned, whether promoted or not removed from the list administratively, determined ineligible or not available for an assignment, or who declined an assignment and promotion.

i. MTs and AGR Soldiers will be selected, assigned, trained and promoted in a concerted effort between the States MPMO, HRO and plans, operations, and training officers to assure equitable management. Although they may be assigned to positions identified only for members of these programs, their promotion sequence will be determined per paragraph 7–39*h*(2); if AGR SFC or MSG, a controlled grade allocation is available to promote the Soldier.

j. Specialists who are in the selection objective of the promotion list for their CPMOS and have completed WLC may be trained and then concurrently awarded SQI 4. They may be assigned as described in NGR 600–200, chapter 4 to AGR recruiting and retention NCO positions, and promoted to SGT against the recruiting and retention position authorization. Soldiers assigned to recruiting and retention positions (SQI 4) compete against other Soldiers with SQI 4 in sequence as they appear on the promotion list. Soldiers who are removed from the recruiting and retention positions (SQI 4) prior to the completion of 12 months will be reduced per chapter 10 of this regulation.

7–40. Selecting Soldiers from promotion lists

NGR 600–200, chapter 4, covers the assignment and chapter 3 refers to utilization of Soldiers. Use that guidance and the following policies, procedures and options to fill positions. State MPMOs will ensure senior grade vacancies are filled without delay. Failure to fill valid vacancies in a timely manner has a direct impact on the unit status report and the overall unit retention program.

a. Soldiers will be offered assignment to available vacancies for which they are eligible and available starting with the lowest promotion sequence number (having the most points) within each CPMOS and continuing until the selection objective is exhausted, all vacancies are filled, or the list expires. AGR Soldiers only compete against other AGR Soldiers within the same CPMOS. Traditional (M-day) Soldiers compete for vacancies with other M-day Soldiers to include MT. If Soldiers are eligible and available for the assignment, they will be assigned and promoted provided they have met all other requirements for the promotion. 1SGs and MSGs on the SGM promotion list for CSM will be eligible and available for MOS 00Z assignments, and immediate promotion concurrent with assignments only after approval by the HQDA (NGB) ARNG CSM selection board per NGR 600–200, chapter 9. SFCs on the MSG promotion list and the 1SG selection list are eligible for immediate promotion concurrent with assignment to 1SG positions. Soldiers who are in FLAG status are not eligible for selection until the FLAG is closed. These Soldiers will not be contacted for assignment to higher graded positions while in a FLAG status. States will establish procedures to contact and solicit individual responses (acceptance or declination) only from eligible and available Soldiers who have selected an option to serve at a unit or location or within an area or distance, including allowable response times (and the consequences of failure to respond). Guidance on the options is in paragraphs 7–29 and 7–31. State MPMOs will ensure that additional criteria or unauthorized screening criteria or procedures not specified in, or authorized by, this chapter are not added to this process. This includes selecting Soldiers out of sequence through an unauthorized interview process. Exceptions are CSM/1SG "best qualified" leadership boards. States who conduct monthly or quarterly selection boards to fill NCO vacancies without soliciting Soldiers (acceptance or declination) must either forward notification to all Soldiers selected or post results on a public site accessible to M-Day Soldiers. In addition, Soldiers selected will be provided a reasonable time (min of 30 days) to decline the position for which selected.

b. Soldiers within the published commuting distance (50 miles from the Soldier's residence unless another standard has been established by the State AG) must accept promotion and assignment to positions for which they are eligible (qualified) and available. Failure to accept the position will result in removal from the promotion list.

(1) The travel distance and time rules for involuntary assignment in AR 135–91, paragraph 5–5, are designed to ensure safe, reasonable requirements for Soldiers and the even application of rules to all Soldiers on that list.

(2) No one other than the convening authority may add a requirement for the assignment or promotion that is not set in the MTOE/TDA. States or convening authority are authorized to consider SQI when the requirement is deemed mission essential. However, these criteria must be set within the annual MOI prior to the promotion board. Standards published by the State will conform to the limits in NGR 600–200 and this chapter. These requirements will apply to all Soldiers in the grade or grades for which the standards are set.

(3) AGR Soldiers are not subject to the commuting distance standard. They are eligible for State-wide reassignment and PCS move per NGR 600–5 and the Joint Federal Travel Regulation when selected for promotion and reassignment.

(4) Soldiers serving in assignments that have a service requirement, such as an AGR who made a permanent PCS move may not be eligible or available for many assignments because of the restriction on subsequent PCS moves although otherwise fully qualified for promotion.

c. Soldiers selected for assignments when they are fully qualified will be promoted concurrently with the assignment. They may not be assigned to positions or promoted in the position until the incumbent is reassigned or separated. Commanders are authorized to have a promotion ceremony at the Soldier's current unit immediately before reassignment per paragraph 7–13*a*. In the case of AGR personnel, States are authorized to fill the incumbent's position the day the incumbent begins transition leave or permissive TDY. However, States can not exceed their control grade authorization. Orders may be published in advance of the actual vacancy to allow planning and processing, but the effective date of the Soldier's promotion and assignment to the position will not be earlier than the day after the incumbent leaves the position.

d. AGR SFC and MSG selected and assigned to funded positions, but for whom there are no available controlled grade allocations to promote, will remain assigned pending availability of a control grade resource. Soldiers in this

category are not required to compete for the position for which selected. Soldiers assigned to MSG and SGM positions that will not be allocated a control grade may be considered anew by the next board per paragraph 7–28*d*. State leadership decides which positions and Soldiers are allocated to the limited number of controlled grades, and the method through which this is done, providing that the method does not violate other articles or the spirit of this chapter or NGR 600–200.

e. Selecting Soldiers to fill OOF positions will be in accordance with NGR 600–200, paragraph 2–22.

7–41. Declining promotion and assignment

a. Generally, Soldiers may decline a promotion-related assignment that might jeopardize the individual. For instance, Military Technicians may be allowed to decline an assignment to a noncompatible position without jeopardy to their standing on the promotion list. There is no limit to how many times a technician may do this on one list.

b. AGR Soldiers selected for higher priority units or positions than those in which they currently serve may not decline assignment. Also, they may not decline any other management directed move under AGR program management policies. These are conditions of remaining in an active duty status, and refusal is grounds for relief from active duty and from the promotion list (see NGR 600–5 or NGR 600–10).

c. Declinations will be made in the form prescribed by the State. However, declination of an assignment for which eligible and available, (including commuting distance), or refusal of training under this program will be in writing. Soldiers who decline assignments or required training for which they are fully eligible and available will be administratively removed from the promotion list. They will not be reinstated on the list under any circumstances but may be considered by future boards if they remain eligible.

7–42. Hardship affecting promotion and assignment

a. Soldiers may decline an assignment for which they are otherwise fully eligible based on hardship that develops after they sign NGB Form 4100–1–R–E accepting consideration for promotion.

b. Soldiers with hardships approved by the State AG (MPMO) will stay on the list but are not eligible for an assignment or promotion until the hardship no longer exists.

c. Some examples of hardship are increased demands based on family or personal medical problems, civilian education, and civilian employment.

Section X
Removal of Soldiers from Promotion Lists

7–43. Administrative removal

Soldiers will be notified of removal action in writing. Once a Soldier is removed the action is final. CDRs will promptly notify the State AG (MPMO) (NGB–ARZ–T for Title 10 AGR Soldiers) and forward supporting documents to remove from a promotion list a Soldier who—

a. Is reduced.

b. Is discharged from the ARNGUS for any reason other than immediate reenlistment.

c. Has been considered by a reduction board whose recommendation was to remove the Soldier from the list.

d. Is barred from immediate reenlistment or extension of enlistment.

e. Is nonselected for retention by a board. This includes, but not limited to the EQRB, Active Service Management Board, and any other administrative separation board. AGR Soldiers who are not selected for retention in the T–32 FTNG or T–10 AGR by the Active Service Management Board will not be removed from the promotion list if they choose to REFRAD into an M-Day status; however, their status is changed to reflect they are no longer eligible and available to fill a valid vacancy for promotion while serving in a T–32 FTNG or T–10 AGR status. These Soldiers will become immediately eligible and available without loosing their promotion list status for a valid M-Day vacancy the day after REFRAD. Soldiers electing to retire will be immediately removed from the promotion list upon approval of that retirement request.

f. Failed to reenlist or extend to meet a service remaining requirement.

g. Has an approved retirement.

h. Is assigned to the Inactive ING.

i. Enrolls in a commissioned or warrant officer-producing program, including those attending in a permissive TDY status.

j. Was considered in error and selected.

(1) Soldiers erroneously considered and selected who are promoted before discovery of their ineligibility will have their promotions revoked.

(2) If warranted by CDRs' explanations, State U.S. Property and Fiscal Officers may grant these Soldiers de facto status for the period served in the erroneous grade per paragraph 1–17.

k. When notified of NCOES training required for promotion, or other training related to a promotion, declines,

refuses, or fails to apply for, fails to show for, enroll, be accepted into, or graduate due to an act, omission or failure of standards (see also paras 7–31*b* and 7–39*c*).

l. When a MOS (in which the Soldier is on the promotion list) has been eliminated by reorganization, refuses or fails to apply for or complete the required training for reclassification per paragraph 7–20*f*(2).

m. Fails to qualify, for cause, the security clearance required by the MOS in which considered for promotion.

n. Declines an assignment within the published commuting distance for which fully qualified and eligible and available unless the State AG has approved an exception to policy.

o. Is enrolled in the Army Weight Control Program per AR 600–9. CDRs may waive removal of Soldiers who are making satisfactory progress. Soldiers not making satisfactory progress per AR 600–9 and are pending separation will be removed from the promotion list.

p. Fails a record APFT. CDRs may waiver removal of Soldiers making progress and allowing the Soldier time to meet the standards. Soldiers who are pending separation for consecutive APFT failures will be removed from the promotion list.

q. Refuses to obtain a valid required physical or medical documentation required for an MMRB, MEB or PEB. Soldiers undergoing medical evaluation processing remain on promotion list until separated.

r. Requests removal for personal reasons without penalty. CDRs will approve and counsel Soldiers in writing to ensure the Soldier understands that they will not be reinstated on the list under any circumstances, but may be considered by future boards if they remain eligible. This is strictly an individual request. Soldiers will not be asked to remove themselves for any reason.

s. Has a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600-20.

7–44. Command-initiated removal

a. CDRs may recommend that a Soldier's name be removed from an approved list at any time.

b. When recommending a Soldier for removal, the following must be considered:

(1) Punishment under UCMJ or criminal conviction or nonpunitive measures will not automatically be the sole basis to suggest that a Soldier's name be removed from the list.

(2) The Soldier's conduct before and after the punishment or nonpunitive measures and facts and circumstances leading to and surrounding the misconduct must be considered.

(3) To remove a Soldier based solely on a minor or isolated incident of misconduct may be unfair to the Soldier. Removal from a promotion list has far-reaching, long-lasting effects on the Soldier.

(4) CDRs will evaluate the circumstances to ensure that all other appropriate actions have been taken (training, supervision, and formal counseling have not helped) or the basis for considering removal is serious enough to warrant denying the individual's promotion.

c. The CDR may submit a recommendation for removal for one or more of the following reasons:

(1) Punishment under UCMJ, Article 15, or comparable criminal conviction, whether directed for filing in the performance or restricted portion of the Soldier's OMPF, or for Title 10 AGR Soldiers, in their CMIF at NGB.

(2) Any court-martial conviction.

(3) A memorandum of reprimand, signed by a general officer, placed in the Soldier's OMPF or NGB CMIF.

(4) Adverse documentation directed for filing in the Soldier's OMPF.

(5) Other derogatory information received in official channels, but not filed in the Soldier's official records, if it is substantiated, relevant and reasonably and materially affects a promotion.

d. Recommendations for removal may be submitted for substandard performance. The CDR determines over a reasonable period of time (at least 6 months) that the Soldier's work—

(1) Is such that promotion to the next higher grade would not be in the best interest of the ARNGUS.

(2) Has declined to such a degree that the Soldier no longer has the potential to perform in the higher grade.

e. Recommendations will not be submitted on isolated acts based on short-term supervision. To ensure a fair and impartial decision, each case must be investigated thoroughly.

f. Removal actions will be processed as follows:

(1) Before sending a removal action to the State AG (CNGB (NGB–ARZ–T) for Title 10 AGR) for consideration, the CDR will deliver it in writing to the affected Soldier. Include all documents that will be submitted to the State AG in the notification to the Soldier. The Soldier will be allowed 1 month, or until 5 days after the unit's next regularly scheduled training assembly or AT period, whichever is first, to respond in writing to the proposed action after receipt of the written notice. The maximum period will be limited to 2 months to ensure that the Soldier is notified and has the time to prepare, but that the process continues to move forward. The Soldier may include the opinion and statements of third persons in their response. The CDR may extend this time for reasons beyond the Soldier's control.

(2) A Soldier who elects not to respond will review the entire action, state the election not to respond in writing, sign the statement, and return the action to the CDR.

(3) The CDR will submit the action for review through command channels to the State AG (CNGB (NGB–ARZ–T)

for Title 10 AGR). A copy of the Soldier's DA Form 2–1 (in States without a central records center or Personnel Service Branch), SIDPERS–ARNG Personnel Qualification Record, and DA Form 268, if in FLAG status, is included with the recommendation.

(4) A CDR at any level may disapprove the recommendation, include the reason for disapproval, and return the action through command channels to the originator.

(5) On recommendations processed through the chain of command and not disapproved at a lower level, the State AG (Deputy DARNG for Title 10 AGR) will make the final decision based on results and recommendations of the State-level STAB.

Section XI
Integrating Soldiers into Promotion Lists

7–45. General

a. This section describes how to integrate Soldiers into approved promotion lists.

b. Individuals who enlist or reenlist into the ARNGUS from any other component or Service of the Armed Forces of the U.S. will not be integrated into promotion lists. The next scheduled promotion board, provided they are eligible, will consider them.

7–46. Inter-State transfers

a. Soldiers with promotion list status in one State that transfer to another may be integrated into the new State's promotion list. The State MPMO may contact the losing State to obtain the Soldier's official standing and related records or authorize a STAB (see para 7–48*f*(4)).

b. Integration will be in the Soldier's promotion or CPMOS. When the new State does not have the Soldier's CPMOS, the Soldier will be reclassified and the Soldier's score will be recomputed. The Soldier will be reintegrated into the list in the new MOS.

c. Soldiers integrated into approved promotion lists will be administratively reviewed and placed on the list immediately after the individual with more points or the same number of points. Their places will be designated with decimals. For instance, between sequence numbers 60 and 61, one Soldier will be numbered 60.1; a second will be 60. 2; and so on. When the promotion board in the gaining State held the promotion board with different dates for computation of points (see para 7–29*a*(7)) than in the losing State, the gaining State MPMO will recompute the Soldier's administrative and performance points according to the gaining State's MOI.

7–47. Soldiers reclassified while on promotion lists

Soldiers reclassified for other than loss of qualifications because of inefficiency or misconduct will compete for training, assignment, and promotion in the new MOS. These Soldiers will be removed from a promotion list, or the State AG (MPMO) may direct a STAB to consider Soldiers' promotion status for integration or may direct integration into a promotion list in the new MOS.

