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Army Regulation 600 8 19

Personnel General

Enlisted Promotions and Reductions

Headquarters
Department of the Army
Washington, DC
1 November 1991

SUMMARY of CHANGE

AR 600-8-19

Enlisted Promotions and Reductions

This regulation is a consolidation, superseding chapters 6 and 7 of AR 600-200. It prescribes--

- o Policies and procedures governing promotions and reductions of Army enlisted personnel (chap 1).
- o A managerial framework for the enlisted advancements (chap 2), promotions (chaps 3, 4, and 5), and reductions (chap 6) work requirement to be executed by field commanders and soldiers.
- o Policy statements, operating tasks, rules in support of operating tasks, and sequential steps of each operating task.

Headquarters
Department of the Army
Washington, DC
8 April 1994

Immediate Action INTERIM CHANGE

AR 600-8-19
Interim Change
No. 101
Expires 8 April 1996

Personnel--General

Enlisted Promotions and Reductions

Justification. This interim change modifies Army policies concerning promotions and reductions and corrects errors and omissions in the 1 November 1991 publication of AR 600-8-19.

Expiration. This interim change expires 2 years from date of publication and will be destroyed at that time unless sooner rescinded or superseded.

1. AR 600-8-19, 1 November 1991, is changed as follows:

Page 1. Applicability, change second sentence to read: It applies to U.S. Army Reserve enlisted soldiers who are serving on active duty and are counted against the end strength of the Active Army (SGT-SGM promotions). It also applies to Reserve of the Army soldiers serving on initial active duty for training. It does not apply to Army National Guard of the United States and U.S. Army Reserve soldiers on active duty for training, active duty for special work, a temporary tour of duty, or serving on active duty or full-time National Guard duty on Active Guard Reserve status, or called to active duty for contingency operations under section 673b, title 10, United States Code. Soldiers in the U.S. Army Reserve serving on active duty in the grades of PV1 through SPC will be advanced in accordance with this regulation.

Page 1. Mobilization application is superseded as follows: Upon mobilization, the proponent agency for this regulation will announce any changes to enlisted promotion and reduction policies and procedures.

Page 1. Contents, second column, second line: Delete the letter "r" in the word "factor".

Page 2. Contents, Chapter 3, Section I, line 10: Change the words "Hospitalized soldiers" to "Soldiers hospitalized."

Page 2. Contents, Chapter 3, Section III, line 1: Change the word "identify" to "Identifying".

Page 3. Contents, Chapter 4, Section II, line 1, Task: Change

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the words "Process Preboard" to read "Preboard Process".

Page 3. Contents, chapter 5, section I, line 2: Change the word "Banspersons" to read "Bandspersons".

Page 5. Paragraph 1-1, line 3, after "AR 600-8": Insert the word "series".

Page 5. Paragraph 1-4a(2), line 4, at the end of the sentence add: "Only the ODCSPER, or his designee, may establish eligibility criteria other than those prescribed in this regulation."

Page 5. Paragraph 1-8b(2) is superseded as follows:

(2) Effective 1 April 1994, recompute all promotion point scores annually. This will be accomplished during the 12th month after the last computation, such as the last board appearance, reevaluation, or recomputation, whichever is later (an adjustment done in accordance with paragraph 3-24 of this regulation is not considered a computation for the purpose of this paragraph).

Page 5. Paragraph 1-8e(4)(c) is superseded as follows:

(c) Unit commanders for SPC and below. Active Army soldiers and soldiers of the USAR and ARNGUS on active duty in the grades of PV1 through PFC will be considered for and advanced in accordance with chapter 2 of this regulation.

Page 6. Paragraph 1-9a: Replace the words "for CPL or" with the word "to".

Page 6. Paragraph 1-9, add:

e. Attached personnel may be advanced or recommended for promotion only with the concurrence of the parent unit.

Page 6. Paragraphs 1-10a, c-f, h, and i are rescinded.

Page 6. Paragraph 1-10b, change to read:

b. Conviction by court-martial during current enlistment.

Page 6. Paragraph 1-10g, change to read:

g. Absent without leave during current enlistment.

Page 6. Paragraph 1-10i is superseded as follows:

1. Ineligible for reenlistment according to AR 601-280. Soldier regains promotable status the day he or she receives an approved waiver to reenlist. Those soldiers who are ineligible to

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reenlist solely because they are within 90 days of ETS will not be considered nonpromotable.

Page 6. Paragraph 1-10m is rescinded.

Page 6. Paragraph 1-10p, line 1: Replace the word "quality" with the word "qualify".

Page 6. Paragraph 1-10q is superseded as follows:

q. Pending a bar to reenlist.

Page 6. Paragraph 1-10t, line 5, change the word "following" to "of".

Page 6. Paragraph 1-10t, line 6, between the words "custody," and "restriction," add the word "suspension,".

Page 6. Paragraph 1-10u, line 1: Replace the word "education" with the word "evaluation".

Page 6. Paragraph 1-10v is rescinded.

Page . Paragraph 1-10w, add:

(1) Failure to initiate DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAGS)) does not negate the fact that the soldier is in a nonpromotable status if a circumstance exists that requires imposition of a flag.

(2) Soldiers are promoted in accordance with paragraph 1-11, below.

Page 6. Paragraph 1-10, add:

x. When enrolled in the Army Alcohol and Drug Abuse Prevention and Control Program (ADAPCP), a soldier who would have been promoted while in the program, provided otherwise eligible, will be promoted after successful completion of the program. Date of rank and effective date will be the date the soldier would have been promoted had he or she not been in the program.

Page 7. Paragraph 1-11b, last sentence, where it reads "effective day of the removal" change the word "day" to "date".

Page 8. Paragraph 1-17 (Title): Delete the letter "r" in the word "factor".

Page 8. Paragraph 1-17, is superseded as follows:

a. Orders announcing erroneous promotions will be revoked. When a soldier has been erroneously promoted, and has received pay at

the higher grade, a determination of de facto status may be made only to allow the soldier to keep any pay and allowances received at the higher grade.

b. To determine whether a soldier is entitled to de facto status, a factual evaluation must be made to decide the following:

- (1) Whether the position was occupied under "color of right".
- (2) Whether the soldier served in an existing position in the grade to which promoted.
- (3) Whether the functions of the position were discharged.
- (4) Whether the soldier served in good faith.

c. De facto status may be granted by the promotion authority or higher commander after legal review by the soldier's servicing Staff Judge Advocate (SJA).

d. De facto status for soldiers erroneously promoted to SFC, MSG, and SGM will be determined by HQDA.

Page 9. Paragraph 1-23, add:

c. This paragraph applies only to soldiers who return to active duty on or before the date specified on the orders terminating TDRL status.

Page 9. Paragraph 1-25a, add: (See figs 1-1 and 1-2.)

Page 9. Paragraph 1-25d, delete: (See figs 1-1 and 1-2.)

Page 9. Add paragraph:

1-29. Declination of promotion

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

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

c. Those soldiers not promoted effective the date of the order or with a future effective date will send the letter of declination no later than 30 days after receipt of promotion orders or documented official verbal notice.

d. In the case of soldiers on a HQDA promotion list, the PSC will send the letter of declination to Commander, PERSCOM,

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TAPC-MSP-E, Alexandria, VA 22332-0443, not later than 10 working days after receipt of the soldier's declination.

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

f. Once the declination of promotion reaches the PSC, the declination is irrevocable. The effective date of the declination will be the date that the soldier signed the declination of promotion.

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

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

Page 10. Paragraph 2-2i is rescinded.

Page 10. Paragraph 2-2, add:

j. Unit commanders will ensure that soldiers who are eligible for advancement, without waiver, but not recommended are counseled in writing. Counseling will take place as follows:

- (1) Initially when the soldier attains eligibility, and
- (2) Periodically (at least every 90 days).

Page 11. Paragraph 2-5a, before the word "ARNG" insert the following: Advancement to PFC and SPC is not automatic and requires the unit commander's recommendation.

Page 12. Paragraph 2-7a, add the following sentences: Criteria used for calculation of computations will be as of the last day of the month preceding the promotion month. Waiver allocations will be used only on the first day of the promotion month.

Page 15. Figure 2-1, Sample of completed DA Form 4187 (Advancement to PV2 denied), Section IV, change: "2-1d" to read "2-3d".

Page 16. Figure 2-2, sample of completed DA Form 4187 (Advancement to PFC), Section IV, after Authority, change: "2-3" to read "2-5".

Page 17. Figure 2-3, sample of completed DA Form 4187 (Advancement to SPC with waiver), Section IV, after Authority change: "2-3" to read "2-5".

Page 18. Paragraph 3-1, add:

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

Page 18. Paragraphs 3-2b(1) and (2) are superseded as follows:

(1) Battalion level.

(a) Between the 1st and the 10th: Prepare new recommendations for next month's board; obtain unit commander's decision; obtain promotion authority's signature on DA Form 3355; and forward DA Form 3355 to PSC.

(b) Between the 1st and the 15th: Prepare for, conduct, and finalize current month's board.

(c) Between the 16th and 17th: Obtain promotion authority's signature on DA Form 3355, and forward packets of current month's board to PSC.

(2) PSC level.

(a) Between the 11th and the 20th: Prepare section B of DA Form 3355, and return to BNS1.

(b) Between the 18th and the 25th: Obtain cutoff scores, identify eligibles, verify eligibility, and issue orders.

(c) Between the 18th and the 30th: Submit SIDPERS transactions to record current month's board results.

Page 18. Paragraph 3-5 is superseded as follows:

Paragraph 3-5. Waiver Authority

The promotion authority or designee may waive the eligibility requirements of TIS and TIMIG.

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Page 18. Paragraph 3-6(4), after the word "latest" insert the words "(current or previous month)".

Page 18. Paragraph 3-7a is amended to read:

a. Special forces. Soldiers in CMF 18 who have 18 months time in service and have been recommended by a promotion board will be promoted to SGT on the date of graduation from the Special Forces Qualification Course. The effective date of promotion and DOR will be the date the soldier is awarded PMOS in CMF 18, provided otherwise qualified.

Page 19. Paragraph 3-7c, first line, change: "(OSC)" to read "(OCS)".

Page 19. Paragraph 3-7d is superseded as follows:

d. Promotion orders will cite this paragraph as authority for the promotion.

Page 19. Paragraph 3-8, Title: Change the words "Hospitalized soldiers" to read "Soldiers hospitalized".

Page 19. Add the following to table 3-1:

Under Code	Under Reason
K	Soldier met cut-off score for SGT prior to PLDC graduation. Enter year/month for cut-off score (example: K9207).
M	Soldier failed PLDC. Enter year/month of PLDC failure (example: M9207).
N	Soldier met cut-off score for SSG prior to BNCOC graduation. Enter year/month for cut-off score (example: N9207).
P	Soldier failed BNCOC. Enter year/month of BNCOC failure (example: P9207).

Page 20. Paragraph 3-14e, first line, change: the word "reenlistement" to read "reenlistment".

Page 21. Table 3-4, Processing initial SGT or SSG recommendation, Step 16, required action, is superseded as

follows: Section B of DA Form 3355 must be authenticated by SSG/GS6 or above.

Page 21. Paragraph 3-18c, add:

(3) If the promotion authority cannot accomplish these actions within 3 working days after the promotion board adjourns, a memorandum of explanation, signed by the promotion authority, will be attached to the DA Form 3355 citing the specific reason for the delay. (NOTE: The promotion selection date is the date the promotion authority approves the report of board proceedings.)

Page 22. Paragraph 3-18j is superseded as follows:

j. The promotion packet of a soldier on a recommended list will be kept in the action pending section of the MPRJ until promoted. A copy of the promotion packet may be kept in the promotions section. Documents removed, for any reason, from the promotion packet will be returned to the soldier.

Page 22. Paragraph 3-20b, add the following: Soldier's signature and date are required in this section.

Page 22. Paragraph 3-20c(1), line 2: Strike through the number "35" and replace with the number "25".

Page 22. Paragraph 3-20c(5), line 2: strike through the number "35" and replace with the number "25".

Page 22. Paragraph 3-20d(2) is superseded as follows:

(2) Total reevaluation may be requested at any time by soldiers who increase their promotion points by 25 points or more (DA Form 3355, section B, items 2-6), or after 6 months from the latest board appearance or computation if they have less than a 25 point increase (DA Form 3355, section B, items 2-6).

Page 23. Paragraph 3-21, Table 3-7, Processing promotion point reevaluations, Step 9, required action is superseded as follows: Complete Section B and authenticate by SSG/GS6 or above.

Page 23. Paragraph 3-22a is superseded as follows:

a. Effective 1 April 1994, promotion points will be recomputed annually. This will be accomplished during the 12th month after the last computation, such as board appearance, reevaluation, or recomputation, whichever is later (an adjustment done according to paragraph 3-24 is not considered a computation for the intent of this paragraph.)

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Page 23. Paragraph 3-22b, change second sentence to read: Items 1, 2 (for soldiers being recommended to SSG), 3, 4, 5, and 6 of DA Form 3355 will be used for computation.

Page 23. Paragraph 3-22c, first line, as reads "Section I", change to read: Section A.

Page 23. Paragraph 3-22, add:

m. If the soldier is not available, the recomputation will be accomplished by the PSC not later than the 20th of the month following the scheduled month of recomputation. The specific reason for nonavailability will be entered in the remarks section of the DA Form 3355. The recomputation will be based on documents available as of the last day of the month preceding the scheduled month of recomputation. (NOTE: "scheduled month of recomputation" is defined as the 12th month after the last computation. Computation is defined in paragraph 3-22a above.)

Page 23. Paragraph 3-23, Table 3-8, Conducting annual recomputations, is superseded as follows:

Step	Work center	Required actions
1	BNS1	Check recomputation block, enter date (month and year) and forward DA Form 3355 to unit commander for completion of Section A.
2	UNIT	Commander will complete, sign, and date Section A of DA Form 3355 and return it to BNS1 within 3 working days of receipt.
3	BNS1	Check for accuracy, obtain promotion authority's signature, and forward to PROM.
4	PROM	Recompute promotion points. Coordinate with BNS1 for review with soldier.
5		Review DA Form 3355 with soldier.
6		Complete Section B, DA Form 3355 and authenticate by SSG/GS6 or above. (Soldier must sign this section.)
7		Submit SIDPERS PRMS transaction not later than the last SIDPERS cycle of the recomputation month. Review accuracy of AAC-C10 report.

Page 27. Paragraph 3-34k(3) is amended to read:

(3) NCOES requirements.

(a) Soldiers are required to be graduates of PLDC prior to promotion to SGT and graduates of BNCOC prior to promotion to SSG. Soldiers are allowed to compete for promotion to SGT and SSG but cannot be promoted until completion of the appropriate NCOES course. Soldiers who met a cut-off score but were not graduates of the required NCOES course, will be promoted on the date they successfully complete the course, provided they are otherwise qualified. Effective date and DOR will be the date of graduation.

(b) Soldiers who meet a cut-off score but cannot be promoted because they have not completed the required NCOES course and subsequently fail the course will have to meet a new cut-off score.

Page 27. Paragraph 3-34k, add:

(4) Effective 1 October 1989, soldiers are required to be PLDC graduates prior to competing for promotion to SSG.

(5) Effective 1 October 1992, soldiers are required to be BNCOC graduates prior to promotion to SSG.

Page 30. Table 3-2, factor 2, criteria, military, add:
Effective 1 October 1989, soldiers must be graduates of PLDC prior to competing for promotion to SSG.

Page 31. Table 3-2, Factor 6, criteria, after first sentence add: Soldiers must not be ineligible to reenlist in accordance with AR 601-280.

Page 33. Figure 3-1, Sample of a completed DA Form 3355, section A, item 13b(3)(e) enter: 18 August 1989.

Page 33. Figure 3-1, Sample of a completed DA Form 3355, section B, item 1, under points granted enter: 190.

Page 35. Instructions for completing DA Form 3355, section B, Item 3, Awards and Decorations, awards c through n are realigned as follows:

c. Purple Heart--30

d. Defense Meritorious Service Medal (MSM)--25

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- e. Meritorious Service Medal--25
- f. Air Medal (valor or merit)--20
- g. Joint Service Commendation Medal--20
- h. Army Commendation Medal (valor or merit)--20
- i. Joint Services Achievement Medal--15
- j. Combat Infantry Badge--15
- k. Combat Field Medical Badge--15
- l. Army Achievement Medal--10
- m. Army Reserve Component Achievement Medal--10
- n. Good Conduct Medal--10

Page 36. Instructions for completing DA Form 3355, Item 4, Military education, paragraph c, add: Promotion points will not be awarded for duplicate military training.

Page 36. Instructions for completing DA Form 3355, Item 5, Civilian education, paragraph a(2), is superseded as follows:

(2) Education improvement (maximum 10 points). Award 10 additional promotion points to any soldier who completes any accredited postsecondary course while on active duty. If recommended for SSG, the soldier must have completed the course while in the grade of SGT. If the soldier has been awarded the 10 points for obtaining a high school/GED or postsecondary test (not to include those listed in para b(3) below) prior to the effective date of this change, he or she will keep the points until his or her next computation at which time they will be removed.

Page 36. Instructions for completing DA Form 3355, Item 5, Civilian education, paragraph b, change the first sentence to read: DA policy is to award one promotion point for each semester hour successfully earned through attendance at or recognized (through transcript) by a regionally accredited college or university, regardless of the basis.

Page 36. Instructions for completing DA Form 3355, Item 5, Civilian education, paragraph b(1), add after last sentence: When the total hours on a transcript results in a fraction, the total hours on that transcript will be rounded down (example: a soldier has 24 1/2 [.5] hours from NOVA, 10 3/4 [.75] hours from

USC, and 20 1/4 [.25] hours from CTC, the total would be derived by adding 24 hours from NOVA, 10 hours from USC, and 20 hours from CTC, which would be a total of 54 hours). Soldiers who were awarded points, prior to the effective date of this change, which resulted from fractions of points will keep those points until their next computation at which time they will be adjusted to comply with this paragraph.

Page 36. Instructions for completing DA Form 3355, Item 5, Civilian education, paragraph b(3), change the last sentence to read: Duplicate credit will not be awarded in any area (local education centers will assist in resolving questions.)

Page 37. Instructions for completing DA Form 3355, Item 5, Civilian education, paragraph c, add after last sentence: When the total on a transcript results in a fraction, the number of hours will be rounded down. (See example in para b(1) above.)

Page 37. Instructions for completing DA Form 3355, Item 5, Civilian education, the first three lines in paragraph d are superseded as follows:

d. Soldiers having college credits from foreign colleges or universities will be awarded promotion points according to b above provided their credentials have been evaluated (evaluation must contain a course-by-course breakdown) and accepted by one of the following:

Page 37. Instructions for completing DA Form 3355, Item 6, Military Training, paragraph b, lines 1-13 are superseded as follows:

b. Physical fitness test (sit-ups, push-ups, and 2-mile run) must be done according to FM 21-20. To qualify for promotion points, a soldier must attain a minimum score of 60 on each event. Those soldiers with permanent physical profiles will be granted the minimum qualifying score of 60 for each event waived and use the actual score for each event taken. Soldiers with a temporary physical profile will use the current APFT score, provided it is not more than 1 year old at the time of their next reevaluation or regularly scheduled recomputation and the soldier was afforded the opportunity to take an APFT or an authorized alternate test according to FM 21-20. If the soldier was afforded the opportunity to take the test and failed, or through his or her own negligence (as determined by the unit commander) failed to take the test, the soldier will lose the APFT points. If the score is more than 1-year old and the soldier was not allowed to take the test, or could not be tested due to the profile, the soldier will retain the current points until the next reevaluation or regularly scheduled recomputation.

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Page 43. Figure 3-4, Sample format for report of board proceedings-continued, in the signature block replace the words "President of the Board" with "Promotion Authority".

Page 46. Paragraph 4-2a(1), first line, after the word "DOR", add the words "and BASD".

Page 46. Paragraph 4-1h, first line, between the words "enlisted" and "(EB)" enter the word "bonus".

Page 46. Paragraph 4-2a(5) is superseded as follows:

(5) Ineligible to reenlist per AR 601-280 for the following reasons:

- (a) AWOL during current enlistment without a waiver to reenlist.
- (b) Under approved local bar to reenlistment.
- (c) QMP.
- (d) Court-Martial conviction during current enlistment without a waiver to reenlist.
- (e) Retirement.
- (f) DCSS.
- (g) Flagged in accordance with AR 600-8-2.

Page 46. Paragraph 4-2c is rescinded.

Page 46. Paragraph 4-2, add:

- d. SSG must be a graduate of BNCOC or higher NCOES course in order to be considered for promotion to SFC.
- e. MSG who have been removed from a centralized promotions list for failure of SMC will not be considered by future boards.

Page 46. Paragraph 4-5 is superseded as follows:

4-5. Personnel appearance and written communication.

- a. No soldier may appear in person before a DA Selection Board on his or her own behalf, or in the interest of anyone being considered.
- b. Eligible soldiers may write to the president of the promotion

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board to provide documents and information calling attention to any matter concerning themselves they feel is important to their consideration. Although written communication is authorized, it is only encouraged when there is something that is not provided in the soldier's records, in which the soldier feels will have an impact on the board's deliberations. The soldier's official record is used to determine quality. The proper address (along with a due date) is included in the message announcing the zones of consideration. Correspondence will not be acknowledged, will not be a basis for reconsideration, and will not be included in the soldier's Official Military Personnel File (OMPF).

c. Documents authorized for filing in the OMPF should be sent to Commander, USAEREC, ATTN: PCRE-FS, Fort Benjamin Harrison, IN 46249-5301 as soon as they are generated. Do not send documents that are already in the OMPF.

d. The following documents will not be given to the board, and therefore should not be sent to EREC.

(1) Correspondence received from anyone other than the soldier concerned.

(2) Correspondence that criticizes or reflects on the character, conduct, or motives of any soldier.

(3) Incomplete appeals such as NCO-ER, AER, Court Martial, Article 15, etc.

(4) Copies of NCO-ER. Only originals processed through PSC/MPD that have been received and processed by EREC will be seen by the board.

e. Letters (including all enclosures) seen by a selection board become a matter of record for that board and will not be filed in the OMPF. Non receipt of a letter to the board president does not constitute grounds for reconsideration by a Standby Advisory Board.

Page 46. Paragraph 4-6c(2) is rescinded.

Page 46. Page 4-6c(3), first sentence is superseded as follows: Sequence numbers for promotion to SFC, MSG, and SGM will be determined by seniority within recommended MOS.

Page 47. Paragraph 4-7, add:

c. Effective 1 Oct 93, SSG must be graduate of ANCOC prior to promotion to SFC and MSG must be graduate of SMC prior to promotion to SGM.

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(1) Effective 1 Oct 93 conditional promotions are authorized. Conditional promotions are contingent upon the successful completion of the required level of NCOES.

(2) Soldiers who receive a conditional promotion will have their orders revoked and their names removed from the centralized list if they fail to meet the NCOES requirement.

(3) Soldiers who fail to complete the required course for bonafide medical or compassionate reasons will not have their promotions revoked. However, those promotions remain conditional until completion of the required course.

(4) Soldiers who failed the required NCOES course prior to 1 Oct 93 will not be eligible for conditional promotions.

Page 47. Paragraph 4-9a, change first line to read: Soldiers on an SFC, MSG, or SGM recommended list who are

Page 47. Paragraph 4-9c is superseded as follows:

c. If a soldier is promoted in an incorrect MOS and the promotion should not have occurred until a later date, the promotion order will be revoked.

Page 47. Paragraph 4-9d is rescinded.

Page 47. Section II, Task, change the words: "Process Preboard" to "Preboard Process."

Page 48. Paragraph 4-12i is superseded as follows:

i. Documents supporting amendment, revocation, or late promotion orders must be received by Commander, PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443, by the 20th of the month for actions to be included in the promotion orders booklet, that is, to be mailed during the following month.

Page 48. Section IV, Process Declination of Promotion is rescinded.

Page 49. Paragraph 4-16d is rescinded.

Page 49. Paragraph 4-16h, after the period (.) on the fourth line add: Soldiers requesting reconsideration under (2) through (7) below normally will be granted reconsideration only for the most recent board held prior to the soldier's request (in other words, the soldier will be given reconsideration for only one board.)

Page 49. Paragraph 4-16h(9) is superseded as follows:

(9) Receipt of a degree (for example: AA, BA, BS) not recorded on the P-fiche or the qualification record, or was not seen in hard copy by the board. Only college degrees that are by an accredited college or university (shown on official transcript) will be considered. The date of the degree will not be earlier than 3 months before the convening date of the board.

Page 49. Paragraph 4-16h(10), is superseded as follows:

(10) An award of a Meritorious Service Medal (initial award only) or higher not recorded on the P-fiche or the qualification record or not reviewed in hard copy by the board. The date used for determination of reconsideration will be the date of the order or the effective date, whichever is later and will not be more than 45 days before the convening date of the board.

Page 49. Paragraph 4-16h(11) is superseded as follows:

(11) An annual or change of rater NCO-ER that was received at USAEREC early enough for processing and filing before the convening date of the promotion selection board was not reviewed. NCOER received at EREC prior to convening date of the board and was returned to the PSC for administrative reasons may be a basis for reconsideration.

Page 49. Paragraph 4-16i(7) is superseded as follows:

(7) Absence of an award lower than the Meritorious Service Medal.

Page 49. Paragraph 4-16i(9) is superseded as follows:

(9) Absence of completion of an NCOES course, unless it is a prerequisite for consideration and it was completed before the convening date of the board.

Page 49. Paragraph 4-16i, add the following:

(10) A complete the record NCO-ER is an optional report and the absence of this report will not, under any circumstance, be a basis for reconsideration.

(11) Derogatory information pertaining to another soldier, that is filed on the S-fiche.

Page 49. Paragraph 4-16l is superseded as follows:

1. Correspondence such as letters of commendation, appreciation, and documents from third parties will not be forwarded.

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Documents dated subsequent to the convening date of the requested STAB will not be forwarded.

Page 50. Paragraph 4-18a(1) is superseded as follows:

(1) Commanders will promptly forward documentation to Commander, PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443, pertaining to soldiers on a HQDA recommended list who are, have, or have been--

Page 50. Paragraph 4-18a(1)(e) through (g), are superseded as follows:

(e) In receipt of an approved retirement.

(f) Barred from reenlistment due to a DCSS, AWOL, local bar, QMP, or court-martial during current enlistment.

(g) Rescinded.

Page 50. Paragraph 4-18b is superseded as follows:

b. Rules for processing command initiated removals.

(1) Commanders may recommend that a soldier's name be removed from a HQDA recommended list at any time. The recommendation for removal must be documented fully.

(2) When recommending a soldier for removal, the following must be considered:

(a) Punishment under the UCMJ or nonpunitive measures should not automatically be the sole basis to suggest that a soldier's name be removed from the recommended list.

(b) The soldier's conduct before and after the punishment or nonpunitive measures and facts and circumstances leading to and surrounding the misconduct must be considered.

(c) To remove a soldier based solely on a minor or isolated incident of misconduct may be unfair to the soldier. Removal from a HQDA list has far-reaching, long-lasting effects on the soldier. The probability for subsequent selection for promotion is extremely limited.

(d) Commanders should evaluate circumstances to ensure that all other appropriate actions have been taken (training, supervision, and formal counseling have not helped) or the basis for considering removal is serious enough to warrant denying the individual's promotion.

- (3) The commander must submit a recommendation for removal on a soldier who is not in compliance with the 6 or 12-month rule in AR 600-9.
- (4) Recommendation may be submitted for substandard performance.
- (5) Recommendations should not be submitted on isolated acts based on short-term supervision. To ensure a fair and impartial decision, each case must be investigated thoroughly.
- (6) Removal actions will be processed in the following manner:
 - (a) The removal action will be submitted for review through command channels to the commander having general court-martial convening authority or the first general officer in the chain-of-command having a staff judge advocate on his or her staff. (NOTE: Recommendations may be disapproved at any level of command. The disapproval will be returned through command channels to the originator with the reason for disapproval.)
 - (b) The GCMCA or an Army general officer will make recommendations and sign the removal action. Before sending a removal action to HQDA for consideration, it will be delivered, in writing, to the soldier concerned. All documents that are to be forwarded to HQDA will be included in the notification to the soldier. The soldier will be allowed to respond to the proposed action, and may submit a rebuttal within 15 (working) days after receipt of the written notice. (This time will be extended only for reasons beyond the soldier's control.)
 - (c) A soldier who elects not to respond will sign a statement that he or she has reviewed the proposed action and elects not to respond.
 - (d) After the soldier has submitted a rebuttal or signed a statement to the effect that he or she does not elect to submit a rebuttal, the action will be sent to PERSCOM.
 - (e) All actions will be forwarded to PERSCOM in duplicate and will include a copy of DA Form 2A, DA Form 2-1, and DA Form 268.
 - (f) HQDA will make the final decision on the removal based on results and recommendations of the DA standby advisory board.

Page 51. Table 4-5, Processing command initiated removals from a centralized promotion list is superseded as follows:

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Work Step	Center	Action required
1	Unit	Commander requests removal of soldier from HQDA promotion list.
2		Request BNS1 to prepare DA Form 268.
3	BNS1	Verify that conditions for removal have been done according to this regulation.
4		Prepare, authenticate, and forward DA Form 268 to the PSC and a copy to Commander, PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443.
5		Prepare removal documentation for commander's signature and send it to the unit.
6	Unit	Commander signs the request, and informs the NCO, in writing, of intent to remove him or her from an HQDA promotion list. (Soldier's rebuttal is not necessary at this time. He or she will have an opportunity to rebut prior to the action being forwarded to HQDA.)
7		Return the action to BNS1.
8	BNS1	Review action, and obtain the battalion commander's signature.
9		Forward the action through command channels to the PSC (PROM workcenter).
10	PROM	Review action for compliance.
11		Obtain the concurrence or nonconcurrence of the GCMCA's or the first general officer in the chain of command that has a staff judge advocate.
12		Once the GCMCA has approved the action, the PSC will inform, in writing, the NCO of the action. This notification will include all documents that are to be forwarded to HQDA for consideration. Soldier will be given 15 (working) days respond to the action. This time will be extended only for reasons beyond the

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soldier's control. If the soldier decides not to respond, he or she will sign a statement to that effect.

- 13 Forward the action, in duplicate, to Commander, PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443, to include a copy of DA Form 2A, DA Form 2-1, and DA Form 268.
- 14 Receives response from PERSCOM, and forwards to BNS1.
- 15 BNS1 Forwards response to unit, and ensures that a copy is filed in the MPRJ. Prepares final DA Form 268 (forward a copy to PERSCOM).
- 16 Unit Commander notifies soldier of outcome.

Page 51. Section VI, add paragraph 4-19.1 as follows:

4-19.1. HQDA initiated removals from a centralized promotion list.

a. Review. HQDA will continuously review promotion lists against all information available to ensure that no soldier is promoted where there is cause to believe that a soldier is mentally, physically, morally, or professionally unqualified to perform the duties of the higher grade.

b. Basis for referral. A soldier may be referred to a Standby Advisory Board (STAB) for the following reasons. This list is nonexclusive and referral authority may direct review of a soldier's promotion status whenever there is cause to believe that the soldier is mentally, physically, morally, or professionally unqualified for promotion.

(1) Punishment under Article 15, UCMJ (whether filed in the restricted fiche or performance fiche of the OMPF).

(2) Any court-martial conviction.

(3) A memorandum of reprimand, signed by a general officer, placed in the OMPF.

(4) Adverse documentation filed in the OMPF.

(5) Failure to meet the requirements for weight standards outlined in AR 600-9.

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(6) Other derogatory information received by HQDA, but not filed in the OMPF, if it is substantiated, relevant, and might reasonably and materially affect a promotion recommendation.

c. Suspension of favorable personnel action. Suspension of favorable personnel action will be as prescribed in AR 600-8-2. HQDA will prepare a DA Form 268 when the decision is made to refer a case to the STAB. Failure to initiate a suspension of favorable personnel action, however, does not invalidate referral of the action to the STAB or subsequent actions relating to the recommendation of removal.

d. Notice. A soldier referred to a STAB normally will be considered by the STAB within 120 days after the case is referred for review. The soldier will be afforded a reasonable opportunity to submit comments on that information to the STAB and the official reviewing the recommendation. If the soldier cannot be given access to the information for reasons of national security, the soldier will, to the maximum extent possible, be provided with an appropriate summary of the information. A soldier who has been provided with 30 days from the date of receipt of such information to submit comments is considered to have been provided a reasonable opportunity, unless a good cause is shown. Proof of service will be included in the file.

e. Information considered. A STAB will consider--

(1) The official military personnel record, consisting of the OMPF (including relevant portions of the restricted fiche), Enlisted Records Brief, and official photo, as such records exist when the board convenes.

(2) Additional information received by HQDA, but not on file in the OMPF, which the referral authority finds is substantiated, relevant, and might reasonably and materially affect a promotion recommendation, provided such information has properly been referred to the soldier for comment.

(3) Any submission to the board by the soldier under consideration. The soldier may include the opinion and statements of third persons in his or her submission.

f. This paragraph does not relieve field commanders from recommending soldiers for removal per paragraph 4-18 above.

Page 51. Section VI, add paragraph 4-19.2 as follows:

4-19.2. Appeals of Removal from a Centralized Promotion List

a. A soldier who is removed from a promotion list may appeal

that action only in limited instances. On the appeal, action will be taken only by HQDA (TAPC-MSP-E).

b. Soldiers may appeal an action to remove them from a centralized promotion list when the underlying action(s) that formed the basis of the removal is subsequently determined to be erroneous based on facts that were not available or reasonably discoverable at the time of the original action, at the time that the soldier was notified of the removal action, or for other compelling reason.

c. Appeals should be referred through command channels, to include GCMCA, to HQDA (TAPC-MSP-E). The action will be no later than 15 days after the commander is notified of the appeal.

Page 52. Paragraph 6-1b, change first sentence to read: A reduction board is required for soldiers in the grade of CPL/SPC (when being reduced more than one grade) and for soldiers in the grade of SGT through SGM for any reduction for misconduct (civil conviction) under paragraph 6-4 (except under table 6-1) and for inefficiency under para 6-5.

Page 53. Paragraph 6-3c, add:

(1) If a soldier in the grade of CPL/SPC and below is being reduced one grade without referral to a reduction board, the reduction action must be accomplished within 30 duty days after receipt of documentary evidence and before separation or retention is considered.

(2) The reduction authority may extend the 30 day limitation for good cause. A written justification must be included in the file if an extension is granted.

Page 53. Paragraph 6-3h, change second sentence to read: Soldiers in grades SFC through CSM may not be reduced under this provision.

Page 53. Paragraph 6-6b(2) is rescinded.

Page 54. Paragraph 6-7, second line, delete the words "in writing".

Page 55. Paragraph 6-8q(2), first line, replace the word "in" with the word "with".

Page 55. Paragraph 6-10c, fourth line, replace the words "detail of a" with the words "a detailed".

Page 57. Table 6-1, Rules 2 and 3, under column "then" for

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soldiers serving in the grade of SPC or CPL and below, change to read: the reduction authority must consider reduction of one or more grade. Reduction of more than one grade for soldiers in the grade of SPC must be referred to a reduction board. Soldier in the grade of PFC may be reduced more than one grade without board action.

Page 57. Table 6-1, Rules 4 and 5, under column "then" for soldiers serving in the grade of SPC or CPL and below, change to read: the reduction authority may reduce the soldier one grade without referral to a reduction board. Reduction of more than one grade of soldiers in the grade of SPC must be referred to a reduction board. Soldier in the grade of PFC may be reduced more than one grade without board action.

Page 64. Paragraph 8-13, line 4, as reads, Da Form 4187-E, should read: DA Form 4187-E.

Page 76. Add the following terms:

Standby Advisory Board. Special board held as an adjunct to each scheduled promotion selection board. This board, using the guidelines established in this regulation, considers soldiers for promotion, promotion reconsideration, and removal from a standing promotion list. The board provides their recommendations to the DCSPER who makes the final decision.

Senior Personnel Manager. The military officer or civilian who manages personnel matters. The senior personnel manager must be in the grade of LTC or civilian equivalent rating.

2. Post this change according to AR 310-13.
3. File this interim change in front of the publication.

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8 April 94

(TAPC-MSP-E)

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

Distribution:

Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 5320, intended for command levels A, B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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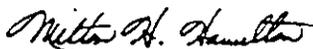
Personnel General

Enlisted Promotions and Reductions

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

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

Applicability. This regulation applies to the Active Army. It only applies the USAR when USAR enlisted soldiers are serving on active duty in the end strength of the Active Army.

