

**Army Regulation 600–8–19**

**Personnel-General**

# **Enlisted Promotions and Reductions**

**Headquarters  
Department of the Army  
Washington, DC  
25 April 2017**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600–8–19

Enlisted Promotions and Reductions

This administrative revision, dated 8 December 2017—

- o Incorporated Army Directive 2013-27, Army Instructor Badges and Personnel Development Skill Identifiers for Instructors in the Noncommissioned Officer Education System, dated 9 December 2013, in the last revision (table 3-12).

This expedite revision, dated 25 April 2017—

- o Elevates the level that the Chief of Staff of the Army or his or her superiors may promote (para 1–9e).
- o Requires that Noncommissioned Officer Education System course completion be made a matter of record in U.S. Army Human Resources Command automation systems not later than the 8th calendar day of the promotion month to be considered fully qualified for promotion pin-on (para 1–10a(1)).
- o Clarifies eligibility for posthumous promotion to sergeant and staff sergeant (para 1–22b(1)).
- o Restricts promotion under the special military occupational specialty alignment promotion program when professional military education requirements are not otherwise met, establishing a promotion effective date consistent with completion of professional military education (para 1–34).
- o Updates the systems used to generate automatic promotion to private 2, private first class, and specialist (para 2–3b).
- o Changes a general officer’s promotion authority delegation to a major or higher-coded position (para 3–1g).
- o Requires forwarding of DA Form 1059 (Service School Academic Evaluation Report) for special promotion categories (paras 3–5a(3), 3-5g, 3-5h(1)).
- o Changes interactive Personnel Electronic Records Management System to total Army personnel data base (paras 3–5d, 3–5f, 3–5g, 3–5h).
- o Changes terminology “board month” to “promotion month” (tables 3–3 and 3–4).
- o Changes creation of MOS-level order of merit list to 0200 eastern standard time (para 3–11b(2)).
- o Clarifies cutoff for Regular Army/U.S. Army Reserve (Active Guard Reserve) monthly promotion cycle (fig 3–3).
- o Clarifies that promotion points are not awarded for MOS-producing courses (para 3–18b(1) and (2)).
- o Requires the Soldier to maintain a valid promotion score through the first day of the promotion month after selected as fully qualified for promotion pin-on (para 3–22b(3)).
- o Eliminates the service remaining requirement for promotion to staff sergeant (para 3–32).
- o Changes the expiration of a centralized selection list to the 1st day of the 25th month from the date it is officially published (para 4–1c(3)).

- o Adds criteria to extend a Soldier on a centralized list when a training deferment is approved (para 4–1c(3)(a)).
- o Adds the maximum length of time a Soldier may reside on a centralized selection list (para 4–1c(3)(b)).
- o Establishes ineligibility for centralized selection board consideration for Soldiers entered in a Green to Gold Active Duty Option program (para 4–2a(6)).
- o Clarifies completion of Senior Leaders Course be made a matter of record in U.S. Army Human Resources Command systems not later than the 8th calendar day of the promotion month to be considered fully qualified for promotion pin-on to sergeant first class (para 4–7b).
- o Adds clarifying language for Title 32 United States Code promotion list, master promotion list, and non-selection list status (paras 7–2i, 7–2j, and 7–2k).
- o Provides clarifying language on eligibility for promotion to sergeant major (para 7–20j).
- o Establishes that Soldiers who are pending professional military education completion are not eligible to compete on future promotion boards unless they are removed from their higher graded position (para 7–28c).
- o Requires establishment of a minimum promotion board score to gain promotion list status (para 7–37b).
- o Provides clarifying language regarding list status (para 7–39e).
- o Corrects rank from sergeant first class to master sergeant (table 7–4).
- o Establishes the 12-month rule as non-prohibitive for first sergeant/command sergeant major eligibility (para 7–40i).
- o Limits voluntary reduction authority to U.S. Army Reserve (Troop Program Unit) and Army National Guard (Title 32) (para 10–18).



Effective 25 May 2017

**Personnel-General**

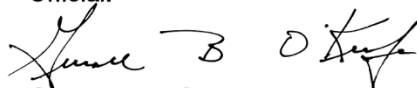
**Enlisted Promotions and Reductions**

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By Order of the Secretary of the Army:

**MARK A. MILLEY**  
General, United States Army  
Chief of Staff

Official:



**GERALD B. O'KEEFE**  
Administrative Assistant to the  
Secretary of the Army

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**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 laws 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 internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the 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 the 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 C, D, and E for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**History.** This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

**Summary.** This regulation prescribes policies and procedures governing promotions and reductions of Army enlisted personnel. This regulation includes policy statements, operating tasks, rules in support of operating tasks, and sequential steps of each operating task. It implements Section 1563, Title 10, United States Code.

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\*This regulation supersedes AR 600–8–19, dated 14 September 2016.

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## 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.

#### 1–2. References

See appendix A.

#### 1–3. Explanation of abbreviations and terms

See 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 promotions and reductions 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 Title 10 matters concerning promotions and reductions.
  - (5) Designate, in writing, authority to implement the provisions of battlefield promotions (see chap 11) to specific Army service component commands (ASCCs) in support of specified campaigns.
  - (6) Establish and provide enlisted battlefield promotion allocations, by enlisted grade, to each authorized ASCC on a quarterly basis until the provisions are terminated.
  - (7) Terminate, in writing, authority to continue implementation of the provisions of battlefield promotions when conditions dictate.
  - (8) Through the Commanding General (CG), U.S. Army Human Resources Command (HRC), conduct and supervise all enlisted personnel functions prescribed in this regulation.
  - (9) Through the Commandant, Adjutant General (AG) School, be responsible for branch implementation.
- b. The Chief, National Guard Bureau (CNGB) will serve as the senior Army official on all Army National Guard (ARNG) matters concerning promotions and reductions of Title 32 Soldiers.
- c. The Chief, Army Reserve, has special staff responsibility for U.S. Army Reserve (USAR) Soldiers and will monitor the USAR enlisted promotions program.
- d. The Judge Advocate General will, upon request, review DA administrative changes to verify the legality of prescribed policies and changes.
- e. The Director, Army National Guard (DARNG) has responsibility for ARNG and Army National Guard of the United States (ARNGUS) Soldiers promotion policy and will provide guidance and interpretation of chapter 7.
- f. Commanders (CDRs) of ASCCs will serve as the promotion authority for battlefield promotions (see chap 11).
  - (1) Upon receipt of written designation, establish internal controls to implement supporting procedures to accomplish the provisions of battlefield promotions until such time authority is terminated.
  - (2) Develop a means to further distribute allocations based on disbursement of Soldiers in the area of responsibility, not to exceed the total allocations established.
  - (3) Forward a by-name listing of battlefield promotions on a quarterly basis to the CG, HRC (AHRC–PDV–PE) 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) *U.S. Army Soldiers.* One copy of each approved promotion instrument will be provided to the following email address: [usarcg1epmb@usar.army.mil](mailto:usarcg1epmb@usar.army.mil) (use Battlefield Promotions-USAR as the subject line).
    - (b) *Army National Guard of the United States Soldiers.* One copy of each approved promotion instrument will be provided to the following email address: [NGB-ARH-s2@ngb.army.mil](mailto:NGB-ARH-s2@ngb.army.mil) (use Battlefield Promotions-ARNGUS as the subject line).

(5) Ensure documentation supporting promotions are permanently filed in the Soldier's Army Military Human Resource Record (AMHRR).

## 1–5. Objectives

The Army's Enlisted Promotions 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. The Army's enlisted promotion system will support a Select-Train-Educate-Promote (STEP) concept to ensure appropriate training, education, and experience is complete before promotion to noncommissioned officer (NCO) ranks in order to best prepare them to fight and win in a complex world as adaptive and agile leaders and trusted professionals.

*a. Select.* Selection for promotion to a NCO rank is based on a Soldier's potential to serve at increasing levels of responsibility, stemming from a leader's (or promotion board's) assessment of a Soldier in his or her current rank. Soldiers are eligible to appear in front of a unit promotion board based on the recommendation of their chain of command or by virtue of meeting established eligibility criteria for promotion consideration to senior NCO ranks by a DA centralized promotion board. The chain of command takes into account the Soldier's mastery of their knowledge, skills, and attributes for their current grade. The description of an NCO as a leader is based on the core roles derived from the duties, responsibilities, and authorities of the NCO Corps. Our NCOs (1) lead, (2) train and educate; (3) care for Soldiers and equipment; and (4) maintain and enforce standards. These four roles establish the foundation for NCO development and serve as measurements of success throughout an NCO's career. Leaders must continually assess how Soldiers perform in their current rank and, when successful, identify those who show the capacity and potential, with training and education, to perform at higher levels of responsibility.

*b. Train and educate.* The training and education of our NCO ranks is vital to the readiness of our Army; producing adaptive leaders who thrive in a chaotic world by providing leaders with skills and knowledge needed to fight and win in a complex security environment. NCO development is a continuous and progressive process, spanning an entire career. Development comprises training, education, and experience gained in schools, while assigned to organizations, and through the individual's own program of self-development. The NCO's career timeline provides a foundation for accumulating the necessary training, education, and experiences needed to attain competency at each grade and serves as the catalyst to consider leaders for increased responsibilities. The culmination of prescribed training and education (unit training, institutional training and education), and structured self-development (SSD), combined with experiences (over time), result in certification and/or validation that a Soldier is fully qualified in their military occupational specialty (MOS)/grade and possess the knowledge, skills, and attributes required to perform at a higher level of responsibility.

(1) *Training.* Through training, NCOs achieve the tactical and technical competence that builds confidence and adaptability. They train daily on individual, leader, and collective tasks under challenging and realistic conditions allowing them to develop the ability to exercise mature judgment and initiative under stress. Training continues in deployed units to sustain skills and adapt to changes in operational environments. Training includes directed/mandatory training, common individual and leader tasks, warrior battle drills, unit mission essential task list-based collective tasks, and MOS skills.

(2) *Education.* Consisting of SSD and the Noncommissioned Officer Education System (NCOES), and linking it with promotion, education better prepares NCOs for the complexities of today's operational environment while reinforcing the benefits of a deliberate, continuous, sequential, and progressive professional development strategy.

*c. Promote.* Once Soldiers are fully trained and educated, meet all prerequisites for promotion pin-on and are established as promotable to the next rank, they are promoted in support of satisfying Army requirements. These Soldiers display a progression of competencies and attributes in the following general learning outcomes:

- (1) The Army profession.
- (2) Professional competence.
- (3) Team building.
- (4) Adaptability.
- (5) Lifelong learning.
- (6) Comprehensive fitness.

## 1–6. Levels of work

*a.* Most promotion-related work in the field is performed at three primary levels: unit, battalion (BN), and military personnel division (MPD) on an installation or brigade (BDE) equivalent in the tactical force. This regulation focuses on these levels.

(1) The work performed at unit and BN level includes making recommendations, managing personnel information management, distributing promotion appointments, and conducting promotion ceremonies.



- (2) MPD or BDE-level work is divided among work centers and falls into two major categories.
  - (a) *Command and staff.* Command and staff includes work performed above the BN level to manage promotion-related issues within a command and to support the CDR's decision-making process. All Army command headquarters are responsible for command and staff work.
  - (b) *Personnel support.* Personnel support work is performed in the MPD or in a base operations support structure.
    - b. This regulation will typically address the following levels of work:
      - (1) *Soldiers.* Identifies the responsibilities and work associated with each task by the Soldier.
      - (2) *Unit.* Identifies the work performed at unit level associated with each task.
      - (3) *Battalion.* Identifies the work performed at BN level associated with each task.
      - (4) *Command and staff.* Work executed at the command and staff level.
- (a) BDE adjutant (S1)/AG.
- (b) Division AG.
- (c) CORP AG.
- (d) MPD - specified work centers covered by this regulation.
- (e) Promotions.
- (f) In- and out-processing.
  - 1. Enlisted records (ENRC) and Flagged records.
  - 2. Strength management.

## Section II

### Principles and Standards

#### 1-7. Principles of support

The DCS, G-1 oversees a military personnel system that—

- a. Provides a centralized promotion selection process for promotion to the ranks of sergeant first class (SFC) and above.
- b. Provides a semi-centralized promotion selection process for promotion to the ranks of sergeant (SGT) and staff sergeant (SSG).
- c. Authorizes CDRs to promote Soldiers to the ranks of specialist (SPC) and below.
- d. Retains Armywide equity during hostilities as long as the supporting systems (that is, the centralized and semi-centralized processes) are practical and affordable.
- e. Supports 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) Overseen by the DCS, G-1.
  - (3) The functional responsibility of the personnel actions work center (and its tactical counterpart).
- b. To support the semi-centralized promotion system, a human resources (HR) specialist will—
  - (1) Monitor data accuracy to ensure correct calculations of promotion points.
  - (2) Coordinate and communicate with Soldiers to ensure they update their records. Re-compute scores on request to support re-evaluations (USAR (Active Guard Reserve (AGR)) only).
  - (3) Ensure all Soldiers identified for command list integration are reviewed by CDRs before automated list integration occurs.
  - (4) Manage monthly reports and monitor for errors; acting to correct records when errors are found.
  - (5) Ensure list removal of any Soldier who fails to maintain list eligibility status.
- c. HRC (unit CDR for troop program unit (TPU), except Soldiers on initial active duty for training (IADT)) will—
  - (1) Automatically promote Soldiers to the ranks of private enlisted two (PV2), private first class (PFC), and SPC upon attainment of the required time in service (TIS) and time in grade (TIG) 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 ranks of SPC and/or corporal (CPL) or SGT who have not been promoted to SGT or SSG respectively. Removal will be effective the 1st day of the 13th month following the date the Soldier was placed on the promotion selection by-name list.
  - (3) Automatically calculate promotion points used in the semi-centralized selection process for Regular Army (RA) Soldiers based on personnel/training information formally recorded as a matter of record (per AR 600-8-104).

(4) Automatically integrate (command list integration) SPC onto the SGT recommended list and SGT onto the SSG recommended list upon attainment of specified criteria (para 3–24), unless denied by the promotion authority.

(5) Automatically bypass Soldiers for promotion pin-on when the Soldier is not otherwise fully qualified for such promotion, to include completion of the required level of NCOES.

*d.* A HR specialist will support the centralized system by ensuring eligible enlisted Soldiers are aware of, and informed of, upcoming centralized board criteria and 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, 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 ranks of PV2, PFC, and SPC. RA CDRs will promote Soldiers serving on active duty during IADT. The CG, HRC (AHRC–PDV–PE), 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 or her superiors may promote, without regard to TIG or TIS, a Soldier who is otherwise qualified in accordance with paragraph 1–10, one rank up to the rank of SGT.

*f.* The 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 rank of first lieutenant or above are authorized to promote Soldiers who do not require a waiver to the ranks 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) BN and BDE CDRs of provisional units in the rank of major or above have promotion authority to the ranks of SGT and SSG.

#### **1–10. Nonpromotable status**

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

(1) Has not completed the required NCOES course for the higher rank (see para 1–28). Completion of NCOES must be made a matter of record within HRC automation systems not later than the 8th calendar day of the promotion month to be considered fully qualified for promotion pin-on (for example, to qualify for promotion pin-on selection on the first day of September, NCOES graduation must be made a matter of record not later than the 8th day of August).

(a) Per AR 350-10, the respective schoolhouse is responsible to post actual outputs (graduation) within two working days (seven working days for ARNG and USAR schools) from the end of each class as announced in class schedules.

(b) It is ultimately the Soldier’s responsibility to ensure that the system of record is reflecting the correct Military Education Level (MEL) and Military Education Status (MES). If for some reason the MEL and MES are not updated within two weeks of graduation, the Soldier should contact HRC Military Schools Branch (AHRC-EPF-S) ([usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil)). It is imperative for Soldiers who were not fully eligible at the time their sequence number came up because they had not attended the appropriate NCOES course, to contact HRC Military Schools Branch and Sr. Enlisted Promotions Branch upon graduation to update their record. In the event a schoolhouse cannot update ATRRS because of automation issues, every effort (Schoolhouse/Solider concerned) must be made to send a copy of the Soldier’s DA Form 1059 (Service School Academic Evaluation Report) to HRC by the 8<sup>th</sup> calendar day of the month in order for HRC to input the necessary information, preventing a determination that a Soldier is not otherwise fully qualified for promotion.

(c) Soldiers promoted per the provisions of paragraphs 1–18, 1–19, 1–20, 3–5*d*, 3–5*e*, and 8–3 are not required to complete NCOES to qualify for promotion.

(2) Within 12 months following a court-martial conviction.

(3) A Soldier is ineligible to reenlist for the following reasons:

(a) Absent without leave (AWOL).

(b) Pending or has an approved administrative separation.

(c) Pending security clearance eligibility determination when it is required for the Soldier's primary military occupational specialty (PMOS). Soldiers will regain promotable status the day they receive the appropriate level of security clearance eligibility approved by the DOD Consolidated Adjudication Facility (CAF). Soldiers who lose their required security clearance eligibility as a result of a denial or revocation determination made by the DOD CAF (and fail to regain eligibility if they have exercised their right to an appeal with the Army Personnel Security Appeals Board), will be removed from the recommended list.

(d) Lack of a qualifying Army Physical Fitness Test (APFT) (not applicable to Soldiers affected by paras 1–18, 1–19, 1–20, and 1–22).

(e) Approved retirement.

(f) Field bar to continued servicement.

(g) Subject to denial of continued service by the Qualitative Management Program.

(h) Selected for denial of continued service by the Qualitative Service Program and/or Qualitative Retention Program.

(i) Has an approved declination of continued service statement (DCSS).

(j) Does not meet regulatory weight standards.

(4) A written recommendation has been sent to the promotion authority to reclassify a Soldier for inefficiency or disciplinary reasons.

(5) A Soldier fails to reenlist or extend their current enlistment to meet the service remaining requirement within 30 days (RA) and 60 days (USAR) of the announced promotion effective date. The promotion authority will remove the names from the recommended list.

(6) A Soldier was punished under the Uniform Code of Military Justice (UCMJ), Article 15, including suspended punishment. Summarized proceedings imposed according to AR 27–10 are excluded and will not result in non-promotable status. The Soldier regains promotion eligibility 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 non-promotable status, periods of forfeiture of pay will be determined as follows:

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

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

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

(7) A Soldier is denied favorable personnel actions under the provisions of AR 600–8–2.

(a) Failure to initiate DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)) does not affect the Soldier's nonpromotable status if a circumstance exists that requires imposition of a suspension of favorable personnel actions (Flag) under the provisions of AR 600–8–2.

(b) The promotion status of a Soldier residing on a centralized selection list with an imposed Flag is controlled by paragraph 1–11.

(8) When a Soldier is command-referred and enrolled in the Army Substance Abuse Program (ASAP), the Soldier becomes nonpromotable. Self-referred Soldiers are eligible for promotion while enrolled in ASAP, provided otherwise qualified in accordance with the other provisions of this paragraph. 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.

(9) A Soldier has a qualifying conviction for domestic violence under the Domestic Violence Amendment to the Gun Control Act of 1968, the Lautenberg Amendment (Title 18, United States Code, Section 922 (18 USC 922)), in accordance with AR 600–20.

(10) A Soldier failed, due to his or her own fault as determined by the CDR, to complete scheduled training associated with reclassification to a new military occupational specialty (MOS) and has been awarded additional skill identifier (ASI) 4B as determined by HRC, General Officer Command (GOCOM), major subordinate command (MSC), and/or direct reporting unit (DRU) (for USAR TPU Soldiers) or National Guard Bureau (NGB) (for ARNG Soldiers). This provision applies to Soldiers who cannot attain approved PMOS qualifications (for example, the DOD CAF has determined that the Soldier is ineligible for a security clearance, the Soldier exercised their appeal rights, and the Personnel Security Appeals

Board affirmed the DOD CAF determination). The basic combat training (BCT) and/or BDE S1 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).

(11) 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) or elected mileage. The Soldier, after removal from the recommended list, is non-promotable for 1 year.

(12) Is a Reserve Component (RC) Soldier scheduled for mandatory removal because of age, years of service, or non-selection for retention by a qualitative retention board.

*b.* Because HRC and regional support commands (RSCs) administer promotions to ranks SFC through sergeant major (SGM), colonel (COL)-level CDRs are responsible for notifying HRC (AHRC–PDV–PE), or RSCs, when Soldiers in those ranks whose names appear on a recommended list become nonpromotable. When a Soldier has been Flagged under the provisions of AR 600–8–2, COL-level CDRs must forward documentation, to include the initial DA Form 268, explaining the reason for the Flagging action. When the Flagging action is closed, COL-level CDRs must 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. This information (including locally-filed memorandum/letters) will be used to determine the Soldier’s eligibility to remain on a centralized selection list by means of the procedures in chapter 4. For all other cases, the HR specialist 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, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407, or to the RSC, and will include the Soldier’s sequence number, promotion MOS, and the date the Soldier became nonpromotable.

*c.* For nonpromotable status of ARNG Soldiers, refer also to paragraph 7–4.

#### **1–11. Suspension of favorable personnel actions for Soldiers on a Headquarters, Department of the Army centralized promotion list (promotion to sergeant first class and above)**

Soldiers who are Flagged while on a centralized selection list are not eligible for promotion selection and pin-on, regardless of their sequence number.

*a.* If the Flag is lifted with the disposition, case is closed favorably, and he or she would have been promoted while the Flag was in effect, provided otherwise qualified in accordance with paragraph 1–10 and other applicable provisions, 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,” or “Other” (as it applies to the Army Body Composition Program, the APFT, and the ASAP), the Soldier will then be eligible for promotion (pin-on) against a future requirement as determined by HQDA.

*c.* If action has been initiated to remove the Soldier from the recommended list, the Soldier will be Flagged in accordance with paragraph 1–29. The Soldier is ineligible for promotion until the Flag is lifted.

#### **1–12. Precedence of relative rank**

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

*a.* According to DOR.

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

*c.* By length of total AFS when paragraphs 1–12*a* and 1–12*b* are the same.

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

#### **1–13. Date of rank and effective date**

*a.* The DOR for promotion to a higher rank 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 rank to which reduced for inefficiency, voluntary reduction, or failure to complete a school course is the same as the previously held rank.

*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 ranks of PV2 through SPC: a DA Form 4187 (Personnel Action) 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 and direct the Soldier's promotion, indicating the correct effective date. DA Form 4187 will be filed in the Soldier's AMHRR.

(2) The ranks 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 CDR or designated representative. Once the promotion authority approves the request, he or she will indicate the approval on a DA Form 4187 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 or the memorandum. DA Form 4187 or memorandum and promotion instrument will be filed in the AMHRR.

(3) The ranks of SFC through SGM: an annotation will be entered in the DA-controlled sequence roster, explaining the specific reason for the delay. The CG, HRC (AHRC-PDV-PE) or CDR, RSC 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 back pay entitlements. Your next leave and earnings statement will reflect such payment. If you are due back pay in excess of 12 months, upon receipt of your leave and earnings statement that reflects back pay, 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 1-4, rule number 12, 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 computations, re-evaluations, or administrative adjustments (applies to USAR).

*h.* Soldiers returning to an active status from the inactive National Guard (ING) will not have their DOR adjusted.

*i.* RC Soldiers reduced voluntarily per chapter 10 will receive an adjusted DOR when promoted again to their former rank.

*j.* DOR for Soldiers restored to higher rank 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, for qualification training.

*k.* 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 (REFRAD) plus all previous time served in the same or a higher enlisted grade.

*l.* For Soldiers who were former officers who enlist or reenlist in a grade determined per the ARNG accession options 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 cadet grades (E5/E6) for officers and warrant officer candidates or the time served in these statuses (applies to ARNG) are not used.

*m.* When circumstances exist that requires the Army to promote off two selection lists (of the same grade) concurrently, Soldiers promoted off an older list, following promotions off a newer list, will have a DOR and effective date on the date the actual promotion occurs. The DOR and effective date will not be backdated.

#### **1-14. Computing time in grade and service**

Compute TIG and TIS in accordance with applicable regulations. Basic active service date (BASD) is used to determine TIS for RA Soldiers; PEBD is used for USAR and ARNG, regardless of RC duty status (traditional, military technician (MT), or AGR).

#### **1-15. Security clearance requirements**

The following security clearance requirements are a prerequisite for promotion:

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

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

*c.* See National Guard Regulation (NGR) 600–200, for further information on security requirements for conditional award of MOS and conditional promotions for ARNG.

*d.* Soldiers who have been promoted and no longer meet the above requirements will not be reduced solely for that reason.

#### **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 for all grades. 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 as follows:

- (1) CG, HRC (AHRC–PDV–PE) for all active duty and for USAR (AGR/IRR/IMA) Soldiers.
- (2) CG, appropriate RSC, for all USAR TPU Soldiers.
- (3) CNGB for all ARNG Soldiers.

(4) In all cases, promotions revoked because of voluntary actions such as a retirement or declination will not result in de facto status. All requests for de facto status on a Soldier erroneously promoted to the ranks of SFC, MSG, and SGM must be reviewed by the Soldier’s servicing Staff Judge Advocate’s office prior to being submitted for final decision to the determining authority as listed immediately above.

#### **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 done 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 rank.

*d.* Criteria for qualification and selection in career progression military occupational specialty (CPMOS) apply. However, Soldiers will be evaluated and may be selected for promotion in the 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 enlisted one (PV1) and PV2 to PFC on the 1st 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 CG (HRC, CDRs RSC, and/or Army Reserve GOCOMs), or DARNG (further delegated to the AG). The CG, HRC maintains oversight responsibility for all Soldiers determined to meet the criteria of paragraph a.

*c.* The TIS and TIG 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 rank of SSG upon attaining TIS and TIG eligibility for each rank (without waiver). The NCOES requirements of paragraph

1–28 are waived for Soldiers declared missing. 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 first sergeant (1SG)/MSG) who meet established TIS and TIG eligibility criteria for consideration by a promotion board will be included in the zone of eligibility for that board for RA and USAR Soldiers. The NCOES requirements of paragraph 1–28 are waived for Soldiers declared missing. 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 or SSG and Soldiers eligible for promotion up to SPC (recommended by their local CDR) will be promoted to the recommended rank by the local medical facility CDR (RA and USAR), AG (ARNG), or DARNG for Title 10 ARNG AGR.

*b.* Soldiers in the ranks of SSG, SFC, or MSG who have been selected for promotion by a promotion selection board will be promoted by HRC or an RSC and/or 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 Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407, the AG headquarters for ARNG, or RSC and/or USAR GOCOM or DARNG 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 except for Soldiers serving under a Flag who are nonpromotable, per paragraph 1–10. The NCOES requirements of paragraph 1–28 are waived for Soldiers identified terminally ill.

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

### **1–20. Promotion of Soldiers in the Disability Evaluation System**

*a.* Soldiers in the Disability Evaluation System (DES) process who are pending a medical fitness determination (referral to a medical evaluation board under AR 40–400, or physical evaluation board under AR 635–40) remain otherwise eligible for promotion consideration, selection, and pin-on. The issuance of a permanent profile of “3” or “4” alone will not be used as the sole basis for determining PMOS disqualification. No RC Soldier who is in the DES process will lose his or her promotable status solely because a promotion list expires prior to a vacancy for promotion becoming available.

*b.* Soldiers conditionally promoted to SGM but are unable to meet the condition of their promotion as a result in a finding of unfit by the DES process or State surgeon for Title 32 ARNG personnel per AR 40–501 will not be subject to administrative reduction (provided otherwise qualified to retain promotable status in accordance with this regulation).

*c.* While in the DES, Soldiers will not be required to maintain their APFT or weapons qualification for the purpose of promotion eligibility or pin-on. For semi-centralized promotion consideration, selection, and pin-on, Soldiers within the DES who are unable to perform an APFT or qualify with a weapon will use their last score until they are medically cleared to take the APFT or qualify with a weapon. Soldiers within the DES due to combat-related operations who failed to qualify with a weapon or failed their last APFT will be granted the minimum qualifying score.

*d.* While in the DES, Soldiers are not required to meet prescribed service remaining requirements for promotion as provided for in this regulation.

*e.* Per the provisions of 10 USC 1372, Soldiers on a promotion list who are retired for physical disability (10 USC 1201 or 1204) or who are placed on the temporary disability retired list (TDRL) (10 USC 1202 or 1205) at the time of retirement for disability will be retired for disability at the promotion list grade. The Soldier will be promoted effective the day before placement on the retired list or TDRL regardless of cutoff scores, sequence numbers, or position availability. In all cases, the Soldier must otherwise be eligible for promotion in accordance with paragraph 1–10 (the NCOES requirements in paragraph 1–28 are waived). Forward a copy of RA promotion/retirement orders 10 days prior to the effective date of promotion to the following email address, [usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil) for inclusion into the total Army personnel data base (TAPDB).

*f.* 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 effective on the Soldier's separation date. The NCOES requirements in paragraph 1–28 are waived. For RC Soldiers, such promotions will occur without regard to vacancy. Forward a copy of RA promotion/separation orders 10 days prior to the effective date of promotion to the following email address, usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil for inclusion into TAPDB.

g. The guidance at paragraphs 1–20e and f also pertains to all Soldiers who have reached the TIS requirements for the next level of automatic promotion (PV2 to SPC).

h. Soldiers determined unfit by the DES but approved for continuation on active duty or continuation on active reserve under the provisions of AR 635–40, may be recommended for promotion consideration, selection, and pin-on provided they are otherwise qualified and meet established eligibility criteria.

i. Soldiers pending medical retention decision or medical separation will not be removed from a promotion list until promoted or until after being determined fit for duty and afforded 180 days to retain promotion eligibility, provided they are otherwise qualified and eligible with this regulation.

### **1–21. Soldiers returning for duty from the temporary disability retired list**

Soldiers returning to active or Reserve duty from the TDRL are subject to a grade determination as follows (applies only to Soldiers who return to active or Reserve duty on or before the date specified on the orders terminating TDRL status):

a. *Temporary disability retired list Soldiers promoted consistent with 10 USC 1372.* For Soldiers previously promoted in conjunction with placement on the TDRL, a determination will be made as to whether the Soldier would have been promoted had the Soldier not been placed on the TDRL.

(1) When a determination is made that promotion would have otherwise been attained during the period a Soldier resided on the TDRL, the Soldier's DOR will be adjusted to reflect the date the Soldier should have been promoted, had they not been placed on the TDRL. This will not result in a change to the effective date of promotion.

(2) When a determination is made that promotion would not have otherwise been attained, the Soldier will be reduced to the former rank and re-integrated onto the appropriate recommended list with de facto status granted. The Soldier's DOR will revert back to the original DOR.

(3) Soldiers returning to duty in ranks PV1 through PFC who meet the TIG and service requirements will be promoted as soon as possible to the highest rank otherwise eligible, but no later than 30 days after return to active or Reserve duty. In these cases, the effective date and DOR will be the date the Soldier returns to active or Reserve duty from the TDRL.

(4) The following will be used to establish grade determination for Soldiers previously promoted in conjunction with placement on the TDRL:

(a) *Regular Army and U.S. Army Reserve (Active Guard Reserve).*

1. For promotion to SGT and/or SSG, a review of past promotion point cutoff scores will be used to determine if the Soldier would have otherwise been promoted.

2. For promotion to SFC and above, a review of the published sequence numbers will be used to determine if the Soldier would have otherwise been promoted.

3. Determination will be accomplished by CG, HRC (AHRC–PDV–PE) for all active duty and for all USAR (AGR) Soldiers.

(b) *U.S. Army Reserve individual mobilization augmentee and Individual Ready Reserve.*

1. For promotion to SGT and/or SSG, a review of the Soldier's promotion eligibility criteria will be used to determine if the Soldier remains fully qualified and would have otherwise been promoted.

2. For promotion to SFC and above, a review of the Soldier's promotion eligibility criteria and IMA Program vacancies (when required) will be used to determine if the Soldier would have otherwise been promoted.

3. Determination will be accomplished by CG, HRC (AHRC–PDV–PE) for all IMA and IRR Soldiers.

(c) *U.S. Army Reserve troop program unit.*

1. For promotion to SGT and/or SSG, a review of past promotion point scores and regional vacancies will be used to determine if the Soldier would have otherwise been promoted.

2. For promotion to SFC and above, a review of the published sequence numbers and regional vacancies will be used to determine if the Soldier would have otherwise been promoted.

3. Determination will be accomplished by the appropriate RSC CG, for all USAR TPU Soldiers.

(d) *Army National Guard and/or Army National Guard of the United States.*

1. For promotion to SGT and/or SSG, a review of past promotion point selection objectives and State vacancies will be used to determine if the Soldier would have otherwise been promoted.

2. For promotion to SFC and above, a review of the published sequence numbers and State vacancies will be used to determine if the Soldier would have otherwise been promoted.

3. Determination will be accomplished by the respective AG for ARNG or CNGB for ARNGUS.



*b. Temporary disability retired list Soldiers not promoted consistent with 10 USC 1373.* For Soldiers who were not promoted in conjunction with placement on the TDRL and are returning to active and/or Reserve duty, the following provisions apply:

(1) Eligible Soldiers (PV1 through PFC) meeting the TIG and service requirements (without waiver) will be promoted as soon as possible. Promotion will be within 30 days after return to active and/or Reserve duty. Effective date and DOR will be the date of current entry on active and/or Reserve duty.

(2) For Soldiers returning in the rank of SPC and/or SGT, the promotion authority will convene a selection board to consider them (provided otherwise eligible) for recommendation to SGT and/or SSG 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, the Soldier will be added to the recommended list. ARNG units are authorized to conduct supplemental SGT and/or SSG boards for integration onto the promotion list.

(3) Soldiers in the rank of SSG through MSG will be referred to a standby advisory board (STAB) for consideration upon return to active or Reserve duty from the TDRL and would have otherwise been considered for promotion based on established zones of consideration for promotion while on the TDRL. The Soldier will be promoted to the higher rank if selected, as if they had not been placed on the TDRL. 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 rank before TDRL.

(a) If the promotion is not declined, Soldiers being promoted to SFC through SGM incur a 3-year service obligation effective the date of promotion.

(b) CDRs will advise the CG, HRC (AHRC-PDV-PE), CDR, RSC, or CNGB for Title 10 AGR or AG for ARNG of Soldiers who meet the criteria for a STAB.

## **1-22. Posthumous promotion**

a. 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 per AR 638-8. Posthumous promotions will be accomplished by the CG, HRC or CDR, RSC/USAR GOCOM, who will issue DA Form 3168 (Posthumous Promotion (Enlisted)) in the name of the Soldier.

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 ranks of SGT and SSG require the Soldier to be integrated onto the promotion recommended list (The process of recommending Soldiers by the local promotion board equates to being integrated onto the promotion list.); for ranks SFC, MSG, and SGM, by a Headquarters, Department of the Army (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. ARNG Soldiers selected from an approved promotion list assigned against a higher grade position are authorized posthumous promotions. 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. The effective date and DOR for posthumous promotions will be the date of death.

d. Soldiers serving under a Flag at the time of death are nonpromotable, per paragraph 1-10. The NCOES provisions of paragraph 1-28 are waived in cases of posthumous promotion.

e. CDRs or other members of the Soldier's unit are not authorized to inform/advise surviving Family members of any information regarding posthumous promotion; defer all requests for information to the casualty assistance officer for proper determination/notification.

f. 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 638-8 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 ranks of SGT and SSG, the date the Soldier was integrated onto the recommended list will be shown.

(4) For lateral appointment to CPL, the date the lateral appointment action was initiated will be shown. Documents for such appointment include, but are not limited to, the AAA-117 (Enlisted Advancement Report) for Soldiers qualified for promotion and the first-line leader's monthly counseling record.

(5) For promotion to the ranks of PV2 through SPC, the date the Soldier was recommended for promotion will be shown. Documents for recommendation include, but are not limited to, the AAA-117 for Soldiers qualified for promotion and the first-line leader's monthly counseling record.

g. An ARNGUS Soldier who is not in a reportable status may be considered for posthumous promotion by the AG.

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

(2) The Soldier must meet eligibility criteria as outlined in paragraph 1-22b.

(3) Any Soldier so authorized and approved for a State posthumous promotion will be promoted utilizing a DA Form 4187 issued by the MPMO.

*Note.* States will not issue promotion orders (Format 301 or 302).

(4) State posthumous promotions issued under this authority only recognize the Soldier at the higher rank within the State in which they were a member of the ARNG.

(5) A State posthumous promotion does not authorize any Federal military awards or the annotation of a head stone in a Federal cemetery at the higher rank.

(6) No Soldier is entitled to additional financial benefits (that is, additional pay and allowances) based on posthumous promotion.

(7) Other provisions of this regulation are waived to permit these promotions.

### **1-23. Consideration of proposals for posthumous and honorary promotions and appointments under provision of 10 USC 1563**

a. The Army will endorse posthumous and honorary promotions and appointments under 10 USC 1563 where the candidate exhibits character and exemplary conduct, performed duties and responsibilities commensurate with those of the rank under consideration, and made significant contributions to national defense. All recommendations are subject to approval personally by the SECARMY. The potential honoree need not be deceased, but will not otherwise be eligible for promotion under existing Army promotion systems.

b. The Assistant Secretary of the Army (Manpower and Reserve Affairs) oversees an advisory group to consider requests from Congress for posthumous and honorary promotions and appointments under 10 USC 1563 and submits a recommendation to the SECARMY. When considering the request, the advisory group will consider the promotion and/or appointment system objectives listed below as general guidance. This ensures that a positive recommendation for an honorary rank does not compromise the promotion system, and will convey the same significance to the honoree as it does to former and current Soldiers. The promotion objectives include:

(1) An equitable process for the advancement of the best qualified Soldiers to the higher ranks.

(2) The promotion of Soldiers based on the whole person concept and the potential to serve in the next higher rank.

c. For each potential honoree, the advisory group will specifically consider:

(1) Performance while serving in uniform, to include the results of any promotion selection boards that already considered the individual for promotion.

(2) The duties and responsibilities of the positions the individual held during his or her military career, especially if the individual held positions typically filled by Soldiers of the higher rank.

(3) Civilian service, but only to the extent that such service directly and substantially benefitted the United States military and national security.

(4) The moral and professional qualifications of the individual, to include whether the potential honoree meets the requirement of exemplary conduct detailed under 10 USC 3583.

(5) Whether the individual's combined military and civilian service and significant contributions to national defense over a lifetime of service present extraordinary circumstances that justify approving a posthumous or honorary promotion/appointment outside the centralized promotion system.

(6) The degree of consistency with past decisions.

(7) The potential impact of a decision, as precedent, for future requests of like circumstance or degree.

### **1-24. 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 document for rank, 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 BN HR activity for signature by the SGT and/or 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 activity.

#### **1–25. 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 HR specialist not later than 30 days (60 days for TPU) after the effective date of promotion.

*c.* 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 HR specialist will send the Soldier's declination memorandum to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407, or CDR, RSC and/or USAR GOCOM no later than 10 duty days after receipt. For Soldiers on a semi-centralized promotion list, the promotion authority will forward the documentation to the HR specialist.

*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 and all associated training requirements.

*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 semi-centralized 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 paragraph 5–9 for TPU Soldiers.

*j.* Refer to paragraph 7–42 for ARNG Soldiers.

#### **1–26. Electronic military personnel office and/or 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.

#### **1–27. Counseling of Soldiers not recommended for promotion**

*a.* First-line leaders will formally counsel Soldiers, in writing, who are eligible for promotion to PV2 through SSG without a waiver (fully qualified) but not recommended for promotion. 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 the Soldier can do to correct deficiencies or qualities that reflect a lack of promotion potential.

*b.* There are no requirements to counsel Soldiers who are not selected for promotion to SFC through SGM.

*c.* CDRs and first-line leaders must comply with all counseling requirements (paras 3–13*b* and 3–23*f*) for Soldiers eligible for promotion consideration to SGT and/or SSG.

*d.* See paragraph 7–33 for denying ARNG Soldiers consideration.

#### **1–28. Noncommissioned Officer Education System requirement for promotion and conditional promotion**

Development of our NCO Corps is an essential element of our institutional success. The policies set forth in this regulation support the accumulation of training, education, and experiences while encouraging lifelong learning in an effort to develop NCO leader competencies. The intent is to achieve a synchronized relationship between NCOES and promotions that is deliberate, continuous, sequential, and progressive in order to produce competent, confident, and versatile leaders for a 21st Century Army.

