

is by AR 135-155 in Reserve Components Personnel
update Issue No. 5 Book 1 Aug 1983

Headquarters,
Department of the Army
Washington, DC
May 1983

Army Regulation 135-155
Change 12

Effective 1 May 1983

Army National Guard and Army Reserve

**Promotion of Commissioned Officers and Warrant Officers
Other Than General Officers**

Summary. This is a change to AR 135-155, 30 August 1974. Change aligns policy for requesting promotion commission certificates for Active Army commissioned and warrant officers with AR 624-100 policy.

Suggested improvements. The proponent of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PPC, 9700 Page Blvd., St. Louis, MO 63132.

Posted
4-May-83
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6-1 ✓

Insert pages

6-1 ✓

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Chief of Staff

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*Postal
2 Mar 83
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Headquarters,
Department of the Army
Washington, DC
1 March 1983

Army Regulation 135-155
Change 11

Effective 1 March 1983

Army National Guard and Army Reserve

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

Summary. This is a change to AR 135-155, 30 August 1974. Change deletes reference to SADT; updates RCPAC office symbols, and further clarifies procedures resulting from enactment of DOPMA.

Suggested improvements. The proponent of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Cdr, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PPC, 9700 Page Blvd., St. Louis, MO 63132.

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| ✓ i and ii | ✓ i and ii |
| ✓ 1-1 and 1-2 | ✓ 1-1 and 1-2 |
| ✓ 2-3 and 2-4 | ✓ 2-3 and 2-4 |
| ✓ 3-3 and 3-4 | ✓ 3-3 and 3-4 |
| ✓ 3-5 | ✓ 3-5 |
| ✓ 4-1 through 4-4 | ✓ 4-1 through 4-4 |
| ✓ 4-4.1 and 4-4.2 | ✓ 4-4.1 and 4-4.2 |
| ✓ 4-5 and 4-6 | ✓ 4-5 through 4-6.1 |
| ✓ 6-1 | ✓ 6-1 |

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1 March 1983

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USAR—A

Posted 3/2/82

CHANGE }
No. 10 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 June 1982

**ARMY NATIONAL GUARD AND ARMY RESERVE
PROMOTION OF COMMISSIONED OFFICERS AND
WARRANT OFFICERS OTHER THAN
GENERAL OFFICERS**

Effective 15 July 1982

This change clarifies procedures for promotion of ARNG and USAR officers on active duty as a result of enactment of DOPMA; changes military educational requirements for promotion of SSVC officers; revises the career development letter at figure 4-4 and updates procedures for requesting promotion commission certificates in chapter 6.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

AR 135-155, 30 August 1974, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | <i>Insert pages</i> |
|------------------------|------------------------|
| ✓ 1 and ii | ✓ 1 and ii |
| ✓ 1-1 and 1-2 | ✓ 1-1 and 1-2 |
| ✓ 2-1 through 2-4 | ✓ 2-1 through 2-4.1 |
| ✓ Figure 2-1 (fold-in) | ✓ Figure 2-1 (fold-in) |
| ✓ 3-3 and 3-4 | ✓ 3-3 through 3-4.1 |
| ✓ 4-3 and 4-4 | ✓ 4-3 through 4-4.01 |
| ✓ 4-7 through 4-10 | ✓ 4-7 through 4-9 |
| ✓ 4-13 and 4-14 | ✓ 4-13 through 4-14.1 |
| ✓ 5-1 and 5-2 | |
| ✓ 6-1 | 6-1 |

3. File this change in front of the publication for reference purposes.

This change supersedes Immediate Action Interim Change 101 dated 19 June 1981 and Immediate Action Interim Change 102 dated 24 November 1981.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PPC, 9700 Page Blvd., St. Louis, MO 63132.

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General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Brigadier General, United States Army
The Adjutant General

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Active Army—B
ARNG—A
USAR—A

CHANGE }
No. 9 }HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 April 1981ARMY NATIONAL GUARD AND ARMY RESERVE
PROMOTION OF COMMISSIONED OFFICERS AND
WARRANT OFFICERS OTHER THAN GENERAL OFFICERSEffective 15 May 1981

This change provides for award of equivalent credit for the Civil Affairs Officer Basic Course; implements change in DOD policy concerning satisfactory participation; updates USAR unit vacancy promotion system procedures; provides for removal of names of officers from selection board lists who were in an active status in error at the time of consideration; incorporates provisions for successful completion of Combined Arms and Services Staff Course in table 2-2; requires USAR officers to be considered for promotion in their basic branch; and revises policy concerning individual communications with selection boards.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 135-155, 30 August 1974, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| Remove pages | Insert pages |
|-------------------------|-------------------|
| ✓ 1-1 and 1-2 | ✓ 1-1 and 1-2 |
| ✓ 2-1 through 2-9 | ✓ 2-1 through 2-7 |
| ✓ 3-1 through 3-6 | ✓ 3-1 through 3-5 |
| ✓ 4-5 and 4-6 | 4-5 and 4-6 |

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is the Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RCC, 9700 Page Boulevard, St. Louis, MO 63132.

*This change supersedes Immediate Action Interim Change IO1 dated 5 May 1980, Immediate Action Interim Change IO2 dated 29 August 1980, Immediate Action Interim Change IO3 dated 12 September 1980, and Immediate Action Interim Change IO4 dated 1 October 1980 to AR 135-155.

Posted
vmy
29 Aug 81

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General, United States Army
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CHANGE }
No. 8 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 February 1980

ARMY NATIONAL GUARD AND ARMY RESERVE

**PROMOTION OF COMMISSIONED OFFICERS AND
WARRANT OFFICERS
OTHER THAN GENERAL OFFICERS**

Effective 1 April 1980

This change revises level of authority for promotion to W1 or 2LT for members serving on active duty in a higher AUS grade; includes authority to convene standby advisory boards to consider requests for removal from recommended lists; and implements a prescribed period of time for mandatory promotion of USAR unit officers who transfer to a nonunit status.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 135-155, 30 August 1974, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

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2/26/80

Remove pages

| | |
|----------------------------------|----------------------------|
| 1-1 and 1-2 | 4-1 and 1-2 |
| 2-3 and 2-4 | 2-3 and 2-4 |
| 3-3 through 3-6 | 3-3 through 3-6 |
| 4-1 and 4-2 | 4-1 and 4-2 |
| 4-4.1 and 4-4.2 | 4-4.1 and 4-4.2 |

Insert pages

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USAR—A

CHANGE }
No. 7 }HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 November 1979

ARMY NATIONAL GUARD AND ARMY RESERVE

PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS
OTHER THAN GENERAL OFFICERS*Effective 15 December 1979*

This change updates military educational substitution requirements for promotion; exempts second lieutenants assigned to Control Group (Dual Component) from military educational requirements for promotion; permits greater flexibility in promoting MC, DC or VC officers to captain to fill USAR unit vacancies; revises procedures for submission of nominations to USAR unit vacancy boards; removes the overseas commander's convening authority for USAR unit vacancy boards to captain and requires all nominations to be forwarded to the appropriate CONUSA for boarding; provides for USAR unit vacancy selection boards to convene at four month intervals; expands general board guidance to include an approved waiver of nonparticipation will be considered satisfactory participation for promotion purposes; and implements provisions whereby Reserve warrant officers may be promoted with an effective date or promotion eligibility date earlier than the date of the promotion letter.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 135-155, 30 August 1974, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | <i>Insert pages</i> |
|--------------------------|---------------------|
| ✓ 2-1 through 2-6 | 2-1 through 2-6.1 |
| ✓ 3-1 through 3-7 | 3-1 through 3-6 |
| ✓ 4-0 through 4-4 | 4-1 through 4-4.2 |
| ✓ 4-7 through 4-12 | 4-7 through 4-11 |

3. File this change sheet in front of the publication for reference purposes.

*Posted
16 Nov 79*

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RCC, 9700 Page Boulevard, St. Louis, MO 63132.

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ARNG: A

USAR: A

CHANGE
No. 6

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 March 1979

**ARMY NATIONAL GUARD AND ARMY RESERVE
PROMOTION OF COMMISSIONED OFFICERS AND WAR-
RANT OFFICERS OTHER THAN GENERAL OFFICERS**

Effective 1 May 1979

This change revises military educational requirements for promotion; deletes the requirement that in order to be eligible for selection an officer in grade of major and below must be able to serve 2 years in the higher grade prior to his mandatory removal date; eliminates reference to WAC as a branch of the Army as a result of PL 95-485; discontinues the "best qualified" method of selection when considering warrant officers for promotion to CW3 and CW1; revises composition of selection boards; eliminates the Promotion Consideration Data Sheet; updates procedures in determining effective dates for promotion; and provides Army area commanders authority to issue promotion commission certificates (DA Form 3877) to USAR officers and warrant officers assigned to troop program units.

Users of this regulation will not implement interim changes unless the change document has been authenticated by The Adjutant General. (Interim changes expire 1 year after publication date.) If a formal printed change is not received by the time the interim change expires, users will destroy the interim change.

AR 135-155, 30 August 1974, is changed as follows:

1. New or changed material is indicated by a star.
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3/15/79

| <i>Remove pages</i> | <i>Insert pages</i> |
|------------------------------------|----------------------------|
| 1-1 and 1-2 | 1-1 and 1-2 |
| 2-1 through 2-6.1 | 2-1 through 2-6 |
| 3-1 and 3-2 | 3-1 and 3-2 |
| 3-5 through 3-9 | 3-5 through 3-7 |
| 4-0 through 4-6 | 4-0 through 4-6 |
| 6-1 | 6-1 |

3. File this change sheet in front of publication for reference purposes.

*This change supersedes DA message AGUZ-RCPD-PRO 211530Z April 1978(U), subject: Interim Change 6-1 to AR 135-155; DA message AGUZ-RCPD-PRO 111030Z August 1978(U), subject: Interim Change 6-2 to AR 135-155; DA message AGUZ-RCPD-PRO 111530Z September 1978(U), subject: Interim Change 6-3 to AR 135-155, and DA message AGUZ-RCPD-PRO 041501Z January 1979(U), subject: Method of Selection for Reserve Warrant Officers.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RCPD-PRO, 9700 Page Boulevard, St. Louis, MO 63132.

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ARNG: A

USAR: A

CHANGE }
No. 5 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 10 October 1977

ARMY NATIONAL GUARD AND ARMY RESERVE
PROMOTION OF COMMISSIONED OFFICERS AND
WARRANT OFFICERS OTHER THAN GENERAL
OFFICERS

Effective in accordance with DA messages superseded below.

This change implements an exemption for certain AMEDD officers from mandatory military education requirements for promotion; includes under table 2-2 a provision whereby Reserve Component chaplains may satisfy military educational requirements by completion of Phase 1 and Phase 2 of the Chaplain Reserve Component General Staff Course; assigns HQDA (RCPAC) responsibility to convene mandatory consideration and standby advisory boards for promotion to captain; revises military educational requirements for promotion to major; and clarifies promotion eligibility dates when selected by a standby board or as a result of selection by a mandatory board after nonselection or ineligibility for standby board.

AR 135-155, 30 August 1974, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| ✓ Remove pages | ✓ Insert pages |
|--------------------------|---------------------|
| ✓ 2-3 through 2-6.1..... | ✓ 2-3 through 2-6.1 |
| ✓ 3-1 and 3-2..... | ✓ 3-1 and 3-2 |
| ✓ 3-5 through 3-8..... | ✓ 3-5 through 3-8 |
| ✓ 4-3 and 4-4..... | ✓ 4-3 and 4-4 |

3. File this change sheet in front of publication for reference purposes.

11/23/77

*This change supersedes DA message AGUZ-RPP-PR 171703Z⁰ January 1977 (U), subject: Mandatory Military Education Requirements for Promotion of Certain AMEDD Officers; DA message AGUZ-RPP-PR 251710Z April 1977 (U), subject: Interim Change to AR 135-155; DA message AGUZ-RPP-PR 121414Z May 1977 (U), subject: Interim Change to AR 135-155; DA message AGUZ-RPP-PR 271410Z May 1977 (U), subject: Standby Advisory Boards (1LT-CPT); DA message AGUZ-RPP-PR 061200Z June 1977 (U), subject: Interim Change to AR 135-155; DA message AGUZ-RPP-PR 131448Z July 1977 (U), subject: Interim Change to AR 135-155; DA message AGUZ-RPP-PR 121627Z August 1977 (U), subject: Interim Change to AR 135-155; and DA message AGUZ-RPP-PR 051822Z August 1977 (U), subject: Military Education Requirement, Reserve Component Chaplains.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Administration Center, ATTN: AGUZ-RPP-PR, 9700 Page Boulevard, St. Louis, MO 63132.

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ARNG: A

USAR: A

CHANGE

No. 4

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 22 April 1977

ARMY NATIONAL GUARD AND ARMY RESERVE

PROMOTION OF COMMISSIONED OFFICERS AND WAR-
RANT OFFICERS OTHER THAN GENERAL OFFICERS

Effective in accordance with DA messages superseded below

This change implements revised instructions for individual communications with promotion boards; requires AMEDD officer selection boards to be represented by officers of the same AMEDD Corps being considered for promotion; includes a new category of officers who are ineligible for selection by USAR unit vacancy selection boards; and adds an exemption from the military educational requirements for promotion for those officers being transferred from the OADO Control Group to Annual Training Control Group and who are awaiting AD or ADT.

AR 135-155, 30 August 1974, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| | |
|------------------------|---------------------|
| <i>Remove pages</i> | <i>Insert pages</i> |
| 2-5 through 2-6.1..... | 2-5 through 2-6.1 |
| 3-1 through 3-6..... | 3-1 through 3-6 |

3. File this change sheet in front of the publication for reference purposes.

*This change supersedes DA message AGUZ-RPP-PR 161648Z December 1976 (U), subject: Interim Change to AR 135-155; DA message AGUZ-RPP-PR 171633Z December 1976 (U), subject: Interim Change to AR 135-155; and DA message AGUZ-RPP-PR 101404Z March 1977 (U), subject: Interim Change to AR 135-155.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPP-PR, 9700 Page Boulevard, St. Louis, MO 63132.

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ARNG: A

USAR: A

CHANGE
No. 3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 20 September 1976

ARMY NATIONAL GUARD AND ARMY RESERVE

PROMOTION OF COMMISSIONED OFFICERS AND WAR-
RANT OFFICERS OTHER THAN GENERAL OFFICERS

Effective 1 November 1976

This change revises selection and education substitution criteria; clarifies procedures for submission of USAR officers for promotion consideration who are detailed to AMEDD branches; implements a photograph requirement effective with first selection boards to convene after 1 October 1976; and implements changes regarding removal from selection board lists and effective dates of promotion.

AR 135-155, 30 August 1974, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below.

| <i>Remove pages</i> | <i>Insert pages</i> |
|----------------------|---------------------|
| 1-1 and 1-2..... | 1-1 and 1-2 |
| 2-1 through 2-6..... | 2-1 through 2-6.1 |
| 3-1 through 3-4..... | 3-1 through 3-4.1 |
| 3-7 and 3-8..... | 3-7 and 3-8 |
| 4-3 and 4-4..... | 4-3 and 4-4 |
| 5-1 and 5-2..... | 5-1 and 5-2 |
| 6-1..... | 6-1 |

3. File this change sheet in front of the publication for reference purposes.

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*This change supersedes DA message AGUZ-RPC-PR 291849Z March 1976 (U), subject: Interim Change to AR 135-155; DA message AGUZ-RPC-PR 071458Z May 1976 (U), subject: Interim Change to AR 135-155; DA message AGUZ-RPC-PR 111451Z June 1976 (U), subject: Interim Change to AR 135-155 and DA message AGUZ-RPC-PR 261503Z July 1976 (U) subject: Interim Change to AR 135-155.

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General, United States Army
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Active Army: B

ARNG: A

USAR: A

CHANGE }
 No. 2 }

HEADQUARTERS
 DEPARTMENT OF THE ARMY
 WASHINGTON, DC, 5 February 1976

**ARMY NATIONAL GUARD AND ARMY RESERVE
 PROMOTION OF COMMISSIONED OFFICERS AND
 WARRANT OFFICERS OTHER THAN GENERAL
 OFFICERS**

Effective in accordance with the message superseded below.

This change incorporates Ordnance and Chemical Branches into the branches listed in section II, chapter 2; provides that Standby Advisory Board cases for promotion to captain will be handled as an additional duty by regularly scheduled USAR unit vacancy boards; and revises board member and recorder oaths to conform to oaths currently in use by Active Army promotion boards.

AR 135-155, 30 August 1974, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below.

| <i>Remove pages</i> | <i>Insert pages</i> |
|------------------------|---------------------|
| 2-1 and 2-2..... | 2-1 and 2-2 |
| 2-7 and 2-8..... | 2-7 through 2-9 |
| 3-1 through 3-4..... | 3-1 through 3-4 |
| 4-13 through 4-16..... | 4-13 through 4-16 |

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132.

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ARNG: A (Qty rqr block No. 147)

USAR: A (Qty rqr block No. 147)

Ⓞ *This change supersedes DA message AGUZ-RPC-PR 191757Z November 1975 (U), subject: Interim Change to AR 135-155.

CHANGE }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 September 1975

★ARMY NATIONAL GUARD AND ARMY RESERVE

PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS OTHER THAN GENERAL OFFICERS

Effective 15 October 1975

This change provides for equitable promotion eligibility of obligated officers assigned to Ready Reserve Control Groups and Control Group (Standby); revises procedures concerning award of constructive or equivalent credit of military education for promotion; incorporates educational exception for CA Branch officers who receive direct commissions; revises instructions for composition of selection boards; implements change in security screening requirements for promotion; and clarifies language in letters of nonselection concerning selection board responsibilities.

AR 135-155, dated 30 August 1974, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> ✓ | <i>Insert pages</i> ✓ |
|-----------------------|-----------------------|
| i and ii | i and ii |
| 1-1 and 1-2 | 1-1 and 1-2 |
| 2-1 through 2-6 | 2-1 through 2-6 |
| 3-1 through 3-6 | 3-1 through 3-6 |
| 4-1 through 4-4 | 4-1 through 4-4 |
| 4-7 and 4-8 | 4-7 and 4-8 |
| 4-11 through 4-16 | 4-11 through 4-16 |
| 4-19 and 5-0 | 4-19 |
| 5-1 and 6-0 | 5-1 and 6-2 |
| | 6-1 |

3. File this change sheet in front of the publication for reference purposes.

*This change supersedes DA message AGUZ-RPC-PR 281642Z March 1975, subject: Interim Change to AR 135-155.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132.

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Active Army: B (Qty Rqr Block No. 148)

ARNG: A (Qty Rqr Block No. 147)

USAR: A (Qty Rqr Block No. 147)

ARMY REGULATION }
 No. 135-155 }

HEADQUARTERS
 DEPARTMENT OF THE ARMY
 WASHINGTON, DC, 30 August 1974

ARMY NATIONAL GUARD AND ARMY RESERVE

PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS
 OTHER THAN GENERAL OFFICERS

Effective 15 October 1974

This revision is a consolidation of AR 135-155 and AR 135-158 and prescribes procedures for the selection for promotion of commissioned officers and warrant officers of the Reserve components. Local supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to CDR RCPAC, ATTN: AGUZ-PPC; other commands will furnish one copy of each to the next higher headquarters.

| | | Paragraph | Page |
|---------|--|-----------|------|
| CHAPTER | 1. GENERAL | | |
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*This regulation supersedes AR 135-155, 24 August 1970, and AR 135-158, 27 January 1972, including all changes; and DA messages AGUZ-RPC-PR 182122Z Sep 73 (U), subject: Interim Change to AR 135-155; AGUZ-RPC-PR, 191922Z Sep 73 (U), subject: Interim Modification of Reserve Components Military Educational Requirements, AMEDD; AGUZ-RPC-PR 071418Z Nov 72 (U), subject: Interim Change to AR 135-155; AGUZ-RPC-PR 132102Z Mar 74 (U) subject: Change to Table 1-2, AR 135-155; AGUZ-RPC-PR 091958Z Apr 74 (U), subject: Interim Modification of Reserve Components Military Educational Requirements, AMEDD; AGUZ-RPC-PR 091958Z Apr 74 (U) subject: Interim Modification of Reserve Components and Military Education Requirements, AMEDD; and AGUZ-RPC-PR 031714Z Jul 74 (U), subject: Change to AR 135-155.

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CHAPTER 1 GENERAL

1-1. Purpose and scope. *a.* This regulation prescribes policy and procedures to consider, select, and promote commissioned officers of the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR) and warrant officers of the USAR as Reserve commissioned officers/warrant officers of the Army. Exceptions will be made only by Headquarters, Department of the Army (HQDA). Special provisions applicable to active, retired, and discharged personnel of the US Army are indicated in paragraph 6-1. Throughout this regulation the words "he/his" are intended to include both the masculine and the feminine genders and any exceptions thereto will be so noted.

b. Commissioned officers in the Army Medical Department (AMEDD), Chaplains (CH), and the Judge Advocate General's Corps (JAGC) will be promoted within the branch or corps to which they are assigned. Officers in any other branch can be promoted in a different branch (except for AMEDD, CH, or JAGC).

c. Federal recognition of State unit vacancy promotions of ARNGUS officers and warrant officers are governed by NGR 600-100 and 600-101.

d. USAR officers on active duty promoted on or after 15 September 1981 are promoted in the Reserve of the Army and a promotion letter order is not required in view of their reserve status on the Active Duty List. ARNG officers falling in this category will be promoted subject to the approval from their respective States (sec. IV., chap. 8, NGR 600-100).

1-2. Explanation of terms. For purpose of this regulation, the following apply:

a. Army promotion list (APL). This list includes all branches except AMEDD and CH. The AMEDD promotion list includes all branches of the Army Medical Department (i.e., MC, DC, VC, ANC, MSC, and AMSC).

b. Member. This word includes both commissioned officers and warrant officers of the ARNGUS and the USAR.

c. Nominee. An ARNGUS or USAR member in the zone of consideration for promotion to the next higher grade.

d. Overstrength. The assigned strength is more than the authorized TOE or TDA strength. Assignment of an officer as overstrength may be the result of unit reorganization, inactivation, or relocation; as a result of an assignment error; or as an authorized exception to policy to correct an injustice.

e. Permanent promotion. A promotion in the Regular Army or in a Reserve Component of the Army.

f. Promotion eligibility date (PED). The earliest date upon which an officer who is recommended and selected may be promoted to the next higher grade.

g. Promotion to fill officer position grade vacancies. An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade.

h. Temporary promotion. Promotion to a grade in which a member holds a temporary appointment in the AUS.

i. Troop program unit. A TOE or TDA unit of the USAR organization to serve as a unit upon mobilization or one that is assigned a mobilization mission. The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

j. Unit vacancy. A unit vacancy exists if a position authorized by paragraph and line number of a TOE or TDA is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength.

1-3. Promotion authority. *a.* Authority to issue Reserve of the Army promotion letters is assigned as follows:

(1) Area commanders (CONUS and overseas) and the CG, RCPAC, for members under their jurisdiction.

(2) HQDA (RCPAC) for—

(a) ARNGUS members.

★(b) ARNGUS and USAR members serving on active duty (AGR), and not a member of the Active Duty List, except USAR grades W1.

(c) USAR members in grades W1 if they are not under the jurisdiction of an area commander for Reserve matters.

(d) USAR members released from active duty in the grade of colonel and below.

b. The following commanders are authorized to issue promotion letters to USAR members in the grade of W1 who are released from active duty:

(1) Area commanders in the US Army Forces Command (FORSCOM) (AR 10-42).

(2) Major Army commanders (AR 10-5).

(3) Heads of HQDA agencies exercised com-

mand responsibility (AR 10-5) who are authorized to establish transfer activities for processing personnel for separation (AR 635-10).

c. The commanders in b above may delegate promotion authority to—

(1) Commanding officers of transfer points for USAR members in grade of W1 being released from active duty. This authority should be delegated at the time the transfer activity is established or when a specific unit personnel section is authorized to process transfers.

(2) Commanders of Active Army organizations for which the grade of lieutenant colonel or higher is authorized. A USAR member on active duty in grade W1 who is serving on active duty in an AUS grade which is higher than his current USAR grade may be promoted under this authority.

CHAPTER 2

PROMOTION ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Section I. GENERAL

2-1. Consideration without board action. *a.* A member of the USAR in the grade of W1 or second lieutenant will be considered for promotion without review by a selection board. The member's records will be screened to determine eligibility for promotion to the next higher grade. Eligibility will be determined far enough in advance to permit promotion on the date promotion service is completed (table 2-1).

b. A member is qualified for promotion if he is in an active status, participating satisfactorily (paras 2-5 and 2-6), and there are no grounds for removal from the service (i.e., demonstrated substandard performance, unfitness, unsuitability, or for security reasons). A member of the USAR control group (officer active duty obligor (OADO)) will have met these requirements by virtue of his assignment (para 2-5*b*).

c. Decisions reached as a result of the consideration in *a* and *b* above will be processed as prescribed in chapter 4.

2-2. Inactive and active status. A member who is removed from active status before his promotion is final will be removed from the promotion list (para 3-13). Removal will not be considered a nonselection. If returned to an active status, his name will not be placed on a promotion list unless he is again recommended by a selection or Federal recognition board. He will not be considered for a Reserve of the Army promotion until at least 1 year after the date of his return to an active status.

2-3. Service computation. Service requirements prescribed in table 2-1 will be computed in accordance with the following:

a. Warrant officers. Promotion service will be computed based upon years of service performed in the current warrant officer grade.

b. Commissioned officers. Service requirements for promotion to captain and above require a minimum number of years of promotion and commissioned service. Service periods will not be counted more than once. If an officer was given constructive service credit on his appointment, any actual service before that date will not be counted.

(1) Promotion service (time in grade) is computed by adding—

(*a*) All service performed (or credit by the Secretary of the Army with having been performed) in the current permanent grade in the Army (or, at the discretion of the Secretary of the Army, in any other Armed Force) while in an active status or on the active list.

(*b*) In the case of a first promotion of a person originally appointed in a grade below colonel, all constructive service credited that exceeds the minimum years of service prescribed for the grade in which appointed.

(2) A Reserve commissioned officer's years of service are the greater of—

(*a*) The sum of years of service as a commissioned officer of any component of the Armed Forces or of the Army without specification of the component and the years of constructive service credited; or

(*b*) the number of years by which the member's age exceeds 25 years.

Section II. ELIGIBILITY FOR CONSIDERATION AND GENERAL QUALIFICATIONS FOR SELECTION

2-4. Eligibility for consideration. To be eligible for consideration for promotion to the next higher grade, an ARNGUS or USAR member must be in active status and meet the service requirements in table 2-1.

2-5. Selection criteria. *★a.* To be eligible for selection, an ARNGUS or USAR member who meets the eligibility requirements (para 2-4) must be in an active status or participating satisfactorily in Reserve training. For promotion purposes, sat-

isfactory participation consists of full compliance with all of the commander's instructions. A commissioned officer is also required to meet certain educational requirements unless an exception is authorized. Selection for promotion is a recognition of potential for service in the higher grade and is not a reward for past service.

b. Officers assigned to Ready Reserve Control Groups listed in paragraph 2-13, AR 140-1 or Control Group (Standby) who have not completed their statutory military service obligation will be considered to be participating satisfactorily if they comply with all of their commander's instructions.

2-6. Educational requirements. To qualify for selection, commissioned officers must complete the educational requirements in table 2-2 not later than the date the selection board convenes.

★a. General. The following applies in determining educational qualifications:

(1) Equivalent credit for completion of a lower course of study will be awarded by the appropriate selection board for enrollment and satisfactory participation in a course which is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. The officer must also be enrolled and participating satisfactorily at the time he is considered.

(2) Equivalent credit for the civil affairs officer basic course will be granted after completion of three phases of the civil affairs officer advanced course. A minimum of one of these phases must be branch material. Normally, phase I, II, and III would be considered as officer basic course equivalent.

(3) Successful resident completion of the following courses results in equivalent credit for Command and General Staff College for promotion purposes only:

(a) Armed Forces Staff College; US Air, and US Marine Corps Command and Staff Colleges; US College of Naval Command and Staff; or US Army School of the Americas.

(b) Naval or Air War College.

(c) Industrial College of the Armed Forces.

(d) National War College.

Individuals who are not sure that their successful completion of such resident courses has been documented in their Official Military Personnel Files (OMPF) should query the Cdr, RCPAC, ATTN: AGUZ-PAP-NC, 9700 Page Blvd., St. Louis, MO 63132.

(4) HQDA may award equivalent credit for Command and General Staff College by virtue of successful completion of other equivalent resident or higher level resident courses conducted by another school of the US or foreign military service. Requests will be considered individually and should be submitted to the Cdr, RCPAC, ATTN: AGUZ-PAP-NC, 9700 Page Blvd., St. Louis, MO 63132.

(5) Acceptance of constructive credit or equivalent credit for filling academic requirement is subject to the approval of the commandant of the service school having proponency for the course.

(6) USAR officers will be considered for promotion in their basic branch only. Officers who are detailed will be identified for promotion consideration in their basic branch.

(7) Officers of the APL, Chaplain, and MSC with primary specialty 67 in the grade of captain may be considered to have met the educational requirements for promotion to the next higher grade if they meet one of the requirements listed below.

(a) Awarded constructive or equivalent credit for a branch advance course. Paragraph 2-6a(4) above applies.

(b) Successfully completed any branch or advance course.

1. Officers currently enrolled will be considered educationally qualified upon successful completion of the course of instruction in which now enrolled.

2. Officers not currently enrolled in their branch advanced course are required to enroll in and complete the advanced course which offers the program of instruction for their primary specialty.

3. Officers not currently enrolled will enroll in their branch advanced course if a non-resident course for their primary specialty has not been developed at the time of application.

(8) Effective 1 October 1984, all officers assigned to the SSVC system will be required to

complete the minimum educational requirements in table 2-2 as prescribed for officers of the APL. Completion of Industrial College of the Armed Forces National Security Management Course for SSVC officers will continue to satisfy the educational requirement for promotion to colonel.

b. Educational substitution. The following may be substituted for military educational requirements for promotion to the grades indicated:

(1) An officer, delayed to obtain a graduate degree and assigned to the control group (OADO) or under administrative control of the OADO control group with concurrent assignment to a Reserve component unit, will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment. (See exception in para 2-5*b*.) The promotion authority will make this determination a matter of record by inserting a letter in the officer's record before it is referred to the selection board. The letter will state that the educational waiver is cancelled on the date the officer completes a qualifying service school course or when he completes 6 or more months of active duty or active duty training whichever occurs first.

(2) An officer who has completed at least 2 years of consecutive active duty (excluding special tours of ADT and statutory tours) as a commissioned officer but is not presently serving on active duty in a commissioned status will be con-

sidered educationally qualified for promotion to the next higher grade provided:

(*a*) The officer is being considered for promotion to a grade no more than one grade higher than his active duty grade.

(*b*) The officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommendation by the board that the officer not be promoted.

(*c*) The officer was released from active duty as a commissioned officer within 3 years of the date the board convenes.

(3) **Rescinded.**

c. Educational exceptions. The following officers are not required to meet the educational requirements in table 2-2:

(1) AMEDD officers except MSC with primary specialty 67.

(2) An officer whose removal from active status has been invalid. HQDA may waive the educational requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.

(3) Officers of Staff Specialist branch less those officers assigned to the SSVC system.

(4) Officers in the grade of second lieutenant assigned to the Control Group (Dual Component).

Section III. BOARD CONSIDERATIONS

2-7. Mandatory selection boards. ★*a. General.* Mandatory selection boards will be convened annually (chap 3) to consider members of the ARNGUS and USAR in an active status for promotion to captain through lieutenant colonel. These boards will also consider USAR warrant officers to grades W3 and W4 in an active status or on active duty. These boards will consider members for promotion without regard to vacancies in the next higher grade.

b. First consideration. A member in grade W2, W3 (USAR only), first lieutenant, captain, or major will be first considered for promotion to the next higher grade far enough in advance of

the date the member will complete the service requirements in table 2-1 to effect promotion on the eligibility date for those selected (para 3-2).

c. Second consideration. A member in grade W2, W3, first lieutenant, captain, or major who is not selected on his first consideration will be considered a second time by the next board considering his grade and/or branch only if he remains in an active status.

2-7.1 Consideration for promotion to colonel.

a. Selection boards will convene at the discretion of the Secretary of the Army (chap 3) to consider ARNGUS and USAR officers, in all

branches, for promotion to colonel. These boards will consider and recommend only those who are in an active status.

b. HQDA will—

(1) Prescribe the minimum promotion service and total years commissioned service required for an officer for each branch. So far as practicable, the amount of service prescribed will correspond to that which an officer of the Regular Army in the same branch must have for permanent promotion consideration.

(2) Require that the name of each officer with the prescribed promotion service and years of service be placed on the appropriate zone of consideration list.

(3) Prescribe the number of officers to be recommended for promotion from each list (APL and AMEDD).

(4) Announce zones of consideration for unit and nonunit lieutenant colonels in all branches.

c. Officers not selected for promotion to colonel will be considered again by a selection board provided they remain in an active status and meet the criteria for the next announced zone of consideration.

2-8. USAR unit vacancy selection boards. Promotion to fill authorized unit vacancies in troop program units may be filled through promotion of the best qualified and geographically available officers, as prescribed below.

a. Promotion consideration. USAR unit vacancy promotion consideration to fill a troop program unit vacancy is authorized under two conditions:

(1) When RCPAC(AGUZ-OPM-C) notifies the troop program unit commander that no qualified IRR officers are geographically available.

★(2) When the troop program unit commander receives CONUSA approval of the IRR nonselection on the returned DA Form 4935-R (Request for Unit Vacancy Fill) (chap. 2, AR 140-10).

After the TPU commander receives CONUSA unit vacancy promotion approval, the TPU commander will initiate unit vacancy promotion procedures. The TPU (AR 135-155, USAR Vacancy Promotion Recommendation) commander will complete DA Form 2464-R listing all officers el-

igible for promotion consideration. The completed DA Form 2464-R plus a copy of the completed DA Form 4935-R (chap. 2, AR 140-10) will be forwarded to the MUSARC. The MUSARC will request DA Forms 2464-R be completed on all other eligible geographically available MUSARC TPU officers. The MUSARC will forward the CONUSA all DA Forms 2464-R and the appropriately completed DA Form 4935-R for unit vacancy promotion consideration. CONUSA commanders will ensure that the intent of the unit vacancy fill procedures of chapter 2, AR 140-10 has been complied with before a unit vacancy promotion occurs. DA Form 2464-R and DA Form 4935-R will be reproduced locally on 8½ by 11-inch paper.

b. Eligibility. The USAR unit vacancy promotion system is designed to promote officers to fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. If assignments cannot be made from local resources (officers assigned to units and local members of the Individual Ready Reserve), the names of all unit officers in the next lower grade who meet the following requirements will be forwarded to the appropriation area commander for promotion consideration:

(1) Have completed the necessary promotion service prescribed for promotion to the next higher grade *by convening date of the board.*

(2) Be assigned to any part of an organization whose commander is authorized to forward nominations directly to the area commander or to the commander of the senior Army headquarters outside CONUSA.

(3) Be geographically available to serve in the position for which considered. The unit commander having the vacancy will determine an officer geographically available if he lives within a commuting distance that will allow full participation, has the means, and is willing to travel the distance involved.

(4) Be of the proper branch.

(a) Officers of the AMEDD are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation. Officers

of the Medical Corps, Dental Corps, and Veterinary Corps in the grade of first lieutenant, who are otherwise eligible, may be considered for promotion to captain to fill a valid vacancy in the grade of captain or major within their respective corps without regard to Specialty Skill Identifier.

(b) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

(c) Officers of all other branches are eligible for promotion consideration to fill vacancies in any of those branches, except that all officers are subject to the assignment limitations in AR 140-10. Officers selected for promotion to fill a vacancy in a branch in which they are not qualified must become qualified in accordance with applicable regulations.

(5) The unit vacancy must be in the next higher grade unless an intermediate grade is not authorized in the TOE or TDA unit except that MC, DC, or VC officers may be promoted to fill unit vacancies as described in *b(4)(a)*, above, without regard to whether an intermediate grade is authorized in the TOE or TDA. An officer filling a position which is two grades higher than his current grade may be recommended for promotion to the next higher grade. (A first lieutenant may be

recommended for promotion to captain (an unauthorized position in the unit) even though the vacancy is in an authorized position of major.) A grade vacancy is not required for promotion to first lieutenant.

(6) If approved by the promotion authority, a first or second lieutenant, who for 12 or more months has served creditably in a unit vacancy prescribed for captain, may be placed on the list of eligibles for promotion to the next higher grade. An officer may not be promoted more than once under this exception.

(7) Officers who have been nonselected by the preceding mandatory board to the grade of captain through lieutenant colonel, although they must be considered, cannot be selected for unit promotion until they have been considered and selected by a succeeding mandatory board.

(8) Officers who should have been but were not considered for promotion to the grade of CPT through LTC by a preceding mandatory board and who are not now eligible for standby consideration (para 3-14c), although they must be considered, cannot be selected for unit vacancy promotion until they have been considered and selected by a subsequent mandatory board.

| | | | | | | | |
|---|------------|------------------------|--------|--------|--------------------------------|-----|-----|
| AR 135-155 USAR UNIT VACANCY PROMOTION RECOMMENDATION <i>For use of this form, see AR 135-155; proponent agency RCPAC</i> | | | | | DATE | | |
| TO: | | THRU: | | FROM: | | | |
| SECTION I - POSITION VACANCY DATA | | | | | | | |
| a. | GRADE | SSI | BRANCH | TITLE | UNIT | | |
| b. | LOCATION | | PARA# | LINE# | TOE/TDA# | | |
| c. DATE POSITION VACANCY OCCURRED: | | | | | | | |
| d. UNIT STRENGTH IN THAT BRANCH CATEGORY IS: | | | | | | | |
| | | MG | BG | COL | LTC | MAJ | CPT |
| | AUTHORIZED | --- | --- | --- | --- | --- | --- |
| | ASSIGNED | --- | --- | --- | --- | --- | --- |
| e. THIS UNIT (is) (is not) UNDER CONSIDERATION FOR INACTIVATION OR REORGANIZATION. | | | | | | | |
| f. INCL 1 IS CURRENT RCPAC STATEMENT OF NONAVAILABILITY OF FILLER OFFICER. | | | | | | | |
| SECTION II - OFFICER PERSONNEL DATA | | | | | | | |
| a. THE OFFICER RECOMMENDED FOR PROMOTION IS: NAME (Last, First, MI) | | | | | | | |
| | GRADE | SSN | SSI | BRANCH | DOR | | |
| c. OFFICER (does) (does not) MEET THE HEIGHT/WEIGHT STANDARDS OF AR 600-9. | | | | | | | |
| d. ALL OTHER OFFICERS GEOGRAPHICALLY ELIGIBLE TO BE SELECTED, BUT NOT RECOMMENDED FOR THIS POSITION ARE: (Continue on reverse) | | | | | | | |
| | GRADE | NAME (Last, First, MI) | | | SSN | | |
| | SSI | BRANCH | | | DOR | | |
| e. ALL OFFICERS GEOGRAPHICALLY AVAILABLE WHO ARE ELIGIBLE TO BE CONSIDERED BUT NOT ELIGIBLE TO BE SELECTED FOR THE REASON(S) INDICATED ARE: (Continue on reverse) | | | | | | | |
| | GRADE | NAME (Last, First, MI) | | | SSN | | |
| | SSI | BRANCH | | | DOR | | |
| INDICATE DISQUALIFICATION AS FOLLOWS: NE - REQUIRED MILITARY EDUCATION NOT COMPLETED. NM - PRIOR NONSELECTION BY MANDATORY BOARD. | | | | | | | |
| | | | | | NAME & GRADE OF UNIT COMMANDER | | |

c. Authorized vacancies. The following rules will be used to determine if a vacancy exists:

(1) An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorized in the TOE/TDA for his grade.

(2) The existence of a vacancy for a position designated in (a), (b), and (c) below will be determined by counting certain officers against the strength authorization. A position—

(a) Designated to be occupied by an officer of a special branch in the TOE/TDA. Count only officers assigned to special branches (AMEDD, CH, and JAGC), including overstrength.

(b) Not designated to be occupied by an officer of a particular special branch. Count all officers, including assigned overstrength, except AMEDD, CH, and JAGC.

(c) Listed as "branch immaterial." Count all officers, including assigned overstrength, regardless of branch.

d. Submitting names of eligibles.

(1) Names of eligible officers will be forwarded to the selection board (chap. 3) on DA Form 2464-R (Summary of Service for Reserve Promotion Purposes), showing the number of officers authorized and assigned in grade for unit promotion consideration. Eligible officers will be reported as shown in the punch-card format of figure 2, AR 680-150. A photograph is required for each eligible officer to be included with the recommendation. A black and white or color photograph (at least 3½x3½ inches not to exceed 8x10 inches which is preferable) of the eligible officer will be taken in Army Green shade 44 uniform (less headgear), full-length, standing pose, body turned to his right approximately 30 degrees from axis of camera to subject, head facing camera, feet slightly apart, hands at sides. Eligible officers may be photographed in summer service uniforms in those climatic areas where the Army Green uniform is not authorized for wear during any season. No retouching on the negative or print

is permitted. The officer's signature must appear on the reverse of the photo, along with his name (last, first, middle initial), grade, social security number, height and weight, date of photograph, and organization of assignment typed or printed legibly for identification purposes. Eligible officers may seek assistance in obtaining an official photograph from a nearby military installation or submit a personal photo which meets the above requirements to the area commander at least 60 days prior to the convening date of the board.

(2) DA Form 2464-R will be used for submitting names of eligible officers (fig. 2-1). DA Form 2464-R will be reproduced locally on 8½x11 inch paper. A copy of the document establishing educational qualification will be attached. Copies may be certified true copies or those reproduced mechanically.

(3) USAR commanders will submit the names of officers who meet the criteria in *b* and *c* above to fill unit vacancies in grades of captain through colonel to their area commander for promotion consideration. USAR commanders must nominate all eligible officers for consideration but are not required to recommend any for promotion. In such instances, items *a* through *c*, section II of the DA Form 2464-R will be omitted. Item *e*, section II, DA Form 2464-R will be completed to reflect those officers who are not eligible to be selected. In item *e*, the reason the officer is not eligible for selection will be included (e.g., officer not educationally qualified for promotion or officer not selected by preceding mandatory/discretionary board). Promotion recommendations/considerations from major oversea commanders and RCPAC to fill unit vacancies in grades of captain through colonel will be processed by the commands shown below.

| <i>Area command</i> | <i>Processing command</i> |
|----------------------------|---------------------------|
| Europe and Puerto Rico | First US Army |
| Southern Command and RCPAC | Fifth US Army |
| Alaska and Hawaii | Sixth US Army |

(Locate fig. 2-1, a fold-in page, at the end of regular size pages.)

Table 2-1. Service Requirements

| <i>Grade</i> | | <i>Unit Board</i> | | <i>Mandatory Board</i> | |
|--------------|-----------|-----------------------------|-----------------------------|--------------------------------------|-------|
| <i>From</i> | <i>To</i> | <i>Years in lower grade</i> | <i>Years in lower grade</i> | <i>Years of commissioned service</i> | |
| W1 | W2 | 3 | 3 | | |
| W2 | W3 | 6 | 6 | | |
| W3 | W4 | 6 | 6 | | |
| 01(2LT) | 02(1LT) | 3 | 3 | | |
| 02(1LT) | 03(CPT) | 2 | 4 | | 6 |
| 03(CPT) | 04(MAJ) | 4 | 7 | | 12 |
| 04(MAJ) | 05(LTC) | 4 | 7 | | 17 |
| 05(LTC) | 06(COL) | 3 | *Note | | *Note |

*Note. Announced annually.

Table 2-2. Educational Requirements

| <i>Grade</i> | | |
|--------------|-----------|---|
| <i>From</i> | <i>To</i> | <i>Requirement</i> |
| 2LT | 1LT | Any officer basic course. (Notes 1, 2, and 11). |
| 1LT | CPT | Any officer basic course. (Notes 1, 2, 3, and 11). |
| CPT | MAJ | Any officer advanced course. (Notes 4, 11, and 12). |
| MAJ | LTC | Fifty percent of the Command and General Staff Officers Course (CGSOC). (Notes 5, 6, 7, 8, and 13). |
| LTC | COL | The CGSOC. (Notes 6, 9, 10, and 13). |

Notes.

1. Second lieutenants assigned to Control Group (Dual Component) and officers transferred from the OADO Control Group to AT Control Group who are awaiting orders to AD or ADT are not required to meet the educational requirement for promotion. Promotion under these circumstances does not negate the requirement to complete the basic course at a subsequent date.

★ 2. Civil Affairs officers who receive direct commissions will complete 50 percent of the Civil Affairs Officers Advanced Course in lieu of an officer basic course. (See para 2-6a(2).)

3. Selective Service System (SSVC) officers must also complete Phase 1 of the SSVC correspondence course.

4. SSVC officers are required to complete 50 percent of any advanced course and the management courses prescribed by the SSVC system.

5. Completion of either the Logistics Executive Development Course (LEDC) or the Associate Logistics Executive Development Course (ALEDC) will satisfy this requirement. To receive credit, the officer must provide evidence of completion of the LEDC or ALEDC to the Cdr, RCPAC.

6. JAGC officers may satisfy this requirement by completing the JAGC Reserve Components General Staff Course.

7. Chaplains may satisfy this requirement by completing Phase 1 of the Chaplain Reserve Component General Staff Course (CRCGSC).

8. SSVC officers are required to complete any officer advanced course.

9. Chaplains may satisfy this requirement by completing Phases 1 and 2 of the CRCGSC.

★ 10. SSVC officers may complete the Industrial College of the Armed Forces National Security Management Course in lieu of CGSOC.

11. JAGC officers appointed with military education stipulation of paragraph 3-12, AR 135-100, will be considered to be educationally qualified for promotion if progressing satisfactorily (portion of required education completed is equal to or greater than the portion of allowed time elapsed following appointment, AR 135-316, para 5) toward completion of military education at the date the promotion board convenes.

★ 12. Completion of the 120-hour NRI Pre-Combined Arms and Services Staff School (CAS³) nonresident instruction and successful completion of the 6-hour examination following the course will satisfy this requirement.

★ 13. Completion of the Combined Arms and Services Staff School (CAS³) resident instruction will satisfy this requirement.

CHAPTER 3 BOARD SCHEDULES AND PROCEDURES

Section. I GENERAL

3-1. Convening authority. Authority to appoint and convene selection boards and standby advisory boards is assigned as shown in the table below.

3-2. Zone of consideration lists. Area commanders, the CG, RCPAC, and State adjutants general will prepare and submit lists of the names of eligible members, as prescribed in AR 680-150. Separate lists will be prepared for Chaplains and each corps of AMEDD. A consolidated list of all other branches will be prepared for each grade considered.

3-3. Furnishing records. *a.* Official military personnel files (OMPF), promotion consideration data folders, or other pertinent files will be reviewed by the selection board.

b. Information filed in the OMPF (AR 640-10) may be made available to selection boards. Unsupported or unacted upon derogatory or suitability information, however, will not be furnished.

3-4. Notice of consideration. *a.* CG, RCPAC, will notify each USAR nominee who is in the zone of consideration by a mandatory selection board and is

not on active duty. For information and appropriate corrections, a copy of the officer's records that the selection board will review will accompany the notification letter. The notification letter will also include a photograph requirement. Photograph specifications for mandatory selection boards are the same as those specified for unit vacancy boards (para 2-8*d*). Notification of USAR unit members will be based on lists of eligibles reported in accordance with AR 680-150.

b. State adjutants general will ensure that photographs meeting the specifications in paragraph 2-8*d* of the regulation are submitted by all ARNG personnel, for mandatory promotion, to the Army National Guard Personnel Center, 5600 Columbia Pike Office Building, Falls Church, VA 22041. Photographs must arrive at least 90 days prior to the convening date of the board to be included in the official military personnel file being forwarded to RCPAC.

| <i>Assigned Authority</i> | <i>For</i> | <i>For Promotion To</i> |
|---------------------------|--|---|
| HQDA | Mandatory consideration boards | Major and Lieutenant Colonel |
| | Mandatory consideration boards | Captain |
| | Mandatory consideration boards | CW3 and CW4 |
| | Boards for selection | Colonel (APL and AMEDD) |
| | Standby advisory boards | All grades (para 3-5 <i>c</i> and 3-14) |
| Area Commanders | USAR unit vacancy boards | All grades |
| | Federal recognition boards (NGR 600-100 and -101). | All grades |

Section II. SELECTION BOARD PROCEDURES

3-5. Board schedules. Headquarters authorized by this regulation to convene selection boards will adhere to the following schedule:

a. USAR unit vacancy selection boards (para 2-8) will normally convene during the months of April, August, and December on the date announced by HQDA.

b. Mandatory selection boards (para 2-7) will convene annually as announced by HQDA.

c. Delayed mandatory and mandatory reconsideration cases (standby) for promotion of other than AMEDD officers will be handled as an additional duty by the regularly scheduled mandatory consideration boards. AMEDD standby cases will be

handled by the annual AMEDD mandatory consideration board and by a special AMEDD standby board which will convene approximately 6 months after the regular board (para 3-14).

3-6. Responsibility. *a.* The convening authority will appoint mature officers of varied experience to serve as board members. Their records will be reviewed and/or other action taken to ensure that board members are the most capable of officers available.

b. The promotion authority will ensure that eligible members are aware of the general qualifications for selection (sec. II, chap. 2; and para 3-4 and 3-10).

3-7. Selection. Except as stated elsewhere in this regulation promotion will be made only on recommendation of a selection board.

3-8. Composition of selection boards. *a.* Reserve Component selection boards will be composed as shown in table 3-1.

b. The following additional requirements apply to board membership:

(1) Each board shall be composed of at least five members who are seniors in regular or reserve grade to, and who outrank, any officer considered by that board. At least one minority member will be appointed as a voting member of all boards. At least one female member will be appointed as a voting member of the board whenever a female is being considered for promotion.

(2) At least one-half of all selection board members will be Reserve Component officers not on active duty.

(3) At least one member will be from each Reserve Component having officers in the zone of consideration.

(4) A selection board may not be impaneled for longer than 1 year; nor will a board member serve on consecutive selection boards considering the same grade if the second board considers a member who was nonselected by the first board.

(5) A USAR Civil Affairs officer may be detailed for selection board duty if he is of the appropriate grade and holds a primary SSI relating to a branch providing combat service support listed below:

- (a) Adjutants General's Corps.
- (b) Chemical Corps.
- (c) Finance Corps.
- (d) Ordnance Corps.
- (e) Quartermaster Corps.

(f) Transportation Corps.

(6) For area commanders in CONUSA, no more than one USAR officer from the same ARCOM/GOCOM or no more than one ARNGUS officer from the same State may serve on the same board. For area commands overseas, no more than one officer from the same unit may serve on the same board.

★(7) Officers of the Chaplain Branch and each AMEDD corps being considered for mandatory/discretionary promotion will be represented on the selection board by an officer of the same branch or corps. Alternate members will be used only when members of their branch or corps are being considered.

(8) General qualifications for selection board membership are as follows:

(a) Members selected for board duty must be the finest officers available. A broad base of experience upon which sound decisions can be made should be the primary criterion used in making selections.

(b) ARNG and USAR officers must not have failed a selection for promotion by a mandatory consideration board.

(c) Officers in grade of lieutenant colonel and above (other than AMEDD) must have credit for the Command and General Staff College or a higher level of military education.

(d) Officers should be college graduates but this is not a mandatory requirement. Officers who do not have a degree must have an exceptionally broad and varied background of military experience.

(e) USAR officers serving on unit vacancy boards must be members of units.

3-9. Instructions to the board. *a.* The convening authority will issue a letter of instructions to selection boards prescribing the oaths to be taken by board members, reports to be furnished, methods of selection, and any other administrative details required. Although the area commander has authority for convening the DA Reserve unit vacancy boards, the letter of instructions and guidance will be provided by HQDA.

b. The letter of instructions will direct that the board—

(1) Review the evaluation report file when determining a member's qualifications.

(2) Select members using the fully or best qualified method, as prescribed in the letter of instructions.

(3) Recommend elimination and board consideration of nonselected members if their records indicate a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

c. The following oaths will be administered to the members of the board:

(1) Board members (administered by the recorder).

You, (*identify each member by grade and name*), do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority. (Each member of the board will respond "I do.")

(2) Recorder (administered by the board president).

You, (*identify by grade and name*), do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board. (Recorder will respond "I do.")

3-10. Individual communications with the board.

a. No officer is authorized to appear in person before a selection board on his own behalf or in the interest of another officer who is under consideration.

b. An officer under consideration may write a letter to the selection board inviting attention to any matter of record in the Department of the Army concerning himself that he feels important in the consideration of his records. Any letter considered by a selection board will become a matter of record to be maintained with the records of the board for a period of 1 year. Letters to boards, including inclosures, are privileged communications and will not be filed in the officer's OMPF.

(1) Letter communications with the board will be accepted only from the individual under consideration.

(2) Newly acquired diplomas, degrees, professional stature, or information pertaining to civilian occupations, including length of experience (from-to) and extent of supervisory responsibility, are appropriate inclosures to a letter to the board.

(3) Communications to a selection board which are written by other parties on behalf of officers or which contain criticism or reflect adversely upon the character, conduct, or motives

of any officer will not be given to a selection board.

c. Appropriate communications to a selection board will be considered if received prior to the time the board convenes. Communications should be mailed to the convening authority (either the area commander or Cdr, RCPAC, ATTN: AGUZ-PAP St. Louis, MO 63132). Submitted documents should be either photostatic or certified true copies, as they will not be returned to the sender.

d. Appeals of efficiency/evaluation reports will not be included in letters directed to the selection board, but will be prepared and submitted in accordance with AR 623-105.

3-11. Method of selection. The selection board will base their recommendations for promotion upon impartial consideration of all personnel being considered. The board will use a method of selection as prescribed below.

a. *Fully qualified.* To be fully qualified for selection, a member must be—

(1) In the zone of consideration.

(2) On active duty or participating satisfactorily in Reserve training.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified (commissioned officers only).

(6) Must possess appropriate SSI in specialty fields of aviation, JAGC, CH, and AMEDD (for USAR unit vacancy promotion only). AMEDD officers must possess appropriate qualifications as indicated below.

(a) MC—Any 2 digit Specialty code 60 or 61 or 62.

(b) DC—Any 2 digit Specialty code 63.

(c) VC—Any 2 digit Specialty code 64.

(d) ANC—Any 2 digit Specialty code 66.

(e) AMSC—Appropriate three character Special Skill Identifier.

(f) MSC—Appropriate three character Special Skill Identifier.

b. *Best qualified.* To select those who are best qualified, the board must first determine which members of a group are *fully* qualified; then select the best qualified from that group.

3-12. Guidance for the board. Board members will use the following general guidance in their deliberations:

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each of the individuals recommended for promotion by the board.

b. The extent to which a member has taken advantage of available means to improve his professional qualifications will be considered (i.e., active and regular participation in scheduled training programs and completion of military education courses).

3-13. Removal from a selection board list. The name of a member will not be removed from a selection board list except as authorized in this paragraph.

a. Authority.

(1) Only the Secretary of the Army may delay promotion or remove a member's name from a recommended list if the reason for removal is the result of an investigation or proceedings of a court-martial or board of officers which results in the member's retention in an active status.

(2) HQDA may remove the name of a member who was ineligible for selection because he—

(a) Was removed from an active status before promotion was finalized (para 2-2).

(b) Was not in an active status or was in an active status in error at the time of consideration (para 2-4).

(c) Was not participating satisfactorily in Reserve training (para 2-5).

(d) Had not completed the minimum educational requirements before the selection board convened (para 2-6).

(e) Was not in the zone of consideration (table 2-1).

★*(f)* Was transferred from an APL branch to a special branch (AMEDD, CH, or JAGC) or from a special branch (AMEDD, CH, or JAGC) to any other branch (APL) prior to the effective date of promotion (para 1-1b).

(3) HQDA may remove the name of a mem-

ber who was selected for unit vacancy promotion but who was transferred from the unit before the promotion was accomplished.

(4) HQDA may remove the name of a member from a not-recommended list if he—

(a) Was not eligible for consideration for one of the reasons in *a(2)(a)*, *(b)*, or *(e)* above.

(b) Is considered eligible for and subsequently selected by a standby board (para 3-14).

b. Procedures. Recommendation for removal from a recommended list for a reason shown in *a* above may be submitted at any time to Cdr, RCPAC, ATTN: AGUZ-PAP.

(1) The commander's recommendation will contain full reasons for the proposed action and indicate that an evaluation report, if appropriate, has been submitted (AR 623-105). If the basis for removal is other than lack of mandatory qualifications, the responsible commander will insure that favorable personnel action (AR 600-31) is suspended and that the suspension is not removed until the case is closed. Requests for removal for cause of a member's name from a recommended list will be forwarded through channels to Cdr, RCPAC, ATTN: AGUZ-PAP-B for consideration by a standby advisory board. In event the standby board recommends removal of the member's name from the recommended list then the request for removal together with the standby board's findings will be forwarded through ODCSPER, DA to the Secretary of the Army for final determination as outlined in paragraph 3-13a(1).

(2) HQDA will remove the name of a member who was ineligible for one of the reasons in *a(2)*, (3), and (4) above. The selection board action will then be declared null and void and the member will not be considered a nonselection. He will, however, be a nonselection if he—

(a) Was not participating satisfactorily.

(b) Had not completed the minimum educational requirements before the selection board convened.

c. De facto status.

(1) A member whose promotion has been an-

nounced will be notified immediately if his promotion was unauthorized for a reason shown in *a* above. HQDA will determine whether the member served in a de facto status in the grade to which he was invalidly promoted.

(2) A promoted member who occupied the higher grade and actually discharged the functions of that grade in good faith from the date of promotion to the date he was notified of its invalidity will be determined to have served in a de facto status. If the member attained promotable status during the period served in a de facto status, his promotion will be announced in orders of current date. The member's date of rank will be as of the date he attained eligibility under this regulation.

d. Promotion consideration after removal. A member whose name has been removed from a selection board list for the reason in *a(2)(f)* above will be considered by the next appropriate regular

or standby board. If the member is not eligible for standby board and is recommended by the regular board, the effective date of promotion will be the date the board reports its recommendation. A member so selected will have a promotion eligibility date (PED) computed in accordance with paragraph 4-19*b* or paragraph 4-19*c* (para 4-15).

3-14. Standby boards. *a.* Standby advisory boards will convene as prescribed in paragraph 3-5*c*.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omitted or his records contained a material error when reviewed by the selection board. If his name was omitted, he will be considered, provided he is eligible (*c* below).

Eligibility for reconsideration will be determined by HQDA.

★*c.* Applications for standby advisory board consideration for promotion will be forwarded through command channels to Cdr, RCPAC, ATTN: AGUZ-PAP-NS. As an exception, area commanders will disapprove applications from applicants who do not meet the minimum educational requirements (para 2-6), without referring them to RCPAC.

d. Nonselection by a standby board will not be considered a passover unless the individual was

considered and not selected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member not selected or not qualified (*b* above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19*b*(3).

e. When a recommendation for removal is received under the provisions of paragraph 3-13*b*(1), a standby advisory board will convene to consider the removal of the member's name from the recommended list.

Table 3-1. Composition of Selection Boards

| <i>Board</i> | <i>Membership</i> |
|---|---|
| MAJ, LTC and COL, APL and CH ¹ | 1 General Officer, Reserve Components (President) ² 2 COL, Reserve Components 2 COL, Regular Army 1 COL, Reserve Components, Chaplain (alternate member) |
| CPT, APL and CH ¹ | 1 General Officer, Reserve Components (President) ² 5 COL, Reserve Components ³ 3 COL, Regular Army ³ 1 COL, Reserve Components, Chaplain (alternate member) ³ |
| CPT, MAJ, LTC and COL, AMEDD | 1 General Officer, AMEDD, Reserve Components (President) 5 COL, Reserve Components, AMEDD 1 COL, Regular Army |
| CW3, and CW4 | 1 General Officer, Reserve Components (President) 1 COL, Reserve Components ³ 1 COL, Regular Army ³ 1 CW4, Reserve Components 1 CW4, Regular Army |
| USAR Unit Vacancy to CPT through COL .. | 1 General Officer, Regular Army (President) 3 COL, Reserve Components 1 COL, Regular Army 1 COL, Reserve Components, alternate member as required. ⁴ |

Notes

¹APL selection boards will include at least one member of the combat arms, combat support arms, and combat service support specialists.

²The ARNGUS and USAR will furnish the board president on an alternating basis.

³May be a LTC if a COL is not available.

⁴An alternate member is required when considering officers of the Chaplain Branch and for each AMEDD Branch.

CHAPTER 4

PROCESSING SELECTION BOARD RECOMMENDATIONS

Section I. GENERAL

4-1. Release of selection board reports. Information regarding the decisions of a selection board will not be released until the member's immediate commander has been notified, either by receipt of the selection or nonselection letter or by published circular and, in any event, no earlier than the release date announced by the HQDA (DAPE). The only exception to these methods of releasing information will be on a need-to-know basis, through command channels, when the board results will affect other personnel actions (e.g., a request for extension or release from active duty, retirement, or mandatory removal from active status).

4-2. Change of address or status. A member of the ARNGUS or USAR who, after his name has been submitted to a mandatory selection board (para 2-7), changes residence from one area command to another or changes status from unit to nonunit, from ARNGUS to USAR, or from USAR to ARNGUS will be monitored by the promotion authority submitting his name until the board consideration is concluded. The losing command will notify the gaining command of the selection board results so that the member may be informed at the proper time. The names of selected members will be furnished in the format outlined in figure 4-1. The names of nonselected members will be furnished by letter that will include SSN, date of transfer, and whether it is a first or second nonselection.

4-3. Entry on active duty during promotion consideration. *a.* A member of the ARNGUS or USAR who enters on active duty (other than for training) during mandatory promotion consideration (para 2-7), will be monitored by the area commander or the CG, RCPAC. Area commanders will submit the name of the member and the findings of the selection board to Cdr, RCPAC, ATTN: AGUZ-PAP for further action.

b. The CG, RCPAC, is responsible for considering Control Group (OADO) officers for promotion to first lieutenant and furnishing information to the active duty commander. The commander of the first permanent unit of assignment will be notified if an officer scheduled to enter active duty will attain promotion eligibility on the reporting date or between the active entry date and 60 days later. An information copy of the notice will be sent to the member's temporary duty station commander.

4-4. ARNGUS promotion. *a.* A member of the ARNGUS who is extended Federal recognition in a higher grade will be appointed in the same grade as a Reserve commissioned or warrant officer of the Army. The Chief, National Guard Bureau (CNGB), will notify the CG, RCPAC, for appropriate administrative action.

b. An ARNGUS member who held a higher temporary or permanent grade will be promoted to the higher grade on the date of transfer to the USAR.

c. ARNGUS members of branches MC, DC, ANC, AMSC, and chaplains who are selected for promotion by a mandatory board may be extended Federal recognition in the higher grade when the promotion eligibility date is reached. This criterion applies only to promotion to the grade of colonel and below and provided the promotion is not more than one grade higher than that specified for the position in the TOE or TDA.

4-5. Promotion upon transfer. *a.* A member of the ARNGUS with honorable service who is transferred to the USAR will be advanced to the highest grade previously satisfactorily held in any component of the Army.

b. A member of the USAR who is transferred to the Retired Reserve will be—

(1) Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including all components).

(2) Transferred in the Reserve grade for which selected for promotion when the transfer is the result of physical disability, completing the number of years of service, or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-6. Posthumous promotion. *a.* A member of the ARNGUS or USAR who, after having been officially recommended to and approved by the promotion authority for promotion, dies before he can be promoted may be considered for promotion posthumously. A posthumous promotion may be issued only if the cause of death was incurred in line of duty while the individual was serving on active duty, active duty for training, or engaged in inactive duty training.

b. The CG, RCPAC, is the approving authority for posthumous Reserve of the Army promotions. Commanders will furnish the following information through channels:

(1) Date and cause of death.

(2) A statement that death was or was not in line of duty.

(3) The date of official recommendation and selection for promotion.

c. The effective date of promotion will be the date the promotion recommendation was approved by the convening authority. No bonus, gratuity, pay, or allowances will be granted because of a posthumous promotion.

4-7. Promotion after disqualification. A member disqualified for promotion to first lieutenant or W2 who was retained in an active status (para 4-28) may be promoted if subsequently determined to be qualified. The promotion eligibility date will not be earlier than the date the member is determined qualified for promotion. A memorandum for record will be prepared to explain the later promotion eligibility date. A copy of the promotion letter and the memorandum for record will be placed in the member's MPRJ and a copy of each forwarded to Cdr, RCPAC, ATTN: AGUZ-PAP.

4-8. Unit officers selected for promotion. *a.* A USAR officer who is mandatorily considered and

then selected will be transferred from the unit and promoted not later than 90 days after the receipt of promotion notification or the normal established promotion eligibility date whichever is later unless he—

(1) Fills a vacancy in the unit in a higher grade.

(2) Is authorized retention in the unit in a lower grade (AR 140-10).

(3) Declines promotion for the maximum period authorized (see IV).

b. An officer who is considered and selected by a unit selection board will not be promoted if he transfers from the unit before the promotion is accomplished or the vacancy no longer exists due to reorganization. Officers selected but not promoted will be deleted from the recommended list (para 3-13a(3)).

4-9. Promotion requiring US Senate confirmation. Members selected for promotion (para 2-7, 2-8, 5-3, and 5-4) to the grades of lieutenant colonel or colonel will be confirmed by the Senate (10 USC 593(a)).

a. Area commanders, the Chief, National Guard Bureau, or the Office of The Surgeon General (DASG-PTL-V) will, within 30 days after adjournment of a selection Federal recognition board, or upon approval for appointment, provide the Cdr, RCPAC, (AGUZ-PAP) with a list of officers recommended for appointment/promotion to lieutenant colonel and colonel. The list will include the name, branch, and SSN of each recommended officer.

b. The CG, RCPAC, will forward the lists of recommended officers through channels to the US Senate for confirmation.

c. Notification of Senate confirmation of officers recommended for promotion *by mandatory selection boards* (para 2-7) will be sent by—

(1) HQDA(DAPE) to the CG, RCPAC.

(2) The CG RCPAC, to FORSCOM, CONUS Armies, major oversea commands, and CNGB.

d. Notification of Senate confirmation of officers recommended for promotion to *fill authorized unit vacancies* (para 2-8) will be sent by—

(1) HQDA(DAPE) to RCPAC, FORSCOM, and CONUS Armies.

(2) CONUS Armies to major oversea commanders.

e. Notification of Senate confirmation of Army National Guard officers recommended for promotion in the Reserve of the Army as a result of

a favorable recommendation by a Federal recognition board will be sent by—

- (1) HQDA (DAPE) to RCPAC.
- (2) CG, RCPAC, to CNGB.

Section II. SELECTED FOR PROMOTION

4-10. General. *a.* A member who has been recommended for promotion to the next higher grade must meet the requirements listed below before he can be promoted. The individual must—

- (1) Be in active Reserve status.
- (2) Complete the service requirements listed in table 2-1.
- (3) Be medically qualified.
- (4) Have undergone a favorable security screening.

b. The effective date of the promotion will be computed as prescribed in section III.

4-11. Medical examination. Each member of Ready Reserve is required to undergo a medical examination (AR 40-501) at least once every 4 years. If a member selected for promotion has not been examined within the past 12 months, he will be required to certify that there has been no change in his medical fitness since his last complete medical examination. A partial or temporary physical disability resulting from a disease, wound, or injury should not disqualify a member for promotion.

4-12. Security screening. Promotion authorities will ensure that a favorable security screening is completed before announcing a promotion.

a. Screening.

(1) The MPRJ will be screened to ensure that derogatory or unfavorable suitability information is not contained therein. If the results of this screening are favorable, final promotion action may proceed.

(2) If the screening of the MPRJ reveals derogatory or suitability information, the promotion authority will cause a National Agency Check (NAC) to be conducted. Final action of the promotion will be withheld until the results of the NAC are received.

b. Processing unfavorable information.

★(1) The following procedures apply when suitability or unresolved derogatory information is in the MPRJ or is received from any other reliable source.

(a) Cases involving unresolved derogatory information of a security nature will be processed as prescribed in AR 604-10 and NGR 604-10. Action will be taken by the major commander with jurisdiction over the area in which a USAR member resides.

(b) Cases involving suitability information will be resolved by the CNGB (NGR 604-10) or, for USAR members, by an evaluation board. Area commanders or the CG, RCPAC, will convene the board under the provisions of chapter 4, AR 600-37.

(2) If the information bars promotion, decisions of the CNGB or the evaluation board will be processed as prescribed in AR 135-175 or in NGR 604-1. If the information is not a bar to promotion and the member is otherwise qualified, he will be promoted.

4-13. Promotion announcement. Promotion authorities will complete the promotion letter (fig. 4-2) and distribute the letter shown in *a* and *b* below. Commissioned officers who are not on active duty will also be furnished an Army Reserve officer career pattern development opportunities letter (fig. 4-4), which may be reproduced locally and bear facsimile signatures.

a. USAR members. The original copy of the promotion letter will be forwarded to the individual through command channels and one copy filed in his MPRJ. An additional copy will be furnished to—

(1) Commander, RCPAC, ATTN: AGUZ-RSP-CP, for members not on extended active duty.

(2) Commander, RCPAC, ATTN: AGUZ-PAE-I (Dual), for dual status personnel (AR 600-39)

★(3) HQDA (DAPC-POR), 200 Stovall Street, Alexandria, VA 22332, for members on active duty in their warrant officer grades.

(4) Commander, US Army Enlisted Records Center, ATTN: PCRE-F, Fort Benjamin Harrison, IN 46249, for members on active duty in an enlisted status.

b. ARNGUS members. The original and two copies of the promotion letter will be forwarded to the individual through the State adjutant general. An additional copy will be furnished to—

(1) NGB-ARP-C, WASH, DC 20310.

(2) Commander, RCPAC, ATTN: AGUZ-RSP-CP.

(3) HQDA(DAPC-POR), 200 Stovall Street, Alexandria, VA 22332, for members on extended active duty.

Section III. DATES OF PROMOTION

4-14. General. Procedures in section IV will be followed for members who decline promotion. Procedures in this section will be followed in computing effective promotion dates for all other Reserve Component commissioned and warrant officers. Unless otherwise entitled by law, antedating of either the effective date of promotion or promotion eligibility dates will not entitle a Reserve Component warrant officer to increased pay and allowances for any period of service prior to the date of the promotion letter. Effective dates for promotion will be—

★*a. For commissioned officers.* The date the officer completes the mandatory or unit service requirement in table 2-1. Officers serving on active duty (AGR) and not members of the Active Duty List who are selected for promotion will normally be promoted with an effective date the day after release from active duty with an appropriate promotion eligibility date (para 1-2f).

b. For warrant officers. The day following the date the officer completes service requirements, as in *a* above. A USAR warrant officer will be promoted the day after release from active duty to a permanent Reserve grade which is equal to the highest temporary AUS grade satisfactorily held on active duty.

4-15. Promotion eligibility date. Service requirement for promotion to the *next* higher grade will normally be computed from the effective date of promotion to the current grade.

4-16. Selection after one passover. The effective date of promotion of a member selected after being passed over on a first consideration will be 1 year later than the original promotion eligibility date. (This does not apply to promotion to colonel.)

4-17. Promotion to first lieutenant. A qualified second lieutenant will not be promoted before the date he completes 3 years of promotion service except—

a. ROTC graduates who accept appointment in May or June of any year. Promotion service will be computed from the date of graduation of cadets of the US Military Academy in that year.

b. An officer serving in a unit vacancy (para 2-8a(6)).

4-18. Selected and transferred to the Retired Reserve. A Reserve officer, upon transfer to the Retired Reserve, will be—

a. Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including components thereof).

b. Transferred in the Reserve grade for which selected for promotion when the transfer is being made because of physical disability or as a result of completing the number of years of service or

reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-19. Effective dates. With exception of *a* below, the latest date shown under each of the following

promotion categories will be used to compute effective dates of promotion. (In computing dates for warrant officers, one day will be added to the dates shown.)

a. Promoted to fill a unit vacancy (para 2-8).

Effective date will be the 15th day of the month in which the selection board convenes or the date the selectee is assigned to the position, whichever is later. If not occupying the position, assignment of selectees to unit vacancies will take place immediately upon announcement of the results of the board.

b. Selected by a mandatory selection board (para 2-7)

(1) Nonunit members—

(a) Date that mandatory service requirements (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed.

(b) If selected on second mandatory consideration, or by next appropriate board following a declination of promotion, 1 year later than the date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and 2-6) were completed.

(c) Date of assignment to a nonunit status (para 4-8a).

(2) Unit members—

(a) Date that mandatory service requirements (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. If selected on second mandatory consideration, 1 year later than the date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) were completed, unless the member declines.

(b) Date assigned to a position vacancy in the higher grade.

(c) Date of assignment to a nonunit status (para 4-8a).

(3) A member nonselected by a standby board or found not qualified for standby consideration (para 3-14) and who is subsequently selected by a mandatory board (para 2-7) will be promoted the later of—

(a) The date the mandatory board submits its recommendations.

(b) The date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. This date will also be used to compute service re-

quirements for promotion to the next higher grade (para 4-15).

c. Selected for promotion to colonel (para 2-7.1).

(1) Date the board reports its recommendations or the date that promotion service and years of service prescribed by the Secretary of the Army are completed.

(2) Date that promotion eligibility requirements (para 2-5 and para 2-6) are completed.

(3) Officers selected for promotion to the grade of colonel who were previously nonselected to the grade of colonel (para 2-7.1), the promotion eligibility date (para 4-15) will be the later of the dates in (1) and (2) above.

(4) Date of assignment to a nonunit status (para 4-8a).

d. Selected after transfer from inactive status.

(1) Date the board reports its recommendations.

(2) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed.

e. Selected by a standby board.

(1) Date he would have been promoted had he been selected by the appropriate mandatory consideration board or board for promotion to the grade of colonel.

(2) A member nonselected by a standby board or found not qualified for consideration under an earlier criteria (para 3-14), who is subsequently selected by a standby board under later criteria, will be promoted the later of—

(a) The date the board submits its recommendation.

(b) The date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. This date will also be used to compute service requirements for promotion to the next higher grade for officers in the grade of major and below. For promotion to the grade of colonel, the date the board submits its recommendation (para (2)(a) above) will be used to compute service requirements for promotion to the next higher grade.

Section IV. DECLINATION OF PROMOTION

4-20. Policy. A commissioned officer of the ARNGUS or USAR who has been selected for promotion to the next higher grade may decline the promotion for a period authorized in this section. Declination beyond the maximum period is not authorized unless approved by HQDA. Request for an exception will not be considered unless the area commander: CG, RCPAC; or State adjutant general recommends approval.

4-21. Approval authority. Authority to approve declinations of promotion is assigned to—

a. Area commanders—for USAR unit members.

b. The CG, RCPAC—for nonunit members and members of the RCPAC (USAR Augmentation).

c. The Governor or other appropriate authority of the State or of Puerto Rico, the Canal Zone, or the Virgin Islands, or of the Commanding General of the District of Columbia National Guard—for members of the ARNGUS.

4-22. Period of declination. *a.* Unless an exception is authorized (*b* below), the period of declination will not exceed 1 year. The period will be computed from the date of the promotion letter or the date the officer completes the service requirements (table 2-1), whichever is later.

b. The period of declination may be extended to 3 years from the date of selection for—

(1) ARNGUS officers (including technicians), with the consent of the Governor. The pe-

riod may be further extended, at the discretion of the Secretary of the Army, for an officer of an Alaska scout battalion or of a unit engaged in air defense activities on a tactical site under control of the Army or Air Force.

(2) An officer who is employed as a civilian in a USAR technician position.

4-23. Promotion lists. The names of ARNGUS and USAR officers declining promotion to the next higher grade will be removed or retained on the promotion list as follows:

a. Officers selected for promotion to colonel and nonunit officers will be removed from the promotion list and will be considered by the next appropriate selection board provided they remain eligible.

b. Unit officers will be retained on the promotion list for the maximum period authorized, unless they have been promoted earlier to the grade for which selected or have been removed for some other reason.

4-24. Procedures. Declination of promotion will be processed as follows:

★*a. Nonunit USAR officers.* The reason and date of declination will be entered on the letter of promotion. A copy will be forwarded to the Cdr, RCPAC ATTN: AGUZ-PAP-N.

b. Unit USAR officers. These officers will be notified of selection for promotion to the next

higher grade at least 30 days in advance of their promotion eligibility dates (fig. 4-5). If an officer declines, a copy of the letter of notification, together with the approved indorsement (fig. 4-6) declining the promotion, will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAP-P. The area data processing activity will be notified of the officer's declination.

★*c. ARNGUS officers.* An ARNGUS officer will be notified of selection for promotion to the next higher grade. If he declines, a copy of the letter, together with two copies of the approved indorsement declining the promotion will be transmitted by the State adjutant general, through NGB-ARP-C, WASH DC 20310 to the CDR, RCPAC, ATTN: AGUZ-PAP-N.

4-25. Expiration of declination period. If not promoted on or before the end of his declination period, the officer will be transferred from his unit and promoted. (Federal recognition of an ARNGUS officer will be terminated upon transfer to the USAR.) An ARNGUS officer who is entitled to be credited with more than 18 but less than 20 years of qualifying service may continue in an active status to complete 20 years of qualifying service. His name will be removed from the promotion list *at the end of the maximum declination period authorized.* An

ARNGUS member may not be transferred and promoted under this paragraph before the end of the authorized maximum period unless the Governor or other appropriate authority of the State, Puerto Rico, the Virgin Islands, or the CG of the District of Columbia National Guard approves the action. Removal from the unit at the end of the declination period is mandatory unless he—

a. Fills a vacancy in the unit in the higher grade (see exception in *c* and *d* below);

b. Is authorized retention in the unit in a lower grade (AR 140-10).

c. Exception to removal from the unit is authorized a first lieutenant if qualified lieutenants are not available and all other positions in the unit in the grade of captain and above are occupied. He may be promoted to the grade of captain without being removed from the unit.

d. Captains who are assigned to air defense units under the operational control of the Active Army and who are employed as ARNG technicians may be promoted to the grade of major upon expiration of the authorized period of declination without change of assignment, provided qualified captains are not available and all other appropriate MTOE positions in the unit in the grade of major or above are occupied (NGR 600-100).

Section V. NONSELECTION FOR PROMOTION

4-26. General. Selection board action is administratively final. If removal from active Reserve status is required by law, the member must be removed within the prescribed time limits established for his removal.

4-27. Mandatory consideration nonselection policy. *a. First nonselection.* Nonselection for promotion to the next higher Reserve grade for the first time will constitute a first passover for promotion to any grade other than W2, first lieutenant, and colonel. A member who remains in an active status following a first passover will again be considered for promotion by the next regularly scheduled board considering his grade and branch.

(1) A member not qualified for promotion to the grade of W2 or first lieutenant will not again

be considered for promotion unless retained in an active status (para 4-28).

(2) A nonselection for promotion to the grade of colonel does not constitute a passover for promotion. A member who remains in an active status and meets the criteria for the next announced zone of consideration will again be considered by the next regularly scheduled board considering his grade and branch.

b. Second nonselection. A member who twice fails to be selected for promotion to the grade of W3, W4, captain, major, or lieutenant colonel will not be considered again for promotion.

4-28. Not qualified for promotion. *a.* Members of the ARNGUS or USAR in grades of W1 and second lieutenant are considered for promotion without board action (para 2-1). If found not

qualified for promotion to the grade of first lieutenant or W2, a final determination concerning retention will be made by—

(1) Area commanders, for unit members and oversea residents.

★(2) The CDR, RCPAC (AGUZ-PAP) for all others.

b. The names of members found not qualified and the reasons for their disqualification will be reported to the commander concerned (*a* above) for determination of whether the member should be discharged (AR 135-175) or retained in an active status (para 4-29). A nonselection letter, to include eligibility for further consideration while being retained in an active status, will be sent to each member determined not qualified for promotion. A copy of the letter of notification will be placed in the member's MPRJ.

c. A member retained in an active Reserve status after being found not qualified for promotion to first lieutenant or W2 may be reconsidered for promotion if the reason for disqualification is resolved. A member disqualified for promotion and later determined qualified will be promoted (para 4-7).

4-29. Retention in an active status. *a.* A member whose removal from active Reserve status is required by law must be removed within the prescribed time limits unless eligible for retention as prescribed in this paragraph. Nothing in this paragraph will be construed to preclude elimination under other pertinent regulations.

(1) *Obligated members.* Members who have not completed their statutory service obligation (AR 135-91) will not be discharged or removed from active status by reason of nonselection for promotion to the next higher grade. Members not qualified for promotion to first lieutenant or W2 and those who have twice failed to be selected for promotion to the next higher grade will be retained in their present grade for the remainder of their obligated period of service.