Mobilization application. On mobilization, this regulation will not be used. Functions will be decentralized to major Army commands or installations. The proponent agency of this regulation will make the announcement.

Internal control systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions, but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (TAPC-MSP-E), Alexandria, VA 22332-0443.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, (TAPC-MSP-E), Alexandria, VA 22332-0443.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 5320, intended for command levels A, B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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*This regulation supersedes chapters 6 and 7 of AR 600-200, 5 July 1984.

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Chapter 1 Introduction

Section I Overview

1-1. Purpose

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

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER). The DCSPER will—

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

(2) Establish policy, procedures, and standards for matters concerning promotions and reductions and may make exceptions to this regulation and further delegate authority for exceptions to major commands.

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

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

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

c. Commanding General, Total Army Personnel Command (CG, PERSCOM). The CG, PERSCOM, will conduct and supervise all enlisted personnel functions prescribed in this regulation.

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

1-5. Manpower resources

Manpower Staffing Standards System (MS3) recognizes the promotion and reduction function as being the functional responsibility of the Promotion Work Center of the Personnel Service Company (PSC). Manpower officials will use the workload factors (obtained from MS3) to determine the manpower authorizations.

1-6. Levels of work

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

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

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

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

(1) *Soldiers*. Work beginning with input from a soldier.

(2) *Unit*. Work executed at unit level.

(3) *Battalion*. Work executed at battalion level.

(4) *Command and staff (C&S)*. Work executed within the chain of command (other than battalion). The specific C&S work center covered by this regulation is plans and staff support (SS).

(5) *Personnel support (PS)*. Work executed in a personnel support organization. The specific PS work centers covered by this regulation are enlisted and flagged records (ENRC), Personnel Actions Branch (PAB), and in- and out-processing (IOPR).

Section II Principles and Standards

1-7. Principles of support

The military personnel system will—

a. Provide a centralized promotion selection process in peacetime for promotion to the ranks of sergeant first class (SFC) and above.

b. Provides a semicentralized promotion selection process in peacetime for promotion to the ranks of sergeant (SGT) and staff sergeant (SSG).

c. Authorize commanders to advance soldiers to the ranks of specialist (SPC) or corporal (CPL) and below.

d. Retain Army-wide equity during hostilities as long as the supporting systems (that is, the centralized and semicentralized process) are practical and affordable.

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

1-8. Standards of service

a. The enlisted promotion system is—

(1) A wartime military personnel function.

(2) Resourced in the tables of organization and equipment (TOE) PSC.

(3) The functional responsibility of the Personnel Actions Work Center (and its tactical counterpart).

b. To support the semicentralized promotion system, the PSC will—

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

(2) Recompute all scores annually. This will be accomplished 1 year after board appearance, last reevaluation, or last recomputation—^{see chg 501} whichever is later.

(3) Recompute scores on demand to support reevaluations.

(4) Adjust scores when authorized.

c. PERSCOM will advance soldiers to the rank of private E2 (PV2) with 6 months time in service (TIS) automatically; unit commanders will take action to advance all other soldiers on an individual basis.

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

e. Wartime standards (as directed by HQDA) are as follows:

(1) The centralized and semicentralized system will be discontinued on the battlefield. Decentralized promotions will be managed as a subfunction of enlisted strength management.

(2) Promotions will be based on position vacancies.

(3) Promotions will be executed, recorded, and reported by the promotion authority as soon as the battlefield situation permits.

(4) Promotion authority will be as follows:

(a) Major general in command for SFC and above.

(b) Lieutenant colonel in command for SGT and SSG.

(c) Unit commander for CPL and below. ^{see chg 501}

(5) Strength managers will synchronize losses, personnel requisitions, replacement allocations, and promotion decisions.

(6) Promotion and reduction authority will be vested in the same official.

Section III Policy

1-9. Promotion authorities

a. The CG, PERSCOM, is the promotion authority for CPL or SPC and below for soldiers who meet eligibility without waiver while in transit.

b. Principal officials of Headquarters, Department of the Army (HQDA) or Department of Defense (DOD) organizations are considered commanders for promotion authority purposes.

c. Company, troop, battery, and separate detachment commanders are authorized to advance soldiers to the rank of SPC and below.

d. Other promotion authorities are listed in chapters 3, 4, and 5.

1-10. Nonpromotable status

Since HQDA administers promotions to grades SFC-SGM, commanders are responsible for notifying HQDA when soldiers whose names appear on a recommended list are nonpromotable. When AR 600-8-2 applies, commanders must forward documentation to include the initial DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG), the reason for the flagging action. When the flagging action is closed, the PSC will forward to HQDA a copy of the final DA Form 268, the date the flag is closed, type of punishment received, date all punishment is completed (including all periods of suspension), and or date that a letter of reprimand was actually imposed. For all other cases, the PSC will provide HQDA with the soldier's name and a brief summary of circumstances that caused the soldier to become nonpromotable. The PSC will send a copy of the counseling statement for soldiers (SSG-MSG) holding promotion recommended list status to HQDA. All correspondence will be mailed to Commander, PERSCOM, ATTN: TAPC-MSP-E, 200 Stovall Street, Alexandria, VA, 22332-0443, and will include the soldier's sequence number, promotion military occupational specialty (PRMOS), and the date the soldier became nonpromotable. Soldiers (PV1-MSG) are nonpromotable to a higher grade when one of the following conditions exist:

a. Security violation.

(1) A local security violation.

(2) Violation of title 18 of the United States Code concerning sabotage, espionage, treason, sedition, or criminal subversion.

(3) Violation of Articles 94, 104, 106, 133, and 134 of the Uniform Code of Military Justice (UCMJ).

b. A court-martial.

c. Letters of admonishment, censure, or reprimand not administered as nonjudicial punishment.

d. An administrative reduction.

e. Investigation

f. Charges, restraint, or investigation by military or civilian authorities.

g. Absence without leave (AWOL).

h. Entry into Weight Control Program.

i. Failure to pass the Army Physical Fitness Test (APFT) or to take the test within the period outlined in AR 350-15 (unless on profile).

j. In proceedings that may result in an administrative elimination.

k. A written recommendation has been sent to the promotion authority to reclassify a soldier for inefficiency or disciplinary reasons.

l. Ineligible for reenlistment according to AR 601-280, paragraphs 2-19, 2-20, and 2-21, or denied reenlistment through the Qualitative Management Program (QMP).

m. Soldiers in the grades of SFC or CPL through MSG not in receipt of an approved waiver to reenlist or has been denied a waiver to reenlist.

n. Soldier is without appropriate security clearance or favorable security investigation for promotion to the grade and military occupational specialty (MOS).

o. For promotion of SGT through SFC when soldiers fail to take a skill qualification test (SQT) due to their own fault (willful neglect or simple negligence).

p. Fail to qualify for reenlistment or extension of their current enlistment to meet the service remaining obligation for promotion to SSG. The promotion authority will remove the names from the promotion recommended list of these soldiers once they have been determined to be ineligible to reenlist or extend.

q. A DA bar has been approved or a locally imposed bar to reenlistment is in effect or has been initiated and not yet approved. In addition to being nonpromotable, these soldiers are not eligible for inclusion in a DA zone of consideration or promotion consideration by field commanders.

r. Voluntary retirement application has been approved.

s. A written recommendation has been submitted to remove the soldier from a promotion recommended list.

t. Punished under Article 15 of the UCMJ, including suspended punishment, except that any summarized proceedings imposed according to AR 27-10, paragraph 3-16, are excluded and will not result in nonpromotable status. The soldier will be promotable on the day following completion of the period of correctional custody, restriction, extra duty, and or forfeiture of pay, whichever occurs later. For the purposes of determining nonpromotable status, periods of forfeiture of pay will be determined as follows:

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

(2) For Article 15 forfeitures imposed by company grade commanders, 7 calendar days is the period of forfeiture. For example, punishment is imposed on 28 March 1989. The soldier is in a nonpromotable status from 28 March through 3 April and regains promotable status on 4 April.

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

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

u. A Physical Education Board (PEB) determines that a soldier is no longer qualified for continued active service.

v. Selected for overseas assignment and removed from the assignment instruction for declining reenlistment or extension (AR 601-280). This applies to soldiers other than first-termers, with more than 4 years of service for pay purposes at expiration term of service (ETS). Soldiers in this category will regain promotion status on execution of oath of extension of reenlistment.

w. Flagged under the provisions of AR 600-8-2.

1-11. Delay of promotion due to suspension of favorable personnel actions

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

a. If the soldier's final report is closed "Favorable" and he or she would have been promoted while the suspension of favorable personnel actions was in effect, provided otherwise eligible, he or she will be promoted. Effective date and date of rank will be that of his or her peers.

b. If the soldier's final report is closed "Unfavorable," and he or she would have been promoted while the suspension of

favorable personnel actions was in effect, provided otherwise eligible, he or she will be promoted unless action has been initiated to remove the soldier from the recommended list before the closing date. Effective date and date of rank (DOR) will be the effective date of the removal of the suspension of personnel action.

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

d. Effective date and DOR stated on a promotion instrument (orders or DA Form 4187 (Personnel Action)) will be the same. DA Form 4187 is also electronically generated.) The effective date reflected on the promotion instrument will be the effective date used on the grade change (GRCH) transaction.

1-12. Precedence of relative rank

Among enlisted soldiers of the same grade or rank in active military service (to include retired enlisted soldiers on active duty) precedence or relative rank will be determined as follows:

- a. According to DOR.
- b. By length of active Federal service in the Army when DORs are the same.
- c. By length of total Federal service when a and b above are the same.
- d. By date of birth when a, b, and c above are the same; older is more senior.

1-13. Date of rank and effective date

a. The DOR for promotion to a higher grade is the date specified in the instrument of promotion.

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

c. The DOR in a grade to which reduced for inefficiency or failure to complete a school course is the same as that previously held in that grade. If reduction is to a grade higher than that previously held, it is the date the soldier was eligible for promotion under the promotion criteria set forth for that grade under this regulation. (See AR 140-158, chap 7, for U.S. Army Reserve (USAR) soldiers on active duty in the Active Guard Reserve (AGR) program.)

d. DOR on reduction for all other reasons is the effective date of reduction. (See AR 27-10, chap 3, when a soldier is reduced under the Manual for Courts Martial (MCM) (Article 15, UCMJ).)

e. The DOR and effective date will be the same. If the effective date is prior to the date of the advancement or promotion instrument in the case of—

(1) Soldiers being advanced to the ranks of PV2 through SPC, a DA Form 4187 will be initiated by the soldier's commander to the next higher advancement authority requesting that the soldier be advanced with a retroactive date, explaining the specific reason for the delay in advancement. If the next higher advancement authority approves the request, he or she will so indicate by 1st End and direct the soldier's advancement, indicating the correct effective date. The DA Form 4187 and approved indorsement will be filed in the soldier's MPRJ.

(2) Soldiers being promoted to SGT and SSG, the promotions section will initiate a DA Form 4187 or memorandum to the promotion authority, explaining the specific reason for the delay. The DA Form 4187 or memorandum will be signed by the PSC commander or officer in charge. Once the promotion authority approves the request, he or she will so indicate by 1st End to the promotions section. The promotions section will then publish the promotion order. The promotion order will cite, along with other applicable authority, the 1st End. File

the DA Form 4187 or memorandum, approved indorsement, and promotion instrument in the MPRJ.

(3) Soldiers being promoted to the grades of SFC through SGM, an annotation will be entered in the DA controlled sequence roster, explaining the specific reason for the delay. HQDA will publish the promotion order or amendment with the correct effective date.

f. For soldiers advanced to PV2 through SPC or promoted to SGT through SGM entitled to an effective date of advancement or promotion which exceeds 6 months prior to the date of the advancement or promotion instrument, the instrument will contain the following special instructions: Since the effective date of the promotion exceeds this instrument by more than 6 months, JUMPS will automatically pay 6 months of backpay entitlements. Your next Leave and Earning Statement (LES) should reflect such payment. Upon receipt of your LES that reflects 6 months backpay, provide your servicing Finance and Accounting Office (FAO) with a copy of the instrument. Your servicing FAO will initiate procedures which will result in your receiving any additional backpay to which you are entitled. Note: This paragraph will not be used to promote soldiers retroactively due to errors discovered during recomputation, reevaluation, or administrative adjustment.

1-14. Computing time in grade and service

a. Compute time in grade (TIMIG) from active duty DOR set at the time of entering current grade. Use active service of one or more days when computing TIMIG for promotion eligibility. Retirement points, drill periods, and time lost will not be included.

b. Compute time in service as follows:

(1) For RA and former ARNG and USAR soldiers who enlist in the Active Army, use basic active service date (BASD).

(2) Use pay entry basic date (PEBD) for ARNG and USAR soldiers who are involuntarily called or ordered to active duty under section 673b (the "200,000 call-up"), title 10, United States Code (10 USC 673b) or in time of war or national emergency (mobilization) and those who volunteer for and are ordered to active duty for periods in excess of 90 days in response to requests for volunteers to meet any emergency operational mission requirement (does not include peacetime mission requirements).

(3) Soldiers who entered active duty under the Army Civilian Acquired Skills Program (ACASP), AR 601-210, use adjusted basic enlisted service date (BESD) for promotion consideration through grade SSG.

(4) For ARNG and USAR soldiers on IADT, use BASD.

1-15. Appointment to higher grades

Soldiers who were not appointed to higher grades to which enlisted when they enlisted or reenlisted in the RA or USAR will be reappointed to higher grades by the appropriate promotion authority. Governing directives are AR 601-210, AR 140-111, AR 140-158, or AR 601-280. This does not apply if a reduction in grade occurs after date of enlistment or reenlistment. The effective date reflected on the promotion instrument will be the effective date used on the "GRCH" transactions.

1-16. Security clearance requirements

The following security clearance requirements are a prerequisite for promotion:

a. Promotion to master sergeant (MSG) and sergeant major (SGM) requires a favorable National Agency Check (NAC) or a security clearance of secret or higher.

b. Promotion to SFC requires the clearance for the promotion MOS.

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

1-17. Erroneous promotions and de facto status ^{see chg 101}

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

- (1) Promotion orders or DA Form 4187 has been issued.
- (2) Pay at the higher grade has been received.
- (3) Soldier accepted the promotion or advancement in good faith.

b. De facto status may be granted by the promotion authority or higher commander after legal review by the servicing Staff Judge Advocate's office.

c. All requests for de facto on soldiers erroneously promoted to the grades of SFC, MSG, and SGM must be received by the soldier's servicing Staff Judge Advocate's office prior to being submitted to HQDA.

1-18. Appointment of acting noncommissioned officers (NCOs)

a. Commanders issuing movement orders for casual groups may appoint soldiers as acting NCOs in grades of CPL, SGT, and SSG. They will supervise and control movements. The number of acting NCOs will be—

- (1) One CPL to each 12 casuals.
- (2) One CPL plus 1 sergeant to each 35 casuals.
- (3) One SSG when appointing 2 or more acting SGTs for a group.

b. Acting NCOs of casual groups will wear brassards as described in AR 670-1.

c. Acting NCOs are not entitled to pay and allowances for such higher grades. Service will not be credited as time in a higher grade for promotion or DOR purposes.

d. An acting NCO, appointed under this section, has all of the authority of a regularly appointed NCO of the same grade.

e. Appointment of acting NCOs will be announced in a memorandum. Memorandum will be retained at unit or higher-level headquarters (HQ) until appointment is terminated. Appointment will be terminated when casual groups reach their destinations.

1-19. Frocking

Frocking MSG (Promotable) and Command Sergeant Major (CSM) (Designee) to CSM, and SFC (Promotable) to First Sergeant will be accomplished per AR 614-200.

1-20. Students

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

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

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

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

e. The Commandant, U.S. Military Academy Preparatory School (USMAPS) may appoint privates E1 (PVI) and PV2 to private first class (PFC) on the first day of formal training in the USMAPS.

1-21. Missing, detained, or captured soldiers

a. Soldiers eligible for promotion will not be deprived of promotion consideration while missing, captured, or detained. These soldiers will be promoted by HQDA.

b. Soldiers who are missing in action, confined, seized (especially during war), detained in a foreign country against their will, captured, surrounded, or unable to escape due to hostile fire (Missing Persons Act) are eligible for consideration and promotion.

c. Field promotion authorities may only promote eligible soldiers prior to the date they are dropped from the rolls of their units.

1-22. Promotion of critically ill soldiers

a. Soldiers on a current recommended list to SGT and SSG (selected by a selection board) and PFCs eligible for advancement to SPC (recommended by their local commander) will be promoted to the recommended grade by the local medical facility commander.

b. Soldiers in grade SSG, SFC, or MSG who have been selected for promotion by a DA Promotion Selection Board will be promoted by PERSCOM.

c. The following conditions must be met:

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

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

d. The medical facility commander will send the following information, by electrical means, to PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443 for soldiers being promoted to SFC, MSG, and SGM:

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

(2) Subject and date of the letter that contains the name of the soldier hospitalized.

(3) Date hospitalized.

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

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

1-23. Former Temporary Disability Retired List personnel ^{see chg 101}

a. SGT and below.

(1) Soldiers returning to active duty in grade SGT or below will be considered for promotion. Eligibility will be based on the DOR and service they would have had if they had not been placed on the Temporary Disability Retired List. Waivers for time in grade and time in service, as granted by chapter 2, apply.

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

(3) DOR and effective date will be the date of current entry on active duty.

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

(5) If the local commander cannot establish that the soldier held prior list status, the promotion authority will convene a selection board to consider the TDRL returnee. It will be held within 60 days of the soldier's assignment to his or her command. If the board recommends the soldier for promotion, he or she will be added to the unit's recommended list.

(6) Eligible soldiers in grade PVI through PFC meeting the time in grade and service requirements will be advanced or promoted as soon as possible. It will be within 30 days after return to active duty. DOR and effective date will be the date of current entry on active duty.

b. SSG and above.

(1) A soldier will be referred to a Standby Advisory Board (STAB) for consideration if he or she—

(a) Returns to active duty from TDRL and had been in an announced zone of consideration for promotion while on TDRL.

(b) Will be promoted to the higher grade if selected. The DOR will be the date they should have been promoted had he or she not have been placed on TDRL. Consideration will be based on the DOR held in the grade before TDRL.

(2) Soldiers returning to active duty from TDRL will be promoted with a DOR with their peers if they were—

(a) Previously selected for promotion by a DA Centralized Promotion Selection Board.

(b) Placed on TDRL before promotions were made through their sequence numbers.

(3) For soldiers whose sequence number has passed the DOR will be that of his or her peers. The effective date of promotion will be the date of return to active duty.

(4) If the promotion is not declined, soldiers being promoted to SFC through SGM will incur a 2-year service obligation from the effective date of promotion before voluntary nondisability retirement.

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

(6) Commanders will advise PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443 of soldiers who should have been promoted while on TDRL or meet the criteria for a STAB.

1-24. Posthumous promotions

a. The posthumous promotion will be effected on DD Form 1300 (Report of Casualty) when items 50 and 51 are completed on the casualty report message issued according to AR 600-8-1. Posthumous promotions will be accomplished by Commander, PERSCOM, ATTN: TAPC-PES, who will issue DA Form 3168 (Posthumous Certificate of Promotion) in the name of the soldier. Both the DD Form 1300 and DA Form 3168 will be furnished to the primary next of kin only.

b. Eligibility for posthumous promotion is as follows:

(1) Soldier must have been officially recommended for promotion before the date of death. Promotion to grades SGT and SSG must have been recommended by a local selection board and for grades SFC, MSG, and SGM by an HQDA selection board.

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

(a) Was not due to misconduct.

(b) Did not occur while on unauthorized absence.

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

d. Recommendations for posthumous promotions are as follows:

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

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

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

(4) For advancement to the grade of SPC, the date shown will be that of the commander's recommendation.

1-25. Promotion ceremonies and certificates

a. Promotion ceremonies should be held on the effective date of promotion. Early promotion ceremonies may be held when the effective date of promotion is on a weekend or national holiday.

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

c. Certificates will not be retroactively issued for promotions before 1 November 1980.

d. A soldier who is reduced one or more grades will receive the appropriate certificate when again promoted. (See figs 1-1 and 1-2.) *See chg 101*

Section IV Single Source Data (SSD)

1-26. Objectives of SSD concept

a. Establishes responsibility for each data element.

b. Creates an automatic interface between the personnel and finance systems.

c. Shares data that is common.

d. Updates Standard Installation or Division Personnel System (SIDPERS), enlisted master file (EMF), and Joint Uniform Military Pay System (JUMPS) with one SIDPERS transaction.

e. Eliminates redundant input by personnel and finance clerks.

f. Eliminates potential for data mismatch between the SIDPERS personnel file (SPF) and JUMPS.

g. Reduces potential for data mismatch between the EMF or Official Military Personnel File (OMPF) and JUMPS.

1-27. Proponent data elements

a. Personnel inputs the grade data element, and Finance inputs the BASD and BESD data elements.

b. Proponent procedures concern the following:

(1) Data entry.

(2) Error resolution.

(3) Final call on disagreements regarding correctness.

(4) Maintenance of data elements.

(5) Providing access to other communities for required data.

1-28. Reconciliation of personnel data files

a. Reconciliation of errors and timely resubmission of transactions remain a critical item.

b. Regular, open dialogue between the personnel and finance communities is mandatory.

Attention to Orders: Headquarters, Department of the Army, Washington, DC (for SFC through SGM) or use designation of unit issuing orders (for sergeant through staff sergeant), dated (use effective date of promotion). The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity and professional excellence of (name). In view of these qualities and (his or her) demonstrated leadership potential and dedicated service to the U.S. Army, (he or she) is, therefore, promoted to (rank) with date of rank of (day, month, year). By Order of the Secretary of the Army: (the promotion authority will be as reads on the promotion order).

See chg 101
Figure 1-1. Sample of a ceremonial format for promotion to the ranks of SGT through SGM

Attention to Orders: Department of the Army, (use designation of unit issuing orders) dated (use effective date of promotion). The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of (name). In view of these qualities and (his or her) demonstrated potential for professional competence and dedicated service to the U.S. Army, (he or she) is therefore promoted to (rank) with date of rank of (day, month, year). By Order of the Secretary of the Army: (the local promotion authority will be announced as the authenticating officer for these promotions).

See chg 101
Figure 1-2. Sample of a ceremonial format for promotion to the rank of SPC

Chapter 2 Decentralized Advancements

Section I Managing Decentralized Advancements

2-1. Overview

This chapter governs the decentralized promotion system for advancement to SPC and below.

2-2. Criteria

Criteria for advancement to SPC and below is as follows:

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

b. The advancement authority or a higher headquarters may determine a soldier's eligibility to be advanced with a retroactive DOR when the soldier's advancement was delayed due to administrative error.

c. Commanders may advance soldiers with a waiver provided they have promotion capability within the percentage waiver restriction as outlined in paragraph 2-5.

d. Percentage limitations outlined in this chapter apply retroactively.

e. BASD will be used to determine TIS. Time spent in delayed entry program will not count as TIS.

f. Soldiers will only be advanced in their PMOS or CPMOS.

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

h. The PSC will train promotion authorities who misapply waiver rules. The PSC reports all incidents to the chief personnel manager.

i. Soldiers who meet eligibility, without waiver, while in a transit status will be advanced by the PSC, during in-processing, provided they are otherwise eligible.

Section II

Task: Process Enlisted Advancement to PV2

2-3. Rules for advancing enlisted soldiers to PV2

a. Advancement eligibility criteria to PV2 is 6 months TIS waivable to 4 months TIS.

b. Advancement to PV2 at 6 months, TIS, except for those soldiers who are flagged or barred from reenlistment, will be executed automatically by the EMF for posting to the SPF and the master military pay file (MMPF).

c. DA Forms 4187 will not be submitted for automatic advancement to PV2 at 6 months TIS.

d. If a commander elects not to advance a soldier to PV2 at 6 months TIS, a DA Form 4187 will be submitted prior to the effective date to deny the advancement. Figure 2-1 shows a sample of a completed DA Form 4187 when advancement to PV2 is denied.

e. The DA Form 4187 submitted prior to the effective date of advancement is the authority for a commander to reverse the automatic advancement with a GRCH transaction using the appropriate code.

f. PVIs who were flagged, denied advancement, barred from reenlistment at 6 months TIS, or previously reduced from PV2 and are later advanced to PV2, require a DA Form 4187 and GRCH transaction to be advanced.

g. Soldiers advanced to PV2 with a waiver (prior to 6 months TIS) require a DA Form 4187 and the submission of a GRCH transaction to be advanced.

h. Prepare DA Form 4187 for PV2 advancements for other than soldiers automatically advanced to PV2 at 6 months TIS.

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

(2) Effective date and DOR are the same. For soldiers advanced late use procedures in paragraph 1-13e.

(3) Battalion S-1(BNSI) or the unit commander signs all DA Forms 4187 executing advancements. The battalion commander or executive officer signs in the BNSI's absence.

i. Disposition of DA Form 4187.

(1) Each DA Form 4187 will be annotated by name on unit transmittal letter (UTI) and forwarded to the PSC by UTL with the COI (Enlisted Promotion Report).

(2) File a copy in BNSI files along with a copy of the COI report.

(3) File a copy in the DA Form 201 (Military Personnel Records Jacket United States Army.) (Future reference to this form within this document will appear as "MPRJ.")

(4) Upon promotion to SGT, remove all DA Forms 4187 from MPRJ and forward with the promotion order to the OMPF.

j. The SIDPERS transaction automatically updates the EMF and MMPF. Late transactions will result in late receipt of pay.

k. Training advancements may be made as follows:

(1) For soldiers in 11M initial entry training (IET), commanders may advance up to 10 percent of each 11M IET class to PV2 upon completion of the Bradley phase of IET. An equal number may be advanced to PFC upon graduation from the Bradley Fighting Vehicle (BFV) gunners course.

(2) For soldiers in MOS 19D, 19E, and 19K IET, commanders may advance up to 10 percent of each 19D, 19E, and 19K class upon completion of basic combat training (BCT) portion of one station unit training (OSUT) and an equal number to PFC upon graduation from the MOS producing course.

(3) For soldiers in OSUT/AIT with fast track programs (other than 11M, 19D, 19E, and 19K), commanders may advance up to 10 percent of the starting PV1 population of each OSUT/AIT class to PV2, provided soldiers advanced have successfully completed a U.S. Army Training and Doctrine Command (TRADOC) approved fast track program or are making satisfactory progress in such a program and have completed a minimum of 4 months TIS. The distinguished graduate may also be advanced to PV2 without regard to fast track enrollment.

(4) For soldiers in IET for MOS not having a fast track program, commanders may advance up to 3 percent of each BCT/OSUT company to PV2 without regard to TIS requirement. Action will be accomplished via DA Form 4187 citing this paragraph as authority.

2-4. Steps for advancing enlisted soldiers to PV2

The steps for advancing enlisted soldiers to PV2 are contained in table 2-1.

Table 2-1
Advancing enlisted soldiers to PV2

Step	Work Center	Required action
1	PAUT	Produces AAC-C01 and distributes to the battalion (prepared at battalion level for tactical Army combat service support computer system equipped units).
2	BNS1	Receive AAC-C01 from Personnel Automation Branch (PAUT).
3		Screen AAC-C01 for additions/deletions/grade discrepancies. Annotate report.
4		Screen part 3 for blank data. Coordinate with PSC to obtain missing data.
5	ENRC	Upon request, provide information on DOR to BNS1 section and submit DOR transaction.

**Table 2-1
Advancing enlisted soldiers to PV2—Continued**

Step	Work Center	Required action
6		Upon request, provide information on BASD to BNS1 section. Notify Finance and Accounting Office (FAO) by transmittal letter. FAO submits transaction.
7	BNS1	Compute waiver allocations. (See para 2-7.)
8	BNS1	Send AAC-C01 and waiver allocations to unit commander.
9	UNIT	Receive AAC-C01 and waiver allocations from BNS1 section.
10		Select eligibles by annotating AAC-C01 YES for select or NO to deny advancements. Unit commander initials, signs, and returns AAC-C01 to BNS1 section.
11	BNS1	Receive AAC-C01 back from commander with selectees and denials to PV2.
12		Prepare DA Forms 4187 for those denied advancement to PV2 at 6 months TIS, for those advanced to PV2 with waiver, and those advanced after 6 months TIS.
13		Sign DA Forms 4187.
14		Input GRCH transactions.
15	UNIT	Conduct advancement ceremony.
16	BNS1	Distribute two copies of the DA Form 4187 and one copy of the AAC-C01 through the PSC Promotions Work Center (PROM) to records by UTL.
17		File copy of AAC-C01 and all DA Forms 4187 in BNS1 functional promotions file.
18	PROM	Receive AAC-C01 and DA Forms 4187 from battalion.
19		Monitor waiver ceilings according to paragraph 2-2, this chapter.
20	ENRC	File DA Form 4187 and post DA Form 2-1 (Personnel Qualification Record, Part II).

Section III

Task: Process Enlisted Advancement to PFC and SPC

2-5. Rules for advancing enlisted soldiers (PFC and SPC)

All chg to 1
a. ARNG and USAR soldiers on IADT will not be advanced to SPC unless concurrence is obtained from the soldier's Reserve Component unit.

b. Effective date of advancement will not be earlier than the date the soldier is eligible.

c. Eligibility criteria will be as follows:

(1) For advancement to PFC, there is a 12-month TIS (6 months TIS may be waived) and a 4-month TIMIG (2 months may be waived) requirement.

(2) For advancement to SPC, there is a 26-month TIS (12 months TIS may be waived) and a 6-month TIMIG (3-month TIMIG may be waived) requirement.

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

(1) Advancements authorized by enlistment contract under the provisions of AR 601-210 of the Army Civilian Acquired Skills and Stripes For Education Programs.

(2) Soldiers holding PMOS in career management field (CMF) 18 or Ranger School graduates with at least 12 months

TIS may be advanced to SPC without regard to time in grade and waiver ceiling.

e. Prepare DA Form 4187 for all advancements to PFC and SPC, and submit a GRCH transaction. Figure 2-2 shows a sample of a completed DA Form 4187 for advancement to PFC. Figure 2-3 shows a sample of a completed DA Form 4187 for advancement to SPC with waiver. The following instructions apply:

(1) Prepare DA Form 4187 prior to the soldier's advancement date to ensure entitlements are received on time.

(2) Effective date and DOR will be the same on the DA Form 4187. For soldiers advanced late use procedures in paragraph 1-13e.

(3) The unit commander or the S-1 signs all DA Forms 4187 executing advancements. The battalion commander or executive officer signs the DA Form 4187 in the S-1's absence.

(4) In-processing sections create DA Forms 4187 and submit SIDPERS transactions to advance soldiers who become eligible while in transit.

f. Appropriate security clearance for MOS in which advanced is required.

g. Disposition of DA Forms 4187 is as follows:

(1) Each DA Form 4187 will be annotated by name on UTL and forwarded to the PSC by UTL with the COI.

(2) File a copy in BNS1 files along with COI report.

(3) File a copy in the MPRJ.

(4) Upon promotion to SGT, remove all DA Forms 4187 from MPRJ and forward with the promotion order to the OMPF.

2-6. Steps for advancing enlisted soldiers (PFC and SPC)

The steps to be followed for advancing enlisted soldiers to PFC and SCP are contained in table 2-2.

**Table 2-2
Advancing enlisted soldiers to PFC and SPC**

Step	Work Center	Required action
1	PAUT	Produces AAC-C01 and distributes to the battalion (prepared at battalion level for Tactical Army Combat Service Support Computer System (TACCS) equipped units).
2	BNS1	Receive AAC-C01 from PAUT.
3		Screen AAC-C01 for additions/deletions/grade discrepancies. Annotate report.
4		Screen part 3 for blank data. Coordinate with PSC to obtain missing data.
5	ENRC	Upon request, provide information on DOR to BNS1 section and submit DOR transaction.
6		Upon request, provide information on BASD to BNS1 section. Notify FAO by transmittal letter. FAO submits transaction.
7	BNS1	Compute waiver allocations. (See para 2-2.)
8		Send AAC-C01 and waiver allocations to unit commander.
9	UNIT	Receive AAC-C01 and waiver allocations from BNS1 section.
10		Select eligibles by annotating AAC-C01 YES for select or NO to deny advancements. Unit commander initials, signs, and returns AAC-C01 to BNS1 section.
11	BNS1	Receive AAC-C01 back from commander with selectees.

Table 2-2
Advancing enlisted soldiers to PFC and SPC—Continued

Step	Work Center	Required action
12		Prepare all DA Forms 4187 according to paragraph 2-3, for BNS1's signature. Prepare SPC certificates for commander's signature.
13	BNS1	Sign DA Forms 4187.
14		Input GRCH transactions.
15		Send advancement certificates to commander for signature.
16	UNIT	Receive and sign advancement certificates.
17		Conduct advancement ceremony.
18	BNS1	Distribute two copies of the DA Forms 4187 and one copy of the AAC-C01 through the Promotions Work Center to records by UTL.
19		File copy of AAC-C01 and all DA Forms 4187 in BNS1 functional promotions file.
20	PROM	Receive AAC-C01 and DA Forms 4187 from battalion.
21		Monitor waiver ceilings according to paragraph 2-2, this chapter.
22	ENRC	File DA Form 4187 and post DA Form 2-1.

Section IV
Task: Compute Waiver Allocations

2-7. Rules for computing waiver allocations (SPC or CPL and below)

- a. Calculations are based on current strength. Add and subtract arrivals or departures and correct any grade discrepancies prior to doing computation.
- b. When computing SPC waiver allocations, use CPI. or SPC assigned strength only.
- c. BNS1 section calculates waiver allocations by company (may be consolidated and calculated at battalion level for SPC only).
 - (1) Battalion commander may realign total allocations within battalion as he or she sees fit (advancement to SPC only).
 - (2) If realignment is authorized at battalion level, the battalion commander must sign the AAC-C01 as the promotion authority (advancement to SPC only).
- d. Total number of assigned and attached PV2 with less than 6 months TIS cannot exceed 20 percent of the total PV2 population.
- e. Total number of assigned and attached PFCs with less than 12 months TIS cannot exceed 20 percent of the total PFC population.
- f. Total number of assigned CPL or SPC with less than 26 months TIS cannot exceed 10 percent of the total CPL or SPC population.

g. Specific exceptions to paragraph 2-5 are as follows:

- (1) Exclude CMF 18 soldiers and Ranger School graduates when determining the number of waiver allocations to SPC. These soldiers are not included in calculating waivers during the month of promotion or any subsequent month.
- (2) Exclude advancements for the ACASP and Stripes for Education Program from percentage limitations during the month in which advanced. These soldiers will be included in calculations for subsequent months.
- (3) If no allocations are available for advancement month and the two preceding months, one advancement to SPC is authorized, not to exceed one per quarter.
- (4) PFCs with 18 months TIMIG may be advanced even if there are no waiver allocations available. If allocations are available, such advancements must count against the allocations.

2-8. Steps for computing waiver allocations (SPC or CPL and below)

The steps for computing waiver allocations (SPC or CPL and below) are contained in table 2-3.

Section V
Task: Advance Based on the Army Civilian Acquired Skills Program

2-9. Rules for advancing soldiers based on the ACASP

- a. Authority for advancements under the ACASP is AR 601-210.
- b. Accelerated advancement and award of the MOS authorized by AR 601-210, chapter 7, will be made with the approval of the unit commander or the training commander.
- c. Award of the ACASP MOS and advancement to the accelerated grade will not be considered until successful completion of all required training per AR 601-210 (includes 8 weeks of successful performance in the skill).
- d. Upon advancement to the rank authorized under ACASP, the soldier's BESD will be adjusted to reflect the minimum TIS required for advancement to that rank.
- e. Commanders may deny or defer accelerated advancement. The soldier must be advised in writing by the commander of the reasons for denying or deferring the accelerated advancement.
- f. A written record of the third required counseling, including basis and results, will be entered in the soldier's MPRJ as a permanent document only when advancement has been denied.
- g. Reasons for denying or deferring advancement may be any misconduct of the soldier during the proficiency training period or failure to demonstrate minimum required level of performance for the MOS.
- h. Advancement to PFC and SPC authorized by enlistment contracts under the provisions of AR 601-210 are exempt from HQDA percentage limitations during the month of advancement.
- i. A soldier not recommended for advancement by the unit commander will be counseled on reasons for denial. The DA Form 4187 denying advancement will be filed in the soldier's MPRJ per AR 640-10, paragraph 2-11.

