

## Rapid Action Revision

AR 600-8-19L

### **Para 1-27c DELETE**

**Para 1-19e CHANGE TO READ:** e. Soldiers serving under a suspension of favorable personnel action (flag) are non-promotable, per paragraph 1-10. Other provisions of this regulation are waived to permit these promotions.

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

#### **Section I Managing Semi-centralized Promotions**

##### **3-1. Promotion system**

a. This chapter governs the SGT and SSG promotion system for the AC and USAR. Except as otherwise specified, stated policies apply to Soldiers of both components.

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

(1) Serve as the promotion authority to the rank of SGT and SSG for Soldiers assigned to units attached or assigned to their command. For USAR (TPU, ARE, Multi-component Commands or Units), Soldiers in units attached to their command will be promoted only after coordination with the parent unit for determination of a unit vacancy.

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

c. Concept.

(1) Unit CDR will consider Soldiers (SPC, CPL, and SGT) who meet the basic eligibility requirements (Tables 3-1 and 3-2) for promotion recommendation on a monthly (AC and USAR AGR) or quarterly (USAR TPU/ARE/multi-component units) basis.

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

(a) For AC and USAR AGR: Soldiers make a physical appearance before a promotion board.

(b) FOR USAR (TPUs/AREs/multi-component): Soldiers will not make a physical appearance to the promotion board.

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

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

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

d. First Line leaders will counsel Soldiers fully qualified (attainment of PZ eligibility) but not recommended by the Unit CDR in writing. Written counseling will consist of the basis for non-recommendation complete with an action plan designed to overcome deficiencies. Counseling is mandatory upon initial non-recommendation once fully eligible (without waiver) in the PZ and a minimum of quarterly, thereafter, until the Soldier is recommended for promotion or is no longer eligible.

e. The importance of personnel and training data accuracy and timeliness is essential in ensuring promotion points are accurate and reflective of a Soldier's actual achievements and accomplishments. Each Soldier bears a personal responsibility to ensure their records are accurate and reflect all information necessary to compute accurate promotion scores. The S-1 and Unit HR Specialist will assist Soldiers in this matter. Soldiers will compete for promotion:

(1) For AC only: Based on automatically calculated promotion scores generated from both personnel and training data in TAPDB and ATRRS. Incorrect promotion scores predicated on missing or inaccurate personnel/training information will not constitute a basis for promotion score adjustments to affect previously announced promotions. Corrections to either the personnel or training records affect promotion scores moving forward and not retroactively. There are no exceptions to this provision.

(2) For USAR: Using a promotion point worksheet (DA Form 3355) as provided for in this regulation.

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

g. The semi-centralized promotion system depends on the sequential execution of the key events listed in this chapter. Untimely action in the field leads to inaccurate promotion decisions.

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

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

a. The semi-centralized promotion system supports filling authorized enlisted positions with the best-qualified Soldiers and is dependent on realizing promotions when Soldiers meet the

announced cutoff scores. It is not the intent of this process for the promotion authority to re-validate promotion scores of Soldiers identified for promotion once selected. However, the promotion authority will suspend a Soldier's promotion when one of the following conditions exists:

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

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

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

b. The promotion authority will promote, provided otherwise qualified, when:

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

(2) FOR USAR (TPUs/AREs/multi-component): the unchallenged total point score results in the Soldier being the best qualified on the OML ranking.

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

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

The promotion authority may waive the eligibility requirements of TIS and TIG as outlined in tables 3-3 and 3-4.

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

a. AC. Because promotion scores are a function of an automated process, there is no promotion packet. Upon receipt of the promotion board's recommendation (figure 3-2) the promotion authority's decision to authorize integration of a Soldier onto the promotion recommended list will be by memorandum (figure 3-4). The unit will maintain the original memorandum and provide a copy to all Soldiers considered by the promotion authority during the given month.

b. USAR.

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

(a) The approved promotion recommendation (DA Form 3355) with all appropriate signatures.

(b) Current and updated DA Form 2A (Personnel Qualification Record—Part I) and DA Form 2-1 (Personnel Qualification Record—Part II) or Enlisted Record Brief (AGR).

(c) The MPF/MPRJ, as defined in AR 600-8-104.

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

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

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

(g) The promotion authority's decision to authorize integration of a Soldier onto the promotion recommended list will be by memorandum (figure 3-4).

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

(a) Additional, non-MPF/MPRJ documents for a Soldier who is on the recommended list is kept in his or her MPF/MPRJ until promoted or removed from the list. When this occurs, remove the packet from the MPF/MPRJ and give to the Soldier.

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

### **3-5. Special promotion categories**

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

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

(a) SFQC graduate.

(b) Award of MOS 18B, 18C or 18E.

(2) A SPC/CPL who is programmed to MOS 18D will be automatically promoted to SGT upon successful completion of the Special Operations Combat Medic (SOCM) portion of the SFQC without board appearance. The promotion is effective the date the Soldier completes SOCM portion of the SFQC. Promotion to SGT for Soldiers who are programmed into MOS 18D is conditioned upon successful completion of the SFQC; failure to complete the remainder of the SFQC will result in an administrative reduction.

(3) Upon successful completion of the SFQC, sergeants who have been boarded and recommended for promotion in their previous MOS will be promoted to staff sergeant the first day of the following month upon successful completion of all phases of the course and award of

a CMF 18 MOS. Promotion to SSG based on achieving a cutoff score in an MOS before award of an 18 series MOS will not be delayed pending completion of the SFQC.

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

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

(6) The promotion authority for promotion in this paragraph is Commander, U.S. Army John F. Kennedy Special Warfare Center and School.

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

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

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

d. Officer Candidate School (OCS) and Warrant Officer Candidate Course (WOCC). Soldiers in grade of SPC and below entering OCS or WOCC will be promoted, by the losing organization, to SGT with an effective date and DOR equal to the course reporting date (consistent with the provisions as outlined in [AR 350-51](#)). Soldiers promoted under this paragraph will be informed that if they are on a current recommended list to SGT they will be removed from such list. In instances where a Soldier fails to complete training, the S-1 will reduce the Soldier to their former grade held and, if previously removed from a recommended list to SGT, reinstate that Soldier to that list (for USAR only, grant former points attained).

e. Reserve Officer Training Corps/simultaneous membership program (USAR (TPUs/AREs/multi-component)only). Soldiers in grade of SPC and below entering ROTC/SMP will be promoted, by the losing organization, to Cadet, pay-grade E5. Soldiers promoted under this paragraph will be informed that if they are on a current recommended list to SGT they will be removed from such list. In instances where a Soldier fails to complete training, the S-1 will reduce the Soldier to their former grade held and, if previously removed from a recommended list to SGT, reinstate that Soldier to that list (for USAR only, grant former points attained). Promotion to cadet will be announced on [DA Form 4187](#) citing [AR 601-210](#), as the authority.

The effective date of the promotion to cadet will be the date of enrollment in the ROTC Advanced Course or the date of assignment to a TPU, whichever is later.

f. Special MOS alignment promotion. For AC Only. Soldiers with approved reenlistment/reclassification in MOS designated by HRC (Comment: HRC does not designate this for TPU). For special MOS alignment promotion to meet Army readiness, Soldiers will be promoted effective the graduation date from the MOS-qualifying school, which occurs after all training phases are completed and the MOS is awarded. Soldiers who fail to complete training as scheduled become disqualified for award of the new MOS and are no longer eligible for promotion under this paragraph.

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

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

(1) POQC graduate.

(2) Award of MOS 37F.

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

(1) CAQC graduate.

(2) Award of MOS 38B.

j. Drill sergeant or TASS instructor positions (USAR (TPUs/AREs/multicomponent)only).

(1) *Competing for promotion within MOS.* Drill sergeants and TASS instructors will compete for promotion consideration in their PMOS, SMOS, or AMOS the same as other Soldiers as required by table 3-2. If selected against other than their appropriate drill sergeant or TASS instructor positions, the following procedures apply:

(a) The Soldier may decline the promotion and concurrent reassignment without penalty or

removal from the promotion recommended or selected list. The Soldier's name will remain on the list until promoted or removed for cause.

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

(2) *Promotion against drill sergeant or TASS instructor positions.* When vacancies have been determined per paragraph 5-4, promotions to fill these positions will be made off the recommended list (see para 3-19) as required, except as specified in the following paragraphs.

(3) If a Soldier assigned to a TASS instructor position or a drill sergeant position, completes the required training and is qualified for duty in the position, he or she may be promoted to SGT or SSG off the recommended list (see para 3-19) without regard to list standing. However, the Soldier will not be promoted off the list ahead of another qualified instructor or drill sergeant on the list who is within a reasonable distance of the position, available for assignment or assigned, who possesses the required DMOS and SQT.

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

k. *Military Technicians (USAR (TPUs/AREs/multi-component)only).* A military technician (MT) must serve in a dual status as a technician and as a member of the Army Reserve Selected Reserve in accordance with Department of Defense Directive (DODD) 1205.18. Eligibility, selection, and promotion policy and procedures outlined in this chapter apply to all military technicians assigned to a TPU, except where cited in the following paragraphs.

(1) *Position vacancy.* A TOE or TDA position occupied by a MT will not be considered as a vacancy for promotion consideration.

(2) *Promotion declination.* A MT will be considered for promotion under the same criteria as other enlisted Soldiers; however, if acceptance of a promotion would affect the MT's condition of employment as a MT, to include job relocation, the MT may decline the promotion without penalty. In declining, the MT's name will not be removed from the recommended list. The MT will be retained on the list until promoted or removed for cause. MTs will be removed from the list if they signed a statement (see paragraph 5-9c(9)) and declined the position.

(3) *Promotion to SGT or SSG.* A MT on the PPRL may be promoted off the list without regard to sequence against a position in the TPU to which he or she is assigned that requires the MOS in which he or she was recommended by the board.

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

a. Provided otherwise eligible, Soldiers on a recommended list prior to hospitalization, will be promoted when they are selected for promotion within their respective component's selection process.

b. Provided otherwise eligible, Soldiers who are not on a recommended list at the time of hospitalization may be considered and recommended for promotion.

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

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

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

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

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

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

b. Soldiers who obtain eligibility after departure may be recommended for promotion board consideration only with the concurrence of the parent organization (promotion authority).

### **3-8 Vacancy calculation**

a. The United States Army Reserve Command will report all position vacancies by MOS and grade to subordinate/supported commands for review and return. Approved vacancies will be submitted to the regional list manager.

b. The regional list manager will validate all vacancies for fill from the PPRL.

## **Section II Promotion Eligibility Criteria**

### **3-9. Eligibility criteria for recommendation and promotion**

a. The establishment of more stringent criteria for use in determining eligibility for promotion recommendation than provided for in this regulation is not authorized. Commanders may recommend Soldiers in the secondary zone as an incentive for those who strive for excellence and whose accomplishments, demonstrated capacity for leadership, and marked potential warrant promotion ahead of their peers. All Soldiers must otherwise be in a promotable status as detailed in Chapter 1. Eligibility criteria for recommendation and promotion to SGT/SSG are as follows:

(1) Eligibility for recommendation to SGT/SSG:

(a) Table 3-1: AC and USAR AGR.

(b) Table 3-2: USAR (TPU, ARE, and Multi-component Commands or Units).

(2) Eligibility criteria for promotion to SGT/SSG:

(a) Table 3-3: AC and USAR AGR.

(b) Table 3-4: USAR (TPU, ARE, and Multi-component Commands or Units).

<b>TABLE 3-1.</b>					
<b>ELIGIBILITY CRITERIA FOR RECOMMENDATION (AC AND USAR AGR)</b>					
<b>FACTOR</b>	<b>CRITERIA</b>			<b>WAIVER</b>	
MOS	Soldier must be recommended in CPMOS. Must be fully qualified in recommended MOS (DA Pam 611-21).			None	
Civilian Education	Must have high school diploma, general education development (GED), or an associates or higher degree.			None	
Military Education	To SSG (only). Must be a graduate of WLC (or higher level of PME) prior to board appearance to SSG.			Constructive credit granted by U.S. Army Training and Doctrine Command (TRADOC). Equivalency approval must be completed prior to board appearance for other service, USAR or ARNG WLC. Nonresident courses do qualify for this requirement. WLC may be waived for deployed Soldiers for 270 days after redeployment. Email <a href="mailto:hrc.epmd.ncoesoperations@conus.army.mil">hrc.epmd.ncoesoperations@conus.army.mil</a>	
Time requirement for board appearance as of the first day of the board month	To SSG	Secondary Zone	47 months TIS		
			5 months TIG		
		Primary Zone	71 months TIS		
		Command List Integration	83 months TIS 11 months TIG		
		To SGT	Secondary Zone		17 months TIS 5 months TIG
			Primary Zone		35 months TIS 7 months TIG
	Command List Integration	47 months TIS 11 months TIG			
Reenlistment Eligibility	Must not be ineligible to reenlist.			None	
Physical Qualifications	Soldier remains eligible until determined unfit by the informal physical evaluation board (refer to paragraph 1-20).			Soldiers regain eligibility when the findings approved by the Secretary of the Army are "fit" or when approved for continuation on active duty (COAD) under the provisions of AR 635-40, chapter 6.	
APFT	Must possess a current passing record APFT score in accordance with applicable regulations and field manuals			As directed by HQDA, DCS, G-3/5/7 (DAMO-TR). Soldiers will use last APFT qualification when conduct of the APFT is suspended by HQDA (regardless of when it	

		was last administered).
Weight Control	Must be in compliance with AR 600-9.	None
ASAP	Cannot be enrolled in the program.	Self-referral
Disciplinary	Cannot be flagged IAW AR 600-8-2	None