(2) *Retained to complete 20 years.* A member who has been credited with 18 or more but less than 20 years of service (10 USC 1332) will not be removed from an active status without his consent (10 USC 1006).

b. A member retained under the provision in *a* above will be in addition to the number of au-

thorized members in that grade. Those members twice nonselected for promotion to the next higher grade will not again be considered for promotion. Members not qualified for promotion to first lieutenant or W2 will be processed as prescribed in paragraph 4-28.

4-30. Procedures. Commanders authorized to issue promotion letters will prepare and distribute the appropriate nonselection letter and take the necessary removal action prescribed in this paragraph.

a. Members considered for promotion by a mandatory board will be furnished the appropriate non-selection notice described below immediately after the selection board report is received.

(1) Notice of first and second nonselection for promotion to W3, W4, captain, major, and lieutenant colonel will be signed by a commissioned officer in the grade of colonel or above (fig. 4-7 through fig. 4-10).

(2) Notice of nonselection for promotion to colonel will be signed by a general officer (fig. 4-11).

b. A member who twice fails to be selected for promotion to grade W3, W4, captain, major, and lieutenant colonel will not again be considered for promotion. Officers on extended active duty will be removed within 120 days after being notified on their second nonselection. All other members not qualified for retention (para 4-29) will be removed from an active status within 90 days after the selection board submits its results to HQDA.

(1) ARNGUS members will be processed in accordance with NGR 635-100.

(2) USAR members will be transferred to the Retired Reserve (AR 140-10), or discharged (AR 135-175).

c. The original copy of the nonselection letter will be forwarded to the individual through command channels and one copy will be filed in his MPRJ. Additional copies will be furnished to commanders as shown below.

★(1) Cdr, RCPAC, ATTN: AGUZ-PAP— for USAR members not on active duty.

★(2) HQDA (DAPC-POR)— for USAR warrant officers on extended active duty.

(3) NGB-ARP-C, WASH DC 20310, and

1 March 1983

C 11, AR 135-155

the State adjutant general—for ARNGUS members.

(4) Cdr, US Army Enlisted Records Center.
ATTN: PCRE-F, Fort Benjamin Harrison, IN

46249—for members on active duty in an enlisted status.

★(5) Cdr, RCPAC, ATTN: AGUZ-PAP—
for USAR commissioned and warrant officers on AGR status.

Headquarters
(Address)

Date

Subject: Reserve Selection Board Results

TO

The below named individual who was under consideration for promotion at the time of transfer to your command has been recommended for promotion by the selection board. If he is otherwise qualified, request that he be promoted to the grade for which recommended (AR 135-155).

| | |
|--|----------------------------|
| Name | Social Security Number |
| Present grade | Branch |
| Grade for which recommended | Promotion Eligibility date |
| Date of transfer | |
| Status or organization at time of transfer | |

SIGNATURE BLOCK

Figure 4-1

HEADQUARTERS
(Address)

In reply refer to (addresses shown below)

Date

SUBJECT: Promotion as a Reserve Commissioned or USAR Warrant Officer
of the Army (AR 135-155)

THRU: A

TO: B

★1. By direction of the President (commissioned officers only) you are promoted as a Reserve of the Army, effective on the date shown after A above, to the grade, in the branch (commissioned officers only), and component shown above.

2. Time in grade for promotion to the next higher grade will be computed from the effective date of this promotion, unless there is a date shown after B above, in which case it will be computed from that date.

3. No acceptance or oath of office is required. Unless you expressly decline this promotion within 60 days, your promotion will be effective as shown after A above. You may decline this promotion by completing the attached indorsement, and returning it with this letter through channels to this office.

AUTHORITY LINE

1 Incl
Indorsement

SIGNATURE BLOCK

Note. Figure 4-6 is an example of the attached indorsement in paragraph 3 above.

★*Figure 4-2*

HEADQUARTERS
(Address)

Date

SUBJECT: Army Reserve Officer Career Pattern Development Opportunities

TO: Each Officer Promoted in the USAR (exclusive of General Officers and Officers on Active Duty)

1. I am pleased to note your recent promotion in the US Army Reserve. This is a fitting occasion for you to review your qualifications and prepare yourself for continued development of your career.
2. It is important as you enter your current grade that you understand just what your obligations are for military education for promotion to the next higher grade. AR 135-155 gives this information for both mandatory (unit and non-unit members) and Troop Program Unit Vacancy promotions (unit members only). In the case of mandatory promotions, you must complete the military education requirements by the convening date of the board held in the year preceding your promotion eligibility date or you will not be considered eligible for selection and nonselection for promotion will result. Two successive nonselections to the grade of LTC and below terminate, by law, your career as a USAR commissioned officer. Also, all MAJs promoted to LTC by either mandatory or unit vacancy board selection who were educationally qualified by completing the 50% C&GS must successfully complete the remainder of C&GS within three years of the effective date of promotion or be removed from the active reserve.
3. In addition to AR 135-155, RCPAC Pamphlet 140-1 and the Army Reserve Magazine are good sources that you should read to keep you current on the latest reserve promotion policies and help you plan your reserve career. Please address any questions on your reserve status and career progress to your unit commander or if you are a non-unit member, to the Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-DCS-PM, 9700 Page Boulevard, St. Louis, MO 63132.

SIGNATURE OF APPOINTING AUTHORITY

★*Figure 4-4*

HEADQUARTERS
(Address)

Date

In reply refer to (addressee shown below)

SUBJECT: Eligibility for Promotion as a Reserve Commissioned Officer

TO:

- 1. You were considered for promotion under the provisions of AR 135-155 by a recent Reserve selection board and selected for promotion to the grade of
- 2. If promoted as a result of this selection, the time in grade for promotion to the next higher grade will be computed from
- 3. It is requested that the indorsement hereon be completed and returned to this headquarters by suspense date above.
- 4. If you intend to accept the promotion, this letter will serve as authorization for medical examination for promotion purposes if you have not had a physical examination during the past 4 years. Return completed SF 88 and 93 to this headquarters not later than In the event a physical has been completed within the past 4 years but not within the past 12 months, complete paragraph 3, below.

AUTHORITY LINE

Incl

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SUBJECT: Eligibility for Promotion as a Reserve Commissioned officer

TO:

- 1. I (do) (do not) intend to accept my promotion to the next higher grade.
- 2. Medical examination is scheduled for and will be forwarded to your headquarters not later than suspense date imposed.
- 3. There has not been any change in my physical condition since my last physical examination dated

.....
SIGNATURE

Figure 4-5.

1st Ind

SUBJECT: Promotion as a Reserve Officer of the Army
(under title 10 USC and AR 135-155)

..... Date
Name, Grade, Branch, SSN, Organization

THRU:

TO Promotion Authority

*1. Under the provisions of paragraph 4-24a (nonunit USAR officers), AR 135-155, I hereby elect to decline promotion to the grade of in the Reserve of the Army.

*2. Under the provisions of paragraph 4-24b (unit USAR officers), AR 135-155, I hereby elect to decline promotion to the grade of in the Reserve of the Army. I understand that if I decline this promotion my name will be retained on the appropriate promotion list for the maximum period authorized, unless promoted to the grade for which selected or my name is removed from the list for some other reason. If I decline promotion to the grade of COLONEL, I understand that my name will be removed from the list. Further, I understand that this declination will not prevent me from being considered for promotion to the grade of COLONEL by a subsequent promotion board.

- at the earliest practicable date.
- on or about _____

.....
(signature)

.....
(SSN)

.....
(Grade, Branch, and Organization)

*As appropriate.

★Figure 4-6

HEADQUARTERS
(Address)

Date

SUBJECT: First Nonselection for Promotion to, USAR

TO: (Officer Concerned)

1. A Reserve Selection Board convened at Headquarters, (day-month-year), and considered you for promotion to the grade of under the provisions of AR 135-155. I regret that I must inform you that the board did not recommend your promotion and that this constitutes your first passover for promotion to this grade.
2. The board was composed of mature, senior officers of demonstrated judgment, at least one half of whom were Reserve officers, who did not limit their deliberations to any specific item, but reviewed and evaluated your entire military record. Selection boards are not required to itemize or record the reasons for their selection or nonselection; therefore, there is no way to determine why you were not selected.
3. You will be considered again by a new board with officers who meet the criteria for the next zone, providing you are in an active Reserve status. The new board will evaluate your official Department of the Army file, to include any additions since the last consideration. This board will judge your entire military record as compared with the records of the officers in the new zone of consideration.
4. If selected by next year's board, your promotion will be 1 year later than it would have been had you been selected by the first board. If you are not selected by the next board, you will be discharged from your commissioned status or transferred to the Retired Reserve, provided that you are eligible and apply for such transfer. (Add for officers on active duty.) Since you are on active duty as an officer, you will be relieved from active duty prior to such discharge or transfer.
5. (To be added for those officers whose records showed failure to become educationally qualified, notes 1 and 2.) The records reviewed by the Department of the Army Selection Board did not reveal that you had completed the military education requirements by the date the board convened. Your attention is invited to the mandatory requirements for promotion as specified in paragraph 2-6, AR 135-155. If you have evidence that you have completed the educational requirements, such evidence should be forwarded to this headquarters, for possible reconsideration by a Department of the Army Standby Advisory Board. However, completion of the educational requirements and reconsideration does not insure selection for promotion.

AUTHORITY LINE

SIGNATURE BLOCK

★ Figure 4-7

Note 1. Evidence of educational requirements completed by the date the board convened will be forwarded to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PAP-P, 9700 Page Blvd., St. Louis, MO 63132.

Note 2. Evidence of educational requirements completed after the date the board convened will be forwarded to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RSP-CP, 9700 Page Blvd., St. Louis, MO 63132 for file in the official military personnel file (OMPF) and officer advised accordingly.

★ *Figure 4-7*—Continued

HEADQUARTERS

(Address)

Date.....

SUBJECT: First Nonselection for Reserve Promotion of Reserve Warrant Officer

TO: (Warrant Officer concerned)

1. A Reserve Selection Board convened at Headquarters, (day-month-year), and considered you for promotion under the provisions of AR 135-155. I regret that I must inform you that the board did not recommend your promotion and that this constitutes your first passover for promotion.

2. The board was composed of mature, senior officers of demonstrated judgment, at least one half of whom were Reserve officers, who did not limit their deliberations to any specific item but reviewed and evaluated your entire military record. Selection boards are not required to itemize or record the reasons for their selection or nonselection; therefore, there is no way to determine why you were not selected.

3. You will be considered again by a new board with officers who meet the criteria for the next zone, providing you are in an active Reserve status. The new board will evaluate your official Department of the Army file, to include any additions since the last consideration. This board will judge your entire military record as compared with the records of the officers in the new zone of consideration.

4. If selected by next year's board, your promotion will be 1 year later than it would have been had you been selected by the first board. If you are not selected by the second board, you will be discharged from your warrant officer status or transferred to the Retired Reserve, provided that you are eligible and apply for such transfer, unless you are eligible for retention in an active status in accordance with AR 140-10.

AUTHORITY LINE

SIGNATURE BLOCK

Figure 4-8.

HEADQUARTERS

(Address)

Date.....

SUBJECT: Second Nonselection for Reserve Officer Promotion

TO: (Officer concerned)

1. The regulation governing the promotion of Reserve officers, AR 135-155, provides that an officer who is considered for promotion and fails to be selected will again be considered by the next board considering officers of his branch and grade under paragraph 2-7e. If he fails to be selected on this second consideration, he will thereafter not be considered for promotion and will, within 90 days after the selection board reports its findings, be discharged unless he comes within one of the following categories:

- a. Is eligible for and requests transfer to the Retired Reserve.
- b. Has a service obligation.

- c. Has been credited with 18 or more but less than 20 years of satisfactory Federal service as defined in Title 10, United States Code, Section 1332. Such officer will not, without his consent, be removed from an active status prior to the date on which he is credited with 20 years of satisfactory Federal service or prior to the third anniversary (or second anniversary if the officer has been credited with 19 or more years of satisfactory Federal service) of the date on which he would otherwise be removed from an active status, whichever is earlier, unless he sooner attains age 60 or is removed for physical disability or cause.

2. You have twice been considered for promotion to the next higher grade, in accordance with the above procedure, and have not been selected. The board reported its findings on

*3. In view of the above and since you do not come within one of the categories listed in paragraph 1, your discharge is mandatory.

*3. Since you are eligible for transfer to the Retired Reserve, it is requested that you fill out the first indorsement hereon and return it to this headquarters within 30 days, indicating whether you desire such transfer. If no reply is received or if you indicate you do not desire to transfer to the Retired Reserve, your discharge will be accomplished by (date).

*3. Since you come under the provisions of both paragraph 1a and c, unless you request transfer to the Retired Reserve, you will be retained in an Active Reserve status until you are credited with 20 years of satisfactory Federal service or until (date) (3 years and 3 months for officers with 18 or more but less than 19 years of satisfactory Federal service) (2 years and 3 months for officers with 19 or more years of satisfactory Federal service from date of report of findings of selection board) whichever is earlier, unless during that time you attain age 60 or are removed from an active status because of physical disability or cause.

*3. Since you come under the provisions of paragraph 1a and c, unless you request transfer to the Retired Reserve, you will be retained in an Active Reserve status either in the ARNGUS, upon approval of the

Figure 4-9

Chief of the National Guard Bureau, or the USAR until you are credited with 20 years satisfactory Federal service for retired pay as computed under Title 10, USC, section 1332, unless during that time you attain age 60 or are removed from an active status because of physical disability or cause.

*4. (To be added for those officers whose records showed failure to become educationally qualified, see note.)

The records reviewed by the Department of the Army Selection Board did not reveal that you had completed the military education requirements by the date the board convened. Your attention is invited to the mandatory requirements for promotion specified in paragraph 2-6, AR 135-155. If you have evidence that you have completed the educational requirements, such evidence should be forwarded to this headquarters for possible reconsideration by a Department of the Army Standby Advisory Board. However, completion of the educational requirements and reconsideration does not insure selection for promotion. The submission of military education documents for possible reconsideration by a Department of the Army Standby Advisory Board is not a basis to delay removal within the 90-day period.

*As appropriate.

Note. Evidence of educational requirements completed by the date the board convened will be forwarded to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PD, 9700 Page Blvd., St. Louis, MO 63132.

Figure 4-9. Continued.

SUBJECT: Second Nonselection for Reserve Warrant Officer Promotion

TO: (Warrant Officer concerned)

1. A Reserve warrant officer who is considered for promotion and fails to be selected is again considered by a selection board approximately one year later. If he fails to be selected on this second consideration, he will be discharged 90 days after the date of his second failure of selection for promotion, unless he comes within one of the following categories:

- a. Is eligible for and requests transfer to the retired Reserve.
- b. Has a service obligation under the Military Selective Service Act of 1967 (PL 90-40).
- c. Has completed 18 or more but less than 20 years of satisfactory Federal service for retired pay under title 10, United States Code, section 1332, and could complete the 20 years of satisfactory Federal service prior to or upon attaining the age restriction as set forth in AR 140-10. Such warrant officer will be retained in an active status until he attains the age requirements or completes 20 years of satisfactory Federal service, whichever occurs earlier, or is removed from an active status for medical unfitness or cause.

2. You have twice been considered for promotion to the next higher grade in accordance with above procedure and have not been selected. The board reported its findings on -----

3. *In view of the above and since you do not come within one of the categories listed in paragraph 1, your discharge is mandatory. The necessary documents to effect this action are inclosed.

3. *Since you are eligible for transfer to the retired Reserve, it is requested that you furnish reply to this headquarters within 30 days indicating whether you desire such transfer. If no reply is received or if you indicate you do not desire to transfer to the retired Reserve, your discharge will be effected by (date).

3. *Since you come under the provisions of paragraph 1c above, you will be retained in an active Reserve status until you are credited with 20 years of satisfactory Federal service, unless during that time you attain the maximum age for removal from an active Reserve status or are otherwise removed because of medical unfitness or cause.

AUTHORITY LINE

SIGNATURE BLOCK

*As appropriate.

Figure 4-10.

HEADQUARTERS

(Address)

Date-----

SUBJECT: Nonselection for Promotion to Colonel, USAR

THRU:

TO:

1. A Reserve Selection Board convened at Headquarters, Department of the Army (day-month-year), considered you for promotion to the grade of colonel under the provisions of AR 135-155. I regret that I must inform you that the board did not recommend your promotion; however, your nonselection does not constitute a passover for promotion.

★2. The board was composed of mature, senior officers of demonstrated judgment, at least half of whom were Reserve officers, who did not limit their deliberations to any specific items but reviewed and evaluated your entire military record. Under criteria established for the board, selections for promotion to the grade of colonel are on a best qualified basis. Therefore, competition is extremely keen and, while an officer may be fully qualified for selection, he may not be one of the few selected for promotion. Selection boards are not required to itemize or record the reasons for their selection or nonselection; therefore, unless you had not completed the military educational requirements, the specific reasons for the decision in your case cannot be determined.

★3. You will be considered again by a new board with officers who meet the criteria for the next zone, providing you are in an active Reserve status. The new board will evaluate your official Department of the Army file, to include any additions since the last consideration. This board will judge your entire military record as compared with the records of the officers in the new zone of consideration.

4. (To be added for those officers whose records showed failure to become educationally qualified.) The records reviewed by the Department of the Army Selection Board did not reveal that you had completed the military education requirements by the date the board convened. Your attention is invited to the mandatory requirements for promotion as specified in paragraph 2-6, AR 135-155. If you have evidence that you have completed the educational requirements, such evidence should be forwarded to this headquarters for possible reconsideration by a Department of the Army Standby Advisory Board. However, completion of the educational requirements and reconsideration does not insure selection for promotion.

AUTHORITY LINE

SIGNATURE BLOCK

Note 1. Evidence of educational requirements completed by the date the board convened will be forwarded by the promotion authority to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ PD, 9700 Page Blvd., St. Louis, MO 63132.

Note 2. Evidence of educational requirements completed after the date the board convened will be forwarded by the promotion authority to the CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PD, 9700 Page Blvd., St. Louis, MO 63132, for file in the official military personnel file (OMPF) and officer advised accordingly.

Figure 4-11

CHAPTER 6

ISSUANCE OF PROMOTION COMMISSION CERTIFICATES

6-1. General. This chapter prescribes procedures for requesting promotion commission certificates (DD Form 1A) subsequent to 1 January 1963 and applies to—

- a. Retired and discharged commissioned and warrant officers of the Army.
- b. Reserve of the Army commissioned and warrant officers not on active duty.
- c. Active Army commissioned and warrant officers.
- d. Active Army enlisted personnel holding concurrent USAR commissions or warrants.

6-2. Procedure for requesting certificates. a. Personnel desiring promotion commission certificates (DD Forms 1A) may submit a written request to include full name (first name—middle name—last name), social security number or service number, current mailing address, and current military status (ARNGUS or USAR not on active duty, active duty commissioned or warrant officer, or enlisted personnel discharged or retired). The request should include a copy of the pertinent promotion letter or order, if available.

b. Upon completion of processing, documents supporting the promotion together with the certificate will be returned. Approximately 120 days should be allowed for processing and mailing of a commission certificate. Requests from the individual concerned, or next of kin for deceased personnel, will be forwarded to the addresses shown below.

★(1) Active Army commissioned and warrant officers. For promotions which occur on or after 1 May 1983, the request should be made to the servicing MILPO. For promotions which occurred prior to 1 May 1983 send requests to:

HQDA(DAPC-MSR-S)
200 Stovall Street
Alexandria, VA 22332

(2) Active Army enlisted personnel holding concurrent USAR commissions and warrants.

Commander
US Army Enlisted Records and Evaluation Center
ATTN: PCRE-F
Fort Benjamin Harrison, IN 46249

(3) Retired commissioned and warrant officers, Reserve of the Army commissioned and warrant officers not on active duty, (exclusive of USAR officers and warrant officers assigned to troop program units), USAR commissioned and warrant officers serving on AGR status, and discharged personnel.

Commander
US Army Reserve Components Personnel and Administration Center
ATTN: AGUZ-PAP-N
9700 Page Boulevard
St. Louis, MO 63132

(4) Army Reserve commissioned and warrant officers not on active duty assigned to troop program units.

Address of appropriate Army area commander.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through appropriate channels to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, St. Louis, MO 63132.

By Order of the Secretary of the Army:

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve.

Active Army: B (Qty rqr block no. 148)

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USAR: A (Qty rqr block no. 147)

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HQDA (DAPC-POR-RS).
200 Stovall Street
Alexandria, VA 22332

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Commander
US Army Reserve Components Personnel and Administration Center
ATTN: AGUZ-PAP-N
9700 Page Boulevard
St. Louis, MO 63132

(4) Army Reserve commissioned and warrant officers not on active duty assigned to troop program units.

Address of appropriate Army area commander.

15 June 1982

S/S Udy 11 / 11 March 1983
OGR

C 10, AR 135-155

*AR 135-155

ARMY REGULATION }
No. 135-155 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 30 August 1974

**ARMY NATIONAL GUARD AND ARMY RESERVE
PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS
OTHER THAN GENERAL OFFICERS**

Effective 15 October 1974

This revision is a consolidation of AR 135-155 and AR 135-158 and prescribes procedures for the selection for promotion of commissioned officers and warrant officers of the Reserve components. Local supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to CDR RCPAC, ATTN: AGUZ-RPC-PR; other commands will furnish one copy of each to the next higher headquarters.

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* This regulation supersedes AR 135-155, 24 August 1970, and AR 135-158, 27 January 1972, including all changes; and DA messages AGUZ-RPC-PR 182122Z Sep 73 (U), subject: Interim Change to AR 135-155; AGUZ-RPC-PR, 191922Z Sep 73 (U), subject: Interim Modification of Reserve Components Military Educational Requirements, AMEDD; AGUZ-RPC-PR 071448Z Nov 72 (U), subject: Interim Change to AR 135-155; AGUZ-RPC-PR 132102Z Mar 74 (U) subject: Change to Table 1-2, AR 135-155; AGUZ-RPC-PR 091958Z Apr 74 (U), subject: Interim Modification of Reserve Components Military Educational Requirements, AMEDD; AGUZ-RPC-PR 091958Z Apr 74 (U) subject: Interim Modification of Reserve Components and Military Educational Requirements, AMEDD; and AGUZ-RPC-PR 031714Z Jul 74 (U), subject: Change to AR 135-155.

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CHAPTER 1

GENERAL

1-1. Purpose and scope. *a.* This regulation prescribes policy and procedures to consider, select, and promote commissioned officers of the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR) and warrant officers of the USAR as Reserve commissioned officers/warrant officers of the Army. Exceptions will be made only by Headquarters, Department of the Army (HQDA). Special provisions applicable to active, retired, and discharged personnel of the US Army are indicated in paragraph 6-1. Throughout this regulation the words "he/his" are intended to include both the masculine and the feminine genders and any exceptions thereto will be so noted.

b. Commissioned officers in the Army Medical Department (AMEDD), Chaplains (CH), and the Judge Advocate General's Corps (JAGC) will be promoted within the branch or corps to which they are assigned. Officers in any other branch can be promoted in a different branch (except for AMEDD, CH, or JAGC).

c. Federal recognition of State unit vacancy promotions of ARNGUS officers and warrant officers are governed by NGR 600-100 and 600-101.

**d.* USAR officers on active duty promoted on or after 15 September 1981 are promoted in the Reserve of the Army and a promotion letter order is not required in view of their reserve status on the Active Duty List. ARNG officers falling in this category will be promoted subject to the approval from their respective States (sec. IV., chap. 8, NGR 600-100).

1-2. Explanation of terms. For purpose of this regulation, the following apply:

**a. Army promotion list (APL).* This list includes all branches except AMEDD and CH. The AMEDD promotion list includes all branches of the Army Medical Department (i.e., MC, DC, VC, ANC, MSC, and AMSC).

b. Member. This word includes both commis-

sioned officers and warrant officers of the ARNGUS and the USAR.

c. Nominee. An ARNGUS or USAR member in the zone of consideration for promotion to the next higher grade.

d. Overstrength. The assigned strength is more than the authorized TOE or TDA strength. Assignment of an officer as overstrength may be the result of unit reorganization, inactivation, or relocation; as a result of an assignment error; or as an authorized exception to policy to correct an injustice.

e. Permanent promotion. A promotion in the Regular Army or in a Reserve Component of the Army.

f. Promotion eligibility date (PED). The earliest date upon which an officer who is recommended and selected may be promoted to the next higher grade.

g. Promotion to fill officer position grade vacancies. An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade.

h. Temporary promotion. Promotion to a grade in which a member holds a temporary appointment in the AUS.

i. Troop program unit. A TOE or TDA unit of the USAR organization to serve as a unit upon mobilization or one that is assigned a mobilization mission. The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

j. Unit vacancy. A unit vacancy exists if a position authorized by paragraph and line number of a TOE or TDA is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength.

1-3. Promotion authority. *a.* Authority to issue

Reserve of the Army promotion letters is assigned as follows:

(1) Area commanders (CONUS and overseas) and the CG, RCPAC, for members under their jurisdiction.

(2) HQDA (RCPAC) for—

(a) ARNGUS members.

★(b) ARNGUS and USAR members serving on active duty (AGR/SADT), and not a member of the Active Duty List, except USAR grades W1.

★(c) USAR members in grades W1 if they are not under the jurisdiction of an area commander for Reserve matters.

★(d) USAR members released from active duty in the grade of colonel and below.

★b. The following commanders are authorized to issue promotion letters to USAR members in the grade of W1 who are released from active duty:

(1) Area commanders in the US Army Forces Command (FORSCOM) (AR 10-42).

(2) Major Army commanders (AR 10-5).

(3) Heads of HQDA agencies exercised command responsibility (AR 10-5) who are authorized to establish transfer activities for processing personnel for separation (AR 635-10).

★c. The commanders in b above may delegate promotion authority to—

(1) Commanding officers of transfer points for USAR members in grade of W1 being released from active duty. This authority should be delegated at the time the transfer activity is established or when a specific unit personnel section is authorized to process transfers.

(2) Commanders of Active Army organizations for which the grade of lieutenant colonel or higher is authorized. A USAR member on active duty in grade W1 who is serving on active duty in an AUS grade which is higher than his current USAR grade may be promoted under this authority.

complete the minimum educational requirements in table 2-2 as prescribed for officers of the APL. Completion of Industrial College of the Armed Forces National Security Management Course for SSVC officers will continue to satisfy the educational requirement for promotion to colonel.

b. Educational substitution. The following may be substituted for military educational requirements for promotion to the grades indicated:

(1) An officer, delayed to obtain a graduate degree and assigned to the control group (OADO) or under administrative control of the OADO control group with concurrent assignment to a Reserve component unit, will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment. (See exception in para 2-5*b*.) The promotion authority will make this determination a matter of record by inserting a letter in the officer's record before it is referred to the selection board. The letter will state that the educational waiver is cancelled on the date the officer completes a qualifying service school course or when he completes 6 or more months of active duty or active duty training whichever occurs first.

(2) An officer who has completed at least 2 years of consecutive active duty (excluding special tours of ADT and statutory tours) as a commissioned officer but is not presently serving on active duty in a commissioned status will be considered educationally qualified for promotion to the next higher grade provided:

(*a*) The officer is being considered for promotion to a grade no more than one grade higher than his active duty grade.

(*b*) The officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommendation by the board that the officer not be promoted.

(*c*) The officer was released from active duty as a commissioned officer within 3 years of the date the board convenes.

★(3) Rescinded.

c. Educational exceptions. The following officers are not required to meet the educational requirements in table 2-2:

(1) AMEDD officers except MSC with primary specialty 67.

(2) An officer whose removal from active status has been invalid. HQDA may waive the educational requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.

(3) Officers of Staff Specialist branch less those officers assigned to the SSVC system.

(4) Officers in the grade of second lieutenant assigned to the Control Group (Dual Component).

Section III. BOARD CONSIDERATIONS

2-7. Mandatory selection boards. *a. General.* Mandatory selection boards will be convened annually (chap. 3) to consider members of the ARNGUS and USAR in an active status or on active duty for promotion to grades W3 and W4 and to captain through lieutenant colonel. These boards will consider members for promotion without regard to vacancies in the next higher grade.

b. First consideration. A member in grade W2, W3 (USAR only), first lieutenant, captain, or major will be first considered for promotion to the next higher grade far enough in advance of the date the member will complete the service re-

quirements in table 2-1 to effect promotion on the eligibility date for those selected (para 3-2).

c. Second consideration. A member in grade W2, W3, first lieutenant, captain, or major who is not selected on his first consideration will be considered a second time by the next board considering his grade and/or branch only if he remains in an active status.

2-7.1 Consideration for promotion to colonel.

★*a.* Selection boards will convene at the discretion of the Secretary of the Army (chap. 3) to con-

sider ARNGUS and USAR officers, in all branches, for promotion to colonel. These boards will consider and recommend only those who are in an active status.

b. HQDA will—

(1) Prescribe the minimum promotion service and total years commissioned service required for an officer for each branch. So far as practicable, the amount of service prescribed will correspond to that which an officer of the Regular Army in the same branch must have for permanent promotion consideration.

(2) Require that the name of each officer with the prescribed promotion service and years of service be placed on the appropriate zone of consideration list.

(3) Prescribe the number of officers to be recommended for promotion from each list (APL and AMEDD).

(4) Announce zones of consideration for unit and nonunit lieutenant colonels in all branches.

c. Officers not selected for promotion to colonel will be considered again by a selection board provided they remain in an active status and meet the criteria for the next announced zone of consideration.

2-8. USAR unit vacancy selection boards. Promotion to fill authorized unit vacancies in troop program units may be filled through promotion of the best qualified and geographically available officers, as prescribed below.

a. Promotion consideration. USAR unit vacancy promotion consideration to fill a troop program unit vacancy is authorized under two conditions:

(1) When RCPAC(AGUZ-OPM-C) notifies the troop program unit commander that no qualified IRR officers are geographically available.

(2) When the troop program unit commander receives CONUS approval of the IRR nonselection on the returned DA Form 4935-R (Request for Unit Vacancy Fill) (chap. 2, AR 140-10).

After the TPU commander receives CONUSA unit vacancy promotion approval, the TPU commander will initiate unit vacancy promotion procedures. The TPU (AR 135-155, USAR Vacancy

Promotion Recommendation) commander will complete DA Form 2464-R listing all officers eligible for promotion consideration. The completed DA Form 2464-R plus a copy of the completed DA Form 4935-R (chap. 2, AR 140-10) will be forwarded to the MUSARC. The MUSARC will request DA Forms 2464-R be completed on all other eligible geographically available MUSARC TPU officers. The MUSARC will forward the CONUSA all DA Forms 2464-R and the appropriately completed DA Form 4935-R for unit vacancy promotion consideration. CONUSA commanders will ensure that the intent of the unit vacancy fill procedures of chapter 2, AR 140-10 has been complied with before a unit vacancy promotion occurs. DA Form 2464-R and DA Form 4935-R will be reproduced locally on 8½ by 11-inch paper.

b. Eligibility. The USAR unit vacancy promotion system is designed to promote officers to fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. If assignments cannot be made from local resources (officers assigned to units and local members of the Individual Ready Reserve), the names of all unit officers in the next lower grade who meet the following requirements will be forwarded to the appropriate area commander for promotion consideration:

(1) Have completed the necessary promotion service prescribed for promotion to the next higher grade *by convening date of the board.*

(2) Be assigned to any part of an organization whose commander is authorized to forward nominations directly to the area commander or to the commander of the senior Army headquarters outside CONUS.

(3) Be geographically available to serve in the position for which considered. The unit commander having the vacancy will determine an officer geographically available if he lives within a commuting distance that will allow full participation, has the means, and is willing to travel the distance involved.

(4) Be of the proper branch.

(a) Officers of the AMEDD are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation. Officers

(3) Recommend elimination and board consideration of nonselected members if their records indicate a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

c. The following oaths will be administered to the members of the board:

(1) Board members (administered by the recorder).

You, (*identify each member by grade and name*), do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority. (Each member of the board will respond "I do.")

(2) Recorder (administered by the board president).

You, (*identify by grade and name*), do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board. (Recorder will respond "I do.")

3-10. Individual communications with the board. a. No officer is authorized to appear in person before a selection board on his own behalf or in the interest of another officer who is under consideration.

b. An officer under consideration may write a letter to the selection board inviting attention to any matter of record in the Department of the Army concerning himself that he feels important in the consideration of his records. Any letter considered by a selection board will become a matter of record to be maintained with the records of the board for a period of 1 year. Letters to boards, including inclosures, are privileged communications and will not be filed in the officer's OMPF.

(1) Letter communications with the board will be accepted only from the individual under consideration.

(2) Newly acquired diplomas, degrees, professional stature, or information pertaining to civilian occupations, including length of experience (from-to) and extent of supervisory responsibility, are appropriate inclosures to a letter to the board.

(3) Communications to a selection board which are written by other parties on behalf of officers or

which contain criticism or reflect adversely upon the character, conduct, or motives of any officer will not be given to a selection board.

c. Appropriate communications to a selection board will be considered if received prior to the time the board convenes. Communications should be mailed to the convening authority (either the area commander or Cdr, RCPAC, ATTN: AGUZ-PAP St. Louis, MO 63132). Submitted documents should be either photostatic or certified true copies, as they will not be returned to the sender.

d. Appeals of efficiency/evaluation reports will not be included in letters directed to the selection board, but will be prepared and submitted in accordance with AR 623-105.

3-11. Method of selection. The selection board will base their recommendations for promotion upon impartial consideration of all personnel being considered. The board will use a method of selection as prescribed below.

a. *Fully qualified.* To be fully qualified for selection, a member must be—

(1) In the zone of consideration.

(2) On active duty or participating satisfactorily in Reserve training.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified (commissioned officers only).

★(6) Must possess appropriate SSI in specialty fields of aviation, JAGC, CH, and AMEDD (for USAR unit vacancy promotion only). AMEDD officers must possess appropriate qualifications as indicated below.

(a) MC—Any 2 digit Specialty code 60 or 61 or 62.

(b) DC—Any 2 digit Specialty code 63.

(c) VC—Any 2 digit Specialty code 64.

(d) ANC—Any 2 digit Specialty code 66.

(e) AMSC—Appropriate three character Special Skill Identifier.

(f) MSC—Appropriate three character Special Skill Identifier.

b. Best qualified. To select those who are best qualified, the board must first determine which members of a group are *fully* qualified; then select the *best* qualified from that group.

3-12. Guidance for the board. Board members will use the following general guidance in their deliberations:

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each of the individuals recommended for promotion by the board.

b. The extent to which a member has taken advantage of available means to improve his professional qualifications will be considered (i.e., active and regular participation in scheduled training programs and completion of military education courses).

3-13. Removal from a selection board list. The name of a member will not be removed from a selection board list except as authorized in this paragraph.

a. Authority.

(1) Only the Secretary of the Army may delay promotion or remove a member's name from a recommended list if the reason for removal is the result of an investigation or proceedings of a court-martial or board of officers which results in the member's retention in an active status.

(2) HQDA may remove the name of a member who was ineligible for selection because he—

(a) Was removed from an active status before promotion was finalized (para 2-2).

(b) Was not in an active status or was in an active status in error at the time of consideration (para 2-4).

(c) Was not participating satisfactorily in Reserve training (para 2-5).

(d) Had not completed the minimum educational requirements before the selection board convened (para 2-6).

(e) Was not in the zone of consideration (table 2-1).

(f) Was transferred from an APL branch to a special branch (AMEDD, CH, or JAGC) or from a special branch (AMEDD, CH, or JAGC) to any

other branch (APL) prior to the effective date of promotion (para 2-1b).

(3) HQDA may remove the name of a member who was selected for unit vacancy promotion but who was transferred from the unit before the promotion was accomplished.

(4) HQDA may remove the name of a member from a not-recommended list if he—

(a) Was not eligible for consideration for one of the reasons in a(2)(a), (b), or (e) above.

(b) Is considered eligible for and subsequently selected by a standby board (para 3-14).

b. Procedures. Recommendation for removal from a recommended list for a reason shown in *a* above may be submitted at any time to Cdr, RCPAC, ATTN: AGUZ-PAP.

(1) The commander's recommendation will contain full reasons for the proposed action and indicate that an evaluation report, if appropriate, has been submitted (AR 623-105). If the basis for removal is other than lack of mandatory qualifications, the responsible commander will insure that favorable personnel action (AR 600-31) is suspended and that the suspension is not removed until the case is closed. Requests for removal for cause of a member's name from a recommended list will be forwarded through channels to Cdr, RCPAC, ATTN: AGUZ-PAP-B for consideration by a standby advisory board. In event the standby board recommends removal of the member's name from the recommended list then the request for removal together with the standby board's findings will be forwarded through ODCSPER, DA to the Secretary of the Army for final determination as outlined in paragraph 3-13a(1).

(2) HQDA will remove the name of a member who was ineligible for one of the reasons in a(2), (3), and (4) above. The selection board action will then be declared null and void and the member will not be considered a nonselection. He will, however, be a nonselection if he—

(a) Was not participating satisfactorily.

(b) Had not completed the minimum educational requirements before the selection board convened.

c. De facto status.

(1) A member whose promotion has been an-

Eligibility for reconsideration will be determined by HQDA.

★c. Applications for standby advisory board consideration for promotion will be forwarded through command channels to Cdr, RCPAC, ATTN: AGUZ-RCP-PS. As an exception, area commanders will disapprove applications from applicants who do not meet the minimum educational requirements (para 2-6), without referring them to RCPAC.

d. Nonselection by a standby board will not be considered a passover unless the individual was con-

sidered and not selected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member not selected or not qualified (b above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19b(3).

e. When a recommendation for removal is received under the provisions of paragraph 3-13b(1), a standby advisory board will convene to consider the removal of the member's name from the recommended list.

Table 3-1. Composition of Selection Boards

| <i>Board</i> | <i>Membership</i> |
|---|---|
| MAJ, LTC and COL, APL and CH ¹ | 1 General Officer, Reserve Components (President) ² 2 COL, Reserve Components 2 COL, Regular Army 1 COL, Reserve Components, Chaplain (alternate member) |
| CPT, APL and CH ¹ | 1 General Officer, Reserve Components (President) ² 5 COL, Reserve Components ³ 3 COL, Regular Army ³ 1 COL, Reserve Components, Chaplain (alternate member) ⁴ |
| CPT, MAJ, LTC and COL, AMEDD | 1 General Officer, AMEDD, Reserve Components (President) 5 COL, Reserve Components, AMEDD 1 COL, Regular Army |
| CW3, and CW4 | 1 General Officer, Reserve Components (President) 1 COL, Reserve Components ³ 1 COL, Regular Army ³ 1 CW4, Reserve Components 1 CW4, Regular Army |
| USAR Unit Vacancy to CPT through COL | 1 General Officer, Regular Army (President) 3 COL, Reserve Components 1 COL, Regular Army 1 COL, Reserve Components, alternate member as required. ⁴ |

Notes.

¹ APL selection boards will include at least one member of the combat arms, combat support arms, and combat service support specialists.

² The ARNGUS and USAR will furnish the board president on an alternating basis.

³ May be a LTC if a COL is not available.

⁴ An alternate member is required when considering officers of the Chaplain Branch and for each AMEDD Branch.

CHAPTER 4

PROCESSING SELECTION BOARD RECOMMENDATIONS

Section I. GENERAL

4-1. Release of selection board reports. Information regarding the decisions of a selection board will not be released until the member's immediate commander has been notified, either by receipt of the selection or nonselection letter or by published circular and, in any event, no earlier than the release date announced by the HQDA (DAPE). The only exception to these methods of releasing information will be on a need-to-know basis, through command channels, when the board results will affect other personnel actions (e.g., a request for extension or release from active duty, retirement, or mandatory removal from active status).

4-2. Change of address or status. A member of the ARNGUS or USAR who, after his name has been submitted to a mandatory selection board (para 2-7), changes residence from one area command to another or changes status from unit to nonunit, from ARNGUS to USAR, or from USAR to ARNGUS will be monitored by the promotion authority submitting his name until the board consideration is concluded. The losing command will notify the gaining command of the selection board results so that the member may be informed at the proper time. The names of selected members will be furnished in the format outlined in figure 4-1. The names of nonselected members will be furnished by letter that will include SSN, date of transfer, and whether it is a first or second nonselection.

4-3. Entry on active duty during promotion consideration. *a.* A member of the ARNGUS or USAR who enters on active duty (other than for training) during mandatory promotion consideration (para 2-7), will be monitored by the area commander or the CG, RCPAC. Area commanders will submit the name of the member and the findings of the selection board to Cdr, RCPAC, ATTN: AGUZ-RCP for further action.

b. The CG, RCPAC, is responsible for consid-

ering Control Group (OADO) officers for promotion to first lieutenant and furnishing information to the active duty commander. The commander of the first permanent unit of assignment will be notified if an officer scheduled to enter active duty will attain promotion eligibility on the reporting date or between the active entry date and 60 days later. An information copy of the notice will be sent to the member's temporary duty station commander.

4-4. ARNGUS promotion *a.* A member of the ARNGUS who is extended Federal recognition in a higher grade will be appointed in the same grade as a Reserve commissioned or warrant officer of the Army. The Chief, National Guard Bureau (CNGB), will notify the CG, RCPAC, for appropriate administrative action.

b. An ARNGUS member who held a higher temporary or permanent grade will be promoted to the higher grade on the date of transfer to the USAR.

c. ARNGUS members of branches MC, DC, ANC, AMSC, and chaplains who are selected for promotion by a mandatory board may be extended Federal recognition in the higher grade when the promotion eligibility date is reached. This criterion applies only to promotion to the grade of colonel and below and provided the promotion is not more than one grade higher than that specified for the position in the TOE or TDA.

4-5. Promotion upon transfer. *a.* A member of the ARNGUS with honorable service who is transferred to the USAR will be advanced to the highest grade previously satisfactorily held in any component of the Army.

b. A member of the USAR who is transferred to the Retired Reserve will be—

(1) Promoted to the highest permanent or

temporary grade satisfactorily held in the United States Army (including all components).

(2) Transferred in the Reserve grade for which selected for promotion when the transfer is the result of physical disability, completing the number of years of service, or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-6. Posthumous promotion. *a.* A member of the ARNGUS or USAR who, after having been officially recommended to and approved by the promotion authority for promotion, dies before he can be promoted may be considered for promotion posthumously. A posthumous promotion may be issued only if the cause of death was incurred in line of duty while the individual was serving on active duty, active duty for training, or engaged in inactive duty training.

b. The CG, RCPAC, is the approving authority for posthumous Reserve of the Army promotions. Commanders will furnish the following information through channels:

(1) Date and cause of death.

(2) A statement that death was or was not in line of duty.

(3) The date of official recommendation and selection for promotion.

c. The effective date of promotion will be the date the promotion recommendation was approved by the convening authority. No bonus, gratuity, pay, or allowances will be granted because of a posthumous promotion.

4-7. Promotion after disqualification. A member disqualified for promotion to first lieutenant or W2 who was retained in an active status (para 4-28) may be promoted if subsequently determined to be qualified. The promotion eligibility date will not be earlier than the date the member is determined qualified for promotion. A memorandum for record will be prepared to explain the later promotion eligibility date. A copy of the promotion letter and the memorandum for record will be placed in the member's MPRJ and a copy of each forwarded to Cdr, RCPAC, ATTN: AGUZ-RCP.

4-8. Unit officers selected for promotion. *★a.* A USAR officer who is mandatorily considered

and then selected will be transferred from the unit and promoted not later than 90 days after the receipt of promotion notification or the normal established promotion eligibility date whichever is later unless he—

(1) Fills a vacancy in the unit in a higher grade.

(2) Is authorized retention in the unit in a lower grade (AR 140-10).

(3) Declines promotion for the maximum period authorized (see IV).

b. An officer who is considered and selected by a unit selection board will not be promoted if he transfers from the unit before the promotion is accomplished or the vacancy no longer exists due to reorganization. Officers selected but not promoted will be deleted from the recommended list (para 3-13a(3)).

4-9. Promotion requiring US Senate confirmation. Members selected for promotion (para 2-7, 2-8, 5-3, and 5-4) to the grades of lieutenant colonel or colonel will be confirmed by the Senate (10 USC 593(a)).

a. Area commanders, the Chief, National Guard Bureau, or the Office of The Surgeon General (DASG-PTL-V) will, within 30 days after adjournment of a selection Federal recognition board, or upon approval for appointment, provide the Cdr, RCPAC, (AGUZ-RCP) with a list of officers recommended for appointment/promotion to lieutenant colonel and colonel. The list will include the name, branch, and SSN of each recommended officer.

b. The CG, RCPAC, will forward the lists of recommended officers through channels to the US Senate for confirmation.

c. Notification of Senate confirmation of officers recommended for promotion *by mandatory selection boards* (para 2-7) will be sent by—

(1) HQDA(DAPE) to the CG, RCPAC.

(2) The CG RCPAC, to FORSCOM, CONUS Armies, major oversea commands, and CNGB.

d. Notification of Senate confirmation of officers recommended for promotion to *fill authorized unit vacancies* (para 2-8) will be sent by—

(1) HQDA(DAPE) to RCPAC, FORSCOM, and CONUS Armies.

(2) CONUS Armies to major oversea commanders.

e. Notification of Senate confirmation of Army National Guard officers recommended for promo-

tion in the Reserve of the Army as a result of a favorable recommendation by a Federal recognition board will be sent by—

(1) HQDA (DAPE) to RCPAC.

(2) CG, RCPAC, to CNGB.

Section II. SELECTED FOR PROMOTION

4-10. General. *a.* A member who has been recommended for promotion to the next higher grade must meet the requirements listed below before he can be promoted. The individual must—

(1) Be in active Reserve status.

(2) Complete the service requirements listed in table 2-1.

(3) Be medically qualified.

(4) Have undergone a favorable security screening.

b. The effective date of the promotion will be computed as prescribed in section III.

4-11. Medical examination. Each member of Ready Reserve is required to undergo a medical examination (AR 40-501) at least once every 4 years. If a member selected for promotion has not been examined within the past 12 months, he will be required to certify that there has been no change in his medical fitness since his last complete medical examination. A partial or temporary physical disability resulting from a disease, wound, or injury should not disqualify a member for promotion.

4-12. Security screening. Promotion authorities will ensure that a favorable security screening is completed before announcing a promotion.

a. Screening.

(1) The MPRJ will be screened to ensure that derogatory or unfavorable suitability information is not contained therein. If the results of this screening are favorable, final promotion action may proceed.

(2) If the screening of the MPRJ reveals derogatory or suitability information, the promotion authority will cause a National Agency Check

(NAC) to be conducted. Final action of the promotion will be withheld until the results of the NAC are received.

b. Processing unfavorable information.

(1) The followed procedures apply when suitability or unresolved derogatory information is in the MPRJ or is received from any other reliable source.

(a) Cases involving unresolved derogatory information of a security nature will be processed as prescribed in AR 604-10 and NGR 604-10. Action will be taken by the major commander with jurisdiction over the area in which a USAR member resides.

(b) Cases involving suitability information will be resolved by the CNGB (NGR 604-10) or, for USAR members, by an evaluation board. Area commanders or the CG, RCPAC, will convene the board under the provisions of chapter 4, AR 600-37.

(2) If the information bars promotion, decisions of the CNGB or the evaluation board will be processed as prescribed in AR 135-175 or in NGR 604-1. If the information is not a bar to promotion and the member is otherwise qualified, he will be promoted.

4-13. Promotion announcement. Promotion authorities will complete the promotion letter (fig. 4-2) and distribute the letter shown in *a* and *b* below. Commissioned officers who are not on active duty will also be furnished an Army Reserve officer career pattern development opportunities letter (fig. 4-4), which may be reproduced locally and bear facsimile signatures.

a. USAR members. The original copy of the promotion letter will be forwarded to the individu-

al through command channels and one copy filed in his MPRJ. An additional copy will be furnished to—

(1) Commander, RCPAC, ATTN: AGUZ-RSP-CP, for members not on extended active duty.

(2) Commander, RCPAC, ATTN: AGUZ-PAE-I (Dual), for dual status personnel (AR 600-39)

(3) HQDA (DAPC-POR), 200 Stovall Street, Alexandria, VA 22332, for members on active duty in their commissioned or warrant officer grades.

(4) Commander, US Army Enlisted Records

Center, ATTN: PCRE-F, Fort Benjamin Harrison, IN 46249, for members on active duty in an enlisted status.

b. ARNGUS members. The original and two copies of the promotion letter will be forwarded to the individual through the State adjutant general. An additional copy will be furnished to—

(1) NGB-ARP-C, WASH, DC 20310.

(2) Commander, RCPAC, ATTN: AGUZ-RSP-CP.

(3) HQDA(DAPC-POR), 200 Stovall Street, Alexandria, VA 22332, for members on extended active duty.

Section III. DATES OF PROMOTION

★4-14. General. Procedures in section IV will be followed for members who decline promotion. Procedures in this section will be followed in computing effective promotion dates for all other Reserve Component commissioned and warrant officers. Unless otherwise entitled by law, antedating of either the effective date of promotion or promotion eligibility dates will not entitle a Reserve Component warrant officer to increased pay and allowances for any period of service prior to the date of the promotion letter. Effective dates for promotion will be—

a. For commissioned officers. The date the officer completes the mandatory or unit service requirement in table 2-1. Officers serving on active duty (AGR/SADT) and not members of the Active Duty List who are selected for promotion will normally be promoted with an effective date the day after release from active duty with an appropriate promotion eligibility date (para 1-2f).

b. For warrant officers. The day following the date the officer completes service requirements, as in *a* above. A USAR warrant officer will be promoted the day after release from active duty to a permanent Reserve grade which is equal to the highest temporary AUS grade satisfactorily held on active duty.

4-15. Promotion eligibility date. Service requirement for promotion to the *next* higher grade will

normally be computed from the effective date of promotion to the current grade.

4-16. Selection after one passover. The effective date of promotion of a member selected after being passed over on a first consideration will be 1 year later than the original promotion eligibility date. (This does not apply to promotion to colonel.)

4-17. Promotion to first lieutenant. A qualified second lieutenant will not be promoted before the date he completes 3 years of promotion service except—

a. ROTC graduates who accept appointment in May or June of any year. Promotion service will be computed from the date of graduation of cadets of the US Military Academy in that year.

b. An officer serving in a unit vacancy (para 2-8a(6)).

4-18. Selected and transferred to the Retired Reserve. A Reserve officer, upon transfer to the Retired Reserve, will be—

a. Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including components thereof).

b. Transferred in the Reserve grade for which selected for promotion when the transfer is being made because of physical disability or as a result of completing the number of years of service or

Effective date will be the 15th day of the month in which the selection board convenes or the date the selectee is assigned to the position, whichever is later. If not occupying the position, assignment of selectees to unit vacancies will take place immediately upon announcement of the results of the board.

b. Selected by a mandatory selection board (para 2-7)

★(1) Nonunit members—

(a) Date that mandatory service requirements (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed.

(b) If selected on second mandatory consideration, or by next appropriate board following a declination of promotion, 1 year later than the date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and 2-6) were completed.

(c) Date of assignment to a nonunit status (para 4-8a).

(2) Unit members—

(a) Date that mandatory service requirements (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. If selected on second mandatory consideration, 1 year later than the date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) were completed, unless the member declines.

(b) Date assigned to a position vacancy in the higher grade.

(c) Date of assignment to a nonunit status (para 4-8a).

(3) A member nonselected by a standby board or found not qualified for standby consideration (para 3-14) and who is subsequently selected by a mandatory board (para 2-7) will be promoted the later of—

(a) The date the mandatory board submits its recommendations.

(b) The date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. This date will also be used to compute service requirements for promotion to the next higher grade (para 4-15).

c. Selected for promotion to colonel (para 2-7.1).

(1) Date the board reports its recommendations or the date that promotion service and years of service prescribed by the Secretary of the Army are completed.

(2) Date that promotion eligibility requirements (para 2-5 and para 2-6) are completed.

(3) Officers selected for promotion to the grade of colonel who were previously non-selected to the grade of colonel (para 2-7.1), the promotion eligibility date (para 4-15) will be the later of the dates in (1) and (2) above.

★(4) Date of assignment to a nonunit status (para 4-8a).

d. Selected after transfer from inactive status.

(1) Date the board reports its recommendations.

(2) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed.

e. Selected by a standby board.

(1) Date he would have been promoted had he been selected by the appropriate mandatory consideration board or board for promotion to the grade of colonel.

(2) A member nonselected by a standby board or found not qualified for consideration under an earlier criteria (para 3-14), who is subsequently selected by a standby board under later criteria, will be promoted the later of—

(a) The date the board submits its recommendation.

(b) The date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. This date will also be used to compute service requirements for promotion to the next higher grade for officers in the grade of major and below. For promotion to the grade of colonel, the date the board submits its recommendation (para (2)(a) above) will be used to compute service requirements for promotion to the next higher grade.

Section IV. DECLINATION OF PROMOTION

4-20. Policy. A commissioned officer of the ARNGUS or USAR who has been selected for promotion to the next higher grade may decline the promotion for a period authorized in this section. Declination beyond the maximum period is not authorized unless approved by HQDA. Request for an exception will not be considered unless the area commander: CG, RCPAC; or State adjutant general recommends approval.

4-21. Approval authority. Authority to approve declinations of promotion is assigned to—

a. Area commanders—for USAR unit members.

b. The CG, RCPAC—for nonunit members and members of the RCPAC (USAR Augmentation).

c. The Governor or other appropriate authority of the State or of Puerto Rico, the Canal Zone, or the Virgin Islands, or of the Commanding General of the District of Columbia National Guard—for members of the ARNGUS.

4-22. Period of declination. *a.* Unless an exception is authorized (*b* below), the period of declination will not exceed 1 year. The period will be computed from the date of the promotion letter or the date the officer completes the service requirements (table 2-1), whichever is later.

b. The period of declination may be extended to 3 years from the date of selection for—

(1) ARNGUS officers (including technicians), with the consent of the Governor. The period may be further extended, at the discre-

tion of the Secretary of the Army, for an officer of an Alaska scout battalion or of a unit engaged in air defense activities on a tactical site under control of the Army or Air Force.

(2) An officer who is employed as a civilian in a USAR technician position.

4-23. Promotion lists. The names of ARNGUS and USAR officers declining promotion to the next higher grade will be removed or retained on the promotion list as follows:

a. Officers selected for promotion to colonel and nonunit officers will be removed from the promotion list and will be considered by the next appropriate selection board provided they remain eligible.

b. Unit officers will be retained on the promotion list for the maximum period authorized, unless they have been promoted earlier to the grade for which selected or have been removed for some other reason.

4-24. Procedures. Declination of promotion will be processed as follows:

a. Nonunit USAR officers. The reason and date of declination will be entered on the letter of promotion. A copy will be forwarded to Commander, US Army Military Personnel Center, ATTN: DAPC-PSR-R, 200 Stovall Street, Alexandria, VA 22332—for officers on extended active duty or, if not on active duty, to the Cdr, RCPAC, ATTN: AGUZ-RCP-N.

b. Unit USAR officers. These officers will be notified of selection for promotion to the next

higher grade at least 30 days in advance of their promotion eligibility dates (fig. 4-5). If an officer declines, a copy of the letter of notification, together with the approved indorsement (fig. 4-6) declining the promotion, will be forwarded to the CDR, RCPAC, ATTN: AGUZ-RCP-P. The area data processing activity will be notified of the officer's declination.

c. ARNGUS officers. An ARNGUS officer will be notified of selection for promotion to the next higher grade. If he declines, a copy of the letter, together with two copies of the approved indorsement declining the promotion will be transmitted by the State adjutant general, through NGB-ARP-C, WASH DC 20310 to the CDR, RCPAC, ATTN: AGUZ-RCP-N.

4-25. Expiration of declination period. If not promoted on or before the end of his declination period, the officer will be transferred from his unit and promoted. (Federal recognition of an ARNGUS officer will be terminated upon transfer to the USAR.) An ARNGUS officer who is entitled to be credited with more than 18 but less than 20 years of qualifying service may continue in an active status to complete 20 years of qualifying service. His name will be removed from the promotion list *at the end of the maximum declination period authorized.* An

ARNGUS member may not be transferred and promoted under this paragraph before the end of the authorized maximum period unless the Governor or other appropriate authority of the State, Puerto Rico, the Virgin Islands, or the CG of the District of Columbia National Guard approves the action. Removal from the unit at the end of the declination period is mandatory unless he—

a. Fills a vacancy in the unit in the higher grade (see exception in *c* and *d* below);

b. Is authorized retention in the unit in a lower grade (AR 140-10).

c. Exception to removal from the unit is authorized a first lieutenant if qualified lieutenants are not available and all other positions in the unit in the grade of captain and above are occupied. He may be promoted to the grade of captain without being removed from the unit.

d. Captains who are assigned to air defense units under the operational control of the Active Army and who are employed as ARNG technicians may be promoted to the grade of major upon expiration of the authorized period of declination without change of assignment, provided qualified captains are not available and all other appropriate MTOE positions in the unit in the grade of major or above are occupied (NGR 600-100).

Section V. NONSELECTION FOR PROMOTION

4-26. General. Selection board action is administratively final. If removal from active Reserve status is required by law, the member must be removed within the prescribed time limits established for his removal.

4-27. Mandatory consideration nonselection policy. *a. First nonselection.* Nonselection for promotion to the next higher Reserve grade for the first time will constitute a first passover for promotion to any grade other than W2, first lieutenant, and colonel. A member who remains in an active status following a first passover will again be considered for promotion by the next regularly scheduled board considering his grade and branch.

(1) A member not qualified for promotion to the grade of W2 or first lieutenant will not again be considered for promotion unless retained in an active status (para 4-28).

(2) A nonselection for promotion to the grade of colonel does not constitute a passover for promotion. A member who remains in an active status and

meets the criteria for the next announced zone of consideration will again be considered by the next regularly scheduled board considering his grade and branch.

b. Second nonselection. A member who twice fails to be selected for promotion to the grade of W3, W4, captain, major, or lieutenant colonel will not be considered again for promotion.

4-28. Not qualified for promotion. *a.* Members of the ARNGUS or USAR in grades of W1 and second lieutenant are considered for promotion without board action (para 2-1). If found not qualified for promotion to the grade of first lieutenant or W2, a final determination concerning retention will be made by—

(1) Area commanders, for unit members and oversea residents.

★(2) The CDR, RCPAC (AGUZ-RCP) for all others.

b. The names of members found not qualified and the reasons for their disqualification will be re-

ported to the commander concerned (*a* above) for determination of whether the member should be discharged (AR 135-175) or retained in an active status (para 4-29). A nonselection letter, to include eligibility for further consideration while being retained in an active status, will be sent to each member determined not qualified for promotion. A copy of the letter of notification will be placed in the member's MPRJ.

c. A member retained in an active Reserve status after being found not qualified for promotion to first lieutenant or W2 may be reconsidered for promotion if the reason for disqualification is resolved. A member disqualified for promotion and later determined qualified will be promoted (para 4-7).

4-29. Retention in an active status. *a.* A member whose removal from active Reserve status is required by law must be removed within the prescribed time limits unless eligible for retention as prescribed in this paragraph. Nothing in this paragraph will be construed to preclude elimination under other pertinent regulations.

(1) *Obligated members.* Members who have not completed their statutory service obligation (AR 135-91) will not be discharged or removed from active status by reason of nonselection for promotion to the next higher grade. Members not qualified for promotion to first lieutenant or W2 and those who have twice failed to be selected for promotion to the next higher grade will be retained in their present grade for the remainder of their obligated period of service.

(2) *Retained to complete 20 years.* A member who has been credited with 18 or more but less than 20 years of service (10 USC 1332) will not be removed from an active status without his consent (10 USC 1006).

b. A member retained under the provisions in *a* above will be in addition to the number of authorized members in that grade. Those members twice nonselected for promotion to the next higher grade will not again be considered for promotion. Members not qualified for promotion to first lieutenant or W2 will be processed as prescribed in paragraph 4-28.

4-30. Procedures. Commanders authorized to

issue promotion letters will prepare and distribute the appropriate nonselection letter and take the necessary removal action prescribed in this paragraph.

a. Members considered for promotion by a mandatory board will be furnished the appropriate nonselection notice described below immediately after the selection board report is received.

(1) Notice of first and second nonselection for promotion to W3, W4, captain, major, and lieutenant colonel will be signed by a commissioned officer in the grade of colonel or above (fig. 4-7 through fig. 4-10).

(2) Notice of nonselection for promotion to colonel will be signed by a general officer (fig. 4-11).

★b. A member who twice fails to be selected for promotion to grade W3, W4, captain, major, and lieutenant colonel will not again be considered for promotion. Officers on extended active duty will be removed within 120 days after being notified on their second nonselection. All other members not qualified for retention (para 4-29) will be removed from an active status within 90 days after the selection board submits its results to HQDA.

(1) ARNGUS members will be processed in accordance with NGR 635-100.

(2) USAR members will be transferred to the Retired Reserve (AR 140-10), or discharged (AR 135-175).

c. The original copy of the nonselection letter will be forwarded to the individual through command channels and one copy will be filed in his MPRJ. Additional copies will be furnished to commanders as shown below.

★(1) CDR RCPAC, ATTN: AGUZ-RCP—for USAR members not on active duty.

(2) HQDA (DAPC-PSR)—for USAR members on extended active duty.

(3) NGB-ARP-C, WASH DC 20310, and the State adjutant general—for ARNGUS members.

(4) CDR, US Army Enlisted Records Center, ATTN: PCRE-F, Fort Benjamin Harrison, IN 46249—for members on active duty in an enlisted status.

CHAPTER 6

ISSUANCE OF PROMOTION COMMISSION CERTIFICATES

★6-1. General. This chapter prescribes procedures for requesting promotion commission certificates (DD Form 1A) subsequent to 1 January 1963 and applies to—

a. Retired and discharged commissioned and warrant officers of the Army.

b. Reserve of the Army commissioned and warrant officers not on active duty.

c. Active Army commissioned and warrant officers.

d. Active Army enlisted personnel holding concurrent USAR commissions or warrants.

6-2. Procedure for requesting certificates. ★*a.* Personnel desiring promotion commission certificates (DD Forms 1A) may submit a written request to include full name (first name—middle name—last name), social security number or service number, current mailing address, and current military status (ARNGUS or USAR not on active duty, active duty commissioned or warrant officer, or enlisted personnel discharged or retired). The request should include a copy of the pertinent promotion letter or order, if available.

b. Upon completion of processing, documents supporting the promotion together with the certificate will be returned. Approximately 120 days should be allowed for processing and mailing of a commission certificate. Requests from the individual concerned, or next of kin for deceased person-

nel, will be forwarded to the addresses shown below.

★(1) Active Army commissioned and warrant officers.

HQDA (DAPC-POR-RS).
200 Stovall Street
Alexandria, VA 22332

(2) Active Army enlisted personnel holding concurrent USAR commissions and warrants.

Commander
US Army Enlisted Records and Evaluation
Center
ATTN: PCRE-F
Fort Benjamin Harrison, IN 46249

★(3) Retired commissioned and warrant officers, Reserve of the Army commissioned and warrant officers not on active duty, (exclusive of USAR officers and warrant officers assigned to troop program units), and discharged personnel.

Commander
US Army Reserve Components Personnel
and Administration Center
ATTN: AGUZ-PAP-N
9700 Page Boulevard
St. Louis, MO 63132

(4) Army Reserve commissioned and warrant officers not on active duty assigned to troop program units.

Address of appropriate Army area commander.

S/S Ch. 10 15 June 1982

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC , 24 November 1981

Immediate Action
INTERIM CHANGE

AR 135-155
INTERIM CHANGE
NO. 102
Expires 24 November 1982

ARMY NATIONAL GUARD AND ARMY RESERVE

PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS
OTHER THAN GENERAL OFFICERS

This interim change clarifies procedures for promotion of ARNG and USAR officers on active duty as a result of enactment of the Defense Officer Personnel Management Act (DOPMA) effective 15 September 1981; revises military educational requirements for promotion of SSVC officers; changes the format of the career development letter at Figure 4-4; expires 1 year from the date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 135-155; is as an interim measure issued in other than page-for-page format; and will be included in change 10, AR 135-155.

Page 1-1, subparagraph 1-1d is added to read:

d. USAR officers on active duty promoted on or after 15 September 1981 are promoted in the Reserve of the Army and a promotion letter order is not required in view of their reserve status on the Active Duty List. ARNG officers falling in this category will be promoted subject to the approval from their respective States. (Sec. IV., chap. 8, NGR 600-100.)

Page 1-1, subparagraph 1-3a(2)(b) is superseded to read:

(b) ARNGUS and USAR members serving on active duty (AGR/ADS), and not a member of the Active Duty List, except USAR grades W1.

Page 1-1, subparagraph 1-3a(2)(c) is amended by deleting the words: "and second lieutenant."

Page 1-1, subparagraph 1-3a(2)(d) is superseded to read:

(d) USAR members released from active duty in the grade of colonel and below.

Page 1-1 and 1-2, subparagraph 1-3b is changed to read:

b. The following commanders are authorized to issue promotion letters to USAR members in grade of W1 who are released from active duty:

Page 1-2, subparagraph 1-3c is superseded to read:

c. The commanders in b above may delegate promotion authority to -

(1) Commanding officers of transfer points for USAR members in grade of W1 being released from active duty. This authority should be delegated at the time the transfer activity is established or when a specific unit personnel section is authorized to process transfers.

(2) Commanders of Active Army organizations for which the grade of lieutenant colonel or higher is authorized. A USAR member on active duty in the grade of W1 who is serving on active duty in an AUS grade higher than his current USAR grade may be promoted under this authority.

Page 2-1, subparagraph 2-5a is amended by changing the words "be on active duty" to read: "be in an active status" in line 4.

Page 2-2, subparagraph 2-6a is expanded to add:

(8) Effective 1 October 1984, all officers assigned to the SSVC system will be required to complete the minimum educational requirements in table 2-2 as prescribed for officers of the APL. Completion of Industrial College of the Armed Forces National Security Management Course for SSVC officers will continue to satisfy the educational requirement for promotion to colonel.

Page 2-3, subparagraph 2-6b(3) is rescinded.

Page 2-3, subparagraph 2-7.1a is amended by deleting the words: "or on active duty" in line 6.

Page 4-4, paragraph 4-14 is amended by changing the first sentence to read: "Procedures in section IV will be followed for members who decline promotion."

Page 4-8, subject line in Figure 4-2 is amended by inserting "USAR" preceding the word "Warrant."

Page 4-8, paragraph 1 of Figure 4-2 is superseded to read:

1. By direction of the President (commissioned officers only) you are promoted as a Reserve of the Army, effective on the date shown after A above, to the grade, in the branch (commissioned officers only), and component shown above.

Page 4-8, paragraph 4 of Figure 4-2 is rescinded.

Page 4-9, Figure 4-4 is superseded to read:

HEADQUARTERS

(Address)

DATE _____

SUBJECT: Army Reserve Officer Career Pattern Development Opportunities

TO: Each Officer Promoted in the USAR (exclusive of General Officers and Officers on Active Duty)

1. Welcome to the officer ranks of the Army of the United States. This appointment is only the beginning in your military career. Within statutory limitations and dependent upon your personal circumstances the Army has many opportunities for you to acquire military education and experience and earn professional advancement. You are encouraged to take maximum advantage of those opportunities.
2. It is important as you enter your current grade that you understand just what your obligations are for military education for promotion to the next higher grade. AR 135-155 gives this information for both mandatory (unit and non-unit members) and Troop Program Unit Vacancy promotions (unit members only). In the case of mandatory promotions, you must complete the military education requirements by the convening date of the board held in the year preceding your promotion eligibility date or you will not be considered eligible for selection and nonselection for promotion will result. Two successive nonselections to the grade of LTC and below terminate, by law, your career as a USAR commissioned officer. Also, all MAJs promoted to LTC by either mandatory or unit vacancy board selection who were educationally qualified by completing the 50% C&GS must successfully complete the remainder of C&GS within three years of the effective date of promotion or be removed from the active reserve.
3. In addition to AR 135-155, RCPAC Pamphlet 140-1 and the Army Reserve Magazine are good sources that you should read to keep you current on the latest reserve promotion policies and help you plan your reserve career. Please address any questions on your reserve status and career progress to your unit commander or if you are a non-unit member, to the Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-DCS-PM, 9700 Page Boulevard, St. Louis, MO 63132.

SIGNATURE OF APPOINTING AUTHORITY

24 November 1981

Page 4-13, paragraph 3 of Figure 4-6 is rescinded.

Page 5-1 and 5-2, Chapter 5 entitled "Promotion of Reserve Component Members Serving On Active Duty" is rescinded.

(AGUZ-PPC)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for AR,
Army National Guard and Army Reserve.

Active Army: B

ARNG: A

USAR: A

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 19 June 1981

Immediate Action INTERIM CHANGE

AR 135-155
INTERIM CHANGE
NO. 101
Expires 19 June 1982

ARMY NATIONAL GUARD AND ARMY RESERVE
PROMOTION OF COMMISSIONED OFFICERS AND WARRANT
OFFICERS OTHER THAN GENERAL OFFICERS

This interim change clarifies policy regarding the award of equivalent credit, for promotion purposes only, for US Army Command and General Staff College; expires one year from the date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 135-155; is, as an interim measure, issued in other than page-for-page format; and will be included in Change 10, AR 135-155.

Page 2-2, subparagraph 2-6a. Redesignate subparagraphs 2-6a(3) through (6) to read as subparagraphs 2-6a(4) through (7) and add a new subparagraph 2-6a(3) to read:

(3) Successful resident completion of the following courses results in equivalent credit for Command and General Staff College for promotion purposes only:

(a) Armed Forces Staff College; US Air, and US Marine Corps Command and Staff Colleges; US College of Naval Command and Staff; or US Army School of the Americas.

(b) Naval or Air War College.

(c) Industrial College of the Armed Forces.

(d) National War College.

Individuals who are not sure that their successful completion of such resident courses has been documented in their Official Military Personnel Files (OMPF) should query the Cdr, RCPAC, ATTN: AGUZ-PAP-NC, 9700 Page Blvd., St. Louis, MO 63132.

Page 2-2, subparagraph 2-6a. Change redesignated subparagraph 2-6a(4) to read:

(4) HQDA may award equivalent credit for Command and General Staff College by virtue of successful completion of other equivalent resident or higher level resident courses conducted by another school of the US or foreign

19 June 1981

military service. Requests will be considered individually and should be submitted to the Cdr, RCPAC, ATTN: AGUZ-PAP-NC, 9700 Page Blvd., St. Louis, MO 63132.

(AGUZ-PPC)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve.

Active Army: B

ARNG: A

USAR: A

12 September 1975

95 Chg 10 15 June 82

C I. AR 135-155
*AR 135-155

ARMY REGULATION
No. 135-155

Ch 1, 2, 3, 4, 5

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 30 August 1974

**★ARMY NATIONAL GUARD AND ARMY RESERVE
PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS
OTHER THAN GENERAL OFFICERS**

Effective 15 October 1974

This revision is a consolidation of AR 135-155 and AR 135-158 and prescribes procedures for the selection for promotion of commissioned officers and warrant officers of the Reserve components. Local supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to CDR RCPAC, ATTN: AGUZ-RPC-PR; other commands will furnish one copy of each to the next higher headquarters.

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*This regulation supersedes AR 135-155, 24 August 1970, and AR 135-158, 27 January 1972, including all changes and DA messages AGUZ-RPC-PR 182122Z Sep 73 (U), subject: Interim Change to AR 135-155; AGUZ-RPC-PR, 191522Z Sep 73 (U), subject: Interim Modification of Reserve Components Military Educational Requirements, AMEDD; AGUZ-RPC-PR 071448Z Nov 72 (U), subject: Interim Change to AR 135-155; AGUZ-RPC-PR 132102Z Mar 74 (U), subject: Change to Table 1-2, AR 135-155; AGUZ-RPC-PR 091958Z Apr 74 (U), subject: Interim Modification of Reserve Components Military Educational Requirements, AMEDD; AGUZ-RPC-PR 091958Z Apr 74 (U), subject: Interim Modification of Reserve Components and Military Educational Requirements, AMEDD; and AGUZ-RPC-PR 031714Z Jul 74 (U), subject: Change to AR 135-155.

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CHAPTER 1 GENERAL

1-1. Purpose and scope. *a.* This regulation prescribes policy and procedures to consider, select, and promote commissioned officers of the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR) and warrant officers of the USAR as Reserve commissioned officers/warrant officers of the Army. Exceptions will be made only by Headquarters, Department of the Army (HQDA). Special provisions applicable to active, retired, and discharged personnel of the US Army are indicated in paragraph 6-1. Throughout this regulation the words "he/his" are intended to include both the masculine and the feminine genders and any exceptions thereto will be so noted.

★ *b.* Commissioned officers in the Army Medical Department (AMEDD), Chaplains (CH), and the Judge Advocate General's Corps (JAGC) will be promoted within the branch or corps to which they are assigned. Officers in any other branch can be promoted in a different branch (except for AMEDD, CH, or JAGC).

c. Federal recognition of State unit vacancy promotions of ARNGUS officers and warrant officers are governed by NGR 600-100 and 600-101.

1-2. Explanation of terms. For purpose of this regulation, the following apply:

★ *a. Army promotion list (APL).* This list includes all branches except AMEDD. The AMEDD promotion list includes all branches of the Army Medical Department (i.e., MC, DC, VC, ANC, MSC, and AMSC).

b. Member. This word includes both commissioned officers and warrant officers of the ARNGUS and the USAR.

c. Nominee. An ARNGUS or USAR member in the zone of consideration for promotion to the next higher grade.

d. Overstrength. The assigned strength is more than the authorized TOE or TDA strength. Assignment of an officer as overstrength may be the result of unit reorganization, inactivation, or relocation; as a result of an assignment error; or as an author-

ized exception to policy to correct an injustice.

e. Permanent promotion. A promotion in the Regular Army or in a Reserve Component of the Army.

f. Promotion eligibility date (PED). The earliest date upon which an officer who is recommended and selected may be promoted to the next higher grade.

g. Promotion to fill officer position grade vacancies. An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade.

h. Temporary promotion. Promotion to a grade in which a member holds a temporary appointment in the AUS.

★ *i. Troop program unit.* A TOE or TDA unit of the USAR organized to serve as a unit upon mobilization or one that is assigned a mobilization mission. The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

j. Unit vacancy. A unit vacancy exists if a position authorized by paragraph and line number of a TOE or TDA is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength.

1-3. Promotion authority. *a.* Authority to issue Reserve of the Army promotion letters is assigned as follows:

(1) Area commanders (CONUS and overseas) and the CG, RCPAC, for members under their jurisdiction.

(2) HQDA (RCPAC) for—

(a) ARNGUS members.

(b) ARNGUS and USAR members serving on active duty, except USAR grades W1 and second lieutenant.

(c) USAR members in grades W1 and second lieutenant if they are not under the jurisdiction of an area commander for Reserve matters.

(d) USAR members released from active duty in the grade of lieutenant colonel and colonel.

b. The following commanders are authorized to

issue promotion letters to USAR members below the grade of lieutenant colonel who are released from active duty:

(1) Area commanders in the US Army Forces Command (FORSCOM) (AR 10-42).

(2) Major Army commanders (AR 10-5).

(3) Heads of HQDA agencies exercised command responsibility (AR 10-5) who are authorized to establish transfer activities for processing personnel for separation (AR 635-10).

c. The commanders in *b* above may delegate promotion authority to—

(1) Commanding officers of transfer points for

USAR members below the grade of lieutenant colonel being released from active duty. This authority should be delegated at the time the transfer activity is established or when a specific unit personnel section is authorized to process transfers.

(2) Commanders of Active Army organizations for which the grade of lieutenant colonel or higher is authorized. A USAR member on active duty in grade W1 or second lieutenant who is serving on active duty in an AUS grade which is higher than his current USAR grade may be promoted under this authority.

CHAPTER 2

PROMOTION ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Section I. GENERAL

2-1. Consideration without board action. *a.* A member of the USAR in the grade of W1 or second lieutenant will be considered for promotion without review by a selection board. The member's records will be screened to determine eligibility for promotion to the next higher grade. Eligibility will be determined far enough in advance to permit promotion on the date promotion service is completed (table 2-1).

b. A member is qualified for promotion if he is in an active status, participating satisfactorily (paras 2-5 and 2-6), and there are no grounds for removal from the service (i.e., demonstrated substandard performance, unfitness, unsuitability, or for security reasons). A member of the USAR control group (officer active duty obligor (OADO)) will have met these requirements by virtue of his assignment (para 2-5*b*).

c. Decisions reached as a result of the consideration in *a* and *b* above will be processed as prescribed in chapter 4.

2-2. Inactive and active status. A member who is removed from active status before his promotion is final will be removed from the promotion list (para 3-13). Removal will not be considered a non-selection. If returned to an active status, his name will not be placed on a promotion list unless he is again recommended by a selection or Federal recognition board. He will not be considered for a Reserve of the Army promotion until at least 1 year after the date of his return to an active status.

2-3. Service computation. Service requirements prescribed in table 2-1 will be computed in accord-

ance with the following:

a. Warrant officers. Promotion service will be computed based upon years of service performed in the current warrant officer grade.

b. Commissioned officers. Service requirements for promotion to captain and above require a minimum number of years of promotion and commissioned service. Service periods will not be counted more than once. If an officer was given constructive service credit on his appointment, any actual service before that date will not be counted.

(1) Promotion service (time in grade) is computed by adding—

(*a*) All service performed (or credit by the Secretary of the Army with having been performed) in the current permanent grade in the Army (or, at the discretion of the Secretary of the Army, in any other Armed Force) while in an active status or on the active list.

(*b*) In the case of a first promotion of a person originally appointed in a grade below colonel, all constructive service credited that exceeds the minimum years of service prescribed for the grade in which appointed.

(2) A Reserve commissioned officer's years of service are the greater of—

(*a*) The sum of years of service as a commissioned officer of any component of the Armed Forces or of the Army without specification of the component and the years of constructive service credited; or

(*b*) the number of years by which the member's age exceeds 25 years.

Section II. ELIGIBILITY FOR CONSIDERATION AND GENERAL QUALIFICATIONS FOR SELECTION

2-4. Eligibility for consideration. To be eligible for consideration for promotion to the next higher grade, an ARNGUS or USAR member must be in active status and meet the service requirements in table 2-1.

2-5. Selection criteria. *★a.* To be eligible for selection, an ARNGUS or USAR member who meets the eligibility requirements (para 2-4) must be on active duty or participating satisfactorily in Reserve training. For promotion purposes, satisfac-

tory participation consists of full compliance with all of the commander's instructions. A commissioned officer is also required to meet certain educational requirements unless an exception is authorized. Selection for promotion is a recognition of potential for service in the higher grade and is not a reward for past service.

b. Officers assigned to Ready Reserve Control Groups listed in paragraph 2-13, AR 140-1 or Control Group (Standby) who have not completed their statutory military service obligation will be considered to be participating satisfactorily if they comply with all of their commander's instructions.

2-6. Educational requirements. To qualify for selection, commissioned officers must complete the educational requirements in table 2-2 not later than the date the selection board convenes.

★a. *General.* The following applies in determining educational qualifications:

(1) Equivalent credit for completion of a lower course of study will be awarded by the appropriate selection board for enrollment and satisfactory participation in a course which is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. The officer must also be enrolled and participating satisfactorily at the time he is considered.

(2) Equivalent credit for the civil affairs officer basic course will be granted after completion of three phases of the civil affairs officer advanced course. A minimum of one of these phases must be branch material. Normally, phase I, II, and III would be considered as officer basic course equivalent.

(3) HQDA may award equivalent credit for Command and General Staff College by virtue of successful completion of an equivalent resident or higher level resident course conducted by another school of the US or foreign military service. Requests will be considered individually and should be submitted to the Cdr, RCPAC, ATTN: AGUZ-RCP-NC, 9700 Page Blvd., St. Louis, MO 63132. Equivalent credit, if awarded, will be for promotion purposes only.

(4) Acceptance of constructive credit or equivalent credit for filling academic requirement is subject to the approval of the commandant of the service school having proponentcy for the course.

(5) USAR officers will be considered for promotion in their basic branch only. Officers who are de-

tailed will be identified for promotion consideration in their basic branch.

(6) Officers of the APL, Chaplain, and MSC with primary specialty 67 in the grade of captain may be considered to have met the educational requirements for promotion to the next higher grade if they meet one of the requirements listed below.

(a) Awarded constructive or equivalent credit for a branch advance course. Paragraph 2-6a(4) above applies.

(b) Successfully completed any branch or advance course.

1. Officers currently enrolled will be considered educationally qualified upon successful completion of the course of instruction in which now enrolled.

2. Officers not currently enrolled in their branch advanced course are required to enroll in and complete the advanced course which offers the program of instruction for their primary specialty.