Table 2-3
Computing waiver allocations for SPC or CPL and below

Step	Work center	Required action	PV2	PFC	SPC/CPL
1	BNS1	Total number of soldiers assigned and attached except for CPL/SPC. (See para 2-7b for CPL/SPC.)			
2		Multiply step 1 by total allowable with waiver.	X.20	X.20	X.10
2a		total allowable with waiver.			
3		Number of soldiers already assigned with less than required TIS. (See para 2-7g(1) and (2).)			

Table 2-3
Computing waiver allocations for SPC or CPL and below—Continued

Step	Work center	Required action	PV2	PFC	SPC/CPL
4		Subtract 3 from 2a for total waivers authorized.			
5		Annotate all advancement computations in part I of the AAC-C01 report.			
6	BNS1	Refer back to step 8 in table 2-1 (PFC and SPC) and continue processing. Refer to step 8 in table 2-1 and continue processing.			

2-10. Steps for advancing soldiers based on the ACASP

The steps for advancing soldiers based on the ACASP are contained in table 2-4.

Table 2-4
Advancing soldiers based on the ACASP

Step	Work center	Required action
1	IOPR	Identify personnel eligible for special advancement from enlistment contract during in-processing.
2		Inform battalion of eligibility for special advancement.
3	BNS1	Inform unit commander of eligibility for special advancement to PFC and/or SPC.
4		Suspense advancement action.
5	UNIT	Approve/disapprove special advancement.
6	BNS1	Prepare DA Form 4187/promotion order for special advancement.
7		Prepare advancement certificates.
8	UNIT	Sign DA Form 4187 and conduct advancement ceremony.
9	BNS1	Submit SIDPERS GRCH transaction.
10		Update BNS1 files.
11		Forward DA Form 4187/promotion order through the PSC and post to records by UTL.
12	PROM	Receive DA Form 4187 from BNS1.
13	ENRC	File DA Form 4187 and update MPRJ.

Section VI

Task: Correcting Erroneous Advancements (SPC and below)

2-11. Rules for correcting erroneous advancements (SPC and below)

a. The commander who issued the DA Form 4187 (or the current commander) may revoke an erroneous advancement and make a determination of de facto status. (See glossary.)

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

2-12. Steps for correcting erroneous advancements (SPC and below)

The steps for correcting erroneous advancements (SPC and below) are contained in table 2-5.

Table 2-5
Correcting erroneous advancements (SPC and below)

Step	Work center	Required action
1	UNIT	Commander determines that soldier was erroneously advanced.
2		Determine whether soldier had de facto status.
3		Request BNS1 prepare DA Form 4187 to either revoke advancement and grant de facto status or adjust DOR.
4	BNS1	Prepare DA Form 4187 for signature.
5		Sign DA Form 4187 revoking promotion and granting de facto status or adjusting DOR if applicable.
6		Submit GRCH transaction.
7		Update BNS1 file.
8		Forward DA Form 4187 to the Promotions Work Center and Finance (de facto) by UTL.
9	PROM	Receive DA Form 4187 from BNS1.
10	ENRC	File DA Form 4187 and update the MPRJ.

Section VII

Task: Process Grade-Related Pay Inquiries (CPL or SPC, PFC, and PV2 Advancements Other Than Automatic EMF Advancements at 6 Months TIS)

2-13. Rules for processing grade-related pay inquiries (CPL or SPC, PFC, and PV2 advancements other than automatic EMF advancements at 6 months TIS)

a. A personnel staff noncommissioned officer (PSNCO) or a designated representative within the BNS1, in grade SGT or above must sign the DA Form 2142 (Pay Inquiry), as verifying official, for purposes of casual payment.

b. Verifying official's name and signature will appear on the source document.

c. Verifying signature will signify that advancement is valid and appropriate transactions have been submitted to correct SIDPERS or JUMPS databases.

d. Copy of leave and earnings statement (LES) will be forwarded as part of the pay inquiry.

2-14. Steps for processing grade-related pay inquiries (CPL or SPC, PFC, and PV2 advancements other than automatic EMF advancements at 6 months TIS)

The steps for processing grade-related pay inquiries (CPL or SPC, PFC, and PV2 with less than or more than 6 months TIS) are contained in table 2-6.

Table 2-6
Processing grade related pay inquiries (CPL or SPC, PFC, and PV2 advancements other than automatic EMF advancements at 6 months TIS)

Step	Work center	Required action
1	UNIT	Send soldier to BNS1 with pay problem. Ensure soldier has copy of current LES.
2	BNS1	Obtain AAC-C01/DA Form 4187. Validate correctness.
3		Review AAC-P0 and AAC-P11 to determine if soldier was correctly advanced in SIDPERS.
4		Review AAC-P49, AAC-P51 to determine if soldier was correctly advanced in JUMPS.
5		If above reviews do not show a processing error, contact the FAO and ask for soldier's grade and effective date of advancement on JUMPS.
6	FAO	Provide soldier's current grade and effective date of advancement on JUMPS to BNS1 as necessary.
7	BNS1	Submit any necessary corrections. If SPF needs to be corrected, submit a GRCH transaction. If data on the MMPF needs to be corrected, submit a JUMPS Army corrector transaction (JACT).
8		Send soldier to the FAO with verified source documents, if local policy authorizes casual payment.

Section VIII

Task: Process Grade-Related Pay Inquiries (Automatic Advancement to PV2 at 6 Months TIS by the EMF)

2-15. Rules for processing grade-related pay inquiries (automatic advancement to PV2 at 6 months TIS by the EMF)

a. Soldiers advanced to PV2 by EMF and not advanced on JUMPS, will be provided DA Form 2142. DA Form 2142 will be verified and given to soldier for purposes of casual payment.

b. PSNCO or a designated representative within the PAC, grade SGT or above, must sign the DA Form 2142 as verifying official for purposes of casual payment.

c. Verifying signature will signify that advancement is valid and appropriate transactions have been submitted to correct the SIDPERS and JUMPS databases.

d. Verifying official's name and signature will appear on DA Form 2142. Individual will take verified document to Finance for payment.

e. Copy of LES will be provided as part of pay inquiry.

2-16. Steps for processing grade-related pay inquiries (automatic advancement to PV2 at 6 months TIS by the EMF)

The steps for processing grade-related pay inquiries (automatic advancement to PV2 at 6 months TIS by the EMF) are contained in table 2-7.

Table 2-7
Processing grade-related pay inquiries (automatic advancement to PV2 at 6 months by the EMF)

Step	Work center	Required action
1	UNIT	Send soldier to BNS1 with pay problem. Ensure soldier has a copy of his or her current LES.
2	BNS1	Obtain AAC-P01 and determine if soldier was correctly advanced in SIDPERS.
3		Submit any necessary corrections. If SPF needs to be corrected, submit a GRCH transaction. If data on the MMPF needs to be corrected, submit a JACT transaction.
4		Send soldier to the FAO with verified DA Form 2142, if local policy authorizes casual payment.

PERSONNEL ACTION

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: (Include ZIP Code)	TO: (Include ZIP Code) Commander 1st Bn, 102d Inf Fort Defense, VA 00001	FROM: (Include ZIP Code) COMMANDER Co A, 1st Bn, 102d Inf Fort Defense, VA 00001
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SECTION I - PERSONAL IDENTIFICATION

NAME (Last, first, MI) Cruz-Roman, Francisco	GRADE OF RANK/PMOS (Enl only) PVI, 75D10	SOCIAL SECURITY NUMBER 987-65-4321
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SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)

The above member's duty status is changed from _____
 _____ to _____
 effective _____ hours, _____ 19__

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action:

TYPE OF ACTION	Procedure	TYPE OF ACTION	Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Overseas Service		Officer Candidate School	
Ranger Training		Asgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training		Separate Rations	
Special Forces Training/Assignment		Leave - Excess/Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name/SSN/DOB	
Retesting in Army Personnel Tests		<input checked="" type="checkbox"/> Other (Specify) Adv to PV2 denied	

SIGNATURE OF MEMBER (When required)	DATE
-------------------------------------	------

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

Soldier denied advancement to PV2 at 6 months TIS UP para 2-1d, AR 600-8-19. *see chg I-01*

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

- HAS BEEN VERIFIED
 IS APPROVED
 RECOMMEND APPROVAL
 RECOMMEND DISAPPROVAL
 IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE ROBERT JONES, CPT, AGC	SIGNATURE	DATE 1 Dec 88
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DA FORM 4187
DEC 82

EDITION OF FEB 81 WILL BE USED.

COPY 3

Figure 2-1. Sample of completed DA Form 4187 (advancement to PV2 denied)

PERSONNEL ACTION

For use of this form, see DA PAM 600-8 and AR 600-1, the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: (Include ZIP Code)	TO: (Include ZIP Code) Commander 1st Bn, 102d Inf Fort Defense, VA 00001	FROM: (Include ZIP Code) COMMANDER Co A, 1st Bn, 102d Inf Fort Defense, VA 00001
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SECTION I - PERSONAL IDENTIFICATION

NAME (Last, first, MI) Adcock, Lisa	GRADE OF RANK/PMOS (Enl only) PFC/E3, 75C10	SOCIAL SECURITY NUMBER 345-67-8901
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SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)

The above member's duty status is changed from _____ to _____ effective _____ hours, _____ 19 _____

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action:

TYPE OF ACTION	Procedure	TYPE OF ACTION	Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Oversea Service		Officer Candidate School	
Ranger Training		Asgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training		Separate Rations	
Special Forces Training/Assignment		Leave - Excess/Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name/SSN/DOB	
Retesting in Army Personnel Tests		<input checked="" type="checkbox"/> Other (Specify) Adv to E4 with waiver	

SIGNATURE OF MEMBER (When required)	DATE
-------------------------------------	------

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

ADVANCED TO: Specialist
 AUTHORITY: AR 600-8-19, para 2-3 *per chg file*
 DATE OF RANK: 1 January 1989
 EFFECTIVE DATE: 1 January 1989
 ADDITIONAL INSTRUCTIONS: Waiver for Time in Grade/Time in Service

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED
 IS APPROVED
 RECOMMEND APPROVAL
 RECOMMEND DISAPPROVAL
 IS DISAPPROVED

COMMANDER AUTHORIZED REPRESENTATIVE ROBERT JONES, CPT, ACC	SIGNATURE	DATE 1 Dec 88
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DA FORM 4187
DEC 82

EDITION OF FEB 81 WILL BE USED

COPY 1

Figure 2-3. Sample of completed DA Form 4187 (advancement to SPC with waiver)

Chapter 3 Semicentralized Promotions (SGT and SSG)

Section I Managing Semicentralized Promotions

3-1. Promotion system

a. This chapter governs the SGT and SSG promotion system.

b. Field grade commanders in units authorized a commander in the grade of LTC or higher have promotion authority to the ranks of SGT and SSG; however, the Promotions Work Center maintains the promotion standing list and issues the orders.

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

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

(2) *HQDA operations (centralized)*. Promotion point cutoff scores are determined and announced monthly for each MOS on the basis of the scores reported by the field and the needs of the Army, by grade and MOS.

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

e. Promotion certificates will be prepared by the unit or the personnel and administration center for signature by the promotion authority. Any higher level commander may direct that signature authority be held at his or her level, but the certificate will still be prepared by the unit or PAC.

f. The semicentralized promotion system depends on the sequential execution of the key events listed in paragraph 3-2. Untimely action in the field leads to faulty promotion decisions.

3-2. Key events and work scheduling

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

a. Key events.

(1) *Board month minus one*. Identify eligible soldiers, prepare Section A of the promotion point worksheets at battalion-level, obtain approval, and forward to the PSC. *see chg 201*

(2) Board month.

(a) Prepare Section B of the promotion point worksheets in the PSC and return them to the battalion.

(b) Conduct the board, obtain approval, and forward the results to the PSC.

(c) Record soldier's promotion points in the SIDPERS database.

(3) *Board month, plus one*. No action required in the field; HQDA develops information to support the decision process.

(4) *Board month, plus two*. Receive the promotion point cutoff scores in the Promotions Work Center, identify promotees, verify eligibility, and issue orders.

b. *Scheduling work*. A semicentralized cycle starts every month for a new group of soldiers. Thus, the system places competing work demands on the local promotion specialists. Work must, therefore, be carefully synchronized, especially between PSC and battalions. The following is a recommended monthly work schedule that would enable workers at both levels to rank work and accommodate the demands of the various cycles.

(1) Battalion level.

(a) Between the 1st and 10th, prepare new recommendation for next month's board.

(b) Between the 11th and 20th, prepare for, conduct, and finalize board action.

(c) Between the 21st and the 30th, identify eligible soldiers for the next cycle and obtain the unit commander's decision.

(2) PSC level.

(a) Between the 1st and the 10th, prepare Section B for this month's boards.

(b) Between the 15th and the 25th, obtain cutoff scores, identify promotees, verify eligibility, and issue orders.

(c) Between the 25th and the 30th, submit SIDPERS transactions to record board results.

3-3. Delay of promotion (SGT and SSG)

a. A soldier's promotion will be suspended when the promotion authority determines that the—

(1) Soldier was given promotion consideration in error.

(2) Soldier was granted more administrative points than entitled. The promotion authority may promote when the unchallenged total point score equals or exceeds the announced HQDA cutoff score.

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

b. The soldiers must be advised in writing the reason for the suspension.

3-4. Secondary zone

The secondary zone provides incentives to those who strive for excellence and whose accomplishments, demonstrated capability for leadership, and marked potential warrant promotion ahead of their peers.

3-5. Waiver authority *see chg 201*

The promotion authority, or his or her designee, may waive no more than two of the following eligibility requirements:

a. TIS.

b. TIMIG.

c. SQT.

3-6. The promotion packet

a. The promotion packet consists of the following:

(1) DA Form 3355 (Promotion Point Worksheet) (fig 3-1) used for initial board appearance. (DA Form 3355 is also authorized for electronic generation.)

(2) Approved report of promotion board proceedings for soldiers boarded for SGT and SSG prior to 1 June 1985 and after 30 September 1991. (Although board proceedings are not required to be filed in the packet for the period 1 June 1985 through 30 September 1991, if available will be included in the promotion packet.)

(3) Latest two DA Forms 3355 used for recomputation or reevaluation.

(4) A copy of the latest AAC-C10 report with the soldier's name on it will be added to the packet prior to outprocessing.

(5) A copy of any document that allows the soldier's previously determined promotion score to be adjusted (return to the soldier when the adjusted DA Form 3355 is removed from the packet).

(6) A copy of any document used to confirm promotion points on DA Form 3355 that is not filed in the MPRJ under the provisions of AR 640-10.

b. The PSC will purge promotion packets as recomputations and reevaluations are completed.

c. All DA Forms 3355 no longer required for filing in the MPRJ will be removed and given to the soldier.

3-7. Special promotion categories

a. *Special forces*. Soldiers in CMF 18 who have 18 months time in service and have been recommended by a promotion board will be promoted to SGT on the first day of the month following attainment of recommended list status, without regard to time in grade requirements.

b. *Rangers*. For promotion to SGT, Ranger School graduates who meet the following minimum requirements will be

promoted on the first day of the third month following attainment of recommended list status or graduation from Ranger School, whichever is later. Promotion will be made without regard to announced cutoff scores for the soldier's MOS.

- (1) Minimum requirements are as follows:
 - (a) Eighteen months TIS.
 - (b) Four months TIMIG.
 - (c) Recommendation by unit commander.
 - (d) Recommendation by promotion board.
 - (e) Approval by promotion authority.
 - (f) Attainment of 450 or more total promotion points.

(2) This special promotion authority is without regard to duty position assignment.

(3) Soldiers who already hold recommended list status at time of graduation from Ranger School will continue to be eligible for promotion against the cutoff score for their MOS until the first day of the third month following graduation.

(4) Servicing Promotions Work Center will enter a 999 promotion score in SIDPERs (PRMOS transaction) for all Ranger School graduates holding recommended list status for promotion to SGT immediately upon graduation or upon obtaining recommended list status.

c. *Officer Candidates School (OSC)*. Soldiers in rank of SPC and below entering Officer Candidate School or Warrant Officer Entry Course will be promoted to SGT with an effective date and DOR 1 day prior to departure from the losing organization. Soldiers promoted under this paragraph will be informed that if they are on a current promotion list to SGT they will be removed from such list and that failure to complete training could result in reduction.

d. *Soldiers in grades SPC and SGT on a recommended list*. These soldiers will be promoted against the promotion point cutoff score announcement, using their recommended MOS. Promotion orders (AR 310-10, figs A-45 and A-46, app A) will cite and this paragraph as authority for the promotion.

3-8. Hospitalized soldiers because of Service-incurred disease, wound, or injury

a. Soldiers on the recommended list selected by a local board prior to hospitalization, may be promoted if their point scores are the same or higher than those announced by HQDA.

b. Soldiers who are not on a recommended list at the time of hospitalization may be considered for promotion by the local medical holding facility selection board.

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

d. Patients who are physically qualified, as determined by the medical authority, must appear for board evaluation.

e. The hospital facility commander may request the patient's former commander or other former officials who know about his or her prior performance to complete DA Form 3355.

f. Patients on the recommended list will retain such status when reassigned to another promotion authority, provided otherwise eligible.

g. The medical facility commander will ensure that all approved board results with promotion packets are forwarded to the supporting PSC for filing and SIDPERS transactions.

3-9. Geographical separation from the promotion authority

a. Commanders will ensure that soldiers are considered for promotion before they are placed on TDY in isolated areas, on special duty or assignment, or attached to a unit in a different geographical location.

b. If a soldier's MPRJ is at the organization of attachment, promotion packets will be prepared there for selection board consideration. If the records are not available at the organization of attachment, action will be taken by the PSC that services the organization of attachment to request them. If the

soldier attains recommended list status, the board's evaluation and supporting papers will be furnished to the parent organization commander (promotion authority). The PSC that supports the parent organization commander will authorize the soldier's name to be added to their current recommended list on date of receipt of the necessary data. Further board action will not be required.

c. The PSC servicing the unit to which the soldier is TDY or attached may issue promotion orders if the soldier's MPRJ is maintained by the attached unit's PSC. When the MPRJ is not available, and the TDY or attached unit commander verifies the soldier's promotable status with the parent unit PSC, he or she may issue promotion orders. When the TDY or attached unit's PSC publishes orders, copies will be provided to the assigned unit's PSC and battalion PAC.

Section II Reason Codes and Eligibility Criteria

3-10. Reason codes

The reason codes to be used on the recommended list are contained in table 3-1.

Table 3-1
Reason codes to be used on the recommended list

Code	Reason
A	Initial promotion score.
B	Reevaluation.
C	Recomputation.
D	Nonpromotable status.
E	Delete due to transfer. Enter departure date.
F	Deleted for cause, enter date of removal after code.
G	Promoted. Enter effective date of promotion after the code.
H	Reinstate to recommended list. Enter date of reinstatement after code.
I	Adjustment of administrative points. Enter date of adjustment after code.
J	Regained promotable status. Enter effective date after code.

Notes:
These codes will not be altered.

3-11. Eligibility criteria

Eligibility criteria is defined in table 3-2 at end of chapter.

Section III Task: Identify Soldiers for Recommendation for Promotion to SGT or SSG

3-12. Rules to identify soldiers for recommendation for promotion to SGT or SSG

a. BNSI will prepare report "Personnel Eligible for SGT or SSG Promotion Consideration" monthly for units supported by TACCS.

b. The PSC will prepare the COI (Enlisted Promotion Report) for units not supported by TACCS.

c. Unit commander will personally review and authenticate appropriate report.

d. Maximum of two waivers are allowed.

(1) TIMIG

(2) TIS

(3) SQT score of 59 or below applies to soldiers being recommended to SSG). Soldiers who have not tested or do not have an SQT score must be in one of the following categories in order to compete for promotion:

(a) No SQT for the soldier's PMOS.

(b) Testing in the soldier's PMOS has been suspended.

(c) Soldier was exempted by PERSCOM.

(d) Soldier was deferred per AR 350-37, and 60 days has not elapsed since the ending date of deferment.

(e) Soldier exempted due to deferment extending beyond the beginning of test period plus 9 months (for example, test period is Jan-Mar 90 and the deferment date extends beyond Sep 90). This exemption must be authorized by the commander per AR 350-37.

(f) Soldier was tested but a score has not been received.

(g) No previous test and the current test window has not ended.

(h) Soldiers reclassified from 19E to 19K will use the 19E SQT score for the award of promotion points provided the score is not older than 24 months from the date scored.

(i) Soldiers will continue to be awarded promotions points for SQT score from prior PMOS if reclassified into a normal career progression MOS per AR 611-201.

e. Reports will list soldier's level of security clearance, SSN, current grade, and PMOS.

f. Reports will also indicate in the REMARKS section those soldiers flagged, barred to reenlist, or who have a blank BASD.

g. Unit commander will counsel soldiers in writing who are eligible for promotion, without waiver, but not recommended. Counseling will take place as follows:

(1) Initially when a soldier first reaches the primary zone.

(2) Periodically thereafter at the discretion of the commander.

3-13. Steps for identifying soldiers for recommendation for promotion to SGT or SSG

The steps used to identify soldiers for recommendation for promotion to SGT or SSG are contained in table 3-3.

Table 3-3
Identifying soldiers for recommendation for promotion to SGT/SSG

Step	Work center	Required action
1	BNS1	Prepare "Personnel Eligible for SGT/SSG Promotion Consideration" (organizations support with TACCS) or receive CO1 report from the PSC.
2		Print out report.
3		Forward report to appropriate unit.
4	UNIT	Commander will personally review the report and identify soldiers to be recommended for promotion.
5		Commander will annotate YES (for recommended) or NO (for not recommended) in the last column of the report.
6		Commander will personally authenticate the report.
7		Return authenticated report to BNS1.
8	BNS1	Prepare DA Form 3355, Section A (fig 3-1).
9	UNIT	Unit commander will counsel soldiers who are eligible for promotion without waiver but not recommended.
10		Ensure soldier understands why he or she was not recommended and what can be done to correct deficiencies.

Section IV

Task: Process Initial SGT or SSG Recommendations

3-14. Rules for processing Initial SGT or SSG recommendations

a. Recommendations will be initiated by or processed through the soldier's parent unit.

b. The promotion authority or his or her designee will approve or disapprove the recommendation.

c. Reasons for disapproval will be stated clearly and concisely on the recommendation.

d. The soldier will be advised of the reasons for disapproval, including his or her deficiencies and will be given suggested ways of improvement. The statement of counseling at the end of the DA Form 3355 will be completed by the soldier.

e. A copy of an approved reenlistment waiver for courts-martial, AWOL or lost time DA Form 3072-R (Waiver of Disqualification for Reenlistment/Promotion in the Regular Army) must be attached as a permanent part of the DA Form 3355, if applicable.

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

3-15. Steps for processing initial SGT or SSG recommendations

The steps used for processing initial SGT or SSG recommendations are contained in table 3-4.

Table 3-4
Processing initial SGT or SSG recommendations

Step	Work center	Required action
1	UNIT	Direct BNS1 to prepare recommendation for promotion.
2		Direct BNS1 to prepare request for special waiver(s) DA Form 3072-R, courts-martial conviction, AWOL, or lost time, if required.
3	BNS1	Prepare recommendation for promotion on DA Form 3355, Section A. For units with TACCS, use TACCS module "Prepare Recommendation for Promotion to SGT/SSG."
4		Attach approved DA Form 3072-R (if applicable) to the DA Form 3355.
5		Forward DA Form 3355 to unit commander.
6	UNIT	Complete items 1a through 1f, DA Form 3355 and authenticate Section A.
7		Sign DA Form 3072-R (if submitted).
8		Return DA Form 3355 and DA Form 3072-R to BNS1.
9	BNS1	Provide DA Form 3355 to promotion authority.
10		Promotion authority approves or disapproves the recommendation by signing Section A of DA Form 3355 (and the waiver).
11		Return disapproved recommendation to unit commander citing reasons for disapproval.
12	UNIT	Inform soldier of disapproval and reasons for disapproval. Counsel on ways to improve promotion potential. Complete statement at the end of DA Form 3355 and return to BNS1 for filing.
13	BNS1	After soldier has been counseled, file disapproved recommendation DA Form 3355 in soldier's individual BNS1 file.
14		Forward approved DA Form 3355 to the PSC for completion of Section B.

Table 3-4 *see chg 101*
Processing Initial SGT or SSG recommendations—Continued

Step	Work center	Required action
15	PROM	Complete Section B of DA Form 3355. For organizations with TACCS, use TACCS module "Prepare administrative points for soldiers recommended for SGT/SSG."
16		Section B of DA Form 3355 must be authenticated by SSG or above.
17		Return recommendations to promotion authority.
18	BNS1	Review Sections A and B of DA Form 3355 with the soldier.
19		If soldier claims additional administrative points, obtain supporting documentation.
20		Provide recommendation to board president.

Section V

Task: Conduct Promotion Boards

3-16. Rules for conducting promotion boards

- Conduct promotion board by the 15th of every month.
- The boards will use question and answer format only. Soldiers will not be required to perform hands-on tasks.
- Soldiers are to be considered as fully qualified in their PMOS by virtue of the commander's recommendation.
- The promotion or convening authority will appoint in writing at least three voting members and a recorder without vote. The voting members may be all officers, all noncommissioned officers, or mixed.

e. Board membership will consist of the following:

(1) The president will be the senior member (preferably field grade officer) or for an all NCO board, a CSM. If there is no CSM available, the senior member may be an SGM.

(2) Board members will be unbiased. Members will be senior in grade to those being considered for promotion.

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

(4) Board members will be composed of an ethnic mixture, even though the board may not be considering soldiers of minority ethnic groups. The board should not be composed of minority ethnic group members exclusively.

(5) A nonvoting recorder should be from the BNS1 (need not be senior in grade to those being considered for promotion).

f. A board may be split into two or more panels, provided each panel consists of at least three voting members and a recorder without vote, to expedite the process if the number of recommended soldiers so warrants. Each soldier should appear before only one panel.

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

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

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

(1) The president may choose to be a voting member or to vote only to break a tie.

(2) Each member has one vote.

(3) Each member will complete a DA Form 3356 (Board Member Appraisal Worksheet) (fig 3-2) to vote on each soldier.

(4) Use of the MPRJ by the board is optional.

(5) The recorder will prepare DA Form 3357 (Board Recommendation) (fig 3-3) after each soldier's appearance and obtain the president's signature. (DA Form 3357 is also electronically generated.)

(6) The recorder will complete the remaining portion of Section C of DA Form 3355.

3-17. Steps for conducting promotion boards

The steps for conducting promotion boards are contained in table 3-5.

Table 3-5
Conducting promotion boards

Step	Work center	Required action
1	BNS1	Schedule monthly promotion selection board. Prepare written documentation of appointment of board members.
2		Account for all DA Forms 3355, with Sections A and B completed, for each soldier scheduled to appear before the board.
3		Notify unit commander of board schedule.
4	UNIT	Notify soldier(s).
5	BNS1	Promotion authority will brief the president of the board on his or her responsibilities.
6		Conduct promotion board.
7		Collect DA Forms 3356 and inform the president of the results. If a tie exists, the president will vote to break the tie.
8		Prepare DA Forms 3357 after each soldier's appearance and obtain the president's signature.
9	BNS1	Complete the remaining portion of Section C of DA Form 3355.
10	BNS1	Prepare the record of board proceedings.

Section VI

Task: Process Results of a Promotion Selection Board

3-18. Rules for processing results of a promotion selection board

a. The report of board proceedings (fig 3-4) will include the following:

(1) Where and when the board met.

(2) Membership of the board.

(3) An alphabetical listing, including recommended military occupational specialty (RMOS), SSN, by recommended grade of soldiers recommended by the board, and an alphabetical listing of those not recommended.

b. The president will review the report of board proceedings for accuracy, sign the report, and forward it to the promotion authority for approval or disapproval (fig 3-4).

c. The promotion authority will take one of the following actions within 3 working days after the promotion board adjourns: *added see chg 101*

(1) Approve the report in its entirety and authorize the names of recommended soldiers to be integrated into the recommended list.

(2) Disapprove the report in its entirety and convene a new board, composed of new members. The promotion authority's approval or disapproval pertains only to the correct constitution and conduct of the board. Disapproval will not be used to disagree with the board's recommendation. The new board will consider all soldiers who were considered by the disapproved board.

d. If approved, completion of Section C of DA Form 3355 is required and will be accomplished by the promotion authority of the board's organization.

e. If the promotion authority is a general officer he or she may delegate to their deputy commander or senior personnel manager (for example, adjutant), in writing, the authority to approve and sign Section C of DA Form 3355.

f. If disapproved, the promotion authority will advise each soldier of the reasons even if they have departed the organization. This applies to all soldiers considered by the board, whether or not recommended.

g. Soldiers must obtain a minimum of 550 promotion points if competing for SSG or 450 promotion points if competing for SGT, prior to being added to the recommended list.

h. Completed board actions will reach the PSC by the 20th day of the month to submit the promotion/progression military occupational specialty and promotion points (PRMS) transactions into SIDPERS by the last cycle of promotion board month.

i. The promotion selection date is the date the promotion authority approves the report of board proceedings.

j. The promotion packet of a soldier on the recommended list will be kept in the action pending section of MPRJ and a copy in the promotions section until promoted. Documents removed from MPRJ will be given to the soldier.

k. DA Form 3355 and promotion board documents of those who did not attain recommended list status will be filed by the promotion authority for 2 years and then destroyed.

l. Soldiers not recommended or not attaining enough points to obtain list status will be counseled by the promotion authority or his or her designated counselor and signatures obtained in Section C of DA Form 3355.

m. The original report of board proceedings, DA Form 3356, and DA Form 3357 will be filed by the promotion authority for 2 years, then destroyed.

n. The recommended list (AAC-C10) will be retained by the PSC for 2 years.

o. Scores will be submitted to SIDPERS (PRMS transaction) so that they process no later than last SIDPERS cycle of the board month. See table 3-1 for reason codes.

p. Points awarded will be determined from the soldier's records as they existed before the report of board proceedings is approved. The promotion authority or PSC may correct all known errors before the report of board proceedings is approved.

q. Units supported with TACCS will prepare DA Form 3357 using TACCS module "Prepare Promotion Board Results DA Form 3357."

3-19. Steps for processing results of a promotion selection board

The steps for processing results of a promotion selection board are contained in table 3-6.

Section VII

Task: Process Promotion Point Reevaluations

3-20. Rules for processing promotion point reevaluations

a. There are two types of promotion point reevaluation: administrative and total.

b. Soldiers may request a reevaluation by using the remarks section of DA Form 3355, indicating either administrative or total (board appearance).

c. Rules for an administrative reevaluation include the following:

(1) Soldiers who believe they have increased (through self-achievement or awards) their latest promotion score by 35 points or more (DA Form 3355, items 2 through 6) can request an administrative reevaluation at any time. (Points increase in

item 2 must be the result of a new SQT score, not by using the no-fault table when an SQT expires).

(2) An administrative reevaluation is a simple recomputation of the administrative points (DA Form 3355, items 2 through 6) by the PSC.

(3) Commanders will complete and sign Section A of DA Form 3355.

(4) Commanders duty performance points may be increased or decreased for an administrative reevaluation.

(5) If the administrative reevaluation results in a promotion point increase of 35 or more points over the latest promotion point total score, the PSC will change the soldier's score and record the new score in the SIDPERS database.

Table 3-6
Processing results of a promotion board

Step	Work center	Action required
1	BNS1	Prepare report of promotion board proceedings.
2		Forward to promotion authority for approval/disapproval and counseling of soldiers not recommended.
3		If approved, forward DA Forms 3355 of soldiers recommended to PSC.
4		Counsel soldiers not recommended on promotion potential/weaknesses and obtain soldier's signature in Section C of DA Form 3355.
5		Return disapproved DA Forms 3355 to battalion.
6		For soldiers not recommended or not attaining enough points to obtain list status, file DA Form 3355 with the promotion board proceedings
7		Forward each promotion packet for entry on the recommended list.
8		File report of board proceedings.
9	PROM	File the approved promotion packet in the MPRJ and a copy in the promotions section.
10		Submit SIDPERS PRMS transactions.
11	PAUT	Send a copy of the AAC-C10 to the PSC.
12	PROM	Receive AAC-C10 from PAUT.
13		Verify AAC-C10 for the newly recommended soldiers and send copy to BNS1.
14	BNS1	Receive AAC-C10 from PROM and verify.
15		Send a copy of the AAC-C10 to the unit.
16	UNIT	Post current ACC-C10 on unit bulletin board. Block out SSNs.

(6) The PSC will recompute the administrative points with a reevaluation date the month and year the request for reevaluation is received in the PSC.

d. Rules for a total reevaluation are as follows:

(1) A total reevaluation includes the entire process: the commander's recommendation, promotion board, and administrative points.

(2) Total reevaluation may be requested after 6 months from the latest board appearance, reevaluation, or recomputation.

(3) The results of a total reevaluation take the place of the previous evaluation regardless of outcome.

(4) Soldiers not recommended by the board during the total reevaluation, or who fail to achieve enough points to attain promotion list status, will be removed from the current list immediately.

(5) The soldier's application must contain the following statement: "I understand that the results of the reevaluation will take precedence over my current promotion list standing. I may lose points or I may be removed from the list if the board does not select me or if I do not obtain enough points to achieve promotion list status."

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

e. Promotion scores achieved through the reevaluation process are effective for promotion on the first day of the third month following reevaluation.

3-21. Steps for processing promotion point reevaluations

The steps for processing promotion point reevaluation are contained in table 3-7.

Table 3-7
Processing promotion point reevaluations *see chg ICI*

Step	Work center	Required action
1	UNIT	If the soldier requests an administrative reevaluation, provide Section A of DA Form 3355 information to BNS1.
2		If the soldier requests a total reevaluation include in next promotion cycle, skip to step 6.
3	BNS1	Complete Section A of DA Form 3355 for administrative reevaluation.
4	UNIT	Commander signs Section A of DA Form 3355 and forwards request through the promotion authority (for total reevaluations only) to the servicing PSC for verification.
5	PROM	Recompute administrative points. If 35 or more, submit SIDPERS transaction. If 34 or less, return to BNS1.
6	BNS1	Complete Section A of DA Form 3355 for total reevaluation.
7	UNIT	Sign Section A of DA Form 3355.
8	BNS1	Promotion authority approves Section A of DA Form 3355 (for total reevaluations only).
9	PROM	Complete Section B of DA Form 3355 and authenticate by SSG or above.
10	BNS1	Conduct promotion board.
11	PROM	Submit SIDPERS PRMS transactions.
12		Obtain AAC-C10 from PAUT.
13		Verify input to AAC-C10.
14		File DA Form 3355 in MPRJ.

Section VIII

Task: Conduct Annual Recomputations

3-22. Rules for conducting annual recomputations *see chg ICI*

a. Promotion points must be recomputed 12 months (plus or minus 1 month) after the last computation (initial board, reevaluation, or recomputation) without local board action.

b. For promotion to SGT and SSG, points are recomputed using records as of the last day of the month preceding *see chg ICI*

computation. Items 1, 2, (for soldiers being recommended to SSG) 3, 4, 5, and 6 of DA Form 3355 will be used for computation.

c. Commanders must complete Section I of DA Form 3355 and forward to PSC, not later than the last day of the month prior to computation.

d. If scores are not recomputed during the scheduled time-frame due to the soldier being in an intransit status, they will be recomputed within 30 days after reporting to the parent unit.

e. Gaining commanders of intransit soldiers may elect to award duty performance points in item 1, Section B of DA Form 3355 or use the previous commander's evaluation.

f. Recomputation is mandatory and will be accomplished for those soldiers who are flagged or unavailable. If the soldier is unavailable, a copy of recomputed DA Form 3355 will be provided to the soldier as soon as possible.

g. Soldiers who fail to achieve the minimum points required to maintain list status will be removed from the current list immediately. As an exception to this rule, a soldier will not be removed from the list based on failing to achieve the minimum number of points required for list status solely as the result of the commander decreasing the soldier's duty performance points. In such cases—

(1) The commander will be informed that he or she may award the number of points required for the soldier to retain list status or recommend that the soldier be removed under provisions of the removal task.