<b>TABLE 3-2.</b>				
<b>ELIGIBILITY CRITERIA FOR RECOMMENDATION (USAR TPU, ARE, AND MULTICOMPONENT COMMANDS OR UNITS)</b>				
<b>FACTOR</b>	<b>CRITERIA</b>			<b>WAIVER</b>
Recommendation	Must be recommended by the unit commander.			None
Membership	Must be a member of the USAR currently assigned to a unit and is not an unsatisfactory participant.			None
MOS	Soldier must be recommended in CPMOS. Must be fully qualified in recommended MOS (DA Pam 611-21).			May be recommended in SMOS and or AMOS if fully qualified in the MOS and recommended by the commander
Civilian Education	Must have high school diploma, general education development (GED), or an associates or higher degree.			None
Military Education	To SSG (only). Must be a graduate of WLC (or higher level of PME) prior to consideration by a SSG promotion board.			Constructive credit granted by U.S. Army Training and Doctrine Command (TRADOC). Equivalency approval must be completed prior to board appearance for other service, USAR or ARNG WLC. Nonresident courses do qualify for this requirement. WLC may be waived for deployed Soldiers for 270 days after redeployment.
Time requirement for promotion consideration as of the date the board convenes	To SSG	Secondary Zone	48 months TIS	
			8 months TIG	
	Primary Zone	84 months TIS		
		15 months TIG		
To SGT	Secondary Zone	18 months TIS 6 months TIG		
	Primary Zone	36 months TIS 12 months TIG		
Reenlistment Eligibility	Must not be ineligible to reenlist.			None
Retention	Does not exceed maximum years of service for current grade or has not reached age 57.			None
Physical Qualifications	Soldier remains eligible until determined unfit by the informal physical evaluation board (refer to paragraph 1-20).			Soldiers regain eligibility when the findings approved by the Secretary of the Army are "fit" or when approved for continuation on active reserve status (COAR) under the provisions of AR 635-40, chapter 6.
Weapons Qualification	Minimum rating as a marksman.			Exemption from qualification by HQ, US Army Forces Command.
APFT	Must possess a current passing record APFT score in			As directed by HQDA, DCS, G-

	accordance with applicable regulations and field manuals.	3/5/7 (DAMO-TR). Soldiers will use last APFT qualification when conduct of the APFT is suspended by HQDA (regardless of when it was last administered).
Permanent Promotion Recommended List (PPRL)	Must not have been removed from a PPRL within 12 months of recommendation.	None
Weight Control	Must be in compliance with AR 600-9.	None
ASAP	Cannot be enrolled in the program.	Self-referral
Disciplinary	Cannot be flagged IAW AR 600-8-2.	None

<b>TABLE 3-3. ELIGIBILITY CRITERIA FOR PROMOTION PIN-ON (AC AND USAR AGR)</b>				
<b>FACTOR</b>	<b>CRITERIA</b>			<b>WAIVER</b>
MOS	Soldier must be promoted in CPMOS. Must be fully qualified in MOS to include meeting all school requirements.			None
Military Education	SSG: Must be a graduate of WLC (or higher level of PME).			WLC may be waived for deployed Soldiers for 270 days after redeployment.
Time requirement for board appearance as of the first day of the board month	To SSG	Secondary Zone	48 months TIS 6 months TIG	
		Primary Zone	72 months TIS 10 months TIG	
		Command List Integration	84 months TIS 12 months TIG	
	To SGT	Secondary Zone	18 months TIS 6 months TIG	
		Primary Zone	36 months TIS 8 months TIG	
		Command List Integration	48 months TIS 12 months TIG	
Reenlistment Eligibility	Must be eligible to reenlist or extend in accordance with appropriate regulations.			None
Physical Qualifications	Soldier remains eligible until determined unfit by the informal physical evaluation board (refer to paragraph 1-20).			<p>a. Soldiers regain eligibility when the findings approved by the Secretary of the Army are "fit" or when approved for continuation on active duty (COAD) under the provisions of AR 635-40, chapter 6.</p> <p>b. When the provisions of para 1-20c or 1-20d apply.</p>
APFT	Must possess a current passing record APFT score in accordance with applicable regulations and field manuals.			As directed by HQDA, DCS, G-3/5/7 (DAMO-TR). Soldiers will use last APFT qualification when

		conduct of the APFT is suspended by HQDA (regardless of when it was last administered).
ASAP	Cannot be enrolled in the program.	Self-referral
Disciplinary	Cannot be flagged IAW AR 600-8-2	None
Service Remaining Requirement	To SSG: 12 months service	None

<b>TABLE 3-4.</b>		
<b>ELIGIBILITY CRITERIA FOR PROMOTION PIN-ON (USAR TPU, ARE, AND MULTICOMPONENT COMMANDS OR UNITS)</b>		
<b>FACTOR</b>	<b>CRITERIA</b>	<b>WAIVER</b>
PPRL	Be listed on a valid permanent promotion recommended list.	None
Sequence Order	Be in the proper sequence order when promoted off the PPRL	None
APFT	Must possess a current passing APFT score in accordance with applicable regulations and field manuals.	None
Position Requirement	To SGT/SSG: 12 month position obligation	Where the Soldier has a change of residence or civilian employment, or incurs an extreme hardship requiring such reassignment.
Service Remaining Requirement	To SSG: 12 month service	None

### 3-10. Reason Codes (AC Only)

Reason codes for use on the monthly SGT/SSG promotion selection by-name list are shown in Table 3-5. Reason codes for use on the recommended list are identified in Table 3-6. CDRS will ensure codes remain current at all times. Parenthetical numbers indicate order of precedence. All others not listed above automatically remove the Soldier from the by-name list and do not require sequencing.

<b>TABLE 3-5.</b>	
<b>REASON CODES FOR USE ON THE MONTHLY SGT/SSG PROMOTION SELECTION BY-NAME LIST (AC ONLY)</b>	
<b>REASON CODE</b>	<b>DESCRIPTION</b>
1. Non-promotion	Use for Soldiers on the monthly SGT/SSG promotion selection by-name list who are non-promotable
A	Does not meet NCOES requirement and no other code applies <sup>1</sup> (4)
B	Does not meet security clearance requirement <sup>1</sup> (3)
C	Under suspension of favorable personnel actions <sup>1</sup> (1)
D	Ineligible for reenlistment/extension <sup>1</sup>
E	Eligible to meet SRR but refused or failed to meet requirement <sup>2</sup>
F	Previously promoted to current rank <sup>2</sup>
G	Incorrect promotion points or points date <sup>3</sup>
H	Reclassified to new PMOS prior to promotion month <sup>3</sup>
I	Separated from active duty <sup>2</sup>
J	NCOES failure (or refusal) <sup>2</sup>
K	DA imposed bar to reenlistment <sup>2</sup>
L	Field imposed bar to reenlistment <sup>2</sup>
N	Enrolled in the overweight control program and/or failure of record APFT <sup>2</sup>

P	Unverified promotion <sup>1</sup>
R	Reason other than those listed in this table that require Soldiers be removed from the recommended list in accordance with this regulation <sup>2</sup>
T	Soldier requires waiver for disqualifier <sup>1</sup>
V	Soldier at RCP for grade; however, eligible for board appearance <sup>1</sup>
2. Promotion (field input)	
M	Meets cutoff score and name appears on the by-name list <sup>2</sup>
3. Promotion (HQDA input)	
O	Entered Officer Candidate School (to SGT only) <sup>2</sup>
S	Army civilian acquired skills (to SGT only) <sup>2</sup>
W	Entered Warrant Officer Course (to SGT only) <sup>2</sup>
Notes: Information Codes <sup>2</sup> Will remove Soldier from the by-name list and the recommended list <sup>3</sup> Will remove Soldier from the by-name list only	

**TABLE 3-6.**

**REASON CODES FOR USE ON THE RECOMMENDED LIST  
(AC ONLY)**

CODE	DESCRIPTION
A	Initial promotion score
D	Nonpromotable status
E	Delete because of transfer. Enter departure date
F	Deleted for cause. Enter effective date of removal after code
G	Promoted. Enter effective date of promotion after the code
H	Reinstated to recommended list. Enter date of reinstatement after code
J	Regained promotable status. Enter effective date after code
M	Soldier failed WLC. Enter year and month of WLC failure. Example: M9906
R	Declination of promotion
S	Declination of NCOES attendance

**Section III**

**Task: Identifying and Processing Recommendation for Promotion to Sergeant and Staff Sergeant**

**3-11. Rules**

a. On a monthly (AC/USAR AGR) or minimum of quarterly (USAR TPU, ARE, and Multi-component Units) basis, unit CDRs are responsible for considering all eligible Soldiers for promotion recommendation using the unit enlisted promotion report when they are otherwise eligible as indicated in Tables 3-1 and 3-2. Unit CDRs may recommend:

(1) Eligible AC Soldiers for board consideration as early as the 20<sup>th</sup> day of the month proceeding the board month.

(2) Eligible USAR Soldiers for promotion consideration up to 60 days prior to the convene date of the board.

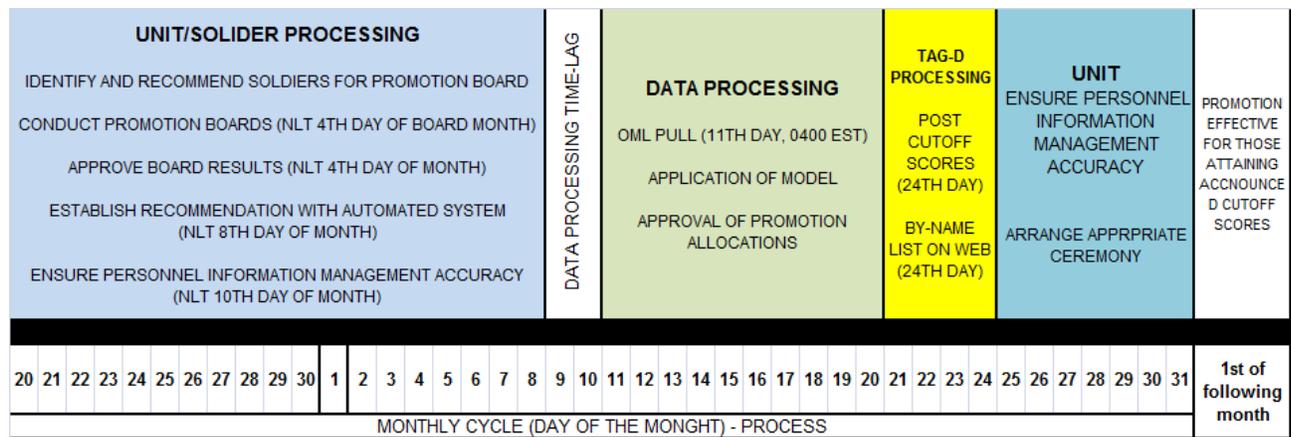
b. AC. The complete process of recommending Soldiers, conducting board appearances, and approving recommendations for promotion list integration must be completed no later than the 8th day of the board month (figure 3-1). Promotion points are effective on the first day of the

following month following after approval by the promotion authority and input into the automated system.

c. USAR.

(1) A Soldier in the zone of consideration for promotion may decline such consideration before his or her promotion packet is assembled and sent to the promotion board. Once the packet is sent to the board, the Soldier cannot decline consideration. However, if selected and placed on the PPRL, the Soldier may request removal from the list.

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



**Figure 3-1 AC Monthly Promotion Cycle**

(3) When a Soldier declines promotion consideration, it is essential that the Soldier's immediate supervisor and the CDR determine the reason for the declination and provide adequate counseling.

(4) Soldiers may be considered and recommended in each MOS otherwise qualified. In such cases, a Soldier's name may appear several times on the promotion selection list. The following are guidelines and exceptions to this policy:

(a) [DA Pam 611-21](#) requires formal training or civilian acquired skills criteria for the award of skill level 3 in certain specified MOSs. In such cases, the training or criteria must be met for the Soldier to be considered fully qualified in the MOS at that skill level.

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

(c) Soldiers who must be retrained in a new MOS as a result of unit reorganization, relocation, or inactivation may be considered eligible for promotion. This exception is based on

qualification in the former PMOS and provided the Soldier enrolls within 12 months following assignment in the duty position and satisfactorily participates in an approved formal course of instruction leading to the award of the MOS within 24 months of assignment to the duty position. A Soldier will be removed from the recommended list or reduced to the previous grade if not qualified in the new MOS within 24 months of assignment to the duty position.

(d) TASS MOS instructor positions identified on the TDA may be filled by a Soldier possessing the MOS appropriate to the course of instruction. For promotion purposes, the instructor must be qualified in the MOS he or she is instructing rather than the TDA position requirement.

(e) As an exception, Soldiers assigned to Army Reserve bands and fully qualified in a PMOS under career management field (CMF) 97 (Army Bands), will compete for promotion to the next higher grade in CMF 97. Position vacancies will be identified by grade within CMF 97.

## **Section IV**

### **Task: Conducting Promotion Boards**

#### **3-12. Rules**

##### **a. Mission.**

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

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

##### **b. Frequency.**

(1) AC and USAR AGR. Boards will convene on a monthly basis except in those instances where no Soldiers, are recommended for promotion. The BN HR specialist will schedule a promotion board such that all Soldiers recommended for board appearance will be completed no later than the 4th day of the board month for AC or within the board month for USAR AGR .

(2) USAR (TPU, ARE, and Multi-component Units). Boards will convene at least quarterly unless there are no eligible Soldiers available for promotion consideration within the command.

(3) AC and USAR AGR. As an exception provision, when the operational environment dictates, the promotion authority may seek authorization from HQDA (DCS, G-1, ATTN: DAPE-MPE-PD, 300 Army Pentagon, Wash DC 20031-0300) to rely solely on the recommendation of the Bn CSM – who can make validating recommendations based on one-on-one interaction with

the recommended Soldier. The intent of this exception authority is to mitigate excessive risk on the battlefield and to ensure Soldiers are not placed in harm's way solely to satisfy an administrative requirement. Commanders of RC Soldiers will submit requests through their home of record promotion authority through the respective RC headquarters for recommendation to the DCS, G-1, for final decision.

c. Conduct.

(1) AC and USAR AGR. Soldiers recommended for promotion by the unit CDR will generally appear in person before the board. The board, utilizing a question/answer format, will test the preparedness of the recommended Soldier to determine their potential to serve at the recommended rank. Hands-on tasks are not authorized. Questions should focus on leadership, awareness of military programs, and knowledge of basic Soldiering and world affairs. The board should consider the Soldier's overall personal appearance, bearing, self-confidence, oral expression and conversational skills, and attitude when determining each Soldier's potential to serve at the next level of NCO responsibility.

(2) USAR (TPU, ARE, and Multi-component Units). Soldiers do not make a physical appearance to the board. The board will review Soldier records to determine their potential to serve at the recommended rank.

d. Composition. The promotion authority will appoint, in writing, a minimum of three voting members to serve on a promotion board. The board president may be designated as a voting member in order to eliminate ties.

(1) The board president must be a CSM or SGM unless the board membership consists of both officer and NCOs, in which case the president is the senior member.

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

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

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

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

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

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

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

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

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

(3) Use of the Military Personnel File by the board is optional for AC and USAR AGR boards.

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

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

## **Section V**

### **Task: Processing Results of the Promotion Board**

#### **3-13. Rules.**

a. The promotion authority will make the final decision to integrate a Soldier onto the promotion recommended list (for AC, no later than the 8<sup>th</sup> day of the calendar month) (Figure 3-4). Soldiers approved for integration will be promotable and the S-1 will activate the Soldier's promotion score for inclusion onto their respective promotion list, in support of their respective component's process. The promotion authority reserves the right to integrate (or deny integration) any Soldier recommended, regardless of the recommendation of the promotion board.