3. Officers not currently enrolled will enroll in their branch advanced course if a non-resident course for their primary specialty has not been developed at the time of application.

b. *Educational substitution.* The following may be substituted for military educational requirements for promotion to the grades indicated:

★(1) An officer, delayed to obtain a graduate degree and assigned to the control group (OADO) or under administrative control of the OADO control group with concurrent assignment to a Reserve component unit, will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment. (See exception in para 2-5b.) The promotion authority will make this determination a matter of record by inserting a letter in the officer's record before it is referred to the selection board. The letter will state that the educational waiver is cancelled on the date the officer completes a qualifying service school course or when he completes 6 or more months of active duty or active duty training whichever occurs first.

(2) An officer who has completed at least 2 years of consecutive active duty (excluding special tours of ADT and statutory tours) as a commissioned officer but is not presently serving on active duty in a commissioned status will be considered educationally qualified for promotion to the next higher grade provided:

(a) The officer is being considered for promo-

tion to a grade no more than one grade higher than his active duty grade.

(b) The officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommendation by the board that the officer not be promoted.

(c) The officer was released from active duty as a commissioned officer within 3 years of the date the board convenes.

(3) An officer who is serving on active duty as a commissioned officer (excluding AT/ADT and statutory tours) will be considered educationally qualified for promotion to the next higher grade than the grade in which serving provided the officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommendation by the board that the officer not be promoted.

Section III. BOARD CONSIDERATIONS

2-7. Mandatory selection boards. *a. General.* Mandatory selection boards will be convened annually (chap. 3) to consider members of the ARNGUS and USAR in an active status or on active duty for promotion to grades W3 and W4 and to captain through lieutenant colonel. These boards will consider members for promotion without regard to vacancies in the next higher grade.

b. First consideration. A member in grade W2, W3 (USAR only), first lieutenant, captain, or major will be first considered for promotion to the next higher grade far enough in advance of the date the member will complete the service requirements in table 2-1 to effect promotion on the eligibility date for those selected (para 3-2).

c. Second consideration. A member in grade W2, W3, first lieutenant, captain, or major who is not selected on his first consideration will be considered a second time by the next board considering his grade and/or branch only if he remains in an active status.

2-7.1 Consideration for promotion to colonel.

a. Selection boards will convene at the discretion of the Secretary of the Army (chap. 3) to consider ARNGUS and USAR officers, in all branches, for promotion to colonel. These boards will consider and recommend only those who are in an active status or on active duty.

b. HQDA will—

(1) Prescribe the minimum promotion service and total years commissioned service required for an officer for each branch. So far as practicable, the

c. Educational exceptions. The following officers are not required to meet the educational requirements in table 2-2:

(1) AMEDD officers except MSC with primary specialty 67.

★(2) An officer whose removal from active status has been invalid. HQDA may waive the educational requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.

(3) Officers of the Staff Specialist branch less those officers assigned to the SSVC system.

(4) Officers in the grade of second lieutenant assigned to the Control Group (Dual Component).

amount of service prescribed will correspond to that which an officer of the Regular Army in the same branch must have for permanent promotion consideration.

(2) Require that the name of each officer with the prescribed promotion service and years of service be placed on the appropriate zone of consideration list.

(3) Prescribe the number of officers to be recommended for promotion from each list (APL and AMEDD).

(4) Announce zones of consideration for unit and nonunit lieutenant colonels in all branches.

c. Officers not selected for promotion to colonel will be considered again by a selection board provided they remain in an active status and meet the criteria for the next announced zone of consideration.

★2-8. USAR unit vacancy selection boards. Promotion to fill authorized unit vacancies in troop program units may be filled through promotion of the best qualified and geographically available officers, as prescribed below.

a. Promotion consideration. USAR unit vacancy promotion consideration to fill a troop program unit vacancy is authorized under two conditions:

(1) When RCPAC(AGUZ-OEP-C) notifies the troop program unit commander that no qualified IRR officers are geographically available.

(2) When the troop program unit commander receives CONUS approval of the IRR nonselection

on the returned DA Form 4935-R (chap. 2, AR 140-10).

After the TPU commander receives CONUSA unit vacancy promotion approval, the TPU commander will initiate unit vacancy promotion procedures. The TPU commander will complete DA Form 2464-R listing all officers eligible for promotion consideration. The completed DA Form 2464-R plus a copy of the completed DA Form 4935-R (chap. 2, AR 140-10) will be forwarded to the MUSARC. The MUSARC will request DA Forms 2464-R be completed on all other eligible geographically available MUSARC TPU officers. The MUSARC will forward to CONUSA all DA Forms 2464-R and the appropriately completed DA Form 4935-R for unit vacancy promotion consideration. CONUSA commanders will ensure that the intent of the unit vacancy fill procedures of chapter 2, AR 140-10 has been complied with before a unit vacancy promotion occurs.

b. Eligibility. The USAR unit vacancy promotion system is designed to promote officers to fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. If assignments cannot be made from local resources (officers assigned to units and local members of the Individual Ready Reserve), the names of all unit officers in the next lower grade who meet the following requirements will be forwarded to the appropriate area commander for promotion consideration:

(1) Have completed the necessary promotion service prescribed for promotion to the next higher grade *by convening date of the board.*

(2) Be assigned to any part of an organization whose commander is authorized to forward nominations directly to the area commander or to the commander of the senior Army headquarters outside CONUS.

(3) Be geographically available to serve in the position for which considered. The unit commander having the vacancy will determine an officer geographically available if he lives within a commuting distance that will allow full participation, has the means, and is willing to travel the distance involved.

(4) Be of the proper branch.

(a) Officers of the AMEDD are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation. Officers of the Med-

ical Corps, Dental Corps, and Veterinary Corps in the grade of first lieutenant, who are otherwise eligible, may be considered for promotion to captain to fill a valid vacancy in the grade of captain or major within their respective corps without regard to Specialty Skill Identifier.

(b) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

(c) Officers of all other branches are eligible for promotion consideration to fill vacancies in any of those branches, except that all officers are subject to the assignment limitations in AR 140-10. Officers selected for promotion to fill a vacancy in a branch in which they are not qualified must become qualified in accordance with applicable regulations.

(5) The unit vacancy must be in the next higher grade unless an intermediate grade is not authorized in the TOE or TDA unit except that MC, DC, or VC officers may be promoted to fill unit vacancies as described in *b(4)(a)*, above, without regard to whether an intermediate grade is authorized in the TOE or TDA. An officer filling a position which is two grades higher than his current grade may be recommended for promotion to the next higher grade. (A first lieutenant may be recommended for promotion to captain (an unauthorized position in the unit) even though the vacancy is in an authorized position of major). A grade vacancy is not required for promotion to first lieutenant.

(6) If approved by the promotion authority, a first or second lieutenant, who for 12 or more months has served creditably in a unit vacancy prescribed for captain, may be placed on the list of eligibles for promotion to the next higher grade. An officer may not be promoted more than once under this exception.

(7) Officers who have been nonselected by the preceding mandatory board to the grade of captain through lieutenant colonel, although they must be considered, cannot be selected for unit promotion until they have been considered and selected by a succeeding mandatory board.

(8) Officers who should have been but were not considered for promotion to the grade of CPT through LTC by a preceding mandatory board and who are not now eligible for standby consideration (para 3-14c), although they must be considered, cannot be selected for unit vacancy promotion until they have been considered and selected by a subsequent mandatory board.

AR 135-155 USAR UNIT VACANCY PROMOTION RECOMMENDATION
For use of this form, see AR 135-155; proponent agency RCPAC

DATE

TO: _____ THRU: _____ FROM: _____

SECTION I - POSITION VACANCY DATA

| | | | | | | |
|--|-------|--------|----------|------|-----|-----|
| a. GRADE | SSI | BRANCH | TITLE | UNIT | | |
| b. LOCATION | PARAM | LINE# | TOE/TDA# | | | |
| c. DATE POSITION VACANCY OCCURED: | | | | | | |
| d. UNIT STRENGTH IN THAT BRANCH CATEGORY IS: | | | | | | |
| | MG | BG | COL | LTC | MAJ | CPT |
| AUTHORIZED: | --- | --- | --- | --- | --- | --- |
| ASSIGNED | --- | --- | --- | --- | --- | --- |

e. THIS UNIT (is) (is not) UNDER CONSIDERATION FOR INACTIVATION OR REORGANIZATION.

f. INCL 1 IS CURRENT RCPAC STATEMENT OF NONAVAILABILITY OF FILLER OFFICER.

SECTION II - OFFICER PERSONNEL DATA

a. THE OFFICER RECOMMENDED FOR PROMOTION IS: NAME (Last, First, MI)
GRADE SSN SSI BRANCH DOR

c. I RECOMMEND THIS OFFICER BECAUSE: _____

c. OFFICER (does) (does not) MEET THE HEIGHT/WEIGHT STANDARDS OF AR 600-9.

d. ALL OTHER OFFICERS GEOGRAPHICALLY ELIGIBLE TO BE SELECTED, BUT NOT RECOMMENDED FOR THIS POSITION ARE:
(Continue on reverse)

| | | |
|-------|------------------------|-----|
| GRADE | NAME (Last, First, MI) | SSN |
| SSI | BRANCH | DOR |
| | | |
| | | |
| | | |
| | | |

e. ALL OFFICERS GEOGRAPHICALLY AVAILABLE WHO ARE NOT ELIGIBLE TO BE SELECTED FOR THE REASON(S) INDICATED ARE:
(Continue on reverse)

| | | |
|-------|------------------------|-----|
| GRADE | NAME (Last, First, MI) | SSN |
| SSI | BRANCH | DOR |
| | | |
| | | |
| | | |
| | | |

INDICATE DISQUALIFICATION AS FOLLOWS:
NE - REQUIRED MILITARY EDUCATION NOT COMPLETED.
NM - PRIOR NONSELECTION BY MANDATORY BOARD.

NAME & GRADE OF UNIT COMMANDER _____

Incl as

(3) Recommend elimination and board consideration of nonselected members if their records indicate a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

c. The following oaths will be administered to the members of the board:

(1) Board members (administered by the recorder).

You, (*identify each member by grade and name*), do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority. (Each member of the board will respond "I do.")

(2) Recorder (administered by the board president).

You, (*identify by grade and name*), do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board. (Recorder will respond "I do.")

3-10. Individual communications with the board. a. No officer is authorized to appear in person before a selection board on his own behalf or in the interest of another officer who is under consideration.

★ b. An officer under consideration may write a letter to the selection board inviting attention to any matter of record in the Department of the Army concerning himself that he feels important in the consideration of his records. Any letter considered by a selection board will become a matter of record to be maintained with the records of the board for a period of 1 year. Letters to boards, including inclosures, are privileged communications and will not be filed in the officer's OMPF.

(1) Letter communications with the board will be accepted only from the individual under consideration.

(2) Newly acquired diplomas, degrees, professional stature, or information pertaining to civilian occupations, including length of experience (from-to) and extent of supervisory responsibility, are appropriate inclosures to a letter to the board.

★(3) Communications to a selection board which are written by other parties on behalf of officers or which contain criticism or reflect adversely upon the character, conduct, or motives of any officer will not be given to a selection board.

c. Appropriate communications to a selection board will be considered if received prior to the time

the board convenes. Communications should be mailed to the convening authority (either the area commander or Cdr, RCPAC, ATTN: AGUZ-RCP, St. Louis, MO 63132). Submitted documents should be either photostatic or certified true copies, as they will not be returned to the sender.

d. Appeals of efficiency/evaluation reports will not be included in letters directed to the selection board, but will be prepared and submitted in accordance with AR 623-105.

3-11. Method of selection. The selection board will base their recommendations for promotion upon impartial consideration of all personnel being considered. The board will use a method of selection as prescribed below.

a. *Fully qualified.* To be fully qualified for selection, a member must be—

(1) In the zone of consideration.

(2) On active duty or participating satisfactorily in Reserve training.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified (commissioned officers only).

b. *Best qualified.* To select those who are best qualified, the board must first determine which members of a group are *fully qualified*; then select the *best qualified* from that group.

★ **3-12. Guidance for the board.** Board members will use the following general guidance in their deliberations:

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each of the individuals recommended for promotion by the board.

b. The extent to which a member has taken advantage of available means to improve his professional qualifications will be considered (i.e., active and regular participation in scheduled training programs and completion of military education courses).

3-13. Removal from a selection board list. The name of a member will not be removed from a selection board list except as authorized in this paragraph.

a. *Authority.*

(1) Only the Secretary of the Army may delay promotion or remove a member's name from a recommended list if the reason for removal is the re-

sult of an investigation or proceedings of a court-martial or board of officers which results in the member's retention in an active status.

(2) HQDA may remove the name of a member who was ineligible for selection because he—

(a) Was removed from an active status before promotion was finalized (para 2-2).

★(b) Was not in an active status or was in an active status in error at the time of consideration (para 2-4).

(c) Was not participating satisfactorily in Reserve training (para 2-5).

(d) Had not completed the minimum educational requirements before the selection board convened (para 2-6).

(e) Was not in the zone of consideration (table 2-1).

★(f) Was transferred from an APL branch to a special branch (AMEDD, CH, or JAGC) or from a special branch (AMEDD, CH, or JAGC) to any other branch (APL) prior to the effective date of promotion (para 1-1b).

(3) HQDA may remove the name of a member who was selected for unit vacancy promotion but who was transferred from the unit before the promotion was accomplished.

(4) HQDA may remove the name of a member from a not-recommended list if he—

(a) Was not eligible for consideration for one of the reasons in a(2)(a), (b), or (e) above.

(b) Is considered eligible for and subsequently selected by a standby board (para 3-14).

b. Procedures. Recommendation for removal from a recommended list for a reason shown in *a* above may be submitted at any time to Cdr, RCPAC, ATTN: AGUZ-RCP.

(1) The commander's recommendation will contain full reasons for the proposed action and indicate that an evaluation report, if appropriate, has been submitted (AR 623-105). If the basis for removal is other than lack of mandatory qualifications, the responsible commander will insure that favorable personnel action (AR 600-31) is suspended and that the suspension is not removed until the case is closed. Requests for removal for cause of a member's name from a recommended list will be forwarded through channels to Cdr, RCPAC, ATTN: AGUZ-RCP-B for consideration by a standby advisory board. In event the standby board recommends removal of the member's name from the recommended list then the request for removal

together with the standby board's findings will be forwarded through ODCSPER, DA to the Secretary of the Army for final determination as outlined in paragraph 3-13a(1).

(2) HQDA will remove the name of a member who was ineligible for one of the reasons in a(2), (3), and (4) above. The selection board action will then be declared null and void and the member will not be considered a nonselection. He will, however, be a nonselection if he—

(a) Was not participating satisfactorily.

(b) Had not completed the minimum educational requirements before the selection board convened.

c. De facto status.

(1) A member whose promotion has been announced will be notified immediately if his promotion was unauthorized for a reason shown in *a* above. HQDA will determine whether the member served in a de facto status in the grade to which he was invalidly promoted.

(2) A promoted member who occupied the higher grade and actually discharged the functions of that grade in good faith from the date of promotion to the date he was notified of its invalidity will be determined to have served in a de facto status. If the member attained promotable status during the period served in a de facto status, his promotion will be announced in orders of current date. The member's date of rank will be as of the date he attained eligibility under this regulation.

★*d. Promotion consideration after removal.* A member whose name has been removed from a selection board list for the reason in a(2)(f) above will be considered by the next appropriate regular or standby board. If the member is not eligible for standby board and is recommended by the regular board, the effective date of promotion will be the date the board reports its recommendation. A member so selected will have a promotion eligibility date (PED) computed in accordance with paragraph 4-19b or paragraph 4-19c (para 4-15).

3-14. Standby boards. *a.* Standby advisory boards will convene as prescribed in paragraph 3-5c.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omitted or his records contained a material error when reviewed by the selection board. If his name was omitted, he will be considered, provided he is eligible (*c* below).

(1) HQDA(DAPE) to RCPAC, FORSCOM, and CONUS Armies.

(2) CONUS Armies to major oversea commanders.

e. Notification of Senate confirmation of Army National Guard officers recommended for pro-

motion in the Reserve of the Army as a result of a favorable recommendation by a Federal recognition board will be sent by—

(1) HQDA (DAPE) to RCPAC.

(2) CG, RCPAC, to CNGB.

Section II. SELECTED FOR PROMOTION

4-10. General. *a.* A member who has been recommended for promotion to the next higher grade must meet the requirements listed below before he can be promoted. The individual must—

(1) Be in active Reserve status.

(2) Complete the service requirements listed in table 2-1.

(3) Be medically qualified.

(4) Have undergone a favorable security screening.

b. The effective date of the promotion will be computed as prescribed in section III.

4-11. Medical examination. Each member of Ready Reserve is required to undergo a medical examination (AR 40-501) at least once every 4 years. If a member selected for promotion has not been examined within the past 12 months, he will be required to certify that there has been no change in his medical fitness since his last complete medical examination. A partial or temporary physical disability resulting from a disease, wound, or injury should not disqualify a member for promotion.

4-12. Security screening. Promotion authorities will ensure that a favorable security screening is completed before announcing a promotion.

a. Screening.

(1) The MPRJ will be screened to ensure that derogatory or unfavorable suitability information is not contained therein. If the results of this screening are favorable, final promotion action may proceed.

(2) If the screening of the MPRJ reveals derogatory or suitability information, the promotion authority will cause a National Agency Check (NAC) to be conducted. Final action of

the promotion will be withheld until the results of the NAC are received.

b. Processing unfavorable information.

(1) The following procedures apply when suitability or unresolved derogatory information is in the MPRJ or is received from any other reliable source.

(a) Cases involving unresolved derogatory information of a security nature will be processed as prescribed in AR 604-10 and NGR 604-10. Action will be taken by the major commander with jurisdiction over the area in which a USAR member resides.

(b) Cases involving suitability information will be resolved by the CNGB (NGR 604-10) or, for USAR members, by an evaluation board. Area commanders or the CG, RCPAC, will convene the board under the provisions of chapter 4, AR 600-37.

(2) If the information bars promotion, decisions of the CNGB or the evaluation board will be processed as prescribed in AR 135-175 or in NGR 604-1. If the information is not a bar to promotion and the member is otherwise qualified, he will be promoted.

★ 4-13. Promotion announcement. Promotion authorities will complete the promotion letter (fig. 4-2) and distribute the letter shown in *a* and *b* below. Commissioned officers who are not on active duty will also be furnished an Army Reserve officer career pattern development opportunities letter (fig. 4-4), which may be reproduced locally and bear facsimile signatures.

a. USAR members. The original copy of the promotion letter will be forwarded to the individual through command channels and one copy filed in his MPRJ. An additional copy will be furnished to—

(1) Commander, RCPAC, ATTN: AGUZ-RMR-R, for members not on extended active duty.

(2) Commander, RCPAC, ATTN: AGUZ-PMP-A (Dual), for dual status personnel (AR 600-39)

(3) HQDA (DAPC-PSR), 200 Stovall Street, Alexandria, VA 22332, for members on active duty in their commissioned or warrant officer grades.

(4) Commander, US Army Enlisted Records Center, ATTN: PCRE-F, Fort Benjamin Harri-

son, IN 46249, for members on active duty in an enlisted status.

b. ARNGUS members. The original and two copies of the promotion letter will be forwarded to the individual through the State adjutant general. An additional copy will be furnished to—

(1) NGB-ARP-C, WASH, DC 20310.

(2) Commander, RCPAC, ATTN: AGUZ-RMR-R.

(3) HQDA (DAPC-PSR), 200 Stovall Street, Alexandria, VA 22332, for members on extended active duty.

Section III. DATES OF PROMOTION

★ **4-14. General.** Procedures in section IV or in chapter 5 will be followed for members who decline promotion or are serving on active duty. Procedures in this section will be followed in computing effective promotion dates for all other Reserve Component commissioned and warrant officers. Unless otherwise entitled by law, antedating of either the effective date of promotion or promotion eligibility dates will not entitle a Reserve Component warrant officer to increased pay and allowances for any period of service prior to the date of the promotion letter. Effective dates for promotion will be—

a. For commissioned officers. The date the officer completes the mandatory or unit service requirement in table 2-1.

b. For warrant officers. The day following the date the officer completes service requirements, as in *a* above.

4-15. Promotion eligibility date. Service requirement for promotion to the *next* higher grade will normally be computed from the effective date of promotion to the current grade.

4-16. Selection after one passover. The effective date of promotion of a member selected after being passed over on a first consideration will be 1 year later than the original promotion eligibility date. (This does not apply to promotion to colonel.)

4-17. Promotion to first lieutenant. A qualified second lieutenant will not be promoted before

the date he completes 3 years of promotion service except—

a. ROTC graduates who accept appointment in May or June of any year. Promotion service will be computed from the date of graduation of cadets of the US Military Academy in that year.

b. An officer serving in a unit vacancy (para 2-8a(6)).

c. An officer promoted to a higher temporary AUS grade (chap. 5).

4-18. Selected and transferred to the Retired Reserve. A Reserve officer, upon transfer to the Retired Reserve, will be—

a. Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including components thereof).

b. Transferred in the Reserve grade for which selected for promotion when the transfer is being made because of physical disability or as a result of completing the number of years of service or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-19. Effective dates. With exception of *a* below, the latest date shown under each of the following promotion categories will be used to compute effective dates of promotion. (In computing dates for warrant officers, one day will be added to the dates shown.)

a. Promoted to fill a unit vacancy (para 2-8).

Headquarters
(Address)

Date

Subject: Reserve Selection Board Results

TO

The below named individual who was under consideration for promotion at the time of transfer to your command has been recommended for promotion by the selection board. If he is otherwise qualified, request that he be promoted to the grade for which recommended (AR 135-155).

| | |
|--|----------------------------|
| Name | Social Security Number |
| Present grade | Branch |
| Grade for which recommended | Promotion Eligibility date |
| Date of transfer | |
| Status or organization at time of transfer | |

SIGNATURE BLOCK

Figure 4-1.

HEADQUARTERS
(Address)

In reply refer to (addresses shown below)

Date

SUBJECT: Promotion as a Reserve Commissioned or Warrant Officer of the
Army (AR 135-155)

THRU: A

TO: B

★1. By direction of the President you are promoted as a Reserve of the Army, effective on the date shown after A above, to the grade, in the branch (commissioned officers only), and component shown above.

2. Time in grade for promotion to the next higher grade will computed from the effective date of this promotion, unless there is a date shown after B above, in which case it will be computed from that date.

3. No acceptance or oath of office is required. Unless you expressly decline this promotion within 60 days, your promotion will be effective as shown after A above. You may decline this promotion by completing the attached indorsement, and returning it with this letter through channels to this office.

4. If you are serving on active duty in a commissioned grade lower than that to which promoted you may elect to be released from active duty and receive your promotion after your release from active duty, provided you do not have an uncompleted period of active duty under law or regulations. If you request relief from active duty, you must complete the attached indorsement and return it through channels to this office. If you do not elect to be relieved from active duty, you may expressly decline the promotion. If you do not decline the promotion and remain on active duty, you will be deemed to have accepted a temporary (AUS) appointment in the grade in which serving on active duty and your promotion as a Reserve will not affect your active duty grade.

AUTHORITY LINE

1 Incl
Indorsement

SIGNATURE BLOCK

*As appropriate.

Note: Figure 4-6 is an example of the attached indorsement in paragraphs 3 and 4 above.

★Figure 4-2

HEADQUARTERS
(Address)

Date.....

SUBJECT: Army Reserve officer Career Pattern Development Opportunities

TO: Each Officer Promoted in the USAR (exclusive of General Officers and Officers on Active Duty)

1. I have noted with pleasure your recent promotion in the US Army reserve. Your selection for advancement is a tribute to your proven ability and zeal in attaining the qualifications requisite to your new grade. This is also an opportune and fitting occasion for you to review your accomplishments, inventory your qualifications, and consider the future development of your career pattern in the US Army Reserve.

2. You will recall that the minimum eligibility criteria for promotion are prescribed by law. However, within statutory limitations and dependent upon variable circumstances affecting you personally, there exist in the US Army Reserve many opportunities for you to make significant contributions, further your military education, add to your already earned retirement point credits, and, of course, advance professionally. You are encouraged to take maximum advantage of these available opportunities to realize personal satisfaction, better prepare yourself to assume greater responsibility, and enhance your future promotion potential.

3. In order that you may evaluate your career pattern to date and anticipate possibilities held by the future, minimum general promotion eligibility criteria are synopsized herein. These are statutory requirements exclusive of normal considerations of an officer's professional competency, observed past performance, and predicted future performance. Should you desire more detailed information, refer to AR 135-155.

a. An officer assigned to a TOE/TDA troop program unit may be considered for promotion if an authorized position vacancy exists for the higher grade, provided he has completed, as appropriate—

- 2 years in grade of first lieutenant
- 4 years in grade of captain
- 4 years in grade of major
- 3 years in grade of lieutenant colonel

b. Consideration of a nonunit officer (and unit officer if not earlier promoted) for promotion to the next higher grade is mandatory upon his meeting the time in grade and total years of service requirements, whichever occurs later, as follows:

- 4 years in grade of first lieutenant and 6 total years of service
- 7 years in grade of captain and 12 total years of service
- 7 years in grade of major and 17 total years of service

c. Time in grade and total years of service requirements for mandatory consideration for promotion to the grade of colonel are announced annually by Headquarters, Department of the Army.

★Figure 4-4—Continued.

d. For consideration for promotion to general officer grades, an officer must have served at least 2 years in the next lower grade and must occupy an authorized general officer position. If assigned to other than a troop program unit, he must have also completed 19 total years of service.

4. Assignment to a troop program unit in pay drill status is the means of USAR participation preferred by most officers. However, the number of pay spaces authorized is limited on a fiscal year basis by the availability of appropriate funds. Also, vacancies may not exist in units in your geographical area, or units may not be located in such proximity to your domicile or place of business as to be reasonably available for your participation. Should either of these situations exist, it is suggested that you explore fully other means of participation, benefiting you and lending themselves to attainment of your personal military career goal. These alternate means of participation are: assignment as a mobilization designee attachment to a reinforcement training unit, attendance at USAR schools, attachment to a unit for training, and completion of Army extension courses, if eligible.

★5. current Department of the Army policy directly relates military advancement to military education. While there are a number of courses available to USAR officers, both in USAR schools and at Active Army service schools, certain clearly defined military educational attainments commensurate with an officer's grade are prerequisite to promotion consideration. With several ramifications, required military education is progressive from the basic branch officers' course to a US Army Command and General Staff College for colonels and general officers. As you know, it is the responsibility of each individual officer to take positive action to maintain the military educational level required of his grade and branch and to prepare himself for advancement. In this connection, it is suggested that you review the requirements in AR 135-155 and AR 140-10 for specific applicability to your expected career progress.

6. The foregoing information is of necessity somewhat abbreviated. It is planned, however, to continue timely periodic coverage of the latest promotion policies and career planning information in the Army Reserve Magazine. In the meantime, you may address inquiries concerning your US Army Reserve status and career progress to your unit commander, to the area commander to whose jurisdiction you are assigned, or to the Commander, US Army Reserve components Personnel and Administration Center, if you are a nonunit member of the US Army Reserve.

SIGNATURE OF APPOINTING AUTHORITY

★Figure 4-4. —Continued.

1st Ind

SUBJECT: Promotion as a Reserve Officer of the Army
(under title 10 USC and AR 135-155)

Name, Grade, Branch, SSN, Organization Date

THRU:

TO Promotion Authority

*1. Under the provisions of paragraph 4-24a (nonunit USAR officers), AR 135-155, I hereby elect to decline promotion to the grade of ----- in the Reserve of the Army.

*2. Under the provisions of paragraph 4-24b (unit USAR officers), AR 135-155, I hereby elect to decline promotion to the grade of ----- in the Reserve of the Army. I understand that if I decline this promotion my name will be retained on the appropriate promotion list for the maximum period authorized, unless promoted to the grade for which selected or my name is removed from the list for some other reason. If I decline promotion to the grade of COLONEL, I understand that my name will be removed from the list. Further, I understand that this declination will not prevent me from being considered for promotion to the grade of COLONEL by a subsequent promotion board.

*3. I decline serving in a lower grade and elect to be relieved from active duty in accordance with paragraph 5-2, AR 135-155. (Not applicable to Reserve officers who have not completed required period of service on active duty under any provision of law or regulation (para 5-2b, AR 135-155).)

at the earliest practicable date.

on or about -----

(signature)

(SSN)

(Grade, Branch, and Organization)

*As appropriate.

Figure 4-6

HEADQUARTERS
(Address)

Date

SUBJECT: First Nonselection for Promotion to USAR

TO: (Officer Concerned)

1. A Reserve Selection Board convened at Headquarters, (day-month-year), and considered you for promotion to the grade of under the provisions of AR 135-155. I regret that I must inform you that the board did not recommend your promotion and that this constitutes your first pass-over for promotion to this grade.
2. The board was composed of mature, senior officers of demonstrated judgment, at least one half of whom were Reserve officers, who did not limit their deliberations to any specific item, but reviewed and evaluated your entire military record. Selection boards are not required to itemize or record the reasons for their selection or nonselection; therefore, there is no way to determine why you were not selected.
3. You will be considered again by a new board with officers who meet the criteria for the next zone, providing you are in an active Reserve status. The new board will evaluate your official Department of the Army file, to include any additions since the last consideration. This board will judge your entire military record as compared with the records of the officers in the new zone of consideration.
4. If selected by next year's board, your promotion will be 1 year later than it would have been had you been selected by the first board. If you are not selected by the next board, you will be discharged from your commissioned status or transferred to the Retired Reserve, provided that you are eligible and apply for such transfer. (Add for officers on active duty.) Since you are on active duty as an officer, you will be relieved from active duty prior to such discharge or transfer.
5. (To be added for those officers whose records showed failure to become educationally qualified, notes 1 and 2.) The records reviewed by the Department of the Army Selection Board did not reveal that you had completed the military education requirements by the date the board convened. Your attention is invited to the mandatory requirements for promotion as specified in paragraph 2-7, AR 135-155. If you have evidence that you have completed the educational requirements, such evidence should be forwarded to this headquarters, for possible reconsideration by a Department of the Army Standby Advisory Board. However, completion of the educational requirements and reconsideration does not insure selection for promotion.

AUTHORITY LINE

SIGNATURE BLOCK

Note 1. Evidence of educational requirements completed by the date the board convened will be forwarded to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PD, 9700 Page Blvd., St. Louis, MO 63132.

Note 2. Evidence of educational requirements completed after the date the board convened will be forwarded to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RMD, 9700 Page Blvd., St. Louis, MO 63132 for file in the official military personnel file (OMPF) and officer advised accordingly.

Figure 1-1

CHAPTER 5

PROMOTION OF RESERVE COMPONENT MEMBERS SERVING ON ACTIVE DUTY

5-1. General. The provisions of this chapter concerning eligibility, consideration, and selection of ARNGUS and USAR members apply in all respects to Reserve Component commissioned and warrant officers considered for promotion while serving on active duty (other than for training).

★*a.* Procedures in AR 624-100 will be followed for the temporary promotion of AUS members while serving on active duty.

b. The active duty grade of a member will not be altered as the result of promotion to the next higher Reserve grade.

5-2. Promotion to a higher permanent grade. a. Members serving on active duty will not be promoted to a higher temporary AUS grade by virtue of promotion to a higher permanent Reserve grade. The procedures in (1) and (2) below apply to members promoted to a higher permanent Reserve component grade while serving on active duty.

(1) A member who is serving under a temporary AUS appointment will continue to serve in his temporary AUS grade.

(2) A member who is serving on active duty in his permanent Reserve grade only will be deemed to have accepted a temporary AUS appointment in the grade in which serving on active duty prior to promotion, unless the permanent promotion is declined (para 3 and 4, fig. 4-2). The effective date of constructive acceptance of the AUS appointment will be the same as the date of the permanent Reserve Component promotion. A member who does not want to continue to serve on active duty in the lower grade may elect relief from active duty. (See exception in *b* below.)

b. A member who has not completed a required period of service or active duty, under any provision of law, may not elect relief from active duty. If he does not want to serve in a grade that is lower than his permanent Reserve Component grade, he may decline the promotion. A member who declines promotion under the provisions of this paragraph may apply and be promoted to the permanent Reserve Component grade when he—

(1) Completes his required period of service on active duty.

(2) Is promoted to a temporary higher grade.

c. The provisions of paragraph 4 in figure 4-2 will be used as a basis for promoting a Reserve officer who is serving on active duty in a temporary AUS grade which is lower than his permanent Reserve grade. Request for relief from active duty based upon declination of permanent Reserve promotion will be forwarded to the Cdr RCPAC, ATTN: AGUZ-PD, for further action.

5-3. Promotion to a higher temporary grade. a. The procedures in (1) and (2) below apply to members serving on active duty who are either promoted or on a recommended list for promotion to a temporary AUS grade which is higher than their permanent Reserve grade. Members eligible for promotion under the provisions of this paragraph will be promoted without consideration by a Reserve selection board (para 4-17*a*).

(1) Those promoted to a higher temporary AUS grade will be promoted to the same permanent Reserve grade. Promotion to the permanent grade will be the earlier of the following:

(*a*) Date of completion of service requirements under mandatory consideration (table 2-1).

(*b*) Years of service as announced annually by the Secretary of the Army (10 U.S.C. 3389) but no earlier than the date of the AUS promotion. (This criterion applies only to commissioned officers.)

(2) Those who are on a recommended list for promotion to a higher temporary AUS grade will be promoted to the same permanent Reserve grade. Promotion to the permanent grade will be accomplished upon completion of the service requirements under mandatory consideration (table 2-1).

b. Procedures in *a* above will be followed for members of the ARNGUS if Federal recognition is extended in the higher grade (NGR 624-101). If Federal recognition is not extended, an ARNGUS member may elect to transfer to the USAR and be promoted under the provisions of *a* above.

c. For promotion to first lieutenant under *a* and *b* above, paragraph 4-17*a* applies (exclusive of the 3-year promotion service requirement).

5-4. Promotion upon release from active duty. a.

A USAR member will be promoted the day after release from active duty to a permanent Reserve grade which is equal to the highest temporary AUS grade satisfactorily held on active duty (para 4-9). NGR 600-100 applies for promotion of ARNGUS members released from active duty.

b. Except for promotion to fill a unit vacancy (para 2-8), commissioned officers promoted under the provisions of this paragraph may not again be promoted for the first time to the grade of—

(1) Captain, major, or lieutenant colonel until they complete the total years of service prescribed in table 2-1 under mandatory consideration for promotion to the applicable grade.

(2) Colonel or higher until they complete 19 years of service, as computed under the provisions of paragraph 2-3*b*(2) (10 U.S.C. 3369 and 3386).

e. Warrant officers who decline promotion to a permanent Reserve grade may not thereafter be promoted under the provisions of this paragraph, unless approved by HQDA.

d. Commanders responsible for determining eligibility for promotion will obtain information from RCPAC if a member's records indicate he should have been considered before release from active duty. The member will not be mandatorily considered for promotion until additional information concerning previous action taken is obtained from Cdr, RCPAC, ATTN: AGUZ-PD.

e. A promotion initiated before release from active duty will continue to its conclusion unless, release is—

(1) Coincident to discharge as a Reserve member.

(2) Concurrent with placement in the Retired Reserve or in an inactive status.

(3) Incident to court or board action or request for release in lieu of court or board action.

CHAPTER 6

ISSUANCE OF PROMOTION COMMISSION CERTIFICATES

6-1. General. This chapter prescribes procedures for requesting promotion commission certificates (DA Form 3877) subsequent to 1 January 1963 and applies to—

a. Retired and discharged commissioned and warrant officers of the Army.

b. Reserve of the Army commissioned and warrant officers not on active duty.

c. Active Army commissioned and warrant officers.

d. Active Army enlisted personnel holding concurrent USAR commissions or warrants.

6-2. Procedure for requesting certificates. *a.* Personnel desiring promotion commission certificates (DA Forms 3877) may submit a written request to include full name (first name—middle name—last name), social security number or service number, current mailing address, and current military status (ARNGUS or USAR not on active duty, active duty commissioned or warrant officer, or enlisted personnel discharged or retired). The request should include a copy of the pertinent promotion letter or order, if available.

b. Upon completion of processing, documents supporting the promotion together with the certificate will be returned. Approximately 120 days should be allowed for processing and mailing of a commission certificate. Requests from the individual concerned, or next of kin for deceased per-

sonnel, will be forwarded to the addresses shown below.

★(1) Active Army commissioned and warrant officers.

HQDA (DAPC-PSR-S)
200 Stovall Street
Alexandria, VA 22332

★(2) Active Army enlisted personnel holding concurrent USAR commissions and warrants.

Commander
US Army Enlisted Records and Evaluation Center
ATTN: PCRE-F
Fort Benjamin Harrison, IN 46249

★(3) Retired commissioned and warrant officers, Reserve of the Army commissioned and warrant officers not on active duty, (exclusive of USAR officers and warrant officers assigned to troop program units), and discharged personnel.

Commander
US Army Reserve Components Personnel and Administration Center
ATTN: AGUZ-PD
9700 Page Boulevard
St. Louis, MO 63132

★(4) Army Reserve commissioned and warrant officers not on active duty assigned to troop program units.

Address of appropriate Army area commander.

s/s Ch 9 15 Apr 81

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 October 1980

Immediate Action
INTERIM CHANGE

AR 135-155
INTERIM CHANGE
NO. 104
Expires 1 October 1981

ARMY NATIONAL GUARD AND ARMY RESERVE

PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS
OTHER THAN GENERAL OFFICERS

This interim change is required as a result of change in promotion policies; expires 1 year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 135-155; is, as an interim measure issued in other than page-for-page format; and will be included in change 9, AR 135-155.

Page 2-2, paragraph 2-6. Redesignate subparagraphs 2-6a(2) through (5) to read as paragraphs 2-6a(3) through (6) and add a new subparagraph 2-6a(2) to read:

(2) Equivalent credit for the civil affairs officer basic course will be granted after completion of three phases of the civil affairs officer advanced course. A minimum of one of these phases must be branch material. Normally, Phase I, II, and III would be considered as officer basic course equivalent.

Page 2-6, table 2-1. Expand footnote 2 of table 2-1 to add: (See para 2-6a(2)).

Page 2-6, table 2-2. Supersede educational requirement for promotion to MAJ to read: Army officer advanced course. (Notes 4, 11 and 12).

Page 2-6, table 2-2. Supersede educational requirement for promotion to LTC to read: Fifty percent of the Command and General Staff Officers Course (CGSOC). (Notes 5, 6, 7, 8 and 13).

Page 2-6, table 2-2. Supersede educational requirement for promotion to COL to read: The CGSOC. (Notes 6, 9, 10 and 13).

Page 2-6.1, table 2-2. Add note 12 to read:

12. Completion of the 120-hour NRI Pre-Combined Arms and Services Staff School (CAS³) nonresident instruction and successful completion of the 6-hour examination following the course will satisfy this requirement.

Page 2-6.1, table 2-2. Add note 13 to read:

13. Completion of the Combined Arms and Services Staff School (CAS³) resident instruction will satisfy this requirement.

(AGUZ-RCC)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:

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Active Army - B

ARNG - A

USAR - A

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 September 1980

SS Ch 9

15 Apr 81
Immediate Action
INTERIM CHANGE

AR 135-155
INTERIM CHANGE
NO. 103
Expires 12 September 1981

ARMY NATIONAL GUARD AND ARMY RESERVE

PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS

OTHER THAN GENERAL OFFICERS

This interim change is required as a result of change in USAR unit vacancy promotion policy; expires 1 year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 135-155; is, as an interim measure issued in other than page-for-page format; and will be included in change 9, AR 135-155.

Page 2-4, paragraph 2-8. Redesignate subparagraphs 2-8a through c to read as paragraphs b through d and add a new subparagraph 2-8a to read:

a. Promotion consideration. USAR unit vacancy promotion consideration to fill a troop program unit vacancy is authorized under two conditions:

(1) When RCPAC (AGUZ-OEP-C) notifies the troop program unit commander that no qualified IRR officers are geographically available.

(2) When the troop program unit commander receives CONUSA approval of the IRR nonselection on the returned DA Form 4935 -R (Chapter 2, AR 140-10).

After the TPU commander receives CONUSA unit vacancy promotion approval, the TPU commander will initiate unit vacancy promotion procedures. The TPU commander will complete DA Form 2464-R listing all officers eligible for promotion consideration. The completed DA Form 2464-R plus a copy of the completed DA Form 4935-R (Chapter 2, AR 140-10) will be forwarded to the MUSARC. The MUSARC will request DA Forms 2464-R be completed on all other eligible geographically available MUSARC TPU officers. The MUSARC will forward to CONUSA all DA Forms 2464-R and the appropriately completed DA Form 4935 -R for unit vacancy promotion consideration. CONUSA commanders will insure that the intent of the unit vacancy fill procedures of Chapter 2, AR 140-10 have been complied with before a unit vacancy promotion occurs.

12 September 1980

Page 2-5, subparagraph 2-8d(1), formerly subparagraph 2-8c(1). Delete the first sentence of subparagraph 2-8d(1).

Page 2-5, subparagraph 2-8d(2), formerly subparagraph 2-8c(2). Delete the last sentence of subparagraph 2-8d(2).

Page 2-5, subparagraph 2-8d(3), formerly subparagraph 2-8c(3). Supersede subparagraph 2-8d(3) to read:

(3) USAR commanders will submit the names of officers who meet the criteria in b and c above to fill unit vacancies in grades of captain through colonel to their area commander for promotion consideration. USAR commanders must nominate all eligible officers for consideration but are not required to recommend any for promotion. In such instances, items a through c, Section II of the DA Form 2464-R will be omitted. Item e, Section II, DA Form 2464-R will be completed to reflect those officers who are not eligible to be selected. In item e, the reason the officer is not eligible for selection will be included (e.g., officer not educationally qualified for promotion or officer not selected by preceding mandatory/discretionary board). Promotion recommendations/considerations from major oversea commanders and RCPAC to fill unit vacancies in grades of captain through colonel will be processed by the commands shown below.

| Area Command | Processing Command |
|----------------------------|--------------------|
| Europe and Puerto Rico | First US Army |
| Southern Command and RCPAC | Fifth US Army |
| Alaska and Hawaii | Sixth US Army |

Page 2-7 and 2-9, Figure 2-1, DA Form 2464-R dated 1 January 1976, is superseded by DA Form 2464-R dated 1 May 1980.

(AGUZ-RCC)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

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Active Army - B
ARNG - A
USAR - A

| | | | | | | |
|---|------------|------------------------|--------|--------|----------|--------------------------------|
| AR 135-155 USAR UNIT VACANCY PROMOTION RECOMMENDATION <i>For use of this form, see AR 135-155; proponent agency RCPAC</i> | | | | | | DATE |
| | | | THRU: | | | |
| | | | FROM: | | | |
| SECTION I - POSITION VACANCY DATA | | | | | | |
| a. | GRADE | SSI | BRANCH | TITLE | UNIT | |
| b. | LOCATION | PARA# | | LINES | TOE/TOA# | |
| c. DATE POSITION VACANCY OCCURED: | | | | | | |
| d. UNIT STRENGTH IN THAT BRANCH CATEGORY IS: | | | | | | |
| | | | MG | SG | COL | LTC MAJ CPT |
| | AUTHORIZED | | --- | --- | --- | --- |
| | ASSIGNED | | --- | --- | --- | --- |
| e. THIS UNIT (is) (is not) UNDER CONSIDERATION FOR INACTIVATION, OR REORGANIZATION. | | | | | | |
| f. INCL 1 IS CURRENT RCPAC STATEMENT OF NONAVAILABILITY OF FILLER OFFICER. | | | | | | |
| SECTION II - OFFICER PERSONNEL DATA | | | | | | |
| a. THE OFFICER RECOMMENDED FOR PROMOTION IS: NAME (Last, First, MI) | | | | | | |
| | GRADE | SSN | SSI | BRANCH | DOR | |
| b. I RECOMMEND THIS OFFICER BECAUSE: _____ | | | | | | |
| c. OFFICER (does) (does not) MEET THE HEIGHT/WEIGHT STANDARDS OF AR 600-9. | | | | | | |
| d. ALL OTHER OFFICERS GEOGRAPHICALLY ELIGIBLE TO BE SELECTED, BUT NOT RECOMMENDED FOR THIS POSITION ARE: (Continue on reverse) | | | | | | |
| | GRADE | NAME (Last, First, MI) | | | SSN | |
| | SSI | BRANCH | DOR | | | |
| _____ | | | | | | |
| _____ | | | | | | |
| _____ | | | | | | |
| e. ALL OFFICERS GEOGRAPHICALLY AVAILABLE WHO ARE NOT ELIGIBLE TO BE SELECTED FOR THE REASON(S) INDICATED ARE: (Continue on reverse) | | | | | | |
| | GRADE | NAME (Last, First, MI) | | | SSN | |
| | SSI | BRANCH | DOR | | | |
| _____ | | | | | | |
| _____ | | | | | | |
| _____ | | | | | | |
| INDICATE DISQUALIFICATION AS FOLLOWS: NE - REQUIRED MILITARY EDUCATION NOT COMPLETED. NM - PRIOR NONSELECTION BY MANDATORY BOARD. | | | | | | |
| | | | | | | NAME & GRADE OF UNIT COMMANDER |

Incl
85

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 29 August 1980

SS Ch 9 15 Apr 81

Immediate Action
INTERIM CHANGE

AR 135-155
INTERIM CHANGE
NO. 102
Expires 29 August 1981

ARMY NATIONAL GUARD AND ARMY RESERVE

PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS

OTHER THAN GENERAL OFFICERS

This interim change is required as a result of change in promotion policies; expires 1 year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 135-155; is, as an interim measure issued in other than page-for-page format; and will be included in change 9, AR 135-155.

Page 2-2, supersede the second sentence of paragraph 2-5a to read:

For promotion purposes, satisfactory participation consists of full compliance with all of the commander's instructions.

Page 2-2, change RCPAC office symbol in subparagraph 2-6a(2) to read AGUZ-RCP-NC and expand subparagraph to add the following sentence:

Equivalent credit, if awarded, will be for promotion purposes only.

Page 2-3, supersede the second sentence of subparagraph 2-6c (2) to read:

HQDA may waive the educational requirements during this period of invalid removal from an active status.

Page 3-4, delete subparagraph 3-12c in its entirety.

Page 3-5, supersede subparagraph 3-14c to read:

c. Applications for standby advisory board consideration for promotion will be forwarded through command channels to Cdr, RCPAC, ATTN: AGUZ-RCP-PS. As an exception, area commanders will disapprove applications from applicants who do not meet the minimum educational requirements (para 2-6), without referring them to RCPAC.

(AGUZ-RCC)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

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55 Ch 9 15 Apr 81

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 5 May 1980

Immediate Action INTERIM CHANGE

AR 135-155
INTERIM CHANGE
NO. 101
Expires 5 May 1981

ARMY NATIONAL GUARD AND ARMY RESERVE

PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS OTHER THAN GENERAL OFFICERS

This interim change is required as a result of change in promotion policies; expires 1 year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 135-155; is, as an interim measure issued in other than page-for-page format; and will be included in change 9, AR 135-155.

Page 1-1, amend subparagraph 1-2a by deleting the phrase "and CH."

Page 1-1, amend subparagraph 1-2i to delete the parenthetical entry: (AR 140-1).

Page 2-2, change subparagraph 2-6a(2) by changing the phrase "a higher level" to read "an equivalent resident or higher level."

Page 2-2, supersede subparagraph 2-6a(4) to read:

(4) USAR officers will be considered for promotion in their basic branch only. Officers who are detailed will be identified for promotion consideration in their basic branch.

Page 2-2, change first sentence of subparagraph 2-6b(1) to read:

An officer, delayed to obtain a graduate degree and assigned to the control group (OADO) or under administrative control of the OADO control group with concurrent assignment to a Reserve component unit, will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment.

Page 2-6.1, supersede Note 10, Table 2-2 to read:

10. SSVC officers may complete the Industrial College of the Armed Forces National Security Management Course in lieu of CGSOC.

Page 3-3, supersede subparagraph 3-10b to read:

b. An officer under consideration may write a letter to the selection board inviting attention to any matter of record in the Department of the Army concerning himself that he feels important in the consideration of his records. Any letter considered by a selection board will become a matter of record to be maintained with the records of the board for a period of 1 year. Letters to boards, including inclosures, are privileged communications and will not be filed in the officer's OMPF.

Page 3-3, supersede subparagraph 3-10b(3) to read:

(3) Communications to a selection board which are written by other parties on behalf of officers or which contain criticism or reflect adversely upon the character, conduct, or motives of any officer will not be given to a selection board.

Page 3-4, expand subparagraph 3-13a(2) to add subparagraph (f) to read:

(f) Was transferred from an APL branch to a special branch (AMEDD, CH or JAGC) or from a special branch (AMEDD, CH or JAGC) to any other branch (APL) prior to the effective date of promotion (para 1-1b).

Page 3-5, expand paragraph 3-13 to add subparagraph d to read:

d. Promotion consideration after removal. A member whose name has been removed from a selection board list for the reason in a(2)(f) above will be considered by the next appropriate regular or standby board. If the member is not eligible for standby board and is recommended by the regular board, the effective date of promotion will be the date the board reports its recommendation. A member so selected will have a promotion eligibility date (PED) computed in accordance with paragraph 4-19b or paragraph 4-19c (para 4-15).

Page 4-6, amend subparagraph 4-30b by changing the phrase "within 90 days after the selection board adjourns" to read: "within 90 days after the selection board submits its results to HQDA."

5 May 1980

I01, AR 135-155

(AGUZ-RCC)

By Order of the Secretary of the Army:

Official:

E. C. MEYER
General, United States Army
Chief of Staff

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements
for AR, Army National Guard and Army Reserve.

Active Army - B

ARNG - A

USAR - A

SS Chg 9, 15 Oct 81

CHAPTER 1 GENERAL

1-1. Purpose and scope. *a.* This regulation prescribes policy and procedures to consider, select, and promote commissioned officers of the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR) and warrant officers of the USAR as Reserve commissioned officers/warrant officers of the Army. Exceptions will be made only by Headquarters, Department of the Army (HQDA). Special provisions applicable to active, retired, and discharged personnel of the US Army are indicated in paragraph 6-1. Throughout this regulation the words "he/his" are intended to include both the masculine and the feminine genders and any exceptions thereto will be so noted.

b. Commissioned officers in the Army Medical Department (AMEDD), Chaplains (CH), and the Judge Advocate General's Corps (JAGC) will be promoted within the branch or corps to which they are assigned. (See exception in para 2-8a(4)(c).) Officers in any other branch can be promoted in a different branch (except for AMEDD, CH, or JAGC).

c. Federal recognition of State unit vacancy promotions of ARNGUS officers and warrant officers are governed by NGR 600-100 and 600-101.

1-2. Explanation of terms. For purpose of this regulation, the following apply:

a. Army promotion list (APL). This list includes all branches except AMEDD and CH. The AMEDD promotion list includes all branches of the Army Medical Department (i.e., MC, DC, VC, ANC, MSC, and AMSC).

b. Member. This word includes both commissioned officers and warrant officers of the ARNGUS and the USAR.

c. Nominee. An ARNGUS or USAR member in the zone of consideration for promotion to the next higher grade.

d. Overstrength. The assigned strength is more than the authorized TOE or TDA strength.

Assignment of an officer as overstrength may be the result of unit reorganization, inactivation, or relocation; as a result of an assignment error; or as an authorized exception to policy to correct an injustice.

e. Permanent promotion. A promotion in the Regular Army or in a Reserve Component of the Army.

f. Promotion eligibility date (PED). The earliest date upon which an officer who is recommended and selected may be promoted to the next higher grade.

g. Promotion to fill officer position grade vacancies. An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade.

h. Temporary promotion. Promotion to a grade in which a member holds a temporary appointment in the AUS.

i. Troop program unit. A TOE or TDA unit of the USAR organized to serve as a unit upon mobilization or one that is assigned a mobilization mission (AR 140-1). The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

j. Unit vacancy. A unit vacancy exists if a position authorized by paragraph and line number of a TOE or TDA is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength.

1-3. Promotion authority. *a.* Authority to issue Reserve of the Army promotion letters is assigned as follows:

(1) Area commanders (CONUS and overseas) and the CG, RCPAC, for members under their jurisdiction.

(2) HQDA (RCPAC) for—

(a) ARNGUS members.

(b) ARNGUS and USAR members serv-

ing on active duty, except USAR grades W1 and second lieutenant.

(c) USAR members in grades W1 and second lieutenant if they are not under the jurisdiction of an area commander for Reserve matters.

(d) USAR members released from active duty in the grade of lieutenant colonel and colonel.

b. The following commanders are authorized to issue promotion letters to USAR members below the grade of lieutenant colonel who are released from active duty:

(1) Area commanders in the US Army Forces Command (FORSCOM) (AR 10-42).

(2) Major Army commanders (AR 10-5).

(3) Heads of HQDA agencies exercised command responsibility (AR 10-5) who are au-

thorized to establish transfer activities for processing personnel for separation (AR 635-10).

c. The commanders in *b* above may delegate promotion authority to—

(1) Commanding officers of transfer points for USAR members below the grade of lieutenant colonel being released from active duty. This authority should be delegated at the time the transfer activity is established or when a specific unit personnel section is authorized to process transfers.

★(2) Commanders of Active Army organizations for which the grade of lieutenant colonel or higher is authorized. A USAR member on active duty in grade W1 or second lieutenant who is serving on active duty in an AUS grade which is higher than his current USAR grade may be promoted under this authority.

CHAPTER 2

PROMOTION ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Section I. GENERAL

2-1. Consideration without board action. *a.* A member of the USAR in the grade of W1 or second lieutenant will be considered for promotion without review by a selection board. The member's records will be screened to determine eligibility for promotion to the next higher grade. Eligibility will be determined far enough in advance to permit promotion on the date promotion service is completed (table 2-1).

b. A member is qualified for promotion if he is in an active status, participating satisfactorily (paras 2-5 and 2-6), and there are no grounds for removal from the service (i.e., demonstrated substandard performance, unfitness, unsuitability, or for security reasons). A member of the USAR control group (officer active duty obligor (OADO)) will have met these requirements by virtue of his assignment (para 2-5*b*).

c. Decisions reached as a result of the consideration in *a* and *b* above will be processed as prescribed in chapter 4.

2-2. Inactive and active status. A member who is removed from active status before his promotion is final will be removed from the promotion list (para 3-13). Removal will not be considered a nonselection. If returned to an active status, his name will not be placed on a promotion list unless he is again recommended by a selection or Federal recognition board. He will not be considered for a Reserve of the Army promotion until at least 1 year after the date of his return to an active status.

2-3. Service computation. Service require-

ments prescribed in table 2-1 will be computed in accordance with the following

a. Warrant officers. Promotion service will be computed based upon years of service performed in the current warrant officer grade.

b. Commissioned officers. Service requirements for promotion to captain and above require a minimum number of years of promotion and commissioned service. Service periods will not be counted more than once. If an officer was given constructive service credit on his appointment, any actual service before that date will not be counted.

(1) Promotion service (time in grade) is computed by adding—

(a) All service performed (or credit by the Secretary of the Army with having been performed) in the current permanent grade in the Army (or, at the discretion of the Secretary of the Army, in any other Armed Force) while in an active status or on the active list.

(b) In the case of a first promotion of a person originally appointed in a grade below colonel, all constructive service credited that exceeds the minimum years of service prescribed for the grade in which appointed.

(2) A Reserve commissioned officer's years of service are the greater of—

(a) The sum of years of service as a commissioned officer of any component of the Armed Forces or of the Army without specification of the component and the years of constructive service credited; or

(b) the number of years by which the member's age exceeds 25 years.

Section II. ELIGIBILITY FOR CONSIDERATION AND GENERAL QUALIFICATIONS FOR SELECTION

2-4. Eligibility for consideration. To be eligible for consideration for promotion to the next higher grade, an ARNGUS or USAR member

must be in active status and meet the service requirements in table 2-1.

2-5. Selection criteria. *a.* To be eligible for selection, an ARNGUS or USAR member who meets the eligibility requirements (para 2-4) must be on active duty or participating satisfactorily in Reserve training. For promotion purposes, satisfactory participation consists of earning the minimum retirement points prescribed for retention (AR 140-10). A commissioned officer is also required to meet certain educational requirements unless an exception is authorized. Selection for promotion is a recognition of potential for service in the higher grade and is not a reward for past service.

★*b.* Officers assigned to Ready Reserve Control Groups listed in paragraph 2-13, AR 140-1 or Control Group (Standby) who have not completed their statutory military service obligation will be considered to be participating satisfactorily if they comply with all of their commander's instructions.

2-6. Educational requirements. To qualify for selection, commissioned officers must complete the educational requirements in table 2-2 not later than the date the selection board convenes.

a. General. The following applies in determining educational qualifications:

(1) Equivalent credit for completion of a lower course of study will be awarded by the appropriate selection board for enrollment and satisfactory participation in a course which is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. The officer must also be enrolled and participating satisfactorily at the time he is considered.

(2) HQDA may award equivalent credit for Command and General Staff College by virtue of successful completion of a higher level resident course conducted by another school of the US or foreign military service. Requests will be considered individually and should be submitted to the Cdr, RCPAC, ATTN: AGUZ-PMP-A, 9700 Page Blvd, St. Louis, MO 63132.

(3) Acceptance of constructive credit or equivalent credit for filling academic requirement is subject to the approval of the commandant of the service school having proponenty for the course.

(4) USAR officers detailed to an AMEDD branch who have met the educational requirements for their basic branch will be considered for promotion in their basic branch.

(5) Officers of the APL, Chaplain, and MSC with primary specialty 67 in the grade of captain may be considered to have met the educational requirements for promotion to the next higher grade if they meet one of the requirements listed below.

(a) Awarded constructive or equivalent credit for a branch advance course. Paragraph 2-6a(3) above applies.

(b) Successfully completed any branch or advance course.

1. Officers currently enrolled will be considered educationally qualified upon successful completion of the course of instruction in which now enrolled.

2. Officers not currently enrolled in their branch advanced course are required to enroll in and complete the advanced course which offers the program of instruction for their primary specialty.

3. Officers not currently enrolled will enroll in their branch advanced course if a non-resident course for their primary specialty has not been developed at the time of application.

b. Educational substitution. The following may be substituted for military educational requirements for promotion to the grades indicated:

(1) An officer, delayed to obtain a graduate degree and assigned to the control group (OADO), will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment. (See exception in para 2-5b.) The promotion authority will make this determination a matter of record by inserting a letter in the officer's record before it is referred to the selection board. The latter will state that the educational waiver is cancelled on the date the officer completes a qualifying service school course or when he completes 6 or more months of active duty or active duty training whichever occurs first.

★(2) An officer who has completed at least 2 years of consecutive active duty (excluding special tours of ADT and statutory tours) as a com-

missioned officer but is not presently serving on active duty in a commissioned status will be considered educationally qualified for promotion to the next higher grade provided:

(a) The officer is being considered for promotion to a grade no more than one grade higher than his active duty grade.

(b) The officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommendation by the board that the officer not be promoted.

(c) The officer was released from active duty as a commissioned officer within 3 years of the date the board convenes.

(3) An officer who is serving on active duty as a commissioned officer (excluding AT/ADT and statutory tours) will be considered educationally qualified for promotion to the next higher grade than the grade in which serving provided the officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommenda-

tion by the board that the officer not be promoted.

c. Educational exceptions. The following officers are not required to meet the educational requirements in table 2-2:

(1) AMEDD officers except MSC with primary specialty 67.

(2) An officer whose removal from active status has been invalid. HQDA may waive the educational requirements and/or active participation requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.

(3) Officers of the Staff Specialist branch less those officers assigned to the SSVC system.

(4) Officers in the grade of second lieutenant assigned to the Control Group (Dual Component).

Section III. BOARD CONSIDERATIONS

2-7. Mandatory selection boards. *a. General.* Mandatory selection boards will be convened annually (chap. 3) to consider members of the ARNGUS and USAR in an active status or on active duty for promotion to grades W3 and W4 and to captain through lieutenant colonel. These boards will consider members for promotion without regard to vacancies in the next higher grade.

b. First consideration. A member in grade W2, W3 (USAR only), first lieutenant, captain, or major will be first considered for promotion to the next higher grade if he will complete the service requirements (table 2-1) by 31 December of the year following the year in which the board convenes.

c. Second consideration. A member in grade W2, W3, first lieutenant, captain, or major who is not selected on his first consideration will be considered a second time by the next board considering his grade and/or branch only if he remains in an active status.

2-7.1 Consideration for promotion to colonel.

a. Selection boards will convene at the discretion of the Secretary of the Army (chap. 3) to consider ARNGUS and USAR officers, in all branches, for promotion to colonel. These boards will consider and recommend only those who are in an active status or on active duty.

b. HQDA will—

(1) Prescribe the minimum promotion service and total years commissioned service required for an officer for each branch. So far as practicable, the amount of service prescribed will correspond to that which an officer of the Regular Army in the same branch must have for permanent promotion consideration.

(2) Require that the name of each officer with the prescribed promotion service and years of service be placed on the appropriate zone of consideration list.

(3) Prescribe the number of officers to be recommended for promotion from each list (APL and AMEDD).

(4) Announce zones of consideration for unit and nonunit lieutenant colonels in all branches.

c. Officers not selected for promotion to colonel will be considered again by a selection board provided they remain in an active status and meet the criteria for the next announced zone of consideration.

2-8. USAR unit vacancy selection boards. Promotion to fill authorized unit vacancies in troop program units may be filled through promotion of the best qualified and geographically available officers, as prescribed below.

★*a. Eligibility.* The USAR unit vacancy promotion system is designed to promote officers to fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. If assignments cannot be made from local resources (officers assigned to units and local members of the Individual Ready Reserve), the names of all unit officers in the next lower grade who meet the following requirements will be forwarded to the appropriate area commander for promotion consideration:

(1) Have completed the necessary promotion service prescribed for promotion to the next higher grade *by convening date of the board.*

(2) Be assigned to any part of an organization whose commander is authorized to forward nominations directly to the area commander or to the commander of the senior Army headquarters outside CONUS.

(3) Be geographically available to serve in the position for which considered. The unit commander having the vacancy will determine an officer geographically available if he lives within a commuting distance that will allow full participation, has the means, and is willing to travel the distance involved.

(4) Be of the proper branch.

(*a*) Officers of the AMEDD are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation. Officers of the Medical Corps, Dental Corps, and Veterinary Corps in the grade of first lieutenant, who are otherwise eligible, may be considered for promotion to captain to fill a valid vacancy in the grade of captain or major within their respective

corps without regard to Specialty Skill Identifier.

(*b*) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

(*c*) Officers of all other branches are eligible for promotion consideration to fill vacancies in any of those branches, except that all officers are subject to the assignment limitations in AR 140-10. Officers selected for promotion to fill a vacancy in a branch in which they are not qualified must become qualified in accordance with applicable regulations.

(5) The unit vacancy must be in the next higher grade unless an intermediate grade is not authorized in the TOE or TDA unit except that MC, DC, or VC officers may be promoted to fill unit vacancies as described in *a(4)(a)*, above, without regard to whether an intermediate grade is authorized in the TOE or TDA. TDA. An officer filling a position which is two grades higher than his current grade may be recommended for promotion to the next higher grade. (A first lieutenant may be recommended for promotion to captain (an unauthorized position in the unit) even though the vacancy is in an authorized position of major). A grade vacancy is not required for promotion to first lieutenant.

(6) If approved by the promotion authority, a first or second lieutenant, who for 12 or more months has served creditably in a unit vacancy prescribed for captain, may be placed on the list of eligibles for promotion to the next higher grade. An officer may not be promoted more than once under this exception.

(7) Officers who have been nonselected by the preceding mandatory board to the grade of captain through lieutenant colonel, although they must be considered, cannot be selected for unit promotion until they have been considered and selected by a succeeding mandatory board.

(8) Officers who should have been but were not considered for promotion to the grade of CPT through LTC by a preceding mandatory board and who are not now eligible for standby consideration (para 3-14c), although they must be considered, cannot be selected for unit vacancy promotion until they have been considered and selected by a subsequent mandatory board.

b. Authorized vacancies. The following rules will be used to determine if a vacancy exists:

(1) An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorized in the TOE/TDA for his grade.

(2) The existence of a vacancy for a position designated in (a), (b), and (c) below will be determined by counting certain officers against the strength authorization. A position—

(a) Designated to be occupied by an officer of a special branch in the TOE/TDA. Count only officers assigned to special branches (AMEDD, CH, and JAGC), including overstrength.

(b) Not designated to be occupied by an officer of a particular special branch. Count all officers, including assigned overstrength, except AMEDD, CH, and JAGC.

(c) Listed as "branch immaterial." Count all officers, including assigned overstrength, regardless of branch.

★*c. Submitting names of eligibles.*

(1) The names of officers eligible for promotion consideration to the next higher grade will be furnished within 4 months after a vacancy occurs. Names of eligible officers will be forwarded to the selection board (chap. 3) on DA Form 2464-R (Summary of Service for Reserve Promotion Purposes), showing the number of officers authorized and assigned in grade for unit promotion consideration. Eligible officers will be reported as shown in the punch-card format of figure 2, AR 680-150. A photograph is required for each eligible officer to be included with the recommendation. A black and white or color photograph (at least 3½×3½ inches not to exceed 8×10 inches which is preferable) of the eligible officer will be taken in Army Green shade 44 uniform (less headgear), full-length, standing pose, body turned to his right approximately 30 degrees from axis of camera to subject, head facing camera, feet slightly apart, hands at sides. Eligible officers may be photographed in summer service uniforms in those climatic areas where the Army Green uniform is not authorized

for wear during any season. No retouching on the negative or print is permitted. The officer's signature must appear on the reverse of the photo, along with his name (last, first, middle initial), grade, social security number, height and weight, date of photograph, and organization of assignment typed or printed legibly for identification purposes. Eligible officers may seek assistance in obtaining an official photograph from a nearby military installation or submit a personal photo which meets the above requirements to the area commander at least 60 days prior to the convening date of the board.

(2) DA Form 2464-R will be used for submitting names of eligible officers (fig. 2-1). This form (image size 7 4/10"×9 4/6") will be reproduced locally on 8×10½-inch paper and printed head-to-foot. A copy of the document establishing educational qualification will be attached. Copies may be certified true copies or those reproduced mechanically. When a copy of DA Form 66/DA Form 2 is attached, a note to this effect should appear in the "Reserve Assignments" section of the DA Form 2464-R.

(3) USAR commanders will submit the names of officers who meet the criteria in a and b above to fill unit vacancies in grades of captain through colonel to their area commander for promotion consideration. USAR commanders must nominate all eligible officers for consideration but are not required to recommend any for promotion. In such instances, items 1 through 12, 14 and 16 of the DA Form 2464-R will be omitted. Only items 1 through 4, 8 and 18a, DA Form 2464-R require completion to reflect those officers who are not qualified for selection. In item 18a, the notation will include the reason the officer is not qualified (e.g., officer not educationally qualified for promotion, insufficient retirement points last year, or officer not selected by preceding mandatory board). Promotion recommendations/considerations from major oversea commanders and RCPAC to fill unit vacancies in grades of captain through colonel will be processed by the commands shown below.

| <i>Area Command</i> | <i>Processing Command</i> |
|----------------------------|---------------------------|
| Europe and Puerto Rico | First US Army |
| Southern Command and RCPAC | Fifth US Army |
| Alaska and Hawaii | Sixth US Army |

Table 2-1. Service Requirements

| <i>Grade</i> | | <i>Unit Board</i> | <i>Mandatory Board</i> | |
|--------------|-----------|-----------------------------|-----------------------------|--------------------------------------|
| <i>From</i> | <i>To</i> | <i>Years in lower grade</i> | <i>Years in lower grade</i> | <i>Years of commissioned service</i> |
| W1 | W2 | 3 | 3 | |
| W2 | W3 | 6 | 6 | |
| W3 | W4 | 6 | 6 | |
| 01(2LT) | 02(1LT) | 3 | 3 | |
| 02(1LT) | 03(CPT) | 2 | 4 | 6 |
| 03(CPT) | 04(MAJ) | 4 | 7 | 12 |
| 04(MAJ) | 05(LTC) | 4 | 7 | 17 |
| 05(LTC) | 06(COL) | 3 | *Note | *Note |

*Note. Announced annually.

Table 2-2. Educational Requirements

| <i>From</i> | <i>Grade</i> | <i>To</i> | <i>Requirement</i> |
|-------------|--------------|-----------|---|
| 2LT | | 1LT | Any officer basic course. (Notes 1, 2, and 11). |
| 1LT | | CPT | Any officer basic course. (Notes 1, 2, 3, and 11). |
| CPT | | MAJ | Any officer advanced course. (Notes 4 and 11). |
| MAJ | | LTC | Fifty percent of the Command and General Staff Officers Course (CGSOC). (Notes 5, 6, 7, and 8). |
| LTC | | COL | The CGSOC. (Notes 6, 9, and 10). |

Notes.

*1. Second lieutenants assigned to Control Group (Dual Component) and officers transferred from the OADO Control Group to AT Control Group who are awaiting orders to AD or ADT are not required to meet the educational requirement for promotion. Promotion under these circumstances does not negate the requirement to complete the basic course at a subsequent date.

2. Civil Affairs officers who receive direct commissions will complete 50 percent of the Civil Affairs Officers Advanced Course in lieu of an officer basic course.

3. Selective Service System (SSVC) officers must also complete Phase 1 of the SSVC correspondence course.

4. SSVC officers are required to complete 50 percent of any advanced course and the management courses prescribed by the SSVC system.

5. Completion of either the Logistics Executive Development Course (LEDC) or the Associate Logistics Executive Development Course (ALEDC) will satisfy this requirement. To receive credit, the officer must provide evidence of completion of the LEDC or ALEDC to the Cdr, RCPAC.

6. JAGC officers may satisfy this requirement by completing the JAGC Reserve Component General Staff Course.

7. Chaplains may satisfy this requirement by completing Phase 1 of the Chaplain Reserve Component General Staff Course (CRGSC).

8. SSVC officers are required to complete any officer advanced course.

9. Chaplains may satisfy this requirement by completing Phases 1 and 2 of the CRGSC.

10. SSVC officers are required to complete the Industrial College of the Armed Forces National Security Management Course in lieu of CGSOC.

11. JAGC officers appointed with military education stipulation of paragraph 3-12, AR 135-100, will be considered to be educationally qualified for promotion if progressing satisfactorily (portion of required education completed is equal to or greater than the portion of allowed time elapsed following appointment, AR 135-316, para 5) toward completion of military education at the date the promotion board convenes.

| SUMMARY OF SERVICE FOR RESERVE PROMOTION PURPOSES For use of this form, see AR 135-155; proponent agency is RCPAC. | | | | | | DATE |
|---|---------|---------|---|----------------------|--|------------|
| TO: | | THRU: | | FROM: | | |
| SECTION I - PERSONNEL DATA | | | | | | |
| 1. NAME (Last, First, Middle) | | | 2. SSN | 3. GRADE | 4. BRANCH | |
| 5. PMOS | 6. SMON | 7. DMOS | 8. UNIT OF ASSIGNMENT | | | |
| 9. HOME ADDRESS (Do not ZIP code) | | | | | | |
| 10. TOTAL YRS. COMMISSIONED SERVICE | | | 11. YEARS PROMOTIONS CYC IN PRESENT GRADE | | 12. NATIONAL AGENCY CHECK COMPLETED (Date) | |
| 13. UNIT VACANCY FOR WHICH BEING CONSIDERED (and date vacancy (S) occurred) | | | | | | |
| 4. TOE/TDA NO. | 5. PARA | 6. LINE | 7. POSITION TITLE | 8. BRANCH | 9. MOS | 10. GRADE* |
| 14. MILITARY EDUCATION | | | | | | |
| 15. UNIT STRENGTH STRUCTURE | | | | | | |
| | | GEN | COL | LTC | MAJ | CPT |
| AUTHORIZED: | | _____ | _____ | _____ | _____ | _____ |
| ACTUAL: | | _____ | _____ | _____ | _____ | _____ |
| 16. RESERVE ASSIGNMENTS (Commissioned) | | | | | | |
| INCLUSIVE DATES | GRADE | MOS | JOB TITLE | UNIT OR ORGANIZATION | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 17. REMARKS: | | | | | | |
| a. THERE (ARE) (ARE NOT) OFFICERS OF APPROPRIATE GRADE ASSIGNED AS OVERSTRENGTH. | | | | | | |
| b. RECORDS OF ALL ELIGIBLE OFFICERS HAVE BEEN FORWARDED FOR CONSIDERATION. | | | | | | |
| c. OFFICER EFFICIENCY REPORT FOR PERIOD (_____ TO _____) SUBMITTED ON _____ Date | | | | | | |
| TYPED NAME, GRADE, BRANCH, AND OFFICIAL POSITION (Custodian of Records) | | | | SIGNATURE | | |

DA FORM 2464-R, 1 Jan 76

EDITION OF 1 JUN 74 IS OBSOLETE.

Figure 2-1

| SECTION II - RECOMMENDATION FOR PROMOTION | | |
|--|--|-----------|
| 18a. I <input type="checkbox"/> RECOMMEND OR <input type="checkbox"/> INCLUDE FOR CONSIDERATION FOR PROMOTION IN THE USAR. THIS OFFICER <input type="checkbox"/> IS <input type="checkbox"/> IS NOT QUALIFIED FOR PROMOTION TO THE NEXT HIGHER GRADE BECAUSE OF PARA _____ AR 135-155 | | |
| b. THE ABOVE NAMED OFFICER <input type="checkbox"/> IS <input type="checkbox"/> IS NOT THE ONLY OFFICER GEOGRAPHICALLY AVAILABLE AND ELIGIBLE FOR PROMOTION TO FILL THIS VACANCY. THERE ARE NO OFFICERS OF THE APPROPRIATE GRADE, ASSIGNED WHICH EQUAL OR EXCEED TO AUTHORIZATION IN THAT GRADE. ALL ASSIGNED OFFICERS WHO ARE ELIGIBLE TO FILL THE VACANCY HAVE BEEN IDENTIFIED, INCLUDING THOSE UNITS WHO DO NOT HAVE OFFICERS ASSIGNED WHO ARE ELIGIBLE TO FILL THE EXISTING VACANCY. | | |
| c. IN ADDITION TO THE ABOVE NAMED OFFICER, THE FOLLOWING OFFICERS ARE ALSO GEOGRAPHICALLY AVAILABLE AND ELIGIBLE FOR PROMOTION TO FILL THIS VACANCY: | | |
| d. EVALUATION OF OFFICER IN PARAGRAPH a. ABOVE, INCLUDING EXTENT OF RESERVE ACTIVITY AND BASIS FOR ABOVE RECOMMENDATION. THIS OFFICER <input type="checkbox"/> IS <input type="checkbox"/> IS NOT BEING CONSIDERED BY A MANDATORY BOARD FOR THE NEXT HIGHER GRADE WHICH CONVENES @: _____ | | |
| DATE | TYPED NAME, GRADE, / HQ BRANCH (designate representative) | SIGNATURE |
| SECTION III - COMMENTS OF NEXT HIGHER COMMANDER | | |
| 19. _____ <i>(Not Required if Para. 18 is Signed by a General Officer)</i> | | |
| DATE | TYPED NAME, GRADE, BRANCH, OFFICIAL POSITION | SIGNATURE |
| 20. THIS UNIT <input type="checkbox"/> IS <input type="checkbox"/> IS NOT UNDER CONSIDERATION FOR INACTIVATION OR REORGANIZATION | | |
| DATE | TYPED NAME, GRADE, BRANCH, OFFICIAL POSITION <i>(Area Commander or Designated Representative)</i> | SIGNATURE |

Figure 2-1--Continued.

CHAPTER 3 BOARD SCHEDULES AND PROCEDURES

Section I. GENERAL

3-1. Convening authority. Authority to appoint and convene selection boards and standby advisory boards is assigned as shown in the table below.

3-2. Zone of consideration lists. Area commanders, the CG, RCPAC, and State adjutants general will prepare and submit lists of the names of eligible members, as prescribed in AR 680-150. Separate lists will be prepared for Chaplains and each corps of AMEDD. A consolidated list of all other branches will be prepared for each grade considered.

3-3. Furnishing records. *a.* Official military personnel files (OMPF), promotion consideration data folders, or other pertinent files will be reviewed by the selection board.

b. Information filed in the OMPF (AR 640-10) may be made available to selection boards. Unsupported or unacted upon derogatory or suitability information, however, will not be furnished.

★3-4. Notice of consideration. *a.* CG, RCPAC, will notify each USAR nominee who is in the zone of consideration by a mandatory selection board and is not on active duty. For information and appropriate corrections, a copy of the officer's records that the selection board will review will accompany the notification letter. The notification letter will also include a photograph requirement. Photograph specifications for mandatory selection boards are the same as those specified for unit vacancy boards (para 2-8*c*). Notification of USAR unit members will be based on lists of eligibles reported in accordance with AR 680-150.

b. State adjutants general will ensure that photographs meeting the specifications in paragraph 2-8*c* of the regulation are submitted by all ARNG personnel, for mandatory promotion, to the Army National Guard Personnel Center, 5600 Columbia Pike Office Building, Falls Church, VA 22041. Photographs must arrive at least 90 days prior to the convening date of the board to be included in the official military personnel file being forwarded to RCPAC.

| <i>Assigned Authority</i> | <i>For</i> | <i>For Promotion To</i> |
|---------------------------|--|---|
| HQDA | Mandatory consideration boards | Major and Lieutenant Colonel |
| | Mandatory consideration boards | Captain |
| | Mandatory consideration boards | CW3 and CW4 |
| | Boards for selection | Colonel (APL and AMEDD) |
| | Standby advisory boards... | All grades (para 3-5 <i>c</i> and 3-14) |
| Area Commanders | USAR unit vacancy boards | All grades |
| | Federal recognition boards (NGR 600-100 and -101). | All grades |

Section II. SELECTION BOARD PROCEDURES

3-5. Board schedules. Headquarters authorized by this regulation to convene selection boards will adhere to the following schedule:

★a. USAR unit vacancy selection boards (para 2-8) will normally convene during the months of April, August, and December on the date an-

nounced by HQDA.

b. Mandatory selection boards (para 2-7) will convene annually as announced by HQDA.

c. Delayed mandatory and mandatory reconsideration cases (standby) for promotion of other than AMEDD officers will be handled as an additional duty by the regularly scheduled mandatory consideration boards. AMEDD standby cases will be handled by the annual AMEDD mandatory consideration board and by a special AMEDD standby board which will convene approximately 6 months after the regular board (para 3-14).

3-6. Responsibility. *a.* The convening authority will appoint mature officers of varied experience to serve as board members. Their records will be reviewed and/or other action taken to ensure that board members are the most capable of officers available.

b. The promotion authority will ensure that eligible members are aware of the general qualifications for selection (sec. II, chap. 2; and para 3-4 and 3-10).

3-7. Selection. Except as stated elsewhere in this regulation promotion will be made only on recommendation of a selection board.

3-8. Composition of selection boards. *a.* Reserve Component selection boards will be composed as shown in table 3-1.

b. The following additional requirements apply to board membership:

★(1) Each board shall be composed of at least five members who are seniors in regular or reserve grade to, and who outrank, any officer considered by that board. At least one minority member will be appointed as a voting member of all boards. At least one female member will be appointed as a voting member of the board whenever a female is being considered for promotion.

(2) At least one-half of all selection board members will be Reserve Component officers not on active duty.

(3) At least one member will be from each

Reserve Component having officers in the zone of consideration.

(4) A selection board may not be impaneled for longer than 1 year; nor will a board member serve on consecutive selection boards considering the same grade if the second board considers a member who was nonselected by the first board.

(5) A USAR Civil Affairs officer may be detailed for selection board duty if he is of the appropriate grade and holds a primary SSI relating to a branch providing combat service support listed below:

- (a) Adjutants General's Corps.
- (b) Chemical Corps
- (c) Finance Corps.
- (d) Ordnance Corps.
- (e) Quartermaster Corps.
- (f) Transportation Corps

(6) For area commanders in CONUSA, no more than one USAR officer from the same ARCOM/GOCOM or no more than one ARNGUS officer from the same State may serve on the same board. For area commands overseas, no more than one officer from the same unit may serve on the same board.

(7) Officers of the Chaplain Branch and each AMEDD corps being considered for promotion will be represented on the selection board by an officer of the same branch or corps. Alternate members will be used only when members of their branch or corps are being considered.

(8) General qualifications for selection board membership are as follows:

(a) Members selected for board duty must be the finest officers available. A broad base of experience upon which sound decisions can be made should be the primary criterion used in making selections.

(b) ARNG and USAR officers must not have failed a selection for promotion by a mandatory consideration board.