7–48. Standby advisory board

a. The State AG (MPMO) or designee may approve cases for referral to a STAB. The STAB is used when a Soldier meets the conditions listed in the remainder of this paragraph. If a board is in session, comprised essentially as was the original board by which the Soldier was or should have been considered, they may be charged as a STAB to fully evaluate the Soldier's record using the original board charge. When there is no board in session, assemble one using the rules in paragraph 7–34.

b. Generally it is not used when a board was not properly conducted for an entire class of Soldiers such as everyone in one grade, one unit, one career management field, or one MOS. In that event, the MPMO will have to invalidate some or all of the original board, reconstruct the Soldier's records and the board, and conduct the board essentially as of the date the proper action should have occurred.

c. The State AG may approve cases for referral to a STAB upon determining that a material error exists.

d. The State MPMO will determine if a material error existed in a Soldier's official records when the file was reviewed, or should have been reviewed had the error not precluded review, by a promotion board.

e. Error is considered material when there is a reasonable chance that had the error not existed, the Soldier may have been selected.

f. STABs are convened to consider the records of Soldiers—

(1) Who are eligible per the original memorandum of instruction, is a member of the State ARNG before the convening date of the board, and because of a material error the records were not reviewed by the regular board.

(2) Whose records were reviewed by the regular board, were not selected for promotion, and whose records contained a material error that may have been a factor in nonselection.

(3) Reclassified as described in paragraph 7–47.

(4) Who inter-State transferred from another ARNG State and the gaining State AG (MPMO) directs a STAB.

g. Soldiers selected by a STAB will be integrated into approved promotion lists and promoted along with their peers in the sequence that would have occurred had they been originally selected.

h. Only Soldiers who would have been eligible per the original memorandum of instruction as of the date of the board will be considered. Soldiers who did not meet or could not have met the criteria at the time of the original board will not be considered.

i. Reconsideration normally will be granted when one or more of the following conditions existed in the Soldier's official records at the time they were reviewed by a promotion selection board. Soldiers requesting reconsideration for reasons in paragraph 7–48*i*(2) through (5) will be granted reconsideration only for the most recent board before the Soldier's request.

(1) An adverse NCOER or AER reviewed by a board was subsequently declared invalid in whole or in part, and a determination was made that there was a material error.

(2) An adverse document belonging to another Soldier was filed in the nonselectee's records and was seen by the board.

(3) An Article 15 (or comparable State nonjudicial action)—designated only for temporary filing in the Soldier's record or set aside and not removed from the Soldier's record—was seen by the board.

(4) Court-martial orders were filed in the Soldier's record when the findings were "not guilty."

(5) A document was filed in the records reviewed by the board that erroneously identified the Soldier as AWOL while on active duty; a deserter; or, while in IDT status, an unsatisfactory participant according to AR 135–91.

(6) A record of 30 or more college semester hours was properly entered into official channels but was not seen by the board. College degree or transcript must have been submitted into channels within three months before the board to be recorded on qualification records, or submitted to the board president in hard copy with the Soldier's memorandum to the president to warrant standby consideration.

(7) An award of a State or Federal Commendation Medal or higher award presented within 3 months before the date of the board was not recorded on official records, was not seen by the board in hard copy, or was not presented to the board when provided in the Soldier's memorandum to the president to warrant standby consideration.

(8) An annual or change of rater NCOER that was processed to the custodian of records in time to be filed before the date the board convened was not reviewed. NCOERs received on time but returned for administrative reasons may warrant standby consideration.

(9) Consideration was given, in error, in an MOS other than the Soldier's PMOS or designated CPMOS.

j. The following reasons do not constitute material error and are not reasons for reconsideration:

(1) Omission of commendatory, congratulatory, or service memorandum, certificates, letters or similar correspondence.

(2) Absence of documents written, prepared or computed after the date the board convened.

(3) Incorrect data on DA Form 2–1, NGB Form 4100–1–R–E, GPFR–1790 (PQR), and other records, which the Soldier reviewed prior to the date the board convened.

(4) Absence of official photograph or presence of an outdated one that the Soldier did not update, when current photographs were required in the board MOI.

(5) Absences of an award lower than a commendation medal.

(6) Absence of documents not authorized for filing in records by AR 600–8–104.

(7) Absence of the completion documents for an NCOES course, unless the course was required for consideration and completed before the date the board convened.

(8) A Complete-the-Record NCOER is an optional report and the absence of this report will not, under any circumstances, be a basis for reconsideration.

(9) Soldiers who transfer from another component after the convening date of the board. These Soldiers must wait until the next regularly scheduled promotion board before they are eligible to be considered.

k. Correspondence such as letters and memorandum of commendation or appreciation, documents from third parties, and documents dated on or after the date the STAB convened will not be forwarded.

ARMY NATIONAL GUARD ENLISTED PROMOTION POINT WORKSHEET

The proponent agency is NGB-ARH. The prescribing directive is AR 600-8-19.

PRIVACY ACT STATEMENT

1. AUTHORITY: Title 5 USC Section 301, Executive Order 9397.
2. PURPOSE: Used to determine eligibility for promotion and validity of points granted.
3. ROUTINE USES: None.
4. DISCLOSURE: Voluntary; However, failure to provide social security number may result in a delay or error in processing of this form for promotion consideration.

SECTION I - PERSONNEL SYSTEM DATA

1) Name			2) SSN	3) Rank
4) Unit			5) PMOSD	6) PULHES
7) DOB	8) DOR	9) PEBD	10) BESD	11) ETS
12) Active status program			13) Technician/Selective Service code	

SECTION II - AWARDS

14) Award	15) Award
16) Award	17) Award
18) Award	19)
20) Award	21) Award
22) Award	23) Award

SAMPLE

SECTION III - TRAINING AND EDUCATION DATA

24) Weapons qualification	25) APFT score
26) Other resident training weeks	27) Self-development course hours
28) Post-secondary semester hours	

SECTION IV - VERIFICATION

29) I do I do not want to be considered for military education and promotion.

a. I have verified this information.

b. (For state use to insert advance declination of positions.) _____

SOLDIER'S SIGNATURE	DATE

SECTION V - APPRAISAL

30) Board Member	31) Board Member
32) Board Member	33) Board Member
34) Board Member	

SECTION VI - TOTAL SCORE AND VERIFICATION

a. Field 8:	Time in Grade		75 Points maximum
b. Field 9:	Time in Service		75 Points maximum
c. Field 14-23:	Awards		75 Points maximum
d. Field 24:	Weapons Qualification		75 Points maximum
e. Field 25:	APFT		75 Points maximum
f. Field 26:	Other resident courses		75 Points maximum
g. Field 27:	Self-development courses		75 Points maximum
h. Field 28:	Post-secondary courses		75 Points maximum
i. Field 30-34:	Promotion Board Score		400 Points maximum
		Total Score	1000 Points maximum

RECORDER SIGNATURE & DATE	VERIFIER SIGNATURE & DATE

NGB 4100-1-R-E, 20060725 (EF)(IMT-V1) (PREVIOUS EDITIONS ARE OBSOLETE.)

Figure 7–5. Example of NGB Form 4100–1–R-E, Army National Guard Enlisted Promotion Point Worksheet

Instructions for NGB Form 4100-1-R-E, Enlisted Promotion Point Worksheet
The field numbers in this table are keyed to the field numbers on NGB Form 4100-1-R-E. This will help complete the form manually and explain entries to soldiers.

Section I - Personnel Systems Data (maximum-150 points)

Field 1: Last and first names plus middle initial and any suffix.

Field 2: Social Security Number.

Field 3: Rank title (no pay grades).

Field 4: Unit name (may be short title, UIC, or payroll sequence code).

Field 5: Promotion MOS (primary or career progression MOS). If CPMOS is different from PMOS, enter CPMOS in handwriting.

Field 6: Not used.

Field 7: DOB (date of birth). (Enter date in YY/MM/DD sequence).

Field 8: DOR (date of rank). Use DOR to compute TIMIG at 5 points for each full year up to 15 years in grade (75 points maximum). (Enter date in YY/MM/DD sequence).

Field 9: PEBD (pay entry basic date). Use PEBD to compute TIS at 3 points per full year up to 25 years of service (75 points maximum). (Enter date in YY/MM/DD sequence).

Field 10: BESD (basic enlisted service date - enter for SSG and above). Use BESD to determine cumulative enlisted service (CES) for eligibility for promotion to senior NCO ranks. (Enter date in YY/MM/DD sequence).

Field 11: ETS (expiration term of service). (Enter date in YY/MM/DD sequence).

Field 12: Active status program code that shows if the soldier is on any form of active duty or Full-Time National Guard Duty (FTNGD). If not on active duty, enter "NA".

Field 13: Technician/Selective Service Code that shows if the soldier is a Military Technician. If not a Military Technician, enter "NA".

Section II - Awards (maximum-75 points)

Fields 14-23: Enter each issue of an award, up to a total of 10 entries, in decreasing order, the points for each award, and the total points. This field includes only individual decorations, the POW Medal, and certain badges requiring some form of performance test except for the CIB and CMB. It does not include unit citations of any degree, the Good Conduct or comparable RC equivalent medals, nor Federal or state service or training medals and ribbons, and most badges. Determine sequence, point values, and relative value of comparable awards from other services and States. For example, for a soldier with three commendation medals, one from the Army, one Navy and one State, list them in descending order of precedence and award 20 points for each award from the following paragraphs. States may award credit for any or all State awards at equivalent levels as discussed here for other Armed Services' awards. For awards not included here, State MPMO will determine relative precedence; place them in sequence, and award credit to all soldiers in the state with that award. However, this will not include categories or types of awards not listed below (including credit for state awards that are not decorations), such as skill or identification badges, or any other type of service or training awards (such as recruiting achievement

Figure 7–6. Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet

medals and ribbons) whether state, federal or foreign. Title 10 AGR soldiers are authorized points for state awards, even though they cannot wear these awards. See also section VI paragraph d. at the end of this figure.

a. Soldier's Medal and higher awards - 35 points each award.

b. Bronze Star Medal and Purple Heart Medal -30 points each award.

c. Meritorious Service Medals (DMSM, MSM, State MSM-equivalents - 25 points each award.

d. Air Medal Commendation Medals (JSCOM, ARCOM, other services and State commendation-equivalent medals) - 20 points each award.

e. Achievement Medals (JAM, AAM, and other Services and State achievement-equivalent medals) - 15 points each award. Do not include award of the Army Reserve Components Achievement Medal (ARCAM) or the Air Reserve Forces Meritorious Service Medal as these are equivalent to a Good Conduct Medal.

f. POW Medal, CIB, EIB,CAB, CMB and EFMB - 10 points each award. Effective with the 1996 board cycle or the first board cycle the state implemented, Good Conduct Medals and RC and state equivalents were deleted from this field for promotion point credit.

g. Driver and Mechanic and Tomb Guard ID badges, and campaign stars to service medals - 5 points each award. For the KSM, VSM and SWASM the basic award includes a campaign star; for the AFEM award 5 points for the basic medal and 5 points for each campaign star.

h. Campaign medals and stars – Campaign medals and stars recognize service in designated Hostile Fire Pay areas. Award 5 points for each basic campaign medal and 5 points for each campaign star that denotes a different campaign from the basic medal. The KSM, VSM, SWASM, and KCM basic medal includes a campaign star. Award 5 points for the basic medal and one star. Award 5 additional points for the second and each subsequent campaign stars. The AFEM basic medal denotes a specific campaign. Award 5 points for the basic medal and 5 additional points for each campaign star. Award 5 points for the GWOTEM.

Section III - Training and Education Data (maximum-375 points)

Field 24: Weapon qualification (maximum-75 points)

Enter the soldier's qualification level with individual weapon. Commanders of TDA units (NGB-ARZ-T for Title 10 AGR soldiers), and units with soldiers who must qualify with two or more weapons, may specify which weapon assigned and attached soldiers will use for qualification. For promotion purposes only, qualification is valid for two training years (training year is 1 October - 30 September). For example: a soldier qualifies on 16 Oct 03. This is during FY 04. The soldier can use this score for promotion purposes until 30 Sep 05. After this date, the soldier must qualify to obtain any promotion points. During times of ammunition shortages due to deployments, the State AG may suspend all promotion points for that FY for their entire force. Use a minimum score of Marksman for all re-fires. This is when the soldier makes an initial attempt at weapons qualification and does not achieve a minimum passing score, then after remedial training, re-fires to qualify and is successful on the second attempt. As an alternative, States may use the point per bullet scales in table 7-1 for their entire force.

Level	Points
Marksman	25
Sharpshooter	50
Expert	75

Figure 7–6. Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued

Table 7-2. Weapon Qualification Score/Promotion Points

Weapon Qualification Score/Promotion Points				
DA Form 3595-R (M16)	DA Form 5790 (M16)	DA Form 88 (PISTOL)	DA Form 5704/5705-R (Alternate Pistol)	DA Form 7304-R (M249 AR)
40 = 75 EXP	40 = 75 EXP	300 = 75 EXP	200 = 75 EXP	106 = 75 EXP
39 = 70	39 = 66	290 = 70	195 = 72	105 = 73
38 = 65	38 = 58	280 = 65	190 = 69	104 = 71
37 = 60	37 = 50 SS	270 = 60	185 = 66	103 = 69
36 = 55	36 = 45	260 = 55	180 = 63	102 = 67
35 = 50 SS	35 = 40	250 = 50 SS	175 = 60	101 = 65
34 = 45	34 = 35	240 = 45	170 = 57	100 = 63
33 = 41	33 = 30	230 = 41	165 = 54	99 = 61
32 = 37	32 = 25 MM	220 = 37	160 = 51	98 = 59
31 = 33	31 = 23	210 = 33	159 = 50 SS	97 = 58
30 = 29	30 = 21	200 = 29	155 = 47	96 = 57
29 = 25 MM	29 = 18	190 = 25 MM	150 = 44	95 = 56
28 = 23	28 = 16	180 = 20	145 = 41	94 = 55
27 = 21	27 = 14	170 = 16	140 = 38	93 = 54
26 = 18	26 = 12	160 = 12	135 = 35	92 = 53
25 = 16			130 = 32	91 = 52
24 = 14			125 = 29	90 = 51
23 = 12			120 = 27	89 = 50 SS
			119 = 25 MM	87 = 44
			115 = 23	86 = 41
			110 = 21	85 = 38
			105 = 19	84 = 35
			100 = 17	83 = 33
			95 = 15	82 = 31
			90 = 14	81 = 29
			85 = 13	80 = 27
			80 = 12	79 = 25 MM
				78 = 23
				77 = 21
				76 = 19
				75 = 17
				74 = 16
				73 = 15
				72 = 14
				71 = 13
				70 = 12

Field 25: Army Physical Fitness Test (APFT) (maximum-75 points)

a. Enter the soldier's latest total score on the most recent APFT current within the last 18 months (8 months for AGR). Soldiers deployed OCONUS under 10 USC 12301(d), 12302 or 12304 that have not had the opportunity to take an APFT, as determined by the Commander, will receive promotion points based upon the last APFT test cycle prior to deployment. The 18/8 month rule applies to that APFT test cycle.