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

#### **3-14. Convening authority responsibilities (USAR TPU, ARE, Multi-components units)**

The convening authority will take the names of those Soldiers on the promotion recommended list and establish or integrate them on to the PPRL.

a. The PPRL will be ordered as shown in figure 3-4. A code may be locally devised to indicate geographical area or assignment preference. This code or geographical area will be entered on the list.

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

## **Section VI**

### **TASK: Promotion Points**

**3-15. Computation of Promotion Points.** Soldiers earn promotion points based on data contained in their personnel and training records. The AC will calculate promotion scores automatically based on data contained in a Soldier's personnel (eMILPO) and training (ATRRS) files. The USAR will use DA form 3355 to manually calculate promotion scores. Proper care and diligence is essential to ensure accurate personnel information within a Soldier's record. Every Soldier must take responsibility for the content of their own personnel/training file; ensuring all data elements are accurate. Soldiers must take immediate action to correct data inaccuracies. Soldiers with incorrect promotion points resulting from incomplete or missing data will not result in promotion as an exception to policy based on erroneous scores due to lack of records maintenance. Soldiers earn promotion points as indicated in paragraphs 3-16 through 3-19.

(Appropriate Command Letterhead)

(Office Symbol) (AR 600-8-19)

(date)

Memorandum for Commander, XXX Infantry Battalion, Fort Pentagon, Washington DC 20310

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

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

2. The following members were present:

CSM Robert L. Chambers – President

1SG Martin L Kinsey – Member

1SG Wesley Johnson – Member

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

<u>NAME</u>	<u>LAST 4 (SSN)</u>	<u>Recommended Rank</u>	<u>Recommended MOS</u>
Jones, Ronald A.	x-8888	SSG	11B
Smith, Stanley	x-9999	SSG	11B
Black, Paul F.	x-7777	SGT	11B
Jones, Andrew B.	x-4444	SGT	54B
Simpson, Donald G.	x-6666	SGT	11B

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

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

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

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

AUTHORITY LINE:

ROBERT L. CHAMBERS

CSM, USA

Promotion Board President

Figure 3-2 (Sample format for promotion board proceedings – Active Component)

(Appropriate Command Letterhead)

(Office Symbol) (AR 600-8-19)

(date)

Memorandum for Commander, XXX Infantry Battalion, Fort Pentagon, Washington DC 20310

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

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

2. The following members were present:

CSM Robert L. Chambers – President

1SG Martin L Kinsey – Member

1SG Wesley Johnson – Member

SGT William Plate – Recorder w/o vote

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

<u>NAME</u>	<u>LAST 4 (SSN)</u>	<u>Recommended Rank</u>	<u>Recommended MOS</u>	<u>Promo Points</u>
Jones, Ronald A.	x-8888	SSG	11B	XXX
Smith, Stanley	x-9999	SSG	11B	XXX
Black, Paul F.	x-7777	SGT	11B	XXX
Jones, Andrew B.	x-4444	SGT	54B	XXX
Simpson, Donald G.	x-6666	SGT	11B	XXX

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

<u>NAME</u>	<u>LAST 4 (SSN)</u>	<u>Primary MOS</u>
Adams, Roland O.	x-2222	11B

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

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

AUTHORITY LINE:

ROBERT L. CHAMBERS

CSM, USA

Promotion Board President

Figure 3-3 (Sample format for promotion board proceedings – USAR)

(Appropriate Command Letterhead)	
(Office Symbol) (AR 600-8-19)	(date)
Memorandum for S-1 (or appropriate Promotion Work Center)	
SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG	
1. Reference (Office Symbol) Promotion Board Proceedings for Promotion to SGT and SSG dated xxxxxx (enclosed).	
2. Approved (or disapproved).	
Encl	JULIAN A. WILLIAMS
as	LTC, IN
	Commanding

Figure 3-4 (Sample format for board approval).

**3-16. MILITARY TRAINING (Combat Experience, Weapons Qualification, and Army Physical Fitness Test).** MAXIMUM POINTS: 340 for Promotion to SGT and 255 for Promotion to SSG

a. Combat Experience (30 points maximum – SGT; 60 points maximum – SSG). To recognize the invaluable experiences gained while serving on combat deployments, Soldiers will receive 2 promotion points for each incremental month of federal service in specified operations, as defined by the DCS, G-3/5/7. Combat deployments are defined as an overseas operation in a designated combat zone (i.e., OIF, OEF). Source document is the Enlisted Records Brief (ERB) for AC/AGR and the DA Form 2-1 (Personnel Qualification Record—Part II) for USAR.

b Weapons Qualification (160 points maximum – SGT; 100 points maximum – SSG)

(1) Weapons qualification will comprise the most recent qualification score (but not older than 24 months) with the Soldier's assigned weapon.

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

(3) A Soldier's individually assigned weapon should normally be the M16A2 rifle; however, it may be another individually assigned weapon when duty or MTOE requires (for example, 9 mm pistol for military police). The commander's decision applies.

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

(5) Soldiers with physical profiles resulting from combat related operations who are unable to qualify with a weapon due to a physical limitation will use their last weapon qualification score until the Soldier is medically cleared to fire for qualification. If the Soldier's last qualifying score was a failing score, that Soldier (regardless of primary weapon assigned) will be granted a minimum qualifying score of 23 hits on the M16 scale, DA Form 5790-R.

<b>TABLE 3-7</b>						
<b>Weapons qualification for Promotion to SGT (weapons qualification (hits) = promotion points)</b>						
DA Form 3595-R & 5790-R (SEP 08) (M16)	DA Form 85-R (AUG 06) M240B, M60,M249	DA Form 88 (MAR 07) (Pistol)	DA Form 5704/ 5705-R (MAY 08) Alternate Pistol	DA Form 7304-R(AUG 06) (M249 AR)	CID Form (Practical Pistol)	FLVA FORM 19-10 (AUG 08) (MP Firearm Qualification Course)
40 = 160	212 = 160	30 = 160	40 = 160	106 = 160	300 = 160	50 = 160
39 = 153	208-211 = 153	29 = 151	39 = 152	105 = 153	294 = 155	49 = 152
38 = 145	204-207= 146	28 = 142	38 = 144	104 = 146	290 = 150	48 = 144
37 = 138	200-203 = 139	27 = 133	37 = 136	102 = 139	286 = 145	47 = 135
36 = 130	196-199 = 132	26 = 124	36 = 128	100 = 132	284 = 141	46 = 127
35 = 123	192-195 = 125	25 = 115	35 = 120	96 = 125	280 = 136	45 = 119
34 = 115	189-191 = 119	24 = 106	34 = 112	94 = 118	278 = 131	44 = 110
33 = 108	186-188 = 112	23 = 97	33 = 104	90 = 111	276 = 126	43 = 102
32 = 100	182-185 = 105	22 = 88	32 = 96	89 = 104	274 = 122	42 = 94
31 = 93	178-181 = 98	21 = 79	31 = 88	87 = 97	270 = 117	41 = 85
30 = 85	174-177 = 91	20 = 70	30 = 80	85 = 90	266 = 112	40 = 77
29 = 78	170-173 = 85	19 = 61	29 = 72	83 = 83	262 = 107	39 = 69
28 = 70	166-169 = 78	18 = 52	28 = 64	81 = 76	258 = 103	38 = 60
27 = 63	162-165 = 71	17 = 43	27 = 56	80 = 69	256 = 98	37 = 52

26 = 55	157-161 = 64	16 = 33	26 = 48	79 = 62	254 = 93	36 = 43
25 = 48	153-156 = 57		25 = 40	77 = 55	252 = 88	35 = 33
24 = 40	149-152 = 50		24 = 33	75 = 48	248 = 84	
23 = 33	145-148 = 44			73 = 41	244 = 79	
	141-144 = 38			70 = 33	241 = 74	
	139-140 = 33				237 = 69	
					233 = 65	
					229 = 60	
					225 = 55	
					221 = 50	
					217 = 46	
					213 = 40	
					211 = 33	

c. Army Physical Fitness Test (160 points maximum – SGT; 100 points maximum – SSG)

Physical fitness test (sit-ups, push-ups, and 2-mile run) must be performed according to applicable Army training regulations and field manuals. To qualify for promotion points, a Soldier must attain a minimum score of 60 points on each event. Promotion points for Soldiers with waived events are outlined below:

**TABLE 3-8**

**Weapons qualification for Promotion to SSG  
(weapons qualification (hits) = promotion points)**

DA Form 3595-R & 5790-R (SEP 08) (M16)	DA Form 85-R (AUG 06) M240B, M60,M249	DA Form 88 (MAR 07) (Pistol)	DA Form 5704/ 5705-R (MAY 08) Alternate Pistol	DA Form 7304-R(AUG 06) (M249 AR)	CID Form (Practical Pistol)	FLVA FORM 19-10 (AUG 08) (MP Firearm Qualification Course)
40 = 100	212 = 100	30 = 100	40 = 100	106 = 100	300 = 100	50 = 100
39 = 98	208-211 = 98	29 = 98	39 = 95	105 = 96	294 = 98	49 = 96
38 = 96	204-207 = 94	28 = 96	38 = 91	104 = 92	290 = 96	48 = 92
37 = 94	200-203 = 90	27 = 88	37 = 86	102 = 88	286 = 94	47 = 88
36 = 92	196-199 = 86	26 = 80	36 = 82	100 = 84	284 = 92	46 = 82
35 = 86	192-195 = 82	25 = 74	35 = 77	96 = 80	280 = 90	45 = 78
34 = 80	189-191 = 78	24 = 68	34 = 73	94 = 76	278 = 88	44 = 72
33 = 74	186-188 = 74	23 = 60	33 = 68	90 = 72	276 = 86	43 = 68
32 = 68	182-185 = 70	22 = 52	32 = 64	89 = 68	274 = 83	42 = 62
31 = 62	178-181 = 66	21 = 48	31 = 59	87 = 64	270 = 80	41 = 58
30 = 56	174-177 = 62	20 = 44	30 = 55	85 = 60	266 = 77	40 = 52
29 = 52	170-173 = 58	19 = 40	29 = 50	83 = 56	262 = 74	39 = 48
28 = 48	166-169 = 54	18 = 36	28 = 46	81 = 52	258 = 71	38 = 42
27 = 44	162-165 = 50	17 = 32	27 = 41	80 = 48	256 = 68	37 = 38
26 = 40	157-161 = 46	16 = 28	26 = 37	79 = 44	254 = 65	36 = 32
25 = 36	153-156 = 42		25 = 32	77 = 40	252 = 62	35 = 28
24 = 32	149-152 = 38		24 = 28	75 = 36	248 = 59	
23 = 28	145-148 = 34			73 = 32	244 = 56	
	141-144 = 30			70 = 28	241 = 53	
	139-140 = 28				237 = 50	
					233 = 47	
					229 = 44	
					225 = 41	
					221 = 38	
					217 = 35	
					213 = 32	

					211 = 28	
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(1) Permanent profiles.

(a) Soldiers with permanent physical profiles for the sit-up and/or push-ups events will be granted 60 points for each event waived while using the actual score for each event actually performed. These Soldiers must qualify on the 2-mile run or approved alternate aerobic event according to FM 21-20.

(b) Effective 1 Apr 95, Soldiers taking an alternate event for the 2-mile run receiving a GO, receive a score for that event equal to the average of the scores for the other two events.

(c) Soldiers with permanent profiles resulting from combat related operations who are unable to take an aerobic or alternate APFT event due to a permanent physical profile will use their last record APFT score until the Soldier is medically cleared to take the record APFT. If the Soldier's last score was a failing score, that Soldier will be granted a minimum qualifying score of 60 points for each APFT event.

(2) Temporary profiles.

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

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

(c) Soldiers with temporary physical profiles resulting from combat related operations will compute promotion points as follows:

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

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

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

<b>Table 3-9</b>						
<b>Army Physical Fitness Test for Promotion to SGT</b>						
<b>(APFT Score = Promotion Points)</b>						
Score = Points	Score = Points	Score = Points	Score = Points	Score = Points	Score = Points	Score = Points
300 = 160	282 = 142	264 = 124	246 = 106	228 = 88	210 = 70	192 = 52
299 = 159	281 = 141	263 = 123	245 = 105	227 = 87	209 = 69	191 = 51
298 = 158	280 = 140	262 = 122	244 = 104	226 = 86	208 = 68	190 = 50
297 = 157	279 = 139	261 = 121	243 = 103	225 = 85	207 = 67	189 = 49
296 = 156	278 = 138	260 = 120	242 = 102	224 = 84	206 = 66	188 = 48
295 = 155	277 = 137	259 = 119	241 = 101	223 = 83	205 = 65	187 = 47
294 = 154	276 = 136	258 = 118	240 = 100	222 = 82	204 = 64	186 = 46
293 = 153	275 = 135	257 = 117	239 = 99	221 = 81	203 = 63	185 = 45
292 = 152	274 = 134	256 = 116	238 = 98	220 = 80	202 = 62	184 = 44

291 = 151	273 = 133	255 = 115	237 = 97	219 = 79	201 = 61	183 = 43
290 = 150	272 = 132	254 = 114	236 = 96	218 = 78	200 = 60	182 = 42
289 = 149	271 = 131	253 = 113	235 = 95	217 = 77	199 = 59	181 = 41
288 = 148	270 = 130	252 = 112	234 = 94	216 = 76	198 = 58	180 = 40
287 = 147	269 = 129	251 = 111	233 = 93	215 = 75	197 = 57	
286 = 146	268 = 128	250 = 110	232 = 92	214 = 74	196 = 56	
285 = 145	267 = 127	249 = 109	231 = 91	213 = 73	195 = 55	
284 = 144	266 = 126	248 = 108	230 = 90	212 = 72	194 = 54	
283 = 143	265 = 125	247 = 107	229 = 89	211 = 71	193 = 53	

