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Effective 26 November 2023

Personnel-General
Enlisted Promotions and Demotions

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


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History. This publication is a major revision.

Authorities. The authority for this regulation is 10 USC 7013.

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

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific requirements.

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

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email to usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 600-8-19, dated 16 May 2019.

SUMMARY of CHANGE

AR 600–8–19
Enlisted Promotions and Demotions

This major revision, dated 26 October 2023—

- Changes title (cover).
- Updates records management (table 1–1).
- Updates objectives (para 1–6).
- Updates principles of support (para 1–8).
- Updates promotion authorities to include delegation authorities and adds table (para 1–10 and table 1–2).
- Modifies instances not subject to professional military education completion to qualify for promotion (para 1–11a(2)).
- Establishes Soldiers not qualified to hold a military occupational specialty are not eligible for promotion (para 1–11a(14)).
- Establishes Soldiers denied enrollment to attend the U.S. Army Sergeants Major Academy due to their own fault are not eligible for further selection to attend (para 1–11a(15)).
- Establishes Soldiers not meeting the minimum time in service/time in grade requirements are not eligible for promotion (para 1–11a(16)).
- Establishes Standby Reserve (inactive status list) Soldiers are not eligible for promotion (para 1–11b).
- Establishes requirement for O–6 commanders to inform U.S. Army Human Resources Command/Readiness Divisions when a Soldier's status changes who is on an approved order of merit list previously announced as fully qualified (para 1–11c).
- Modifies policy on promotion eligibility for suspension of favorable actions (flags) (para 1–12).
- Establishes and defines grade entry date (para 1–13b).
- Establishes and defines rank entry date (para 1–13c).
- Adds ARNG (Title 32 USC) de facto status authority (para 1–20b).
- Incorporates noncommissioned officer evaluation board impacts on Soldiers categorized as missing (para 1–22c(2)(a)).
- Incorporates noncommissioned officer evaluation board impacts on promotion of Soldiers terminally ill (para 1–23).

- Incorporates noncommissioned officer evaluation board impacts and profiles on promotion of Soldiers in the Disability Evaluation System (para 1–24).
- Incorporates noncommissioned officer evaluation board impacts on Soldiers returning from duty from the temporary disability retired list (para 1–25).
- Incorporates noncommissioned officer evaluation board impacts on posthumous promotion eligibility (para 1–27).
- Incorporates 10 USC 1563 and 10 USC 1563a into consideration for honorary promotions (para 1–28).
- Incorporates noncommissioned officer evaluation board impacts on declination of promotion (para 1–30).
- Consolidates promotion service remaining requirements (para 1–31).
- Establishes Integrated Personnel Pay System-Army as the replacement for eMILPO (para 1–32).
- Consolidates promotion-based counseling requirements (para 1–33).
- Updates professional military education requirements for promotion (para 1–34).
- Eliminates Regular Army/U.S. Army Reserve conditional promotion policy to sergeant major (para 1–34).
- Adds a one-year resident U.S. Army Sergeants Major Course deferment for Soldiers assigned to security forces assistance brigades in lieu of enrollment in the non-resident U.S. Army Sergeants Major Course training path (para 1–34*d*).
- Updates temporary promotion policy (para 1–35).
- Incorporates specified temporary promotion policy pertaining to pregnancy/postpartum (para 1–35*b*).
- Consolidates battlefield promotions policies (para 1–36).
- Incorporates noncommissioned officer evaluation board impacts on promotion eligibility during reclassification (para 1–38).
- Updates personnel suitability screening to consolidate and incorporate noncommissioned officer evaluation boards (para 1–40).
- Consolidates post-board personnel suitability screening requirements after U.S. Army Sergeants Major Course selection (para 1–40*d*).
- Adds promotion policy pertaining to transferring from one component to another (para 1–41).
- Adds lateral appointment to corporal policy (para 1–42).
- Consolidates merit promotions policies (para 1–43).
- Adds merit promotion for Army National Guard Noncommissioned Officer/Soldier of the Year (para 1–43*b*(5)).

- Adds merit promotion for U.S. Army Futures Command (para 1–43c).
- Inserts specified policy pertaining to decentralized promotions (para 2–1).
- Inserts policy on denial of automatic promotion (para 2–1c).
- Updates Army National Guard policy on automatic promotion (para 2–1f(2)).
- Inserts mandatory requirement to coordinate automatic promotion of Reserve Component Soldiers when on initial active duty training (para 2–1g).
- Inserts promotion authority to determine retroactive promotion when delayed due to administrative error (para 2–1h).
- Restructures waivers (para 2–3).
- Revises recommending Soldiers for promotion to sergeant and staff sergeant (chap 3).
- Eliminates selection for promotion and incorporates all Regular Army and U.S. Army Reserve policy (chap 3).
- Incorporates promotion of Individual Ready Reserve, individual mobilization augmentee, and Standby Reserve (Active Status List) (chap 3).
- Incorporates junior leader development (para 3–1).
- Incorporates requirement to recommend a Soldier for promotion to sergeant to qualify the Soldier to attend Basic Leader Course (para 3–2a).
- Updates policy on three specified zones of consideration for promotion (secondary, primary, and mandatory list integration) (para 3–2b).
- Incorporates a Headquarters, Department of the Army bar to continued service for Soldiers who fail to qualify themselves for promotion board appearance when not Distributed Leader Course compliant (para 3–2e).
- Updates unit level procedures to identify Soldiers for promotion to sergeant and staff sergeant (para 3–3).
- Updates integration of Soldiers onto the promotion recommended roster when hospitalized because of service-incurred disease, wound, or injury (para 3–4).
- Updates policy on geographic separation from promotion authority (para 3–5).
- Inserts a promotion eligibility requirement for Soldiers to show proficiency at the unit-led, next higher level warrior tasks and battle drills (specialist proficient with Skill Level 2 tasks and sergeant proficient with Skill Level 3 task) as reflected in their job book to be considered eligible for promotion board appearance (para 3–6d(2)).
- Inserts a requirement for boards to review the Soldier’s job book to verify U.S. Army Reserve (except for Active Guard Reserve Soldiers) have successfully completed unit-level warrior tasks and battle drills associated with the grade to which being recommended for promotion (para 3–6d(2)).
- Clarifies and updates procedures on special promotion categories (para 3–7).