Figure 7–6. Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued

b. For soldiers with permanent physical profiles for the pushup or sit-up events, grant 60 points for each strength event waived. Use the actual score for each strength event taken. The soldier must qualify on the 2-mile run or alternate aerobic event per FM 21-20 to receive any promotion points. Award soldiers who receive a GO on the alternate aerobic event an administrative score in the aerobic event that is the average of the other events. For example, a soldier with a profile against pushups, who scores 80 on the sit-ups, and does the 2 1/2-mile walk, enter 60 for the pushups, 80 for the sit-ups, 70 for the aerobic event, and a total of 210, for 23 promotion points. Do not enter any of this administration information on the DA Form 705 under any circumstances per FM 21-20, chapter 14, and do not enter into SIDPERS-ARNG. Record it only on NGB Form 4100-1-R-E.

c. For soldiers with temporary physical profiles on DA Form 3349, use the soldier's current APFT score provided it is not more than 18/8 months old (*a* above). However, for soldiers whose profiles are extended by Army medical officers and signed by the soldier's commander on the DA Form 3349, award promotion points based on their latest APFT beyond these time lines.

d. Soldiers who fail to take or pass the latest APFT for other than valid physical profile on a completed DA Form 3349 will not be awarded promotion points in this field.

Table 7-3 APFT

APFT					
Score	Points	Score	Points	Score	Points
0 – 179	0	220 – 222	36	262 – 264	62
180 – 183	5	223 – 225	39	265 – 267	63
184 – 186	6	226 – 228	42	268 – 270	64
187 – 189	8	229 – 231	44	271 – 273	65
190 – 192	10	232 – 234	46	274 – 276	66
193 – 195	12	235 – 237	48	277 – 279	67
196 – 198	14	238 – 240	50	280 – 282	68
199 – 201	16	241 – 243	52	283 – 285	69
202 – 204	18	244 – 246	54	286 – 288	70
205 – 207	20	247 – 249	56	289 – 291	71
208 – 210	23	250 – 252	58	292 – 294	72
211 – 213	27	253 – 255	59	295 – 297	73
214 – 216	30	256 – 258	60	298 – 299	74
217 – 219	33	259 – 261	61	300	75

Field 26: Other resident training (maximum 75 points)

a. Enter 5 points per full week for all other military resident courses, other than the required NCOES courses, or civilian equivalent funded by the Army or ARNG, recorded in DA Form 2-1, item 17. Courses funded by DOD directly related to the soldiers CPMOS are authorized in this field. Courses must be successfully completed and be five days, one week or 40 or more hours to be recorded. When a course is listed only with the total academic hours, determine the actual number of days covered. For instance, if a soldier attended the Phase II of an MOS-producing course that contained 132 academic hours, and the DA Form 1059 stated the course was conducted 1-12 May 98, which is a two-week course. Do not divide the total hours by 40 or the total days by 5 to determine course length for promotion points purposes; you must determine the actual days that the course covered to determine promotion points. Do not include in any computation for promotion points, the remaining hours or days from basic computations, or one-day, two-day, three-day or four-day courses. These last courses are not authorized for entry on DA Form 2-1, item 17, per AR 600-8-104, table 2-2 and, thus, cannot be used to award promotion points.

b. Convert days, and RC courses conducted in IDT mode, into weeks: each day on which training is conducted in IDT mode equals one day. For instance, UTA and MUTA-2 = 1 day; MUTA-3 and MUTA-4 = 2 days; MUTA-5 and MUTA-6 = 3 days; etc. For courses conducted in IDT mode, divide the number of

Figure 7–6. Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued

days by 5 for total number of weeks, and count only the full weeks in each course. Do not add the days "left over" from the courses. For example, for a 2-week, 4-days course, award 10 promotion points for the two weeks, do not add the four remaining days to the days from any other course to award promotion points. Also, for promotion points purposes, a course that runs 14 or 17 straight days is a two-week course. One that runs 21 straight days is a three-week course.

c. Include MOS reclassification courses after the soldier's first AIT or comparable school in another Armed Service.

d. Do not include BT, the first AIT or OSUT, officer basic course, USMA Prep School, any service academy or officer course which earns equivalent credit for NCOES, and the required course for each of the four levels in the NCOES formula.

e. When a soldier has completed more than one NCOES course at a level, credit the soldier here with the weeks for the additional NCOES courses at each level. For example, an AGR soldier with a RC-BNCOC and an AC-BNCOC will count the RC course here. Include here other service NCO courses that are not creditable per the policies in paragraphs 7-34 through 7-36. Do not award promotion points for partially completed courses of any type unless that was the soldier's total training requirement at that level. Do not award promotion points for parts of courses from which soldiers are eliminated for any reason other than completion, such as a phase of a course when the soldier failed a required phase of that course.

f. When a soldier fails to complete an NCOES course within the prescribed time limits and must start over, do not award credit in any field of this figure for any portion of the incomplete course.

Field 27. Self-development courses (maximum 75 points)

a. Enter all Army Correspondence Course Program and other service subcourse program credits (including Army Smart Force Program and Federal Emergency Management Agency [FEMA] courses through the Emergency Management Institute [EMI]) which are documented in the MPRJ (on DA Form 2-1, item 17) or through individual course completion notices provided by the soldier, except subcourse hours that an part of AC- or RC-NCOES courses. For example, do not include credit for subcourses in Phase I-B of Army Band RC-BNCOC and RC-ANCOC, or the U.S. Army Sergeants Major Course (USASMC) Nonresident Course.

b. Award 1 promotion point for each 5 credit hours (or EMI study hours) completed. Award 5 extra points for each diploma, completion notice, or comparable document that show completion of a subcourse series designed for enlisted soldiers (and those which enlisted soldiers require for their positions), such as an Enlisted Professional Development Course or the Basic Level and Advanced Level Sustainment Training Technical Courses. To be eligible for the extra 5 points, a subcourse series must have at least 5 subcourses or 25 credit hours and be entered in DA Form 2-1, item 17. Absent a diploma, soldiers may prove eligibility for the 5 points through letter or memorandum from the training institution, completion notices of all subcourses listed in a service catalog dated at the time the soldier took the courses showing all the subcourses, similar documents, or AER (DA Form 1059) or other service equivalent, including web based systems.

c. Do not award extra points for courses designed for officer programs that are closed to enlisted soldiers.

d. To determine promotion points when the only available record of subcourse credit hours is the NGB Form 23 from the Retirement Points Accounting System or Module (or comparable records from other Armed Services), multiply the sum of the retirement points for the subcourses by 3 and divide by 5. For example, 18 subcourse retirement points x 3 = 54 divided by 5 equals 10 promotion points. Do not round-up or carry remaining points to other courses, and do not award 5 bonus points for completion of a subcourse series unless the soldier has a document per *b* above.

Field 28: Post-secondary semester hours (civilian education) (maximum-75 points)

Enter the total number of creditable post-secondary hours from transcripts accepted by a college or university listed in the Accredited Institutions of Post-secondary Education, which is published annually by the American Council on Education (ACE). See AR 600-8-104, table 5-2, item 17.1a(4) and NGP 25-10 to determine how to record civilian education.

a. Award points as follows:

Figure 7–6. Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued

(1) High school diploma, GED or alternate credential is the minimum essential for promotion. Do not award points for this level.

(2) For 1 to 60 semester hours, award one point per semester hour at a business or trade school, vocational or technical institute, or college. (The associate degree level, approximately 60 SH, is the Army and ARNG goal for noncommissioned officers.)

(3) Award 75 points for a baccalaureate or higher degree. For 61 or more semester hours, but less than a baccalaureate degree, no additional points will be awarded.

b. Basis for points:

(1) Use transcripts (including student copies), machine-produced grade slips or reports that include the school title or name, the number of hours (such as semester hours) creditable for the hours listed, and final grade. Soldiers who use the evaluation system to gain ACES credit for military education, training and experience may use only one college transcript that includes this credit. Transcripts will not include duplicate credit for any military education, training or experience to compute promotion points under this criterion. For example, the Evaluation Report given with DD Form 295 using the ARNG METEC or METEC-II program may show *"O-3 (L) Note 1: This is a duplicate catalog item. Most schools award credit for only one item."* Do not award promotion points for course recommendations based only on their listing on DD Form 295 or similar documents. These are recommendations for credit based on ACE evaluations, are not official transcripts, must be accepted by an accredited institution, and must be placed on an official transcript with raised seal before they may earn the soldier promotion points. See AR 600-8-104, table 5-2, item 17.1a(4) for entry of post-secondary education in DA Form 2-1, item 17.

(2) For business, trade or vocational schools, completion certificates may be used provided the number of course hours is listed.

(3) Hour conversions: to award promotion points, one semester hour equals one promotion point.

(a) Method 1: One and one-half (1.5) quarter hours equal one semester hour.

(b) Method 2: 16 classroom or clock hours equal one semester hour.

(4) Examination credits: Award points for any satisfactory examination results obtained under the Defense Activity for Nontraditional Education System (DANTES) sponsored examination program with credit recommendations (College Level Entrance Program [CLEP] general and subject examinations, DANTES Subject Standardized Tests [DSST], American College Test Proficiency Examination Program [ACTPEP], National Institute for Automotive Service Excellence [ASE], etc.). Soldiers who complete all five parts of the CLEP general exam (equivalent to one year of college or 30 semester hours) will be awarded 30 promotion points and considered to have earned the equivalent of 6 semester hours for each of the five parts satisfactorily completed. Soldiers who satisfactorily complete CLEP subject exams, DSSTS, or ACTPEPs will be awarded points based on the number of semester hours recommended by the ACE when put onto a transcript by a college or university listed in the Accredited Institutions of Post-secondary Education. State Education Services Officers and active installation education centers can help determine the number of hours or credits.

(5) Business and trade schools: award points for any type of post-secondary school (beyond 12th grade level) accredited by the ACE and listed in Accredited Institutions of Post Secondary Education.

c. Foreign transcripts. Soldiers with college credit from foreign colleges or universities (except those countries listed in AR 601-210, paragraph 2-8*i*) must have those credits evaluated by an accredited college/university or one of the agencies listed in the Accredited Institutions of Post-secondary Education guide published by the ACE or any organization who is a member of the National Association of Credential Evaluation Services (NACES).

d. The State MPMO may, at any time, require a soldier to obtain additional information when the validity or legibility of a form or transcript is in question. They also may establish a general rule requiring all soldiers to have an official transcript mailed directly to the State MPMO from the school registrar.

e. Do not award promotion points for Basic Skills Education Program (BSEP), Advanced Skills Education Program (ASEP), English as a Second Language (ESL), GT Improvement, or any similar course.

Section IV - Verification

The soldier will mark an X in one block in field 29 ("I do [ ] or "I do not [ ]") to verify accuracy of information in sections I through III and to accept or decline consideration for military education and promotion, and sign and date the form. States will include here, or on a supplemental form, the options

Figure 7–6. Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued

they devise for their soldiers per paragraphs 7-40*a(2)*, 7-40*c* and *e*, and 7-42*b*. Soldiers who elect consideration for promotion and NCOES training will choose at this time the option or options that will determine their availability for vacancies that occur during the life of the promotion list. When a soldier is not available to review the form, select or decline consideration, and choose options due to temporary duty or absence, whether military or civilian related, the commander (or delegate) may contact the soldier. This can be accomplished by telephone, facsimile transmission, or mail (including email), review the form, obtain the soldier's choice of consideration and option(s), and sign, date, and annotate the form on the soldier's behalf per paragraph 7-41*d*.

Section V - Appraisal

The Recorder (designated personnel technician, specialist, sergeant or officer) will enter scores from each evaluator's NGB Form 4101-1-R and attach the evaluations to the form. This may be done electronically or manually. Regardless of how it is done, each board member will have 400 points available for each soldier evaluated. Add the scores of all the voting board members' evaluations for each soldier. Divide this sum by the number of voting board or panel members to determine each soldier's board promotion points (0-400). Enter this in the soldier's NGB Form 4100-1-R-E, *field 30-34*. This scoring system will not be altered as is stated in paragraph 7-40*c* and *e*.

Section VI - Total Score and Verification

a. The Recorder will verify field totals, ensure that documents that support changes to preprinted information are attached to the form, if allowed by the state, and sign and date the form.

b. The individual designated to verify the form will ensure that it is correct, complete, and will sign and date the form.

c. The average leader evaluation score and the total score will be computed at the State MPMO or, for Title 10 AGR soldiers, by NGB-ARZ-T. This may be done electronically and integrated to the NGB Form 4100-1-R-E.

d. The State MPMO (NGB-ARZ-T for Title 10 AGR soldiers) will verify that all promotion points are computed per the instructions in this chapter and the policy document that announced the board. The only option allowed per this figure is to devise points for state decorations that are within the limits for the types of awards and individual award limits as well as the 75 points total for *fields 14-23*. NGB-ARZ-T will calculate any questionable State Awards for the Title 10 AGR soldiers. There are no other options, and any other computations will void the board action.

Figure 7–6. Instructions for NGB Form 4100–1–R–E, Enlisted Promotion Point Worksheet—Continued

ARMY NATIONAL GUARD ENLISTED PROMOTION APPRAISAL WORKSHEET

The proponent agency is NGB-ARH. The prescribing directive is AR 600-8-19.

PRIVACY ACT STATEMENT

1. *AUTHORITY: Title 5 USC Section 301, Executive Order 9397.*
2. *PURPOSE: Used to determine eligibility for promotion and validity of points granted.*
3. *ROUTINE USES: None.*
4. *DISCLOSURE: Voluntary; However, failure to provide social security number may result in a delay or error in processing of this form for promotion consideration.*

SECTION I - SOLDIER IDENTIFICATION

1) Name	2) SSN	3) Rank
4) Unit	5) PMOS	6) CPMOS

SECTION II - APPRAISALS

AREAS OF CONSIDERATION	**PERFORMANCE**		**POTENTIAL**	
	Allowed	*Awarded*	*Allowed*	*Awarded*
Military Appearance and Bearing	0 - 15		NONE	NA
Responsibility and Accountability	0 - 25		0 - 30	
Leadership	0 - 35		0 - 70	
Communication Skills	0 - 20		0 - 30	
Professional Attributes	0 - 20		0 - 30	
Initiative	0 - 25		0 - 30	
Technical and Tactical Proficiency	0 - 35		0 - 35	
TOTALS	**175**		**225**	

SAMPLE

NAME & RANK	SIGNATURE & DATE

NGB 4101-1-R-E, 20060725 (EF)(IMT-V1) (PREVIOUS EDITIONS ARE OBSOLETE.)

Figure 7–7. Example of NGB Form 4101–1–R-E, Army National Guard Enlisted Promotion Appraisal Worksheet

Chapter 8
Promotion of Special Bandspersons

Section I
Overview

8–1. Bandspersons
This chapter and other applicable provisions of this regulation govern promotion of special bandspersons.

8–2. Special band units
Special bands are the Fife and Drum Corps, 3d Infantry (Old Guard), the U.S. Army Band, the U.S. Army Field Band, and the U.S. Military Academy Band.