Table 3-10 Army Physical Fitness Test for Promotion to SSG (APFT Score = Promotion Points)						
Score = Points	Score = Points	Score = Points	Score = Points	Score = Points	Score = Points	Score = Points
300 = 100	282 = 87	264 = 69	246 = 51	228 = 37	210 = 28	192 = 19
299 = 99	281 = 86	263 = 68	245 = 50	227 = 37	209 = 28	191 = 19
298 = 99	280 = 85	262 = 67	244 = 49	226 = 36	208 = 27	190 = 18
297 = 98	279 = 84	261 = 66	243 = 48	225 = 36	207 = 27	189 = 18
296 = 98	278 = 83	260 = 65	242 = 47	224 = 35	206 = 26	188 = 17
295 = 97	277 = 82	259 = 64	241 = 46	223 = 35	205 = 26	187 = 17
294 = 97	276 = 81	258 = 63	240 = 45	222 = 34	204 = 25	186 = 16
293 = 96	275 = 80	257 = 62	239 = 44	221 = 34	203 = 25	185 = 16
292 = 96	274 = 79	256 = 61	238 = 43	220 = 33	202 = 24	184 = 16
291 = 95	273 = 78	255 = 60	237 = 42	219 = 33	201 = 24	183 = 15
290 = 95	272 = 77	254 = 59	236 = 41	218 = 32	200 = 23	182 = 15
289 = 94	271 = 76	253 = 58	235 = 41	217 = 32	199 = 23	181 = 15
288 = 93	270 = 75	252 = 57	234 = 40	216 = 31	198 = 22	180 = 15
287 = 92	269 = 74	251 = 56	233 = 40	215 = 31	197 = 22	
286 = 91	268 = 73	250 = 55	232 = 39	214 = 30	196 = 21	
285 = 90	267 = 72	249 = 54	231 = 39	213 = 30	195 = 21	
284 = 89	266 = 71	248 = 53	230 = 38	212 = 29	194 = 20	
283 = 88	265 = 70	247 = 52	229 = 38	211 = 29	193 = 20	

**3-17. AWARDS, DECORATIONS, AND ACHIEVEMENTS (Permanent Awards). MAXIMUM POINTS: 125 for Promotion to SGT and 165 for Promotion to SSG**

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

Table 3-11 Awards and Decorations	
AWARD OR DECORATION	PROMOTION POINTS
Soldier's Medal or higher award/decoration	40
Bronze Star Medal with "V" Device	35
Bronze Star Medal	30
Purple Heart	30
Defense Meritorious Service Medal	25
Meritorious Service Medal	25
Air Medal with "V" Device	25
Army Commendation Medal with "V" Device	25
Air Medal	20
Joint Service Commendation Medal	20

Army Commendation Medal	20
Joint Service Achievement Medal	10
Army Achievement Medal	10
Good Conduct Medal	10
Army Reserve Component Achievement Medal	10
Armed Forces Reserve Medal (with or without "M" Device)	10
Military Outstanding Volunteer Service Medal	10

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

<b>Badges</b>	
<b>BADGE</b>	<b>PROMOTION POINTS</b>
<i>Combat Infantry Badge</i>	30
<i>Combat Medical Badge</i>	30
<i>Combat Action Badge</i>	30
<i>Expert Infantry Badge</i>	30
<i>Expert Field Medical Badge</i>	30
<i>Master Parachute Badge</i>	20
<i>Master Explosive Ordnance Disposal Badge</i>	20
<i>Master Recruiter Badge</i>	20
<i>Gold Recruiter Badge</i>	20
<i>Senior Parachute Badge</i>	15
<i>Senior Explosive Ordnance Disposal Badge</i>	15
<i>Presidential Service Badge</i>	15
<i>Vice President Service Badge</i>	15
<i>Drill Sergeant Badge</i>	15
<i>Basic US Army Recruiter Badge</i>	15
<i>Parachute Badge</i>	10
<i>Parachute Combat Badge w/BSS (Basic, Senior)</i>	10
<i>Parachute Rigger Badge</i>	10
<i>Divers badge (Master, First-Class, Salvage, Second-Class, Scuba)</i>	10
<i>Basic Explosive Ordnance Disposal Badge</i>	10
<i>Pathfinder Badge</i>	10
<i>Air Assault Badge</i>	10
<i>Aviation Badge(Basic, Senior, Master)</i>	10
<i>Secretary of Defense Service Badge</i>	10
<i>Joint Chiefs of Staff Identification Badge</i>	10
<i>Army Staff Identification Badge</i>	10
<i>Space Badge</i>	10
<i>Military Free Fall Parachutist Badge (Basic, Master)</i>	10
<i>Special Operations Diver Badge (Basic, Supv)</i>	10
<i>Tomb Guard Identification Badge</i>	10
<i>Driver and Mechanic Badge</i>	10

c. Tabs. See Military Education.

d. Certificates of Achievement. (DA Form 2442). This is awarded by commanders/deputy commanders serving in positions authorized the grade of LTC or higher or any general officer (or equivalent civilian counterpart). CSMs at the brigade level may award certificates of achievement. 5 points each award (maximum 20 points).

e. Airborne Advantage. In addition to points awarded for attainment of the airborne qualification badge, Soldiers possessing airborne qualifications and assigned to an authorized airborne position associated with that position receive an additional number of promotion points, without regard to the maximum point rules (Table 3-13).

TABLE 3-13 Airborne Advantage	
SCENARIO	ADDITIONAL POINTS
Parachutist serving in TOE/TDA position	20
Senior Parachutist serving in TOE/TDA position	25
Master Parachutist serving in TOE/TDA position	30

**3-18. MILITARY EDUCATION.** MAXIMUM POINTS: 260 for Promotion to SGT and 280 for Promotion to SSG

a. NCOES (Professional Military Education).

(1) Warrior Leader Course (WLC) / Primary Leader Development Course (PLDC). Graduate verification can be obtained in the Army Training Requirements and Resources System (ATRRS). For Soldiers in possession of a DA Form 1059, Academic Evaluation Report, and no course graduate entry in ATRRS, a copy of the DA Form 1059 must be sent to Cdr, HRC, 1600 Spearhead Division Ave., Ft. Knox, KY 40122 for validation, inclusion into ATRRS, and update of appropriate Military Education Level (MEL) and Military Education Status (MES) in the Total Army Personnel Data Base (TAPDB).

(a) Graduates of WLC/PLDC receive 80 promotion points when competing for promotion to SGT. Soldiers competing for selection to SSG receives zero points for completion of WLC/PLDC (WLC/PLDC completion is a requirement in order to be recommended to SSG).

(b) Graduates of WLC/PLDC who are recognized as having achieved Commandant's List status (verified on the AER, DA Form 1059) receive 85 promotion points when competing for promotion to SGT.

(c) Graduates of WLC/PLDC who are recognized as having achieved Distinguished Honor Graduate status or as the Distinguished Leadership Graduate (verified on the AER, DA Form 1059) receive 90 promotion points when competing for promotion to SGT.

(2) Advance Leaders Course (ALC)/Basic Noncommissioned Officer Course (BNCOC). Graduate verification can be obtained in the ATRRS. For Soldiers in possession of a DA Form 1059, Academic Evaluation Report and no course graduate entry in ATRRS a copy of the DA Form 1059 must be sent to Cdr, HRC, 1600 Spearhead Division Ave., Ft. Knox, KY 40122 for validation and inclusion into ATRRS and update of appropriate MEL and MES in TAPDB.

(a) Graduates of ALC/BNCOC receive 80 promotion points when competing for promotion to SSG. ALC/BNCOC graduates competing for selection to SGT receives four points per week for the ALC/BNCOC course completed.

(b) Graduates of ALC/BNCOC who are recognized as having achieved Commandant's List status (verified on the AER, DA Form 1059) receive 85 promotion points when competing for promotion to SSG.

(c) Graduates of ALC/BNCOC who are recognized as having achieved Distinguished Honor Graduate status or as the Distinguished Leadership Graduate (verified on the AER, DA Form 1059) receive 90 promotion points when competing for promotion to SSG.

(d) In instances where Soldiers have completed more than one ALC/BNCOC Course, Soldier will receive points as indicated above for the latest ALC/BNCOC completion, and an additional 20 points for the earlier ALC/BNCOC completion. For those who achieved Commandant's List, Distinguished Honor Graduate, or Distinguished Leadership recognition (in the earlier class), an additional 5 points will be authorized, for a maximum total of 25 additional points.

**b. Formal Military Training.**

(1) Courses formally listed in ATRRS are authorized promotion points (exceptions follow) at the rate of 4 (four) promotion points per week (defined as 40 training hours) of military training.

(2) Promotion points are not authorized for NCOES courses (except as indicated in para 316a above), all badge-producing courses (see military awards), Basic Combat Training, Advanced Individual Training, New Equipment Training, USMAPS/United States Military Academy (USMA), language training, Officer Candidate School, and Warrant Officer Candidate Course. No promotion points are granted for On-the-job training (OJT) and on-the-job experience (OJE), including Sergeant's Time Training. Military courses (in ATRRS) completed while serving in other Armed Forces that were required to hold qualification in or be awarded an MOS/rate are not authorized promotion points. Federal Emergency Management Agency courses (see DA PAM 350-59) are not authorized promotion points.

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

(4) *Other military resident training courses (annotated on DA Form 87). Promotion points granted are limited to Soldier Training Courses listed in AR 350-1. Soldiers will be granted 10 promotion points upon successful completion of each course. No other military training annotated on a DA Form 87, except those listed in AR 350-1 as Soldier Training Courses, are authorized promotion points. Locally designed certificates of training (in lieu of DA Form 87) are acceptable.*

(5) *Military correspondence courses and computer-based training provided through ATRRS Self-development or Army e-Learning (<https://www.atrrs.army.mil>). Soldiers will be granted promotion points based on 1 point per 5 hours of completed ACCP training – restricted to courses completed in their entirety. The Soldier must have record of full course completion and the total credit hours for the entire course will be divided by 5 to determine promotion points. No points will be awarded for sub-course completion. The goal is to finish, in its entirety, a formal course of instruction, at which time the Soldier will be granted promotion points.*

(6) Promotion points are not granted for duplicate military correspondence and military education courses (for example, Soldier attends Combat Lifesaver Course and completes the Army Correspondence Course Program (ACCP) Combat Lifesaver Course. In this instance, the Soldier receives points based on the ACCP course completion (8 promotion points for completion of a 40-hour correspondence course).

**3-19. CIVILIAN EDUCATION. MAXIMUM POINTS: 75 for Promotion to SGT and 100 for Promotion to SSG**

a. Civilian education (valid for promotion points). Promotion points are authorized for civilian education conducted at a U.S. Department of Education recognized nationally or regionally accredited institution. Recognized educational institutions are those listed in the American Council on Education (ACE) published Accredited Institutions of Postsecondary Education Guide or those institutions listed on the US Department of Education website at <http://ope.ed.gov/accreditation> and <http://chea.org/>. Transcripts will be used to award promotion points for college/universities. It is recommended that Soldiers consolidate all credits earned from various crediting sources, i.e. national examinations such as The College Level Examination Program tests/Defense Activity for Non-Traditional Education Support (DANTES) tests, or educational institutions onto one transcript. Soldiers currently enrolled in a college/university are required to provide a single transcript from their current college/university consolidating all past civilian education. Soldiers that have multiple transcripts who are not currently enrolled in a college/university may take these transcripts and grade slips to the local education center for assistance. The local education center will provide only an assessment of the total number of non-duplicated postsecondary credit for submission to the unit as the source document to update eMILPO/personnel records with the total number of credit hours. The total number of credits an accredited institution grants towards a degree will be the basis for granting promotion points. Continuing Education Units (CEU's) are not authorized promotion points. The total Semester hours earned must be updated in eMILPO/personnel records and reflected on the Soldier Enlisted Records Brief (ERB) or DA Form 2-1 which will be the source in determining promotion points. Soldiers will receive one (1) promotion point for each semester hour (SH) completed. All quarter/contact/clock hours will be converted to SH. SH are defined as 15 hours of classroom contact hours plus 30 hours of outside preparation. 1 SH = 1.5 Quarter Hours (QH); 1 SH = 15 Classroom, Clock, or Contact Hours (CH).

b. Foreign transcripts. Soldiers with college credits from foreign colleges or universities (except those countries listed in AR 601-210) must have those credits evaluated by an accredited college/university or one of the agencies listed in the Accredited Institutions of Postsecondary Education guide published by the ACE or any organization who is a member of the National Association of Credential Evaluation Services (NACES) <http://www.naces.org/>. The DANTES website has a listing of transcript evaluation services. The foreign transcript evaluation is required to establish the commensurate US level of education and institutional legitimacy.

c. Degree completion. 10 Promotion points will be granted to any Soldier who completes a degree while on active duty. If recommended for promotion to SSG, the Soldier must have completed the degree while in the grade of SGT to receive these points. If recommended for SGT, the degree must have been awarded after enlistment in the Army, Army Reserve, or Army National Guard prior to being promoted to the rank of SGT.

d. College Level Examination Program (CLEP) /Defense Activity for Non-Traditional Education Support (DANTES) Courses. For Soldiers who have not completed any postsecondary courses and chose to test-out through these programs or who have not had the CLEP/DANTES credit recommendations consolidated on one college transcript may receive one (1) promotion point per credit hour for CLEP General and Subject examinations, DANTES Subject Standardized Tests (SST), and American College Test proficiency examinations. Points will not be awarded for credit recommendations that duplicate already earned credit in that subject area or discipline. Education Center personnel may assist with the review or assessment of credit awards for possible credit duplication. Foreign language CLEP examinations will be awarded promotion points based on the Soldier's total score. The score is then converted to semester hours of credit based on the conversion table listed in the "Explanation of Asterisks" section of the CLEP/DANTES report.

e. Technical certifications. 10 promotion points are granted for each TRADOC-approved technical/industry/ professional certification earned, not to exceed award for five certifications or 50 promotion points. Recertification will not result in duplicate award of promotion points.

f. Defense Language Proficiency Test (DLPT). 10 promotion points are granted to Soldiers who achieve a minimum limited working proficiency rating of 1/1 (listening/reading or speaking) on the Defense Language Proficiency Test (DLPT). Promotion points remain valid provided the DLPT proficiency standards do not exceed one year (YR/MO) as of the point compilation month.

**3-20. COMMAND (formerly Automatic) LIST INTEGRATION (AC Only)**. Soldiers integrated onto the SGT promotion list as a result of Command List Integration will receive a total of 39 promotion points. Soldiers integrated onto the SSG promotion list as a result of Command List Integration will receive a total of 14 points (one point less than the minimum passing scores on the APFT). No additional promotion points, regardless of qualifications or achievements, are granted unless the Soldier goes through the formal board process.

## **Section VII**

### **Task: The Promotion Recommended List**

#### **3-21. Rules.**

a. AC and USAR AGR. HQDA establishes and maintains the promotion recommended list. Soldiers are grouped by grade and MOS, sequenced by promotion score (highest to lowest), regardless of zone of consideration. This process supports an ability to select the best-qualified Soldier for promotion to meet readiness requirements.

b. USAR (TPU, ARE, and Multi-component units).

(1) Because promotions are based on requirements within a geographical area, a regional permanent promotion recommended list (PPRL) will be established, published, and maintained by the Regional Promotion List Manager.

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

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

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

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

(ii) Report of board proceedings received from subsequent promotion recommendation boards.

(b) Removals due to —

(i) Promotions off the list.

- (ii) Losses from the command.
- (iii) Suspensions of favorable personnel actions (FLAGS).
- (iv) Failure to maintain minimum number of promotion points.
- (v) Administrative corrections.

