

Table 2–3
Correcting erroneous promotions (specialist and below)—Continued

9	HR specialist	Receive the new promotion instrument from BN HR (or equivalent echelon).
10	AMHRR	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. It is imperative that the Army maintain a quality force by keeping Soldiers who are competent, educated, motivated, and trained to work as members of a team. All leaders are responsible for training and developing our Soldiers for increased levels of responsibility by the time a Soldier attains promotion eligibility in the primary zone. It is expected that the vast majority of Soldiers will be integrated into the promotion recommended list upon attainment of such eligibility. By affording quality Soldiers promotion opportunities and, conversely, denying continued service to those who clearly do not show they have the potential for such service, we strengthen our Army and NCO Corps. The policies in this chapter align an “up-or-out” system by linking continued advancement with retention control points and are designed to improve readiness, morale, retention, and the professional development of our talented Soldiers consistent with sustaining an All-Volunteer Army. This chapter governs the SGT and SSG promotion system for the RA and USAR AGR, TPU, 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 1–10*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. Because our Army is a Soldier-centric force, we must rely on a professional NCO Corps to sustain our stature as the world’s premier combat force. Leader development is a time-intensive process, but the end product of that investment is an NCO Corps of competence and character fit to lead in combat. It is essential that unit leaders, across all levels, understand their individual role in ensuring that Soldiers and NCOs are developed and trained to assume increasing levels of responsibility. To this end, we must remain committed to retaining the talented men and women we have accessed and trained because they are our future.

(1) Secondary Zone. The secondary zone creates an accelerated promotion opportunity for Soldiers who excel and clearly are ahead of their peers. Unit CDRs will consider eligible Soldiers in the secondary zone for integration into the SGT/SSG recommended list on a monthly basis. When the unit commander determines a Soldier has the potential for increased responsibility, the unit commander will recommend the Soldier for promotion and refer him or her to a local promotion board. Those Soldiers who are approved will be integrated into the promotion recommended list with all earned promotion points.

(2) Primary Zone. The primary zone establishes a point in time when Soldiers should be ready (that is, trained, in good standing, and meets Army standards) to assume positions of increased responsibility. Any Soldier not otherwise recommended for promotion recommended list integration must be formally counseled on why he or she was not recommended (para 3–1*d* below). Soldiers will be in the primary zone for a one year period of time.

(a) Regular Army and U.S. Army Reserve (AGR) only. Consideration by a local promotion board is mandatory for all Soldiers upon initially reaching primary zone eligibility. If, having previously been considered by a board and not recommended, Soldiers who respond to training and counseling by demonstrating they have the potential for increased responsibilities may be sent to the promotion board at any point while in the primary zone.

(b) U.S. Army Reserve (TPUs, ARE, and/or multi-component) only. Consideration by a board requires a recommendation from the unit commander. Recommendation can occur at any point while the Soldier is in the primary zone.

(3) Mandatory List Integration (applicable to RA and USAR AGR only). Soldiers, after having been eligible for promotion list integration while in the primary zone for one year, who are not integrated into the promotion recommended list will be integrated by HQDA for RA and the U.S. Army Reserve Command (USARC)–G–1 for USAR(AGR). Integration will be with all promotion points earned. Local commanders are not authorized to deny mandatory list integration. Instead, commanders will use the bar to continued service (with counseling) to identify those individuals who have no potential for continued service or leadership. This mandatory integration requires Soldiers be otherwise fully qualified (para 1–11). A Soldier not integrated due to being ineligible (para 1–11) will be integrated into the promotion recommended list after they are otherwise fully qualified and will compete for promotion with all earned promotion points.

(4) Command List Integration (applicable to U.S. Army Reserve TPUs, ARE , and/or multi-component) only. Command list integration is a process that forces a Soldier onto the SGT and SSG list after the Soldier has transitioned through the primary zone without having been recommended by the CDR. The CDR must act to deny integration; with appropriate counseling.

(5) Promotion boards will consider Soldiers for promotion and make a 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.

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

(7) 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.

(8) 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) Soldiers upon attainment of primary zone eligibility who are not integrated into the promotion recommend list. Counseling must identify what Soldiers must do to improve their knowledge, skills, and attributes and to prepare themselves for increased responsibility (refer to para 1–28). The counseling also must address the consequences of not being integrated into the promotion recommended list. Those consequences include a potential bar to continued service (AR 601–280) because the Soldier is noncompetitive for promotion to the next higher grade and does not demonstrate leadership potential. Additionally, retention control points (AR 601–280) used to determine the maximum years of service a Soldier may serve without promotion should be incorporated into the counseling.

e. 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 (or equivalent echelon) 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 eMILPO and ATRRS.