(2) If removal is recommended and not approved, the soldier will have his or her points adjusted to the minimum required to maintain list status.

h. The soldier will review recomputed scores for accuracy and completeness.

i. Soldiers will continue to be eligible for promotion based on their old promotion point score until recomputed scores become effective unless removed as a result of failing to achieve the minimum amount of points required.

j. The new score becomes effective on the first day of the third month following the scheduled recomputation month.

k. Recomputation is limited to DA Form 3355, items 1 through 6.

l. SIDPERS PRMS transaction is to be submitted not later than the last SIDPERS cycle of the recomputation month.

add see chg ICI 3-23. Steps for conducting annual recomputations

The steps for conducting annual recomputations are contained in table 3-8.

Table 3-8
Conducting annual recomputations *see chg ICI*

Step	Work center	Required actions
1	BNS1	Forward DA Form 3355 to unit commander for completion of Section A.
2	UNIT	Complete Section A, recomputation worksheet, and return to BNS1.
3	BNS1	Check recomputation block, enter date (month/year) and forward to PROM.
4	PROM	Recompute promotion points.
5		Forward recomputation to BNS1 for review with soldier.
6	BNS1	Review DA Form 3355 with soldier.
7		Return DA Form 3355 to PSC (Promotion Work Center). SSG or above will authenticate.

Table 3-8
Conducting annual recomputations—Continued

Step	Work center	Required actions
8	PROM	Submit SIDPERS PRMS transactions not later than the last SIDPERS cycle of the re-computation month.
9		Review AAC-C10 accuracy.
10		File DA Form 3355 in MPRJ.

Section IX

Task: Process Promotion Point Adjustments

3-24. Rules for processing promotion point adjustments

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

- (1) Correction of an error.
- (2) Adding of additional administrative points.

b. Rules to correct an error (that is, a mathematical error on the DA Form 3355 or a correction to a document such as an ISR) are as follows:

(1) In the case of a mathematical error, a correction will be made when the error is detected. Adjustments to correct other errors must be requested within 4 months from the date the document in question is corrected. Adjustments submitted more than 4 months after the date of correction will be submitted under the provisions of c below.

(2) If a correction increases the promotion score to where it meets or exceeds an announced cutoff score for an MOS, the soldier will be promoted.

(3) Corrections to promotion packets for APFT and weapon qualification will be processed under the provisions of c below.

c. Rules to add administrative points that were effective prior to the date of the last board, reevaluation, or recomputation, but were left off DA Form 3355 or not supportable with official documentation, are as follows:

(a) Adjustments to add additional administrative points will not result in a retroactive promotion.

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

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

(4) Adjustments must be supported by official documentation and will become effective on the first day of the third month following the month of adjustment.

(5) An SQT score reflected on a "corrected copy" of the individual soldier's report will require an administrative adjustment of promotion points if the score is being used for promotion points. The corrected score will be effective on the same date as the original score.

d. The PSC commander is the approval authority for adjustments. The request for adjustment, to include the PSC commander's approval, will be filed as a permanent part of the promotion packet. The original or reconstructed DA Form 3355 will be annotated in red to show the adjusted promotion points.

e. The PSC will notify soldiers in writing of any adjustment to a soldier's promotion points when the soldier is not present to acknowledge the change. The notification will be routed through the soldier's chain of command and will include, as a minimum, the reason for the change, the new points, and the effective date of the new points.

f. The promotion of an otherwise promotable soldier who is on the current recommended list will be suspended when the

promotion authority or custodian of the MPRJ concludes that he or she was considered in error or was granted more administrative points than entitled. Promotion will also be suspended when a promotion packet, or portion thereof, has been lost and must be reconstructed. The promotion authority may promote when the unchallenged total point score equals or exceeds the qualifying promotion point cutoff score announced by HQDA. (For example, soldier has a total point score of 675, of which 650 points are unchallenged and determined to be his or her correct score. The soldier could be promoted if the announced promotion point cutoff score for his or her MOS is 650 or lower, regardless of the pending decision from the approval authority.)

3-25. Steps for processing promotion point adjustments

The steps for processing promotion point adjustment are contained in table 3-9.

Table 3-9
Processing point adjustments

Step	Work center	Required action
1	BNS1	Prepare request for promotion point adjustment.
2	PROM	Approve promotion point adjustment, if authorized.
3		Submit SIDPERS PRMS transaction.
4		Distribute request to Records Work Center for filing in the MPRJ.
5		Forward approval/disapproval to battalion.
6	BNS1	Notify soldier of decision.
7	PROM	Publish order, if appropriate

Section X

Task: Process Soldiers Reclassified While on a Promotion Standing List

3-26. Rules for processing soldiers who are reclassified while on a promotion standing list

a. Soldiers who are reclassified, for other than loss of qualifications as a result of inefficiency or misconduct, will compete against the promotion point cutoff score in the newly awarded MOS.

b. Provided otherwise eligible, soldiers may be promoted on the first day of the month following reclassification if they meet or exceed the cutoff score in the new PMOS.

c. Soldiers holding promotion list status in their current PMOS or CPMOS at time of entry into MOS reclassification training will compete against promotion point cutoff score in the MOS held before training.

d. Once a soldier has been reclassified, he or she can no longer compete in the old PMOS.

e. Promotion points granted for SQT in prior PMOS will be deleted as of the effective date of reclassification. Soldiers will then be awarded promotion points using the no fault provision in item 2 of DA Form 3355.

f. Soldiers reclassified into a PMOS as a result of an HQDA directed "one-for-one conversion" and reclassified into a career progression MOS per AR 611-201 will continue to use the SQT in the previous MOS, unless notified otherwise.

3-27. Steps for processing soldiers who are reclassified while on a promotion standing list

The steps for processing soldiers who are reclassified while on a promotion standing list are contained in table 3-10.

Section XI

Task: Process Removal from Local Promotion Standing List (AAC-C10)

3-28. Rules for removing a soldier from a local promotion standing list

- a. Soldier must be informed of removal action in writing.
- b. Soldier will be immediately removed from recommended lists under the following conditions:

(1) Failure to take the regular SQT due to his or her own fault (willful neglect) as determined by the promotion authority.

(2) A soldier on a promotion list who receives an SQT failure in his or her current PMOS will be removed from the recommended list unless the promotion authority grants a waiver.

Table 3-10
Processing soldiers who are reclassified while on a promotion standing list

Step	Work center	Required action
1	PROM	Receive reclassification.
2		Adjust promotion points when required.
3	PROM	Screen HQDA promotion point cutoff scores for new PMOS.
4		Submit SIDPERs PRMS transaction.
5		Obtain AAC-C10 from the PAUT
6		Verify AAC-C10 report.
7		Notify BNS1 of the soldier's total promotion points.
8	BNS1	Notify unit of promotion point change.
9	UNIT	Notify soldier of new promotion point total.

(a) During recomputation, reevaluation, and reclassification, the commanding officer will inform the soldier that he or she is ineligible to compete for promotion until a current score has been received or 12 months has elapsed since the close of the test window in which the soldier failed to test, whichever is earlier. He or she will notify the promotion authority that the soldier must be removed from the standing list due to a lack of SQT qualification. A soldier will become eligible to compete for promotion during the 13th month after the close of the test window in which he or she failed to take the SQT. The no fault provisions will be used until a new score is received.

(b) SQT scores will only be used if the SQT is in the soldier's PMOS or if the Training Support Center or proponent school announces that an SQT is to remain valid for reclassified soldiers.

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

(4) Failure to reenlist or extend to meet the criteria in table 3-2.

(a) Reenlistment or extension must be accomplished no later than the last day of the month for which the cutoff score was met.

(b) Those for whom reenlistment or extension waivers have been submitted will not be removed until final action has been taken on the request for waiver.

(c) Those whose active service exceeds the reenlistment ineligibility points will remain on the promotion list.

(5) Those who are prohibited from reenlisting when a local or DA (AR 601-280) imposed bar is approved after attaining

recommended list status. If the bar is appealed, the individual will not be removed until the appeal process is completed and denied.

(6) Loss of MOS qualification due to reclassification as a result of inefficiency or misconduct.

(a) Soldiers may be recommended for promotion in their new PMOS upon determination by the commander that they are fully qualified in the new PMOS.

(b) Promotion board appearance is required.

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

(8) Six months in a weight control program, without satisfactory progress toward the maximum allowable weight, provided no underlying or associated disease is found to cause the overweight condition (AR 600-9).

(9) Those who after 12 months in a weight control program, still exceed the body fat standard or maximum allowable weight (even if they made satisfactory progress toward the maximum allowable weight and are at or below the screening table weight), provided no underlying or associated disease is found to cause the overweight condition (AR 600-9).

(10) Reduction in grade.

(11) Those who sign a Declination of Continued Service Statement. This applies to soldiers, other than first-termers, with more than 4 years of service for pay purposes at ETS.

(12) Release from active duty.

(13) Dropped from the rolls as a deserter.

(14) Failure to maintain a minimum score of 550 points for promotion to SSG, or 450 points for promotion to SGT.

(15) Those who have been denied a waiver to reenlist.

(16) Those promoted under the provisions of paragraph 3-7c.

c. The promotion authority may remove a soldier's name from an approved recommended list as follows:

(1) When a board has recommended that the soldier be removed from the recommended list.

(2) When an adverse action exists, including a soldier serving a court-martial sentence, serving punishment under Article 15 of the UCMJ, or when a soldier is undergoing proceedings that may result in an other than honorable discharge.

(a) Removal will be no later than 15 days following the effective date of the adverse action or the date final action is taken on an appeal to a reduction action that was not suspended.

(b) Removal after the 15-day restriction requires board action.

(3) When the soldier has made a written request.

d. Promotion packets of soldiers who are removed from a recommended list will be retained in the functional files of the BNS1 for 2 years.

e. Once the soldier is removed from the recommended list, this action is final unless the soldier is later completely exonerated and action is initiated to reinstate the soldier to the recommended list.

3-29. Steps for removing a soldier from a local promotion standing list

The steps for removing a soldier from a local promotion standing list are contained in table 3-11.

Table 3-11
Removing a soldier from a local promotion standing list

Step	Work center	Action required
1	UNIT	Notify soldier in writing of intent to recommend removal.
2		Commander requests removal of soldier from promotion list.

Table 3-11
Removing a soldier from a local promotion standing list
—Continued

Step	Work center	Action required
3	BNS1	Receive request, verify conditions for removal have been met, and determine need to conduct removal board.
4		Conduct removal board, if required.
5		Forward removal board proceedings to PSC using DA Form 4187.
6	PROM	Receive approved removal documentation from promotion authority.
7		Submit SIDPERS transaction to remove soldier from the AAC-C10.
8		Return approved removal documentation to BNS1.
9	BNS1	File copy of DA Form 4187 with promotion packet in functional files.

Section XII

Task: Conduct a Removal Board for Soldiers on Local Promotion Standing List

3-30. Rules for conducting a removal board for soldiers on a local promotion standing list

a. Soldier will be given written notification at least 15 working days prior to the date of the board.

b. The board will be composed of unbiased members (para 3-16e).

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

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

e. AR 15-6 does not apply to removal boards.

f. Rights of the soldier are as follows:

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

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

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

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

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

(6) Question any witness appearing before the board.

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

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

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

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

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

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

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

3-31. Steps for conducting a removal board for soldiers on a local promotion standing list

The steps for conducting a removal board for soldiers on a local promotion list are contained in table 3-12.

Table 3-12
Conducting a removal board for soldiers on a local promotion standing list

Step	Work center	Required action
1	UNIT	Commander requests removal of soldier from promotion standing list.
2	BNS1	Receive request/verify conditions for removal have been met. Determine need to conduct removal board.
3	UNIT	Commander notifies the soldier in writing 15 days prior to the date of the board.
4	BNS1	Conduct removal board, if required. Promotion authority approves board findings.
5		Forward removal board proceedings to PSC using DA Form 4187.
6	PROM	Receive approved removal documentation from promotion authority.
7		Review action for compliance.
8		Submit SIDPERS transaction to remove soldier from AAC-C10.
9	ENRC	Update MPRJ.
10	PROM	File DA Form 4187, removal board report, and DA Form 3355 in functional files for 2 years.

Section XIII

Task: Reinstate Soldiers to Local Promotion Standing List (AAC-C10)

3-32. Rules for reinstating soldiers to a local promotion standing list

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

b. A soldier removed from a list and later completely exonerated will be reinstated.

c. To be completely exonerated, the action that caused the initial removal must have been erroneous or should not have been imposed so that the soldier is free of any wrongdoings or accusation.

(1) For example, a soldier receives a local bar to reenlistment for failure to comply with AR 600-9 and is removed from the recommended list.

(2) Subsequent compliance with AR 600-9 and removal of the bar to reenlistment does not mean that the action that caused the removal was erroneous. Therefore, the soldier is not "completely exonerated" and reinstatement is not authorized.

d. In no case should a reinstatement be delayed more than 10 days.

e. If the soldier should have been promoted, the DOR and effective date will be the date of original eligibility.

3-33. Steps for reinstating soldiers to a local promotion standing list

The steps for reinstating soldiers to a local promotion standing list are contained in table 3-13.

Table 3-13
Reinstating soldiers to a local promotion standing list

Step	Work center	Action required
1	UNIT	Send request to BNS1
2	BNS1	Prepare DA Form 4187 to reinstate soldier.
3		Promotion authority approves or disapproves reinstatement to the promotion standing list.
4		Send approval to PSC.
5	PROM	Submit SIDPERS transactions.
6		Obtain AAC-C10 from PAUT.
7		Verify AAC-C10.
8		Attach DA Form 4187 to DA Form 3355.

Section XIV

Task: Process Monthly HQDA Promotion Point Cutoff Scores

3-34. Rules for processing monthly HQDA promotion point cutoff scores

a. This task contains eligibility criteria for promotion of Active Army members to the rank of SGT and SSG made against monthly promotion cutoff scores.

b. HQDA will determine the needs of the Army by grade and MOS.

c. A soldier's total points are forwarded through SIDPERS (PRMS transaction) to PERSCOM for consolidation into an Army-wide listing of eligibles by MOS maintained in the EMF. A determination is then made for each MOS as to what promotion point cutoff score would promote the desired number of soldiers to meet the needs of the Army in a specific month. These decisions are based primarily upon budget constraints and individual MOS requirements.

d. The importance of accuracy and timeliness in submission of data to SIDPERS cannot be overemphasized.

e. Soldiers will be eligible for promotion on the first day of the third month following the selection month (for example, a soldier selected by a promotion board in January 1991 will become eligible for promotion on 1 April 1991).

f. The DOR and effective date will be the same.

g. If a soldier is promoted late, use procedures in paragraph 1-13e.

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

i. This task and the HQDA monthly letter that announces the promotion point cutoff score and any other authority that authorized the promotion will be included in the promotion order.

j. DORs will be the same as the effective date of promotion. If the promotion was delayed due to an administrative error, the DOR will be the effective date that the promotion should have occurred.

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

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

(2) Promotions upon arrival at a gaining organization (para 3-40).

(3) Effective 1 October 1989, soldiers were required to be graduates of PLDC prior to promotion to SGT. Soldiers are allowed to compete for promotion to SGT but cannot be promoted to SGT until completion of PLDC. Soldiers who met a cutoff score for SGT after 1 October 1989, but were not PLDC graduates, would be promoted on the first day of the month following completion of PLDC.

l. Promotions other than in the month for which the cutoff score is met, with the exception of *k(1)*, *(2)*, and *(3)* above and paragraph 3-24b, are only authorized upon approval of CG, PERSCOM.

3-35. Steps for processing monthly HQDA promotion point cutoff scores

The steps for processing monthly HQDA promotion point cutoff scores are contained in table 3-14.

Table 3-14
Processing monthly HQDA promotion point cutoff scores

Step	Work center	Required action
1	PROM	Receive cutoff scores from PERSCOM.
2		Identify eligible soldiers.
3		Verify eligibility (pay special attention to educational level/service remaining obligation).
4		Publish promotion orders immediately.
5		Submit SIDPERS GRCH transaction.
6		Forward copy of promotion order to OMPF; file copy in the MPRJ and forward copy to soldier's BNS1. (Upon promotion to SGT, attach all advancement/reduction DA Forms 4187 for SPC and below to the SGT promotion order for filing in the OMPF.)
7	BNS1	Receive promotion orders from PSC.
8		Verify promotable status.
9		Prepare promotion certificates.
10	BNS1	Forward promotion documents to unit.
11	UNIT	Conduct promotion ceremony.
12	BNS1	Update BNS1 files.

Section XV

Task: Process Service Remaining Obligations

3-36. Rules for processing service remaining obligations

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

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

c. If otherwise eligible, soldiers in the categories listed in *(1)* through *(5)* below may be promoted without regard to service remaining obligation.

(1) Those whose active service would exceed the reenlistment ineligibility point for SSG (20 years) if required to meet the 12-month service obligation. In those cases, soldiers will be required to extend the number of months needed to complete 20 years of service.

(2) Those whom HQDA will promote while missing, MIA, captured, or detained.

(3) Very seriously ill soldiers.

(4) Those whose extended ETS would be after age 55 is attained if required to meet the 12-month service obligation. In those cases, soldiers will be required to extend through the end of the month in which 55th birthday occurs.

(5) Those who would lose eligibility to reenlist in their SRB MOS, or who lose entitlement to all or a portion of SRB if required to extend their current term of service or reenlist at their current grade to meet the service obligation.

d. When monthly promotion point cutoff score announcements are received from HQDA, promotion authorities will

identify those who are eligible for promotion and who do not meet the service remaining obligation (figs 3-5 and 3-6).

e. The promotion authority will notify the soldier, in writing (This may be done by preparing a precondition memorandum or service obligation memorandum.) of the following:

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

(2) Instruct the soldier to seek detailed information promptly on available benefits and options (including a chance to reenlist in his or her grade after extending) from the local career counselor.

(3) Set a suspense date by which the soldier must incur obligated active service for promotion.

f. The promotion authority will promote the soldier promptly, but not earlier than the effective month, when evidence is received (reenlistment or extension document) that the service remaining obligation has been met.

g. The effective date of promotion will be the same day as the promotion instrument or the first day of the promotion month, whichever is later.

h. For retroactive promotions, the service obligation will be computed from the date the promotion should have occurred.

i. DOR will be the same as effective date of promotion.

j. A soldier's separation from the service before fulfilling the service remaining obligation does not invalidate the promotion if the service requirements were met at the time of promotion.

3-37. Steps for processing service remaining obligations

The steps for processing service remaining obligations are contained in table 3-15.

Table 3-15
Processing service remaining obligations

Step	Work center	Required action
1	PROM	Receive cutoff scores from PERSCOM.
2		Identify eligible soldiers.
3		Verify service remaining obligation.
4		Notify promotion authority of service remaining obligation.
5	BNS1	Notify soldier of service remaining obligation for promotion.
6	PROM	Set suspense date for compliance with service remaining obligation.
7		Receive extension/reenlistment documentation.
8		Publish orders.

Section XVI

Task: Prepare Promotion Packet for Transfer at Permanent Change of Station (PSC) (Out-Processing)

3-38. Rules for preparing promotion packets for transfer at PCS

a. The promotion packet and a copy of the page of the AAC-C10 (Recommended List) that contains the soldier's name will be sealed in an envelope and filed in the action-pending section of the MPRJ by out-processing.

b. If the soldier is not on the AAC-C10 report during the month of PCS, a statement will be issued by the PSC (out-processing) to verify the soldier was selected for promotion, giving the total promotion points.

c. The outprocessing workcenter will ensure that the complete packet as described in paragraph 3-6 is filed in the MPRJ prior to the soldier departing the losing command. If this

requirement cannot be met, a letter of explanation signed by the PSC commander or officer in charge will be filed in the soldier's MPRJ prior to departure.

3-39. Steps for preparing promotion packets for transfer at PCS

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

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

Step	Work center	Required action
1	PROM	Ensure promotion packet is filed in the MPRJ.
2		File a copy of the current AAC-C10 report or statement verifying soldier's promotion list status in the promotion packet.
3		File promotion packet in the action pending part of the MPRJ.
4	ENRC	Forward MPRJ to out-processing station.

Section XVII

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

3-40. Rules for processing promotions upon arrival at gaining organization

a. During in-processing, the gaining commander will determine whether the soldier qualifies for promotion or should be added to the promotion list.

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

c. Recommended list status must be verified. Verification requires a promotion packet and either of the following:

(1) A recommended list published during the month of, or before, the soldier's departure from the losing command, reflecting the most current points.

(2) A statement issued by the losing PSC verifying the soldier was recommended by a valid board.

d. If a soldier qualifies for promotion while in transit but does not meet the remaining service obligation, the gaining commander will set a suspense date by which the soldier must incur obligated active service for promotion. All dates will be based on the month he or she actually first qualified for promotion.

e. When the soldier meets the service remaining obligation, he or she may be immediately promoted, but not earlier than the effective month.

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

g. When the promotion or advancement instrument is published by the inprocessing workcenter and the delay is due solely to the soldier being in an intransit status, so much of paragraph 1-13e as requires that the DA Form 4187 or memorandum be forwarded to the next higher advancement or promotion authority does not apply. The promotion or advancement instrument will have special instructions indicating that the promotion was delayed solely due to the soldier being in an intransit status.

3-41. Steps for processing promotions upon arrival at gaining organization

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

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

Step	Work center	Required action
1	IOPR	Verify soldier is on a recommended promotion list.
2	PROM	Integrate soldier to local promotion standing list if he or she has not met a promotion point cutoff score.
3		Submit SIDPERS transaction to integrate soldier on the AAC-C10, or promote soldiers who met, equaled, or exceeded a promotion point cutoff score while in transit.
4		Submit SIDPERS transaction to update soldier's grade.
5		Review next cycle AAC-C10 report to ensure it reflects the soldier's name and correct promotion point score.

Section XVIII

Task: Process Promotion Packet at In-Processing

3-42. Rules for processing promotion packet at in-processing

a. During in-processing, the PSC that supports the gaining promotion authority will place a soldier's name on the current recommended list based on the promotion packet and either of the following:

(1) A recommended list published during the month of, or before, the soldier's departure from the losing command, reflecting the most current points.

(2) A statement issued by the losing PSC verifying the soldier was recommended by a valid board, reflecting appropriate promotion points.

b. If a promotion packet is not available, the above items are not valid. The soldier's name will not be placed on the recommended list of the gaining command.

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

(2) If the promotion packet cannot be obtained, but promotion board proceedings are available and the soldier's losing command can verify recommended list status, then the promotion board proceedings or the original initial DA Form 3355 signed by the promotion authority may be used to reconstruct the soldier's promotion packet, provided it is determined the soldier held valid recommended status prior to PCS and can be integrated onto the list.

c. Soldiers whose promotion packet was lost and cannot be reconstructed or whose recommended list status cannot be verified within 90 days of arrival in command must appear before a promotion board to gain recommended list status. The PSC will notify the promotion authority of this 90 days after the soldier's arrival in the command.

3-43. Steps for processing promotion packet at in-processing

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

Table 3-18
Processing promotion packet at in-processing

Step	Work center	Required action
1	IOPR	Verify promotion list status.
2		Submit SIDPERS (PRMS transaction) to integrate soldier on promotion list.
3		File promotion packet in MPRJ.

Section XIX

Task: Process Grade Related Pay Inquiries (SGT or SSG)

3-44. Rules for processing grade related pay inquiries (SGT or SSG)

a. A representative within the Promotions Work Center of the PSC must sign the DA Form 2142 as verifying official, for purposes of casual payment. Authorized representatives may be one of the following:

- (1) Chief of promotions section.
- (2) SSG or above.

b. Signature of verifying official will signify that promotion is valid and appropriate transactions have been submitted to correct SIDPERS/JUMPS database.

c. Once signed by verifying official the soldier will take the document to Finance for payment.

d. Copy of LES will be provided as part of the pay inquiry.

3-45. Steps for processing grade related pay inquiries (SGT or SSG)

The steps for processing grade related pay inquiries (SGT or SSG) are contained in table 3-19.

Table 3-19
Processing grade related pay inquiries (SGT or SSG)

Step	Work center	Action required
1	UNIT	Send soldier to PAC. Ensure soldier has copy of current LES.
2	BNS1	Soldier initiates pay inquiry DA Form 2142.
3		Forward inquiry to PSC for action.
4	PSC	Receives inquiry.
5	PROM	Verifies promotion order for validity.
6		Review AAC-P01, AAC-P11 to determine if soldier was correctly promoted in SIDPERS.
7		Review AAC-P49 to determine if a five-card transaction was generated to U.S. Army Finance and Accounting Center (USAFAC).
8		Review AAC-P51 to determine if transaction generated to USAFAC failed to process.
9	PROM	Review R070 report to determine if soldier was correctly promoted in JUMPS.
10		If above reviews do not show a processing error, contact the FAO and ask for soldier's grade and effective date of promotion on JUMPS.
11	FAO	The FAO provides PSC all information necessary to resolve inquiry.

Table 3-19
Processing grade related pay inquiries (SGT or SSG)—
Continued

Step	Work center	Action required
12	PROM	Submit any necessary corrections. If SPF needs to be corrected, submit a GRCH transaction. If data on MMPF needs to be corrected, submit a JACT transaction.

Table 3-19
Processing grade related pay inquiries (SGT or SSG)—
Continued

Step	Work center	Action required
13	PROM	Send solder to the FAO with verified source documents, if local policy authorizes casual payment.

Note:
In cases mentioned above, a source document (DA Form 4187, promotion order, Article 15, court-martial order) must have been published.

Table 3-2
Eligibility criteria

Factor	Criteria	Exceptions	Waivers (Limit of two)
1. MOS.	Soldiers must compete for and be promoted in their CPMOS.	None.	None.
2. Education.	Civilian—Must have high school diploma, general education development (GED) equivalent, associate, or higher degree. Military—The Primary Leadership Development Course (PLDC) is mandatory prior to board appearance for SSG. All nonresident courses are not acceptable for this requirement. Graduates of a resident BNCOC, AN-COC, or PLDC meet this requirement. Graduates of a resident NCO Academy prior to 1 October 1976 meet this requirement. Graduates from PLDC or equivalent course listed above prior to promotion to SGT effective 1 October 1989.	None. Resident Basic Non-commissioned Officers' Course (BNCOC) graduate prior to 1 January 1986 are exempt from this requirement.	None. None.
3. Board appearance.	Soldiers must be recommended by a promotion selection board.	None.	None.
4. Time requirement for promotion to SSG.			
a. TIS for promotion (as of the 1st day of the promotion month).	84 months.	Secondary zone.	Down to 48 months TIS for secondary zone promotion.
b. TIMIG for promotion (as of the 1st day of the promotion month).	10 months.		5 months.
c. TIS for board appearance (as of the 1st day of the board month).	81 months.	Secondary zone.	Down to 45 months TIS for soldiers who have been recommended to compete in the secondary zone.
d. TIMIG for board appearance (as of the 1st day of the board month).	10 months		5 months.
5. Requirements for promotion to SGT.			
a. TIS for promotion (as of the first day of the promotion month).	36 months.	Secondary zone.	Down to 18 months TIS for soldiers who have been recommended to compete in the secondary zone.
b. TIMIG for promotion (as of the 1st day of the promotion month).	8 months.		4 months.
c. TIS for board appearance (as of the 1st day of the board month).	33 months.		Down to 15 months for soldiers who have been recommended to compete in the secondary zone.

Table 3-2
Eligibility criteria—Continued

Factor	Criteria	Exceptions	Waivers (Limit of two)
d. TIMIG for board appearance (as of the 1st day of the board month).	8 months.		4 months.
6. Disciplinary.	No record of court-martial conviction, AWOL, or lost time on current term of enlistment. This criteria does not apply to soldiers who held recommended list status prior to 1 October 1985. An approved reenlistment waiver must be received prior to board appearance.	None.	None.
7. Physical qualification.	Soldiers are considered to be physically qualified for promotion, unless determined otherwise by a Physical Evaluation Board.	None.	None.
8. SGT.	An SQT score of 60 or higher (as reported on the recent individual soldier's report (ISR) or test site officer (TSO) data. Score will remain valid for 24 months from date tested unless replaced by a more recent score.	Soldiers who have no SQT score for the reasons indicated below, use the no fault provisions. a. A soldier who is unable to take an SQT through no fault of his/her own as determined by the promotion authority. b. A soldier who has taken a regular SQT but has not received the test results. c. A soldier who is in an MOS for which no SQT is available or has not been implemented into the promotion system. d. A soldier who is exempt from SQT evaluation by HQDA. e. A soldier has been reclassified other than for inefficiency or misconduct and is not on a recommended list may compete for promotion based on prior eligibility.	The promotion authority may waive an SQT of 59 or less.
9. Promotion points.	Soldiers must obtain a minimum of 550 points if competing for promotion to SSG, and 450 points if competing for promotion to SGT prior to being added to the recommended list.	None.	None.
10. Service remaining obligation.	12 months for promotion to SSG.	a. Those whose active service would exceed the reenlistment ineligibility point for SSG (20 years) if required to meet the 12-month service remaining obligation. In those cases, soldiers will be required to extend the required number of months needed to complete 20 years service. b. Those whom HQDA will promote while missing in action (MIA), captured, or detained. c. Very seriously ill soldiers.	None.

Table 3-2
Eligibility criteria—Continued

Factor	Criteria	Exceptions	Waivers (Limit of two)
		<ul style="list-style-type: none"> d. Those who extended ETS would be after age 55 is attained if required to meet the 12 months service remaining obligation. In those cases, soldier will be required to extend through the end of the month in which 55th birthday occurs. e. Those who would lose eligibility to reenlist in their special reenlistment bonus (SRB) MOS. f. Those who lose entitlement to all or a portion of SRB if required to extend their current term of service or reenlist to meet the service remaining service obligation, provided that the soldier has made a firm commitment in writing, to reenlist when his or her current term of service expires. 	

PROMOTION POINT WORKSHEET			1 TYPE	2 DATE
For use of this form, see AR 600-8-19. The program number is (DA) 3355			<input checked="" type="checkbox"/> a Initial <input type="checkbox"/> b Reevaluation <input type="checkbox"/> c Re-computation	2 JAN 90
DATA REQUIRED BY THE PRIVACY ACT OF 1974				
AUTHORITY:		Title 5 USC, Section 301		
PRINCIPAL PURPOSE:		To determine eligibility for promotion.		
ROUTINE USES:		Information may be referred to appropriate authorities to determine promotion eligibility and validity of points granted.		
DISCLOSURE:		Voluntary failure to furnish information requested may result in denial of promotion.		
3 NAME	4 SSN	5 GRADE		
ADCOCK, LISA A	000-00-0000	SGT		
6 CURRENT ORGANIZATION	7 SRB MOS	8 PMOS	9 RECOMMENDED GRADE/CPMOS	
HHC, 1/102 INF BN FT DEFENSE, VA 22310	NA	71L	SSG/71L	
SECTION A - RECOMMENDATION				
10 FROM (Commander)	11 THROUGH (Promotion Authority)	12 TO (PSC) CDR 507 PSC ATTN: AF22-AG-PM FT DEFENSE VA 22310		
HHC, 102 INF BN FT DEFENSE, VA 22310	CDR 1/102 INF BN FT DEFENSE VA 22043			
13 Under the provisions of AR 600-8-19, chapter 3 (Active Army); AR 140-158, chapter 3 (USAR); or NGR 600-200, chapter 6 (ARNG) (check one of the following):				
<input checked="" type="checkbox"/> a Recommend the above-named soldier for promotion/reevaluation to the grade indicated. (Complete lines 13b (1) - (6) and send to the promotion authority.)				
<input type="checkbox"/> b Request the following information be used in the next scheduled recomputation of promotion points. (Complete lines 13(b)(2) - (6) and send to the PSC)				
(1) Waivers required (maximum of two allowed)		(2) Most recent individual assigned weapon qualification		
<input checked="" type="checkbox"/> (a) Time in Service		(a) Expert	(d) DATE	
(b) Time in Grade		<input checked="" type="checkbox"/> (b) Sharpshooter		
(c) SQT score (59 or below)		(c) Marksman	10 DEC 89	
(3) Most recent Physical Fitness Test Scores (Minimum score of 60 in each event)		(4) (a) SOLDIER'S CURRENT SQT SCORE	(4) (b) DATE	
75 (a) Situps		81	15 JUN 89	
80 (b) Pushups		(5) I certify (Must check one of the following on all recommendations):		
90 (c) Two-Mile Run		<input checked="" type="checkbox"/> (a) That the soldier has taken an SQT during the most recent test period.		
245 (d) Total	10. DATE	<input type="checkbox"/> (b) That the soldier has not taken an SQT due to no fault of his/her own.		
		<input type="checkbox"/> (c) That the soldier failed to take an SQT during the most recent test period due to his/her own fault.		
14 REMARKS		(6) PROMOTION POINTS AWARDED TO SOLDIER FOR DUTY PERFORMANCE (Maximum 200 points)		
15a SIGNATURE BLOCK OF COMMANDER		15b SIGNATURE OF COMMANDER	15c DATE	
J.P. DORSEY CPT IN, COMMANDING		J.P. Dorsey	2 JAN 90	
16a SIGNATURE BLOCK OF PROMOTION AUTHORITY		16b SIGNATURE OF PROMOTION AUTHORITY	16c CHECK ONE	16d DATE
THOMAS R. LEEDY LTC IN, COMMANDING		Thomas R. Leedy	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	3 JAN 90
SECTION B - ADMINISTRATIVE POINTS				
1. DUTY PERFORMANCE - MAXIMUM 200 POINTS (Enter points awarded by Commander for duty performance on promotion recommendation (See Section A, item (13b)(6))			POINTS GRANTED	
2. SKILL QUALIFICATION TEST (SQT) - MAXIMUM 200 POINTS			POINTS GRANTED	
a Enter the soldier's latest SQT score from the Individual Soldier's Report (ISR), or TSO data, if the score is 60 or higher			81 * 2 =	162
b Enter the number of promotion points granted under the no fault provision.				

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DA FORM 3355 MAR 85 IS OBSOLETE

Figure 3-1. Sample of a complete DA Form 3355

3. Awards and Decorations - Maximum 50 Points List and multiply the number of awards received by the number of points authorized for the award as explained in the instructions											
CERT OF ACHVMT	1	5	5								
	x	=		x	=		x	=			
	x	=		x	=		x	=			
Total Points Granted →										5	
4. Military Education - Maximum 150 Points											
PLDC	30										
CORR CRS	3										
AG 002 = 5											
AG 004 = 5											
AG 071 = 8											
NBC-1WR	2										
Total Points Granted →										TOTAL 35	
5. Civilian Education - Maximum 100 Points						6. Military Training - Maximum 100 Points					
UNIV & PMd	13					a	Marksmanship	30			
						b	Physical Fitness Test	25			
Total Points Granted →						c Total Points →					
13						55					
7. I certify that the above administrative points shown have been accurately extracted from appropriate records and promotion points indicated are correct											
a. SIGNATURE OF RESPONSIBLE OFFICIAL				b. GRADE		c. DATE		d. SIGNATURE OF RECOMMENDED INDIVIDUAL			
<i>Robert M. Blum</i>				SSG		10 JAN 90		<i>Thomas R. Leedy</i>			
SECTION C - TOTALS											
Note - Only the fractional total promotion points in item 3 of this section will be rounded off to the nearest whole number. A fraction of 5/10 or higher will be rounded up to the next higher whole number. A fraction of 4/10 or less will be rounded down to the next lowest whole number.										GRANTED	
1. TOTAL ADMINISTRATIVE POINTS - MAXIMUM 600 POINTS (Total of items 1 through 6, Section B)										460	
2. TOTAL BOARD POINTS - MAXIMUM 200 POINTS										195	
3. TOTAL PROMOTION POINTS - MAXIMUM 1,000 POINTS (Add items 1 and 2)										655	
4. I certify that the total points shown have been accurately extracted from appropriate records and promotion list points indicated are correct											
a. SIGNATURE OF BOARD RECORDER						b. GRADE		c. DATE			
<i>Robert M. Blum</i>						CPL		10 JAN 90			
5. I certify that the soldier has been recommended for promotion by a valid promotion board											
a. SIGNATURE BLOCK OF PROMOTION AUTHORITY					b. SIGNATURE			c. DATE BOARD PROCEEDINGS WERE APPROVED			
THOMAS R. LEEDY LTC, IN, COMMANDING					<i>Thomas R. Leedy</i>			12 JAN 90			
6. STATEMENT (Use only when a recommendation is disapproved, when a soldier is not selected by the board, or when the soldier cannot be added to the recommend list due to not attaining the minimum required points)											
"I have been counseled on my promotion status and deficiencies."											
a. SIGNATURE OF SOLDIER				b. DATE		c. TYPED OR PRINTED NAME OF COUNSELOR					
						d. SIGNATURE OF COUNSELOR					

PAGE 2, DA FORM 3355, APR 91

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

Instructions for completing DA Form 3355

- Item 1. Type.** Place check mark by appropriate type.
- Item 2. Date.** Self explanatory.
- Item 3. Name.** Enter last name, first name, middle initial (or NMI if none).
- Item 4. Social Security Number.** Enter social security account number.
- Item 5. Grade.** Enter present grade.
- Item 6. Current organization.** Enter current organization.
- Item 7. SRB MOS.** If soldier is SRB recipient enter SRB MOS.
- Item 8. PMOS.** Self explanatory.
- Item 9. Recommended grade/MOS.** Self explanatory.