Section II
Task: Processing Promotions for Special Bandspersons

8–3. Rules
a. Special bandspersons must have PMOS of 42S and be assigned to one of the units designated in section I of this chapter.

b. Soldiers must have a high school diploma or GED equivalent or associate or higher degree.

c. The commanding officer of the band will approve or disapprove promotion recommendations through SSG per AR 601–210. Approved recommendations will be forwarded to the promotion work center for publication of promotion orders.

d. The CDR of the band will recommend Soldiers for promotion to SFC, MSG, and SGM. The recommendation will be approved by the commanding general or commandant and forwarded to Commander, HRC–Alexandria, ATTN: AHRC–MSP–E, 200 Stovall Street, Alexandria, VA 22332–0443.

e. Position vacancies must be available for each promotion recommended.

f. Soldiers must have 6 years active service for promotion to SFC, 8 years active service for MSG, and 10 years active service for SGM.

g. Soldiers must complete at least 8 years of cumulative enlisted service creditable in computing basic pay for promotion to MSG and 10 years for SGM.

h. Promotion recommendations must include the following:

(1) Number of Soldiers authorized and assigned for the promotion grade.

(2) TOE position of the recommended Soldier.

(3) Description of Soldier's performance.

(4) BASD.

(5) DOR in current grade.

(6) Type of security clearance.

(7) Copy of Soldier's ERB.

i. Special bandspersons are not eligible for and will not be included in zones of consideration for promotion. The CDR will notify HRC–Indianapolis of the names of Soldiers erroneously listed for consideration to be deleted. Waiver is not granted.

j. Soldiers must not be in a nonpromotable status as outlined in paragraph 1–10 and must meet security requirements.

8–4. Steps
The steps for processing promotions to SFC through SGM of special bandspersons are shown in table 8–1.

Table 8–1
Processing promotions (SFC through SGM) of special bandspersons

Step	Work center	Required action
1	UNIT	Submits request for special promotion.
2	PROM	Verifies eligibility of PMOS, position vacancy, total active service, and security clearance.
3	PROM	Forwards request to Commanding General for approval.
4	PROM	Forwards request to Commander, HRC–Alexandria, ATTN: AHRC–MSP–E, 200 Stovall Street, Alexandria, VA 22332–0443. HRC–Alexandria will publish order.

Chapter 9
Merit Promotions

9–1. Marksmen/gunsmiths

a. This chapter, and other applicable provisions of this regulation govern the merit promotions of Army Recruiters (79R), marksmen/gunsmiths assigned to the U.S. Army Marksmanship Team, and parachutists assigned to the U.S. Army Parachute Team.

b. Army Recruiters are assigned to United States Army Recruiting Command (USAREC) Ft. Knox, KY. Marksmen/gunsmiths are assigned to United States Army Marksmanship Unit, Ft. Benning, GA. Parachutists are assigned to United States Army Parachutists Team, Ft. Bragg, NC.

9–2. Rules for processing promotions for personnel assigned to the Army Marksmanship Program

a. The U.S. Army Marksmanship Unit (USAMU) Commander may promote to SPC at 18 months those competitive marksmen/gunsmiths in authorized marksmen/gunsmiths positions without regard to TIS or TIMIG waivers.

b. The USAMU commander may promote to SGT at 36 months TIS and 8 months TIMIG those competitive marksmen/gunsmiths in authorized marksmen/gunsmiths positions who have been recommended by a promotion board. Promotion boards will be conducted according to this regulation.

c. The USAMU commander may promote to SSG at 72 months TIS and 5 months TIMIG those competitive marksmen/gunsmiths in authorized marksman/gunsmith positions who have been recommended by a promotion board and have obtained a minimum of 450 total promotion points. Promotion boards will be conducted according to this regulation.

d. The USAMU Commander may promote to SGT and SSG those competitive marksmen/gunsmiths in authorized marksmen/gunsmiths positions who qualify for merit promotions based on meeting the following criteria:

(1) Received one of the following meritorious shooting awards at the grade immediately preceding the grade of the merit promotion.

(a) Olympic medal.

(b) Individual gold medal in an International Shooting Union event.

(c) Individual winner Conseil International Du Sport Militaire.

(d) Establish an individual world record.

(e) National service rifle/pistol champion.

(f) Interservice rifle/pistol champion.

(g) Bianchi Cup champion.

(h) Limited International Practical Shooting Confederation champion.

(i) Masters champion.

(j) World IPSB/PSC champion.

(2) For SGT, have a minimum of 18 months TIS and 4 months TIMIG.

(3) For SSG, have a minimum of 48 months TIS and 5 months TIMIG.

(4) Meritorious act accomplished at the grade immediately preceding grade recommended for meritorious promotion.

e. The USAMU commander will recommend to the CDR, HRC-Alexandria (AHRC-MSP-E), for approval and publication of promotion orders those competitive marksmen/gunsmiths in the grade of SSG for promotion to vacant authorized USAMU SFC marksmen/gunsmiths positions. Recommended Soldiers must have a minimum of 72 months TIS.

9–3. U.S. Army Marksmenship Unit competitive marksmen/gunsmiths

a. USAMU competitive marksmen/gunsmiths will not compete for promotion within the semicentralized system or centralized promotion to SFC.

b. Competitive marksmen/gunsmiths will compete for promotion selection to MSG and SGM in the centralized

promotion system. If selected, they will be subject to reassignment to an authorized position commensurate with their MOS and grade.

c. For SGT/SSG promotions, competitive marksmen/gunsmiths will not have their promotion points reported to HQDA and will not be promoted based on HQDA promotion cutoff scores.

d. The ANCOC requirement is waived for Soldiers promoted to SFC as USAMU competitive marksmen/gunsmiths; however, Soldiers must attend ANCOC to be considered by the MSG board.

9–4. Rules for processing promotions for personnel assigned to the U.S. Army Parachute Team

a. The U.S. Army Parachute Team (USAPT) commander may promote competitive parachutists to SPC at 18 months time–in-service without regard to waivers.

b. The USAPT commander may promote those competitive parachutists to SGT at 36 months TIS and 8 months TIMIG who are in authorized parachutists positions and have been recommended by a promotion board. Promotion boards will be conducted according to this regulation.

c. The USAPT commander may promote those competitive parachutists to SSG at 72 months TIS and 10 months TIMIG who are in authorized parachutist's positions and have been recommended by a promotion board. Promotion boards will be conducted according to this regulation.

d. The USAPT commander may promote those competitive parachutists to SGT and SSG who are in authorized parachutist's positions who qualify for merit promotions based on meeting the following criteria:

(1) Received one of the following meritorious parachutist's awards by winning a gold medal at one of the following parachutist's events:

(a) U.S. Parachuting National Championship.

(b) Pan American Games.

(c) World Air Games.

(d) Parachuting World Cup.

(e) Conseil Internationale due Sport Militaire (CISM) World Parachuting Championship.

(2) Establish a parachuting world record recognized by the international parachuting committee of the Federation Aeronautique International (FAI).

(3) For SGT, have a minimum of 18 months TIS and 4 months TIMIG.

(4) For SSG, have a minimum of 48 months TIS and 5 months TIMIG and completion of WLC.

(5) Meritorious act accomplished at the grade immediately preceding grade recommended for meritorious promotion.

f. The USAPT commander will recommend to the CDR, HRC-Alexandria (AHRC-MSP-E), for approval and publication of promotion orders those competitive parachutists in the grade of SSG for promotion to vacant authorized USAPT SFC parachutists positions. Recommended Soldiers must have a minimum of 72 months TIS.

9–5. U.S. Army Parachute Team competitive parachutists

a. USAPT competitive parachutists will not compete for promotion within the semicentralized system to SGT/SSG or centralized promotion to SFC.

b. Competitive parachutists will compete for promotion selection to MSG and SGM in the centralized promotion system. If selected, they will be subject to reassignment to an authorized position commensurate with their MOS and grade.

9–6. U.S. Army Recruiting Command Merit Promotion System

a. Promotion to SFC. USAREC may promote up to 10 staff sergeants (MOS 79R) to sergeant first class per fiscal year throughout the command. NCOs selected for promotion under the provisions of this chapter must be otherwise eligible and meet the provisions of para 4-2 of this regulation. The intent of the provision in this chapter is that each brigade will have at least one merit promotion to SFC each year, with the remaining promotion allocations being determined by the CG USAREC.

b. Promotion to SGT and SSG. USAREC is authorized to promote detailed recruiters to the rank of SGT and SSG based on attainment of the U.S. Army Recruiter Ring without regard to cutoff scores. Soldiers promoted under this provision of this regulation must otherwise be fully eligible for promotion as set forth in table 3-3 and table 3-4 of this regulation. Soldiers must complete WLC for promotion to SSG.

9–7. U.S. Army Recruiting Command recruiters

U.S. Army recruiters (detailed and MOS 79R) will continue to compete for promotion under both the semicentralized and centralized promotion system. Detailed recruiters competing for promotion to SGT/SSG will have their promotion points reported to HQDA and continue to compete for promotion in their PMOS. Army Recruiters (MOS 79R) who have not been selected for a merit promotion will continue to compete for consideration and selection to SFC by the DA Centralized Promotion Board.

9–8. U.S. Army Recruiting Command USAR AGR recruiters

The U.S. Army Recruiting Command is authorized 10 merit promotions each fiscal year for USAR AGR Soldiers (detailed recruiters and MOS 79R). The merit promotions will be used to promote deserving USAR AGR recruiters to staff sergeant and sergeant first class. Each brigade is authorized one merit promotion; the remaining five merit promotions may be used at the CG USAREC's discretion.

a. Soldiers must meet the standards of chapter 3 and chapter 4 of this regulation.

b. Soldiers must meet the standards of AR 600-9.

c. Soldiers promoted to SFC incur a 24–month service obligation. Soldiers promoted to SSG incur a 12–month service obligation.

d. Soldiers must meet current NCOES criteria for applicable grade; that is, WLC graduate for promotion to SSG and BNCOC graduate for promotion to SFC.

e. Soldiers must be on an AGR tour for 6 consecutive months.

f. Soldiers selected for promotion to SFC may not already be on a centralized promotion list.

g. Soldiers selected for promotion may not have an approved retirement date.

h. Soldiers must not have been denied continuation or retention in an AGR status as the result of board action.

i. If detailed, Soldiers must convert their MOS to 79R.

j. Soldiers may not be flagged according to AR 600-8-2 or possess a local or HQDA-approved bar to reenlistment.

9–9. U.S. Army Recruiting Command USAR annual award winners

Three separate allocations for meritorious promotions have been set aside for USAREC USAR annual award winners.

a. USAR Recruiter of the Year.

b. USAR Health Care Recruiter of the Year.

c. USAR NCO of the Year.

Chapter 10
Reductions in Grade

Section I
Reduction Management

10–1. Reductions

a. Soldiers who enlist or reenlist in the Active Army or USAR (AR 140–111) in a higher grade than entitled will be reduced to the appropriate grade.

b. A reduction board is required for Soldiers in the grade of CPL/SPC (when being reduced more than one grade) and for Soldiers in the grade of SGT through SGM for any reduction for misconduct (civil conviction) under paragraph 10–3 (except under table 10–2) and for inefficiency under paragraph 10–5. Board appearance, however, may be declined in writing, which will be considered as acceptance of the reduction board's action. Individuals in grade of CPL and below may be reduced without action by a board.

(1) If a Soldier in the grade of CPL/SPC and below is being reduced one grade without referral to a reduction board, the reduction action must be accomplished within 30 duty days after receipt of documentary evidence and before separation or retention is considered.

(2) The reduction authority may extend the 30–day limitation for good cause. A written justification must be included in the file if an extension is granted.

c. For qualifying sentences requiring an automatic reduction to pay grade E–1 under the UCMJ, Art. 58a(a), see AR 27–10. Per UCMJ, Art. 58a(a), when automatic, the reduction will be effective on the date of approval by the convening authority.

d. When the separation authority determines that a Soldier is to be discharged from the Service under other than honorable conditions, he/she will be reduced to the lowest enlisted grade. Board action is not required for this reduction. The CDR having separation authority will, when directing a discharge under other than honorable conditions or when directed by higher authority, direct the Soldier to be reduced to PV1. If discharge is approved under other than honorable conditions but is suspended (AR 635–200, para 1–27) (AR 135–178, para 2–5 for USAR), the Soldier will not be reduced under this provision.

e. Reduction transactions for all grades will be submitted by the BN HR.

f. UCMJ, Art. 15, processing (see AR 27–10, para 3–39) will contain the following actions:

(1) A UCMJ, Art. 15, log will be maintained at battalion level by the legal clerk.

(2) A control copy of the UCMJ, Art. 15, will be maintained at battalion level and verified by the BN HR supervisor when a reduction transaction is required to be submitted.

(3) Only those UCMJ, Art. 15, cases containing forfeitures will be forwarded to finance.

10–2. Reduction authority

Reduction authorities are listed in table 10–1.

Table 10–1
Reduction authorities

Grade reduced from	Reduction authority
SPC/CPL and below	Company, troop, battery, and separate detachment CDRs.
SGT/SSG	Field grade CDRs of any organization authorized an LTC or higher grade CDR. For separate detachments or companies, the reduction authority will be the next higher headquarters within the chain of command. The higher headquarters must be authorized a CDR in the grade of LTC or higher.
SFC, MSG, SGM	CDRs of organizations authorized a CDR in the grade of COL or higher. For separate detachments or companies, the reduction authority will be the next higher headquarters within the chain of command. The higher headquarters must be authorized a CDR in the grade of COL or higher.

Section II
Reduction for Misconduct

10–3. Rules

a. A Soldier convicted by a civil court (domestic or foreign) or adjudged a juvenile offender by a civil court (domestic or foreign) will be reduced or considered for reduction according to table 10–2. Juvenile offender includes adjudication as a juvenile delinquent, wayward minor, or youthful offender.

b. On receipt of documents establishing a sentence (imposed or vacation of a suspended sentence) or a finding of guilty with sentence to be established at a later date, action will be taken according to appropriate rule shown in table 10–2. A Soldier may be reduced even though an appeal is pending or has been filed.

c. When a reduction board is required, it will convene after receipt of documentary evidence and before separation or retention is considered (AR 635–200) unless the Soldier waives it in writing.

d. CDRs will publish orders and enter the reduction in the military records of the Soldier. The authority for reduction will be the appropriate rule from table 10–2 and will be cited in the order. The Soldier will be notified, in writing, of the right to appeal the reduction. The written notification will include the time limits and procedures for an appeal.

e. If the conviction is reversed, the Soldier will be restored to the former grade.

f. If the sentence is modified or reassessed (by appellate court or otherwise), action will be taken according to rule 6, 7, 8, or 9 of table 10–2, and the Soldier will be notified in writing of the decision.

g. If a Soldier is reduced prior to sentencing and the sentence as imposed is less severe than the penalties listed in the rule under which Soldier was reduced, action will be taken according to rule 10, 11, 12, or 13 as appropriate. The Soldier will be notified, in writing, of this decision.

h. For UCMJ, Art. 15, see AR 27–10. Soldiers in the grades SFC through CSM may not be reduced under this provision. For court-martial, see Manual for Courts-Martial (MCM) 2005.