(2) For USAR, using a DA Form 3355 (Promotion Point Worksheet (United States Army Reserve)) as prescribed in this regulation.

f. Soldiers and leaders alike should set precise goals with a self-improvement training program to increase a Soldier's potential for promotion.

g. 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.

h. 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 1–11, 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 board proceedings for 2 years then destroy. 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



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR Adjutant (*or appropriate Promotion Work Center*)

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

1. Reference (*Office Symbol*) 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 1–11, 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 for inclusion into TAPDB (do not integrate through the promotion point worksheet). 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. Soldier must have completed SSD/DLC 1 to qualify. If SSD/DLC 1 is completed at a later date, the promotion will be effective the 1st day of the following month that SSD/DLC 1 is completed. Otherwise, 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 for inclusion into TAPDB (do not integrate through the promotion point worksheet). 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) Soldiers who are graduates of ALC prior to attending the SFQC are eligible for promotion in their PMOS during the course of instruction as long as fully qualified for such promotion in their PMOS. Soldier who are not graduates of ALC prior to attending the SFQC, 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 for inclusion into TAPDB (do not integrate through the promotion point worksheet). 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 1–11. All RA Soldiers must be integrated by the 8th (calendar day) of the month on the automated promotion point worksheet. Upon meeting or exceeding the HQDA cutoff score forward a copy of the promotion order 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.

(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 or 36 months TIS for SF Soldiers assigned to a Special Forces Operational Detachment Alpha (SFODA).

(d) 6 months TIG or 6 months service while assigned to a SFODA.

(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 1–11, Rangers will be promoted on the 1st (calendar day) of the following month following graduation date or board appearance, whichever is later. 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 for inclusion into TAPDB worksheet. 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. All Regular Army Security Force Assistance Advisors on a recommended list to sergeant. Provided otherwise qualified in accordance with paragraph 1–11, graduates will be promoted on the 1st (calendar day) of the following month following graduation date of the Combat Advisor Training-Course (CAT–C) or board appearance, whichever is later. HR specialist will submit all requests to add 799 points for CAT–C 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 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 CAT–C 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.

d. 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 1–11. 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.

e. Officer Candidate School, Warrant Officer Candidate Course, and Inter-service Physician Assistance Program. Soldiers in rank of SPC and below entering Officer Candidate School (OCS), Warrant Officer Candidate Course, or Inter-Service 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 (or equivalent echelon) 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 for inclusion into TAPDB (do not integrate through the promotion point worksheet). 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 (or equivalent echelon) 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 1–11. Soldiers promoted per the provisions of this paragraph are not required to complete NCOPDS in order to otherwise qualify for promotion pin-on.

f. Reserve Officers' Training Corps and/or Simultaneous Membership Program (U.S. Army Reserve (TPUs, ARE, 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 1–11. Soldiers promoted per the provisions of this paragraph are not required to complete NCOPDS 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.

g. 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 (or equivalent echelon) 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 for inclusion into TAPDB (do not integrate through the promotion point worksheet). Each of these documents must be web uploaded to iPERMS per AR 600–8–104.

h. Psychological operations specialist (Regular Army only). Upon successful completion of the Psychological Operations Qualification Course, provided otherwise qualified in accordance with paragraph 1–11, SPC and/or CPLs will be automatically promoted to SGT, without board appearance. The BN HR (or equivalent echelon) will forward a copy of both the course certificate of completion, DA Form 1059, 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 for inclusion into TAPDB (do not integrate through the promotion point worksheet). 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.

i. Civil affairs specialist/sergeant (Regular Army only).

(1) Upon successful completion of the Civil Affairs Training Pathway (CATP), provided otherwise qualified in accordance with paragraph 1–11, SPC and/or CPLs will be automatically promoted to SGT and SGT automatically promoted to SSG, without board appearance. The BN HR (or equivalent echelon) 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 for inclusion into TAPDB (do not integrate through the promotion point worksheet). 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) CATP 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) CATP (ALC) graduation.

(b) Award of MOS 38B.

(c) 42 months TIS.

(d) 6 months TIG.

j. Drill sergeant or Total Army School System instructor positions (U.S. Army Reserve (TPUs, ARE, 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: The Soldier may decline the promotion and concurrent reassignment without penalty or removal from the promotion recommended or selected list. The Soldier's name will remain on the list until promoted or removed for cause.