*a.* Except for promotions completed under the provisions of paragraphs 1–18, 1–19, 1–20, 1–22, 3–5*a*(2), and 8–3, Soldiers (all components) must complete the following professional military education (PME) courses as follows:

- (1) Completion of SSD 1 is an eligibility requirement for recommendation to SGT.
  - (2) Graduation of the Basic Leader Course (BLC) is a promotion requirement to SGT. Soldiers promoted per the provisions of paragraphs 3–5*d* and 3–5*e* are not required to complete NCOES in order to otherwise qualify for promotion pin-on.
  - (3) Completion of SSD 2 is an eligibility requirement for recommendation to SSG.
  - (4) Graduation of the Advanced Leaders Course (ALC) is a promotion requirement to SSG.
  - (5) Completion of SSD 3 is an eligibility requirement for promotion consideration to SFC.
  - (6) Graduation of the Senior Leaders Course (SLC) is a promotion requirement to SFC.
  - (7) Completion of SSD 4 is an eligibility requirement for promotion consideration to MSG.
  - (8) Graduation of the U.S. Army Sergeants Major Course (USASMC) is a promotion requirement to SGM for RA and USAR (AGR) Soldiers (see para 1–28*c*).
- b.* The DCS, G–1 may announce Armywide suspension to the PME requirements outlined in this paragraph when circumstances (such as operational environment, funding and training capacity) warrant.
  - c.* Conditional promotion to SGM.
    - (1) Soldiers selected for promotion to SGM who are not graduates of the USASMC will be conditionally promoted; provided they are making satisfactory progress in the nonresident course (as determined by the Commandant, U.S. Army Sergeants Major Academy (USASMA)).
    - (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 Sergeants Major Course (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 or her scheduled NCOES class (through fault of the Soldier), then the Soldier will be administratively reduced.”
  - d.* There are no military education waivers to attain eligibility for promotion consideration or pin-on.
  - e.* Completion of BLC is a promotion pin-on requirement for Soldiers who are promoted to SGT and ALC is a requirement for promotion to SSG as a result of an approved battlefield promotion. For Soldiers who are not BLC or ALC graduates (as appropriate), the battlefield promotion is conditional. Soldiers must complete BLC or ALC within 270 days from redeployment (RA) or REFRAD (RC), as applicable, or the Soldier will be reduced to their former rank.
  - f.* Completion of the appropriate level of SSD and NCOES is a promotion pin-on requirement for U.S. Army Recruiting Command (USAREC) merit promotions.

### **1–29. Suspension of favorable personnel action**

A Flag will be initiated on Soldiers not in good standing as prescribed in AR 600–8–2. Field CDRs are responsible for initiating a Flag for command initiated removals from an HQDA list. HRC (AHRC–PDV–PE) 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 or chapter 7 for ARNG.

### **1–30. Pay inquiries**

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

### **1–31. Active duty for operational support**

- a.* Soldiers who enter on active duty for operational support (ADOS) from USAR TPUs will be considered for promotion under the provisions of chapter 3 or 5 as applicable. CDR, RSC is the promotion and orders-issuing authority for TPU Soldiers on ADOS until they are REFRAD.
- b.* Soldiers who enter on ADOS from the IRR and IMA program will be considered for promotion under the provisions of chapter 6. The CG, HRC is the promotion 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. The States remain the promotion and orders-issuing authority for all ARNG Soldiers.
- d.* When a position vacancy is otherwise required for promotion, USAR Soldiers on an ADOS tour must be selected for promotion against a valid position vacancy in the promotable rank prior to promotion. Soldiers on an ADOS tour must

REFRAD within 90 days to accept the promotion predicated on a TPU vacancy. The gaining TPU CDR may waive this requirement.

*e.* Soldiers serving on ADOS will remain on the promotion list of the promotion authority which recommended them, unless promoted, the list expires, or the Soldier (USAR only) declines to REFRAD and accept a promotion and reassignment to a unit position that is within a reasonable commuting distance (as defined in AR 140–10) or elected mileage, at which time they will be administratively removed.

### **1–32. 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. Additional skill identifier.* In accordance with provisions of AR 614–200 and NGR 600–200 for ARNG, 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, and/or DRU (for USAR TPU Soldiers) or AG/DARNG (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 promotion ineligibility code H (program manager screen in Enlisted Distribution and Assignment System) as long as ASI 4B is associated with the MOS. Units will remove the ASI and corresponding promotion ineligibility 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 or AG/DARNG will award either ASI Y2 or Y3 as dictated by the approved MOS classification structure 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) Semi-centralized promotion eligibility and reclassification.

*(a)* All RA and USAR (AGR) Soldiers reclassified prior to the 8th day of the month while in a promotable status to SGT or SSG will compete against the promotion point cutoff score of the new MOS effective the month reclassification is completed. Soldiers reclassified after the 8th day of the month while in a promotable status to SGT or SSG will compete against the promotion point cutoff score effective the 1st day of the 2nd month following reclassification.

*(b)* All USAR Soldiers reclassified while in a promotable status to SGT or SSG 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) Centralized promotion eligibility and reclassification. 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 1st day of the 2nd 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 and NGR 600–200 for ARNG), these Soldiers will be awarded a new PMOS with ASI 4B, by HRC, GOCOM, MSC, DRU (for USAR TPU Soldiers) or AG/DARNG (for ARNG Soldiers). The ASI will be withdrawn upon completion of training.

(2) Units will submit promotion ineligibility code H (program manager screen in Enlisted Distribution and Assignment System) which will be retained in the system as long as ASI 4B is associated with the MOS. The promotion ineligibility 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 (MOS Administrative Retention Review).* 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 AG/DARNG (for ARNG Soldiers). The ASI will be withdrawn upon completion of training.

(a) Soldiers will be promoted conditionally and will have 1 year to complete the required training for their new PMOS (24 months for ARNG). 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 recompute to regain promotable status. De facto status will not be granted."

(b) HRC, GOCOM, MSC, DRU (for USAR TPU Soldiers) or AG/DARNG (for ARNG Soldiers) will take action to verify that Soldiers that are promoted conditionally have completed the required training in the new PMOS within 1 year (24 months for ARNG Soldiers). If the Soldier does not attend or successfully complete the required PMOS training as scheduled, the Soldier will be administratively reduced and must be reconsidered to become promotable. HRC, GOCOM, MSC, DRU (for USAR TPU Soldiers) or AG/DARNG (for ARNG Soldiers) will take action to administratively reduce the Soldier.

(c) Soldiers conditionally promoted that are subsequently referred into the DES 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) for Title 10 and CNGB for Title 32 Soldiers.

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

(2) *Military occupational specialty deleted from the force structure or Department of the Army-directed.* Soldiers reclassified as a result of an approved MOS classification structure 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 AG/DARNG (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, and/or DRU (for USAR TPU Soldiers) or AG/DARNG (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 BDE and/or BDE S1 HR specialist 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. The MPD will track the status for non-Personnel Services Delivery Redesign units.

*e. Award of a new military occupational specialty.* Once a Soldier has been awarded a new MOS through reclassification that Soldier can no longer compete for promotion in their former MOS.

### **1-33. Physical profiles resulting from combat-related operations**

The following provisions supplement existing semi-centralized policies for all Soldiers. These provisions apply to Soldiers with physical profiles resulting from combat-related operations as defined in DODI 1332.18. 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 minimal qualifying score.

*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. RA and USAR 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. See chapter 7 for ARNG Soldiers.

*d.* See paragraph 1–20 for Soldiers pending a medical retention decision.

#### **1–34. Special military occupational specialty alignment promotion**

This program applies to Soldiers with an approved reenlistment and/or reclassification into an MOS designated by HRC (for RA and USAR AGR Soldiers), the DARNG (for ARNG Soldiers), and the Chief, Army Reserve (for USAR TPU Soldiers). For special MOS alignment promotion to meet Army readiness, Soldiers will be promoted effective on the graduation date from the MOS-qualifying school, which occurs after all training phases are completed and the MOS is awarded, provided they are otherwise eligible in accordance with paragraph 1–10 (including required PME). When Soldiers complete the MOS-qualifying training without having first met the PME requirements for promotion as provided for in paragraph 1–28, the promotion will be the effective date the PME requirement is met. Soldiers who fail to complete training as scheduled become disqualified for award of the new MOS and are no longer eligible for promotion under this paragraph. For RA and USAR AGR Soldiers, forward a copy of the special military occupational specialty alignment promotion memorandum, MOS orders, and promotion orders to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) for inclusion into TAPDB.

## **Chapter 2**

### **Decentralized Promotions**

#### **Section I**

#### **Managing Decentralized Promotions**

##### **2–1. Overview**

This chapter governs the decentralized promotion system for promotions to SPC and below for all RA, USAR, and ARNG/ARNGUS (refer to chap 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 for promotion 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 for RA Soldiers. PEBD will be used to determine TIS for RC Soldiers. For USAR (TPU) compute TIS from date of original enlistment into military service, but do not include service in the Delayed Entry Program (DEP) for Soldiers who have transferred from the RA with no break in military service. Soldiers promoted after enlistment, but prior to initial military training, will use the BASD (RA) or PEBD (RC) to compute the TIS requirements for the next promotion.
- 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 HR specialist will conduct a monthly audit of 10 percent of RA 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 HR specialist will provide immediate training to promotion authorities who misapply waiver rules. The HR specialist 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 ARNG accession options criteria.

## Section II

### Processing Enlisted Promotions to Private E-2, Private First Class, and Specialist

#### 2-3. Rules

*a.* The AAA-117 for the RA, the Enlisted Promotion Application for the USAR, and DA Form 4187 or promotion orders for the ARNG 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 in accordance with paragraph 1-10.

*b.* Promotions to PV2, PFC, and SPC will be made automatically by the eMILPO (RA) and the Regional Level Application Software (RLAS) (USAR) or immediately with promotion orders (ARNG) for posting to the automated personnel file and/or the master military pay file. ARNG and USAR Soldiers on IADT will not be promoted to SPC unless concurrence is obtained from the Soldier's RC unit. DA Form 4187 or promotion orders will be used for all USAR Soldiers and all ARNGUS Soldiers awaiting initial military training (special promotions and split training option-phase II) and all promotions for Soldiers in a Title 10 status (including mobilization). DA Form 4187 will not be used for other automatic promotions. ARNG Soldiers are not required to be MOS qualified for promotion through SPC.

*c.* Eligibility criteria for automatic (RA and USAR) or immediate (ARNG) promotion to PV2, PFC, and SPC will be as follows:

- (1) Promotion to PV2 is 6 months TIS.
- (2) Promotion to PFC is 12 months TIS and 4 months TIG.
- (3) Promotion to SPC is 24 months TIS and 6 months TIG.
- (4) Soldiers must meet eligibility criteria in paragraph 1-10.
- (5) Any Soldier previously reduced (for misconduct, inefficiency, or cause) must be fully qualified (without a waiver) for promotion to the next higher rank.

*d.* If a CDR elects not to recommend a Soldier for promotion on the automatic promotion date, the CDR must annotate "NO" on the AAA-117 (RA) or GRA-PO1 (Advancement Eligibility Status Roster) (USAR), then the CDR (or BN HR) must prepare a DA Form 4187 denying the promotion. A DA Form 268 will be submitted no later than the 20th day of the month preceding the month of automatic promotion. The first-line leader must counsel the Soldier, using DA Form 4856 (Developmental Counseling Form). The DA Form 4187 and the DA Form 4856 must be attached to the enlisted advancement report before it is forwarded to the BN S1 HR specialist. The BN S1 HR specialist must submit a Flag transaction in the personnel system to block the promotion as described below.

*e.* The DA Form 268 denying the promotion will be used by the BN HR to initiate a Flag transaction by using code PA as the initial and reason code and inputting the transaction into the automated system. This will stop an automatic promotion (per para 7-40, ARNG Soldiers will be considered for promotion but will not be eligible or available for selection). The Flag must be closed using Flag code PE no later than the 2nd working day following the date the Soldier would have been automatically promoted. ARNG Soldiers will then be available and eligible to be promoted if a vacancy is available.

*f.* CDRs must authenticate a promotion instrument (DA Form 4187) to promote Soldiers who were otherwise ineligible (for example, Flagged or barred from reenlistment) at the required time for automatic promotion. This promotion requires a grade change (GRCH) transaction. The effective date and DOR will correlate with the date the promotion instrument is signed by the CDR. The promotion instrument will be filed in the AMHRR.

*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 (RA and USAR only).

(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 will be used.

(3) A HR 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 ACASP and Stripes for Education Program and comparable ARNG programs in the accession options criteria for initial military training 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 TIG waiver ceilings provided otherwise qualified in accordance with paragraph 1-10.

(3) Training promotions may be made as follows:

*(a)* Upon completion of BCT or the BCT portion of one station unit training, CDRs may promote up to 10 percent of each company's assigned PV1s to PV2 and PV2s to PFC without regard to the TIS and TIG requirements.



(b) Upon completion of advanced individual training or the MOS producing phase of one station unit training, CDRs may promote up to 10 percent of each company's assigned PV1s to PV2 and PV2s to PFC without regard to the TIS and TIG requirements.

(4) Waivers for TIS and TIG:

(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 TIG.

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

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

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 HR specialist 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) All DA Form 4187s pertaining to promotion will be uploaded to iPERMS for filing in the AMHRR per AR 600–8–104.

(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 AMHRR.

## 2–4. Steps

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

Step	Work center	Required action
1	BN HR	Generate the AAA–117 on the 2nd to 5th working day of the month prior to the promotion month, make the necessary corrections, and then forward to the promotion authority within 1 working day.
2	BN HR	Screen unit advancement report for additions, deletions, grade discrepancies or blank data. Coordinate with HR specialist to obtain missing data. Annotate report.
3	ENRC	Upon request, provide information on DOR to BN HR and submit DOR transaction.
4	Unit	Upon request, provide information on BASD (PEBD for USAR and ARNG) 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.
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 AAA–117 YES for select or NO for denial of promotion. Prepare DA Form 4187 for those promoted with waiver, or promoted after the automatic promotion date. Prepare DA Form 268 for those denied promotion on automatic promotion date. For ARNG Soldiers a promotion instrument must be produced and only when there is a vacancy.
9	BN HR	Receive AAA–117, DA Form 4187, and DA Form 268 back from the CDR with selection denials for promotion to PV2, PFC, and SPC.
10	BN HR	Prepare each DA Form 4187 in accordance with this regulation, for BN HR signature to execute promotions to PV2, PFC, and SPC when not completed by unit CDR. Prepare SPC certificates for the BN CDR's signature.
11	BN HR	Sign each DA Form 4187 (RA and USAR) or publishes promotion orders (ARNG).
12	BN HR	Input appropriate automated system transactions for Soldiers denied automatic promotion not later than the 19th of the month prior to the month of automatic promotion. Monitor all transactions.
13	BN HR	Send promotion certificates to the BN CDR for signature.
14	Unit	Receive DA Form 4187 and promotion certificates (RA and USAR) or promotion orders (ARNG).
15	Unit	Conduct 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 promotion instrument in BN HR functional promotion files.

**Table 2-1**  
**Promoting enlisted Soldiers to private 2, private first class, and specialist—Continued**

Step	Work center	Required action
18	ENRC	Post enlisted record brief (ERB)/DA Form 2-1 (Personnel Qualification Record) and file the promotion instrument.

### Section III

#### Computing Waiver Allocations

##### 2-5. Rules (specialist and below)

*a.* Waiver limitations established in this section apply to the RA only. There are no waiver limitations in determining waiver allocations for the USAR or ARNG/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 rank discrepancies and obtain blank and/or 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 1st 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 BN level.

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

(2) The BN 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 and/or detachments and separate companies and/or detachments who are supported by a BN will participate in the BN roll-up. Separate companies that act as a parent unit and do not report to a BN level unit will compute their waiver allocations separately.

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

(5) Battalion CDRs and/or separate companies and/or detachments with fewer than 10 current SPC and/or 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 a SPC and/or 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.* Joint manning document CDRs may promote, with waiver, individual augmentees assigned directly from the training base, consistent with the TIG and TIS requirements, as outlined in paragraph 2-3h(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 BN CDRs may promote, with waiver, Soldiers advancing to the rank of SPC who are assigned to that unit as a patient. Waivers for TIS and TIG 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 paragraph (1) do not allow promotions, one Soldier may be promoted monthly with waiver to SPC.

## 2-6. Steps (Regular Army only)

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

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 2-5h.			
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

### Correcting Erroneous Promotions (specialist and below)

#### 2-7. Rules

a. Promotion authorities may revoke an erroneous promotion and make a determination of de facto status (see para 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 or an amendment will be initiated to adjust DOR.

#### 2-8. Steps

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

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. An amendment, or orders format 705, may be required for ARNG promotions.
6	BN HR	Submit GRCH transaction. Monitor automated system transactions (not applicable to ARNG Soldiers).
7	BN HR	Update BN HR file.
8	BN HR	Forward the new promotion instrument to the ENRC work center and finance by UTM.
9	HR specialist	Receive the new promotion instrument from BN HR.
10	ENRC	File the new promotion instrument.

## Chapter 3 Semi-centralized Promotions (Sergeant and Staff Sergeant)

### Section I

#### Managing Semi-centralized Promotions

##### 3–1. Promotion system

*a.* This chapter governs the SGT and SSG promotion system for the RA and USAR AGR, TPU, Army Reserve Element (ARE), and multi-component units. Except as otherwise specified, stated policies apply to Soldiers of both RA and USAR. Refer to chapter 7 for ARNG.

*b.* Field grade CDRs of any unit authorized a CDR in the rank of LTC or higher:

(1) Serve as the promotion authority to the rank of SGT and SSG for Soldiers assigned to units attached (see para 1–9*d*) or assigned to their command. For USAR (TPU, ARE, multi-component commands or units), Soldiers in units attached to their command will be promoted only after coordination with the parent unit for determination of a unit vacancy.

(2) Are the selection authority for TPUs, AREs, and/or multi-component units located within their command's area of operations, provided the promotion authority grants selection authority; otherwise the selection authority is retained by the Soldier's assigned command.

*c.* Concept.

(1) Unit CDRs will consider all Soldiers (SPC, CPL, and SGT) meeting the basic eligibility requirements (tables 3–1 and 3–2) for promotion recommendation on a monthly (RA and USAR AGR) or quarterly (USAR TPU, ARE, or multi-component units) basis. Soldiers who are competent in their current rank who show potential to serve at positions of increased responsibility will be recommended for promotion to the next higher rank (see para 1–1). This step is a critical element of ensuring the Army develops NCO leaders within the framework of leader development doctrine in order to man future formations.

(2) Promotion boards will review the unit CDR's recommendation and validate a Soldier's recommendation with a yes or no vote to the promotion authority, recommending whether a Soldier should be integrated onto the promotion recommended list.

*(a)* For RA and USAR AGR: Soldiers personally appear before a promotion board.

*(b)* For USAR (TPUs, AREs, or multi-component): Soldiers will not personally appear before the promotion board.

(3) The final decision to integrate a Soldier onto the promotion recommended list rests with the promotion authority.

(4) Once integrated onto a promotion recommended list, Soldiers compete for promotion based on the accumulation of promotion points. The criteria established in this chapter serves as the basis to calculate promotion points.

(5) The selection of Soldiers for promotion, once integrated onto the promotion recommended list, varies by component as outlined within this chapter.

*d.* First-line leaders must formally counsel (in writing) fully qualified Soldiers upon attainment of primary zone eligibility who are not recommended by the unit CDR. Written counseling must identify the basis for non-recommendation and include an action plan designed to overcome specified deficiencies. Counseling is mandatory upon initial non-recommendation once fully eligible (without waiver) in the primary zone and a minimum of quarterly, thereafter, until the Soldier is recommended for promotion or is no longer eligible for recommendation.

*e.* The records managers (servicing MPD's S1 personnel, HR personnel, unit administrators, or any other individual authorized to service the AMHRR) are responsible for personnel information management in accordance with AR 600–8–104 (both personnel and training data accuracy and timeliness). Data accuracy ensures promotion points are reflective of a Soldier's actual achievements and accomplishments. Each Soldier bears a personal responsibility to ensure their records are accurate and reflect all information necessary to compute accurate promotion scores. This process enables the Army to select the right number of Soldiers for promotion in the right skills to fulfill authorized structure requirements. The BN HR specialist and/or the HR specialist will assist Soldiers in this matter. Incorrect promotion scores predicated on missing or inaccurate personnel and/or training information will not constitute a basis for promotion score adjustments to affect previously announced promotions. Corrections to either the personnel or training records affect promotion scores moving forward and not retroactively. This process instills a disciplined approach with direct responsibility falling on the unit CDR, S1, and the individual Soldier. Each must ensure they have complied with the requirements outlined within this regulation to ensure the Army has proper visibility of eligible Soldiers and their scores; resulting in a capability to staff the Army. There are no exceptions to this provision. Soldiers will compete for promotion:

(1) For RA only, based on automatically calculated promotion scores generated from both personnel and training data in the electronic military personnel office system (eMILPO) and Army Training Requirements and Resources System (ATRRS).

(2) For USAR, using a DA Form 3355 (Promotion Point Worksheet (United States Army Reserve)) as provided for in this regulation. Soldiers and leaders alike should set precise goals with a self-improvement training program to increase a Soldier's potential for promotion.

f. The semi-centralized 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.

g. 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 promotion authority is delegated must be a field grade officer, filling a MAJ/O-4 or higher-coded position.

### **3-2. Delay of promotion (sergeant and staff sergeant)**

a. The semi-centralized promotion system supports filling authorized enlisted positions with the best qualified Soldiers and is dependent on realizing promotions when Soldiers meet the announced cutoff scores. It is not the intent of this process for the promotion authority to re-validate promotion scores of Soldiers identified for promotion once selected, because completion of required audits ensures AMHRR accuracy. However, the promotion authority will suspend a Soldier's promotion when one of the following conditions exists:

(1) Evidence exists that the Soldier was considered for promotion in error.

(2) When identified for a random promotion score audit by HQDA.

(3) When a Soldier's administrative points are higher than entitled due to inaccurate or erroneous personnel and/or training data.

b. The promotion authority will promote Soldiers, provided otherwise qualified in accordance with paragraph 1-10, when a Soldier's name appears on the monthly HQDA SGT and/or SSG promotion selection by-name list.

(1) For RA and USAR AGR: the unchallenged total point score equals or exceeds the announced cutoff score and the Soldier's name appears on the monthly SGT and/or SSG promotion selection by-name list.

(2) For USAR (TPUs, AREs, and/or multi-component): the unchallenged total point score results in the Soldier being the best qualified on the order of merit list ranking.

c. If the promotion authority suspects fraud, he or she will hold the promotion in abeyance until the issue is resolved.

### **3-3. Waiver authority**

The promotion authority may waive TIS and TIG eligibility requirements only as otherwise provided for in tables 3-3 and 3-4.

### **3-4. Promotion packet**

a. *Regular Army.* Because promotion scores are a function of an automated process, there is no promotion packet. Upon receipt of the promotion board's recommendation (fig 3-1), the promotion authority's decision to authorize integration of a Soldier onto the promotion recommended list will be by memorandum (fig 3-2). The recommending unit will maintain the original memorandum and provide a copy to all Soldiers considered by the promotion authority during the given month. The recommending unit will maintain a copy of the memorandum for 1 year after the Soldier departs the unit. Soldiers should maintain a copy for their personal records.

b. *U.S. Army Reserve.*

(1) The documents listed below are part of the promotion packet. Flags and health records (including medical examinations and medical histories) will not be submitted to the board:

(a) The approved promotion recommendation with all appropriate signatures.

(b) An election statement indicating the Soldier's desired geographical area (mileage statement) and acceptance of training requirements if selected for promotion (USAR TPU).

(c) The promotion authority's decision to authorize integration of a Soldier onto the promotion recommended list will be by memorandum (fig 3-2).

(d) A copy of any document used to confirm the award of promotion points on DA Form 3355 that is not filed in the AMHRR per AR 600-8-104.

(e) If applicable, a copy of any document that allows adjustment of the Soldier's previously determined promotion score.

(2) Packets and documents will be disposed of as follows:

(a) Additional, non-AMHRR documents for a Soldier who is on the recommended list are kept in his or her board file until promoted or removed from the list in accordance with this regulation and AR 25-400-2.

(b) DA Form 3355 and additional, non-AMHRR documents of those who did not attain recommended list status will be filed by the promotion authority. These documents will be retained in the board file for 2 years and then destroyed.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR Commander, XXX Infantry Battalion, Fort Pentagon, Washington DC 20310

SUBJECT: Promotion Board Proceedings for Promotion to Sergeant and Staff Sergeant

1. The XXX Infantry Battalion Enlisted Promotion Board convened at 0800, 27 November 2011, in accordance with AR 600-8-19, chapter 3, to consider Soldiers for promotion recommendation to SGT and SSG.

2. The following members were present:

CSM (Name) – President  
1SG (Name) – Member  
1SG (Name) – Member  
SGT (Name) – Recorder without vote

3. Of those considered for promotion, the majority of board members recommend the following Soldiers for promotion list integration:

<u>Name</u>	<u>Last 4 (SSN)</u>	<u>Recommended Rank</u>	<u>Recommended MOS</u>
(Name)	x-8888	SSG	11B
(Name)	x-9999	SSG	11B
(Name)	x-7777	SGT	11B
(Name)	x-4444	SGT	54B
(Name)	x-6666	SGT	11B

4. The board considered but did not recommend (by a majority vote) the following Soldiers for promotion list integration:

<u>Name</u>	<u>Last 4 (SSN)</u>	<u>Primary MOS</u>
(Name)	x-2222	11B

5. The board adjourned at 0945, 27 November 2011.

6. Recommend integration of the Soldiers identified in paragraph 3 into the promotion recommended list.

AUTHORITY LINE:

(NAME)  
CSM, USA  
Promotion Board President

Figure 3–1. Sample format for promotion board proceedings—Regular Army


	<b>DEPARTMENT OF THE ARMY</b> ORGANIZATION STREET ADDRESS CITY STATE ZIP
(Office Symbol)	(Date)
MEMORANDUM FOR Adjutant ( <i>or appropriate Promotion Work Center</i> )	
SUBJECT: Promotion Board Proceedings for Promotion to Sergeant and Staff Sergeant	
1. Reference ( <i>Office Symbol</i> ) Promotion Board Proceedings for Promotion to SGT and SSG dated (ddmmmyyyy) (enclosed).	
2. Approved (or disapproved).	
Encl as	(NAME) LTC, IN Commanding

Figure 3–2. Sample format for board approval

### 3–5. Special promotion categories

*a. Special Forces.* Soldiers (SPC and/or SGT) in CMF 18, provided otherwise qualified in accordance with paragraph 1–10, are eligible for promotion as indicated:

(1) Upon successful completion of the Special Forces Qualification Course (SFQC), SPC and/or CPL will be automatically promoted to SGT, without board appearance. Forward a copy of the SFQC graduation certificate, MOS orders and promotion orders to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) for inclusion into TAPDB. Each of these documents must be web uploaded to iPERMS per AR 600–8–104. The promotion authority for promotion in this paragraph is the CDR, Army John F. Kennedy Special Warfare Center and School. Effective date of promotion to SGT will be the date the Soldier meets both of the following:

- (a) SFQC graduate.
- (b) Award of MOS 18B, 18C, or 18E.

(2) A SPC and/or CPL who is programmed to MOS 18D will be automatically promoted to SGT upon successful completion of the special operations combat medic (SOCM) portion of the SFQC without board appearance. The promotion is effective the date the Soldier completes SOCM portion of the SFQC. Forward a copy of the SOCM completion of training and promotion orders to Commander, U.S. Army Human Resources Command (AHRC-PDV-PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407 or email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) by the 8th (calendar day) of each month for inclusion into TAPDB. Each of these documents must be web uploaded to iPERMS per AR 600-8-104. Promotion to SGT for Soldiers who are programmed into MOS 18D is conditioned upon successful completion of the SFQC; failure to complete the remainder of the SFQC will result in an administrative reduction. If previously removed from a recommended list to SGT, the Soldier will be reinstated to that list.

(3) 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 1st calendar day of the following 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. Forward a copy of the SFQC graduation certificate, DA Form 1059 (course completion with ALC), MOS orders, board proceedings (as an exception, an official automated promotion point worksheet) and promotion orders to Commander, U.S. Army Human Resources Command (AHRC-PDV-PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407 or email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) for inclusion into TAPDB. Each of these documents must be web uploaded to iPERMS per AR 600-8-104.

(4) Soldiers (SPC and/or 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 in accordance with paragraph 1-10. All RA Soldiers must be integrated by the 8th (calendar day) of the month on the automated promotion point worksheet.

(5) Soldiers (SGTs) holding a CMF 18 PMOS will be automatically promoted to SSG on the first day of the following month when all of the following requirements have been met:

- (a) SFQC (ALC) graduation.
- (b) Award of MOS 18B, 18C, 18D, or 18E.
- (c) 42 months TIS.
- (d) 6 months TIG.

(6) USAR TPU Soldiers may be promoted without regard to position vacancy. Soldier's chain of command will make all reasonable attempts to reassign the Soldier to a valid position upon promotion and completion of training.

(7) Soldiers promoted under the Special Forces special promotion category and later reduced must appear before a promotion board and, if integrated onto the recommended list, will be promoted to SGT/SSG the 1st day of the following month.

*b. All Regular Army Rangers on a recommended list to sergeant.* Provided otherwise qualified in accordance with paragraph 1-10, Rangers will be promoted on the 1st (calendar day) of the following month following graduation date or board appearance, whichever is later. No later than the 8th (calendar day) of the month, HR specialist will submit all requests to add 799 points for Ranger graduates to Commander, U.S. Army Human Resources Command (AHRC-PDV-PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407 or email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) for inclusion into TAPDB. HR specialist will not integrate these Soldiers into the automated promotion point worksheet (or promotions will be delayed). Soldiers promoted under the Ranger special promotion category and later reduced must appear before a promotion board and, if integrated onto the recommended list, will be promoted to SGT the first (calendar day) of the following month.

*c. Special mission units.* Special mission unit CDRs, designated in writing by the Special Management Division, HRC, are authorized to promote to the rank of SSG 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 paragraph 1-10. 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 1st (calendar day) of the following month.

*d. Officer Candidate School, Warrant Officer Candidate Course, and Interservice Physician Assistance Program.* Soldiers in rank of SPC and below entering Officer Candidate School (OCS), Warrant Officer Candidate Course, or Interservice Physician Assistance Program will be promoted, by the losing organization, to the rank of SGT with an effective date and DOR equal to the course start date (in accordance with AR 350-51). In-service Soldiers are required to have a record APFT for promotion in accordance with AR 350-51. Civilians under the OCS Enlistment Program are not required to have an APFT. The BN HR will forward a copy of the course and promotion orders to Commander, U.S. Army Human Resources Command (AHRC-PDV-PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407 or email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) for inclusion into TAPDB. Each of these documents must be



web uploaded to iPERMS per AR 600–8–104. 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. In instances where a Soldier fails to complete training, the BN HR will administratively reduce the Soldier to their former rank held and, if previously removed from a recommended list to SGT, reinstate that Soldier to that list (for USAR only, grant former points attained), provided the Soldier remains otherwise qualified in accordance with paragraph 1–10. Soldiers promoted per the provisions of this paragraph are not required to complete NCOES in order to otherwise qualify for promotion pin-on.

*e. Reserve Officers' Training Corps and/or Simultaneous Membership Program (U.S. Army Reserve (troop program units, Army Reserve Elements, and/or multi-component) only).* Soldiers in rank of SPC and below entering Reserve Officers' Training Corps (ROTC) and/or Simultaneous Membership Program (SMP) will be promoted, by the losing organization, to cadet (SGT/E5). 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. In instances where a Soldier fails to complete training, the S1 will reduce the Soldier to their former rank held and, if previously removed from a recommended list to SGT, reinstate that Soldier to that list (for USAR only, grant former points attained), provided the Soldier remains otherwise qualified in accordance with paragraph 1–10. Soldiers promoted per the provisions of this paragraph are not required to complete NCOES in order to otherwise qualify for promotion pin-on. Promotion to cadet, (SGT/E5) will be announced on DA Form 4187 citing AR 601–210, 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.

*f. Army Civilian Acquired Skills Program.* Soldiers who enlisted into the Army (U.S. 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. The BN HR will forward a copy of the DA Form 4187 or memorandum request and promotion orders to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) for inclusion into TAPDB. Each of these documents must be web uploaded to iPERMS per AR 600–8–104.

*g. Psychological operations specialist (Regular Army only).* Upon successful completion of the Psychological Operations Qualification Course, provided otherwise qualified in accordance with paragraph 1–10, SPC and/or CPLs will be automatically promoted to SGT, without board appearance. The BN HR will forward a copy of both the course certificate of completion, DA Form 1059 (course completion with ALC), MOS orders, and promotion orders to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) for inclusion into TAPDB. Each of these documents must be web uploaded to iPERMS per AR 600–8–104. Effective date of promotion to SGT will be the earliest date the Soldier meets both of the following requirements:

- (1) Psychological Operations Qualification Course graduate.
- (2) Award of MOS 37F.

*h. Civil affairs specialist (Regular Army only).*

(1) Upon successful completion of the Civil Affairs Qualification Course (CAQC), provided otherwise qualified in accordance with paragraph 1–10, SPC and/or CPLs will be automatically promoted to SGT, without board appearance. The BN HR will forward a copy of the graduation certificate, DA Form 1059 (course completion with ALC), MOS orders, and promotion orders to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) for inclusion into TAPDB. Each of these documents must be web uploaded to iPERMS per AR 600–8–104. Effective date of promotion to SGT will be the earliest date the Soldier meets the following requirements:

- (a) CAQC graduate.
- (b) Award of MOS 38B.
- (2) Soldiers (SGTs) holding a PMOS in CMF 38 will be automatically promoted to SSG on the first day of the following month when all of the following requirements have been met:
  - (a) CAQC (ALC) graduation.
  - (b) Award of MOS 38B.
  - (c) 42 months TIS.
  - (d) 6 months TIG.

*i. Drill sergeant or Total Army School System instructor positions (U.S. Army Reserve (troop program units, Army Reserve Elements, multi-component) only).*

(1) *Competing for promotion within military occupational specialty.* Drill sergeants and Total Army School System (TASS) instructors will compete for promotion consideration in their PMOS, secondary military occupational specialty (SMOS), or additional military occupational specialty (AMOS) the same as other Soldiers as required by table 3–2. If selected against other than their appropriate drill sergeant or TASS instructor positions, the following procedures apply:

(a) 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.

(b) 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.

(2) *Promotion against drill sergeant or Total Army School System instructor positions.* Promotions to fill these positions will be made from the recommended list (see para 3–23) as required, except as specified in the following paragraphs:

(a) 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 from the recommended list (see para 3–23) without regard to list standing. However, the Soldier will not be promoted from 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, and who possesses the required duty military occupational specialty (DMOS) and skill qualifications identifier (SQI).

(b) Soldiers in the ranks of SPC and/or CPL attending drill sergeant school will be conditionally promoted, based upon successful completion of the drill sergeant school, but only to achieve 100 percent fill of the total SSG drill sergeant allocations. Recommended Soldiers would be promoted to SGT without regard to list sequence using the class reporting date as the effective date and DOR. Soldiers who fail to complete the course will be reduced per paragraph 10–16.

*j. Military technicians (U.S. Army Reserve (troop program units, Army Reserve Elements, and/or multi-component only).* A MT must serve in a dual status as a technician and as a member of the USAR Selected Reserve in accordance with DODI 1205.18. Eligibility, selection, and promotion policy and procedures outlined in this chapter apply to all MTs assigned to a TPU, except where cited in the following paragraphs:

(1) *Position vacancy.* A table of organization and equipment (TOE) or table of distribution and allowances (TDA) position occupied by a MT will not be considered as a vacancy for promotion consideration.

(2) *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 MT's condition of employment as a MT, to include job relocation, the MT may decline the promotion without penalty. In declining, the MT's name will not be removed from the recommended list. The MT will be retained on the list until promoted or removed for cause. MTs will be removed from the list if they signed a statement (see para 5–19e(9)) and declined the position.

(3) *Promotion to sergeant or staff sergeant.* A MT on the PPRL may be promoted from 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.

### **3–6. Soldiers hospitalized because of service-incurred disease, wound, or injury**

*a.* Provided otherwise eligible (in accordance with para 1–10), Soldiers on a recommended list prior to hospitalization, will be promoted when they are selected for promotion within their respective component's selection process.

*b.* Provided otherwise eligible (in accordance with para 1–10), Soldiers who are not on a recommended list at the time of hospitalization may be considered and recommended for promotion.

(1) Soldier must be recommended by the hospital facility CDR. The hospital facility CDR may request information regarding the patient's performance from the Soldier's former CDR or other former officials.

(2) Patients (RA) should appear before a promotion board for consideration; however, the hospital CDR may waive board appearance by memorandum.

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

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

### **3–7. Geographical separation from the promotion authority**

*a.* CDRs will ensure that a promotion board considers eligible Soldiers prior to departure for duty at a different geographical location.

*b.* Soldiers who obtain eligibility after departure may be recommended for promotion board consideration 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.

### 3–8. Vacancy calculation

- a. The U.S. Army Reserve Command (USARC) will report all position vacancies by MOS and grade to subordinate and/or supported commands for review and return. Approved vacancies will be submitted to the regional list manager.
- b. The regional list manager will validate all vacancies for fill from the PPRL.

## Section II

### Promotion Eligibility Criteria

#### 3–9. Eligibility criteria for recommendation and promotion

Establishment of more stringent criteria for use in determining eligibility for promotion recommendation other than provided for in this regulation is prohibited. CDRs may recommend Soldiers in the secondary zone as an incentive for those who strive for excellence and whose accomplishments, demonstrated capacity for leadership, and marked potential warrant promotion ahead of their peers. All Soldiers must otherwise be eligible in accordance with paragraph 1–10. Eligibility criteria for recommendation and promotion to SGT and/or SSG are as follows:

- a. Eligibility for recommendation to SGT and/or SSG:
  - (1) Table 3–1: RA and USAR AGR.
  - (2) Table 3–2: USAR (TPU, ARE, and multi-component commands or units).
- b. Eligibility criteria for promotion to SGT and/or SSG:
  - (1) Table 3–3: RA and USAR AGR.
  - (2) Table 3–4: USAR (TPU, ARE, and multi-component commands or units).

**Table 3–1  
Eligibility criteria for recommendation (Regular Army and U.S. Army Reserve (Active Guard Reserve))**

Factor	Criteria	Waiver
MOS	Soldier must be recommended in CPMOS. Must be fully qualified in recommended MOS (DA Pam 611–21).	None
Civilian education	Must have high school diploma or general education development (GED).	None
Military education	To SGT—Must have completed SSD 1 prior to board appearance to SGT.  To SSG—Must have completed SSD 2 prior to board appearance to SSG.	Constructive credit granted by the U.S. Army Training and Doctrine Command (TRADOC). Equivalency approval must be completed prior to board appearance for other service, USAR or ARNG BLC. Nonresident courses do qualify for this requirement.  No exceptions are authorized.
Time requirement for board appearance as of the 1st day of the board month	To SGT— Secondary zone: 17 months TIS – 5 months TIG Primary zone: 35 months TIS – 7 months TIG Command list integration: 47 months TIS – 11 months TIG To SSG— Secondary zone: 47 months TIS – 6 months TIG Primary zone: 71 months TIS – 9 months TIG Command list integration: 83 months TIS – 11 months TIG	
Reenlistment eligibility	Must not be ineligible to reenlist.	Soldiers ineligible to reenlist solely based on DES processing remain otherwise eligible.
Physical qualifications	Soldier remains eligible until determined unfit by the DES process (refer to para 1–20).	Soldiers regain eligibility when the findings approved by the SECARMY are “fit” or when approved for continuation on active duty under the provisions of AR 635–40.