Table 10–2
Rules for reduction for misconduct

Rule	If—	And—	Then—	And—
1	a. Soldier's sentence includes death or confinement of 1 year or more that is not suspended; or	Soldier is serving in any enlisted grade above PV1	Soldier will be reduced to the lowest enlisted grade without referral to a reduction board.	Appeal is authorized only to correct an erroneous reduction (see para 10–11).
	b. Maximum penalty under UCMJ is death or confinement of 1 year or more and law governing that court provides for death or confinement for 1 year or more for the offense. However, sentencing has been delayed or deferred more than 30 days from the date of conviction, or the date the court accepted a plea of guilty to an offense as described. If the offense is not listed in the MCM 2005 or is not closely related to an offense listed, the maximum punishment provided by the U.S. Code applies. Convicted or adjudged a juvenile offender by a civil court means an initial judgement of guilt. The law of the jurisdiction of the court will determine whether a proceeding is regarded as a judgment of guilt; or			
	c. Sentence is confinement of 1 year or more but it was suspended and later the suspension is vacated and the Soldier has not been reduced to the lowest enlisted grade.			
2	a. Soldier's sentence is confinement for more than 30 days but less than 1 year (not suspended) or sentence is confinement for 1 year or more but is suspended	a. Soldier is serving in grade of SGT or above	a. The reduction authority may reduce the Soldier one grade without board action. Reduction of more than one grade must be referred to a reduction board.	a. Appeal is authorized on equitable grounds or to correct an erroneous reduction (see para 10–11).
	b. Same as Rule 2a above	b. Soldier is serving in grade of SPC/CPL or below	b. The reduction authority reduces the Soldier one grade without board action. Reduction of more than one grade for Soldiers in the grade SPC/CPL must be referred to a reduction board. Soldiers in the grade of PFC may be reduced more than one grade without board action.	b. Same as rule 2a
3	Soldier's sentence is less severe than those in rules 1 and 2	a. Soldier is serving in the grade of SGT or above and reduction authority considers that reduction may be appropriate	a. The reduction authority must refer the matter to a reduction board to consider reduction of one or more grades.	a. Appeal is authorized on equitable grounds or to correct an erroneous reduction.

Table 10–2
Rules for reduction for misconduct—Continued

Rule	If—	And—	Then—	And—
		b. Soldier is serving in the pay grade of CPL/SPC or below and reduction authority considers reduction appropriate	b. The reduction authority may reduce the Soldier one grade without referral to a reduction board. Soldiers in the grade of PFC may be reduced more than one grade without referral to a reduction board.	b. See paragraph 10–11
4	Soldier was reduced in accordance with rule 1a and the sentence is later changed for any reason to a sentence that falls under rule 2	a. Soldier was reduced from grade SGT or above	a. The Soldier must be restored to former grade. The reduction authority must then refer the matter to a reduction board to consider reduction of one or more grades under the provisions of rule 2.	a. Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier was reduced from grade SPC/CPL or below	b. The reduction authority will either restore Soldier to former grade or any intermediate grade or direct the reduction to PV1 remain unchanged. The Soldier will be notified in writing of the decision.	b. See paragraph 10–11.
5	Soldier was reduced in accordance with rule 1a and the sentence is later changed for any reason to a sentence which falls under rule 3.	a. Soldier was reduced from grade of SGT or above	a. The Soldier must be restored to former grade. If the reduction authority still considers that reduction may be appropriate he or she must refer the matter to a reduction board in accordance with rule 3.	a. Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier was reduced from grade SPC/CPL or below	b. The reduction authority may either restore the Soldier to former grade, any intermediate grade, or direct the reduction to PV1 remain unchanged. Soldier will be notified in writing of the decision.	b. See paragraph 10–11.
6	Soldier was reduced in accordance with rule 1b and later sentenced for the offense for more than 30 days but less than 1 year (not suspended) or 1 year or more, which is suspended.	a. Soldier was reduced from the grade of SGT or above.	a. The Soldier must be restored to former grade. The reduction authority must then refer the matter to a reduction board to consider reduction of one or more grades.	Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier was reduced from grade of SPC/CPL or below.	b. The reduction authority may either restore Soldier to former grade, any intermediate grade, or direct reduction to PV1 remain unchanged. The Soldier will be notified in writing of the decision.	

Table 10–2
Rules for reduction for misconduct—Continued

Rule	If—	And—	Then—	And—
7	Soldier was reduced in accordance with rule 1b and later sentence was reduced to a sentence less severe than those in rule 1 or 2.	a. Soldier was reduced from grade of SGT or above.	a. The Soldier must be restored to former grade. If the reduction authority stills considers that reduction may be appropriate, he or she must refer the matter to a reduction board after restoration to former grade.	Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier was reduced from grade SPC/CPL or below.	b. The reduction authority may either restore Soldier to former grade, any intermediate grade, or direct the reduction remain unchanged. The Soldier will be notified in writing of the decision.	

10–4. Steps (civil convictions)

The steps for processing reduction for misconduct (civil convictions) are listed in table 10–3.

Table 10–3
Reduction for misconduct (civil conviction)

Step	Work center	Required action
1	UNIT/BN HR	Notification is received that Soldier has been convicted of an offense by a civil court.
2		Based on offense and sentence, determine the need for a reduction board, need for automatic reduction to a lower grade, or need to retain or separate.
3	BN HR	Submit GRCH transaction through SIDPERS.
4		Initiate separation action if applicable.
5		Forward substantiating documents through command channels to promotion work center.
6	ENRC	If reduction is made, forward documentation to HRC–Indianapolis (HRC–St. Louis for USAR) for filing in the OMPF (if applicable).

Section III
Reduction for Inefficiency

10–5. Policy

Inefficiency is a demonstration of characteristics that shows that the person cannot perform duties and responsibilities of the grade and MOS. Inefficiency may also include any act or conduct that clearly shows that the Soldier lacks those abilities and qualities normally required and expected of an individual of that grade and experience. CDRs may consider misconduct, including conviction by civil court, as bearing on inefficiency. A Soldier may be reduced under this authority for longstanding unpaid personal debts that he or she has not made a reasonable attempt to pay.

10–6. Criteria

a. A Soldier must have served in the same unit for at least 90 days prior to being reduced one grade for inefficiency.

b. The CDR starting the reduction action will present documents showing the Soldier's inefficiency to the reduction authority. This may include—

(1) Statements of counseling and documented attempts at rehabilitation by chain of command or supervisors.

(2) Record of misconduct during the period concerned.

(3) Correspondence from creditors, attempting to collect a debt from the Soldier (see AR 600–15, para 3–1).

(4) Adverse correspondence from civil authorities.

c. Documents will establish a pattern of inefficiency rather than identify a specific incident. Reduction for inefficiency will not be used for the following:

(1) To reduce Soldiers for actions for which they have been acquitted because of court-martial proceedings.

(2) In lieu of UCMJ, Art. 15.

(3) To reduce a Soldier for a single act of misconduct.

d. The CDR reducing the Soldier will inform him or her in writing of the action contemplated and the reasons. The Soldier will acknowledge receipt of the memorandum by endorsement and may submit any pertinent matter in rebuttal.

Section IV
Reduction Boards

10–7. Policy

A reduction board, when required, will be convened within 30 days after written notification is given to the individual. The reduction authority may extend the 30 duty day limitation for good cause. A written justification must be included in the file if an extension is granted.

a. The board members will be appointed in writing.

b. The convening authority will ensure that—

(1) The board is composed of officers and enlisted personnel of mature judgment and senior in grade or DOR to the person being considered for reduction.

(2) At least one board member will be thoroughly familiar with the Soldier's field of specialization (inefficiency cases only).

(3) The board will consist of at least three voting members and will have both officer and enlisted voting members.

(4) The board is composed of unbiased members.

(5) The board has an officer or senior enlisted member (or both) of the same gender as the Soldier being considered for reduction.

(6) If the Soldier being considered for reduction is a member of a minority group, the board will, on written request of the Soldier, include an officer or senior enlisted member who also is a minority group member if such a member is reasonably available. When requested, the appointed board member normally will be of the same minority group as the Soldier being considered; however, nonavailability of a member of the same minority group will not preclude convening of the board. In the event of nonavailability, the reason will be stated in the record of proceedings.

(7) The board has a recorder without vote.

(8) No Soldier with direct knowledge of the case is appointed to the board.

(9) Alternate board members are appointed and are available as required.

(10) The reduction board convenes within 30 duty days after the Soldier is notified in writing by the reduction authority of the proposed action.

(11) If unbiased members are not available, such members will be provided by the next higher CDR.

c. Generally, procedural errors or irregularities in a board will not invalidate the proceeding or any action of the convening authority based on these proceedings.

(1) *Harmless errors.* Harmless errors are those defects in the procedures or the proceedings that do not have a material adverse effect on an individual's substantial rights. If the convening authority notes a harmless defect in the procedures or the proceedings, he or she may take his or her final action notwithstanding the defect.

(2) *Substantial errors.*

(a) Jurisdictional error. Where a reduction board is convened by an official without the authority to do so, the proceedings are invalid.

(b) Other substantial errors. Other substantial errors are those that had a material adverse effect on an individual's substantial rights, such as failure to meet requirements as to composition of the board, denial of an individual's right to counsel, and so forth.

(3) *Correction of errors.*

(a) Where such errors can be corrected without substantial prejudice to the individual concerned, the convening authority may return the case to the same board for corrective action. Individuals who are affected by such a return will be notified of the error, the proposed correction, and of their rights to comment on both.

(b) If the error is such that it cannot be corrected without substantial prejudice to the individual concerned, the convening authority may not use the affected part of that board as the basis for reduction. (Use of evidence considered by the board is not precluded in connection with action under the UCMJ, applicable civilian personnel regulations, AR 600–37, or any other directive that contains its own procedural safeguards.)

(c) In cases of an error that cannot be corrected otherwise, the convening authority may set aside the findings and recommendation and refer the case to a new board composed entirely of new voting members.

(d) The new board may be furnished any evidence properly considered by the previous board. Additional evidence also may be considered by the new board. The convening authority's action is limited, however, by the original recommendations even though the case is referred to a new board that recommends action less favorable to the individual concerned.

(4) *Failure to object.* Except for errors of jurisdiction, no error is substantial within the meaning of this paragraph as

to a named individual before a reduction board if there has been a failure to object or otherwise bring the error to the attention of the president of the board. Accordingly, errors described in the "substantial errors" above to which an individual or his or her counsel or other representative fail to bring to the attention of the president of the board may be treated as a harmless error.

10–8. Rules

a. A Soldier who is to appear before the board will be given at least 15 duty days written notice before the date of the hearing. The Soldier or his or her counsel must have time to prepare the case.

b. If the Soldier requests counsel, the convening authority will determine if either of the following is appropriate:

(1) Military counsel is reasonably available.

(2) If a judge advocate is available, the request is forwarded to the local Trial Defense Service official for necessary action.

c. Determinations as to the availability of judge advocates will be accomplished by the requested individual's Trial Defense Service supervisory official.

d. Determinations as to the availability of judge advocates or named counsel are final.

e. Notification of a board hearing date will be made only after counsel is available as requested by the Soldier.

f. The recorder will, on request of the individual or his or her counsel, arrange for the presence of any reasonably available witness or witnesses he or she desires to call on their behalf.

g. Copies of all written affidavits and depositions of witnesses who are unable to appear before the board will be furnished the individual or his or her counsel as appropriate.

h. The president of the board will ensure that enough testimony is presented to enable the board members to—

(1) Fully and impartially evaluate each case.

(2) Be objective in their deliberations.

(3) Arrive at a proper recommendation.

(4) Consider those abilities and qualities required and expected of a Soldier of that grade and experience. An NCO is expected to maintain high standards of conduct.

(5) Determine the best interests of the Army. Consideration of prior years of faithful service, while commendable, will not be overriding.

i. AR 15–6 does not apply.

j. The board may recommend reduction of one or more grades, retention of current grade, or reassignment in grade.

k. A retention in current grade recommendation may include a recommendation that the Soldier be removed from an HQDA or a recommended list.

l. The board may not recommend lateral appointment.

m. A majority of the appointed members of the board will constitute a voting quorum and must be present at all sessions.

n. The convening authority may approve or disapprove any portion of the recommendation of the board. The convening authority may not increase the severity of the board's recommendation.

o. Approved reduction recommendations are effective immediately without regard for appeal procedures unless suspended by the convening authority. In the instance of reduction for inefficiency, the convening authority may direct suspension of the reduction for a period not to exceed 6 months. If the suspension is not vacated during this period, reduction may be only accomplished by convening a new reduction board.

p. A recommendation to remove a Soldier from an HQDA recommended list will be forwarded by the convening authority to either the GCMCA or to the first Army general officer CDR who has a judge advocate or a legal advisor available.

q. The GCMCA or Army general officer CDR with a judge advocate or legal advisor available will review the proceedings and take final action thereon.

(1) If the recommendation to remove the Soldier from the recommended list is approved, the approving authority will notify CDR, HRC–Alexandria, (AHRC–MSP–E)(HRC–St. Louis or RRC for USAR). HRC–Alexandria will administratively remove the Soldier from the recommended list.

(2) If the approving authority does not concur with the recommendation, the action will be returned through command channels to the convening authority with the reason for disapproval.

r. If a civil conviction is reversed, the Soldier will be restored to the grade from which reduced.

10–9. Steps

The steps for conducting a reduction board are listed in table 10–4.

Table 10–4
Conducting reduction boards

Step	Work center	Required action
1	UNIT	Request preparation of reduction packet for inefficiency.
2	BN HR	Prepare notification documents and provide to the CDR.
3	UNIT	Notify Soldier, in writing, of intent to reduce for inefficiency. Cite specific reasons.
4	SOLDIER	Acknowledge receipt, by endorsement and provide any pertinent matters in rebuttal.
5	UNIT	Render determination to reduce (CPL or SPC and below). Forward packet to BN HR for appropriate action.
6	BN HR	Determine need for reduction board.
7		Conduct reduction board. (SGT - SGM)
8		Forward results of board to appeal authority if applicable.
9		Submit all applicable GRCH transactions.
10		Forward finalized case to promotion work center.
11	PROM	Receive reduction packet from BN HR.
12	ENRC	Update records.
13		Forward packet to HRC–Indianapolis (HRC–St. Louis for USAR) for filing in the OMPF if applicable.

Section V
Soldier Rights and Appeal Policy

10–10. Rights of the Soldier

a. Failure of the Soldier to exercise the right to counsel will not negate the board's proceedings, findings, and/or recommendations.

b. A Soldier may decline, in writing, to appear before the board or may appear in person with or without counsel at all open proceedings. The Soldier will respond, in writing, within 7 duty days (30 calendar days for TPU) of notice by the reduction authority stating his or her desire to appear, or not appear, before a reduction board.

c. The Soldier may retain a civilian lawyer at no expense to the Government. If not represented by a civilian lawyer, the Soldier may request the appointment of a named judge advocate, a detailed judge advocate, appointment of a named military counsel, or a detailed military counsel.

d. The Soldier will be advised by the board president of the nature of the action being contemplated, the impact of such action on continued military service, and the right to request counsel (if the Soldier is not aware of his or her right to counsel).

e. The Soldier may challenge any board member for cause.

f. The Soldier may request any reasonably available witness whose testimony is believed to be pertinent to the case. The Soldier will explain the nature of the information the requested witness will provide.

g. The Soldier may submit written affidavits and depositions of witnesses who are unable to appear before the board.

h. The Soldier may employ provisions of UCMJ, Art. 31, or submit to an examination by the board.

i. The Soldier or counsel may question any witness appearing before the board.