(2) If the Soldier accepts the promotion with concurrent reassignment, the vacancy will be reserved for the selected Soldier. However, if the reassignment of the Soldier would impact on a current training or instruction cycle or semester, the command may delay the reassignment until the cycle or semester is completed. Then the Soldier will be promoted and reassigned. In this case, the Soldier's effective date of promotion will be the date of the promotion order and the DOR will be the date the Soldier was eligible for reassignment to the vacancy.

(3) 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.

k. Military technicians (U.S. Army Reserve (TPUs, ARE, 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 MTs 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 1–11), 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 1–11), 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 1–11. 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	Fully qualified in career progression MOS (DA Pam 611–21).	None
Civilian education	High school diploma/general education development (GED).	None
Military education	To SGT—Completed SSD/DLC 1 before board appearance to SGT. To SSG—Completed SSD/DLC 2 before board appearance to SSG.	Constructive credit granted by TRADOC. Equivalency approval completed before board appearance for other service, USAR, or ARNG BLC. Nonresident courses qualify for this requirement. No exceptions 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, 11 months TIG Mandatory list integration: 47 months TIS, 23 months TIG To SSG— Secondary zone: 47 months TIS, 6 months TIG Primary zone: 71 months TIS, 17 months TIG Mandatory list integration: 83 months TIS, 23 months TIG	None.
Reenlistment eligibility	Not ineligible to reenlist.	Ineligible solely based on DES processing, remains otherwise eligible
Physical qualifications	Remains eligible until determined unfit by the DES process (refer to para 1–21).	Regains 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

APFT	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), Soldier will use last APFT qualification when HQDA suspends conduct of the APFT (regardless of when it was last administered). Refer to paragraph 1–21 for DES.
Weight control	In compliance with AR 600–9.	None.
ASAP	Not command-referred to the program.	Self-referral.
Disciplinary	Not 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 multicomponent commands or units)

Factor	Criteria	Waiver
Membership	Member of the USAR. Not an unsatisfactory participant.	None.
MOS	Fully qualified in career progression MOS (DA Pam 611 – 21).	Soldier awarded ASI “4A.” Soldier may be recommended in SMOS and/or AMOS if fully qualified in the MOS and recommended by the CDR.
Civilian education	High school diploma, GED, or an associate or higher degree.	None.
Military education	To SGT—Completed SSD/DLC 1 before consideration by a SGT promotion board. To SSG—Completed SSD/DLC 2 before board appearance to SSG.	Constructive credit granted by TRADOC. Equivalency approval completed before board appearance for other service, USAR, or ARNG BLC. Nonresident courses do qualify for this requirement. No exceptions authorized.
Time requirement for promotion consideration as of the date the board convenes	To SGT— Secondary zone: 17 months TIS, 5 months TIG Primary zone: 35 months TIS, 11 months TIG Command list integration: 47 months TIS, 23 months TIG To SSG— Secondary zone: 47 months TIS, 6 months TIG Primary zone: 71 months TIS, 17 months TIG Command list integration: 83 months TIS, 23 months TIG	
Reenlistment eligibility	Not ineligible to reenlist.	Ineligible solely based on DES processing remains otherwise eligible.
Retention	Does not exceed maximum years of service for current rank or has not reached age 57.	None.
Physical qualification	Remains eligible until determined unfit by the DES process (refer to para 1–21).	Soldier regains 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	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), Soldier will use last APFT qualification when HQDA suspends conduct of the APFT (regardless of when it was last administered). Refer to paragraph 1–21 for DES.
Weight control	In compliance with AR 600–9.	None.
ASAP	Not command referred to the program.	Self-referral.
Disciplinary	Not 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	Promoted in CPMOS. 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 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 SGT— Secondary zone: 18 months TIS, 6 months TIG Primary zone: 36 months TIS, 12 months TIG Mandatory list integration: 48 months TIS, 24 months TIG To SSG— Secondary zone: 48 months TIS, 7 months TIG Primary zone: 72 months TIS, 18 months TIG Mandatory list integration: 84 months TIS, 24 months TIG	None.
Reenlistment eligibility	Eligible to reenlist or extend, in accordance with appropriate regulations.	Ineligible solely based on DES processing remains otherwise eligible.
Physical qualifications	Remains eligible until determined unfit by the DES process (refer to para 1–21).	a. Soldier regains 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 1–21 apply.
APFT	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), Soldier will use last APFT qualification when HQDA suspends conduct of the APFT (regardless of when it was last administered).
ASAP	Not command referred to the program.	Self-referral.
Disciplinary	Not flagged in accordance with AR 600–8–2.	None.