**Table 3-1  
Eligibility criteria for recommendation (Regular Army and U.S. Army Reserve (Active Guard Reserve))—Continued**

Factor	Criteria	Waiver
APFT	Must possess a current passing record APFT score in accordance with applicable regulations and field manuals (FMs)	As directed by DCS, G-3/5/7 (DAMO-TR). Soldiers will use last APFT qualification when conduct of the APFT is suspended by HQDA (regardless of when it was last administered). Refer to paragraph 1-20 for DES.
Weight control	Must be in compliance with AR 600-9.	None
ASAP	Cannot be enrolled in the program.	Self-referral
Disciplinary	Cannot be Flagged in accordance with AR 600-8-2.	None

**Table 3-2  
Eligibility Criteria for recommendation (U.S. Army Reserve troop program unit, Army Reserve Element, and multi-component commands or units)**

Factor	Criteria	Waiver
Membership	Must be a member of the USAR and is not an unsatisfactory participant.	None
MOS	Soldier must be recommended in CPMOS. Must be fully qualified in recommended MOS (DA Pam 611-21).	Soldiers awarded ASI "4A". Soldiers may be recommended in SMOS and or AMOS if fully qualified in the MOS and recommended by the CDR
Civilian education	Must have high school diploma, GED, or an associate or higher degree.	None
Military education	To SGT—Must have completed SSD 1 prior to consideration by a SGT promotion board.  To SSG—Must have completed SSD 2 prior to board appearance to SSG.	Constructive credit granted by TRADOC. Equivalency approval must be completed prior to board appearance for other service, USAR or ARNG BLC. Nonresident courses do qualify for this requirement. No exceptions are authorized.
Factor	Criteria	Waiver
Time requirement for promotion consideration as of the date the board convenes	TIG To SGT— Secondary zone: 17 months TIS – 5 months TIG Primary zone: 35 months TIS – 7 months TIG Command list integration: 47 months TIS – 11 months TIG To SSG— Secondary zone: 47 months TIS – 6 months TIG Primary zone: 71 months TIS – 9 months TIG Command list integration: 83 months TIS – 11 months	
Reenlistment eligibility	Must not be ineligible to reenlist.	Soldiers ineligible solely based on DES processing remain otherwise eligible.
Retention	Does not exceed maximum years of service for current rank or has not reached age 57.	None
Physical qualifications	Soldier remains eligible until determined unfit by the DES process (refer to para 1-20).	Soldiers regain eligibility when the findings approved by the SECARMY are "fit" or when approved for continuation in RC status under the provisions of AR 635-40.
APFT	Must possess a current passing record APFT score in accordance with applicable regulations and field manuals.	As directed by DCS, G-3/5/7 (DAMO-TR). Soldiers will use last APFT qualification when conduct of the APFT is suspended by HQDA (regardless of when

**Table 3–2  
Eligibility Criteria for recommendation (U.S. Army Reserve troop program unit, Army Reserve Element, and multi-component commands or units)—Continued**

Factor	Criteria	Waiver
		it was last administered). Refer to paragraph 1–20 for DES.
Weight control	Must be in compliance with AR 600–9.	None
ASAP	Cannot be enrolled in the program.	Self-referral
Disciplinary	Cannot be Flagged in accordance with AR 600–8–2.	None

**Table 3–3  
Eligibility criteria for promotion pin-on (Regular Army and U.S. Army Reserve (Active Guard Reserve))**

Factor	Criteria	Waiver
MOS	Soldier must be promoted in CPMOS. Must be fully qualified in MOS to include meeting all school requirements.	Soldiers awarded ASI “4A”
Military education	BLC graduate for promotion pin-on to SGT. ALC graduation for promotion pin-on to SSG.	NCOES waivers are no longer authorized. Refer to paragraph 1–28.
Minimum time requirement for promotion pin-on as of the 1st day of the promotion month	To SSG— Secondary zone: 48 months TIS – 7 months TIG Primary zone: 72 months TIS – 10 months TIG Command list integration: 84 months TIS – 12 months TIG  To SGT— Secondary zone: 18 months TIS – 6 months TIG Primary zone: 36 months TIS – 8 months TIG Command list integration-48 months TIS – 12 months TIG  To SSG— Secondary zone: 48 months TIS – 7 months TIG Primary zone: 72 months TIS – 10 months TIG Command list integration: 84 months TIS – 12 months TIG	
Reenlistment eligibility	Must be eligible to reenlist or extend in accordance with appropriate regulations.	Soldiers ineligible to reenlist solely based on DES processing remain otherwise eligible.
Physical qualifications	Soldier remains eligible until determined unfit by the DES process (refer to para 1–20).	a. Soldiers regain eligibility when the findings approved by the SECARMY are “fit” or when approved for continuation on active duty/continuation in RC status under the provisions of AR 635–40. b. When the provisions of paragraph 1–20 apply.
Factor	Criteria	Waiver
APFT	Must possess a current passing record APFT score in accordance with applicable regulations and field manuals.	As directed by DCS, G–3/5/7 (DAMO–TR). Soldiers will use last APFT qualification when conduct of the APFT is suspended by HQDA (regardless of when it was last administered).
ASAP	Cannot be enrolled in the program.	Self-referral.
Disciplinary	Cannot be Flagged in accordance with AR 600–8–2.	None.

**Table 3-3**  
**Eligibility criteria for promotion pin-on (Regular Army and U.S. Army Reserve (Active Guard Reserve))—Continued**

Factor	Criteria	Waiver
Service remaining requirement	To SSG-12 months service.	When promoted per paragraph 1-20d, there is no service remaining requirement.

**Table 3-4**  
**Eligibility criteria for promotion pin-on (U.S. Army Reserve troop program unit, U.S. Army Reserve Element, and multi-component commands or units)**

Factor	Criteria	Waiver
Military education	BLC graduate for promotion pin-on to SGT. ALC graduate for promotion pin-on to SSG.	NCOES waivers are no longer authorized. Refer to paragraph 1-28.
Minimum time requirement for promotion pin-on as of the 1st day of the promotion month	To SSG— Secondary zone: 48 months TIS – 7 months TIG Primary zone: 72 months TIS – 10 months TIG Command list integration: 84 months TIS – 12 months TIG To SGT— Secondary zone: 18 months TIS – 6 months TIG Primary zone: 36 months TIS – 8 months TIG Command list integration: 48 months TIS – 12 months TIG	
Reenlistment eligibility	Must be eligible to reenlist or extend in accordance with appropriate regulations.	Soldiers ineligible to reenlist solely based on DES processing remain otherwise eligible.
PPRL	Be listed on a valid permanent promotion recommended list.	None.
Sequence order	Be in the proper sequence order when promoted from the PPRL.	None.
Physical qualifications	Soldier remains eligible until determined unfit by the DES process (refer to para 1-20).	a. Soldiers regain eligibility when the findings approved by the SECARMY are "fit" or when approved for continuation in RC status under the provisions of AR 635-40. b. When the provisions of paragraph 1-20 apply.
APFT	Must possess a current passing APFT score in accordance with applicable regulations and field manuals.	As directed by DCS, G-3/5/7 (DAMO-TR). Soldiers will use last APFT qualification when conduct of the APFT is suspended by HQDA (regardless of when it was last administered).
ASAP	Cannot be enrolled in the program.	Self-referral.
Disciplinary	Cannot be Flagged in accordance with AR 600-8-2.	None.
Position requirement	To SGT/SSG-12 month position obligation.	Where the Soldier has a change of residence or civilian employment incurs an extreme hardship requiring such reassignment, or as otherwise determined by the first general officer in the chain of command.
Service remaining requirement	To SSG-12 month service.	When promoted per paragraph 1-20d, there is no service remaining requirement.

### 3-10. Reason codes (Regular Army only)

Reason codes for use on the monthly SGT and/or SSG promotion selection by-name list are shown in table 3-5. Promotion codes are identified in table 3-6. CDRs will ensure 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 3–5****Reason codes for use on the monthly sergeant and/or staff sergeant promotion selection by-name list (Regular Army only)**

Reason code	Description
Nonpromotion	Use for Soldiers on the monthly SGT and/or SSG promotion selection by-name list who are nonpromotable.
A	Does not meet NCOES requirement and no other code applies. <sup>1</sup>
B	Does not meet security clearance requirement. <sup>1</sup>
C	Under Flag. <sup>1</sup>
D	Ineligible for reenlistment and/or extension. <sup>1</sup>
E	Eligible to meet service remaining requirement but refused or failed to meet requirement. <sup>2</sup>
F	Previously promoted to current rank. <sup>2</sup>
G	Incorrect promotion points or points date. <sup>3</sup>
H	Reclassified to new PMOS prior to promotion month. <sup>3</sup>
I	Separated from active duty. <sup>2</sup>
J	NCOES failure (or refusal). <sup>2</sup>
K	DA imposed bar to continued servicement. <sup>2</sup>
L	Field imposed bar to continued servicement. <sup>2</sup>
P	Unverified promotion. <sup>1</sup>
Q	Medical disqualification.
R	Reason other than those listed in this table that require Soldiers be removed from the recommended list in accordance with this regulation. <sup>2</sup>
S	Declination of NCOES attendance.
T	Enrolled in the Army Body Composition Program and/or failure of record APFT. <sup>2</sup>

Notes:

<sup>1</sup> Information codes.<sup>2</sup> Will remove Soldier from the by-name list and the recommended list.<sup>3</sup> Will remove Soldier from the by-name list only.**Table 3–6****Promotion codes (Regular Army only)**

Code	Description
M	Meets cutoff score.
O	Entered OCS (used by HRC).
R	Graduated from Ranger School (used by HRC).
S	Army civilian acquired skills (used by HRC).
W	Entered Warrant Officer Entry Course (used by HRC).
X	Other, exception to policy (used by HRC).

**Section III****Unit Level Promotion Procedures****3–11. Identifying and processing recommendations for promotion to sergeant and staff sergeant**

*a. Frequency.* On a monthly (RA and/or USAR AGR) or minimum of quarterly (USAR TPU, ARE, and multi-component units) basis, unit CDRs must consider all eligible Soldiers for promotion recommendation using the unit enlisted promotion report when the Soldiers are otherwise eligible as indicated in tables 3–1 and 3–2. The Army's promotion methodology is at paragraph 1–1. Unit CDRs may recommend:

(1) Eligible RA and USAR (AGR) Soldiers for board consideration as early as the 20th day of the month proceeding the board month.

(2) Eligible USAR (TPU, ARE, multi-component commands or units) Soldiers for promotion consideration up to 60 days prior to the convene date of the board.

*b. Regular Army and U.S. Army Reserve (Active Guard Reserve).* The unit’s responsibility, which consists of recommending Soldiers, conducting board appearances, approving and recommending promotion must be completed no later than the 4th calendar day of each board month (fig 3–3). Integration onto the recommended list through the automated promotion point worksheet (USAR (AGR) integration through the Active Guard Reserve Management Information System (AGRMIS)) must be completed no later than the 8th calendar day of each board month (fig 3–3). Once integrated, promotion points are effective on the 1st calendar day of the following month (for example, a Soldier approved for integration by February 8th, will compete for promotion against the 1 March cutoff scores). Data changes resulting in a revised promotion point total that are made after the 8th calendar day of the month will impact promotion scores for the follow-on month (for example, a data entry recorded (in eMILPO) on 10 February will impact the Soldier’s promotion points for use with the 1 April cutoff scores). Army-level promotion decisions (cutoff scores and by-name selections) are made using (RA) the Enlisted Distribution and Assignment System (EDAS) data as of 0200 hours eastern standard time on the 11th calendar day of the month (see fig 3–3).

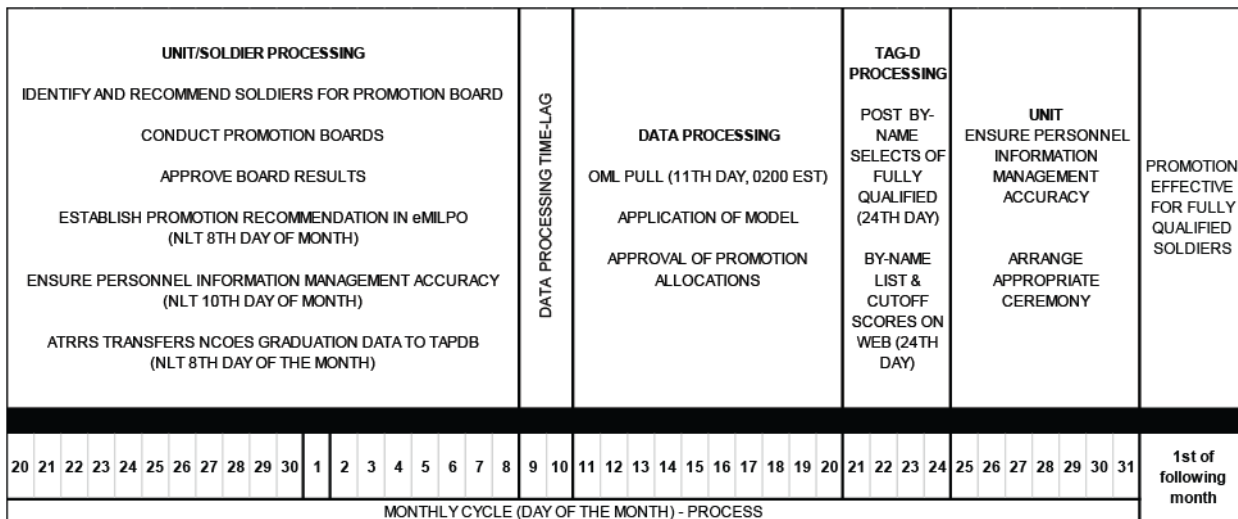
(1) Unit-level responsibilities within the semi-centralized process include considering Soldiers for promotion, conducting board appearances, approving and recommending Soldiers for promotion list integration, and integrating Soldiers onto the recommended list through HRC systems.

(a) Because the Army uses an automated promotion point calculation process, all monthly eMILPO transactions must be submitted by the HR specialist and reflect on the automated promotion point worksheet no later than the 8th calendar day. For USAR (AGR) all monthly promotion point updates must be entered into AGRMIS no later than the 8th calendar day.

(b) CDRs, S1s, MPDs, and RSCs must ensure this strict requirement is met to ensure individual Soldiers are not otherwise ineligible for promotion due to untimely data submission. Strict adherence to this timeline will be enforced by HRC.

(c) When submitted timely, promotion points are effective on the 1st calendar day of the month following the board month.

(2) The Army will create MOS-level order of merit lists to support Army-level promotion decisions using EDAS data as of 0200 hours eastern standard time on the 11th (calendar day) of the month.



**Figure 3–3. Regular Army/U.S. Army Reserve (Active Guard Reserve) monthly promotion cycle**

*c. U.S. Army Reserve (troop program units, Army Reserve Elements, multi-component commands, or units).*

(1) A Soldier in 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 is 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.

(2) The declination will remain in effect for any subsequent boards unless the Soldier changes his or her mind and requests board consideration.

(3) 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.



(4) Soldiers may be considered and recommended in each MOS otherwise qualified. 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:

(a) 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.

(b) Except for assignments to TASS MOS instructor and MOS immaterial (00G) positions identified on the TDA, Soldiers who accept assignment to a duty position not relating to their PMOS, SMOS, or AMOS, must become fully qualified in their DMOS. They must reclassify before, or at the time of, the promotion (nonwaivable).

(c) 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 rank if not qualified in the new MOS within 24 months of assignment to the duty position.

(d) 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.

(e) As an exception, Soldiers assigned to Army Reserve bands and fully qualified in a PMOS under CMF 42 (Human Resources and Army Bandsperson), will compete for promotion to the next higher grade in a band MOS within CMF 42. Position vacancies will be identified by grade within CMF 42.

### **3–12. Conducting promotion boards**

#### *a. Mission.*

(1) The promotion board's mission is to validate the potential of Soldiers recommended for promotion by the unit CDR. The board will make a recommendation of yes (recommend) or no (do not recommend) to the promotion authority for each Soldier considered. A board may be tasked, as a separate action, to consider Soldiers for removal from a recommended list.

(2) A promotion board will be convened by the promotion authority. Wherever practical, boards are conducted at BN or similar level. Boards convened at this level will consider all Soldiers assigned or attached to that BN or similar command. Where feasible, Soldiers in a company or detachment-sized unit geographically isolated from their organic BN or similar level command may be considered by a locally convened board with the approval of the organic BN or similar command.

#### *b. Frequency.*

(1) *Regular Army and U.S. Army Reserve Active Guard Reserve.* Boards will convene on a monthly basis except in those instances where no Soldiers are recommended for promotion (fig 3–3). The BDE and/or BN HR specialist will schedule promotion boards early enough to support the automation update requirements outlined in paragraph 3–11.

(2) *U.S. Army Reserve (troop program units, Army Reserve Elements, and multi-component units).* Boards must convene at least quarterly unless there are no eligible Soldiers available for promotion consideration within the command.

(3) *Exception for Regular Army and U.S. Army Reserve Active Guard Reserve.* As an exception provision, when the operational environment dictates, the promotion authority may seek authorization from HQDA (Deputy Chief of Staff, G–1 (DAPE–MPE–PD), 300 Army Pentagon, Washington DC 20310–0300) to rely solely on the recommendation of the BN command sergeant major (CSM) — who can make validating recommendations based on one-on-one interaction with the recommended Soldier. Request must be routed through the next higher command before submission to HQDA. The intent of this exception authority is to mitigate excessive risk on the battlefield and to ensure Soldiers are not placed in harm's way solely to satisfy an administrative requirement. CDRs of RC Soldiers (on the battlefield) will submit requests through their home of record promotion authority through the respective RSC for recommendation to the DCS, G–1, for final decision.

#### *c. Conduct.*

(1) *Regular Army and U.S. Army Reserve Active Guard Reserve.* Soldiers recommended for promotion by the unit CDR will appear before the board. The board, utilizing a question and answer format, will test the preparedness of the recommended Soldier to determine their potential to serve at the recommended rank. Hands-on tasks are not authorized. Questions should focus on leadership, awareness of military programs, and knowledge of basic Soldiering and world affairs. The board should consider the Soldier's overall personal appearance, bearing, self-confidence, oral expression and conversational skills, and attitude when determining each Soldier's potential to serve at the next level of NCO responsibility. The board president will ensure all board members are fully aware of the promotion methodology provided in paragraph 1–1.

(2) *U.S. Army Reserve (troop program units, Army Reserve Elements, and multi-component units)*. Soldiers do not make a physical appearance before the board. The board will review Soldier records to determine their potential to serve at the recommended rank.

*d. Composition.* The promotion authority will appoint, in writing, a minimum of three voting members to serve on a promotion board. A promotion board will have a board recorder, without vote. The board president may be designated as a voting member in order to eliminate ties.

(1) The board president will be a CSM or SGM unless the board membership consists of an officer(s) or warrant officer(s), in which case the president is the senior member. At a minimum, when present, an officer(s) must hold the rank of captain or chief warrant officer three. 1SG/MSGs (or lower ranks) are not authorized to preside as the board president. There are no exceptions to these requirements.

(2) All voting members will be senior in rank to the Soldiers recommended for promotion.

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

(4) A majority of voting members will be NCOs.

(5) At least one voting member will be of the same gender as the Soldiers recommended for promotion. When this is not possible, the promotion authority will provide the reason in the appointment memorandum.

(6) 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. When an appearance is required, a Soldier will appear before only one panel. Boards will be convened and adjourned in the same geographical location.

(7) Once a board convenes, the same board members will be present during the entire board proceedings.

(8) The board recorder cannot be considered for promotion by the same board.

(9) When consolidated boards are established, at least one voting member representing the command having promotion authority will be appointed to the board as a voting member when possible (applies to USAR (TPU, ARE, and multi-component units)).

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

(1) Each voting member has one vote (yes or no).

(2) Each voting member will inform the president of his or her vote.

(3) The majority ruling (yes or no) will dictate the board's recommendation to the promotion authority.

(4) The board president will inform (in writing) the promotion authority of the board's recommendations as soon as possible following the board (fig 3-1 for RA and fig 3-4 for USAR). The board president will review the memorandum of board proceedings for accuracy, sign the report, and forward it to the promotion authority for decision (fig 3-2).



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR Commander, XXX Infantry Battalion, Fort Pentagon, Washington DC 20310

SUBJECT: Promotion Board Proceedings for Promotion to Sergeant and Staff Sergeant

1. The XXX Infantry Battalion Enlisted Promotion Board convened at 0800, 27 November 2011, in accordance with AR 600-8-19, chapter 3, to consider Soldiers for promotion recommendation to SGT and SSG.

2. The following members were present:

CSM (Name) – President

1SG (Name) – Member

1SG (Name) – Member

SGT (Name) – Recorder without vote

3. Of those considered for promotion, the majority of board members recommend the following Soldiers for promotion list integration:

<u>NAME</u>	<u>LAST 4 (SSN)</u>	<u>Recommended Rank</u>	<u>Recommended MOS</u>	<u>Promo Points</u>
(Name)	x-8888	SSG	11B	XXX
(Name)	x-9999	SSG	11B	XXX
(Name)	x-7777	SGT	11B	XXX
(Name)	x-4444	SGT	54B	XXX
(Name)	x-6666	SGT	11B	XXX

4. The board considered but did not recommend (by a majority vote) the following Soldiers for promotion list integration:

<u>NAME</u>	<u>LAST 4 (SSN)</u>	<u>Primary MOS</u>
(Name)	x-2222	11B

5. The board adjourned at 0945, 27 November 2011.

6. Recommend integration of the Soldiers identified in paragraph 3 into the promotion recommended list.

AUTHORITY LINE:

(NAME)  
CSM, USA  
Promotion Board President

Figure 3-4. Sample format for promotion board proceedings—U.S. Army Reserve

### 3-13. Processing results of the promotion board

a. The promotion authority has the final decision to integrate a Soldier onto the promotion recommended list (for RA and USAR (AGR), no later than the 4th calendar day of the calendar month). Soldiers approved for integration will be

promotable, the BN HR, MPD, or RSC will activate the Soldier's promotion score for inclusion onto their respective promotion list (for RA and USAR (AGR), by the 8th calendar day). The promotion authority reserves the right to integrate (or deny integration) any Soldier recommended, regardless of the recommendation of the promotion board.

*b.* The promotion authority will ensure the chain of command is advised of the final decision and disposition of promotion recommendations. First-line leaders must formally counsel all Soldiers not recommended for promotion list integration, pointing out deficient areas for needed improvement to qualify for future promotion consideration.

### **3-14. Convening authority responsibilities (U.S. Army Reserve troop program unit, Army Reserve Element, and multi-component units)**

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.* The PPRL will be ordered as shown in figure 3-5. A code may be locally devised to indicate geographical area or assignment preference. This code or geographical area will be entered on the list.

*b.* As a vacancy is reported the convening authority will identify the first Soldier on the list who meets the reported requirements.

98TH DIVISION (TRAINING) PERMANENT RECOMMENDED PROMOTION LIST

Effective: 1 September 2006

RMOS	Points	Name	SSN	Residence	Zone	Unit of Asgmt	Code	NCOES
Recommended for promotion to staff sergeant								
13B	646	(Name)	000-00-0000	(city)	P	D/1/392/3 Bde	A	NB
13B	644	(Name)	000-00-0000	(city)	P	B/3/392/3 Bde	A	NB
13B	642	(Name)	000-00-0000	(city)	P	B/3/392/3 Bde	A	GB
25U	641	(Name)	000-00-0000	(city)	P	1159th USAR School	A	NB
35F	640	(Name)	000-00-0000	(city)	S	A/3/389/A Bde	A	NB
21M	638	(Name)	000-00-0000	(city)	S	A/3/389/A Bde	A	EB
21M	637	(Name)	000-00-0000	(city)	P	414th CA CO	B	GB
92Y	560	(Name)	000-00-0000	(city)	P	B/3/389/1 Bde	A	GB
13B	548	(Name)	000-00-0000	(city)	S	C/2/392/3 Bde	A	NB
13B	539	(Name)	000-00-0000	(city)	S	HHD/3/389/1 Bde	E(950822)	
68G	538	(Name)	000-00-0000	(city)	S	414th CA CO	B	EB
42A	499	(Name)	000-00-0000	(city)	P	403rd CA Co	C	NB
13B	483	(Name)	000-00-0000	(city)	S	C/479th Engr Bn	A	GB
13B	479	(Name)	000-00-0000	(city)	P	E/1/392/3 Bde	A	GB
42L	478	(Name)	000-00-0000	(city)	S	403d CA	C	EB
Recommended for promotion to sergeant								
13B	512	(Name)	000-00-0000	(city)	P	C/2/392/3 Bde	A	EP
13B	501	(Name)	000-00-0000	(city)	P	HHC/98th Div	A	EP
13B	491	(Name)	000-00-0000	(city)	S	B/479th Engr Bn	A	GP
42A	482	(Name)	000-00-0000	(city)	S	B/3/98/4 Bde	A	NP
92Y	479	(Name)	000-00-0000	(city)	P	C/1/98/4 Bde	J	GP
							J(950901)	

Figure 3–5. Sample format for a permanent recommended promotion list, U.S. Army Reserve (troop program unit, Army Reserve Element, and multi-component units)

## Section IV

### Promotion Points

#### 3–15. Computation of promotion points

Soldiers earn promotion points as a result of information contained in their personnel and training records. For RA Soldiers, promotion points are automatically calculated based on informational data contained in a Soldier’s personnel (eMILPO) and training (ATRRS) files. Proper care and diligence is essential to ensure accurate personnel information within a Soldier’s record. Every individual Soldier must take personal responsibility for the content of their own personnel and/or training file; ensuring all data elements are accurate. Soldiers must take immediate action to correct data inaccuracies. Because promotion scores are automatically calculated for RA Soldiers and are tied to a monthly promotion cycle as indicated in table 3–3, the calculated promotion points are a reflection of a given Soldier’s records for that specific promotion month. As such, there will be no consideration given to correct scores outside of the promotion cycle based on missing or incomplete information from/within a Soldier’s record. As indicated in paragraph 3–11*b*, corrections to promotion points made after the 8th calendar day of the any given month will impact scores for the follow-on promotion month (for example, a data entry recorded within eMILPO on 10 February impacts the Soldier’s promotion points for use with the 1 April cutoff scores). The USAR will use DA Form 3355 to manually calculate promotion scores. Soldiers earn promotion points as indicated in paragraphs 3–16 through 3–19.

#### 3–16. Military training (combat experience, weapons qualification, and Army Physical Fitness Test)

Maximum points: 340 for promotion to SGT and 255 for promotion to SSG.

*a.* Weapons qualification (160 points maximum - SGT; 110 points maximum - SSG).

(1) Weapons qualification will comprise the most recent qualification score (but no older than 24 months) with the Soldier’s assigned weapon.

(2) The most recent qualification will be used. However, if the Soldier fails to qualify through his or her own fault, no valid score will exist. Qualification scores will be provided by the CDR for input to the database. If individual weapon qualification cannot be provided by the CDR and verifying information is not available, zero promotion points will be awarded.

(3) A Soldier’s individually assigned weapon should normally be the M16A2/M4 rifle; however, it may be another individually assigned weapon when duty or modification table of organization and equipment (MTOE) requires (for example, 9-millimeter pistol for military police). CDRs must ensure only the primary assigned weapon is entered for promotion points. Refer to DA Pam 350–38 for additional guidance.

(4) Weapons qualification charts are provided below (table 3–7 for promotion to SGT and table 3–8 for promotion to SSG). Soldiers assigned to an organization without weapons can use their latest qualification as an exception to the 24-month limit. However, once assigned to an organization with weapons, the Soldier will have 12 months to qualify with assigned weapon or will lose their most recent score.

(5) Soldiers with physical profiles resulting from combat-related operations, pregnancy or who have a postpartum profile who are unable to qualify with a weapon due to a physical limitation will use their last weapon 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 23 hits (the effective date of the score will be the date the CDR recommends the Soldier for promotion).

Table 3–7

#### Weapons qualification for promotion to sergeant (weapons qualification (hits)=promotion points)-

DA Form 3595–R (Record Fire Scorecard)		DA Form 85–R (Scorecard for M249, M60, and M249 Ma- chine Guns)		DA Form 88–R (Combat Pistol Qualification Course Scorecard)		DA Form 5704–R (Alternate Pistol Qualification Course Score- card)		DA Form 7304–R (Score- card For M249 AR)		Practical pistol		Military Police Firearm Qual- ification Course	
Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points
40	160	212	160	30	160	40	160	106	160	300	160	50	160
39	153	208–211	153	29	151	39	152	105	153	295	153	49	152

**Table 3-7**

**Weapons qualification for promotion to sergeant (weapons qualification (hits)=promotion points)—Continued**

DA Form 3595-R (Record Fire Scorecard)		DA Form 85-R (Scorecard for M249, M60, and M249 Ma- chine Guns)		DA Form 88-R (Combat Pistol Qualification Course Scorecard)		DA Form 5704-R (Alternate Pistol Qualification Course Score- card)		DA Form 7304-R (Score- card For M249 AR)		Practical pistol		Military Police Firearm Qual- ification Course	
38	145	204-207	146	28	142	38	144	104	146	290	146	48	144
37	138	200-203	139	27	133	37	136	102	139	285	139	47	135
36	130	196-199	132	26	124	36	128	100	132	280	132	46	127
35	123	192-195	125	25	115	35	120	96	125	275	125	45	119
34	115	189-191	119	24	106	34	112	94	118	270	118	44	110
33	108	186-188	112	23	97	33	104	90	111	265	111	43	102
32	100	182-185	105	22	88	32	96	89	104	260	104	42	94
31	93	178-181	98	21	79	31	88	87	97	255	97	41	85
30	85	174-177	91	20	70	30	80	85	90	250	90	40	77
29	78	170-173	85	19	61	29	72	83	83	245	83	39	69
28	70	166-169	78	18	52	28	64	81	76	240	76	38	60
27	63	162-165	71	17	43	27	56	80	69	235	69	37	52
26	55	157-161	64	16	33	26	48	79	62	230	62	36	43
25	48	153-156	57			25	40	77	55	225	55	35	33
24	40	149-152	50			24	33	75	48	220	48		
23	33	145-148	44					73	41	215	41		
		141-144	38					70	33	210	33		
		139-140	33										

**Table 3-8**

**Weapons qualification for promotion to staff sergeant (weapons qualification (hits)=promotion points)**

DA Form 3595-R (M4)		DA Form 85-R M240B, M60, M249		DA Form 88 (Pis- tol)		DA Form 5704-R (Alternate Pistol)		DA Form 7304-R (M249 AR)		Practical pistol		Military Police Firearm Qualifica- tion Course	
Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points
40	110	212	110	30	110	40	110	106	110	300	110	50	110
39	107	208-211	107	29	107	39	104	105	105	295	105	49	105
38	104	204-207	102	28	104	38	99	104	100	290	100	48	100
37	101	200-203	97	27	95	37	93	102	95	285	95	47	95
36	98	196-199	92	26	86	36	88	100	90	280	90	46	88
35	91	192-195	87	25	79	35	82	96	85	275	85	45	83
34	84	189-191	82	24	72	34	77	94	80	270	80	44	76
33	77	186-188	77	23	63	33	71	90	75	265	75	43	71
32	70	182-185	72	22	54	32	65	89	70	260	70	42	64
31	63	178-181	67	21	49	31	60	87	65	255	65	41	59
30	56	174-177	62	20	44	30	55	85	60	250	60	40	52
29	52	170-173	58	19	40	29	50	83	56	245	56	39	48

**Table 3-8**

**Weapons qualification for promotion to staff sergeant (weapons qualification (hits)=promotion points)—Continued**

DA Form 3595-R (M4)		DA Form 85-R M240B, M60, M249		DA Form 88 (Pistol)		DA Form 5704-R (Alternate Pistol)		DA Form 7304-R (M249 AR)		Practical pistol		Military Police Firearm Qualification Course	
28	48	166-169	54	18	36	28	46	81	52	240	52	38	42
27	44	162-165	50	17	32	27	41	80	48	235	48	37	38
26	40	157-161	46	16	28	26	37	79	44	230	44	36	32
25	36	153-156	42			25	32	77	40	225	40	35	28
24	32	149-152	38			24	28	75	36	220	36		
23	28	145-148	34					73	32	215	32		
		141-144	30					70	28	210	28		
		139-140	28										

b. Army Physical Fitness Test (180 points maximum - SGT; 145 points maximum - SSG). Physical fitness test (push-ups, sit-ups, and 2-mile run) must be performed according to applicable Army training regulations and field manuals. To qualify for promotion points, a Soldier must attain a minimum score of 60 points on each event. Soldiers must use the last record APFT score administered, even if it is lower than a previous score that is within the 12 month period. Promotion points for Soldiers with waived events are outlined below:

(1) Permanent profiles.

(a) Soldiers with permanent physical profiles for the push-up and/or sit-up events will be granted 60 points for each event waived while using the actual score for each event actually performed. These Soldiers must qualify on the 2-mile run or approved alternate aerobic event according to FM 7-22.

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

(c) Soldiers with permanent profiles resulting from combat-related operations who are unable to take an aerobic or alternate APFT event due to a permanent physical profile will use their last record APFT score until the Soldier is medically cleared to take the record 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 (the effective date of the score will be the date the CDR recommends the Soldier for promotion).

(2) Temporary profiles.

(a) Soldiers with a temporary profile that prohibits taking one or more events of the record APFT will continue to use their current record APFT score as a determinate for promotion points provided it is not more than 1 year old.

(b) If the Soldier was afforded an opportunity to take the APFT and failed, or through his or her own negligence (as determined by the unit CDR) failed to take the test, the Soldier will be removed from the recommended list.

(c) Soldiers with a temporary physical profile resulting from combat-related operations, pregnancy, or when enrolled into the Army Pregnancy Postpartum Physical Training Program whom are prohibited from taking one or more events of the record APFT will use their current (last) record APFT score provided it is not more than 2 years old at the time of the promotion point computation.

(3) APFT charts are identified at table 3-9 for promotion to SGT and table 3-10 for promotion to SSG.

**Table 3-9**

**Army Physical Fitness Test for promotion to sergeant (score=promotion points)-**

APFT Score	Points	APFT Score	Points	APFT Score	Points	APFT Score	Points
300	180	270	150	240	110	210	70
299	179	269	139	239	99	209	69
298	178	268	138	238	98	208	68
297	177	267	137	237	97	207	67
296	176	266	166	236	96	206	66
295	175	265	135	235	95	205	65
294	174	264	134	234	94	204	64



**Table 3-9**  
**Army Physical Fitness Test for promotion to sergeant (score=promotion points)—Continued**

APFT Score	Points	APFT Score	Points	APFT Score	Points	APFT Score	Points
293	173	263	133	233	93	203	63
292	172	262	132	232	92	202	62
291	171	261	131	231	91	201	61
290	170	260	130	230	90	200	60
289	169	259	129	229	89	199	59
288	168	258	128	228	88	198	58
287	167	257	127	227	87	197	57
286	166	256	126	226	86	196	56
285	165	255	125	225	85	195	55
284	164	254	124	224	84	194	54
283	163	253	123	223	83	193	53
282	162	252	122	222	82	192	52
281	161	251	121	221	81	191	51
280	160	250	120	220	80	190	50
279	159	249	119	219	79	189	49
278	158	248	118	218	78	188	48
277	157	247	117	217	77	187	47
276	156	246	116	216	76	186	46
275	155	245	115	215	75	185	45
274	154	244	114	214	74	184	44
273	153	243	113	213	73	183	43
272	152	242	112	212	72	182	42
271	151	241	111	211	71	181	41
						180	40

**Table 3-10**  
**Army Physical Fitness Test for promotion to staff sergeant (score=promotion points)**

APFT Score	Points	APFT Score	Points	APFT Score	Points	APFT Score	Points
300	145	270	115	240	60	210	28
299	144	269	89	239	44	209	28
298	143	268	88	238	43	208	27
297	142	267	87	237	42	207	27
296	141	266	86	236	41	206	26
295	140	265	85	235	41	205	26
294	139	264	84	234	40	204	25

**Table 3–10****Army Physical Fitness Test for promotion to staff sergeant (score=promotion points)—Continued**

APFT Score	Points	APFT Score	Points	APFT Score	Points	APFT Score	Points
293	138	263	83	233	40	203	25
292	137	262	82	232	39	202	24
291	136	261	81	231	39	201	24
290	135	260	80	230	38	200	23
289	134	259	79	229	38	199	23
288	133	258	78	228	37	198	22
287	132	257	77	227	37	197	22
286	131	256	76	226	36	196	21
285	130	255	75	225	36	195	21
284	129	254	74	224	35	194	20
283	128	253	73	223	35	193	20
282	127	252	72	222	34	192	19
281	126	251	71	221	34	191	19
280	125	250	70	220	33	190	18
279	124	249	69	219	33	189	18
278	123	248	68	218	32	188	17
277	122	247	67	217	32	187	17
276	121	246	66	216	31	186	16
275	120	245	65	215	31	185	16
274	119	244	64	214	30	184	16
273	118	243	63	213	30	183	15
272	117	242	62	212	29	182	15
271	116	241	61	211	29	181	15
						180	15

**3–17. Awards, decorations, and achievements (permanent awards)**

Maximum points: 125 for promotion to SGT; and 165 for promotion to SSG.

*a. Awards and decorations* ( table 3–11). Multiply the number of points authorized by the number of awards received. Only awards and badges listed below qualify for award of promotion points (not all inclusive). Awards and decorations earned from DOD, Joint, or other U.S. Uniformed Services receive the same points as corresponding and/or equivalent Army awards.

**Table 3–11****Awards and decorations-**

Award or decoration	Promotion points
Soldier's Medal or higher award and/or decoration	40
Bronze Star Medal with "V" Device	35

**Table 3–11**  
**Awards and decorations—Continued**

Award or decoration	Promotion points
Bronze Star Medal	30
Purple Heart	30
Defense Meritorious Service Medal	25
Meritorious Service Medal	25
Air Medal with "V" Device	25
Army Commendation Medal with "V" Device	25
Air Medal	20
Joint Service Commendation Medal	20
Army Commendation Medal	20
Joint Service Achievement Medal	10
Army Achievement Medal	10
Good Conduct Medal	10
Army Reserve Components Achievement Medal	10
Armed Forces Reserve Medal (with or without "M" Device)	10
Military Outstanding Volunteer Service Medal	10

*b. Badges* ( table 3–12). Award of a higher level badge increases a promotion score only by the difference established between the badges as provided for in table 3–12, they are not cumulative. For example, a Soldier who earns the Master Recruiter Badge receives a total of 20 promotion points not 35 (Basic Recruiter Badge (15) + Master Recruiter Badge (20)=35 points). This provision applies to the following badges: Parachute, Explosive Ordnance Disposal, Recruiter, Diver, Aviation, Free Fall Parachutist, and Special Operations Diver.

**Table 3–12**  
**Badges**

Badge	Promotion points
Combat Infantryman Badge	30
Combat Medical Badge	30
Combat Action Badge	30
Expert Infantryman Badge	30
Expert Field Medical Badge	30
Master Parachute Badge	20
Master Explosive Ordnance Disposal Badge	20
Master Recruiter Badge	20
Gold Recruiter Badge	20
Divers Badge (First Class)	20
Aviation Badge (Master)	20
Master Army Instructor Badge	20

**Table 3–12**  
**Badges—Continued**

Badge	Promotion points
Master Space Badge	20
Basic Army Instructor Badge	15
Senior Army Instructor Badge	15
Senior Parachute Badge	15
Senior Explosive Ordnance Disposal Badge	15
Presidential Service Badge	15
Vice President Service Badge	15
Drill Sergeant Badge	15
Basic U.S. Army Recruiter Badge	15
Divers Badge (Salvage)	15
Parachute Combat Badge with bronze service star (Senior)	15
Aviation Badge(Senior)	15
Military Free Fall Parachutist Badge (Master)	15
Special Operations Diver Badge (Supervisor)	15
Senior Space Badge	15
Parachute Badge	10
Parachute Combat Badge with bronze service star (Basic)	10
Parachute Rigger Badge	10
Divers badge (Second-Class)	10
Divers Badge (Scuba)	10
Basic Explosive Ordnance Disposal Badge	10
Pathfinder Badge	10
Air Assault Badge	10
Aviation Badge (Basic)	10
Secretary of Defense Service Badge	10
Joint Chiefs of Staff Identification Badge	10
Army Staff Identification Badge	10
Space Badge	10
Military Free Fall Parachutist Badge (Basic)	10
Special Operations Diver Badge (Basic)	10
Tomb Guard Identification Badge	10
Driver and Mechanic Badge	10

*c. Tabs.* See military education.

d. *DA Form 2442 (Certificate of Achievement)*. This is awarded by CDRs and/or deputy CDRs serving in positions authorized the rank of LTC or higher or any general officer (or equivalent civilian counterpart (general schedule (GS)–13 or above)). CSMs at the BDE level may award certificates of achievement. 5 points each award (maximum 20 points).

e. *Airborne advantage*. In addition to points awarded for attainment of the airborne qualification badge, Soldiers possessing airborne qualifications and assigned to an authorized airborne position (special qualification identifier of P, S, U, or V in the duty MOS) associated with that position receive an additional number of promotion points, without regard to the maximum point rules (table 3–13).

**Table 3–13**

**Airborne advantage**

Scenario	Additional points
Parachutist serving in TOE/TDA position	20
Senior Parachutist serving in TOE/TDA position	25
Master Parachutist serving in TOE/TDA position	30

**3–18. Military education**

Maximum points: 200 for promotion to SGT; and 220 for promotion to SSG.

a. *Professional military education (Noncommissioned Officer Education System)*.