- Changes submission timeline requirements for Career Management Field 18 special promotion categories (para 3–7a).
- Inserts a provision to promote to specialist for special promotion category pertaining to Psychological Operations Specialist (para 3–7g).
- Modifies/restructures unit level promotion board policy (para 3–8).
- Inserts new policy authorizing use of virtual boards (para 3–8a(1)).
- Changes unit-level board timing to require boards be conducted between the 10th and 26th calendar days monthly for Regular Army and U.S. Army Reserve Active Guard Reserve board (para 3–9a).
- Inserts a requirement for unit-level boards to have an odd number of members (para 3–10a(1)).
- Inserts a requirement for boards to review the Soldier’s job book to verify Regular Army/U.S. Army Reserve Active Guard Reserve Soldiers have successfully completed unit-level warrior tasks and battle drills associated with the grade to which being recommended for promotion (para 3–11a(2)).
- Inserts a requirement for board members to ask situational-based questions in certain areas of concentration in support of junior leader development (para 3–11a(3)).
- Provides clarifying language on processing board results (para 3–13).
- Inserts a requirement to provide a Soldier a copy of the promotion authority’s memorandum approving board results (para 3–13f).
- Revises award of promotion points for military training categories (para 3–15).
- Revises supporting language on awarding promotion points for weapons qualification (para 3–15a).
- Inserts new tables for award of promotion points for weapons qualification (tables 3–2 and 3–3).
- Modifies promotion points scoring for Soldiers with permanent profiles (para 3–15c(1)).
- Modifies promotion points scoring for Soldiers with temporary profiles (para 3–15c(2)).
- Inserts a new table for award of promotion points for the physical fitness test (table 3–4).
- Modifies promotion point levels for awards and decorations (para 3–16).
- Increases promotion points from 30 to 60 for “expert” badges (table 3–6).
- Adds master gunner badge (table 3–6).
- Modifies promotion point levels for military education (para 3–17).
- Changes promotion point levels for computer-based training (promotion to sergeant) (para 3–17c).
- Modifies promotion points for technical certifications (para 3–18e).
- Consolidates and updates the administrative records correction process (para 3–23).

- Revises/limits noncommissioned officer evaluation boards for promotion to sergeant first class, master sergeant, and sergeant major (chap 4).
- Incorporates centralized promotion of U.S. Army Reserve (except for Active Guard Reserve) (chap 4).
- Eliminates selection for promotion and incorporates all Regular Army and U.S. Army Reserve policy (chap 4).
- Consolidates promotion of special band musicians policies (chaps 4 and 5).
- Inserts new overview of noncommissioned officer evaluation boards and creation of order of merit lists (para 4–1).
- Inserts eligibility criteria for noncommissioned officer evaluation boards (para 4–2).
- Inserts how noncommissioned officer evaluation boards are convened (para 4–3a).
- Establishes responsibilities in support of noncommissioned officer evaluation boards (para 4–3b).
- Establishes noncommissioned officer evaluation board composition rules (para 4–3c).
- Establishes information provided to noncommissioned officer evaluation board (para 4–4).
- Establishes policy on personal appearance and written communication (para 4–5).
- Establishes pre-board processing requirements for noncommissioned officers (para 4–6).
- Establishes rules for processing board results (para 4–7).
- Establishes order of merit list management rules (para 4–8).
- Establishes post-board order of merit list modification policy (para 4–9).
- Creates policy pertaining to selection for promotion to sergeant through sergeant major from a list (promotion recommended roster or order of merit list) in its entirety, applicable to Regular Army and U.S. Army Reserve Soldiers (chap 5).
- Reflects selection for promotion to sergeant through sergeant major (chap 5).
- Adds Integrated Personnel and Pay System–Army board preference with all NGB Form 4100–1A (Army National Guard Enlisted Promotion Point Worksheet Sergeant–Staff Sergeant Boards) and NGB Form 4100–1B (Army National Guard Senior Enlisted Worksheet Sergeant First Class through Sergeant Major Boards) (para 6–3e).
- Adds lack of qualifying periodic health assessment to non-promotable status (para 6–4w).
- Revises time in service for both sergeant first class and master sergeant boards (table 6–1).
- Increases timeline for professional military education completion (table 6–4).
- Eliminates points per hits for weapons qualifications (table 6–6).

- Revises guidance associated with Master Leaders Course and Distributed Leaders Course 5 (para 6–19i(1)).
- Modifies courses eligible for equivalent training credit (para 6–23).
- Adds new requirement for constructive credit for professional military education from officer courses (para 6–25).
- Adds career progression military occupational specialty changes authorized only during pre-board process (para 6–29d(2)(a)).
- Adds temporary promotion as a high priority for professional military education funding (para 6–38o).
- Adds new promotion point matrix for Army fitness test (para 6–51).
- Adds e-learning courses under self-development (para 6–53).
- Adds ten promotion points for vocational credentials certificates (para 6–54).
- Inserts a provision for the Secretary of the Army to demote an enlisted Soldier who has completed 20 or more years of Federal service creditable toward retirement, and who is pending administrative separation for misconduct, before approval of the Soldier's retirement (para 7–3a).
- Eliminates provisions for voluntary demotions for U.S. Army Reserve Soldiers (para 7–18).
- Adds a provision that Army National Guard Title 32 Soldiers being released from Title 10 status be demoted (reenter Title 32 status) commensurate with the grade of the modification table of organization and equipment or table of distribution and allowances position (para 7–19).
- Establishes Soldiers who do not have a favorably adjudicated national agency check with local records credit check (Tier 3) background investigation are not eligible for promotion when it is a condition of the promotion (para 7–20e).
- Deletes DA Form 3355 (Promotion Point Worksheet (United States Army Reserve)) and DA Form 7432 (Sergeants Major Course Administrative Data Sheet) (throughout).
- Incorporates associated policies established in Army Directives 2019–15, 2021–17, 2021–29, and 2022–06 (throughout).
- Revises the term reduction to the term demotion (throughout).