10–11. Appeals

a. Appeals of reduction for failure to complete training are not authorized.

b. Appeals of reduction under rule 1, table 10–2, are authorized but only to correct an erroneous reduction (for example, the reduction action did not meet the requirements of the rule and was therefore without a sufficient basis).

c. Appeals of reduction for inefficiency or for misconduct under table 10–2, other than rule 1, are authorized to correct an erroneous reduction on equitable grounds. This will be based on the facts and circumstances of the particular case that partial or full restoration of grade is in the best interest of the Army and the Soldier.

d. Authorized appeals will be submitted in writing within 30 duty days (30 calendar days for TPU) of the date of reduction or date of memorandum notifying Soldier that he or she will be restored to the former grade (table 10–2, rules 7, 9, 11, and 13). A copy of the appeal and all related documentation will be forwarded to the officer authorized to take action on the appeal.

e. Final action on appeals will be taken by the—

(1) Next higher authority above reduction authority for grades SSG and below.

(2) The first general officer in the chain of command above the reduction authority for grades SFC through CSM.

f. The appellate authority will direct restoration to the former grade if the reduction under rule 1 was erroneous. If it is determined that another rule in table 10–2 is applicable, the appellate authority will direct that action be taken according to the appropriate rule of table 10–2. The DOR for Soldiers restored to a former grade will be the same as the DOR prior to the reduction.

g. .If the appellate authority determines that the reduction will be changed on equitable grounds, restoration to the former grade or to any intermediate grade will be directed. Restorations will be effective as of the date of the order. DOR for Soldiers restored to former grade will be the same as DOR prior to reduction. DOR for Soldiers restored to an intermediate grade will be the same as the date of the order directing restoration.

h. If the appellate authority determines that the reduction meets the requirements of this regulation and need not be changed on equitable grounds, the appeal will be denied.

i. Soldiers submitting appeals will be informed, in writing, of the decision. A copy of the appeal and the final action will be provided to the custodian of the Soldier's MPF.

j. Authority to take final action on an appeal may not be delegated.

Section VI
Reduction Orders and Restoration to Former Grade

10–12. Reduction orders

a. Reduction, except for UCMJ, Art. 15, is announced in orders.

(1) Orders will be in the format authorized by AR 27–10 or AR 600–8–105.

(2) For orders published by a higher HQ, that CDR may review or make a final decision on an appeal. Reduction by sentence of court-martial is announced in appropriate court-martial orders. No other orders are required.

b. When an Article 15 reduction is accomplished for misconduct and the Article 15 was directed to be filed on the restricted portion of the OMPF, a DA Form 4187 will be prepared by the BN HR for permanent filing in the MPF to substantiate the reduction. The DA Form 4187 will not contain the reason for the Article 15. The DA Form 4187 will be removed and forwarded to OMPF when the Soldier is promoted to SGT or higher.

c. Reduction orders will cite the reason for reduction (such as inefficiency or failure to complete training) and the authority for the action. When a reduction is for misconduct under UCMJ, a DA Form 2627 (Record of Proceedings under Article 15,UCMJ) is prepared per AR 27–10. When reduction is for other than misconduct or misconduct based on civil conviction, the orders will cite the reason, authority, and the appropriate paragraph.

10–13. Effective date of reduction

A reduction will be effective as follows:

a. Reduction by court-martial. An enlisted Soldier who has been sentenced by a court-martial to a reduction in grade is not reduced until—

(1) The record of trial has been prepared and authenticated.

(2) Any appropriate legal review has been completed.

(3) The convening authority has approved and ordered the sentence to reduction executed (UCMJ, Art 57(c)).

b. Operation of law. An enlisted Soldier, serving in a grade above PV1, with an approved court-martial sentence including a bad conduct or dishonorable discharge, confinement, or hard labor without confinement is reduced on the date the convening authority approves the sentence (UCMJ, Art. 58(a)).

c. Nonjudicial punishment. If not suspended, the punishment is effective the date the commander imposing the punishment signed below Item 4 of DA Form 2627 (Record of Proceedings Under Article 15, UCMJ). If a suspension of the rank reduction is vacated, the reduction effective date in the grade to which the Soldier was reduced as a result of the vacation action is the date the punishment was originally imposed, not the date the suspended punishment was vacated.

d. Failure to complete training. The date the student is officially informed of failure in writing.

e. Determinations. Reduction board determinations are effective on the date approved by the convening authority.

f. All other cases. Reductions are effective on the date the Soldier receives written notification or if the Soldier is not available due to personal convenience or through neglect, on the date written notice is received at his or her proper station.

10–14. Restoration to former grade

Grade restoration may result from—

a. Setting aside, mitigation, or suspension of nonjudicial punishment. Procedure and means of restoring grades and announcing these actions are set forth in AR 27–10.

b. Action under UCMJ, Art. 58a(b) or 75. All rights, privileges, and property deprived a Soldier who fulfilled a

court-martial sentence will be restored when the reduction sentence, or other sentence resulting in reduction under Article 58a(a), UCMJ, is set aside or disapproved. A CDR authorized to promote to a higher grade may—

(1) Restore grade under UCMJ, Article 58a(b) or 75a.

(2) Direct the Soldier to be promoted one grade higher than the one held before his or her reduction, if he or she would have attained the higher grade had he or she not been tried and convicted by a court-martial. These orders will be issued under AR 600–8–105.

c. Reversal of conviction by a civil court.

(1) If conviction by a civil court is reversed for a Soldier reduced, he or she—

(a) Will be restored to the grade from which reduced.

(b) May be promoted to the next higher grade if the CDR having promotion authority for that grade determines that he or she was denied promotion because of the conviction.

(2) A reversal of conviction is annulling or voiding of a court judgment by the same or a higher court of competent jurisdiction because of error or irregularity in proceedings. This does not include instances which, under local law or procedure, a conviction allegedly is set aside to rehabilitate or parole. If a conviction is reversed and a new trial is ordered, the Soldier's grade will be restored. He or she may be reduced because of a later conviction resulting from a new trial.

d. Action under table 10–2, rules 6 through 11. DOR for Soldiers restored to former grade will be the same as the original DOR for that grade. Effective date of restoration will be the date the reduction authority is notified of the sentence or change in sentence.

e. Voluntary reduction. A Soldier who was reduced voluntary may be restored to his or her former grade under the conditions cited below provided the Soldier is in a promotable status per paragraph 1–10.

(1) The DOR of the grade to which restored will be adjusted to reflect the previous period served in the grade to which restored. The effective date of the restoration will be the date of the promotion order restoring the grade.

(2) Grade restoration is authorized only when the Soldier is assigned to—

(a) An Army Reserve Control Group other than AGR or IMA, or the Standby Reserve (Active Status List) on release from active duty or a Selected Reserve assignment.

(b) The Retired Reserve.

(c) A TPU/ARE/multicomponent unit or IMA position authorized the Soldiers former grade or higher.

(d) The Selected Reserve (TPU, AGR, or IMA) or the IRR or Standby Reserve (Active Status List) and has been promoted to his or her former grade as a result of promotion board selection.

f. Soldiers who are voluntarily reduced under the provisions in paragraph 1–30*e* will not be authorized grade restoration under this chapter.

Section VII
Other Reasons for Reduction

10–15. Approved for discharge from the service under other than honorable conditions

a. When the separation authority determines that a Soldier is to be discharged from the Service under other than honorable conditions, the Soldier will be reduced to the lowest enlisted grade. Further board action is not required for this reduction.

b. If discharge is approved under other than honorable conditions, but is suspended (AR 635–200, para 1–27) (AR 135–178, para 2–5 for USAR), the Soldier will not be reduced under this paragraph.

10–16. Reductions for failure to complete training

Soldiers appointed to higher grades on entering or while attending a service or civilian school and fail to complete the course successfully may be reduced as shown in table 10–5.

Table 10–5
Reduction of students failing to complete training

Students	Reduction authority (must be field-grade officer)	Reduction
Officer candidates	School commandant	To a grade no lower than the one held on entry to the course.
Warrant officer candidates	Commandant, U.S. Army Aviation School; Chief of Staff, U.S. Army Aviation Center; or Commandant, Warrant Officer Career Center, Fort Rucker, AL	To a grade no lower than the one held on entry to the course.
Other students	School commandant	To a grade no lower than the one held on entry to the course.

a. The school commandant will not further delegate the reduction authority. As an exception to policy Commandant, U.S. Army Aviation School, may delegate reduction authority for Soldiers eliminated from warrant officer courses to the Chief of Staff, U.S. Army Aviation Center and Fort Rucker.

b. Soldiers promoted under the normal criteria are not subject to reduction under this paragraph.

c. Soldiers conditionally promoted in accordance with paragraph 1–27 of this regulation are administratively reduced to the grade previously held upon failure to complete the training requirement established in that provision.

10–17. Reduction for unsatisfactory participation

a. Reductions under this paragraph are discretionary and wholly apart from discharge proceedings under AR 135–178, chapter 13, or reassignment under AR 140–10, paragraph 3–18.

b. A Soldier may be reduced one grade for unsatisfactory participation. The reduction authority for the grade concerned (see para 10–2), or higher CDR in the chain of command, may reduce the Soldier. Reduction action is discretionary. A CDR may initiate reduction proceedings by presenting documentary evidence (AR 135–91) of unsatisfactory participation to the appropriate reduction authority.

c. The CDR reducing the Soldier will inform the Soldier in person or by certified mail of the action contemplated and reasons. The Soldier will acknowledge receipt of the memorandum, in writing, and may submit any pertinent matters in rebuttal.

(1) CPLs or SPCs and below may be reduced without action by a board.

(2) SGT through SGM may appear before a reduction board. If Soldier declines appearance, it will be in writing and will be considered as acceptance of the reduction action.

(3) A reduction board, when required, will be convened within 30 days after the Soldier is notified in writing.

10–18. Failure to complete or attend Noncommissioned Officers Education System

Soldiers who fail to successfully complete, fail to remain eligible to be scheduled for or attend, who are denied enrollment in, or who do not attend their scheduled NCOES class (through fault of the Soldier) will be administratively reduced or removed from the promotion list. Soldiers will only be reduced when NCOES is required for his/her current grade. Soldiers will be removed from promotion list when promotion is being held in abeyance (for reasons set forth in para 1–27). The effective date of administrative reduction is the date of the action that caused the Soldier to be ineligible to retain the promotion. The DOR will be the previous DOR held at the reduced grade.

10–19. Voluntary reduction

a. U.S. Army Reserve.

(1) A Soldier on AGR status may request a voluntary reduction to one pay grade below that currently held to qualify for a new tour position being offered by Commander, HRC–St. Louis. This is when the Soldier's current tour position is not scheduled for renewal and no other tour position in the Soldier's grade and MOS is available. It may also be to provide the Soldier an opportunity to continue on tour in the current assignment.

(2) A Soldier who submitted a late declination of a promotion that was not approved by the promotion authority (para 5–34*a*). The Soldier will be reduced to previous grade without prejudice upon his/her request for voluntary reduction.

(3) A Soldier may volunteer for reduction to one or more lower pay grades. The reduction requested by the Soldier will be accomplished by the promotion authority without prejudice. Such reductions will normally be limited to soldiers desiring reduction for—

(a) Voluntary entry on active duty in the Active Army (AR 135–210) or on Active Guard Reserve (AGR) status (AR 135–18). NOTE: Enlistment at a lower grade in the Regular Army, the Delayed Entry Program, the Army National Guard, or other U.S. Armed Force is a contractual agreement and reduction orders are not issued. Since the soldier is discharged from the USAR, without a reduction action and voluntarily contracts to enlist at a lower grade, it

is not considered a grade reduction within the meaning of this regulation. Subsequent contractual reentry into the USAR will not authorize grade restoration.

(b) Assignment in a lower grade to an existing vacancy in a TPU. This reduction is authorized provided the soldier has not attained the maximum years of service in the grade to which reduced (AR 140–10).

(c) Entry into a formal training program or course requiring a lower grade to qualify.

(4) Board action is not required for reductions of this nature. The voluntary request for reduction of an AGR Soldier may be approved by Commander, HRC–St. Louis (ARPC–ARE). Reduction orders will be issued by Commander, PERSCOM (TAPC–MSL–E).

(5) The DOR will be the date of the grade to which reduced as if the soldier had never attained a grade higher than that to which reduced.

b. Army National Guard.

If approved by the unit CDR, a Soldier may volunteer in writing on DA Form 4187 for reduction to any lower grade for reassignment to another position, to another program, or to continue in service. The promotion authority may then administratively reduce the Soldier without board action. DOR will be established per paragraph 1–13. DOR for Soldiers who take a reduction to enter the AGR Program will remain the same as previously held in the grade to which reduced.

10–20. Reduction upon return from active duty (mobilization)

a. ARNG Soldiers returning to their units after being released from active duty as a result of mobilization in a higher grade than held at the time of entry into such service may be retained in their higher grade for 1 year. Upon termination of the year, Soldiers not assigned to MTOE or TDA vacancies commensurate with their grade are reduced; reclassified; transferred to the ING, IRR, or Retired Reserve; or discharged per NGR 600–200, chapter 8.

b. Soldiers released from active duty in a higher grade than held at time of entry into AFS who are transferred to the ING or the IRR are transferred in the higher grade. If they return to paid drill status, they will be subject to the reduction in this paragraph.

10–21. Other reasons for reduction

The following are reasons for reduction in rank without board action or appeal. The applicable component is as indicated.

a. USAR and ARNG (SMP). For SMP participants who withdraw or are eliminated from the ROTC Advanced Course. These participants will be reduced to the grade held on the day before appointment to cadet status or to the grade to which the soldier would be entitled if enlisting under the provisions of the ARNG Enlistment criteria, but not below PV2.

b. AC, USAR, and ARNG (separated). A Soldier is separated to accept commission or appointment. The Soldier will be reduced to the grade held on the day before entering candidate or cadet status effective the day before commission or appointment. A Soldier will not be separated in special pay grades E5 or E6.

c. AC, USAR, and ARNG (accepted). A Soldier accepted promotion but did not immediately extend or reenlist based upon losing SRIP entitlements and does not extend or reenlist within 24 (AC) or 12 (USAR and ARNG) months of scheduled ETS.

d. ARNG (automatic reduction). A Soldier is promoted in his/her former MOS under unit reorganization or MOS conversion guidance but who refused or failed to apply for MOS, NET, or other required training or who does not complete training in the MOS for the new position to which assigned per NGR 600–200, chapter 2. The Soldier will be reduced automatically effective on the date the Soldier fails the course, withdraws from the course, or refuses training or on the expiration of the time set for completion. This includes Soldiers who fail to meet the standard.

e. AC, USAR, and ARNG (promoted). A Soldier is promoted using an interim clearance but final clearance is not granted, for any reason. This Soldier must be reduced or reclassified into a position that does not require a clearance. This includes National Agency Checks that come back unfavorable, when it is a condition of the promotion.

f. AC, USAR, and ARNG (interim clearance promotion). A Soldier fails to meet the service-remaining requirement.

g. ARNG (grade assignment). A Soldier, 2 years after date of enlistment or reenlistment (Try One Program) into lower graded positions, has not been reassigned to a grade vacancy position commensurate with his/her grade.

h. USAR and ARNG (involuntary loss of position). A Soldier (excluding AGR) who involuntarily loses his/her positions because of unit reorganization, inactivation, full-time support utilization requirements or downgrade of positions, and therefore cannot be properly utilized within the following timeframes: 24 months (SGT-SSG), 12 months (SFC-SGM).