(1) *Structured self-development courses*. Soldiers competing for selection to SGT/SSG will not receive promotion points for completion of SSD 1 or 2 (SSD 1/SSD 2 completion is a requirement in order to be recommended to SGT/SSG).

(2) *Basic Leader Course*. Soldiers competing for selection to SGT do not receive promotion points for completion of BLC (BLC completion is a requirement to fully qualify for promotion to SGT). For Soldiers in possession of a DA Form 1059, and no course graduate entry in ATRRS, eMILPO, and/or EDAS, a copy of the DA Form 1059 must be sent to the Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 (or the appropriate RSC for TPU Soldiers) or email [usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil) for validation, inclusion into ATRRS, and update of appropriate military education level and military education status in the TAPDB or applicable system. Graduation of BLC must be made a matter of record no later than the 8th calendar day of each board month (refer to fig 3–3) in order to fully qualify the Soldier for promotion pin-on to SGT. In recognition of academic excellence, graduates of BLC:

(a) Receive 20 promotion points when recognized as having achieved commandant’s list status (verified on DA Form 1059) when competing for promotion to SGT.

(b) Receive 40 promotion points when recognized as having achieved Distinguished Honor Graduate or as the Distinguished Leadership Graduate (verified on DA Form 1059) when competing for promotion to SGT.

(3) *Advance Leaders Course*. Soldiers competing for selection to SSG do not receive promotion points for completion of ALC (ALC completion is a requirement to fully qualify for promotion to SSG). For Soldiers in possession of a DA Form 1059 and no course graduate entry in ATRRS, eMILPO, and/or EDAS, a copy of the DA Form 1059 must be sent to the Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or email [usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil), for validation and inclusion into ATRRS and update of appropriate MEL and MES codes in the TAPDB or applicable system. Graduation of ALC must be made a matter of record no later than the 8th calendar day of each board month (refer to fig 3–3) in order to fully qualify the Soldier for promotion to SSG. In recognition of academic excellence, graduates of ALC:

(a) Receive 20 promotion points when recognized as having achieved commandant’s list status (verified on the DA Form 1059) when competing for promotion to SSG.

(b) Receive 40 promotion points when recognized as having achieved Distinguished Honor Graduate status or as the Distinguished Leadership Graduate (verified on DA Form 1059) when competing for promotion to SSG.

b. *Resident military training*. Maximum points: 80 for promotion to SGT; and 90 for promotion to SSG (these point ceilings are inclusive of the maximum points established above for the overall military education category).

(1) *Army Training Requirements and Resources System*. Courses formally listed in ATRRS are authorized promotion points (exceptions follow) at the rate of four promotion points per week (defined as 40 training hours) of military training. Soldiers receive these points without regard to mandatory training requirements for award of the Soldier’s MOS. If a resident course is missing from a Soldier’s ATRRS transcript, Soldiers must contact the school that administered the course and request an update to their ATRRS records. School contact information is in the ATRRS course catalog at <https://www.atrrs.army.mil/atrrscc/>.

(2) *Noncommissioned Officer Education System.* Promotion points are not authorized for NCOES Courses (except as indicated in para 3–18a), MOS-producing courses, all badge-producing courses (see military awards, para 3–17), BCT, advanced individual training, new equipment training, USMAPS/U.S. Military Academy, language training, OCS, and Warrant Officer Candidate Course. No promotion points are granted for on-the-job training and on-the-job experience, including Sergeant’s Time Training. Military courses (in ATRRS) completed while serving in other Armed Forces that were required to hold qualification in or be awarded an MOS and/or rate are not authorized promotion points. Federal Emergency Management Agency (FEMA) courses are not authorized promotion points.

(3) *Ranger, Special Forces, and Sapper qualification courses.* Soldiers will be awarded 40 promotion points for completion of these courses. All phases of the courses must be completed prior to awarding promotion points.

c. *Computer-based training (nonresident training).* Maximum points: 80 for promotion to SGT; and 90 for promotion to SSG (these point ceilings are inclusive of the maximum points established above for the overall military education category).

(1) Military correspondence courses and computer-based training provided through ATRRS Self-development or Army e-Learning (<https://www.atrrs.army.mil>). Soldiers will be granted promotion points based on one (1) point per 5 hours of completed Army Correspondence Course Program (ACCP) training - restricted to courses completed in their entirety. Courses may take up to 12 days to populate from the date of course completion to the automated promotion point worksheet for promotion points. Completed correspondence course hours and/or distance learning and Army e-Learning courses that were completed prior to 22 December 2010 must be updated through eMILPO (RA) or USAR systems. The Soldier must have record of full course completion and the total credit hours for the entire course will be divided by five to determine promotion points. No points will be awarded for sub-course completion. The goal is to finish, in its entirety, a formal course of instruction, at which time the Soldier will be granted promotion points.

(2) Promotion points are not granted for duplicate military correspondence and military education courses (for example, Soldier attends the 1-week (40-hour) resident Combat Lifesaver Course and completes the 40-hour ACCP Combat Lifesaver Course). In this instance, the Soldier receives points based on the ACCP course completion (eight (8) promotion points for completion of a 40-hour correspondence course) and cannot receive the additional four (4) points per week under the resident course.

### **3–19. Civilian education**

Maximum points: 135 for promotion to SGT and 160 for promotion to SSG.

a. *Civilian education (valid for promotion points).* The total number of credits an accredited institution grants towards a degree will be the basis for granting promotion points. Promotion points are authorized for civilian education conducted at institutions recognized nationally, or regionally accredited, by the U.S. Department of Education. Recognized educational institutions are those institutions listed on the U.S. Department of Education Web site at <http://ope.ed.gov/accreditation>. Transcripts will be used to award promotion points for colleges or universities. Soldiers currently enrolled in a college or university are required to provide a single transcript from their current college and/or university consolidating all past civilian education. Soldiers that have multiple transcripts who are not currently enrolled in a college and/or university 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 post-secondary credits for submission to the unit as the source document to update eMILPO and/or personnel records with the total number of credit hours. Continuing education units are not authorized promotion points. The total semester hours earned must be updated in eMILPO and/or personnel records and reflected on the Soldier’s ERB or DA Form 2–1 which will be the source in determining promotion points. Soldiers will receive two (2) promotion points for each semester hour completed. All quarter, contact, and/or clock hours will be converted to semester hours. For conversion of semester hours see DODI 1322.25. When a college is not listed in eMILPO (RA), requests to have the college added must be emailed to [usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil), with a copy of the Soldier’s transcript and verification of the college accreditation. Accreditation can be verified at <http://ope.ed.gov/accreditation>.

b. *Foreign transcripts.* Soldiers with college credits from foreign colleges or universities (except those countries listed in AR 601–210) must have those credits evaluated by any organization who is a member of the National Association for Credential Evaluation Services (<http://www.naces.org/>). The Defense Activity for Non-traditional Education Support (DANTES) Web site has a listing of transcript evaluation services. The foreign transcript evaluation is required to establish the commensurate U.S. level of education and institutional legitimacy.

c. *Degree completion.* Twenty promotion points will be granted to any Soldier who completes a degree while on active duty. If recommended for promotion to SSG, the Soldier must have completed the degree while in the rank of SGT to receive these points. If recommended for SGT, the degree must have been awarded after enlistment in the Army, USAR, or ARNG prior to being promoted to the rank of SGT.

*d. College Level Examination Program and Defense Activity for Non-traditional Education Support courses.* For Soldiers who have not completed any post-secondary courses and chose to test-out through these programs or who have not had the College Level Examination Program (CLEP) and/or DANTES credit recommendations consolidated on one college transcript, may receive two promotion point per credit hour for CLEP general and subject examinations, DANTES Subject Standardized Tests, and American College Test proficiency examinations. Points will not be awarded for credit recommendations that duplicate already earned credit in that subject area or discipline. Education center personnel may assist with the review or assessment of credit awards for possible credit duplication. Foreign language CLEP examinations will be awarded promotion points based on the Soldier's 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 CLEP and/or DANTES report.

*e. Technical certifications.* Ten promotion points are granted for each TRADOC-approved technical, industry, and/or professional certification earned, not to exceed award for five certifications or 50 promotion points. Recertification will not result in duplicate award of promotion points.

*f. Defense Language Proficiency Test.* Twenty-five promotion points are granted to Soldiers who achieve a minimum limited working proficiency rating of 1/1 (listening, reading, or speaking) on the Defense Language Proficiency Test. Promotion points remain valid provided the Defense Language Proficiency Test proficiency standards do not exceed 1 year (year/month) as of the point compilation month.

## **Section V**

### **The Promotion Recommended List**

#### **3–20. Rules**

*a. Regular Army and U.S. Army Reserve Active Guard Reserve.* HQDA establishes and maintains the promotion recommended list. Soldiers are grouped by grade and MOS, sequenced by promotion score (highest to lowest), regardless of zone of consideration. This process supports an ability to select the best qualified Soldier for promotion to meet readiness requirements.

*b. U.S. Army Reserve (troop program units, Army Reserve Elements, and multi-component units).*

(1) Because promotions are based on requirements within a geographical area, a regional PPRL will be established, published, and maintained by the regional promotion list manager.

(2) Reports will be consolidated into one PPRL. The names of recommended Soldiers will be extracted from the reports and placed on the list with no expiration date.

(3) The list will be revised and distributed every month (or as often as needed) to provide for:

*(a) Integration on the list of new names resulting from—*

1. The transfer into the command of personnel with list standing in an Army Reserve losing command.

2. Report of board proceedings received from subsequent promotion recommendation boards.

*(b) Removals due to:*

1. Promotions from the list.

2. Losses from the command.

3. Flags.

4. Failure to maintain minimum number of promotion points.

5. Administrative corrections.

(4) The U.S. Army Reserve Command establishes—

*(a) Procedures for transmitting board reports to the custodian of the PPRL.*

*(b) Distribution of board reports and selection lists.*

*(c) Promotion notification process including reassignment procedures.*

*(d) Procedures for removing nonpromotable Soldiers from the list.*

#### **3–21. Format of the permanent promotion recommended list U.S. Army Reserve (troop program unit, Army Reserve Element, and multi-component units)**

Data for establishment and continuing maintenance of the PPRL are compiled from the various reports of board proceedings submitted by promotion authorities.

*a. Names will be placed on the list according to the recommended rank, 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 3–14 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 rank.
  - (a) NP=Is not a graduate of, or is not enrolled in, BLC.
  - (b) EP=Enrolled in BLC.
  - (c) GP=Graduated BLC or an equivalent.
  - (d) NB=Is not a graduate of, or is not enrolled in, ALC.
  - (e) EB=Enrolled in ALC.
  - (f) GB=Graduated ALC or an equivalent.

## Section VI

### Selecting Soldiers for Promotion

#### 3–22. Rules

A Soldier recommended for promotion who enlists and/or transfers into another component at the same grade without a break in service will retain promotion recommended list status within the receiving command. Soldiers will be integrated into the receiving command promotion list without additional requirements.

*a. Regular Army only.* On a monthly and recurring basis, CDRs have the responsibility to review, monitor, and verify the promotion recommended list status of all Soldiers assigned to their command; including Soldiers integrated as a result of the command list integration process (para 3–23). During this monthly review, CDRs who question any Soldier’s legitimacy of residing on the recommended list must conduct a promotion audit.

*b. Regular Army and U.S. Army Reserve Active Guard Reserve.* HQDA establishes promotion cutoff scores and selects (by name/SSN) fully qualified Soldiers for promotion from the monthly SGT and SSG promotion recommended list who meet or exceed the cutoff score. Selection is by 3-character MOS and accomplished on a monthly basis in order to support of MOS and/or grade readiness (except for language requirements, which are by language skills, as determined by CG, HRC). Budgetary constraints are considered. Soldiers on the by-name selection list will be promoted (if otherwise qualified in accordance with para 1–10). Units will not request a copy of the promotion board proceedings or other documents to validate a Soldier’s list status or promotion score unless it is in accordance with paragraph 3–2.

(1) Soldiers who are not fully qualified for promotion will not be selected for promotion pin-on regardless of promotion point scores.

(2) Soldiers who are not fully qualified for promotion pin-on remain on the list and will not be selected for promotion pin-on until after they are fully qualified and a promotion requirement exists for their respective MOS and rank.

(3) Soldiers who are announced as fully qualified and selected for promotion pin-on must maintain a valid promotion score through the 1st day of the promotion month to be considered fully qualified for promotion pin-on.

**Table 3–14**  
**Permanent promotion recommended list status codes U.S. Army Reserve (troop program unit, Army Reserve Element, and multi-component units)**

Code	
A	Initial promotion score.
B	Re-evaluated.
C	Re-computation. Enter date re-computation completed.
D	Nonpromotable status.
E	Delete because of transfer. Enter departure date after code.
F	Delete for cause. 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 to administrative points. Enter date of readjustment after code.



**Table 3–14****Permanent promotion recommended list status codes U.S. Army Reserve (troop program unit, Army Reserve Element, and multi-component units)—Continued**

Code	
J	Regained promotable status. Enter effective date after code.

*c. U.S. Army Reserve (troop program units, Army Reserve Elements, and multi-component commands or units).* Soldiers approved for recommendation are identified on a list maintained by the regional promotion list manager.

(1) Promotion from the list is limited to fully qualified Soldiers, by sequence number and MOS based on a TPU duty position vacancy within a reasonable distance of the Soldier's residence as identified in AR 140–10 or the distance the Soldier indicates he or she is willing to travel.

(a) Selection requires full qualification (see para 1–10), based on highest number of points with the required MOS, residing within a reasonable distance of the required vacancy, or when the Soldier resides outside a reasonable commuting distance and has submitted a statement of willingness to commute.

(b) Except for a MT whose promotion and reassignment would conflict with his or her civilian conditions of employment (see para 5–22), a Soldier who declines promotion in a position defined as a reasonable commuting distance or the distance the Soldier agreed to travel, will be removed from the list and designated as nonpromotable for 1 year.

(2) Promotions must not be limited to the Soldiers' assigned command.

(3) NCOs must be considered for progressive assignments, if available, within reasonable commuting distance of his or her home of residence or within the distance the Soldier agreed to travel.

(4) The required MOS for promotion against a TASS MOS instructor position is qualification in the MOS in which the NCO is, or will be, instructing.

(5) Soldier will retain his or her PMOS, SMOS, and AMOS, as applicable, when assigned to 00G (MOS immaterial position). Since any Soldier with a MOS is duty MOS qualified when assigned to a 00G/MOS immaterial position, no reclassification action is necessary.

(6) In the case of USAR band position vacancies, the required MOS is qualification in any MOS within CMF 97 (Army Bands), as the MTOE band position will be identified for promotion purposes by CMF 97 rather than by a specific MOS.

### **3–23. Department of the Army command list integration to sergeant and staff sergeant (Regular Army and U.S. Army Reserve (Active Guard Reserve), troop program unit, Army Reserve Element, multi-component commands or units only)**

*a.* Each month, RA, USAR (AGR), and USAR (TPU, ARE, multi-component commands, or units) Soldiers will be automatically integrated (command list integration) onto the SGT and SSG promotion recommended lists when all of the following criteria are met despite lacking the actual promotion board appearance (RA) or consideration (USAR) as outlined below—

(1) To SGT—

(a) 47 months TIS (to become eligible for promotion at 48 months).

(b) 11 months TIG (to become eligible for promotion at 12 months).

(c) Otherwise not ineligible for recommendation 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.

(f) Must be graduates of SSD level 1.

(2) To SSG—

(a) 83 months TIS (to become eligible for promotion at 84 months).

(b) 11 months TIG (to become eligible for promotion at 12 months).

(c) Must be graduates of SSD level 2.

(d) Otherwise eligible 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; however, Soldiers must take action to meet the service remaining requirement for promotion if otherwise selected.

(g) Soldiers added to the promotion list under this paragraph will be rank ordered by DOR (earliest first). When DOR is the same BASD then date of birth (oldest first) will be used.

*b.* The unit CDR has the authority to deny integration onto the recommended list; however, the CDR must take action to do so. A unit CDR must act to deny list integration no later than the 19th (calendar day) of the month the Soldier's name

is identified for command list integration. For RA Soldiers the BN HR must submit a 'Deny Promotion List Auto Integration' transaction through eMILPO. Failure to submit the deny transaction will result in the Soldier being integrated onto the promotion recommended list. If the deny transaction is not submitted on time, requests to remove Soldiers from command list integration must be signed by the promotion authority (LTC or above) and sent to HRC, Junior Enlisted Promotions, Promotions Branch (AHRC-PDV-PE), email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil). The original Enlisted Promotion Report (AAA-294) with the CDR circling 'No' must be included. All Soldiers denied list integration will be counseled, in writing, in accordance with the provisions of paragraph 1-27 and the unit CDR must initiate a bar to continued servicerment in accordance with AR 601-280.

*c.* All Soldiers command list integrated onto the SGT or SSG recommended list will—

(1) Have a current APFT or exception.

(2) Reside on the recommended list with 39 points for SGT and 14 points for SSG. No additional promotion points, regardless of qualifications or achievements are granted unless the Soldier goes through the formal board process.

(3) Be immediately removed from the recommended list when otherwise not eligible for list retention.

*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 for promotion board appearance by their chain of command. Soldiers choosing to appear before a promotion board after command list integration will follow the procedures for initial board appearance listed in chapter 3 and 5.

*e.* To facilitate the leader development process for Soldiers who were previously denied DA directed promotion list integration, otherwise eligible Soldiers will reappear on the AAA-294 report the month following removal of the bar to continued servicerment if removed by the 19th of the month in the appropriate system. If the unit fails to submit the bar to continued servicerment, the Army will automatically reintegrate otherwise eligible Soldiers every 90 days following their previous denial for command list integration. Unit CDRs will take action to deny these quarterly integration efforts when Soldier's performance counseling otherwise dictates.

*f.* The CDR must formally counsel all Soldiers denied command list integration, pointing out deficient areas for needed improvement to qualify for future promotion consideration.

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

### **3-24. Processing promotion point re-evaluations (U.S. Army Reserve only)**

*a.* Soldiers on a current recommended list who increase their total administrative promotion points by 20 or more points (DA Form 3355, section B) over their last promotion point total score may request reevaluation at any time. Soldier must be in a promotable status.

(1) When a Soldier requests reevaluation, DA Form 3355 will indicate reevaluation by checking the appropriate block.

(2) The CDR completes DA Form 3355, section A.

(3) The records custodian computes the administrative points with a reevaluation date the month and year of the promotion authority's signature on DA Form 3355, section D.

(4) The new points will be effective on the 1st day of the 2nd 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 B) is less than 20 points over the latest promotion point total score may request reevaluation; however, requests must be after 6 months from the latest board consideration, reevaluation, or re-computation.

### **3-25. Re-computation of promotion points (U.S. Army Reserve only)**

Re-computation of promotion points is a biannual requirement for Soldiers on a recommended list continually for 2 years and those who have not had their points re-computed. The authorities cited in paragraph 3-1*b* will announce the scheduled suspense dates for the receipt of re-computed scores for Soldiers with recommended list standing. The scheduled date is intended to provide the time necessary to publish the revised PPRL. The promotion authority must ensure the appropriate CDR submits to the promotion authority the Soldier's score in time for him or her to comply with the announced suspense date.

*a.* DA Form 3355 will be used for the biannual re-computation of promotion points. The form will indicate it is a biannual re-computation. CDRs will authenticate data in section A and certify by signing where indicated.

*b.* The custodian of the Soldier's records will—

(1) Complete section B. Administrative points awarded will be determined from the records and any additional documentation furnished by the Soldier.

(2) 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 D.

(3) Obtain the Soldier's signature and date in section A. 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.

c. The re-computed DA Form 3355 will be distributed as follows:

(1) File the original of the re-computed DA Form 3355 directly above the original DA Form 3355 that is located in the Soldier's local board file.

(2) Send one copy of each DA Form 3355 (the re-computed 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 3-1b.

### **3-26. Promotion point adjustment (U.S. Army Reserve only)**

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.

b. The promotion of an otherwise promotable Soldier who is on the current recommended list may be suspended. This occurs when the promotion authority concludes a Soldier 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) Advise Soldiers of the suspension. The promotion authority will promptly send the following to the promotion list manager, requesting a correction to the PPRL:

(a) The original or reconstructed DA Form 3355, annotated in red to show the correct promotion points, and complete promotion recommendation packet.

(b) Any supporting information or documents including a legible copy of the Soldier's DA Form 2-1.

(2) The promotion list manager 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 USAR. The promotion list manager must take adequate measures to ensure uniformity of point adjustments.

c. A Soldier who received less administrative points than entitled remain eligible for promotion with the corrected points.

d. Request for administrative point adjustment must be initiated—

(1) Within 12 months of the date of computations or re-computations of the DA Form 3355 in question.

(2) Within 12 months from the date of a correction causing the DA Form 3355 to be in error. 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 an 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 PPRL and the promotion authority will be notified of the change.

## **Section VII**

### **Recommended List Maintenance**

#### **3-27. Removal from recommended list**

a. Soldier must be informed, in writing, through their chain of command of the removal action.

b. Once the Soldier is removed, the action is final unless reinstated in accordance with this regulation.

c. All Soldiers (including those integrated as a result of command list integration) will be immediately removed from a recommended list for all conditions as outlined below:

(1) Adverse actions as outlined below (indicated by a Flag). Soldiers are automatically removed from the recommended list when a Flag is initiated. Soldiers Flagged for adverse action will be reintegrated by the CDR onto the recommended list if the case is closed favorably (provided otherwise qualified) without re-appearance before a promotion board.

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

(b) Nonjudicial punishment imposed under UCMJ, Article 15 (not including summarized proceedings), regardless of whether the punishment is suspended. It is not the intent of this regulation to remove Soldiers from a promotion list when punished under the UCMJ, with a summarized Article 15. However, because the Flag removal (closed unfavorably) results

in automatic promotion list removal, unit S1s must act to re-integrate these Soldiers to the promotion list upon closure of the Flag.

(c) Initiation of administrative separation proceedings under AR 635–200 or AR 135–178. Soldiers undergoing medical processing under AR 635–40 will remain on the recommended list unless separated.

(d) Memoranda of admonition, censure, or reprimand directed to be filed in the Soldier's AMHRR under AR 600–37.

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

(2) Failure to qualify, for cause, for the security clearance required for the MOS in which recommended or competing.

(3) Failure to reenlist or extend to meet a service remaining obligation within 30 days (RA) or 60 days (USAR) of the announced promotion effective date.

(4) Exceeds the requirements of the Army Body Composition Program in accordance with AR 600–9.

(5) Soldier signs DCSS (RA only).

(6) Soldier is prohibited from reenlisting when a local or DA imposed bar is approved after attaining recommended list status.

(7) Mandatory reclassification resulting from inefficiency or misconduct.

(8) Is on the promotion list and is promoted to cadet (SGT/E5) because of entering Warrant Officer Candidate Course, OCS, or ROTC and/or SMP.

(9) Dropped from the rolls as a deserter.

(10) Denied a waiver to reenlist.

(11) Soldier fails to complete training required for MOS for cause or academic reasons (RA only).

(12) Failure of record APFT or failure to take a record APFT within 12 months unless the requirement is suspended by the DCS, G–3/5/7 (DAMO–TR).

(13) When the promotion authority approves a removal board recommendation that the Soldier be removed from a recommended list.

(14) Erroneous selection (that is, did not meet one or more of the eligibility criteria).

(15) Reduction in grade.

(16) Declines promotion when selected and is within a reasonable commuting distance as defined in AR 140–10 or the distance the Soldier agreed to travel 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 MT, his or her name will not be removed, unless they had agreed to travel to the designated vacancy and declined the position. The Soldier may be considered by the next board (USAR only).

(17) The promotion authority will direct the removal from the recommended list the name of a Soldier who (USAR only)—

(a) Requests removal.

(b) Becomes an unsatisfactory participant as defined by AR 135–91.

(18) While processed for discharge. RA and USAR Soldiers who are removed from the recommended list upon transfer or enlistment into a TPU, the AGR program, the IMA program, the IRR, or the Standby Reserve (active status list) will remain promotable and be integrated into the appropriate gaining recommended list. These Soldiers will remain on the gaining recommended list until promoted, the list expires, or the Soldier is removed from the list as directed by this regulation (USAR only).

d. A Soldier who exceeds the established retention control point (RCP) as a result of removal from a recommended list will be separated no later than the 1st day of the 7th month from the date of removal.

e. A Soldier who voluntarily requests removal (in writing) will be removed from a recommended list.

f. Submit requests for command list integration removals (based on reasons above) to HRC at Junior Enlisted Promotions, Promotions Branch (AHRC–PDV–PE), email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) (RA only).

g. Submit requests for command list integration removals (based on reasons above) to the regional promotion list manager (USAR only).

h. After removal, Soldiers must reappear before a promotion board to be re-integrated onto the promotion recommended list.

### **3–28. Rules for conducting a removal board for Soldiers on recommended list**

a. CDRs may conduct removal boards when, in their determination, a Soldier's substandard performance or inefficiencies warrant. In these instances, a removal board will be conducted in conjunction with a promotion selection board otherwise convened with a task to consider Soldiers for removal from a recommended list. This process includes efforts to remove Soldiers otherwise integrated onto the recommended list as a result of command list integration.

- b. CDRs will give the Soldier written notification of the removal board at least 15 duty days (RA) or 30 days (USAR) prior to the date of the board.
- c. The board will be composed of unbiased members (see composition, para 3–12).
- d. The unit HR specialist will arrange for any reasonably available witnesses (at no expense to the Government) 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 the 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.
  - (7) The right to counsel. The Soldier will be informed of the right to consult with counsel.
- 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 of the action (in its entirety) 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 or she will state in writing the reason for disapproval.
- k. The promotion authority may lessen but not increase the severity of the board’s decision.
- l. AR 15–6 does not apply to removal boards.

### 3–29. Steps

The steps for conducting a removal board for Soldiers on a recommended list are listed in table 3–15.

<b>Table 3–15 Conducting a removal board for Soldiers on a recommended list</b>		
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 (RA) or 30 days (USAR) prior to the date of the board.
4	BN HR	Conduct removal board, if required. Promotion authority approves board findings.
5	Unit/BN HR	Review action for compliance.
6	Unit/BN HR	Submit applicable transaction(s) to remove Soldier from recommended list.
7	HR specialist	Inform Soldier within 5 duty days (30 calendar days for TPU), in writing, of results.

### 3–30. Rules for reinstating Soldiers to recommended list

- a. A Soldier promoted in error to the ranks of SGT or SSG will, when otherwise qualified in accordance with paragraph 1–10, 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 exonerated of the basis that caused the removal will be reinstated. To be 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 wrongdoing.

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

## Section VIII

### Processing Promotions

#### **3–31. Rules for Headquarters, Department of the Army promotion point cutoff scores (Regular Army and United States Army Reserve Active Guard Reserve only)**

a. Monthly HQDA establishes and announces cutoff scores used to determine promotions to SGT and SSG. All fully qualified (see para 1–10) Soldiers meeting or exceeding the announced cutoff scores are selected for promotion for the given promotion month.

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

c. A Soldier's DOR, unless otherwise specified in this regulation, will be the same as the effective date of promotion. If a valid promotion was delayed because of an administrative error, the DOR will be the effective date that the promotion should have occurred. The HR specialist will email promotion instruments to HRC, Junior Enlisted Promotions, Promotions Branch (AHRC–PDV–PE) for RA at email: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil, for promotions delayed more than 30 days.

d. 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 (for example, when an investigation is closed favorably).
- (2) Promotions made upon arrival at a gaining organization.
- (3) Pending required security clearance for promotion MOS.

e. The CG, HRC is the exception authority for authorizing promotions other than in the month for which the cutoff score is met.

f. No Soldier will be promoted as an administrative records correction when a determination is made that their automated promotion score is inaccurate as a result of missing personnel or training data. Immediate action must be taken to update the supporting personnel and training databases to capture accurate information so updated automated promotion scores can be utilized to determine the following month's established cutoff scores. For USAR AGR, failure to input promotion points into AGRMIS database will not be sufficient basis for an administrative records correction for promotion.

#### **3–32. Rules for processing service remaining requirements**

a. *Regular Army and U.S. Army Reserve Active Guard Reserve.* There is no service obligation incurred for promotion to SGT or SSG (applicable retroactively regardless of the date of rank/effective date).

b. *U.S. Army Reserve (troop program units, Army Reserve Elements, and multi-component commands or units).*

(1) The Soldier must report for duty in the position to which promoted and comply with a reassignment order, if issued. Soldiers promoted to SSG incur a 12-month TPU service remaining requirement. Soldiers must complete 12 months in the position they were promoted or be subject to reduction to the previous rank held. Transfers of TPU Soldiers serving under a promotion service remaining requirement and a 12-month position must be approved by the first general officer in the chain of command to preclude reduction or revocation of the promotion.

(2) 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. *Regular Army and U.S. Army Reserve.* Soldiers must meet the service remaining requirement before a promotion order is issued.

d. *The following Soldiers will be promoted without regard to service remaining requirement:*

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

(2) Those categorized as missing in action, captured, or detained when promoted by HQDA.

(3) Those whose illness or injury is classified by medical authorities to be of such severity that life is imminently endangered (AR 638–8).

(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 remaining requirement. In these cases, Soldiers will be required to extend through the end of the month in which the 62nd (60th for USAR) birthday occurs.

#### **3–33. Rules for processing promotions upon arrival at gaining organization (in-processing)**

a. During in-processing, the chief of promotions will determine whether the Soldier qualifies for promotion or will be added to the recommended list. For TPU, the HR specialist will verify the Soldier is incorporated onto the regional PPRL

if the reassignment results in transferring to a different regional list manager. A copy of the reassignment orders will be submitted to both regional list managers to initiate the PPRL transfer.

*b.* RA and USAR AGR, if otherwise qualified in accordance with paragraph 1–10, Soldiers on the recommended list who meet a promotion point cutoff score while in-transit will be promoted during in-processing. When the month of promotion is later than that in which the Soldier first qualified and delay is solely due to being in-transit, 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.

### **3–34. Rules for processing administrative records correction (Regular Army and U.S. Army Reserve (Active Guard Reserve))**

Administrative records correction is a process aimed at achieving personnel and/or training database accuracy used to establish SGT and SSG promotions. Administrative records correction requests must be fully justified, signed by the promotion authority (LTC or above), and sent to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407, or email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil) for approval. All supporting documentation specific to the request must be included or the request will be returned without action. Requests due to system errors will be approved if the system error can be substantiated. Soldiers may be eligible for a retroactive promotion under the administrative records correction process if he or she would have made the DA promotion point cutoff score, but was in a suspension of favorable personnel action status and he or she was exonerated, the case was closed favorably, or removed as erroneously Flagged/submitted, provided the Soldier was otherwise qualified in accordance with paragraph 1–10. Failure on behalf of the Soldier, unit, BN HR or HR specialist to update a Soldier’s record (that is, APFT, weapons qualification, military or civilian education, awards), integrate a Soldier onto the promotion recommendation list timely, or failure to remove a Flag is not grounds for reconsideration under the administrative records correction process. If the BN HR or HR specialist has problems with updating a Soldier’s promotion record, immediately contact HRC at the above email for assistance.

## **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 RA and USAR AGR Soldiers.

- a.* The CG, HRC (AHRC–PDV–PE) promotes Soldiers to the ranks of SFC, MSG, and SGM.
- b.* A centralized promotion system has been in effect for promotion of RA enlisted Soldiers since 1 January 1969 for SGM, 1 March 1969 for MSG, and 1 June 1970 for SFC. In support of a select-train-promote methodology, Soldiers selected to attend the USASMC do so for the purpose of promotion to SGM and are identified on the annual SGM training and selection list.
  - c.* The centralized promotion system produces an annual promotion selection list of best qualified Soldiers for promotion to the next higher rank. The intent and purpose of the selection list is to provide the Army a means to promote Soldiers, on a monthly basis, to satisfy personnel manning requirements by skill and grade.
    - (1) Each promotion month, HQDA will only select fully qualified Soldiers (see para 1–10) by-name for promotion pin-on; regardless of the established sequence number. Soldiers who are not fully qualified will not be selected by HQDA to satisfy a monthly promotion requirement and will remain on the selection list with their established sequence number.
    - (2) Each successive promotion month, HQDA will select Soldiers by-name for promotion pin-on, limiting those selections to fully qualified Soldiers.
    - (3) The selection list will expire effective the 1st day of the 25th month from the date it is published. A Soldier, who is not otherwise selected for promotion pin-on because they were not fully qualified for by-name selection by the expiration date of the list, will be administratively removed and must re-compete for selection by the next scheduled board (provided otherwise eligible).
      - (a)* Soldiers with an approved NCOES training deferment (see AR 350–1) will be extended, on a one-for-one monthly basis, on a centralized promotion list, equivalent to the number of months the training deferment authorizes.
      - (b)* The maximum time, regardless of how many approved training deferments are granted, any Soldier will be retained on any centralized selection list will not exceed 36 months.

*d.* Selection and promotion authority by HQDA does not deprive local CDRs of the authority to reduce Soldiers in the rank of SFC, MSG, and SGM for inefficiency or conviction by a civil court (see chap 10).

*e.* The Army announces convene dates for Centralized Selection Boards, as needed. Criteria for primary and secondary zones of consideration for each rank will be announced by the CG, HRC (AHRC-PDV-PE) before each board.

*f.* Soldiers in the ranks of SSG, SFC, and MSG may decline consideration for promotion and (if applicable) attendance at the USASMC as provided for in the board announcement message.

(1) Declinations exercised by Soldiers will be irrevocable for the announced board of consideration but will have no impact on future eligibility or selection. Declinations must be received no later than the date established in the board announcement message.

(2) Soldiers who take no action to decline consideration will be, by default (and provided they are otherwise eligible), considered for promotion or, if applicable, attendance at the USASMC (for the purpose of promotion to SGM).

(3) Soldiers who exercise a declination of consideration will not, under any circumstances, be authorized a future STAB 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 AMHRR.

*g.* Soldiers with a selective reenlistment bonus or enlistment bonus service will not be promoted outside their CPMOS.

*h.* Soldiers selected to attend the USASMC by a centralized selection board are subject to post-board personnel suitability screening. This process includes review of information contained on the restricted section of the AMHRR, substantiated DA Inspector General reports, and reports filed with the U.S. Army Crime Records Center. Soldiers found to have possible disqualifying derogatory information as a result of this screening will receive separate written notification from HRC. The notification will include copies of all derogatory information and will outline the rebuttal process for submission to a STAB. The STAB, complete with the Soldier's rebuttal should one be rendered, will then consider the Soldier's eligibility for attendance to the USASMC. The STAB will make a recommendation to the DCS, G-1, Directorate of Military Personnel Management (DMPM), for final decision on the suitability of the affected Soldier to serve as otherwise selected. Soldiers found unsuitable to attend the USASMC will receive formal notification by the HRC, Enlisted Promotions Branch (AHRC-PDV-PAE), and are permanently ineligible for further consideration and selection to attend the course and subsequently, promotion to SGM.

#### **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 within the board announcement message.

(2) Be serving on active duty in an enlisted status on convene date of the selection board.

(3) Have a minimum high school diploma equivalent.

(4) Not be barred from reenlistment under provisions of AR 601-280 or not pending administrative separation under AR 635-200.

(5) Not be ineligible to reenlist because of DCSS, retirement, or court-martial.

(6) Not be entered into Green to Gold Active Duty Option program for the purpose of attaining a commission.

*b.* NCOES requirements (see para 1-28).

*c.* Soldiers previously disenrolled from the USASMC for any reason (other than compassionate or medical) are permanently ineligible for further selection to attend the course and, consequently, promotion to SGM.

#### **4-3. Selection 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 a vote. Female and minority members will be represented, if available.

*c.* The selection board will recommend a specified number of best qualified Soldiers by MOS from the zones of consideration 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-grade strength.

*d.* Soldiers who are not selected for promotion or USASMC attendance will not be provided specific reasons for non-selection. Counseling of Soldiers not selected for promotion is not required. Soldiers may and are encouraged to contact their respective career professional development NCO within their branch for an analysis on how to enhance their careers.



#### **4-4. Information provided to boards**

*a. 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 selection board results.

*b. Evaluation reports.* Noncommissioned officer evaluation reports (NCOER) or academic evaluation reports (AERs) for NCOs under consideration will be provided to centralized selection boards under the following conditions—

(1) Except as specified below, evaluation reports must be administratively correct and received by the Evaluation Reports Branch, HRC, by the due date specified in the selection board notice announcement.

(2) As an exception to paragraph (1) late evaluation reports, referred evaluation reports, and relief for cause reports, if administratively correct, will be provided to the appropriate board upon receipt at HRC, provided the board has not completed its final, formal vote as specified in the memorandum of instruction (MOI). A late evaluation report is defined as any report, other than a “complete the record” NCOER, which has a “THRU” date more than 90 days earlier than the due date established in the selection board notice. Referred and relief for cause reports are defined in AR 623-3.

(3) For boards scheduled to be in session for two or more weeks, evaluation reports that are administratively correct and received by the Evaluation Reports Branch, HRC, after the due date but before the board convenes may be forwarded to the board when approved by the DMPM, Office of the DCS, G-1.

#### **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 AMHRR. Receipt of correspondence will not be acknowledged.

*c.* Documents authorized for filing in the AMHRR will be submitted in accordance with instructions outlined in specific board military personnel messages as soon as they are generated. Documents already in the AMHRR will not be sent.

*d.* The following documents will not be given to the board and therefore will not be forwarded to HRC.

(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 NCOER, AER, courts-martial, UCMJ, Article 15, and so on.

(4) An evaluation (NCOER or AER) that has been processed to the AMHRR by HRC.

*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 AMHRR. Non-receipt of a memorandum by the board president does not constitute grounds for reconsideration by a STAB.

#### **4-6. Board results**

The CG, HRC (AHRC-PDV-PE), will announce the results of a selection board by command memorandum. The memorandum will include the following enclosures:

*a.* MOI.

*b.* Considered and/or 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 and MSG. Soldiers selected for attendance to the USASMC for the purpose of promotion will be identified as resident USASMC training selects. 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. MSG selected for the purpose of promotion to SGM will not acquire sequence numbers until they successfully graduate the USASMC. Consistent with the graduation date of the course, they will be appended to the existing fiscal year promotion list to SGM, based on seniority in their RMOS as established above.

*c.* Summary of board actions.

#### **4-7. Monthly promotions**

*a.* HRC will determine and announce the total number of promotions to SFC, MSG, and SGM on a monthly basis, of fully qualified NCOs (by MOS and sequence number). The DOR and effective date of promotion will be the same. For Soldiers promoted late, use procedures in chapter 1. Promotion is not valid and will be revoked if a Soldier is not in a

promotable status on the effective date in accordance with paragraph 1–10. CDRs will advise HRC (AHRC–PDV–PE) when a Soldier is in a nonpromotable status.

*b.* Although promotion is by sequence number, Soldiers who are not otherwise fully qualified for promotion (see para 1–10) will not be selected for promotion pin-on, regardless of their sequence number. Graduation of SLC must be made a matter of record no later than the 8th calendar day of each board month to fully qualify a Soldier for promotion to SFC.

(1) Per AR 350-10, the respective schoolhouse is responsible to post actual outputs (graduation) within two working days (seven working days for ARNG and USAR schools) from the end of each class as announced in class schedules.

(2) It is ultimately the Soldier’s responsibility to ensure that the system of record is reflecting the correct MEL and MES. If for some reason the MEL and MES are not updated within two weeks of graduation, the Soldier should contact HRC Military Schools Branch (AHRC-EPF-S) ([usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil)). It is imperative for Soldiers who were not fully eligible at the time their sequence number came up because they had not attended the appropriate NCOES course, to contact HRC Military Schools Branch and Sr. Enlisted Promotions Branch upon graduation to update their record. In the event a schoolhouse cannot update ATRRS because of automation issues, every effort (Schoolhouse/Soldier concerned) must be made to send a copy of the Soldier’s DA Form 1059 to HRC by the 8<sup>th</sup> calendar day of the month in order for HRC to input the necessary information, preventing a determination that a Soldier is not otherwise fully qualified for promotion.

*c.* Soldiers who are not fully qualified for promotion pin-on will remain on the selection list with their sequence number, but will not be selected for promotion pin-on until after they are fully qualified and a promotion requirement exists for their respective MOS and rank.

*d.* HRC will publish orders announcing promotions to SFC, MSG, and SGM.