Contents (Listed by chapter and page number)

Summary of Change

Chapter 1

Introduction, *page 1*

Chapter 2

Decentralized Promotions, *page 28*

Chapter 3

Semi-Centralized Promotions (Recommendations for Promotion to Sergeant and Staff Sergeant), *page 31*

Chapter 4

Centralized Promotions (Evaluation Boards for Promotion to Sergeant First Class, Master Sergeant, and Sergeant Major), *page 53*

Chapter 5

Promotion Selection and Pin-On to Sergeant Through Sergeant Major (Regular Army and U.S. Army Reserve), *page 59*

Chapter 6

Enlisted Promotions of Army National Guard Personnel, *page 66*

Chapter 7

Demotions, *page 100*

Appendixes

A. References, *page 113*

B. Internal Control Evaluation, *page 115*

Table List

Table 1–1: Records management (recordkeeping) requirements, *page 2*

Table 1–2: Promotion authorities, *page 6*

Table 1–3: Promotable status transferability, *page 27*

Table 3–1: Promotion recommendation time in grade/time in service criteria, *page 35*

Table 3–2: Weapons qualification for promotion to sergeant (weapons qualification (hits) = promotion points), *page 45*

Table 3–3: Weapons qualification for promotion to staff sergeant (weapons qualification (hits) = promotion points), *page 45*

Table 3–4: Record Physical Fitness Test qualification for promotion to sergeant and staff sergeant (aggregate score = promotion points), *page 46*

Table 3–5: Awards and decorations, *page 46*

Table 3–6: Badges, *page 47*

Table 3–7: Airborne Advantage, *page 48*

Table 6–1: Time in grade, time in service, Distributed Leader Course, professional military education, and cumulative enlisted service for promotion board consideration, *page 75*

Table 6–2: Centralized promotion boards, *page 84*

Table 6–3: Decentralized promotion boards, *page 84*

Table 6–4: Noncommissioned Officer Professional Development System and timeline requirement after selection or assignment for promotion, *page 87*

Table 6–5: Weapon qualification levels, *page 96*

Contents—Continued

Table 6–6: Army National Guard Army Combat Fitness Test promotion point scores, *page 96*

Table 7–1: Administrative-demotion and board-convening authorities, *page 101*

Table 7–2: Rules for demotion for misconduct, *page 102*

Table 7–3: Demotion for misconduct (civil conviction), *page 104*

Table 7–4: Conducting administrative demotion boards, *page 108*

Table 7–5: Demotion of students failing to complete training, *page 110*

Figure List

Figure 3–1: Promotion Recommendation/Board Cycle, *page 34*

Figure 3–2: Sample format for promotion board proceedings—Regular Army and US Army Reserve, *page 42*

Figure 3–3: Sample format for board approval, *page 43*

Figure 4–1: Regular Army/U.S. Army Reserve Active Guard Reserve promotion eligibility cycle, *page 57*

Figure 5–1: Promotion selection process timeline, *page 62*

Figure 5–2: U.S. Army Reserve except for Active Guard Reserve (except for Active Guard Reserve) promotion selection process timeline, *page 63*

Glossary of Terms

Chapter 1 Introduction

Section I

Overview

1–1. Purpose

This regulation prescribes enlisted promotion and demotion (previously known as reduction) functions. It is linked to the AR 600–8 series and provides principles of support, standards of service, policies, tasks, rules, and steps governing all work required to support promotions and demotions.

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

1–3. Associated publications

This section contains no entries.

1–4. Responsibilities

a. *Deputy Chief of Staff, G–1*. The DCS, G–1 will—

(1) Serve as the Department of the Army (DA) policy proponent of the Army promotions and demotions system.

(2) Establish eligibility criteria for consideration by an Noncommissioned Officer (NCO) Evaluation Board.

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

(4) Serve as the senior Army official on all Title 10 matters concerning promotions and demotions.

(5) Designate and terminate, in writing, authority to implement the provisions of battlefield promotions to specific Army service component commands (ASCCs) in support of specified campaigns.

(6) Establish and provide enlisted battlefield promotion allocations, by enlisted grade, to each authorized ASCC on a quarterly basis until the provisions are terminated.

(7) Designate and terminate, in writing, authority to implement temporary promotions under conditions determined non-conducive for Soldiers to qualify themselves for promotion, as determined by the DCS, G–1.

(8) Through the Commanding General (CG), U.S. Army Human Resources Command (HRC) for Regular Army (RA) and U.S. Army Reserve (USAR) Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR), and Standby Reserve and through Office of the Chief, Army Reserve (OCAR) for Troop Program Units (TPU), conduct and supervise all enlisted personnel functions prescribed in this regulation.

(9) Through the Commandant, Adjutant General (AG) School, be responsible for branch implementation.

(10) Delegate exception authority to the Director of Military Personnel Management (DMPM) on individual requests for exceptions to policy on promotions and demotions set forth within this regulation consistent with controlling laws and regulations.

b. *Chief, National Guard Bureau*. The CNGB will serve as the senior Army official on all Army National Guard (ARNG) matters concerning promotions and demotions of Title 32 Soldiers and has responsibility for ARNG and Army National Guard of the United States (ARNGUS) Soldiers' promotion policy, providing guidance and implementation of chapter 6. The CNGB delegates this authority to the Director of the Army National Guard (DARNG).

c. *Chief of Army Reserve*. The CAR will—

(1) Monitor the USAR enlisted promotion program for USAR Soldiers.