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

Factor	Criteria	Waiver
Military education	BLC graduate or promotion pin-on to SGT. ALC graduate for promotion pin-on to SSG.	NCOES waivers no longer authorized. Refer to paragraph 1–29.
Minimum time requirement for promotion pin-on as of the 1st day of the promotion month	To SGT— Secondary zone: 18 months TIS, 6 months TIG Primary zone: 36 months TIS, 12 months TIG Command list integration: 48 months TIS, 24 months TIG To SSG— Secondary zone: 48 months TIS, 7 months TIG Primary zone: 72 months TIS, 18 months TIG Command list integration: 84 months TIS, 24 months TIG	
Reenlistment eligibility	Eligible to reenlist or extend in accordance with appropriate regulations.	Ineligible solely based on DES processing remain otherwise eligible.
PPRL	Listed on a valid permanent promotion recommended list.	None.
Sequence order	In the proper sequence order when promoted from the PPRL.	None.
Physical qualifications	Remain eligible until determined unfit by the DES process (refer to para 1 – 21).	a. Soldiers regain eligibility when the findings approved by the SECARMY

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

Factor	Criteria	Waiver
		are “fit” or when approved for continuation in RC status under the provisions of AR 635–40. b. When the provisions of paragraph 1–21 apply.
APFT	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	Not command referred to 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.

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 used on monthly sergeant and/or staff sergeant promotion selection by-name list (Regular Army only)

Nonpromotion reason code	Description (use for Soldiers on the monthly SGT and/or SSG promotion selection by-name list, who are nonpromotable)
G	Incorrect promotion points or points date. ¹
H	Reclassified to new PMOS prior to promotion month. ¹
Q	Medical disqualification. ¹
R	Reason other than those listed in this table that require Soldiers be removed from the recommended list in accordance with this regulation. ²

Notes:

¹ Will remove Soldier from the by-name list only.

² Will remove Soldiers from the by-name list and the recommended list.

Table 3–6
Promotion codes (Regular Army only)

Promotion Code	Description
L	Administrative records correction (used by HRC)

Table 3–6
Promotion codes (Regular Army only)—Continued

M	Meets cutoff score.
N	Battlefield promotion (used by specified ASCC and HRC).
O	Other, exception to policy (used by HRC).
P	Special military occupational specialty alignment promotion (used by HRC)
S	Merit promotion (used by HRC).
T	Promotion of special bandspersons
W	Terminally ill (used by HRC).
X	Special category promotions, in accordance with paragraph 3–5 Other, exception to policy (used by HRC).

Section III

Unit Level Promotion Procedures

3–11. Identifying Soldiers for promotion to sergeant and staff sergeant

a. Frequency. On a monthly (RA and USAR AGR) or minimum of quarterly (USAR TPU, ARE, and multicomponent units) basis.

b. Regular Army and U.S. Army Reserve (Active Guard Reserve).

(1) Using the AAA–294 (Enlisted promotion report) and eligibility criteria established in table 3–1, unit CDRs will, prior to the 20th day of the month proceeding the board month:

(a) Recommend for board appearance eligible Soldiers from the secondary zone based on their potential to assume responsibilities at the next higher grade (para 3–1c(1)).

(b) Ensure all Soldiers, upon initial entry into the primary zone, are identified for mandatory board appearance; provided otherwise fully qualified (para 3–1c(2)).

1. The DCS, G–1 will impose a Headquarters, Department of the Army (HQDA) bar to continued service against any Soldier (RA and USAR (AGR) only) who fails to qualify for mandatory appearance before a promotion board upon attaining primary zone TIS/TIG eligibility because he or she did not complete a mandatory SSD/DLC course. The provisions of AR 601–280 apply to include all associated counseling requirements.

2. The HQDA bar to continued service will be removed when the Soldier meets the SSD/DLC requirement.

3. The purpose of the HQDA bar to continued service is to put a Soldier on notice that his or her continued service may not be in the Army’s best interest.

(c) Identify all Soldiers previously denied promotion list integration from the primary zone for board appearance when a determination is made the Soldier has responded to developmental counseling and training.

(d) Take action as provided for in AR 601–280 to bar from continued service Soldiers who, having been previously denied promotion list integration, fail to respond to developmental counseling and training before they are subject to mandatory list integration.

(2) Upon receipt of a unit CDR’s identification of Soldiers for board appearance, the promotion authority will:

(a) Between the 20th calendar day of the month proceeding the board month and the 4th calendar date of each board month, conduct a promotion board (para 3–12) (fig 3–3).