(c) Officers in grade of lieutenant colonel and above (other than AMEDD) must have credit for the Command and General Staff College or a higher level of military education.

(d) Officers should be college graduates but this is not a mandatory requirement. Offi-

cers who do not have a degree must have an exceptionally broad and varied background of military experience.

(e) USAR officers serving on unit vacancy boards must be members of units.

3-9. Instructions to the board. a. The convening authority will issue a letter of instructions to selection boards prescribing the oaths to be taken by board members, reports to be furnished, methods of selection, and any other administrative details required. Although the area commander has authority for convening the DA Reserve unit vacancy boards, the letter of instructions and guidance will be provided by HQDA.

b. The letter of instructions will direct that the board—

(1) Review the evaluation report file when determining a member's qualifications.

(2) Select members using the fully or best qualified method, as prescribed in the letter of instructions.

(3) Recommend elimination board consideration of nonselected members if their records indicate a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

c. The following oaths will be administered to the members of the board:

(1) Board members (administered by the recorder).

You, (*identify each member by grade and name*), do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority. (Each member of the board will respond "I do.")

(2) Recorder (administered by the board president).

You, (*identify by grade and name*), do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board. (Recorder will respond "I do.")

3-10. Individual communications with the board. a. No officer is authorized to appear in person before a selection board on his own behalf

or in the interest of another officer who is under consideration.

b. An officer under consideration may write a letter to the selection board inviting attention to any matter of record in the Department of the Army concerning himself that he feels important in the consideration of his records. Any letter considered by a selection board will become a matter of permanent record in the individual's file that went before the board.

(1) Letter communications with the board will be accepted only from the individual under consideration.

(2) Newly acquired diplomas, degrees, professional stature, or information pertaining to civilian occupations, including length of experience (from-to) and extent of supervisory responsibility, are appropriate inclosures to a letter to the board.

(3) Communications to a selection board which are not properly in an officer's file and/or which contain criticism or reflect adversely upon the character, conduct, or motives of any officer will not be given to a selection board.

c. Appropriate communications to a selection board will be considered if received prior to the time the board convenes. Communications should be mailed to the convening authority (either the area commander or Cdr, RCPAC, ATTN: AGUZ-RCP, St. Louis, MO 63132). Submitted documents should be either photostatic or certified true copies, as they will not be returned to the sender.

d. Appeals of efficiency/evaluation reports will not be included in letters directed to the selection board, but will be prepared and submitted in accordance with AR 623-105.

3-11. Method of selection. The selection board will base their recommendations for promotion upon impartial consideration of all personnel being considered. The board will use a method of selection as prescribed below.

a. *Fully qualified.* To be fully qualified for selection, a member must be—

(1) In the zone of consideration.

(2) On active duty or participating satisfactorily in Reserve training.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified (commissioned officers only).

b. Best qualified. To select those who are best qualified, the board must first determine which members of a group are *fully* qualified; then select the *best* qualified from that group.

3-12. Guidance for the board. Board members will use the following general guidance in their deliberations:

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each of the individuals recommended for promotion by the board.

b. The extent to which a member has taken advantage of available means to improve his professional qualifications will be considered (i.e., active and regular participation in scheduled training programs and completion of military education courses).

c. If a waiver to be retained in an active status is required because a member failed to accrue sufficient retirement points for his latest retirement year, the approved waiver of nonparticipation will be considered satisfactory participation for promotion purposes.

3-13. Removal from a selection board list. The name of a member will not be removed from a selection board list except as authorized in this paragraph.

a. Authority.

(1) Only the Secretary of the Army may delay promotion or remove a member's name from a recommended list if the reason for removal is the result of an investigation or proceedings of a court-martial or board of officers which results in the member's retention in an active status.

(2) HQDA may remove the name of a member who was ineligible for selection because he—

(a) Was removed from an active status before promotion was finalized (para 2-2).

(b) Was not in an active status at the time of consideration (para 2-4).

(c) Was not participating satisfactorily in Reserve training (para 2-5).

(d) Had not completed the minimum educational requirements before the selection board convened (para 2-6).

(e) Was not in the zone of consideration (table 2-1).

(3) HQDA may remove the name of a member who was selected for unit vacancy promotion but who was transferred from the unit before the promotion was accomplished.

(4) HQDA may remove the name of a member from a not-recommended list if he—

(a) Was not eligible for consideration for one of the reasons in a(2) (a), (b), or (e) above.

(b) Is considered eligible for and subsequently selected by a standby board (para 3-14).

b. Procedures. Recommendation for removal from a recommended list for a reason shown in a above may be submitted at any time to Cdr, RCPAC, ATTN: AGUZ-RCP.

★(1) The commander's recommendation will contain full reasons for the proposed action and indicate that an evaluation report, if appropriate, has been submitted (AR 623-105). If the basis for removal is other than lack of mandatory qualifications, the responsible commander will insure that favorable personnel action (AR 600-31) is suspended and that the suspension is not removed until the case is closed. Requests for removal for cause of a member's name from a recommended list will be forwarded through channels to Cdr, RCPAC, ATTN: AGUZ-RCP-B for consideration by a standby advisory board. In event the standby board recommends removal of the member's name from the recommended list then the request for removal together with the standby board's findings will be forwarded through ODCSPER, DA to the Secretary of the Army for final determination as outlined in paragraph 3-13a(1).

(2) HQDA will remove the name of a member who was ineligible for one of the reasons in a(2), (3), and (4) above. The selection

board action will then be declared null and void and the member will not be considered a non-selection. He will, however, be a nonselection if he—

(a) Was not participating satisfactorily.

(b) Had not completed the minimum educational requirements before the selection board convened.

c. *De facto status.*

(1) A member whose promotion has been announced will be notified immediately if his promotion was unauthorized for a reason shown in a above. HQDA will determine whether the member served in a *de facto* status in the grade to which he was invalidly promoted.

(2) A promoted member who occupied the higher grade and actually discharged the functions of that grade in good faith from the date of promotion to the date he was notified of its invalidity will be determined to have served in a *de facto* status. If the member attained promotable status during the period served in a *de facto* status, his promotion will be announced in orders of current date. The member's date of rank will be as of the date he attained eligibility under this regulation.

3-14. Standby boards. a. Standby advisory boards will convene as prescribed in paragraph 3-5c.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omit-

ted or his records contained a material error when reviewed by the selection board. If his name was omitted, he will be considered, provided he is eligible (c below). Eligibility for reconsideration will be determined by HQDA.

c. Applications for standby advisory board consideration for promotion will be forwarded through command channels to Cdr, RCPAC, ATTN: AGUZ-RCP-PS. As an exception, area commanders will disapprove applications for reasons in (1) and (2) below, without referring them to RCPAC.

(1) The applicant did not meet minimum educational requirements (para 2-6).

(2) The retirement year (para 1-4, AR 140-185) prior to the retirement year the applicant became entitled to promotion consideration was not a qualifying retention year (para 4-29).

d. Nonselection by a standby board will not be considered a passover unless the individual was considered and not selected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member not selected or not qualified (b above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19b(3).

★e. When a recommendation for removal is received under the provisions of paragraph 3-13b(1), a standby advisory board will convene to consider the removal of the member's name from the recommended list.

Table 3-1. Composition of Selection Boards

| <i>Board</i> | <i>Membership</i> |
|---|---|
| MAJ, LTC and COL, APL and CH ¹ | 1 General Officer, Reserve Components (President) ² 2 COL, Reserve Components 2 COL, Regular Army 1 COL, Reserve Components, Chaplain (alternate member) |
| CPT, APL and CH ¹ | 1 General Officer, Reserve Components (President) ² 5 COL, Reserve Components ³ 3 COL, Regular Army ³ 1 COL, Reserve Components, Chaplain (alternate member) ³ |

| <i>Board</i> | <i>Membership</i> |
|--|---|
| CPT, MAJ, LTC and COL, AMEDD | 1 General Officer, AMEDD, Reserve Components (President) 5 COL, Reserve Components, AMEDD 1 COL, Regular Army |
| CW3, and CW4 | 1 General Officer, Reserve Components (President) 1 COL, Reserve Components ³ 1 COL, Regular Army ³ 1 CW4, Reserve Components 1 CW4, Regular Army |
| USAR Unit Vacancy to CPT through COL | 1 General Officer, Regular Army (President) 3 COL, Reserve Components 1 COL, Regular Army 1 COL, Reserve Components, alternate member as required. |

Notes

¹APL selection boards will include at least one member of the combat arms, combat support arms, and combat service support specialties.

²The ARNGUS and USAR will furnish the board president on an alternating basis.

³May be a LTC if a COL is not available.

higher grade at least 30 days in advance of their promotion eligibility dates (fig. 4-5). If an officer declines, a copy of the letter of notification, together with the approved indorsement (fig. 4-6) declining the promotion, will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PD-PB. The area data processing activity will be notified of the officer's declination.

c. ARNGUS officers. An ARNGUS officer will be notified of selection for promotion to the next higher grade. If he declines, a copy of the letter, together with two copies of the approved indorsement declining the promotion will be transmitted by the State adjutant general, through NGB-ARP-C, WASH DC 20310 to the CDR, RCPAC, ATTN: AGUZ-PD-PN.

4-25. Expiration of declination period. If not promoted on or before the end of his declination period, the officer will be transferred from his unit and promoted. (Federal recognition of an ARNGUS officer will be terminated upon transfer to the USAR.) An ARNGUS officer who is entitled to be credited with more than 18 but less than 20 years of qualifying service may continue in an active status to complete 20 years of qualifying service. His name will be removed from the promotion list *at the end of the maximum declination period authorized*. An ARNGUS member may

not be transferred and promoted under this paragraph before the end of the authorized maximum period unless the Governor or other appropriate authority of the State, Puerto Rico, the Virgin Islands, or the CG of the District of Columbia National Guard approves the action. Removal from the unit at the end of the declination period is mandatory unless he—

a. Fills a vacancy in the unit in the higher grade (see exception in *c* and *d* below);

b. Is authorized retention in the unit in a lower grade (AR 140-10).

c. Exception to removal from the unit is authorized a first lieutenant if qualified lieutenants are not available and all other positions in the unit in the grade of captain and above are occupied. He may be promoted to the grade of captain without being removed from the unit.

d. Captains who are assigned to air defense units under the operational control of the Active Army and who are employed as ARNG technicians may be promoted to the grade of major upon expiration of the authorized period of declination without change of assignment, provided qualified captains are not available and all other appropriate MTOE positions in the unit in the grade of major or above are occupied (NGR 600-100).

Section V. NONSELECTION FOR PROMOTION

4-26. General. Selection board action is administratively final. If removal from active Reserve status is required by law, the member must be removed within the prescribed time limits established for his removal.

4-27. Mandatory consideration nonselection policy. *a. First nonselection.* Nonselection for promotion to the next higher Reserve grade for the first time will constitute a first passover for promotion to any grade other than W2, first lieutenant, and colonel. A member who remains in an active status following a first passover will again be considered for promotion by the next regularly scheduled board considering his grade and branch.

(1) A member not qualified for promotion to the grade of W2 or first lieutenant will not again be considered for promotion unless retained in an active status (para 4-28).

(2) A nonselection for promotion to the grade of colonel does not constitute a passover for pro-

motion. A member who remains in an active status and meets the criteria for the next announced zone of consideration will again be considered by the next regularly scheduled board considering his grade and branch.

b. Second nonselection. A member who twice fails to be selected for promotion to the grade of W3, W4, captain, major, or lieutenant colonel will not be considered again for promotion.

4-28. Not qualified for promotion. *a.* Members of the ARNGUS or USAR in grades of W1 and second lieutenant are considered for promotion without board action (para 2-1). If found not qualified for promotion to the grade of first lieutenant or W2, a final determination concerning retention will be made by—

(1) Area commanders, for unit members and oversea residents.

(2) The CDR, RCPAC (AGUZ PD), for all others.

b. The names of members found not qualified and the reasons for their disqualification will be reported to the commander concerned (a above) for determination of whether the member should be discharged (AR 135-175) or retained in an active status (para 4-29). A nonselection letter, to include eligibility for further consideration while being retained in an active status, will be sent to each member determined not qualified for promotion. A copy of the letter of notification will be placed in the member's MPRJ.

c. A member retained in an active Reserve status after being found not qualified for promotion to first lieutenant or W2 may be reconsidered for promotion if the reason for disqualification is resolved. A member disqualified for promotion and later determined qualified will be promoted (para 4-7).

4-29. Retention in an active status. a. A member whose removal from active Reserve status is required by law must be removed within the prescribed time limits unless eligible for retention as prescribed in this paragraph. Nothing in this paragraph will be construed to preclude elimination under other pertinent regulations.

★(1) *Obligated members.* Members who have not completed their statutory service obligation (AR 135-91) will not be discharged or removed from active status by reason of nonselection for promotion to the next higher grade. Members not qualified for promotion to first lieutenant or W2 and those who have twice failed to be selected for promotion to the next higher grade will be retained in their present grade for the remainder of their obligated period of service.

(2) *Retained to complete 20 years.* A member who has been credited with 18 or more but less than 20 years of service (10 USC 1332) will not be removed from an active status without his consent (10 USC 1006).

b. A member retained under the provisions in a above will be in addition to the number of authorized members in that grade. Those members twice nonselected for promotion to the next higher grade will not again be considered for promotion. Members not qualified for promotion to first lieutenant or W2 will be processed as prescribed in paragraph 4-28.

4-30. Procedures. Commanders authorized to issue promotion letters will prepare and distribute the appropriate nonselection letter and take the necessary removal action prescribed in this paragraph.

a. Members considered for promotion by a mandatory board will be furnished the appropriate nonselection notice described below immediately after the selection board report is received.

(1) Notice of first and second nonselection for promotion to W3, W4, captain, major, and lieutenant colonel will be signed by a commissioned officer in the grade of colonel or above (fig. 4-7 through fig. 4-10).

(2) Notice of nonselection for promotion to colonel will be assigned by a general officer (fig. 4-11).

b. A member who twice fails to be selected for promotion to grade W3, W4, captain, major, and lieutenant colonel will not again be considered for promotion. Officers on extended active duty will be removed within 120 days after being notified on their second nonselection. All other members not qualified for retention (para 4-29) will be removed from an active status within 90 days after the selection board adjourns.

(1) ARNGUS members will be processed in accordance with NGR 635-100.

(2) USAR members will be transferred to the Retired Reserve (AR 140-10), or discharged (AR 135-175).

c. The original copy of the nonselection letter will be forwarded to the individual through command channels and one copy will be filed in his MPRJ. Additional copies will be furnished to commanders as shown below.

(1) CDR RCPAC, ATTN: AGUZ-PD—for USAR members not on active duty.

★(2) HQDA (DAPC-PSR)—for USAR members on extended active duty.

(3) NGB-ARP-C, WASH DC 20310, and the State adjutant general—for ARNGUS members.

★(4) CDR, US Army Enlisted Records Center, ATTN: PCRE-F, Fort Benjamin Harrison, IN 46249—for members on active duty in an enlisted status.

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CHAPTER I GENERAL

1-1. Purpose and scope. *a.* This regulation prescribes policy and procedures to consider, select, and promote commissioned officers of the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR) and warrant officers of the USAR as Reserve commissioned officers/warrant officers of the Army. Exceptions will be made only by Headquarters, Department of the Army (HQDA). Special provisions applicable to active, retired, and discharged personnel of the US Army are indicated in paragraph 6-1. Throughout this regulation the words "he/his" are intended to include both the masculine and the feminine genders and any exceptions thereto will be so noted.

★*b.* Commissioned officers in the Army Medical Department (AMEDD), Chaplains (CH), and the Judge Advocate General's Corps (JAGC) will be promoted within the branch or corps to which they are assigned. (See exception in para 2-8a(4)(c).) Officers in any other branch can be promoted in a different branch (except for AMEDD, CH, or JAGC).

c. Federal recognition of State unit vacancy promotions of ARNGUS officers and warrant officers are governed by NGR 600-100 and 600-101.

1-2. Explanation of terms. For purpose of this regulation, the following apply:

★*a. Army promotion list (APL).* This list includes all branches except AMEDD and CH. The AMEDD promotion list includes all branches of the Army Medical Department (i.e., MC, DC, VC, ANC, MSC, and AMSC).

b. Member. This word includes both commissioned officers and warrant officers of the ARNGUS and the USAR.

c. Nominee. An ARNGUS or USAR member in the zone of consideration for promotion to the next higher grade.

d. Overstrength. The assigned strength is more than the authorized TOE or TDA strength. Assignment of an officer as overstrength may be the result of unit reorganization, inactivation, or relocation; as a result of an assignment error; or as an authorized exception to policy to correct an injustice.

e. Permanent promotion. A promotion in the Regular Army or in a Reserve component of the Army.

f. Promotion eligibility date (PED). The earliest date upon which an officer who is recommended and selected may be promoted to the next higher grade.

g. Promotion to fill officer position grade vacancies. An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade.

h. Temporary promotion. Promotion to a grade in which a member holds a temporary appointment in the AUS.

i. Troop program unit. A TOE or TDA unit of the USAR organized to serve as a unit upon mobilization or one that is assigned a mobilization mission (AR 140-1). The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

j. Unit vacancy. A unit vacancy exists if a position authorized by paragraph and line number of a TOE or TDA is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength.

1-3. Promotion authority. *a.* Authority to issue Reserve of the Army promotion letters is assigned as follows:

(1) Area commanders (CONUS and overseas) and the CG, RCPAC, for members under their jurisdiction.

(2) HQDA (RCPAC) for-

(a) ARNGUS members.

(b) ARNGUS and USAR members serving on active duty, except USAR grades W1 and second lieutenant.

(c) USAR members in grades W1 and second lieutenant if they are not under the jurisdiction of an area commander for Reserve matters.

(d) USAR members released from active duty in the grade of lieutenant colonel and colonel.

b. The following commanders are authorized to issue promotion letters to USAR members below the grade of lieutenant colonel who are released from active duty:

(1) Area commanders in the US Army Forces Command (FORSCOM) (AR 10-42).

(2) Major Army commanders (AR 10-5).

(3) Heads of HQDA agencies exercised command responsibility (AR 10-5) who are authorized to establish transfer activities for processing personnel for separation (AR 635-10).

c. The commanders in *b* above may delegate promotion authority to—

(1) Commanding officers of transfer points for USAR members below the grade of lieutenant

colonel being released from active duty. This authority should be delegated at the time the transfer activity is established or when a specific unit personnel section is authorized to process transfers.

(2) Commanders of Active Army organizations for which the grade of colonel or higher is authorized. A USAR member on active duty in grade W1 or second lieutenant who is serving on active duty in an AUS grade which is higher than his current USAR grade may be promoted under this authority.

missioned officer but is not presently serving on active duty in a commissioned status will be considered educationally qualified for promotion to the next higher grade provided:

(a) The officer is being considered for promotion to a grade no more than one grade higher than his active duty grade.

(b) The officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommendation by the board that the officer not be promoted.

(c) The officer was released from active duty as a commissioned officer within 3 years of the date the board convenes.

★(3) An officer who is serving on active duty as a commissioned officer (excluding AT/ADT and statutory tours) will be considered educationally qualified for promotion to the next higher grade than the grade in which serving provided the officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommenda-

tion by the board that the officer not be promoted.

c. *Educational exceptions.* The following officers are not required to meet the educational requirements in table 2-2:

(1) AMEDD officers except MSC with primary specialty 67.

(2) An officer whose removal from active status has been invalid. HQDA may waive the educational requirements and/or active participation requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.

(3) Officers of the Staff Specialist branch less those officers assigned to the SSVC system.

★(4) Officers in the grade of second lieutenant assigned to the Control Group (Dual Component).

Section III. BOARD CONSIDERATIONS

2-7. Mandatory selection boards. a. *General.* Mandatory selection boards will be convened annually (chap. 3) to consider members of the ARNGUS and USAR in an active status or on active duty for promotion to grades W3 and W4 and to captain through lieutenant colonel. These boards will consider members for promotion without regard to vacancies in the next higher grade.

b. *First consideration.* A member in grade W2, W3 (USAR only), first lieutenant, captain, or major will be first considered for promotion to the next higher grade if he will complete the service requirements (table 2-1) by 31 December of the year following the year in which the board convenes.

c. *Second consideration.* A member in grade W2, W3, first lieutenant, captain, or major who is not selected on his first consideration will be considered a second time by the next board considering his grade and/or branch only if he remains in an active status.

2-7.1. Consideration for promotion to colonel. a. Selection boards will convene at the discretion of the Secretary of the Army (chap.3) to consider ARNGUS and USAR officers, in all branches, for promotion to colonel. These boards will consider and recommend only those who are in an active status or on active duty.

b. HQDA will—

(1) Prescribe the minimum promotion service and total years commissioned service required for an officer for each branch. So far as practicable, the amount of service prescribed will correspond to that which an officer of the Regular Army in the same branch must have for permanent promotion consideration.

(2) Require that the name of each officer with the prescribed promotion service and years of service be placed on the appropriate zone of consideration list.

(3) Prescribe the number of officers to be recommended for promotion from each list (APL and AMEDD).

(4) Announce zones of consideration for unit and nonunit lieutenant colonels in all branches.

c. Officers not selected for promotion to colonel will be considered again by a selection board provided they remain in an active status and meet the criteria for the next announced zone of consideration.

2-8. USAR unit vacancy selection boards. Promotion to fill authorized unit vacancies in troop program units may be filled through promotion of the best qualified and geographically available officers, as prescribed below.

a. Eligibility. The USAR unit vacancy promotion system is designed to promote officers to fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. If assignments cannot be made from local members of the Individual Ready Reserve), the names of all unit officers in the next lower grade who meet the following requirements will be forwarded to the appropriate area commander for promotion consideration:

(1) Have completed the necessary promotion service prescribed for promotion to the next higher grade *by convening date of the board.*

(2) Be assigned to any part of an organization whose commander is authorized to forward nominations directly to the area commander or to the commander of the senior Army headquarters outside CONUS.

(3) Be geographically available to serve in the position for which considered. The unit commander having the vacancy will determine an officer geographically available if he lives within a commuting distance that will allow full participation, has the means, and is willing to travel the distance involved.

(4) Be of the proper branch.

★(a) Officers of the AMEDD are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation. Officers of the Medical Corps, Dental Corps, and Veterinary Corps in the grade of first lieutenant, who are otherwise eligible, may be considered for promotion to captain to fill a valid vacancy in the grade of captain or major within

their respective corps without regard to Specialty Skill Identifier.

(b) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

★(c) Officers of all other branches are eligible for promotion consideration to fill vacancies in any of those branches, except that all officers are subject to the assignment limitations in AR 140-10. Officers selected for promotion to fill a vacancy in a branch in which they are not qualified must become qualified in accordance with applicable regulations.

★(5) The unit vacancy must be in the next higher grade unless an intermediate grade is not authorized in the TOE or TDA unit except that MC, DC, or VC officers may be promoted to fill unit vacancies as described in a(4)(a), above, without regard to whether an intermediate grade is authorized in the TOE or TDA. An officer filling a position which is two grades higher than his current grade may be recommended for promotion to the next higher grade. (A first lieutenant may be recommended for promotion to captain (an unauthorized position in the unit) even though the vacancy is in an authorized position of major). A grade vacancy is not required for promotion to first lieutenant.

(6) If approved by the promotion authority, a first or second lieutenant, who for 12 or more months has served creditably in a unit vacancy prescribed for captain, may be placed on the list of eligibles for promotion to the next higher grade. An officer may not be promoted more than once under this exception.

(7) Officers who have been nonselected by the preceding mandatory board to the grade of captain through lieutenant colonel, although they must be considered, cannot be selected for unit promotion until they have been considered and selected by a succeeding mandatory board.

(8) Officers who should have been but were not considered for promotion to the grade of CPT through LTC by a preceding mandatory board and who are not now eligible for standby consideration (para 3-14c), although they must be considered, cannot be selected for unit vacancy promotion until they have been considered and selected by a subsequent mandatory board.

cers who do not have a degree must have an exceptionally broad and varied background of military experience.

(e) USAR officers serving on unit vacancy boards must be members of units.

3-9. Instructions to the board. *a.* The convening authority will issue a letter of instructions to selection boards prescribing the oaths to be taken by board members, reports to be furnished, methods of selection, and any other administrative details required. Although the area commander has authority for convening the DA Reserve unit vacancy boards, the letter of instructions and guidance will be provided by HQDA.

b. The letter of instructions will direct that the board—

(1) Review the evaluation report file when determining a member's qualifications.

(2) Select members using the fully or best qualified method, as prescribed in the letter of instructions.

(3) Recommend elimination board consideration of nonselected members if their records indicate a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

c. The following oaths will be administered to the members of the board:

(1) Board members (administered by the recorder).

You, (*identify each member by grade and name*), do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority. (Each member of the board will respond "I do.")

(2) Recorder (administered by the board president).

You, (*identify by grade and name*), do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board. (Recorder will respond "I do.")

3-10. Individual communications with the board. *a.* No officer is authorized to appear in person before a selection board on his own behalf

or in the interest of another officer who is under consideration.

b. An officer under consideration may write a letter to the selection board inviting attention to any matter of record in the Department of the Army concerning himself that he feels important in the consideration of his records. Any letter considered by a selection board will become a matter of permanent record in the individual's file that went before the board.

(1) Letter communications with the board will be accepted only from the individual under consideration.

(2) Newly acquired diplomas, degrees, professional stature, or information pertaining to civilian occupations, including length of experience (from-to) and extent of supervisory responsibility, are appropriate inclosures to a letter to the board.

(3) Communications to a selection board which are not properly in an officer's file and/or which contain criticism or reflect adversely upon the character, conduct, or motives of any officer will not be given to a selection board.

★*c.* Appropriate communications to a selection board will be considered if received prior to the time the board convenes. Communications should be mailed to the convening authority (either the area commander or Cdr, RCPAC, ATTN: AGUZ-RCP, St. Louis, MO 63132). Submitted documents should be either photostatic or certified true copies, as they will not be returned to the sender.

d. Appeals of efficiency/evaluation reports will not be included in letters directed to the selection board, but will be prepared and submitted in accordance with AR 623-105.

3-11. Method of selection. The selection board will base their recommendations for promotion upon impartial consideration of all personnel being considered. The board will use a method of selection as prescribed below.

a. Fully qualified. To be fully qualified for selection, a member must be—

(1) In the zone of consideration.

(2) On active duty or participating satisfactorily in Reserve training.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified (commissioned officers only).

b. Best qualified. To select those who are best qualified, the board must first determine which members of a group are *fully* qualified; then select the *best* qualified from that group.

3-12. Guidance for the board. Board members will use the following general guidance in their deliberations:

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each of the individuals recommended for promotion by the board.

b. The extent to which a member has taken advantage of available means to improve his professional qualifications will be considered (i.e., active and regular participation in scheduled training programs and completion of military education courses).

★*c.* If a waiver to be retained in an active status is required because a member failed to accrue sufficient retirement points for his latest retirement year, the approved waiver of nonparticipation will be considered satisfactory participation for promotion purposes.

3-13. Removal from a selection board list. The name of a member will not be removed from a selection board list except as authorized in this paragraph.

a. Authority.

(1) Only the Secretary of the Army may delay promotion or remove a member's name from a recommended list if the reason for removal is the result of an investigation or proceedings of a court-martial or board of officers which results in the member's retention in an active status.

(2) HQDA may remove the name of a member who was ineligible for selection because he—

(a) Was removed from an active status before promotion was finalized (para 2-2).

(b) Was not in an active status at the time of consideration (para 2-4).

(c) Was not participating satisfactorily in Reserve training (para 2-5).

(d) Had not completed the minimum educational requirements before the selection board convened (para 2-6).

(e) Was not in the zone of consideration (table 2-1).

(3) HQDA may remove the name of a member who was selected for unit vacancy promotion but who was transferred from the unit before the promotion was accomplished.

(4) HQDA may remove the name of a member from a not-recommended list if he—

(a) Was not eligible for consideration for one of the reasons in a(2) (a), (b), or (e) above.

(b) Is considered eligible for and subsequently selected by a standby board (para 3-14.)

★*b. Procedures.* Recommendation for removal from a recommended list for a reason shown in a above may be submitted at any time to Cdr, RCPAC, ATTN: AGUZ-RCP.

(1) The commander's recommendation will contain full reasons for the proposed action and indicate that an evaluation report, if appropriate, has been submitted (AR 623-105). If the basis for removal is other than lack of mandatory qualifications, the responsible commander will insure that favorable personnel action (AR 600-31) is suspended and that the suspension is not removed until the case is closed.

(2) HQDA will remove the name of a member who was ineligible for one of the reasons in a(2), (3), and (4) above. The selection board action will then be declared null and void and the member will not be considered a nonselection. He will, however, be a nonselection if he—

(a) Was not participating satisfactorily.

(b) Had not completed the minimum educational requirements before the selection board convened.

c. De facto status.

(1) A member whose promotion has been announced will be notified immediately if his promotion was unauthorized for a reason shown in *a* above. HQDA will determine whether the member served in a de facto status in the grade to which he was invalidly promoted.

(2) A promoted member who occupied the higher grade and actually discharged the functions of that grade in good faith from the date of promotion to the date he was notified of its invalidity will be determined to have served in a de facto status. If the member attained promotable status during the period served in a de facto status, his promotion will be announced in orders of current date. The member's date of rank will be as of the date he attained eligibility under this regulation.

3-14. Standby boards. *a.* Standby advisory boards will convene as prescribed in paragraph 3-5*c*.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omitted or his records contained a material error when reviewed by the selection board. If his

name was omitted, he will be considered, provided he is eligible (*c* below). Eligibility for reconsideration will be determined by HQDA.

★*c.* Applications for standby advisory board consideration for promotion will be forwarded through command channels to Cdr. RCPAC, ATTN: AGUZ-RCP-PS. As an exception, area commanders will disapprove applications for reasons in (1) and (2) below, without referring them to RCPAC.

(1) The applicant did not meet minimum educational requirements (para 2-6).

(2) The retirement year (para 1-4, AR 140-185) prior to the retirement year the applicant became entitled to promotion consideration was not a qualifying retention year (para 4-29).

d. Nonselection by a standby board will not be considered a passover unless the individual was considered and not selected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member not selected or not qualified (*b* above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19*b*(3).

★Table 3-1. Composition of Selection Boards

| <i>Board</i> | <i>Membership</i> |
|---|---|
| MAJ, LTC and COL, APL and CH ¹ | 1 General Officer, Reserve Components (President) ² 2 COL, Reserve Components 2 COL, Regular Army 1 COL, Reserve Components, Chaplain (alternate member) |
| CPT, APL and CH ¹ | 1 General Officer, Reserve Components (President) ² 5 COL, Reserve Components ³ 3 COL, Regular Army ³ 1 COL, Reserve Components, Chaplain (alternate member) ³ |
| CPT, MAJ, LTC and COL, AMEDD | 1 General Officer, AMEDD, Reserve Components (President) 5 COL, Reserve Components, AMEDD 1 COL, Regular Army |
| CW3 and CW4 | 1 General Officer, Reserve Components (President) 1 COL, Reserve Components ³ 1 COL, Regular Army ³ 1 CW4, Reserve Components 1 CW4, Regular Army |
| USAR Unit Vacancy to CPT through COL | 1 General Officer, Regular Army (President) 3 COL, Reserve Components 1 COL, Regular Army 1 COL, Reserve Components, alternate member as required. |

Notes.

¹APL selection boards will include at least one member of the combat arms, combat support arms, and combat service support specialties.

²The ARNGUS and USAR will furnish the board president on an alternating basis.

³May be a LTC if a COL is not available.

CHAPTER 4

PROCESSING SELECTION BOARD RECOMMENDATIONS

Section I. GENERAL

4-1. Release of selection board reports. Information regarding the decisions of a selection board will not be released until the member's immediate commander has been notified, either by receipt of the selection or nonselection letter or by published circular and, in any event, no earlier than the release date announced by the HQDA (DAPE). The only exception to these methods of releasing information will be on a need-to-know basis, through command channels, when the board results will affect other personnel actions (e.g., a request for extension or release from active duty, retirement, or mandatory removal from active status).

4-2. Change of address or status. A member of the ARNGUS or USAR who, after his name has been submitted to a mandatory selection board (para 2-7), changes residence from one area command to another or changes status from unit to nonunit, from ARNGUS to USAR, or from USAR to ARNGUS will be monitored by the promotion authority submitting his name, until the board consideration is concluded. The losing command will notify the gaining command of the selection board results so that the member may be informed at the proper time. The names of selected members will be furnished in the format outlined in figure 4-1. The names of nonselected members will be furnished by letter that will include SSN, date of transfer, and whether it is a first or second nonselection.

4-3. Entry on active duty during promotion consideration. ★*a.* A member of the ARNGUS or USAR who enters on active duty (other than for training) during mandatory promotion consideration (para 2-7), will be monitored by the area commander or the CG, RCPAC. Area commanders will submit the name of the member and the findings of the selection board to Cdr, RCPAC, ATTN: AGUZ-RCP for further action.

b. The CG, RCPAC, is responsible for consid-

ering Control Group (OADO) officers for promotion to first lieutenant and furnishing information to the active duty commander. The commander of the first permanent unit of assignment will be notified if an officer scheduled to enter active duty will attain promotion eligibility on the reporting date or between the active entry date and 60 days later. An information copy of the notice will be sent to the member's temporary duty station commander.

4-4. ARNGUS promotion *a.* A member of the ARNGUS who is extended Federal recognition in a higher grade will be appointed in the same grade as a Reserve commissioned or warrant officer of the Army. The Chief, National Guard Bureau (CNGB), will notify the CG, RCPAC, for appropriate administrative action.

b. An ARNGUS member who held a higher temporary or permanent grade will be promoted to the higher grade on the date of transfer to the USAR.

c. ARNGUS members of branches MC, DC, ANC, AMSC, and chaplains who are selected for promotion by a mandatory board may be extended Federal recognition in the higher grade when the promotion eligibility date is reached. This criterion applies only to promotion to the grade of colonel and below and provided the promotion is not more than one grade higher than that specified for the position in the TOE or TDA.

4-5. Promotion upon transfer. *a.* A member of the ARNGUS with honorable service who is transferred to the USAR will be advanced to the highest grade previously satisfactorily held in any component of the Army.

b. A member of the USAR* who is transferred to the Retired Reserve will be—

(1) Promoted to the highest permanent or

temporary grade satisfactorily held in the United States Army (including all components).

(2) Transferred in the Reserve grade for which selected for promotion when the transfer is the result of physical disability, completing the number of years of service, or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-6. Posthumous promotion. *a.* A member of the ARNGUS or USAR who, after having been officially recommended to and approved by the promotion authority for promotion, dies before he can be promoted may be considered for promotion posthumously. A posthumous promotion may be issued only if the cause of death was incurred in line of duty while the individual was serving on active duty, active duty for training, or engaged in inactive duty training.

b. The CG, RCPAC, is the approving authority for posthumous Reserve of the Army promotions. Commanders will furnish the following information through channels:

(1) Date and cause of death.

(2) A statement that death was or was not in line of duty.

(3) The date of official recommendation and selection for promotion.

c. The effective date of promotion will be the date the promotion recommendation was approved by the convening authority. No bonus, gratuity, pay, or allowances will be granted because of a posthumous promotion.

★4-7. Promotion after disqualification. A member disqualified for promotion to first lieutenant or W2 who was retained in an active status (para 4-28) may be promoted if subsequently determined to be qualified. The promotion eligibility date will not be earlier than the date the member is determined qualified for promotion. A memorandum for record will be prepared to explain the later promotion eligibility date. A copy of the promotion letter and the memorandum for record will be placed in the member's MPRJ and a copy of each forwarded to Cdr, RCPAC, ATTN: AGUZ-RCP.

4-8. Unit officers selected for promotion. *a.* A USAR officer who is mandatorily considered and then selected will be transferred from the unit and promoted unless he—

(1) Fills a vacancy in the unit in a higher grade.

(2) Is authorized retention in the unit in a lower grade (AR 140-10).

(3) Declines promotion for the maximum period authorized (see IV).

b. An officer who is considered and selected by a unit selection board will not be promoted if he transfers from the unit before the promotion is accomplished or the vacancy no longer exists due to reorganization. Officers selected but not promoted will be deleted from the recommended list (para 3-13a(3)).

4-9. Promotion requiring US Senate confirmation. Members selected for promotion (para 2-7, 2-8, 5-3, and 5-4) to the grades of lieutenant colonel or colonel will be confirmed by the Senate (10 USC 593(a)).

★a. Area commanders, the Chief, National Guard Bureau, or the Office of The Surgeon General (DASG-PTL-V) will, within 30 days after adjournment of a selection Federal recognition board, or upon approval for appointment, provide the Cdr, RCPAC, (AGUZ-RCP) with a list of officers recommended for appointment/promotion to lieutenant colonel and colonel. The list will include the name, branch, and SSN of each recommended officer.

b. The CG, RCPAC, will forward the lists of recommended officers through channels to the US Senate for confirmation.

c. Notification of Senate confirmation of officers recommended for promotion *by mandatory selection boards* (para 2-7) will be sent by—

(1) HQDA(DAPE) to the CG, RCPAC.

(2) The CG, RCPAC, to FORSCOM, CONUS Armies, major oversea commands, and CNGB.

d. Notification of Senate confirmation of officers recommended for promotion to *fill authorized unit vacancies* (para 2-8) will be sent by—

Effective date will be the 15th day of the month in which the selection board convenes or the date the selectee is assigned to the position, whichever is later. If not occupying the position, assignment of selectees to unit vacancies will take place immediately upon announcement of the results of the board.

b. Selected by a mandatory selection board (para 2-7).

(1) Nonunit members—Date that mandatory service requirements (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. If selected on second mandatory consideration, or by the next appropriate board following a declination of promotion, 1 year later than the date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) were completed.

(2) Unit members—

(a) Date that mandatory service requirements (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. If selected on second mandatory consideration, 1 year later than the date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) were completed, unless the member declines.

(b) Date assigned to a position vacancy in the higher grade.

(3) A member nonselected by a standby board or found not qualified for standby consideration (para 3-14) and who is subsequently selected by a mandatory board (para 2-7) will be promoted the later of—

(a) The date the mandatory board submits its recommendations.

(b) The date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. This date will also be used to compute service requirements for promotion to the next higher grade (para 4-15).

c. Selected for promotion to colonel (para 2-7.1).

(1) Date the board reports its recommendations or the date that promotion service and years of service prescribed by the Secretary of the Army are completed.

(2) Date that promotion eligibility requirements (para 2-5 and para 2-6) are completed.

(3) Officers selected for promotion to the grade of colonel who were previously nonselected to the grade of colonel (para 2-7.1), the promotion eligibility date (para 4-15) will be the later of the dates in (1) and (2) above.

d. Selected after transfer from inactive status.

(1) Date the board reports its recommendations.

(2) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed.

e. Selected by a standby board.

(1) Date he would have been promoted had he been selected by the appropriate mandatory consideration board or board for promotion to the grade of colonel.

(2) A member nonselected by a standby board or found not qualified for consideration under an earlier criteria (para 3-14), who is subsequently selected by a standby board under later criteria, will be promoted the later of—

(a) The date the board submits its recommendation.

(b) The date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. This date will also be used to compute service requirements for promotion to the next higher grade for officers in the grade of major and below. For promotion to the grade of colonel, the date the board submits its recommendation (para (2) (a) above) will be used to compute service requirements for promotion to the next higher grade.

Section. IV. DECLINATION OF PROMOTION

4-20. Policy. A commissioned officer of the ARNGUS or USAR who has been selected for promotion to the next higher grade may decline

the promotion for a period authorized in this section. Declination beyond the maximum period is not authorized unless approved by HQDA. Re-

quest for an exception will not be considered unless the area commander; CG, RCPAC; or State adjutant general recommends approval.

4-21. Approval authority. Authority to approve declinations of promotion is assigned to—

a. Area commanders—for USAR unit members.

b. The CG, RCPAC—for nonunit members and members of the RCPAC (USAR Augmentation).

c. The Governor or other appropriate authority of the State or of Puerto Rico, the Canal Zone, or the Virgin Islands, or of the Commanding General of the District of Columbia National Guard—for members of the ARNGUS.

4-22. Period of declination. *a.* Unless an exception is authorized (*b* below), the period of declination will not exceed 1 year. The period will be computed from the date of the promotion letter or the date the officer completes the service requirements (table 2-1), whichever is later.

b. The period of declination may be extended to 3 years from the date of selection for—

(1) ARNGUS officers (including technicians), with the consent of the Governor. The period may be further extended, at the discretion of the Secretary of the Army, for an officer of an Alaska scout battalion or of a unit engaged in air defense activities on a tactical site under control of the Army or Air Force.

(2) An officer who is employed as a civilian in a USAR technician position.

4-23. Promotion lists. The names of ARNGUS and USAR officers declining promotion to the next higher grade will be removed or retained on the promotion list as follows:

a. Officers selected for promotion to colonel and nonunit officers will be removed from the promotion list and will be considered by the next appropriate selection board provided they remain eligible.

b. Unit officers will be retained on the promotion list for the maximum period authorized, unless they have been promoted earlier to the grade for which selected or have been removed for some other reason.

4-24. Procedures. Declination of promotion will be processed as follows:

★*a. Nonunit USAR officers.* The reason and date of declination will be entered on the letter of promotion. A copy will be forwarded to Commander, US Army Military Personnel Center, ATTN: DAPC-PSR-R, 200 Stovall Street, Alexandria, VA 22332—for officers on extended active duty or, if not on active duty, to the Cdr, RCPAC, ATTN: AGUZ-RCP-N.

b. Unit USAR officers. These officers will be notified of selection for promotion to the next

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CHAPTER 2 PROMOTION ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Section I. GENERAL.

2-1. Consideration without board action. *a.* A member of the USAR in the grade of W1 or second lieutenant will be considered for promotion without review by a selection board. The member's records will be screened to determine eligibility for promotion to the next higher grade. Eligibility will be determined far enough in advance to permit promotion on the date promotion service is completed (table 2-1).

b. A member is qualified for promotion if he is in an active status, participating satisfactorily (paras 2-5 and 2-6), and there are no grounds for removal from the service (i.e., demonstrated substandard performance, unfitness, unsuitability, or for security reasons). A member of the USAR control group (officer active duty obligor (OADO)) will have met these requirements by virtue of his assignment (para 2-5*b*).

c. Decisions reached as a result of the consideration in *a* and *b* above will be processed as prescribed in chapter 4.

2-2. Inactive and active status. A member who is removed from active status before his promotion is final will be removed from the promotion list (para 3-13). Removal will not be considered a nonselection. If returned to an active status, his name will not be placed on a promotion list unless he is again recommended by a selection or Federal recognition board. He will not be considered for a Reserve of the Army promotion until at least 1 year after the date of his return to an active status.

2-3. Service computation. Service requirements prescribed in table 2-1 will be computed in

accordance with the following:

a. Warrant officers. Promotion service will be computed based upon years of service performed in the current warrant officer grade.

b. Commissioned officers. Service requirements for promotion to captain and above require a minimum number of years of promotion and commissioned service. Service periods will not be counted more than once. If an officer was given constructive service credit on his appointment, any actual service before that date will not be counted.

(1) Promotion service (time in grade) is computed by adding—

(*a*) All service performed (or credit by the Secretary of the Army with having been performed) in the current permanent grade in the Army (or, at the discretion of the Secretary of the Army, in any other Armed Force) while in an active status or on the active list.

(*b*) In the case of a first promotion of a person originally appointed in a grade below colonel, all constructive service credited that exceeds the minimum years of service prescribed for the grade in which appointed.

(2) A Reserve commissioned officer's years of service are the greater of—

(*a*) The sum of years of service as a commissioned officer of any component of the Armed Forces or of the Army without specification of component and the years of constructive service credited; or

(*b*) The number of years by which the member's age exceeds 25 years.

Section II. ELIGIBILITY FOR CONSIDERATION AND GENERAL QUALIFICATIONS FOR SELECTION

2-4. Eligibility for consideration. To be eligible for consideration for promotion to the next higher grade, an ARNGUS or USAR member must be in active status and meet the service requirements in table 2-1.

2-5. Selection criteria. *a.* To be eligible for selection, an ARNGUS or USAR member who meets the eligibility requirements (para 2-4) must be on active duty or participating satisfactorily in

Reserve training. For promotion purposes, satisfactory participation consists of earning the minimum retirement points prescribed for retention (AR 140-10). A commissioned officer is also required to meet certain educational requirements unless an exception is authorized. Selection for promotion is a recognition of potential for service in the higher grade and is not a reward for past service.

b. Officers assigned to Ready Reserve Control Groups listed in paragraph 3-7b, AR 140-1 or Control Group (Standby) who have not completed their statutory military service obligation or executed an agreement to remain in the Ready Reserve will be considered to be participating satisfactorily if they comply with all of their commander's instructions.

★2-6. **Educational requirements.** To qualify for selection, commissioned officers must complete the educational requirements in table 2-2 not later than the date the selection board convenes.

a. *General.* The following applies in determining educational qualifications:

(1) Equivalent credit for completion of a lower course of study will be awarded by the appropriate selection board for enrollment and satisfactory participation in a course which is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. The officer must also be enrolled and participating satisfactorily at the time he is considered.

(2) HQDA may award equivalent credit for Command and General Staff College by virtue of successful completion of a higher level resident course conducted by another school of the US or foreign military service. Requests will be considered individually and should be submitted to the Cdr, RCPAC, ATTN: AGUZ-PMP-A, 9700 Page Blvd, St. Louis, MO 63132.

(3) Acceptance of constructive credit or equivalent credit for filling academic requirement is subject to the approval of the commandant of the service school having proponenty for the course.

(4) USAR officers detailed to an AMEDD branch who have met the educational requirements for their basic branch will be considered for promotion in their basic branch.

(5) Officers of the APL, Chaplain, and MSC with primary specialty 67 in the grade of captain may be considered to have met the educational requirements for promotion to the next higher grade if they meet one of the requirements listed below.

(a) Awarded constructive or equivalent credit for a branch advance course. Paragraph 2-6a(3) above applies.

(b) Successfully completed any branch or advance course.

1. Officers currently enrolled will be considered educationally qualified upon successful completion of the course of instruction in which now enrolled.

2. Officers not currently enrolled in their branch advanced course are required to enroll in and complete the advanced course which offers the program of instruction for their primary specialty.

3. Officers not currently enrolled will enroll in their branch advanced course if a non-resident course for their primary specialty has not been developed at the time of application.

b. *Educational substitution.* The following may be substituted for military educational requirements for promotion to the grades indicated:

(1) An officer, delayed to obtain a graduate degree and assigned to the control group (OADO), will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment. (See exception in para 2-5b.) The promotion authority will make this determination a matter of record by inserting a letter in the officer's record before it is referred to the selection board. The letter will state that the educational waiver is cancelled on the date the officer completes a qualifying service school course or when he completes 6 or more months of active duty or active duty training whichever occurs first.

(2) An officer who has completed at least 2 years of active duty as a commissioned officer but is not presently serving on active duty in a commissioned status will be considered educationally qualified for promotion to the next higher grade provided:

(a) The officer is being considered for promotion to a grade no more than one grade higher than his active duty grade.

(b) The officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommendation by the board that the officer not be promoted.

(c) The officer was released from active duty as a commissioned officer within 3 years of the date the board convenes.

(3) An officer who is serving on active duty as a commissioned officer (excluding AT/ADT) will be considered educationally qualified for promotion to the next higher grade than the grade in which serving provided the officer was not considered for temporary promotion to a grade higher

than his active duty grade which resulted in a recommendation by the board that the officer not be promoted.

c. Educational exceptions. The following officers are not required to meet the educational requirements in table 2-2:

(1) AMEDD officers except MSC with primary specialty 67.

(2) An officer whose removal from active status has been invalid HQDA may waive the

educational requirements and/or active participation requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.

(3) Officers of the Staff Specialist branch less those officers assigned to the SSVC system.

Section III. BOARD CONSIDERATIONS

2-7. Mandatory selection boards. *a. General.* Mandatory selection boards will be convened annually (chap. 3) to consider members of the ARNGUS and USAR in an active status or on active duty for promotion to grades W3 and W4 and to captain through lieutenant colonel. These boards will consider members for promotion without regard to vacancies in the next higher grade.

b. First consideration. A member in grade W2, W3 (USAR only), first lieutenant, captain, or major will be first considered for promotion to the next higher grade if he will complete the service requirements (table 2-1) by 31 December of the year following the year in which the board convenes.

c. Second consideration. A member in grade W2, W3, first lieutenant, captain, or major who is not selected on his first consideration will be considered a second time by the next board considering his grade and/or branch only if he remains in an active status.

2-7.1. Consideration for promotion to colonel.

a. Selection boards will convene at the discretion of the Secretary of the Army (chap. 3) to consider ARNGUS and USAR officers, in all branches, for promotion to colonel. These boards will consider and recommend only those who are in an active status or on active duty.

b. HQDA will—

(1) Prescribe the minimum promotion service and total years commissioned service required for an officer for each branch. So far as practicable, the amount of service prescribed will correspond to that which an officer of the Regular Army in the same branch must have for permanent promotion consideration.

(2) Require that the name of each officer with the prescribed promotion service and years of service be placed on the appropriate zone of consideration list.

★(3) Prescribe the number of officers to be recommended for promotion from each list (APL and AMEDD).

(4) Announce zones of consideration for unit and nonunit lieutenant colonels in all branches.

c. Officers not selected for promotion to colonel will be considered again by a selection board provided they remain in an active status and meet the criteria for the next announced zone of consideration.

2-8. USAR unit vacancy selection boards. Promotion to fill authorized unit vacancies in troop program units may be filled through promotion of the best qualified and geographically available officers, as prescribed below.

a. Eligibility. The USAR unit vacancy promotion system is designed to promote officers to fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. If assignments cannot be made from local resources (officers assigned to units and local members of the Individual Ready Reserve), the names of all unit officers in the next lower grade who meet the following requirements will be forwarded to the appropriate area commander for promotion consideration:

(1) Have completed the necessary promotion service prescribed for promotion to the next higher grade *by convening date of the board.*

(2) Be assigned to any part of an organization whose commander is authorized to forward nominations directly to the area commander or to the commander of the senior Army headquarters outside CONUS.

(3) Be geographically available to serve in the position for which considered. The unit commander having the vacancy will determine an officer geographically available if he lives within a commuting distance that will allow full participation, has the means, and is willing to travel the distance involved.

(4) Be of the proper branch.

(a) Officers of the AMEDD are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation.

(b) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

★(c) Officers of all other branches are eligible for promotion consideration to fill vacancies in any of those branches, except that female officers are subject to the assignment limitations in AR 140-10. Officers selected for promotion to fill a vacancy in a branch in which they are not qualified must become qualified in accordance with applicable regulations.

(5) The unit vacancy must be in the next higher grade unless an intermediate grade is not authorized in the TOE or TDA unit. An officer filling a position which is two grades higher than his current grade may be recommended for promotion to the next higher grade. (A first lieutenant may be recommended for promotion to captain (an unauthorized position in the unit) even though the vacancy is in an authorized position of major.) A grade vacancy is not required for promotion to first lieutenant.

(6) If approved by the promotion authority, a first or second lieutenant, who for 12 or more months has served creditably in a unit vacancy prescribed for a captain, may be placed on the list of eligibles for promotion to the next higher grade. An officer may not be promoted more than once under this exception.

(7) Officers who have been nonselected by the preceding mandatory board to the grade of captain through lieutenant colonel, although they must be considered, cannot be selected for unit promotion until they have been considered and selected by a succeeding mandatory board.

(8) Officers who should have been but were not considered for promotion to the grade of CPT through LTC by a preceding mandatory board and who are not now eligible for standby con-

sideration (para 3-14c), although they must be considered, cannot be selected for unit vacancy promotion until they have been considered and selected by a subsequent mandatory board.

b. Authorized vacancies. The following rules will be used to determine if a vacancy exists:

(1) An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorized in the TOE/TDA for his grade.

★(2) The existence of a vacancy for a position designated in (a), (b), and (c) below will be determined by counting certain officers against the strength authorization. A position—

(a) Designated to be occupied by an officer of a special branch in the TOE/TDA. Count only officers assigned to special branches (AMEDD, CH, and JAGC), including overstrength.

(b) Not designated to be occupied by an officer of a particular special branch. Count all officers, including assigned overstrength, except AMEDD, CH, and JAGC.

(c) Listed as "branch immaterial." Count all officers, including assigned overstrength, regardless of branch.

c. Submitting recommendations.

★(1) The names of officers eligible for promotion to the next higher grade will be furnished within 4 months after a vacancy occurs. Recommendations will be forwarded to the selection board (chap. 3) on DA Form 2464-R (Summary of Service for Reserve Promotion Purposes), showing the number of officers authorized and assigned in the grade to which promotion is recommended. Eligible officers will be reported as shown in the punch-card format of figure 2, AR 680-150. A photograph is required for each eligible officer to be included with the recommendation. A black and white or color photograph (at least 3½×3½ inches not to exceed 8×10 inches which is preferable) of the eligible officer will be taken in Army Green shade 14 uniform (less headgear), full-length, standing pose, body turned to his right approximately 30 degrees from axis of camera to subject, head facing camera, feet slightly apart, hands at sides. Eligible officers may be photographed in summer service uniforms in those climatic areas where the Army Green uniform is not authorized for wear during any season. No retouching on the negative or print is permitted. The officer's signature must appear on the reverse of the photo, along

with his name (last, first, middle initial), grade, social security number, height and weight, date of photograph, and organization of assignment typed or printed legibly for identification purposes. Eligible officers may seek assistance in obtaining an official photograph from a nearby military installation or submit a personal photo which meets the above requirements to the area commander at least 60 days prior to the convening date of the board.

(2) DA Form 2464-R will be submitted for each recommended officer (fig. 2-1). This form (image size $7\frac{1}{16}'' \times 9\frac{1}{8}''$) will be reproduced locally on $8 \times 10\frac{1}{2}$ -inch paper and printed head-to-foot. A copy of the document establishing educational qualification will be attached. Copies may be certified true copies or those reproduced me-

chanically. When a copy of DA Form 66/DA Form 2 is attached, a note to this effect should appear in the "Reserve Assignments" section of the DA Form 2464-R.

(3) USAR commanders will recommend officers who meet the criteria in *a* and *b* above to fill unit vacancies in grades of captain through colonel and will submit the recommendations to their area commanders for consideration. Promotion recommendations from major oversea commanders and RCPAC to fill unit vacancies in grades of major through colonel will be processed by the commands shown below.

| <i>Area Command</i> | <i>Processing Command</i> |
|----------------------------|---------------------------|
| Europe and Puerto Rico | First US Army |
| Southern Command and RCPAC | Fifth US Army |
| Alaska and Hawaii | Sixth US Army |

Table 2-1. Service Requirements

| <i>Grade</i> | | <i>Unit Board</i> | | <i>Mandatory Board</i> | |
|--------------|-----------|-----------------------------|-----------------------------|--------------------------------------|-------|
| <i>From</i> | <i>To</i> | <i>Years in lower grade</i> | <i>Years in lower grade</i> | <i>Years of commissioned service</i> | |
| W1 | W2 | 3 | 3 | | |
| W2 | W3 | 6 | 6 | | |
| W3 | W4 | 6 | 6 | | |
| O1(2LT) | O2(1LT) | 3 | 3 | | |
| O2(1LT) | O3(CPT) | 2 | 4 | | 6 |
| O3(CPT) | O4(MAJ) | 4 | 7 | | 12 |
| O4(MAJ) | O5(LTC) | 4 | 7 | | 17 |
| O5(LTC) | O6(COL) | 3 | *Note | | *Note |

*Note. Announced annually.

Table 2-2. Educational Requirements

| <i>FROM</i> | <i>GRADE</i> <i>TO</i> | <i>REQUIREMENT</i> |
|-------------|---------------------------|---|
| 2LT | 1LT | Any officer basic course. (Notes 1, 2, and 11). |
| 1LT | CPT | Any officer basic course. (Notes 1, 2, 3, and 11). |
| CPT | MAJ | Any officer advanced course. (Notes 4 and 11). |
| MAJ | LTC | Fifty percent of the Command and General Staff Officers Course (CGSOC). (Notes 5, 6, 7, and 8). |
| LTC | COL | The CGSOC. (Notes 6, 9, and 10). |

Notes.

1. Officers transferred from the OADO Control Group to AT Control Group and who are awaiting orders to AD or ADT are not required to meet the educational requirement for promotion. Promotion under these circumstances does not negate the requirement to complete the basic course at a subsequent date.

2. Civil Affairs officers who receive direct commissions will complete 50 percent of the Civil Affairs Officers Advanced Course in lieu of an officer basic course.

3. Selective Service System (SSVC) officers must also complete Phase 1 of the SSVC correspondence course.

4. SSVC officers are required to complete 50 percent of any advanced course and the management courses prescribed by the SSVC system.

5. Completion of either the Logistics Executive Development Course (LEDC) or the Associate Logistics Executive Development Course (ALEDC) will satisfy this requirement. To receive credit, the officer must provide evidence of completion of the LEDC or ALEDC to the Cdr, RCPAC.

6. JAGC officers may satisfy this requirement by completing the JAGC Reserve Components General Staff Course.

7. Chaplains may satisfy this requirement by completing Phase 1 of the Chaplain Reserve Component General Staff Course (CRCGSC).

8. SSVC officers are required to complete any officer advanced course.

9. Chaplains may satisfy this requirement by completing Phases 1 and 2 of the CRCGSC.

10. SSVC officers are required to complete the Industrial College or the Armed Forces National Security Management Course in lieu of CGSOC.

11. JAGC officers appointed with a military education stipulation of paragraph 3-12, AR 135-100 will be considered to be educationally qualified for promotion if progressing satisfactorily (portion of required education completed is equal to or greater than the portion of allowed time elapsed following appointment, AR 135-316, para 5) toward completion of military education at the date the promotion board convenes.

CHAPTER 3

BOARD SCHEDULES AND PROCEDURES

Section I. GENERAL

3-1. Convening authority. Authority to appoint and convene selection boards and standby advisory boards is assigned as shown in the table below.

★**3-2. Zone of consideration lists.** Area commanders, the CG, RCPAC, and State adjutants general will prepare and submit lists of the names of eligible members, as prescribed in AR 680-150. Separate lists will be prepared for Chaplains and each corps of AMEDD. A consolidated list of all other branches will be prepared for each grade considered.

3-3. Furnishing records. *a.* Official military personnel files (OMPF), promotion consideration data folders, or other pertinent files will be reviewed by the selection board.

b. Information filed in the OMPF (AR 640-10) may be made available to selection boards. Unsupported or unacted upon derogatory or suitability information, however, will not be furnished.

★**3-1. Notice of consideration.** The promotion authority will send a letter (fig. 3-1) to each nominee who is in the zone of consideration by a mandatory selection board (para 2-7) and not on active duty. The letter may be reproduced locally and bear facsimile signatures. Modification of the address for submission of the photograph requirement in paragraph 3, figure 3-1, will be as follows:

a. All control group personnel and USAR unit personnel for mandatory promotion, to Cdr, RCPAC, ATTN: AGUZ-PD-PM, to arrive at least 60 days prior to the convening date of the board.

b. ARNG personnel, for mandatory promotion, to the Army National Guard Personnel Center, ATTN: NGB-ARP C, 5600 Columbia Pike Office Building, Falls Church, VA 22041, to arrive at least 90 days prior to the convening date of the board to be included in the official military personnel file being forwarded to RCPAC or the Army.

| <i>Assigned Authority</i> | <i>For</i> | <i>For Promotion To</i> |
|---------------------------|----------------------------------|---------------------------------|
| HQDA..... | Mandatory consideration boards.. | Major and Lieutenant Colonel |
| | Mandatory consideration boards.. | Captain |
| | Mandatory consideration boards.. | CW3 and CW4 |
| | Boards for selection..... | Colonel (APL and AMEDD) |
| | Standby advisory boards..... | All grades (para 3-5c and 3-14) |
| Area Commanders..... | USAR unit vacancy boards..... | All grades |
| | Federal recognition boards | All grades |
| | (NGR 600-100 and -101). | |
| USAREUR, USASCH, Cdr..... | USAR unit vacancy boards..... | Captain (unit) |
| 172 DBDE ALASKA, and Cdr | | |
| 193D BDE PANAMA. | | |

Section II. SELECTION BOARD PROCEDURES

3-5. Board schedules. Headquarters authorized by this regulation to convene selection boards will adhere to the following schedule:

a. USAR unit vacancy selection boards (para 2-8) will normally convene during the months of March, June, September, and December on the date announced by HQDA.

b. Mandatory selection boards (para 2-7) will convene annually as announced by HQDA.

c. Delayed mandatory and mandatory reconsideration cases (standby) for promotion of other than AMEDD officers will be handled as an additional duty by the regularly scheduled mandatory consideration boards. AMEDD standby cases will be handled by the annual AMEDD mandatory consideration board and by a special AMEDD standby board which will convene approximately 6 months after the regular board (para 3-14).

3-6. Responsibility. *a.* The convening authority will appoint mature officers of varied experience to serve as board members. Their records will be reviewed and/or other action taken to ensure that board members are the most capable of officers available.

★*b.* The promotion authority will ensure that eligible members are aware of the general qualifications for selection (sec. II, chap. 2; and paras 3-4 and 3-10).

3-7. Selection. Except as stated elsewhere in this regulation promotion will be made only on recommendation of a selection board.

★**3-8. Composition of selection boards.** *a.* Reserve Component selection boards will be composed as shown in table 3-1.

b. The following additional requirements apply to board membership:

(1) Each board shall be composed of at least five members who are seniors in regular or reserve grade to, and who outrank, any officer considered by that board.

(2) At least one-half of all selection board members will be Reserve Component officers not on active duty.

(3) At least one member will be from each Reserve Component having officers in the zone of consideration.

(4) A selection board may not be impaneled for longer than 1 year; nor will a board member serve on consecutive selection boards considering the same grade if the second board considers a member who was nonselected by the first board.

(5) A USAR Civil Affairs officer may be detailed for selection board duty if he is of the appropriate grade and holds a primary SSI re-

lating to a branch providing combat service support listed below:

- (a) Adjutants General's Corps.
- (b) Chemical Corps.
- (c) Finance Corps.
- (d) Ordnance Corps.
- (e) Quartermaster Corps.
- (f) Transportation Corps.

(6) For area commanders in CONUSA, no more than one USAR officer from the same ARCOM/GOCOM or no more than one ARNGUS officer from the same State may serve on the same board. For area commands overseas, no more than one officer from the same unit may serve on the same board.

(7) Officers of the Chaplain Branch and each AMEDD corps being considered for promotion will be represented on the selection board by an officer of the same branch or corps. Alternate members will be used only when members of their branch or corps are being considered.

(8) General qualifications for selection board membership are as follows:

(a) Members selected for board duty must be the finest officers available. A broad base of experience upon which sound decisions can be made should be the primary criterion used in making selections.

(b) ARNG and USAR officers must not have failed a selection for promotion by a mandatory consideration board.

(c) Officers in grade of lieutenant colonel and above (other than AMEDD) must have credit for the Command and General Staff College or a higher level of military education.

(d) Officers should be college graduates but this is not a mandatory requirement. Officers who do not have a degree must have an exceptionally

broad and varied background of military experience.

(e) USAR officers serving on unit vacancy boards must be members of units.

3-9. Instructions to the board. *a.* The convening authority will issue a letter of instructions to selection boards prescribing the oaths to be taken by board members, reports to be furnished, methods of selection, and any other administrative details required. Although the area commander has authority for convening the DA Reserve unit vacancy boards, the letter of instructions and guidance will be provided by HQDA.

b. The letter of instructions will direct that the board--

(1) Review the evaluation report file when determining a member's qualifications.

(2) Select members using the fully or best qualified method, as prescribed in the letter of instructions.

(3) Recommend elimination board consideration of nonselected members if their records indicate a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

c. The following oaths will be administered to the members of the board:

(1) Board members (administered by the recorder).

You, (*identify each member by grade and name*), do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority. (Each member of the board will respond "I do.")

(2) Recorder (administered by the board president).

You, (*identify by grade and name*), do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board. (Recorder will respond "I do.")

★3-10. Individual communications with the board. *a.* No officer is authorized to appear in person before a selection board on his own behalf or in the interest of another officer who is under consideration.

b. An officer under consideration may write a letter to the selection board inviting attention to

any matter of record in the Department of the Army concerning himself that he feels important in the consideration of his records. Any letter considered by a selection board will become a matter of permanent record in the individual's file that went before the board.

(1) Letter communications with the board will be accepted only from the individual under consideration.

(2) Newly acquired diplomas, degrees, professional stature, or information pertaining to civilian occupations, including length of experience (from—to) and extent of supervisory responsibility, are appropriate inclosures to a letter to the board.

(3) Communications to a selection board which are not properly in an officer's file and/or which contain criticism or reflect adversely upon the character, conduct, or motives of any officer will not be given to a selection board.

c. Appropriate communications to a selection board will be considered if received prior to the time the board convenes. Communications should be mailed to the convening authority (either the area commander or Cdr, RCPAC, ATTN: AGUZ-PD, St. Louis, MO 63132). Submitted documents should be either photostatic or certified true copies, as they will not be returned to the sender.

d. Appeals of efficiency/evaluation reports will not be included in letters directed to the selection board, but will be prepared and submitted in accordance with AR 623-105.

3-11. Method of selection. The selection board will base their recommendations for promotion upon impartial consideration of all personnel being considered. The board will use a method of selection as prescribed below.

a. Fully qualified. To be fully qualified for selection, a member must be--

(1) In the zone of consideration.

(2) On active duty or participating satisfactorily in Reserve training.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified (commissioned officers only).

b. Best qualified. To select those who are best qualified, the board must first determine which

members of a group are *fully* qualified; then select the *best* qualified from that group.

3-12. Guidance for the board. Board members will use the following general guidance in their deliberations:

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each of the individuals recommended for promotion by the board.

b. The extent to which a member has taken advantage of available means to improve his professional qualifications will be considered (i.e., active and regular participation in scheduled training programs and completion of military education courses).

c. If a waiver to be retained in an active status is required because a member failed to accrue sufficient retirement points for his latest retirement year, he will not be considered to be participating satisfactorily in Reserve training. This criterion does not apply if the failure to accrue sufficient retirement points was due to a temporary physical disability.

3-13. Removal from a selection board list. The name of a member will not be removed from a selection board list except as authorized in this paragraph.

a. Authority.

(1) Only the Secretary of the Army may delay promotion or remove a member's name from a recommended list if the reason for removal is the result of an investigation or proceedings of a court-martial or board of officers which results in the member's retention in an active status.

(2) HQDA may remove the name of a member who was ineligible for selection because he—

(*a*) Was removed from an active status before promotion was finalized (para 2-2).

(*b*) Was not in an active status at the time of consideration (para 2-4).

(*c*) Was not participating satisfactorily in Reserve training (para 2-5).

(*d*) Had not completed the minimum educational requirements before the selection board convened (para 2-6).

(*e*) Was not in the zone of consideration (table 2-1).

(3) HQDA may remove the name of a member who was selected for unit vacancy promotion

but who was transferred from the unit before the promotion was accomplished.

(4) HQDA may remove the name of a member from a not-recommended list if he—

(*a*) Was not eligible for consideration for one of the reasons in *a*(2) (*a*), (*b*), or (*c*) above.

(*b*) Is considered eligible for and subsequently selected by a standby board (para 3-14.)

b. Procedures. Recommendation for removal from a recommended list for a reason shown in *a* above may be submitted at any time to Cdr, RCPAC, ATTN: AGUZ-PD.

(1) The commander's recommendation will contain full reasons for the proposed action and indicate that an evaluation report, if appropriate, has been submitted (AR 623-105). If the basis for removal is other than lack of mandatory qualifications, the responsible commander will insure that favorable personnel action (AR 600-31) is suspended and that the suspension is not removed until the case is closed.

(2) HQDA will remove the name of a member who was ineligible for one of the reasons in *a*(2), (3), and (4) above. The selection board action will then be declared null and void and the member will not be considered a nonselection. He will, however, be a nonselection if he—

(*a*) Was not participating satisfactorily.

(*b*) Had not completed the minimum educational requirements before the selection board convened.

c. De facto status.

(1) A member whose promotion has been announced will be notified immediately if his promotion was unauthorized for a reason shown in *a* above. HQDA will determine whether the member served in a de facto status in the grade to which he was invalidly promoted.

(2) A promoted member who occupied the higher grade and actually discharged the functions of that grade in good faith from the date of promotion to the date he was notified of its invalidity will be determined to have served in a de facto status. If the member attained promotable status during the period served in a de facto status, his promotion will be announced in orders of current date. The member's date of rank will be as of the date he attained eligibility under this regulation.

3-14. Standby boards. *a.* Standby advisory boards will convene as prescribed in paragraph 3-3c.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omitted or his records contained a material error when reviewed by the selection board. If his name was omitted, he will be considered, provided he is eligible (*c* below). Eligibility for reconsideration will be determined by HQDA.

c. Applications for standby advisory board consideration for promotion will be forwarded through command channels to Cdr. RCPAC, ATTN: AGUZ PD-SS. As an exception, area commanders will disapprove applications for reasons in (1) and (2) below, without referring them to RCPAC.

(1) The applicant did not meet minimum educational requirements (para 2-6).

(2) The retirement year (para 1-4, AR 140-185) prior to the retirement year the applicant became entitled to promotion consideration was not a qualifying retention year (para 4-29).

d. Nonselection by a standby board will not be considered a passover unless the individual was considered and not selected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member not selected or not qualified (*b* above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19b(3).

Table 3-1. Composition of Selection Boards

| <i>Board</i> | <i>Membership</i> |
|--|---|
| MAJ, LTC and COL, APL and CH ¹ | 1 General Officer, Reserve Components (President) ² 2 COL, Reserve Components 2 COL, Regular Army 1 COL, Reserve Components, Chaplain (alternate member) |
| CPT, APL and CH ¹ | 1 General Officer, Reserve Components (President) ² 5 COL, Reserve Components ³ 3 COL, Regular Army ³ 1 COL, Reserve Components, Chaplain (alternate member) ³ |
| CPT, MAJ, LTC and COL, AMEDD..... | 1 General Officer, AMEDD, Reserve Components (President) 5 COL, Reserve Components, AMEDD 1 COL, Regular Army |
| CW3 and CW4..... | 1 General Officer, Reserve Components (President) 1 COL, Reserve Components ³ 1 COL, Regular Army ³ 1 CW4, Reserve Components 1 CW4, Regular Army |
| USAR Unit Vacancy to CPT through COL in each CONUSA HQ. | 1 General Officer, Regular Army (President) 3 COL, Reserve Components 1 COL, Regular Army 1 COL, Reserve Components, alternate member as required |
| USAR Unit Vacancy to CPT in USAREUR, USASCH, 172d Bde Alaska, and 193d Bde Panama. | 1 COL, Regular Army (President) ³ 3 MAJ, Reserve Components 1 MAJ, Regular Army 1 MAJ, Reserve Components, alternate member as required |

Notes.

¹ APL selection boards will include at least one member of the combat arms, combat support arms, and combat service support specialties.

² The ARNGUS and USAR will furnish the board president on an alternating basis.

³ May be a LTC if a COL is not available.

HEADQUARTERS
(Address)

Date _____

SUBJECT: Consideration for Promotion as a Reserve Commissioned Officer
of the Army

Convening Date of Board:

1. You will be considered for promotion to the next higher grade by a Department of the Army Selection Board to be convened on the date shown above.
2. Personal appearance before the board is not authorized. You may send a letter inviting attention to specific items concerning military service that you deem important in the board's consideration. These items may not contain criticism or reflect on the character, conduct, or motives of any officer. Documents received will not be returned; therefore, photostatic or certified true copies should be submitted. Communications should be addressed to the Commander, United States Army Reserve Components Personnel & Administration Center, Post Office Box 12449, Olivette Branch, St. Louis, MO 63132, and should arrive at least 30 days prior to the convening date of the board.
- ★3. A black and white or color photograph (at least $3\frac{1}{2} \times 3\frac{1}{2}$ inches not to exceed 8×10 inches which is preferable) in Army Green shade 44 uniform or summer service uniform (in those climatic areas where the Army Green uniform is not authorized for wear during any season), less headgear, full-length, standing pose, body turned to your right approximately 30 degrees from axis of camera, head facing camera, feet slightly apart and hands at sides is requested. No retouching on the negative or print is permitted. Sign the reverse side of photo and type or print legibly your name (last, first, middle initial), grade, social security number, height and weight, date of photograph, and organization of assignment for purpose of identification. Should you desire, you may seek assistance in obtaining an official photograph from a nearby military installation or submit a personal photo which meets the above requirements to the (para 3-1) to arrive (para 3-4).
4. In the event that you are eligible for and elect discharge or transfer to the Control Group (Inactive) or the Retired Reserve prior to your promotion eligibility date, this correspondence should be disregarded. If your mandatory removal date is prior to the adjournment date of the board, your name will be deleted from the list of officers being considered for promotion.
5. You will be notified of your selection or non-selection after adjournment of the board. The decision of the board is administratively final. The letter announcing the results of the board will advise you of any action required to finalize the board results.

AUTHORITY LINE

SIGNATURE BLOCK

Figure 3-1

CHAPTER 4

PROCESSING SELECTION BOARD RECOMMENDATIONS

Section I. GENERAL

4-1. Release of selection board reports. Information regarding the decisions of a selection board will not be released until the member's immediate commander has been notified, either by receipt of the selection or nonselection letter or by published circular and, in any event, no earlier than the release date announced by HQDA (DAPE). The only exception to these methods of releasing information will be on a need-to-know basis, through command channels, when the board results will affect other personnel actions (e.g., a request for extension or release from active duty, retirement, or mandatory removal from active status).

4-2. Change of address or status. A member of the ARNGUS or USAR who, after his name has been submitted to a mandatory selection board (para 2-7), changes residence from one area command to another or changes status from unit to nonunit, from ARNGUS to USAR, or from USAR to ARNGUS will be monitored by the promotion authority submitting his name, until the board consideration is concluded. The losing command will notify the gaining command of the selection board results so that the member may be informed at the proper time. The names of selected members will be furnished in the format outlined in figure 4-1. The names of nonselected members will be furnished by letter that will include SSN, date of transfer, and whether it is a first or second nonselection.

4-3. Entry on active duty during promotion consideration. *a.* A member of the ARNGUS or USAR who enters on active duty (other than for training) during mandatory promotion consideration (Para 2-7), will be monitored by the area commander or the CG, RCPAC. Area commanders will submit the name of the member and the findings of the selection board to CDR, RCPAC, ATTN: AGUZ-PD for further action.

b. The CG, RCPAC, is responsible for considering Control Group (OADO) officers for promotion to first lieutenant and furnishing information to the active duty commander. The commander of the first permanent unit of assignment will be noti-

fied if an officer scheduled to enter active duty will attain promotion eligibility on the reporting date or between the active duty entry date and 60 days later. An information copy of the notice will be sent to the member's temporary duty station commander.

4-4. ARNGUS promotion. *a.* A member of the ARNGUS who is extended Federal recognition in a higher grade will be appointed in the same grade as a Reserve commissioned or warrant officer of the Army. The Chief, National Guard Bureau (CNGB), will notify the CG, RCPAC, for appropriate administrative action.

b. An ARNGUS member who held a higher temporary or permanent grade will be promoted to the higher grade on the date of transfer to the USAR.

c. ARNGUS members of branches MC, DC, ANC, AMSC, and chaplains who are selected for promotion by a mandatory board may be extended Federal recognition in the higher grade when the promotion eligibility date is reached. This criterion applies to promotion to the grade of colonel and below and provided the promotion is not more than one grade higher than that specified for the position in the TOE or TDA.

4-5. Promotion upon transfer. *a.* A member of the ARNGUS with honorable service who is transferred to the USAR will be advanced to the highest grade previously satisfactorily held in any component of the Army.

b. A member of the USAR who is transferred to the Retired Reserve will be—

(1) Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including all components).

(2) Transferred in the Reserve grade for which selected for promotion when the transfer is the result of physical disability, completing the number of years of service, or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-6. Posthumous promotion. *a.* A member of the ARNGUS or USAR who, after having been officially recommended to and approved by the

promotion authority for promotion, dies before he can be promoted may be considered for promotion posthumously. A posthumous promotion may be issued only if the cause of death was incurred in line of duty while the individual was serving on active duty, active duty for training, or engaged in inactive duty training.

b. The CG, RCPAC, is the approving authority for posthumous Reserve of the Army promotions. Commanders will furnish the following information through channels:

- (1) Date and cause of death.
- (2) A statement that death was or was not in line of duty.
- (3) The date of official recommendation and selection for promotion.

c. The effective date of promotion will be the date the promotion recommendation was approved by the convening authority. No bonus, gratuity, pay, or allowances will be granted because of a posthumous promotion.

4-7. Promotion after disqualification. A member disqualified for promotion to first lieutenant or W2 who was retained in an active status (para 4-28) may be promoted if subsequently determined to be qualified. The promotion eligibility date will not be earlier than the date the member is determined qualified for promotion. A memorandum for record will be prepared to explain the later promotion eligibility date. A copy of the promotion letter and the memorandum for record will be placed in the member's MPRJ and a copy of each forwarded to CDR, RCPAC, ATTN: AGUZ-PD.

4-8. Unit officers selected for promotion. a. A USAR officer who is mandatorily considered and then selected will be transferred from the unit and promoted unless he—

- (1) Fills a vacancy in the unit in a higher grade.
- (2) Is authorized retention in the unit in a lower grade (AR 140-10).
- (3) Declines promotion for the maximum period authorized (see IV).

b. An officer who is considered and selected by a unit selection board will not be promoted if

he transfers from the unit before the promotion is accomplished or the vacancy no longer exists due to reorganization. Officers selected but not promoted will be deleted from the recommended list (para 3-13a(3)).

4-9. Promotion requiring US Senate confirmation. Members selected for promotion (para 2-7, 2-8, 5-3, and 5-4) to the grades of lieutenant colonel or colonel will be confirmed by the Senate (10 USC 593(a)).

a. Area commanders, the Chief, National Guard Bureau, or the Office of The Surgeon General (DASG-PTS-RC) will, within 30 days after adjournment of a selection Federal recognition board, or upon approval for appointment, provide the CDR, RCPAC, (AGUZ-PD) with a list of officers recommended for appointment/promotion to lieutenant colonel and colonel. The list will include the name, branch, and SSN of each recommended officer.

b. The CG, RCPAC, will forward the lists of recommended officers through channels to the US Senate for confirmation.

c. Notification of Senate confirmation of officers recommended for promotion by *mandatory selection boards* (para 2-7) will be sent by—

- (1) HQDA (DAPE) to the CG, RCPAC.
- (2) The CG, RCPAC, to FORSCOM, CONUS Armies, major oversea commands, and CNGB.

d. Notification of Senate confirmation of officers recommended for promotion to *fill authorized unit vacancies* (para 2-8) will be sent by—

- (1) HQDA (DAPE) to RCPAC, FORSCOM and CONUS Armies.
- (2) CONUS Armies to major oversea commanders.

e. Notification of Senate confirmation of Army National Guard officers recommended for promotion in the Reserve of the Army as a result of a favorable recommendation by a Federal recognition board will be sent by—

- (1) HQDA (DAPE) to RCPAC.
- (2) CG, RCPAC, to CNGB.

Section II. SELECTED FOR PROMOTION

4-10. General. a. A member who has been recommended for promotion to the next higher grade

must meet the requirements listed below before he can be promoted. The individual must—

- (1) Be in an active Reserve status.
- (2) Complete the service requirements listed in table 2-1.
- (3) Be medically qualified.
- (4) Have undergone a favorable security screening.

b. The effective date of the promotion will be computed as prescribed in section III.

4-11. Medical examination. Each member of the Ready Reserve is required to undergo a medical examination (AR 40-501) at least once every 4 years. If a member selected for promotion has not been examined within the past 12 months, he will be required to certify that there has been no change in his medical fitness since his last complete medical examination. A partial or temporary physical disability resulting from a disease, wound, or injury should not disqualify a member for promotion.

4-12. Security screening. Promotion authorities will ensure that a favorable security screening is completed before announcing a promotion.

a. Screening.

(1) The MPRJ will be screened to ensure that derogatory or unfavorable suitability information is not contained therein. If the results of this screening are favorable, final promotion action may proceed.

(2) If the screening of the MPRJ reveals derogatory or suitability information, the promotion authority will cause a National Agency Check (NAC) to be conducted. Final action of the promotion will be withheld until the results of the NAC are received.

b. Processing unfavorable information.

(1) The following procedures apply when suitability or unresolved derogatory information is in the MPRJ or is received from any other reliable source.

(a) Cases involving unresolved derogatory information of a security nature will be processed as prescribed in AR 604-10 and NGR 604-10. Action will be taken by the major commander with jurisdiction over the area in which a USAR member resides.