(2) Establish and publish the manner in which USAR (except for AGR) Soldiers are considered and recommended for promotion to sergeant (SGT) and staff sergeant (SSG) (para 3–8).

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

e. *Commanders of Army service component commands.* CDRs of ASCCs will serve as the promotion authority for battlefield promotions.

1-5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Table 1-1
Records management (recordkeeping) requirements

Record number	Record title	Record type	Duration	Privacy Act number
600-8-19a	Promotion Eligibility Rosters	Keep	2 years; then destroy	A0600-8-104bAHRC
600-8-19b	Enlisted Selection Board Reporting Files–(Suspended; use RN 600-8-19b1 or 600-8-19b2, as applicable)	Suspended	N/A	N/A
600-8-19b1	Enlisted Selection Board Reporting Files–Office having Armywide responsibility	Transfer	N/A	A0600-8-104bAHRC
600-8-19b2	Enlisted Selection Board Reporting Files–Other office and table of organization and equipment (TOE) units	Keep	5 years; then destroy	A0600-8-104bAHRC
600-8-19c	Promotion eligibility determinations	Keep	1 year; then destroy	A0600-8-104bAHRC
600-8-19d	Enlisted promotions	Keep	1 year; then destroy	A0600-8-104bAHRC
600-8-19e	Demotions in grade	Keep	6 years; then destroy	A0600-8-104bAHRC
600-8-19f	Promotion Packets	Keep	5 years; then destroy	A0600-8-104bAHRC
600-8-19g	Enlisted Promotion Model (EPM) System Master File	Keep	2 years; then delete	A0600-8-104 AHRC
600-8-19h	EPM System Outputs and Reports	Keep	6 years; then destroy	A0680-31AHRC
600-8-19k	Promotion Point Worksheet Master File	Keep	6 years; then destroy	N/A

1-6. Objectives

The Army's Enlisted Promotions System is designed to promote fully qualified Soldiers to satisfy authorized requirements, when they exist, ensuring the Army has an inventory of personnel who are best qualified to serve in Army formations. It provides for career progression and rank that are in line with potential and for recognition of the best qualified Soldier, which will attract and retain the highest caliber Soldier for a career in the Army. Additionally, the system precludes promoting Soldiers who are not productive or the best qualified, thus providing an equitable system for all Soldiers. The Army's enlisted promotion system will support a Select-Train-Educate-Promote concept to ensure appropriate training, education, and experience is complete before promotion to NCO ranks in order to best prepare them to fight and win in a complex world as adaptive and agile leaders and trusted professionals.

a. *Select.* Selection for promotion to a NCO rank is based on a Soldier's potential to serve at increasing levels of responsibility, stemming from a leader's (or board's) evaluation of a Soldier in his or her

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

b. Train and educate (develop). Training and education of our NCO ranks is vital to the readiness of our Army. Training and education produces adaptive leaders who thrive in a chaotic world by providing leaders with skills and knowledge needed to fight and win in a complex security environment. NCO development is a continuous and progressive process, spanning an entire career. Development comprises training, education, and experience gained in schools, while assigned to organizations, and through the individual's own program of self-development. The NCO's career timeline (DA Pam 600–25) provides a foundation for accumulating the necessary training, education, and experiences needed to attain competency at each grade and serves as the catalyst to consider leaders for increased responsibilities. The culmination of prescribed training and education (unit training, institutional training and education), and the Distributed Leaders Course (DLC), combined with experiences (over time), result in certification and/or validation that a Soldier is qualified in their military occupational specialty (MOS) and grade, and possesses the knowledge, skills, and behaviors required to perform at a higher level of responsibility.

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

(2) *Education.* The Noncommissioned Officer Professional Development System linked to promotion better prepares NCOs for the complexities of today's operational environment while reinforcing the benefits of a deliberate, continuous, sequential, and progressive professional development strategy.

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

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

d. Three distinct systems. Enlisted promotions are accomplished under three distinct systems as follows:

(1) Decentralized promotions. Upon attainment of established eligibility criteria, Soldiers in good standing are automatically promoted to the ranks of private enlisted two (PV2), private first class (PFC), and specialist (SPC).

(2) Semi-centralized promotions (SGT and SSG).

(a) RA and United States Army Reserve (USAR). Upon attainment of established eligibility criteria, Soldiers in good standing are considered by their unit commander for promotion. Both RA and USAR Active Guard Reserve (AGR) Soldiers recommended for promotion appear before a local promotion board. The CAR will announce the manner in which USAR (except for AGR) Soldiers are considered and recommended for promotion (para 3–8). All RA and USAR Soldiers who are recommended for promotion and, upon approval by the promotion authority, are integrated onto a promotion recommended roster (PRR). Early promotion eligibility (secondary zone) provides for accelerated opportunities for Soldiers who are clearly ahead of their peers. The Army expects, upon attainment of full eligibility (primary zone), Soldiers

are recommended for promotion because they have been properly trained and developed to assume increased responsibility. Commanders identify individuals who lack potential for increased responsibility by exercising their authority and responsibility to initiate a bar to continued service. On a monthly basis, the Army selects best-qualified Soldiers, by-name, who meet promotion pin-on eligibility requirements, for promotion to a higher rank against valid requirements.