(4) The United States Army Reserve Command will establish —

- (i) Procedures for transmitting board reports to the custodian of the permanent promotion recommended list.
- (ii) Distribution of board reports and selection lists.
- (iii) Promotion notification process including reassignment procedures.
- (iv) Procedures for removing non-promotable Soldiers from the list.

### **3-22. Format of the permanent promotion recommended list (PPRL) USAR (TPU, ARE, and Multi-component units)**

Data for establishment and continuing maintenance of the PPRL are compiled from the various reports of board proceedings submitted by promotion authorities. A sample copy of the format is at figure 3-4.

- a. Names will be placed on the list according to the recommended grade, by MOS in descending promotion score order.
- b. Each Soldier will be further identified by all of the following:
  - (1) Total promotion point score.
  - (2) SSN.
  - (3) MOS (three digits).
  - (4) Unit of assignment.
  - (5) Area of residence. A code may be locally devised; however, each copy of the list will contain a footnote that explains its purpose and use.
  - (6) Status code. The status codes in table 3-15 will be used and will not be altered.
  - (7) Zone. Insert P for primary zone and S for secondary zone to indicate a Soldiers zone of promotion consideration.
  - (8) NCOES. A code will be inserted to identify enrollment in, or completion of, the NCOES course required by the next higher grade.

- (a) NP=Is not a graduate of or is not enrolled in WLC.
- (b) EP=Enrolled in WLC.
- (c) GP=Graduated WLC or an equivalent.
- (d) NB=Is not a graduate of or is not enrolled in BNCOC.
- (e) EB=Enrolled in BNCOC.
- (f) GB=Graduated BNCOC or an equivalent.

98TH DIVISION (TRAINING) PERMANENT RECOMMENDED PROMOTION LIST

Effective: 1 September 2006

RMOS	Points	Name	SSN	Residence	Zone	Unit of Asgmt	Code	NCOES
Recommended for promotion to staff sergeant								
13B	646	Hoffman, Thomas K.	000-00-0000	Hugensburg	P	D/1/392/3 Bde	A	NB
13B	644	Harper, Donald T.	000-00-0000	Halstead PA	P	B/3/392/3 Bde	A	NB
13B	642	Cook, Donald A.	000-00-0000	Hallstead PA	P	B/3/392/3 Bde	A	GB
25U	641	Calhoun, Robert A.	000-00-0000	Rochester	P	1159th USAR School	A	NB
35F	640	Dinehart, Ralph C.	000-00-0000	Liverpool	S	A/3/389/A Bde	A	NB
21M	638	Thomas, Carl I.	000-00-0000	Liverpool	S	A/3/389/A Bde	A	EB
21M	637	Charleston, Richard	000-00-0000	Floral Park	P	414th CA CO	B	GB
92Y	560	Burk, Dorothy M.	000-00-0000	Clay	P	B/3/389/1 Bde	A	GB
13B	548	White, Paul A	000-00-0000	Elmira	S	C/2/392/3 Bde	A	NB
13B	539	Fantone, Arnold B.	000-00-0000	Marietta	S	HHD/3/389/1 Bde E(950822)		
68G	538	Smythe, Timothy R.	000-00-0000	Floral Park	S	414th CA CO	B	EB
42A	499	Cudeheay, Eugene J.	000-00-0000	Liverpool	P	403rd CA Co	C	NB
13B	483	Mack, Anthony W.	000-00-0000	Canton	S	C/479th Engr Bn	A	GB
13B	479	Peck, Joseph P.	000-00-0000	Lima	P	E/1/392/3 Bde	A	GB
42A	478	Jones, Josphe J.	000-00-0000	Liverpool	S	403d CA	C	EB
Recommended for promotion to sergeant								
13B	512	Benkowski, Ralph E.	000-00-0000	Elmira	P	C/2/392/3 Bde	A	EP
13B	501	Babcock, Thomas M.	000-00-0000	Rochester	P	HHC/98th Div	A	EP
13B	491	Hughes, Richard M.	000-00-0000	Massena	S	B/479th Engr Bn	A	GP
42A	482	Marvel, Leona M.	000-00-0000	Belmont	S	B/3/98/4 Bde	A	NP
92Y	479	Hurwitz, Larry B.	000-00-0000	Lancaster	P	C/1/98/4 Bde J(950901)	J	GP
13B	475	Lacomb, Lewis R.	000-00-0000	Glenmont	S	C/4/389/1 Bde	A	NP
13B	471	Preston, Thomas R.	000-00-0000	Perry	S	HHD/2/390/2 Bde	A	GP
13B	469	McCury, Thomas M.	000-00-0000	Deruyter	P	C/3/389/1 Bde	A	EP
13B	460	Burgess, John A.	000-00-0000	Batavia	S	B/2/390/2	A	NP

Figure 3-4. Sample format for a permanent recommended promotion list, USAR (TPU, ARE, and Multi-component units)

**Section VIII**

**Task: Selecting Soldiers for Promotion**

**3-23. Rules**

A Soldier recommended for promotion who enlists/transfers into another component will not retain promotion recommended list status.

a. AC and USAR AGR. HQDA operations establishes promotion cutoff scores and selects, by SSN, Soldiers for promotion off the monthly SGT/SSG promotion selection by-name list who meet or exceed the announced cutoff score. Selection is by 3-character MOS, on a monthly basis, to determine promotion requirements in support of MOS/grade readiness. Budgetary constraints are considered.

<b>Table 3-14</b>	
<b>PPRL Status Codes</b>	
<b>USAR (TPU, ARE, and Multi-component units)</b>	
<b>CODE</b>	
A	Initial promotion score.
B	Reevaluated.
C	Re-computation. Enter date re-computation completed .
D	Non-promotable status.
E	Delete because of transfer. Enter departure date after code.
F	Delete for cause. Enter date of removal after code.
G	Promoted. Enter effective date of promotion after code.
H	Reinstate to recommended list. Enter date of reinstatement after code.
I	Adjustment to administrative points. Enter date of readjustment after code.
J	Regained promotable status. Enter effective date after code.

b USAR (TPU ARE, and Multi-component Commands or Units): Soldiers approved for recommendation are identified on a list maintained by the regional promotion list manager.

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

(a) Selection is based on highest number of points with the required MOS, residing within a reasonable distance of the required vacancy, or when the Soldier resides outside a reasonable commuting distance and has submitted a statement of willingness to commute.

(b) Except for a Military Technician whose promotion and reassignment would conflict with his/her civilian conditions of employment(see paragraph 5-8c(9), a Soldier who declines promotion in a position defined as a reasonable commuting distance or the distance the Soldier agreed to travel, will be removed from the list and designated as non-promotable for one year.

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

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

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

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

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

### **3-24. Department of the Army command list integration (CLI) to sergeant and staff sergeant (AC only)**

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

(1) To SGT —

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

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

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

(d) Not otherwise denied by the CDR.

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

(2) To SSG —

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

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

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

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

(e) Not otherwise denied by the CDR.

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

b. If the CDR determines that a promotion is to be denied, the unit CDR will take action to deny list integration no later than the 8th of the month the Soldier's name is identified for list

integration. Failure to deny integration by the 8th of the month will result in the Soldier being integrated onto the promotion standing list. All Soldiers denied list integration will be counseled, in writing, in accordance with the provisions of [paragraph 1-26](#).

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

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

(2) Reside on the recommended list with 39 points for SGT and 14 points for SSG.

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

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

f. To facilitate the leader development process for Soldiers previously denied DA directed promotion list integration, the Army will automatically re-integrate eligible Soldiers every 90 days following their previous denial. Unit commanders will take action to deny these quarterly integration efforts when Soldier's performance counseling otherwise dictates.

### **3-25. Processing promotion point reevaluations (USAR only)**

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

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

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

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

(4) The new points will be effective on the first day of the second month after the reevaluation month. Soldiers will continue to compete for promotion using their previous points until the new points are effective.

b. Soldiers on a current recommended list whose increase of administrative points (DA Form 3355, Section B) is less than 20 points over the latest promotion point total score may request reevaluation, however; requests must be after 6 months from the latest board consideration, reevaluation, or re-computation.

### **3-26. Re-computation of promotion points (USAR only)**

Re-computation of promotion points is a biannually requirement for Soldiers on a recommended list continually for 2 years and who have not had their points recomputed. The authorities cited in paragraph 3–12b will announce the scheduled suspense dates for the receipt of recomputed scores for Soldiers with recommended list standing. The scheduled date is intended to provide the time necessary to publish the revised permanent promotion recommended list. The promotion authority must ensure the appropriate CDR submits to the promotion authority the Soldier's score in time for him or her to comply with the announced suspense date.

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

b. The custodian of the Soldiers records will —

(a) Complete Section B, per the instructions in chapter 3. Administrative points awarded will be determined from the records and any additional documentation furnished by the Soldier.

(b) Certify that the administrative points shown have been accurately extracted from the records and are correct by entering his or her typed or printed name in Section D.

(c) Obtain the Soldier's signature and date in Section A. If the Soldier is not available for signature, the staff administrative assistant or the military personnel officer will enter "Soldier not available for signature" and sign for the Soldier.

c. The recomputed DA Form 3355 will be distributed as follows:

(1) File the original of the recomputed DA Form 3355 directly above the original DA Form 3355 that is located in the Soldier's MPF/MPRJ.

(2) Send one copy of each DA Form 3355 (the recomputed form and the original form) to the appropriate promotion authority, who will —

(a) File the copies for 2 years at which time both forms may be destroyed.

(b) Send copies of each form to the authority cited in paragraph 3-12b.

### **3-27. Promotion point adjustment (USAR only)**

a. Points awarded will be determined from the Soldier's records as they were before board proceedings were approved. The promotion authority or custodian of records may correct all known errors before the report of board proceedings is approved. Other than to correct computation errors, no changes will be made in promotion point standings after the board proceedings are approved.

b. The promotion of an otherwise promotable Soldier who is on the current recommended list may be suspended. This occurs when the promotion authority concludes a Soldier was considered in error or was granted more administrative points than entitled. Promotion may also be suspended when a promotion packet, or portion thereof, has been lost and must be reconstructed.

(1) Advise Soldiers of the suspension. The promotion authority will promptly send the following to the promotion list manager, requesting a correction to the permanent promotion recommended list:

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

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

(2) The promotion list manager may approve adjustments of administrative or reconstructed points following the guidelines of this chapter. To maintain credibility, scoring must be consistent and equitable throughout the USAR. The promotion list manager must take adequate measures to ensure uniformity of point adjustments.

c. A Soldier who received less administrative points than entitled will remain eligible for promotion. Correction of the points will be adjusted.

d. Request for administrative point adjustment must be initiated—

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

(2) Within 12 months from the date of a correction causing the DA Form 3355 to be in error, provided it was not the fault of the Soldier. For example, Army Reserve Components Achievement Medal issued 1 July 2008 for the period 1 June 2003 to 31 May 2006 would be cause for an administrative point adjustment if requested on 30 June 2009.

e. After approval of the adjustment of promotion points, the Soldier's score and sequence will be corrected on the permanent promotion recommended list and the promotion authority will be notified of the change.

## **Section IX**

### **Task: Removal from Recommended List**

#### **3-28. Rules**

a. Soldier must be informed in writing through normal channels of removal action.

b. Once the Soldier is removed the action is final unless reinstated IAW this regulation.

c. Soldiers will be immediately removed from a recommended list for all conditions as outlined below:

(1) Adverse Actions as outlined below (indicated by a suspension of favorable personnel actions):

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

(b) Non-judicial punishment imposed under provision of Article 15, [UCMJ](#) (not including summarized proceedings), regardless of whether the punishment is suspended.

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

(d) Memoranda of admonition, censure, or reprimand directed to be filed in the Soldier's OMPF UP AR 600-37, [chapter 3](#).

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

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

(3) Failure to reenlist or extend to meet a service remaining obligation.

(4) Exceeds the requirements of the Army Weight Control Program in accordance with [AR 600-9](#).

(5) (AC only) Soldier signs Declination of Continued Service Statement.

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

(7) Mandatory reclassification resulting from inefficiency or misconduct.

(8) Is on the promotion list and is promoted to SGT because of entering Warrant Officer Candidate Course (WOCC), Officer Candidate School (OCS), or Reserve Officer Training Corps/Simultaneous Membership Program (ROTC/SMP).

(9) Dropped from the rolls as a deserter.

(10) Denied a waiver to reenlist.

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

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

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

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

(15) Reduction in grade.

(16) Soldier refuses (in writing) to attend the required NCOES course (when a SGT(P) fails to complete WLC within 270 days post deployment).

(17) (USAR only) Declines promotion when selected and is within a reasonable commuting distance as defined in AR 140-10 or the distance the Soldier agreed to travel to the required vacancy. If the Soldier has recommended list standing in more than one MOS, his or her name will only be removed in the MOS in which the promotion was declined. If the Soldier is a military technician, his or her name will not be removed, unless they had agreed to travel to the designated vacancy and declined the position. If a declining Soldier has a cogent verified personal reason for declining the promotion, he or she may be considered by the next convened board, otherwise the Soldier may be considered by a board after 1 year has expired following the date of the promotion declination.

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

(a) Requests removal.

(b) Becomes an unsatisfactory participant as defined by [AR 135-91](#).

(19) (USAR only) While processed for discharge.

## **Section X**

### **Task: Conducting a Removal Board for Soldiers on Recommended List**

#### **3-29. Rules**

a. A removal board is a promotion selection board convened with a task to consider Soldiers for removal from a recommended list. CDRs may conduct removal boards when a Soldier's substandard performance or inefficiencies warrant.

b. CDRs will give the Soldier written notification of the removal board at least 15 duty days (AC) or 30 days (USAR) prior to the date of the board.

c. The board will be composed of unbiased members (see criteria, para 3-12).

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

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

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

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

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

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

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

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

(6) Question any witness appearing before the board.

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

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

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

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

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

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

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

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

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

l. [AR 15-6](#) does not apply to removal boards.

### **3-30. Steps**

The steps for conducting a removal board for Soldiers on a recommended list are listed in [table 3-16](#).

<b>Table 3-15.</b>		
<b>Conducting a removal board for Soldiers on a recommended list</b>		
Step	Work center	Required action
1	UNIT/BN HR	CDR requests removal of Soldier from recommended list.
2	BN HR	Receives requests and verifies conditions for removal board have been met.
3	UNIT	CDR notifies Soldier in writing at least 15 duty days (AC) or 30 days (USAR) prior to the date of the board.
4	BN HR	Conduct removal board if required. Promotion authority approves board findings.
5	PROM	Review action for compliance.
6	PROM	Submit applicable transaction(s) to remove Soldier from recommended list.
7	PROM	Inform Soldier within 5 duty days (30 calendar days for TPU), in writing, of results.