(b) Cases involving suitability information will be resolved by the CNGB (NGR 604-10)

or, for USAR members, by an evaluation board. Area commanders or the CG, RCPAC, will convene the board under the provisions of chapter 4, AR 600-37.

(2) If the information bars promotion, decisions of the CNGB or the evaluation board will be processed as prescribed in AR 135-175 or in NGR 604-1. If the information is not a bar to promotion and the member is otherwise qualified, he will be promoted.

4-13. Promotion announcement. Promotion authorities will complete the appropriate promotion letters (fig. 4-2 or 4-3) and distribute them as shown in *a* and *b* below. Commissioned officers who are not on active duty will also be furnished an Army Reserve officer career pattern development opportunities letter (fig. 4-4), which may be reproduced locally and bear facsimile signatures.

★*a. USAR members.* The original copy of the promotion letter will be forwarded to the individual through command channels and one copy filed in his MPRJ. An additional copy will be furnished to—

(1) Commander, RCPAC, ATTN: AGUZ-RMR-R, for members not on extended active duty.

(2) Commander, RCPAC, ATTN: AGUZ-PMP-A (Dual), for dual status personnel (AR 600-39).

(3) HQDA (DAPC-PSR), 200 Stovall Street, Alexandria, VA 22332, for members on active duty in their commissioned or warrant officer grades.

(4) Commander, US Army Enlisted Records Center, ATTN: PCRE-F, Fort Benjamin Harrison, IN 46249, for members on active duty in an enlisted status.

★*b. ARNGUS members.* The original and two copies of the promotion letter will be forwarded to the individual through the State adjutant general. An additional copy will be furnished to—

(1) NGB-ARP-C, WASH, DC 20310.

(2) Commander, RCPAC, ATTN: AGUZ-RMR-R.

(3) HQDA (DAPC-PSR), 200 Stovall Street, Alexandria, VA 22332, for members on extended active duty.

Section III. DATES OF PROMOTION

4-14. General. Procedures in section IV or in chapter 5 will be followed for members who

decline promotion or are serving on active duty. Procedures in this section will be followed in

computing effective promotion dates for all other Reserve Component commissioned and warrant officers. Effective dates for promotion will be—

a. For commissioned officers. The date the officer completes the mandatory or unit service requirement in table 2-1.

b. For warrant officers. The day following the date the officer completes service requirements, as in *a* above.

4-15. Promotion eligibility date. Service requirement for promotion to the *next* higher grade will normally be computed from the effective date of promotion to the current grade.

4-16. Selection after one passover. The effective date of promotion of a member selected after being passed over on a first consideration will be 1 year later than the original promotion eligibility date. (This does not apply to promotion to colonel.)

4-17. Promotion to first lieutenant. A qualified second lieutenant will not be promoted before the date he completes 3 years of promotion service except—

a. ROTC graduates who accept appointment in May or June of any year. Promotion service will be computed from the date of graduation of cadets of the US Military Academy in that year.

b. An officer serving in a unit vacancy (para 2-8a(6)).

c. An officer promoted to a higher temporary AUS grade (chap. 5).

4-18. Selected and transferred to the Retired Reserve. A Reserve officer, upon transfer to the Retired Reserve, will be—

a. Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including components thereof).

b. Transferred in the Reserve grade for which selected for promotion when the transfer is being made because of physical disability or as a result of completing the number of years of service or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-19. Effective dates. With exception of *a* below, the latest date shown under each of the following promotion categories will be used to compute effective dates of promotion. (In computing dates for warrant officers, one day will be added to the dates shown.)

a. Promoted to fill a unit vacancy (para 2-8). Effective date will be the 15th day of the month in which the selection board convenes or the date the selectee is assigned to the position, whichever is later. If not occupying the position, assignment of selectees to unit vacancies will take place immediately upon announcement of the results of the board.

b. Selected by a mandatory selection board (para 2-7).

★(1) Nonunit members—Date that mandatory service requirements (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. If selected on second mandatory consideration, or by the next appropriate board following a declination of promotion, 1 year later than the date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) were completed.

(2) Unit members—

★(a) Date that mandatory service requirements (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. If selected on second mandatory consideration, 1 year later than the date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) were completed, unless the member declines.

(b) Date assigned to a position vacancy in the higher grade.

★(3) A member nonselected by a standby board or found not qualified for standby consideration (para 3-14) and who is subsequently selected by a mandatory board (para 2-7) will be promoted the later of—

(a) The date the mandatory board submits its recommendations.

(b) The date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. This date will also be used to compute service requirements for promotion to the next higher grade (para 4-15).

★*c. Selected for promotion to colonel (para 2-7.1).*

(1) Date the board reports its recommendations or the date that promotion service and years of service prescribed by the Secretary of the Army are completed.

(2) Date that promotion eligibility requirements (para 2-5 and para 2-6) are completed.

(3) Officers selected for promotion to the grade of colonel who were previously nonselected to the grade of colonel (para 2-7.1), the promotion eligibility date (para 4-15) will be the later of the dates in (1) and (2) above.

d. Selected after transfer from inactive status.

(1) Date the board reports its recommendations.

(2) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed.

e. Selected by a standby board.

(1) Date he would have been promoted had he been selected by the appropriate mandatory consideration board or board for promotion to the grade of colonel.

(2) A member nonselected by a standby board or found not qualified for consideration under an earlier criteria (para 3-14), who is subsequently selected by a standby board under a later criteria, will be promoted the later of—

(a) The date the board submits its recommendation.

★(b) The date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. This date will also be used to compute service requirements for promotion to the next higher grade for officers in the grade of major and below. For promotion to the grade of colonel, the date the board submits its recommendation (para (2)(a) above) will be used to compute service requirements for promotion to the next higher grade.

Section. IV. DECLINATION OF PROMOTION

4-20. Policy. A commissioned officer of the ARNGUS or USAR who has been selected for promotion to the next higher grade may decline the promotion for a period authorized in this section. Declination beyond the maximum period is not authorized unless approved by HQDA. Request for an exception will not be considered unless the area commander; CG, RCPAC; or State adjutant general recommends approval.

4-21. Approval authority. Authority to approve declinations of promotion is assigned to—

a. Area commanders—for USAR unit members.

b. The CG, RCPAC—for nonunit members and members of the RCPAC (USAR Augmentation).

c. The Governor or other appropriate authority of the State or of Puerto Rico, the Canal Zone, or the Virgin Islands, or of the Commanding General of the District of Columbia National Guard—for members of the ARNGUS.

4-22. Period of declination. *a.* Unless an exception is authorized (*b* below), the period of declination will not exceed 1 year. The period will be computed from the date of the promotion letter or the date the officer completes the service requirements (table 2-1), whichever is later.

b. The period of declination may be extended to 3 years from the date of selection for—

(1) ARNGUS officers (including technicians), with the consent of the Governor. The period may be further extended, at the discretion of the Secretary of the Army, for an officer of an

Alaska scout battalion or of a unit engaged in air defense activities on a tactical site under control of the Army or Air Force.

(2) An officer who is employed as a civilian in a USAR technician position.

4-23. Promotion lists. The names of ARNGUS and USAR officers declining promotion to the next higher grade will be removed or retained on the promotion list as follows:

a. Officers selected for promotion to colonel and nonunit officers will be removed from the promotion list and will be considered by the next appropriate selection board provided they remain eligible.

b. Unit officers will be retained on the promotion list for the maximum period authorized, unless they have been promoted earlier to the grade for which selected or have been removed for some other reason.

4-24. Procedures. Declination of promotion will be processed as follows:

★*a. Nonunit USAR officers.* The reason and date of declination will be entered on the letter of promotion. A copy will be forwarded to Commander, US Army Military Personnel Center, ATTN: DAPC-PSR-R, 200 Stovall Street, Alexandria, VA 22332—for officers on extended active duty or, if not on active duty, to the Cdr, RCPAC, ATTN: AGUZ PD-JN.

b. Unit USAR officers. These officers will be notified of selection for promotion to the next

Headquarters
(Address)

Date.....

Subject: Reserve Selection Board Results

TO

The below named individual who was under consideration for promotion at the time of transfer to your command has been recommended for promotion by the selection board. If he is otherwise qualified, request that he be promoted to the grade for which recommended (AR 135-155).

| | |
|--|----------------------------|
| Name | Social Security Number |
| Present grade | Branch |
| Grade for which recommended | Promotion Eligibility date |
| Date of transfer | |
| Status or organization at time of transfer | |

SIGNATURE BLOCK

Figure 4-1.

HEADQUARTERS
(Address)

In reply refer to (addressee shown below)

Date.....

★SUBJECT: Promotion as a Reserve Commissioned Officer of the Army
under Title 10 of the United States Code and AR 135-155

THRU: A

TO: B

1. By direction of the President you are promoted as a Reserve commissioned officer of the Army, effective on the date shown after A above, to the grade in the branch and component shown in address above.

2. Time in grade for promotion to the next higher grade will be computed from the effective date of this promotion, unless there is a date shown after B above, in which case it will be computed from that date.

3. No acceptance or oath of office is required. Unless you expressly decline this promotion within 60 days, your promotion will be effective as shown after A above. You may decline this promotion by completing the attached indorsement, and returning it with this letter through channels to this office.

*4. If you are serving on active duty in a commissioned grade lower than that to which promoted you may elect to be released from active duty and receive your promotion after your release from active duty, provided you do not have an uncompleted period of active duty under law or regulations. If you request relief from active duty, you must complete the attached indorsement and return it through channels to this office. If you do not elect to be relieved from active duty, you may expressly decline the promotion. If you do not decline the promotion and remain on active duty, you will be deemed to have accepted a temporary (AUS) appointment in the grade in which serving on active duty and your promotion as a Reserve will not affect your active duty grade.

AUTHORITY LINE

1 Incl
Indorsement

SIGNATURE BLOCK

*As appropriate.

Note: Figure 4 6 is an example of the attached indorsement in paragraphs 3 and 4 above.

Figure 4 2

(Address)

(Addressee shown below)

SUBJECT: Promotion as a Reserve Warrant Officer of the Army
(AR 135-155)

THRU: A:

TO:

1. You are promoted as a Reserve Warrant Officer of the Army, under title 10, U.S. Code, section 598 and AR 135-155, effective on the date of this letter or date shown after A above, whichever is later, to the grade and in the component shown in address above.
2. No acceptance or oath of office is required. Unless you expressly decline this promotion within 60 days, your assumption of office will be effective as stated above.
3. The date shown after A above is the date you attained eligibility for promotion to the grade to which promoted herein and will be used in computing time in grade for promotion to the next higher Reserve grade.

AUTHORITY LINE

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Figure 4-3.

HEADQUARTERS
(Address)

Date-----

SUBJECT: Army Reserve Officer Career Pattern Development Opportunities

TO: Each Officer Promoted in the USAR (exclusive of General Officers and Officers on Active Duty)

1. I have noted with pleasure your recent promotion in the US Army Reserve. Your selection for advancement is a tribute to your proven ability and zeal in attaining the qualifications requisite to your new grade. This is also an opportune and fitting occasion for you to review your accomplishments, inventory your qualifications, and consider the future development of your career pattern in the US Army Reserve.

2. You will recall that the minimum eligibility criteria for promotion are prescribed by law. However, within statutory limitations and dependent upon variable circumstances affecting you personally, there exist in the US Army Reserve many opportunities for you to make significant contributions, further your military education, add to your already earned retirement point credits, and, of course, advance professionally. You are encouraged to take maximum advantage of these available opportunities to realize personal satisfaction, better prepare yourself to assume greater responsibility, and enhance your future promotion potential.

3. In order that you may evaluate your career pattern to date and anticipate possibilities held by the future, minimum general promotion eligibility criteria are synopsisized herein. These are statutory requirements exclusive of normal considerations of an officer's professional competency, observed past performance, and predicted future performance. Should you desire more detailed information, refer to AR 135-155.

a. An officer assigned to a TOE/TDA troop program unit may be considered for promotion if an authorized position vacancy exists for the higher grade, provided he has completed, as appropriate—

- 2 years in grade of first lieutenant
- 4 years in grade of captain
- 4 years in grade of major
- 3 years in grade of lieutenant colonel

b. Consideration of a nonunit officer (and unit officer if not earlier promoted) for promotion to the next higher grade is mandatory upon his meeting the time in grade and total years of service requirements, whichever occurs later, as follows:

- 4 years in grade of first lieutenant and 6 total years of service
- 7 years in grade of captain and 12 total years of service
- 7 years in grade of major and 17 total years of service

c. Time in grade and total years of service requirements for mandatory consideration for promotion to the grade of colonel are announced annually by Headquarters, Department of the Army.

Figure 4-4.

d. For consideration for promotion to general officer grades, an officer must have served at least 2 years in the next lower grade and must occupy an authorized general officer position. If assigned to other than a troop program unit, he must have also completed 19 total years of service.

4. Assignment to a troop program unit in pay drill status is the means of USAR participation preferred by most officers. However, the number of pay spaces authorized is limited on a fiscal year basis by the availability of appropriate funds. Also, vacancies may not exist in units in your geographical area, or units may not be located in such proximity to your domicile or place of business as to be reasonably available for your participation. Should either of these situations exist, it is suggested that you explore fully other means of participation, benefiting you and lending themselves to attainment of your personal military career goal. These alternate means of participation are: assignment as a mobilization designee attachment to a reinforcement training unit, attendance at USAR schools, attachment to a unit for training, and completion of Army extension courses, if eligible.

★5. Current Department of the Army policy directly relates military advancement to military education. While there are a number of courses available to USAR officers, both in USAR schools and at Active Army service schools, certain clearly defined military educational attainments commensurate with an officer's grade are prerequisite to promotion consideration. With several ramifications, required military education is progressive from the basic branch officers' course to a US Army Command and General Staff College for colonels and general officers. As you know, it is the responsibility of each individual officer to take positive action to maintain the military educational level required of his grade and branch and to prepare himself for advancement. In this connection, it is suggested that you review the requirements in AR 135-155 for specific applicability to your expected career progress.

6. The foregoing information is of necessity somewhat abbreviated. It is planned, however, to continue timely periodic coverage of the latest promotion policies and career planning information in the Army Reserve Magazine. In the meantime, you may address inquiries concerning your US Army Reserve status and career progress to your unit commander, to the area commander to whose jurisdiction you are assigned, or to the Commander, US Army Reserve components Personnel and Administration Center, if you are a nonunit member of the US Army Reserve.

SIGNATURE OF APPOINTING AUTHORITY

Figure 4-4--Continued.

HEADQUARTERS
(Address)

Date.....

In reply refer to (addressee shown below)

SUBJECT: Eligibility for Promotion as a Reserve Commissioned Officer

TO:

1. You were considered for promotion under the provisions of AR 135-155 by a recent Reserve selection board and selected for promotion to the grade of
2. If promoted as a result of this selection, the time in grade for promotion to the next higher grade will be computed from
3. It is requested that the indorsement hereon be completed and returned to this headquarters by suspense date above.
4. If you intend to accept the promotion, this letter will serve as authorization for medical examination for promotion purposes if you have not had a physical examination during the past 4 years. Return completed SF 88 and 93 to this headquarters not later than In the event a physical has been completed within the past 4 years but not within the past 12 months, complete paragraph 3, below.

AUTHORITY LINE

Incl

SIGNATURE BLOCK

SUBJECT: Eligibility for Promotion as a Reserve Commissioned Officer

TO:

1. I (do) (do not) intend to accept my promotion to the next higher grade.
2. Medical examination is scheduled for and will be forwarded to your headquarters not later than suspense date imposed.
3. There has not been any change in my physical condition since my last physical examination dated

SIGNATURE

Figure 4-5.

S/SCH 6 1 March 79 AR 135-155

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| BOOK NO | MESSAGE HANDLING INSTRUCTIONS |
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FROM: DA STL MO//AGUZ-RCPD-PRO//

TO: ALL HOLDERS OF ID OF AR 135-155

REC'D 10-18-78

UNCLAS

SUBJECT: Interim Change 6-3 to AR 135-155 (Army National Guard and Army Reserve - Promotion of Commissioned Officers and Warrant Other Than General Officers)

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155, in accordance with DA Form 12-9A block . Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective 1 September 1978.

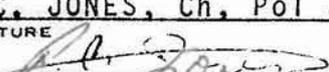
2. Table 3-1, page 3-5, change composition of CW3 - CW4 selection board to read:

- Column 1 (Type of Board):
CW3 and CW4 Selection Boards
- Column 2 (President):
Colonel, USAR, Combat Arms
- Column 3 (Regular Members):
LTC, RA, Combat Support Arms
LTC, USAR, Combat Service Support
CW4, RA, Aviation
CW4, USAR, Non-aviation
- Column 4, (Alternate Members):
LTC, WC

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| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE Mr. Perry, MilPerMgtSp, AGUZ-RCPD-X 7371 PRO | SPECIAL INSTRUCTIONS |
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| | |
|---|--|
| TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE R. C. JONES, Ch, Pol & Regs Ofc | SIGNATURE  |
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3. Subparagraph 2-5c, page 2-2, is rescinded.

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S/S Ch6, March 79 / 35-155

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| <p>FROM: DA STL MO //AGUZ-RCPD-PRO//</p> <p>TO: ALL HOLDERS OF ID OF AR <u>135-155</u> <i>Rec'd 5/15/78</i></p> <p>UNCLAS</p> <p>SUBJECT: Interim Change 6-1 to AR 135-155 (Army National Guard and Army Reserve - Promotion of Commissioned and Warrant Officers Other than General Officers)</p> <p>1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.</p> <p>2. Paragraph 3-4, page 3-1, is superseded as follows:</p> <p>3-4. <u>Notice of consideration.</u> The promotion authority will send a letter (fig. 3-1) to each nominee who is in the zone of consideration by a mandatory selection board (para 2-7) and not on active duty. The letter may be reproduced locally and bear facsimile signatures. Modification of the address for submission of the photograph requirement in paragraph 3, figure 3-1 will be as follows:</p> <p>a. All control group personnel and USAR unit personnel for mandatory promotion, to Cdr, RCPAC, ATTN: AGUZ-PD-PM, to arrive at least 60 days prior to the convening date of the board.</p> <p>b. ARNG personnel, for mandatory promotion, to the Army National Guard Personnel Center, ATTN: NGB-ARP-C, 5600 Columbia Pike Office Building, Falls Church, VA 22041 to arrive at least 90 days prior to the convening date of the board to be included in the official military personnel file being forwarded to RCPAC or the Army.</p> | | | | | | | | | |
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| SIGNATURE <i>Wallace W. Noy</i> | | | | | | | | | |

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3. Subparagraph 3-8b(3), page 3-2, is superseded to read:

(3) A Reserve Component officer who is a US property and fiscal officer will not be detailed for selection board duty.

4. Figure 3-1, page 3-7, is amended by deleting paragraph 3 in its entirety and by redesignating that portion of paragraph 2 which reads: "A black and white or color photograph ... to arrive (para 3-4)" as new paragraph 3, Figure 3-1.

5. Figure 3-1, page 3-8, is amended by deleting "5 Inclosures, as".

6. Figure 3-2, pages 3-7 and 3-8, (Promotion Consideration Data Sheet) is deleted in its entirety.

7. Subparagraph 6-2b(1), page 6-1, is amended by changing the address therein to read:

HQDA (DAPC-PSR-S)
200 Stovall Street
Alexandria, VA 22332

8. Subparagraph 6-2b(2), page 6-1, is amended by changing the address therein to read:

Commander
US Army Enlisted Records and Evaluation Center
ATTN: PCRE-F
Fort Benjamin Harrison, IN 46249

9. Subparagraph 6-2b(3), page 6-1, is superseded as follows:

(3) Retired commissioned and warrant officers, Reserve of the Army commissioned and warrant officers not on active duty (exclusive of USAR officers and warrant officers assigned to troop program units), and discharged personnel.

Commander
US Army Reserve Components Personnel
and Administration Center
ATTN: AGUZ-PAD-P
9700 Page Boulevard
St. Louis, MO 63132

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10. Subparagraph 6-2b(4), page 6-1, is added to read:

(4) Army Reserve commissioned and warrant officers not on active duty assigned to troop program units.

Address of appropriate Army area commander.

S/S Chb 1 March 79 AR 135-155

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| <p>FROM: DA STL MO //AGUZ-RCPD-PRO//</p> <p>TO: ALL HOLDERS OF ID OF <u>AR 135-155</u> <i>Rec'd 1 Sep 78</i></p> <p>UNCLAS</p> <p>SUBJECT: Interim Change 6-2 to AR 135-155 (Army National Guard and Army Reserve - Promotion of Commissioned and Warrant Officers)</p> <p>1. This interim change is being distributed through publications pinpoint system to all holders of AR 135-155, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.</p> <p>2. Paragraph 2-6, page 2-2, is superseded as follows:</p> <p>2-6. Educational requirements. To qualify for selection, commissioned officers must complete the educational requirements in table 2-2 not later than the date the selection board convenes.</p> <p>a. General. The following applies in determining educational qualifications:</p> <p>(1) Equivalent credit for completion of a lower course of study will be awarded by the appropriate selection board for enrollment and satisfactory participation in a course which is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. The officer must also be enrolled and participating satisfactorily at the time he is considered.</p> <p>(2) HQDA may award equivalent credit for Command and General Staff College by virtue of successful completion of a higher level resident course conducted by another school of the US</p> | | | | | | | | | |
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| <p style="text-align: center;">FROM: _____</p> <p style="text-align: center;">TO: _____</p> <p>or foreign military service. Requests will be considered individually and should be submitted to the Cdr, RCPAC, ATTN: AGUZ-PMT-G, 9700 Page Blvd., St. Louis, MO 63132.</p> <p>(3) Acceptance of constructive credit or equivalent credit for filling academic requirement is subject to the approval of the commandant of the service school having proponency for the course.</p> <p>(4) USAR Officers detailed to an AMEDD branch who have met the educational requirements for their basic branch will be considered for promotion in their basic branch.</p> <p>(5) Officers of the APL, Chaplain, WAC and MSC with primary specialty 67 in the grade of captain may be considered to have met the educational requirements for promotion to the next higher grade if they meet one of the requirements listed below.</p> <p>(a) Awarded constructive or equivalent credit for a branch advance course. Paragraph 2-6a(3) above applies.</p> <p>(b) Successfully completed any branch or advance course.</p> <p>1. Officers currently enrolled will be considered educationally qualified upon successful completion of the course of instruction in which now enrolled.</p> <p>2. Officers not currently enrolled in their branch advanced course are required to enroll in and complete the advanced course which offers the program of instruction for their primary specialty,</p> <p>3. Officers not currently enrolled will enroll in their branch advanced course if a nonresident course for their primary specialty has not been developed at the time of application.</p> | | | | | | | | | |
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| <p style="text-align: center;">FROM: 7</p> <p style="text-align: center;">TO:</p> <p>b. Educational substitution. The following may be substituted for military educational requirements for promotion to the grades indicated:</p> <p>(1) An officer, delayed to obtain a graduate degree and assigned to the control group (OADO), will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment. (See exception in para 2-5b.) The promotion authority will make this determination a matter of record by inserting a letter in the officer's record before it is referred to the selection board. The letter will state that the educational waiver is cancelled on the date the officer completes a qualifying service school course or when he completes 6 or more months of active duty or active duty training whichever occurs first.</p> <p>(2) An officer who has completed at least 2 years of active duty as a commissioned officer but is not presently serving on active duty in a commissioned status will be considered educationally qualified for promotion to the next higher grade provided:</p> <p>(a) The officer is being considered for promotion to a grade no more than one grade higher than his active duty grade.</p> <p>(b) The officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommendation by the board that the officer not be promoted.</p> <p>(c) The officer was released from active duty as a commissioned officer within 3 years of the date the board convenes.</p> <p>(3) An officer who is serving on active duty as a commissioned officer (excluding AT/ADT) will be considered educationally qualified for promotion to the next higher grade than the grade in which</p> | | | | | | | | | | |
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| <p style="text-align: center;">FROM: 7</p> <p style="text-align: center;">TO:</p> <p>serving provided the officer was not considered for temporary promotion to a grade higher than his active duty grade which resulted in a recommendation by the board that the officer not be promoted.</p> <p>c. Educational exceptions. The following officers are not required to meet the educational requirements in table 2-2:</p> <p>(1) AMEDD officers except MSC with primary specialty 67.</p> <p>(2) An officer whose removal from active status has been invalid. HQDA may waive the educational requirements and/or active participation requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.</p> <p>(3) Officers of the Staff Specialist branch less those officers assigned to the SSVC system.</p> <p>3. Table 2-2, page 2-6.1, is superseded to read:</p> <p style="text-align: center;">TABLE 2-2. EDUCATIONAL REQUIREMENTS</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"><u>GRADE</u></th> <th style="width: 15%;"></th> <th style="width: 70%;"><u>REQUIREMENT</u></th> </tr> </thead> <tbody> <tr> <td>FROM 2LT</td> <td>TO 1LT</td> <td>Any officer basic course. (NOTES 1 and 2)</td> </tr> <tr> <td>1LT</td> <td>CPT</td> <td>Any officer basic course. (NOTES 1, 2, and 3)</td> </tr> <tr> <td>CPT</td> <td>MAJ</td> <td>Any officer advanced course. (NOTE 4)</td> </tr> </tbody> </table> <p>DISTR:</p> | | | | | | | | | | <u>GRADE</u> | | <u>REQUIREMENT</u> | FROM 2LT | TO 1LT | Any officer basic course. (NOTES 1 and 2) | 1LT | CPT | Any officer basic course. (NOTES 1, 2, and 3) | CPT | MAJ | Any officer advanced course. (NOTE 4) |
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| FROM 2LT | TO 1LT | Any officer basic course. (NOTES 1 and 2) | | | | | | | | | | | | | | | | | | | |
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| <u>FROM</u> | <u>TO</u> | | | | | | | | | | | | | | | | | | | | | |
| MAJ | LTC | Fifty percent of the Command and General Staff Officers Course (CGSOC). (NOTES 5, 6, 7, and 8) | | | | | | | | | | | | | | | | | | | | |
| LTC | COL | The CGSOC. (NOTES 6, 9, and 10) | | | | | | | | | | | | | | | | | | | | |
| <u>NOTES</u> | | | | | | | | | | | | | | | | | | | | | | |
| <p>1. Officers transferred from the OADO Control Group to AT Control Group and who are awaiting orders to AD or ADT are not required to meet the educational requirement for promotion. Promotion under these circumstances does not negate the requirement to complete the basic course at a subsequent date.</p> <p>2. Civil Affairs officers who receive direct commissions will complete 50% of the Civil Affairs Officers Advanced Course in lieu of an officer basic course.</p> <p>3. Selective Service System (SSVC) officers must also complete Phase 1 of the SSVC correspondence course.</p> <p>4. SSVC officers are required to complete 50% of any advanced course and the management courses prescribed by the SSVC system.</p> <p>5. Completion of either the Logistics Executive Development Course (LEDC) or the Associate Logistics Executive Development Course (ALEDC) will satisfy this requirement. To receive credit, the officer must provide evidence of completion of the LEDC or ALEDC to the Cdr, RCPAC</p> | | | | | | | | | | | | | | | | | | | | | | |
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6. JAGC officers may satisfy this requirement by completing the JAGC Reserve Components General Staff Course.

7. Chaplains may satisfy this requirement by completing Phase 1 of the Chaplain Reserve Component General Staff Course (CRCGSC).

8. SSVc officers are required to complete any officer advanced course.

9. Chaplains may satisfy this requirement by completing Phases 1 and 2 of the CRCGSC.

10. SSVc officers are required to complete the Industrial College of the Armed Forces National Security Management Course in lieu of CGSOC.

4. Subparagraph 3-8b, page 3-2, is amended by redesignating subparagraphs 3-8b(4), (5), and (6) to read as subparagraphs (5), (6), and (7) respectively and by adding a new subparagraph 3-8b(4) to read:

(4) A USAR Civil Affairs officer may be detailed for selection board duty if he is of the appropriate grade and holds a primary SSI relating to a branch providing combat service support listed below:

- (a) Adjutant General's Corps
- (b) Chemical Corps
- (c) Finance Corps
- (d) Ordnance Corps
- (e) Quartermaster Corps
- (f) Transportation Corps

5. Subparagraph 4-19b(1), page 4-3, is superseded as follows:

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| <p style="text-align: center;">FROM: 7</p> <p style="text-align: center;">TO:</p> <p>(1) Nonunit members -- Date that mandatory service requirements (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. If selected on second mandatory consideration, or by the next appropriate board following a declination of promotion 1 year later than the date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and 2-6) were completed.</p> <p>6. Subparagraph 4-19b(2)(a), page 4-3, is superseded to read:</p> <p>(a) Date that mandatory service requirements (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. If selected on second mandatory consideration, 1 year later than the date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) were completed, unless the member declines.</p> <p>7. Subparagraph 4-19b(3), page 4-3, is superseded as follows:</p> <p>(3) A member nonselected by a standby board or found not qualified for standby consideration (para 3-14) and who is subsequently selected by a mandatory board (para 2-7) will be promoted the later of--</p> <p>(a) The date the mandatory board submits its recommendations.</p> <p>(b) The date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and 2-6) are completed. This date will also be used to compute service requirements for promotion to the next higher grade (para 4-15).</p> <p>8. Subparagraph 4-19c, page 4-3, is superseded to read:</p> <p>c. Selected for promotion to colonel (para 2-7.1).</p> | | | | | | | | | | |
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| <p>FROM: _____</p> <p>TO: _____</p> <p>(1) Date the board reports its recommendations or the date that promotion service and years of service prescribed by the Secretary of the Army are completed.</p> <p>(2) Date that promotion eligibility requirements (para 2-5 and para 2-6) are completed.</p> <p>(3) Officers selected for promotion to the grade of colonel who were previously nonselected to the grade of colonel (para 2-7.1), the promotion eligibility date (para 4-15) will be the later of the dates in (1) and (2) above.</p> <p>9. Subparagraph 4-19e(2)(b), page 4-4, is superseded as follows:</p> <p>(b) The date mandatory service (table 2-1) and promotion eligibility requirements (para 2-5 and para 2-6) are completed. This date will also be used to compute service requirements for promotion to the next higher grade for officers in the grade of major and below. For promotion to the grade of colonel, the date the board submits its recommendation (para (2)(a) above) will be used to compute service requirements for promotion to the next higher grade.</p> | | | | | | | | | |
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CHAPTER 1

GENERAL

1-1. Purpose and scope. *a.* This regulation prescribes policy and procedures to consider, select, and promote commissioned officers of the Army National Guard of the United States (AR NGUS) and the United States Army Reserve (USAR) and warrant officers of the USAR as Reserve commissioned officers/warrant officers of the Army. Exceptions will be made only by Headquarters, Department of the Army (HQDA). Special provisions applicable to active, retired, and discharged personnel of the US Army are indicated in paragraph 6-1. Throughout this regulation the words "he/his" are intended to include both the masculine and the feminine genders and any exceptions thereto will be so noted.

b. Commissioned officers in the Army Medical Department (AMEDD), Chaplains (CH), Judge Advocate General's Corps (JAGC), and Women's Army Corps (WAC) will be promoted within the branch or corps to which they are assigned. (See exception in para 2-Sa(4)(c).) Officers in any other branch can be promoted in a different branch (except for AMEDD, CH, JAGC, or WAC).

c. Federal recognition of State unit vacancy promotions of ARNGUS officers and warrant officers are governed by NGR 600-100 and 600-101.

1-2. Explanation of terms. For purpose of this regulation, the following apply:

a. Army promotion list (APL). This list includes all branches except AMEDD, CH, and WAC. The AMEDD promotion list includes all branches of the Army Medical Department (i.e., MC, DC, VC, ANC, MSC, and AMSC).

b. Member. This word includes both commissioned officers and warrant officers of the ARNGUS and the USAR.

c. Nominee. An ARNGUS or USAR member in the zone of consideration for promotion to the next higher grade.

d. Overstrength. The assigned strength is more than the authorized TOE or TDA strength. Assignment of an officer as overstrength may be the result of unit reorganization, inactivation, or relocation; as a result of an assignment error;

or as an authorized exception to policy to correct an injustice.

e. Permanent promotion. A promotion in the Regular Army or in a Reserve component of the Army.

f. Promotion eligibility date (PED). The earliest date upon which an officer who is recommended and selected may be promoted to the next higher grade.

g. Promotion to fill officer position grade vacancies. An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade.

h. Temporary promotion. Promotion to a grade in which a member holds a temporary appointment in the AUS.

i. Troop program unit. A TOE or TDA unit of the USAR organized to serve as a unit upon mobilization or one that is assigned a mobilization mission (AR 140-1). The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

j. Unit vacancy. A unit vacancy exists if a position authorized by paragraph and line number of a TOE or TDA is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength.

1-3. Promotion authority. *a.* Authority to issue Reserve of the Army promotion letters is assigned as follows:

(1) Area commanders (CONUS and overseas) and the CG RCPAC for members under their jurisdiction.

(2) HQDA (RCPAC) for—

(a) ARNGUS members.

(b) ARNGUS and USAR members serving on active duty, except USAR grades W1 and second lieutenant.

(c) USAR members in grades W1 and second lieutenant if they are not under the jurisdiction of an area commander for Reserve matters.

(d) USAR members released from active duty in the grade of lieutenant colonel and colonel.

b. The following commanders are authorized to issue promotion letters to USAR members below the grade of lieutenant colonel who are released from active duty:

(1) Area commanders in the US Army Forces Command (FORSCOM) (AR 10-42).

(2) Major Army commanders (AR 10-5).

(3) Heads of HQDA agencies exercising command responsibility (AR 10-5) who are authorized to establish transfer activities for processing personnel for separation (AR 635-10).

c. The commanders in *b* above may delegate promotion authority to—

(1) Commanding officers of transfer points for USAR members below the grade of lieutenant colonel being released from active duty. This authority should be delegated at the time the transfer activity is established or when a specific unit personnel section is authorized to process transfers.

(2) Commanders of Active Army organizations for which the grade of colonel or higher is authorized. A USAR member on active duty in grade W1 or second lieutenant who is serving on active duty in an AUS grade which is higher than his current USAR grade may be promoted under this authority.

CHAPTER 2

PROMOTION ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Section I. GENERAL

2-1. Consideration without board action. *a.* A member of the USAR in the grade of W1 or second lieutenant will be considered for promotion without review by a selection board. The member's records will be screened to determine eligibility for promotion to the next higher grade. Eligibility will be determined far enough in advance to permit promotion on the date promotion service is completed (table 2-1).

b. A member is qualified for promotion if he is in an active status, participating satisfactorily (paras 2-5 and 2-6), and there are no grounds for removal from the service (i.e., demonstrated substandard performance, unfitness, unsuitability, or for security reasons). A member of the USAR control group (officer active duty obligor (OADO)) will have met these requirements by virtue of his assignment (para 2-5*b*).

c. Decisions reached as a result of the consideration in *a* and *b* above will be processed as prescribed in chapter 4.

2-2. Inactive and active status. A member who is removed from active status before his promotion is final will be removed from the promotion list (para 3-13). Removal will not be considered a nonselection. If returned to an active status, his name will not be placed on a promotion list unless he is again recommended by a selection or Federal recognition board. He will not be considered for a Reserve of the Army promotion until at least 1 year after the date of his return to an active status.

2-3. Service computation. Service requirements prescribed in table 2-1 will be computed in accordance with the following:

a. Warrant officers. Promotion service will be computed based upon years of service performed in the current warrant officer grade.

b. Commissioned officers. Service requirements for promotion to captain and above require a minimum number of years of promotion and commissioned service. Service periods will not be counted more than once. If an officer was given constructive service credit on his appointment, any actual service before that date will not be counted.

(1) Promotion service (time in grade) is computed by adding—

(*a*) All service performed (or credit by the Secretary of the Army with having been performed) in the current permanent grade in the Army (or, at the discretion of the Secretary of the Army, in any other Armed Force) while in an active status or on the active list.

(*b*) In the case of a first promotion of a person originally appointed in a grade below colonel, all constructive service credited that exceeds the minimum years of service prescribed for the grade in which appointed.

(2) A Reserve commissioned officer's years of service are the greater of—

(*a*) The sum of years of service as a commissioned officer of any component of the Armed Forces or of the Army without specification of component and the years of constructive service credited; or

(*b*) The number of years by which the member's age exceeds 25 years.

Section II. ELIGIBILITY FOR CONSIDERATION AND GENERAL QUALIFICATIONS FOR SELECTION

2-4. Eligibility for consideration. To be eligible for consideration for promotion to the next higher grade, an ARNGUS or USAR member must be in active status and meet the service requirements in table 2-1.

★**2-5. Selection criteria.** *a.* To be eligible for selection, an ARNGUS or USAR member who meets

the eligibility requirements (para 2-4) must be on active duty or participating satisfactorily in Reserve training. For promotion purposes, satisfactory participation consists of earning the minimum retirement points prescribed for retention (AR 140-10). A commissioned officer is also required to meet certain educational requirements

unless an exception is authorized. Selection for promotion is a recognition of potential for service in the higher grade and is not a reward for past service.

b. Officers assigned to Ready Reserve Control Groups listed in paragraph 3-7b, AR 140-1 or Control Group (Standby) who have not completed their statutory military service obligation or executed an agreement to remain in the Ready Reserve will be considered to be participating satisfactorily if they comply with all of their commander's instructions.

c. Effective 1 January 1977, to be eligible for selection, a commissioned officer in the grade of major and below must be able to serve a minimum of two years in the higher grade prior to reaching the date his mandatory removal is required from an active status.

2-6. Educational requirements. To qualify for selection, a Reserve of the Army commissioned officer must complete the educational requirements in table 2-2 and/or this paragraph not later than the date the board is convened to consider him for promotion.

a. *General.* The following applies in determining educational qualifications:

(1) Equivalent credit for completion of a lower course of study may be awarded by the appropriate selection board for enrollment and satisfactory participation in a course which is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. The officer must also be enrolled and participating satisfactorily at the time he is considered.

(2) HQDA may award equivalent credit for Command and General Staff College by virtue of successful completion of a higher level resident course conducted by another school of the US or foreign military service. Requests will be considered individually and should be submitted to the Cdr, RCPAC, ATTN: AGUZ PMT-G, 9700 Page Blvd., St. Louis MO 63132.

(3) Officers of branches listed below will be determined educationally qualified upon successful completion of indicated courses.

(a) *Armor and Infantry Branch.* The course of instruction conducted by the US Army Armor School or the US Army Infantry School.

(b) *Field Artillery and Air Defense Artillery Branch (first lieutenants only).* An officer

weapons-qualification course in residence at the US Army Artillery and Missile School or the US Air Defense School and at least 6 months of continuous service on active duty.

(c) *Women's Army Corps.* Educational requirements for promotion of women assigned to WAC and serving in a career branch are the same as those prescribed for male commissioned officers of the same grade and branch.

(d) *Ordnance and Chemical Branch.* The course of instruction conducted by the US Army Ordnance School or the US Army Chemical School.

(4) *Selective Service System (SSVC).* Staff specialists assigned to the SSVC will be required to meet the educational requirements listed below.

| <i>To the grade of</i> | <i>Educational requirements</i> |
|-------------------------|--|
| Captain..... | Phase I of the SSVC correspondence course and an officer basic branch course. |
| Major..... | Management courses prescribed by the SSVC system and 50% of the advanced or career course. |
| Lieutenant Colonel..... | Any advanced or career course. |
| Colonel..... | The Industrial College of the Armed Forces National Security Management Course. |

Until July 1, 1975, an officer may qualify by either the new program listed above or the former subcourse program listed below. After July 1, 1975, only the above program will be considered as meeting the educational requirements.

| <i>To the grade of</i> | <i>Educational requirements</i> |
|-------------------------|---------------------------------|
| Captain..... | I and II |
| Major..... | I through III |
| Lieutenant Colonel..... | I through V |
| Colonel..... | I through VIII |

Note. Twenty-four or more consecutive months of active duty with the SSVC is acceptable in lieu of the subcourse program.

(5) *Army Medical Department (AMEDD).* AMEDD officers who have served on extended active duty (more than 30 days) will be awarded constructive credit for the military education which would be required for promotion to the highest grade held on extended active duty. AMEDD officers presently holding or those initially appointed or reappointed to grades above second lieutenant will be awarded constructive credit for the military education which would be requisite for promotion to their present grade.

Award of constructive credit is restricted to commanders responsible for maintaining the individual's MPRJ. Documentation awarding constructive credit will be furnished HQDA (DAPC-PARR) 200 Stovall Street, Alexandria, VA 22332 for personnel on active duty. For AMEDD officers not on active duty documentation evidencing award of constructive credit will be furnished the Cdr, RCPAC, ATTN: AGUZ-PRD-O, 9700 Page Blvd., St. Louis, MO 63132.

(6) *USAR Officers Detailed to AMEDD.* USAR officers with a basic branch other than one of the AMEDD branches who are detailed to one of the AMEDD branches will be submitted for promotion consideration as follows:

(a) When the officer meets the eligibility requirements (to include military education) for promotion in his basic branch, his name will be submitted to the appropriate APL board.

(b) When the officer meets the eligibility criteria (to include military education) for promotion in his detailed branch, his name will be submitted to the AMEDD board.

(c) When the officer meets the eligibility requirements for both his basic and detailed branch, his name will be submitted to the appropriate APL board.

(d) When the officer does not meet the eligibility requirements (to include military education) in either the basic or detailed branch, his name will be submitted to the appropriate APL board.

(7) *APL, Chaplain and WAC. Effective 1 July 1977*, officers in the grade of captain may be considered to have met the educational requirements for promotion to the next higher grade if they meet one of the requirements listed below.

(a) Awarded constructive or equivalent credit for a branch advance course. (Note 3, table 2-2 applies.)

(b) Successfully completed any branch or advanced course.

1. Officers currently enrolled will be considered educationally qualified upon successful completion of the course of instruction in which now enrolled.

2. Officers not currently enrolled in their branch advanced course are required to enroll in and complete the advance course which offers the program of instruction for their primary specialty.

3. Officers not currently enrolled will enroll in their branch advanced course if a non-resident course for their primary specialty has not been developed at the time of application.

b. *Educational substitution.* The following may be substituted for military educational requirements for promotion to the grades indicated.

(1) An officer, delayed to obtain a graduate degree and assigned to the control group (OADO), will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment. (See exception in para 2-5b.) The promotion authority will make this determination a matter of record by inserting a letter in the officer's record before it is referred to the selection board. The letter will state that the educational waiver is cancelled on the date the officer completes a qualifying service school course or when he completes 6 or more months of active duty or active duty training, whichever occurs first.

(2) Effective 1 January 1976, an officer who has completed at least 2 years of active duty but is not presently serving on active duty may be considered to have met the educational requirements for promotion to the next higher grade if he meets all the following requirements:

(a) He is assigned to the same branch in which he served on active duty and is being considered for promotion to a grade no more than one grade higher than his active duty grade.

(b) His evaluation report shows that his performance of duty during the active duty period has been excellent.

(c) He did not receive notification of nonselection for promotion to the next higher temporary grade.

(d) His release from active duty was within 3 years of the date the board convenes.

(3) An officer who is serving on active duty (excluding ADT) may be considered to have met the educational requirements for promotion to the next higher grade in which serving if his evaluation reports indicate excellent performance in his present grade, and he did not receive notification of nonselection to the next higher temporary grade.

c. *Educational exceptions.* The following officers are not required to meet the educational requirements in table 2-2:

(1) An officer whose branch has been changed because of the conversion, redesignation or re-

organization of his unit of assignment within 3 years of the date he is being considered for promotion. He may be favorably considered by the selection board if he meets the educational requirements of his last branch and his records show he has taken action to become qualified in his new branch. Promotion under these circumstances does not constitute the completion of branch qualification prescribed in AR 140-10 or the retirement of a technical waiver (NGR 600-100).

(2) An officer whose removal from active status has been invalid. HQDA may waive the educational requirements and/or active participation requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.

Section III. BOARD CONSIDERATIONS

2-7. Mandatory selection boards. *a. General.* Mandatory selection boards will be convened annually (chap. 3) to consider members of the ARNGUS and USAR in an active status or on active duty for promotion to grades W3 and W4 and to captain through lieutenant colonel. These boards will consider members for promotion without regard to vacancies in the next higher grade.

b. First consideration. A member in grade W2, W3 (USAR only), first lieutenant, captain, or major will be first considered for promotion to the next higher grade if he will complete the service requirements (table 2-1) by 31 December of the year following the year in which the board convenes.

c. Second consideration. A member in grade W2, W3, first lieutenant, captain, or major who is not selected on his first consideration will be considered a second time by the next board considering his grade and/or branch only if he remains in an active status.

2-7.1. Consideration for promotion to colonel.

a. Selection boards will convene at the discretion of the Secretary of the Army (chap. 3) to consider ARNGUS and USAR officers, in all branches, for promotion to colonel. These boards will consider and recommend only those who are in an active status or on active duty.

(3) Officers of the staff specialist branch. These officers are not required to meet any educational requirements unless assigned to the SSVC system (a(4) above).

(4) Officers of the Civil Affairs Branch only who receive direct commissions will complete one-half of the C-23 or E-23 Civil Affairs Officers Advance Course in lieu of a basic branch course.

(5) Effective 1 January 1977, mandatory military education requirements for promotion are waived for Medical Corps, Dental Corps, Veterinary Corps, Army Nurse Corps, Army Medical Specialist Corps, and Medical Service Corps Officers with primary specialty designated as 68. Medical Service Corps Officers with primary specialty 67 will continue to be required to complete minimum military education requirements for promotion.

b. HQDA will--

(1) Prescribe the minimum promotion service and total years commissioned service required for an officer for each branch. So far as practicable, the amount of service prescribed will correspond to that which an officer of the Regular Army in the same branch must have for permanent promotion consideration.

(2) Require that the name of each officer with the prescribed promotion service and years of service be placed on the appropriate zone of consideration list.

(3) Prescribe the number of officers to be recommended for promotion from each list (APL and AMEDD).

(4) Announce zones of consideration for unit and nonunit lieutenant colonels in all branches.

c. Officers not selected for promotion to colonel will be considered again by a selection board provided they remain in an active status and meet the criteria for the next announced zone of consideration.

2-8. USAR unit vacancy selection boards. Promotion to fill authorized unit vacancies in troop program units may be filled through promotion of the best qualified and geographically available officers, as prescribed below.

a. Eligibility. The USAR unit vacancy promotion system is designed to promote officers to

fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. If assignments cannot be made from local resources (officers assigned to units and local members of the Individual Ready Reserve), the names of all unit officers in the next lower grade who meet the following requirements will be forwarded to the appropriate area commander for promotion consideration:

(1) Have completed the necessary promotion service prescribed for promotion to the next higher grade *by convening date of the board*.

(2) Be assigned to any part of an organization whose commander is authorized to forward nominations directly to the area commander or to the commander of the senior Army headquarters outside CONUS.

(3) Be geographically available to serve in the position for which considered. The unit commander having the vacancy will determine an officer geographically available if he lives within a commuting distance that will allow full participation, has the means, and is willing to travel the distance involved.

(4) Be of the proper branch.

(a) Officers of the AMEDD are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation.

(b) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

(c) Officers of all other branches are eligible for promotion consideration to fill vacancies in any of those branches, except that WAC officers cannot be assigned to combat units (officers selected for promotion to fill a vacancy in a branch in which they are not qualified must become qualified in accordance with applicable regulations).

(5) The unit vacancy must be in the next higher grade unless an intermediate grade is not authorized in the TOE or TDA unit. An officer filling a position which is two grades higher than his current grade may be recommended for promotion to the next higher grade. (A first lieutenant may be recommended for promotion to captain (an unauthorized position in the unit) even though the vacancy is in an authorized position of major.) A grade vacancy is not required for promotion to first lieutenant.

(6) If approved by the promotion authority, a first or second lieutenant, who for 12 or more months has served creditably in a unit vacancy prescribed for a captain, may be placed on the list of eligibles for promotion to the next higher grade. An officer may not be promoted more than once under this exception.

(7) Officers who have been nonselected by the preceding mandatory board to the grade of captain through lieutenant colonel, although they must be considered, cannot be selected for unit promotion until they have been considered and selected by a succeeding mandatory board.

(8) Officers who should have been but were not considered for promotion to the grade of CPT through LTC by a preceding mandatory board and who are not now eligible for standby consideration (para 3-14c), although they must be considered, cannot be selected for unit vacancy promotion until they have been considered and selected by a subsequent mandatory board.

b. Authorized vacancies. The following rules will be used to determine if a vacancy exists:

(1) An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorized in the TOE/TDA for his grade.

(2) The existence of a vacancy for a position designated in (a), (b), and (c) below will be determined by counting certain officers against the strength authorization. (WAC officers meeting the criteria in a above will be counted against any of the positions listed below.) A position—

(a) Designated to be occupied by an officer of a special branch in the TOE/TDA. Count only officers assigned to special branches (AMEDD, CH, and JAGC), including overstrength.

(b) Not designated to be occupied by an officer of a particular special branch. Count all officers, including assigned overstrength, except AMEDD, CH, and JAGC.

(c) Listed as "branch immaterial." Count all officers, including assigned overstrength, regardless of branch.

c. Submitting recommendations.

★(1) The names of officers eligible for promotion to the next higher grade will be furnished within four months after a vacancy occurs. Recommendations will be forwarded to the selection board (chap. 3) on DA Form 2464-R (Summary of Service for Reserve Promotion Purposes),

showing the number of officers authorized and assigned in the grade to which promotion is recommended. Eligible officers will be reported as shown in the punch-card format of figure 2, AR 680-150. Effective with the first USAR unit vacancy selection board to convene after 1 October 1976, a photograph will be required for each eligible officer to be included with the recommendation. A black and white or color photograph (at least $3\frac{1}{2} \times 3\frac{1}{2}$ inches not to exceed 8×10 inches which is preferable) of the eligible officer will be taken in Army Green shade 44 uniform (less headgear), full-length, standing pose, body turned to his right approximately 30 degrees from axis of camera to subject, head facing camera, feet slightly apart, hands at sides. Eligible officers may be photographed in summer service uniforms in those climatic areas where the Army Green uniform is not authorized for wear during any season. No retouching on the negative or print is permitted. The officer's signature must appear on the reverse of the photo, along with his name (last, first, middle initial), grade, social security number, height and weight, date of photograph, and organization of assignment typed or printed legibly for identification purposes. Eligible officers may seek assistance in obtaining an official photo-

graph from a nearby military installation or submit a personal photo which meets the above requirements to their area commander at least 60 days prior to the convening date of the board.

★(2) DA Form 2464-R will be submitted for each recommended officer (fig. 2-1). This form (image size $7\frac{1}{8}'' \times 9\frac{1}{8}''$) will be reproduced locally on $8\frac{1}{2} \times 10\frac{1}{2}$ -inch paper and printed head-to-foot. A copy of the document establishing educational qualification will be attached. Copies may be certified true copies or those reproduced mechanically. When a copy of DA Form 66/DA Form 2 is attached, a note to this effect should appear in the "Reserve Assignments" section of the DA Form 2464-R.

(3) USAR commanders will recommend officers who meet the criteria in *a* and *b* above to fill unit vacancies in grades of captain through colonel and will submit the recommendations to their area commanders for consideration. Promotion recommendations from major oversea commanders and RCPAC to fill unit vacancies in grades of major through colonel will be processed by the commands shown below.

| Area Command | Processing Command |
|----------------------------|--------------------|
| Europe and Puerto Rico | First US Army |
| Southern Command and RCPAC | Fifth US Army |
| Alaska and Hawaii | Sixth US Army |

Table 2-1. Service Requirements

| Grade | | Unit Board | Mandatory Board | |
|---------|---------|----------------------|----------------------|-------------------------------|
| From | To | Years in lower grade | Years in lower grade | Years of commissioned service |
| W1 | W2 | 3 | 3 | |
| W2 | W3 | 6 | 6 | |
| W3 | W4 | 6 | 6 | |
| O1(2LT) | O2(1LT) | 3 | 3 | |
| O2(1LT) | O3(CPT) | 2 | 4 | 6 |
| O3(CPT) | O4(MAJ) | 4 | 7 | 12 |
| O4(MAJ) | O5(LTC) | 4 | 7 | 17 |
| O5(LTC) | O6(COL) | 3 | *Note | *Note |

*Note. Announced annually.

| Table 2-2 | | | |
|--|---|---|--------------------------------|
| Educational Requirements for Promotion | | | |
| R U L E | A | B | C |
| | If officer is eligible for promotion to | he must complete or have received constructive or equivalent credit for (Note 3) | by the date that |
| 1 | First lieutenant | | he is considered for promotion |
| 2 | Captain | any Officer Basic Course (Note 4) | the selection board convenes |
| 3 | Major | ★the Officer Advanced or Career Course (Note 6) | the selection board convenes |
| 4 | ★Lieutenant Colonel (Notes 1, 2 and 5) | fifty percent of the Command and General Staff Officer Course or have completed either the Logistics Executive Development Course (LEDC) or all five phases of the Associate Logistics Executive Development Course (ALEDC) | the selection board convenes |
| 5 | ★Colonel (Notes 1 and 5) | The Command and General Staff Officer Course, to include FL Phase | the selection board convenes |

Notes.

1. JAGC officers and AMEDD officers (less officers serving in operations and training, medical supply, patient administration, personnel, comptroller, hospital administration, medical aviation and medical intelligence specialties of the Medical Service Corps) may satisfy the requirements for rules 4 and 5 by completing the JAGC or AMEDD Reserve Components General Staff Course.

2. In order to receive recognition, an officer must inform his unit commander (CG RCPAC or oversea area commander, if assigned to a control group) of his successful completion of LEDC or ALEDC. Records custodians are not required to screen records to determine which officers have completed LEDC or ALEDC.

3. Acceptance of constructive credit or equivalent credit for filling academic requirement is subject to approval of the commandant of the service school having proponentcy for that course.

4. Officers transferred from the OADO Control Group to Annual Training Control Group and who are awaiting orders to AD or ADT are not required to meet the educational requirements for promotion. Promotion under these circumstances does not alter the requirement to complete the basic course.

★5. Reserve Component Chaplains may satisfy the requirement of Rule 4 by completing Phase 1 of the Chaplain Reserve Component General Staff Course (CRCGSC) as administered by the US Army Chaplain Center and School. Rule 5 may be satisfied by completion of both Phase 1 and Phase 2 of CRCGSC.

★6. See subparagraph 2-6a(7).

CHAPTER 3 BOARD SCHEDULES AND PROCEDURES

Section I. GENERAL

3-1. Convening authority. Authority to appoint and convene selection boards and standby advisory boards is assigned as shown in the table below.

3-2. Zone of consideration lists. Area commanders, the CG RCPAC, and State adjutants general will prepare and submit lists of the names of eligible members, as prescribed in AR 680-150. Separate lists will be prepared for Chaplains, WAC, and each corps of AMEDD. A consolidated list of all other branches will be prepared for each grade considered.

3-3. Furnishing records. *a.* Official military personnel files (OMPF), promotion consideration data folders, or other pertinent files will be reviewed by the selection board.

b. Information filed in the OMPF (AR 640-10) may be made available to selection boards. Unsupported or unacted upon derogatory or suitability information, however, will not be furnished.

3-4. Notice of consideration. *a.* The promotion authority will send a letter (fig. 3-1) to each nominee who is in the zone of consideration by a mandatory selection board (para 2-7) and not on active duty. The letter may be reproduced locally and bear facsimile signatures. A photograph requirement (para 2, fig. 3-1) will be effective with

the first mandatory selection board (para 2-7) to convene after 1 October 1976. Modification of the address for submission of photographs in paragraph 2, figure 3-1 will be as follows:

★(1) All Control Group personnel and USAR unit personnel for mandatory promotion, to Cdr RCPAC, ATTN: AGUZ-PD-PM, to arrive with the promotion consideration data sheets or at least 60 days prior to the convening date of the board.

(2) ARNG personnel, for mandatory promotion, to the Army National Guard Personnel Center, ATTN: NGB-ARP-C, 5600 Columbia Pike Office Building, Falls Church, VA 22041 to arrive at least 90 days prior to the convening date of the board to be included in the official military personnel file being forwarded to RCPAC or the Army.

b. A locally reproduced promotion consideration data sheet (fig. 3-2), in triplicate, will be sent with the notification letter. This data sheet will give each nominee an opportunity to review and verify current data extracted from his Military Personnel Records Jacket (MPRJ) and to make necessary changes before these data are furnished to the selection board.

| <i>Assigned Authority</i> | <i>For</i> | <i>For Promotion To</i> |
|---------------------------|-------------------------------------|---------------------------------------|
| ★HQDA..... | Mandatory consideration boards..... | Major and Lieutenant Colonel |
| | Mandatory consideration boards..... | Captain |
| | Mandatory consideration boards..... | CW3 and CW4 |
| | Boards for selection..... | Colonel (APL and AMEDD) |
| | Standby advisory boards..... | All grades (para 3-5c and 3-14) |
| ★Area Commanders..... | USAR unit vacancy boards..... | All grades |
| | Federal recognition boards..... | All grades (NGR 600-100 and -101). |
| USAREUR, USASCH, Cdr..... | USAR unit vacancy boards..... | Captain (unit) |
| 172D BDE ALASKA, and Cdr | | |
| 193D BDE PANAMA. | | |

Section II. SELECTION BOARD PROCEDURES

3-5. Board schedules. Headquarters authorized by this regulation to convene selection boards will adhere to the following schedule:

a. USAR unit vacancy selection boards (para 2-8) will normally convene during the months

of March, June, September, and December on the date announced by HQDA.

b. Mandatory selection boards (para 2-7) will convene annually as announced by HQDA.

★*c.* Delayed mandatory and mandatory recon-

sideration cases (standby) for promotion of other than AMEDD officers will be handled as an additional duty by the regularly scheduled mandatory consideration boards. AMEDD standby cases will be handled by the annual AMEDD mandatory consideration board and by a special AMEDD standby board which will convene approximately 6 months after the regular board (para 3-14).

3-6. Responsibility. *a.* The convening authority will appoint mature officers of varied experience to serve as board members. Their records will be reviewed and/or other action taken to ensure that board members are the most capable of officers available.

b. HQDA will prescribe the exact number of warrant officers to be promoted to W3 and W4. The number will parallel the percentage prescribed by the Secretary of the Army for the "best qualified" selection (para 3-11*b*) of warrant officers for the Regular Army.

c. The promotion authority will ensure that eligible members are aware of the general qualifications for selection (sec. II, chap. 2; and paras 3-4 and 3-10).

3-7. Selection. Except as stated elsewhere in this regulation promotion will be made only on recommendation of a selection board.

3-8. Composition of selection boards. *a.* Reserve Component selection boards will be composed as shown in table 3-1.

b. The following additional requirements apply in appointing all Reserve Component selection boards:

(1) One-half of all selection board members and alternate members will be Reserve officers not on active duty. Alternate members will be used only when members of their branch are being considered.

(2) A selection board may not be impaneled for longer than 1 year; nor will a board member serve on consecutive selection boards considering the same grade if the second board considers a member who was nonselected by the first board.

(3) A Reserve Component Officer who is assigned to the Selective Service System or who is a US property and fiscal officer will not be detailed for selection board duty.

(4) For area commanders in CONUSA, no more than one USAR officer from the same ARCOM/GOCOM or no more than one A1NGUS officer from the same State may serve on the same board. For area commands overseas, no more than one officer from the same unit may serve on the same board.

(5) Officers of the WAC, CH, or AMEDD being considered for promotion will be represented on the selection board by an officer of the same branch or corps.

(6) General qualifications for selection board membership are as follows:

(*a*) Members selected for board duty must be the finest officers available. A broad base of experience upon which sound decisions can be made should be the primary criterion used in making selections.

(*b*) ARNG and USAR officers must not have failed a selection for promotion by a mandatory consideration board.

(*c*) Officers in grade of lieutenant colonel and above (other than AMEDD) must have credit for the Command and General Staff College or a higher level of military education.

(*d*) Officers should be college graduates, but this is not a mandatory requirement. Officers who do not have a degree must have an exceptionally

3-14. Standby boards. *a.* Standby advisory boards will convene as prescribed in paragraph 3-5c.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omitted or his records contained a material error when reviewed by the selection board. If his name was omitted, he will be considered, provided he is eligible (*c* below). Eligibility for reconsideration will be determined by HQDA.

★*c.* Applications for standby advisory board consideration for promotion will be forwarded through command channels to Cdr, RCPAC, ATTN: AGUZ-PD-SS. As an exception, area commanders will disapprove applications for reasons in (1) and (2) below, without referring them to RCPAC.

(1) The applicant did not meet minimum educational requirements (para 2-6).

(2) The retirement year (para 1-4, AR 140-185) prior to the retirement year the applicant became entitled to promotion consideration was not a qualifying retention year (para 4-29).

★*d.* Nonselection by a standby board will not be considered a passover unless the individual was considered and not selected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member not selected or not qualified (*b* above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19b(3).

Table 3-1. Composition of Selection Boards

| <i>Type of Board</i> | <i>President</i> | <i>Regular Members</i> | <i>Alternate Members</i> |
|--|---|--|--|
| ★APL, CH, and WC Selection Boards (to CPT, MAJ, LTC and COL) | General Officer ARNGUS/USAR ¹ | 1 COL, RA Combat Arms 1 COL, ARNGUS/USAR Combat Arms ¹ 1 COL, RA, Combat Support 1 COL, USAR, Combat Service Support | 1 COL, USAR, CH ² 1 COL, RA, WC ² |
| AMEDD Selection Boards (to CPT, MAJ, LTC and COL) | General Officer USAR | 1 COL, RA, Combat Arms 1 COL, ARNGUS, AMEDD ³ 4 COL, USAR, AMEDD ³ | |
| ★APL, WC Selection Boards (to CW3 and CW4) | Colonel, USAR Combat Arms | 1 LTC, RA, Combat Arms 1 LTC, ARNGUS, Combat Arms 1 LTC, USAR, Combat Support 1 LTC, USAR, Combat Service Support | 1 LTC, RA, WC |

See footnotes at end of table.

Table 3-1. Composition of Selection Boards—Continued

| <i>Type of Board</i> | <i>President</i> | <i>Regular Members</i> | <i>Alternate Members</i> |
|---|---------------------|---|--|
| USAR Unit Vacancy Boards (to CPT, MAJ, LTC and COL in appropriate CONUSA processing command) ⁴ | General Officer, RA | 1 COL, USAR, Combat Arms 1 COL, USAR, Combat Support 1 COL, RA, Combat Arms/Combat Support 1 COL, USAR, Combat Service Support | ★1 COL, USAR, from each of the following Branches as required: CH, WC, ANC, AMSC, MSC, MC, DC, VC. |
| USAR Unit Vacancy Boards (to CPT in USA REUR, USASCH, Cdr 172D BDE ALASKA and Cdr 193D BDE PANAMA). | LTC, RA | 1 MAJ, USAR, Combat Arms 2 MAJ, USAR, Combat Support MAJ, USAR, Combat Service Support | ★1 MAJ, USAR, from each of the following Branches as required: CH, WC, ANC, AMSC, MSC, MC, DC, VC. |

Notes.

1. When ARNGUS furnishes the General Officer, Army Reserve will furnish the Colonel. These positions filled on an alternating basis.
2. LTC's may serve as alternate members *except* on those boards considering officers for promotion to Colonel.
3. One officer from each branch of AMEDD, *less* the branch providing the General Officer.
4. Area commanders will request concerned oversea commanders to provide selection board members periodically.

HEADQUARTERS

(Address)

Date _____

SUBJECT: Consideration for Promotion as a Reserve Commissioned Officer
of the Army

Convening Date of Board:

1. You will be considered for promotion to the next higher grade by a Department of the Army Selection Board to be convened on the date shown above.

★2. Personal appearance before the board is not authorized. You may send a letter inviting attention to specific items concerning military service that you deem important in the board's consideration. These items may not contain criticism or reflect on the character, conduct, or motives of any officer. Documents received will not be returned; therefore, photostatic or certified true copies should be submitted. Communications should be addressed to the Commander, United States Army Reserve Components Personnel & Administration Center, Post Office Box 12449, Olivette Branch, St. Louis, MO 63132, and should arrive at least 30 days prior to the convening date of the board. A black and white or color photograph (at least 3½×3½ inches not to exceed 8×10 inches which is preferable) in Army Green shade 44 uniform or summer service uniform (in those climatic areas where the Army Green uniform is not authorized for wear during any season), less headgear, full-length, standing pose, body turned to your right approximately 30 degrees from axis of camera, head facing camera, feet slightly apart and hands at sides is requested. No retouching on the negative or print is permitted. Sign the reverse side of photo and type or print legibly your name (last, first, middle initial), grade, social security number, height and weight, date of photograph, and organization of assignment for purpose of identification. Should you desire, you may seek assistance in obtaining an official photograph from a nearby military installation or submit a personal photo which meets the above requirements to the (para 3-4a) to arrive (para 3-4a).

3. I am attaching for your personal review three copies of a Promotion Consideration Data Sheet which reflects current data extracted from your DA Form 201, Military Personnel Records Jacket (MPRJ). Our purpose in sending you copies of the form is to provide an opportunity for you to review and verify the information or make changes, if appropriate, before the data is provided to the Selection Board. One copy may be retained for your personal file. The remaining copies, with changes if required, should be signed and returned in the envelope(s) provided within 7 days after receipt. A legend of the various items is shown on the reverse side of the form. If you do make a change, draw a single line through the item and print the new information in the same block; please submit any documentation you have to substantiate the change. *Please return the signed form whether or not changes are made.* The information shown on the form is that which is contained in your MPRJ. There is no need for you to contact us for verification of any of these items. Prompt action will ensure that the Selection Board is provided with correct, complete, and up-to-date information relating to your military service and qualifications.

Figure 3-1

4. In the event that you are eligible for and elect discharge or transfer to the Control Group (Inactive) or the Retired Reserve prior to your promotion eligibility date, this correspondence should be disregarded. If your mandatory removal date is prior to the adjournment date of the board, your name will be deleted from the list of officers being considered for promotion.

5. You will be notified of your selection or nonselection after adjournment of the board. The decision of the board is administratively final. The letter announcing the results of the board will advise you of any action required to finalize the board results.

AUTHORITY LINE

5 Inclosures
AS

SIGNATURE BLOCK

Figure 3-1—Continued.

PROMOTION CONSIDERATION DATA SHEET

| SECTION A IDENTIFICATION DATA | | | | | | | |
|--|--------------------|------------------------------------|-------------------|---|--|--|-----------------------|
| 1. Name | 2. SSN | 3. Grade | 4. Branch | 5. FMSO | 6. Sex | 7. DOD | 8. Security Clearance |
| SECTION B PROMOTION CRITERIA | | | | | | | |
| 9. FCO (DOB) | 10. Prom Cont Code | 11. MRO | 12. Source of Com | 13. Date of Com | 14. Age at Com | 15. Meets minimum military education requirement | |
| | | | | | Under 29 | 25 or over | Yes No |
| 16. Meets participation requirements for promotion | | | 17. Detail to | 18. DMC | 19. Physically qualified for promotion consideration | | |
| Yes No | | | | | Yes No | | |
| SECTION C EDUCATION | | | | | | | |
| MILITARY | | | | ACADEMIC | | | |
| 20. Highest level of military education completed. | | Branch: | | 22. Highest level of civilian education completed. | | | |
| 21. Military course in which currently enrolled. | | Branch: | | 24. Special courses completed: | | | |
| 23. Special courses completed | | | | | | | |
| SECTION D PARTICIPATION AND TRAINING | | | | | | | |
| 25. RETIREMENT POINTS | | Remarks | | 26. Retirement year ending date (RYE) | | | |
| Year | Total | | | | | | |
| 19 | | | | 27. Waiver obtained on Active status to complete 20 years | | | |
| 20 | | | | Yes No | | | |
| 21 | | | | | | | |
| SECTION E ASSIGNMENT AND ATTACHMENTS | | | | | | | |
| 28. Reserve assignment | | 31. Attachment | | 34. Special assignment | | | |
| 29. Date of assignment | | 32. Date of attachment | | 35. Date of special assignment | | | |
| 30. Total months Active Federal Service | | 33. Date released from Active Duty | | 36. War service, Less than 9000 | | 6 Mos or more | |

Figure 3-2

SECTION A

ITEM

1. NAME---
2. Social Security Number
3. GRADE: Present Grade
4. BRANCH: Basic Branch
5. Primary Military Occupational Specialty
6. Sex
7. Date of Birth
8. Security Clearance

SECTION B

ITEM

9. Promotion Consideration Date/Date of Rank: Date promoted to present grade.
10. Promotion Consideration Status Code:
 - NC—Never Considered. Not previously mandatorily considered for promotion to next higher grade.
 - PO—Passed Over. Has had one mandatory consideration—not selected.
 - NS—Not Selected. Has been considered at least once but not selected.
 - PS—Previously Selected. Has been selected previously but declined.
11. Basic date mandatory removal—Date officer is to be removed from active reserve—Having reached maximum age or years of service.
12. Source of commission: ROTC, OCS, USMA, Direct Apt, Battle Field Apt.
13. Date of Commission: Date originally appointed.
14. Age at Commission: Under 25 years, or 25 years or older.
15. Meets minimum military educational requirements for promotion.
16. Meets minimum participation requirements for promotion consideration.
17. Branch to which detailed.
18. Secondary military occupational specialty.
19. Physically qualified for promotion consideration based on latest physical examination.

SECTION C

ITEM 20 thru 24—Self explanatory

SECTION D

ITEM

25. Retirement points earned last 3 years—present year may only contain partial count if retirement year ending date has not been reached.
26. Retirement year ending date (RYE).
27. Waiver—Retained on active status to complete 20 years.

SECTION E

ITEM 28 thru 36—Self explanatory

Figure 3-2—Continued

CHAPTER 4

PROCESSING SELECTION BOARD RECOMMENDATIONS

Section I. General

4-1. Release of selection board reports. Information regarding the decisions of a selection board will not be released until the member's immediate commander has been notified, either by receipt of the selection or nonselection letter or by published circular and, in any event, no earlier than the release date announced by HQDA (DAPE). The only exception to these methods of releasing information will be on a need-to-know basis, through command channels, when the board results will affect other personnel actions (e.g., a request for extension or release from active duty, retirement, or mandatory removal from active status).

4-2. Change of address or status. A member of the ARNGUS or USAR who, after his name has been submitted to a mandatory selection board (para 2-7), changes residence from one area command to another or changes status from unit to nonunit, from ARNGUS to USAR, or from USAR to ARNGUS will be monitored by the promotion authority submitting his name, until the board consideration is concluded. The losing command will notify the gaining command of the selection board results so that the member may be informed at the proper time. The names of selected members will be furnished in the format outlined in figure 4-1. The names of nonselected members will be furnished by letter that will include SSN, date of transfer, and whether it is a first or second nonselection.

4-3. Entry on active duty during promotion consideration. *a.* A member of the ARNGUS or USAR who enters on active duty (other than for training) during mandatory promotion consideration (para 2-7), will be monitored by the area commander or the CG RCPAC. Area commanders will submit the name of the member and the findings of the

selection board to CDR, RCPAC, ATTN: AGUZ-PD for further action.

b. The CG RCPAC is responsible for considering Control Group (OADO) officers for promotion to first lieutenant and furnishing information to the active duty commander. The commander of the first permanent unit of assignment will be notified if an officer scheduled to enter active duty will attain promotion eligibility on the reporting date or between the active duty entry date and 60 days later. An information copy of the notice will be sent to the member's temporary duty station commander.

4-4. ARNGUS promotion. *a.* A member of the ARNGUS who is extended Federal recognition in a higher grade will be appointed in the same grade as a Reserve commissioned or warrant officer of the Army. The Chief, National Guard Bureau (CNGB), will notify the CG RCPAC for appropriate administrative action.

b. An ARNGUS member who held a higher temporary or permanent grade will be promoted to the higher grade on the date of transfer to the USAR.

c. ARNGUS members of branches MC, DC, ANC, AMSC, and chaplains who are selected for promotion by a mandatory board may be extended Federal recognition in the higher grade when the promotion eligibility date is reached. This criterion applies only to promotion to the grade of colonel and below and provided the promotion is not more than one grade higher than that specified for the position in the TOE or TDA.

4-5. Promotion upon transfer. *a.* A member of the ARNGUS with honorable service who is transferred to the USAR will be advanced to the highest grade previously satisfactorily held in any component of the Army.

b. A member of the USAR who is transferred to the Retired Reserve will be—

(1) Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including all components).

(2) Transferred in the Reserve grade for which selected for promotion when the transfer is the result of physical disability, completing the number of years of service, or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-6. Posthumous promotion. *a.* A member of the ARNGUS or USAR who, after having been officially recommended to and approved by the promotion authority for promotion, dies before he can be promoted may be considered for promotion posthumously. A posthumous promotion may be issued only if the cause of death was incurred in line of duty while the individual was serving on active duty, active duty for training, or engaged in inactive duty training.

b. The CG RCPAC is the approving authority for posthumous Reserve of the Army promotions. Commanders will furnish the following information through channels:

(1) Date and cause of death.

(2) A statement that death was or was not in line of duty.

(3) The date of official recommendation and selection for promotion.

c. The effective date of promotion will be the date the promotion recommendation was approved by the convening authority. No bonus, gratuity, pay, or allowances will be granted because of a posthumous promotion.

4-7. Promotion after disqualification. A member disqualified for promotion to first lieutenant or W2 who was retained in an active status (para 4-28) may be promoted if subsequently determined to be qualified. The promotion eligibility date will not be earlier than the date the member is determined qualified for promotion. A memorandum for record will be prepared to explain the later promotion eligibility date. A copy of the promotion letter and the memorandum for record will be placed in the member's MPRJ and a copy of each forwarded to CDR, RCPAC, ATTN: AGUZ-PD.

4-8. Unit officers selected for promotion. *a.* A USAR officer who is mandatorily considered and then selected will be transferred from the unit and promoted unless he—

(1) Fills a vacancy in the unit in a higher grade.

(2) Is authorized retention in the unit in a lower grade (AR 140-10).

(3) Declines promotion for the maximum period authorized (sec IV).

b. An officer who is considered and selected by a unit selection board will not be promoted if he transfers from the unit before the promotion is accomplished or the vacancy no longer exists due to reorganization. Officers selected but not promoted will be deleted from the recommended list (para 3-13a(3)).

4-9. Promotion requiring US Senate confirmation. Members selected for promotion (para 2-7, 2-8, 5-3, and 5-4) to the grades of lieutenant colonel or colonel will be confirmed by the Senate (10 USC 593(a)).

a. Area commanders, the Chief, National Guard Bureau, or the Office of The Surgeon General (DASG-PTS-RC) will, within 30 days after adjournment of a selection Federal recognition board, or upon approval for appointment, provide the CDR RCPAC (AGUZ-PD) with a list of officers recommended for appointment/promotion to lieutenant colonel and colonel. The list will include the name, branch, and SSN of each recommended officer.

b. The CG RCPAC will forward the lists of recommended officers through channels to the US Senate for confirmation.

c. Notification of Senate confirmation of officers recommended for promotion *by mandatory selection boards* (para 2-7) will be sent by—

(1) HQDA (DAPE) to the CG RCPAC.

(2) The CG RCPAC to FORSCOM, CONUS Armies, major oversea commands, and CNGB.

d. Notification of Senate confirmation of officers recommended for promotion to *fill authorized unit vacancies* (para 2-8) will be sent by—

(1) HQDA (DAPE) to RCPAC, FORSCOM, and CONUS Armies.

(2) CONUS Armies to major oversea commanders.

e. Notification of Senate confirmation of Army National Guard officers recommended for promotion in the Reserve of the Army as a result of a favorable recommendation by a Federal recognition board will be sent by—

(1) HQDA (DAPE) to RCPAC.

(2) CG RCPAC to CNGB.

Section II. SELECTED FOR PROMOTION

4-10. General. *a.* A member who has been recommended for promotion to the next higher grade must meet the requirements listed below before he can be promoted. The individual must --

- (1) Be in an active Reserve status.
- (2) Complete the service requirements listed in table 2-1.
- (3) Be medically qualified.
- (4) Have undergone a favorable security screening.

b. The effective date of the promotion will be computed as prescribed in section III.

4-11. Medical examination. Each member of the Ready Reserve is required to undergo a medical examination (AR 40-501) at least once every 4 years. If a member selected for promotion has not been examined within the past 12 months, he will be required to certify that there has been no change in his medical fitness since his last complete medical examination. A partial or temporary physical disability resulting from a disease, wound, or injury should not disqualify a member for promotion.

4-12. Security screening. Promotion authorities will insure that a favorable security screening is completed before announcing a promotion.

a. Screening.

★(1) The MPRJ will be screened to insure that derogatory or unfavorable suitability information is not contained therein. If the results of this screening are favorable, final promotion action may proceed.

★(2) If the screening of the MPRJ reveals derogatory or suitability information, the promotion authority will cause a National Agency Check (NAC) to be conducted. Final action of the promotion will be withheld until the results of the NAC are received.

b. Processing unfavorable information.

(1) The following procedures apply when suitability or unresolved derogatory information is in the MPRJ or is received from any other reliable source.

(*a.*) Cases involving unresolved derogatory information of a security nature will be processed as prescribed in AR 604-10 and NGR 604-10. Action will be taken by the major commander with jurisdiction over the area in which a USAR member resides.

(*b.*) Cases involving suitability information will be resolved by the CNGB (NGR 604-10) or, for USAR members, by an evaluation board. Area commanders or the CG RCPAC will convene the board under the provisions of chapter 4, AR 600-37.

(2) If the information bars promotion, decisions of the CNGB or the evaluation board will be processed as prescribed in AR 135-175 or in NGR 604-1. If the information is not a bar to promotion and the member is otherwise qualified, he will be promoted.

4-13. Promotion announcement. Promotion authorities will complete the appropriate promotion letters (fig. 4-2 or 4-3) and distribute them as shown in *a* and *b* below. Commissioned officers who are not on active duty will also be furnished an Army Reserve officer career pattern development opportunities letter (fig. 4-4), which may be reproduced locally and bear facsimile signatures.

a. USAR members. The original copy of the promotion letter will be forwarded to the individual through command channels and one copy filed in his MPRJ. An additional copy will be furnished to--

(1) Commander, RCPAC, ATTN: AGUZ-PRD-O, for members not on extended active duty.

★(2) Commander, RCPAC, ATTN: AGUZ-PMT-G, for dual status personnel (AR 600-39).

(3) HQDA (DAPC-PAR), 200 Stovall Street, Alexandria, VA 22332, for members on active duty in their commissioned or warrant officer grades.

(4) Commander, US Army Enlisted Records Center, ATTN: PCRC-F, Fort Benjamin Harrison, IN 46249, for members on active duty in an enlisted status.

b. ARNGUS members. The original and two copies of the promotion letter will be forwarded to the individual through the State adjutant general. An additional copy will be furnished to--

(1) NGB-ARP-C, WASH, DC 20310.

(2) Commander, RCPAC, ATTN: AGUZ-PRD-O.

(3) HQDA (DAPC-PAR), 200 Stovall Street, Alexandria, VA 22332 for members on extended active duty.

Section III. DATES OF PROMOTION

4-14. General. Procedures in section IV or in chapter 5 will be followed for members who decline promotion or are serving on active duty. Procedures in this section will be followed in computing effective promotion dates for all other Reserve Component commissioned and warrant officers. Effective dates for promotion will be—

a. For commissioned officers. The date the officer completes the mandatory or unit service requirement in table 2-1.

b. For warrant officers. The day following the date the officer completes service requirements, as in *a* above.

4-15. Promotion eligibility date. Service requirement for promotion to the next higher grade will normally be computed from the effective date of promotion to the current grade.

4-16. Selection after one passover. The effective date of promotion of a member selected after being passed over on a first consideration will be 1 year later than the original promotion eligibility date. (This does not apply to promotion to colonel.)

4-17. Promotion to first lieutenant. A qualified second lieutenant will not be promoted before the date he completes 3 years of promotion service except—

a. ROTC graduates who accept appointment in May or June of any year. Promotion service will be computed from the date of graduation of cadets of the US Military Academy in that year.

b. An officer serving in a unit vacancy (para 2-8a(6)).

c. An officer promoted to a higher temporary AUS grade (chap. 5).

4-18. Selected and transferred to the Retired Reserve. A Reserve officer, upon transfer to the Retired Reserve, will be—

a. Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including components thereof).

b. Transferred in the Reserve grade for which selected for promotion when the transfer is being made because of physical disability or as a result of completing the number of years of service or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-19. Effective dates. With exception of *a* below, the latest data shown under each of the following promotion categories will be used to compute effective dates of promotion. (In computing dates for warrant officers, one day will be added to the dates shown.)

a. Promoted to fill a unit vacancy (para 2-8). Effective date will be the 15th day of the month in which the selection board convenes or the date the selectee is assigned to the position, whichever is later. If not occupying the position, assignment of selectees to unit vacancies will take place immediately upon announcement of the results of the board.

b. Selected by a mandatory selection board (para 2-7).