(b) ARNG. Promotion boards will be conducted annually, combining both administrative and board points as outlined in chapter 6. States/Territories and Human Capital Management for T10 AGR personnel are authorized to conduct supplemental boards when the promotion selection list (PSL) is exhausted. All Soldiers who meet the State's promotion board memorandum of instruction (MOI) and minimum requirements outlined in table 7-1, will be considered. This includes Soldiers who are currently under a suspension of favorable personnel actions (FLAG). Soldiers on the PSL who are currently flagged will be bypassed until the flag is removed. ARNG remains a vacancy based promotion system. As vacancies become available, Soldiers on the PSL who are eligible and available will be offered the position in sequence within each career progression military occupational specialty (CPMOS).

(3) Centralized promotions (Sergeant First Class (SFC), Master Sergeant (MSG), Sergeant Major (SGM)).

(a) RA and USAR. Upon attainment of established eligibility criteria, Soldiers are evaluated by an annual NCO Evaluation Board for placement onto an order of merit list (OML); qualifying them (or not) for potential promotion pin-on to the ranks of SFC through SGM. The Army utilizes the OML to select best-qualified Soldiers, by-name, who meet all established promotion pin-on eligibility requirements, for promotion to a higher rank against valid requirements.

(b) ARNG. States/Territories and Human Capital Management for T10 AGR personnel will conduct annual promotion boards for promotion pin-on to the ranks of SFC through SGM. Selections will be based on valid vacancies by CPMOS. All NCOs who meet the State's promotion board MOI and the minimum requirements outlined in table 7-1 will be considered. This includes NCOs who are currently under a suspension of favorable personnel actions. NCOs on the promotion list who are currently flagged will be bypassed until the flag is removed. NCOs on the PSL who are eligible and available will be offered the position in sequence within each CPMOS.

1-7. Levels of work

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

(1) The work performed at company and BN level includes making recommendations, managing personnel information, verifying eligibility, conducting unit boards, and conducting promotion ceremonies.

(2) MPD or BDE-level work is divided among work centers and falls into two major categories.

(a) Command and staff. Command and staff include work performed above the BN level to manage promotion-related issues within a command and to support the CDR's decisionmaking process. All Army command headquarters are responsible for command and staff work.

(b) Personnel support. Personnel support work is performed in the MPD or in a base operations support structure.

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

(1) Soldiers. Identifies the responsibilities and work associated with each task by the Soldier.

(2) Unit. Identifies the work performed at unit level associated with each task.

(3) Battalion. Identifies the work performed at BN level associated with each task.

(4) Command and staff. Work executed at the command and staff level.

(a) BDE adjutant (S1) and AG.

(b) Division AG.

(c) Corps AG.

(d) MPD—specified work centers covered by this regulation.

(e) Promotions.

(f) In and out-processing.

Section II

Principles and Standards

1–8. Principles of support

The DCS, G–1 oversees a military personnel system that produces an inventory of Soldiers who possess the correct rank and occupational specialties to meet approved structure requirements/authorizations by:

- a. Providing a centralized process to support promotion of best-qualified Soldiers to the ranks of SFC and above to meet Army requirements.
- b. Providing a semi-centralized process to support promotion of best-qualified Soldiers to the ranks of SGT and SSG.
- c. Authorizing CDRs to promote Soldiers to the ranks of SPC and below.
- d. Retaining Armywide equity during hostilities as long as the supporting systems (that is, the centralized and semi-centralized processes) are practical and affordable.
- e. Supporting the Army’s personnel life-cycle function of professional development.

1–9. Standards of service

- a. The Enlisted Promotion System is—
 - (1) A military personnel function.
 - (2) Overseen by the DCS, G–1.
 - (3) The functional responsibility of the personnel actions work center (and its tactical counterpart).
- b. To support the semi-centralized promotion system, a human resources (HR) specialist will—
 - (1) Monitor personnel information (data accuracy) to ensure record accuracy; enabling correct automated calculations of promotion points.
 - (2) Coordinate and communicate with Soldiers to ensure they update and maintain their records.
 - (3) Manage monthly reports and monitor for errors and correcting records when errors are found.
 - (4) Ensure PRR list removal of any Soldier who fails to maintain list eligibility status.
- c. To support the centralized promotion system, HR specialists will ensure eligible enlisted Soldiers are aware of, and informed of, upcoming HQDA NCO Evaluation board criteria and given an opportunity to review their military personnel records in the field in preparation for board evaluations.
- d. The HR system of record (unit CDR for TPU), except Soldiers on initial active duty for training (IADT) will—
 - (1) Automatically promote eligible Soldiers to the ranks of PV2, PFC, and SPC upon attainment of the required time in service (TIS) and time in grade (TIG) requirements established in this regulation.
 - (2) Automatically calculate promotion points used in the semi-centralized selection process for RA and USAR Soldiers based on personnel and training (personnel information management) formally recorded as a matter of record (see AR 600–8–104).
 - (3) Automatically integrate (mandatory list integration) RA and USAR SGT onto the SSG PRR upon attainment of specified eligibility criteria unless the Soldier is otherwise ineligible.
 - (4) Automatically impose a HQDA bar to continued service against a RA or USAR Soldier who:
 - (a) Fails to qualify for mandatory appearance before a SGT and SSG promotion board upon attainment of primary zone eligibility because he or she did not complete a mandatory DLC (or equivalent) course.
 - (b) Fails to qualify for promotion selection (pin-on) because he or she did not complete a mandatory DLC (or equivalent) course once they have attained primary zone eligibility for promotion selection and pin-on to SFC, MSG and SGM.
 - (5) Automatically bypass Soldiers for promotion pin-on when the Soldier is not otherwise fully qualified for such promotion, to include completion of the required level of professional military education (PME).
 - (6) Automatically demote Soldiers upon a specified date who fail to qualify themselves for their promotion following temporary promotion, when authorized.

Section III

Policy

1–10. Promotion authorities

- a. Promotion authorities are established in table 1–2.