Section A. Recommendation

- Item 10. From.** Self explanatory. Check appropriate statement.
- Item 11. Through.** Self explanatory.
- Item 12. To.** Self explanatory.
- Item 13.** Check appropriate statement, enter date and score where required. Unit Commander's signature on Section A verifies soldier's APFT and weapons qualification score. Promotion points will be granted based on a maximum of 200 points to be awarded by the commander. In awarding these points, commander should consider values or NCO responsibilities and personal traits such as potential for advancement, competence, physical fitness and military bearing, leadership, training, responsibility and accountability, adaptability and expression. Evaluate the "whole person."
- Item 14. Remarks.** Soldier requesting reevaluation must do so by using this section. The soldier's signature and election for either an administrative or total reevaluation must be included. Explanation of waiver may also be addressed in this section.
- Item 15. Signature of commander.** Self explanatory.
- Item 16. Signature of promotion authority.** Self explanatory.

Section B—Administrative Points

Hard copy documents are required to verify the award of all promotion points, except as otherwise stated. All items of Section B are required to be authenticated by a PSC official (SSG or above) prior to initial board appearance, during recomputation periods, and when a reevaluation occurs. Indicate "soldier not available for signature," if applicable. (See signature blocks at the end of Section B Part II.)

- Item 1. Duty performance.** Self explanatory.
- Item 2. Skill qualification test:**
 - a. If a soldier's score is older than 24 months from date tested, or if the soldier does not have an SQT score at the time of reclassification or recomputation grant points under the table below. Promotion points will be awarded based on the total number of administrative points from items 1, 3, 4, 5, and 6, Section B.

Total Score	Prom Points	Total Score	Prom Points
0-37	= 120	338-375	= 185
38-75	= 125	376-412	= 170
76-112	= 130	413-450	= 175
113-150	= 135	451-487	= 180
151-187	= 140	488-525	= 185
188-225	= 145	526-562	= 190
226-262	= 150	563-599	= 195
263-300	= 155	600	= 200
301-337	= 160		

Note. If the individual soldier's report is not available, SQT data received from the TSO may be used to award promotion points. This information must be provided by correspondence (for example, DA Form 4187 or memorandum), be signed by the TSO and include the MOS in which tested, date test was scored, and score. The date the test was scored will be used to determine eligibility for promotion points. A copy of the TSO data will be attached as part of the promotion packet. Scores older than 24 months from date tested will not be used. Upon initial recommendation for soldiers who failed to take the SQT due to their own fault, the recommending commander will inform the soldier that he or she is ineligible to compete for promotion until a current SQT score has been received or 12 months has elapsed since

the close of the test window in which the soldier failed to test, whichever is earlier. Recommendation will not be forwarded to the promotion authority for soldiers in this category. After the 12 month period, the soldier may compete using the no fault provision or until an SQT score is received, provided he or she does not fail to take the SQT during the next test window.

Item 3. Awards and decorations

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

- a. Soldier's Medal or higher award—35
- b. Bronze Star Medal (Valor or Merit)—30
- c. Defense Meritorious Service Medal—25 *see chg 101*
- d. Meritorious Service Medal (MSM)—25
- e. Air Medal (Valor or Merit)—20
- f. Joint Service Commendation Medal—20
- g. Army Commendation Medal (Valor or Merit)—20
- h. Joint Service Achievement Medal—15
- i. Army Achievement Medal—15
- j. Purple Heart—~~15~~ 30 *see chg 101*
- k. Combat Infantry Badge—15
- l. Combat Field Medical Badge—15
- m. Army Reserve Component Achievement Medal (reserve component only)—10
- n. Good Conduct Medal—10
- o. Expert Infantry Badge—10
- p. Expert Field Medical Badge—10
- q. Basic US Army Recruiter Badge (each subsequent award, that is, Gold Achievement Star, Gold Recruiter Badge, Sapphire Achievement Star, will receive 5 points)—10
- r. Parachutist Badge—5
- s. Parachute Rigger Badge (permanent awards only)—5
- t. Divers Badge—5
- u. Explosive Ordnance Disposal Badge (permanent awards only)—5
- v. Pathfinder Badge—5
- w. Aircraft Crewman Badge (permanent awards only)—5
- x. Nuclear Reactor Operator Badge—5
- y. Ranger Tab—10
- z. Special Forces Tab—5
- aa. Driver and Mechanic Badge (maximum 5 points)—5
- ab. Air Assault Badge—5
- ac. Drill Sergeant Identification Badge—5
- ad. Campaign Star (Battle Star)—5
- ae. Tomb Guard Identification Badge (permanent awards only)—5
- af. DA Form 2442 (Certificate of Achievement) and locally designed Certificate of Achievement (both must be awarded by commanders/deputy commanders serving in positions authorized the rank of LTC or higher or any general officer) (maximum 10 points)—5
- ag. Equivalent awards and decorations earned in other U.S. Uniformed Forces receive same points as army awards—_____
 - a. Awards of higher skill badges count as subsequent awards and will receive points; for example, a soldier awarded the Senior Parachutist Badge and the Parachutist Badge will be credited with two Parachutist Badges (10 points).
 - (1) Soldiers who have been awarded the parachutist badge, are currently serving in an approved TOE/table of distribution and allowances (TDA) parachutist position and are in receipt of incentive pay for parachute duty will be awarded extra points in addition to those awarded badges on line (18), as follows: Parachutist, 20 points; Senior, 25 points; Master, 30 points.
 - (2) Soldiers who receive additional points under these provisions and who voluntarily terminate or are terminated for cause (misconduct or inefficiency) will be subject to an immediate adjustment of item 2 (when administrative points are used), 3, 7, 9, if appropriate, and will have their points reduced by the appropriate number.
 - (3) Soldiers who are involuntarily terminated from parachutist status due to any reason will have their points reduced by the appropriate number immediately.
 - (4) For soldiers who are reassigned, the following action will be taken:
 - (a) Losing commander will ensure that the promotion points are reduced prior to departure (this could be accomplished during out processing).
 - (b) The gaining commander will ensure that if the individual is assigned to an airborne slot, the promotion points are increased (this could be accomplished during in-processing).
 - ai. The Good Conduct Medal ending date (period of service) will be used to determine eligibility for promotion points. The date of the order or ending period, whichever is later, will be used to determine eligibility for promotion points on all remaining awards (for example,

Army Commendation Medal (ARCOM), Army Achievement Medal (AAM), and MSM.

aj. Campaign stars may be verified by entries in item 9, DA Form 2-1.

ak. Promotion points are not authorized for foreign awards, decoration(s) or badges.

Item 4. Military education

a. Grant promotion points for completion of primary and basic level Noncommissioned Officers Education System (NCOES) courses listed in AR 351-1 as follows:

(1) Award 30 points for completion of the first NCOES course regardless of grade and MOS.

(2) Award 3 points per week for any additional NCOES course.

(3) Only resident NCOES courses are authorized points under this rule. Nonresident NCOES courses are awarded points under correspondence course rules.

(4) Noncommissioned Officer Academy (NCOA) courses completed prior to the establishment of Primary Leadership Course (PLC) in 1977 will be awarded 20 points.

b. Ranger School/Special Forces Qualification Course will be awarded 30 points except when the course exceeds 15 weeks in which case 2 points per week will be awarded.

c. The awarding of 2 points per week is authorized for courses listed on a DA Form 87 (Certificate of Training). Training that resulted in the issuing of a DA Form 87 must have been during duty hours (that is, TDY) and funded by the military. Ordinary leave and permissive TDY are not considered as duty time nor are unit funds considered as military funding. Civilian certificates of completion for military training are not authorized promotion points unless verified by DA Form 87.

d. Promotion points for completion of military correspondence (extension) subcourses are as follows:

(1) Determine the number of credit hours completed for subcourses, divide that number by 5 (1 point for each 5 credit hours). The result is the number of promotion points to be awarded. Less than 5 credit hours receives no promotion points and fractions will be dropped (for example, 9 subcourse hours are worth 1 point).

(2) Promotion points will not be awarded for duplicate subcourses.

(3) Promotion points are not authorized for Air Force correspondence courses unless they are reflected on a transcript showing successful completion of the course examination (CE). Promotion points are not authorized for Volume Review Exercise (VRE).

e. Headstart courses are authorized promotion points based on the 2 points per week rules. Entries in item 17 of DA Form 2-1 will serve as verification. Points are not authorized for subsequent headstart courses in same language.

f. All other courses successfully completed of at least 1 week duration will be awarded 2 points per week.

g. Promotion points are not authorized for completion of basic combat training, MOS producing schools, or MOS proficiency training. This restriction also applies to training basic combat training/advanced individual training acquired during prior service or in conjunction with reclassification and or reenlistment). This restriction applies whether or not the soldier was awarded an MOS, or if the MOS is PMOS, secondary military occupational speciality (SMOS), or additionally awarded military occupational speciality (AMOS). This restriction does not apply to the Special Forces Qualification Course, to further career development training, BN-COC, or the Army Recruiter Course (ARC).

h. Promotion points for special qualifications skill identifier (SQI) or additional skill identifier (ASI) courses are authorized providing the ASI or SQ is not mandatory for the award of an MOS. Use AR 611-201 in making these determinations.

i. Credits are authorized for courses successfully completed by former officers provided the course was not closed to qualified enlisted soldiers on active duty (for example, Master Fitness Trainers Course or Defense Language Institute). Soldiers are not eligible for promotion points for attendance at OCS or Warrant Officer Entry Course.

j. Courses completed successfully in other U.S. uniformed services are awarded points on the same basis as those for U.S. Army courses.

k. USMAPS/United States Military Academy (USMA): promotion points will not be awarded for attendance under military education. However, promotion points will be awarded under civilian education for semester hours earned.

l. On-the-job training (OJT) and on-the-job experience (OJE) as defined in AR 351-1 does not qualify for the award of promotion points.

m. Fifty promotion points for military education are authorized for successful completion of the Level II Commander Certification Test (TCCT-II and SCCT-II). This test will serve as the proponent certification for MOS 19D, 19E, and 19K.

n. Fifty promotion points for military education are authorized for proponent certification for MOS 88K and 88L based on the marine certificate applicable for grade.

o. Promotion points are not authorized for Advanced Noncommissioned Officers' Course (ANCOC).

p. Medical MOS proficiency training is not authorized promotion points.

Item 5—Civilian education

a. Points for civilian education will be granted as follows:

(1) Business/trade school/college: 1 point for each semester hour earned.

(2) Education improvement (maximum 10 points): Award 10 additional promotion points to any soldier who completes one of the following actions while on active duty: obtains a high school diploma/GED, or completes any accredited postsecondary course or test. If recommended for SSG, the soldier must have completed one of the actions in grade SGT. Once awarded, the 10 points will remain until the soldier is promoted.

b. DA policy is to award 1 promotion point for each semester hour successfully earned through attendance at or recognized by a regionally accredited college or university, regardless of the basis. Accreditation status is published in *Accredited Institutions of Postsecondary Education* published annually for the Council on Postsecondary Accreditation by the American Council on Education. Schools listed are accredited by regional, national, and specialized accrediting bodies. The publication is available at local education centers.

(1) For the purpose of awarding promotion points, 1 and one-half quarter hours is equal to 1 semester hour. Therefore, to convert quarter hours to semester hours divide the number of quarter hours by 1.5. The result is the number of semester hours or promotion points to be awarded. No distinction is made between correspondence, extension, or resident courses.

(2) Transcripts will be used to determine the number of semester hours earned (student copies are acceptable). Grade slips or reports may be used in place of transcripts providing the form is machine printed, the number of hours (for example, semester hours), a final grade, and the school title or name is listed.

(3) Promotion points will be awarded for satisfactory examination results obtained under the Defense Activity for Nontraditional Education Support (DANTES) sponsored examination program with credit recommendations. College level entrance program (CLEP) general and subject examinations, DANTES, and American College Test (ACT) proficiency exams. A soldier who satisfactorily completes all five parts of the CLEP general examination (equivalent to 1 year in college or 30 semester hours) will be awarded 30 promotion points or will be considered to have earned the equivalent of 6 semester hours for each of the five parts satisfactorily completed. Soldiers who satisfactorily complete CLEP subject examinations, DANTES SSTs, or ACT proficiency exams will be awarded points based on the number of semester hours recommended by the American Council on Education (ACE) (local Education Center can assist in determining the appropriate number of semester hours). Duplicate credit will be awarded in any area (local Education Center can assist in resolving questions).

(4) Promotion points for military or civilian training or experience will only be awarded when accepted by a regionally accredited college or university (shown on transcript). American or Army Council on Education Registry Transcript System (AARTS) transcripts may not be used to determine promotion points in this case since they reflect ACE credit recommendations only. Education Centers may assist in the evaluations of college or trade school transcripts (for example, converting quarter, trimester hours, into semester hours). Continuing education units may not be used in computing promotion points.

c. Promotion points will be awarded for business or trade school and commercial correspondence courses from accredited schools. Accreditation will be determined as outlined in b(2) above. Completion certificates may be used in place of transcripts providing the number of course hours are listed. The following method will be used to equate business, trade school, and commercial correspondence course hours to semester hours for the purpose of determining the number of promotion points to be awarded: determine the number of classroom hours or clock hours for which the individual has documentation and, divide the number of classroom hours or

clockhours by the number "16." The result is the number of promotion points to be awarded.

d. Soldiers having college credits from foreign colleges or universities will be awarded promotion points provided their credentials have been evaluated and accepted by one of the following:

(1) A State university or recognized university or college listed in the Accredited Institution of Postsecondary Education published by the ACE.

(2) International Education Research Foundation, P.O. Box 66940, Los Angeles, California, 90066.

(3) World Education Services, Inc., Old Chelsea Station, P.O. Box 745, New York, New York, 10011.

(4) International Consultants, Inc., of Delaware, 107 Barksdale Professional Center, Newark, Delaware, 19711.

(5) Education Credentials Evaluation, Inc., P.O. Box 17499, Milwaukee, Wisconsin, 53217.

(6) Educational Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Suite 1000, Sacramento California, 95814.

(7) Consulting Engineers/Education Specialist, International Transcript Evaluation Division, P.O. Box 19576, Houston, Texas 77224-9576

(8) Center for Educational Documentation, P.O. Box 326, Boston, Massachusetts 02130.

(9) Education Evaluators International, Inc., P.O. Box 5397, Los Amigos, California 90721.

e. The officer in charge (OIC), promotions branch may, at any time, require the soldier to obtain additional information when the validity or legibility of a transcript or form is in question.

f. The following courses will not be authorized promotion points: Basic Skills Education Program (BSEP), Advanced Skills Education Program (ASEP), English as a Second Language (ESL), GT Improvement.

Item 6. Military Training

a. Marksmanship (most recent qualification score with individual assigned weapon).

Weapon qualification	Promotion points
Expert.....	50
Sharpshooter.....	30
Marksman.....	10

(1) The most recent individual assigned weapon qualification score regardless of date, will be used unless a soldier fails to qualify through his or her own fault. The PSC will withdraw all points until the soldier qualifies (actions to be completed during recomputation). Qualification score will be provided by the commander or, if data is not available, entry in item 9, DA Form 2-1 will be used to award points. If individual weapon qualification cannot be provided by the

commander and verifying information is not in the MPRJ, zero promotion points will be awarded.

(2) A soldier's individually assigned weapon should normally be the M16A1 rifle; however, it may be another individually assigned weapon when duty requires (for example, 45 or 38 caliber pistol for military police). The commander's decision applies.

b. Physical fitness test (situps, pushups, and 2 mile run). To qualify for promotion points, a soldier must attain a score of 60 on each event. Those soldiers with permanent physical profiles will be granted the minimum qualifying score of 60 for each waived event and use their actual score for each event taken. They must also qualify on the 2 mile run or approved alternate test according to FM 21-20. Soldiers with temporary physical profiles will use their current APFT score provided it is not more than 1 year old. However, soldiers who fail to take the APFT or an authorized alternate test according to FM 21-20 by the next regular recomputation will lose their points if more than 90 days have elapsed since the expiration of the temporary profile. Promotion points will be awarded based upon the most recent record APFT.

APFT score	Promotion points
300.....	50
299-290.....	45
289-280.....	40
279-270.....	35
269-260.....	30
259-240.....	25
239-220.....	20
219-200.....	15
199-180.....	10
179 or below.....	0

Certification. Self explanatory.

Section C—Totals

1. Total administrative points. Enter the total of items 1-6, Section B.

2. Total board points. Enter the total board points from DA Form 3357.

3. Total promotion points. Enter the total of items 1 and 2.

Certification and counseling statement. Self explanatory.

4. Self explanatory.

5. Self explanatory.

6. Self explanatory.

BOARD MEMBER APPRAISAL WORKSHEET

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

1. NAME (Last, First, MI) Adcock, Lisa A	2. RECOMMENDED GRADE SSG	3. PRESENT PMOS 71L	4. RECOMMENDED CPMOS 71L
--	------------------------------------	-------------------------------	------------------------------------

5. Board Interview and Evaluation					
AREAS OF EVALUATION	POINT SPREAD				TOTAL
	AVERAGE	ABOVE AVERAGE	EXCELLENT	OUTSTANDING	
A. Personal Appearance, Bearing, and Self-Confidence	1-15 POINTS	16-20 POINTS	21-25 POINTS	26-30 POINTS 30	30
B. Oral Expression and Conversational Skill	1-15 POINTS	16-25 POINTS	26-30 POINTS	31-35 POINTS 35	35
C. Knowledge of World Affairs	1-10 POINTS	11-15 POINTS	16-20 POINTS	21-25 POINTS 25	25
D. Awareness of Military Programs	1-10 POINTS	11-15 POINTS	16-20 POINTS	21-25 POINTS 25	25
E. Knowledge of Basic Soldiering (Soldier's Manual) (See note.)	1-15 POINTS	16-25 POINTS	26-35 POINTS	36-45 POINTS 40	40
F. Soldier's Attitude (includes leadership and potential for advancement, trends in performance, etc.)	1-15 POINTS	16-25 POINTS	26-35 POINTS	36-40 POINTS 40	40
G. TOTAL POINTS AWARDED (MAXIMUM 200 POINTS)					195

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

6. REMARKS

7. I DO DO NOT recommend the soldier for promotion.

8. SIGNATURE OF BOARD MEMBER Danny R. Pulley, SFC	9. RANK SFC	10. DATE 9 JAN 90
---	-----------------------	-----------------------------

Figure 3-2. Sample of a completed DA Form 3356

Instructions for completing DA Form 3356

Item 1. Name: Enter last name, first name, middle initial (or NMI if none).

Item 2. Recommended grade: Enter grade soldier is being recommended for.

Item 3. Present MOS: Enter soldier's current PMOS.

Item 4. Recommended CPMOS. Self explanatory.

Item 5. Board interview and evaluation.

Each evaluator will decide on the number of points for each of the six categories to be awarded a soldier. Enter the number of points in the appropriate block and carry over to the right column. Add and enter total.

Item 6. Remarks

Each evaluator will for the purpose of counseling, comment on specific item(s) in which the soldier appears noncompetitive and/or weak in this section.

Item 7. Self explanatory.

Item 8. Self explanatory.

BOARD RECOMMENDATION								1 DATE	
For use of this form, see AR 600-8-19. The proponent agency is ODCSPER								9 JAN 90	
2 NAME (Last, First MI)				3 SSN		4 RECOMMENDED GRADE		5 RECOMMENDED CP/MOS	
ADCOCK LISA A				000-00-0000		SSG		71L	
6. Point Results									
BOARD MEMBER	RECOMMENDED FOR PROMOTION		POINTS AWARDED						BOARD MEMBER TOTAL
	YES	NO	A	B	C	D	E	F	
(1)	✓		30	35	25	25	40	40	195
(2)	✓		30	35	25	25	45	40	200
(3)	✓		29	31	25	25	45	40	195
(4)	✓		27	30	25	25	45	38	190
(5)	✓		30	30	25	25	45	40	195
(6)									
(7)									
(8) COMBINED BOARD POINTS									975
(9) DIVIDED BY NUMBER OF BOARD MEMBERS EQUALS BOARD POINTS (MAXIMUM 200 POINTS)									195
7. Individual IS <input checked="" type="checkbox"/> IS NOT <input type="checkbox"/> recommended for promotion by a majority of the Board's membership.									
8. CHECK ONE									
NA	a. Individual appeared for reevaluation.								
NA	b. Individual was recommended for promotion but his/her administrative points, when added to his/her Board points, were not sufficiently high for attainment of promotion list status.								
NOTE: Transfer points awarded from DA FORM 3356 (Items 5A thru 5F) TO DA Form 3357 (Items 6A thru 6G)									
9 RECORDER					10 PRESIDENT				
CPL Robert Blum					CSM [Signature]				

DA FORM 3357, APR 91

DA FORM 3357, MAR 85 IS OBSOLETE

Figure 3-3. Sample of a completed DA Form 3357

Instructions for completing DA Form 3357

Item 1. Date. Self explanatory.

Item 2. Name: Enter last name, first name, middle initial (or NMI if none).

Item 3. SSN: Enter social security number.

Item 4. Recommended grade. Enter grade soldier is being recommended for.

Item 5. Recommended CPMOS. Self explanatory.

Item 6. Point results. Transfer points from DA Form 3356 (items 5A through 5F) to DA Form 3357 (items 6A through 6G).

Item 7. Self explanatory.

Item 8. Self explanatory.

Item 9. Self explanatory.

Item 10. Self explanatory.

(Office symbol) (AR 600-8-19)

(date)

MEMORANDUM FOR: (Unit's name and address)

SUBJECT: Report of Promotion Board Proceedings for Promotion to SGT and SSG

1. The 1st Battalion, 102d Infantry, Enlisted Promotion Board convened at 0800 hours, 9 January 1990, in accordance with AR 600-8-19, chapter 3, section IV, to review records and interview personnel for promotion to SGT and SSG.

2. The following members were present:

- CSM Joe Lozano, President
- SGM James H. Davis, Member
- ISG Stewart M. Tyson, Member
- SFC Danny R. Pulley, Member
- SFC Lana M Lukes, Member
- SFC William T. Hursh, Member
- CPL Robert M. Blum, Record (w/o vote)

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

a. To SSG:

<u>Name</u>	<u>SSN</u>	<u>RMOS</u>	<u>Promotion points</u>	<u>Board points</u>	<u>Promotion score</u>
Adcock, Lisa A.	000-00-0000	71L	460	195	655
Cruz, Frank	000-00-0000	11B	485	160	645
Glover, Victor D.	000-00-0000	11B	490	185	675
Murray, Dennis M.	000-00-0000	75B	600	200	800
Shawver, Doug	000-00-0000	11B	520	180	700

b. To SGT:

<u>Name</u>	<u>SSN</u>	<u>RMOS</u>	<u>Promotion points</u>	<u>Board points</u>	<u>Promotion score</u>
Blaskie, Tood	000-00-0000	75B	425	150	575
Green, Jesse L	000-00-0000	11B	325	130	455
Martin, Doris	000-00-0000	75B	350	140	490
Taylor, Cathy	000-00-0000	75C	475	165	640

4. The following soldiers were considered but not recommended for promotion. These individuals will be counseled in accordance with AR 600-8-19, paragraph 3-18m.

a. To SSG:

<u>Name</u>	<u>SSN</u>
Vega-Gomez, Elba	000-00-0000

b. To Sgt:

<u>Name</u>	<u>SSN</u>
Brannon, Dawn E.	000-00-0000
Cooper, Clarence	000-00-0000

Note: Information as to why a soldier was considered but not recommended may be obtained, on a need-to-know basis, from DA Form 3357 used for the soldier's board appearance.

5. The board adjourned at 1500 hours on 9 January 1990.

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

- 2 Encls
- Promotion Board Appointment
- Promotion Brackets

(signature and signature block of president of the board)

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

AFZZ-ZZ-A (XXXXXXX/XX Apr 90) (AR 600-8-19d) 1st End
SUBJECT: Report of Promotion Board Proceedings for Promotion to SGT and SSG

Commander, 1st Battalion, 102d Infantry, Fort Defense, VA 22310

FOR

Approved 12 January 1990. (See note 1.) (or Disapproved (date))

2 Encls
nc

(signature and
signature block of
president of the board)

DISTRIBUTION:

1 Organization file

Notes:

1. This date is the date of selection and the month and year will be shown in the DATE heading of the recommended list.
2. Removal boards conducted according to AR 600-8-19, chapter 3, will not report their recommendations in report of promotion board proceedings.

Figure 3-4. Sample format for report of board proceedings—Continued *see chg IOI*

(Letterhead)

(Office symbol) (AR 600-8-19)

(date)

MEMORANDUM FOR: SGT Victor Glover, 000-00-0000, Co A, 1st Bn, 102d Inf, Fort Defense, VA 22332

SUBJECT: Precondition Service Obligation for Promotion

1. It is my intention to promote you to staff sergeant on 1 May 1990 in accordance with authority contained in letter, TAPC-MSP-E, 10 April 1990, "DA Promotion Point Cutoff Scores for 1 May 1990." The provisions of AR 600-8-19, chapter 3, preclude your promotion after 31 May 1990 unless you are obligated to serve on active duty until at least 1 May 1991. Your records show your expiration of term of service as 2 July 1990.

2. You may satisfy the remaining service requirement, outlined above, by reenlisting or extending your enlistment on active duty. You should immediately contact SFC Lana M. Lukes, Career Counselor (Building 58, extension 3257), for information on the advantages of each course of action (including reenlistment in the higher grade following extension) and details on the options available to you at this time. As soon as I am informed that you have taken actions to obligate yourself to serve until at least 1 May 1991, I will direct your promotion to Staff Sergeant.

3. If you reenlist or extend before 1 May 1990, your effective date of promotion will be 1 May 1990. If you reenlist or extend on or after 1 April, the effective date of your promotion will be the date of your reenlistment or extension.

4. You should be aware, however, that I am authorized to promote you only during May 1990 and must therefore be notified before 31 May 1990 that you have incurred the appropriate service obligation. Should you not become obligated, I must remove your name from the local recommended list for promotion to SSG as of 1 June 1990. If this is done, you will not thereafter be reinstated to the list or promoted on the basis of your current recommended list status.

THOMAS R. LEEDY
Lieutenant Colonel, IN
Commanding

CF:
PSC (MPRJ)
Career Counselor
CDR, Co A, 1st Bn, 102d Inf

Figure 3-5. Sample format for notification of precondition service obligation for promotion

(Office symbol) (AR 600-8-19)

(date)

MEMORANDUM FOR:

SUBJECT: Commitment to Fulfill Service Remaining Obligation for Promotion

1. It is my intention to promote you to staff sergeant on 1 May 1990 in accordance with authority contained in letter, TAPC-MSP-E, 10 April 1990, "DA Promotion Point Cutoff Scores for 1 May 1990." The provisions of AR 600-8-19, chapter 3, section XIV, require a service remaining obligation of 12 months for promotion to SSG. Your records show your expiration to term of service (ETS) as 2 July 1990. Since an extension of your current term of service would cause you to lose eligibility to reenlist in your SRB MOS or cause you to lose entitlement to all or a portion of the SRB, you are only required at this time to make a firm commitment that you will reenlist prior to your ETS to satisfy the service obligation. The provisions of AR 600-8-19, chapter 3, preclude your promotion after 31 May 1990 unless you have made the firm commitment to reenlist.

2. If you make the commitment before 1 May 1990, your effective date of promotion will be 1 May 1990. If you make the commitment on or after 1 May, the effective date of your promotion will be the date of your commitment.

3. You should be aware, however, that I am authorized to promote you only during May 1990 and must therefore be notified before 31 May 1990 that you have made the reenlistment commitment to fulfill the service obligation. If you fail to make the reenlistment commitment by 31 May 1990, I must remove your name from the local recommended list for promotion to SSG as of 1 June 1990. If this is done, you will not be reinstated to the list or promoted on the basis of your current recommended status.

THOMAS R. LEEDY
Lieutenant Colonel, IN
Commanding

CF:
PSC (MPRJ)
Career Counselor
Cdr, Co A, 1st Bn, 102d Inf

(Office symbol) (AFZZ-ZZ-A/XX Mar 89) (AR 600-8-19d) 1st End

SUBJECT: Commitment to Fulfill Service Remaining Obligation for Promotion

SGT Victor Glover, 000-00-0000, Co A, 1st Bn, 102d Inf, Fort Defense, VA 22310

For (unit commander's name and address)

I understand that for me to be eligible for promotion to SSG on 1 May 1990, AR 600-8-19, chapter 3, section XIV, requires that I have 12 months remaining on my service obligation and, should I reenlist or extend my current enlistment prior to 1 May 1990, I will lose eligibility/entitlement to all or a portion of the SRB. Under the provisions of AR 600-8-19, chapter 3, I agree to reenlist no later than the expiration of my current term of service to satisfy this requirement.

(Signature and
signature block of
soldier)

(Office symbol) (AFZZ-ZZ-A/XX Apr 90) (AR 600-8-19d) 2nd End

SUBJECT: Commitment to Fulfill Service Remaining Obligation for Promotion

Commander, 1st Bn, 102d Inf, Fort Defense, VA 22310

FOR (PSC and address)

Figure 3-6. Sample format for commitment to fulfill service remaining obligation

1. By virtue of the commitment made on comment 2, SGT Victor Glover is exempted from the requirement to reenlist or extend prior to promotion, as indicated by AR 600-8-19, chapter 3, section XV.
2. Request appropriate promotion orders be published and a copy of this correspondence be filed in SGT Glover's MPRJ.

(signature and signature block of unit commander)

Figure 3-6. Sample format for commitment to fulfill service remaining obligation—Continued

Chapter 4 Centralized Promotions (SFC, MSG, and SGM)

Section I Managing Centralized Promotions

4-1. Overview

This chapter provides the rules and steps for managing the Centralized Promotion System to SFC, MSG, and SGM.

a. HQDA promotes soldiers to the ranks of SFC, MSG, and SGM.

b. A centralized promotion system has been in effect for promotion of enlisted soldiers since 1 January 1969 for SGM, 1 March 1969 for MSG, and 1 June 1970 for SFC

c. Selection and promotion authority by HQDA does not deprive local commanders of the authority to reduce soldiers in the rank of SFC, MSG, and SGM for inefficiency or conviction by a civil court.

d. Criteria for primary and secondary zones of consideration for each grade will be announced by HQDA before each board. A soldier may not decline promotion consideration.

e. Selections by DA boards will be based on impartial consideration of all eligible soldiers in the announced zone. Selections will be made by MOS.

f. Boards will select the best qualified in each MOS for promotion. They will recommend a specified number of soldiers by MOS from zones of consideration who are the best qualified to meet the needs of the Army. The total number selected in each MOS is the projected number the Army needs to maintain its authorized-by-grade strength at any given time.

g. Secondary zone selections, by definition, are much more competitive.

h. Soldiers serving SRB or enlisted (EB) service will not be promoted outside their CPMOS.

i. If the soldier is in the zone of consideration for an HQDA promotion board, a "complete-the-record" evaluation report may be submitted according to the HQDA message announcing the zones.

j. Promotion certificates for soldiers promoted to SFC and above will be prepared by the unit or PAC for signature by the SGT or SSG promotion authority. Any higher level commander may direct that signature authority be held at his or her level, but the certificate will still be prepared by the unit or PAC.

4-2. Eligibility criteria

The following eligibility criteria must be met before the DA board convenes.

a. Soldiers must—
(1) Meet announced DOR requirements and other eligibility criteria prescribed by HQDA.

(2) Have at least 6, 8, and 10 years of total active Federal service for SFC, MSG, and SGM, respectively. Must have 8 and 10 years of enlisted service creditable in computing basic pay for promotion to MSG and SGM, respectively.

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

(4) Have a high school diploma or GED equivalent, or an associate or higher degree.

(5) Not be barred from reenlistment or denied reenlistment through the qualitative screening process under AR 601-280.

(6) Not have an approved retirement with the date of approval prior to the convening date of the selection board.

(7) Not have signed a Declination of Continued Service Statement (DCSS) prior to the convening date of the board.

b. USAR and ARNG soldiers must have completed a minimum of 1 year on active duty immediately prior to the convening date of the board.

c. SFC with DOR of 1 April 1981 or later must be graduates of resident or nonresident ANCO in order to be eligible to

compete for promotion to MSG. Nonresident credit will be given only if ANCO is completed prior to 1 June 1987. SFC with DOR of 31 March 1981 or earlier will not have to meet this requirement.

4-3. Promotion boards

a. Selection boards will be composed of at least five members. The board may be divided into two or more panels. Each panel will be composed of at least three voting members, including commissioned officers and senior NCOs.

b. The president of each board will be a general officer. An officer will be appointed to each board to serve as recorder without vote. Female and minority ethnic groups will be represented.

c. The selection board will recommend a specified number of soldiers by MOS from the zones of consideration who are the best qualified to meet the needs of the Army.

d. Soldiers who are not selected for promotion will not be provided specific reasons for nonselection. Board members may not record their reasons nor give reasons for selection or nonselection.

4-4. Memorandum of Instructions

A separate memorandum of instruction will prescribe reports to be submitted, largest number to be selected, and other administrative details. These documents will be published as enclosures to the memorandum announcing the results of the selection board.

4-5. Personal appearance and written communication

a. No soldier may appear in person before a DA selection board on his or her behalf or in the interest of another soldier who is in the zone of consideration.

b. A soldier within the announced zone may write to the president of the board inviting attention to any matter he or she feels is important in considering his or her records (the address is included in the message announcing the zones of consideration). Correspondence received from anyone other than the soldier concerned will not be accepted. Correspondence must be received by the date stated in the zone message. It will not be acknowledged, will not be a basis for promotion reconsideration, and will not be included in the soldier's OMPF.

4-6. Board results

HQDA will announce the results of a selection board by command memorandum. The memorandum will include the following enclosures.

a. Letter of instruction.

b. Board membership.

c. Recommended list.

(1) Names of soldiers recommended for promotion will be placed in alphabetical order.

(2) Sequence numbers for promotion to SGM will be determined by seniority. They will be assigned based on seniority of DOR, then BASD when DOR are the same, then age (oldest first) when DOR and BASD are the same.

(3) Sequence numbers for promotion to SFC and MSG will be determined by seniority within recommended MOS. Each recommended MOS will have its own selection list. Sequence numbers will be assigned within recommended MOS based on seniority of DOR, then BASD when DOR are the same, then age (oldest first) when DOR and BASD are the same.

d. Considered list. Names of soldiers considered for promotion by the board will be listed.

e. Profile analysis. This is an analysis of the board results by MOS and CMF. The analysis provides insight into some of the areas that might have influenced the board's decision. The analysis does not include all areas represented in a soldier's file and considered by the board.

4-7. Monthly promotions

a. HQDA will determine the total number of promotions to SFC, MSG, and SGM on a monthly basis. The DOR and effective date of promotion will be the same. For soldiers promoted late use procedures in paragraph 1-13e. Promotion is not valid and will be revoked if a soldier is not in a promotable status on the effective date. Commanders will advise PERSCOM, (TAPC-MSP-E), Alexandria, VA 22332-0443, when a soldier is in a nonpromotable status.

b. PERSCOM will publish orders announcing promotions to SFC, MSG, and SGM.

added see ch 201

4-8. Service obligation

a. Soldiers promoted to grades SFC, MSG, and SGM will incur a 2-year service obligation. Service obligation will be from the effective date of the promotion before voluntary nondisability retirement, unless soldiers are in one of the following categories:

(1) Eligible for retirement by completing 30 or more years active Federal service.