(1) If immediate reassignment is not appropriate, Soldier will be retained in current grade for up to 1 year before involuntarily reduction or reclassification to fill valid positions. Soldiers who refuse an assignment for which eligible and available will be immediately reduced to the grade authorized for the position to which assigned, effective on the date of the refusal.

(2) When it is not possible to properly assign these soldiers, they will be transferred to the ING or IRR without reduction.

Chapter 11
Battlefield Promotions

11–1. Introduction

This chapter pertains to enlisted battlefield promotions. The enlisted battlefield promotion policy provides commanders with an opportunity to accelerate and expeditiously promote courageous and extraordinary Soldiers, across all Army Components, who willingly and unhesitatingly accept and flawlessly perform at levels of increased responsibility on the battlefield. Battlefield promotions are predicated on extraordinary performance of duties while serving in combat or under combat conditions. Specified Army Service Component Commands (ASCCs), once authority is designated in writing by the DCS, G-1, will be established as a promotion authority for this provision within their specific geographic area of responsibility (AOR) in support of specified campaigns. Specific eligibility criteria for enlisted battlefield promotions are set forth below.

11–2. General guidance

a. The Army will designate, in writing, authority to implement provisions of this chapter when deemed appropriate. The provisions of this chapter will only apply while specific, written authority exists. The specified ASCC commander will serve as the promotion and order issuing authority.

b. Battlefield promotions will not be used in lieu of personal commendations/awards.

c. Specified ASCCs will receive battlefield promotion allocations (by enlisted pay grade) from HQDA, DCS, G-1 (DAPE-MPE-PD) on a quarterly basis. ASCCs will establish procedures within their respective AOR to ensure enlisted battlefield promotions do not exceed the allotted allocations for each quarter. ASCCs authorized to promote Soldiers across more than one specified campaign will establish an internal means to further distribute allocations across campaigns such that the total number of battlefield promotions does not exceed the total allocations initially authorized. Unused promotion allocations will not carry over from one quarter to the next quarter.

d. The effective date of promotion will generally be within the designated quarter. When appropriate, the effective date of promotion may be designated, at the latest, the first day of the following quarter (that is, allocations for April-June 2008 can be approved with an effective date of 1 July 2008).

e. All promotion instruments will include the following statement: This promotion is a result of extraordinary performance of duties while serving in combat or under combat conditions. No additional service-remaining requirements are incurred as a result of this promotion.

f. All promotion instruments for Soldiers promoted to SSG without WLC completion will include the following statement: Soldier is promoted contingent on completing the Warrior Leader course. If the Soldier fails to successfully complete, fails to remain eligible for, is denied enrollment in, or does not attend his/her scheduled WLC class (through fault of the Soldier) within 270 days of redeployment, then the Soldier will be administratively reduced and must recompete for promotion.

11–3. Eligibility criteria

a. Enlisted Soldiers, in the rank of SGT and below, (all Army Components) assigned or attached to a unit serving in support of a specified campaign are eligible for an enlisted battlefield promotion to the next higher grade based on extraordinary performance of duty in combat operations.

b. The Soldier must not be under suspension of favorable personnel actions (flagged) under the provisions of AR 600-8-2. A Soldier, who under the circumstances, should be flagged under AR 600-8-2, paragraphs 1-12 and 1-13 is also not eligible for a battlefield promotion.

c. All TIS and TIMIG requirements are otherwise set aside.

d. Soldiers do not incur additional service remaining requirements when promoted under the provisions of this chapter.

e. To qualify for posthumous promotion, a battlefield promotion must be approved prior to the date of a Soldier's death.

f. Decentralized promotions. Enlisted battlefield promotions (E-2 thru E-4) are exempt from all existing waiver limits as outlined in chapter 2.

g. Semicentralized promotions. Component specific eligibility criteria established throughout this regulation apply, except as otherwise provided for below.

(1) For promotion to SGT and SSG, the extraordinary performance of duty must occur while serving in a position at the pay grade to which they are being recommended for promotion.

(2) Soldiers are eligible for only one battlefield promotion to a NCO rank. Soldiers earning a battlefield promotion

to SGT, are ineligible for a battlefield promotion to SSG. Leaders must consider this when contemplating recommendation of a Soldier for promotion based on performance of duties while serving in combat or under combat conditions.

(3) A Soldier's physical appearance before a promotion board is not authorized.

(4) Use of the DA Form 3355 (Promotion Point Worksheet) is not authorized.

(5) Commanders will assess the Soldier's qualities and qualifications, manner of performance, demonstrated integrity, moral standards, and demonstrated potential for greater responsibilities.

(6) Soldiers promoted to SSG under this chapter, who have not completed WLC, do not require a waiver. However, the promotion is contingent on completion of WLC within the time frame established in paragraph 1-27d.

11–4. Responsibilities

a. The DCS, G-1 will—

(1) Designate, in writing, authority to implement provisions of this chapter to specific ASCCs in support of specified campaigns.

(2) Establish and provide enlisted battlefield promotion allocations, by enlisted pay grade, to each authorized ASCC on a quarterly basis until the provisions of this chapter are terminated.

(3) Terminate, in writing, authority to continue implementation of these provisions when conditions dictate.

b. The ASCCs will—

(1) Upon receipt of written designation, establish internal controls to implement supporting procedures to accomplish the provisions of this chapter until such time authority is terminated.

(2) Develop a means to further distribute allocations based on disbursement of Soldiers in the AOR, not to exceed the total allocations established.

(3) Forward a by-name listing of battlefield promotions on a quarterly basis to Commander, U.S. Army Human Resources Command (AHRC-MSP-E) no later than 15 calendar days after the last day of the previous quarter.

(4) Forward a copy of all promotion instruments as follows:

(a) USAR Soldiers. One copy of each approved promotion instrument will be provided to the following e-mail address: usarcg1epmb@usar.army.mil (use Battlefield Promotion – USAR as the subject line).

(b) ARNGUS Soldiers. One copy of each approved promotion instrument will be provided to the following e-mail address: NGB-ARH-S2@ngb.army.mil (use Battlefield Promotion – ARNGUS as the subject line).

(5) Maintain an archive of documentation supporting promotions approved under this chapter.

Appendix A
References

Section I
Required Publications

AR 15–6
Procedures for Investigating Officers and Boards of Officers. (Cited in paras 3–28, 5–28, 10–8.)

AR 27–10
Military Justice. (Cited in paras 1–10, 7–4, 10–1, 10–3, 10–12, 10–14.)

AR 40–501
Standards of Medical Fitness. (Cited in paras 5–7, 5–32, 6–3, 7–20.)

AR 135–7
Incentive Programs. (Cited in para 7–8.)

AR 135–18
The Active Guard Reserve (AGR) Program. (Cited in paras 6–12, 7–15, 10–19.)

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in paras 5–1, 5–7, 5–27, 5–32, 5–44, 6–3, 6–12, 7–4, 7–29, 7–40, 7–48, 10–17.)

AR 135–178
Enlisted Administrative Separations. (Cited in paras 5–45, 7–20, 10–1, 10–15, 10–17.)

AR 135–180
Qualifying Service for Retired Pay Nonregular Service. (Cited in para 6–3.)

AR 135–205
Enlisted Personnel Management. (Cited in para 7–4.)

AR 135–210
Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-Up, or Partial or Full Mobilization. (Cited in paras 5–44, 6–12.)

AR 140–10
Assignments, Attachments, Details, and Transfers. (Cited in paras 5–6, 5–45, 5–47, 10–17, 10–19.)

AR 140–111
U.S. Army Reserve Reenlistment Program. (Cited in paras 5–27, 6–12, 10–1.)

AR 140–145
Individual Mobilization Augmentation Program. (Cited in para 6–9.)

AR 335–15
Management Information Control System. (Cited in para 5–15.)

AR 600–8–1
Army Casualty Program. (Cited in para 1–22.)

AR 600–8–2
Suspension of Favorable Personnel Actions (FLAGS). (Cited in paras 1–1, 1–10, 1–28, 4–18, 5–27, 5–37, 5–44, 7–4, 7–5.)

AR 600–8–104
Military Personnel Information Management/Records. (Cited in paras 1–1, 5–9, 6–10, 6–13, 7–7, 7–32, 7–48.)

AR 600–8–105
Military Orders. (Cited in paras 1–1, 10–12, 10–14.)

AR 600–9
The Army Weight Control Program. (Cited in paras 4–16, 5–7, 5–27, 5–29, 5–32, 6–12, 7–43.)

AR 601–280
Army Retention Program. (Cited in paras 1–10, 4–2.)

AR 640–30
Photographs for Military Human Resources Records. (Cited in paras 5–33, 6–5.)

DA PAM 611–21
Military Occupational Classification and Structure. (Cited in paras 3–24, 5–7, 6–3, 7–11.)

FM 21–20
Physical Fitness Training. (Cited in para 3–44.)

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation. Department of Defense publications are available at www.dtic.mil/whs/directives. National Guard publications are found at www.ngbpdc.ngb.army.mil/default.htm. U.S. Code is available at www.gpoaccess.gov/uscode.

AR 15–185
Army Board for Correction of Military Records

AR 25–50
Preparing and Managing Correspondence

AR 25–55
The Department of the Army Freedom of Information Act Program.

AR 40–400
Patient Administration

AR 220–5
Designation, Classification, and Change in Status of Units

AR 340–21
The Army Privacy Program.

AR 350–1
Army Training and Leader Development

AR 600–8–101
Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

AR 600–15
Indebtedness of Military Personnel

AR 600–37
Unfavorable Information

AR 600–60
Physical Performance Evaluation System

AR 600–85
The Army Substance Abuse Program

AR 601–210
Active and Reserve Components Enlistment Program

AR 614–200
Enlisted Assignments and Utilization Management

AR 623–3
Evaluation Reporting System

AR 630–10
Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

AR 635–40
Physical Evaluation for Retention, Retirement, or Separation

AR 635–200
Active Duty Enlisted Administrative Separations

AR 670–1
Wear and Appearance of Army Uniforms and Insignia

AR 690–11
Use and Management of Civilian Personnel in Support of Military Contingency Operations

Personnel Policy Guidance
Deputy Chief of Staff, Army G–1. (Available at http://www.armyg1.army.mil.)

NG Pam 25–10
Standard Installation/Division Personnel System—Army National Guard (SIDPERS–ARNG) Data Element Dictionary

NGR 310–10
Military Orders

NGR 600–5
The Active Guard Reserve (AGR) Program, Title 32, Full-Time National Guard Duty (FTNGD)

NGR 600–7
Selected Reserve Incentive Programs

NGR 600–10
ARNG Tour Program (NGB-Controlled Title 10 USC Tours)

NGR 600–100
Commissioned Officers—Federal Recognition and Related Personnel Actions

NGR 600–101
Warrant Officers—Federal Recognition and Related Personnel Actions

NGR 600–200
Enlisted Personnel Management

NGR 614–1
Inactive Army National Guard

MCM 2008
Manual For Courts-Martial United States (2008 Edition)

DOD 7000.14–R, vol. 7A
DOD Finance Management Regulation: Military Pay Policy and Procedures–Active Duty and Reserve Pay. (Available at www.dod.mil/comptroller/fmr.)

JFTR
Joint Federal Travel Regulations, Volume 1, Uniformed Service Members. (Available at www.defensetravel.dod.mil.)

UCMJ, Art. 15
Commanding Officer's Non-Judicial Punishment

UCMJ, Art. 57
Effective Date of Sentences

UCMJ, Art. 58
Execution of Confinement

P.L. 102–484
National Defense Authorization Act for Fiscal Year 1993. (Available at www.archives.gov/federal-register/laws.)

P.L. 103–160
National Defense Authorization Act for Fiscal Year 1994. (Available at www.archives.gov/federal-register/laws.)

10 USC 1212
Disability Severance Pay

10 USC 1372
Grade on Retirement for Physical Disability: Members of Armed Forces

10 USC 1501
System for accounting for missing persons (the Missing Persons Act)

10 USC 12301 (d)
Reserve Components Generally

10 USC 12302
Ready Reserve

10 USC 12304
Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other Than During War or National Emergency

10 USC 12731
Age and Service Requirements

18 USC 922
Unlawful Acts

32 USC
National Guard

Section III
Prescribed Forms

Department of the Army forms are available on the APD Web site (www.apd.army.mil) unless otherwise stated. DD forms are available from the Office of the Secretary of Defense Web site (www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

DA Form 3355
Promotion Point Worksheet. (Prescribed in paras 3–5, 3–7, 3–8, 3–11, 3–12, 3–13, 3–14, 3–15, 3–16, 3–17, 3–23.)

DA Form 3356
Board Member Appraisal Worksheet. (Prescribed in paras 3–13, 3–14, 3–15, 3–16, 3–43, 3–49, 3–50, 5–14, 5–16.)

DA Form 3356–1
USAR Board Member Appraisal Worksheet. (Prescribed in paras 5–14, 5–16.)

DA Form 3357
Board Recommendation. (Prescribed in paras 3–13, 3–14, 3–15, 3–43, 3–48, 3–50, 5–14, 5–16, 5–17.)

DA Form 4872
Certificate of Promotion to Noncommissioned Officers. (Prescribed in paras 7–10, 7–13.)

DA Form 4874
Certificate of Promotion (Promotion to Specialists Grades). (Prescribed in para 7–13.)

DA Form 7432
Sergeants Major Course Administration Data Sheet. (Prescribed in paras 5–31, 5–33, 7–23.)

Section IV
Referenced Forms

DA Form 2
Personnel Qualification Record—Part 1. (Available through local supply channels.)

DA Form 2A
Personnel Qualification Record, Part 1–Enlisted Peacetime. (Form is for administrative use only.) (Available from local supply channels.)

DA Form 2–1
Personnel Qualification Record—Part II

DA Form 85–R
Scorecard For M249, M60/M240B Machine Guns

DA Form 87
Certificate of Training. (Available through local supply channels.)

DA Form 88–R
Combat Pistol Qualification Course Scorecard

DA Form 137–2
Installation Clearance Record

DA Form 268
Report to Suspend Favorable Personnel Actions (FLAG)

DA Form 638
Recommendation for Award

DA Form 1059
Service School Academic Evaluation Report

DA Form 1506
Statement of Service for Computation of Length of Service for Pay Purposes

DA Form 2442
Certificate of Achievement. (Available from local supply channels.)

DA Form 2627
Record of Proceedings Under Article 15, UCMJ

DA Form 2627–2
Record of Supplementary Action Under Article 15, UCMJ

DA Form 3168
Posthumous Promotion (Enlisted). (Stocked and issued by Commander, HRC–Alexandria, 2461 Eisenhower Ave., Alexandria, VA 22331–0481.)