#### **4–8. Service remaining requirement**

*a.* Effective with selection by a fiscal year 2012 promotion board, and all boards thereafter, Soldiers incur a 3–year (36–month) service obligation upon promotion to SFC, MSG, and SGM. The service remaining requirement begins on 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 rank at time of retirement.
- (3) Age 62 or older.

*b.* Soldiers not having sufficient time remaining in service must reenlist or decline promotion in accordance with paragraph 1–25. If the pin-on is delayed for administrative reasons, the service remaining requirement will begin on the original date the Soldier would have been promoted.

(1) Soldiers must meet the service remaining requirement before a promotion order is issued.

(2) Soldiers must meet the remaining service requirement within 30 days (RA) or 60 days (USAR) of the announced promotion effective date or be subject to removal from the recommended list.

*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 32 years of AFS.
- (2) Will have reached age 62.
- (3) Will reach the RCP while on a promotion list.

*d.* CDRs will advise HRC (AHRC–PDV–PE) 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**

### **Preboard Processing for Noncommissioned Officers in Zone of Consideration**

#### **4–9. Rules**

*a.* Soldier must meet the announced eligibility requirements for board consideration.

*b.* Soldier will review and authenticate his or her ERB information in accordance with procedures outlined in board announcement messages.

*c.* Soldiers will review their AMHRR online at <https://iperms.hrc.army.mil> prior to a board. Serving S1, MPD, and/or military HR offices will assist Soldiers by submitting authorized AMHRR documents in accordance with AR 600–8–104.

#### **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 (list of eligibles). Provide BN HR with a copy of the zone message.
2	BN HR	Notify Soldiers in the zone of consideration.
3	ENRC	Notify HRC of discrepancies (eligible Soldiers not on list of eligibles).
4	ENRC	Assist Soldier(s) in updating their ERB information in the electronic military personnel office, as needed.
5	ENRC	With assistance of in-and out-processing, units, and BN HR continue to monitor arrivals and departures for Soldiers who become eligible or ineligible. Notify HRC, as appropriate.

### Section III

#### Processing Selection List Results and Orders

##### 4-11. Rules

- a. CDRs will notify Soldiers of selection or nonselection for promotion or selection to attend the USASMC for the purpose of promotion.
- b. The considered portion of the selection list will be screened to ensure all eligible Soldiers were considered.
- c. CDRs will notify Soldiers selected in MOS requiring acceptance or declination of promotion due to mandatory reclassification.
- d. The BN HR will notify Soldiers of procedures used to request consideration or reconsideration by the STAB, if appropriate.
- e. Soldiers not selected for promotion may be assisted by the BN HR, in writing, to the career branch for promotion potential analysis.
- f. Documents reflecting a change in a Soldier's promotable or USASMC attendance status and or promotion MOS must be forwarded immediately to HRC (AHRC-PDV-PE).
- g. Servicing S1, MPD, and/or military HR offices will screen monthly HRC enlisted promotion orders to ensure promotable Soldiers designated by-name by an HQDA 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 (AHRC-PDV-PE) by the end of each month for actions to be completed during the following month.
- j. HRC will not issue promotion orders until promotable Soldiers take action to meet the service requirements contained in paragraph 4-8.

##### 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	HR specialist	Upon receipt of HQDA selection list, compare list against listing of eligible(s) to ensure that all eligible Soldiers were considered. Comply with internal operating procedures in distributing selection list, letters of congratulations, and so forth.
2	HR specialist	Notify HRC in accordance with this regulation of any eligible Soldier who was not considered for promotion (or USASMC selection) 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 career branch.

**Table 4–2  
Processing list results and orders—Continued**

Step	Work center	Required action
5	HR specialist	Comply with the promotion list memorandum concerning verification of Soldier's promotable or USASMC selection status.
6	HR specialist	Ensure that if a DA Form 268 is initiated on a Soldier on the promotion or the SGM training selection list, it includes the sequence and promotion MOS.
7	HR specialist	Upon receipt of initial Flag, verify if the Soldier is on a promotion or training selection list and forward the initial DA Form 268 to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or by email to <a href="mailto:usarmy.knox.hrc.mbx.tagd-sr-en-listed-promotion@mail.mil">usarmy.knox.hrc.mbx.tagd-sr-en-listed-promotion@mail.mil</a> . If the Soldier has been promoted, forward the initial Flag requesting revocation of promotion orders.
8	HR specialist	Forward reclassification orders on Soldiers who are reclassified while on a promotion list.
9	HR specialist	Screen the monthly sequence number memorandum and by-name list for promotions.
10	HR specialist	Upon receipt of HRC enlisted promotion orders ensure that all Soldiers identified in the command are in a promotable status. Notify HRC by forwarding appropriate document(s) for nonpromotable Soldiers or Soldiers returning to promotable status.
11	HR specialist	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.
13	BN HR	Prepare certificate of promotion.
14	BN HR	Post appropriate files with promotion data.

## Section IV

### 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 AMHRR when the file was reviewed by a selection board.

*b.* For the purpose of this paragraph, HRC (AHRC–PDV–PE) is a designee.

*c.* An administrative error is immaterial, if the Soldier, in exercising reasonable diligence, could have discovered and corrected the error.

*d.* STABs are convened to consider records of those—

(1) Otherwise eligible Soldiers whose records were not reviewed by a centralized selection 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. This includes Soldiers selected to attend the USASMC for the purpose of promotion to SGM.

(4) Selected for appointment to CSM (in accordance with AR 614–200) or attendance to the USASMC for the purpose of promotion to SGM but were referred by the U.S. Army Senior Enlisted Review Board because of derogatory information identified during the post-board screening process.

*e.* Soldiers selected by a STAB will be added to the appropriate recommended list and promoted along with their contemporaries when their sequence number is reached. Accordingly, Soldiers selected to attend the USASMC for the purpose of promotion will be appended to the SGM training and selection list with an assigned sequence number for promotion to SGM.

*f.* Reconsideration normally will be granted when one or more of the following conditions existed on the Soldier's AMHRR and was reviewed by a selection board. Soldiers requesting reconsideration under paragraphs (2) through (6) 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 Army Review Boards Agency to constitute a material error.

(2) An adverse document belonging to another Soldier is filed on the AMHRR.

(3) An UCMJ, Article 15, administered on or after 1 September 1979 that was designated for file in the local file only but was erroneously filed on the AMHRR reviewed by the board.

(4) An UCMJ, Article 15 punishment that was wholly set aside before 1 September 1979 and the set aside instrument was not filed on the AMHRR.

(5) An UCMJ, Article 15 punishment that was wholly set aside on or after 1 September 1979 was filed on the AMHRR when reviewed by the board.

(6) Court-martial orders were filed in the performance folder of the AMHRR when the findings were “not guilty.”

(7) A document was filed on the AMHRR that erroneously identified the nonselect as AWOL or a deserter.

(8) Transcript awarding a degree (for example: Associate of Arts, Bachelor of Arts, Bachelor of Science) was excluded from the records. If the degree was posted to either the AMHRR 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 AMHRR 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) A mandatory, error-free NCOER (that is, annual, extended annual, change of rater) received by HRC in accordance with specific board military personnel message or regulatory requirements was not posted to the AMHRR.

(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 AMHRR.

(3) Absence of documents (such as transcripts) written, prepared, or computed following the convening of a board.

(4) Incorrect data on the ERB.

(5) Failure to review promotion board files by the considered Soldier.

(6) Absence of the ERB.

(7) Absence of official photograph or the presence of an outdated photograph.

(8) Absence of an AER showing completion of an NCOES Course.

(9) 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.

(10) Absence of an award for achievement or meritorious service lower than a Meritorious Service Medal.

(11) Omission of an AER dated 120 days prior to the board convene date.

*h.* All standby requests will be sent through the servicing BDE S1/MPD/HR specialist for evaluation.

*i.* Each case will be evaluated by the servicing HR specialist using the guidelines stated in this section. Cases clearly not meeting these guidelines will be disapproved locally and will not be forwarded to HRC.

*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 the Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407, and will include a certified true copy of the Personnel Qualification Record along with the source documents.

#### 4–14. Steps

The steps for processing STAB consideration requests are listed in table 4–3.

**Table 4–3**  
**Processing standby advisory board requests**

Step	Work center	Required action
1	BN HR	Prepare request for STAB consideration.
2	HR specialist	Verify eligibility for STAB consideration.
3	HR specialist	Forward request to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or by email to <a href="mailto:usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotion@mail.mil">usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotion@mail.mil</a> .
4	HR specialist	Receives response from HRC and forwards to BN HR.
5	BN HR	Advise Soldier of results of request.

## Section V

### Processing Removal from a Centralized Selection List

#### 4–15. Rules

*a.* Rules for administrative removals.

(1) CDRs will promptly forward documentation to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 pertaining to Soldiers on a HQDA selection list who are in one or more of the categories listed in paragraph a(2). This applies to Soldiers selected for promotion or selected to attend the USASMC for the purpose of promotion.

(2) HRC (AHRC–PDV–PE) will delete, without further board action, the name of any Soldier from a selection 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 as of the date the selection list is approved.
- (f) Is ineligible to reenlist due to a DCSS, 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 USASMC.
- (k) Is a SFC(P) or MSG(P) who had his or her security clearances revoked 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.
- (m) Declines attendance to the USASMC when selected for the purpose of promotion to SGM.
- (n) Has failed to fully qualify for by-name selection (promotion pin-on) upon expiration of the selection list (see para 4–1c).

*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 selection 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 selection.

(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 height and weight standards 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) Actions not disapproved by any level of command will be forwarded to HRC (AHRC–PDV–PE) and will include a copy of his or her DA Form 2–1 and DA Form 268.

(9) HRC (AHRC–PDV–PE) 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 selection 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 HR specialist and forward a copy to Commander, U.S. Army Human Resources Command (AHRC-PDV-PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407 or by email to <a href="mailto:usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotion@mail.mil">usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotion@mail.mil</a> .
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 a selection 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 BN CDR's recommendation and signature.
9	BN HR	Forward the action through command channels for recommendations and then forward to the HR specialist.
10	HR specialist	Reviews action for compliance.
11	HR specialist	Obtain the concurrence or nonconcurrence of the GCMCA.
12	HR specialist	If the GCMCA approves the action as is, go to 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	HR specialist	Forward the action in duplicate to Commander, U.S. Army Human Resources Command (AHRC-PDV-PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407 or by email to <a href="mailto:usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotion@mail.mil">usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotion@mail.mil</a> . Include a copy of the ERB and DA Form 268.
14	HR specialist	Receives response from HRC 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.
16	ENRC	Ensures copy is filed in AMHRR.

**4-17. Removals from a centralized selection list by Headquarters, Department of the Army**

a. HRC (AHRC-PDV-PE) will continuously review selection lists against all information available to ensure that no Soldier is promoted or allowed to attend and/or complete training at the USASMC for the purpose of promotion when there is cause to believe that a Soldier is mentally, physically, morally, or professionally unqualified to perform duties of the higher rank.

b. In addition to paragraph aa Soldier may be referred to a STAB for the following reasons. This list is not all inclusive.

- (1) UCMJ, Article 15 directed for filing in the AMHRR.
- (2) A memorandum of reprimand placed in the AMHRR.
- (3) Adverse documentation filed in the AMHRR.
- (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) Relief for cause NCOER.
- (6) Derogatory background information as determined by the U.S. Army Senior Enlisted Review Board in accordance with the Army Personnel Suitability Screening Policy.
- (7) Other derogatory information received by HQDA, but not filed in the AMHRR, if it is substantiated, relevant, and might reasonably and materially affect a promotion recommendation.

c. 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 be provided a copy of the information that will be considered by the board. The Soldier will be given a minimum of 30 duty days from the date of receipt of the information, to submit comments to the STAB 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.* A STAB will consider—

(1) The Soldier's AMHRR, 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 individuals, in his or her submission.

*e.* 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 selection list may appeal that action only in limited circumstances. HRC (AHRC–PDV–PE) 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 reasons.

*c.* Appeals must be referred through command channels, to include GCMCA, to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407.

## **Chapter 5**

### **Centralized Promotions (Sergeant First Class, Master Sergeant, and Sergeant Major) for United States Army Reserve Soldiers Assigned to Troop Program Units, Army Reserve Elements, or Multi-component Commands or Units**

#### **Section I**

#### **Introduction**

##### **5–1. Scope**

*a.* This chapter prescribes policy for the promotion of USAR Soldiers to the rank of SFC, MSG, and SGM who are assigned to TPUs, AREs, multi-component units, the IRR, and the Standby Reserve (active status list).

*b.* Soldiers identified as nonparticipants in accordance with AR 135–91 will not be promoted.

*c.* The authority of a TPU, ARE or multi-component unit CDR to promote Soldiers pursuant to this chapter is limited to those Soldiers assigned to the unit CDR's unit or to subordinate units assigned or attached to the unit CDRs TPU, ARE, or multi-component unit. The RSC in which the TPU, ARE, or multi-component unit headquarters resides is responsible for promotion of Soldiers to ranks higher than authorized for the TPU, ARE, or multi-component CDR pursuant to paragraph 5–2. SSGs, SFCs, and MSGs/1SGs assigned to the IRR or Standby Reserve (active status list) who are selected for promotion under this chapter must be assigned to a TPU vacancy in order to accept a promotion.

##### **5–2. Authority to promote**

The following are the promotion authority for senior enlisted promotions:

*a.* The CDR of a GOCOM, ARE, or multi-component unit authorized a general officer is the promotion authority for Soldiers assigned to units of his or her command.

*b.* Promotion authority for Soldiers serving on ADOS remains with the USAR promotion authority unless the Soldier is accessed into the RA or AGR program.

*c.* Promotion orders for Soldiers SFC through SGM will be published by the continental United States RSCs, 7th Civil Support Command (CSC), and 9th Mission Support Command based on procedures outlined in this chapter.

##### **5–3. Consolidated selection, promotion authority, and procedures**

Sergeant first class through sergeant major 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—

*a.* RSCs, the 7th CSC, and 9th Mission Support Command will conduct senior enlisted promotion boards annually, at a minimum, to consider all eligible Soldiers for promotion to the next higher rank.

*b.* The USARC will establish—

(1) The convening authority of selection boards.

(2) Board composition (see para 5–10).



- (3) Convening dates of the boards (see para 5–10).
- (4) Contents and publication of the MOI to the senior NCO selection board (see para 5–10).
- (5) Administrative support for selection boards.
- (6) Procedures for transmitting personnel data and files to the board.
- (7) Distribution of board reports and selection lists.
- (8) Promotion notification process including reassignment procedures.
- (9) Procedures for removing nonpromotable Soldiers from the list.
- (10) Procedures to consolidate recommended lists and identify promotion vacancies and potential fills across RSC geographical boundaries.

#### **5–4. Vacancy determination**

- a. The USARC will report all position vacancies by MOS and grade to subordinate/supported commands for review and return. Approved vacancies will be submitted to the regional list manager.
- b. The regional list manager will validate all vacancies for fill from the PPRL.

## **Section II**

### **Promotion to Sergeant First Class, Master Sergeant, and Sergeant Major**

#### **5–5. General**

The senior enlisted selection and promotion system outlined in this section prescribes the policy governing the promotion of unit Soldiers to SFC, MSG, and SGM.

- a. The selection and promotion process for senior enlisted ranks is centralized at promotion authority headquarters.
- 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 PPRL are required.
  - (1) *Consideration.* All SSGs through MSGs and/or 1SGs who meet the basic eligibility requirements 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 from the list to fill vacancies for which they qualify within their elected mileage. If a Soldier doesn't submit a mileage selection it will default to 50 miles. Soldiers who are not otherwise fully qualified for promotion (see para 1–10) will not be selected for promotion pin-on. Soldiers who are not fully qualified for promotion pin-on will remain on the PPRL but will not be selected for promotion pin-on until after they are fully qualified and a promotion requirement exists.
- c. All Soldiers within the announced zone will be considered by the promotion selection board unless a declination statement has been provided by the Soldier.
- d. In no case will promotions be made to SFC and above for Soldiers in an over-strength status. Transfers to and from an over-strength status will not be made for the purpose of increasing promotion opportunities.

#### **5–6. Announcements by the promotion authority**

- a. *Senior enlisted promotion selection boards.* Within schedules determined by the promotion authority, the authority will announce the following information to all subordinate commands, as well as SSG, SFC, and MSG/1SG assigned to the IRR or the Standby Reserve (active status list):
  - (1) The convening date of the senior enlisted promotion selection board.
  - (2) The zones of consideration for promotion selection, which will include:
    - (a) Required ranks.
    - (b) Required TIG and TIS to include those ranks that will be considered by the promotion authority for a TIS waiver.
    - (c) Administrative instructions and schedules.
- b. *U.S. Army Sergeants Major Course selection boards.* Whenever a senior enlisted promotion board is to be tasked to select MSGs and 1SGs for enrollment in the USASMC, the promotion authority will notify all eligible assigned and/or attached MSGs and 1SGs 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 USASMC selection board.

#### **5–7. Eligibility criteria for selection board consideration**

The eligibility criteria for selection board consideration are listed below. A Soldier must meet these criteria before the selection board convenes to qualify a Soldier for inclusion in a zone of consideration.

*a. Membership.* The Soldier is a member of the USAR assigned to a TPU, ARE, multi-component unit, the IRR, or the Standby Reserve (active status list) and is not considered an unsatisfactory participant on the date the board convenes (nonwaivable).

*b. Promotable status.* 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 possess the GED equivalent (nonwaivable).

*d. Military occupational specialty.* 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 and remains eligible for consideration and promotion until found medically unfit for continued service by medical board process. Soldiers found unfit for continued service regain eligibility when approved for continuation in RC status under the provisions of AR 635–40 provided they are otherwise qualified and meet established eligibility criteria

*f. Proper grade.* A Soldier must be in the next grade below that for 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 from the recommended list requires a position vacancy.

*h. Board appearance.* Personal appearance before a selection board is prohibited.

*i. Noncommissioned Officer Education System.* Soldier must meet the NCOES requirements of paragraph 1–28.

*j. Time in grade requirements.* Nonwaivable. For selection to—

- (1) SFC, 36 months as SSG.
- (2) MSG, 36 months as SFC.
- (3) SGM, 36 months as MSG and/or 1SG.

*k. Time in service requirement.*

- (1) SFC, 6 years.
- (2) MSG, 12 years.
- (3) SGM, 17 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 57 prior to convening date of board are ineligible for consideration.

*n. Weight.* Soldier must meet the height and weight standards of AR 600–9.

*o. Retention.* Soldier does not exceed maximum years of service for current grade.

*p. 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). For promotion consideration to MSG and SGM, Soldiers must have a minimum of an interim secret clearance.

*q. Army Physical Fitness Test.* A passing score on the APFT within 12 months of the date of the board is mandatory for promotion consideration (nonwaivable).

## **5–8. Review of promotion files**

To comply with the announcement of the convening authority, CDRs will—

*a.* Ensure 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 files before each selection board. The records manager will assist Soldiers in reviewing the performance folder of the AMHRR, ensure they are current and complete. The promotion file will consist of the following:

- (1) A current official photograph taken per AR 640–30.
- (2) A complete record of the NCOER may be submitted per AR 623–3.
- (3) Current DA Form 2–1 or Soldier Record Brief. 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) The performance section of the AMHRR.
- (6) A completed DA Form 7432 (MSG and/or 1SG only).

(7) Statement from Soldiers requesting consideration by a command other than that to which they are assigned and/ or outside the geographic area. By reviewing his or her promotion files, the Soldier understands that if selected for promotion he or she agrees to commute to the unit up to the agreed upon commuting distance.

(8) Statement signed by the Soldier indicating he/she has reviewed the promotion files for accuracy and completion.

c. Prepare the promotion files in accordance with the guidance contained in the announcement.

d. Send the files of eligible Soldiers to the convening authority according to the instructions contained in the announcement. Only the files of Soldiers meeting the eligibility requirements will be forwarded unless the Soldier has submitted a written declination of promotion statement per paragraph 5–9. If the Soldier is not available for signature, the unit administrator, staff administrative assistant, or the military personnel office will enter “Soldier not available for signature” and sign for the Soldier.

### **5–9. 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.

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 be maintained in a local file. A declination statement will not be filed in the AMHRR. 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 local file, annotated by the records manager to indicate the declination was withdrawn on a specified date, retained by the records manager until the next regular board is convened, and then destroyed.

### **5–10. 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. In addition, boards may also be tasked to select Soldiers for attendance at the USASMC or Senior Leaders Course (SLC).

a. *Composition.* Selection boards will be composed of at least three members and a recorder without a 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 COL (06) or higher.

(2) The recorder will be an SFC or above and will serve without a 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 CSC, USAR MSC, RSC, ARE, and/or multi-component 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).

(6) A Soldier being considered by the board will not serve as a board member or recorder.

(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 ranks are considered uniformly.

b. *Information provided to boards.*

(1) *Memorandum of instruction.* A separate MOI will be issued by the convening authority for each board convened. The MOI will prescribe—

(a) The oath that each board member must take.

(b) Reports to be rendered.

(c) The select objective for the selection of MSGs and 1SGs for enrollment in the USASMC.

(d) The number of alternates to be selected for placement on an alternate SLC selection list.

(e) Other administrative details, as required.

(2) *Evaluation reports.* Only those NCOERs or AERs processed by the evaluation systems office and placed in the AMHRR will be submitted to boards for NCOs under consideration by decentralized selection boards.

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 no 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) for 1 year. They will not be filed in the Soldier's AMHRR.

(4) Written communications from third parties, including a Soldier's chain of command or supervisor, are not authorized.

### **5-11. 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.* 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 requirements in each MOS.

### **5-12. Reporting selection board results**

Selection boards will issue a report showing the results of their deliberations. The report will be sent to the promotion authority 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 from the PPRL are based on board appearance date, MOS and geographical location. For example, if there are two 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 based on the promotion sequence number.

(2) Promotion sequence numbers will be determined by board appearance date (earliest first), DOR, PEBD, and 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 slotted for promotion until the Flag has been lifted (see para 1-11).

(4) For each name a code will be inserted to identify enrollment in, or completion of, SLC or USASMC, as required by the next higher rank.

*(a)* NA=Is not a graduate of, or is not enrolled in, SLC.

*(b)* EA=Enrolled in SLC.

*(c)* GA=Graduated SLC, or an equivalent.

*(d)* NS=Is not a graduate of, or is not enrolled in, USASMC.

*(e)* ES=Enrolled in USASMC.

*(f)* GS=Graduated USASMC.

*d.* Considered list. The names of all Soldiers considered for promotion by the board will be listed in alphabetical order.

### **5-13. 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.* The PPRL will be ordered as shown in figure 5-1. A code may be locally devised to indicate geographical area or assignment preference. This code or geographical area will be entered on the list.

*b.* As a vacancy is reported the convening authority will identify the first Soldier on the list who meets the reported requirements.

**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	Board Status Date
15Z50	851010	(Name)	814th Signal Co	B	NS	061205
21Z5X	851115	(Name)	814th Signal Co	B	NS	061205
21Z50	851001	(Name)	814th Signal Co	B	NS	070115
11Z50	860515	(Name)	HHC, 81st RRC	G & E	NS	061205
92Z50	860515	(Name)	432d Avn Co	E	NS	061205
88Z50	860820	(Name)	346th Maint Co	H	ES	061205

***Promotion to First Sergeant or Master Sergeant***

MOS	DOR	NAME	Unit of Assignment	Geographical Zone	NCOES	Board Status Date
88Z40	931212	(Name)	C/2/518/108th Div	A	GA	061205
88Z40	931101	(Name)	C/2/518/108th Div	A	GA	070115
42L4OF5	931231	(Name)	414th Engr Co	A & F	GA	061205
42A40	941201	(Name)	Co B, 157th Spt Bn	E	EA	061205
42A40	931101	(Name)	Co B, 157th Spt Bn	E	EA	070115
98Z4LGM	941001	(Name)	741st CA Co	J	GA	061205

***Promotion to Sergeant First Class***

MOS	DOR	NAME	Unit of Assignment	Geographical Zone	NCOES	Board Status Date
42A30	980315	(Name)	C/2/518/108th Div	A	EA	061205
25W30	980101	(Name)	841st Engr Bn	D	EA	061205
42A30	970601	(Name)	841st Engr Bn	D	EA	070115
35T30	970601	(Name)	346th Maint Co	G	NA	061205
42L30	970601	(Name)	Co C, 157th Spt Bn	E & G	EA	061205
91W3OM6	980315	(Name)	HHC, 81st RRC	G	NA	061205
89B3H	970901	(Name)	741st CA Co	J	GA	061205
89B30	970301	(Name)	741st CA Co	J	GA	070115

**Note:**

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 5–1. Sample format for a permanent promotion recommended list

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#### 5–14. Publication of the selection lists

- a. The selection lists developed under paragraph 5–13 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.

#### 5–15. Longevity of selection lists

- a. The promotion selection list developed under paragraph 5–13 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.

#### 5–16. Announcement of promotions

- a. Promotions will only be made against a current vacancy to which the Soldier is or will be assigned.
- b. A promotion is not valid and the promotion will be revoked if the Soldier is not, or was not, in a promotable status on the effective date in accordance with paragraph 1–10. The CDR must notify the promotion authority when a Soldier is in a nonpromotable status.
- c. As an exception to paragraph 5–13, 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 on the effective date of assignment. The SGM will then be laterally appointed to CSM under the provisions of AR 614–200.
- d. When a vacancy cannot be filled from the PPRL, the promotion authority will coordinate, through command channels, with CG, HRC to determine if a promotable IMA or Standby Reserve (active status list) Soldier is qualified to fill the vacancy. If available and otherwise eligible, HRC will transfer the Soldier to the TPU vacancy and promote him or her effective the date of assignment.

#### 5–17. Accepting promotion to sergeant first class and above

- a. A Soldier who accepts a promotion will incur a 36-month TPU service remaining requirement from the effective date of promotion. The Soldier must report for duty in the position to which promoted and comply with a reassignment order, if issued.
- b. Promotion and reassignment 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. Transfers of TPU Soldiers serving under a promotion service remaining requirement must be approved by the first general officer in the chain of command to preclude reduction or revocation of the promotion.
- c. Service remaining obligations are waived for Soldiers selected for separation from unit service and transferred to the IRR or the Retired Reserve under the Qualitative Retention Program.

#### 5–18. Enlisted standby advisory board

- a. The composition of an enlisted STAB is under identical criteria as that of enlisted selection boards (see para 5–10a).
- b. The board will consider records—
  - (1) Not reviewed by a regular board.
  - (2) Which were not properly constituted because of a material error when reviewed by a regular board (see para 5–18d).
  - (3) Of Soldiers on whom derogatory information has been properly substantiated, which may warrant removal from a selection list (see para 5–19).
- 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 promotion authority (see para 5–2) 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.
  - (1) The promotion authority (see para 5–2) may request a STAB 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) 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.

f. Reconsideration normally will be granted when one or more of the following conditions existed on the Soldier's AMHRR and was reviewed by a selection board. Soldiers requesting reconsideration under paragraphs (2) through (6) 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 Army Review Boards Agency to constitute a material error.

(2) An adverse document belonging to another Soldier is filed on the AMHRR.

(3) An UCMJ, Article 15, administered on or after 1 September 1979 that was designated for file in the local file only but was erroneously filed on the AMHRR reviewed by the board.

(4) An UCMJ, Article 15, punishment that was wholly set aside before 1 September 1979 and the set aside instrument was not filed on the AMHRR.

(5) An UCMJ, Article 15, punishment that was wholly set aside on or after 1 September 1979 was filed on the AMHRR when reviewed by the board.

(6) Court-martial orders were filed in the performance folder of the AMHRR when the findings were "not guilty."

(7) A document was filed on the AMHRR that erroneously identified the nonselect as AWOL or a deserter.

(8) Transcript awarding a degree (for example: Associate of Arts, Bachelor of Arts, Bachelor of Science) was excluded from the records. If the degree was posted to either the AMHRR 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 three 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 AMHRR 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 three months before the convening date of the board.

(10) A mandatory, error-free NCOER (that is, annual, extended annual, change of rater) received by HRC in accordance with specific board military personnel message or regulatory requirements was not posted to the AMHRR.

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 AMHRR.

(3) Absence of documents (such as transcripts) written, prepared, or computed following the convening of a board.

(4) Incorrect data on the ERB.

(5) Failure to review promotion board files by the considered Soldier.

(6) Absence of the ERB.

(7) Absence of official photograph or the presence of an outdated photograph.

(8) Absence of an AER showing completion of an NCOES Course.

(9) 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.

(10) Absence of an award for achievement or meritorious service lower than a Meritorious Service Medal.

(11) Omission of an AER dated 120 days prior to the board convene date.

## **5–19. 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 disposition will be considered by the STAB. 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 para 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 STAB, and the promotion authority. All recommendations which are based on reprimands, admonitions, censures, and other nonpunitive measures will be processed per AR 600–37.

*c.* Recommendations based on reprimands, admonitions, censures, and other nonpunitive measures, will not be filed at any time in a Soldier’s AMHRR until it has been processed through command channels, approved by the promotion authority, and is consistent with applicable guidance regarding the filing of documents in a Soldier’s AMHRR. A recommendation for removal, regardless of the basis for such action, may be nonconcurrent with at any level of command and forwarded to the promotion authority for final decision. A disapproved recommendation will be returned through channels by the promotion authority to the recommending CDR listing specific reasons for disapproval.

*d.* Recommendations for removal from the promotion selection list (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 or her intentions. This will allow the Soldier an opportunity 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 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.* CDRs will promptly advise the promotion authority of any Soldier whose name appears on the promotion 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 (see para 5–21).

(b) The IRR, the Standby Reserve (active status list), the AGR program, or the IMA program (see para 5–21).

(c) The Standby Reserve (inactive status list) or Retired Reserve (to include removal for maximum years of service).

(d) RA strength accountability under the provisions of AR 135–210.

(e) Another TPU, ARE, and/or multi-component 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 continued servicement.

(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 5–8 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.

*f.* When the promotion authority determines one of the categories defined in paragraphs 5–19e(1) through (11) applies to a Soldier, the convening authority will take the following applicable actions:

(1) Remove the Soldier from the promotion list.

(2) Notify CG, HRC, through command channels, of any Soldier to be removed from the USASMC list.

*g.* When the promotion authority determines a Soldier was erroneously considered and selected for promotion, the convening 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 CG, HRC through command channels, of any Soldier whose name is to be removed from the USASMC list.



*h.* When the promotion authority determines a Soldier was erroneously included in a zone, selected, and promoted before discovery that the Soldier did not meet appropriate eligibility criteria, the promotion 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.

*i.* Soldiers selected to attend the USASMC or selected for promotion to SGM are subject to post-board personnel suitability screening. This process includes review of information contained on the restricted section of the AMHRR, substantiated DA Inspector General reports, and reports filed with the U.S. Army Crime Records Center via a U.S. Army Senior Enlisted Review Board. Soldiers found to have possible disqualifying derogatory information as a result of this screening will receive separate written notification from CG, USARC. The notification will include copies of all derogatory information and will outline the rebuttal process for submission to a STAB. The STAB, complete with the Soldier's rebuttal should one be rendered, will then consider the Soldier's eligibility for attendance to the USASMC or for promotion. The STAB will make a recommendation to the CG, USARC for final decision on the suitability of the affected Soldier to serve as otherwise selected. Soldiers found unsuitable to attend the USASMC or for promotion to SGM will receive formal notification by CG, USARC.

### **5-20. 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 continued servicerment for failure to comply with AR 600-9 and is removed from the promotion selection list under paragraph 5-19e(6). Subsequent compliance with AR 600-9 and removal of the bar to continued servicerment 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.

### **5-21. Reassignment prior to promotion**

*a.* When a Soldier is reassigned outside the jurisdiction of the promotion authority, he or she must be removed from the PPRL. A copy of the PPRL will be forwarded to the Soldier's gaining command.

*b.* Soldiers who are removed from the PPRL upon transfer to another TPU promotion authority, the AGR program, the IMA program, the IRR, or the Standby Reserve (active status list) will remain promotable and be integrated into the appropriate gaining recommended list. These Soldiers will remain on the gaining recommended list until promoted, the list expires, or the Soldier is removed from the list as directed by this regulation.

## **Section III**

### **Special Promotions**

### **5-22. Military technicians**

A MT must serve in a dual status as a technician and as a member of the Army Reserve Selected Reserve in accordance with DODI 1205.18. Eligibility, selection, and promotion policy outlined in this chapter apply to all MTs assigned to a TPU, except where cited in the following paragraphs.

*a.* 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, the MT may decline the promotion without penalty. In declining, the MTs name will not be removed from the selection list (see para 5-19). The MT will be retained on the list until promoted or removed for cause per paragraph 5-19. MTs will be removed from the list if they signed a statement in paragraph 5-19e(9) and subsequently declined the position or the identified position does not violate the MTs condition of employment.

*b.* When a MT is identified for promotion to SGT through SGM against a position which would cause the MT to violate their condition of employment, the MT may—

- (1) Accept the promotion with concurrent reassignment, if required.
- (2) Decline the promotion if acceptance would affect his or her status as a MT (see para 5–22a). In this case, a notation will be made on the list next to the MTs name that the MT can only be promoted in compliance with his or her condition of employment, when a position is available for which the MT is qualified.
- c. When a position vacancy or projected vacancy occurs in a unit that meets the MTs condition of employment, he or she will be promoted from the recommended list in sequence provided the MT is qualified in the DMOS by possessing the MOS as a PMOS, SMOS, or AMOS and is recommended for promotion in that MOS.

### **5–23. 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 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 military occupational specialty.* Drill sergeants and TASS instructors will compete for promotion consideration in their PMOS, SMOS, or AMOS the same as other Soldiers. 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. In this case, a notation will be made on the list next to the Soldier's name that they can only be promoted against a position in his or her command, when a position is available for which the Soldier is qualified.

(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 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 Total Army School System instructor positions.* 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 5–10 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 rank 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 are 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:

- (1) The Soldier is assigned to a position that is compatible with his or her grade and MOS.
- (2) The Soldier is voluntarily reduced in grade to accept an assignment to a position in a lower grade in his or her MOS.

## **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.

b. Position vacancies are not required for IRR, IMA or Standby Reserve (active status list) promotions through SSG. Such promotions are governed by and will not exceed mobilization requirements within skill level and MOS as determined annually by CG, HRC.

c. A TPU or IMA position vacancy is required for promotion to SFC, MSG, and SGM.

#### **6–2. Promotion authority**

CG, HRC 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 or to a command or agency authorized a supervisor (GS–13 or higher) or CDR in the rank 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 SSG, a Soldier must meet the eligibility requirements listed below as of the effective date of the promotion. To be considered for promotion to SFC 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.* CG, HRC must confirm the Soldier's home or mailing address is current.

c. *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).

d. *Satisfactory participation (nonwaivable).* Soldier must have earned a minimum of 50 retirement points as a member of the IRR, IMA, or Standby Reserve (active status list) on the retirement year ending date immediately preceding 12 months prior to the board convening date.

e. *Civilian education.* For promotion to SGT through SGM, a Soldier must have a high school diploma or a GED equivalent (nonwaivable).

f. *Military occupational specialty qualification.*

(1) PV2 through SSG will be promoted in his or her PMOS unless otherwise reclassified in accordance with DA Pam 611-21.

(2) SFC through SGM may be promoted in his or her PMOS, SMOS, or AMOS, based on the needs of the Army. The promotable MOS will be awarded as the PMOS upon assignment to a TPU or IMA position and effective the date of promotion.

g. *Physical requirements.*

(1) The Soldier has a current physical examination per AR 40-501.

(2) The Soldier is considered to be physically qualified for promotion if he or she meets the retention medical fitness standards per AR 40-501.

h. *Proper grade.* The Soldier must be one grade below that in which being promoted (nonwaivable).

i. *Board appearance.* Personal appearance before a promotion selection board is prohibited (nonwaivable).

j. *Army Physical Fitness Test.* In order to be promoted, the Soldier must possess a current passing record APFT score in accordance with applicable regulations and field manuals. Soldiers will use the last APFT qualification when conduct of the APFT is suspended by HQDA (regardless of when it was last administered). Soldiers without a current APFT may be considered for promotion.

k. *Noncommissioned Officer Education System.* A Soldier must be a graduate of the NCOES Course or the equivalency as required by paragraph 1-28. Soldiers who were disenrolled from the USASMC for any reason (other than compassionate or medical) are permanently ineligible for promotion consideration to SGM.

l. *Time in grade.* The Soldier must have completed the appropriate TIG requirements cited in table 6-1 (nonwaivable).

m. *Time in service.* The Soldier must have completed the appropriate TIS requirements cited in table 6-1 (nonwaivable).

n. *Age.* Soldier must not have reached age 57 prior to convene date of board.

**Table 6-1**

**Time in grade/service for Individual Ready Reserve, individual mobilization augmentee, and Standby Reserve (active status list) promotion consideration and pin-on**

Promotion to	Time in grade	Time in service
SGM	36 months in MSG	17 years
MSG	36 months in SFC	12 years
SFC	36 months in SSG	6 years
SSG	10 months in SGT	72 months
SGT	8 months in CPL/SPC	36 months
SPC	6 months in PFC	24 months
PFC	4 months in PV2	12 months

#### **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 assignment of a Soldier selected for promotion under this chapter, the position will not 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. Private first class through staff sergeant.* Promotion to PFC through SSG will be based on eligibility established in paragraph 6-3 and will be accomplished administratively provided mobilization requirements exist as determined by CG, HRC. Only those Soldiers meeting all eligibility requirements will be considered for promotion.

*b. Sergeant first class through sergeant major.* Annual DA selection boards will be convened by CG, HRC to consider eligible IMA Soldiers for promotion to SFC through SGM. Only Soldiers meeting eligibility requirements (see para 6-3) will be referred to the board for consideration.

*c. Troop program unit promotion boards.* IRR and Standby Reserve (active status list) Soldiers who are satisfactory participants (per para 6-3d) will be considered for SFC, MSG, and SGM by TPU promotion boards, as announced by USARC. Selected Soldiers will be promoted as detailed within chapter 5 only upon acceptance of and assignment to a valid TPU vacancy. HRC will compile names and contact information of IRR and Standby Reserve (active status list) Soldiers eligible for consideration, and publish TPU assignment and promotion orders in coordination with the USARC.

*d. Selections for U.S. Army Sergeants Major Course.* CG, HRC may task the DA selection boards to select IMA Soldiers for enrollment in the USASMC under the procedures prescribed in paragraph 6-7.

*e. Considered list.* Soldiers considered by the board will be listed and the list will be filed as part of the board report.

*f. Recommended promotion list.* Soldiers recommended for promotion by the board will be reported and the list will be published by HRC per paragraph 6-8.

*g. Evaluation reports.*

(1) Submission of enlisted evaluation reports for IRR, Standby Reserve (active list), and IMA Soldiers will be accomplished as outlined in AR 623-3.

(2) NCOER or AER for NCOs under consideration will be provided to centralized selection boards under the following conditions:

*(a)* Except as specified below, evaluation reports must be administratively correct and received by the Evaluation Reports Branch, HRC, by the due date specified in the selection board notice announcing the zones of consideration and the date the board convenes.

*(b)* As an exception to paragraph (1) late evaluation reports, referred AERs, and relief for cause reports, if administratively correct, will be provided to the appropriate board upon receipt at HRC, provided the board has not completed its final, formal vote as specified in the MOI. A late evaluation report is defined as any report, other than a "complete the record" NCOER, which has a "thru" date more than 90 days earlier than the due date established in the selection board notice. A referred report is defined in AR 623-3. Relief for cause reports are defined in AR 623-3.

*(c)* Evaluation reports that are administratively correct and received in by the Evaluation Reports Branch, HRC, after the due date but before the board convenes may be forwarded to the board if approved by the DMPM, Office of the DCS, G-1.

#### **6-6. Waivers**

Except as otherwise cited in paragraph 6-3 or announced by the DCS, G-1 (DAPE-MPE), waivers are not authorized for promotions under this chapter.

#### **6-7. Selection boards**

Selection of IMA Soldiers for promotion to SFC through SGM or selection for enrollment in the USASMC will be made by selection boards convened as scheduled by CG, HRC.

*a.* The board will review the records of all eligible Soldiers and recommend for promotion, or select for USASMC attendance, those who have demonstrated the potential to serve in the next higher rank. 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.

*b.* DCS, G-1 (DAPE-MP) must approve or disapprove the board recommendations and direct appropriate action.

*c.* The board may be tasked, as a separate action, to consider Soldiers for removal from a recommended list, based on the discovery of adverse information or recommendation of the Soldier's CDR. All recommendations which are based on reprimands, admonitions, censures, and other nonpunitive measures will be processed per AR 600-37.