(2) Already eligible through prior service for a higher grade at time of retirement.

(3) Age 55 or older.

(4) Expiration term of service.

b. Soldiers on a recommended list will be promoted on the last day of the month before being placed on the retired list if their sequence number has not been reached and they are in one of the following categories:

(1) Will complete 30 years of active Federal service.

(2) Will have reached age 55.

c. Commanders will advise PERSCOM, (TAPC-MSP-E), Alexandria, VA 22332-0443 of these soldiers in time to allow for preparation of promotion orders before the soldier retires.

d. A promoted soldier may not, at his or her own request, be reduced to terminate the required service obligation.

see ch 201

4-9. Reclassification prior to promotion

a. Soldiers on an SFC and MSG recommended list who are reclassified prior to promotion will receive a new sequence number within the new MOS based on their seniority relative to other soldiers in the new MOS. The new sequence number will be identified by a decimal point (for example, 00120.50). Soldiers who have not been promoted will receive a letter through their PSC notifying them of the new sequence number.

b. The resequencing based on seniority will be accomplished by taking into account all the soldiers selected for promotion in a particular MOS (whether promoted or not). If promotions have already occurred through the new sequence number, the reclassified soldier will be promoted effective the first day of the month following the date of reclassification. If promotions have not occurred through the new sequence number, the reclassified soldier will be promoted with contemporaries.

c. If a soldier was promoted in an incorrect MOS and the promotion should not have occurred until a later month, the original promotion order will remain valid (not revoked) until such time as the soldier's sequence number in the correct MOS is reached and a correct DOR can be determined. An amendment to the promotion order with a correct DOR, effective date, and MOS will be published.

d. HQDA will grant de facto status to allow the soldier to keep all pay and allowances.

e. In order to ensure timely promotion actions, the PSC will send to CG, PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443, a copy of the new PMOS order for all soldiers on an MSG or SFC recommended list who are reclassified prior to promotion.

Section II *see (kg 201)*

Task: Process Preboard for NCOs in Zone of Consideration

4-10. Rules for preboard processing for NCOs in zone of consideration

a. NCO must meet announced eligibility requirements for promotion board consideration.

b. NCO will review and sign DA Form 2A (Personnel Qualification Record Part I) and DA Form 2-1 for submission to board.

c. OMPF (microfiche) should be reviewed by NCO 4 to 6 months prior to board. Documents submitted for correction or additions to OMPF should be submitted through PSC (records work center) to U.S. Army Enlisted Records and Evaluation Center (USAEREC).

d. For organizations supported with TACCS, use TACCS module "Centralized Boards."

4-11. Steps for preboard processing for NCOs in zone of consideration

The steps for preboard processing for NCOs in the zone of consideration are contained in table 4-1.

Section III

Task: Process Promotion List Results and Orders

4-12. Rules for processing promotion list results and orders

a. Commander will notify NCO of selection or nonselection for promotion.

Table 4-1

Preboard processing of NCOs in the zone of consideration

Step	Work center	Required action
1	ENRC	Upon receipt of message announcing the zones of consideration, submit inquiry using TACCS module Centralized Boards to identify eligibles.
2		Request PAUT product AAC-C87 report DA Form 2A for personnel in the zone. Provide the pay grade and DOR criteria to the PAUT.
3	PAUT	Generate DA Form 2A for each soldier being considered for selection to SFC, MSG, and SGM.
4	ENRC	Notify BNS1 of personnel in the zone of consideration. Provide BNS1 with zone message.
5	BNS1	Notify soldiers that they are in the zone of consideration for promotion.
6	ENRC	Notify USAEREC of ineligibles and soldiers not listed on USAEREC's listing of eligibles according to zone announcement.
7		Upon receipt of DA Forms 2A, verify that all forms are complete and accurate. Schedule soldiers for records review.
8		With assistance of IOPR, units and PAC continue to monitor arrivals and departures for soldiers who become eligible or ineligible. Notify USAEREC as appropriate.
9		Forward records to USAEREC selection board according to message instructions.

b. The considered portion of the promotion selection list will be screened to ensure all eligible soldiers were considered.

c. Commander will notify NCO selected in MOS requiring acceptance or declination of promotion due to mandatory reclassification.

d. BNS1 will notify NCO of procedures used to request consideration or reconsideration by Standby Advisory Board, if appropriate.

e. NCO not selected for promotion may be assisted by BNS1 in writing to the career branch for promotion potential analysis.

f. Documents reflecting a change in soldiers' promotable status and or PMOS must be forwarded immediately to PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443.

g. Monthly PERSCOM enlisted promotion orders must be screened to ensure promotable soldiers designated by sequence number memorandum were promoted.

h. DOR will be the effective date of promotion. If the promotion was delayed due to an administrative error, the DOR will be the effective date that the promotion should have occurred.

i. Documents supporting amendment, revocation, or late promotion orders must be mailed to PERSCOM, ATTN: TAP-MSP-E, Alexandria, VA 22332-0443, by the 15th of each month for actions to be reflected in subsequent orders booklet.

4-13. Steps for processing promotion list results and orders

The steps for processing promotion list results and orders are contained in table 4-2.

Section IV

Task: Process Declination of Promotion

4-14. Rules for processing a declination of promotion

a. Unless a soldier declines a promotion, it is accepted as of the effective date of the announcing order.

b. A declination is in effect the date a soldier signs a declination of promotion.

c. A soldier who declines promotion will be removed from the recommended list and is ineligible for reinstatement.

d. A soldier may submit a letter of declination at any time after an HQDA command memorandum announcing the results of a board has been released.

e. Soldiers who decline promotion will send a memorandum of declination through command channels to the PSC not later than 30 days after the effective date of promotion.

f. Those soldiers not promoted with a future effective date will send the letter of declination no later than 30 days after receipt of promotion orders or documented official verbal notice.

g. The PSC will send the letter of declination to PERSCOM, TAPC-MSP-E, Alexandria, VA 22332-0443, not later than 30 days after receipt. Orders will be revoked after receipt of the soldier's declination.

h. Soldiers who decline promotion will be considered by the next regularly constituted board, if otherwise eligible.

i. Acceptance of promotion will be considered as acceptance of the RMOS as his or her PMOS effective with the promotion.

j. A soldier may decline reclassification into his or her promotion selection-PRMOS, when it is other than the normal career progression MOS.

k. However, declination of reclassification automatically will terminate recommended list status and will be cause for revocation of promotion orders.

Table 4-2
Processing list results and orders

Step	Work Center	Action required
1	PROM	Upon receipt of list, release message and comply with instructions.
2		Upon receipt of HQDA selection list, compare selection list against listing of eligibles to ensure that eligible soldiers were considered.
3		On release date, comply with internal standing operating procedures in distributing selection lists, letters of congratulations, and so forth.
4		Notify PERSCOM of any eligible soldiers who were not considered for promotion and of ineligible soldiers who were considered.
5	UNIT	Notify soldiers who must accept or decline promotion due to mandatory reclassification.
6	BNS1	Assist soldiers in requesting consideration or reconsideration for promotion or in requesting a promotion potential analysis from their PERSCOM Career Branch.
7	PROM	Comply with the promotion list concerning verification of soldier's promotable status. Ensure DA Form 268, initiated for soldiers on a promotion list, includes the sequence number and promotion MOS.
8		Upon receipt of initial flag, verify if the soldier is on a promotion list, and forward the initial DA Form 268 to PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443. If the soldier has been promoted, forward the initial flag requesting revocation of promotion, if appropriate.
9		Forward the PMOS order on selected soldiers whose MOS changes from the current MOS recommended for promotion.
10		Screen sequence number memorandum for promotions.
11		Upon receipt of PERSCOM enlisted promotion orders, ensure that all soldiers identified in command are in a promotable status. Notify PERSCOM by forwarding appropriate document(s) for nonpromotable personnel or personnel returning to promotable status.
12		Reproduce and distribute promotion orders to MPRJ and BN or PAC
13	BNS1	Ensure soldiers to be promoted are counseled concerning declination of promotion.
14		Prepare certificate of promotion.
15	ENRC	Post DA Form 2-1 with promotion data and file order in MPRJ.

l. A soldier declining reclassification and promotion under this provision will be considered, if otherwise eligible, in his or her CPMOS by the next applicable selection board.

m. Declination of MOS reclassification or promotion will be submitted using the requirements outlined in this paragraph.

4-15. Steps for processing a declination of promotion.

The steps for processing a declination of promotion are contained in table 4-3.

Table 4-3
Processing a declination of promotion

Step	Work center	Required action
1	UNIT	Soldier submits memorandum officially declining promotion.
2		Forward memorandum through command channels for information purposes.
3	BNS1	Forward soldier's memorandum of declination through command channels to the PSC for further action.
4	PROM	Forward soldier's memorandum of declination to PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443, for removal from the promotion standing list and/or revocation of promotion orders.

Section V

Task: Process Request for Standby Advisory Board Consideration

4-16. Rules for processing Standby Advisory Board consideration

a. The DCSPER or designee may approve cases for referral to a Standby Advisory Board upon determining that a material error exists.

b. PERSCOM (TAPC-MSP-E) will determine if a material error existed in a soldier's OMPF when the file was reviewed by a promotion board.

c. Error is considered material when there is a reasonable chance that had the error not existed the soldier may have been selected.

d. Sometimes material error is of long standing and, once corrected, qualifies the soldier for reconsideration based on the criteria of several boards.

e. Standby Advisory Boards are convened to consider records of those—

(1) From the primary and secondary zones not reviewed by a regular board.

(2) From a primary zone that were not properly constituted, due to a material error, when reviewed by the regular board.

(3) Recommended soldiers on whom derogatory information has developed that may warrant removal from a recommended list.

f. Soldiers selected by a Standby Advisory Board will be added to the appropriate recommended lists and promoted along with their peers when their seniority sequence number is reached.

g. Only soldiers who were not selected from a primary zone of consideration will be reconsidered for promotion. Soldiers who were considered in a secondary zone will not be reconsidered.

h. Reconsideration normally will be granted when one or more of the following conditions existed on the performance microfiche (P-fiche) of a soldier's OMPF at the time it was reviewed by a promotion selection board.

(1) An adverse NCO-ER or Academic Evaluation Report reviewed by a board was subsequently declared invalid in whole or in part, and a determination was made that there was a material error.

(2) An adverse document belonging to another soldier is filed on the P-fiche of the non selectee's OMPF and was seen by the board.

(3) An Article 15 administered on or after 1 September 1979 that was designated for file in the MPRJ only but was erroneously filed on the P-fiche of the OMPF and was reviewed by the board.

(4) An Article 15 punishment that was wholly set aside before 1 September 1979 and the set aside instrument was not filed on the P-fiche.

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

(6) Court-martial orders were filed on the P-fiche of the OMPF when the findings were "not guilty."

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

(8) An MOS evaluation score or SQT score reviewed by a board and was subsequently recomputed by the evaluation center and resulted in a significant change.

(9) A record of 30 college semester hours (45 quarter hours) or more was not recorded on the P-fiche or the qualification record or not seen in hard copy by the board. Only college semester hour credits that are accepted by a regionally accredited college or university (shown on official transcript) will be considered.

(10) An award of a decoration for valor, MSM, or higher award for meritorious service or achievement not recorded on the P-fiche or the qualification record or not reviewed in hard copy by the board. Award will be based on the date of the order or the effective date, whichever is later, and must be 45 days prior to board convening date.

(11) A regular NCO-ER that was submitted to USAEREC early enough for processing and filing before the convening date of the board was not reviewed. Seventy-five days is allowed for processing after the ending month of the report.

(12) An individual was considered in an MOS other than PMOS or CPMOS on the convening date of the board.

i. The following items do not constitute material error and will not be reasons for reconsideration.

(1) Omission of letters of appreciation, commendation, congratulations, or other similar commendatory correspondence.

(2) Documents that are not derogatory having been filed on the wrong P-fiche.

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

(4) Incorrect data on DA Form 2A and DA Form 2-1 reviewed by the soldier prior to the qualification record being forwarded to the board.

(5) Absence of DA Form 2A and or DA Form 2-1.

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

(7) Absence of an award for achievement or meritorious service lower than the MSM.

(8) Absence of documents not authorized to be filed in the P-fiche under AR 640-10; for example, ISRs.

(9) Absence of completion of the ANCOC unless it is a criteria for promotion, and the course was completed prior to the convening date of the Standby Advisory Board requested.

j. All standby requests will be sent through the servicing PSC.

k. Each case will be evaluated by the servicing PSC using the guidelines stated in this section. Cases clearly not meeting these guidelines will be returned.

l. Correspondence (for example, letters of appreciation, citation, or recommendation) and documents dated subsequent to the convening date of the request STAB will not be forwarded.

m. The request will be sent, in duplicate, to PERSCOM, TAPC-MSP-E, Alexandria, VA 22332-0443. The request will include a certified true copy of the DA Form 2A and DA Form 2-1.

4-17. Steps for processing Standby Advisory Board consideration

The steps for processing Standby Advisory Board consideration requests are contained in table 4-4.

Table 4-4
Processing Standby Advisory Board consideration requests

Steps	Work center	Action required
1	BNS1	Prepare request for Standby Advisory Board
2	PROM	Verify eligibility for Standby Advisory Board.
3		Forward request to PERSCOM, ATTN: TAPC-MSP-E, Alexandria, Virginia 22332-0443.
4		Receive response from PERSCOM, forward to BNS1.
5	BNS1	Advise soldier of results of request.

Section VI

Task: Process Removal from a Centralized Promotion List

4-18. Rules for administrative and command initiated removals from a centralized promotions list

a. Rules for administrative removals. *see chg 101*

(1) Commanders will promptly advise PERSCOM, TAPC-MSP-E, by electrical message, followed by supporting documentation, to remove any soldier's name from a DA recommended list who is or has been—

- Reduced.
- Discharged from enlisted status to accept appointment as a commissioned or warrant officer.
- Discharged without reentry within 24 hours.
- Dropped from the rolls as a deserter.
- In receipt of an approved retirement prior to convening date of the board.
- Barred from reenlistment due to a DCSS in effect prior to the convening date of the board. *see chg 101*
- Barred from reenlistment (local bar) or denied reenlistment through the Qualitative Screening Program (DA bar) prior to the convening date of the board.

(2) HQDA will delete, without further board action, the name of any soldier from the recommended list who was considered in error and selected for promotion.

(a) If a soldier, erroneously considered and selected, is promoted before discovery that he or she was not eligible, HQDA will revoke the promotion.

(b) If warranted by commander's explanation, HQDA may grant the soldier de facto status for the period of time served in the erroneous grade.

(3) HQDA will delete, without further board action, the name of any soldier from the recommended list who was considered by a reduction board, when the approved recommendation of the reduction board was that the soldier be removed from the list.

(4) PERSCOM will delete the name of any soldier from the recommended list whose declination of promotion has been received at HQDA.

b. Rules for processing command initiated removals.

(1) Removal from a DA promotion recommended list has far-reaching, long-lasting effects on the soldier. The probability for subsequent selection for promotion is extremely limited.

(2) Removal from recommended lists should be considered only when circumstances involved warrant such significant action.

(3) When considering removal, commanders should evaluate circumstances to ensure that all other appropriate actions have been taken or the basis for considering removal is serious enough to call for denying the individual's promotion.

(4) Commanders may recommend that a soldier's name be removed from a DA recommended list at any time. The recommendation for removal must be fully documented and justified.

(5) HQDA will make the final decision on the removal based on results and recommendations of the DA STAB.

(6) Recommendations may be disapproved by any level of command. The disapproval will be returned through command channels to the originator with the reason for disapproval.

(7) The commander must submit a recommendation for removal on a soldier who is in a nonpromotable status for reason of weight control (AR 600-9), and either (a) or (b) below applies.

(a) After 6 months in a weight control program, without satisfactory progress toward the maximum allowable weight, provided no underlying or associated disease is found to cause the overweight condition (AR 600-9).

(b) After 12 months in a weight control program, still exceeds the body fat standard or maximum allowable weight (even if satisfactory progress has been made toward the maximum allowable weight, and the individual is at or below the screening table weight) provided no associated disease is found to cause the overweight condition (AR 600-9).

(8) Recommendations based on reprimands, admonitions, censures, and other nonpunitive measures will be processed under AR 600-37.

(9) Each recommendation based solely on one or more of the actions mentioned above will include a statement from the soldier being recommended for removal (AR 600-37, para 2-6).

(10) Substandard duty performance is defined as when either of the following apply:

(a) The immediate commander determines that the soldier's work over a reasonable period of time is such that promotion to the next higher grade would not be in the best interest of the Army.

(b) The soldier's work has declined to such a degree that he or she no longer has the potential to perform in the higher grade.

(11) Recommendations should not be submitted on isolated acts based on short-term supervision. To ensure a fair and impartial decision, each case must be thoroughly investigated. A soldier should be considered for removal only after other training, supervision, and formal counseling have not helped.

(12) When considering a soldier for removal from a promotion list, the following should be considered.

(a) Punishment under the UCMJ or nonpunitive measures should not automatically become a sole basis to suggest that a soldier's name be removed from the recommended list.

(b) The soldier's conduct before and after the punishment or nonpunitive measures and facts and circumstances leading to and surrounding the misconduct must be considered.

(c) To remove a soldier based solely on an isolated minor act of misconduct may be unfair to the soldier and the Army since the removal action has a long-term effect and other soldiers with disciplinary action in their records may have been selected for promotion.

(13) Recommendations for removal from a DA list will be processed as follows:

(a) Before sending a removal action to HQDA for STAB to consider, it will be sent, in writing, to the soldier. All documents will be included.

(b) The soldier will be allowed to respond to the proposed action, and may submit a rebuttal within 15 days after receipt of the written notice.

(c) The commander initiating the removal may extend this time only for unusual circumstances beyond the soldier's control.

(d) A soldier who elects not to rebut, will sign a statement that he or she has reviewed the proposed action and elects not to submit a rebuttal.

(e) At the time of removal action, prepare a DA Form 268 (AR 600-8-2). It will not be removed until the case is resolved. This applies to all recommendations for removal.

(f) The removal action will be submitted for review through command channels to the commander having general court-martial (GCM) authority or to the first Army general officer in the chain of command having a judge advocate on his staff.

(g) The GCM or Army general officer with a judge advocate will make recommendations, sign the removal action, and send it to PERSCOM, TAPC-MSP-E, Alexandria, VA 22332-0443. HQDA is the approving authority for removals.

(h) All actions will be forwarded to HQDA in duplicate and must include a certified copy of DA Form 2A and DA Form 2-1.

4-19. Steps for processing removals from a centralized promotion list

The steps for processing command initiated removals from a centralized promotion list are contained in table 4-5.

Table 4-5
Processing command initiated removals from a centralized promotion list

Step	Work center	Action required
1	UNIT	Commander, request removal of soldier from promotion list.
2		Request BNS1 to prepare DA Form 268.
3	BNS1	Verify conditions for removal have been met.
4		Authenticate and forward DA Form 268 to PSC.
5		Prepare removal documentation for commander's signature and return to unit for referral to NCO.
6	UNIT	Furnish NCO a copy of intent to remove him or her from list; provide time for NCO to rebut.
7		Forward action with NCO rebuttal to BNS1.
8	BNS1	Review packet and obtain battalion commander's endorsement (if disapproved return to unit).
9		Forward removal packet through command channels to PSC.
10	PROM	Receive removal packet.
11		Review action for compliance.
12		Obtain commanding general concurrence to remove (if disapproved, return through command channels).
13		Forward action recommending removal to PERSCOM, ATTN: TAPC-MSP-E, to include a copy of the DA Form 268.
14		Receive final response from PERSCOM, forward to BNS1.
15	BNS1	Forward response to unit to notify soldier of outcome and prepare final DA Form 268.
16	UNIT	Commander, notify soldier of final outcome.

Section VII *see chg 701* Task: Process Grade Related Pay Inquiries (SFC, MSG, SGM)

4-20. Rules for processing grade related pay inquiries (SFC, MSG, SGM)

a. A representative within the Promotions Work Center of the PSC must sign the DA Form 2142 as verifying official, for

purposes of casual payment. Authorized representatives are any of the following:

- (1) Chief of promotions section.
- (2) SGT or above.
- (3) GS6 or above.

f. Verifying official name and signature will appear on source document. Once signed by verifying official, the soldier will take to Finance for payment.

c. Signature of verifying official will signify that promotion is valid and appropriate action has been taken to correct SIDPERS or JUMPS databases.

d. Copy of LES will be provided as part of pay inquiry.

4-21. Steps for processing grade related pay inquiries (SFC, MSG, SGM)

The steps for processing grade related pay inquiries (SFC, MSG, SGM) are contained in table 4-6.

Table 4-6
Processing grade related pay inquiries (SFC, MSG, SGM)

Step	Work center	Action required
1	UNIT	Send NCO to PAC. Ensure they have copy of current LES.
2	BNS1	NCO initiates pay inquiry.
3		Forward inquiry to PSC for action.
4	PROM	PSC receives inquiry.
5		Check promotion order for validity.
6		Review AAC-P01, AAC-P11 (originator code ZZ) to determine if NCO was correctly promoted in SIDPERS.
7		Review LES to determine if NCO was correctly promoted in JUMPS.
8	PROM	If NCO was not promoted in SIDPERS and/or JUMPS— a. Submit GRCH transaction in order to update the local SIDPERS personnel file. (Transaction will not pass the "top of the system" EMF/JUMPS.) b. Contact Promotions Branch, PERSCOM, TAPC-MSP-E, and advise them of the situation. They will ensure that a "top of the system" GRCH is prepared, executed, and transmitted to update JUMPS.
9		Send the NCO to the FAO with verified source documents, if local policy authorizes casual payment.

Notes:

1. Transactions submitted near or past USAFAC cutoff (approximately 19th of the month) will not reflect in end-of-month LES during the month submitted. The Master Military Pay File will not process transactions with an effective date of pay grade more than 5 months old. Due to this, whenever it is discovered that a soldier was not promoted or reduced according to an existing source document (DA Form 4187, Promotion Order, Article 15, or Court Martial Order) and the effective date of pay grade, as reflected on the source document is more than 5 months old, the PAC or PSC will be guided by a and b below. Also, when a source document (DA Form 4187, Promotion Order, Article 15, or Court Martial Order) exists and the necessary grade change transaction was submitted that updated the SPF but did not update JUMPS, and was discovered after 5 months passed that the soldier was not paid for the proper grade, the PSC will—

a. Input a GRCH or JACT transaction utilizing an adjusted effective date of pay grade of the current month, minus four. For example, if a source document that promoted a soldier with an effective date of pay grade 10 January 1990 was misplaced and discovered 10 August 1990, the PSC would input a GRCH. The GRCH would reflect an effective date of pay grade of 1 April 1990 (which is current month "AUG" minus 4 months "APR"). The same example will be used for submission of a JACT transaction where the

source document exists, the SPF is correct, and JUMPS has not been updated.

b. Annotate the source document with the effective date of pay grade used by the PSC (in example given, the source document will be annotated with the effective date of 1 April 1990), then forward to Finance. Finance will then manually compute the money difference (that is, 10 Jan-31 Mar 87) and make a one-time pay/correct input. If the soldier desires a casual pay, it will be processed for the money due.

2. The above actions do not change the process of the submission of a DD Form 149 to the ABCMR in order to correct an effective date of pay grade caused by a late promotion. In cases mentioned above, a source document (DA Form 4187, Promotion Order, Article 15, or Court Martial Order) must have been published.

Chapter 5 Promotion of Special Bandspersons

Section I Overview

5-1. Bandspersons

This chapter, and other applicable provisions of this regulation, govern promotion of special bandspersons.

5-2. Special band units

Special bands are the Fife and Drum Corps, 3d Infantry (Old Guard), the U.S. Army Band, the U.S. Army Field Band, and the U.S. Military Academy Band.

Section II

Task: Process Promotions for Special Bandspersons

5-3. Rules for processing promotions of special bandspersons

a. Special bandspersons must have PMOS of 02S and be assigned to one of the units designated in section I of this chapter.

b. Soldiers must have a high school diploma or GED equivalent or associate or higher degree.

c. The commanding officer of the band will approve or disapprove promotion recommendations through SSG per AR 601-210. Approved recommendations will be forwarded to the PSC for publication of promotion orders.

d. The commander of the band will recommend soldiers for promotion to SFC, MSG, and SGM. The recommendation will be approved by the commanding general or commandant and forwarded to PERSCOM, TAPC-MSP-E, Alexandria, Virginia 22332-0443.

e. Position vacancies must be available for each promotion recommended.

f. When computing basic active service dates, soldiers must have 3 years active service for promotion to SFC, 8 years active service for MSG, and 10 years active service for SGM.

g. Soldiers must complete at least 8 years of cumulative enlisted service creditable in computing basic pay for promotion to MSG and 10 years for SGM.

h. Promotion recommendations must include the following:

(1) Number of soldiers authorized and assigned for the promotion grade.

(2) TOE position of the recommended soldier.

(3) Description of soldier's performance.

(4) BASD.

(5) DOR in current grade.

(6) Security status.

(7) Copy of soldier's DA Form 2A and DA Form 2-1.

i. Special bandspersons are not eligible for and will not be included in zones of consideration for promotion. The commander will request the names of soldiers erroneously listed for consideration be deleted. Waiver is not granted. (This rule is nonwaiverable.)

j. Soldiers must not be in a nonpromotable status as outlined in paragraph 1-13 and must meet security requirements.

5-4. Steps for processing promotions of special bandspersons

The steps for processing promotions of special bandspersons are contained in table 5-1.

Table 5-1
Processing promotions of special bandspersons

Step	Work center	Required action
1	UNIT	Submit request for special promotion.
2	PROM	Verify eligibility of PMOS position vacancy, active service, education, and security clearance.
3	PROM	Forward request to commanding general for approval.
4		Forward request to PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443. PERSCOM will publish promotion orders. (SFC through SGM only.)

Chapter 6 Reductions in Grade

Section I Reduction Management

6-1. Reductions

a. Soldiers who enlist or reenlist in the Regular Army or Army Reserve in a higher grade than entitled will be reduced to the appropriate grade.

b. A reduction board is required for soldiers in grades SGT through SGM for reduction for misconduct (civil conviction) under paragraph 6-4 (except under table 6-1 at end of chapter, and for inefficiency under para 6-5). Board appearance, however, may be declined in writing, which will be considered as acceptance of the reduction board's action. Individuals in grade of CPL and below may be reduced without action by a board.

c. A court-martial sentence of soldiers which, as approved by the convening authority, includes a punitive discharge, confinement, or hard labor without confinement, carries a reduction to the lowest enlisted pay grade. Reduction will be effective on date of approval by the convening authority (Article 58a of the UCMJ). The SIDPERS reduction transaction will be submitted by losing commander.

d. A soldier, whose sentence to a punitive discharge, confinement, or hard labor without confinement is approved, may be probationally retained in the grade held at time of sentencing or in any intermediate grade. However, the convening authority must do the following:

(1) Suspend execution of sentence.

(2) Provide in his or her action that the soldier will serve in that grade during the period of suspension, and thereafter, unless the suspension is vacated before its termination.

e. When the separation authority determines that a soldier is to be discharged from the Service under other than honorable conditions, they will be reduced to the lowest enlisted grade. Board action is not required for this reduction. The commander having separation authority will, when directing a discharge under other than honorable conditions, or when directed by higher authority, direct the soldier to be reduced to private, E-1. If discharge is approved under other than honorable conditions, but is suspended (AR 635-200, para 1-27), the soldier will not be reduced under this provision.

f. Reduction transactions for all grades will be submitted by the PAC.

g. Article 15 processing. (See AR 27-10, para 3-39.)

(1) An Article 15 log will be maintained at battalion level by the legal clerk.

(2) A control copy of the Article 15 will be maintained at battalion level and verified by the PAC supervisor when a reduction transaction is required to be submitted.

(3) Only Articles 15 containing forfeitures will be forwarded to Finance.

see chg Jol
6-2. Reduction authority

Reduction authorities are listed in table 6-2.

Table 6-2
Reduction authorities

Grade reduced from	Reduction authority
SPC/CPL and below.	Company, troop, battery, and separate detachment commanders.
SGT/SSG.	Field grade commanders of any organizations authorized an LTC or higher grade commander. For separate detachments or companies, the reduction authority will be the next senior headquarters within the chain of command authorized an LTC or higher grade commander.
SFC, MSG, and SGM.	Commanders of organizations authorized a COL or higher grade commander. For separate detachments or companies, reduction authority will be the next higher HQ with the chain of command authorized a COL or higher grade commander.

Section II

Task: Process Reduction for Misconduct

6-3. Rules for processing reduction for misconduct

a. A soldier convicted by a civil court (domestic or foreign) or adjudged a juvenile offender by a civil court (domestic or foreign) will be reduced or considered for reduction according to table 6-1. Juvenile offender includes adjudication as a juvenile delinquent, wayward minor, or youthful offender.

b. On receipt of documents establishing a sentence (imposed or vacation of a suspended sentence) or a finding of guilty with sentence to be established at a later date, action will be taken according to appropriate rule shown in table 6-1. A soldier may be reduced even though an appeal is pending or has been filed.

c. If a reduction board is required, it will be convened within 30 duty days after receipt of documentary evidence and before separation or retention is considered (AR 635-200) unless the soldier waives it in writing. The reduction authority may extend the 30-duty-day limitation for good cause. A written justification must be included in the file if an extension is granted. *added see chg Jol*

d. Commanders will publish orders and enter the reduction in the military records of the soldier. The authority for reduction will be the appropriate rule from table 6-1 and will be cited in the order. The soldier will be notified, in writing, of the right to appeal the reduction. The written notification will include the time limits and procedures for an appeal.

e. If the conviction is reversed, the soldier will be restored to the former grade.

f. If the sentence is modified or reassessed (by appellate court or otherwise), action will be taken according to rules 6, 7, 8, or 9 of table 6-1, and the soldier will be notified in writing of the decision.

g. If a soldier is reduced prior to sentencing and the sentence as imposed is less severe than the penalties listed in the rule

under which soldier was reduced, action will be taken according to rules 10, 11, 12, or 13 as appropriate. The soldier will be notified, in writing, of this decision.

h. For Article 15 of the UCMJ, see AR 27-10. Soldiers in ranks SFC, MSG, and SGM may not be reduced in grade under this provision. For court-martial, see Manual for Courts-Martial 1984. *see chg Jol*

6-4. Steps for processing reduction for misconduct (civil convictions)

The steps for processing reduction for misconduct (civil convictions) are contained in table 6-3.

Table 6-3
Processing reduction for misconduct (civil conviction)

Step	Work center	Required action
1	UNIT/BNS1	Notification is received that soldier has been convicted of an offense by a civil court.
2		Based on offense and sentence, determine need for reduction board, need for automatic reduction to PV1 or other grade, or need to retain or separate.
3	BNS1	Submit GRCH transaction to SIDPERS.
4		Initiate separation action (if applicable).
5		Forward substantiating documents through command channel to PSC.
6	ENRC	Forward to USAEREC for filing in OMPF.

Section III

Task: Process Reduction for Inefficiency

6-5. Policy on reduction for inefficiency

Inefficiency is a demonstration of characteristics that shows that the person cannot perform duties and responsibilities of the grade and MOS. Inefficiency may also include any act or conduct that clearly shows that the soldier lacks those abilities and qualities normally required and expected of an individual of that grade and experience. Commanders may consider misconduct, including conviction by civil court, as bearing on efficiency. A soldier may be reduced under this authority for longstanding unpaid personal debts that he or she has not made a reasonable attempt to pay.

6-6. Criteria for reduction for inefficiency

a. A soldier must have served in the same unit for at least 90 days prior to being reduced one grade for inefficiency.

b. The commander starting the reduction action will present documents showing the soldier's inefficiency to the reduction authority. This may include—

- (1) Statements of counseling and documented attempts at rehabilitation by chain of command or supervisors. *See chg Jol*
- (2) Copies of specific ~~SGP~~ *SGP* submitted due to inefficiency.
- (3) Record of misconduct during the period concerned.
- (4) Correspondence from creditors attempting to collect a debt from the soldier (AR 600-15, para 3-1).
- (5) Adverse correspondence from civil authorities.

c. Documents should establish a pattern of inefficiency rather than identify a specific incident. Reduction for inefficiency will not be used for the following:

- (1) To reduce soldiers for actions for which they have been acquitted because of court-martial proceedings.
- (2) In place of Article 15 of the UCMJ.
- (3) To reduce a soldier for a single act of misconduct.

d. The commander reducing the soldier will inform him or her in writing of the action contemplated and the reasons. The soldier will acknowledge receipt of the memorandum by endorsement and may submit any pertinent matter in rebuttal.

Section IV

Task: Process Reduction Boards

6-7. Policy for reduction boards

A reduction board, when required, will be convened within 30 days after written notification is given the individual in writing. The reduction authority may extend the 30-duty-day limitation for good cause. A written justification must be included in the file if an extension is granted.

a. The board members will be appointed in writing.

b. The convening authority will ensure that—

(1) The board is composed of officers and enlisted personnel of mature judgment and senior in grade or DOR to the person being considered for reduction.

(2) At least one board member will be thoroughly familiar with the soldier's field of specialization (inefficiency cases only).

(3) The board will consist of at least three voting members and will have both officers and enlisted voting members.

(4) The board is composed of unbiased members.

(5) The board has an officer or senior enlisted member (or both) of the same sex as the soldier being considered for reduction.

(6) If the soldier being considered for reduction is a member of a minority group, the board will, on written request of the soldier, include an officer or senior enlisted member who also is a minority group member if such a member is reasonably available. When requested, the appointed board member normally should be of the same minority group as the soldier being considered; however, nonavailability of a member of the same minority group will not preclude convening of the board. In the event of nonavailability, the reason will be stated in the record of proceedings.

(7) The board has a recorder without vote.

(8) No soldier with direct knowledge of the case is appointed to the board.

(9) Alternate board members are appointed and are available as required.

(10) The reduction board convenes within 30 duty days after the soldier is notified in writing by the reduction authority of the proposed action.

(11) If unbiased members are not available, such members are provided by the next higher commander.

c. Generally, procedural errors or irregularities in a board will not invalidate the proceeding or any action of the convening authority.

(1) *Harmless errors.* Harmless errors are those defects in the procedures or the proceedings that do not have a material adverse effect on an individual's substantial rights. If the convening authority notes a harmless defect in the procedures or the proceedings, he or she may take his or her final action notwithstanding the defect.

(2) *Substantial errors.*

(a) *Jurisdictional error.* Where a reduction board is convened by an official without the authority to do so, the proceedings are invalid.

(b) *Other substantial errors.* Other substantial errors are those that had a material adverse effect on an individual's substantial rights, such as failure to meet requirements as to composition of the board, denial of an individual's right to counsel, and so forth.

(3) *Correction of errors.*

(a) Where such errors can be corrected without substantial prejudice to the individual concerned, the convening authority may return the case to the same board for corrective action. Individuals who are affected by such a return should be notified of the error, the proposed correction, and of their rights to comment on both.

(b) If the error is such that it cannot be corrected without substantial prejudice to the individual concerned, the convening

authority may not use the affected part of that board as the basis for reduction. (Use of evidence considered by the board is not precluded in connection with action under the UCMJ, applicable civilian personnel regulations, AR 600-37, or any other directive that contains its own procedural safeguards.)

(c) In cases of an error that cannot be corrected otherwise, the convening authority may set aside the findings and recommendation and refer the case to a new board composed entirely of new voting members.

(d) The new board may be furnished any evidence properly considered by the previous board. Additional evidence also may be considered by the new board. The convening authority's action is limited, however, by the original recommendations even though the case is referred to a new board that recommends action less favorable to the individual concerned.

(4) *Failure to object.* Except for errors of jurisdiction, no error is substantial within the meaning of this paragraph as to a named individual before a reduction board if there has been a failure to object or otherwise bring the error to the attention of the president of the board. Accordingly, errors described in "other substantial errors" above to which an individual or his or her counsel or other representative fail to bring to the attention of the president of the board may be treated as a harmless error.

6-8. Rules for conducting reduction boards

a. A soldier who is to appear before the board will be given at least 15 duty days written notice before the date of the hearing. The soldier or his or her counsel must have time to prepare the case.

b. If the soldier requests counsel, the convening authority will determine if either of the following is appropriate:

(1) Military counsel is reasonably available.