(1) Nonunit members—Date that mandatory service requirements are completed. If selected on second consideration, or by the next appropriate board following a declination of promotion, 1 year later than the date mandatory service requirements were completed.

(2) Unit members—

(a) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed, unless he declines.

(b) Date assigned to a position vacancy in the higher grade.

★(3) A member nonselected by a standby board or found not qualified for standby consideration (para 3-14), who is subsequently selected by a mandatory board, will be promoted the later of—

(a) The date the board submits its recommendations.

(b) The date mandatory service requirements are completed (table 2-1). This date will also be used to compute service requirements for promotion to the next higher grade.

c. Selected for promotion to colonel (para 2-7.1).

(1) Date the board reports its recommendations.

(2) Date that promotion service and years of service prescribed by the Secretary of the Army are completed.

d. Selected after transfer from inactive status.

(1) Date the board reports its recommendations.

(2) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed.

e. Selected by a standby board.

(1) Date he would have been promoted had he been selected by the appropriate mandatory consideration board or board for promotion to the grade of colonel.

★(2) A member nonselected by a standby board or found not qualified for consideration under an earlier criteria (para 3-14), who is subsequently selected by a standby board under a later criteria, will be promoted the later of—

(a) The date the board submits its recommendation.

(b) The date mandatory service requirements are completed (table 2-1). This date will also be used to compute service requirements for promotion to the next higher grade.

Section IV. DECLINATION OF PROMOTION

4-20. Policy. A commissioned officer of the ARNGUS or USAR who has been selected for promotion to the next higher grade may decline the promotion for a period authorized in this section. Declination beyond the maximum period is not authorized unless approved by HQDA. Request for an exception will not be considered unless the area commander, CG RCPAC, or State adjutant general recommends approval.

4-21. Approval authority. Authority to approve declinations of promotion is assigned to—

a. Area commanders—for USAR unit members.

b. The CG RCPAC—for nonunit members and members of the RCPAC (USAR Augmentation).

c. The Governor or other appropriate authority of the State or of Puerto Rico, the Canal Zone, or the Virgin Islands, or of the Commanding General of the District of Columbia National Guard—for members of the ARNGUS.

4-22. Period of declination. *a.* Unless an exception is authorized (*b* below), the period of declination will not exceed 1 year. The period will be computed from the date of the promotion letter or the date the officer completes the service requirements (table 2-1), whichever is later.

b. The period of declination may be extended to 3 years from the date of selection for—

(1) ARNGUS officers (including technicians), with the consent of the Governor. The period may be further extended, at the discretion of the Secretary of the Army, for an officer of an Alaska scout battalion or of a unit engaged in air defense activities on a tactical site under control of the Army or Air Force.

(2) An officer who is employed as a civilian in a USAR technician position.

4-23. Promotion lists. The names of ARNGUS and USAR officers declining promotion to the next higher grade will be removed or retained on the promotion list as follows:

a. Officers selected for promotion to colonel and nonunit officers will be removed from the promotion list and will be considered by the next appropriate selection board provided they remain eligible.

b. Unit officers will be retained on the promotion list for the maximum period authorized, unless they have been promoted earlier to the grade for which selected or have been removed for some other reason.

4-24. Procedures. Declination of promotion will be processed as follows:

a. Nonunit USAR officers. The reason and date of declination will be entered on the letter of promotion. A copy will be forwarded to Commander, US Army Military Personnel Center, ATTN: DAPC-PAR-R, 200 Stovall Street, Alexandria, VA 22332—for officers on extended active duty or, if not on active duty, to the Cdr RCPAC, ATTN: AGUZ-PD-PN.

b. Unit USAR officers. These officers will be notified of selection for promotion to the next higher grade at least 30 days in advance of their promotion eligibility dates (fig. 4-5). If an officer declines, a copy of the letter of notification, together with the approved in-

dorsement (fig. 4-6) declining the promotion, will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PD-PB. The area data processing activity will be notified of the officer's declination.

c. ARNGUS Officers. An ARNGUS officer will be notified of selection for promotion to the next higher grade. If he declines, a copy of the letter, together with two copies of the approved indorsement declining the promotion will be transmitted by the State adjutant general, through NGB-ARP-C, WASH DC 20310 to the CDR RCPAC, ATTN: AGUZ-PD-PN.

4-25. Expiration of declination period. If not promoted on or before the end of his declination period, the officer will be transferred from his unit and promoted. (Federal recognition of an ARNGUS officer will be terminated upon transfer to the USAR.) An ARNGUS officer who is entitled to be credited with more than 18 but less than 20 years of qualifying service may continue in an active status to complete 20 years of qualifying service. His name will be removed from the promotion list *at the end of the maximum declination period authorized.* An ARNGUS member may not be transferred and promoted under this parag-

raph before the end of the authorized maximum period unless the Governor or other appropriate authority of the State, Puerto Rico, the Virgin Islands, or the CG of the District of Columbia National Guard approves the action. Removal from the unit at the end of the declination period is mandatory unless he—

a. Fills a vacancy in the unit in the higher grade (see exception in *c* and *d* below);

b. Is authorized retention in the unit in a lower grade (AR 140-10).

c. Exception to removal from the unit is authorized a first lieutenant if qualified lieutenants are not available and all other positions in the unit in the grade of captain and above are occupied. He may be promoted to the grade of captain without being removed from the unit.

d. Captains who are assigned to air defense units under the operational control of the Active Army and who are employed as ARNG technicians may be promoted to the grade of major upon expiration of the authorized period of declination without change of assignment, provided qualified captains are not available and all other appropriate MTOE positions in the unit in the grade of major or above are occupied (NGR 600-100).

Section V. Nonselection for Promotion

4-26. General. Selection board action is administratively final. If removal from active Reserve status is required by law, the member must be removed within the prescribed time limits established for his removal.

4-27. Mandatory consideration nonselection policy. *a. First nonselection.* Nonselection for promotion to the next higher Reserve grade for the first time will constitute a first passover for promotion to any grade other than W2, first lieutenant, and colonel. A member who remains in an active status following a first passover will again be considered for promotion by the next regularly scheduled board considering his grade and branch.

(1) A member not qualified for promotion to the grade of W2 or first lieutenant will not again be considered for promotion unless retained in an active status (para 4-28).

(2) A nonselection for promotion to the grade of colonel does not constitute a passover for promotion. A member who remains

in an active status and meets the criteria for the next announced zone of consideration will again be considered by the next regularly scheduled board considering his grade and branch.

b. Second nonselection. A member who twice fails to be selected for promotion to the grade of W3, W4, captain, major, or lieutenant colonel will not be considered again for promotion.

4-28. Not qualified for promotion. *a.* Members of the ARNGUS or USAR in grades of W1 and second lieutenant are considered for promotion without board action (para 2-1). If found not qualified for promotion to the grade of first lieutenant or W2, a final determination concerning retention will be made by—

(1) Area commanders, for unit members and oversea residents.

(2) The CDR RCPAC (AGUZ-PD), for all others.

b. The names of members found not qualified and the reasons for their disqualification

will be reported to the commander concerned (*a* above) for determination of whether the member should be discharged (AR 135-175) or retained in an active status (para 4-29). A nonselection letter, to include eligibility for further consideration while being retained in an active status, will be sent to each member determined not qualified for promotion. A copy of the letter of notification will be placed in the member's MPRJ.

c. A member retained in an active Reserve status after being found not qualified for promotion to first lieutenant or W2 may be reconsidered for promotion if the reason for disqualification is resolved. A member disqualified for promotion and later determined qualified will be promoted (para 4-7).

4-29. Retention in an active status. *a.* A member whose removal from active Reserve status is required by law must be removed within the prescribed time limits unless eligible for retention as prescribed in this paragraph. Nothing in this paragraph will be construed to preclude elimination under other pertinent regulations.

(1) *Obligated members.* Members who have not completed their statutory service obligation (AR 135-90) will not be discharged or removed from active status by reason of nonselection for promotion to the next higher grade. Members not qualified for promotion to first lieutenant or W2 and those who have twice failed to be selected for promotion to the next higher grade will be retained in their present grade for the remainder of their obligated period of service.

(2) *Retained to complete 20 years.* A member who has been credited with 18 or more but less than 20 years of service (10 USC 1332) will not be removed from an active status without his consent (10 USC 1006).

b. A member retained under the provisions in *a* above will be in addition to the number of authorized members in that grade. Those members twice nonselected for promotion to the next higher grade will not again be considered for promotion. Members not qualified for promotion to first lieutenant or W2 will be processed as prescribed in paragraph 4-28.

4-30. Procedures. Commanders authorized to issue promotion letters will prepare and distribute the appropriate nonselection letter and take the necessary removal action prescribed in this paragraph.

a. Members considered for promotion by a mandatory board will be furnished the appropriate nonselection notice described below immediately after the selection board report is received.

(1) Notice of first and second nonselection for promotion to W3, W4, captain, major, and lieutenant colonel will be signed by a commissioned officer in the grade of colonel or above (fig. 4-7 through fig. 4-10).

(2) Notice of nonselection for promotion to colonel will be signed by a general officer (fig. 4-11).

b. A member who twice fails to be selected for promotion to grade W3, W4, captain, major, and lieutenant colonel will not again be considered for promotion. Officers on extended active duty will be removed within 120 days after being notified on their second non-selection. All other members not qualified for retention (para 4-29) will be removed from an active status within 90 days after the selection board adjourns.

(1) ARNGUS members will be processed in accordance with NGR 635-100.

(2) USAR members will be transferred to the Retired Reserve (AR 140-10), or discharged (AR 135-175).

c. The original copy of the nonselection letter will be forwarded to the individual through command channels and one copy will be filed in his MPRJ. Additional copies will be furnished to commanders as shown below.

(1) CDR RCPAC, ATTN: AGUZ-PD—for USAR members not on active duty.

(2) HQDA (DAPC-PAR)—for USAR members on extended active duty.

(3) NGB-ARP-C, WASH DC 20310, and the State adjutant general—for ARNGUS members.

(4) CDR, US Army Enlisted Records Center, ATTN: PCRC-F, Fort Benjamin Harrison, IN 46249—for members on active duty in an enlisted status.

CHAPTER 6

ISSUANCE OF PROMOTION COMMISSION CERTIFICATES

6-1. General. This chapter prescribes procedures for requesting promotion commission certificates (DA Form 3877) subsequent to 1 January 1963 and applies to--

a. Retired and discharged commissioned and warrant officers of the Army.

b. Reserve of the Army commissioned and warrant officers not on active duty.

c. Active Army commissioned and warrant officers.

d. Active Army enlisted personnel holding concurrent USAR commissions or warrants.

6-2. Procedure for requesting certificates. *a.* Personnel desiring promotion commission certificates (DA Form 3877) may submit a written request to include full name (first name--middle name--last name), Social Security Number or service number, current mailing address, and current military status (ARNGUS or USAR not on active duty, active duty commissioned or warrant officer, or enlisted personnel discharged or retired). The request should include a copy of the pertinent promotion letter or order, if available.

b. Upon completion of processing, documents supporting the promotion together with the certificate will be returned. Approximately 120 days should be allowed for processing and mailing of a

commission certificate. Requests from the individual concerned, or next of kin for deceased personnel, will be forwarded to the addresses shown below.

★(1) Active Army commissioned and warrant officers.

HQDA (DAPC-PAR-S)

Hoffman II

200 Stovall Street

Alexandria, VA 22332

(2) Active Army enlisted personnel holding concurrent USAR commissions and warrants.

Commander

US Army Enlisted Records Center

ATTN: PRC

Fort Benjamin Harrison, IN 46249

★(3) Retired commissioned and warrant officers, Reserve of the Army commissioned and warrant officers not on active duty, and discharged personnel.

Commander

US Army Reserve Components Personnel
and Administration Center

ATTN: AGUZ-PAD-P

9700 Page Boulevard

St. Louis, MO 63132

SIS 215 10 Oct 77

JOINT MESSAGEFORM

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BOOK
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MESSAGE HANDLING INSTRUCTIONS

FROM: DA STL MO //AGUZ-RPP-PR//
 TO: ALL HOLDERS OF ID OF AR 135-155

Rec'd
9 Sept 77

UNCLAS

SUBJECT: Interim Change to AR 135-155 (Army National Guard and Army Reserve -
 Promotion of Commissioned Officers and Warrant Officers Other Than
 General Officers)

1. This interim change is being distributed through publications pinpoint
 distribution system to all holders of AR 135-155, in accordance with DA Form
 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by
 order of the Secretary of the Army, subject regulation is changed as follows and
 is effective immediately.

2. Subparagraph 4-19b(3), page 4-3, is added as follows:

(3) A member nonselected by a standby board or found not qualified for
 standby consideration (para 3-14), who is subsequently selected by a mandatory
 board, will be promoted the later of--

(a) The date the board submits its recommendations.

(b) The date mandatory service requirements are completed (table 2-1).

This date will also be used to compute service requirements for promotion
 to the next higher grade.

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ECSTR:

CPAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE

Mr. Perry MilPersMgtSp AGUZ-RPP-PR
 X7371

SPECIAL INSTRUCTIONS

TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE
 JAMES F. MONAHAN, LTC, GS, ASST ADJ

SIGNATURE
James Monahan

SECURITY CLASSIFICATION
 UNCLASSIFIED

DATE TIME GROUP

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| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | |
| <p style="text-align: center;">FROM: ┌</p> <p style="text-align: center;">TO:</p> <p>3. Subparagraph 4-19e, page 4-3, is changed by designating the first sentence to read as subparagraph (1) and by adding subparagraph (2) as follows:</p> <p style="padding-left: 40px;">(2) A member nonselected by a standby board or found not qualified for consideration under an earlier criteria (para 3-14), who is subsequently selected by a standby board under a later criteria, will be promoted the later of--</p> <p style="padding-left: 80px;">(a) The date the board submits its recommendation.</p> <p style="padding-left: 80px;">(b) The date mandatory service requirements are completed (table 2-1).</p> <p>This date will also be used to compute service requirements for promotion to the <u>next</u> higher grade.</p> <p>4. Subparagraph 4-19f, page 4-4, delete entire subparagraph.</p> <p>5. Subparagraph 3-14d, page 3-5, last sentence is amended by changing reference to subparagraph 4-19f to read as subparagraph 4-19b(3).</p> <p style="text-align: right;">└</p> | | | | | | | | | |
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| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE | | | | | SPECIAL INSTRUCTIONS | | | | |
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S/S ch 5 10 Oct 77

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BOOK NO. MESSAGE HANDLING INSTRUCTIONS

FROM: DA STL MO //AGUZ-RPP-PR//

TO: ALL HOLDERS OF ID OF AR 135-155

7
Rec'd 8-8-77

UNCLAS

SUBJECT: Interim Change to AR 135-155 (Army National Guard and Army Reserve - Promotion of Commissioned Officers and Warrant Officers Other Than General Officers)

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.

2. Subparagraph 2-8c(1), page 2-5, next to last sentence is superseded as follows:

The officer's signature must appear on the reverse of the photo, along with his name (last, first, middle initial), grade, social security number, height and weight, date of photograph, and organization of assignment typed or printed legibly for identification purposes.

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| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE Mr. Perry MilPersMgtSp AGUZ-RPP-PR X7371 | | SPECIAL INSTRUCTIONS |
| TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE JAMES F. MONAHAN, LTC, GS, ASST ADJ | | |
| R E L E A S E D | SIGNATURE <i>J.F. Monahan</i> | SECURITY CLASSIFICATION UNCLASSIFIED |
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JOINT MESSAGEFORM

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BOOK NO

MESSAGE HANDLING INSTRUCTIONS

FROM:

TO:

3. Subparagraph 2-8c(2), page 2-6, last sentence is amended to read:

When a copy of DA Form 66/DA Form 2 is attached, a note to this effect should appear in the "Reserve Assignments" section of the DA Form 2464-R.

4. Figure 3-1, page 3-7, next to last sentence in paragraph 2 is superseded as follows:

Sign the reverse side of photo and type or print legibly your name (last, first, middle initial), grade, social security number, height and weight, date of photograph, and organization of assignment for purpose of identification.

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AR-135-155 S/S ch 5, 10 Oct 77

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FROM: DA STL MO //AGUZ-RPP-PR//

TO: ALL HOLDERS OF ID OF AR 135-155

Rec'd 5/31/77

UNCLAS

SUBJECT: Interim Change to AR 135-155 (Army National Guard and Army Reserve - Promotion of Commissioned Officers and Warrant Officers Other Than General Officers)

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.

2. Table 2-2, page 2-6.1, is changed by adding "Note 5" in column A, Rule 4 and 5. Add the following note to Table 2-2 to read as follows:

5. Reserve Component chaplains may satisfy requirements for rules 4 and 5 by completion of Chaplain Reserve Component General Staff Course as administered by US Army Chaplain Center and School.

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| RELEASER | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE JAMES F. MONAHAN, LTC, GS, ASST ADJ | SIGNATURE <i>James Monahan</i> | SECURITY CLASSIFICATION UNCLASSIFIED |
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AR 135-155 S/S Ch 5 10 Oct 77

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| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | |
| <p>FROM: DA STL MO //AGUZ-RPP-PR//</p> <p>TO: ALL HOLDERS OF ID OF AR 135-155</p> <p>UNCLAS</p> <p>SUBJECT: <u>Interim Change to AR 135-155 (Army National Guard and Army Reserve - Promotion of Commissioned and Warrant Officers Other Than General Officers)</u></p> <p>1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155 in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective 1 October 1977.</p> <p>2. Table, page 3-1, under For Promotion To column as shown for HQDA (for RCPAC) change "Captain on AD" to read "Captain".</p> <p>3. Table, page 3-1, under For and For Promotion To columns as shown for HQDA (for RCPAC) add "Standby advisory boards" and "All grades (para 3-5c and 3-14)".</p> <p>4. Table, page 3-1, under Assigned Authority column, change "HQDA (for RCPAC)" to read "HQDA".</p> | | | | | | | | | |
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| <p>FROM:</p> <p>TO:</p> <p>5. Table, page 3-1, under For and For Promotion To columns delete "Mandatory consideration boards . . ." and "Captain (unit officer)" as shown for Area Commanders, USAREUR, USASCH, CDR 172D BDE ALASKA, and CDR 193D BDE PANAMA.</p> <p>6. Table, page 3-1, delete all entries presently assigned to "CG RCPAC".</p> <p>7. Subparagraph 3-4a(1), page 3-1, is amended by deleting the parenthetical entries "(except first lieutenants)".</p> <p>8. Subparagraph 3-4a(2), page 3-1, is deleted and subparagraph 3-4a(3) is redesignated as subparagraph 3-4a(2).</p> <p>9. Subparagraph 3-5c, page 3-2, is superseded to read:</p> <p style="padding-left: 40px;">c. Delayed mandatory and mandatory reconsideration cases (standby) for promotion of other than AMEDD officers will be handled as an additional duty by the regularly scheduled mandatory consideration boards. AMEDD standby cases will be handled by the annual AMEDD mandatory consideration board and by a special AMEDD standby board which will convene approximately 6 months after the regular board (para 3-14).</p> | | | | | | | | | |
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| <p style="text-align: center;">FROM: 7</p> <p style="text-align: center;">TO:</p> <p>10. Subparagraph 3-6d, page 3-2, is deleted.</p> <p>11. Subparagraph 3-14c, page 3-4, delete first sentence. Change second sentence to read: "Applications for standby advisory board consideration for promotion will be forwarded through command channels to Cdr, RCPAC, ATTN: AGUZ-PD-SS."</p> <p>12. Table 3-1, page 3-5, under Type of Board column change the entry "APL, CH and WC Selection Boards (to MAJ, LTC and COL)" to read "APL, CH and WC Selection Boards (to CPT, MAJ, LTC and COL)".</p> <p>13. Table 3-1, page 3-5, under Type of Board column change the entry "APL, WC Selection Boards (to CPT (active duty) and all Warrant Officers to CW3 and CW4)" to read "APL, WC Selection Boards (to CW3 and CW4)".</p> <p>14. Table 3-1, page 3-5, delete all columned entries pertaining to "APL, CH and WC Selection Boards (to CPT, NOT on active duty)".</p> <p>15. Table 3-1, page 3-5, for CONUS and OCONUS USAR Unit Vacancy Boards, under Alternate Members column, add "MC, DC, VC".</p> <p style="text-align: right;">J</p> | | | | | | | | | |
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| <p style="text-align: center;">FROM: 7</p> <p style="text-align: center;">TO:</p> <p>16. Table 3-1, page 3-6, delete all columned entries pertaining to AMEDD Selection Boards (to CPT, NOT on active duty).</p> <p>17. Table 3-1, page 3-6, delete Note 5 under footnotes.</p> | | | | | | | | | |
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BOOK NO MESSAGE HANDLING INSTRUCTIONS

FROM: DA STL MO //AGUZ-RPP-PR//

TO: ALL HOLDERS OF ID OF AR 135-155

UNCLAS

SUBJECT: Interim Change to AR 135-155 (Army National Guard and Army Reserve - Promotion of Commissioned and Warrant Officers Other Than General Officers)

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective 1 July 1977.

2. Subparagraph 2-6a(7), page 2-3, is added as follows:

(7) APL, Chaplain and WAC. Effective 1 July 1977, officers in the grade of captain may be considered to have met the educational requirements for promotion to the next higher grade if they meet one of the requirements listed below.

(a) Awarded constructive or equivalent credit for a branch advance course. (Note 3, table 2-2 applies.)

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Mr. Perry MilPersMgtSp AGUZ-RPP-PR

SPECIAL INSTRUCTIONS

RELEASER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE
WALLACE W. NOLL, COL, GS, Dir, RCPD

SIGNATURE
Wallace W. Noll

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(b) Successfully completed any branch or advanced course.

1. Officers currently enrolled will be considered educationally qualified upon successful completion of the course of instruction in which now enrolled.

2. Officers not currently enrolled in their branch advanced course are required to enroll in and complete the advance course which offers the program of instruction for their primary specialty.

3. Officers not currently enrolled will enroll in their branch advanced course if a non-resident course for their primary specialty has not been developed at the time of application.

3. Table 2-2, page 2-6.1, is changed by deleting the phrase "to which officer is assigned or serving" and by adding "(Note 6)" in column B, Rule 3.

4. Table 2-2, page 2-6.1, is changed by adding the following note to read as follows:

6. See subparagraph 2-6a(7).

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REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED. ☆ U.S.GPO:1976-0-665-697/1034

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Award of constructive credit is restricted to commanders responsible for maintaining the individual's MPRJ. Documentation awarding constructive credit will be furnished HQDA (DAPC-PAR-R) 200 Stovall Street, Alexandria, VA 22332 for personnel on active duty. For AMEDD officers not on active duty documentation evidencing award of constructive credit will be furnished the Cdr, RCPAC, ATTN: AGUZ-PRD-O, 9700 Page Blvd., St. Louis, MO 63132.

★(6) *USAR Officers Detailed to AMEDD.* USAR officers with a basic branch other than one of the AMEDD branches who are detailed to one of the AMEDD branches will be submitted for promotion consideration as follows:

(a) When the officer meets the eligibility requirements (to include military education) for promotion in his basic branch, his name will be submitted to the appropriate APL board.

(b) When the officer meets the eligibility criteria (to include military education) for promotion in his detailed branch, his name will be submitted to the AMEDD board.

(c) When the officer meets the eligibility requirements for both his basic and detailed branch, his name will be submitted to the appropriate APL board.

(d) When the officer does not meet the eligibility requirements (to include military education) in either the basic or detailed branch, his name will be submitted to the appropriate APL board.

b. *Educational substitution.* The following may be substituted for military educational requirements for promotion to the grades indicated:

(1) An officer, delayed to obtain a graduate degree and assigned to the control group (OADO), will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment. (See exception in para 2-5b.) The promotion authority will make this determination a matter of record by inserting a letter in the officer's record before it is referred to the selection board. The letter will state that the educational waiver is cancelled on the date the officer completes a qualifying service school course or when he completes 6 or more months of active duty or active duty training, whichever occurs first.

(2) Effective 1 January 1976, an officer who has completed at least 2 years of active duty but is not presently serving on active duty may be considered to have met the educational requirements for promotion to the next higher grade if he meets all the following requirements:

(a) He is assigned to the same branch in which he served on active duty and is being considered for promotion to a grade no more than one grade higher than his active duty grade.

(b) His evaluation report shows that his performance of duty during the active duty period has been excellent.

(c) He did not receive notification of non-selection for promotion to the next higher temporary grade.

★(d) His release from active duty was within 3 years of the date the board convenes.

(3) An officer who is serving on active duty (excluding ADT) may be considered to have met the educational requirements for promotion to the next higher grade in which serving if his evaluation reports indicate excellent performance in his present grade, and he did not receive notification of nonselection to the next higher temporary grade.

c. *Educational exceptions.* The following officers are not required to meet the educational requirements in table 2-2:

(1) An officer whose branch has been changed because of the conversion, redesignation or reorganization of his unit of assignment within 3 years of the date he is being considered for promotion. He may be favorably considered by the selection board if he meets the educational requirements of his last branch and his records show he has taken action to become qualified in his new branch. Promotion under these circumstances does not constitute the completion of branch qualification prescribed in AR 140-10 or the retirement of a technical waiver (NGR 600-100).

(2) An officer whose removal from active status has been invalid. HQDA may waive the educational requirements and/or active participation requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.

(3) Officers of the staff specialist branch. These officers are not required to meet any educational requirements unless assigned to the SSVC system (a(4) above).

(4) Officers of the Civil Affairs Branch only who receive direct commissions will complete one-half of the C-23 or E-23 Civil Affairs Officers Advance Course in lieu of a basic branch course.

Section III. BOARD CONSIDERATIONS

2-7. Mandatory selection boards. *a. General.* Mandatory selection boards will be convened annually (chap. 3) to consider members of the ARNGUS and USAR in an active status or on active duty for promotion to grades W3 and W4 and to captain through lieutenant colonel. These boards will consider members for promotion without regard to vacancies in the next higher grade.

b. First consideration. A member in grade W2, W3 (USAR only), first lieutenant, captain, or major will be first considered for promotion to the next higher grade if he will complete the service requirements (table 2-1) by 31 December of the year following the year in which the board convenes.

c. Second consideration. A member in grade W2, W3, first lieutenant, captain, or major who is not selected on his first consideration will be considered a second time by the next board considering his grade and/or branch only if he remains in an active status.

2-7.1. Consideration for promotion to colonel.

a. Selection boards will convene at the discretion of the Secretary of the Army (chap. 3) to consider ARNGUS and USAR officers, in all branches, for promotion to colonel. These boards will consider and recommend only those who are in an active status or on active duty.

b. HQDA will—

(1) Prescribe the minimum promotion service and total years commissioned service required for an officer for each branch. So far as practicable, the amount of service prescribed will correspond to that which an officer of the Regular Army in the same branch must have for permanent promotion consideration.

(2) Require that the name of each officer with the prescribed promotion service and years of service be placed on the appropriate zone of consideration list.

(3) Prescribe the number of officers to be recommended for promotion from each list (APL and AMEDD).

(4) Announce zones of consideration for unit and nonunit lieutenant colonels in all branches.

c. Officers not selected for promotion to colonel will be considered again by a selection board provided they remain in an active status and meet the criteria for the next announced zone of consideration.

2-8. USAR unit vacancy selection boards. Promotion to fill authorized unit vacancies in troop program units may be filled through promotion of the best qualified and geographically available officers, as prescribed below.

a. Eligibility. The USAR unit vacancy promotion system is designed to promote officers to fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. If assignments cannot be made from local resources (officers assigned to units and local members of the Individual Ready Reserve) the names of all unit officers in the next lower grade who meet the following requirements will be forwarded to the appropriate area commander for promotion consideration:

(1) Have completed the necessary promotion service prescribed for promotion to the next higher grade *by convening date of the board.*

(2) Be assigned to any part of an organization whose commander is authorized to forward nominations directly to the area commander or to the commander of the senior Army headquarters outside CONUS.

(3) Be geographically available to serve in the position for which considered. The unit commander having the vacancy will determine an officer geographically available if he lives within a commuting distance that will allow full participation, has the means, and is willing to travel the distance involved.

(4) Be of the proper branch.

(a) Officers of the AMEDD are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation.

(b) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

(c) Officers of all other branches are eligible for promotion consideration to fill vacancies in any of those branches, except that WAC officers cannot be assigned to combat units (officers selected for promotion to fill a vacancy in a branch in which they are not qualified must become qualified in accordance with applicable regulations).

(5) The unit vacancy must be in the next higher grade unless an intermediate grade is not authorized in the TOE or TDA unit. An officer filling a position which is two grades higher than his current grade may be recommended for promotion to the next higher grade. (A first lieutenant may be recommended for promotion to captain (an unauthorized position in the unit) even though the vacancy is in an authorized position of major.) A grade vacancy is not required for promotion to first lieutenant.

(6) If approved by the promotion authority, a first or second lieutenant, who for 12 or more months has served creditably in a unit vacancy prescribed for a captain, may be placed on the list of eligibles for promotion to the next higher grade. An officer may not be promoted more than once under this exception.

(7) Officers who have been nonselected by the preceding mandatory board to the grade of captain through lieutenant colonel, although they must be considered, cannot be selected for unit promotion until they have been considered and selected by a succeeding mandatory board.

★(8) Officers who should have been but were not considered for promotion to the grade of CPT through LTC by a preceding mandatory board and who are not now eligible for standby consideration (para 3-14c), although they must be considered, cannot be selected for unit vacancy promotion until they have been considered and selected by a subsequent mandatory board.

b. Authorized vacancies. The following rules will be used to determine if a vacancy exists:

(1) An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorized in the TOE/TDA for his grade.

(2) The existence of a vacancy for a position designated in (a), (b), and (c) below will be determined by counting certain officers against

the strength authorization. (WAC officers meeting the criteria in *a* above will be counted against any of the positions listed below.) A position—

(a) Designated to be occupied by an officer of a special branch in the TOE/TDA. Count only officers assigned to special branches (AMEDD, CH, and JAGC), including overstrength.

(b) Not designated to be occupied by an officer of a particular special branch. Count all officers, including assigned overstrength, except AMEDD, CH, and JAGC.

(c) Listed as "branch immaterial." Count all officers, including assigned overstrength, regardless of branch.

c. Submitting recommendations.

★(1) The names of officers eligible for promotion to the next higher grade will be furnished within four months after a vacancy occurs. Recommendations will be forwarded to the selection board (chap. 3) on DA Form 2464-R (Summary of Service for Reserve Promotion Purposes), showing the number of officers authorized and assigned in the grade to which promotion is recommended. Eligible officers will be reported as shown in the punch-card format of figure 2, AR 680-150. Effective with the first USAR unit vacancy selection board to convene after 1 October 1976, a photograph will be required for each eligible officer to be included with the recommendation. A black and white or color photograph (at least 3½×3½ inches not to exceed 8×10 inches which is preferable) of the eligible officer will be taken in Army Green shade 44 uniform (less headgear), full-length, standing pose, body turned to his right approximately 30 degrees from axis of camera to subject, head facing camera, feet slightly apart, hands at sides. No retouching on the negative or print is permitted. The officer's signature must appear on the reverse of the photo, along with his name (last, first, middle initial), grade, social security number, date of photograph, and organization of assignment typed or printed legibly for identification purposes. Eligible officers may seek assistance in obtaining an official photograph from a nearby military installation or submit a personal photo which meets the above requirements to their area commander at least 60 days prior to the convening date of the board.

(2) DA Form 2464-R will be submitted for each recommended officer (fig. 2-1). This form

(image size 7 $\frac{1}{16}$ " x 9 $\frac{1}{16}$ ") will be reproduced locally on 8- x 10 $\frac{1}{2}$ -inch paper and printed head-to-foot. A copy of the document establishing educational qualification will be attached. Copies may be certified true copies or those reproduced mechanically. When a copy of DA Form 360 is attached, a note to this effect should appear in the "Reserve Assignments" section of the DA Form 2464-R.

(3) USAR commanders will recommend officers who meet the criteria in *a* and *b* above

to fill unit vacancies in grades of captain through colonel and will submit the recommendations to their area commanders for consideration. Promotion recommendations from major oversea commanders and RCPAC to fill unit vacancies in grades of major through colonel will be processed by the commands shown below.

Area Command
 Europe and Puerto Rico
 Southern Command and RCPAC
 Alaska and Hawaii

Processing Command
 First US Army
 Fifth US Army
 Sixth US Army

Table 2-1. Service Requirements

| <i>Grade</i> | | <i>Unit Board</i> | | <i>Mandatory Board</i> | |
|--------------|-----------|-----------------------------|-----------------------------|--------------------------------------|-------|
| <i>From</i> | <i>To</i> | <i>Years in lower grade</i> | <i>Years in lower grade</i> | <i>Years of commissioned service</i> | |
| W1 | W2 | 3 | 3 | | |
| W2 | W3 | 6 | 6 | | |
| W3 | W4 | 6 | 6 | | |
| O1(2LT) | O2(1LT) | 3 | 3 | | |
| O2(1LT) | O3(CPT) | 2 | 4 | | 6 |
| O3(CPT) | O4(MAJ) | 4 | 7 | | 12 |
| O4(MAJ) | O5(LTC) | 4 | 7 | | 17 |
| O5(LTC) | O6(COL) | 3 | *Note | | *Note |

*Note. Announced annually.

Table 2-2

| Educational Requirements for Promotion | | | |
|--|------------------------------------|---|--|
| R U L E | A | B | C |
| | | If officer is eligible for promotion to | he must complete or have received constructive or equivalent credit for (Note 3) |
| 1 | First lieutenant | any Officer Basic Course (Note 4) | he is considered for promotion |
| 2 | Captain | | the selection board convenes |
| 3 | Major | the Officer Advanced or Career Course to which officer is asgd or serving | the selection board convenes |
| 4 | Lieutenant Colonel (Notes 1 and 2) | fifty percent of the Command and General Staff Officer Course or have completed either the Logistics Executive Development Course (LEDC) or all five phases of the Associate Logistics Executive Development Course (ALEDC) | the selection board convenes |
| 5 | Colonel (Note 1) | The Command and General Staff Officer Course, to include FL Phase | the selection board convenes |

Notes.

1. JAGC officers and AMEDD officers (less officers serving in operations and training, medical supply, patient administration, personnel, comptroller, hospital administration, medical aviation and medical intelligence specialties of the Medical Service Corps) may satisfy the requirements for rules 4 and 5 by completing the JAGC or AMEDD Reserve Components General Staff Course.

2. In order to receive recognition, an officer must inform his unit commander (CG RCPAC or oversea area commander, if assigned to a control group) of his successful completion of LEDC or ALEDC. Records custodians are not required to screen records to determine which officers have completed LEDC or ALEDC.

3. Acceptance of constructive credit or equivalent credit for filling academic requirement is subject to approval of the commandant of the service school having proponency for that course.

★4. Officers transferred from the OADO Control Group to Annual Training Control Group and who are awaiting orders to AD or ADT are not required to meet the educational requirements for promotion. Promotion under these circumstances does not alter the requirement to complete the basic course.

CHAPTER 3

BOARD SCHEDULES AND PROCEDURES

3-1. Convening authority. Authority to appoint and convene selection boards and standby advisory boards is assigned as shown in the table below.

3-2. Zone of consideration lists. Area commanders, the CG RCPAC, and State adjutants general will prepare and submit lists of the names of eligible members, as prescribed in AR 680-150. Separate lists will be prepared for Chaplains, WAC, and each corps of AMEDD. A consolidated list of all other branches will be prepared for each grade considered.

3-3. Furnishing records. *a.* Official military personnel files (OMPF), promotion consideration data folders, or other pertinent files will be reviewed by the selection board.

b. Information filed in the OMPF (AR 640-10) may be made available to selection boards. Unsupported or unacted upon derogatory or suitability information, however, will not be furnished.

3-4. Notice of consideration. *a.* The promotion authority will send a letter (fig. 3-1) to each nominee who is in the zone of consideration by a mandatory selection board (para 2-7) and not on active duty. The letter may be reproduced locally and bear facsimile signatures. A photograph requirement (para 2, fig. 3-1) will be effective with the first mandatory selection board (para 2-7) to convene after 1 October 1976. Modification of the

address for submission of photographs in paragraph 2, figure 3-1 will be as follows:

(1) All Control Group personnel (except first lieutenants) and USAR unit personnel (except first lieutenants), for mandatory promotion, to Cdr RCPAC, ATTN: AGUZ-PD-PM, to arrive with the promotion consideration data sheets or at least 60 days prior to the convening date of the board.

(2) USAR unit personnel, first lieutenant to captain for mandatory promotion, to the appropriate area commander to arrive at least 60 days prior to the convening date of the board.

(3) ARNG personnel, for mandatory promotion, to the Army National Guard Personnel Center, ATTN: NGB ARP-C, 5600 Columbia Pike Office Building, Falls Church, VA 22041 to arrive at least 90 days prior to the convening date of the board to be included in the official military personnel file being forwarded to RCPAC or the Army.

b. A locally reproduced promotion consideration data sheet (fig. 3-2), in triplicate, will be sent with the notification letter. This data sheet will give each nominee an opportunity to review and verify current data extracted from his Military Personnel Records Jacket (MPRJ) and to make necessary changes before these data are furnished to the selection board.

| <i>Assigned Authority</i> | <i>For</i> | <i>For Promotion To</i> |
|---------------------------|--|------------------------------|
| HQDA (for RCPAC)..... | Mandatory consideration boards..... | Major and Lieutenant Colonel |
| | Mandatory consideration boards..... | Captain on AD |
| | Mandatory consideration boards..... | CW3 and CW4 |
| | Boards for selection..... | Colonel (APE and AMEDD) |
| Area Commanders | USAR unit vacancy boards | All grades |
| | Federal recognition boards (NGR 600-100 and -101). | All grades |
| | Mandatory consideration boards..... | Captain (unit officer) |
| USAREUR, USASCH, Cdr.... | USAR unit vacancy boards | Captain (unit) |
| 172D BDE ALASKA, and Cdr | Mandatory consideration boards | Captain (unit) |
| 193D BDE PANAMA. | | |
| CG RCPAC..... | Mandatory consideration boards..... | Captain (IRR only) |
| | Standby advisory boards..... | (para 3-5c and 3-14) |

Section II. SELECTION BOARD PROCEDURES

3-5. Board schedules. Headquarters authorized by this regulation to convene selection boards will adhere to the following schedule:

a. USAR unit vacancy selection boards (para 2-8) will normally convene during the months of March, June, September, and December on the date announced by HQDA.

b. Mandatory selection boards (para 2-7) will convene annually as announced by HQDA.

c. Delayed mandatory and mandatory reconsideration cases for promotion to captain will be handled as an additional duty by regularly scheduled USAR unit vacancy boards. Delayed mandatory and mandatory reconsideration cases for promotion to grades above captain of the APL (standby) will be handled as an additional duty by the regularly scheduled mandatory consideration boards. AMEDD standby cases above the grade of captain will be handled by the annual AMEDD mandatory consideration board and by a special AMEDD standby board which will convene approximately 6 months after the regular board (para 3-14).

3-6. Responsibility. *a.* The convening authority will appoint mature officers of varied experience to serve as board members. Their records will be reviewed and/or other action taken to insure that board members are the most capable of officers available.

b. HQDA will prescribe the exact number of warrant officers to be promoted to W3 and W4. The number will parallel the percentage prescribed by the Secretary of the Army for the "best qualified" selection (para 3-11b) of warrant officers for the Regular Army.

c. The promotion authority will insure that eligible members are aware of the general qualifications for selection (sec II, cap. 2; and paras 3-4 and 3-10).

d. Area commanders will furnish two copies of approved mandatory consideration board results for promotion to the grade of captain to Cdr, RCPAC, ATTN: AGUZ-PD. A copy of the special orders appointing the selection board will be attached to the board proceedings.

3-7. Selection. Except as stated elsewhere in this regulation, promotion will be made only on recommendation of a selection board.

3-8. Composition of selection boards. *a.* Reserve Component selection boards will be composed as shown in table 3-1.

b. The following additional requirements apply in appointing all Reserve Component selection boards:

(1) One half of all selection board members and alternate members will be Reserve officers not on active duty. Alternate members will be used only when members of their branch are being considered.

(2) A selection board may not be impaneled for longer than one year; nor will a board member serve on consecutive selection boards considering the same grade if the second board considers a member who was nonselected by the first board.

(3) A Reserve Component Officer who is assigned to the Selective Service System or who is a US property and fiscal officer will not be detailed for selection board duty.

(4) For area commanders in CONUSA, no more than one USAR officer from the same ARCOM/GOCOM or no more than one ARNGUS officer from the same State may serve on the same board. For area commands overseas, no more than one officer from the same unit may serve on the same board.

★(5) Officers of the WAC, CH, or AMEDD being considered for promotion will be represented on the selection board by an officer of the same branch or corps.

(6) General qualifications for selection board membership are as follows:

(*a.*) Members selected for board duty must be the finest officers available. A broad base of experience upon which sound decisions can be made should be the primary criterion used in making selections.

(*b.*) ARNG and USAR officers must not have failed a selection for promotion by a mandatory consideration board.

(*c.*) Officers in grade of lieutenant colonel and above (other than AMEDD) must have credit for the Command and General Staff College or a higher level of military education.

(*d.*) Officers should be college graduates, but this is not a mandatory requirement. Officers who do not have a degree must have an exceptionally

3-14. **Standby boards.** *a.* Standby advisory boards will convene as prescribed in paragraph 3-5c.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omitted or his records contained a material error when reviewed by the selection board. If his name was omitted, he will be considered, provided he is eligible (*c* below). Eligibility for reconsideration will be determined by HQDA.

c. Applications for standby advisory board consideration for promotion to captain will be forwarded through command channels to the area commanders. Applications for standby advisory board consideration for promotion to grades above captain will be forwarded through command channels to Cdr, RCPAC, ATTN: AGUZ-PD-SS. As an exception, area commanders will disapprove applications for reasons

in (1) and (2) below, without referring them to RCPAC.

(1) The applicant did not meet minimum educational requirements (para 2-6).

(2) The retirement year (para 1-4, AR 140-185) prior to the retirement year the applicant became entitled to promotion consideration was not a qualifying retention year (para 4-29).

d. Nonselection by a standby board will not be considered a passover unless the individual was considered and not selected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member not selected or not qualified (*b* above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19f.

Table 3-1. Composition of Selection Boards

| <i>Type of Board</i> | <i>President</i> | <i>Regular Members</i> | <i>Alternate Members</i> |
|--|---|--|--|
| APL, CH, and WC Selection Boards (to MAJ, LTC and COL) | General Officer ARNGUS/ USAR ¹ | 1 COL, RA Combat Arms 1 COL, ARNGUS/ USAR Combat Arms ¹ 1 COL, RA, Combat Support 1 COL, USAR, Combat Service Support | 1 COL, USAR, CH ² 1 COL, RA, WC ² |
| ★AMEDD Selection Boards (to CPT, MAJ, LTC and COL) | General Officer USAR | 1 COL, RA, Combat Arms 1 COL, ARNGUS, AMEDD ³ 4 COL, USAR, AMEDD ³ | |
| APL, WC Selection Boards (to CPT (active duty), and all Warrant Officers to CW3 and CW4) | Colonel, USAR Combat Arms | 1 LTC, RA, Combat Arms 1 LTC, ARNGUS, Combat Arms 1 LTC, USAR, Combat Support 1 LTC, USAR, Combat Service Support | 1 LTC, RA, WC |

See footnotes at end of table.

Table 3-1. Composition of Selection Boards—Continued

| <i>Type of Board</i> | <i>President</i> | <i>Regular Members</i> | <i>Alternate Members</i> |
|---|----------------------|---|---|
| APL, CH, and WC Selection Boards (to CPT, NOT on active duty) | LTC, RA, Combat Arms | 1 MAJ, ARNGUS/ USAR Combat Arms 2 MAJ, USAR, Combat Support 1 MAJ, USAR, Combat Service Support | 1 MAJ, USAR, CH 1 MAJ, USAR, WC |
| USAR Unit Vacancy Boards (to CPT, MAJ, LTC and COL in appropriate CONUSA processing command) * | General Officer, RA | 1 COL, USAR, Combat Arms 1 COL, USAR, Combat Support 1 COL, RA, Combat Arms/Combat Support 1 COL, USAR, Combat Service Support | 1 COL, USAR from each of the following Branches as required: CH, WC, ANC, AMSC, MSC. |
| USAR Unit Vacancy Boards (to CPT in USA REUR, USASCH, CDR 172D BDE ALASKA and CDR 193D BDE PANAMA). | LTC, RA | 1 MAJ, USAR, Combat Arms 2 MAJ, USAR, Combat Support 1 MAJ, USAR, Combat Service Support | 1 MAJ, USAR, from each of the following Branches as required: CH, WC, ANC, AMSC, MSC. |
| ★AMEDD Selection Boards (to CPT, NOT on active duty) | LTC, RA | 1 MAJ, USAR Combat Arms 1 MAJ, ARNGUS AMEDD 4 MAJ, USAR AMEDD | |

Notes.

1. When ARNGUS furnishes the General Officer, Army Reserve will furnish the Colonel. These positions filled on an alternating basis.
2. LTC's may serve as alternate members *except* on those boards considering officers for promotion to Colonel.
3. One officer from each branch of AMEDD, *less* the branch providing the General Officer.
4. Area commanders will request concerned overseas commanders to provide selection board members periodically.
- ★ 5. One officer from each branch of AMEDD, *less* the branch providing the board president.

HEADQUARTERS
(Address)

Date _____

SUBJECT: Consideration for Promotion as a Reserve Commissioned Officer
of the Army

Convening Date of Board:

1. You will be considered for promotion to the next higher grade by a Department of the Army Selection Board to be convened on the date shown above.
2. Personal appearance before the board is not authorized. You may send a letter inviting attention to specific items concerning military service that you deem important in the board's consideration. These items may not contain criticism or reflect on the character, conduct, or motives of any officer. Documents received will not be returned; therefore, photostatic or certified true copies should be submitted. Communications should be addressed to the Commander, United States Army Reserve Components Personnel & Administration Center, Post Office Box 12449, Olivette Branch, St. Louis, MO 63132, and should arrive at least 30 days prior to the convening date of the board. A black and white or color photograph (at least 3½×3½ inches not to exceed 8×10 inches which is preferable) in Army Green shade 44 uniform (less head-gear), full-length, standing pose, body turned to your right approximately 30 degrees from axis of camera, head facing camera, feet slightly apart and hands at sides is requested. No retouching on the negative or print is permitted. Sign the reverse side of photo and type or print legibly your name (last, first, middle initial), grade, social security number, date of photograph, and organization of assignment for purpose of identification. Should you desire, you may seek assistance in obtaining an official photograph from a nearby military installation or submit a personal photo which meets the above requirements to the (para 3-4a) to arrive (para 3-4a).
3. I am attaching for your personal review three copies of a Promotion Consideration Data Sheet which reflects current data extracted from your DA Form 201, Military Personnel Records Jacket (MPRJ). Our purpose in sending you copies of the form is to provide an opportunity for you to review and verify the information or make changes, if appropriate, before the data is provided to the Selection Board. One copy may be retained for your personal file. The remaining copies, with changes if required, should be signed and returned in the envelope(s) provided within seven days after receipt. A legend of the various items is shown on the reverse side of the form. If you do make a change, draw a single line through the item and print the new information in the same block; please submit any documentation you have to substantiate the change. *Please return the signed form whether or not changes are made.* The information shown on the form is that which is contained in your MPRJ. There is no need for you to contact us for verification of any of these items. Prompt action will insure that the Selection Board is provided with correct, complete, and up-to-date information relating to your military service and qualifications.

Figure 3-1

SUBJECT: Consideration for Promotion as a Reserve Commissioned Officer of the Army

4. In the event that you are eligible for and elect discharge or transfer to the Control Group (Inactive) or the Retired Reserve prior to your promotion eligibility date, this correspondence should be disregarded. If your mandatory removal date is prior to the adjournment date of the board, your name will be deleted from the list of officers being considered for promotion.

5. You will be notified of your selection or nonselection after adjournment of the board. The decision of the board is administratively final. The letter announcing the results of the board will advise you of any action required to finalize the board results.

AUTHORITY LINE

5 Inclosures
AS

SIGNATURE BLOCK

Figure 3-1--Continued.

PROMOTION CONSIDERATION DATA SHEET

| SECTION A - IDENTIFICATION DATA | | | | | | | |
|--|--------------------|------------------------------------|-------------------|--|--|--|-----------------------|
| 1. Name | 2. SSN | 3. Grade | 4. Branch | 5. PWOS | 6. Sex | 7. DOD | 8. Security Clearance |
| SECTION B - PROMOTION CRITERIA | | | | | | | |
| 9. FCD (DDP) | 10. From Core Comp | 11. WPD | 12. Source of Com | 13. Date of Com | 14. Age at Com Under 25 25 or over | 15. Meets minimum military education requirement Yes _____ No _____ | |
| 16. Meets participation requirements for promotion Yes _____ No _____ | | 17. Date of | 18. SMOB | 19. Physically qualified for promotion consideration Yes _____ No _____ | | | |
| SECTION C - EDUCATION | | | | ACADEMIC | | | |
| MILITARY | | | | ACADEMIC | | | |
| 20. Highest level of Military education completed. Branch: _____ | | | | 23. Highest level of Civilian education completed. | | | |
| 21. Military course in which currently enrolled. Branch: _____ | | | | 24. Special courses completed: | | | |
| 22. Special courses completed | | | | | | | |
| SECTION D - PARTICIPATION AND TRAINING | | | | | | | |
| 25. RETIREMENT POINTS | | | | 26. Retirement year ending date (RYE) | | | |
| Year | Total | Remarks | | 27. Awarded Retiree 40 Prior Status to complete 20 Years Yes _____ No _____ | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| SECTION E - ASSIGNMENT AND ATTACHMENTS | | | | | | | |
| 28. Reserve Assignment | | 31. Attachment | | 34. Special Assignment | | | |
| 29. Date of Assignment | | 32. Date of attachment | | 35. Date of special assignment | | | |
| 30. Total months Active Federal Service | | 33. Date released from Active Duty | | 36. What service, 1442 (Part 8) (M) | | 8 mos or more | |

Figure 3-2

Section III. DATES OF PROMOTION

4-14. General. Procedures in section IV or in chapter 5 will be followed for members who decline promotion or are serving on active duty. Procedures in this section will be followed in computing effective promotion dates for all other Reserve component commissioned and warrant officers. Effective dates for promotion will be—

a. For commissioned officers. The date the officer completes the mandatory or unit service requirement in table 2-1.

b. For warrant officers. The day following the date the officer completes service requirements, as in *a* above.

4-15. Promotion eligibility date. Service requirement for promotion to the next higher grade will normally be computed from the effective date of promotion to the current grade.

4-16. Selection after one passover. The effective date of promotion of a member selected after being passed over on a first consideration will be 1 year later than the original promotion eligibility date. (This does not apply to promotion to colonel.)

4-17. Promotion to first lieutenant. A qualified second lieutenant will not be promoted before the date he completes 3 years of promotion service except—

a. ROTC graduates who accept appointment in May or June of any year. Promotion service will be computed from the date of graduation of cadets of the US Military Academy in that year.

b. An officer serving in a unit vacancy (para 2-8a(6)).

c. An officer promoted to a higher temporary AUS grade (chap. 5).

4-18. Selected and transferred to the Retired Reserve. A Reserve officer, upon transfer to the Retired Reserve, will be

a. Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including components thereof).

b. Transferred in the Reserve grade for which selected for promotion when the transfer is being made because of physical disability or as a result of completing the number of years of service or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-19. Effective dates. With exception of *a* below, the latest date shown under each of the following promotion categories will be used to compute effective dates of promotion. (In computing dates for warrant officers, one day will be added to the dates shown.)

★*a. Promoted to fill a unit vacancy* (para 2-8). Effective date will be the 15th day of the month in which the selection board convenes or the date the selectee is assigned to the position, whichever is later. If not occupying the position, assignment of selectees to unit vacancies will take place immediately upon announcement of the results of the board.

★*b. Selected by a mandatory selection board* (para 2-7).

(1) Nonunit members—Date that mandatory service requirements are completed. If selected on second consideration, or by the next appropriate board following a declination of promotion, 1 year later than the date mandatory service requirements were completed.

(2) Unit members—

(a) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed, unless he declines.

(b) Date assigned to a position vacancy in the higher grade.

c. Selected for promotion to colonel (para 2-7.1).

(1) Date the board reports its recommendations.

(2) Date that promotion service and years of service prescribed by the Secretary of the Army are completed.

d. Selected after transfer from inactive status.

(1) Date the board reports its recommendations.

(2) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed.

e. Selected by a standby board. Date he would have been promoted had he been selected by the

appropriate mandatory consideration board or board for promotion to the grade of colonel.

f. Selected after nonselection by a standby board. A member nonselected by a standby board or found not qualified (para 3-14), who is subsequently selected by a mandatory board, will be promoted the later of --

(1) The date the board submits its recommendations.

(2) The date mandatory service requirements are completed (table 2-1). This date will also be used to compute service requirements for promotion to the *next* higher grade.

Section IV. DECLINATION OF PROMOTION

4-20. Policy. A commissioned officer of the ARNGUS or USAR who has been selected for promotion to the next higher grade may decline the promotion for a period authorized in this section. Declination beyond the maximum period is not authorized unless approved by HQDA. Request for an exception will not be considered unless the area commander, CG RCPAC, or State adjutant general recommends approval.

4-21. Approval authority. Authority to approve declinations of promotion is assigned to--

a. Area commanders--for USAR unit members.

b. The CG RCPAC--for nonunit members and members of the RCPAC (USAR Augmentation).

c. The Governor or other appropriate authority of the State or of Puerto Rico, the Canal Zone, or the Virgin Islands, or of the Commanding General of the District of Columbia National Guard--for members of the ARNGUS.

4-22. Period of declination. *a.* Unless an exception is authorized (*b* below), the period of declination will not exceed 1 year. The period will be computed from the date of the promotion letter or the date the officer completes the service requirements (table 2-1), whichever is later.

b. The period of declination may be extended to 3 years from the date of selection for--

(1) ARNGUS officers (including technicians), with the consent of the Governor. The period may be further extended, at the discretion of the Secretary of the Army, for an officer of an Alaska scout battalion or of a unit engaged in air defense

activities on a tactical site under control of the Army or Air Force.

(2) An officer who is employed as a civilian in a USAR technician position.

4-23. Promotion lists. The names of ARNGUS and USAR officers declining promotion to the next higher grade will be removed or retained on the promotion list as follows:

a. Officers selected for promotion to colonel and nonunit officers will be removed from the promotion list and will be considered by the next appropriate selection board provided they remain eligible.

b. Unit officers will be retained on the promotion list for the maximum period authorized, unless they have been promoted earlier to the grade for which selected or have been removed for some other reason.

4-24. Procedures. Declination of promotion will be processed as follows:

a. Nonunit USAR officers. The reason and date of declination will be entered on the letter of promotion. A copy will be forwarded to Commander, US Army Military Personnel Center, ATTN: DAPC-PAR-R, 200 Stovall Street, Alexandria, VA 22332--for officers on extended active duty or, if not on active duty, to the Cdr RCPAC, ATTN: AGUZ-PD-PN.

b. Unit USAR officers. These officers will be notified of selection for promotion to the next higher grade at least 30 days in advance of their promotion eligibility dates (fig. 4-5). If an officer declines, a copy of the letter of notification, together with the approved in-

S/S chf

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(b) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

(c) Officers of all other branches are eligible for promotion consideration to fill vacancies in any of those branches, except that WAC officers cannot be assigned to combat units (officers selected for promotion to fill a vacancy in a branch in which they are not qualified must become qualified in accordance with applicable regulations).

(5) The unit vacancy must be in the next higher grade unless an intermediate grade is not authorized in the TOE or TDA unit. An officer filling a position which is two grades higher than his current grade may be recommended for promotion to the next higher grade. (A first lieutenant may be recommended for promotion to captain (an unauthorized position in the unit) even though the vacancy is in an authorized position of major.) A grade vacancy is not required for promotion to first lieutenant.

(6) If approved by the promotion authority, a first or second lieutenant, who for 12 or more months has served creditably in a unit vacancy prescribed for a captain, may be placed on the list of eligibles for promotion to the next higher grade. An officer may not be promoted more than once under this exception.

(7) Officers who have been nonselected by the preceding mandatory board to the grade of captain through lieutenant colonel, although they must be considered, cannot be selected for unit promotion until they have been considered and selected by a succeeding mandatory board.

b. Authorized vacancies. The following rules will be used to determine if a vacancy exists:

(1) An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorized in the TOE/TDA for his grade.

(2) The existence of a vacancy for a position designated in (a), (b), and (c) below will be determined by counting certain officers against the strength authorization. (WAC officers meeting the criteria in a above will be counted against any of the positions listed below.) A position—

(a) Designated to be occupied by an officer of a special branch in the TOE/TDA. Count only officers assigned to special branches (AMEDD, CH, and JAGC), including overstrength.

(b) Not designated to be occupied by an officer of a particular special branch. Count all officers, including assigned overstrength, except AMEDD, CH, and JAGC.

(c) Listed as "branch immaterial." Count all officers, including assigned overstrength, regardless of branch.

c. Submitting recommendations.

★(1) The names of officers eligible for promotion to the next higher grade will be furnished within four months after a vacancy occurs. Recommendations will be forwarded to the selection board (chap. 3) on DA Form 2464-R (Summary of Service for Reserve Promotion Purposes), showing the number of officers authorized and assigned in the grade to which promotion is recommended. Eligible officers will be reported as shown in the punched-card format of figure 2, AR 680-150. Effective with the first USAR unit vacancy selection board to convene after 1 October 1976, a photograph will be required for each eligible officer to be included with the recommendation. A black and white or color photograph (at least 3½×3½ inches not to exceed 8×10 inches is preferable) of the eligible officer will be taken in Army Green shade 44 uniform (less headgear), full-length, standing pose, body turned to his right approximately 30 degrees from axis of camera to subject, head facing camera, feet slightly apart, hands at sides. No retouching on the negative or print is permitted. The officer's signature must appear on the reverse of the photo, along with his name (last, first, middle initial), grade, social security number, date of photograph, and organization of assignment typed or printed legibly for identification purposes. Eligible officers may seek assistance in obtaining an official photograph from a nearby military installation or submit a personal photo which meets the above requirements to their area commander at least 60 days prior to the convening date of the board.

(2) DA Form 2464-R will be submitted for each recommended officer (fig. 2-1). This form (image size 7½" x 9½") will be reproduced locally on 8- x 10½-inch paper and printed head-to-foot. A copy of the document establishing educational qualification will be attached. Copies may be certified true copies or those reproduced mechanically. When a copy of DA Form 66 is attached, a note to this effect should appear in the "Re-

serve Assignments" section of the DA Form 2464-R.

(3) USAR commanders will recommend officers who meet the criteria in *a* and *b* above to fill unit vacancies in grades of captain through colonel and will submit the recommendations to their area commanders for consideration. Promo-

tion recommendations from major oversea commanders and RCPAC to fill unit vacancies in grades of major through colonel will be processed by the commands shown below.

| | |
|----------------------------|---------------------------|
| <i>Area Command</i> | <i>Processing Command</i> |
| Europe and Puerto Rico | First US Army |
| Southern Command and RCPAC | Fifth US Army |
| Alaska and Hawaii | Sixth US Army |

Table 2-1. Service Requirements

| <i>Grade</i> | | <i>Unit Board</i> | | <i>Mandatory Board</i> | |
|--------------|-----------|-----------------------------|-----------------------------|--------------------------------------|--|
| <i>From</i> | <i>To</i> | <i>Years in lower grade</i> | <i>Years in lower grade</i> | <i>Years of commissioned service</i> | |
| W1 | W2 | 3 | 3 | ----- | |
| W2 | W3 | 6 | 6 | ----- | |
| W3 | W4 | 6 | 6 | ----- | |
| 2LT | 1LT | 3 | 3 | ----- | |
| 1LT | CPT | 2 | 4 | 6 | |
| CPT | MAJ | 4 | 7 | 12 | |
| MAJ | LTC | 4 | 7 | 17 | |
| LTC | COL | 3 | *Note | *Note | |

*Note. Announced annually.

Table 2-2

| Educational Requirements for Promotion | | | |
|--|---|---|--------------------------------|
| R | A | B | C |
| U | If officer is eligible for promotion to | he must complete or have received constructive or equivalent credit for (Note 3) | by the date that |
| Y. | | | he is considered for promotion |
| E | | | |
| 1 | First Lieutenant | | the selection board convenes |
| 2 | Captain | any Officer Basic Course | the selection board convenes |
| 3 | Major | the Officer Advanced or Career Course to which officer is asgd or serving | the selection board convenes |
| 4 | Lieutenant Colonel (Notes 1 and 2) | fifty percent of the Command and General Staff Officer Course or have completed either the Logistics Executive Development Course (LEDC) or all five phases of the Associate Logistics Executive Development Course (ALEDC) | the selection board convenes |
| 5 | Colonel (Note 1) | The Command and General Staff Officer Course, to include FL Phase | the selection board convenes |

Note.

1. JAGC officers and AMEDD officers (less officers serving in operations and training, medical supply, patient administration, personnel, comptroller, hospital administration, medical aviation and medical intelligence specialties of the Medical Service Corps) may satisfy the requirements for rules 4 and 5 by completing the JAGC or AMEDD Reserve Components General Staff Course.

2. In order to receive recognition, an officer must inform his unit commander (CG RCPAC or oversea area commander, if assigned to a control group) of his successful completion of LEDC or ALEDC. Records custodians are not required to screen records to determine which officers have completed LEDC or ALEDC.

3. Acceptance of constructive credit or equivalent credit for filling academic requirement is subject to approval of the commandant of the service school having proponentcy for that course.

CHAPTER 3

BOARD SCHEDULES AND PROCEDURES

3-1. Convening authority. Authority to appoint and convene selection boards and standby advisory boards is assigned as shown in the table below.

3-2. Zone of consideration lists. Area commanders, the CG RCPAC, and State adjutants general will prepare and submit lists of the names of eligible members, as prescribed in AR 680-150. Separate lists will be prepared for Chaplains, WAC, and each corps of AMEDD. A consolidated list of all other branches will be prepared for each grade considered.

3-3. Furnishing records. *a.* Official military personnel files (OMPF), promotion consideration data folders, or other pertinent files will be reviewed by the selection board.

b. Information filed in the OMPF (AR 640-10) may be made available to selection boards. Unsupported or unacted upon derogatory or suitability information, however, will not be furnished.

3-4. Notice of consideration. *a.* The promotion authority will send a letter (fig. 3-1) to each nominee who is in the zone of consideration by a mandatory selection board (para 2-7) and not on active duty. The letter may be reproduced locally and bear facsimile signatures. A photograph requirement (para 2, fig. 3-1) will be effective with the first mandatory selection board (para 2-7) to convene after 1 October 1976. Modification of the

address for submission of photographs in paragraph 2, figure 3-1 will be as follows:

(1) All Control Group personnel (except first lieutenants) and USAR unit personnel (except first lieutenants), for mandatory promotion, to Cdr RCPAC, ATTN: AGUZ-PD-PM, to arrive with the promotion consideration data sheets or at least 60 days prior to the convening date of the board.

(2) USAR unit personnel, first lieutenant to captain for mandatory promotion, to the appropriate area commander to arrive at least 60 days prior to the convening date of the board.

(3) ARNG personnel, for mandatory promotion, to the Army National Guard Personnel Center, ATTN: NGB-ARP-C, 5600 Columbia Pike Office Building, Falls Church, VA 22041 to arrive at least 90 days prior to the convening date of the board to be included in the official military personnel file being forwarded to RCPAC or the Army.

b. A locally reproduced promotion consideration data sheet (fig. 3-2), in triplicate, will be sent with the notification letter. This data sheet will give each nominee an opportunity to review and verify current data extracted from his Military Personnel Records Jacket (MPRJ) and to make necessary changes before these data are furnished to the selection board.

| <i>Assigned Authority</i> | <i>For</i> | <i>For Promotion To</i> |
|--|---|------------------------------|
| HQDA (for RCPAC)..... | Mandatory consideration boards.... | Major and Lieutenant Colonel |
| | Mandatory consideration boards.... | Captain on AD |
| | Mandatory consideration boards.... | CW3 and CW4 |
| | Boards for selection..... | Colonel (APE and AMEDD) |
| Area Commanders..... | USAR unit vacancy boards..... | All grades |
| | Federal recognition boards (NGR 600-100 and -101). | All grades |
| | Mandatory consideration boards.... | Captain (unit officer) |
| USAREUR, USASCH, CDR 172D BDE ALASKA; and Cdr 193D BDE PANAMA. | USAR unit vacancy boards..... | Captain (unit) |
| | Mandatory consideration boards.... | Captain (unit) |
| CG RCPAC..... | Mandatory consideration boards.... | Captain (IRR only) |
| | Standby advisory boards..... | (para 3-5c and 3-14) |

Section II. SELECTION BOARD PROCEDURES

3-5. Board schedules. Headquarters authorized by this regulation to convene selection boards will adhere to the following schedule:

a. USAR unit vacancy selection boards (para 2-8) will normally convene during the months of March, June, September, and December on the date announced by HQDA.

b. Mandatory selection boards (para 2-7) will convene annually as announced by HQDA.

c. Delayed mandatory and mandatory reconsideration cases for promotion to captain will be handled as an additional duty by regularly scheduled USAR unit vacancy boards. Delayed mandatory and mandatory reconsideration cases for promotion to grades above captain of the APL (standby) will be handled as an additional duty by the regularly scheduled mandatory consideration boards. AMEDD standby cases above the grade of captain will be handled by the annual AMEDD mandatory consideration board and by a special AMEDD standby board which will convene approximately 6 months after the regular board (para 3-14).

3-6. Responsibility. *a.* The convening authority will appoint mature officers of varied experience to serve as board members. Their records will be reviewed and/or other action taken to insure that board members are the most capable of officers available.

b. HQDA will prescribe the exact number of warrant officers to be promoted to W3 and W4. The number will parallel the percentage prescribed by the Secretary of the Army for the "best qualified" selection (para 3-11*b*) of warrant officers for the Regular Army.

c. The promotion authority will insure that eligible members are aware of the general qualifications for selection (sec II, chap. 2; and paras 3-4 and 3-10).

d. Area commanders will furnish two copies of approved mandatory consideration board results for promotion to the grade of captain to Cdr, RCPAC, ATTN: AGUZ-PD. A copy of the special orders appointing the selection board will be attached to the board proceedings.

3-7. Selection. Except as stated elsewhere in this regulation, promotion will be made only on recommendation of a selection board.

3-8. Composition of selection boards. *a.* Reserve Component selection boards will be composed as shown in table 3-1.

b. The following additional requirements apply in appointing all Reserve Component selection boards:

(1) One half of all selection board members and alternate members will be Reserve officers not on active duty. Alternate members will be used only when members of their branch are being considered.

(2) A selection board may not be impaneled for longer than one year; nor will a board member serve on consecutive selection boards considering the same grade if the second board considers a member who was nonselected by the first board.

(3) A Reserve Component officer who is assigned to the Selective Service System or who is a US property and fiscal officer will not be detailed for selection board duty.

(4) For area commanders in CONUSA, no more than one USAR officer from the same ARCOM, GOCOM or no more than one ARNGUS officer from the same State may serve on the same board. For area commands overseas, no more than one officer from the same unit may serve on the same board.

(5) Officers of the WAC, CIL, AMSC, or ANC being considered for promotion will be represented on the selection board by an officer of the same branch or corps.

(6) General qualifications for selection board membership are as follows:

(a) Members selected for board duty must be the finest officers available. A broad base of experience upon which sound decisions can be made should be the primary criterion used in making selections.

(b) ARNG and USAR officers must not have failed a selection for promotion by a mandatory consideration board.

(c) Officers in grade of lieutenant colonel and above (other than AMEDD) must have credit for the Command and General Staff College or a higher level of military education.

(d) Officers should be college graduates, but this is not a mandatory requirement. Officers who do not have a degree must have an exceptionally

broad and varied background of military experience.

(e) USAR officers serving on unit vacancy boards must be members of units.

3-9. Instructions to the board. *a.* The convening authority will issue a letter of instructions to selection boards prescribing the oaths to be taken by board members, reports to be furnished, methods of selection, and any other administrative details required. Although the area commander has authority for convening the DA Reserve unit vacancy boards, the letter of instructions and guidance will be provided by HQDA.

b. The letter of instructions will direct that the board—

(1) Review the evaluation report file when determining a member's qualifications.

(2) Select members using the fully or best qualified method, as prescribed in the letter of instructions.

(3) Recommend elimination board consideration of nonselected members if their records indicate a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

c. The following oaths will be administered to the members of the board:

(1) Board members (administered by the recorder).

You, (identify each member by grade and name), do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority. (Each member of the board will respond "I do".)

(2) Recorder (administered by the board president).

You, (identify by grade and name), do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board. (Recorder will respond "I do".)

3-10. Communication with the board. *a.* Appearance before the board by the nominee is not authorized. Nominee may write a letter to the selection board inviting attention to any matter of record which he feels important in the consideration of his record.

(1) Newly acquired diplomas, degrees, or pro-

fessional stature, or information pertaining to civilian occupation, including length of experience (from—to) and extent of supervisory responsibility, may be sent directly to the selection board (*b* below).

(2) Communications of a personal nature which contain criticism or reflect adversely on the character, conduct, or motives of any individual being considered will not be brought to the attention of the selection board.

b. Communications and/or documents will be sent to the convening authority (either the area commander or Cdr RCPAC, ATTN: AGUZ-PD). As submitted documents will not be returned to the sender, they should be either photostatic or certified true copies. Communications will not be considered by the board if they arrive after the date on which the board convenes. The documents should be forwarded so as to arrive no later than one month before the first day of the month in which the board is scheduled to convene.

3-11. Method of selection. The selection board will base their recommendations for promotion upon impartial consideration of all personnel being considered. The board will use a method of selection as prescribed below.

a. Fully qualified. To be fully qualified for selection, a member must be—

(1) In the zone of consideration.

(2) On active duty or participating satisfactorily in Reserve training.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified (commissioned officers only).

b. Best qualified. To select those who are best qualified, the board must first determine which members of a group are *fully* qualified; then select the *best* qualified from that group.

3-12. Guidance for the board. Board members will use the following general guidance in their deliberations:

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each of the individuals recommended for promotion by the board.

b. The extent to which a member has taken advantage of available means to improve his professional qualifications will be considered (i.e.,

active and regular participation in scheduled training programs and completion of military education courses).

c. If a waiver to be retained in an active status is required because a member failed to accrue sufficient retirement points for his latest retirement year, he will not be considered to be participating satisfactorily in Reserve training. This criterion does not apply if the failure to accrue sufficient retirement points was due to a temporary physical disability.

3-13. Removal from a selection board list. The name of a member will not be removed from a selection board list except as authorized in this paragraph.

a. Authority.

★(1) Only the Secretary of the Army may delay promotion or remove a member's name from a recommended list if the reason for removal is the result of an investigation or proceedings of a court-martial or board of officers which results in the member's retention in an active status.

(2) HQDA may remove the name of a member who was ineligible for selection because he—

★(a) Was removed from an active status before promotion was finalized (para 2-2).

(b) Was not in an active status at the time of consideration (para 2-4).

(c) Was not participating satisfactorily in Reserve training (para 2-5).

(d) Had not completed the minimum educational requirements before the selection board convened (para 2-6).

(e) Was not in the zone of consideration (table 2-1).

(3) HQDA may remove the name of a member who was selected for unit vacancy promotion but who was transferred from the unit before the promotion was accomplished.

(4) HQDA may remove the name of a member from a not-recommended list if he—

(a) Was not eligible for consideration for one of the reasons in a (2)(a), (b), or (c) above.

(b) Is considered eligible for and subsequently selected by a standby board (para 3-14.)

b. Procedures. Recommendation for removal from a recommended list for a reason shown in a above may be submitted at any time to Cdr RCPAC, ATTN: AGUZ-PD.

(1) The commander's recommendation will contain full reasons for the proposed action and

indicate that an evaluation report, if appropriate, has been submitted (AR 623-105). If the basis for removal is other than lack of mandatory qualifications, the responsible commander will insure that favorable personnel action (AR 600-31) is suspended and that the suspension is not removed until the case is closed.

(2) HQDA will remove the name of a member who was ineligible for one of the reasons in a(2), (3), and (4) above. The selection board action will then be declared null and void and the member will not be considered a nonselection. He will, however, be a nonselection if he—

(a) Was not participating satisfactorily.

(b) Had not completed the minimum educational requirements before the selection board convened.

c. De facto status.

(1) A member whose promotion has been announced will be notified immediately if his promotion was unauthorized for a reason shown in a above. HQDA will determine whether the member served in a de facto status in the grade to which he was invalidly promoted.

(2) A promoted member who occupied the higher grade and actually discharged the functions of that grade in good faith from the date of promotion to the date he was notified of his invalidity will be determined to have served in a de facto status. If the member attained promotable status during the period served in a de facto status, his promotion will be announced in orders of current date. The member's date of rank will be as of the date he attained eligibility under this regulation.

3-14. Standby boards. a. Standby advisory boards will convene as prescribed in paragraph 3-5c.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omitted or his records contained a material error when reviewed by the selection board. If his name was omitted, he will be considered, provided he is eligible (c below). Eligibility for reconsideration will be determined by HQDA.

c. Applications for standby advisory board consideration for promotion to captain will be forwarded through command channels to the area commanders. Applications for standby advisory board consideration for promotion to grades above captain will be forwarded through

command channels to Cdr, RCPAC, ATTN: AGUZ-PD-SS. As an exception, area commanders will disapprove applications for reasons in (1) and (2) below, without referring them to RCPAC.

(1) The applicant did not meet minimum educational requirements (para 2-6).

★(2) The retirement year (para 1-4, AR 140-185) prior to the retirement year the applicant became entitled to promotion consideration was not a qualifying retention year (para 4-29).

d. Nonselection by a standby board will not be considered a passover unless the individual was considered and not selected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member not selected or not qualified (*b* above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19*f*.

Table 3-1. Composition of Selection Boards

| <i>Type of Board</i> | <i>President</i> | <i>Regular Members</i> | <i>Alternate Members</i> |
|---|--|--|---|
| APL, CH, and WC Selection Boards (to MAJ, LTC and COL) | General Officer ARNGUS, ¹ USAR ² | 1 COL, RA Combat Arms 1 COL, ARNGUS/ USAR Combat Arms ³ 1 COL, RA, Combat Support 1 COL, USAR, Combat Service Support | 1 COL, USAR, CH ⁴ 1 COL, RA, WC ² |
| AMEDD Selection Boards (to CPT, MAJ, LTC and COL) | General Officer USAR | 1 COL, RA, Combat Arms 1 COL, ARNGUS, AMEDD ³ 2 COL, USAR, AMEDD ³ | 1 COL, USAR, ANC 1 COL, USAR, AMSC |
| APL, WC Selection Boards (to CPT (active duty), and all Warrant Officers to CW3 and CW4) | Colonel, USAR Combat Arms | 1 LTC, RA, Combat Arms 1 LTC, ARNGUS, Combat Arms 1 LTC, USAR, Combat Support 1 LTC, USAR, Combat Service Support | 1 LTC, RA, WC |
| APL, CH, and WC Selection Boards (to CPT, NOT on active duty) | LTC, RA, Combat Arms | 1 MAJ, ARNGUS/ USAR Combat Arms 2 MAJ, USAR, Combat Support 1 MAJ, USAR, Combat Service Support | 1 MAJ, USAR, CH 1 MAJ, USAR, WC |
| USAR Unit Vacancy Boards (to CPT, MAJ, LTC and COL in appropriate CONUSA processing command) ⁴ | General Officer, RA | 1 COL, USAR, Combat Arms 1 COL, USAR, Combat Support 1 COL, RA, Combat Arms, Combat Support 1 COL, USAR, Combat Service Support | 1 COL, USAR from each of the following Branches as required: CH, WC, ANC, AMSC, MSC. |
| USAR Unit Vacancy Boards (to CPT in USAREUR, USASCH, CDR 172D BDE ALASKA and CDR 193D BDE PANAMA) | LTC, RA | 1 MAJ, USAR, Combat Arms 2 MAJ, USAR, Combat Support 1 MAJ, USAR, Combat Service Support | 1 MAJ, USAR, from each of the following Branches as required: CH, WC, ANC, AMSC, MSC. |

See footnotes at end of table.

Table 3-1. Composition of Selection Boards--Continued

| <i>Type of Board</i> | <i>President</i> | <i>Regular Members</i> | <i>Alternate Members</i> |
|---|------------------|--|---|
| AMEDD Selection Boards (to CPT, NOT on active duty) | LTC, RA | 1 MAJ, USAR Com- bat Arms 1 MAJ, ARNGUS AMEDD 2 MAJ, USAR AMEDD | 1 MAJ, USAR ANC 1 MAJ, USAR AMSC. |

Notes.

1. When ARNGUS furnishes the General Officer, Army Reserve will furnish the Colonel. These positions filled on an alternating basis.
2. LTC's may serve as alternate members *except* on those boards considering officers for promotion to Colonel.
3. One officer from each branch of AMEDD, *less* the branch providing the General Officer.
4. Area commanders will request concerned oversea commanders to provide selection board members periodically.

S/S CH4 AR 135-155

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FROM: DA STL MO //AGUZ-RPP-PR//

TO: ALL HOLDERS OF ID OF AR 135-155

Rec'd 4/4/77

UNCLAS

SUBJECT: Interim Change to AR 135-155 (Army National Guard and Army Reserve - Promotion of Commissioned Officers and Warrant Officers Other Than General Officers)

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.
2. Subparagraph 2-8a(8), page 2-5, is added to read:
 - (8) Officers who should have been but were not considered for promotion to the grade of CPT through LTC by a preceding mandatory board and who are not now eligible for standby consideration (para 3-14c), although they must be considered, cannot be selected for unit vacancy promotion until they have been considered and selected by a subsequent mandatory board.
3. Subparagraph 2-8c(1), page 2-5, fifth sentence is amended by inserting the word "which" between the words "inches" and "is".

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| <p style="text-align: center;">FROM: ┌</p> <p style="text-align: center;">TO:</p> <p>4. Table 2-2, page 2-6.1, is amended by adding "(Note 4)" after "any Officer Basic Course" in column B, Rule 1 and 2. Add the following note to Table 2-2 to read as follows:</p> <p style="padding-left: 40px;">4. Officers transferred from the OADO Control Group to Annual Training Control Group and who are awaiting orders to AD or ADT are not required to meet the educational requirements for promotion. Promotion under these circumstances does not alter the requirement to complete the basic course.</p> <p style="text-align: right;">└</p> | | | | | | | | | |
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FROM: DA STL MO //AGUZ-RPP-PR//

TO: ALL HOLDERS OF ID OF AR 135-155

Rec'd 1/18/77

UNCLAS

SUBJ: Interim Change to AR 135-155

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective 1 March 1977.

2. Subparagraph 3-8b(5), page 3-2, is superseded as follows:

(5) Officers of the WAC, CH, or AMEDD being considered for promotion will be represented on the selection board by an officer of the same branch or corps.

3. Table 3-1, page 3-5, for AMEDD Selection Boards (to CPT, MAJ, LTC, and COL), delete entries under Alternate Members column and under Regular Members column change "2 COL, USAR, AMEDD³" to read "4 COL, USAR, AMEDD³".

4. Table 3-1, page 3-6, for AMEDD Selection Boards (to CPT, NOT on active duty) delete alternate member entries and under Regular Members column change "2 MAJ, USAR, AMEDD" to read "4 MAJ, USAR, AMEDD⁵".

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5. Table 3-1, page 3-6, at the end of the table add Note 5 to read as follows:
 5. One officer from each branch of AMEDD, less the branch providing the board president.