- b. The Chief of Staff of the Army or his or her superiors may promote, without regard to TIG or TIS, a Soldier who is otherwise qualified in accordance with paragraph 1–11, one rank up to the rank of SGT.
- c. Principal officials of headquarters, DA, or Department of Defense (DoD) organizations are considered CDRs for promotion authority purposes.
- d. RA CDRs are the promotion authority for Soldiers (both USAR and ARNGUS) serving on active duty (AD) during initial military training.
- e. The AG (ARNG) is the convening and promotion authority for Title 32 (AGR/Traditional) Soldiers. The DARNG is the promotion authority for ARNG AGR Title 10 Soldiers.
- f. CDRs of provisional units organized under the provisions of AR 220–5 have promotion authority as follows:
- (1) Company, troop, battery, and separate detachment CDRs of provisional units in the rank of first lieutenant or above are authorized to promote Soldiers who do not require a waiver to the ranks of PV2, PFC, and SPC. Authority to promote Soldiers to PV2, PFC, and SPC who require waivers remains with the CDR of the unit to which the Soldiers are permanently assigned.
 - (2) BN and BDE CDRs of provisional units in the rank of major or above have promotion authority to the ranks of SGT and SSG for Soldiers assigned to such units.
- g. Attached personnel may be promoted or recommended for promotion only with the concurrence of the parent unit. CDRs of Joint manning documents may promote, without concurrence of the parent unit, individual augmentee Soldiers who are deployed directly from the training base on temporary change of station orders to their organizations, with waiver.
- h. Delegation authorities.
- (1) The CG, HRC may delegate promotion authority to a supervisor (GS–13 or above) or lieutenant colonel ((LTC)-level (or higher)) CDR within the Soldier’s chain of command for all IRR, IMA, and Standby Reserve Soldiers through the rank of SSG (in writing).
 - (2) The CNGB may delegate authority to the DARNG to administer the National Guard Bureau (NGB) AGR Title 10 program for Soldiers, which may be further delegated to the Deputy Director, ARNG, in the absence of the DARNG.
 - (3) The State Adjutant General (ARNG) may delegate per paragraph 6–3.

Table 1–2
Promotion authorities

Component	Promotion rank							
	PV2	PFC	SPC	SGT	SSG	SFC	MSG	SGM
RA	Company, troop, battery, and separate detachment CDRs			Field grade CDR (LTC or higher)		CG, HRC		
RA merit promotions (see para 1–38)	U.S. Army Marksmanship Unit (USAMU) CDR U.S. Army Parachutist Unit (USAPU) CDR CG, U.S. Army Recruiting Command (USAREC)					CG, USAREC for USAREC		
USAR AGR	Company, troop, battery, and separate detachment CDRs			Field grade CDR (LTC or higher)		CG, HRC		
USAR TPU, Army Reserve element (ARE), multi-compo units to include active duty for operational support (ADOS)	Company, troop, battery, and separate detachment CDRs			Field grade CDR (LTC or higher)		GO-level CDR of a general officer command (GOCOM), ARE, or multi-compo unit		
USAR IMA, IRR, and Standby Reserve	CG, HRC							
ARNG (Title 10)	DARNG							
ARNG (Title 32)	State AG and CG of the District of Washington							

1-11. Non-promotable status (Regular Army and U.S. Army Reserve only)

Soldiers (SPC through MSG except as noted) are non-promotable to a higher rank when one of the following conditions exists:

a. Has not completed the required PME course for the higher rank. Completion of PME must be made a matter of record within the applicable personnel automation systems not later than the last calendar day of the second month prior to the established promotion month to be considered fully qualified for promotion pin-on (for example, to qualify for promotion pin-on selection on the first day of September, PME graduation must be made a matter of record not later than the last calendar day of July).

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

(2) It is ultimately the Soldier's responsibility to ensure that the system of record is reflecting the correct Military Education Level (MEL) and Military Education Status (MES). If for some reason the MEL and MES are not updated within one week of graduation, RA Soldiers (except for USAR TPU) should contact HRC Military Schools Branch (AHRC-EPF-S) (usarmy.knox.hrc.mbx.epmd-ncoes-operations@army.mil) and USAR AGR Soldiers should contact usarmy.knox.hrc.mbx.epmd-ncoes-reserve-schools@army.mil.usar. TPU Soldiers should contact their unit (coordination between the S1 and S3 is required) to update the MEL and MES codes in the appropriate HR system. In the event a schoolhouse cannot update Army Training Requirements and Resources System (ATRRS) because of automation issues, every effort (School house and Soldier concerned) must be made to send a copy of the Soldier's DA Form 1059 (Service School Academic Evaluation Report) to HRC timely in order for HRC to input the necessary information, preventing a determination that a Soldier is not otherwise fully qualified for promotion. USAR TPU Soldiers should work with their servicing Readiness Division (RD) to update their information.

(3) Soldiers promoted under the following provisions are not required to complete PME to qualify for promotion:

- (a) When in a missing status.
- (b) When terminally ill.
- (c) When pending a medical fitness determination.
- (d) When posthumously promoted.
- (e) Upon graduation of Ranger training to SGT.
- (f) Upon onset of training for Officer Candidate School (OCS), Warrant Officer Candidate Course, and Interservice Physician Assistance Program (to SGT).
- (g) Upon entering Reserve Officers' Training Corps (ROTC) and/or Simultaneous Membership Program (SMP) (to SGT).

(4) Special Band Musicians do not attend resident PME but are required, effective FY25, to meet DLC requirements for promotion pin-on eligibility.

(5) Official NCO Evaluation Board status (see chap 4) indicating a Soldier is Not Fully Qualified (NFQ) or Not Fully Qualified for Retention (NFQ-R) for promotion selection/pin-on or for training at the Sergeants Major Academy (SGM-A) except as follows:

(a) Marksmen and/or gunsmiths assigned to the USAMU remain eligible for promotion selection/pin-on to the rank of SFC provided the Soldier is Most Qualified (MQ), Fully Qualified (FQ) or NFQ as a result of their OML status.