(2) If a judge advocate is available, forward the request to the local Trial Defense Service official for necessary action.

c. Determinations as to the availability of judge advocates will be accomplished by the requested individual's Trial Defense Service supervisory official.

d. Determinations as to the availability of judge advocates or named counsel are final.

e. Notification of a board hearing date will be made only after counsel is available as requested by the soldier.

f. The recorder will, on request of the individual or his or her counsel, arrange for the presence of any reasonably available witness or witnesses he or she desires to call on their behalf.

g. Copies of all written affidavits and depositions of witnesses who are unable to appear before the board will be furnished the individual or his or her counsel as appropriate.

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

(1) Fully and impartially evaluate each case.

(2) Be objective in their deliberations.

(3) Arrive at a proper recommendation.

(4) Consider those abilities and qualities required and expected of a soldier of that grade and experience. (An NCO is expected to maintain high standards of conduct.)

(5) Determine the best interests of the Army. Consideration of prior years of faithful service while commendable, should not be overriding.

i. AR 15-6 does not apply except when determining the availability of judge advocates.

j. The board may recommend reduction of one or more grades, retention of current grade, or reassignment in grade.

k. A retention in current grade recommendation may include a recommendation that the soldier be removed from an HQDA or a local recommended list.

l. The board may not recommend lateral appointment.

m. A majority of the appointed members of the board will constitute a voting quorum and must be present at all sessions.

n. The convening authority may approve or disapprove any portion of the recommendation of the board. The convening authority may not increase the severity of the board's recommendation.

o. Approved reduction recommendations are effective immediately without regard for appeal procedures unless suspended by the convening authority. In the instance of reduction for inefficiency, the convening authority may direct suspension of the reduction for a period not to exceed 6 months. If the suspension is not vacated during this period, reduction may be only accomplished by convening a new reduction board.

p. A recommendation to remove a soldier from an HQDA recommended list will be forwarded by the convening authority to either of the following:

(1) The GCM convening authority.

(2) The first Army general officer commander who has a judge advocate or a legal advisor available. *Rec'd by Is 1*

q. The GCM convening authority or Army general officer commander with a judge advocate or legal advisor available will review the proceedings and take final action thereon.

(1) If the recommendation to remove the soldier from the recommended list is approved, the approving authority will notify PERSCOM, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0443. PERSCOM will administratively remove the soldier from the recommended list.

(2) If the approving authority does not concur in the recommendation, the action will be returned through command channels to the convening authority with the reason for disapproval.

r. If a civil conviction is reversed, the soldier will be restored to the grade from which reduced.

6-9. Steps for conducting reduction boards

The steps for conducting a reduction board are contained in table 6-4.

Table 6-4
Conducting reduction boards

Step	Work center	Required action
1	UNIT	Request preparation of reduction packet for inefficiency.
2	BNS1	Prepare notification documents and provide to the commander.
3	UNIT	Notify soldier, in writing, of intent to reduce for inefficiency and the reasons.
4		Soldier acknowledges receipt in writing by endorsement and provides any pertinent matters in rebuttal.
5		Render final decision to reduce (CPL or SPC and below). Forward case to BN for appropriate action.
6	BNS1	Determine need for reduction board.
7		Conduct reduction board (SGT-SGM).
8		Forward results of board to appeal authority (if applicable).
9		Submit all GRCH transactions.
10		Forward finalized case to PSC.
11	PROM	Receive reduction packet from BNS1.
12	ENRC	Update MPRJ.
13	ENRC	Forward packet to USAEREC for filing in OMPF.

Section V

Task: Process Soldiers Rights and Appeal Policy

6-10. Rights of the soldier

a. Failure of the soldier to exercise the right to counsel will not negate the board's proceedings, findings, and or recommendations.

b. A soldier may decline, in writing, to appear before the board or may appear in person with or without counsel at all open proceedings. The soldier will respond, in writing, within 7 duty days of notice by the reduction authority stating his or her desire to appear, or not appear, before a reduction board.

c. The soldier may retain a civilian lawyer at no expense to the Government. If not represented by a civilian lawyer, the soldier may request the appointment of a named judge advocate, detail of a judge advocate, appointment of a named military counsel, or a detailed military counsel.

d. The soldier will be advised by the board president of the nature of the action being contemplated, the impact of such action on continued military service, and the right to request counsel (if the soldier is not aware of his or her right to counsel).

e. The soldier may challenge any board member for cause.

f. The soldier may request any reasonably available witness whose testimony is believed to be pertinent to the case. The soldier will explain the nature of the information the requested witness will provide.

g. The soldier may submit written affidavits and depositions of witnesses who are unable to appear before the board.

h. The soldier may employ provisions of Article 31 of the UCMJ or submit to an examination by the board.

i. The soldier or counsel may question any witness appearing before the board.

6-11. Appeals

a. Appeals of reduction for failure to complete training are not authorized.

b. Appeals of reduction under rule 1, table 6-1, are authorized but only to correct an erroneous reduction (the reduction action did not meet the requirements of the rule and was, therefore, without a sufficient basis).

c. Appeals of reduction for inefficiency or for misconduct under table 6-1, other than rule 1, are authorized to correct an erroneous reduction on equitable grounds. This should be based on the facts and circumstances of the particular case that partial or full restoration of grade is in the best interest of the Army and the soldier.

d. Authorized appeals will be submitted in writing within 30 duty days of the date of reduction or date of memorandum notifying soldier that he or she will be restored to the former grade (rules 7, 9, 11, and 13, table 6-1). A copy of the appeal and all related documentation will be forwarded to the officer authorized to take action on the appeal.

e. Final action on appeals will be taken by the—

(1) Next higher authority above reduction authority for grades SSG and below.

(2) First general officer in the chain of command above the reduction authority for grades SFC through CSM.

f. The appellate authority will direct restoration to the former grade if the reduction under rule 1 was erroneous. However, should it be determined that another rule in table 6-1 is applicable, the appellate authority will direct that action be taken according to the appropriate rule of table 6-1. The DOR for soldiers restored to a former grade will be the same as the DOR prior to the reduction.

g. If the appellate authority determines that the reduction should be changed on equitable grounds, restoration to the former grade or to any intermediate grade will be directed. Restorations will be effective as of the date of the order. DOR

for soldiers restored to former grade will be the same as DOR prior to reduction. DOR for soldiers restored to an intermediate grade will be the same as the date of the order directing restoration.

h. If the appellate authority determines that the reduction meets the requirements of this regulation and need not be changed on equitable grounds, the appeal will be denied.

i. Soldiers submitting appeals will be informed, in writing, of the decision. A copy of the appeal and the final action will be provided to the custodian of the soldier's MPRJ.

j. Authority to take final action on an appeal may not be delegated.

Section VI

Task: Process Reduction Orders and Restoration to Former Grade

6-12. Reduction orders

a. Reduction, except for Article 15 of the UCMJ, is announced in orders. Orders will be in the format authorized by AR 27-10 or AR 310-10. For orders published by a higher HQ, that commander may review or make a final decision on an appeal. Reduction by sentence of court-martial is announced in appropriate court-martial orders. No other orders are required.

b. When an Article 15 reduction is accomplished for misconduct and the Article 15 was directed to be filed on the restricted portion (R fiche) of the OMPF, a DA Form 4187 will be prepared by the PAC for permanent filing in the MPRJ to substantiate the reduction. The DA Form 4187 will not contain the reason for the Article 15. The DA Form 4187 will be removed and forwarded to OMPF when the soldier is promoted to SGT or higher.

c. Reduction orders will cite the reason for reduction (such as inefficiency or failure to complete training) and the authority for the action. When a reduction is for misconduct under UCMJ, prepare a DA Form 2627 (Record of Proceedings under Article 15, UCMJ) per AR 27-10. When reduction is for other than misconduct or misconduct based on civil conviction, the orders will cite the reason, authority, and the appropriate paragraph.

6-13. Effective date of reduction

A reduction will be effective as follows:

a. Reduction by court-martial. An enlisted soldier who has been sentenced by a court-martial to a reduction in grade is not reduced until the record of trial has been prepared and authenticated, any appropriate legal review has been completed, and the convening authority has approved and ordered the sentence to reduction executed (Article 57(c), UCMJ).

b. Operation of law. An enlisted soldier, serving in a grade above PV1, with an approved court-martial sentence including a bad conduct or dishonorable discharge, confinement, or hard labor without confinement is reduced on the date the convening authority approves the sentence (Article 58(a) of the UCMJ).

c. Nonjudicial punishment. The punishment is effective the date the commander imposing the punishment signed section II of DA Form 2627-2 (Record of Supplementary Action Under Article 15, UCMJ), if not suspended.

d. Failure to complete training. The date the student is officially informed of failure in writing.

e. Determinations. Reduction board determinations are effective on the date approved by the convening authority.

f. All other cases. Reductions are effective on the date the soldier receives written notification or if the soldier is not available due to personal convenience or through neglect, on the date written notice is received at his or her proper station.

6-14. Restoration to former grade

Grade restoration may result from—

a. Setting aside, mitigation, or suspension of nonjudicial punishment. Procedure and means of restoring grades and announcing these actions are set forth in AR 27-10.

b. Action under Article 58a(b) or 75 of the UCMJ. All rights, privileges, and property deprived a soldier who fulfilled a court-martial sentence will be restored when the reduction sentence, or other sentence resulting in reduction under Article 58a(a), UCMJ, is set aside or disapproved. A commander authorized to promote to a higher grade may—

(1) Restore grade under Article 58a(b) or 75a of the UCMJ.

(2) Direct the soldier to be promoted one grade higher than the one held before his or her reduction, if he or she would have attained the higher grade had he or she not been tried and convicted by a court-martial. These orders will be issued under AR 310-10.

c. Reversal of conviction by a civil court.

(1) If conviction by a civil court is reversed for a soldier reduced, he or she—

(a) Will be restored to the grade from which reduced.

(b) May be promoted to the next higher grade if the commander having promotion authority for that grade determines that he or she was denied promotion because of the conviction.

(2) A reversal of conviction is annulling or voiding of a court judgment by the same or a higher court of competent jurisdiction because of error or irregularity in proceedings. This does not include instances which, under local law or procedure, a conviction allegedly is set aside to rehabilitate or parole. If a conviction is reversed and a new trial is ordered, the soldier's grade will be restored. He or she may be reduced because of a later conviction resulting from a new trial.

d. Action under table 6-1, rules 6 through 11. DOR for soldiers restored to former grade will be the same as the original DOR for that grade. Effective date of restoration will be the date the reduction authority is notified of the sentence or change in sentence.

Section VII

Task: Process Other Reasons for Reduction

6-15. Approved for discharge from the Service under other than honorable conditions

a. When the separation authority determines that a soldier is to be discharged from the Service under other than honorable conditions, the soldier will be reduced to the lowest enlisted grade. Further board action is not required for this reduction.

b. If discharge is approved under other than honorable conditions, but is suspended (AR 635-200, para 1-27), the soldier will not be reduced under this paragraph.

6-16. Reductions for failure to complete training

a. Soldiers appointed to higher grades on entering or while attending a service or civilian school and fail to complete the course successfully may be reduced as shown in table 6-5.

Table 6-5
Reduction of students failing to complete training

Students	Reduction authority	Reduction
Officer candidate	School commandant.	To grade held on entry or to a higher grade considered appropriate.
Warrant officer candidates	Commandant, U.S. Army Aviation School or Chief of Staff, U.S. Army Aviation Center and Fort Rucker.	To the grade held on entry, or to a higher grade considered appropriate.
Other students	School Commandant or appointment authority.	To a grade in line with their abilities; it will not be below PV2 or grade held on entry.

b. The school commandant will not further delegate the reduction authority. Except the Commandant, U.S. Army Aviation School, may delegate reduction authority for soldiers

eliminated from warrant officer courses to the Chief of Staff, U.S. Army Aviation Center and Fort Rucker.

c. Soldiers promoted under the normal criteria are not subject to reduction under this paragraph.

Table 6-1
Reduction for misconduct

Rule	If	and	then	and
1	<p>a. Soldier's sentence includes death or confinement of 1 year or more that is not suspended; or</p> <p>b. Maximum penalty under UCMJ is death or confinement for 1 year or more and law governing that court provides for death or confinement for 1 year or more for the offense; however, sentencing has been delayed or deferred more than 30 days from the date of conviction, or the date the court accepted a plea of guilty to an offense, as described. If the offense is not listed in the MCM, 1984, or is not closely related to an offense listed, the maximum punishment provided by the US Code applies. "Convicted" or "adjudged a juvenile offender" by a civil court means an initial judgement of guilt. The law of the jurisdiction of the court will determine whether a proceeding is regarded as a judgment of guilt; or</p> <p>c. Sentence is confinement of 1 year or more but it was suspended and later the suspension was vacated and the soldier has not been reduced to the lowest enlisted grade.</p>	soldier is serving in any enlisted grade above E-1	soldier will be reduced to the lowest enlisted grade, E-1, without referral to a reduction board	appeal is authorized only to correct an erroneous reduction (see para 6-10b and 6-10d-f)
2	Soldier's sentence is confinement for more than 30 days but less than 1 year (not suspended) or sentence is confinement for one year or more which is suspended.	soldier is serving in grade of E-5 or above	the reduction authority must refer the matter to a reduction board to consider reduction of one or more grades	appeal is authorized on equitable grounds or to correct an erroneous reduction (see para 6-10c-f)
3		soldier is serving in grade E4 or below <i>see copy 201</i>	the reduction authority must consider reduction of one or more grades; referral to a reduction board is not required	
4	Soldier's sentence is less severe than those in rules 1 and 2	soldier is serving in the grade of E-5 or above and reduction authority considers that reduction may be appropriate	the reduction authority must refer the matter to a reduction board to consider reduction of one or more grades	
5		soldier is serving in the grade of E-4 or below and reduction authority considers that reduction is appropriate	the reduction authority may reduce the soldier one or more grades; referral to a reduction board is not required	
6	A soldier was reduced in accordance with rule 1a and the sentence is later changed for any reason to a sentence which falls under rule 2	soldier was reduced from grade E-5 or above	the soldier must be restored to former grade. The reduction authority must then refer the matter to a reduction board to consider reduction of one or more grades UP rule 2	

Table 6-1
Reduction for misconduct

Rule	If	and	then	and
7	A soldier was reduced in accordance with rule 1a and the sentence is later changed for any reason to a sentence which falls under rule 2	soldier was reduced from grade of E-4 or below	the reduction authority will either restore soldier to former grade or any intermediate grade or direct the reduction to E-1 to remain unchanged. The soldier will be notified, in writing, of the decision	
8	A soldier was reduced in accordance with rule 1a and the sentence is later changed for any reason to a sentence which falls under rule 4	soldier was reduced from grade E-5 or above	the soldier must be restored to former grade. If the reduction authority still considers that reduction may be appropriate, he/she must refer the matter to a reduction board UP rule 4, after restoration of former grade.	appeal is authorized on equitable grounds or to correct an erroneous reduction (see para 6-10c-f)
9		soldier was reduced from grade E-4 or below	the reduction authority may either restore soldier to former grade or any intermediate grade or direct the reduction to E-1 to remain unchanged. The soldier will be notified in writing, of the decision	
10	A soldier was reduced in accordance with rule 1b and later sentenced for the offense to confinement for more than 30 days but less than 1 year (not suspended) or 1 year or more which is suspended	soldier was reduced from grade of E-5 or above	the soldier must be restored to former grade. The reduction authority must then refer the matter to a reduction board to consider reduction of one or more grades UP rule 2	
11	A soldier was reduced in accordance with rule 1b and later sentenced for the offense to confinement for more than 30 days but less than 1 year (not suspended) or 1 year or more which is suspended	soldier was reduced from grade of E-4 or below	the reduction authority may either restore soldier to former grade or any intermediate grade or direct the reduction to E-1 to remain unchanged. The soldier will be notified, in writing, of the decision	
12	A soldier was reduced in accordance with rule 1b and later sentenced for the offense to a sentence less severe than those in rules 1 and 2	soldier was reduced from grade of E-5 or above	the soldier must be restored to former grade. If the reduction authority still considers that reduction may be appropriate, he/she must refer the matter to a reduction board UP rule 4 after restoration of former grade	
13		soldier was reduced from grade of E-4 or below	the reduction authority may either restore soldier to former grade or any intermediate grade or direct the reduction to remain unchanged. The soldier will be notified, in writing, of the decision	

Chapter 7 Manage Promotion or Reduction Actions in SIDPERS

Section I SIDPERS Transactions

7-1. Promotion or reduction transactions

a. *Grade change.* The GRCH is used to report advancements, promotions, and reductions.

(1) Source documents are as follows:

- (a) DA Form 2-1.
- (b) DA Form 2627 and DA Form 2627-2.
- (c) DA Form 4187.
- (d) Orders.
- (e) AAC-CO1.

(2) This transaction will not process if the soldier is in a flagged status unless a reduction in grade is being reported.

(3) GRCH transactions submitted with a future effective date (not more than 2 months greater than cycle date) will be posted to the SIDPERS stacker file (SSF).

(4) The unit or PAC is responsible for submitting GRCH transactions on the following:

(a) Advancements to PV2 with less than or more than 6 months TIS.

(b) Advancements to PFC and SPC.

(c) All reductions including Articles 15 (UCMJ), court-martial, inefficiency, discharge, or student reduction.

(5) The Promotions Work Center within the PSC is responsible for submitting GRCH transactions for promotion to SGT and SSG.

(6) PERSCOM is responsible for downloading GRCH transactions for promotion to SFC through SGM.

b. *JUMPS Army corrector transaction.* This transaction is used to report to USAFAC the correct information pertaining to a soldier's pay grade. It is only used to change the USAFAC MMPF when the SPF already reflects accurate grade data.

(1) Source documents used are as follows:

- (a) DA Form 2A.
- (b) DA Form 4187.
- (c) Orders.

(2) The unit or PAC is responsible for submitting JACT transactions on soldiers PV2 through CPL or SPC.

(3) The Promotions Work Center within the PSC is responsible for submitting JACT transactions on soldiers SGT through SSG.

(4) For SFC through SGM, PERSCOM will be contacted and advised of the situation. Transactions will be submitted by PERSCOM.

c. *PRMS.* Used to report the promotion or progression MOS for enlisted soldiers on a recommended list for promotion to SGT or SSG.

(1) Source documents used are as follows:

- (a) AAC-C10.
- (b) DA Form 3355.

(2) This transaction will be submitted so that it processes no later than the last SIDPERS cycle of the promotion board month, reevaluation, recomputation, or adjustment of a soldier's promotion packet.

(3) The Promotions Work Center within the PSC is responsible for submitting PRMS transactions.

(4) For centralized promotion to SFC through SGM, the promotion MOS is forwarded to SIDPERS from PERSCOM.

7-2. Automatic advancement

Automatic advancement to PV2 at 6 months TIS is generated and downloaded by the EMF. A soldier in transit does not show on any installation SPF. As a result, when the PV2 GRCH is downloaded it errors off in SIDPERS; however, the EMF and MMPF are updating and the soldier is being paid. Additionally, the EMF has been designed to automatically

generate a PV2 GRCH to a gaining SIDPERS when the following occurs:

a. The EMF receives a Type 47 (arrival) transaction from SIDPERS when a soldier arrives at an installation.

b. The grade in the Type 47 transaction is equal to PV1.

c. The grade on the EMF is equal to PV2.

d. Soldier is not flagged or AWOL on the EMF.

e. The BASD on the EMF is greater than 6 months but less than 7 months.

7-3. Late transactions

a. Transactions submitted near or past USAFAC cutoff (approximately 19th of the month) will not reflect in the end-of-month LES during the month submitted.

b. The Master Military Pay File will not process transactions with an effective date of pay grade more than 5 months old. Due to this, whenever it is discovered that a soldier was not advanced, promoted, or reduced according to an existing source document (DA Form 4187, Promotion Order, Article 15, or Court Martial Order) and the effective date of pay grade, as reflected on the source document is more than 5 months old, the PAC or PSC will be guided by (1) and (2) below. Also, when a source document (DA Form 4187, Promotion Order, Article 15, or Court Martial Order) exists and the necessary GRCH transaction was submitted that updated the SPF but did not update JUMPS, and was discovered after 5 months passed that the soldier was not paid for the proper grade, the PAC or PSC will—

(1) Enter a GRCH or JACT utilizing an adjusted effective date of pay grade of the current month, minus four. For example, if a source document, which promoted a soldier with an effective date of pay grade of 10 January 1990, was misplaced and discovered in August 1990, the PAC or PSC would input a GRCH. The GRCH would reflect an effective date of pay grade of 1 April 1990 (which is current month "Aug" minus 4 months "Apr"). The same example will be used for submission of a JACT where the source document exists, the SPF is correct, and JUMPS has not been updated.

(2) Annotate the source document with the effective date of pay grade used by the PAC or PSC (in example given in (1) above, the source document will be annotated with the effective date of 1 April 1990, then forward to Finance. Finance will manually compute the money difference (that is, 19 January-31 March 1990) and make a one-time pay correct input. If the soldier desires a casual pay, it will be processed for the money due.

c. In cases mentioned above, a source document (DA Form 4187, Promotion Order, Article 153, or Court Martial Order) must have been published.

7-4. Control data input

Enter the following control data for each transaction:

- a. Date.
- b. Mnemonic.
- c. Name.
- d. SSN.
- e. Originator code.

7-5. Action data input GRCH

a. Enter the three-character new grade abbreviation. See AR 680-29 for grade abbreviations.

b. Enter a slash (/).

c. Enter the "grade how acquired" code. See AR 680-29 for "grade how acquired" codes.

d. Enter a slash (/).

e. Enter the six-character (YYMMDD) date that the pay grade actually becomes or became effective.

f. Enter a slash (/).

g. Enter the six-character (YYMMDD) DOR. (For DOR changes only, use the DOR transaction.)

h. Enter a period (.) or a slash (/).

(1) Enter a period (.) to end this transaction if the soldier is an officer or warrant officer, or if primary military occupational skill code (PMOSC) and or ASI of the enlisted soldier has not changed.

(2) If (1) above does not apply, enter a slash (/).

i. Enter the five-character PMOSC. If the fifth position of the PMOS (SQI) contains a zero or an alphabetical O, always code an alphabetical O and not a zero. If an SMOS is being awarded or changed on the authorizing order, the SMOS transaction must also be prepared.

j. Enter a period (.) or a slash (/).

(1) Enter a period (.) to end this transaction if an ASI does not appear on the authorizing order.

(2) Enter a slash (/) if an ASI does appear on the authorizing order.

k. Enter the appropriate action for the condition that applies.

(1) Enter the new two-character ASI if the PMOSC has an ASI on the authorizing order different from the ASI previously held.

(2) Enter a zero in the next two boxes if the ASI has been withdrawn and is not awarded by the authorizing order.

l. Enter a period (.) to end this transaction.

7-6. Action data input JACT

a. Enter one of the following:

(1) PROM (promotion).

(2) PROX (erroneous promotion).

(3) REDU (reduction).

(4) REDX (erroneous reduction).

b. Enter a slash (/).

c. Enter the appropriate grade abbreviation and code. See AR 680-29 for grade abbreviation and code.

(1) If the type of action equals PROM or REDU, enter the actual grade promoted or reduced to.

(2) If the type of action equals PROX or REDX, enter the grade to which the soldier was erroneously promoted under the PROM or REDU transaction.

d. Enter a slash (/).

e. Enter the effective date (YYMMDD) from the source document.

(1) If this transaction is not being prepared to correct a previously submitted effective date, enter a period (.) to end this transaction.

(2) If this transaction is being prepared to correct a previously submitted effective date, enter a slash (/).

f. Enter the effective date as previously submitted on the original PROM or REDU transaction. This is the date determined to be erroneous.

g. Enter a period (.) to end this transaction.

7-7. Action data input PRMS

a. Promotion MOS.

(1) If this data element is not to be reported, and the progression MOS is not to be reported, enter a slash (/) in the first two boxes.

(2) If this data element is to be reported, get the promotion list MOS for the soldier as determined from the local promotion list. Enter that four-character promotion list MOS. Enter a slash (/) in the next box.

(3) To delete the promotion MOS and remove current and previous promotion points and dates, enter 00OR/P and enter a period (.) in the next box to end the transaction.

b. Progression MOS.

(1) Only required to record progression MOS when it differs from current primary MOS. If this data element is to be reported, enter the four character career progression MOS with the skill level O (zero). If further data elements are to be reported, enter a slash (/). If no further data elements are to be reported, enter a period (.) in the next box.

(2) To delete the progression MOS, enter 00OR and enter a period (.) in the next box to end the transaction.

(3) If this data element is not to be reported, enter a slash (/) in the first two boxes.

c. Promotion indicator. Enter the promotable indicator code P in the next box (promotion indicator is reported only when reporting the promotion MOS). Enter code Z to delete a promotion indicator code.

(1) If the soldier is not in pay grades SPC or CPL or SGT, and or this is last data element to be reported, enter a period (.) in the next box to end this transaction.

(2) If this soldier is in pay grades SPC or CPL or SGT and or further data elements are to be reported, enter a slash (/) in the next box.

d. Current promotion points, year and month. If this data element is reported, then the current promotion points must also be reported.

(1) If this data element is not to be reported, enter a slash (/) in the next two boxes.

(2) If this data element is to be reported, enter the year and month, in that order, in which the soldier's current promotion points were determined. Enter a slash (/) in the next box.

e. Current promotion points. Get the sum of a soldier's current administrative points and latest board points. Enter that three-character sum.

(1) If no further data elements are to be reported, enter a period (.) in the next box to end this transaction.

(2) If further data elements are to be reported, enter a slash (/) in the next box.

f. Previous promotion points, year and month. If this data element is reported, then the previous promotion points must also be reported.

(1) If this data element is not to be reported, enter a period (.) in the next box to end this transaction.

(2) If this data element is to be reported, enter the year and month, in that order, in which the soldier's previous promotion points were determined. Enter a slash (/) in the next box.

g. Previous promotion points. Get the sum of the soldier's previous administrative points and previous board points. Enter that three-character sum. Enter a period (.) in the next box to end this transaction.

Section II

Task: Process SIDPERS or Finance Management Reports

7-8. Rules for processing SIDPERS or Finance management reports

a. Recurring reports will be produced on a regular schedule (that is cyclic, daily, monthly, or quarterly).

b. Distribution and frequency of recurring reports will be according to the PAUT distribution and cycle schedule.

c. Request for copies or change in frequency of recurring reports will be submitted to PAUT with justification.

d. Error suspense cards will be resolved and submitted on the first work day following receipt.

e. Errors not resolved within the required lapsed time cycle will be shown on the unresolved error report by originator (AAC-P29).

f. The following are SIDPERS or Finance management reports associated with this regulation:

(1) *Personnel transaction register by originator (PTRO) (AAC-P11)*. The PTRO provides—

(a) The originator with a listing of SIDPERS transactions that process or fail to process during a particular cycle.

(b) Managers and supervisors a means of reviewing transactions for accuracy and timeliness.

(c) A summary of number of transactions processed, processed with errors, unprocessed, and total entries by transaction mnemonic.

(2) *Cyclic JUMPS transaction register (AAC-P49)*. The AAC-P49—

(a) Provides information on the successful processing of GRCH or JACT transactions (advancements, promotion, and reductions) in SIDPERS and the subsequent generation of a five-card transaction to USAFAC for updating of the MMPF.

(b) Does not display transactions processed by USAFAC.

(c) Generates five-card transactions when a GRCH or JACT transaction processes.

(3) *JUMPS Message Receipt Notification (AAC-P50)*. The AAC-P50 provides notification to the PAUT from USAFAC that transactions on the indicated message have been received.

(4) *JUMPS Error Notice Listing (AAC-P51)*. The AAC-P51—

(a) Identifies specific JUMPS transactions that do not process at USAFAC and require resolution by SIDPERS.

(b) Is generated anytime a transaction sent by SIDPERS fails to process at USAFAC.

(5) *Finance Promotion or Reduction Report (R070)*. The R070—

(a) Provides listing of advancements and promotions (part I) and reductions (part II) processed in USAFAC.

(b) Is generated by the local FAO two times each month.

(c) Is provided (one copy each) to the soldier's unit commander, unit S1 and PAC, and the Promotions Work Center of the PSC.

g. All reports identified in f. above should be cut off quarterly, held for 3 months, and then destroyed.

7-9. Steps for processing SIDPERS or Finance output

Steps for processing SIDPERS or Finance output are contained in table 7-1.

Table 7-1
Steps for processing SIDPERS Finance output

Step	Work center	Required action
1	PAUT	Produces AAC-P11, AAC-P49, and AAC-P51 and distributes to PSC Promotion Work Center for SGT/SSG. Skip to step 6.
2		Produces AAC-P11, AAC-P49, and AAC-P51 and distributes to the battalion for PV2/PFC/SPC or CPL advancements. Skip to step 12.
3		Produces AAC-P50.
4		Reviews AAC-P50 for messages received by USAFAC. Resubmits messages as required.
5	FAO	Produces R070 and forwards to PSC.
6	PROM	Receive AAC-P11, AAC-P49, AAC-P51 for SGT/SSG and R070.
7		Screen reports for errors.
8		As appropriate, coordinate with FAO and/or unit to resolve errors.
9		Submit GRCH or JACT, as appropriate, to resolve errors.
10		Send soldier to FAO for casual payment, if applicable.
11		Distribute 2 copies of R070 to battalion.
12	BNS1	Receive AAC-P11, AAC-P49, AAC-P51, and R070.
13		Screen reports for errors.
14		As appropriate, coordinate with PSC and/or FAO to resolve errors.
15		Submit GRCH or JACT, as appropriate, to resolve errors.
16		Send soldier to FAO for casual payment, if applicable.

Chapter 8 Tactical Army Combat Service Support Computer System

Section I Managing TACCS

8-1. TACCS guidance

This chapter provides interim guidance to units on how to process enlisted promotions through SSG.

8-2. The Enlisted Promotions Program (EPP)

The EPP is an automated process that produces individual personnel promotions on several formats, using the Tactical Army Combat Service Support Computer System. Use of the EPP will eliminate much of the manual preparation and maintenance of promotion documents and related reports. The following applications currently exist in TACCS:

- Enlisted Promotion Report (CO1-PV2 through SSG).
- Computing waiver allocations.
- Denied promotion to PV2.
- Advancement to PV2 with waiver.
- Advancement to PV2 with more than 6 months TIS.
- Advancement to PFC.
- Advancement to SPC.
- Appointment of promotion board members.
- Recommendation to SGT and SSG.
- Results of the SGT and SSG promotion board.
- Promotion board proceedings.
- Service obligation letter.
- Precondition letter.

8-3. Utilization

The following TACCS modules utilized in this chapter are—

- Enlisted promotion report (CO1-PV2 through SSG).
- Computing waiver allocations.
- Denied promotion to PV2.
- Advancement to PV2 with waiver.
- Advancement to PV2 with more than 6 months TIS.
- Advancement to PFC.
- Advancement to SPC.
- Appointment of promotion board members.
- Recommendation to SGT and SSG.
- Results of the SGT and SSG promotion board.
- Promotion board proceedings.
- Service obligation letter.
- Precondition letter.

Section II

Task: Operating TACCS

8-4. Rules for operating the TACCS

a. The BNS1 will ensure that enlisted promotions are processed utilizing the TACCS.

b. The BNS1 will ensure that the TACCS is maintained and updated, as required, at the unit level.

c. The BNS1 will ensure that PAC personnel are trained to operate the TACCS.

8-5. Steps for operating the TACCS

The steps for operating the TACCS are contained in table 8-1.

Section III

Task: Process Enlisted Promotion Report (CO1-PV2 through SSG)

8-6. Rules for obtaining and utilizing the Enlisted Promotion Report (CO1-PV2 through SSG)

a. The CO1 is a management tool to assist commanders in the timely advancement of soldiers.

Table 8-1
Operating the TACCS

Step	Work center	Required action
1	BNS1	Log on to the TACCS as follows: a. Type in SIDPERS. b. Type in password. c. Type in day, date, and time (required only if not previously entered). d. Press GO.
2		a. Select Promotions. b. Press GO.
3		Enter your originator code.
4		Select desired function.

b. The CO1 will be generated once a month on the first duty day of the month to identify eligibles for promotion during the following month (for example, CO1 produced on 1 Nov identifies eligibles for Dec promotions month).

c. The CO1 assists the commander in—

(1) Identifying or selecting soldiers eligible for advancement to PV2-SPC without waiver and recommending soldiers for promotion to SGT and SSG for the following month.

(2) Identifying or selecting soldiers eligible for advancement with waiver for the following month.

d. The CO1 consists of the following:

(1) Part 1 lists PV1-PFC eligible for advancement during the projected promotion month.

(2) Part 2 lists PV1-PFC who require a waiver for TIS and TIMIG for advancement to PV2-SPC for projected promotion month. Requires manual annotation of arrivals and departures to provide commanders an updated listing of eligibles for advancement with waiver.

(3) Part 3 lists soldiers in grades PV1 through PFC who are not eligible for advancement to PV2-SP4 because of unfavorable personnel action, unfavorable duty status, ineligible for reenlistment, blank DOR, or BASD, and previous action denying advancement submitted by the soldier's unit commander.

(4) Part 4 lists soldiers CPL or SPC and SGT who are eligible for promotion to the next higher grade based on DA policy for TIS and TIMIG. Soldiers listed in this part are eligible except for reasons appearing in the remarks column.

e. Advancement or promotion considerations are based upon HQDA policy for TIS and TIMIG requirements.

8-7. Steps for obtaining an Enlisted Promotion Report (CO1-PV2 through SSG)

The steps for obtaining the Enlisted Promotion Report are contained in table 8-2.

Table 8-2
Obtaining an Enlisted Promotion Report (CO1-PV2 through SSG)

Step	Work center	Required action
1	BNS1	Log on to the system if not already on.
2		Move the cursor through PROMOTIONS, ENL PROM/REDUCTION to ENLISTED PROM RPT.
3		Press GO.
4		Enter your originator code if requested.
5		Press GO.

Table 8-2
Obtaining an Enlisted Promotion Report (CO1-PV2 through SSG)—Continued

Step	Work center	Required action
6		Load wide paper into the printer.
7		Turn on the printer.
8		Press GO.
9		Enter the desired UPC or ALL.
10		Press RETURN.

8-8. Steps for utilizing the Enlisted Promotion Report (CO1-PV2 through SSG)

The steps for utilizing the Enlisted Promotion Report (CO1-PV2 through SSG) are contained in table 8-3.

Table 8-3
Utilizing the Enlisted Promotion Report (CO1-PV2 through SSG)

Step	Work center	Required action
1	BNS1	Produce AAC-CO1.
2		Screen AAC-CO1 for grade discrepancies. Annotate report.
3		Screen part 3 for blank data. Coordinate with PSC to obtain missing data.
4	ENRC	Upon request, provide information on DOR to BNS1 section and submit DOR transaction.
5		Upon request, provide information on BASD to BNS1 section. Notify FAO by transmittal letter. FAO submits transaction.
6	BNS1	Retain and manually update AAC-CO1, part 2 for gains and losses throughout current month.
7		During the month AAC-CO1 generated, send AAC-CO1 part 1, part 3, part 4, and part 2 from previous month to unit commander.
8	UNIT	Receive AAC-CO1, part 1, part 2, part 3, and part 4 from previous month, from BNS1.
9		a. Select eligibles for advancement to PV2-SPC without waiver and recommend soldiers for promotion to SGT/SSG using part 1, part 3, and part 4. Annotate AAC-CO1 YES for select or NO to deny advancement. Unit commander initials, signs, and returns AAC-CO1, part 1, part 3, and part 4 to BNS1 section. b. Commander uses manually updated AAC-CO1, part 2 from previous month to select eligibles for advancement with waiver by annotating AAC-CO1, part 2 YES for select or NO to deny advancements. Unit commander initials, signs, and returns to BNS1 section.
10	BNS1	a. Prepare DA Form 4187-E (Personnel) on advancement for PV2-SPC without waiver and section A DA Form 3355-E (Promotion Point Worksheet) for soldiers recommended for promotion to SGT/SSG for the following month. b. Prepares DA Form 4187-E on advancement to PV2-SPC with waiver for the current month.