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| <p>FROM: DA STL MO //AGUZ-RPP-PR//</p> <p>TO: ALL HOLDERS OF ID OF AR 135-155</p> <p>UNCLAS</p> <p>SUBJECT: Interim Change to AR 135-155</p> <p>1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.</p> <p>2. Paragraph 3-10, Page 3-3, is superseded as follows:</p> <p>3-10. Individual communications with the board.</p> <p>a. No officer is authorized to appear in person before a selection board on his own behalf or in the interest of another officer who is under consideration.</p> <p>b. An officer under consideration may write a letter to the selection board inviting attention to any matter of record in the Department of the Army concerning himself that he feels important in the consideration of his records. Any letter considered by a selection board will become a matter of permanent record in the individual's file that went before the board.</p> | | | | | | | | | |
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| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | |
| <p style="text-align: center;">FROM: 7</p> <p style="text-align: center;">TO:</p> <p>(1) Letter communications with the board will be accepted only from the individual under consideration.</p> <p>(2) Newly acquired diplomas, degrees, professional stature, or information pertaining to civilian occupations, including length of experience (from-to) and extent of supervisory responsibility, are appropriate inclosures to a letter to the board.</p> <p>(3) Communications to a selection board which are not properly in an officer's file and/or which contain criticism or reflect adversely upon the character, conduct, or motives of any officer will not be given to a selection board.</p> <p>c. Appropriate communications to a selection board will be considered if received prior to the time the board convenes. Communications should be mailed to the convening authority (either the area commander or Cdr, RCPAC, ATTN: AGUZ-PD, St. Louis, Missouri 63132). Submitted documents should be either photostatic or certified true copies, as they will not be returned to the sender.</p> <p>d. Appeals of efficiency/evaluation reports will not be included in letters directed to the selection board, but will be prepared and submitted in accordance with AR 623-105.</p> | | | | | | | | | |
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CHAPTER 1

GENERAL

1-1. Purpose and scope. *a.* This regulation prescribes policy and procedures to consider, select, and promote commissioned officers of the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR) and warrant officers of the USAR as Reserve commissioned officers/warrant officers of the Army. Exceptions will be made only by Headquarters, Department of the Army (HQDA). Special provisions applicable to active, retired, and discharged personnel of the US Army are indicated in paragraph 6-1.

b. Commissioned officers in the Army Medical Department (AMEDD), Chaplains (CH), Judge Advocate General's Corps (JAGC), and Women's Army Corps (WAC) will be promoted within the branch or corps to which they are assigned. (See exception in para 2 Sa(4)(c)). Officers in any other branch can be promoted in a different branch (except for AMEDD, CH, JAGC, or WAC).

c. Federal recognition of State unit vacancy promotions of ARNGUS officers and warrant officers are governed by NGR 600-100 and 600-101.

1-2. Explanation of terms. For purpose of this regulation, the following apply:

a. Army promotion list (APL). This list includes all branches except AMEDD, CH, and WAC. The AMEDD promotion list includes all branches of the Army Medical Department (i.e., MC, DC, VC, ANC, MSC, and AMSC).

b. Member. This word includes both commissioned officers and warrant officers of the ARNGUS and the USAR.

c. Nominee. An ARNGUS or USAR member in the zone of consideration for promotion to the next higher grade.

d. Overstrength. The assigned strength is more than the authorized TOE or TDA strength. Assignment of an officer as overstrength may be the result of unit reorganization, inactivation, or relocation; as a result of an assignment error; or as an authorized exception to policy to correct an injustice.

e. Permanent promotion. A promotion in the Regular Army or in a Reserve component of the Army.

f. Promotion eligibility date (PED). The earliest date upon which an officer who is recommended and selected may be promoted to the next higher grade.

g. Promotion to fill officer position grade vacancies. An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade.

h. Temporary promotion. Promotion to a grade in which a member holds a temporary appointment in the AUS.

i. Troop program unit. A TOE or TDA unit of the USAR organized to serve as a unit upon mobilization or one that is assigned a mobilization mission (AR 140-1). The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

j. Unit vacancy. A unit vacancy exists if a position authorized by paragraph and line number of a TOE or TDA is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength.

1-3. Promotion authority. *a.* Authority to issue Reserve of the Army promotion letters is assigned as follows:

★(1) Area commanders (CONUS and overseas) and the CG RCPAC for members under their jurisdiction.

(2) HQDA (RCPAC) for--

(a) ARNGUS members.

(b) ARNGUS and USAR members serving on active duty, except USAR grades W1 and second lieutenant.

(c) USAR members in grades W1 and second lieutenant if they are not under the jurisdiction of an area commander for Reserve matters.

(d) USAR members released from active duty in the grade of lieutenant, captain, and colonel.

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b. The following commanders are authorized to issue promotion letters to USAR members below the grade of lieutenant colonel who are released from active duty:

(1) Area commanders in the US Army Forces Command (FORSCOM) (AR 10-42).

(2) Major Army commanders (AR 10-5).

(3) Heads of HQDA agencies exercising command responsibility (AR 10-5) who are authorized to establish transfer activities for processing personnel for separation (AR 635-10).

c. The commanders in *b* above may delegate promotion authority to—

(1) Commanding officers of transfer points for USAR members below the grade of lieutenant colonel being released from active duty. This authority should be delegated at the time the transfer activity is established or when a specific unit personnel section is authorized to process transfers.

(2) Commanders of Active Army organizations for which the grade of colonel or higher is authorized. A USAR member on active duty in grade W1 or second lieutenant who is serving on active duty in an AUS grade which is higher than his current USAR grade may be promoted under this authority.

CHAPTER 2

PROMOTION ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Section I. GENERAL

2-1. Consideration without board action. *a.* A member of the USAR in the grade of W1 or second lieutenant will be considered for promotion without review by a selection board. The member's records will be screened to determine eligibility for promotion to the next higher grade. Eligibility will be determined far enough in advance to permit promotion on the date promotion service is completed (table 2-1).

b. A member is qualified for promotion if he is in an active status, participating satisfactorily (paras 2-5 and 2-6), and there are no grounds for removal from the service (i.e., demonstrated substandard performance, unfitness, unsuitability, or for security reasons). A member of the USAR control group (officer active duty obligor (OADO)) will have met these requirements by virtue of his assignment (para 2-5b).

c. Decisions reached as a result of the consideration in *a* and *b* above will be processed as prescribed in chapter 4.

2-2. Inactive and active status. A member who is removed from active status before his promotion is final will be removed from the promotion list (para 3-13). Removal will not be considered a nonselection. If returned to an active status, his name will not be placed on a promotion list unless he is again recommended by a selection or Federal recognition board. He will not be considered for a Reserve of the Army promotion until at least 1 year after the date of his return to an active status.

2-3. Service computation. Service requirements prescribed in table 2-1 will be computed in

accordance with the following:

a. Warrant officers. Promotion service will be computed based upon years of service performed in the current warrant officer grade.

b. Commissioned officers. Service requirements for promotion to captain and above require a minimum number of years of promotion and commissioned service. Service periods will not be counted more than once. If an officer was given constructive service credit on his appointment, any actual service before that date will not be counted.

(1) Promotion service (time in grade) is computed by adding—

(*a*) All service performed (or credit by the Secretary of the Army with having been performed) in the current permanent grade in the Army (or, at the discretion of the Secretary of the Army, in any other Armed Force) while in an active status or on the active list.

(*b*) In the case of a first promotion of a person originally appointed in a grade below colonel, all constructive service credited that exceeds the minimum years of service prescribed for the grade in which appointed.

(2) A Reserve commissioned officer's years of service are the greater of—

(*a*) The sum of years of service as a commissioned officer of any component of the Armed Forces or of the Army without specification of component and the years of constructive service credited; or

(*b*) The number of years by which the member's age exceeds 25 years.

Section II. ELIGIBILITY FOR CONSIDERATION AND GENERAL QUALIFICATIONS FOR SELECTION

2-4. Eligibility for consideration. To be eligible for consideration for promotion to the next higher grade, an ARNGUS or USAR member must be in active status and meet the service requirements in table 2-1.

2-5. Selection criteria. *a.* To be eligible for selection, an ARNGUS or USAR member who meets the eligibility requirements (para 2-4) must be on active duty or participating satisfactorily in

Reserve training. For promotion purposes, satisfactory participation consists of earning the minimum retirement points prescribed for retention (AR 140-10). A commissioned officer is also required to meet certain educational requirements unless an exception is authorized.

b. An officer assigned to a Ready Reserve Group listed in paragraph 3-7b, AR 140-1 or Control Group (Standby) who has not completed

his statutory military service obligation or executed an agreement to remain in the Ready Reserve will be considered to be participating satisfactorily if he complies with all of his commander's instructions.

2.6. Educational requirements. To qualify for selection, a Reserve of the Army commissioned officer must complete the educational requirements in table 2-2 and/or this paragraph not later than the date the board is convened to consider him for promotion.

a. General. The following applies in determining educational qualifications:

(1) Equivalent credit for completion of a lower course of study may be awarded by the appropriate selection board for enrollment and satisfactory participation in a course which is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. The officer must also be enrolled and participating satisfactorily at the time he is considered.

(2) HQDA may award equivalent credit for Command and General Staff College by virtue of successful completion of a higher level resident course conducted by another school of the US or foreign military service. Requests will be considered individually and should be submitted to the CDR, RCPAC, ATTN: AGUZ-PMT-G, 9700 Page Blvd., St. Louis MO 63132.

(3) Officers of branches listed below will be determined educationally qualified upon successful completion of indicated courses.

(a) Armor and Infantry Branch. The course of instruction conducted by the US Army Armor School or the US Army Infantry School.

(b) Field Artillery and Air Defense Artillery Branch (first lieutenants only). An officer weapons-qualification course in residence at the US Army Artillery and Missile School or the US Air Defense School and at least 6 months of continuous service on active duty.

(c) Women's Army Corps. Educational requirements for promotion of women assigned to WAC and serving in a career branch are the same as those prescribed for male commissioned officers of the same grade and branch.

(d) Ordnance and Chemical Branch. The course of instruction conducted by the US Army

Ordnance School or the US Army Chemical School.

(4) *Selective Service System (SSVC).* Staff specialists assigned to the SSVC will be required to meet the educational requirements listed below.

| To the grade of | Educational requirements |
|------------------------|--|
| Captain..... | Phase I of the SSVC correspondence course and an officer basic branch course. |
| Major..... | Management courses prescribed by the SSVC system and 50% of the advanced or career course. |
| Lieutenant Colonel.... | Any advanced or career course. |
| Colonel..... | The Industrial College of the Armed Forces National Security Management Course. |

Until July 1, 1975, an officer may qualify by either the new program listed above or the former subcourse program listed below. After July 1, 1975, only the above program will be considered as meeting the educational requirements.

| To the grade of | Educational requirements |
|-------------------------|--------------------------|
| Captain..... | I and II |
| Major..... | I through III |
| Lieutenant Colonel..... | I through V |
| Colonel..... | I through VIII |

Note: Twenty-four or more consecutive months of active duty with the SSVC is acceptable in lieu of the subcourse program.

(5) *Army Medical Department (AMEDD).* AMEDD officers who have served on extended active duty (more than 30 days) will be awarded constructive credit for the military education which would be required for promotion to the highest grade held on extended active duty. AMEDD officers presently holding or those initially appointed or reappointed to grades above second lieutenant will be awarded constructive credit for the military education which would be requisite for promotion to their present grade. Award of constructive credit is restricted to commanders responsible for maintaining the individual's MPRJ. Documentation awarding constructive credit will be furnished HQDA (DAPC-PAR-R) 200 Stovall Street, Alexandria, VA 22332 for personnel on active duty. For AMEDD officers not on active duty documentation evidencing award of constructive credit will be furnished the CDR, RCPAC, ATTN: AGUZ-PRD-O, 9700 Page Blvd., St. Louis, MO 63132.

b. Educational substitution. The following may be substituted for military educational requirements for promotion to the grades indicated:

(1) An officer, delayed to obtain a graduate degree and assigned to the control group (OADO), will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment. (See exception in para 2 5b.) The promotion authority will make this determination a matter of record by inserting a letter in the officer's record before it is referred to the selection board. The letter will state that the educational waiver is cancelled on the date the officer completes a qualifying service school course or when he completes 6 or more months of active duty or active duty training, whichever occurs first.

★(2) Effective 1 January 1976, an officer who has completed at least 2 years of active duty but is not presently serving on active duty may be considered to have met the educational requirements for promotion to the next higher grade if he meets all the following requirements:

(a) He is assigned to the same branch in which he served on active duty and is being considered for promotion to a grade no more than one grade higher than his active duty grade.

(b) His evaluation report shows that his performance of duty during the active duty period has been excellent.

(c) He did not receive notification of nonselection for promotion to the next higher temporary grade.

(3) An officer who is serving on active duty (excluding ADT) may be considered to have met the educational requirements for promotion to the next higher grade in which serving if his evaluation

reports indicate excellent performance in his present grade, and he did not receive notification of nonselection to the next higher temporary grade.

c. Educational exceptions. The following officers are not required to meet the educational requirements in table 2-2:

(1) An officer whose branch has been changed because of the conversion, redesignation or reorganization of his unit of assignment within 8 years of the date he is being considered for promotion. He may be favorably considered by the selection board if he meets the educational requirements of his last branch and his records show he has taken action to become qualified in his new branch. Promotion under these circumstances does not constitute the completion of branch qualification prescribed in AR 140-10 or the retirement of a technical waiver (NGR 600-100).

(2) An officer whose removal from active status has been invalid. HQDA may waive the educational requirements and/or active participation requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.

(3) Officers of the staff specialist branch. These officers are not required to meet any educational requirements unless assigned to the SSVC system (a(4) above).

(4) Officers of the Civil Affairs Branch only who receive direct commissions will complete one-half of the C-23 or E-23 Civil Affairs Officers Advance Course in lieu of a basic branch course.

Section III. BOARD CONSIDERATIONS

2-7. Mandatory selection boards. *a. General.* Mandatory selection boards will be convened annually (chap. 3) to consider members of the ARNGUS and USAR in an active status or on active duty for promotion to grades W3 and W4 and to captain through lieutenant colonel. These boards will consider members for promotion without regard to vacancies in the next higher grade.

b. First consideration. A member in grade W2, W3 (USAR only); first lieutenant; captain; or

major will be first considered for promotion to the next higher grade if he will complete the service requirements (table 2-1) by 31 December of the year following the year in which the board convenes.

c. Second consideration. A member in grade W2, W3, first lieutenant, captain, or major who is not selected on his first consideration will be considered a second time by the next board considering his grade and/or branch only if he remains in an active status.

★2-7.1. Consideration for promotion to colonel.

a. Selection boards will convene at the discretion of the Secretary of the Army (chap 3) to consider ARNGUS and USAR officers, in all branches, for promotion to colonel. These boards will consider and recommend only those who are in an active status or on active duty.

b. HQDA will—

(1) Prescribe the minimum promotion service and total years commissioned service required for an officer for each branch. So far as practicable, the amount of service prescribed will correspond to that which an officer of the Regular Army in the same branch must have for permanent promotion consideration.

(2) Require that the name of each officer with the prescribed promotion service and years of service be placed on the appropriate zone of consideration list.

(3) Prescribe the number of officers to be recommended for promotion from each list (API and AMEDD).

(4) Announce zones of consideration for unit and nonunit lieutenant colonels in all branches.

c. Officers not selected for promotion to colonel will be considered again by a selection board provided they remain in an active status and meet the criteria for the next announced zone of consideration.

2-8. USAR unit vacancy selection boards. Promotion to fill authorized unit vacancies in troop program units may be filled through promotion of the best qualified and geographically available officers, as prescribed below.

a. *Eligibility.* The USAR unit vacancy promotion system is designed to promote officers to fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. If assignments cannot be made from local resources (officers assigned to units and local members of the Individual Ready Reserve) the names of all unit officers in the next lower grade who meet the following requirements will be forwarded to the appropriate area commander for promotion consideration:

(1) Have completed the necessary promotion service prescribed for promotion to the next higher grade by convening date of the board.

(2) Be assigned to any part of an organization whose commander is authorized to forward nominations directly to the area commander or

to the commander of the senior Army headquarters outside CONUS.

(3) Be geographically available to serve in the position for which considered. The unit commander having the vacancy will determine an officer geographically available if he lives within a commuting distance that will allow full participation, has the means, and is willing to travel the distance involved.

(4) Be of the proper branch.

(a) Officers of the AMEDD are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation.

(b) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

(c) Officers of all other branches are eligible for promotion consideration to fill vacancies in any of those branches, except that WAC officers cannot be assigned to combat units (officers selected for promotion to fill a vacancy in a branch in which they are not qualified must become qualified in accordance with applicable regulations).

(5) The unit vacancy must be in the next higher grade unless an intermediate grade is not authorized in the TOE or TDA unit. An officer filling a position which is two grades higher than his current grade may be recommended for promotion to the next higher grade. (A first lieutenant may be recommended for promotion to captain (an unauthorized position in the unit) even though the vacancy is in an authorized position of major.) A grade vacancy is not required for promotion to first lieutenant.

(6) If approved by the promotion authority, a first or second lieutenant, who for 12 or more months has served creditably in a unit vacancy prescribed for a captain, may be placed on the list of eligibles for promotion to the next higher grade. An officer may not be promoted more than once under this exception.

(7) Officers who have been nonselected by the preceding mandatory board to the grade of captain through lieutenant colonel, although they must be considered, cannot be selected for unit promotion until they have been considered and selected by a succeeding mandatory board.

b. *Authorized vacancies.* The following rules will be used to determine if a vacancy exists:

(1) An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorized in the TOE/TDA for his grade.

(2) The existence of a vacancy for a position designated in (a), (b), and (c) below will be determined by counting certain officers against the strength authorization. (WAC officers meeting the criteria in a above will be counted against any of the positions listed below.) A position-

(a) Designated to be occupied by an officer of a special branch in the TOE/TDA. Count only officers assigned to special branches (AMEDD, CH, and JAGC), including overstrength.

(b) Not designated to be occupied by an officer of a particular special branch. Count all officers, including assigned overstrength, except AMEDD, CH, and JAGC.

(c) Listed as "branch immaterial." Count all officers, including assigned overstrength, regardless of branch.

c. *Submitting recommendations.*

(1) The names of officers eligible for promotion to the next higher grade will be furnished within four months after a vacancy occurs. Recommendations will be forwarded to the selection board (chap. 3) on DA Form 2464-R (Summary of Service for Reserve Promotion

Purposes), showing the number of officers authorized and assigned in the grade to which promotion is recommended. Eligible officers will be reported as shown in the punched-card format of figure 2, AR 680-150.

(2) DA Form 2464-R will be submitted for each recommended officer (fig. 2-1). This form (image size 7 $\frac{1}{16}$ " x 9 $\frac{1}{16}$ ") will be reproduced locally on 8- x 10 $\frac{1}{2}$ -inch paper and printed head-to-foot. A copy of the document establishing educational qualification will be attached. Copies may be certified true copies or those reproduced mechanically. When a copy of DA Form 66 is attached, a note to this effect should appear in the "Reserve Assignments" section of the DA Form 2464-R.

(3) USAR commanders will recommend officers who meet the criteria in a and b above to fill unit vacancies in grades of captain through colonel and will submit the recommendations to their area commanders for consideration. Promotion recommendations from major oversea commanders and RCPAC to fill unit vacancies in grades of major through colonel will be processed by the commands shown below.

| | |
|----------------------------|---------------------------|
| <i>Area Command</i> | <i>Processing Command</i> |
| Europe and Puerto Rico | First US Army |
| Southern Command and RCPAC | Fifth US Army |
| Alaska and Hawaii | Sixth US Army |

Table 2 1. Service Requirements

| <i>Grade</i> | | <i>Unit Board</i> | <i>Mandatory Board</i> | |
|--------------|-----------|-----------------------------|-----------------------------|--------------------------------------|
| <i>From</i> | <i>To</i> | <i>Years in lower grade</i> | <i>Years in lower grade</i> | <i>Years of commissioned service</i> |
| W1 | W2 | 3 | 3 | ----- |
| W2 | W3 | 6 | 6 | ----- |
| W3 | W4 | 6 | 6 | ----- |
| 2LT | 1LT | 3 | 3 | ----- |
| 1LT | CPT | 2 | 4 | 6 |
| CPT | MAJ | 4 | 7 | 12 |
| MAJ | LTC | 4 | 7 | 17 |
| LTC | COL | 3 | *Note | *Note |

*Note. Announced annually.

| Table 2-2 | | | |
|--|---|--|--------------------------------|
| Educational Requirements for Promotion | | | |
| R U L E | A | B | C |
| | If officer is eligible for promotion to | he must complete or have received constructive or equivalent credit for ★(Note 3) | by the date that |
| 1 | First lieutenant | | he is considered for promotion |
| 2 | Captain | any Officer Basic Course | the selection board convenes |
| 3 | Major | the Officer Advanced or Career Course to which officer is asgd or serving | the selection board convenes |
| 4 | Lieutenant Colonel (Notes 1 and 2) | fifty percent of the Command and General Staff Officer Course or have completed either the Logistics Executive Development Course (LEDC) or all five phases of the Associate Logistics Executive Development Course (ALEDC). | the selection board convenes |
| 5 | Colonel (Note 1) | The Command and General Staff Officer Course, to include FL Phase | the selection board convenes |

Note.

1. JAGC officers and AMEDD officers (less officers serving in operations and training, medical supply, patient administration, personnel, comptroller, hospital administration, medical aviation and medical intelligence specialties of the Medical Service Corps) may satisfy the requirements for rules 4 and 5 by completing the JAGC or AMEDD Reserve Components General Staff Course.

2. In order to receive recognition, an officer must inform his unit commander (CG RCPAC or oversea area commander, if assigned to a control group) of his successful completion of LEDC or ALEDC. Records custodians are not required to screen records to determine which officers have completed LEDC or ALEDC.

★3. Acceptance of constructive credit or equivalent credit for filling academic requirement is subject to approval of the commandant of the service school having proponenty for that course.

CHAPTER 3

BOARD SCHEDULES AND PROCEDURES

3-1. Convening authority. Authority to appoint and convene selection boards and standby advisory boards is assigned as shown in the table below.

3-2. Zone of consideration lists. Area commanders, the CG RCPAC, and State adjutants general will prepare and submit lists of the names of eligible members, as prescribed in AR 680-150. Separate lists will be prepared for Chaplains, WAC, and each corps of AMEDD. A consolidated list of all other branches will be prepared for each grade considered.

3-3. Furnishing records. *a.* Official military personnel files (OMPF), promotion consideration data folders, or other pertinent files will be reviewed by the selection board.

b. Information filed in the OMPF (AR 640-10) may be made available to selection boards.

Unsupported or unacted upon derogatory or suitability information, however, will not be furnished.

3-4. Notice of consideration. *a.* The promotion authority will send a letter (fig. 3-1) to each nominee who is in the zone of consideration by a mandatory selection board (para 2-7) and not on active duty. The letter may be reproduced locally and bear facsimile signatures.

b. A locally reproduced promotion consideration data sheet (fig. 3-2), in triplicate, will be sent with the notification letter. This data sheet will give each nominee an opportunity to review and verify current data extracted from his Military Personnel Records Jacket (MPRJ) and to make necessary changes before these data are furnished to the selection board.

| <i>Assigned Authority</i> | <i>For</i> | <i>For Promotion To</i> |
|--|--|------------------------------|
| HQDA (for RCPAC)..... | Mandatory consideration boards..... | Major and Lieutenant Colonel |
| | Mandatory consideration boards..... | Captain on AD |
| | Mandatory consideration boards..... | CW3 and CW4 |
| | Boards for selection | Colonel (API and AMEDD) |
| Area Commanders..... | USAR unit vacancy boards..... | All grades |
| | Federal recognition boards (NGR 600-100 and -101). | All grades |
| | Mandatory consideration boards..... | Captain (unit officer) |
| USAREUR, USASCH, CDR 172D BDE ALASKA, and CDR 193D BDE PANAMA. | USAR unit vacancy boards..... | Captain (unit) |
| | Mandatory consideration boards..... | Captain (unit) |
| CG RCPAC..... | Mandatory consideration boards..... | Captain (IRR only) |
| | Standby advisory boards..... | (para 3-5c and 3-14) |

Section II. SELECTION BOARD PROCEDURES

3-5. Board schedules. Headquarters authorized by this regulation to convene selection boards will adhere to the following schedule:

a. USAR unit vacancy selection boards (para 2-8) will normally convene during the months of March, June, September, and December on the date announced by HQDA.

b. Mandatory selection boards (para 2-7) will convene annually as announced by HQDA.

c. Delayed mandatory and mandatory recon-

sideration cases for promotion to captain will be handled as an additional duty by regularly scheduled USAR unit vacancy boards. Delayed mandatory and mandatory reconsideration cases for promotion to grades above captain of the API (standby) will be handled as an additional duty by the regularly scheduled mandatory consideration boards. AMEDD standby cases above the grade of captain will be handled by the annual AMEDD mandatory consideration board and by

a special AMEDD standby board which will convene approximately 6 months after the regular board (para 3-14).

3-6. Responsibility. *a.* The convening authority will appoint mature officers of varied experience to serve as board members. Their records will be reviewed and/or other action taken to insure that board members are the most capable of officers available.

b. HQDA will prescribe the exact number of warrant officers to be promoted to W3 and W4. The number will parallel the percentage prescribed by the Secretary of the Army for the "best qualified" selection (para 3-11b) of warrant officers for the Regular Army.

c. The promotion authority will insure that eligible members are aware of the general qualifications for selection (see II, chap. 2; and paras 3-4 and 3-10).

d. Area commanders will furnish two copies of approved mandatory consideration board results for promotion to the grade of captain to CDR, RCPAC, ATTN: AGUZ-PD. A copy of the special orders appointing the selection board will be attached to the board proceedings.

3-7. Selection. Except as stated elsewhere in this regulation, promotion will be made only on recommendation of a selection board.

3-8. Composition of selection boards. *a.* Reserve Component selection boards will be composed as shown in table 3-1.

b. The following additional requirements apply in appointing all Reserve Component selection boards:

(1) One half of all selection board members and alternate members will be Reserve officers not on active duty. Alternate members will be used only when members of their branch are being considered.

(2) A selection board may not be impeded for longer than one year; nor will a board member serve on consecutive selection boards considering the same grade if the second board considers a member who was nonselected by the first board.

(3) A Reserve Component officer who is assigned to the Selective Service System or who is a US property and fiscal officer will not be detailed for selection board duty.

(4) For area commanders in CONUSA, no more than one USAR officer from the same ARCOM/GOCOM or no more than one ARNGES

officer from the same State may serve on the same board. For area commands overseas, no more than one officer from the same unit may serve on the same board.

(5) Officers of the WAC, CH, AMSC, or ANC being considered for promotion will be represented on the selection board by an officer of the same branch or corps.

(6) General qualifications for selection board membership are as follows:

(a) Members selected for board duty must be the finest officers available. A broad base of experience upon which sound decisions can be made should be the primary criterion used in making selections.

(b) ARNG and USAR officers must not have failed a selection for promotion by a mandatory consideration board.

(c) Officers in grade of lieutenant colonel and above (other than AMEDD) must have credit for the Command and General Staff College or a higher level of military education.

(d) Officers should be college graduates, but this is not a mandatory requirement. Officers who do not have a degree must have an exceptionally broad and varied background of military experience.

(e) USAR officers serving on unit vacancy boards must be members of units.

3-9. Instructions to the board. *a.* The convening authority will issue a letter of instructions to selection boards prescribing the oaths to be taken by board members, reports to be furnished, methods of selection, and any other administrative details required. Although the area commander has authority for convening the DA Reserve unit vacancy boards, the letter of instructions and guidance will be provided by HQDA.

b. The letter of instructions will direct that the board--

(1) Review the evaluation report file when determining a member's qualifications.

(2) Select members using the fully or best-qualified method, as prescribed in the letter of instructions.

(3) Recommend elimination board consideration of nonselected members if their records indicate a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

c. The following oaths will be administered to the members of the board:

(1) Board members (administered by the recorder).

You, (identify each member by grade and name), do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority. (Each member of the board will respond "I do".)

(2) Recorder (administered by the board president).

You, (identify by grade and name), do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board. (Recorder will respond "I do".)

3-10. Communication with the board. a. Appearance before the board by the nominee is not authorized. Nominee may write a letter to the selection board inviting attention to any matter of record which he feels important in the consideration of his record.

(1) Newly acquired diplomas, degrees, or professional stature, or information pertaining to civilian occupation, including length of experience (from-to) and extent of supervisory responsibility, may be sent directly to the selection board (b below).

(2) Communications of a personal nature which contain criticism or reflect adversely on the character, conduct, or motives of any individual being considered will not be brought to the attention of the selection board.

b. Communications and/or documents will be sent to the convening authority (either the area commander or CDR RCPAC, ATTN: AGUZ-PD). As submitted documents will not be returned to the sender, they should be either photostatic or certified true copies. Communications will not be considered by the board if they arrive after the date on which the board convenes. The documents should be forwarded so as to arrive no later than one month before the first day of the month in which the board is scheduled to convene.

3-11. Method of selection. The selection board will base their recommendations for promotion upon impartial consideration of all personnel being

considered. The board will use a method of selection as prescribed below.

a. *Fully qualified.* To be fully qualified for selection, a member must be—

(1) In the zone of consideration.

(2) On active duty or participating satisfactorily in Reserve training.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified (commissioned officers only).

b. *Best qualified.* To select those who are best qualified, the board must first determine which members of a group are *fully qualified*; then select the *best qualified* from that group.

3-12. Guidance for the board. Board members will use the following general guidance in their deliberations:

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each of the individuals recommended for promotion by the board.

b. The extent to which a member has taken advantage of available means to improve his professional qualifications will be considered (i.e., active and regular participation in scheduled training programs and completion of military education courses).

c. If a waiver to be retained in an active status is required because a member failed to accrue sufficient retirement points for his latest retirement year, he will not be considered to be participating satisfactorily in Reserve training. This criterion does not apply if the failure to accrue sufficient retirement points was due to a temporary physical disability.

3-13. Removal from a selection board list. The name of a member will not be removed from a selection board list except as authorized in this paragraph.

a. *Authority.*

(1) Only the Secretary of the Army may delay promotion or remove a member's name from a recommended list if the reason for removal is the result of an investigation or proceedings of a court-martial or board of officers.

(2) HQDA may remove the name of a member who was ineligible for selection because he—

(a) Was removed from an active status before selection board action was finalized (para 2-2).

(b) Was not in an active status at the time of consideration (para 2-4).

(c) Was not participating satisfactorily in Reserve training (para 2-5).

(d) Had not completed the minimum educational requirements before the selection board convened (para 2-6).

(e) Was not in the zone of consideration (table 2-1).

(3) HQDA may remove the name of a member who was selected for unit vacancy promotion but who was transferred from the unit before the promotion was accomplished.

(4) HQDA may remove the name of a member from a not-recommended list if he—

(a) Was not eligible for consideration for one of the reasons in a (2)(a), (b), or (c) above.

(b) Is considered eligible for and subsequently selected by a standby board (para 3-14).

b. *Procedures.* Recommendation for removal from a recommended list for a reason shown in a above may be submitted at any time to CDR RCPAC, ATTN: AGUZ-PD.

(1) The commander's recommendation will contain full reasons for the proposed action and indicate that an evaluation report, if appropriate, has been submitted (AR 623-105). If the basis for removal is other than lack of mandatory qualifications, the responsible commander will insure that favorable personnel action (AR 600-31) is suspended and that the suspension is not removed until the case is closed.

(2) HQDA will remove the name of a member who was ineligible for one of the reasons in a(2), (3), and (4) above. The selection board action will then be declared null and void and the member will not be considered a nonselection. He will, however, be a nonselection if he—

(a) Was not participating satisfactorily.

(b) Had not completed the minimum educational requirements before the selection board convened.

c. *De facto status.*

(1) A member whose promotion has been announced will be notified immediately if his promotion was unauthorized for a reason shown in a above. HQDA will determine whether the

member served in a *de facto* status in the grade to which he was invalidly promoted.

(2) A promoted member who occupied the higher grade and actually discharged the functions of that grade in good faith from the date of promotion to the date he was notified of its invalidity will be determined to have served in a *de facto* status. If the member attained promotable status during the period served in a *de facto* status, his promotion will be announced in orders of current date. The member's date of rank will be as of the date he attained eligibility under this regulation.

3-14. **Standby boards.** a. Standby advisory boards will convene as prescribed in paragraph 3-5e.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omitted or his records contained a material error when reviewed by the selection board. If his name was omitted, he will be considered, provided he is eligible (c below). Eligibility for reconsideration will be determined by HQDA.

c. Applications for standby advisory board consideration for promotion to captain will be forwarded through command channels to the area commanders. Applications for standby advisory board consideration for promotion to grades above captain will be forwarded through command channels to CDR, RCPAC, ATTN: AGUZ-PD-SS. As an exception, area commanders will disapprove applications for reasons in (1) and (2) below, without referring them to RCPAC.

(1) The applicant did not meet minimum educational requirements (para 2-6).

(2) The retirement year (para 3, AR 140-185) prior to the retirement year the applicant became entitled to promotion consideration was not a qualifying retention year (para 4-29).

d. Nonselection by a standby board will not be considered a pass-over unless the individual was considered and not selected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member not selected or not qualified (b above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19f.

HEADQUARTERS
(Address)

Date _____

SUBJECT: Consideration for Promotion as a Reserve Commissioned
Officer of the Army

Convening Date of Board:

1. You will be considered for promotion to the next higher grade by a Department of the Army Selection Board to be convened on the date shown above.
2. Personal appearance before the board is not authorized. You may send a letter inviting attention to specific items concerning military service that you deem important in the board's consideration. These items may not contain criticism or reflect on the character, conduct, or motives of any officer. Documents received will not be returned; therefore, photostatic or certified true copies should be submitted. Communications should be addressed to the Commander, United States Army Reserve Components Personnel & Administration Center, Post Office Box 12449, Olivette Branch, St. Louis, MO 63132, and should arrive at least 30 days prior to the convening date of the board.
3. I am attaching for your personal review three copies of a Promotion Consideration Data Sheet which reflects current data extracted from your DA Form 201, Military Personnel Records Jacket (MPRJ). Our purpose in sending you copies of the form is to provide an opportunity for you to review and verify the information or make changes, if appropriate, before the data is provided to the Selection Board. One copy may be retained for your personal file. The remaining copies, with changes if required, should be signed and returned in the envelope(s) provided within seven days after receipt. A legend of the various items is shown on the reverse side of the form. If you do make a change, draw a single line through the item and print the new information in the same block; please submit any documentation you have to substantiate the change. *Please return the signed form whether or not changes are made.* The information shown on the form is that which is contained in your MPRJ. There is no need for you to contact us for verification of any of these items. Prompt action will insure that the Selection Board is provided with correct, complete, and up-to-date information relating to your military service and qualifications.
4. In the event that you are eligible for and elect discharge or transfer to the Control Group (Inactive) or the Retired Reserve prior to your promotion eligibility date, this correspondence should be disregarded. If your mandatory removal date is prior to the adjournment date of the board, your name will be deleted from the list of officers being considered for promotion.
5. You will be notified of your selection or nonselection after adjournment of the board. The decision of the board is administratively final.

Figure 3-1.

SUBJECT: Consideration for Promotion as a Reserve Commissioned Officer of the Army

The letter announcing the results of the board will advise you of any action required to finalize the board results.

AUTHORITY LINE

5 Inclosures
as

SIGNATURE BLOCK

Figure 3-1—Continued

PROMOTION CONSIDERATION DATA SHEET

| SECTION A - IDENTIFICATION DATA | | | | | | | |
|--|--------------------|------------------------------------|-------------------|---|--|--|-----------------------|
| 1. Name | 2. SSN | 3. Grade | 4. Branch | 5. FMOS | 6. Sec | 7. ODS | 8. Security Clearance |
| SECTION B - PROMOTION CRITERIA | | | | | | | |
| 9. PCO/DOB | 10. Prom Code Code | 11. NRO | 12. Source of Com | 13. Date of Com | 14. Age at Com Under 25 25 or over | 15. Meets minimum military education requirement Yes _____ No _____ | |
| 16. Meets participation requirements for promotion Yes _____ No _____ | | 17. Detail to | 18. SMOG | 19. Physically qualified for promotion consideration Yes _____ No _____ | | | |
| SECTION C - EDUCATION | | | | | | | |
| MILITARY | | | | ACADEMIC | | | |
| 20. Highest level of Military education completed | | Branch | | 23. Highest level of Civilian education completed | | | |
| 21. Military courses in which currently enrolled | | Branch | | 24. Special courses completed | | | |
| 22. Special courses completed | | | | | | | |
| SECTION D - PARTICIPATION AND TRAINING | | | | | | | |
| 25. RETIREMENT POINTS | | | | 26. Retirement year ending date (RYE) | | | |
| Year | Total | Remarks | | 27. Waiver Required on Active status to complete 20 Years Yes _____ No _____ | | | |
| 19 | | | | | | | |
| 18 | | | | | | | |
| 17 | | | | | | | |
| SECTION E - ASSIGNMENT AND ATTACHMENTS | | | | | | | |
| 28. Reserve Assignment | | 31. Attachment | | 34. Special Assignment | | | |
| 29. Date of Assignment | | 32. Date of attachment | | 35. Date of special assignment | | | |
| 30. Total months Active Federal Service | | 33. Date released from Active Duty | | 36. Was service less than 6 mos | | 6 mos or more | |

Figure 3-2

Section III. DATES OF PROMOTION

4-14. General. Procedures in section IV or in chapter 5 will be followed for members who decline promotion or are serving on active duty. Procedures in this section will be followed in computing effective promotion dates for all other Reserve component commissioned and warrant officers. Effective dates for promotion will be—

a. For commissioned officers. The date the officer completes the mandatory or unit service requirement in table 2-1.

b. For warrant officers. The day following the date the officer completes service requirements, as in *a* above.

4-15. Promotion eligibility date. Service requirement for promotion to the *next* higher grade will normally be computed from the effective date of promotion to the current grade.

4-16. Selection after one passover. The effective date of promotion of a member selected after being passed over on a first consideration will be 1 year later than the original promotion eligibility date. (This does not apply to promotion to colonel.)

4-17. Promotion to first lieutenant. A qualified second lieutenant will not be promoted before the date he completes 3 years of promotion service except—

a. ROTC graduates who accept appointment in May or June of any year. Promotion service will be computed from the date of graduation of cadets of the US Military Academy in that year.

b. An officer serving in a unit vacancy (para 2-8a(6)).

c. An officer promoted to a higher temporary AUS grade (chap. 5).

4-18. Selected and transferred to the Retired Reserve. A Reserve officer, upon transfer to the Retired Reserve, will be—

a. Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including components thereof).

b. Transferred in the Reserve grade for which selected for promotion when the transfer is being made because of physical disability or as a result of completing the number of years of service or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-19. Effective dates. With exception of *a* below, the latest date shown under each of the following promotion categories will be used to compute

effective dates of promotion. (In computing dates for warrant officers, one day will be added to the dates shown.)

a. Promoted to fill a unit vacancy (para 2-8). Effective date will be the 15th day of the month in which the selection board convenes.

b. Selected by a mandatory selection board (para 2-7).

(1) Nonunit members—Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed.

(2) Unit members—

(*a*) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed, unless he declines.

(*b*) Date assigned to a position vacancy in the higher grade.

★*c.* Selected for promotion to colonel (para 2-7.1).

(1) Date the board reports its recommendations.

(2) Date that promotion service and years of service prescribed by the Secretary of the Army are completed.

d. Selected after transfer from inactive status.

(1) Date the board reports its recommendations.

(2) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed.

e. Selected by a standby board. Date he would have been promoted had he been selected by the appropriate mandatory consideration board or board for promotion to the grade of colonel.

f. Selected after nonselection by a standby board. A member nonselected by a standby board or found not qualified (para 3-14), who is subsequently selected by a mandatory board, will be promoted the later of—

(1) The date the board submits its recommendations.

(2) The date mandatory service requirements are completed (table 2-1). This date will also be used to compute service requirements for promotion to the *next* higher grade.

Section IV. DECLINATION OF PROMOTION

4-20. Policy. A commissioned officer of the ARNGUS or USAR who has been selected for promotion to the next higher grade may decline the promotion for a period authorized in this section. Declination beyond the maximum period is not authorized unless approved by HQDA. Request for an exception will not be considered unless the area commander, CG RCPAC, or State adjutant general recommends approval.

4-21. Approval authority. Authority to approve declinations of promotion is assigned to—

- a.* Area commanders—for USAR unit members.
- b.* The CG RCPAC—for nonunit members and members of the RCPAC (USAR Augmentation).
- c.* The Governor or other appropriate authority of the State or of Puerto Rico, the Canal Zone, or the Virgin Islands, or of the Commanding General of the District of Columbia National Guard—for members of the ARNGUS.

4-22. Period of declination. *a.* Unless an exception is authorized (*b* below), the period of declination will not exceed 1 year. The period will be computed from the date of the promotion letter or the date the officer completes the service requirements (table 2-1), whichever is later.

b. The period of declination may be extended to 3 years from the date of selection for—

- (1) ARNGUS officers (including technicians), with the consent of the Governor. The period may be further extended, at the discretion of the Secretary of the Army, for an officer of an Alaska scout battalion or of a unit engaged in air defense

activities on a tactical site under control of the Army or Air Force.

(2) An officer who is employed as a civilian in a USAR technician position.

4-23. Promotion lists. The names of ARNGUS and USAR officers declining promotion to the next higher grade will be removed or retained on the promotion list as follows:

a. Officers selected for promotion to colonel and nonunit officers will be removed from the promotion list and will be considered by the next appropriate selection board provided they remain eligible.

b. Unit officers will be retained on the promotion list for the maximum period authorized, unless they have been promoted earlier to the grade for which selected or have been removed for some other reason.

4-24. Procedures. Declination of promotion will be processed as follows:

a. Nonunit USAR officers. The reason and date of declination will be entered on the letter of promotion. A copy will be forwarded to Commander, US Army Military Personnel Center, ATTN: DAPC-PAR-R, 200 Stovall Street, Alexandria, VA 22332—for officers on extended active duty or, if not on active duty, to the CDR RCPAC, ATTN: AGUZ-PD-PN.

b. Unit USAR Officers. These officers will be notified of selection for promotion to the next higher grade at least 30 days in advance of their promotion eligibility dates (fig. 4-5). If an officer declines, a copy of the letter of notification, together with the approved in-

CHAPTER 5

PROMOTION OF RESERVE COMPONENT MEMBERS SERVING ON ACTIVE DUTY

5-1. General. The provisions of this chapter concerning eligibility, consideration, and selection of ARNGUS and USAR members apply in all respects to Reserve component commissioned and warrant officers considered for promotion while serving on active duty (other than for training).

a. Procedures in AR 624-100 will be followed for the temporary promotion of AUS members while serving on active duty. A temporary grade is one "... in which a member holds temporary appointment in the AUS, normally received through temporary promotion, as distinguished from his permanent grade in the Regular Army or in a Reserve component." (para 2*k*, AR 624-100).

b. The active duty grade of a member will not be altered as the result of promotion to the next higher Reserve grade.

5-2. Promotion to a higher permanent grade. *a.* Members serving on active duty will not be promoted to a higher temporary AUS grade by virtue of promotion to a higher permanent Reserve grade. The procedures in (1) and (2) below apply to members promoted to a higher permanent Reserve component grade while serving on active duty.

(1) A member who is serving under a temporary AUS appointment will continue to serve in his temporary AUS grade.

(2) A member who is serving on active duty in his permanent Reserve grade only will be deemed to have accepted a temporary AUS appointment in the grade in which serving on active duty prior to promotion, unless the permanent promotion is declined (para 3 and 4, fig. 4-2). The effective date of constructive acceptance of the AUS appointment will be the same as the date of the permanent Reserve component promotion. A member who does not want to continue to serve on active duty in the lower grade may elect relief from active duty. (See exception in *b* below.)

★*b.* A member who has not completed a required period of service or active duty, under any provision of law, may not elect relief from active

duty. If he does not want to serve in a grade that is lower than his permanent Reserve component grade, he may decline the promotion. A member who declines promotion under the provisions of this paragraph may apply and be promoted to the permanent Reserve component grade when he—

(1) Completes his required period of service on active duty.

(2) Is promoted to a temporary higher grade.

c. The provisions of paragraph 4 in figure 4-2 will be used as a basis for promoting a Reserve officer who is serving on active duty in a temporary AUS grade which is lower than his permanent Reserve grade. Request for relief from active duty based upon declination of permanent Reserve promotion will be forwarded to the CDR RCPAC, ATTN: AGUZ-PD, for further action.

5-3. Promotion to a higher temporary grade. *a.* The procedures in (1) and (2) below apply to members serving on active duty who are either promoted or on a recommended list for promotion to a temporary AUS grade which is higher than their permanent Reserve grade. Members eligible for promotion under the provisions of this paragraph will be promoted without consideration by a Reserve selection board (para 4-17*a*).

(1) Those promoted to a higher temporary AUS grade will be promoted to the same permanent Reserve grade. Promotion to the permanent grade will be the earlier of the following:

(*a*) Date of completion of service requirements under mandatory consideration (table 2-1).

(*b*) Years of service as announced annually by the Secretary of the Army (10 USC 3389) but no earlier than the date of the AUS promotion. (This criterion applies only to commissioned officers.)

(2) Those who are on a recommended list for promotion to a higher temporary AUS grade will be promoted to the same permanent Reserve grade. Promotion to the permanent grade will be accomplished upon completion of the service requirements under mandatory consideration (table 2-1).

b. Procedures in *a* above will be followed for members of the ARNGUS if Federal recognition is extended in the higher grade (NGR 624-101). If Federal recognition is not extended, an ARNGUS member may elect to transfer to the USAR and be promoted under the provisions of *a* above.

★*c.* For promotion to first lieutenant under *a* and *b* above, paragraph 4-17*a* applies (exclusive of the 3-year promotion service requirement).

5-4. Promotion upon release from active duty. *a.* A USAR member will be promoted the day after release from active duty to a permanent Reserve grade which is equal to the highest temporary AUS grade satisfactorily held on active duty (para 4-9). NGR 600-100 applies for promotion of ARNGUS members released from active duty.

★*b.* Except for promotion to fill a unit vacancy (para 2-8), commissioned officers promoted under the provisions of this paragraph may not again be promoted for the first time to the grade of—

(1) Captain, major, or lieutenant colonel until they complete the total years of service prescribed in table 2-1 under mandatory consideration for promotion to the applicable grade.

(2) Colonel or higher until they complete 19 years of service, as computed under the provisions of paragraph 2-3*b*(2) (10 USC 3369 and 3386).

c. Warrant officers who decline promotion to a permanent Reserve grade may not thereafter be promoted under the provisions of this paragraph, unless approved by HQDA.

d. Commanders responsible for determining eligibility for promotion will obtain information from RCPAC if a member's records indicate he should have been considered before release from active duty. The member will not be mandatorily considered for promotion until additional information concerning previous action taken is obtained from CDR, RCPAC, ATTN: AGUZ-PD.

e. A promotion initiated before release from active duty will continue to its conclusion, unless release is—

(1) Coincident to discharge as a Reserve member.

(2) Concurrent with placement in the Retired Reserve or in an inactive status.

(3) Incident to court or board action or request for release in lieu of court or board action.

CHAPTER 6

ISSUANCE OF PROMOTION COMMISSION CERTIFICATES

6-1. General. This chapter prescribes procedures for requesting promotion commission certificates (DA Form 3877) subsequent to 1 January 1963 and applies to—

a. Retired and discharged commissioned and warrant officers of the Army.

b. Reserve of the Army commissioned and warrant officers not on active duty.

c. Active Army commissioned and warrant officers.

d. Active Army enlisted personnel holding concurrent USAR commissions or warrants.

6-2. Procedure for requesting certificates. *a.* Personnel desiring promotion commission certificates (DA Form 3877) may submit a written request to include full name (first name—middle name—last name), social security number or service number, current mailing address, and current military status (ARNGUS or USAR not on active duty, active duty commissioned or warrant officer, or enlisted personnel discharged or retired). The request should include a copy of the pertinent promotion letter or order, if available.

b. Upon completion of processing, documents supporting the promotion together with the certificate will be returned. Approximately 120 days should be allowed for processing and mailing of a

commission certificate. Requests from the individual concerned, or next of kin for deceased personnel, will be forwarded to the addresses shown below.

(1) Active Army commissioned and warrant officers and retired general officers.

HQDA (DAPC-PAR-S)
Hoffman II
200 Stovall Street
Alexandria, VA 22332

(2) Active Army enlisted personnel holding concurrent USAR commissions and warrants.

Commander
US Army Enlisted Records Center
ATTN: PORC
Fort Benjamin Harrison, IN 46249

(3) Retired commissioned and warrant officers (other than general officers), Reserve of the Army commissioned and warrant officers not on active duty, and discharged personnel.

Commander
US Army Reserve Components Personnel
and Administration Center
ATTN: AGUZ-PAD-P
9700 Page Boulevard
St. Louis, MO 63132

Reference

2/Sch 3

AR 135-155

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| JOINT MESSAGEFORM | | | | | | SECURITY CLASSIFICATION UNCLASSIFIED | | | |
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| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | |
| <p>FROM: DA STL MO //AGUZ-RPC-PR//</p> <p>TO: ALL HOLDERS OF ID OF AR 135-155 <i>Red 8/10/76</i></p> <p>UNCLAS</p> <p>SUBJ: Interim Change to AR 135-155</p> <p>1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.</p> <p>2. Subparagraph 2-8c(1) is expanded to add the following:</p> <p>Effective with the first USAR unit vacancy selection board to convene after 1 October 1976 a photograph will be required for each eligible officer to be included with the recommendation. A black and white or color photograph (at least 3½ x 3½ inches not to exceed 8 x 10 inches which is preferable) of the eligible officer will be taken in Army Green shade 44 uniform (less headgear), full-length, standing pose, body turned to his right approximately 30 degrees from axis of camera to subject, head facing camera, feet slightly apart, hands at sides. No retouching on the negative or print is permitted. The officer's signature must appear on the reverse of the photo along with his name (last, first, middle initial), grade, social security number and organization of</p> | | | | | | | | | |
| DISTR: | | | | | | | | | |
| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE | | | | | | SPECIAL INSTRUCTIONS | | | |
| Mr. Perry MilPersMgtSp AGUZ-RPC-PR X7669 | | | | | | | | | |
| TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE | | | | | | SECURITY CLASSIFICATION | | DATE, TIME GROUP | |
| <i>James Monahan</i> JAMES F. MONAHAN, LTC, GS, ASST ADJ | | | | | | UNCLASSIFIED | | | |

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| <p style="text-align: center;">FROM: 7</p> <p style="text-align: center;">TO:</p> <p>assignment typed or printed legibly for identification purposes. Eligible officers may seek assistance in obtaining an official photograph from a nearby military installation or submit a personal photo which meets the above requirements to their area commander at least 60 days prior to the convening date of the board.</p> <p>3. Paragraph 3-4a is expanded to add the following:</p> <p style="padding-left: 40px;">A photograph requirement (para 2, fig 3-1) will be effective with the first mandatory selection board (para 2-7) to convene after 1 October 1976. Modification of the address for submission of photographs in paragraph 2, figure 3-1 will be as follows:</p> <p style="padding-left: 40px;">(1) All Control Group personnel (except first lieutenants) and USAR unit personnel (except first lieutenants), for mandatory promotion, to Cdr, RCPAC, ATTN: AGUZ-PD-PM, to arrive with the promotion consideration data sheet or at least 60 days prior to the convening date of the board.</p> <p style="padding-left: 40px;">(2) USAR unit personnel, first lieutenant to captain for mandatory promotion, to the appropriate area commander to arrive at least 60 days prior to the convening date of the board. 1</p> | | | | | | | | | |
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| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | |
| <p style="text-align: center;">FROM: _____</p> <p style="text-align: center;">TO: _____</p> <p>(3) ARNG personnel, for mandatory promotion, to Army National Guard Personnel Center, ATTN: NGB-ARP-C, Columbia Pike Office Building, 5600 Columbia Pike, Falls Church, Virginia 22041 to arrive at least 90 days prior to the convening date of the board to be included in the official military personnel file being forwarded to RCPAC or the Army.</p> <p>4. Figure 3-1, paragraph 2, is expanded to add the following:</p> <p>A black and white or color photograph (at least 3½ x 3½ inches not to exceed 8 x 10 inches which is preferable) in Army Green shade 44 uniform (less headgear), full-length, standing pose, body turned to your right approximately 30 degrees from axis of camera, head facing camera, feet slightly apart and hands at sides is requested. No retouching on the negative or print is permitted. Sign the reverse side of the photo and type or print legibly your name (last, first, middle initial), grade, social security number and organization of assignment for identification purposes. Should you desire you may seek assistance in obtaining an official photograph from a nearby military installation or submit a personal photo which meets the above requirements to the <u>(para 3-4a)</u> to arrive <u>(para 3-4a)</u>.</p> | | | | | | | | | |
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| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | |
| <p>FROM: DA STL MO //AGUZ-RPC-PR//</p> <p>TO: ALL HOLDERS OF ID OF AR 135-155 <i>Rec'd 6/30/76</i></p> <p>UNCLAS</p> <p>SUBJECT: Interim Change to AR 135-155</p> <p>1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-155, dated 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.</p> <p>2. Subparagraph 3-13a (1), page 3-3, is expanded to add the following: "which results in the member's retention in an active status".</p> <p>3. Subparagraph 3-13a(2)(a), page 3-4, is superseded as follows: (a) Was removed from an active status before promotion was finalized (para 2-2).</p> <p>4. Subparagraph 4-19a, page 4-3, is superseded as follows: a. Promoted to fill a unit vacancy (para 2-8). Effective date will be the 15th day of the month in which the selection board convenes or the date the selectee is assigned to the position, whichever is later. If not</p> | | | | | | | | | |
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| Mr. Perry MilPersMgtSp AGUZ-RPC-PR X7669 | | | | | | | | | |
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| JAMES F. MONAHAN, LTC, GS, ASST ADJ | | | | | | UNCLASSIFIED | | | |
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| <p style="text-align: center;">FROM: 7</p> <p style="text-align: center;">TO:</p> <p>occupying the position, assignment of selectees to unit vacancies will take place immediately upon announcement of the results of the board.</p> <p>5. Subparagraph 4-19b(1), page 4-3, is superseded as follows:</p> <p style="padding-left: 40px;">(1) Nonunit members - Date that mandatory service requirements are completed. If selected on second consideration, or by the next appropriate board following a declination of promotion, 1 year later than the date mandatory service requirements were completed.</p> | | | | | | | | | |
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| | | ACT PP | INFO PP | | | | DATE - TIME 071458Z | MONTH MAY | YR 76 |
| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | |
| <p>FROM: DA STL MO //AGUZ-RPC-PR//</p> <p>TO: ALL HOLDERS OF ID OF AR 135-155</p> <p>UNCLAS</p> <p>SUBJ: Interim Change to AR 135-155</p> <p>1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155. Pending revision of AR 135-155, dated 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows.</p> <p>2. Subparagraph 2-5a, page 2-2, is expanded to add the following: Selection for promotion is a recognition of potential for service in the higher grade and is not a reward for past service.</p> <p>3. Subparagraph 2-5c, page 2-2, is added to read as follows: c. Effective 1 January 1977, to be eligible for selection, a commissioned officer in the grade of major and below must be able to serve a minimum of two years in the higher grade prior to reaching the date his mandatory removal is required from an active status.</p> | | | | | | | | | |
| DISTR: | | | | | | | | | |
| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE Mr. Perry MilPersMgtSp AGUZ-RPC-PR X7669 | | | | | | SPECIAL INSTRUCTIONS THE ARMY LIBRARY WASHINGTON, D. C. | | | |
| TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE Mr. J. MOSS, LTC, GS, ASST ADJUTANT | | | | | | SECURITY CLASSIFICATION UNCLASSIFIED | | DATE TIME GROUP | |
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CHAPTER 2

PROMOTION ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Section I. GENERAL

2-1. Consideration without board action. *a.* A member of the USAR in the grade of W1 or second lieutenant will be considered for promotion without review by a selection board. The member's records will be screened to determine eligibility for promotion to the next higher grade. Eligibility will be determined far enough in advance to permit promotion on the date promotion service is completed (table 2-1).

b. A member is qualified for promotion if he is in an active status, participating satisfactorily (paras 2-5 and 2-6), and there are no grounds for removal from the service (i.e., demonstrated substandard performance, unfitness, unsuitability, or for security reasons). A member of the USAR control group (officer active duty obligor (OADO)) will have met these requirements by virtue of his assignment (para 2-5b).

c. Decisions reached as a result of the consideration in *a* and *b* above will be processed as prescribed in chapter 4.

2-2. Inactive and active status. A member who is removed from active status before his promotion is final will be removed from the promotion list (para 3-13). Removal will not be considered a nonselection. If returned to an active status, his name will not be placed on a promotion list unless he is again recommended by a selection or Federal recognition board. He will not be considered for a Reserve of the Army promotion until at least 1 year after the date of his return to an active status.

2-3. Service computation. Service requirements prescribed in table 2-1 will be computed in accordance with the following:

a. Warrant officers. Promotion service will be computed based upon years of service performed in the current warrant officer grade.

b. Commissioned officers. Service requirements for promotion to captain and above require a minimum number of years of promotion and commissioned service. Service periods will not be counted more than once. If an officer was given constructive service credit on his appointment, any actual service before that date will not be counted.

(1) Promotion service (time in grade) is computed by adding—

(*a*) All service performed (or credit by the Secretary of the Army with having been performed) in the current permanent grade in the Army (or, at the discretion of the Secretary of the Army, in any other Armed Force) while in an active status or on the active list.

(*b*) In the case of a first promotion of a person originally appointed in a grade below colonel, all constructive service credited that exceeds the minimum years of service prescribed for the grade in which appointed.

(2) A Reserve commissioned officer's years of service are the greater of—

(*a*) The sum of years of service as a commissioned officer of any component of the Armed Forces or of the Army without specification of component and the years of constructive service credited; or

(*b*) The number of years by which the member's age exceeds 25 years.

Section II. ELIGIBILITY FOR CONSIDERATION AND GENERAL QUALIFICATIONS FOR SELECTION

2-4. Eligibility for consideration. To be eligible for consideration for promotion to the next higher grade, an ARNGUS or USAR member must be in active status and meet the service requirements in table 2-1.

2-5. Selection criteria. *a.* To be eligible for selec-

tion, an ARNGUS or USAR member who meets the eligibility requirements (para 2-4) must be on active duty or participating satisfactorily in Reserve training. For promotion purposes, satisfactory participation consists of earning the minimum retirement points prescribed for reten-

tion (AR 140-10). A commissioned officer is also required to meet certain educational requirements unless an exception is authorized.

b. An officer assigned to a Ready Reserve Group listed in paragraph 3-7b, AR 140-1 or Control Group (Standby) who has not completed his statutory military service obligation or executed an agreement to remain in the Ready Reserve will be considered to be participating satisfactorily if he complies with all of his commander's instructions.

2-6. Educational requirements. To qualify for selection, a Reserve of the Army commissioned officer must complete the educational requirements in table 2-2 and/or this paragraph not later than the date the board is convened to consider him for promotion.

a. *General.* The following applies in determining educational qualifications:

★(1) Equivalent credit for completion of a lower course of study may be awarded by the appropriate selection board for enrollment and satisfactory participation in a course which is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. The officer must also be enrolled and participating satisfactorily at the time he is considered.

★(2) HQDA may award equivalent credit for Command and General Staff College by virtue of successful completion of a higher level resident course conducted by another school of the US or foreign military service. Requests will be considered individually and should be submitted to the CDR, RCPAC, ATTN: AGUZ-PMT-G, 9700 Page Blvd., St. Louis MO 63132.

(3) Officers of branches listed below will be determined educationally qualified upon successful completion of indicated courses.

(a) *Armor and Infantry Branch.* The course of instruction conducted by the US Army Armor School or the US Army Infantry School.

(b) *Field Artillery and Air Defense Artillery Branch (first lieutenants only).* An officer weapons-qualification course in residence at the US Army Artillery and Missile School or the US Air Defense School and at least 6 months of continuous service on active duty.

(c) *Women's Army Corps.* Educational requirements for promotion of women assigned to

WAC and serving in a career branch are the same as those prescribed for male commissioned officers of the same grade and branch.

(4) *Selective Service System (SSVC).* Staff specialists assigned to the SSVC will be required to meet the educational requirements listed below.

| <i>To the grade of</i> | <i>Educational requirements</i> |
|------------------------|--|
| Captain..... | Phase I of the SSVC correspondence course and an officer basic branch course. |
| Major..... | Management courses prescribed by the SSVC system and 50% of the advanced or career course. |
| Lieutenant Colonel.... | Any advanced or career course. |
| Colonel..... | The Industrial College of the Armed Forces National Security Management Course. |

Until July 1, 1975, an officer may qualify by either the new program listed above or the former subcourse program listed below. After July 1, 1975, only the above program will be considered as meeting the educational requirements.

| <i>To the grade of</i> | <i>Educational requirements</i> |
|-------------------------|---------------------------------|
| Captain..... | I and II |
| Major..... | I through III |
| Lieutenant Colonel..... | I through V |
| Colonel..... | I through VIII |

Note: Twenty-four or more consecutive months of active duty with the SSVC is acceptable in lieu of the subcourse program.

(5) *Army Medical Department (AMEDD).* AMEDD officers who have served on extended active duty (more than 30 days) will be awarded constructive credit for the military education which would be required for promotion to the highest grade held on extended active duty. AMEDD officers presently holding or those initially appointed or reappointed to grades above second lieutenant will be awarded constructive credit for the military education which would be requisite for promotion to their present grade. Award of constructive credit is restricted to commanders responsible for maintaining the individual's MPRJ. Documentation awarding constructive credit will be furnished HQDA (DAPC-PAR-R) 200 Stovall Street, Alexandria, VA 22332 for personnel on active duty. For AMEDD officers not on active duty documentation evidencing award of constructive credit will be furnished the CDR, RCPAC, ATTN: AGUZ-PRD-O, 9700 Page Blvd., St. Louis, MO 63132.

| SUMMARY OF SERVICE FOR RESERVE PROMOTION PURPOSES | | | | | | DATE |
|--|----------|---|-----------------------|--|-----------|-----------|
| For use of this form, see AR 135-155: the proponent agency is The Adjutant General's Office. | | | | | | |
| TO: | | THRU: | | FROM: | | |
| SECTION I - PERSONNEL DATA | | | | | | |
| 1. NAME (First, Last, Middle) | | | 2. SSN | 3. GRADE | 4. BRANCH | |
| 5. PMOS | 6. SMOS | 7. DMOS | 8. UNIT OF ASSIGNMENT | | | |
| 9. HOME ADDRESS (Include ZIP Code) | | | | | | |
| 10. TOTAL YRS. COMMISSIONED SERVICE | | 11. YEARS PROMOTIONS SVC IN PRESENT GRADE | | 12. NATIONAL AGENCY CHECK COMPLETED (Date) | | |
| 13. UNIT VACANCY FOR WHICH BEING CONSIDERED (and date vacancy (S) occurred): | | | | | | |
| 14. TOE/TDA NO. | 15. PARA | 16. LINE | 17. POSITION TITLE | 18. BRANCH | 19. MOS | 20. GRADE |
| 14. MILITARY EDUCATION | | | | | | |
| 15. UNIT STRENGTH STRUCTURE | | | | | | |
| | GEN | COL | LTC | MAJ | CAPT | LT |
| AUTHORIZED: _____ | | | | | | |
| ACTUAL: _____ | | | | | | |
| 16. RESERVE ASSIGNMENTS (Commissioned) | | | | | | |
| INCLUSIVE DATES | GRADE | MOS | JOB TITLE | UNIT OR ORGANIZATION | | |
| | | | | | | |
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| 17. REMARKS: | | | | | | |
| a. THERE (ARE) (ARE NO) OFFICERS OF APPROPRIATE GRADE ASSIGNED AS OVERSTRENGTH. | | | | | | |
| b. RECORDS OF ALL ELIGIBLE OFFICERS HAVE BEEN FORWARDED FOR CONSIDERATION. | | | | | | |
| c. OFFICER EFFICIENCY REPORT FOR PERIOD (_____ TO _____) SUBMITTED ON _____ Date | | | | | | |
| TYPED NAME, GRADE, BRANCH, AND OFFICIAL POSITION <i>(Custodian of Records)</i> | | | | SIGNATURE | | |

Figure 2-1

| SECTION II - RECOMMENDATION FOR PROMOTION | | |
|---|--|-----------|
| 18a. <input type="checkbox"/> RECOMMEND OR <input type="checkbox"/> INCLUDE FOR CONSIDERATION _____ FOR PROMOTION IN THE USAR. THIS OFFICER <input type="checkbox"/> IS <input type="checkbox"/> IS NOT QUALIFIED FOR PROMOTION TO THE NEXT HIGHER GRADE BECAUSE OF PARA _____ AR 135-155 | | |
| b. THE ABOVE NAMED OFFICER <input type="checkbox"/> IS <input type="checkbox"/> IS NOT THE ONLY OFFICER GEOGRAPHICALLY AVAILABLE AND ELIGIBLE FOR PROMOTION TO FILL THIS VACANCY. THERE ARE NO OFFICERS OF THE APPROPRIATE GRADE ASSIGNED WHICH EQUAL OR EXCEED TO AUTHORIZATION IN THAT GRADE. ALL ASSIGNED OFFICERS WHO ARE ELIGIBLE TO FILL THE VACANCY HAVE BEEN IDENTIFIED, INCLUDING THOSE UNITS WHO DO NOT HAVE OFFICERS ASSIGNED WHO ARE ELIGIBLE TO FILL THE EXISTING VACANCY. | | |
| c. IN ADDITION TO THE ABOVE NAMED OFFICER, THE FOLLOWING OFFICERS ARE ALSO GEOGRAPHICALLY AVAILABLE AND ELIGIBLE FOR PROMOTION TO FILL THIS VACANCY. | | |
| d. EVALUATION OF OFFICER IN PARAGRAPH 2 ABOVE, INCLUDING EXTENT OF RESERVE ACTIVITY AND BASIS FOR ABOVE RECOMMENDATION. THIS OFFICER <input type="checkbox"/> IS <input type="checkbox"/> IS NOT BEING CONSIDERED BY A MANDATORY BOARD FOR THE NEXT HIGHER GRADE WHICH CONVENES (D) | | |
| DATE | TYPED NAME, GRADE, AND BRANCH (Immediate Commander) | SIGNATURE |
| SECTION III - COMMENTS OF NEXT HIGHER COMMANDER | | |
| 19. _____ <i>(Not Required if Item 1A is Signed By a General Officer)</i> | | |
| DATE | TYPED NAME, GRADE, BRANCH, OFFICIAL POSITION | SIGNATURE |
| 20. THIS UNIT <input type="checkbox"/> IS <input type="checkbox"/> IS NOT UNDER CONSIDERATION FOR INACTIVATION OR REORGANIZATION | | |
| DATE | TYPED NAME, GRADE, BRANCH, OFFICIAL POSITION <i>(Area Commander or Designated Representative)</i> | SIGNATURE |

Figure 2-1—Continued

CHAPTER 3

BOARD SCHEDULES AND PROCEDURES

3-1. Convening authority. Authority to appoint and convene selection boards and standby advisory boards is assigned as shown in the table below.

3-2. Zone of consideration lists. Area commanders, the CG RCPAC, and State adjutants general will prepare and submit lists of the names of eligible members, as prescribed in AR 680-150. Separate lists will be prepared for Chaplains, WAC, and each corps of AMEDD. A consolidated list of all other branches will be prepared for each grade considered.

3-3. Furnishing records. *a.* Official military personnel files (OMPF), promotion consideration data folders, or other pertinent files will be reviewed by the selection board.

b. Information filed in the OMPF (AR 640-10) may be made available to selection boards.

Unsupported or unacted upon derogatory or suitability information, however, will not be furnished.

3 4. Notice of consideration. *a.* The promotion authority will send a letter (fig. 3-1) to each nominee who is in the zone of consideration by a mandatory selection board (para 2-7) and not on active duty. The letter may be reproduced locally and bear facsimile signatures.

b. A locally reproduced promotion consideration data sheet (fig. 3-2), in triplicate, will be sent with the notification letter. This data sheet will give each nominee an opportunity to review and verify current data extracted from his Military Personnel Records Jacket (MPRJ) and to make necessary changes before these data are furnished to the selection board.

| <i>Assigned Authority</i> | <i>For</i> | <i>For Promotion To</i> |
|---|---|------------------------------|
| HQDA (for RCPAC)..... | Mandatory consideration boards..... | Major and Lieutenant Colonel |
| | Mandatory consideration boards..... | Captain on AD |
| | Mandatory consideration boards..... | CW3 and CW4 |
| | Boards for selection..... | Colonel (APE and AMEDD) |
| Area Commanders..... | USAR unit vacancy boards..... | All grades |
| | Federal recognition boards (NGR 600-100 and -101)..... | All grades |
| | Mandatory consideration boards..... | Captain (unit officer) |
| USAREUR, USASCH..... | USAR unit vacancy boards..... | Captain |
| CDE 172D BDE ALASKA and CDE 193D BDE PANAMA..... | Mandatory consideration boards..... | Captain (unit) |
| CG RCPAC..... | Mandatory consideration boards..... | Captain (IRR only) |
| | Standby advisory boards..... | (para 3-5c and 3-14) |

Section II. SELECTION BOARD PROCEDURES

3 5. Board schedules. Headquarters authorized by this regulation to convene selection boards will adhere to the following schedule:

a. USAR unit vacancy selection boards (para 2-8) will normally convene during the months of March, June, September, and December on the date announced by HQDA.

b. Mandatory selection boards (para 2-7) will convene annually as announced by HQDA.

c. Delayed mandatory and mandatory reconsideration cases of all grades of the APE (standby) will be handled as an additional duty by the regularly scheduled mandatory consideration boards. AMEDD standby cases will be handled by the annual AMEDD mandatory consideration board and by a special AMEDD standby board which will convene

approximately 6 months after the regular board (para 3-14).

3-6. Responsibility. *a.* The convening authority will appoint mature officers of varied experience to serve as board members. Their records will be reviewed and/or other action taken to insure that board members are the most capable of officers available.

b. HQDA will prescribe the exact number of warrant officers to be promoted to W3 and W4. The number will parallel the percentage prescribed by the Secretary of the Army for the "best qualified" selection (para 3-11*b*) of warrant officers for the Regular Army.

c. The promotion authority will insure that eligible members are aware of the general qualifications for selection (sec II, chap. 2; and para 3-4 and 3-10).

d. Area commanders will furnish two copies of approved mandatory consideration board results for promotion to the grade of captain to CDR, RCPAC, ATTN: AGUZ-PD. A copy of the special orders appointing the selection board will be attached to the board proceedings.

3-7. Selection. Except as stated elsewhere in this regulation, promotion will be made only on recommendation of a selection board.

3-8. Composition of selection boards. *a.* Reserve component selection boards will be composed as shown in table 3-1.

b. The following additional requirements apply in appointing all Reserve component selection boards:

(1) One half of all selection board members and alternate members will be Reserve officers not on active duty. Alternate members will be used only when members of their branch are being considered.

(2) A selection board may not be impaneled for longer than one year; nor will a board member serve on consecutive selection boards considering the same grade if the second board considers a member who was nonselected by the first board.

(3) A Reserve component officer who is assigned to the Selective Service System or who is a US property and fiscal officer will not be detailed for selection board duty.

(4) For area commanders in CONUSA, no more than one USAR officer from the same ARCOM/GOCOM or no more than one ARNGUS

officer from the same State may serve on the same board. For area commands overseas, no more than one officer from the same unit may serve on the same board.

(5) Officers of the WAC, CH, AMSC, or ANC being considered for promotion will be represented on the selection board by an officer of the same branch or corps.

(6) General qualifications for selection board membership are as follows:

(*a.*) Members selected for board duty must be the finest officers available. A broad base of experience upon which sound decisions can be made should be the primary criterion used in making selections.

(*b.*) ARNG and USAR officers must not have failed a selection for promotion by a mandatory consideration board.

(*c.*) Officers in grade of Lieutenant Colonel and above (other than AMEDD) must have credit for the Command and General Staff College or a higher level of military education.

(*d.*) Officers should be college graduates but this is not a mandatory requirement. Officers who do not have a degree must have an exceptionally broad and varied background of military experience.

(*e.*) USAR officers serving on unit vacancy boards must be members of units.

3-9. Instructions to the board. *a.* The convening authority will issue a letter of instructions to selection boards prescribing the oaths to be taken by board members, reports to be furnished, methods of selection, and any other administrative details required. Although the area commander has authority for convening the DA Reserve unit vacancy boards, the letter of instructions and guidance will be provided by HQDA.

b. The letter of instructions will direct that the board—

(1) Review the evaluation report file when determining a member's qualifications.

(2) Select members using the fully or best qualified method, as prescribed in the letter of instructions.

(3) Recommend elimination board consideration of nonselected members if their records indicate a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

c. The following oaths will be administered to the members of the board:

(1) Board members (administered by the recorder).

You (identify each member by grade and name) do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform duties imposed upon you, and further that you will not divulge the proceedings or results of this board except to proper authority. (Each member of the board will respond "I do".)

(2) Recorder (administered by the board president).

You (identify by grade and name) do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board and further that you will not divulge the proceedings or results of this board except to proper authority. (Recorder will respond "I do".)

3-10. Communication with the board. a. Appearance before the board by the nominee is not authorized. Nominee may write a letter to the selection board inviting attention to any matter of record which he feels important in the consideration of his record.

(1) Newly acquired diplomas, degrees or professional stature or information pertaining to civilian occupation, including length of experience (from—to) and extent of supervisory responsibility, may be sent directly to the selection board (b below).

(2) Communications of a personal nature which contain criticism or reflect adversely on the character, conduct, or motives of any individual being considered will not be brought to the attention of the selection board.

b. Communications and/or documents will be sent to the convening authority (either the area commander or CDR RCPAC, ATTN: AGUZ-PD). As submitted documents will not be returned to the sender, they should be either photostatic or certified true copies. Communications will not be considered by the board if they arrive after the date on which the board convenes. The documents should be forwarded so as to arrive no later than one month before the first day of the month in which the board is scheduled to convene.

3-11. Method of selection. The selection board will base their recommendations for promotion upon impartial consideration of all personnel being

considered. The board will use a method of selection as prescribed below.

a. *Fully qualified.* To be fully qualified for selection, a member must be—

(1) In the zone of consideration.

(2) On active duty or participating satisfactorily in Reserve training.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified (commissioned officers only).

b. *Best qualified.* To select those who are best qualified, the board must first determine which members of a group are fully qualified; then select the best qualified from that group.

3-12. Guidance for the board. Board members will use the following general guidance in their deliberations:

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each of the individuals recommended for promotion by the board.

b. The extent to which a member has taken advantage of available means to improve his professional qualifications will be considered (i.e., active and regular participation in scheduled training programs and completion of military education courses).

c. If a waiver to be retained in an active status is required because a member failed to accrue sufficient retirement points for his latest retirement year, he will not be considered to be participating satisfactorily in Reserve training. This criterion does not apply if the failure to accrue sufficient retirement points was due to a temporary physical disability.

3-13. Removal from a selection board list. The name of a member will not be removed from a selection board list except as authorized in this paragraph.

a. *Authority.*

(1) Only the Secretary of the Army may delay promotion or remove a member's name from a recommended list if the reason for removal is the result of an investigation or proceedings of a court martial or board of officers.

(2) HQDA may remove the name of a member who was ineligible for selection because he—

(a) Was removed from an active status before selection board action was finalized (para 2-2).

(b) Was not in an active status at the time of consideration (para 2-4).

(c) Was not participating satisfactorily in Reserve training (para 2-5).

(d) Had not completed the minimum educational requirements before the selection board convened (para 2-6).

(e) Was not in the zone of consideration (table 2-1).

(3) HQDA may remove the name of a member who was selected for unit vacancy promotion but who was transferred from the unit before the promotion was accomplished.

(4) HQDA may remove the name of a member from a not-recommended list if he—

(a) Was not eligible for consideration for one of the reasons in a (2)(a), (b), or (c) above.

(b) Is considered eligible for and subsequently selected by a standby board (para 3-14.)

b. Procedures. Recommendation for removal from a recommended list for a reason shown in *a* above may be submitted at any time to CDR RCPAC, ATTN: AGUZ-PD.

(1) The commander's recommendation will contain full reasons for the proposed action and indicate that an evaluation report, if appropriate, has been submitted (AR 623-105). If the basis for removal is other than lack of mandatory qualifications, the responsible commander will insure that favorable personnel action (AR 600-31) is suspended and that the suspension is not removed until the case is closed.

(2) HQDA will remove the name of a member who was ineligible for one of the reasons in a(2), (3), and (4) above. The selection board action will then be declared null and void and the member will not be considered a nonselection. He will, however, be a nonselection if he—

(a) Was not participating satisfactorily.

(b) Had not completed the minimum educational requirements before the selection board convened.

c. De facto status.

(1) A member whose promotion has been

announced will be notified immediately if his promotion was unauthorized for a reason shown in *a* above. HQDA will determine whether the member served in a de facto status in the grade to which he was invalidly promoted.

(2) A promoted member who occupied the higher grade and actually discharged the functions of that grade in good faith from the date of promotion to the date he was notified of its invalidity will be determined to have served in a de facto status. If the member attained promotable status during the period served in a de facto status, his promotion will be announced in orders of current date. The member's date of rank will be as of the date he attained eligibility under this regulation.

3-14. Standby boards. *a.* Standby advisory boards will convene as prescribed in paragraph 3-5c.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omitted or his records contained a material error when reviewed by the selection board. If his name was omitted, he will be considered, provided he is eligible (*c* below). Eligibility for reconsideration will be determined by HQDA.

c. Applications for standby advisory board consideration will be forwarded through command channels to CDR, RCPAC, ATTN: AGUZ-PD. As an exception, area commanders will disapprove applications for reasons in (1) and (2) below, without referring them to RCPAC.

(1) The applicant did not meet minimum educational requirements (para 2-6).

(2) The retirement year (para 3, AR 140-185) prior to the retirement year the applicant became entitled to promotion consideration was not a qualifying retention year (para 4-29).

d. Nonselection by a standby board will not be considered a passover unless the individual was considered and not selected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member not selected or not qualified (*b* above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19f.

1st Ind

SUBJECT: Promotion as a Reserve Officer of the Army
(under title 10 USC and AR 135-155)

| | |
|--|------|
| | |
| Name, Grade, Branch, SSN, Organization | Date |

THRU:

TO Promotion Authority

*1. Under the provisions of paragraph 4-24a (nonunit USAR officers), AR 135-155, I hereby elect to decline promotion to the grade of _____ in the Reserve of the Army.

*2. Under the provisions of paragraph 4-24b (unit USAR officers), AR 135-155, I hereby elect to decline promotion to the grade of _____ in the Reserve of the Army. I understand that if I decline this promotion my name will be retained on the appropriate promotion list for the maximum period authorized, unless promoted to the grade for which selected or my name is removed from the list for some other reason. If I decline promotion to the grade of COLONEL, I understand that my name will be removed from the list. Further, I understand that this declination will not prevent me from being considered for promotion to the grade of COLONEL by a subsequent promotion board.

*3. I decline serving in a lower grade and elect to be relieved from active duty in accordance with paragraph 5-2, AR 135-155. (Not applicable to Reserve officers who have not completed required period of service on active duty under any provision of law or regulation (para 5-2b, AR 135-155).)

at the earliest practicable date.

on or about _____

(signature)

(SSN)

(Grade, Branch, and Organization)

* As appropriate.

Figure 4-6

HEADQUARTERS
(Address)

Date.....

SUBJECT: First Nonselection for Promotion to....., USAR

TO: (Officer Concerned)

1. A Reserve Selection Board convened at Headquarters, (day-month-year), and considered you for promotion to the grade of _____ under the provisions of AR 135-155. I regret that I must inform you that the board did not recommend your promotion and that this constitutes your first passover for promotion to this grade.

★2. The board was composed of mature, senior officers of demonstrated judgment, at least one half of whom were Reserve officers, who did not limit their deliberations to any specific item but reviewed and evaluated your entire military record. Selection boards are not required to itemize or record the reasons for their selection or nonselection; therefore, there is no way to determine why you were not selected.

3. You will be considered again by a new board with officers who meet the criteria for the next zone, providing you are in an active Reserve status. The new board will evaluate your official Department of the Army file, to include any additions since the last consideration. This board will judge your entire military record as compared with the records of the officers in the new zone of consideration.

4. If selected by next year's board, your promotion will be 1 year later than it would have been had you been selected by the first board. If you are not selected by the next board, you will be discharged from your commissioned status or transferred to the Retired Reserve, provided that you are eligible and apply for such transfer. (Add for officers on active duty.) Since you are on active duty as an officer, you will be relieved from active duty prior to such discharge or transfer.

5. (To be added for those officers whose records showed failure to become educationally qualified, notes 1 and 2.) The records reviewed by the Department of the Army Selection Board did not reveal that you had completed the military education requirements by the date the board convened. Your attention is invited to the mandatory requirements for promotion as specified in paragraph 2-7, AR 135-155. If you have evidence that you have completed the educational requirements, such evidence should be forwarded to this headquarters, for possible reconsideration by a Department of the Army Standby Advisory Board. However, completion of the educational requirements and reconsideration does not insure selection for promotion.

AUTHORITY LINE

SIGNATURE BLOCK

Note 1. Evidence of educational requirements completed by the date the board convened will be forwarded to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PD, 9700 Page Blvd., St. Louis, MO 63132.