(b) Parachutists assigned to the U.S. Army Parachute Team (Golden Knights) (USAPT) remain eligible for promotion selection/pin-on to the rank of SFC provided the Soldier is MQ, FQ or NFQ as a result of their OML status.

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

- (a) Approved retirement.
- (b) Field or HQDA bar to continued service.
- (c) Soldiers pending security clearance eligibility determination when it is required for their primary military occupational specialty (PMOS). Soldiers will regain promotable status the day they receive the appropriate level of security clearance eligibility approved by the Defense Counterintelligence and Security Agency Consolidated Adjudication Services (DCAS). Soldiers who lose their required security clearance eligibility as a result of a denial or revocation determination made by the DCAS (and fail to regain eligibility if they have exercised their right to an appeal with the Army Personnel Security Appeals Board), will be removed from the recommended list.

- (d) Subject to denial of continued service by the Qualitative Management Program.
- (e) Approved for denial of continued service by the Qualitative Service Program, Qualitative Retention Program, or Qualitative Management Program.
- (f) Has an approved declination of continued service statement (DCSS).
- (7) A Soldier fails to meet the service remaining requirement for the next higher grade (to SFC and above).
- (8) USAR Soldiers are ineligible when—
 - (a) Determined as an unsatisfactory participant per AR 135–91.
 - (b) Assigned to the IMA, IRR, or Standby Reserve (active status list) and have failed to accumulate 50 points on the retirement year ending date immediately preceding 12 months prior to a board convene date or promotion effective date for promotion to SSG and below.
 - (c) On active duty under 10 USC 12686 (Sanctuary).
- (9) A Soldier is punished under the Uniform Code of Military Justice (UCMJ), Article 15, including suspended punishment. Summarized proceedings imposed according to AR 27–10 are excluded and will not result in non-promotable status. The Soldier regains promotion eligibility on the day of completion of the period of correctional custody, suspension, restriction, extra duty, and/or suspended forfeiture of pay, whichever occurs later. Soldiers are not eligible for promotion during the entire period of forfeiture of pay.
- (10) A Soldier is denied favorable personnel actions under the provisions of AR 600–8–2 (applicable for promotion to PV2 through SGM).
 - (a) Failure to initiate DA Form 268 (Report of Suspend Favorable Personnel Actions (Flag)) does not affect the Soldier's non-promotable status if a circumstance exists that required imposing a suspension of favorable personnel actions (flag) under the provisions of AR 600–8–2.
 - (b) The promotion status of Soldiers residing on an OML stemming from an approved NCO Evaluation Board or the SGT/SSG PRR with an imposed flag is controlled by paragraph 1–12.
- (11) When a Soldier is command-referred and enrolled in the Army Substance Abuse Program (ASAP), the Soldier becomes non-promotable. Self-referred Soldiers are eligible for promotion while enrolled in ASAP, provided otherwise qualified in accordance with the other provisions of this paragraph. A self-referral who is later command-referred to ASAP based on evidence not protected by the limited-use policy becomes non-promotable upon command referral to ASAP.
- (12) A Soldier has a qualifying conviction for domestic violence under the Domestic Violence Amendment to the Gun Control Act of 1968, the Lautenberg Amendment (Title 18, United States Code, Section 922 (18 USC 922)), in accordance with AR 600–20.
- (13) A Soldier failed, due to his or her own fault as determined by the CDR, to complete scheduled training associated with reclassification to a new MOS and has been awarded additional skill identifier (ASI) 4B as determined by HRC, GOCOM, a major subordinate command (MSC), or a RD (for USAR TPU Soldiers). This provision applies to Soldiers who cannot attain approved PMOS qualifications (for example, the DCAS has determined that the Soldier is ineligible for a security clearance, the Soldier exercised their appeal rights, and the Personnel Security Appeals Board affirmed the DCAS determination). The basic combat training (BCT) and/or BDE S1 will track the status of all Soldiers with ASI 4A (promotion eligible) and, when a determination is made that a Soldier failed to attend or to complete training as scheduled, take action to award ASI 4B (ineligible for promotion).
- (14) Soldiers not qualified to hold a PMOS and have subsequently been awarded a special reporting code (for example, "09U") in lieu of a PMOS.
- (15) Soldiers denied enrollment or are disenrolled from the SGM–A due to their own fault (for example, suitability screening) are not eligible for further selection to attend the course or for promotion to SGM.
- (16) Soldiers who do not meet the prescribed minimum TIS/TIG requirements for promotion pin-on.
 - b. Standby Reserve (inactive status list) Soldiers are not eligible for promotion.
 - c. Because HRC and U.S. Army Reserve RDs administer promotions to ranks SFC through SGM, O–6 CDRs are responsible for notifying HRC (AHRC–PDV–PE) or RDs when Soldiers (SSG through MSG) who were previously announced as fully qualified following release of a HQDA NCO evaluation board are in a non-promotable status.
 - d. For non-promotable status of ARNG Soldiers, refer to paragraph 6–4.

1–12. Suspension of favorable personnel actions (Flags) (Regular Army and U.S. Army Reserve only)

a. Soldiers suspended of favorable personnel actions (flagged) are not eligible for promotion or attendance at the SGM–A while the flag is active. For Soldiers (SSG and above) who are on an OML stemming from a HQDA evaluation board, they will retain their OML standing, but their promotion eligibility status will change from most/fully qualified to not fully qualified.

b. Promotion eligibility based on the final disposition of a flag—

(1) Reinstate a Soldier's eligibility for promotion and determine if the Soldier would have otherwise been promoted retroactively when a flag is—

(a) Removed.

(b) Erroneous.

(2) Revert the Soldier's eligibility for promotion to the previously approved status (not eligible for retroactive promotion consideration) once compliance is met and the flag is removed for—

(a) Non-compliance with 10 USC §10206 (USAR only).