Section IV

Task: Compute Waiver Allocations

8-9. Rules for computing waiver allocations (SPC and below)

a. Rules for computing waiver allocations are contained in paragraphs 2-7 and 2-8.

b. The computation for waiver allocations will be generated once a month on the first duty day of the month. Waiver allocations are effective for the month in which computed. CO1, part 2 from the previous month identifies eligibles for promotion with waiver for promotion month. Arrivals and departures prior to the first day of the promotion month must be manually annotated.

8-10. Steps for computing waiver allocations

The steps for computing waiver allocation are contained in table 8-4.

Table 8-4
Computing waiver allocations

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2		Move the cursor through PROMOTIONS, ENL/PROM/REDUCTIONS to PROMOTION PV2-SPC.
3		Press GO.
4		Enter your originator code, if requested.
5		Press the desired function key, in this case (f8).
6		Enter a UPC or press RETURN.
7		If you entered a UPC, go to step 10.
8		If you pressed RETURN, enter the first three characters of the battalion's UPC.
9		Press RETURN.
10		Press the desired function key, either ,f4. = print or ,f10 = quit.
11		Press another function key or ,f10. to quit.
12		Press another function key or ,f10. to finish.

Section V

Task: Preparing DA Form 4187-E

8-11. Rules for preparing a DA Form 4187-E on soldiers who are being denied advancement to PV2

Rules for preparing a DA Form 4187 should be followed when preparing DA Form 4187-E on soldiers who are being denied advancement to PV2 (para 2-3).

8-12. Steps for preparing a DA Form 4187-E on soldiers who are being denied advancement to PV2

The steps for preparing a DA Form 4187-E on soldiers who are being denied advancement to PV2 are contained in table 8-5.

Table 8-5
Steps for preparing a DA Form 4187-E on soldiers who are being denied advancement to PV2

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.

Table 8-5
Steps for preparing a DA Form 4187-E on soldiers who are being denied advancement to PV2—Continued

Step	Work center	Required action
2		Move the cursor through PROMOTIONS, ENL PROM/REDUCTION, to PROMOTION PV2-SPC.
3		Press GO.
4		Enter your originator code, if requested.
5		Press the desired function key, in this case (f7).
6		Enter the effective date (YYMMDD).
7		Enter the soldier's SSN.
8		Press RETURN.
9		Enter the through address code (help screen available). a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
10		Press RETURN.
11		Press the desired function key, or
12		Enter the to address code (help screen available).
13		Press RETURN.
14		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
15		Enter the from address code (help screen available) or
16		Press (RETURN).
17		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
18		Enter the signature block code or press RETURN for manual entry.
19		Press RETURN.
20		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
21		Enter or change the effective date.
22		Enter or change the DOR.
23		Enter an X next to YES or NO.

Table 8-5
Steps for preparing a DA Form 4187-E on soldiers who are being denied advancement to PV2—Continued

Step	Work center	Required action
24		Press the desired function key.
25		Enter additional instructions or press (FINISH).
26		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4) = print. c. (f10) = quit (return to the master menu). d. (f1) = edit (make corrections to the screen). e. (f4)/(f5) = continue. f. (f10) = quit (return to the master menu).
27		Enter another effective date or press FINISH.
28		Press f10 to return to the master menu.

8-13. Rules for preparing a DA Form 4187-E on soldiers who are being advanced to PV2 with waiver

Rules for preparing a DA Form 4187 should be followed when preparing Da Form 4187-E on soldiers who are being advanced to PV2 with waiver (para 2-3).

8-14. Steps for preparing a DA Form 4187-E on soldiers who are being advanced to PV2 with waiver

The steps for preparing a DA Form 4187-E on soldiers who are being advanced to PV2 with waiver are contained in table 8-6.

Table 8-6
Preparing a DA Form 4187-E on soldiers who are being advanced to PV2 with a waiver

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2		Move the cursor through PROMOTIONS, ENL PROM/REDUCTION, to PROMOTION PV2-SPC.
3		Press GO.
4		Enter your originator code, if requested.
5		Press the desired function key, in this case (f3).
6		Enter the effective date (YYMMDD).
7		Enter the soldier's SSN.
8		Press RETURN.
9		Enter the through address code (help screen available).
10		Press RETURN.
11		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).

Table 8-6
Preparing a DA Form 4187-E on soldiers who are being advanced to PV2 with a waiver—Continued

Step	Work center	Required action
12		Enter the to address code (help screen available).
13		Press RETURN.
14		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
15		Enter the from address code (help screen available).
16		Press RETURN.
17		Press the desired function key. Either enter the signature block code or press RETURN for manual entry.
18		Press (RETURN).
19		Press the desired function key, as follows: a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu). d. (f1) = edit (make corrections to the screen). e. (f4)/(f5) = continue. f. (f10) = quit (return to the master menu).
20		Enter or change the effective date.
21		Enter or change the DOR.
22		Enter an X next to YES or NO.
23		Press the desired function keys as follows: a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
24		Enter additional instructions or press FINISH.
25		Press the desired function key as follows: a. (f1) = edit (make corrections to the screen). b. (f4) = print. c. (f10) = quit (return to the master menu).
26		Enter another effective date or press FINISH.
27		Press (f10) to return to the master menu.

8-15. Rules for preparing a DA Form 4187-E on soldiers who are being advanced to PV2 with more than 6 months TIS

Rules for preparing a DA Form 4187 should be followed when preparing a DA Form 4187-E on soldiers who are being advanced to PV2 with more than 6 months TIS (para 2-3).

8-16. Steps for preparing a DA Form 4187-E on soldiers who are being advanced to PV2 with more than 6 months TIS

The steps for preparing a DA Form 4187-E on soldiers who are being advanced to PV2 with more than 6 months TIS are contained in table 8-7.

Table 8-7
Preparing DA Form 4187-E on soldiers who are being advanced to PV2 with more than 6 months

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2		Move the cursor through PROMOTIONS, ENL PROM/REDUCTION, to PROMOTION PV2-SPC.
3		Press GO.
4		Enter your originator code, if requested.
5		Press the desired function key, in this case (f4).
6		Enter the effective date (YYMMDD).
7		Enter the soldier's SSN.
8		Press RETURN.
9		Enter the through address code (help screen available).
10		Press RETURN.
11		Press the desired function key, or
12		Enter the to address code (help screen available).
13		Press RETURN. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
14		Press one of the following function keys: a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
15		Enter the from address code (help screen available).
16		Press RETURN.
17		Press one of the following function keys: a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
18		Enter the signature block code or press (RETURN) for manual entry.
19		Press (RETURN).
20		Press the desired function key. a. (f1) = edit (make corrections to the screen).

Table 8-7
Preparing DA Form 4187-E on soldiers who are being advanced to PV2 with more than 6 months—Continued

Step	Work center	Required action
		b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
21		Enter or change the effective date.
22		Enter or change the DOR.
23		Enter an X next to yes or no.
24		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
25		Enter additional instructions or press FINISH.
26	BNS1	Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4) = print. c. (f10) = quit (return to the master menu).
27	BNS1	Enter another effective date or press (FINISH).
28	BNS1	Press (f10) to return to the master menu.

8-17. Rules for preparing a DA Form 4187-E on soldiers who are being advanced to PFC

Rules for preparing a DA Form 4187 should be followed when preparing a DA Form 4187-E on soldiers who are being advanced to PFC (para 2-5).

8-18. Steps for preparing a DA Form 4187-E on soldiers who are being advanced to PFC

The steps for preparing a DA Form 4187-E on soldiers who are being advanced to PFC are contained in table 8-8.

Table 8-8
Preparing a DA Form 4187-E on soldiers who are being advanced to PFC

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2		Move the cursor through PROMOTIONS, ENL PROM/REDUCTION, to PROMOTION PV2-SPC.
3		Press GO.
4		Enter your originator code, if requested.
5		Press the desired function key, in this case (f5).
6		Enter the effective date (YYMMDD).
7		Enter the soldier's SSN.
8		Press (RETURN).
9		Enter the through address code (help screen available).
10		Press (RETURN).

Table 8-8
Preparing a DA Form 4187-E on soldiers who are being advanced to PFC—Continued

Step	Work center	Required action
11		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
12		Enter the to address code (help screen available).
13		Press RETURN.
14		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu)
15		Enter the from address code (help screen available).
16		Press RETURN.
17		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
18		Enter the signature block code or press RETURN for manual entry.
19		Press RETURN.
20		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
21		Enter or change the effective date.
22		Enter or change the DOR.
23		Enter an X next to YES or NO.
24		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
25		Enter additional instructions or press FINISH.
26		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4) = print. c. (f10) = quit (return to the master menu).
27		Enter another effective date or press FINISH.
28		Press (f10) to return to the master menu.

8-19. Rules for preparing a DA Form 4187-E on soldiers who are being advanced to SPC

Rules for preparing a DA Form 4187 should be followed when preparing a DA Form 4187-E on soldiers who are being advanced to SPC (para 2-5).

8-20. Steps for preparing a DA Form 4187-E on soldiers who are being advanced to SPC

The steps for preparing a DA Form 4187-E on soldiers who are being advanced to SPC are contained in table 8-9.

Table 8-9
Preparing a DA Form 4187-E on soldiers who are being advanced to SPC

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2		Move the cursor through PROMOTIONS, ENL PROM/REDUCTION, to PROMOTION PV2-SPC.
3		Press GO.
4		Enter your originator code, if requested.
5		Press the desired function key, in this case (f5).
6		Enter the effective date (YYMMDD).
7		Enter the soldier's SSN.
8		Press (RETURN).
9		Enter through address code (help screen available).
10		Press RETURN.
11		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
12		Enter the to address code (help screen available).
13		Press RETURN.
14		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
15		Enter the from address code (help screen available).
16		Press RETURN.
17		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
18		Enter the signature block code or press RETURN for manual entry.
19		Press RETURN.

Table 8-9
Preparing a DA Form 4187-E on soldiers who are being advanced to SPC—Continued

Step	Work center	Required action
20		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
21		Place an X next to SPC.
22		Enter or change the effective date.
23		Enter or change the DOR.
24		Enter an X next to YES or NO.
25		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the master menu).
26		Enter additional instructions or press FINISH.
27		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4) = print. c. (f10) = quit (return to the master menu).
28		Enter another effective date or press FINISH.
29		Press (f10) to return to the master menu.

Section VI

Task: Preparing Promotion Board to SGT and SSG

8-21. Rules for preparing appointment of promotion board members

Rules for preparing appointments of promotion board members are contained in paragraph 3-16.

8-22. Steps for preparing appointments of promotion board members

The steps for preparing appointments of promotion board members are contained in table 8-10.

Table 8-10
Preparing appointments of promotion board members

Step	Work center	Required action
1		Log on to the system if not already on.
2		Move the cursor through the menu screens to PROMOTIONS, ENL PROM/REDUCTION, PROMOTION BOARD 5/6 to BOARD APPOINTMENT.
3		Press GO.
4		Enter your originator code if requested.
5		Press the desired function key, as follows: a. (f3) = three-member board. b. (f5) = five-member board.

Table 8-10
Preparing appointments of promotion board members—Continued

Step	Work center	Required action
		c. (f7) = seven-member board. d. (f10) = finish.
6		Enter the first board member's SSN.
7		Enter the board member's title.
8	BNS1	Repeat steps 6 and 7 until all members have been entered.
9		Press the desired function key. a. (f1) + edit (enter corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
10		Enter additional instructions, if any.
11		Press GO when all instructions have been entered.
12		Press the desired function key. a. (f1) + edit (enter corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
13		Enter the signature block code or leave blank (help screen available).
14		Press GO.
15		Press the desired function key. a. (f1) + edit (enter corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
16		Once the memorandum has been printed, the Member Selection Screen will return. Press the desired function key. a. (f3) = three-member board. b. (f5) = five-member board. c. (f7) = seven-member board. d. (f10) = finish.
17		Press (f10) to return to the main menu when all board appointments have been made.

Section VII

Task: Preparing DA Form 3355-E, Section A, and DA Form 3357-E

8-23. Rules for preparing DA Form 3355-E, Section A, recommendation to SGT and SSG

Rules for preparing DA Form 3355, Section A should be followed when preparing DA Form 3355-E, Section A (para 3-14).

8-24. Steps for preparing DA Form 3355-E, Section A, recommendation to SGT and SSG

Steps for preparing DA Form 3355-E, Section A, recommendation to SGT and SSG are contained in table 8-11.

Table 8-11
Preparing Section A, DA Form 3355-E

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2		Move the cursor through PROMOTIONS, ENL PROMO/REDUCTION, RECOMMEND E5/E6, to RECOMMENDATION E5/E6.
3		Press GO.
4		Enter your originator code if requested.
5		Place an X next to YES if the Promotion Points Worksheet is an initial one or next to NO if it is not.
6		Enter the soldier's SSN.
7		Press RETURN.
8		Place an X next to the type of DA Form 3355-E desired, either initial, recomp, reeval, or reclass.
9		Press RETURN.
10		Press the desired function key. a. (f1) = edit (go to step 11). b. (f4)/(f5) = continue (go to step 14). c. (f10) = finish.
11		If you pressed (f1), make the desired correction.
12		Press RETURN.
13		Press the desired function key. a. (f1) = edit (go to step 11). b. (f4)/(f5) = continue (go to step 14). c. (f10) = finish.
14		If you press (f4)/(f5), enter the signature code of the soldier's commander (help screen available).
15		Press RETURN, GO if you used the help screen.
16		Enter the signature code for the soldier's battalion commander (help screen available).
17		Press RETURN, GO if you used the help screen.
18		Enter the soldier's unit address code (help screen available).
19		Enter the to address code (help screen available).
20		Enter the through address code, if applicable; otherwise, press FINISH.
21		Press the desired function key. a. (f1) = edit (go to step 11). b. (f4)/(f5) = continue (go to step 14). c. (f10) = finish.
22		Place an X next to the applicable statement.
23		Press the desired function key. a. (f1) = edit (go to step 11).

Table 8-11
Preparing Section A, DA Form 3355-E--Continued

Step	Work center	Required action
		b. (f4)/(f5) = continue (go to step 14). c. (f10) = finish.
24		Place an X next to the applicable statement(s).
25		Enter the information requested in the prompts, if applicable.
26		Press RETURN.
27		Press the desired function key. a. (f1) = edit (go to step 11). b. (f4)/(f5) = continue (go to step 14). c. (f10) = finish.
28		Enter the information requested in the prompts.
29		Press RETURN.
30		Enter the information requested in the prompts.
31		Press RETURN.
32		Enter an X next to the applicable statement.
33		Press RETURN.
34		Enter the number of points awarded.
35		Press RETURN.
36		Press the desired function key. a. (f1) = edit (go to step 11). b. (f4)/(f5) = continue (go to step 14). c. (f10) = finish.
37		Enter any remarks as directed.
38		Press RETURN when finished entering the remarks.
39		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4) = print (turn on your printer). c. (f10) = finish.

8-25. Rules for preparing DA Form 3357-E

Rules for preparing DA Form 3357 should be followed when preparing a DA Form 3357-E (para 3-16).

8-26. Steps for preparing DA Form 3357-E

The steps for obtaining the results of the SGT/SSG promotion board are contained in table 8-12.

Table 8-12
Preparing the DA Form 3357-E

Step	Work center	Required action
1	BNS1	Log on to the system if not already on.
2		Move the cursor through PROMOTIONS, to ENL PROMO/REDUCTION, PROMOTION BOARD 5/6 to BOARD RESULTS 3357-E.

Table 8-12
Preparing the DA Form 3357-E—Continued

Step	Work center	Required action
3		Press GO.
4		Enter your originator code if requested.
5		Press the desired function key. a. (f3) = three-member board. b. (f5) = five-member board. c. (f7) = seven-member board.
6		Enter the soldier's SSN.
7		Press RETURN.
8		Enter an X or press RETURN.
9		Enter the number of board points or press RETURN.
10		Repeat steps 8 and 9 for each board member.
11		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
12		Enter an X or leave blank.
13		Press RETURN.
14		Enter the requested data.
15		Press RETURN.
16		Press the desired function key. a. (f1) = edit (make corrections to the screen) b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
17		Enter another soldier's SSN or press FINISH
18		Press (f10) to finish.

Section VIII

Task: Obtaining the Promotion Board Proceedings

8-27. Rules for the promotion board proceedings

Rules for the promotion board proceedings are contained in paragraph 3-18.

8-28. Steps for obtaining the promotion board proceedings

The steps for obtaining the promotion board procedures are contained in table 8-13.

Table 8-13
Steps for obtaining the PROMOTION board proceedings

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2		Move the cursor through PROMOTIONS, ENL PROMO/REDUCTION, PROMOTION BOARD 5/6 to BOARD PROCEEDINGS.

Table 8-13
Steps for obtaining the PROMOTION board proceedings—Continued

Step	Work center	Required action
3		Press GO.
4		Enter your originator code.
5		Enter the address code (help screen available).
6		Press RETURN.
7		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
8		Enter the promotion board site.
9		Press RETURN.
10		Enter the Promotion Board Time (HHMM).
11		Enter the Promotion Board Date (YYMMDD).
12		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
13		Press the desired function key. a. (f3) = three-member board. b. (f5) = five-member board. c. (f7) = seven-member board. d. (f10) = FINISH
14		Enter the SSN of the board member.
15		Place an X next to the board member's title.
16		Repeat steps 14 and 15 until all board members and the recorder have been entered.
17		When all board members have been accounted for, press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
18		Enter a soldier's SSN or press (f10) to delete a record.
19		Press FINISH to continue.
20		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
21		Repeat steps 18, 19, and 20 until all the desired soldier's SSNs have been entered.

Table 8-13
Steps for obtaining the PROMOTION board proceedings—
Continued

Step	Work center	Required action
22		Enter the time the board adjourned (HHMM).
23		Enter the day the board adjourned.
24		Press RETURN.
25		Enter the month the board adjourned.
26		Press RETURN.
27		Enter the year the board adjourned.
28		Press RETURN.
29		Place an X next to APPROVED or DISAPPROVED.
30		Enter the date the battalion commander signed the results (YYMMDD).
31		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
32		Enter the signature code for the board president or press RETURN for manual entry of the signature block.
33		Press RETURN.
34		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to the main menu).
35		Enter the signature code for the battalion commander's signature or press RETURN for manual entry of the signature block.
36		Press RETURN.
37		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4) = print. c. (f10) = quit (return to the main menu).
38		After the printing is complete, the system will ask you if you want to delete the records. Press GO to confirm, delete, or CANCEL to deny a delete.
39		The system will return to the master menu.

Section IX

Task: Preparing Service Obligation Memorandum and Precondition Memorandum

8-29. Rules for preparing a service obligation memorandum

Rules for preparing a service remaining obligation are contained in paragraph 3-36.

8-30. Steps for preparing a service obligation memorandum

The steps for preparing a service obligation letter are contained in table 8-14.

Table 8-14
Preparing a service obligation memorandum

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2		Move the cursor through PROMOTIONS, ENL PROM/REDUCTIONS, PROMOTION BOARD 5/6 to OBLIGATION LETTER.
3		Press GO.
4		Enter your originator code, if requested.
5		Enter the soldier's SSN.
6		Press RETURN.
7		Enter the from address (help screen available).
8		Press RETURN.
9		Enter the date (for example, 15 Jun 90).
10		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to master menu).
11		Enter the requested data.
12		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to master menu).
13		Enter the signature code (help screen available).
14		Press RETURN.
15		Press the desired function key. a. (f1) = edit (make corrections to the screen). b. (f4)/(f5) = continue. c. (f10) = quit (return to master menu).
16		Press the desired function key. a. (f4/f5) = continue. b. (f10) = finish.
17		Enter the PSC address.
18		Press RETURN.
19		Enter the date (YYMMDD).
20		Enter the signature code (help screen available).
21		Press the desired function key. a. (f1) = edit (make corrections to the screen).

Table 8-14
Preparing a service obligation memorandum—Continued

Step	Work center	Required action
		b. (f4) = print.
		c. (f10) = quit (return to master menu).
22		Enter another soldier's SSN or press FINISH.

8-31. Rules for preparing a precondition memorandum
 Rules for preparing a precondition memorandum are contained in paragraph 3-36.

8-32. Steps for preparing a precondition memorandum
 The steps for preparing a precondition memorandum are contained in table 8-15.

Table 8-15
Preparing a precondition memorandum

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2		Move the cursor through PROMOTIONS, ENL PROM/REDUCTION, PROMOTION 5/6 to PRECONDITION LETTER.
3		Press GO.
4		Enter your originator code, if requested.
5		Enter a soldier's SSN.
6		Press RETURN.
7		Enter the from address code (help screen available).
8		Press RETURN.
9		Enter the date.
10		Press RETURN.

Table 8-15
Preparing a precondition memorandum—Continued

Step	Work center	Required action
11		Enter the requested data.
12		Press RETURN.
13		Press the desired function key.
		a. (f1) = edit (make corrections to the screen).
		b. (f4)/(f5) = continue.
		c. (f10) = finish (return to master menu).
14		Enter the requested data.
15		Press RETURN.
16		Repeat steps 7 and 8 until all data has been entered.
17		Press the desired function key.
		a. (f1) = edit (make corrections to the screen).
		b. (f4)/(f5) = continue.
		c. (f10) = finish (return to master menu).
18		Enter the signature block code (help screen available).
19		Press RETURN.
20		Press the desired function key.
		a. (f1) = edit (make corrections to the screen).
		b. (f4) = print.
		c. (f10) = finish (return to master menu).
21		Enter another soldier's SSN or press FINISH.

Appendix A References

Section I Required Publications

AR 27-10
Military Justice. (Cited in paras 1-10, 1-13, 6-1, 6-3, 6-12, and 6-14.)

AR 310-10
Military Orders. (Cited in paras 3-7, 6-12, and 6-14.)

AR 600-8-1
Army Casualty and Memorial Affairs and Line of Duty Investigations. (Cited in para 3-14.)

AR 600-9
The Army Weight Control Program. (Cited in paras 3-28 and 4-18.)

AR 600-8-2
Suspension of Favorable Personnel Actions (FLAGS). (Cited in paras 1-10 and 4-18*b*.)

AR 601-280
Total Army Retention Program. (Cited in paras 1-10, 1-15, 3-28, and 4-2.)

AR 611-201
Enlisted Career Management Fields and Military Occupational Specialties. (Cited in fig 3-1 and para 3-26.)

AR 680-29
Military Personnel-Organization and Type of Transaction Codes. (Cited in paras 7-4, 7-5, and 7-6.)

FM 21-20
Physical Fitness Training. (Cited in fig 3-1, item 6, of part II.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 15-6
Procedures for Investigation Officers and Boards of Officers.

AR 15-185
Army Board for Correction of Military Records.

AR 25-50
Preparing and Managing Correspondence.

AR 135-215
Officer Periods of Service on Active Duty

AR 140-11
U.S. Army Reserve Reenlistment Program.

AR 140-158
Enlisted Personnel Classification, Promotion and Reduction.

AR 340-95
Office Symbols.

AR 350-15
The Army Physical Fitness Program.

AR 350-37
Individual Training Evaluation Program.

AR 351-1
Individual Military Education and Training.

AR 600-85
Military Personnel Management.

AR 600-8-1
Army Casualty and Memorial Affairs and Line of Duty Investigations.

AR 600-15
Indebtedness of Military Personnel.

AR 600-37
Unfavorable Information.

AR 600-200
Enlisted Personnel Management System.

AR 601-210
Regular Army and Army Reserve Enlistment Program.

AR 612-2
Preparation of Replacements for Oversea Movement (POR).

AR 614-200
Selection of Enlisted Soldiers for Training and Assignment.

AR 635-10
Processing Personnel for Separation.

AR 635-200
Enlisted Personnel.

AR 640-10
Individual Military Personnel Records.

AR 670-1
Wear and Appearance of Army Uniforms and Insignia.

AR 690-11
Mobilization Planning and Management.

MCM 1984
Manual for Court-Martial 1984.

Section III Prescribed Forms

DA Form 3355
Promotion Point Worksheet. (Prescribed in paras 3-6, 3-13, 3-14, 3-17, 3-19, 3-21, and 3-23.)

DA Form 3355-E
Promotion Point Worksheet—TACCS. (Prescribed in paras 8-23 and 8-24.)

DA Form 3356
Board Member Appraisal Worksheet. (Prescribed in paras 3-16 and 3-17.)

DA Form 3357
Board Recommendation. (Prescribed in paras 3-16 and 3-17.)

DA Form 3357-E
Board Recommendation—TACCS. (Prescribed in paras 8-25 and 8-26.)

Section IV Referenced Forms

DA Form 2A
Personnel Qualification Record Part I.

DA Form 2-1
Personnel Qualification Record Part II.

DA Form 87.
Certificate of Training.

DA Form 268
Report to Suspend Favorable Personnel Actions (FLAG).

DA Form 2142
Pay Inquiry

DA Form 2442
Certificate of Achievement.

DA Form 2627
Record of Proceedings under Article 15, UCMJ.

DA Form 2627-2
Record of Supplementary Action Under Article 15, UCMJ.

DA Form 3072-R
Waiver of Disqualification for Reenlistment/Promotion in the
Regular Army.

DA Form 3168
Posthumous Promotion.

DA Form 4187
Personnel Action.

DA Form 4187-E
Personnel Action—TACCS

DD Form 149
Application for Correction of Military or Naval Record Under
the Provisions of Title 10, US Code, Sec 1552.

DD Form 1300
Report of Casualty.

Glossary

Section I

Abbreviations

AAM
Army Achievement Medal

AARTS
American or Army Council on Education Registry Transcript System

ABCMR
Army Board for Correction of Military Records

ACASP
Army Civilian Acquired Skills Program

ACE
American Council on Education

ACT
American College Test

ADT
active duty for training

AER
academic evaluation report

AGR
Active Guard Reserve

AIT
advanced individual training

AMOS
additionally awarded military occupational specialty

ANCOC
Advanced Noncommissioned Officers' Course

APFT
Army Physical Fitness Test

ARC
Army Recruiter Course

ARCOM
Army Commendation Medal

ARNGUS
Army National Guard of the United States

ASEP
Advanced Skills Education Program

ASI
additional skill identifier

AWOL
absent without leave

BASD
basic active service date

BCT
basic combat training

BESD
basic enlisted service date

BNCOC
Basic Noncommissioned Officers' Course

BNS1
Battalion S1

BNS2
Battalion S2

BSEP
Basic Skills Education Program

CDR
commander

CE
course examination

CLEP
college level entrance program

CMF
career management field

CPL
corporal

CPMOS
career progression military occupational speciality

C&S
command and staff

CSM
Command Sergeant Major

DA
Department of the Army

DANTES
Defense Activity for Nontraditional Education Support

DCSS
Declination of Continued Service Statement

DOR
date of rank

DCSPER
Deputy Chief of Staff for Personnel

DOD
Department of Defense

EAD
entry on active duty

EB
enlistment bonus

EER
enlisted evaluation report

EMF
enlisted master file

ENRC
enlisted and flagged records

EPP
Enlisted Promotions Program

ESL
English as a Second Language

ETS
expiration term of service

FAO
Finance and Accounting Office

FLG
Flagged records

GCM
general court-martial

GCMCA
general court-martial convening authority

GED
general education development

GRCH
grade change

HQ
headquarters

HQDA
Headquarters, Department of the Army

IADT
initial active duty for training

IOPR
In- and out-processing

ISR
individual soldier's report

JACT
JUMPS Army corrector transaction

JUMPS
Joint Uniform Military Pay System

LES
leave and earnings statement

LTC
lieutenant colonel

MACOM
major Army command

MCM
Manual for Courts-Martial

MIA
missing in action

MILPO
military personnel office(s)

MOI
memorandum of instructions

MSG
master sergeant

MSM
Meritorious Service Medal

MTF
medical treatment facility

MOS
military occupational specialty

MPRJ
Military Personnel Records Jacket, U.S. Army

MMPF
master military pay file

NAC
National Agency Check

NCO
noncommissioned offer

NCOA
Noncommissioned Officer Academy

NCOES
Noncommissioned Officers Education System

OCS
Officer Candidate School

OIC
officer in charge of

OJE
on-the-job experience

OJT
on-the-job training

OMPF
official military personnel file

OSUT
one station unit training

PAB
personnel actions branch

PAC
Personnel and Administration Center

PAUT
Personnel Automation Branch

PCS
permanent change of station

PEB
Physical Evaluation Board

PEBD
pay entry basic date

PED
promotion eligibility date

PERSCOM
U.S. Total Army Personnel Command

PFC
private first class

P-fiche
performance microfiche

PLC
Primary Leadership Course

PLDC
Primary Leadership Development Course

PMOS
primary military occupational specialty

PMOSC
primary military occupational specialty code

PRMOS
promotion military occupational specialty

PRMS
promotion/progression military occupational speciality and promotion points

PROM
Promotions Work Center

PS
personnel support

PSC
Personnel Service Company

PSNCO
personnel staff noncommissioned officer

PTRO
Personnel Transaction by Originator

PV1
private E1

PV2
private E2

QMP
Qualitative Management Program

RA
Regular Army

RMOS
recommended military occupational specialty

SA
Secretary of the Army

SFC
sergeant first class

SGM
sergeant major

SGT
sergeant

SIDPERS
Standard Installation/Division Personnel System

SMOS
secondary military occupational specialty

SPC
specialist

SPF
SIDPERS personnel file

SQI
special qualifications identifiers

SQT
skill qualification test

SRB
special reenlistment bonus

SSD
single source data

SSF
SIDPERS stacker file

SSG
staff sergeant

SSN
social security number

STAB
Standby Advisory Board

SS
staff support

TACCS
Tactical Army Combat Service Support Computer System

TDA
table of distribution and allowances

TDRL
Temporary Disability Retired List

TDY
temporary duty

TIMIG
time in grade

TIS
time in service

TJAG
The Judge Advocate General

TOE
tables of organization and equipment

TPU
troop program unit

TRADOC
U.S. Army Training and Doctrine Command

TSO
test site officer

UCMJ
Uniform Code of Military Justice

USAEREC
U.S. Army Enlisted Records and Evaluation Center

USAFAC
U.S. Army Finance and Accounting Center

USAR
U.S. Army Reserve

USMA
United States Military Academy

USMAPS
U.S. Military Academy Preparatory School

UTL
unit transmittal letter

VRE
Volume Review Exercise

Section II Terms

Active duty

Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the secretary of the military department concerned. It does not include full-time National Guard duty.

Active status

The status of a Reserve commissioned officer, other than a commissioned warrant officer, who is not in the inactive army National Guard or inactive Air National Guard, on an inactive status list, or in the Retired Reserve.

Appellate authority

Commanders who have final authority to act on appeals.

Base operations

Specific installation-wide service (for example, processing, retirement services, retention, and casualty area command services).

Basic enlisted service date

Date that reflects total periods of enlisted service, active or inactive, as a member of Regular and Reserve Components of the Armed Forces of the United States. (Required for computation of enlisted service for promotion to SFC, MSG, and SGM. Includes adjustments prescribed for the Army Acquired Skills Program.)

Best qualified

Soldiers whom the DA Selection Board determines to be the best qualified among peers. Also has demonstrated integrity and high moral standards.

See ch 21
Commander

A head of an Army Staff or field operating agency or an officer with a position title "commander" or "commandant."

Combat service support

The assistance provided operating forces to sustain the battle.

Command and staff

A staff section headed by the commander's senior military personnel manager (for example, installation adjutant general, division G1/adjutant general, corps adjutant general).

Creditable service

All Active or Reserve active status service in the grade in which ordered to active duty or higher that may be used to establish DORs under this regulation. Service that is not credible for this purpose may be creditable for other purposes.

Date of rank

The date on which an enlisted soldier was appointed or promoted in a particular grade and the date used to determine relative seniority for soldiers holding the same grade.

De facto status

Member who was promoted by competent authority, performed duties of the higher grade, and accepted pay and allowances of the higher grade in good faith and without intent to defraud.

Direct support

That support provided by the Personnel Service Company.

Field promotion authority

A commander who may promote enlisted soldiers to the grades PV2-SSG.

Grade

A step or degree, in a graduated scale of office or military rank, that is established and designated as a grade by law or regulation.

Information technicians

Works in field systems division of Personnel Information Systems Command.

Interservice transfer

A transfer between Uniformed Services by an enlisted soldier.

Military personnel

The component of personnel service support that provides military personnel support to soldiers and commanders in the field.

Military personnel functions

The basis for single source regulations. These functions subdivide military personnel operations in the field into manageable segments.

Official military personnel file

The official personnel file usually maintained on microfiche, composed of a performance section, service section and, in some cases, a restricted access section.

Original appointment

The most recent appointment of a member of the Armed Forces in a regular or Reserve Component; refers to the most recent appointment in that component that is neither a promotion or a demotion.

Personnel process

Description of how tasks fit together to support a function or a subfunction.

Personnel program

Functional work that does not depend on major standard tasks. Programs usually take the form of a service; for example, the Youth Sponsorship Program.

Personnel service support

A subordinate element of combat service support. The management and execution of personnel related matters, including military personnel, health service, finance, legal, military police, chaplain, personnel action office, postal, and morale support.

Policy

General statement governing objectives of a functional area (within the purview of the Office of the Deputy Chief of Staff for Personnel policy proponent).

Posthumous promotion

A casualty promoted to a higher grade following his or her death.

Principle of support

Fundamental objective associated with each function. These objectives specify the reason for and source of manpower; for example, to operate a promotion system. Applicable in peace or war.

Procedure

A generic term to describe a number of tasks in the aggregate.

Promotion list

A list of enlisted soldiers, by grade, recommended and approved for promotion.

Promotion review authority

The commander having general court-martial jurisdiction or the first Army general officer in the chain of command who has a judge advocate available.

Promotion sequence number

A number that shows the rank order of a soldier on a promotion list.

Promotion/advancement instrument

Orders or a DA Form 4187.

Rank

The order of precedence among members of the Armed Forces.

Rule

Guideline for performing a specific task. Rules are associated with specific task and are maintained by the functional proponent.

Separation

Discharge, release from active duty, or retirement.

Standards of support

Statements describing how much or how well the Army expects to do the work. Intent is to identify, for the senior leaders, those major standards that drive the manpower cost in the field. There are separate set of standards for peace and war.

Single source data

Sharing data that is common to more than one functional system as opposed to the separate redundant entry of data into more than one system.

Step

Sequential subdivision of a task. Describes work at a level of detail allowing execution.

Subfunctions

The subdivision of work within functions; for example, the function of enlisted promotions subdivides into enlisted advancements, the semicentralized system, and the centralized system.

Subwork center

Subordinate element of a work center.

Task

The major subdivision of a function or subfunction. The lowest level of work which has meaning to the doer. This subdivision has a beginning, an ending, and can be measured.

The adjutant general branch proponent

The Commandant of the Adjutant General School

The functional proponent

A person, usually in a field operating agency, responsible for actually writing a functional regulation. Serves as product manager to integrate each functional area regulation.

The integrating center

The U.S. Army Service Support Center; that is, the organization responsible for developing the policy statements for a regulation.

The policy proponent

A person on the HQDA or higher staff responsible for developing the policy statements for an Army regulation.

Uniformed Service

The Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

Work center

Clearly defined organization element recognized by MS3 as the basis for manpower requirements.

Index

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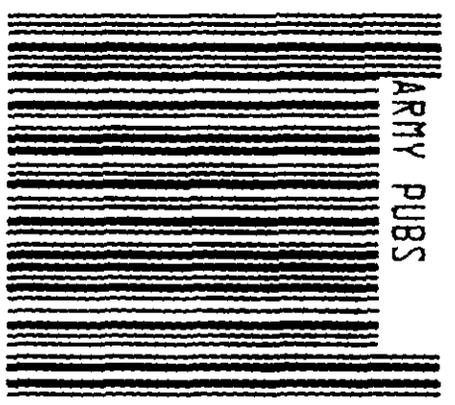
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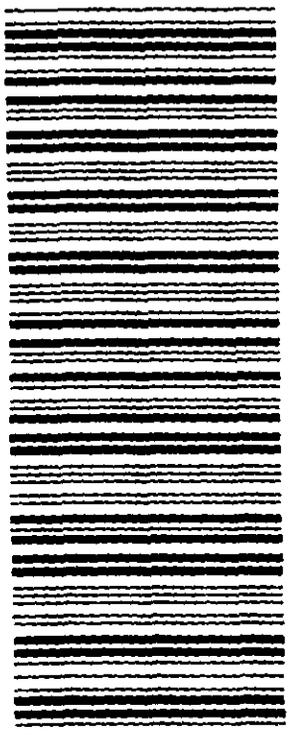
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