## **Section XI**

### **Task: Reinstating Soldiers to Recommended List**

#### **3-31. Rules**

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

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

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

## **Section XII**

### **Task: Monthly Headquarters, Department of the Army Promotion Point Cutoff Scores**

#### **3-32. Rules (AC and USAR AGR Only)**

a. Monthly, HQDA establishes and announces cutoff scores used to determine promotions to SSG and SGT based on automated promotion scores captured within the system as of the 8th day of the current month. All Soldiers meeting or exceeding the announced cutoff scores are considered as having been selected for promotion.

b. Soldiers are eligible for promotion on the first day of the month following the selection month. For example, a Soldier recommended by a promotion board in May 2010 becomes eligible for promotion on 1 June 2010.

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

d. DOR, unless otherwise specified in this regulation, will be the same as the effective date of promotion. If the promotion was delayed because of an administrative error, the DOR will be the effective date that the promotion should have occurred. The promotion work center will contact Junior Enlisted Promotions, Promotions Branch (AHRC-PDV-PA) for promotions delayed more than 90-days.

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

- (1) Delay of promotion due to suspension of favorable actions.
- (2) Promotions made upon arrival at a gaining organization.
- (3) Pending required security clearance for promotion MOS.

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

- (1) CDR, HRC-Fort Knox:
  - (a) Erroneous promotions.
  - (b) Outdated promotions (over 2 years).
- (2) Commanders of organizations authorized a CDR in the grade of COL or higher.
  - (a) Outdated APFT.
  - (b) Erroneous board appearance.
  - (c) Erroneous PMOS/RMOS.
  - (d) Command list integration omissions (AC only).
  - (e) Erroneous removals.
- (3) CDR, HRC for all others.

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

### **Section XIII**

#### **Task: Processing Service Remaining Requirements**

**3-33. Rules.** There is no service obligation incurred for promotion to SGT.

a. AC and USAR AGR. Soldiers incur a 12-month service obligation upon promotion to SSG. Compute service remaining requirement from the effective date of promotion or from the day following the closing date of a DA Form 268 when closed unfavorably.

b. USAR (TPU, ARE, and Multi-component Commands or Units).

(1) The Soldier must report for duty in the position to which promoted and comply with a reassignment order, if issued. Soldiers promoted to SSG incur a 12-month TPU service remaining requirement. Commanders must make every effort to ensure the Service remaining requirement is enforced.

(2) Promotion and reassignment orders will be revoked for a Soldier who fails to decline a promotion based on a concurrent reassignment and who refuses to comply with the reassignment order.

c. (AC and USAR). When otherwise eligible, all Soldiers in the categories listed below may be promoted without regard to service remaining requirement:

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

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

(3) Very seriously ill (VSI) Soldiers.

(4) Those whose extended expiration term of service (ETS) would be after age 62 (60 for USAR) is attained if required to meet the required service remaining requirement. In these cases, Soldiers will be required to extend through the end of the month in which the 62d (60th for USAR) birthday occurs.

(5) Those who would lose eligibility to reenlist in their selective reenlistment bonus (SRB) MOS, or who lose entitlement to all or a portion of SRB if required to extend their current term of service or reenlist at their current grade to meet the service remaining requirement. However,

those Soldiers must commit to reenlist on their ETS in writing, by the last day of the promotion month (see figure 3-5).

## **Section XIV**

### **Task: Processing Promotions Upon Arrival at Gaining Organization (In-Processing)**

#### **3-34. Rules**

a. During in-processing, the Chief of promotions will determine whether the Soldier qualifies for promotion or will be added to the recommended list. For TPU, the HR specialist will verify the Soldier is incorporated onto the regional permanent promotion recommended list if the reassignment results in transferring to a different regional list manager. A copy of the reassignment orders will be submitted to both regional list managers to initiate the PPRL transfer.

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

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

(Type on appropriate headquarters letterhead)

(Office symbol) (600-8-19)

June 26, 2009

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

SUBJECT: Service Requirement for Promotion

1. It is my intention to promote you to staff sergeant on 1 July 2009 in accordance with authority contained in memorandum, AHRC-PDV-PE, dated 24 June 2009, DA Promotion Point Cutoff Scores for 1 July 2009 and Junior Enlisted Issues. The provisions of AR 600-8-19, chapter 3, preclude your promotion unless you are obligated to serve on active duty at least 30 June 2010. Your records show your expiration term of service to be 28 October 2009.
2. You may satisfy the service requirement by reenlisting or extending your enlistment on active duty. You must immediately contact SGM Robert Peterson, building 58, 222-2222, for information on the advantage(s) of each course of action and details on the options available to you at this time. As soon as I am informed that you have taken action to obligate yourself to serve on active duty until at least 30 June 2010, I will direct your promotion to staff sergeant.
3. If you reenlist or extend on or before 1 July 2009, your effective date of promotion will be 1 July 2009. If you reenlist or extend after 1 July 2009, your effective date of promotion will be the date of your reenlistment or extension.
4. You should be aware, however, that I am authorized to promote you only during July 2009 and must therefore be notified before 31 July 2009 that you have incurred the appropriate service requirement. Should you not become obligated, I must remove your name from the recommended list for promotion to SSG as of 1 August 2009. If this is done, you will not be reinstated to the list or promoted on the basis of your current recommended status.

*Signature*  
LISA A. ADCOCK  
LTC, MI  
Commanding

CF:  
MPD  
Career Counselor  
CDR, Co A

Figure 3-5 Sample format for notification of service remaining requirement for promotion

transit status.

(Type on appropriate headquarters letterhead)

(Office symbol) (600-8-19)

June 20, 2005

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

SUBJECT: Service Requirement for Promotion

1. It is my intention to promote you to staff sergeant on 1 July 2005 in accordance with authority contained in memorandum, AHRC-MSP-E, dated 10 June 2005, DA Promotion Point Cutoff Scores for 1 July 2005 and Junior Enlisted Issues. The provisions of AR 600-8-19, chapter 3, preclude your promotion unless you are obligated to serve on active duty until at least 30 June 2006. Your records show your expiration term of service to be 28 October 2005.
2. You may satisfy the service requirement by reenlisting or extending your enlistment on active duty. You must immediately contact SGM Joseph Lozano, Building 58, 222-2222, for information on the advantage(s) of each course of action and details on the options available to you at this time. As soon as I am informed that you have taken action to obligate yourself to serve on active duty until at least 30 June 2006, I will direct your promotion to staff sergeant.
3. If you reenlist or extend on or before 1 July 2005, your effective date of promotion will be 1 July 2005. If you reenlist or extend after 1 July 2005, your effective date of promotion will be the date of your reenlistment or extension.
4. You should be aware, however, that I am authorized to promote you only during July 2005 and must therefore be notified before 31 July 2005 that you have incurred the appropriate service requirement. Should you not become obligated, I must remove your name from the recommended list for promotion to SSG as of 1 August 2005. If this is done, you will not be reinstated to the list or promoted on the basis of your current recommended status.

*Signature*

LISA A. ADCOCK

LTC, MI

Commanding

CF:

PSB

Career Counselor

Cdr, Co A

## PROMOTION POINT WORKSHEET (UNITED STATES ARMY RESERVE)

<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>  <b>AUTHORITY:</b> Title 5 USC, Section 301.	<b>TYPE</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
--	---

NAME	LAST 4 (SSN)	DATE (yyyymmdd)
ORGANIZATION	RECOMMENDED GRADE	RECOMMENDED MOS

### SECTION A – RECOMMENDATION / VALIDATION

#### MILITARY TRAINING - (Maximum Points: 340 for SGT and 255 for SSG)

#### ARMY PHYSICAL FITNESS TEST (APFT). MAXIMUM POINTS: 160 FOR SGT - 100 FOR SSG

LATEST APFT DATE (yyyymmdd)	PUSH-UPS	SIT-UPS	RUN	TOTAL	POINTS EARNED

#### WEAPONS QUALIFICATION. MAXIMUM POINTS: 160 FOR SGT - 100 FOR SSG

LATEST WEAPONS QUALIFICATION DATE (yyyymmdd)	DA FORM USED	TOTAL HITS	POINTS EARNED

#### COMBAT EXPERIENCE. (2 points/month of combat deployment) MAXIMUM POINTS: 30 for SGT - 60 for SSG

TOTAL MONTHS DEPLOYED (Operational)	MULTIPLY TOTAL MONTHS	POINTS EARNED

<b>TOTAL MILITARY TRAINING POINTS EARNED</b>	<b>Maximum Points: 340 for SGT and 255 for SSG</b> →	<b>TOTAL POINTS EARNED</b>
--	--	----------------------------

COMMANDER (TYPED SIGNATURE BLOCK)	DATE (yyyymmdd)	SIGNATURE
RECOMMENDED SOLDIER'S SIGNATURE BLOCK	DATE (yyyymmdd)	SIGNATURE

#### PROMOTION BOARD VALIDATION (circle & initial one)      **YES** \_\_\_\_\_      **NO** \_\_\_\_\_

BOARD PRESIDENT (TYPED SIGNATURE BLOCK)	DATE (yyyymmdd)	SIGNATURE
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### SECTION B – ADMINISTRATIVE POINTS

#### AWARDS, DECORATIONS, BADGES, COA's, AIRBORNE ADVANTAGE. MAXIMUM POINTS: 125 FOR SGT - 165 FOR SSG

List awards, include order number and award number (i.e., 3<sup>rd</sup> OLC). COA's limited to 20 points.


<b>TOTAL AWARDS/DECORATIONS POINTS EARNED</b>	<b>125 FOR SGT - 165 FOR SSG</b> →	<b>TOTAL POINTS EARNED</b>
---	------------------------------------	----------------------------

NAME	LAST 4 (SSN)
------	--------------

**SECTION B - ADMINISTRATIVE POINTS (continued)**

**MILITARY EDUCATION – (Maximum Points: 260 for SGT and 280 for SSG) List all military education.**


<b>TOTAL MILITARY TRAINING POINTS EARNED</b> →	<b>TOTAL POINTS EARNED</b>
--	----------------------------

**CIVILIAN EDUCATION – (Maximum Points: 75 for SGT and 100 for SSG) List all civilian education, certifications, or DLPT (with date).**


<b>TOTAL CIVILIAN EDUCATION POINTS EARNED</b> →	<b>TOTAL POINTS EARNED</b>
---	----------------------------

**SECTION C – TOTAL POINT COMPUTATION**

CATEGORY	RECOMMENDATION TO SGT (E5)		RECOMMENDATION TO SSG (E6)	
	POINTS EARNED	MAXIMUM	POINTS EARNED	MAXIMUM
MILITARY TRAINING		<b>340</b>		<b>255</b>
AWARDS/DECORATIONS		<b>125</b>		<b>165</b>
MILITARY EDUCATION		<b>260</b>		<b>280</b>
CIVILIAN EDUCATION		<b>75</b>		<b>100</b>
<b>TOTAL</b>		<b>800</b>		<b>800</b>

**SECTION D - AUTHENTICATION**

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

TYPED OR PRINTED NAME AND SIGNATURE OF ADMIN OFFICIAL	GRADE	DATE (yyyymmdd)
TYPED OR PRINTED NAME OF PROMOTION AUTHORITY	SIGNATURE	DATE APPROVED (yyyymmdd)

**COUNSELING STATEMENT (Used only when Soldier is not recommended for promotion). I have been counseled on my promotion status and deficiencies.**

SIGNATURE OF SOLDIER	DATE (yyyymmdd)	TYPED OR PRINTED NAME AND SIGNATURE OF COUNSELOR
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## **Para 4-2b(3) DELETE**

**Para 4-8a CHANGE:** will incur a 2 year service requirement to “will incur a 3 year (36 month) service obligation”

**Para 4-13d(4) CHANGE TO READ:** (4) Selected for appointment to CSM but were referred by the U.S. Army Senior Enlisted Review Board because of derogatory information identified during the post-board screening process.

## **ADD New Chapter 5**

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

#### **Section I**

#### **Introduction**

##### **5-1. Scope**

a. This chapter prescribes policy for the promotion of USAR Soldiers to the rank of SFC, MSG, and SGM who are assigned to TPUs, Army Reserve Elements (AREs), and multi-component units.

b. This chapter grants promotion boards the authority to recommend separation of nonproductive Soldiers from membership in TPUs, AREs, and multi-component units.

c. Soldiers identified as nonparticipants in accordance with [AR 135-91](#) will not be promoted under this chapter.

d. The authority of a TPU, ARE or multi-component unit CDR to promote Soldiers pursuant to this chapter is limited to those Soldiers assigned to the unit CDRs unit or to subordinate units assigned or attached to the unit CDRs TPU, ARE, or multi-component unit. The RSC in which the TPU, ARE, or multi-component unit headquarters resides is responsible for promotion of Soldiers to grades higher than authorized for the TPU, ARE, or multi-component CDR pursuant to [paragraph 5-2](#).

##### **5-2. Authority to promote**

RSC, 7th CSC, and 9th MSC CDRs may promote Soldiers to SFC, MSG, and SGM, subject to authority and responsibility by higher CDRs.

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

a. *SFC through SGM promotion selection boards.* Because promotions are based on requirements within a geographical area the senior NCO promotion system is more effective where consolidated selection boards and recommended lists are established. To accomplish this —

(1) RSCs, the 7th CSC, and 9th MSC will conduct senior enlisted promotion boards annually, at a minimum, to consider all eligible Soldiers for promotion to the next higher grade. Eligible Soldiers will be considered within their geographical area.

(2) The United States Army Reserve Command will establish —

(a) The convening authority of selection boards.

(b) Board composition (see [para 5-10](#)).

(c) Convening dates of the boards (see [para 5-10](#)).

(d) Contents and publication of the MOI to the senior NCO selection board (see [para 5-10](#)).

(e) Administrative support for selection boards.

(f) Procedures for transmitting personnel data and files to the board.

(g) Distribution of board reports and selection lists.

(h) Promotion notification process including reassignment procedures.

(i) Procedures for removing non-promotable Soldiers from the list.

#### **5-4. Vacancy Calculation**

*a. The United States Army Reserve Command will report all position vacancies by MOS and grade to subordinate/supported commands for review and return. Approved vacancies will be submitted to the regional list manager.*

b. The regional list manager will validate all vacancies for fill from the PPRL.

## **Section II**

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

#### **5-5. General**

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

a. The selection and promotion process for senior enlisted grades is centralized at promotion authority headquarters.

b. To standardize promotions throughout Army Reserve units, and to ensure promotion of the best qualified Soldiers, recommendation by promotion selection board and placement on a permanent promotion recommended list are required.