Note 2. Evidence of educational requirements completed after the date the board convened will be forwarded to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RMD, 9700 Page Blvd., St. Louis, MO 63132 for file in the official military personnel file (OMPF) and officer advised accordingly.

Figure 4-1

HEADQUARTERS

(Address)

Date-----

SUBJECT: First Nonselection for Reserve Promotion of Reserve Warrant Officer**TO: (Warrant Officer concerned)**

1. A Reserve Selection Board convened at Headquarters, (day-month-year), and considered you for promotion under the provisions of AR 135-155. I regret that I must inform you that the board did not recommend your promotion and that this constitutes your first passover for promotion.

★2. The board was composed of mature, senior officers of demonstrated judgment, at least one half of whom were Reserve officers, who did not limit their deliberations to any specific item but reviewed and evaluated your entire military record. Selection boards are not required to itemize of record the reasons for their selection or nonselection; therefore, there is no way to determine why you were not selected.

3. You will be considered again by a new board with officers who meet the criteria for the next zone, providing you are in an active Reserve status. The new board will evaluate your official Department of the Army file, to include any additions since the last consideration. This board will judge your entire military record as compared with the records of the officers in the new zone of consideration.

4. If selected by next year's board, your promotion will be 1 year later than it would have been had you been selected by the first board. If you are not selected by the second board, you will be discharged from your warrant officer status or transferred to the Retired Reserve, provided that you are eligible and apply for such transfer, unless you are eligible for retention in an active status in accordance with AR 140-10.

AUTHORITY LINE**SIGNATURE BLOCK***Figure 4-8.*

HEADQUARTERS

(Address)

Date

SUBJECT: Second Nonselection for Reserve Officer Promotion

TO: (Officer concerned)

1. The regulation governing the promotion of Reserve officers, AR 135-155, provides that an officer who is considered for promotion and fails to be selected will again be considered by the next board considering officers of his branch and grade under paragraph 2-7c. If he fails to be selected on this second consideration, he will thereafter not be considered for promotion and will, within 90 days after the selection board reports its findings, be discharged unless he comes within one of the following categories:

- a. Is eligible for and requests transfer to the Retired Reserve.
- b. Has a service obligation.
- c. Has been credited with 18 or more but less than 20 years of satisfactory Federal service as defined in Title 10, United States Code, section 1332. Such officer will not, without his consent, be removed from an active status prior to the date on which he is credited with 20 years of satisfactory Federal service or prior to the third anniversary (or second anniversary if the officer has been credited with 19 or more years of satisfactory Federal service) of the date on which he would otherwise be removed from an active status, whichever is earlier, unless he sooner attains age 60 or is removed for physical disability or cause.

★2. You have twice been considered for promotion to the next higher grade, in accordance with the above procedure, and have not been selected. The board reported its findings on

*3. In view of the above and since you do not come within one of the categories listed in paragraph 1, your discharge is mandatory.

*3. Since you are eligible for transfer to the Retired Reserve, it is requested that you fill out the first indorsement hereon and return it to this headquarters within 30 days, indicating whether you desire such transfer. If no reply is received or if you indicate you do not desire to transfer to the Retired Reserve, your discharge will be accomplished by (date).

*3. Since you come under the provisions of both paragraph 1a and c, unless you request transfer to the Retired Reserve, you will be retained in an Active Reserve status until you are credited with 20 years of satisfactory Federal service or until (date) (3 years and 3 months for officers with 18 or more but less than 19 years of satisfactory Federal service) (2 years and 3 months for officers with 19 or more years of satisfactory Federal service from date of report of findings of selection board) whichever is earlier, unless during that time you attain age 60 or are removed from an active status because of physical disability or cause.

*3. Since you come under the provisions of paragraph 1a and c, unless you request transfer to the Retired Reserve, you will be retained in an Active Reserve status either in the ARNGUS, upon approval of the

Figure 4-2.

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MESSAGE HANDLING INSTRUCTIONS

FROM: DA STL MO //AGUZ-RPC-PR//

TO: ALL HOLDERS OF ID OF AR 135-155 *Rec'd 5/5/75*

UNCLAS

SUBJ: Interim Change to AR 135-155

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-155. Pending revision of AR 135-155, dated 30 August 1974, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.

2. Subparagraph 1-3a(1), page 1-1, is amended as follows:

(1) Area commanders (CONUS and overseas) and the CG RCPAC for members under their jurisdiction.

3. Subparagraph 2-6a(1), page 2-2, is superseded as follows:

(1) Equivalent credit for completion of a lower course of study may be awarded by the appropriate selection board for enrollment and satisfactory participation in a course which is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. The officer must also be enrolled and participating satisfactorily at the time he is considered.

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SIGNATURE

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REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

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| <p>FROM:</p> <p>TO:</p> <p>4. Subparagraph 2-6a(2), page 2-2, is superseded to read:</p> <p>(2) HQDA may award equivalent credit for Command and General Staff College by virtue of successful completion of a higher level resident course conducted by another school of the US or foreign military service. Requests will be considered individually and should be submitted to the CDR, RCPAC, ATTN: AGUZ-PMT-G, 9700 Page Blvd., St. Louis, MO 63132.</p> <p>5. Subparagraph 2-6b(2), page 2-3, is superseded as follows:</p> <p>(2) Effective 1 January 1976, an officer who has completed at least 2 years of active duty but is not presently serving on active duty may be considered to have met the educational requirements for promotion to the next higher grade if he meets all the following requirements:</p> <p>6. Subparagraphs 2-7d(1) through (3) pages 2-3 and 2-4 are redesignated as subparagraphs 2-7.1. a through c.</p> <p>7. Table, page 3-1, under For Promotion To column, delete first entry "All grades above captain" and substitute "Major and Lieutenant Colonel."</p> | | | | | | | | | |
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| <p style="text-align: center;">FROM: ┌</p> <p style="text-align: center;">TO:</p> <p>8. Table, page 3-1, under Assigned Authority, delete reference to USARPAC and substitute USASCH.</p> <p>9. Table, page 3-2, under For Promotion To, Captain (unit and nonunit) is superseded to read: Captain (unit).</p> <p>10. Subparagraph 3-8b(4), page 3-2, is superseded as follows:</p> <p style="padding-left: 40px;">(4) For area commanders in CONUSA, no more than one USAR officer from the same ARCOM/GOCOM or no more than one ARGUS officer from the same State may serve on the same board. For area commands overseas, no more than one officer from the same unit may serve on the same board.</p> <p>11. Subparagraph 3-8b(6)(c), pages 3-2 and 3-3, is superseded as follows:</p> <p style="padding-left: 40px;">(c) Officers in grade of Lieutenant Colonel and above (other than AMEDD) must have credit for the Command and General Staff College or a higher level of military education.</p> <p>12. Table 3-1, page 3-6, with exception of footnotes is superseded to read as follows:</p> <p style="text-align: right;">└</p> | | | | | | | | | |
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| <p style="text-align: center;">FROM: 7</p> <p style="text-align: center;">TO:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">TYPE OF BOARD</th> <th style="width: 25%;">PRESIDENT</th> <th style="width: 25%;">REGULAR MEMBERS</th> <th style="width: 25%;">ALTERNATE MEMBERS</th> </tr> </thead> <tbody> <tr> <td>APL, CH, and WC Selection Boards (to MAJ, LTC and COL)</td> <td>General Officer ARNGUS/USAR¹</td> <td>1 COL, RA Combat Arms 1 COL, ARNGUS/USAR Combat Arms¹ 1 COL, RA, Combat Support 1 COL, USAR, Combat Service Support</td> <td>1 COL, USAR, CH² 1 COL, RA, WC²</td> </tr> <tr> <td>AMEDD Selection Boards (to CPT, MAJ, LTC and COL)</td> <td>General Officer USAR</td> <td>1 COL, RA, Combat Arms 1 COL, ARNGUS, AMEDD³ 2 COL, USAR, AMEDD³</td> <td>1 COL, USAR, ANC 1 COL, USAR, AMSC</td> </tr> <tr> <td>APL, WC Selection Boards (to CPT (active duty), and all Warrant Officers to CW3 and CW4)</td> <td>Colonel, USAR Combat Arms</td> <td>1 LTC, RA, Combat Arms 1 LTC, ARNGUS, Combat Arms 1 LTC, USAR, Combat Support 1 LTC, USAR, Combat Service Support</td> <td>1 LTC, RA, WC</td> </tr> <tr> <td>APL, CH, and WC Selection Boards (to CPT, NOT on active duty)</td> <td>LTC, RA, Combat Arms</td> <td>1 MAJ, ARNGUS/USAR Combat Arms 2 MAJ, USAR, Combat Support 1 MAJ, USAR, Combat Service Support</td> <td>1 MAJ, USAR, CH 1 MAJ, USAR, WC</td> </tr> </tbody> </table> | | | | | | | | | | TYPE OF BOARD | PRESIDENT | REGULAR MEMBERS | ALTERNATE MEMBERS | APL, CH, and WC Selection Boards (to MAJ, LTC and COL) | General Officer ARNGUS/USAR ¹ | 1 COL, RA Combat Arms 1 COL, ARNGUS/USAR Combat Arms ¹ 1 COL, RA, Combat Support 1 COL, USAR, Combat Service Support | 1 COL, USAR, CH ² 1 COL, RA, WC ² | AMEDD Selection Boards (to CPT, MAJ, LTC and COL) | General Officer USAR | 1 COL, RA, Combat Arms 1 COL, ARNGUS, AMEDD ³ 2 COL, USAR, AMEDD ³ | 1 COL, USAR, ANC 1 COL, USAR, AMSC | APL, WC Selection Boards (to CPT (active duty), and all Warrant Officers to CW3 and CW4) | Colonel, USAR Combat Arms | 1 LTC, RA, Combat Arms 1 LTC, ARNGUS, Combat Arms 1 LTC, USAR, Combat Support 1 LTC, USAR, Combat Service Support | 1 LTC, RA, WC | APL, CH, and WC Selection Boards (to CPT, NOT on active duty) | LTC, RA, Combat Arms | 1 MAJ, ARNGUS/USAR Combat Arms 2 MAJ, USAR, Combat Support 1 MAJ, USAR, Combat Service Support | 1 MAJ, USAR, CH 1 MAJ, USAR, WC |
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| TYPE OF BOARD | PRESIDENT | REGULAR MEMBERS | ALTERNATE MEMBERS | | | | | | | | | | | | | | | | | | | | | | |
| USAR Unit Vacancy Boards (to CPT, MAJ, LTC and COL in appropriate CONUSA processing command) ⁴ | General Officer, RA | 1 COL, USAR, Combat Arms 1 COL, USAR, Combat Support 1 COL, RA, Combat Arms/Combat Support 1 COL, USAR, Combat Service Support | 1 COL, USAR from each of the following Branches as required: CH, WC, ANC, AMSC, MSC. | | | | | | | | | | | | | | | | | | | | | | |
| USAR Unit Vacancy Boards (to CPT in USAREUR, USASCH, USARAL and USARSO) | LTC, RA | 1 MAJ, USAR, Combat Arms 2 MAJ, USAR, Combat Support 1 MAJ, USAR, Combat Service Support | 1 MAJ, USAR, from each of the following Branches as required: CH, WC, ANC, AMSC, MSC. | | | | | | | | | | | | | | | | | | | | | | |
| AMEDD Selection Boards (to CPT, NOT on active duty) | LTC, RA | 1 MAJ, USAR Combat Arms 1 MAJ, ARNGUS AMEDD 2 MAJ, USAR AMEDD | 1 MAJ, USAR ANC 1 MAJ, USAR AMSC | | | | | | | | | | | | | | | | | | | | | | |
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| <p>FROM: _____</p> <p>TO: _____</p> <p>14. Subparagraph 4-19b(2)(c), pages 4-3 and 4-4, is superseded by paragraph 4-19c as follows:</p> <p style="padding-left: 40px;">c. Selected for promotion to colonel (para 2-7.1).</p> <p style="padding-left: 80px;">(1) Date the board reports its recommendations.</p> <p style="padding-left: 80px;">(2) Date that promotion service and years of service prescribed by the Secretary of the Army are completed.</p> <p>15. Figure 4-2, page 4-8, subject is amended to read: Promotion as a Reserve Commissioned Officer of the Army under Title 10 of the United States Code and AR 135-155.</p> <p>16. Figure 4-4, page 4-11, first sentence of paragraph 5 is corrected to read: Current Department of the Army policy directly relates military advancement to military education.</p> <p>17. Figure 4-9, page 4-16, second sentence of paragraph 2 is amended to read: The board reported its findings on</p> <p>18. Figure 4-11, page 4-19, the first sentence of paragraph 3 is amended by correcting the spelling of the word "again".</p> | | | | | | | | | |
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| <p style="text-align: center;">FROM: 7</p> <p style="text-align: center;">TO:</p> <p>19. Paragraph 5-2b, page 5-0, first sentence is amended by changing the word "on" to read "or".</p> <p>20. Paragraph 5-3c, page 5-1, is superseded as follows:</p> <p style="padding-left: 40px;">c. For promotion to first lieutenant under a and b above, paragraph 4-17a applies (exclusive of the 3-year promotion service requirement).</p> <p>21. Paragraph 5-4b, page 5-1, is superseded as follows:</p> <p style="padding-left: 40px;">b. Except for promotion to fill a unit vacancy (para 2-8), commissioned officers promoted under the provisions of this paragraph may not again be promoted for the first time to the grade of--</p> | | | | | | | | | |
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ARMY REGULATION }
No. 135-155 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 30 August 1974

PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS OTHER THAN GENERAL OFFICERS

Effective 15 October 1974

This revision is a consolidation of AR 135-155 and AR 135-158 and prescribes procedures for the selection for promotion of commissioned officers and warrant officers of the Reserve components. Local supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to CDR RCPAC, ATTN: AGUZ-RPC-PR; other commands will furnish one copy of each to the next higher headquarters.

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*This regulation supersedes AR 135-155, 24 August 1970, and AR 135-158, 27 January 1972, including all changes; and DA messages AGUZ-RPC-PR 182122Z Sep 73 (U), subject: Interim Change to AR 135-155; AGUZ-RPC-PR 191922Z Sep 73 (U), subject: Interim Modification of Reserve Components Military Educational Requirements, AMEDI; AGUZ-RPC-PR 071448Z Nov 72 (U), subject: Interim Change to AR 135-155; AGUZ-RPC-PR 132102Z Mar 74 (U), subject: Change to Table I-2, AR 135-155; AGUZ-RPC-PR 091958Z Apr 74 (U), subject: Interim Modification of Reserve Components Military Educational Requirements, AMEDI; AGUZ-RPC-PR 091958Z Apr 74 (U) subject: Interim Modification of Reserve Components and Military Educational Requirements, AMEDI; and AGUZ-RPC-PR 031714Z Jul 74 (U), subject: Change to AR 135-155.

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CHAPTER 1

GENERAL

1-1. Purpose and scope. *a.* This regulation prescribes policy and procedures to consider, select, and promote commissioned officers of the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR) and warrant officers of the USAR as Reserve commissioned officers/warrant officers of the Army. Exceptions will be made only by Headquarters, Department of the Army (HQDA). Special provisions applicable to active, retired, and discharged personnel of the US Army are indicated in paragraph 6-1.

b. Commissioned officers in the Army Medical Department (AMEDD), Chaplains (CH), Judge Advocate General's Corps (JAGC), and Women's Army Corps (WAC) will be promoted within the branch or corps to which they are assigned. (See exception in para 2-8a(4)(c)). Officers in any other branch can be promoted in a different branch (except for AMEDD, CH, JAGC, or WAC).

c. Federal recognition of State unit vacancy promotions of ARNGUS officers and warrant officers are governed by NGR 600-100 and 600-101.

1-2. Explanation of terms. For purpose of this regulation, the following apply:

a. Army promotion list (APL). This list includes all branches except AMEDD, CH, and WAC. The AMEDD promotion list includes all branches of the Army Medical Department (i.e., MC, DC, VC, ANC, MSC, and AMSC).

b. Member. This word includes both commissioned officers and warrant officers of the ARNGUS and the USAR.

c. Nominee. An ARNGUS or USAR member in the zone of consideration for promotion to the next higher grade.

d. Overstrength. The assigned strength is more than the authorized TOE or TDA strength. Assignment of an officer as overstrength may be the result of unit reorganization, inactivation, or relocation; as a result of an assignment error; or as an authorized exception to policy to correct an injustice.

e. Permanent promotion. A promotion in the Regular Army or in a Reserve component of the Army.

f. Promotion eligibility date (PED). The earliest date upon which an officer who is recommended and selected may be promoted to the next higher grade.

g. Promotion to fill officer position grade vacancies. An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade.

h. Temporary promotion. Promotion to a grade in which a member holds a temporary appointment in the AUS.

i. Troop program unit. A TOE or TDA unit of the USAR organized to serve as a unit upon mobilization or one that is assigned a mobilization mission (AR 140-1). The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

j. Unit vacancy. A unit vacancy exists if a position authorized by paragraph and line number of a TOE or TDA is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength.

1-3. Promotion authority. *a.* Authority to issue Reserve of the Army promotion letters is assigned as follows:

(1) Area commanders (CONUS and overseas) and the CG RPPAC for members under their jurisdiction.

(2) HQDA (RCPAC) for—

(a) ARNGUS members.

(b) ARNGUS and USAR members serving on active duty, except USAR grades W1 and second lieutenant.

(c) USAR members in grades W1 and second lieutenant if they are not under the jurisdiction of an area commander for Reserve matters.

(d) USAR members released from active duty in the grade of lieutenant colonel and colonel.

b. The following commanders are au-

thorized to issue promotion letters to USAR members below the grade of lieutenant colonel who are released from active duty:

(1) Area commanders in the US Army Forces Command (FORSCOM) (AR 10-42).

(2) Major Army commanders (AR 10-5).

(3) Heads of HQDA agencies exercising command responsibility (AR 10-5) who are authorized to establish transfer activities for processing personnel for separation (AR 635-10).

c. The commanders in *b* above may delegate promotion authority to—

(1) Commanding officers of transfer points for USAR members below the grade of lieutenant colonel being released from active duty. This authority should be delegated at the time the transfer activity is established or when a specific unit personnel section is authorized to process transfers.

(2) Commanders of Active Army organizations for which the grade of colonel or higher is authorized. A USAR member on active duty in grade W1 or second lieutenant who is serving on active duty in an AUS grade which is higher than his current USAR grade may be promoted under this authority.

CHAPTER 2

PROMOTION ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Section I. General

2-1. Consideration without board action. *a.* A member of the USAR in the grade of W1 or second lieutenant will be considered for promotion without review by a selection board. The member's records will be screened to determine eligibility for promotion to the next higher grade. Eligibility will be determined far enough in advance to permit promotion on the date promotion service is completed (table 2-1).

b. A member is qualified for promotion if he is in an active status, participating satisfactorily (paras 2-5 and 2-6), and there are no grounds for removal from the service (i.e., demonstrated substandard performance, unfitness, unsuitability, or for security reasons). A member of the USAR control group (officer active duty obligor (OADO)) will have met these requirements by virtue of his assignment (para 2-5*b*).

c. Decisions reached as a result of the consideration in *a* and *b* above will be processed as prescribed in chapter 4.

2-2. Inactive and active status. A member who is removed from active status before his promotion is final will be removed from the promotion list (para 3-13). Removal will not be considered a nonselection. If returned to an active status, his name will not be placed on a promotion list unless he is again recommended by a selection or Federal recognition board. He will not be considered for a Reserve of the Army promotion until at least 1 year after the date of his return to an active status.

2-3. Service computation. Service requirements prescribed in table 2-1 will be computed in accordance with the following:

a. Warrant officers. Promotion service will be computed based upon years of service performed in the current warrant officer grade.

b. Commissioned officers. Service requirements for promotion to captain and above require a minimum number of years of promotion and commissioned service. Service periods will not be counted more than once. If an officer was given constructive service credit on his appointment, any actual service before that date will not be counted.

(1) Promotion service (time in grade) is computed by adding—

(*a*) All service performed (or credit by the Secretary of the Army with having been performed) in the current permanent grade in the Army (or, at the discretion of the Secretary of the Army, in any other Armed Force) while in an active status or on the active list.

(*b*) In the case of a first promotion of a person originally appointed in a grade below colonel, all constructive service credited that exceeds the minimum years of service prescribed for the grade in which appointed.

(2) A Reserve commissioned officer's years of service are the greater of—

(*a*) The sum of years of service as a commissioned officer of any component of the Armed Forces or of the Army without specification of component and the years of constructive service credited; or

(*b*) The number of years by which the member's age exceeds 25 years.

Section II. Eligibility for Consideration and General Qualifications for Selection

2-4. Eligibility for consideration. To be eligible for consideration for promotion to the next higher grade, an ARNGUS or USAR

member must be in active status and meet the service requirements in table 2-1.

2-5. Selection criteria. *a.* To be eligible for

selection, an ARNGUS or USAR member who meets the eligibility requirements (para 2-4) must be on active duty or participating satisfactorily in Reserve training. For promotion purposes, satisfactory participation consists of earning the minimum retirement points prescribed for retention (AR 140-10). A commissioned officer is also required to meet certain educational requirements unless an exception is authorized.

b. An officer assigned to the USAR Control Group (OADO) or to the Control Group (Annual Training) is considered to be participating satisfactorily if he complies with all of his commander's instructions.

2-6. Educational requirements. To qualify for selection, a Reserve of the Army commissioned officer must complete the educational requirements in table 2-2 and/or this paragraph not later than the date the board is convened to consider him for promotion.

a. *General.* The following applies in determining educational qualifications:

(1) Upon request, equivalent credit for completion of a lower course of study may be awarded for completion of a course which is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. Equivalent credit may be awarded for Command and General Staff College by virtue of successful completion of a higher level resident course conducted by another school of the US or foreign military service.

(2) Equivalent credit requests will be considered individually and should be submitted to the CDR, RCPAC, ATTN: AGUZ-CMD, 9700 Page Blvd., St. Louis, MO 63132.

(3) Officers of branches listed below will be determined educationally qualified upon successful completion of indicated courses.

(a) *Armor and Infantry Branch.* The course of instruction conducted by the US Army Armor School or the US Army Infantry School.

(b) *Field Artillery and Air Defense Artillery Branch (first lieutenants only).* An officer weapons-qualification course in residence at the US Army Artillery and Missile School or the US Air Defense School and at least 6 months of continuous service on active duty.

(c) *Women's Army Corps.* Educational requirements for promotion of women assigned to WAC and serving in a career branch

are the same as those prescribed for male commissioned officers of the same grade and branch.

(4) *Selective Service System (SSVC).* Staff specialists assigned to the SSVC will be required to meet the educational requirements listed below.

| <i>To the grade of</i> | <i>Educational requirements</i> |
|------------------------|--|
| Captain | Phase I of the SSVC correspondence course and an officer basic branch course. |
| Major | Management courses prescribed by the SSVC system and 50% of the advanced or career course. |
| Lieutenant Colonel ... | Any advanced or career course. |
| Colonel | The Industrial College of the Armed Forces National Security Management Course. |

Until July 1, 1975, an officer may qualify by either the new program listed above or the former subcourse program listed below. After July 1, 1975, only the above program will be considered as meeting the educational requirements.

| <i>To the grade of</i> | <i>Educational requirements</i> |
|--------------------------|---------------------------------|
| Captain | I and II |
| Major | I through III |
| Lieutenant Colonel | I through V |
| Colonel | I through VIII |

Note: Twenty-four or more consecutive months of active duty with the SSVC is acceptable in lieu of the subcourse program.

(5) *Army Medical Department (AMEDD).* AMEDD officers who have served on extended active duty (more than 30 days) will be awarded constructive credit for the military education which would be required for promotion to the highest grade held on extended active duty. AMEDD officers presently holding or those initially appointed or reappointed to grades above 2d lieutenant will be awarded constructive credit for the military education which would be requisite for promotion to their present grade. Award of constructive credit is restricted to commanders responsible for maintaining the individual's MPRJ. Documentation awarding constructive credit will be furnished HQDA (DAPC-PAR-R) 200 Stovall Street, Alexandria, VA 22332 for personnel on active duty. For AMEDD officers not on active duty documentation evidencing award of constructive credit will be furnished the CDR, RCPAC, ATTN: AGUZ-PRD-O, 9700 Page Blvd., St. Louis, MO 63132.

b. *Educational substitution.* The following may be substituted for military educational

requirements for promotion to the grades indicated:

(1) An officer, delayed to obtain a graduate degree and assigned to the control group (OADO), will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment. (See exception in para 2-5b.) The promotion authority will make this determination a matter of record by inserting a letter in the officer's record before it is referred to the selection board. The letter will state that the educational waiver is cancelled on the date the officer completes a qualifying service school course or when he completes 6 or more months of active duty or active duty training, whichever occurs first.

(2) An officer who has completed at least 2 years of active duty but is not presently serving on active duty will have met the educational requirements for promotion to the next higher grade if he meets all the following requirements:

(a) He is assigned to the same branch in which he served on active duty and is being considered for promotion to a grade no more than one grade higher than his active duty grade.

(b) His evaluation report shows that his performance of duty during the active duty period has been excellent.

(c) He did not receive notification of nonselection for promotion to the next higher temporary grade.

(3) An officer who is serving on active duty (excluding ADT) may be considered to

have met the educational requirements for promotion to the next higher grade in which serving if his evaluation reports indicate excellent performance in his present grade, and he did not receive notification of nonselection to the next higher temporary grade.

c. Educational exceptions. The following officers are not required to meet the educational requirements in table 2-2:

(1) An officer whose branch has been changed because of the conversion, redesignation, or reorganization of his unit of assignment within 3 years of the date he is being considered for promotion. He may be favorably considered by the selection board if he meets the educational requirements of his last branch and his records show he has taken action to become qualified in his new branch. Promotion under these circumstances does not constitute the completion of branch qualification prescribed in AR 140-10 or the retirement of a technical waiver (NGR 600-100).

(2) An officer whose removal from active status has been invalid. HQDA may waive the educational requirements and/or active participation requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status upon discovery of the error. If warranted by the circumstances, HQDA may grant a waiver for an inactive period resulting from an invalid removal.

(3) Officers of the staff specialist branch. These officers are not required to meet any educational requirements unless assigned to the SSV system (a(4) above).

Section III. Board Considerations

2-7. Mandatory selection boards. a. General. Mandatory selection boards will be convened annually (chap. 3) to consider members of the ARNGUS and USAR in an active status or on active duty for promotion to grades W3 and W4 and to captain through lieutenant colonel. These boards will consider members for promotion without regard to vacancies in the next higher grade.

b. First consideration. A member in grade W2, W3 (USAR only), first lieutenant, captain, or major will be first considered for promotion to the next higher grade if he will complete the service requirements (table 2-1)

by 31 December of the year following the year in which the board convenes.

c. Second consideration. A member in grade W2, W3, first lieutenant, captain, or major who is not selected on his first consideration will be considered a second time by the next board considering his grade and/or branch only if he remains in an active status.

d. Consideration for promotion to colonel.

(1) Selection boards will convene at the discretion of the Secretary of the Army (chap 3) to consider ARNGUS and USAR officers, in all branches, for promotion to colonel. These boards will consider and recommend only

those who are in an active status or on active duty.

(2) HQDA will—

(a) Prescribe the minimum promotion service and total years commissioned service required for an officer for each branch. So far as practicable, the amount of service prescribed will correspond to that which an officer of the Regular Army in the same branch must have for permanent promotion consideration.

(b) Require that the name of each officer with the prescribed promotion service and years of service be placed on the appropriate zone of consideration list.

(c) Prescribe the number of officers to be recommended for promotion from each list (APL and AMEDD).

(d) Announce zones of consideration for unit and nonunit lieutenant colonels in all branches.

(3) Officers not selected for promotion to colonel will be considered again by a selection board provided they remain in an active status and meet the criteria for the next announced zone of consideration.

2-8. USAR unit vacancy selection boards. Promotion to fill authorized unit vacancies in troop program units may be filled through promotion of the best qualified and geographically available officers, as prescribed below.

a. Eligibility. The USAR unit vacancy promotion system is designed to promote officers to fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. If assignments cannot be made from local resources (officers assigned to units and local members of the Individual Ready Reserve) the names of all unit officers in the next lower grade who meet the following requirements will be forwarded to the appropriate area commander for promotion consideration:

(1) Have completed the necessary promotion service prescribed for promotion to the next higher grade *by convening date of the board.*

(2) Be assigned to any part of an organization whose commander is authorized to forward nominations directly to the area commander or to the commander of the senior Army headquarters outside CONUS.

(3) Be geographically available to serve in the position for which considered. The unit

commander having the vacancy will determine an officer geographically available if he lives within a commuting distance that will allow full participation, has the means, and is willing to travel the distance involved.

(4) Be of the proper branch.

(a) Officers of the AMEDD are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation.

(b) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

(c) Officers of all other branches are eligible for promotion consideration to fill vacancies in any of those branches, except that WAC officers cannot be assigned to combat units (officers selected for promotion to fill a vacancy in a branch in which they are not qualified must become qualified in accordance with applicable regulations).

(5) The unit vacancy must be in the next higher grade unless an intermediate grade is not authorized in the TOE or TDA unit. An officer filling a position which is two grades higher than his current grade may be recommended for promotion to the next higher grade. (A first lieutenant may be recommended for promotion to captain (an unauthorized position in the unit) even though the vacancy is in an authorized position of major.) A grade vacancy is not required for promotion to first lieutenant.

(6) If approved by the promotion authority, a first or second lieutenant, who for 12 or more months has served creditably in a unit vacancy prescribed for a captain, may be placed on the list of eligibles for promotion to the next higher grade. An officer may not be promoted more than once under this exception.

(7) Officers who have been nonselected by the preceding mandatory board to the grade of captain through lieutenant colonel, although they must be considered, cannot be selected for unit promotion until they have been considered and selected by a succeeding mandatory board.

b. Authorized vacancies. The following rules will be used to determine if a vacancy exists:

(1) An officer occupying a position in which a higher grade is authorized will not be

counted against the strength authorized in the TOE/TDA for his grade.

(2) The existence of a vacancy for a position designated in (a), (b), and (c) below will be determined by counting certain officers against the strength authorization. (WAC officers meeting the criteria in *a* above will be counted against any of the positions listed below.) A position—

(a) Designated to be occupied by an officer of a special branch in the TOE/TDA. Count only officers assigned to special branches (AMEDD, CH, and JAGC), including overstrength.

(b) Not designated to be occupied by an officer of a particular special branch. Count all officers, including assigned overstrength, except AMEDD, CH, and JAGC.

(c) Listed as "branch immaterial." Count all officers, including assigned overstrength, regardless of branch.

c. Submitting recommendations.

(1) The names of officers eligible for promotion to the next higher grade will be furnished within four months after a vacancy occurs. Recommendations will be forwarded to the selection board (chap. 3) on DA Form 2464-R (Summary of Service for Reserve Promotion Purposes), showing the number of

officers authorized and assigned in the grade to which promotion is recommended. Eligible officers will be reported as shown in the punched-card format of figure 2, AR 680-150.

(2) DA Form 2464-R will be submitted for each recommended officer (fig. 2-1). This form (image size 7 $\frac{1}{10}$ " x 9 $\frac{1}{16}$ ") will be reproduced locally on 8- x 10 $\frac{1}{2}$ -inch paper and printed head-to-foot. A copy of the document establishing educational qualification will be attached. Copies may be certified true copies or those reproduced mechanically. When a copy of DA Form 66 is attached, a note to this effect should appear in the "Reserve Assignments" section of the DA Form 2464-R.

(3) USAR commanders will recommend officers who meet the criteria in *a* and *b* above to fill unit vacancies in grades of captain through colonel and will submit the recommendations to their area commanders for consideration. Promotion recommendations from major overseas commanders and RCPAC to fill unit vacancies in grades of major through colonel will be processed by the commands shown below.

| <i>Area Command</i> | <i>Processing Command</i> |
|----------------------------|---------------------------|
| Europe and Puerto Rico | First US Army |
| Southern Command and RCPAC | Fifth US Army |
| Alaska and Hawaii | Sixth US Army |

Table 2-1. Service Requirements

| <i>From</i> | <i>Grade</i> | <i>To</i> | <i>Unit Board</i> | | <i>Mandatory Board</i> | |
|-------------|--------------|-----------|-----------------------------|-----------------------------|----------------------------------|--|
| | | | <i>Years in lower grade</i> | <i>Years in lower grade</i> | <i>Years of commissioned svc</i> | |
| W1 | | W2 | 3 | 3 | -- | |
| W2 | | W3 | 6 | 6 | -- | |
| W3 | | W4 | 6 | 6 | -- | |
| 2LT | | 1LT | 3 | 3 | -- | |
| 1LT | | CPT | 2 | 4 | 6 | |
| CPT | | MAJ | 4 | 7 | 12 | |
| MAJ | | LTC | 4 | 7 | 17 | |
| LTC | | COL | 3 | *Note | *Note | |

*Note. Announced annually.

Table 2-2

| Educational Requirements for Promotion | | | |
|--|------------------------------------|--|---|
| R U L E | A | B | C |
| | | If officer is eligible for promotion to | he must complete or have received constructive or equivalent credit for |
| 1 | First lieutenant | | he is considered for promotion |
| 2 | Captain | any Officer Basic Course | the selection board convenes |
| 3 | Major | the Officer Advanced or Career Course to which officer is asgd or serving | the selection board convenes |
| 4 | Lieutenant Colonel (Notes 1 and 2) | fifty percent of the Command and General Staff Officer Course or have completed either the Logistics Executive Development Course (LEDC) or all five phases of the Associate Logistics Executive Development Course (ALEDC). | the selection board convenes |
| 5 | Colonel (Note 1) | The Command and General Staff Officer Course, to include FL Phase | the selection board convenes |

Note.

1. JAGC officers and AMEDD officers (less officers serving in operations and training, medical supply, patient administration, personnel, comptroller, hospital administration, medical aviation and medical intelligence specialities of the Medical Service Corps) may satisfy the requirements for rules 4 and 5 by completing the JAGC or AMEDD Reserve Components General Staff Course.

2. In order to receive recognition, an officer must inform his unit commander (CG RCPAC or oversea area commander, if assigned to a control group) of his successful completion of LEDC or ALEDC. Records custodians are not required to screen records to determine which officers have completed LEDC or ALEDC.

CHAPTER 3

BOARD SCHEDULES AND PROCEDURES

Section I. General

3-1. Convening authority. Authority to appoint and convene selection boards and standby advisory boards is assigned as shown in the table below.

3-2. Zone of consideration lists. Area commanders, the CG RCPAC, and State adjutants general will prepare and submit lists of the names of eligible members, as prescribed in AR 680-150. Separate lists will be prepared for Chaplains, WAC, and each corps of AMEDD. A consolidated list of all other branches will be prepared for each grade considered.

3-3. Furnishing records. *a.* Official military personnel files (OMPF), promotion consideration data folders, or other pertinent files will be reviewed by the selection board.

b. Information filed in the OMPF (AR 640-10) may be made available to selection

boards. Unsupported or unacted upon derogatory or suitability information, however, will not be furnished.

3-4. Notice of consideration. *a.* The promotion authority will send a letter (fig. 3-1) to each nominee who is in the zone of consideration by a mandatory selection board (para 2-7) and not on active duty. The letter may be reproduced locally and bear facsimile signatures.

b. A locally reproduced promotion consideration data sheet (fig. 3-2), in triplicate, will be sent with the notification letter. This data sheet will give each nominee an opportunity to review and verify current data extracted from his Military Personnel Records Jacket (MPRJ) and to make necessary changes before these data are furnished to the selection board.

| <i>Assigned Authority</i> | <i>For</i> | <i>For Promotion To</i> |
|---|--|--------------------------|
| HQDA (for RCPAC) ----- | Mandatory consideration boards ----- | All grades above captain |
| | Mandatory consideration boards ----- | Captain on AD |
| | Mandatory consideration boards ----- | CW3 and CW4 |
| | Boards for selection ----- | Colonel (APL and AMEDD) |
| Area Commanders .. | USAR unit vacancy boards | All grades |
| | Federal recognition boards (NGR 600-100 and -101 ..) | All grades |
| | Mandatory consideration boards ----- | Captain (unit officer) |
| USAREUR, USARPAC, USARAL, and USARSO ----- | USAR unit vacancy boards | Captain |
| | Mandatory consideration | |

| <i>Assigned Authority</i> | <i>For</i> | <i>For Promotion To</i> |
|---------------------------|-------------------------------------|----------------------------|
| | boards----- | Captain (unit and nonunit) |
| CG RCPAC----- | Mandatory consideration boards----- | Captain (IRR only) |
| | Standby advisory boards-- | (para 3-5c and 3-14) |

Section II. Selection Board Procedures

3-5. Board schedules. Headquarters authorized by this regulation to convene selection boards will adhere to the following schedule:

a. USAR unit vacancy selection boards (para 2-8) will normally convene during the months of March, June, September, and December on the date announced by HQDA.

b. Mandatory selection boards (para 2-7) will convene annually as announced by HQDA.

c. Delayed mandatory and mandatory reconsideration cases of all grades of the APL (standby) will be handled as an additional duty by the regularly scheduled mandatory consideration boards. AMEDD standby cases will be handled by the annual AMEDD mandatory consideration board and by a special AMEDD standby board which will convene approximately 6 months after the regular board (para 3-14).

3-6. Responsibility. *a.* The convening authority will appoint mature officers of varied experience to serve as board members. Their records will be reviewed and/or other action taken to insure that board members are the most capable of officers available.

b. HQDA will prescribe the exact number of warrant officers to be promoted to W3 and W4. The number will parallel the percentage prescribed by the Secretary of the Army for the "best qualified" selection (para 3-11*b*) of warrant officers for the Regular Army.

c. The promotion authority will insure that eligible members are aware of the general qualifications for selection (sec II, chap. 2; and para 3-4 and 3-10).

d. Area commanders will furnish two copies of approved mandatory consideration board results for promotion to the grade of captain to CDR, RCPAC, ATTN: AGUZ-PD. A copy of the special orders appointing the selection board will be attached to the board proceedings.

3-7. Selection. Except as stated elsewhere in this regulation, promotion will be made only on recommendation of a selection board.

3-8. Composition of selection boards. *a.* Reserve component selection boards will be composed as shown in table 3-1.

b. The following additional requirements apply in appointing all Reserve component selection boards:

(1) One half of all selection board members and alternate members will be Reserve officers not on active duty. Alternate members will be used only when members of their branch are being considered.

(2) A selection board may not be impaneled for longer than one year; nor will a board member serve on consecutive selection boards considering the same grade if the second board considers a member who was non-selected by the first board.

(3) A Reserve component officer who is assigned to the Selective Service System or who is a US property and fiscal officer will not be detailed for selection board duty.

(4) No more than one USAR officer from the same ARCOM/GOCOM or no more than one ARNGUS officer from the same State may serve on the same board.

(5) Officers of the WAC, CH, AMSC, or ANC being considered for promotion will be represented on the selection board by an officer of the same branch or corps.

(6) General qualifications for selection board membership are as follows:

(*a.*) Members selected for board duty must be the finest officers available. A broad base of experience upon which sound decisions can be made should be the primary criterion used in making selections.

(*b.*) ARNG and USAR officers must not have failed a selection for promotion by a mandatory consideration board.

(*c.*) Officers (other than AMEDD) must have credit for the Command and General

Staff College or a higher level of military education.

(d) Officers should be college graduates but this is not a mandatory requirement. Officers who do not have a degree must have an exceptionally broad and varied background of military experience.

(e) USAR officers serving on unit vacancy boards must be members of units.

3-9. Instructions to the board. *a.* The convening authority will issue a letter of instructions to selection boards prescribing the oaths to be taken by board members, reports to be furnished, methods of selection, and any other administrative details required. Although the area commander has authority for convening the DA Reserve unit vacancy boards, the letter of instructions and guidance will be provided by HQDA.

b. The letter of instructions will direct that the board—

(1) Review the evaluation report file when determining a member's qualifications.

(2) Select members using the fully or best qualified method, as prescribed in the letter of instructions.

(3) Recommend elimination board consideration of nonselected members if their records indicate a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

c. The following oaths will be administered to the members of the board:

(1) Board members (administered by the recorder).

You (identify each member by grade and name) do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform duties imposed upon you, and further that you will not divulge the proceedings or results of this board except to proper authority. (Each member of the board will respond "I do".)

(2) Recorder (administered by the board president).

You (identify by grade and name) do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board and further that you will not divulge the proceedings or results of this board except to proper authority. (Recorder will respond "I do".)

3-10. Communication with the board. *a.* Appearance before the board by the nominee is not authorized. Nominee may write a letter to the selection board inviting attention to any

matter of record which he feels important in the consideration of his record.

(1) Newly acquired diplomas, degrees or professional stature or information pertaining to civilian occupation, including length of experience (from—to) and extent of supervisory responsibility, may be sent directly to the selection board (*b* below).

(2) Communications of a personal nature which contain criticism or reflect adversely on the character, conduct, or motives of any individual being considered will not be brought to the attention of the selection board.

b. Communications and/or documents will be sent to the convening authority (either the area commander or CDR RCPAC, ATTN: AGUZ-PD). As submitted documents will not be returned to the sender, they should be either photostatic or certified true copies. Communications will not be considered by the board if they arrive after the date on which the board convenes. The documents should be forwarded so as to arrive no later than one month before the first day of the month in which the board is scheduled to convene.

3-11. Method of selection. The selection board will base their recommendations for promotion upon impartial consideration of all personnel being considered. The board will use a method of selection as prescribed below.

a. Fully qualified. To be fully qualified for selection, a member must be—

(1) In the zone of consideration.

(2) On active duty or participating satisfactorily in Reserve training.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified (commissioned officers only).

b. Best qualified. To select those who are best qualified, the board must first determine which members of a group are *fully* qualified; then select the *best* qualified from that group.

3-12. Guidance for the board. Board members will use the following general guidance in their deliberations:

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each of the in-

dividuals recommended for promotion by the board.

b. The extent to which a member has taken advantage of available means to improve his professional qualifications will be considered (i.e., active and regular participation in scheduled training programs and completion of military education courses).

c. If a waiver to be retained in an active status is required because a member failed to accrue sufficient retirement points for his latest retirement year, he will not be considered to be participating satisfactorily in Reserve training. This criterion does not apply if the failure to accrue sufficient retirement points was due to a temporary physical disability.

3-13. Removal from a selection board list. The name of a member will not be removed from a selection board list except as authorized in this paragraph.

a. Authority.

(1) Only the Secretary of the Army may delay promotion or remove a member's name from a recommended list if the reason for removal is the result of an investigation or proceedings of a court martial or board of officers.

(2) HQDA may remove the name of a member who was ineligible for selection because he—

(a) Was removed from an active status before selection board action was finalized (para 2-2).

(b) Was not in an active status at the time of consideration (para 2-4).

(c) Was not participating satisfactorily in Reserve training (para 2-5).

(d) Had not completed the minimum educational requirements before the selection board convened (para 2-6).

(e) Was not in the zone of consideration (table 2-1).

(3) HQDA may remove the name of a member who was selected for unit vacancy promotion but who was transferred from the unit before the promotion was accomplished.

(4) HQDA may remove the name of a member from a not-recommended list if he—

(a) Was not eligible for consideration for one of the reasons in *a* (2)(a), (b), or (e) above.

(b) Is considered eligible for and subsequently selected by a standby board (para 3-14).

b. Procedures. Recommendation for removal from a recommended list for a reason shown in *a* above may be submitted at any time to CDR RCPAC, ATTN: AGUZ-PD.

(1) The commander's recommendation will contain full reasons for the proposed action and indicate that an evaluation report, if appropriate, has been submitted (AR 623-105). If the basis for removal is other than lack of mandatory qualifications, the responsible commander will insure that favorable personnel action (AR 600-31) is suspended and that the suspension is not removed until the case is closed.

(2) HQDA will remove the name of a member who was ineligible for one of the reasons in *a* (2), (3), and (4) above. The selection board action will then be declared null and void and the member will not be considered a nonselection. He will, however, be a nonselection if he—

(a) Was not participating satisfactorily.

(b) Had not completed the minimum educational requirements before the selection board convened.

c. De facto status.

(1) A member whose promotion has been announced will be notified immediately if his promotion was unauthorized for a reason shown in *a* above. HQDA will determine whether the member served in a de facto status in the grade to which he was invalidly promoted.

(2) A promoted member who occupied the higher grade and actually discharged the functions of that grade in good faith from the date of promotion to the date he was notified of its invalidity will be determined to have served in a de facto status. If the member attained promotable status during the period served in a de facto status, his promotion will be announced in orders of current date. The member's date of rank will be as of the date he attained eligibility under this regulation.

3-14. Standby boards. *a.* Standby advisory boards will convene as prescribed in paragraph 3-5c.

b. These boards are established to prevent any injustice to a member who was eligible for promotion but whose name was inadvertently omitted or his records contained a material error when reviewed by the selection board. If his name was omitted, he will be considered, provided he is eligible (*c* below).

Eligibility for reconsideration will be determined by HQDA.

c. Applications for standby advisory board consideration will be forwarded through command channels to CDR, RCPAC, ATTN: AGUZ-PD. As an exception, area commanders will disapprove applications for reasons in (1) and (2) below, without referring them to RCPAC.

(1) The applicant did not meet minimum educational requirements (para 2-6).

(2) The retirement year (para 3, AR 140-185) prior to the retirement year the ap-

plicant became entitled to promotion consideration was not a qualifying retention year (para 4-29).

d. Nonselection by a standby board will not be considered a passover unless the individual was considered and nonselected by the regularly convened board. In this event, the action by the standby board will be considered confirmation of the action of the regularly convened board. A member nonselected or not qualified (*b* above) who is subsequently selected by a mandatory board will be promoted as prescribed in paragraph 4-19f.

Table 3-1. Composition of Selection Boards

| <i>Type of Board</i> | <i>President</i> | <i>Regular Members</i> | <i>Alternate Members</i> |
|---|---|--|---|
| APL, CH, and W Mandatory Consideration Boards (to MAJ, LTC, and COL) | General Officer, ARNGUS/USAR ¹ | 1 COL, RA, Combat Arms 1 COL, ARNGUS/USAR, Combat Arms ¹ 1 COL, RA, Combat Support 1 COL, USAR, Combat Service Support | 1 COL, USAR, CH ² 1 COL, RA, WC ² |
| AMEDD Mandatory Consideration Boards (to CPT, MAJ, LTC, and COL) | General Officer, USAR | 1 COL, RA, Combat Arms 1 COL, ARNGUS, AMEDD ³ 2 COL, USAR, AMEDD ³ | 1 COL, USAR, ANC 1 COL, USAR, AMSC |
| APL, WC Mandatory Consideration Boards (to CPT (active duty), and all Warrant Officers to CW3 and CW4). | Colonel, USAR Combat Arms | 1 LTC, RA, Combat Arms 1 LTC, ARNGUS, Combat Arms 1 LTC, USAR, Combat Support 1 LTC, USAR, Combat Service Support | 1 LTC, RA, WC |
| APL, CH, and WC Mandatory Consideration Boards (to CPT, NOT on active duty) | LTC, RA, Combat Arms | 1 MAJ, USAR, Combat Arms 2 MAJ, USAR, Combat Support 1 MAJ, USAR, Combat Service Support | 1 MAJ, USAR, CH 1 MAJ, USAR, WC |
| USAR Unit Vacancy Boards ¹ | General Officer, RA | 2 COL, USAR, Combat Arms 1 COL, RA, Combat Support 1 COL, USAR, Combat Service Support | 1 COL, USAR, from each of following branches as required: CH, WC, ANC, AMSC, MS |

Notes.

1. When ARNGUS furnishes the General Officer, Army Reserve will furnish the Colonel. These positions filled on an alternating basis.
2. LTC's may serve as alternate members *except* on those boards considering officers for promotion to Colonel.
3. One officer from each branch of AMEDD, *less* the branch providing the General Officer.
4. Area commanders will request concerned overseas commanders to provide selection board members periodically.

(1) Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including all components).

(2) Transferred in the Reserve grade for which selected for promotion when the transfer is the result of physical disability, completing the number of years of service, or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-6. Posthumous promotion. *a.* A member of the ARNGUS or USAR who, after having been officially recommended to and approved by the promotion authority for promotion, dies before he can be promoted may be considered for promotion posthumously. A posthumous promotion may be issued only if the cause of death was incurred in line of duty while the individual was serving on active duty, active duty for training, or engaged in inactive duty training.

b. The CG RCPAC is the approving authority for posthumous Reserve of the Army promotions. Commanders will furnish the following information through channels:

(1) Date and cause of death.

(2) A statement that death was or was not in line of duty.

(3) The date of official recommendation and selection for promotion.

c. The effective date of promotion will be the date the promotion recommendation was approved by the convening authority. No bonus, gratuity, pay, or allowances will be granted because of a posthumous promotion.

4-7. Promotion after disqualification. A member disqualified for promotion to first lieutenant or W2 who was retained in an active status (para 4-28) may be promoted if subsequently determined to be qualified. The promotion eligibility date will not be earlier than the date the member is determined qualified for promotion. A memorandum for record will be prepared to explain the later promotion eligibility date. A copy of the promotion letter and the memorandum for record will be placed in the member's MPRJ and a copy of each forwarded to CDR, RCPAC, ATTN: AGUZ-PD.

4-8. Unit officers selected for promotion. *a.* A USAR officer who is mandatorily considered and then selected will be transferred from the unit and promoted unless he—

(1) Fills a vacancy in the unit in a higher grade.

(2) Is authorized retention in the unit in a lower grade (AR 140-10).

(3) Declines promotion for the maximum period authorized (sec IV).

b. An officer who is considered and selected by a unit selection board will not be promoted if he transfers from the unit before the promotion is accomplished or the vacancy no longer exists due to reorganization. Officers selected but not promoted will be deleted from the recommended list (para 3-13a(3)).

4-9. Promotion requiring US Senate confirmation. Members selected for promotion (para 2-7, 2-8, 5-3, and 5-4) to the grades of lieutenant colonel or colonel will be confirmed by the Senate (10 USC 593(a)).

a. Area commanders, the Chief, National Guard Bureau, or the Office of The Surgeon General (DASG-PTS-RC) will, within 30 days after adjournment of a selection Federal recognition board, or upon approval for appointment, provide the CDR RCPAC (AGUZ-PD) with a list of officers recommended for appointment/promotion to lieutenant colonel and colonel. The list will include the name, branch, and SSN of each recommended officer.

b. The CG RCPAC will forward the lists of recommended officers through channels to the US Senate for confirmation.

c. Notification of Senate confirmation of officers recommended for promotion by *mandatory selection boards* (para 2-7) will be sent by—

(1) HQDA (DAPE) to the CG RCPAC.

(2) The CG RCPAC to FORSCOM, CONUS Armies, major oversea commands, and CNGB.

d. Notification of Senate confirmation of officers recommended for promotion to *fill authorized unit vacancies* (para 2-8) will be sent by—

(1) HQDA (DAPE) to RCPAC, FORSCOM, and CONUS Armies.

(2) CONUS Armies to major oversea commanders.

e. Notification of Senate confirmation of Army National Guard officers recommended for promotion in the Reserve of the Army as a result of a favorable recommendation by a Federal recognition board will be sent by—

(1) HQDA (DAPE) to RCPAC.

(2) CG RCPAC to CNGB.

Section II. Selected for Promotion

4-10. **General.** *a.* A member who has been recommended for promotion to the next higher grade must meet the requirements listed below before he can be promoted. The individual must—

- (1) Be in an active Reserve status.
- (2) Complete the service requirements listed in table 2-1.
- (3) Be medically qualified.
- (4) Have undergone a favorable security screening.

b. The effective date of the promotion will be computed as prescribed in section III.

4-11. **Medical examination.** Each member of the Ready Reserve is required to undergo a medical examination (AR 40-501) at least once every 4 years. If a member selected for promotion has not been examined within the past 12 months, he will be required to certify that there has been no change in his medical fitness since his last complete medical examination. A partial or temporary physical disability resulting from a disease, wound, or injury should not disqualify a member for promotion.

4-12. **Security screening.** Promotion authorities will insure that a favorable security screening is completed before announcing a promotion.

a. Screening.

(1) Both the files of the US Army Investigative Records Repository (USAIRR), Fort Meade, MD, and the MPRJ will be screened to insure that derogatory or unfavorable suitability information is not contained therein. As an exception, if a current screening of the MPRJ is favorable, the USAIRR files will not be screened for Reserve component members who—

(a) Have been continuously active in the Reserve components and there is evidence of a favorable security screening within the last 5 years.

(b) Are serving on active duty in a higher temporary grade.

(2) If a negative USAIRR file check is received, the MPRJ will be screened for evidence that a National Agency Check (NAC) was completed within the preceding 5-year period. The following procedures apply—

(a) If the MPRJ is negative, the promo-

tion authority will cause a NAC to be conducted. Final action on the promotion will be withheld until results of the NAC are received.

(b) If the MPRJ shows a NAC was made within the 5-year period, the member will be promoted if he is otherwise qualified.

b. Processing unfavorable information.

(1) The following procedures apply when suitability or unresolved derogatory information is in the USAIRR file or is received from any other reliable source.

(a) Cases involving unresolved derogatory information of a security nature will be processed as prescribed in AR 604-10 and NGR 604-10. Action will be taken by the major commander with jurisdiction over the area in which a USAR member resides.

(b) Cases involving suitability information will be resolved by the CNGB (NGR 604-10) or, for USAR members, by an evaluation board. Area commanders or the CG RCPAC will convene the board under the provisions of chapter 4, AR 600-37.

(2) If the information bars promotion, decisions of the CNGB or the evaluation board will be processed as prescribed in AR 135-175 or in NGR 604-1. If the information is not a bar to promotion and the member is otherwise qualified, he will be promoted.

4-13. **Promotion announcement.** Promotion authorities will complete the appropriate promotion letters (fig. 4-2 or 4-3) and distribute them as shown in *a* and *b* below. Commissioned officers who are not on active duty will also be furnished an Army Reserve officer career pattern development opportunities letter (fig. 4-4), which may be reproduced locally and bear facsimile signatures.

a. USAR members. The original copy of the promotion letter will be forwarded to the individual through command channels and one copy filed in his MPRJ. An additional copy will be furnished to—

(1) Commander, RCPAC, ATTN: AGUZ-PRD-O, for members not on extended active duty.

(2) Commander, RCPAC, ATTN: AGUZ-CMD-CEA, for dual status personnel (AR 600-39).

(3) HQDA (DAPC-PAR), 200 Stovall

Street, Alexandria, VA 22332, for members on active duty in their commissioned or warrant officer grades.

(4) Commander, US Army Enlisted Records Center, ATTN: PCRC-F, Fort Benjamin Harrison, IN 46249, for members on active duty in an enlisted status.

b. ARNGUS members. The original and two copies of the promotion letter will be for-

warded to the individual through the State adjutant general. An additional copy will be furnished to—

(1) NGB-ARP-C, WASH, DC 20310.

(2) Commander, RCPAC, ATTN: AGUZ-PRD-O.

(3) HQDA (DAPC-PAR), 200 Stovall Street, Alexandria, VA 22332 for members on extended active duty.

Section III. Dates of Promotion

4-14. General. Procedures in section IV or in chapter 5 will be followed for members who decline promotion or are serving on active duty. Procedures in this section will be followed in computing effective promotion dates for all other Reserve component commissioned and warrant officers. Effective dates for promotion will be—

a. For commissioned officers. The date the officer completes the mandatory or unit service requirement in table 2-1.

b. For warrant officers. The day following the date the officer completes service requirements, as in *a* above.

4-15. Promotion eligibility date. Service requirement for promotion to the *next* higher grade will normally be computed from the effective date of promotion to the current grade.

4-16. Selection after one passover. The effective date of promotion of a member selected after being passed over on a first consideration will be 1 year later than the original promotion eligibility date. (This does not apply to promotion to colonel.)

4-17. Promotion to first lieutenant. A qualified second lieutenant will not be promoted before the date he completes 3 years of promotion service except—

a. ROTC graduates who accept appointment in May or June of any year. Promotion service will be computed from the date of graduation of cadets of the US Military Academy in that year.

b. An officer serving in a unit vacancy (para 2-8a(6)).

c. An officer promoted to a higher temporary AUS grade (chap. 5).

4-18. Selected and transferred to the Retired Reserve. A Reserve officer, upon transfer to

the Retired Reserve, will be—

a. Promoted to the highest permanent or temporary grade satisfactorily held in the United States Army (including components thereof).

b. Transferred in the Reserve grade for which selected for promotion when the transfer is being made because of physical disability or as a result of completing the number of years of service or reaching the age at which his retirement, transfer to the Retired Reserve, or discharge is required by law.

4-19. Effective dates. With exception of *a* below, the latest date shown under each of the following promotion categories will be used to compute effective dates of promotion. (In computing dates for warrant officers, one day will be added to the dates shown.)

a. Promoted to fill a unit vacancy (para 2-8). Effective date will be the 15th day of the month in which the selection board convenes.

b. Selected by a mandatory selection board (para 2-7).

(1) Nonunit members—Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed.

(2) Unit members—

(*a*) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed, unless he declines.

(*b*) Date assigned to a position vacancy in the higher grade.

(*c*) Selected for promotion to colonel.

(1) Date the board reports its recommendations (unit vacancy only).

(2) Date that promotion service and

years of service prescribed by the Secretary of the Army are completed.

d. Selected after transfer from inactive status.

(1) Date the board reports its recommendations.

(2) Date that mandatory service requirements are completed. If selected on second consideration, 1 year later than the date mandatory service requirements were completed.

e. Selected by a standby board. Date he would have been promoted had he been selected by the appropriate mandatory con-

sideration board or board for promotion to the grade of colonel.

f. Selected after nonselection by a standby board. A member nonselected by a standby board or found not qualified (para 3-14), who is subsequently selected by a mandatory board, will be promoted the later of—

(1) The date the board submits its recommendations.

(2) The date mandatory service requirements are completed (table 2-1). This date will also be used to compute service requirements for promotion to the *next* higher grade.

Section IV. Declination of Promotion

4-20. Policy. A commissioned officer of the ARNGUS or USAR who has been selected for promotion to the next higher grade may decline the promotion for a period authorized in this section. Declination beyond the maximum period is not authorized unless approved by HQDA. Request for an exception will not be considered unless the area commander, CG RCPAC, or State adjutant general recommends approval.

4-21. Approval authority. Authority to approve declinations of promotion is assigned to—

a. Area commanders—for USAR unit members.

b. The CG RCPAC—for nonunit members and members of the RCPAC (USAR Augmentation).

c. The Governor or other appropriate authority of the State or of Puerto Rico, the Canal Zone, or the Virgin Islands; or of the Commanding General of the District of Columbia National Guard—for members of the ARNGUS.

4-22. Period of declination. *a.* Unless an exception is authorized (*b* below), the period of declination will not exceed 1 year. The period will be computed from the date of the promotion letter or the date the officer completes the service requirements (table 2-1), whichever is later.

b. The period of declination may be extended to 3 years from the date of selection for—

(1) ARNGUS officers (including technicians), with the consent of the Governor. The period may be further extended, at the dis-

cretion of the Secretary of the Army, for an officer of an Alaska scout battalion or of a unit engaged in air defense activities on a tactical site under control of the Army or Air Force.

(2) An officer who is employed as a civilian in a USAR technician position.

4-23. Promotion lists. The names of ARNGUS and USAR officers declining promotion to the next higher grade will be removed or retained on the promotion list as follows:

a. Officers selected for promotion to colonel and nonunit officers will be removed from the promotion list and will be considered by the next appropriate selection board provided they remain eligible.

b. Unit officers will be retained on the promotion list for the maximum period authorized, unless they have been promoted earlier to the grade for which selected or have been removed for some other reason.

4-24. Procedures. Declination of promotion will be processed as follows:

a. Nonunit USAR officers. The reason and date of declination will be entered on the letter of promotion. A copy will be forwarded to Commander, US Army Military Personnel Center, ATTN: DAPC-PAR-R, 200 Stovall Street, Alexandria, VA 22332—for officers on extended active duty or, if not on active duty, to the CDR RCPAC, ATTN: AGUZ-PD-PN.

b. Unit USAR Officers. These officers will be notified of selection for promotion to the next higher grade at least 30 days in advance of their promotion eligibility dates (fig. 4-5). If an officer declines, a copy of the letter of notification, together with the approved in-

Headquarters
(Address)

Date

Subject: Reserve Selection Board Results

TO

The below named individual who was under consideration for promotion at the time of transfer to your command has been recommended for promotion by the selection board. If he is otherwise qualified, request that he be promoted to the grade for which recommended (AR 135-155).

| | |
|--|----------------------------|
| Name | Social Security Number |
| Present grade | Branch |
| Grade for which recommended | Promotion Eligibility date |
| Date of transfer | |
| Status or organization at time of transfer | |

SIGNATURE BLOCK

Figure 4-1.

HEADQUARTERS
(Address)

In reply refer to (addressee shown below) Date-----

SUBJECT: Promotion as a Reserve Commissioned Officer of the Army
under Title 10 of the United States Code and AR 135-155

THRU: A.....
TO: B.....

1. By direction of the President you are promoted as a Reserve commissioned officer of the Army, effective on the date shown after A above, to the grade in the branch and component shown in address above.
2. Time in grade for promotion to the next higher grade will be computed from the effective date of this promotion, unless there is a date shown after B above, in which case it will be computed from that date.
3. No acceptance or oath of office is required. Unless you expressly decline this promotion within 60 days, your promotion will be effective as shown after A above. You may decline this promotion by completing the attached indorsement, and returning it with this letter through channels to this office.
- *4. If you are serving on active duty in a commissioned grade lower than that to which promoted you may elect to be released from active duty and receive your promotion after your release from active duty, provided you do not have an uncompleted period of active duty under law or regulations. If you request relief from active duty, you must complete the attached indorsement and return it through channels to this office. If you do not elect to be relieved from active duty, you may expressly decline the promotion. If you do not decline the promotion and remain on active duty, you will be deemed to have accepted a temporary (AUS) appointment in the grade in which serving on active duty and your promotion as a Reserve will not affect your active duty grade.

AUTHORITY LINE

1 Incl
Indorsement

SIGNATURE BLOCK

*As appropriate.

Note: Figure 4-6 is an example of the attached indorsement in paragraphs 3 and 4 above.

Figure 4-2

d. For consideration for promotion to general officer grades, an officer must have served at least 2 years in the next lower grade and must occupy an authorized general officer position. If assigned to other than a troop program unit, he must have also completed 19 total years of service.

4. Assignment to a troop program unit in pay drill status is the means of USAR participation preferred by most officers. However, the number of pay spaces authorized is limited on a fiscal year basis by the availability of appropriate funds. Also, vacancies may not exist in units in your geographical area, or units may not be located in such proximity to your domicile or place of business as to be reasonably available for your participation. Should either of these situations exist, it is suggested that you explore fully other means of participation, benefiting you and lending themselves to attainment of your personal military career goal. These alternate means of participation are: assignment as a mobilization designee attachment to a reinforcement training unit, attendance at USAR schools, attachment to a unit for training, and completion of Army extension courses, if eligible.

5. Current Department of the Army policy directly related military advancement to military education. While there are a number of courses available to USAR officers, both in USAR schools and at Active Army service schools, certain clearly defined military educational attainments commensurate with an officer's grade are prerequisite to promotion consideration. With several ramifications, required military education is progressive from the basic branch officers' course to a US Army Command and General Staff College for colonels and general officers. As you know, it is the responsibility of each individual officer to take positive action to maintain the military educational level required of his grade and branch and to prepare himself for advancement. In this connection, it is suggested that you review the requirements in AR 135-155 for specific applicability to your expected career progress.

6. The foregoing information is of necessity somewhat abbreviated. It is planned, however, to continue timely periodic coverage of the latest promotion policies and career planning information in the Army Reserve Magazine. In the meantime, you may address inquiries concerning your US Army Reserve status and career progress to your unit commander, to the area commander to whose jurisdiction you are assigned, or to the Commander, US Army Reserve Components Personnel and Administration Center, if you are a nonunit member of the US Army Reserve.

SIGNATURE OF APPOINTING AUTHORITY

Figure 4-4—Continued.

HEADQUARTERS
(Address)

Date

In reply refer to (addressee shown below)

SUBJECT: Eligibility for Promotion as a Reserve Commissioned Officer
TO:

- 1. You were considered for promotion under the provisions of AR 135-155 by a recent Reserve selection board and selected for promotion to the grade of
- 2. If promoted as a result of this selection, the time in grade for promotion to the next higher grade will be computed from
- 3. It is requested that the indorsement hereon be completed and returned to this headquarters by suspense date above.
- 4. If you intend to accept the promotion, this letter will serve as authorization for medical examination for promotion purposes if you have not had a physical examination during the past 4 years. Return completed SF 88 and 93 to this headquarters not later than In the event a physical has been completed within the past 4 years but not within the past 12 months, complete paragraph 3, below.

AUTHORITY LINE

Incl

SIGNATURE BLOCK

SUBJECT: Eligibility for Promotion as a Reserve Commissioned Officer
TO:

- 1. I (do) (do not) intend to accept my promotion to the next higher grade.
- 2. Medical examination is scheduled for and will be forwarded to your headquarters not later than suspense date imposed.
- 3. There has not been any change in my physical condition since my last physical examination dated

SIGNATURE

Figure 4-5.

1st Ind

SUBJECT: Promotion as a Reserve Officer of the Army
(under title 10 USC and AR 135-155)

| | |
|--|------|
| | |
| Name, Grade, Branch, SSN, Organization | Date |

THRU:

TO Promotion Authority

*1. Under the provisions of paragraph 4-24a (nonunit USAR officers), AR 135-155, I hereby elect to decline promotion to the grade of _____ in the Reserve of the Army.

*2. Under the provisions of paragraph 4-24b (unit USAR officers), AR 135-155, I hereby elect to decline promotion to the grade of _____ in the Reserve of the Army. I understand that if I decline this promotion my name will be retained on the appropriate promotion list for the maximum period authorized, unless promoted to the grade for which selected or my name is removed from the list for some other reason. If I decline promotion to the grade of COLONEL, I understand that my name will be removed from the list. Further, I understand that this declination will not prevent me from being considered for promotion to the grade of COLONEL by a subsequent promotion board.

*3. I decline serving in a lower grade and elect to be relieved from active duty in accordance with paragraph 5-2, AR 135-155. (Not applicable to Reserve officers who have not completed required period of service on active duty under any provision of law or regulation (para 5-2b, AR 135-155).)

at the earliest practicable date.

on or about _____

(signature)

(SSN)

(Grade, Branch, and Organization)

*As appropriate.

Figure 4-6.

HEADQUARTERS

(Address)

Date _____

SUBJECT: First Nonselection for Promotion to _____, USAR

TO: (Officer Concerned)

1. A Reserve Selection Board convened at Headquarters, (day-month-year), and considered you for promotion to the grade of _____ under the provisions of AR 135-155. I regret that I must inform you that the board did not recommend your promotion and that this constitutes your first passover for promotion to this grade.
2. The board was composed of mature, senior officers of demonstrated judgment, at least one half of whom were Reserve officers, who did not limit their deliberations to any specific item but reviewed and evaluated your entire military record. Selection boards are not permitted to divulge the reasons for their selection or nonselection; therefore, there is no way to determine why you were not selected.
3. You will be considered again by a new board with officers who meet the criteria for the next zone, providing you are in an active Reserve status. The new board will evaluate your official Department of the Army file, to include any additions since the last consideration. This board will judge your entire military record as compared with the records of the officers in the new zone of consideration.
4. If selected by next year's board, your promotion will be 1 year later than it would have been had you been selected by the first board. If you are not selected by the next board, you will be discharged from your commissioned status or transferred to the Retired Reserve, provided that you are eligible and apply for such transfer. (Add for officers on active duty.) Since you are on active duty as an officer, you will be relieved from active duty prior to such discharge or transfer.
5. (To be added for those officers whose records showed failure to become educationally qualified, notes 1 and 2.) The records reviewed by the Department of the Army Selection Board did not reveal that you had completed the military education requirements by the date the board convened. Your attention is invited to the mandatory requirements for promotion as specified in paragraph 2-7, AR 135-155. If you have evidence that you have completed the educational requirements, such evidence should be forwarded to this headquarters, for possible reconsideration by a Department of the Army Standby Advisory Board. However, completion of the educational requirements and reconsideration does not insure selection for promotion.

AUTHORITY LINE

SIGNATURE BLOCK

Note 1. Evidence of educational requirements completed by the date the board convened will be forwarded to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PD, 9700 Page Blvd., St. Louis, MO 63132.

Note 2. Evidence of educational requirements completed after the date the board convened will be forwarded to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RMD, 9700 Page Blvd., St. Louis, MO 63132 for file in the official military personnel file (OMPF) and officer advised accordingly.

Figure 4-7

HEADQUARTERS

(Address)

Date.....

SUBJECT: First Nonselection for Reserve Promotion of Reserve
Warrant Officer

TO: (Warrant Officer concerned)

1. A Reserve Selection Board convened at Headquarters, (day-month-year), and considered you for promotion under the provisions of AR 135-155. I regret that I must inform you that the board did not recommend your promotion and that this constitutes your first passover for promotion.
2. The board was composed of mature, senior officers of demonstrated judgment, at least one half of whom were Reserve officers, who did not limit their deliberations to any specific item but reviewed and evaluated your entire military record. Selection boards are not permitted to divulge the reasons for their selection or nonselection; therefore, there is no way to determine why you were not selected.
3. You will be considered again by a new board with officers who meet the criteria for the next zone, providing you are in an active Reserve status. The new board will evaluate your official Department of the Army file, to include any additions since the last consideration. This board will judge your entire military record as compared with the records of the officers in the new zone of consideration.
4. If selected by next year's board, your promotion will be 1 year later than it would have been had you been selected by the first board. If you are not selected by the second board, you will be discharged from your warrant officer status or transferred to the Retired Reserve, provided that you are eligible and apply for such transfer, unless you are eligible for retention in an active status in accordance with AR 140-10.

AUTHORITY LINE

SIGNATURE BLOCK

Figure 4-8.

HEADQUARTERS

(Address)

Date.....

SUBJECT: Second Nonselection for Reserve Officer Promotion

TO: (Officer concerned)

1. The regulation governing the promotion of Reserve officers, AR 135-155, provides that an officer who is considered for promotion and fails to be selected will again be considered by the next board considering officers of his branch and grade under paragraph 2-7c. If he fails to be selected on this second consideration, he will thereafter not be considered for promotion and will, within 90 days after the selection board reports its findings, be discharged unless he comes within one of the following categories:

- a. Is eligible for and requests transfer to the Retired Reserve.
- b. Has a service obligation.

c. Has been credited with 18 or more but less than 20 years of satisfactory Federal service as defined in Title 10, United States Code, section 1332. Such officer will not, without his consent, be removed from an active status prior to the date on which he is credited with 20 years of satisfactory Federal service or prior to the third anniversary (or second anniversary if the officer has been credited with 19 or more years of satisfactory Federal service) of the date on which he would otherwise be removed from an active status, whichever is earlier, unless he sooner attains age 60 or is removed for physical disability or cause.

2. You have twice been considered for promotion to the next higher grade, in accordance with the above procedure, and have not been selected. The board reported its findings or

*3. In view of the above and since you do not come within one of the categories listed in paragraph 1, your discharge is mandatory.

*3. Since you are eligible for transfer to the Retired Reserve, it is requested that you fill out the first indorsement hereon and return it to this headquarters within 30 days, indicating whether you desire such transfer. If no reply is received or if you indicate you do not desire to transfer to the Retired Reserve, your discharge will be accomplished by (date).

*3. Since you come under the provisions of both paragraph 1a and c, unless you request transfer to the Retired Reserve, you will be retained in an Active Reserve status until you are credited with 20 years of satisfactory Federal service or until (date) (3 years and 3 months for officers with 18 or more but less than 19 years of satisfactory Federal service) (2 years and 3 months for officers with 19 or more years of satisfactory Federal service from date of report of findings of selection board) whichever is earlier, unless during that time you attain age 60 or are removed from an active status because of physical disability or cause.

*3. Since you come under the provisions of paragraph 1a and c, unless your request transfer to the Retired Reserve, you will be retained in an Active Reserve status either in the ARNGUS, upon approval of the

Figure 4-9.

HEADQUARTERS

(Address)

Date-----

SUBJECT: Nonselection for Promotion to Colonel, USAR

THRU:

TO:

1. A Reserve Selection Board convened at Headquarters, Department of the Army, (day-month-year), considered you for promotion to the grade of colonel under the provisions of AR 135-155. I regret that I must inform you that the board did not recommend your promotion; however, your nonselection does not constitute a passover for promotion.
2. The board was composed of mature, senior officers of demonstrated judgment, at least half of whom were Reserve officers, who did not limit their deliberations to any specific items but reviewed and evaluated your entire military record. Under criteria established for the board, selections for promotion to the grade of colonel are on a best qualified basis. Therefore, competition is extremely keen and, while an officer may be fully qualified for selection, he may not be one of the few selected for promotion. Selection boards are not permitted to divulge the reasons for their selection or nonselection; therefore, unless you had not completed the military educational requirements, the specific reasons for the decision in your case cannot be determined.
3. You will be considered again by a new board with officers who meet the criteria for the next zone, providing you are in an active Reserve status. The new board will evaluate your official Department of the Army file, to include any additions since the last consideration. This board will judge your entire military record as compared with the records of the officers in the new zone of consideration.
4. (To be added for those officers whose records showed failure to become educationally qualified.) The records reviewed by the Department of the Army Selection Board did not reveal that you had completed the military education requirements by the date the board convened. Your attention is invited to the mandatory requirements for promotion as specified in paragraph 2-6, AR 135-155. If you have evidence that you have completed the educational requirements, such evidence should be forwarded to this headquarters for possible reconsideration by a Department of the Army Standby Advisory Board. However, completion of the educational requirements and reconsideration does not insure selection for promotion.

AUTHORITY LINE.

SIGNATURE BLOCK

Note 1. Evidence of educational requirements completed by the date the board convened will be forwarded by the promotion authority to CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PD, 9700 Page Blvd., St. Louis, MO 63132.

Note 2. Evidence of educational requirements completed after the date the board convened will be forwarded by the promotion authority to the CDR, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PD, 9700 Page Blvd., St. Louis, MO 63132, for file in the official military personnel file (OMPF) and officer advised accordingly.

Figure 4-11.

CHAPTER 5

PROMOTION OF RESERVE COMPONENT MEMBERS SERVING ON ACTIVE DUTY

5-1. General. The provisions of this chapter concerning eligibility, consideration, and selection of ARNGUS and USAR members apply in all respects to Reserve component commissioned and warrant officers considered for promotion while serving on active duty (other than for training).

a. Procedures in AR 624-100 will be followed for the temporary promotion of AUS members while serving on active duty. A temporary grade is one ". . . in which a member holds temporary appointment in the AUS, normally received through temporary promotion, as distinguished from his permanent grade in the Regular Army or in a Reserve component." (para 2*k*, AR 624-100).

b. The active duty grade of a member will not be altered as the result of promotion to the next higher Reserve grade.

5-2. Promotion to a higher permanent grade. *a.* Members serving on active duty will not be promoted to a higher temporary AUS grade by virtue of promotion to a higher permanent Reserve grade. The procedures in (1) and (2) below apply to members promoted to a higher permanent Reserve component grade while serving on active duty.

(1) A member who is serving under a temporary AUS appointment will continue to serve in his temporary AUS grade.

(2) A member who is serving on active duty in his permanent Reserve grade only will be deemed to have accepted a temporary AUS appointment in the grade in which serving on active duty prior to promotion, unless the permanent promotion is declined (para 3 and 4, fig. 4-2). The effective date of constructive acceptance of the AUS appointment will be the same as the date of the permanent Reserve component promotion. A member who does not want to continue to serve on active duty in the lower grade may elect relief from active duty. (See exception in *b* below.)

b. A member who has not completed a required period of service on active duty, under any provision of law, may not elect relief from active duty. If he does not want to serve in a grade that is lower than his permanent Reserve component grade, he may decline the promotion. A member who declines promotion under the provisions of this paragraph may apply and be promoted to the permanent Reserve component grade when he—

(1) Completes his required period of service on active duty.

(2) Is promoted to a temporary higher grade.

c. The provisions of paragraph 4 in figure 4-2 will be used as a basis for promoting a Reserve officer who is serving on active duty in a temporary AUS grade which is lower than his permanent Reserve grade. Request for relief from active duty based upon declination of permanent Reserve promotion will be forwarded to the CDR RCPAC, ATTN: AGUZ-PD, for further action.

5-3. Promotion to a higher temporary grade.

a. The procedures in (1) and (2) below apply to members serving on active duty who are either promoted or on a recommended list for promotion to a temporary AUS grade which is higher than their permanent Reserve grade. Members eligible for promotion under the provisions of this paragraph will be promoted without consideration by a Reserve selection board (para 4-17*a*).

(1) Those promoted to a higher temporary AUS grade will be promoted to the same permanent Reserve grade. Promotion to the permanent grade will be the earlier of the following:

(*a*) Date of completion of service requirements under mandatory consideration (table 2-1).

(*b*) Years of service as announced annually by the Secretary of the Army (10 USC

3389) but no earlier than the date of the AUS promotion. (This criterion applies only to commissioned officers.)

(2) Those who are on a recommended list for promotion to a higher temporary AUS grade will be promoted to the same permanent Reserve grade. Promotion to the permanent grade will be accomplished upon completion of the service requirements under mandatory consideration (table 2-1).

b. Procedures in *a* above will be followed for members of the ARNGUS if Federal recognition is extended in the higher grade (NGR 624-101). If Federal recognition is not extended, an ARNGUS member may elect to transfer to the USAR and be promoted under the provisions of *a* above.

c. For promotion to first lieutenant under *a* and *b* above, paragraph 4-17*a* applies (exclusive of the 3-year service agreement).

5-4. Promotion upon release from active duty.

a. A USAR member will be promoted the day after release from active duty to a permanent Reserve grade which is equal to the highest temporary AUS grade satisfactorily held on active duty (para 4-9). NGR 600-100 applies for promotion of ARNGUS members released from active duty.

b. Commissioned officers promoted under the provisions of this paragraph may not again be promoted for the first time to the grade of—

(1) Captain, major, or lieutenant colonel until they complete the total years of service prescribed in table 2-1 under mandatory consideration for promotion to the applicable grade.

(2) Colonel or higher until they complete 19 years of service, as computed under the provisions of paragraph 2-3*b*(2) (10 USC 3369 and 3386).

c. Warrant officers who decline promotion to a permanent Reserve grade may not thereafter be promoted under the provisions of this paragraph, unless approved by HQDA.

d. Commanders responsible for determining eligibility for promotion will obtain information from RCPAC if a member's records indicate he should have been considered before release from active duty. The member will not be mandatorily considered for promotion until additional information concerning previous action taken is obtained from CDR, RCPAC, ATTN: AGUZ-PD.

e. A promotion initiated before release from active duty will continue to its conclusion, unless release is—

(1) Coincident to discharge as a Reserve member.

(2) Concurrent with placement in the Retired Reserve or in an inactive status.

(3) Incident to court or board action or request for release in lieu of court or board action.

CHAPTER 6

ISSUANCE OF PROMOTION COMMISSION CERTIFICATES

6-1. General. This chapter prescribes procedures for requesting promotion commission certificates (DA Form 3877) subsequent to 1 January 1963 and applies to—

a. Retired and discharged commissioned and warrant officers of the Army.

b. Reserve of the Army commissioned and warrant officers not on active duty.

c. Active Army commissioned and warrant officers.

d. Active Army enlisted personnel holding concurrent USAR commissions or warrants.

6-2. Procedure for requesting certificates. *a.* Personnel desiring promotion commission certificates (DA Forms 3877) may submit a written request to include full name (first name—middle name—last name), social security number or service number, current mailing address, and current military status (ARNGUS or USAR not on active duty, active duty commissioned or warrant officer, or enlisted personnel discharged or retired). The request should include a copy of the pertinent promotion letter or order, if available.

b. Upon completion of processing, documents supporting the promotion together with the certificate will be returned. Approx-

imately 120 days should be allowed for processing and mailing of a commission certificate. Requests from the individual concerned, or next of kin for deceased personnel, will be forwarded to the addresses shown below.

(1) Active Army commissioned and warrant officers and retired general officers.

HQDA (DAPC-PAR-S)

Hoffman II

200 Stovall Street

Alexandria, VA 22332

(2) Active Army enlisted personnel holding concurrent USAR commissions and warrants.

Commander

US Army Enlisted Records Center

ATTN: PCRC

Fort Benjamin Harrison, IN 46249

(3) Retired commissioned and warrant officers (other than general officers), Reserve of the Army commissioned and warrant officers not on active duty, and discharged personnel.

Commander

US Army Reserve Components Personnel and Administration Center

ATTN: AGUZ-PAD-P

9700 Page Boulevard

St. Louis, MO 63132