(b) Approve board results; approving or denying list integration for each Soldier considered.

(c) Integrate Soldiers approved for list integration onto the recommended list through the automated promotion point worksheet (USAR (AGR) integration onto the PPRL) no later than the 8th calendar day of each board month (fig 3–3).

(d) Inform the unit CDR of Soldiers denied list integration; outlining mandatory counseling requirements.

(3) Processing timeline requirements.

(a) Figure 3–3 identifies the monthly promotion cycle. 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).

(b) 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.

(c) 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 consolidated by the USARC G–1 and sent to HRC, Headquarters (HQs), Field Alignment Division (FAD) (AHRC–EPF), email:usarmy.knox.hrc.mbx.epmd-promotions@mail.mil not later than the 9th calendar day.

(d) CDRs, S1s, MPDs, and RDs 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.

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

(f) The Army will create MOS-level order of merit lists, rank-ordering all Soldiers integrated into the promotion recommended list, from highest promotion score to the lowest, to support Army-level promotion decisions using EDAS data as of 0200 hours eastern standard time on the 11th (calendar day) of the month.

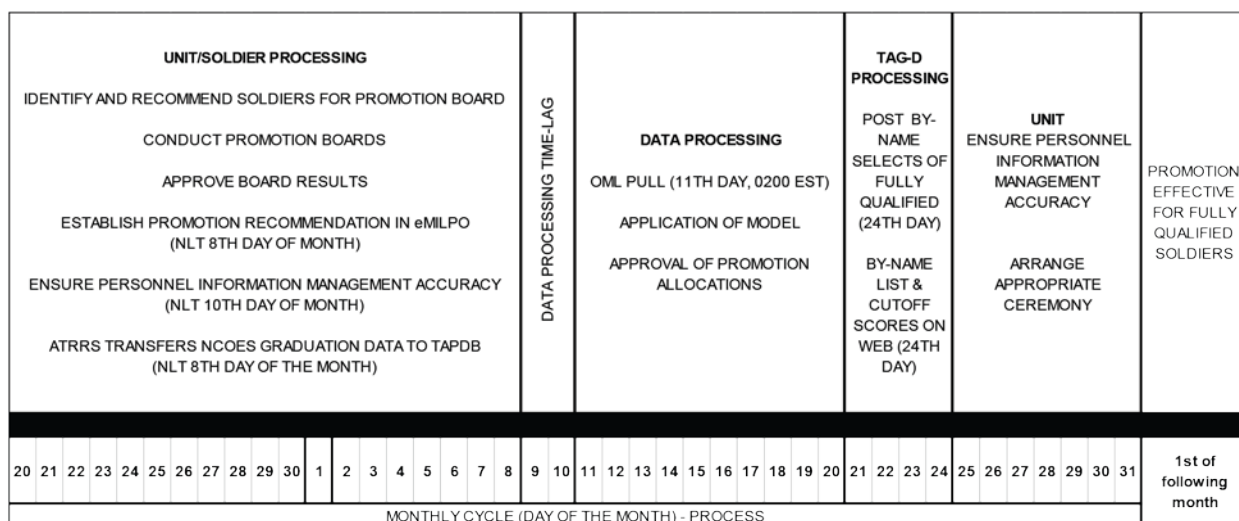


Figure 3–3. Regular Army/U.S. Army Reserve (Active Guard Reserve) monthly promotion cycle



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

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 (non-waivable).

(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 to assume increased responsibilities associated at the next higher grade and to 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 identified for promotion (fig 3–3). The BDE and/or BN HR (or equivalent echelon) 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.* The exception authority to approve promotion boards (as outlined below) is the commander, HRC for RA Soldiers and the USARC G–1 for USAR (AGR) Soldiers. Exceptions must be substantiated, initiated by the promotion authority, and be endorsed by the next higher-level commander (minimum COL-level) prior to submission. Submit RA requests to the CDR, HRC Promotions Branch (AHRC–PDV–PE), email: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil. Submit USAR (AGR) requests through the respective RD for recommendation to the USARC G–1.

(a) When the operational environment dictates, the promotion authority may seek authorization 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. 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. Submit request 60 days prior to the board month. Request may consist of more than one board month.

(b) Hold promotion boards between the 20th calendar day of the month proceeding the board month and the 4th calendar date of each board month, in accordance with paragraph 3-11b(2)(a). The promotion authority may seek authorization to conduct the promotion board on a different date for a valid reason such as block leave, severe weather, or training missions that are not conducive to holding the board. Submit request 60 days prior to the board month.