(1) *Consideration.* All SSGs through MSGs/1SGs who meet the basic eligibility requirements will be considered for promotion.

(2) *Selection.* The promotion selection board will select the best qualified Soldiers for placement on the permanent recommended promotion list.

(3) *Promotion.* Soldiers will be promoted sequentially from the list to fill vacancies.

c. All Soldiers within the announced zone and assigned to a unit will be considered by the promotion selection board unless a declination statement has been provided by the Soldier.

d. The enlisted promotion system is a function of the overall enlisted personnel management system. An important factor for the management of these systems is the command vacancy accountability by grade and MOS. Soldiers not matching the appropriately coded grade and MOS will not be considered position qualified and will be transferred to a valid position matching their grade and MOS, reassigned to the IRR, or retired reserve.

e. In no case will promotions be made to SFC and above for Soldiers in an over-strength status. Transfers to and from an over-strength status will not be made for the purpose of increasing promotion opportunities.

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

a. *Senior enlisted promotion selection boards.* Within schedules determined by the promotion authority, the authority will announce the following information to all subordinate commands:

(1) The convening date of the senior enlisted promotion selection board.

(2) The zones of consideration for promotion selection, which will include —

(a) Required grades.

(b) Required TIMIG and TIS to include those grades that will be considered by the promotion authority for a TIS waiver.

(c) Administrative instructions and schedules.

b. *SMC selection boards.* Whenever a senior enlisted promotion board is to be tasked to select MSGs and 1SGs for enrollment in the SMC, the promotion authority will notify all eligible assigned/attached MSGs and 1SGs (using the memorandum format shown in fig 5-1) with DA Form 7432 (Sergeants Major Course Administrative Data Sheet) as an enclosure, and all subordinate commands, of the convening date and place of the SMC selection board.

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

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

*a. Membership.* The Soldier is a member of the Army Reserve assigned to a TPU/ARE/multi-component unit and is not considered an unsatisfactory participant on the date the board convenes (nonwaivable).

*b. Promotable status.* A Soldier with a flag in effect may be considered by the board and placed on the recommended list. However, the Soldier cannot be promoted until the FLAG has been lifted (nonwaivable).

*c. Civilian education.* The Soldier must be a high school diploma graduate or GED equivalent (nonwaivable).

*d. MOS.* Soldiers may compete for promotion in their PMOS, SMOS, or AMOS. They must be fully qualified in the MOS for which they are selected for promotion.

*e. Physical requirements.* A Soldier is considered to be physically qualified for promotion if he or she meets the retention medical fitness standards and remains eligible for consideration and promotion until found medically unfit for continued service by medical board process.

*f. Proper pay grade.* A Soldier must be in the pay grade next below that in which being considered (nonwaivable).

*g. Position vacancy.* Assignment to a position authorized for the next higher grade is not a requirement for selection board consideration. Further, position incumbency is not a factor that identifies the Soldier as best qualified among his or her peers. Only promotion off the recommended list requires the existence of a position vacancy.

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

*i. NCOES.* The authority to grant waivers to USAR TPU Soldiers is delegated to USARC, 7th CSC, and the 9th MSC.

*j. TIMIG requirements.* Nonwaivable. For selection to —

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

*k. TIS requirement.*

- (1) SFC, 9 years.
- (2) MSG, 12 years.
- (3) SGM, 17 years.

*l. Cumulative enlisted service.* Soldiers must have the specified number of years of cumulative enlisted service (nonwaivable) for selection to —

(1) MSG, 8 years.

(2) SGM, 10 years.

*m. Age. Soldiers who reached age 55 without NCOES completion for the next higher grade or age 57 with NCOES completed for the next higher grade prior to convening date of board are ineligible for consideration.*

*n. Weight.* Soldier must meet height and weight standards of [AR 600-9](#).

*o. Retention.* Soldier does not exceed maximum years of service for current grade (which is suspended during partial or higher levels of mobilization).

*p. APFT.* A valid passing score on the APFT in accordance with applicable regulations and field manuals as board date is mandatory for promotion consideration (nonwaivable).

*q. Security clearance.* Soldiers must have the appropriate security clearance or favorable security investigation determination required by the MOS in which being promoted. Promotion may be based on an appropriate interim clearance (nonwaivable). For promotion consideration to MSG and SGM, Soldiers must have a minimum of interim secret clearance.

#### **5–8. Forwarding promotion packets to the convening authority for selection board consideration**

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

*a.* Post the announcement in a conspicuous location so all NCOs in the command are aware of the contents.

*b.* Advise those Soldiers who are within the zone of consideration of the importance of reviewing their promotion packets before the packets are sent before the selection board. The custodians of the MPF will assemble the packets and ensure they are current and complete and contain a statement signed by the Soldier indicating that he or she has reviewed the packet, as applicable, and found it to be complete and accurate. The packet should also contain the following:

(1) A current official photograph taken per AR 640–30.

(2) A complete-record of the NCOER may be submitted per AR 623–3.

(3) Current DA Form 2A (Personnel Qualification Record, Part 1) and DA Form 2–1. All data must be up-to-date and certified as true and correct by the records custodian.

(4) Memorandum from security manager verifying security clearance and date of investigation (see para 1–15).

(5) Academic reports, military and civilian school certificates, letters of appreciation, achievement and commendation, and all available evaluation reports.

c. Prepare the promotion packet in accordance with the guidance contained in the announcement. As a minimum the packet will consist of the following:

- (1) The official photograph and NCOER required by b above.
- (2) A copy of DA Form 2 and DA Form 2-1.
- (3) Academic reports.
- (4) Military and civilian school certificates.
- (5) Letters of appreciation, achievement, or commendation.
- (6) Copies of NCOERs, minimum of last 5 reports.
- (7) Memorandum from security manager verifying security clearance and date of investigation (see para 1-15).
- (8) A completed DA Form 7432 (MSG/1SG only).
- (9) Statement from Soldiers requesting consideration by a command other than to which they are assigned and/or outside the geographic area. By submitting his/her promotion packet, the Soldier understands that if selected for promotion he/she agrees to commute to the unit regardless of the commuting distance.

d. Send the packets of eligible Soldiers to the convening authority according to the instructions contained in the announcement. Only the packets of Soldiers meeting the eligibility requirements will be forwarded unless the Soldier has submitted a written declination of promotion statement per paragraph 5-34. If the Soldier is not available for signature, the unit administrator, staff administrative assistant or the military personnel officer (MPO) will enter "Soldier not available for signature" and sign for the Soldier.

### **5-9. Declination of promotion consideration or Noncommissioned Officers Education System course selection**

a. A Soldier who is within the zone of consideration for promotion or NCOES course selection, may decline such consideration.

b. When a Soldier declines promotion consideration or NCOES course selection, the Soldier's immediate supervisor and the CDR must determine the reason for the declination and provide adequate counseling. This counseling will be acknowledged in the declination statement.

c. A declination of board consideration will be a written statement signed by the Soldier acknowledging counseling and witnessed by an NCO or officer, and inserted in the Soldiers MPF. The declination will remain in effect for any subsequent boards until the Soldier changes his or her mind and requests board consideration. In this event, the declination will be removed from the MPF, annotated by the custodian to indicate the declination was withdrawn on a

specified date, retained by the custodian until the next regular board is convened, and then destroyed.

## **5-10. Enlisted promotion selection boards**

Selection of enlisted Soldiers for promotion to SFC through SGM will be made by selection boards convened by the authorities cited in [paragraph 5-2](#).

*a. Composition.* Selection boards will be composed of at least three members and a recorder without vote. Officers and NCOs will comprise the board membership, but NCO members must be senior in grade to those being considered and comprise the majority of the board membership.

(1) The board president will be a colonel (06) or higher.

(2) The recorder will be an SFC or above and will serve without vote.

(3) Board members must be assigned or attached to the command that convened the selection board. In the case of consolidated selection boards (see [para 5-3](#)), each participating CSC/USAR MSC/RSC/ARE/multi-component unit will have representation on the board.

(4) Both female and minority representation will be provided regardless of whether the board considers female or minority Soldiers.

(5) Orders appointing board members will be issued by the promotion authority (see para 5-2).

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

(7) When circumstances warrant, boards may be divided into two or more panels. Each panel will be comprised of at least three voting members, and include at least one officer. Senior NCOS must comprise the majority of each panel's membership. The voting procedures and selection process must be the same for each panel and ensure that all Soldiers within each MOS (3 digits) and grade are considered uniformly.

*b. MOI.* A separate MOI will be issued by the convening authority for each board convened. The MOI will prescribe —

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

(2) Reports to be rendered.

(4) Other administrative details, as required.

*c. Communications with selection boards.* No Soldier is authorized to appear in person before a selection board.

(1) A Soldier who is within an announced zone may write to the President, Enlisted Selection Board. The Soldier may invite attention to any matter of record which he or she feels

is important in the consideration of his or her individual record. Such letters may not contain any adverse comments concerning the character, conduct, or motives of any other person, or criticize any other Soldier.

(2) Communications must be received not later than the day before the convening date of the board to be reviewed by the board. Written communications will not be acknowledged and if not reviewed by the board will not constitute a basis for promotion reconsideration.

(3) Written communications with any enclosures will be addressed to the president of the selection board and treated as privileged communications. These communications will be filed with board proceedings by the promotion authority (see [para 5-2 c](#)) for 1 year. They will not be filed in the Soldier's official military personnel record or MPF.

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

### **5-11. Selections**

Selections by the board will be based on impartial consideration of all eligible Soldiers in the announced zone.

a. Boards will select the best qualified Soldiers, using the procedures in the MOI, in each MOS

b. Soldiers will not be given specific reasons for non-selection. Board members may not record their reasons nor give any reasons for selection or non-selection. Selections are based on relative qualifications and the projected requirements in each MOS and geographical location.

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

Selection boards will issue a report showing the results of their deliberations. The report will be sent to the promotion authority for approval and will include the following enclosures:

a. MOI.

b. Board membership.

c. Promotion recommended list.

(1) The names of all Soldiers selected for promotion by the board will be listed in alphabetical order. However, promotions off the PPRL are based on board appearance date, MOS and geographical location. For example, if there are 2 or more Soldiers on the list with the same board appearance date, MOS and in the same geographical area, promotions must be made by order of merit list (OML) based on the promotion sequence number.

(2) Promotion sequence numbers will be determined by board appearance date (earliest first), DOR, PEBD, then age (oldest first).

(3) The names of Soldiers recommended for promotion who are under suspension of favorable personnel action ( [AR 600-8-2](#) ) will be placed on the selection list and monitored until the action is completed. These Soldiers cannot be slotted for promotion until the suspension (FLAG) has been lifted (see [para 1-11](#) ).

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

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

(b) EA = Enrolled in SLC.

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

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

(e) ES = Enrolled in SMC.

(f) GS = Graduated SMC.

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

### **5-13. Convening authority responsibilities**

The convening authority will take the names of those Soldiers on the promotion recommended list and establish or integrate them on to the PPRL.

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

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

### **5-14. Publication of the selection lists**

a. The selection lists developed under [paragraph 5-13](#) will be released for publication and distribution after they have been approved by the promotion authority.

b. After the selection lists have been approved, sufficient copies will be distributed to all subordinate and participating commands. The lists (with the SSNs deleted) will be posted conspicuously so all members of the command are aware of the contents.

### **5-15. Longevity of selection lists**

a. The promotion selection list developed under paragraph 5-13 is not a permanent selection list. Each promotion selection list issued by a promotion board is a new report and will

be integrated with the PPRL. The PPRL is permanent and must be exhausted by board appearance date, MOS, and geographical location.

*b.* Soldiers who have not been promoted within 2 years from the board appearance date will be automatically removed from the PPRL. Removal from the PPRL does not preclude consideration by future boards. Such consideration is not a vested right. Soldiers removed under this paragraph regain promotable status provided they meet all other provisions of this regulation.

**SAMPLE**

**PERMANENT PROMOTION RECOMMENDED LIST (SFC-SGM)**

(To be established and maintained by the Promotion Convening Authority)

**Promotion to Sergeant Major**

MOS	DOR	NAME	SSN	Unit of Assignment	Geographical Zone	NCOES Status	Board Date
15Z50	851010	Brice, Henry A.	000-00-0000	814th Signal Co	B	NS	061205
21Z5X	851115	Cauther, Jon	000-00-0000	814th Signal Co	B	NS	061205
21Z50	851001	Shropshire, Paul	000-00-0000	814th Signal Co	B	NS	070115
11Z50	860515	Green, Kenny R.	000-00-0000	HHC, 81st RRC	G & E	NS	061205
92Z50	860515	Patterson, Cynth	000-00-0000	432d Avn Co	E	NS	061205
88Z50	860820	Smythe, Lewis	000-00-0000	346th Maint Co	H	ES	061205

**Promotion to First Sergeant or Master Sergeant**

MOS	DOR	NAME	SSN	Unit of Assignment	Geographical Zone	NCOES Status	Board Date
88Z40	931212	Ames, Horace	000-00-0000	C/2/518/108th Div	A	GA	061205
88Z40	931101	May, Sean	000-00-0000	C/2/518/108th Div	A	GA	070115
42A40F5	931231	Calahan, Harry	000-00-0000	414th Engr Co	A & F	GA	061205
42A40	941201	White, Hal W.	000-00-0000	Co B, 157th Spt Bn	E	EA	061205
42A40	931101	Duncan, Tim	000-00-0000	Co B, 157th Spt Bn	E	EA	070115
98Z4LGM	941001	Jones, Jenny	000-00-0000	741st CA Co	J	GA	061205

**Promotion to Sergeant First Class**

MOS	DOR	NAME	SSN	Unit of Assignment	Geographical Zone	NCOES Status	Board Date
42A30	980315	Loris, Jimbo	000-00-0000	C/2/518/108th Div	A	EA	061205
25W30	980101	Freeloader, Fred	000-00-0000	841st Engr Bn	D	EA	061205
42A30	970601	Trotter, Jerry	000-00-0000	841st Engr Bn	D	EA	070115
35T30	970601	Babcock, Baby C.	000-00-0000	346th Maint Co	G	NA	061205
42L30	970601	Burgess, Joe P.	000-00-0000	Co C, 157th Spt Bn	E & G	EA	061205
91W3OM6	980315	Peck, Anthony	000-00-0000	HHC, 81st RRC	G	NA	061205
89B3H	970901	Cook, Thomas L.	000-00-0000	741st CA Co	J	GA	061205
89B30	970301	Jordan, Michael	000-00-0000	741st CA Co	J	GA	070115

**Notes:**

Names of soldiers will be rank ordered by Board Appearance Date, MOS and geographical location. If all these items are the same then DOR, PEBD, and DOB will be used.