#### **6-8. The recommended promotion list**

The names of IMA SSG, SFC, and MSG who are recommended by the DA selection board will be reported on a list published by HRC. 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 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 1-11) selected by the board will be placed on the recommended list with an identifying code (see para 6-3c). 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 ALC, SLC, or USASMC.

#### **6-9. Promotion to sergeant first class, master sergeant, or sergeant major**

*a.* Promotion to SFC, MSG, or SGM will only be made against an existing or projected IMA or TPU vacancy. Promotion incurs a 36-month service obligation, regardless of Reserve status.

*b.* When the position vacancy cannot be filled with a qualified Soldier in the authorized rank, the CG, HRC (AHRC-PDV-PE) will promote from the recommended list, by sequence number, a Soldier who possesses the required MOS. Promotions to TPU vacancies will be accomplished through coordination with the USARC and in conjunction with a TPU assignment. If available and otherwise eligible, HRC will transfer promotable Soldiers to TPU vacancies and promote them effective the date of assignment.

*c.* Although promotion is by sequence number, Soldiers who are not otherwise fully qualified for promotion (see para 1-10) will not be selected for promotion pin-on, regardless of their sequence number.

*d.* Soldiers who are not fully qualified for promotion pin-on will remain on the selection list with their sequence number, but will not be selected for promotion pin-on until after they are fully qualified and a promotion requirement exists for their respective MOS and rank.

*e.* IRR, IMA, and Standby Reserve (active status list) Soldiers recommended for promotion may accept a TPU position of the higher rank and be promoted upon assignment (see chap 5 for IRR and Standby Reserve (active status list) consideration to SFC, MSG, and SGM). If a TPU promotion vacancy exists and is offered to a promotable IRR, IMA, and Standby Reserve (active status list) Soldier who declines the position, the next Soldier on the recommended list may be promoted to the vacancy upon assignment to the TPU. IMA Soldiers who decline TPU promotion will not be removed from the recommended list.

*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). If the promotion is conditional based on subsequent completion of the USASMC, the orders must be processed per paragraph 1-28.

*g.* Acceptance of a promotion may require reassignment to a new position.

#### **6-10. Acceptance of individual mobilization augmentee promotions**

Unless an IMA Soldier expressly declines promotion to an available IMA position, 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 an IMA Soldier who declines IMA 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 and/or supervisor directly to the Commander, U.S. Army Human Resources Command (AHRC-PDV-PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407, for appropriate action and inclusion in the Soldier's AMHRR per AR 600-8-104. An IMA Soldier who fails to submit a statement of declination for an IMA promotion 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, with the original DOR and effective date, using this paragraph as authority.

#### **6-11. Removal from recommended list**

*a.* The CG, HRC will administratively remove a Soldier 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 USAR. 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 (see para b).
  - (b)* Reassignment to the Standby Reserve (inactive status list) or the Retired Reserve.
  - (c)* Ordered to active duty in an USAR AGR status (AR 135-18; see para b).
  - (d)* Ordered to entry on extended active duty in the RA (AR 135-210).
  - (e)* Transfer to the ARNGUS, or enlistment in another U.S. Armed Force, to include the DEP of the RA or other U.S.

Armed Forces.

- (5) Declared an unsatisfactory participant under AR 135-91.
- (6) Under an approved bar to continued service 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.
- (10) In a nonpromotable status because of a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600-20.

*b.* IRR, IMA, and Standby Reserve (active status list) Soldiers who are removed from the recommended list upon transfer to TPU or USAR AGR status will remain promotable and be integrated into the appropriate AGR or gaining RSC PPRL. These Soldiers will remain on the gaining recommended list until promoted, the list expires, or the Soldier is removed from the list as directed by this regulation.

*c.* The CG, HRC may remove a Soldier from a recommended list—

- (1) On the recommendation of a removal board.
- (2) When a Soldier requests removal.
- (3) Without board action, those Soldiers to whom paragraph 1-10 applies.

#### **6-12. Individual Ready Reserve, individual mobilization augmentee, and Standby Reserve (active status list) enlisted standby advisory board**

*a.* The composition of the IMA enlisted STAB is identical to the IMA 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 para d).
- (3) Of Soldiers on whom derogatory information has been properly substantiated which may warrant removal from a recommended list (see para 6-11).

*c.* The names of Soldiers selected by this board will be integrated on to the selection list.

- (1) Submission of enlisted evaluation reports will be accomplished as outlined in AR 623-3.
- (2) NCOER or AER for NCOs under consideration will be provided to centralized selection boards under the following conditions—

*(a)* Except as specified below, evaluation reports must be administratively correct and received by the Evaluation Reports Branch, HRC, by the due date specified in the selection board notice announcing the zones of consideration and the date the board convenes.

*(b)* As an exception to paragraph c(1) late evaluation reports, referred AERs, and relief for cause reports, if administratively correct, will be provided to the appropriate board upon receipt at HRC, provided the board has not completed its final, formal vote as specified in the MOI. A late evaluation report is defined as any report, other than a "complete the record" NCOER, which has a "thru" date more than 90 days earlier than the due date established in the selection board notice. A referred report is defined in AR 623-3. Relief for cause reports are defined in AR 623-3.

(c) Evaluation reports that are administratively correct and received by the Evaluation Reports Branch, HRC, after the due date but before the board convenes may be forwarded to the board if approved by the DMPM, Office of the DCS, G-1.

d. The CG, HRC 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. 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 CG, HRC 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 CG, HRC has approval authority for all requests for promotion reconsideration.

e. Reconsideration normally will be granted when one or more of the following conditions existed on the Soldier's AMHRR and 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 UCMJ, Article 15, courts-martial, and so on) belonging to another Soldier is filed in the performance folder of the nonselected Soldier's AMHRR and the document was seen by the board.

(3) An UCMJ, Article 15, administered on or after 1 September 1979, designated for filing locally only, was erroneously filed on the performance folder of the AMHRR and was reviewed by the board.

(4) An UCMJ, Article 15, punishment that was wholly set aside before 1 September 1979 and the set aside instrument was not filed on the performance folder.

(5) An UCMJ, Article 15, punishment that was wholly set aside on or after 1 September 1979 was filed in the performance folder when reviewed by the board.

(6) Court-martial orders were filed in the performance folder of the AMHRR when the findings were not guilty.

(7) A document was filed in the performance folder 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 in the performance folder (AMHRR), the 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, whichever 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 by the HRC 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 6-12g(2).

f. The following items do not constitute material error as defined above, 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 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. Reconsideration requests will be processed as follows:

(1) All requests will be sent through the CG, HRC. Requests not endorsed by the CG, HRC will be returned without action.

(2) Each case will be evaluated by the CG, HRC according to paragraphs 6–12*e* and 6–12*f* and AR 600–8–104. Cases clearly not meeting these guidelines will be disapproved and returned to the originator.

(3) CG, HRC coordinates IRR and Standby Reserve (active status list) Soldier’s STAB requests with USARC promotion board convening authority.

## **Chapter 7**

### **Enlisted Promotion and Reduction of Army National Guard Personnel**

#### **Section I**

##### **General**

#### **7–1. Scope**

*a.* The DARNG has responsibility for the policies provided in this chapter and as such, will provide guidance and interpretation of the policies set forth.

*b.* This chapter prescribes policies, procedures, and systems to advance, promote, laterally appoint, and administratively reduce all ARNG and ARNGUS enlisted Soldiers, except those included in the end strength of the RA and who are covered by the RA promotion system. Reduction for cause and restoration of grade is outlined in chapter 10. 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.

*c.* The Enlisted Promotion System is designed to help fill authorized enlisted vacancies in the NCO ranks with the best qualified Soldiers who have demonstrated the potential to serve in the next higher rank. It provides for career progression in line with each Soldier’s potential.

*d.* Effective with the 2016 annual promotion board, the ARNG will manage the career progression of the enlisted force under the STEP methodology. Soldiers will be authorized to be selected and assigned to higher enlisted vacancies pending completion of the new NCOES requirements outlined in paragraph 1–28*a* for (pin-on) promotion. Approved promotion boards which are in force prior to this publication are exempt from this requirement until the next annual promotion board cycle.

*e.* Soldiers must meet the SSD and NCOES requirements as outlined in table 7–1 for consideration by a promotion board. For the NCO ranks, it also prescribes the NCOES requirements and timelines for promotion in table 7–4. Soldiers who were promoted under the previous NCOES requirement remain fully eligible to retain their current grade. Soldiers will not be subject to reduction for failure to meet the new NCOES requirements.

*f.* This chapter will be used in concert with NGR (AR) 600–5 for AGR Soldiers, and appropriate regulations and policies that govern MTs.

*g.* This chapter will be used to advance, promote, laterally appoint, and reduce Soldiers called or ordered to 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, this regulation, and the DCS, G–1 Personnel Policy Guidance.

*h.* This chapter precludes promoting Soldiers who are not productive or are not the best qualified.

*i.* States are not authorized to supplement this chapter without receiving prior approval, in writing, from ARNG–HRH.

#### **7–2. Special terms**

The following are special terms used in this chapter.

*a. Best qualified.* Soldiers selected over their peers by a promotion consideration board as best able to perform the duties at the next higher rank.

*b. Fully qualified.* Soldiers capable of performing all duties required in a worldwide field environment and meet all requirements for promotion.

*c. Whole Soldier 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 must meet SSD and NCOES requirements (see table 7–1) for their current rank, minimum TIG, TIS, and cumulative enlisted service (CES) as established in the promotion board announcement and this chapter, and are not specifically prohibited from consideration per other provisions of this chapter, are eligible for consideration. See paragraph 7–30*a*, minimum administrative point requirements. Promotion authorities will not add or delete any prerequisite or requirement for consideration of Soldiers. Soldiers may be denied consideration per paragraph 7–33.



*e. Eligibility criteria date.* The date that establishes a cutoff date at which all promotion points (except board points) will be calculated for SGT boards. This date is explained in the promotion board announcement. This date is also used to compute the Soldier eligibility when considering Soldiers by a STAB 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 requirements in this chapter and the promotion board announcement.

*h. Career progression military occupational specialty.* 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 para 7–30). Soldiers must be qualified in their CPMOS to maintain promotion list status, unless otherwise stated in this chapter.

*i. Promotion list.* Reflects all Soldiers above the selection objective.

*j. Master promotion list.* Maintained by the State G1 and reflects all Soldiers selected to include those below the selection objective.

*k. Not selected.* Soldiers who fall below the minimum promotion score announced in the annual MOI as outlined in paragraph 7–37b will not appear on either the promotion list or the master promotion list.

### **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 NGB and active duty installations. The 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 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 CDR, Joint Force Headquarters (JFHQ). They also may delegate promotion authority to subordinate CDRs as follows:

- (1) CDRs in command positions authorized rank of COL or higher for promotion to SFC through SGM.
- (2) CDRs in command positions authorized rank of LTC or higher for promotion to SGT and SSG.
- (3) CDR, Operational Support Airlift Command, and the Commandant, National Guard Professional Education Center, for promotion 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 G–1, MPMO or comparable officer.

*d.* CDRs of RA units to which Soldiers are attached for initial military training may advance and promote ARNGUS Soldiers per this regulation.

*e.* Unit CDRs must validate the NGB Form 4100–1A–R–E (Army National Guard (ARNG) Enlisted Promotion Point Worksheet Sergeant Boards)/NGB Form 4100–1B–R–E (Army National Guard (ARNG) Senior Enlisted Worksheet) and recommend or not recommend promotion board consideration for all eligible Soldiers within their commands. Soldiers not recommended for consideration will be processed for denial of consideration in accordance with paragraph 7–33. Supervisors in a position authorized the rank of COL or equivalent will recommend or not recommend promotion board consideration for Title 10 (AGR) Soldiers. Soldiers not recommended for consideration will be processed for denial of consideration in accordance with paragraph 7–33.

*f.* State CSM and/or senior enlisted leader (Army) will maintain oversight of the Enlisted Promotion System.

## **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 non-promotable. 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 the 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 non-promotable status and will not be selected, promoted, advanced, appointed to a higher rank, 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 the 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 rank 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 continued service 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 7–45. 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) Unsatisfactory participant for nine or more declared unexcused absences from scheduled training assemblies.
  - (2) Unsatisfactory participant for unexcused absence from annual training, FTNGD.
- h.* Soldier is AWOL per AR 630–10 (mobilized or Title 10 only).
- i.* Soldier has been selected for elimination by enlisted qualitative retention board (EQRB) per AR 135–205. This does not pertain to Soldiers already in the medical evaluation process prior to selection by the EQRB (refer to para 1–20).
- 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 USASMC 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, Article 15, (except for summarized proceedings imposed according to AR 27–10), or comparable State law. Refer to paragraph 1–20 for Soldiers undergoing medical evaluation for retention.
- 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 promotion. Soldiers will be contacted and afforded the opportunity to extend prior to being by passed on the promotion list.
- q.* Prior service Soldiers from sister Services that have not completed Army BCT or Warrior Transition Course, or authorized equivalent.
- r.* A Soldier has a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600–20.
- s.* A Soldier has failed, due to his or her own fault as determined by the CDR, to complete necessary training associated with reclassification to a new MOS and has been awarded ASI 4B as determined by HRC or GOCOM/ MSC/DRU (for USAR TPU Soldiers) or NGB (for ARNG Soldiers). The BCT or BDE S1 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).
- t.* Soldier is serving in the first 18 months of an initial AGR tour and is stabilized in their current position in accordance with AR 135–18 and NGR (AR) 600–5. Soldiers hired into a higher ranked position for their initial AGR tour may be promoted into the position if fully eligible or upon becoming fully eligible but may not be selected for promotion into other positions within the first 18 months of their initial AGR tour.
- u.* Lack of a qualifying APFT that is not within 14 months (8 months for AGR).
- v.* Semi-annual weigh-in that is more than 8 months.

### **7-5. Delay of promotion due to suspension of favorable personnel actions**

When a Soldier's 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 in accordance with paragraph 1-10 (Title 10 AGR Soldiers) and paragraph 7-4 (Title 32 and Title 10 Soldiers). 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.

*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 Body Composition 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 Title 32, United States Code. The Army Board for Correction of Military Records has directed that these issues be handled by the States with the guidance of CNGB. 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 AMHRR.

*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 is the approving authority for cases for which the AG is the promotion authority.

*e.* Forward questionable cases, with supporting documents and recommendations, through channels to CNGB for evaluation and determination of entitlement.

*f.* CNGB is the approval authority for Title 10 AGR Soldiers.

### **7-7. Computation of time in grade, time in service, and cumulative enlisted service**

*a.* TIG is computed from the Soldier's DOR in the current grade.

*b.* TIS is computed from the Soldier's PEBD. Include all service for pay computed under DODFMR, 7000.14-R, Volume 7A. TIS is computed for non-prior service (NPS) personnel who entered the ARNGUS under the ACASP or who were promoted under section III from PEBD.

*c.* To qualify for promotions to SFC, MSG, and SGM, Soldiers require specific amounts of CES computed from basic enlisted service date (BESD), which excludes time served as a warrant and commissioned officer. If all service has been in an enlisted status, the BESD is the same as PEBD. Use AR 600-8-104 to establish and record BESD for Soldiers in the rank of SSG and higher.

*d.* TIG and TIS will be computed in accordance with paragraph 7-7 for all ARNG Soldiers and may not be waived.

### **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, 12 months.

(2) To SFC through SGM, 36 months.

*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 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.
- (3) Currently undergoing a medical board process and are unable to extend. These Soldiers may be promoted, and, if found fit for retention they will immediately extend to meet the remaining service obligations, or be reduced without board action.

c. Individuals who accept promotions will fulfill their service remaining obligations in the ARNG.

(1) Transfers to a regular component, the USAR, the IRR, the Standby Reserve, the ING, the Retired Reserve, or discharge to civilian life for Soldiers serving under a promotion service remaining requirement must be approved by the AG to preclude reduction or revocation of the promotion. 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.

(2) If a Soldier submits a request for voluntary retirement before fulfilling his or her service remaining obligation in the ARNG, the AG for traditional or CNGB for Title 10 and 32 AGR Soldiers 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.

(3) 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 10–20.

(4) Service remaining obligations are waived for Soldiers selected for separation from unit service and transferred to the IRR or the Retired Reserve under the Qualitative Retention Program.

## **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. AGs may authorize frocking by informal memorandum when the Soldier is assigned to the position and the CNGB has denied a controlled grade allocation for that Soldier. Title 10 AGR Soldiers may be frocked only when approved by the CNGB. 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 rank. 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. NCOs will remove their frocked insignia of rank upon reassignment from these positions. Frocking does not entitle a Soldier to time in grade, pay in the frocked rank, 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 AG may retain or specify which authorities listed in paragraph 7–3 will laterally appoint Soldiers.
- b. All lateral appointments may be issued on a DA Form 4187 or order format 304.
- c. A 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 TIS requirement, or were not considered for promotion.
- d. Soldiers will normally retain the rank 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. A MSG will be appointed to 1SG concurrent with assignment or attachment to a 1SG position authorized in MTOE and/or 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.* A SGM will be appointed to CSM when authorized by NGR 600–200 and approved by the HQDA (NGB) ARNG 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 ADOS 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 ADOS 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 ranks concurrent with their separation from the State and assignment. A former 1SG who is a 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 will be reappointed to CSM. AGs are the appointment authorities for these actions. Retirement orders and all related documents will show 1SG or CSM (see NGR 600–200).

## **7–12. Promotion instruments**

*a.* Promotions to SGT through SGM are announced on orders.

*b.* Orders will cite the appropriate paragraph of this chapter for promotion. In addition, if a higher promotion authority approves a retroactive effective date, cite paragraph 7–6c 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.”

(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.”

(4) For conditional promotion to SGM with further appointment to CSM, enter the following: “The Soldier must complete the U.S. Army Sergeants Major Course as a condition of this promotion. Failure to meet the condition will cause reduction per AR 600–8–19.”

(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.”

## **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 rank, 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 for use of DA Form 4873 (Certificate of Appointment to Command Sergeant Major)).

*c.* Promotion authorities may issue DA Form 4872 and DA Form 4874 to Soldiers only for their current ranks.

*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 rank.

*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 rank junior to themselves when authorized by the AG or CDR. Soldiers may choose who will help assist in the promotion to their new rank 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 AG 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 ARNG, (name) is promoted to (rank) with DOR 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 AR 601–210), the Soldier is awarded the highest grade for which eligible.

*a.* Soldiers will be advanced or promoted to higher ranks 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. 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 ranks authorized by programs per paragraphs 7–15 through 7–19 when all conditions are met. Soldiers who are members of the recruit force pool in the ING, are not eligible for advancement or promotion. All authorities, including this paragraph and the basic paragraph that authorizes the rank, will be cited.

*c.* Soldiers will be advanced per AR 601–210 and ARNG accessions options criteria when all eligibility requirements have been met. These advancements must occur prior to departure for initial military training, unless stated otherwise in this chapter.

*d.* Soldiers will be promoted to the rank 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 REFRAD 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 rank satisfactorily held, provided they were not reduced for misconduct or inefficiency (not applicable to Soldiers who retire with a Regular active service retirement under 10 USC 3914 or 3917).

##### **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 rank for the rank held before the special promotion.

*a.* Soldiers will be promoted to SGT (with a title of candidate) 1 day before they enter the RA OCS or the Inter-service Physician’s Assistant Program. Soldiers ordered to the Warrant Officer Candidate School (WOCS) will be promoted effective on the date travel begins per NGR 600–101.

(1) Applicants for warrant officer candidacy, when required, will attend ALC 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 OCS. However, the maximum full-time Support Employment Authorization Document position grade for AGR Soldiers will not be exceeded, per NGR (AR) 600–5 and AR 135–18.

*c.* Soldiers will be promoted to cadet (SGT/(E5)) effective the date the Soldier is contracted in both the ARNGUS and the ROTC Advanced Course, and assigned reporting code 09R20 per NGR (AR) 600–100. Soldiers enlisting into the ARNG as a cadet will be advanced the following day to SGT, the enlisted pay-grade on the DD Form 4 will be in accordance with AR 601–210 and ARNG accessions options criteria.

*d.* Eligible PV1 and PV2 Soldiers will be promoted to PFC effective on their reporting dates to the USMAPS. Soldiers in higher enlisted ranks will attend in current rank.

*e.* Promotions under paragraphs 7–15a through 7–15c are valid only for the purpose for which they were awarded. Soldier will be administratively returned to their pre-appointment ranks upon release from such status. These ranks 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 ranks as a prerequisite to attend training programs that provide for the higher ranks as prescribed. Soldiers who fail to complete the training program for which promoted to the special rank will be reduced to the rank from which promoted per paragraph 10–20.

*a. Reduction to enter training.* After reduction to enter training program per paragraph 10–20, the Soldier is promoted to the previously held rank without promotion board action to the higher rank when the time requirement is met. Date of rank will be the Soldier’s original DOR in the rank to which promoted. The effective date will be the date of the promotion. For example, this applies when the Soldier must serve 1 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 and/or SGT) in CMF 18, provided otherwise qualified in accordance with paragraphs 1–10 (Title 10 AGR) and 7–4 (Title 10 and Title 32), are eligible for promotion as indicated:

(1) Upon successful completion of the SFQC, SPC and/or 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 MOS 18B, 18C, or 18E.

(2) A SPC and/or CPL who is programmed to MOS 18D will be automatically promoted to SGT upon successful completion of the SOCM portion of the SFQC without board appearance. The promotion is effective the date the Soldier completes SOCM portion of the SFQC. Promotion to SGT for Soldiers who are programmed into MOS 18D is conditioned upon successful completion of the SFQC; failure to complete the remainder of the SFQC will result in an administrative reduction.

(3) Soldiers (SGTs) holding PMOS in CMF 18 will be automatically promoted to SSG on the first day of the following month when all of the following requirements have been met:

(a) SFQC (ALC) graduation.

(b) Award of MOS 18B, 18C, 18D, or 18E.

(c) 42 months TIS.

(d) 6 months TIG.

(4) Soldiers (SPC and/or SGT) enrolled in the SFQC meeting promotion eligibility requirements and who have been boarded and are on a promotion list are eligible for promotion in PMOS 11B provided otherwise qualified in accordance with paragraphs 1–10 (Title 10 AGR) and 7–4 (Title 10 and Title 32).

(5) Soldiers (SSG) must compete on the State Enlisted Promotion System list for SFC, this includes meeting the TIG/TIS requirements outlined in table 7–1.

(6) The promotion authority for promotion in this paragraph is CDR, U.S. Army John F. Kennedy Special Warfare Center and School.

### **7–17. Promotion based on stripes for skills**

NPS and glossary NPS Soldiers who are part of a pre-initial military training program (Recruit Sustainment Program) will be promoted when the Soldiers meet the requirements listed below and are recommended for promotion by the proper authority. Soldiers not in a structured program that has not been approved by NGB cannot be promoted per this paragraph. CDRs of the Recruit Sustainment Program may promote Soldiers under this program.

*a.* Soldiers who enlist as PV1 may be promoted one grade prior to the Soldier reporting to initial military training. The Soldier must demonstrate proficiency on every task prior to being recommended for promotion.

*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 AMHRR as an attachment to the DA Form 4187.

*c.* Soldiers not completing all tasks in the training plan prior to entry on initial military training may not be promoted.

*d.* This provision can only be used to promote Soldiers from PV1 to PV2.

*e.* Soldiers who enlist under the split training option will be promoted per chapter 2, after completion of phase I and before entry into phase II.

### **7–18. Promotion based on Civilian Acquired Skills Program**

*a.* The MOSs listed in the ARNG accession options criteria are the only MOSs authorized under this program.

*b.* The Soldier's ARNG unit CDR or training CDR may authorize accelerated promotion and award of the ACASP MOS when the Soldier meets all criteria. Soldiers in MOSs eligible for SGT under this program may be promoted once they complete SSD 1 and BLC.

*c.* CDRs may defer or deny accelerated 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 with the reasons for deferral or denial, and file copies of counseling statements until advanced or promoted to a higher rank, or separated, whichever is first.

*d.* On DA Form 4187, this paragraph as well as the basic paragraph for the rank to which advanced will be cited. On orders for promotion to SGT, any comment required by paragraph 7-12, will be included.

#### **7-19. Promotion based on stripes for buddies**

*a.* Soldiers who refer qualified applicants who subsequently enlist in the ARNGUS, RA, or USAR may be promoted, 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 initial military training, while the Soldier is between phases I and II of the split training option.

*c.* Referred applicants who enlist while the referring Soldier is in initial military training may be promoted only by the Soldiers initial military training CDR.

*d.* DA Form 4187 is prepared to recommend promotion. If the initial military training CDR does not authorize the promotion, the Soldier may be promoted upon release from initial military training. The effective date will be the date released from initial military training, not the date the referral enlisted. While in initial military training, the ARNG does not have the authority to promote Soldiers effective during the period of initial military training without the concurrence of the Soldier's initial military training 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 per AR 601-210. This authority allows advancement based on any combination of enlistment before or after the referring Soldier's enlistment, or before or after service in initial military training, 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 promote Soldiers—

(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.* This paragraph, as well as the basic paragraph (see para 2-3) for the rank to which promoted will be cited on the DA Form 4187.

### **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 chapter.

*b.* Be in promotable status in accordance with paragraph 1-10 (Title 10 AGR Soldiers) and paragraph 7-4 (Title 10 AGR and Title 32 Soldiers). 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 7-44 and 7-45, 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 STAB per paragraph 7-49. Under the new STEP methodology effective 1 January 2016, Soldiers must meet the requirements as shown in table 7-1 for board consideration.

*c.* Be participating satisfactorily in the active ARNGUS in the next lower grade.

*d.* Meet the criteria in table 7-1 (the TIG/TIS is computed as of the last day of the month in which the board convenes). See promotion board announcement MOI (fig 7-1). Waivers and exceptions to policy are not authorized for TIG, TIS, SSD, PME, and CES (see para 7-7 for computation rules).



**Table 7-1****Time in grade, time in service, structured self-development, and cumulative enlisted service for promotion board consideration-**

Rank	TIG	TIS	CES	SSD	PME
SGT	12 months	NA	NA	SSD 1	NA
SSG	18 months	NA	NA	SSD 2	BLC
SFC	36 months	9 years	6 years	SSD 3	ALC
MSG	36 months	13 years	8 years	SSD 4	SLC
SGM	36 months	16 years	10 years	NA	NA



DEPARTMENT OF THE ARMY  
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STREET ADDRESS  
CITY STATE ZIP

MEMORANDUM FOR DEE DISTRIBUTION

SUBJECT: Instructions for 20XX 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 of eligible staff sergeants. Enclosure 2 is an NGB Form 4100-1B-R-E for each Soldier on the promotion eligibility roster. The board will consider all eligible staff sergeants unless they decline consideration by this board in writing on NGB Form 4100-1B-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 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 Senior Leader 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 promotion eligibility roster.
  - b. Use the information in AR 600-8-19, to add or correct information on NGB Form 4100-1B-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 7-1. Sample promotion board announcement

*e.* Have a high school diploma, home study 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 this chapter, NGR 600-200, or in a special training program, such as those for CMF 18, the ACASP (per accessions options criteria), or the AGR Management Program governed by NGR (AR) 600-5. 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.

*g.* Soldiers undergoing medical evaluation processing will be considered for promotion board action or, if already promotable, will not be denied promotion based on medical disqualification if they are otherwise qualified for promotion (see paras 1-10, 1-20, and 7-4).

*h.* Currency of the Soldier's physical health assessment is a function of eligibility for immediate reenlistment or extension and does not preclude them from consideration by a promotion board.

*i.* 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. However, AGs may nominate individuals above the objective age without waiver or exception when the Soldier is clearly the best qualified of all eligible candidates.

*j.* 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, including the completion of the required SSD level for enrollment into the USASMC. This includes the TIS 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 or ARNG–HRH 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 State’s structure are valid for promotion purposes subject to the policies of NGR 600–200, NGR (AR) 600–5, and regulations that govern the MT Program. State MPMOs will verify questionable cases and coordinate with the State human resource 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 SGT authorized in rank of SSG and an armorer and/or supply specialist authorized in ranks 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 IX 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 a 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**

*a.* Soldiers who are boarded and placed on a promotion list after 1 January 2016 must meet requirements outlined in paragraph 1–28*a* for (pin-on) promotion to the next higher grade. Soldiers on an approved promotion list prior to this publication will remain under the previous NCOES requirements until the next annual board cycle. The provisions of paragraph 1–28 also apply.

*b.* Soldiers with a DOR on or before 1 October 1992 are considered NCOES qualified in their current rank 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 rank before being considered for promotion to the next higher grade.

*c.* MSGs/1SGs with SLC 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 have a confirmed reservation for the USASMC in ATRRS by CNGB. This is the only means to enroll in the USASMC. 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. SGMs (this includes CSMs) with DOR before 1 October 1992 will not attend the USASMC.



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### STATEMENTS OF AGREEMENT AND CERTIFICATION

1. I understand that the service obligations are 2 years after completion of the Resident U.S. Army Sergeants Major Course and 2 years after graduation from the Resident Phase of the Non-Resident U.S. Army Sergeants Major Course (AR 350-1 or AR 135-200) or 2 years after promotion to sergeant major (in accordance with AR 600-8-19, paragraph 7-8a(2)), whichever is later.

Soldier initials (*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 (in accordance with AR 600-8-19, paragraph 1-27).

Soldier initials (*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 (in accordance with AR 600-8-19, paragraph 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 Non-Resident U.S. Army Sergeants Major Course for the class in which I was enrolled. I will not be authorized to move from the Non-Resident U.S. Army Sergeants Major Course class in which I was enrolled to the next Non-Resident U.S. Army Sergeants Major Course Class.

Soldier initials (*initials*)

4. I have read and understand the requirements for enrollment and the related actions for the U.S. Army Sergeants Major Course. I understand my responsibilities and obligations.

Soldier signature and date: (*sign and date here*)

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### 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 (Title 32 Mobilization day, Technician, AGR):

OR

ARNG CSM (Title 10 AGR):

**Figure 7–2. Statements of agreement and certification (enclosure to DA Form 7432)**

- d.* The NCOES Courses for promotion are the Army standard.
- e.* All categories of Soldiers will complete NCOES Courses prescribed in their CPMOS (primary or career progression MOS).
- f.* Traditional Soldiers (this term includes MTs) will complete any The Army Training System Courses (TATS–C), RA, or RC–NCOES Course.
- g.* AGR Soldiers will complete only RA or TATS–C NCOES Courses, unless otherwise authorized in this paragraph or an exception is granted by CNGB. Soldiers who enter the AGR program fully qualified in the NCOES (all phases) as outlined in paragraph 1–28 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–SLC 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 rank and duty status (AGR must attend RA 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.
- h.* Recruiting and retention NCOs (CMF 79) on AGR status—
  - (1) Who are SGTs with SQI 4, selected for promotion and NCOES training and do not have credit for for SSD 2 or equivalent legacy course, will complete SSD 2 and attend the 79T MOS conversion course at the National Guard Professional Education Strength Maintenance Training Center. States are authorized to award the MOS 79T and grant constructive credit for ALC technical track phases for AGR career recruiting and retention NCOs completing the 79T MOS conversion course.
  - (2) Who are SSGs with SQI 4, are selected for promotion and training, and do not have credit for SLC will attend SLC for CMF 79 at the Professional Education Strength Maintenance Training Center NCO Academy, provided they are selected for career status.
  - (3) Who are SFC and who do not have credit for SLC will attend SLC at the Professional Education Strength Maintenance Training Center NCO Academy.
- i.* AGR non-career recruiting and retention NCOs identified with SQI 4 will attend ALC and SLC in their primary MOSs.

#### **7–24. Courses creditable for the Noncommissioned Officer Education System**

Personnel officers will determine credit for NCOES Courses from the following list or submit requests for constructive credit as prescribed in paragraph 7–26. Completion by sub-course is not acceptable for credit unless the course is a TRADOC-approved, multi-phase requirement such as the Army Band NCOES and the USASMC, or the Soldier completed the course through this means while in the RA 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) RA- or RC–BLC or TATS–C BLC.
  - (2) RA- or RC–Primary Leadership Course.
  - (3) RC- NCO Course and/or Basic NCO Course (prior to 1985).
  - (4) United States Marine Corps (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 does not meet BLC program of instruction equivalency requirements.
  - (10) USMC Sergeants Course.
  - (11) OCS (RA and/or RC any Service).
  - (12) Officer Basic Course (from any Service).
  - (13) Officer Advanced Course (any Service).
  - (14) Combined Arms and Service Staff School (or equivalent course from any Service).
  - (15) Command and General Staff Officer’s Course (or equivalent course from any Service).
  - (16) ROTC Advanced Camp (any Service).
  - (17) WOCS (RA and/or RC Army or USMC WOCS).

*b.* Basic-level equivalency for ALC common core only. (No U.S. Air Force, Navy, or Marine Corps Courses will be recognized for basic-level equivalency).

(1) RA- or RC-Basic NCO Course, or TATS–C ALC.

(2) Basic Technical Course.

(3) CMF 18 qualification course plus BLC.

*c.* Advanced-level equivalency for SLC common core only. (No U.S. Air Force, Navy, or Marine Corps Courses will be recognized for advanced-level equivalency).

(1) RA- or RC-Advanced NCO Course.

(2) Before 1 October 1987, RC–Senior NCO Course.

(3) Before 1 October 1987, RC or RA 1SG Course authorized in lieu of the RC–Senior NCO Course.

(4) Before 1 October 1991, any Advanced NCO course phase I only.

(5) For MTs:

(a) Before 1 October 1987, any advanced-level course plus ARNG Battle Skills Course.

(b) 1 October 1987 through 30 November 1993 when there was no phase II available, Advanced NCO course phase I plus a skill qualification test or self-development test score of 70 percent or more completed during that time plus the ARNG Battle Skills Course.

(6) For AGR, before 1 July 1986, an RC–NCOES advanced or higher level course (Senior NCO Course or 1SG Course) plus the ARNG Battle Skills Course.

*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 in 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.

*b.* Traditional Soldiers, including MTs, will complete required PME Course(s). A Soldier may request constructive credit if they are unable to attend due to the length of the course, however constructive credit will only be granted based on the guidelines outlined in paragraph 7–26 and AR 350–1.

*c.* The course will be considered not available if phase II or subsequent phase has been TATS–C, but was not taught within 2 years after the Soldier completes phase I. This provision does not apply to AGR Soldiers.

(1) Requests should be routed through the State MPMOs and forwarded to Director, Army National Guard (ARNG–TR), 111 South George Mason Drive, Arlington, VA 22204–1373.

(2) If a request is approved, a constructive NCOES credit entry will be entered per paragraph 7–26, the Soldier credited with completion, and the Soldier’s automated personnel system -ARNG entry updated. The request and approval are filed for constructive credit in the Soldier’s AMHRR.

*d.* Personal, operational, and funding conflicts do not constitute nonavailability.

#### **7–26. Constructive credit for Noncommissioned Officers Education System**

The AG (MPMO) or CNGB for Title 10 AGR, will follow the provisions of paragraph 7–23 and AR 350–1, in determining constructive credit. For cases that are not covered in paragraph 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 AG (MPMO), or CNGB for Title 10 AGR. Requests will be attached to DA Form 4187. Include copies of the AG endorsement memorandum, ERB, GPFR–1790 (DA Form 2–1), diplomas, DA Forms 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 7–26a through 7–26g will not be submitted. All requests will be submitted to the course proponent. Once credit is granted, it will be recorded on ERB, and the Soldier’s NCO education code will be changed to the equivalent level listed in NG (AR) Pam 25–10.

*a.* All primary level (BLC) requests will be submitted directly to Director, Army National Guard (ARNG–TR), 111 South George Mason Drive, Arlington, VA 22204–1373.

*b.* All basic-level (ALC) phase II and advance level (SLC) or subsequent phase (MOS specific phase) requests will be submitted to Director, Army National Guard (ARNG–TR), 111 South George Mason Drive, Arlington, VA 22204–1373.

*c.* 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 RA–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 ranks for

which they were intended and they served in that rank 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.

*d.* 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.

*e.* 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 7–24a(16).

*f.* Marine Corps Courses conducted under the auspices of the Marine Corps Combat Development Command, are included in paragraphs 7–24a(4) through (10). These courses are conducted at the Staff NCO Academies at Marine Corps bases Quantico, Camp Lejeune, Camp Pendleton, Camp Butler, Camp Crowder (United States Marine Corps Reserve), 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 accepted.

*g.* 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, PL 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 Soldier’s 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 rank.

#### **7–28. Promotion process**

*a.* States will conduct annual promotion boards for each grade and publish a promotion list. In the event, the promotion list is exhausted States are authorized to supplement their annual promotion lists from SGT to MSG boards by conducting quarterly or semi-annual boards. SGM boards must be approved by ARNG–HRH. The current list is exhausted when it no longer contains any eligible or available Soldiers. States will follow the same procedures for conducting the supplemental boards; however the TIG and TIS will be calculated from the new board date. The original baseline established during the annual board process will be used as the baseline for all supplemental boards, and when possible, use the same board members. Supplemental boards will consider deployed, non-deployed, and warrior transition unit Soldiers in the process. Soldiers selected by supplemental boards will be integrated into annual promotion lists. The promotion list 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 IX of this chapter.

*b.* Each promotion list published by the AG or CNGB is a new list and is intended to remain valid until exhausted or expires on the date established by the AG (MPMO) or CNGB.

*c.* Once considered and selected for promotion and assigned to a valid position, per paragraph 7–40, Soldiers are promotable provided they meet the PME requirement in accordance with table 7–4 with an effective date and DOR on the date they are assigned to the valid higher graded position. Soldiers who are not PME qualified will not be promoted any earlier than the date they graduated from the required PME Course. Soldiers selected pending PME will not compete on future promotion boards, unless they are removed from their higher grade position for failure to complete the required PME or for cause. AGR promotions to MSG and SGM will be promoted effective the date assigned to a valid position, date an AGR controlled grade is authorized, or if applicable, the date graduated from the PME Course as listed in table 7–4, whichever is later. AGR Soldiers selected and assigned to higher graded positions before the list expires, but are not promoted because a controlled grade is not available, will remain assigned pending availability of a controlled grade resource. AGR Soldiers selected from the promotion list, pending a control grade are no longer required to compete for the position for which selected.

## 7–29. Announcement of promotion consideration boards

a. The State MPMO and CNGB will provide instructions to each promotion board 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 under provisions of AR 135–91 (not applicable to AGR).
- (3) The standard options provided by the State that will apply to all Soldiers in a given rank 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 BN (or MSC).
  - (e) For assignments in my regiment, BDE, 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 (AR) 600–5, or any reassignment other than those involving assignment in connection with a promotion).
    - (m) For a position that requires a technician compatibility waiver.
    - (n) Consideration for CSM per NGR 600–200.
    - (o) For acceptance or declination for 1SG per chapter 7 (for current MSG and SFC in the promotion selection objective of the MSG promotion list).
- (4) The criteria used to evaluate Soldiers under the automated board process.
- (5) Special instructions on the evaluation process to ensure complete preparation, counseling, processing, and evaluation.

*Note.* States will not pre-select options; these options are the sole decision of the individual Soldier.

(6) 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 promotion board announcement. This date will also be used to compute Soldier eligibility when considering Soldiers by a STAB and for integration into a promotion list.





DEPARTMENT OF THE ARMY  
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SUBJECT: Instructions for 200X Sergeant First Class Promotion Board

1. 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.
2. Complete NGB Form 4100-1B-R-E as follows: (enter state process and procedures for completion, verification, and safeguarding.)
3. 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).
4. 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 rank. (States insert their procedures.)
  - b. For assignment to higher ranked 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 ranked positions will be promoted in sequence as they are contacted from the list.
5. Soldiers who are not listed in the selection objective of this list cannot expect to be assigned to higher ranked 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 promotion board instructions

*b.* AG (MPMOs) and CNGB 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 ranks. The following topics will be considered:

- (1) Demonstrated application of Army Values.
- (2) The role of the NCOER system.
- (3) The Soldiers' overall performance and demonstrated potential to serve at higher levels of skill and responsibility.
- (4) Trends in efficiency, accomplishments in military and civilian education and self-study.
- (5) Scope and variety of assignments emphasizing performance in difficult assignments.
- (6) Duties and responsibilities.