(c) Promotion boards not held in accordance with paragraph 3-11b(2)(a) and/or paragraphs 3-12d and 3-12d(1) are invalid. CDR, HRC Promotions Branch (AHRC-PDV-PE) will initiate an HQDA flag for each Soldier that appeared before the invalid promotion board. The unit will be contacted for submission of an exception to policy.

c. Conduct.

(1) *Regular Army and U.S. Army Reserve Active Guard Reserve.* Soldiers who are required or 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 paragraphs 1-1 and 3-1.

(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. This may be accomplished with board members at different physical locations.

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. 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. Board members may consist of other U.S. Uniformed Services, it is required that their pay grade/rank be equivalent to the Army rank structure as prescribed in this paragraph.

(1) 1SG/MSGs (or lower ranks) are not authorized to preside as the board president. There are no exceptions to this requirement.

(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. For RA and USAR (AGR), a Soldier will appear before only one panel and boards will be convened and adjourned in the same geographical location. Boards for USAR (TPU) will be convened and adjourned in the same geographical locations whenever possible; however, the promotion authority may direct a board be convened and adjourned with board members at multiple locations.

(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 multicomponent 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).

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 promotion recommended list integration will be considered promotable, and the BN HR (or equivalent echelon), MPD, or RD will activate the Soldier's promotion score for inclusion onto their respective promotion list (for RA and USAR (AGR), by the 8th calendar day of the month). 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(950901)	GP

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 (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 (unable to qualify with a weapon due to their physical limitation) will use their last weapon qualification score until the Soldier is medically cleared to fire for qualification. In the event 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).

(a) Commanders must sign a memorandum (with an effective date) indicating the Soldier has a physical limitation and cannot qualify with a weapon. The unit S1 will update the weapon date and score (RA) in eMILPO (USAR (AGR) Reserve Component Manpower System (RCMS)).

Table 3–7**Weapons qualification for promotion to sergeant (weapons qualification (hits) = promotion points)**

DA Form 3595 (Record Fire Score-card) and DA Form 5790 (Record Firing Score-card – Sealed Target Alternate Course)	DA Form 85 (Scorecard for M249 and M240 Machine Guns)	DA Form 88 (Combat Pistol Qualification Course Scorecard)	DA Form 5704 (Alternate Pistol Qualification Course Score-card)	DA Form 7304 (Score-card For M249 AR)	Practical pistol	Military Police Firearm Qualification 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
38 153	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)—Continued

DA Form 3595 (Record Fire Scorecard) and DA Form 5790 (Record Firing Scorecard – Sealed target Alternate Course)		DA Form 85 (Scorecard for M249 and M240 machine Guns)		DA Form 88 (Combat Pistol Qualification Course Scorecard)		DA Form 5704 (Alternate Pistol Qualification Course Scorecard)		DA Form 7304 (Scorecard for M249 AR)		Practical pistol		Military Police Firearm Qualification 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
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 (pushups, 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 Field Manual (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).

(d) If the permanent profile exceeds 1 year, the unit CDR must sign a memorandum to extend their current APFT prior to the expiration date to prevent the Soldier from being removed from the promotion recommended list. The memorandum will specify if the Soldier has a failing score. The unit S1 will update the APFT date and/or score prior to the current APFT expiration date (RA) in eMILPO (USAR) (AGR) Reserve Component Manpower System (RCMS). The effective date for the APFT score is the date specified on the memorandum.

(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.

(d) If the APFT exceeds one year, the unit CDR must sign a memorandum to extend their current APFT prior to the expiration date to prevent the Soldier from being removed from the promotion recommended list. The unit S1 will update the APFT date and/or score prior to the current APFT expiration date (RA) in eMILPO (USAR) (AGR) Reserve Component Manpower System (RCMS). The effective date for the APFT score is the date specified on the memorandum.

(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	144	234	94	204	64
293	173	263	133	233	93	203	63
292	172	262	132	232	92	202	62
291	171	261	131	231	91	201	61

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

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
293	138	263	83	233	40	203	25

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

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	35

Table 3–11
Awards and decorations—Continued

Bronze Star Medal with “V” device	35
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
Expert Soldier Badge	30
Master Parachute Badge	20
Master Explosive Ordnance Disposal Badge	20

Table 3–12
Badges—Continued

Master Recruiter Badge	20
Gold Recruiter Badge	20
Divers Badge (First Class)	20
Aviation Badge (Master)	20
Master Army Instructor 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

Table 3–12
Badges—Continued

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
Military Horseman 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. In accordance with AR 600–8–22, COA of local design is authorized. 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 Professional Development System).