Figure 5-3. Sample format for a permanent promotion recommended list

## 5-16. Announcement of promotions

a. Promotions will only be made against a current vacancy to which the Soldier is or will be assigned.

b. A promotion is not valid and the promotion will be revoked if the Soldier is not, or was not, in a promotable status on the effective date. The CDR must notify the promotion authority when a Soldier is in a nonpromotable status.

c. As an exception to [paragraph 5-13](#), when a 1SG or MSG who is a CSM designee is assigned to a CSM duty position, the Soldier will be promoted to SGM in his or her PMOS on the effective date. The SGM will then be laterally appointed to CSM under the provisions of AR 614-200, [paragraph 7-31](#).

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

a. A Soldier who accepts a promotion will incur a 3-year (36 month) TPU service remaining requirement from the effective date of promotion. The Soldier must report for duty in the position to which promoted and comply with a reassignment order, if issued.

b. Promotion and reassignment will be revoked for a Soldier who fails to decline a promotion based on a concurrent reassignment and who refuses to comply with the reassignment order or fails to meet the service remaining requirement. Commanders must make every effort to ensure the service remaining requirement is enforced.

## 5-18. Enlisted standby advisory board

a. The composition of an enlisted standby advisory board is under identical criteria as that of enlisted selection boards (see [para 5-10 a](#)).

b. The board will consider records —

(1) Not reviewed by a regular board.

(2) That were not properly constituted because of a material error when reviewed by a regular board ( see [5-18 d](#)).

(3) Of Soldiers on whom derogatory information has been properly substantiated, which may warrant removal from a selection list (see [para 5-19](#)).

c. The names of Soldiers selected by this board will be integrated on to the PPRL. They will be promoted along with their peers when their sequence number is reached and a vacancy occurs.

d. The promotion authority (see [para 5-2](#)) will determine if a material error existed in a Soldier's records when the file was reviewed by the selection board. It must be presumed that a material error in the file may have contributed to nonselection. An error is material when, in the judgment of a mature individual familiar with selection board proceedings, a reasonable chance exists that had the error not existed, the Soldier may have been selected. Sometimes, a long-

standing error once corrected qualifies the member for reconsideration based on the criteria of several boards.

(1) The promotion authority (see para 5-2) may request a standby advisory board without a request from the Soldier when an omission or material error is found.

(2) Within 1 year of the board results release date, Soldiers not recommended for promotion may request reconsideration, if they believe their record contained a material error when it was considered.

(a) The request must be in writing and must clearly and fully state the reason for the request.

(b) Appropriate supporting documentation must accompany the request.

(c) Failure or inability of a Soldier to submit documents before the cutoff date established in the board announcement for submission of documents cannot be used as a basis to request reconsideration. However, the absence of a document from a Soldier's board file may constitute a material error, provided the document should have been in the board file. Also, the document must have been missing because of administrative error or omission for which the Soldier concerned is not responsible.

(3) The convening authority (see para 5-2) has approval authority for all requests for promotion reconsideration.

e. Standby boards may be held in conjunction with the next scheduled promotion board or earlier, if necessary.

#### **5-19. Removal from a selection list**

a. Occasionally, adverse information is discovered concerning a Soldier recommended but not yet promoted. When this occurs, and the information would appear to warrant removal from the promotion recommended list (see [para 5-13](#)), disposition will be considered by the standby advisory board. The board's recommendation will be submitted to the promotion authority for a final decision.

b. The CDR, or first field grade officer in the direct line of supervision may recommend the removal of a name from a recommended list at any time ( see [5-19 d](#) ). Care will be taken by all CDRs to ensure that such a recommendation is fully documented. This will permit factual evaluation by CDRs within the chain of command, the standby advisory board, and the promotion authority. All recommendations which are based on reprimands, admonitions, censures, and other nonpunitive measures will be processed per AR 600-37, [paragraph 2-6](#) .

c. Recommendations based on reprimands, admonitions, censures, and other nonpunitive measures, will not be filed at any time in a Soldier's OMPR or MPF until it has been processed through command channels and approved by the promotion authority. A recommendation for removal, regardless of the basis for such action, may be disapproved at any level of command. A disapproved recommendation will be returned through channels to the recommending CDR listing specific reasons for disapproval.

d. Recommendations for removal from the promotion selection list (see [para 5-14](#)) (those based on other than reprimands, admonitions, or censures) will be processed as follows:

(1) Before submitting removal action to the promotion authority, the CDR initiating the action will notify the Soldier by certified mail of his/her intentions. This will allow the Soldier an opportunity to respond to the proposed action. He or she may submit rebuttal statements within 15 days after receipt of the written notification. Requests to extend this time may be granted by the CDR initiating the action only for unusual circumstances. These circumstances must be determined to be beyond the Soldier's control. Denial of the request will be endorsed through the next senior CDR. A Soldier who elects not to rebut will submit a signed statement that he or she has reviewed the proposed action and elects not to submit a rebuttal.

(2) Concurrent with the start of the removal action, the servicing personnel officer will initiate [DA Form 268](#) according to [AR 600-8-2](#). The FLAG will not be removed until final resolution of the case. This provision applies to all recommendations for removal action.

e. CDRs will promptly advise the promotion authority of any Soldier whose name appears on the promotion selection list, and who is —

(1) Reduced.

(2) Discharged from the Army Reserve and does not reenlist in the Army Reserve with concurrent assignment to a TPU within 24 hours after discharge.

(3) Released from TPU assignment and reassigned to —

(a) Another Army Reserve command outside the jurisdiction of the promotion authority.

(b) The IRR, Standby, or Retired Reserve (to include removal for maximum years of service).

(c) Control group (AGR or IMA).

(d) Active Army strength accountability under the provisions of [AR 135-210](#).

(e) Another TPU/ARE/multi-component unit when relieved for cause.

(4) Dropped from the rolls as a deserter.

(5) Declared an unsatisfactory participant under [AR 135-91](#).

(6) Under a bar to reenlistment.

(7) Reclassified out of recommended MOS.

(8) Recommended for removal by board action.

(9) Declining promotion. This includes a Soldier who signed a statement under [paragraph 5-8](#) and subsequently declined the position.

(10) In a nonpromotable status because of failure of being promoted within 2 years of the board appearance date.

(11) Has a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with [AR 600-20](#).

*f.* When the promotion authority determines one of the categories defined in paragraph 5-19 e ( [1](#) ) through ( [11](#) ) applies to a Soldier, the convening authority will take the following applicable actions:

(1) Remove the Soldier from the promotion list.

(2) Notify CDR, HRC, through command channels, of any Soldier to be removed from the SMC list.

*g.* When the promotion authority determines a Soldier was erroneously considered and selected for promotion, the convening authority will take the following applicable actions:

(1) Administratively delete the name of the Soldier from the list.

(2) Notify the Soldier, and the Soldier's CDR, of the deletion and the reason for the list deletion action.

(3) Notify the CDR, HRC, through command channels, of any Soldier whose name is to be removed from the SMC list.

*h.* When the promotion authority determines a Soldier was erroneously included in a zone, selected, and promoted before discovery that the Soldier did not meet appropriate eligibility criteria, the promotion authority will take the following applicable actions:

(1) Determine whether the member is eligible for promotion consideration under later selection board criteria on the basis of his or her current status.

(2) Determine if the Soldier will have his or her DOR adjusted in lieu of revocation of promotion orders.

(3) Determine whether the promotion will be revoked and if appropriate, authorized a de facto status.

(4) Advise the CDR and Soldier on actions taken.

## **5–20. Reinstatement to promotion selection list**

A Soldier removed from a promotion selection list and later considered exonerated will be reinstated on the promotion selection list. To be considered exonerated, the action that caused the initial removal must have been erroneous or should not have been imposed. For example, a

Soldier receives a bar to reenlistment for failure to comply with AR 600-9 and is removed from the promotion selection list under paragraph 5-19e(6). Subsequent compliance with AR 600-9 and removal of the bar to reenlistment does not mean that the action that caused the removal was erroneous. Therefore, the Soldier should not be considered exonerated and reinstatement is not authorized. In no case will a reinstatement be delayed by more than 30 days. If the Soldier would have been promoted had he or she not been removed from the promotion selection list, he or she will be promoted when the next vacancy occurs for the Soldier's MOS and grade. If no vacancy is available, the Soldier may be promoted and reassigned to the IRR, if the Soldier requests it. The DOR for a Soldier promoted upon transfer from a unit to the IRR will be the date he or she would otherwise have been eligible for promotion. The effective date will be the date of the order.

## **5-21. Reassignment prior to promotion**

When a Soldier is reassigned outside the jurisdiction of the promotion authority, he or she must be removed from the PPRL. A copy of the PPRL will be placed in the Soldier's MPF. If the Soldier is reassigned to —

a. Another Army Reserve or multi-component unit, he or she will be integrated on the PPRL of the promotion authority having jurisdiction. The Soldier's sequence on the list will be determined according to paragraph 5-12 c (2). If the Soldier's recommended MOS is not an authorized MOS within the command, the Soldier may request removal from the PPRL. This will permit him or her to be reclassified into an appropriate MOS and then compete for selection in the new MOS by board selection.

b. The IRR under voluntary conditions, he or she will be integrated on a gaining command's PPRL on rejoining a unit. This is provided the period of IRR assignment does not exceed 1 year. On reassignment to a unit during the 1 year period, the policy in a above is applicable.

c. The IRR under involuntary conditions ( [AR 135-178](#) or [AR 140-10](#) ) or serves more than 1 year in the IRR, placement on the PPRL will not be authorized on reassignment to a unit.

d. Control Group (AGR), Control Group (IMA), the Standby Reserve, or the Retired Reserve, placement on the PPRL terminates and the Soldier cannot be integrated on a list based on subsequent reassignment to a unit.

e. Another U.S. Armed Force (to include the ARNG and the Delayed Entry Program), PPRL status is terminated as a result of the discharge from the USAR. A subsequent transfer to, or reenlistment in, the USAR will not authorize integration on a list.

## **Section IV Special Promotions**

### **5-22. Military technicians**

A military technician (MT) must serve in a dual status as a technician and as a member of the Army Reserves Selected Reserve in accordance with [Department of Defense Directive \(DODD\)](#)

[1205.18](#). Eligibility, selection, and promotion policy outlined in this chapter apply to all military technicians assigned to a TPU, except where cited in the following paragraphs.

*a. Position vacancy.* A TOE or TDA position occupied by a MT will not be considered as a vacancy for promotion consideration (see [para 5-4](#)).

*b. Promotion declination.* A MT will be considered for promotion under the same criteria as other enlisted Soldiers; however, if acceptance of a promotion would affect the MTs condition of employment as a MT, to include job relocation, the MT may decline the promotion without penalty. In declining, the MTs name will not be removed from the selection list (see [para 5-19](#)). The MT will be retained on the list until promoted or removed for cause per paragraph 5-19. MTs will be removed from the list if they signed a statement in [paragraph 5-8 c \(9\)](#) and declined the position.

*c.* When a board recommends a MT for promotion to SFC through SGM against a position in a TPU other than that to which he or she is assigned, the MT may —

(1) Accept the promotion with concurrent reassignment, if required.

(2) Decline the promotion if acceptance would affect his or her status as a MT ( see [5-22 b](#)). In this case, a notation will be made on the list next to the MTs name that the MT can only be promoted against a position in his or her assigned TPU, when a position is available for which the MT is qualified.

*d.* When a position vacancy or projected vacancy occurs in the TPU to which the MT is assigned, he or she will be promoted off the recommended list in sequence provided the MT is qualified in the DMOS by possessing the MOS as a PMOS, SMOS, or AMOS.

### **5-23. Drill sergeants and Total Army School System instructors**

Special training and qualifications are required for Soldiers performing duty as drill sergeants and TASS instructors. Eligibility, selection, and promotion policy outlined in this chapter apply to promotions against TASS instructor or drill sergeant positions, except where cited in the following paragraphs.

*a. Competing for promotion within MOS.* Drill sergeants and TASS instructors will compete for promotion consideration in their PMOS, SMOS, or AMOS the same as other Soldiers as required by paragraphs [5-32 d](#). If selected against other than their appropriate drill sergeant or TASS instructor positions, the following procedures apply:

(1) The Soldier may decline the promotion and concurrent reassignment without penalty or removal from the promotion recommended or selected list. The Soldier's name will remain on the list until promoted or removed for cause.

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

*b. Promotion against drill sergeant or TASS instructor positions.* When a training division or TASS announces a current or projected vacancy for promotion to SFC or above, the board selection procedures described in [paragraph 5-11](#) apply. If the Soldier selected by the board is not drill sergeant or instructor qualified, as appropriate, he or she will be promoted to the required grade and reassigned if necessary. This is provided the Soldier does not decline the promotion and assignment to the drill sergeant or instructor position. The Soldier must undergo the required training and become qualified to perform the duty required by the position. The Soldier must become qualified in the duty position within a reasonable period of time (see [AR 140-10](#)). If the Soldier fails to become qualified, or is otherwise ineligible for drill sergeant or instructor duty, the Soldier will be reassigned to a position in his or her PMOS other than a drill sergeant or instructor position. If none is available, the Soldier may be carried as excess for a period not to exceed 1 year and will then be transferred to the IRR unless one of the following conditions occur:

(1) The Soldier is assigned to a position that is compatible with his or her grade and MOS.

(2) The Soldier is voluntarily reduced in grade to accept an assignment to a position in a lower grade in his or her MOS.

**Para 7-8a(2) CHANGE:** 2 years to “3 years (36 month)”

**Para 9-6b CHANGE TO READ:** *b. Promotion to SGT and SSG.* USAREC is authorized to promote ten detailed recruiters to the rank of SGT and SSG (cumulative) per fiscal year throughout the command without regard to cut-off scores. Soldiers promoted under this provision must be otherwise fully eligible for promotion as set forth in tables 3-1 and 3-3 of this regulation. The intent of this provision is to ensure that each recruiting brigade will have at least one merit promotion each year, with the remaining allocations being determined by CG, USAREC. Soldiers must be graduates of WLC to qualify for promotion to SSG.

## **Glossary ADD:**

### **Terms**

#### **Combat related operations**

Combat relatedness determinations include the following:

1. Direct result of armed conflict; or
2. While engaged in hazardous service; or
3. In the performance of duty under conditions simulating war; or
4. Through a instrumentality of war

#### **SOCM**

Special Operations Combat Medic

#### **Standby Advisory Board (STAB)**

Special board held as an adjunct to each scheduled promotion selection board. This board, using the guidelines established in the regulation and memorandum of instruction, considers Soldiers for promotion, appointments, promotion reconsideration, removal from a standing

promotion list, and suitability screening. The board provides their recommendation to the DCS, G-1 who makes the final decision.