- (7) Performance in areas of special emphasis.
- (8) 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. The automated personnel system-ARNG data will be used to generate promotion eligibility rosters (fig 7-4) for each unit and element and an NGB Form 4100-1A-R-E or NGB Form 4100-1B-R-E, for each Soldier on the promotion eligibility roster. The NGB Form 4100-1A-R-E/NGB Form 4100-1B-R-E may be made a 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 make available promotion eligibility rosters with NGB Form 4100-1A-R-E/NGB Form 4100-1B-R-E to CDRs.
  - e. For NGB Form 4100-1A-R-E and NGB Form 4101-1-R-E (Army National Guard (ARNG) Enlisted Promotion Appraisal Worksheet), the scored items will be listed as shown and the values will not be changed.
  - f. The CNGB will announce each board in a promotion board announcement and include specific forms, procedures and the process that will apply to the ARNGUS Title 10 AGR Program.

<b>PROMOTION ELIGIBILITY ROSTER</b>				
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
(Name)	000-00-0000	MSG	42A5HA2FR	42A5
(Name)	000-00-0000	1SG	27D5MP500	27D5
(Name)	000-00-0000	MSG	12Z5M0000	12Z5
(Name)	000-00-0000	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 paragraphs 1-28 and 7-23 and meet the TIG, TIS, SSD, 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 for SGT board, if prescribed in State policy and in the promotion board announcement.

*b.* Soldiers must meet the eligibility in this chapter and the promotion board announcement 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 to include remarks.

(3) Indicate ineligible Soldiers, including those formally denied consideration per paragraph 7–33, by entering a short explanatory note for the ineligibility. No one may establish local promotion points or criteria not provided for in this chapter.

(4) Unit CDR will validate the NGB Form 4100–1A–R–E/NGB Form 4100–1B–R–E and recommend or not recommend promotion board consideration for all eligible Soldiers within their commands. Soldiers not being recommended for consideration will be processed for denial of consideration in accordance with paragraph 7–33.

*d.* The Soldier's leader (generally the first-line leader) will review NGB Form 4100–1A–R–E/NGB Form 4100–1B–R–E with the Soldier to verify information and update entries on the form. They will obtain the Soldier's choice (X mark) to accept or decline consideration and, if accepting consideration, the Soldier's 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. Interview and counsel each Soldier using NGB Form 4100–1A–R–E/NGB Form 4100–1B–R–E and have each Soldier verify the individual data in sections I through III for the NGB Form 4100–1A–R–E and sections I and II for the NGB Form 4100–1B–R–E.

(1) When Soldiers are not available to do this in person, the CDR (or a delegate) may do this by telephone, fax, or mail (including email), accomplish all of the required actions, and sign and date the form for the Soldier.

(2) Soldiers who are not available to process their NGB Form 4100–1A–R–E/NGB Form 4100–1B–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 AG (MPMO) or CNGB in the promotion board announcement, 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 ADOS, ADT, FTNGD for special work or training, annual training for 30 days or more, temporary tour of duty (CO–ADOS, AGR, or any other form of extended active service)). Interview and counsel each Soldier using NGB Form 4100–1A–R–E/NGB Form 4100–1B–R–E and have each Soldier verify the individual data in sections I through III for the NGB Form 4100–1A–R–E and sections I and II for the NGB Form 4100–1B–R–E.

*(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.

*(b)* If provided for in the promotion board announcement, Soldiers may provide documents to update the form and the personnel database by enclosing it with the NGB Form 4100–1A–R–E/NGB Form 4100–1B–R–E. Incomplete and questionable documents are not acceptable.

*e.* Individual leaders who rate junior Soldiers (E4) 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. The 600 board points for SGT boards will also apply to States who evaluate Soldiers under the NGB automated board process. The maximum administrative promotion points for (SGT) boards are 400 as shown on the revised NGB Form 4100–1A–R–E.

*f.* The DD Form 214 (Certificate of Release or Discharge from Active Duty) is a valid promotion point source document.

*g.* States and CNGB may create an addendum for section IV of NGB Form 4100–1A–R–E or prescribed in Standard Options on the NGB Form 4100–1B–R–E on which Soldiers will state their agreement to enrollment and attend any required training course for that rank. This addendum will include the consequent actions that will follow the Soldiers' failure to meet any of these agreements. However, this will not authorize reduction action based on the Soldiers failure to complete the new PME requirements within the prescribed timelines per paragraph 7–39c. Soldiers who fail to complete their PME requirements within the established time lines are subject to reassignment to a valid vacancy at their current grade.

*h.* States and CNGB will combine the CSM selection process in NGR 600–200 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 4100–1B–R–E. Eligible MSG and 1SG will not be

denied consideration. 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 4100-1A-R-E and NGB Form 4100-1B-R-E are taken from the automated personnel system-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 on the form. They will also select one or more of the options provided in part IV of NGB Form 4100-1A-R-E/NGB Form 4100-1B-R-E (or a State supplemental list of options). These options show where they are available for assignment and promotion to the higher rank as provided in paragraphs 7-29a(3) and 7-30d and their agreement to apply for and complete required training, per paragraph 7-30d. Soldiers who cannot do so in person may accomplish these tasks using one of the alternate means in paragraph 7-30.

*Note.* States and CNGB 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 ranked positions, and PME 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 or supplemental board 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 promoted and assigned to higher ranked positions during the life of the list in accordance with paragraph 7-39. Soldiers who accept consideration for promotion on NGB Form 4100-1A-R-E/NGB Form 4100-1B-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 7-30d 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 AG or CNGB for Title 10 AGR Soldiers. They also may be removed from a higher ranked position to which assigned based on their promotion list status (see also NGR 600-200). 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.

*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 (State file, AMHRR, or Human Resources Management System). 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, UCMJ, Article 15, or criminal conviction(s), and so on.

(4) Incomplete copies of NCOERs or AERs. Only fully completed documents processed through official channels will be seen by the board.

*c.* Letters or memoranda (and all enclosures) seen by a promotion board become part of the board record and are not filed in personnel records. Non-receipt of a letter to the board president is not grounds for reconsideration by a STAB as described in paragraph 7-49.

### **7-33. Denying Soldiers consideration for promotion**

Soldiers who are eligible for promotion may be denied consideration as shown below. Denial may be based on the Soldier's misconduct, lack of sufficient experience and knowledge in personal and professional qualities and qualifications, or lack of potential to serve at the higher rank. This action generally will be taken when the individual deficiency is not

sufficient to warrant a bar to continued servicement 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 CDR's recommendations and submit statements that directly affect the circumstances. These actions will take place in time to allow the Soldier 1 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 STAB action when a recommendation is disapproved.

*b.* For SPC, CPL, and SGT, denial of promotion consideration will be approved by the first CDR authorized in the rank of LTC or higher.

*c.* For SSG and SFC, denial of promotion consideration will be approved by the first CDR authorized in the rank of COL or higher.

*d.* For MSG, denial of promotion consideration will be approved by the AG.

*e.* These CDRs will personally approve or disapprove these actions, and will not delegate this authority. The final appeal authority is the AG.

*f.* Authority to deny promotion consideration for all Title 10 AGR Soldiers is the CNGB.

## **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 prescribe formal, joint boards at the State Headquarters for senior boards, and decentralized boards at MSC 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 five individuals will evaluate each Soldier as prescribed by the AG (MPMO) or CNGB when using the automated board system. However, these boards will be conducted the same for each rank across the State and Title 10 AGR as specified in the promotion board announcement or other directive that prescribes each board as discussed in paragraph 7–29. The states and CNGB will follow the established procedures for conducting ARNG promotion boards. SSG boards conducted after 1 January 2016 will be conducted under the NGB automated board under the One Vote (6+) system to mirror the senior promotion boards. Administrative points are eliminated for all SSG to SGM boards. ARNG–HRP is the proponent of the ARNG automated board process.

*a.* Each State and CNGB will develop a system to fill 1SG vacancies using the guidance in the following paragraphs:

(1) CDRs will consider MSGs and serving 1SGs for assignment to 1SG positions before selecting SFCs for promotion into 1SG positions. This will allow career development assignments in rank without affecting the number of Soldiers promoted. 1SG vacancies will normally be filled before MSG positions.

(2) States and CNGB will establish best qualified leadership board procedures to identify for 1SG positions, MSGs and SFCs eligible for promotion to MSG, who desire (and who are eligible and available based on being listed in the selection objective of the MSG promotion list) to serve as 1SGs. The results will list those found best qualified to serve as a 1SG, listed by CPMOS, not by sequence number. MSGs on this list will be considered first before selecting a SFC (regardless of their list standing on the SFC to MSG list) for promotion and lateral appointment to 1SG. This board, comprised of command sergeants major, will be convened at the JFHQ level and DARNG for Title 10 AGR. This board should meet as soon as is practicable after the MSG promotion board (if it is not part of that board). States and DARNG may charge a panel of the MSG promotion boards to accomplish this function. 1SG positions will not be filled by a promotion (except as stated above) solely because of the Soldier's sequence number on the SFC to MSG promotion list.

(3) The CSM panel of the SGM board will include CSMs to review SGM, 1SG, and MSG who are eligible, per NGR 600–200, 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, 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 their PMOS, but are subject first to approval for CSM by the HQDA (NGB) ARNG CSM selection board per NGR 600–200.

(4) Every effort will be made to ensure that all boards are composed of members that reflect the demographics of the Soldiers being considered.

(5) 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.

(6) 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.

(7) Boards may include minority group members and female members even though the board may not be considering female and minority group Soldiers.

(8) A nonvoting recorder or other administrative support person may serve each board and panel from the supporting S1, personnel office, or other AG Corps Soldiers provided their records are not appearing before the board.

*b.* States will conduct promotion boards in a formal setting (all members must be present in the same room), which will be documented in the required board announcement, as outlined in this chapter. The conduct of promotion boards in any other manner is specifically prohibited. The DARNG will conduct centralized promotion boards in a formal setting for all enlisted Soldiers serving in the Title 10 AGR program (see table 7–2). The centralized board will review all packets submitted for promotion consideration by rank in a formal setting at the location specified in the promotion board announcement. Board results are approved by the convening authority prior to publication of the promotion list. Not applicable to Soldiers being evaluated under NGB Form 4101–1–R–E.

**Table 7–2**

**Centralized promotion boards**

Board	Type	Board convened	Authority
CSM/1SG	Centralized	JFHQ	AG
SGM	Centralized	JFHQ	AG
MSG	Centralized	JFHQ	AG
Title 10 AGR	Centralized	NGB	DARNG

*c.* The AG has the authority to conduct decentralized boards, as necessary, to support mission requirements and maximize efficiency. Results will be consolidated at the JFHQ and published as a single state list. Table 7–3 represents the board model for States that choose to utilize the decentralized system. This board model is subject to change based on updates to the automated systems and mission requirements. The decentralized board is defined as a board conducted in a formal setting as specified by the board announcement where board members are sub-categorized into panels to review specific packets (for example, by grade and MOS). The respective board results, once approved by the convening authority, will be forwarded to the JFHQ for consolidation and publication of a State enlisted promotion list.

**Table 7–3**

**Decentralized promotion boards**

Board	Type	Board convened	Authority	Recorder
SFC	Decentralized	BDE–COL command	COL command	Division/JFHQ
SSG	Decentralized	BN–LTC command	LTC command	BDE
SGT	Decentralized	BN–LTC command	LTC command	BDE

**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 board MOI. Members of formal boards will not discuss any specific scores or finding with individual Soldiers of any rank or position.

*b.* Board members may, as stated in the board 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 board MOI.

*c.* The board will evaluate and then rate each Soldier using the whole Soldier concept.

*d.* Members of formal boards will review Soldiers’ personnel records such the AMHRR with NCOERs, AERs, qualification records, correspondence, and other official matters. Only those NCOERs or AERs processed by the evaluation systems office and placed in the AMHRR will be provided to boards for NCOs under consideration by decentralized selection boards. 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 board president. Recorders will review the scoring of each panel member to ensure the point spread between panel members is within the standard set by the CNGB. Any board member’s evaluation that exceeds the margin 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 4100-1A-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 4100-1A-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.* The identity of all individuals selected for board/panel membership must be kept close hold during all phases of selection and conduct of the proceedings. In addition, individuals selected for board/panel membership will be instructed not to divulge their membership status to anyone without an official need to know.

## **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 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 rank 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 7-37).

*c.* Include on the list the data needed to identify individuals and to help manage the list such as AGR, MT, unit identification; zone improvement plan (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 5 years. Minimum documentation includes:

(1) The board appointment, promotion board announcement and MOI.

(2) NGB Form 4100-1A-R-E/NGB Form 4100-1B-R-E with enclosures (other than source documents processed to Standard Installation Division Personnel System Interface Branch) 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**

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 by Army policy.

*a.* The State MPMO may, 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 ranked 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 mobilization day (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 promotion board MOI for the automated board system, establish a minimum promotion board score to gain promotion list status. Soldiers who fall below the established minimum promotion board score will not appear on either the master or promotion list.

*c.* Set the selection objective for each MOS to include the maximum number who may expect to be 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; or another Army policy directive.

*e.* All other Soldiers on the list below the selection objective will still be eligible for assignment and promotion in sequence if the original expectations are exceeded. These Soldiers scored above the minimum required score for list status.

### **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, and a code to determine M-day, 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, promotion points (SGT board only), 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.* Although the promotion list will be published throughout the State, the State MPMO will maintain the official master list at the State headquarters. 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.

*c.* The promotion or CPMOS for Soldiers selected for CSM and promotion to SGM is their primary MOS. Soldiers selected for nominative positions will be awarded 00Z upon appointment to CSM. They will be listed by the type of organization or specific organization for which they were nominated and selected per NGR 600–200.

*d.* The MPMO or DARNG for Title 10 AGR will publish updated lists periodically, to include supplemental boards. 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 or DARNG.

## **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. The Director 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, except for command leadership positions, which are outlined in paragraph 7–41.

*b.* When the promotion list is published, Soldiers are eligible for immediate selection and assignment to positions, and if qualified promotion concurrent with assignment. Soldiers selected from the promotion list without the requisite NCOES (para 1–28*a*) must meet the training requirement within the established time line as outlined in table 7–4. State personnel will code Soldiers “U5” (unit of action assignment) within the Standard Installation/Division Personnel System to track successful completion of PME. Assignment to a position from the promotion list as the first Soldier in sequence eligible and available for the position assures the promotion when all requirements are met. For Soldiers already assigned to positions when the list is published (see para 7–39*j*(2)).

*Note.* AGR Soldiers will not be promoted to MSG or SGM without a controlled grade allocation.

*c.* Soldiers who are selected and assigned into a higher grade position without the required NCOES level, must complete the requirement within the prescribed timeline as shown below. For those Soldiers mobilized after assignment, the time will stop while mobilized and will start back up 60 days post REFRAD (not applicable to conditional promotion



to SGM). Failure to complete the PME requirement (fault of the Soldier) will result in reassignment into a qualified vacancy at their current grade.

**Table 7-4  
Noncommissioned Officer Education System and timeline requirement after selection/assignment for promotion**

Ranks selected for	PME	Time to complete	PME waiver extension authority	Remarks
Sergeant	BLC	24 months	NA	Lateral to CPL
Staff sergeant	ALC	24 months <sup>1</sup>	BDE CDR <sup>3</sup>	NA
Sergeant first class	SLC	24 months <sup>1</sup>	First general officer <sup>3</sup>	NA
Master Sergeant	NA	NA	NA	NA
Sergeant major	USASMC NR <sup>2</sup>	NA	NA	Conditional promotion to SGM <sup>2</sup>

**Notes:**

1. Plus an additional 12 months per phase after the second phase.
2. Must have confirmation of enrollment prior to execution of the promotion order.
3. PME waiver authority may authorize an additional 12-months extension.

*d.* Soldiers are immediately eligible for PME training paragraph 7-23b and assignment to positions authorized higher grades. Commanders will ensure Soldiers who are selected and assigned to higher grade position without the required PME for promotion, are immediately enrolled in the required course to meet the above timelines. CDRs must also ensure Soldiers are counseled of the requirement to complete PME.

*e.* Removal from selection status. The promotion authority is authorized to remove Soldiers from their higher graded position under the following conditions:

- (1) Those who decline/refuse, fail to apply/enroll in appropriate PME.
- (2) Fail to be accepted in the appropriate PME.
- (3) Fail to attend the appropriate PME.
- (4) Fail to graduate due to an act, omission, or failure of standards (fault of the Soldier) after having been notified of the training requirements necessary for promotion.
- (5) Voluntary request for transfer out of the position.
- (6) Assignment to the ING.
- (7) Accepted into an officer/warrant officer producing course.
- (8) Notification of separation action, will be counseled and reassigned to the first available vacancy commensurate with their current grade and MOS.

*f.* 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.

*g.* Soldiers may be considered for assignment and promotion without regard to SQI, ASI, and language identification code 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 MPMO prior to the publication of the annual MOI. This criteria will be published in the State MOI for the promotion cycle.

*h.* 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.

*i.* 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.

*j.* 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 in accordance with NGR 600–200.

(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.

*k.* 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 7–39j(2); if AGR SFC or MSG, a controlled grade allocation is available to promote the Soldier.

*l.* Upon a change in the TOE, MTOE, or TDA that upgrades a position currently filled by a Soldier in a lower grade, the rules in paragraphs 7–39j(1) and (2) apply.

*m.* Specialists who are in the selection objective of the promotion list for their CPMOS and have completed BLC 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.

#### **7–40. Selecting Soldiers from promotion lists**

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 rank, promoted as shown below. Soldiers may not be promoted until they are assigned to the higher ranked position and meet the PME requirement of paragraph 1–28. Soldiers mobilized in support of a contingency operation under 10 USC 12301(d) and 12302 or 12304 may be promoted on the basis of an actual MTOE/TDA unit vacancy within their mobilized unit or to positions in non-mobilized units. Soldiers will not be released from duty to accept the position. States are not authorized to exceed their total authorized positions for that rank and MOS. NGR 600–200 covers the assignment and utilization of Soldiers. States will use that guidance and the following policies, procedures, and options to fill positions. State MPMOs and DARNG will ensure senior rank 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 immediate promotion within their PMOS only after approval by the HQDA (NGB) ARNG CSM selection board per NGR 600–200. 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 ranked 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 and DARNG 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 and/or 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. States will set the time standard to accept or decline the position for which selected.

*b.* Soldiers within their selected maximum voluntary travel distance 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 are designed to ensure safe, reasonable requirements for Soldiers and the even application of rules to all Soldiers on that list.

(2) No one is authorized to add a requirement for the assignment or promotion that is not set in the MTOE and/or TDA. States or convening authorities are authorized to consider SQI when the requirement is deemed mission essential. However, these criteria must be set within the annual promotion board announcement prior to the promotion board. Standards published by the State or CNGB will conform to the limits in NGR 600–200 and this chapter. These requirements will apply to all Soldiers in the rank or ranks for which the standards are set.

(3) AGR Soldiers are not subject to the commuting distance standard. They are eligible for State-wide or world-wide (Title 10 AGR) reassignment and permanent change of station (PCS) move per NGR (AR) 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 provided they meet the PME requirements in paragraph 1–28. They may not be assigned to positions or promoted in the position until the incumbent is reassigned or separated. CDRs 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 cannot exceed their AGR controlled 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 controlled grade may be considered anew by the next board. State leadership and DARNG 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.

*f.* Traditional and Title 32 AGR Soldiers selected for a Title 32 AGR position, after the promotion list was exhausted of AGR personnel, may be promoted immediately upon assignment to the vacancy, provided the Soldier is on a valid promotion list and holds the position's MOS as either primary, secondary, or additional. States will administratively assign Soldiers to the correct CPMOS list prior to issuing promotion orders provided the Soldier meets the PME requirements in paragraph 1–28.

*g.* Traditional and Title 32 AGR Soldiers selected for vacancies in the Title 10 AGR program may be promoted upon DARNG verification of the Soldier's promotion list status and integration of the State promotion list points into the Title 10 AGR promotion list by rank and MOS. In the event a Soldier's promotion score is deemed not compatible with the Title 10 AGR promotion list, a STAB may be authorized to equitably assess the Soldier for integration into the Title 10 AGR promotion list. Authorizing a STAB is in accordance with paragraph 7–49. The authority to recommend a STAB in these cases resides with the Chief of Staff, ARNG. Soldiers will only be promoted once they are within the select objective of the Title 10 AGR promotion list by rank, MOS, and a controlled grade is available.

*h.* CSM positions in headquarters commanded by major generals are nominative. The major general will state whether or not there are any special qualifications. Nominative positions are filled through the normal hiring process based on the position vacancy (for example, AGR and/or MT or M-day). Available CSMs will be considered for reassignment before seeking a Soldier not in the CSM program. 00Z is a MOS and a special reporting code and is only to be used with CSM positions assigned to GOCOMs. Soldiers assigned to general officer CSM positions will be awarded 00Z6 when promoted or laterally appointed to the position. They will also be awarded ASI 8C upon assignment to the position.

*i.* 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. The 12-month rule does not prohibit a MSG or SGM from seeking or being approved for a 1SG or CSM command leadership position. AGs have the authority to waive the 12-month requirement which may be delegated to the MPMO.

#### **7–41. Selecting or nominating Soldiers to fill first sergeant and command sergeant major vacancies**

States will follow the procedures in paragraphs 7–39 and 7–40 to select Soldiers to fill NCO vacancies. Leadership positions (1SG and/or CSM) may be filled through an interview process of Soldiers found best qualified during the annual board process as outlined below. Selections outside this regulatory process are prohibited.

*a. First sergeant vacancies.* The State level CDRs must first consider qualified serving MSGs, excess personnel, and lateral transfers prior to selecting a SFC from the list. The MPMOs will announce current and projected 1SG vacancies throughout the State for a minimum of 30 days (DARNG for Title 10 AGR). The unit CDR with projected vacancy may advise the president of the board of qualities and qualifications desired before the board makes its recommendations. States will establish the selection board requirements and the board makeup. However, an additional criterion outside the scope of this regulation is not authorized. Any qualified SFC/MSG on the 1SG list or current 1SG may submit an application for selection board consideration as outlined in the announcement of the 1SG vacancy.

*b. Command sergeant major vacancies.* The AG must first consider qualified serving SGMs, excess personnel, and lateral transfer personnel prior to nominating a 1SG or MSG from the list. The MPMOs will announce current and projected CSM vacancies throughout the State for a minimum of 30 days (DARNG for Title 10 AGR). The JFHQ will conduct the nomination board. The BN and/or BDE CDR may provide input to the president of the board. States will establish the nomination board requirements and the board makeup. However, additional criteria outside of NGR 600–200, is not authorized. Any qualified SGM on the CSM “best qualified” list or current CSM may submit a package for the nomination board consideration. The board’s recommendation will be forwarded to the AG for consideration. If approved, the AG will nominate the Soldier to the next scheduled HQDA (NGB) ARNG CSM selection board, provided the Soldier has not already been approved by that board.

#### **7–42. Declining promotion and assignment**

*a.* Generally, Soldiers may decline a promotion-related assignment that might jeopardize the individual. For instance, MTs 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. This includes Soldiers assigned to missions such as counter drug operations.

*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 (AR) 600–5).

*c.* Declinations will be made in the form prescribed by the State or CNGB. 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 and will not be eligible for consideration until the next scheduled annual promotion board.

#### **7–43. 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 4100–1A–R–E/NGB Form 4100–1B–R–E accepting consideration for promotion.

*b.* Soldiers with hardships approved by the AG (MPMO) or DARNG for title 10 AGRs 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**

#### **7–44. 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 AG (MPMO), or DARNG 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 is not limited to the EQRB, Active Service Management Board, and any other administrative separation board. See paragraph 1–20 for Soldiers who are pending medical retention determination prior to selection for separation. AGR Soldiers who are not selected for retention in the Title 32 FTNGD or Title 10 AGR by the Active Service Management Board will not be removed from the promotion list if they choose to be

released from active duty 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 Title 32 FTNGD or Title 10 AGR status. These Soldiers will become immediately eligible and available without losing 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 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 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, and refuses or fails to apply for or complete the required training for reclassification.
- 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 AG has approved an exception to policy.
- o.* Is enrolled in the Army Body Composition 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 waive 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 and provide a valid required physical or medical documentation required for medical fitness evaluation. Refer to paragraph 1–20 for Soldiers undergoing medical evaluation for retention.
- 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.
- t.* Soldier declined extension to meet mobilization requirements, unless approved for retention by the AG.
- u.* Soldiers from sister Services who has failed to complete Army BCT.

#### **7–45. Command initiated removal**

- a.* Any CDR in the chain of command 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 criminal conviction, whether directed for filing in the performance or restricted portion of the Soldier's AMHRR.
    - (2) Any court-martial conviction.
    - (3) A memorandum of reprimand, signed by a general officer, placed in the Soldier's AMHRR.

- (4) Adverse documentation directed for filing in the Soldier's AMHRR.
- (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 rank 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 rank.
  - 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 military personnel office for action (CNGB) 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 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 annual training 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 promotion authority (CNGB for Title 10 AGR). A copy of the Soldier's ERB (in States without a central records center or personnel service branch), automated personnel system-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 promotion authority (CNGB for Title 10 AGR) will make the final decision based on results and recommendations of the chain of command. With the next higher promotion authority serving as the appeal authority.

## **Section XI**

### **Integrating Soldiers into Promotion Lists**

#### **7-46. 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.

#### **7-47. 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 7-49e(4)).
- b.* Integration will be in the Soldier's promotion or CPMOS. When the gaining State does not have the Soldier's CPMOS, reclassify the Soldier, conduct a STAB once the Soldier is MOS qualified, and integrate the Soldier into the list of 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. States will not require transferred Soldiers from other ARNG units to serve for a specified period before being placed on a promotion list, provided otherwise qualified. When the promotion board in the gaining State held the promotion board with different dates for computation of points than in the losing State, the gaining State MPMO will re-compute the Soldier's administrative and performance points according to the gaining State's promotion board announcement.
- d.* It is the gaining State's option to either accept a Soldier that has already been assigned to a higher graded position in the losing State into a higher graded position or a position commensurate with the Soldier's current rank.

#### **7-48. Soldiers reclassified while on promotion lists**

Soldiers reclassified for other than loss of qualifications because of inefficiency or misconduct will compete for assignment and promotion in the new MOS. These Soldiers will be removed from a promotion list, or the AG (MPMO) or DARNG may direct a STAB to consider Soldiers' promotion status for integration or may direct integration into a promotion list in the new MOS.

#### **7-49. Standby advisory board**

*a.* The AG or DARNG 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 CMF, 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 AG or DARNG may approve cases for referral to a STAB upon determining that a material error exists.

*d.* The State MPMO or DARNG 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.* STABs are convened to consider the records of Soldiers—

(1) Who are eligible per the original promotion board announcement, 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 7-48.

(4) Who inter-State transferred from another ARNG State and the gaining AG (MPMO) directs a STAB.

*f.* 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.

*g.* Only Soldiers who would have been eligible per the original promotion board announcement 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.

*h.* 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 paragraphs 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 UCMJ, 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 and the Soldier was fully acquitted."

(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 3 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 three 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.

*i.* 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 ERB, NGB Form 4100-1A-R-E/NGB Form 4100-1B-R-E, GPFR-1790 (Personnel Qualification Record), 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 promotion board announcement.
- (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 a PME 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.
  - j.* 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.

## Section XII

### Sergeant Administrative Points

Effective with promotion boards conducted after 1 January 2016, or upon the new NGB Form 4100-1A-R-E being integrated into RCAS, whichever is later, administrative promotion points only apply to Soldiers competing for SGT. The maximum administrative points are 400, as outlined below. This change will not impact Soldiers on a current promotion list.

#### 7-50. Awards (maximum 50 points)

Enter each issue of an award, up to a total of ten entries, in decreasing order, the points for each award, and the total points. This field includes only individual decorations, the Prisoner of War Medal, and certain badges requiring some form of performance test except for the combat infantryman badge (CIB), combat action badge (CAB), and combat medical badge (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 and DARNG 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 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.

- a.* Soldier's Medal and higher awards (for example, Legion of Merit) - 35 points each award.
- b.* Bronze Star Medal and Purple Heart Medal - 30 points each award.
- c.* Meritorious Service Medals (Defense Meritorious Service Medal, Meritorious Service Medal, State Meritorious Service Medal equivalents) - 25 points each award.
- d.* Air Medal and Commendation Medals (Joint Service Commendation Medal, Army Commendation Medal, other services and State commendation-equivalent medals) - 20 points each award.
- e.* Achievement Medals (Joint Service Achievement Medal, Army Achievement Medal, and other Service and State achievement-equivalent medals) - 15 points each award. Do not include award of the Army Reserve Components Achievement Medal or the Air Reserve Forces Meritorious Service Medal as these are equivalent to a Good Conduct Medal.
- f.* Prisoner of War Medal, CIB, Expert Infantryman Badge, CAB, CMB, and Expert Field Medical Badge - 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 points credit.
- g.* Driver and Mechanic and Tomb Guard identification badges - 5 points each award.
- 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 Korean Service Medal, Vietnam Service Medal, Southwest Asia Service Medal, Kosovo Campaign Medal, Afghanistan Campaign Medal, and Iraq Campaign Medal basic medal includes a campaign star. Award 5 points for the basic medal which includes one star. Award 5 additional points for the second and each subsequent campaign stars. The Armed Forces Expeditionary Medal 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 Global War on Terrorism Expeditionary Medal.

**7-51. Weapon qualification (maximum-75 points)**

Enter the Soldier’s latest qualification level (table 7-5) with individual weapon. CDRs of TDA units (DARNG 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 24 months from date of last qualification. During times of ammunition shortages due to deployments, the AG and DARNG may suspend all promotion points for that fiscal year 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 (table 7-6) for their entire force.

**Table 7-5**

**Weapon qualification levels-**

Level	Points
Marksman	25
Sharpshooter	50
Expert	75

**Table 7-6**

**Weapon qualification score/promotion points**

DA Form 3595-R (M16/M4)	M16/M4	DA Form 88-R (Pistol)	DA Form 5704-R (Alternate Pistol)	DA Form 7304-R (M249AR)
Hits=Points qualification	Hits=Points qualification	Hits=Points qualification	Hits=Points qualification	Hits=Points qualification
40=75 EXP	40=75 EXP	30=75 EXP	40=75 EXP	106=75 EXP
39=70	39=70	29=70	39=70	105=73
38=65	38=65	28=65	38=65	104=71
37=60	37=60	27=60	37=60	103=69
36=55	36=55	26=55	36=56	102=67
35=50 ss	35=50 ss	25=50 ss	35=52	101=65
34=45	34=45	24=45	34=48 ss	100=63
33=41	33=41	23=41	33=44	99=61
32=37	32=37	22=37	32=40	98=59
31=33	31=33	21=33	31=36	97=58
30=29	30=29	20=29	30=32	96=57
29=25 MM	29=25 MM	19=25 MM	29=28	95=56
28=23	28=23	18=20	28=24 MM	94=55
27=21	27=21	17=16	27=21	93=54
26=18	26=18	16=12	26=18	92=53
25=16	25=16		25=15	91=52
24=14	24=14		24=12	90=51
23=12	23=12			89=50 ss

**Table 7-6**

**Weapon qualification score/promotion points—Continued**

DA Form 3595-R (M16/M4)	M16/M4	DA Form 88-R (Pistol)	DA Form 5704-R (Alternate Pistol)	DA Form 7304-R (M249AR)
				88=47
				87=44
				86=41
				85=38
				84=35
				83=33
				82=31
				81=29
				80=27
				79=25 MM
				78=23
				77=21
				76=19
				75=17
				74=16
				73=15
				72=14
				71=13
				70=12

**7-52. Army Physical Fitness Test (maximum 75 points)**

a. Enter the Soldier’s latest total score (table 7-7) on the most recent APFT current within the last 18 months (8 months for AGR). Soldiers deployed outside the contiguous United States under 10 USC 12301d, 12302, or 12304 that have not had the opportunity to take an APFT, as determined by the CDR, 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.

b. For Soldiers with permanent physical profiles for the push-up 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 7-22 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 push-ups, who scores 80 on the sit-ups, and does the 2 1/2-mile walk, enter 60 for the push-ups, 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 (Army Physical Fitness Test Scorecard) under any circumstances per FM 7-22 and do not enter into Standard Installation Division Personnel System-ARNG. Record it only on NGB Form 4100-1A-R-E.

c. For Soldiers with temporary physical profiles on DA Form 3349 (Physical Profile), use the Soldier’s current APFT score provided it is not more than 18/8 months old (see para a). However, for Soldiers whose profiles are extended by Army medical officers and signed by the Soldier’s CDR on the DA Form 3349, award promotion points based on their latest APFT provided it is not more than 2 years old at the time of the promotion board.

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 7-7**

**Army Physical Fitness Test**

Score	Points	Score	Points	Score	Points
0 - 179	0	220 - 222	36	262 - 264	62

**Table 7-7****Army Physical Fitness Test—Continued**

Score	Points	Score	Points	Score	Points
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

**7-53. Other resident training (maximum 50 points)**

a. Enter five 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 ERB. Courses funded by DOD directly related to the Soldiers CPMOS are authorized in this field. Courses must be successfully completed and be 5 days, 1 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 through 12 May 2013, which is a 2-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 1-day, 2-day, 3-day or 4-day courses. These last courses are not authorized for entry on ERB per AR 600-8-104 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 1 day. For instance, unit training assemblies and multiple unit training assemblies (MUTA)-2=1 day; MUTA-3 and MUTA-4=2 days; MUTA-5 and MUTA-6=3 days; and so forth. For courses conducted in IDT mode, divide the number of days by five 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 2 weeks, do not add the 4 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 2-week course. One that runs 21 straight days is a 3-week course.

c. Include MOS reclassification courses after the Soldier’s first advanced individual training or comparable school in another Armed Service.

d. Do not include basic training, the first advanced individual training or one station unit training, officer basic course, USMAPS, 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-ALC and an RA-ALC 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.

g. Administrative points will not be awarded for SSD.

#### **7–54. Self-development courses (maximum 75 points)**

*a.* Enter all ACCP and other service sub-course program credits (including Army Smart Force Program and FEMA courses through the Emergency Management Institute) which are documented in the AMHRR or through individual course completion notices provided by the Soldier, except sub-course hours that are part of RA– or RC–NCOES Courses. For example, do not include credit for sub-courses in phase 1–B of Army Band RC–ALC and RC–SLC, or the USASMC Nonresident Course.

*b.* Award one promotion point for each 5 credit hours (or Emergency Management Institute study hours) completed. Award five extra points for each diploma, completion notice, or comparable document that shows completion of a sub-course 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 five points, a sub-course series must have at least five sub-courses or 25 credit hours. Absent a diploma, Soldiers may prove eligibility for the five points through letter or memorandum from the training institution, completion notices of all sub-courses listed in a service catalog dated at the time the Soldier took the courses showing all the sub-courses, similar documents, or 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 sub-course credit hours is the NGB Form 23B (Army National Guard Retirement Point History Statement) from the Retirement Points Accounting System or Module (or comparable records from other Armed Services), multiply the sum of the retirement points for the sub-courses by three and divide by five. For example, 18 sub-course retirement points times three equals 54 divided by five equals ten promotion points. Do not round up or carry remaining points to other courses, and do not award five bonus points for completion of a sub-course series unless the Soldier has a document per paragraph b.

#### **7–55. Civilian education (maximum-75 points)**

*a.* 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 and NG Pam 25–10 to determine how to record civilian education.

*b.* Award points as follows:

(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 semester hours, is the Army and ARNG goal for non-commissioned 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.

*c.* 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 ACE 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 (Application for The Evaluation of Learning Experiences During Military Service) using the ARNG Military Experience and Training Evaluations or Military Experience and Training Evaluations-II Program may show “0–3 (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.

(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: 1.5 quarter hours equal 1 semester hour.

*(b)* Method 2: 16 classroom or clock hours equal 1 semester hour.

(4) Examination credits: Award points for any satisfactory examination results obtained under the DANTES sponsored examination program with credit recommendations (CLEP general and subject examinations, DANTES Subject Standardized Tests, American College Test Proficiency Examination Program, National Institute for Automotive Service Excellence, and so forth). Soldiers who complete all five parts of the CLEP general exam (equivalent to 1 year of college or 30

semester hours) will be awarded 30 promotion points and considered to have earned the equivalent of six semester hours for each of the five parts satisfactorily completed. Soldiers who satisfactorily complete CLEP subject exams, DANTES Subject Standardized Tests, or American College Test Proficiency Examination Programs 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.

*d.* Soldiers with college credit from foreign colleges or universities (except those countries listed in AR 601–210) must have those credits evaluated by an accredited college and/or 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.

*e.* The State MPMO and DARNG 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 and DARNG from the school registrar. Do not award promotion points for Basic Skills Education Program, Advanced Skills Education Program, English as a Second Language, General Technical Improvement, or any similar course.

### **7–56. Verification of NGB Form 4100–1A–R–E**

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 NGB Form 4100–1A–R–E. States will include here, or on a supplemental form, the options they devise for their Soldiers per paragraphs 7–40*b*(2), 7–40*c*, and 7–40*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 CDR (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 7–30*d*.

### **7–57. Appraisal for sergeant boards**

The recorder (designated personnel) will enter scores from each evaluator’s NGB Form 4101–1–R and attach the evaluations to the form or the board results from the NGB automated board system. This may be done electronically or manually. Regardless of how it is done, each board member will have 600 board 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 to 600). Enter this in the Soldier’s NGB Form 4100–1A–R–E, fields 30 through 34. The 0 to 600 promotion board points combined with the 0 to 400 administrative points equal the maximum score of 1000 total points. This scoring system will not be altered.

### **7–58. Total score and verification of NGB Form 4100–1A–R–E**

*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 administrative points score will be computed at the State MPMO or, for Title 10 AGR Soldiers, by ARNG–HCM. This may be done electronically and integrated to the NGB Form 4100–1A–R–E.

*d.* The State MPMO (ARNG–HCM 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 50 points total for fields 14 through 23. ARNG–HCM 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.

## 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

#### 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 minimum high school diploma (or high school equivalence diploma or General Educational Development).

*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 HR specialist 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 CG or commandant and forwarded to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or by email to [usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotion@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotion@mail.mil).

*e.* Position vacancies must be available for each promotion recommended.

*f.* Soldiers must have 4 years active service for promotion to SFC, 8 years active service for MSG, and 10 years active service for SGM. Soldiers (SSG, SFC, MSG) must have a minimum of 12 months TIG in order to be eligible for promotion consideration.

*g.* Soldiers must complete at least 8 years of CES 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 rank.
- (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 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. The NCOES requirements outlined in paragraph 1–10a(1) do not apply to promotion in MOS 42S.

#### 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 (sergeant first class through sergeant major) of special bandspersons**

Step	Work center	Required action
1	Unit	Submits request for special promotion.
2	HR specialist	Verifies eligibility of PMOS, position vacancy, total active service, and security clearance.

**Table 8-1****Processing promotions (sergeant first class through sergeant major) of special bandspersons—Continued**

Step	Work center	Required action
3	HR specialist	Forwards request to CG for approval.
4	HR specialist	Forwards request to Commander, U.S. Army Human Resources Command (AHRC-PDV-PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407. HRC will publish order.

## Chapter 9

### Merit Promotions

#### 9-1. Marksmen and/or gunsmiths

*a.* This chapter, and other applicable provisions of this regulation govern the merit promotions of Army recruiters (79R), marksmen and/or 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 USAREC Fort Knox, KY 40122-5407. Marksmen and/or gunsmiths are assigned to the U.S. Army Marksmanship Unit, Fort Benning, GA. Parachutists are assigned to the U.S. Army Parachutists Team, Fort Bragg, NC.

#### 9-2. Rules for processing promotions for personnel assigned to the Army Marksmanship Program

*a.* The U.S. Army Marksmanship Unit (USAMU) CDR may promote to SPC at 18 months those competitive marksmen and/or gunsmiths in authorized marksmen and/or gunsmiths positions without regard to TIS or TIG waivers.

*b.* The USAMU CDR may promote to SGT at 36 months TIS and 8 months TIG those competitive marksmen and/or gunsmiths in authorized marksmen and/or gunsmiths positions who have been recommended by a promotion board. Promotion boards will be conducted according to this regulation. NCOES requirements (see para 1-28) must otherwise be met.

*c.* The USAMU CDR may promote to SSG at 72 months TIS and 10 months TIG those competitive marksmen and/or gunsmiths in authorized marksman and/or gunsmith positions who have been recommended by a promotion board. Promotion boards will be conducted according to this regulation. NCOES requirements (see para 1-28) must otherwise be met.