(1) Distributed Leader Course courses. Soldiers competing for selection to SGT/SSG will not receive promotion points for completion of SSD/DLC 1 or 2 (SSD/DLC 1/SSD/DLC 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 RD for TPU Soldiers) or email 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, and ensure consideration, 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, 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, and ensure consideration, 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 (DA Form 87 (Certificate of Training) will not be used as a source document when updating military resident training within eMILPO). School contact information is in the ATRRS course catalog at <https://www.atrrs.army.mil/atrrdc/>.

(2) Noncommissioned Officer Professional Development System. Promotion points are not authorized for NCOPDS 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 and course completions recorded on a DA Form 87 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 or military education courses.

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 enlisted record brief (ERB)/Soldier record brief (SRB), 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-edcodes@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. Technical certifications will remain on Soldiers promotion point worksheet until the certification expires even if it is no longer listed on the TRADOC approved list if it previously awarded 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. The unit HR specialist can download a unit-level version of this report (C10 Report – Recommended List for Promotion of Enlisted Personnel) from TAPDB.

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 non-promotable 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 Soldier’s zone of promotion consideration.
 - (8) NCOPDS. A code will be inserted to identify enrollment in, or completion of, the NCOPDS 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 previously integrated into a promotion recommended list who later 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 and U.S. Army Reserve Active Guard Reserve only.*

(1) On a monthly and recurring basis, CDRs have a 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 mandatory list integration process. During this monthly review, CDRs who question any Soldier’s legitimacy of residing on the recommended list must conduct a promotion audit. HQDA will conduct audits on Soldiers that have 798 promotion points and higher and reserves the right to audit when circumstances warrant additional scrutiny.

(2) 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. Soldiers selected for pin-on are identified officially by memorandum, posted to the AHRC website (subject: HQDA Monthly NCO Promotion Selection by Name List). Selection is by 3–character MOS and accomplished on a monthly basis in order to support 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 1–11). 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.

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

(b) 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.

(c) 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	Definition
A	Initial promotion score.
B	Re-evaluated.
C	Re-computation. Enter date re-computation completed.
D	Non-promotable 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.
J	Regained promotable status. Enter effective date after code.

b. 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 1–11), 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 non-promotable 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 (U.S. Army Reserve troop program unit, Army Reserve element, multicomponent commands or units only)

a. Each month 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 consideration as outlined below—

(1) To SGT—

- (a) 47 months TIS (to become eligible for promotion at 48 months).
- (b) 23 months TIG (to become eligible for promotion at 24 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/DLC level 1.
- (2) To SSG—
 - (a) 83 months TIS (to become eligible for promotion at 84 months).
 - (b) 23 months TIG (to become eligible for promotion at 24 months).
 - (c) Must be graduates of SSD/DLC 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.

(g) Soldiers added to the promotion list under this paragraph will be rank ordered by DOR (earliest first). When the DOR is the same PEBD 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.

- 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 considered for promotion by a board. Soldiers choosing to be considered by a promotion board after command list integration will follow the procedures for initial board appearance listed in chapter 3.

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 service. If the unit fails to submit the bar to continued service, 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, in writing, as provided for in paragraph 1–28, pointing out deficient areas for needed improvement to qualify for future promotion consideration. Additionally, commanders must act to deny continued service as provided for in AR 601–280 for all Soldiers denied command list integration.

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

3–24. Mandatory List Integration (Regular Army and U.S. Army Reserve (Active Guard Reserve)) only

a. All Soldiers meeting the eligibility criteria (table 3–1) for mandatory list integration will be integrated into the promotion recommended list. Soldiers integrated into the list will be credited with all earned promotion points. Commanders are not authorized to deny integration into the promotion recommended list when the Soldier is otherwise fully qualified. Instead, commanders will use the bar to continued service (with counseling) to identify those individuals who have no potential for continued service or leadership. By doing so, the bar to continued service otherwise prevents mandatory list integration.

b. Soldiers who meet the TIS and TIG eligibility, but are not otherwise eligible for promotion list integration because they do not meet other eligibility criteria, will not be integrated into the promotion recommended list until they overcome the basis for their ineligibility. When they meet all eligibility criteria, these Soldiers will be integrated into the promotion recommended list and will compete for promotion with all earned promotion points.

c. Soldiers who are not otherwise qualified for list integration will not be integrated until such time all eligibility criteria is met; at which point integration is mandatory.