DA Form 3595–R
Record Fire Scorecard

DA Form 4187
Personnel Action

DA Form 4187–1–R
Personnel Action Form Addendum

DA Form 4836
Oath of Extension of Enlistment or Reenlistment

DA Form 4856
Developmental Counseling Form

DA Form 4873
Certificate of Appointment to Command Sergeant Major

DA Form 5123
In- and Out-Processing Records Checklist

DA Form 5704–R
Alternate Pistol Qualification Course Scorecard

DA Form 5790–R
Record Firing Scorecard-Scaled Target Alternate Course

DA Form 7304–R
Scorecard For M249 AR

NGB Form 4100–1–R–E
Enlisted Promotion Point Worksheet. (Available at www.ngbpdc.ngb.army.mil/default.htm.)

NGB Form 4101–1–R–E
Enlisted Promotion Appraisal Worksheet. (Available at www.ngbpdc.ngb.army.mil/default.htm.)

DD Form 4
Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 214
Certificate of Release or Discharge from Active Duty

DD Form 1300
Report of Casualty

Glossary

Section I
Abbreviations

AA
Active Army

AC
active component

ACASP
Army Civilian Acquired Skills Program

ACOM
Army Command

ADOS
active duty for operational support

ADSW
active duty for special work

ADT
active duty for training

AER
academic evaluation report

AFS
active Federal service

AG
adjutant general

AGR
Active Guard Reserve

AIT
advanced individual training

AMOS
additional military occupational specialty

ANCOC
Advanced Noncommissioned Officers' Course

APFT
Army physical fitness test

AR
Army regulation

ARCOM
Army Reserve Command

ARE
Army Reserve unit

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ASAP
Army Substance Abuse Program

ASI
additional skill identifier

ATTN
attention

ATRRS
Army Training Requirements and Resource System

AWOL
absent without leave

BASD
basic active service date

BCT
basic combat training

BDE
brigade

BESD
basic enlisted service date

BN
battalion

BNCOC
Basic Noncommissioned Officers' Course

CAQC
Civil Affairs Qualification Course

CDR
commander

CES
cumulative enlisted service

CG
commanding general

CMD
command

CMF
career management field

CMIF
career management information file

CNGB
Chief, National Guard Bureau

COL
colonel

CPL
corporal

CPMOS
career progression military occupational specialty

CSM
command sergeant major

DA
Department of the Army

DA PAM
Department of the Army pamphlet

DARNG
Director, Army National Guard

DCS, G–1
Deputy Chief of Staff, G–1

DCSS
declination of continued service statement

DEP
Delayed Entry Program

DMOS
duty military occupational specialty

DOD
Department of Defense

DODD
Department of Defense directive

DOR
date of rank

DRU
Direct Reporting Unit

ECM
enlistment criteria memorandum

EDAS
Enlisted Distribution and Assignment System

ENRC
enlisted and flagged records

EQRB
enlisted qualitative retention board

ERB
enlisted record brief

ETS
expiration term of service

FASTRACK
force accounting system track

FLAG
suspension of favorable personnel actions

1SG
first sergeant

FSC
First Sergeant Course

FTNGD
full-time national guard duty

FAO
finance and accounting office

GCMCA
general court-martial convening authority

GED
general education development

GOCOM
general officer command

GRCH
grade change

GWOT
global war on terrorism

HQ
headquarters

HQDA
Headquarters Department of the Army

HR
human resources

HRC
Human Resources Command

Human Resources Command-Indianapolis
U.S. Army Human Resources Command – Indianapolis

HRO
human resource office

IADT
initial active duty for training

ID
identification

IDT
inactive duty training

IET
initial entry training

IMA
individual mobilization augmentee

ING
inactive National Guard

IRR
Individual Ready Reserve

JFHQ
Joint Forces Headquarters

LIC
language identification code

LTC
lieutenant colonel

MCM
Manual for Courts Martial

M-day
mobilization day

MEB
medical evaluation board

MIA
missing in action

MMRB
military occupational specialty medical retention board

MOI
memorandum of instruction

MOS
military occupational specialty

MOSCS
military occupational specialty classification structure

MOU
memorandum of understanding

MPD
military personnel division

MPF
military personnel file

MPMO
military personnel management office

MPO
military personnel office

MSG
master sergeant

MSM
Meritorious Service Medal

MT
military technician

MTOE
modification table of organization and equipment

NA
not applicable

NCO
noncommissioned officer

NCOER
noncommissioned officer evaluation report

NCOES
Noncommissioned Officers Education System

NGB
National Guard Bureau

NGR
National Guard regulation

NPS
no prior service, non prior service

OCONUS
outside continental United States

OCS
Officer Candidate School

OML
order of merit list

OMPF
official military personnel file

OMPR
official military personnel record

OSUT
one station unit training

P
promotable

PCS
permanent change of station

PD
personnel detachment

PDES
Physical Disability Evaluation System

PEB
physical evaluation board

PEBD
pay entry basic date

PER
promotion eligibility roster

PFC
private first class

P.L.
public law

PM
program manager

PME
professional military education

PMOS
primary military occupational specialty

POQC
Psychological Operations Qualification Course

PPRL
permanent promotion recommended list

PROM
promotion work center

PS
personnel support

PV1
private E–l

PV2
private E–2

PZ
primary zone

RC
reserve component

RCP
retention control point

REFRAD
release from active duty

RMOS
recommended military occupational specialty

ROTC
Reserve Officers' Training Corps

RRC
regional readiness command

RSC
regional support command

RYE
retirement year ending

SFC
sergeant first class

SFQC
Special Forces Qualification Course

SGM
sergeant major

SGT
sergeant

SIDPERS
Standard Installation/Division Personnel System

SMC
Sergeants Major Course

SMOS
secondary military occupational specialty

SMP
Simultaneous Membership Program

SPC
specialist

SQI
special qualifications identifier

SRB
selective reenlistment bonus

SRIP
Selected Reserve Incentive Program

SRR
service remaining requirement

SSG
staff sergeant

SSN
social security number

STAB
standby advisory board

SZ
secondary zone

TAPDB
Total Army Personnel Database

TASS
Total Army School System

TCS
temporary change of station

TDA
tables of distribution and allowances

TDRL
temporary disability retired list

TDY
temporary duty

TIMIG
time in grade

TIS
time in service

TJAG
The Judge Advocate General

TOE
tables of Organization and Equipment

TPU
troop program unit

TRADOC
Training and Doctrine Command

TTAD
temporary tour of active duty

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

UP
under the provisions of

USACAPOC
U.S. Army Civil Affairs and Psychological Operations Command

USARC
U.S. Army Reserve Command

USAMU
U.S. Army Marksmenship Unit

USASMA
United States Army Sergeants Major Academy

USASMC
U.S. Army Sergeant Major Course

USAR
U.S. Army Reserve

USC
United States Code

USMAPS
U.S. Military Academy Preparatory School

WLC
Warrior Leader Course

WOCC
Warrant Officer Candidate Course

WOCS
Warrant Officer Candidate School

WTB
warrior transition battalion

WTU
warrior transition unit

1SG
first sergeant

Section II
Terms

Active Army
The Active Army consists of (1) Active Army Soldiers on active duty; (2) ARNGUS and USAR Soldiers on active duty except as excluded below; ARNG Soldiers in the service of the United States pursuant to a call; and all persons appointed, enlisted, or inducted into the Army without component. Excluded are Soldiers serving on (1) ADT; AGR status; (3) ADSW; (4) TTAD for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 12304).

Active duty
Full-time duty in the active military service of the United States. It includes full-time training duty, active Guard Reserve duty, annual training duty, active duty for training or special work, extended active duty, and attendance, while in the active military service, at a school designated as a service school by law or by the secretary of the military department concerned. All of which are performed in accordance with 10 USC. It does not include full-time National Guard duty of any type under 32 USC.

Active status
The status of a Reserve commissioned officer, other than a commissioned warrant officer, who is not in the inactive ARNG or inactive Air National Guard, on an inactive status list, or in the Retired Reserve.

Appellate authority
CDRs who have final authority to act on appeals.

Area command
A geographic area of command with RC functions and responsibilities.

Area commands
The following are defined as area commands:
a. United States Army Europe.
b. United States Army Europe.
c. United States Army Pacific.
d. United States Army South.
e. United States Army Special Operations Command.
f. United States Army Reserve Command.
g. Eighth U.S. Army.

Base operations
Specific installationwide service (for example, processing, retirement services, retention, and casualty area command services).

Basic enlisted service date
Date that reflects total periods of enlisted service, active or inactive, as a member of Active and Reserve Components of the Armed Forces of the United States. Required for computation of enlisted service for promotion to SFC, MSG, and SGM. Includes adjustments prescribed for the ACASP.

Best qualified
Soldiers whom the DA Selection Board determines to be the best qualified among peers. Also has demonstrated integrity and high moral standards.

Commander
A head of an Army Staff or field operating agency or an officer with a position title commander or commandant. This term also includes CDRs of USAR or ARNGUS organizations, who have been mobilized and are serving on active duty under the provisions of Title 10, U.S. Code. Such USAR and ARNGUS CDRs are authorized to execute the provisions of this regulation regarding any Active Army enlisted members who are temporarily or permanently assigned to the CDRs organization during the mobilization.

Combat service support
The assistance provided operating forces to sustain the battle.

Command and staff
A staff section headed by the CDR's senior military personnel manager (for example, installation adjutant general, division G–1/adjutant general, corps adjutant general).

Creditable service
All Active or Reserve active status service in the grade in which ordered to active duty or higher that may be used to establish DORs under this regulation. Service that is not credible for this purpose may be creditable for other purposes.

Date of rank
The date on which an enlisted Soldier was appointed or promoted in a particular grade and the date used to determine relative seniority for Soldiers holding the same grade.

De facto status
Member, who was promoted by competent authority, performed duties of the higher grade, and accepted pay and allowances of the higher grade in good faith and without intent to defraud.

Degree
A title (such as AA or higher) conferred on students by a college, university, or professional school on completion of a program of study.

Note. For the purposes of promotion, the institution conferring the degree must be accredited.

Direct support
That support provided by the Personnel Service Company.

Field promotion authority
A CDR who may promote enlisted Soldiers to the grades PV2 through SSG.

Flag
An abbreviated term used to describe the initiation or removal of a suspension of favorable personnel actions under the provisions of AR 600–8–2.

Grade
A step or degree, in a graduated scale of office or military rank, that is established and designated as a grade by law or regulation.

Human resource specialist
The individual charged or responsible for the administration of unit-level personnel actions.

Individual augmentee
A Soldier deployed directly from the initial entry training base in a Temporary Change of Station (TCS) status into a theater of operations for the purpose of serving as a individual filler for a deployed organization.

Individual mobilization augmentee
A Soldier in the IMA program who is assigned to an IMA position authorized on an Active Army or other agency MOBTDA or MTOE.

Information technicians
Works in field systems division of Personnel Information Systems Command.

Interservice transfer
A transfer between uniformed services by an enlisted Soldier.

Military personnel
The component of personnel service support that provides military personnel support to Soldiers and CDRs in the field.

Military personnel functions
The basis for single source regulations. These functions subdivide military personnel operations in the field into manageable segments.

Minority member
A member of a minority race which includes Alaskan native; American Indian; Asian; Asian/Pacific Islands; Black; and Hispanic. When the term applies to gender, female is the minority.

Multicomponent unit
A unit which, on a single document, is authorized personnel from more than one component.

Official Military Personnel File
The official personnel file usually maintained on microfiche, composed of a performance section, service section and, in some cases, a restricted access section.

Original appointment
The most recent appointment of a member of the Armed Forces in a regular or Reserve Component; refers to the most recent appointment in that component that is neither a promotion nor a demotion.

Personnel process
Description of how tasks fit together to support a function or a subfunction.

Personnel program
Functional work that does not depend on major standard tasks. Programs usually take the form of a service; for example, the Youth Sponsorship Program.

Personnel services battalion (PROM)
Promotion work center accounts for the promotion work center, MPD, PD, military personnel office, and any other office that manages promotions at the installation level.

Personnel service support
A subordinate element of combat service support. The management and execution of personnel related matters, including military personnel, health service, finance, legal, military police, chaplain, personnel action office, postal, and morale support.

Policy
General statement governing objectives of a functional area (within the purview of the Office of the Deputy Chief of Staff for Personnel policy proponent).

Posthumous promotion
A casualty promoted to a higher grade following his or her death.

Principle of support
Fundamental objective associated with each function. These objectives specify the reason for and source of manpower; for example, to operate a promotion System. Applicable in peace or war.

Procedure
A generic term to describe a number of tasks in the aggregate.

Promotion instrument
Orders or a DA Form 4187.

Promotion list
A list of enlisted Soldiers, by grade, recommended and approved for promotion.

Promotion review authority
The CDR having general court-martial jurisdiction or the first Army general officer in the chain of command who has a judge advocate available.

Promotion sequence number
A number that shows the rank order of a Soldier on a promotion list.

Rank
The order of precedence among members of the Armed Forces.

Rule
Guideline for performing a specific task. Rules are associated with specific task and are maintained by the functional proponent.

Senior personnel manager
The military officer or civilian who manages personnel matters. The senior personnel manager must be in the grade of LTC or higher or civilian equivalent rating.

Separation
Discharge, release from active duty, or retirement.

Single source data
Sharing data that is common to more than one functional system as opposed to the separate redundant entry of date into more than one system.

Standards of support
Statements describing how much or how well the Army expects to do the work. Intent is to identify, for the senior leaders, those major standards that drive the manpower cost in the field. There are separate set of standards for peace and war.

Standby Advisory Board (STAB)
Special board held as an adjunct to each scheduled promotion selection board. This board, using the guidelines established in the regulation, considers Soldiers for promotion, promotion reconsideration, and removal from a standing promotion list. The board provides their recommendation to the DCS, G–1 who makes the final decision.

Step
Sequential subdivision of a task. Describes work at a level of detail allowing execution.

Subfunctions
The subdivision of work within functions; for example, the function of enlisted promotions subdivides into enlisted promotions, the semicentralized system, and the centralized system.

Substandard performance
When the CDR determines that the Soldier's work over a reasonable period of time is such that promotion to the next higher grade would not be in the best interest of the Army or when the Soldier's work has declined to such a degree that he or she no longer has the potential to perform in the higher grade.

Subworkcenter
Subordinate element of a work center.

Task
The major subdivision of a function or subfunction. The lowest level of work which has meaning to the doer. This subdivision has a beginning, an ending, and can be measured.

The Adjutant General branch proponent
The Commandant of the Adjutant General School.

Functional proponent
A person, usually in a field operating agency, responsible for actually writing a functional regulation. Serves as product manager to integrate each functional area regulation.

Integrating center
The U.S. Army Service Support Center; that is, the organization responsible for developing the policy statements for a regulation.

The policy proponent
A person on the HQDA or higher staff responsible for developing the policy statements for an Army regulation.

Uniformed service
The Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

Work center
Clearly defined organization element recognized by MS3 as the basis for manpower requirements.

Section III
Special Abbreviations and Terms
This section contains no entries.

USAPD

ELECTRONIC PUBLISHING SYSTEM
OneCol FORMATTER WIN32 Version 261

PIN:	068399–000
DATE:	12-29-09
TIME:	10:36:32
PAGES SET:	177
DATA FILE:	C:\WinComp\r600-8-19.fil
DOCUMENT:	AR 600–8–19
SECURITY:	UNCLASSIFIED
DOC STATUS:	REVISION