*d.* The USAMU CDR may promote to SGT and SSG those competitive marksmen and/or gunsmiths in authorized marksmen and/or 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 rank 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 and/or pistol champion.
- (*f.*) Inter-service rifle and/or pistol champion.
- (*g.*) Bianchi Cup champion.
- (*h.*) Limited International Practical Shooting Confederation champion.
- (*i.*) Masters champion.
- (*j.*) International Pistol Shooting Confederation/World Steel Challenge champion.

(2) For SGT, have a minimum of 18 months TIS and 4 months TIG.

(3) For SSG, have a minimum of 48 months TIS and 5 months TIG.

(4) Meritorious act accomplished at the grade immediately preceding rank recommended for meritorious promotion.

(5) NCOES requirements (see para 1-28) must otherwise be met.

*e.* The USAMU CDR will recommend to the CG, HRC (AHRC-PDV-PE), for approval and publication of promotion orders those competitive marksmen and/or gunsmiths in the rank of SSG for promotion to vacant authorized USAMU SFC marksmen and/or gunsmiths positions. Recommended Soldiers must have a minimum of 72 months TIS. NCOES requirements (see para 1-28) must otherwise be met.

#### 9-3. U.S. Army Marksmanship Unit competitive marksmen/gunsmiths

*a.* The USAMU competitive marksmen/gunsmiths will not compete for promotion within the semi-centralized system or centralized promotion to SFC.

b. Competitive marksmen and/or 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 rank.

c. For SGT and/or SSG promotions, competitive marksmen and/or gunsmiths will not have their promotion points reported to HQDA and will not be promoted based on HQDA promotion cutoff scores.

#### **9–4. Rules for processing promotions for personnel assigned to the U.S. Army Parachute Team**

a. The U.S. Army Parachute Team (USAPT) CDR may promote competitive parachutists to SPC at 18 months TIS without regard to waivers.

b. The USAPT CDR may promote those competitive parachutists to SGT at 36 months TIS and 8 months TIG who are in authorized parachutists positions and have been recommended by a promotion board. Promotion boards will be conducted according to this regulation. NCOES requirements (see para 1–28) must otherwise be met.

c. The USAPT CDR may promote those competitive parachutists to SSG at 72 months TIS and 10 months TIG who are in authorized parachutist's positions and have been recommended by a promotion board. Promotion boards will be conducted according to this regulation. NCOES requirements (see para 1–28) must otherwise be met.

d. The USAPT CDR 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 World Parachuting Championship.

(2) Establish a parachuting world record recognized by the international parachuting committee of the Federation Aeronautique International.

(3) For SGT, have a minimum of 18 months TIS and 4 months TIG.

(4) For SSG, have a minimum of 48 months TIS and 5 months TIG and completion of BLC.

(5) Meritorious act accomplished at the grade immediately preceding rank recommended for meritorious promotion.

(6) NCOES requirements (see para 1–28) must otherwise be met.

e. The USAPT CDR will recommend to the CG, HRC (AHRC–PDV–PE) for approval and publication of promotion orders those competitive parachutists in the rank of SSG for promotion to vacant authorized USAPT SFC parachutists positions. Recommended Soldiers must have a minimum of 72 months TIS. NCOES requirements (see para 1–28) must otherwise be met.

#### **9–5. U.S. Army Parachute Team competitive parachutists**

a. USAPT competitive parachutists will not compete for promotion within the semi-centralized system to SGT and/ or 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 rank.

#### **9–6. U.S. Army Recruiting Command Merit Promotion System**

a. *Promotion to sergeant first class.* USAREC may promote up to ten SSGs (MOS 79R) to SFC 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 paragraph 4–2. The intent of the provision in this chapter is that each BDE will have at least one merit promotion to SFC each year, with the remaining promotion allocations being determined by the CG, USAREC. NCOES requirements (see para 1–28) must otherwise be met.

b. *Promotion to sergeant and staff sergeant.* USAREC is authorized to promote ten detailed recruiters to the rank of SGT and SSG (cumulative) per fiscal year throughout the command without regard to cutoff scores. Soldiers promoted under this provision must otherwise be fully eligible for promotion as set forth in tables 3–1, 3–3, and paragraph 1–10. The intent of this provision is to ensure that each recruiting BDE will have at least one merit promotion each year, with the remaining allocations being determined by CG, USAREC. NCOES requirements (see para 1–28) must otherwise be met.



### **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 semi-centralized and centralized promotion system. Detailed recruiters competing for promotion to SGT and/or 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 U.S. Army Reserve Active Guard Reserve recruiters**

USAREC is authorized ten 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 SSG and SFC. Each BDE 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 chapters 3 and 4.
- 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.* NCOES requirements (see para 1–28) must otherwise be met.
- 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 continued serv-  
icement.

### **9–9. U.S. Army Recruiting Command U.S. Army Reserve annual award winners**

Three separate allocations for meritorious promotions have been set aside for USAREC USAR annual award winners. NCOES requirements (see para 1–28) must otherwise be met.

- 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. Administrative reductions**

*a.* An administrative reduction as discussed in this chapter is a reduction in grade not as a result of a court-martial sentence or any other action under the UCMJ. Refer to AR 27–10 for all reductions stemming from a court-martial or any other action under Article 15, UCMJ.

*b.* Soldiers who enlist or reenlist in the RA or USAR in a higher grade than entitled will be administratively reduced to the appropriate grade.

*c.* Except for voluntary reductions (para 1–19) or when stipulated in table 10–2, a reduction board is mandatory for CPL and/or SPC administratively reduced more than one grade and for all NCOs (SGT through CSM) when administratively reduced for misconduct (civil conviction, para 10–3) and for inefficiency (para 10–5). Board appearance may be declined in writing and will be considered as acceptance of the reduction board's action. Individuals in the rank of CPL and below may be reduced up to one grade without action by a board. Individuals in the rank of PFC may be reduced two grades without a board.

(1) If a Soldier in the rank of CPL and/or SPC and below is being reduced one grade without referral to a reduction board, the reduction action must be completed within 30 duty days upon 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.

*d.* The board convening authority is the reduction authority (para 10–2).

e. When the separation authority determines a Soldier is to be discharged from the Service under other than honorable conditions, he or 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, the Soldier will not be reduced under this provision.

f. Soldiers who exceed the RCP for their current rank due to a reduction in grade or removal from a promotion list must retire (if eligible) or separate no earlier than 90 days or no later than 180 days after the effective date of the reduction in grade or list removal (unless subsequently promoted to the next higher grade within the 180 day timeframe). Soldiers with 18 or more years of AFS who exceed the RCP for their grade as a result of a reduction in grade may serve to meet minimum retirement eligibility, unless the Soldier is sooner retired or discharged under applicable law and regulation.

g. Reduction transactions for all grades will be submitted by the BN HR.

h. Revocation of illegal or erroneous promotion orders is not a reduction action in the meaning of this chapter. See paragraph 1–16 for revocation and related actions.

## 10–2. Administrative Reduction/Board Convening Authority

Reduction authorities are listed in table 10–1.

**Table 10–1**

### Administrative Reduction/Board Convening Authorities

Rank reduced from	Reduction authority
SPC/CPL and below	Company, troop, battery, and separate detachment CDRs.
SGT/SSG	Field grade CDRs of any organization authorized a LTC or higher rank 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 rank of LTC or higher.
SFC, MSG, SGM	CDRs of organizations authorized a CDR in the rank 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 rank 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 civil 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 or AR 135–178) 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 rank.

f. If the sentence is modified or reassessed (by appellate court or otherwise), action will be taken according to rule 6 or 7 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 imposed is less severe than the penalties listed in the rule under which Soldier was reduced, action will be taken as appropriate. The Soldier will be notified, in writing, of this decision.

**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 E1.	Soldier will be reduced to the lowest enlisted	Appeal is authorized only to correct an erroneous

**Table 10–2**

**Rules for reduction for misconduct—Continued**

Rule	If-	And-	Then-	And-
			grade without referral to a reduction board.	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 Manual for Courts-Martial, United States (2012 Edition) or is not closely related to an offense listed, the maximum punishment provided by the USC applies. Convicted or adjudged a juvenile offender by a civil court means an initial judgment of guilt. The law of the jurisdiction of the court will determine whether a proceeding is regarded as a judgment of guilt; or	Soldier is serving in any enlisted grade above E1.	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).
	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.	Soldier is serving in any enlisted grade above E1.	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).
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 rank 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 rank of SPC and/or 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 rank SPC and/or CPL must be referred to a reduction board. Soldiers in the rank of PFC may be reduced more than one grade without board action.	b. Same as rule 2a, above.
3	Soldier’s sentence is less severe than those in rules 1 and 2, above.	a. Soldier is serving in the rank 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.
		b. Soldier is serving in the grade of CPL and/or 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 rank of PFC may be reduced more than one grade without referral to a reduction board.	b. See para 10–11.
4	Soldier was reduced in accordance with rule 1a, above, and the sentence	a. Soldier was reduced from rank SGT or above.	a. The Soldier must be restored to former rank.	a. Appeal is authorized on equitable grounds or

**Table 10-2**

**Rules for reduction for misconduct—Continued**

Rule	If-	And-	Then-	And-
	is later changed for any reason to a sentence that falls under rule 2, above.		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, above.	to correct an erroneous reduction.
		b. Soldier was reduced from rank SPC and/or CPL or below.	b. The reduction authority will either restore Soldier to former rank or any intermediate rank or direct the reduction to PV1 remain unchanged. The Soldier will be notified, in writing, of the decision.	b. See para 10-11.
5	Soldier was reduced in accordance with rule 1a, above, and the sentence is later changed for any reason to a sentence which falls under rule 3, above.	a. Soldier was reduced from rank of SGT or above.	a. The Soldier must be restored to former rank. 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, above.	a. Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier was reduced from rank SPC and/or CPL or below.	b. The reduction authority may either restore the Soldier to former rank, any intermediate rank, or direct the reduction to PV1 remain unchanged. Soldier will be notified, in writing, of the decision.	b. See para 10-11.
6	Soldier was reduced in accordance with rule 1b, above, 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 rank of SGT or above.	a. The Soldier must be restored to former rank. 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 rank of SPC and/or CPL or below.	b. The reduction authority may either restore Soldier to former rank, any intermediate rank, or direct reduction to PV1 remain unchanged. The Soldier will be notified, in writing, of the decision.	
7	Soldier was reduced in accordance with rule 1b, above, and later sentence was reduced to a sentence less severe than those in rule 1 or 2, above	a. Soldier was reduced from rank of SGT or above.	a. The Soldier must be restored to former rank. If the reduction authority still considers that reduction may be appropriate, he or she must refer the matter to a reduction board after restoration to former rank.	Appeal is authorized on equitable grounds or to correct an erroneous reduction.
		b. Soldier was reduced from rank SPC and/or CPL or below.	b. The reduction authority may either restore Soldier to former rank, any intermediate rank,	

**Table 10–2****Rules for reduction for misconduct—Continued**

Rule	If-	And-	Then-	And-
			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 automated personnel system.
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 for filing in the AMHRR (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 commensurate of the Soldier’s current rank and MOS. For the purpose of administrative reduction, inefficiency must be predicated on a pattern of acts, conduct or negligence that clearly shows the Soldier lacks the abilities and qualities normally required and expected of the Soldier’s rank and experience. Although CDRs may consider misconduct, including conviction by civil court, as bearing on inefficiency, misconduct alone will not be the basis for an administrative reduction under this paragraph. Soldiers may be administratively reduced under this authority for longstanding unpaid personal debts that he or she has not made a reasonable attempt to pay. An administrative reduction for inefficiency is limited to SGT and above and to one grade (unless formally declined by the affected Soldier, reduction boards are required as provided for in para 10–1c).

**10–6. Criteria**

- a. A Soldier must have served in the same unit for at least 90 days prior to being reduced for inefficiency.
- b. The CDR initiating 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 performance, acts, conduct, or negligence during the period concerned.
  - (3) Correspondence from creditors, attempting to collect a debt from the Soldier.
  - (4) Adverse correspondence from civil authorities.
- c. Documents will establish a pattern of inefficiency rather than identify a specific incident.
- d. 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 or civil proceedings.
  - (2) In lieu of UCMJ, Article 15.
  - (3) To reduce a Soldier for a single act of misconduct.
- e. 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. Any matter submitted by the Soldier must be considered by the reduction board and reduction authority prior to rendering a decision.

## 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 reduction or 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 a 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 fails 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 to 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 rank 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 an administrative reduction within the limits established in paragraphs 10–1, 10–3, and 10–5, retention of current rank, or reassignment in rank.

*k.* A retention in current rank 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 CG, HRC (AHRC–PDV–PE). HRC 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 rank from which reduced.

#### **10–9. Steps**

The steps for conducting a reduction board are listed in table 10–4.

**Table 10–4****Conducting administrative reduction boards**

Step	Work center	Required action
1	Unit	Request preparation of reduction packet.
2	BN HR	Prepare notification documents and provide to the CDR.
3	Unit	Notify Soldier, in writing, of intent to reduce, citing basis (inefficiency or civil misconduct) with specific reasons. Determine (and inform Soldier) reduction board requirements.
4	Soldier	Acknowledge receipt, by endorsement and provide any pertinent matters in rebuttal.
5	Unit	Convene and conduct reduction boards, when required.
6	Reduction authority	Render determination to reduce. Forward packet to BN HR for appropriate action.
7		Forward results of board to appeal authority if applicable.
8		Submit all applicable GRCH transactions.
9		Forward finalized case to HR specialist.
10	HR specialist	Receive reduction packet from BN HR.
11	ENRC	Update records.
12		Forward packet to HRC for filing in the AMHRR, 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 seven 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 invoke the rights under UCMJ, Article 31, if applicable, 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 table 10–2, rule 1 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 rank 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 rank. 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 ranks SSG and below.
  - (2) The first general officer in the chain of command above the reduction authority for ranks SFC through CSM.



f. The appellate authority will direct restoration to the former rank 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 rank 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 rank or to any intermediate rank will be directed. Restorations will be effective as of the date of the order. DOR for Soldiers restored to former rank will be the same as DOR prior to reduction. DOR for Soldiers restored to an intermediate rank 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 final decision letter will be uploaded to the Soldier's AMHRR.

j. Authority to take final action on an appeal may not be delegated.

## Section VI

### Reduction Orders and Restoration to Former Rank

#### 10–12. Reduction orders

a. Administrative reductions are announced in orders for SGT and above or on a DA Form 4187 for CPL and/or SPC and below. These will be filed in the individual Soldier's AMHRR per AR 600–8–104.

(1) Orders will be in the format authorized in AR 600–8–105.

(2) For orders published by a higher headquarters, that CDR may review or make a final decision on an appeal.

b. Reduction instruments will cite the basis for reduction (such as inefficiency or failure to complete training) and the authority for the action. When reduction is for other than misconduct or misconduct based on civil conviction, the reduction instrument will cite the basis, authority, and the appropriate paragraph.

#### 10–13. Effective date of reduction

An administrative reduction will be effective as follows:

a. *Failure to complete training.* The date the student is officially informed of failure, in writing.

b. *Determinations.* Reduction board determinations are effective on the date approved by the convening authority.

c. *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 rank

Rank restoration may result from—

a. *Action under table 10–2.* DOR for Soldiers restored to former rank will be the same as the original DOR for that rank. Effective date of restoration will be the date the reduction authority is notified of the sentence or change in sentence.

b. *Voluntary reduction.* A Soldier who was reduced voluntarily may be restored to his or her former rank under the conditions cited below provided the Soldier is in a promotable status per paragraph 1–10.

(1) The DOR of the rank to which restored will be adjusted to reflect the previous period served in the rank to which restored. The effective date of the restoration will be the date of the promotion order restoring the rank.

(2) Rank 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 REFRAD or a Selected Reserve assignment.

(b) The Retired Reserve.

(c) A TPU, ARE, and/or multi-component unit or IMA position authorized the Soldiers former rank 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 rank as a result of promotion board selection.

## 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 rank. 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) (AR 135-178 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 rank no lower than the one held on entry to the course.
Warrant officer candidates	Commandant, U.S. Army Aviation Center of Excellence; Chief of Staff, U.S. Army Aviation Center of Excellence; or Commandant, Warrant Officer Career Center, Fort Rucker, AL	To a rank no lower than the one held on entry to the course.
Other students	School commandant	To a rank 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 the Commandant, U.S. Army Aviation Center of Excellence, may delegate reduction authority for Soldiers eliminated from warrant officer courses to the Chief of Staff, U.S. Army Aviation Center of Excellence 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 are administratively reduced to the rank 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 or reassignment under AR 140-10.

b. A Soldier may be reduced one grade for unsatisfactory participation. The reduction authority for the rank 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 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. Voluntary reduction

a. *U.S. Army Reserve (TPU)*. A Soldier may volunteer for reduction to one or more lower grades for the purpose of qualifying for an assignment in a lessor grade based on an existing vacancy within a TPU. This reduction is authorized provided the Soldier has not attained the maximum years of service in the rank to which reduced (see AR 140-10).

(1) A reduction board will not be conducted for voluntary reductions.

(2) The DOR will be the date of the rank to which reduced as if the Soldier had never attained a rank higher than that to which reduced.

*b. Army National Guard (Title 32).* If approved by the unit CDR, a Soldier may volunteer, in writing, on DA Form 4187 for reduction to any lower rank for reassignment to another position, to another program, or to continue in service. The promotion authority may then administratively reduce the Soldier; no reduction board will be conducted. The DOR will remain the same as previously held in the rank to which reduced. The DOR for Soldiers who take a reduction to enter the AGR Program will remain the same as previously held in the rank to which reduced.

#### **10–19. 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 rank are reduced; reclassified; transferred to the ING, IRR, or Retired Reserve; or discharged per NGR 600–200.

*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.

#### **10–20. Other reasons for reduction**

The following are reasons for reduction in rank without board action or appeal. The applicable component is as indicated.

*a. U.S. Army Reserve and Army National Guard (Simultaneous Membership Program).* For SMP participants who withdraw or are eliminated from the ROTC Advanced Course. These participants will be reduced to the rank held on the day before promotion to cadet (SGT/E5) status or to the rank to which the Soldier would be entitled if enlisting under the provisions of the ARNG enlistment criteria, but not below PV2.

*b. Regular Army, U.S. Army Reserve and Army National Guard (separated).* A Soldier is separated to accept commission or appointment. The Soldier will be reduced to the rank 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 cadet grades (E5/E6).

*c. Regular Army, U.S. Army Reserve and Army National Guard (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 (RA) or 12 (USAR and ARNG) months of scheduled ETS.

*d. Army National Guard (automatic reduction).* A Soldier is promoted in his or her former MOS under unit reorganization or MOS conversion guidance but who refused or failed to apply for MOS, New Equipment Training, or other required training or who does not complete training in the MOS for the new position to which assigned per NGR 600–200. 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. Regular Army, U.S. Army Reserve and Army National Guard (interim clearance promotion).* 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. Regular Army, U.S. Army Reserve and Army National Guard (service remaining requirement).* A Soldier fails to meet the service remaining requirement.

*g. Army National Guard (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 or her grade.

*h. U.S. Army Reserve and Army National Guard (involuntary loss of position).* A Soldier (excluding AGR) who involuntarily loses his or 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 through SSG), 12 months (SFC–SGM).

(1) If immediate reassignment is not appropriate, Soldier will be retained in current rank 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 rank 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.

*i. Training program.* To enter a training program that requires a lower entry rank to qualify for another MOS.

## Chapter 11 Battlefield Promotions

### 11-1. Introduction

This chapter pertains to enlisted battlefield promotions. The enlisted battlefield promotion policy provides CDRs with an opportunity to accelerate and expeditiously promote courageous and extraordinary Soldiers, applicable to 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 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 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 CDR will serve as the promotion and order issuing authority.

*b.* Battlefield promotions will not be used in lieu of personal commendations and/or awards.

*c.* Specified ASCCs will receive battlefield promotion allocations (by enlisted grade) from the DCS, G-1 (DAPE-MPE-PD) on a quarterly basis. ASCCs will establish procedures within their respective area of responsibility 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 1st day of the following quarter (that is, allocations for April through June 2013 can be approved with an effective date of 1 July 2013).

*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 SGT/SSG without BLC/ALC completion (as appropriate, per para 1-28e) will include the following statement: "Soldier is promoted contingent on completing the BLC/ALC (as appropriate). If the Soldier fails to successfully complete, fails to remain eligible for, is denied enrollment in, or does not attend his and/or her scheduled BLC class (through fault of the Soldier) within 270 days of redeployment, then the Soldier will be administratively reduced and must re compete 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 rank based on extraordinary performance of duty in combat operations.

*b.* The Soldier must not be Flagged under the provisions of AR 600-8-2. A Soldier, who under the circumstances, should be Flagged under AR 600-8-2, is also not eligible for a battlefield promotion.

*c.* All TIS and TIG 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.* Enlisted battlefield promotions (E2 through E4) are exempt from all existing waiver limits as outlined in chapter 2 of this regulation.

*g.* 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 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 is not authorized.

(5) CDRs 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 SGT/SSG under this chapter, who have not completed BLC/ALC (as appropriate), do not require a waiver. However, the promotion is contingent on completion of BLC/ALC (as appropriate), within the time frame established in paragraph 1-28e.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 15–6**

Procedures for Investigating Officers and Boards of Officers (Cited in para 3–28*l*.)

**AR 27–10**

Military Justice (Cited in para 1–10*a*(6).)

**AR 40–501**

Standards of Medical Fitness (Cited in para 1–20*b*.)

**AR 135–18**

The Active Guard Reserve (AGR) Program (Cited in para 6–11*a*(4)(*c*).)

**AR 135–91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in para 3–27*c*(17)(*b*).)

**AR 135–178**

Enlisted Administrative Separations (Cited in para 3–27*c*(1)(*c*).)

**AR 135–205**

Enlisted Personnel Management (Cited in para 7–4*i*.)

**AR 135–210**

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization (Cited in para 5–19*e*(3)(*d*).)

**AR 140–10**

Assignments, Attachments, Details, and Transfers (Cited in para 1–10*a*(11).)

**AR 140–111**

U.S. Army Reserve Reenlistment Program (Cited in para 6–11*a*(6).)

**AR 600–8–2**

Suspension of Favorable Personnel Actions (Flag) (Cited in para 1–10*a*(7).)

**AR 600–8–104**

Army Military Human Resource Records Management (Cited in para 1–8*c*(3).)

**AR 600–8–105**

Military Orders (Cited in para 10–12*a*(1).)

**AR 600–9**

The Army Body Composition Program (Cited in table 3–1.)

**AR 601–280**

Army Retention Program (Cited in para 3–23*b*.)

**AR 638–8**

Army Casualty Program (Cited in para 1–22*a*.)

**AR 640–30**

Photographs for Military Human Resources Records (Cited in para 5–8*b*(1).)

**DA Pam 611–21**

Military Occupational Classification and Structure (Cited in table 3–1.)

**FM 7–22**

Army Physical Readiness Training (Cited in para 3–16*b*(1)(*a*).)

## **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 <http://www.dtic.mil/whs/directives>. National Guard publications are found at <http://www.ngbpd.c.ngb.army.mil/default.htm>. USC is available at <http://www.gpoaccess.gov/uscode/>.

#### **AR 11–2**

Managers' Internal Control Program

#### **AR 25–30**

Army Publishing Program

#### **AR 25–50**

Preparing and Managing Correspondence

#### **AR 25–400–2**

The Army Records Information Management System (ARIMS)

#### **AR 40–400**

Patient Administration

#### **AR 220–5**

Designation, Classification, and Change in Status of Units

#### **AR 350–1**

Army Training and Leader Development

#### **AR 350–10**

Management of Army Individual Training Requirements and Resources

#### **AR 350–51**

United States Army Officer Candidate School

#### **AR 600–8**

Military Human Resources Management

#### **AR 600–8–4**

Line of Duty Policy, Procedures, and Investigations

#### **AR 600–20**

Army Command Policy

#### **AR 600–37**

Unfavorable Information

#### **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

#### **DA Pam 350–38**

Standards in Training Commission

**DOD 7000.14–R, Vol 7A**

DOD Financial Management Regulation: Military Pay Policy-Active Duty and Reserve Pay (Available at <http://comptroller.defense.gov/fmr/vol7achapters.aspx>.)

**DODI 1205.18**

Full-Time Support (FTS) to the Reserve Components

**DODI 1322.25**

Voluntary Education Programs

**DODI 1332.18**

Disability Evaluation System (DES)

**JFTR**

The Joint Federal Travel Regulations, Volume 1 (JFTR), Uniformed Service Members (Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.)

**Manual for Courts–Martial, United States (2012 Edition)**

(Available at <http://www.apd.army.mil>.)

**NG Pam (AR) 25–10**

Standard Installation/Division Personnel System-Army National Guard (SIDPERS–ARNG) Data Element Dictionary

**NGR (AR) 600–5**

The Active Guard/Reserve (AGR) Program, Title 32, Full-Time National Guard Duty (FTNGD)

**NGR (AR) 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

**PL 102–484**

National Defense Authorization Act for Fiscal Year 1993 (Available at <http://www.archives.gov/federal-register/laws>.)

**PL 103–160**

National Defense Authorization Act for Fiscal Year 1994 (Available at <http://www.archives.gov/federal-register/laws>.)

**UCMJ, Article 15**

Commanding Officer’s Non-Judicial Punishment (Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.)

**UCMJ, Article 31**

Compulsory Self-Incrimination Prohibited (Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.)

**UCMJ, Article 57**

Effective Date of Sentences (Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.)

**UCMJ, Article 75**

Restoration (Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.)

**10 USC 1201**

Regulars and members on active duty for more than 30 days: retirement

**10 USC 1202**

Regulars and members on active duty for more than 30 days: temporary disability retired list

**10 USC 1204**

Members on active duty for 30 days or less or on inactive-duty training: retirement

**10 USC 1205**

Members on active duty for 30 days or less: temporary disability retired list

**10 USC 1212**

Disability severance pay



**10 USC 1372**

Grade on retirement for physical disability: members of armed forces

**10 USC 1563**

Consideration of proposals for posthumous and honorary promotions and appointments: procedures for review

**10 USC 3583**

Requirement of exemplary conduct

**10 USC 3914**

Twenty to thirty years: enlisted members

**10 USC 3917**

Thirty years or more: regular enlisted members

**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

**18 USC 922 (Domestic Violence Amendment to the Gun Control Act of 1968)**

Unlawful acts

**32 USC**

National Guard

**Section III****Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://armypubs.army.mil>).

**DA Form 3355**

Promotion Point Worksheet (United States Army Reserve) (Prescribed in para 3–1*e*(2).)

**DA Form 4873**

Certificate of Appointment to Command Sergeant Major (Available through normal supply channels.)

**DA Form 4874**

Certificate of Promotion (Promotion to Specialists Grades) (Available through normal supply channels.)

**DA Form 7432**

Sergeants Major Course Administrative Data Sheet (Prescribed in para 5–6*b*.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://armypubs.army.mil>) and DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/forms/index.htm>).

**DA Form 2–1**

Personnel Qualification Record

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 85–R**

Scorecard for M249, M60, and M240B Machine Guns

**DA Form 88–R**

Combat Pistol Qualification Course Scorecard

**DA Form 268**

Report to Suspend Favorable Personnel Actions (FLAG)

**DA Form 705**

Army Physical Fitness Test Scorecard

**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 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2442**

Certificate of Achievement (Available through normal supply channels.)

**DA Form 3168**

Posthumous Promotion (Enlisted) (Available through normal supply channels.)

**DA Form 3349**

Physical Profile

**DA Form 3595–R**

Record Fire Scorecard

**DA Form 4187**

Personnel Action

**DA Form 4836**

Oath of Extension of Enlistment or Reenlistment

**DA Form 4856**

Developmental Counseling Form

**DA Form 4872**

Certificate of Promotion to Noncommissioned Officers (Available through normal supply channels.)

**DA Form 5704–R**

Alternate Pistol Qualification Course Scorecard

**DA Form 7304–R**

Scorecard For M249 AR

**DD Form 4**

Enlistment/Reenlistment Document Armed Forces of the United States

**DD Form 214**

Certificate of Release or Discharge from Active Duty (Available at <http://www.archives.gov/st-louis/military-personnel/dd-214.html>.)

**DD Form 295**

Application for the Evaluation of Learning Experiences During Military Service

**DD Form 1300**

Report of Casualty

**NGB Form 23B**

Army National Guard Retirement Points History Statement (Available on the National Guard Bureau Web site at <http://www.ngbpdc.ngb.army.mil/forms.htm>.)

**NGB Form 4100–1A–R–E**

Army National Guard (ARNG) Enlisted Promotion Point Worksheet Sergeant Boards (Available on the National Guard Bureau Web site at <http://www.ngbpdc.ngb.army.mil/forms.htm>.)

**NGB Form 4100-1B-R-E**

Army National Guard (ARNG) Senior Enlisted Worksheet (Available on the National Guard Bureau Web site at <http://www.ngbpdc.ngb.army.mil/forms.htm>.)

**NGB Form 4101-1-R-E**

Army National Guard (ARNG) Enlisted Promotion Appraisal Worksheet (Available on the National Guard Bureau Web site at <http://www.ngbpdc.ngb.army.mil/forms.htm>.)

## **Appendix B**

### **Internal Control Evaluation**

#### **B–1. Function**

The function covered by this evaluation is enlisted promotions and reductions.

#### **B–2. Purpose**

The purpose of this evaluation is to assist CDRs and HR specialists in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

#### **B–3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### **B–4. Test questions**

- a.* Is the unit CDR forwarding a DA Form 3355 with first-line leader counseling to the promotion authority when fully eligible Soldiers are not recommended for promotion?
- b.* Have BLC waiver recipients who have not completed the BLC within 270 days of redeployment been reduced (from SSG) or removed from the recommended list?
- c.* Is the unit CDR authenticating the monthly enlisted promotion report?
- d.* Are Soldiers removed from the SGT and/or SSG promotion recommended list when they are convicted by court-martial, upon receipt of an UCMJ, Article 15, upon initiation of separation proceedings, upon permanent filing of a reprimand in the AMHRR, or upon conviction for domestic violence (Lautenberg Amendment)?
- e.* Is the unit forwarding Flag dispositions to HRC when a Soldier is on a centralized selection list to SFC or above?

#### **B–5. Supersession**

This evaluation is the initial internal control evaluation for enlisted promotions and reductions.

#### **B–6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G–1 (DAPE–MPE–PD), 300 Army Pentagon, Washington, DC 20310–0300.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACASP**

Army Civilian Acquired Skills Program

**ACCP**

Army Correspondence Course Program

**ACE**

American Council on Education

**ADOS**

active duty for operational support

**ADT**

active duty for training

**AER**

academic evaluation report

**AFS**

active federal service

**AG**

Adjutant General

**AGR**

Active Guard Reserve

**AGRMIS**

Active Guard Reserve Management Information System

**ALC**

Advanced Leaders Course

**AMHRR**

Army Military Human Resource Record

**AMOS**

additional military occupational specialty

**APFT**

Army Physical Fitness Test

**AR**

Army Regulation

**ARE**

Army Reserve Element

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ASAP**

Army Substance Abuse Program

**ASCC**

Army service component command

**ASI**

additional skill identifier

**ATRRS**

Army Training Requirements and Resources System

**AWOL**

absent without leave

**BASD**

basic active service date

**BCT**

basic combat training

**BDE**

brigade

**BESD**

basic enlisted service date

**BLC**

Basic Leader Course

**BN**

Battalion

**CAB**

combat action badge

**CAF**

Consolidated Adjudication Facility

**CAQC**

Civil Affairs Qualifications Course

**CDR**

commander

**CES**

cumulative enlisted service

**CG**

commanding general

**CIB**

combat infantryman badge

**CLEP**

College Level Examination Program

**CMB**

combat medical badge

**CMF**

career management field

**CNGB**

Chief, National Guard Bureau

**COL**

colonel

**CPL**

corporal

**CPMOS**

career progression military occupational specialty

**CSC**

civil support command

**CSM**  
command sergeant major

**DA**  
Department of the Army

**DANTES**  
Defense Activity for Non-traditional Education Support

**DARNG**  
Director, Army National Guard

**DCS**  
Deputy Chief of Staff

**DCSS**  
declination of continued service statement

**DD**  
Department of Defense (forms)

**DEP**  
Delayed Entry Program

**DES**  
Disability Evaluation System

**DMOS**  
duty military occupational specialty

**DMPM**  
Directorate of Military Personnel Management

**DOD**  
Department of Defense

**DOR**  
date of rank

**DRU**  
direct reporting unit

**EDAS**  
Enlisted Distribution and Assignment System

**eMILPO**  
electronic military personnel office

**ENRC**  
enlisted records

**EQRB**  
enlisted qualitative retention board

**ERB**  
enlisted record brief

**ETS**  
expiration term of service

**FAO**  
finance and accounting office

**FEMA**  
Federal Emergency Management Agency

**Flag**  
suspension of favorable personnel actions

**FM**

Field manual

**FTNGD**

full-time National Guard duty

**GCMCA**

General Court Martial Convening Authority

**GED**

general education development

**GOCOM**

General Officer Command

**GRCH**

grade change

**GS**

general schedule

**HQDA**

Headquarters, Department of the Army

**HR**

human resources

**HRC**

Human Resources Command

**HRO**

human resource officer

**IADT**

initial active duty for training

**IDT**

inactive duty training

**IMA**

individual mobilization augmentee

**ING**

inactive National Guard

**iPERMS**

interactive Personnel Electronic Records Management System

**IRR**

Individual Ready Reserve

**JFHQ**

Joint Forces Headquarters

**LTC**

lieutenant colonel

**M-day**

mobilization day

**MEL**

Military Education Level

**MES**

Military Education Status



**MOI**  
memorandum of instruction

**MOS**  
military occupational specialty

**MPD**  
military personnel division

**MPMO**  
military personnel management office

**MSC**  
major subordinate command

**MSG**  
master sergeant

**MT**  
military technician

**MTOE**  
modification table of organization and equipment

**MUTA**  
multiple unit training assemblies

**NA**  
not applicable

**NCO**  
noncommissioned officer

**NCOER**  
noncommissioned officer evaluation report

**NCOES**  
Noncommissioned Officer Education System

**NG**  
National Guard

**NGB**  
National Guard Bureau

**NGR**  
National Guard regulation

**NLT**  
not later than (figure)

**NPS**  
non-prior service

**OCS**  
Officer Candidate School

**P**  
promotable

**Pam**  
pamphlet

**PCS**  
permanent change of station

**PEBD**  
pay entry basic date

**PFC**  
private first class

**PL**  
public law

**PME**  
professional military education

**PMOS**  
primary military occupational specialty

**PPRL**  
permanent promotion recommended list

**PV1**  
private enlisted one

**PV2**  
private enlisted two

**RA**  
Regular Army

**RC**  
Reserve Component

**RCAS**  
Reserve Component Automated System

**RCP**  
retention control point

**REFRAD**  
release from active duty

**RMOS**  
recommended military occupational specialty

**ROTC**  
Reserve Officers' Training Corps

**RSC**  
regional support command

**S1**  
adjutant

**SECARMY**  
Secretary of the Army

**SFC**  
sergeant first class

**SFQC**  
special forces qualification course

**SGM**  
sergeant major

**SGT**  
sergeant

**SLC**  
Senior Leaders Course

**SMOS**  
secondary military occupational specialty

**SMP**  
Simultaneous Membership Program

**SOCM**  
special operations combat medic

**SPC**  
specialist

**SQI**  
skill qualifications identifier

**SRIP**  
Selected Reserve Incentive Program

**SSD**  
structured self-development

**SSG**  
staff sergeant

**SSN**  
social security number

**STAB**  
standby advisory board

**TAPDB**  
total Army personnel data base

**TASS**  
Total Army School System

**TATS–C**  
The Army Training System Courses

**TDA**  
table of distribution and allowances

**TDRL**  
temporary disability retired list

**TDY**  
temporary duty

**TIG**  
time in grade

**TIS**  
time in service

**TOE**  
table of organization and equipment

**TPU**  
troop program unit

**TRADOC**  
U.S. Army Training and Doctrine Command

**UCMJ**  
Uniform Code of Military Justice

**UIC**  
unit identification code

**USAMU**

U.S. Army Marksmanship Unit

**USAPT**

U.S. Army Parachute Team

**USAR**

U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

**USAREC**

U.S. Army Recruiting Command

**USASMA**

U.S. Army Sergeants Major Academy

**USASMC**

U.S. Army Sergeants Major Course

**USC**

United States Code

**USMAPS**

U.S. Military Academy Preparatory School

**USMC**

U.S. Marine Corps

**UTM**

unit transmittal memorandum

**WOCS**

Warrant Officer Candidate School

**1SG**

first sergeant

**Section II****Terms****Active duty**

Full-time duty in the active military service of the United States. It includes full-time training duty, AGR duty, annual training duty, ADT, 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 FTNGD 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 authority to act on appeals.

**Area command**

A geographic area of command with RC functions and responsibilities. The following are defined as area commands:

- a. U.S. Army Europe.
- b. U.S. Army Pacific.
- c. U.S. Army Southern Command.
- e. U.S. Army Special Operations Command.
- f. Eighth U.S. Army.
- g. U.S. Army Reserve Command.

**Army Military Human Resource Record**

The permanent, historical, and official record of a Soldier's military service. The AMHRR is an umbrella term encompassing HR records to include, but not limited to, the official military personnel folder, finance related documents, medical accession, retention, and/or separation records, and non-service related documents deemed necessary by the Army.

**Army National Guard**

The part of organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that:

- a. Is a land force.
- b. Is trained and has its officers appointed under the sixteenth clause of section 8, article I, of the constitution.
- c. Is organized, armed, and equipped wholly or partly at Federal expense.
- d. Is federally recognized.

**Army National Guard of the United States**

The RC of the Army, all of whose members are members of the ARNG. The ARNGUS consists of federally recognized units and organizations of the ARNG and members of the ARNG who are also Reserves of the Army.

**Base operations**

Specific installation wide 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 RCs 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. If all service has been in an enlisted status, the BESD is the same as PEBD.

**Best qualified**

Soldiers whom the DA Selection Board determines to be the best qualified among peers. Also has demonstrated integrity and high moral standards.

**Combat service support**

The assistance provided operating forces to sustain the battle.

**Combat-related operations**

Combat relatedness determinations include the following: Direct result of armed conflict; or while engaged in hazardous service; or in the performance of duty under conditions simulating war; or through an instrumentality of war.

**Command and staff**

A staff section headed by the CDR's senior military personnel manager (for example, installation AG, division G1 and/or AG, or corps AG).

**Commander**

A head of an Army Staff or field operating agency or an officer with a position title CDR 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 10 USC. Such USAR and ARNGUS CDRs are authorized to execute the provisions of this regulation regarding any RA enlisted members who are temporarily or permanently assigned to the CDRs organization during the mobilization.

**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 associate degree 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.

**Functional proponent**

A person, usually in a field operating agency, responsible for actually writing a functional regulation. Serves as project manager to integrate each functional area regulation.

**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 promotion-related actions.

**Individual augmentee**

A Soldier deployed directly from the initial entry training base in a temporary change of station status into a theater of operations for the purpose of serving as an 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 RA or other agency mobilization table of distribution and allowances or MTOE.

**Information technicians**

Works in field systems division of Personnel Information Systems Command.

**Integrating center**

The U.S. Army Service Support Center; that is, the organization responsible for developing the policy statements for a regulation.

**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.

**Multi-component unit**

A unit which, on a single document, is authorized personnel from more than one component.

**Official military personnel file**

The official military personnel file is defined as permanent documents within the AMHRR that remain in Army control for 62 years from a Soldier's final separation date. At the end of 62 years, the official military personnel folder is transferred to the control of the National Archives and Records Administration.

**Original appointment**

The most recent appointment of a member of the Armed Forces in a regular or RC; 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 sub-function.

**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 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.

**Personnel services battalion**

Promotion work center accounts for the MPD, personnel detachment, military personnel office, and any other office that manages promotions at the installation level.

**Policy**

General statement governing objectives of a functional area (within the purview of the Office of the DCS 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 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.

**Regional personnel service center**

TPU personnel service centers established within the USARC.

**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, REFRAD, or retirement.

**Single source data**

Sharing data that is common to more than one functional system as opposed to the separate redundant entry of data 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**

Special board held as an adjunct to each scheduled promotion selection board. This board, using the guidelines established in the regulation and MOI, considers Soldiers for promotion, appointments, promotion reconsideration, removal from a standing promotion list and suitability screening. 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 semi-centralized 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 AG School.

**The policy proponent**

A person on the HQDA or higher staff responsible for developing the policy statements for an AR.

**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 Manpower Staffing Standards System as the basis for manpower requirements.



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