3–25. 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.

3–26. 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 3–1*b*.

3–27. 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 ERB/SRB.

(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 2018 for the period 1 June 2013 to 31 May 2016 would be cause for an administrative point adjustment if requested on 30 June 2019.
- 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

3–28. 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) Non-judicial 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. Soldiers previously removed from a promotion recommended list will be reinstated when a suspension of favorable personnel action or bar to continued service is removed as erroneous, closed favorably, or when a Soldier is exonerated.
 - (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) Exceeds the requirements of the Army Body Composition Program in accordance with AR 600–9.
 - (4) Soldier signs DCSS (RA only).
 - (5) Soldier is prohibited from reenlisting when a local or DA imposed bar is approved after attaining recommended list status.
 - (6) Mandatory reclassification resulting from inefficiency or misconduct.
 - (7) 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.
 - (8) Dropped from the rolls as a deserter.
 - (9) Denied a waiver to reenlist.
 - (10) Soldier fails to complete training required for MOS for cause or academic reasons (RA only).
 - (11) 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).
 - (12) When the promotion authority approves a removal board recommendation that the Soldier be removed from a recommended list.
 - (13) Erroneous selection (that is, did not meet one or more of the eligibility criteria).
 - (14) Reduction in grade.
 - (15) 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).

(16) 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.

(17) 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 voluntarily requests removal (in writing) will be removed from a recommended list.
- e. 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 (RA only).
- f. Submit requests for command list integration removals (based on reasons above) to the regional promotion list manager (USAR only).
- g. After removal, Soldiers must reappear before a promotion board to be re-integrated onto the promotion recommended list.

3–29. Rules for conducting a removal board for Soldiers on recommended list

a. CDRs may conduct removal boards against Soldiers who meet secondary or primary zone eligibility (only) when, in their determination, the 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. Soldiers residing on the list who are otherwise eligible for mandatory list integration will not be removed under this provision. CDRs will give the Soldier written notification of the removal board at least 15 duty days (RA) or 30 calendar days (USAR) prior to the date of the board.

b. The board will be composed of unbiased members (see composition, para 3–12).

c. 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.

d. 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.

e. 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.

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

g. 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.

h. 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.

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

j. The promotion authority may lessen but not increase the severity of the board's decision.

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

3–30. Steps

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

Table 3–15
Conducting a removal board for Soldiers on a recommended list

Step	Work cen-	Required action
1	Unit/BN HR (or equivalent echelon)	CDR requests removal of Soldier from recommended list.
2	BN HR (or equivalent echelon)	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 (or equivalent echelon)	Conduct removal board, if required. Promotion authority approves board findings.
5	Unit/BN HR (or equivalent echelon)	Review action for compliance.
6	Unit/BN HR (or equivalent echelon)	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.

3–31. 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 based on the facts as they are later known, 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

3–32. Rules for Headquarters, Department of the Army promotion point cutoff scores (Regular Army and United States Army Reserve Active Guard Reserve only)

- a.* HQDA establishes and announces cutoff scores used to determine promotions to SGT and SSG. All fully qualified (see para 1–11) Soldiers meeting or exceeding the announced cutoff scores are selected for promotion for the given promotion month.
- b.* A cutoff score will be established for all MOSs monthly. A cutoff score of 798 will be applied to all MOSs when no requirements exist. Cutoff scores will not be posted for Special Bandsman (MOS 42S) and for special promotion categories established within paragraph 3–5.
- c.* All pay, allowances, and entitlements start on the effective date of the promotion.

d. 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.

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

- (1) Promotions made upon arrival at a gaining organization.
- (2) Pending required security clearance for promotion MOS.
- (3) Delay of promotion as provided for in paragraph 3-2.

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

g. 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 send promotion points to HRC will not be sufficient basis for an administrative records correction for promotion.

3-33. Rules for processing service remaining requirements

There is no service obligation incurred for promotion to SGT or SSG (applicable retroactively regardless of the date of rank or effective date).

3-34. 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 1-11, 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.

3-35. 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, 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 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, removed as erroneously flagged/submitted, or barred from continued service and removed as erroneously barred/submitted provided the Soldier was otherwise qualified in accordance with paragraph 1-11. Failure on behalf of the Soldier, unit, BN HR (or equivalent echelon) 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 by the 8th day of the month, or failure to remove a Flag is not grounds for reconsideration under the administrative records correction process. If the BN HR (or equivalent echelon) or HR specialist has problems with updating a Soldier's promotion record, immediately contact HRC at the above email for assistance.