(b) Administratively non-deployable Soldiers.

(c) No Family care plan.

(3) When a flag is removed as a result of a decision to file derogatory information locally or in the restricted folder of the Army Military Human Resource Record (AMHRR), the commander taking action on the derogatory information will make a separate determination on whether the Soldier should be considered qualified for promotion or attendance at the SGM–A. The commander must be in the grade of O–6 or higher. In those instances where the commander taking action on the derogatory information is not in the grade of O–6 or higher, the first commander in the Soldier's chain of command in the grade of O–6 or higher will make the promotion eligibility determination.

(a) Soldiers integrated on the PRR to SGT/SSG will be removed if the determination is made the Soldier is not qualified for promotion.

(b) Soldiers on an OML stemming from an NCO evaluation board will be designated not fully qualified for promotion until such time as a follow-on evaluation board finds them otherwise qualified if the determination is made the Soldier is not qualified for promotion or attendance at the SGM–A.

(c) In all instances, Soldiers deemed eligible for continued promotion consideration are not eligible for retroactive promotion consideration.

(4) When a flag is closed unfavorably (and the adverse action is not filed locally), Soldiers will be removed from the SGT/SSG PRR and must be reconsidered for PRR integration. Soldiers who are on an OML stemming from an NCO evaluation board will be established as NFQ for the remainder of that OML; which can only be overcome by a subsequent NCO evaluation board. This pertains to the following flags:

(a) Adverse action.

(b) Commander's investigation.

(c) Law enforcement investigation.

(d) Drug abuse adverse action.

(e) Alcohol abuse adverse action.

(f) Punishment phase action.

(g) Relief for Cause DA Form 2166–9–1 (NCO Evaluation Report (SGT)), DA Form 2166–9–2 (NCO Evaluation Report (SSG–1SG/MSG)), and DA Form 2166–9–3 (NCO Evaluation Report (CSM/SGM)). Collectively these will be referred to as noncommissioned officer evaluation reports (NCOERs) throughout.

(5) Soldiers will be removed from the SGT/SSG PRR and must be reconsidered for PRR integration, or will be established as NFQ for promotion when on an OML stemming from an NCO evaluation board that can only be overcome by a subsequent NCO evaluation board when a flag is initiated for—

(a) Referred Relief for Cause NCO Evaluation Report.

(b) Security violation or loss of security clearance.

(6) Soldiers are ineligible for promotion or selection to the SGM–A during any period while flagged for the following reasons:

(a) Noncompliance with an Army Fitness Test requirement.

(b) Noncompliance with Army Body Composition Program.

(7) A Soldier is permanently not qualified for promotion when flagged for Lautenberg Amendment.

1–13. Effective date, grade entry date, and rank entry date

In all instances, promotions require establishment of three dates—

a. Effective date—the actual date pay is effective and the Soldier’s pay grade changes (for example, E3 to E4, E4 to E3, and so forth). This date will be cited on all promotion/lateral appointment/demotion orders.

b. Grade entry date (GED)—formerly known as the date of rank, the GED is the date the grade is changed for seniority purposes (for example, E3 to E4, E4 to E5, and so forth). This date will be cited on all promotion/lateral appointment/demotion orders.

c. Rank entry date (RED) is the date the Soldier’s rank is changed (for example, SPC to corporal (CPL), CPL to SPC, CPL to SGT, and so forth). This date will be cited on all promotion/lateral appointment/demotion orders.

d. The GED and RED will be the same, unless otherwise directed by this regulation. In all instances, when the RED is prior to the date of the promotion in the case of Soldiers being promoted to—

(1) The ranks of PV2 through SPC: A personnel action request (PAR) promotion will be initiated by the Soldier’s appropriate CDR requesting the Soldier be promoted with a retroactive date, explaining the specific reason for the delay in promotion in PAR “More Information Field” or by attachment. The approval authority is HRC (RA/USAR AGR and IMA), the next higher promotion authority for USAR TPU, and for ARNG AGR Title 10 Soldiers, or the ARNG Joint Force Headquarters (JFHQ) for ARNG AGR Title 32/Mobilization day Soldiers, who will validate the RED.

(2) The ranks of SGT and SSG: the promotions section will initiate a PAR promotion and explain the specific reason for the delay in the More Information section or as an attachment. The approval authority is HRC (RA/USAR AGR and IMA) the next higher promotion authority for USAR TPU/ARNG who will validate the RED.

(3) The ranks of SFC through SGM: the existing promotion authorities will enter the correct dates in the applicable roster, using the Remarks field to explain the specific reason for the delay. The member will then promote from the roster.

e. For Soldiers promoted to PV2 through SGM entitled to a promotion RED that exceeds 6 months prior to the date of the promotion instrument, the following will be entered in the special instructions: “Because the RED of the promotion exceeds this instrument by more than 6 months, the Defense Joint Military Pay System will automatically pay up to 12 months of back pay entitlements. Your next leave and earnings statement will reflect such payment. If you are due back pay in excess of 12 months, upon receipt of your leave and earnings statement that reflects back pay, provide your servicing finance and accounting office (FAO) with a copy of the instrument. Your servicing FAO will initiate procedures under the provisions of the DoD Financial Management Regulation 7000.14–R, which will result in you receiving any additional back pay to which you are entitled.”

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

g. GED for Soldiers restored to higher rank is the GED before demotion for (applies to ARNG)—

(1) Successful appeal of demotion.

(2) Successful appeal, setting aside administrative non-judicial actions, mitigation, or suspension of punishment under the UCMJ or criminal conviction.

(3) Entry on active duty for training (ADT), or any combination of inactive duty training (IDT) and ADT, or full-time National Guard duty (FTNGD) for service under Title 32, for qualification training.

h. For Soldiers who were former officers who enlist or reenlist in a grade determined per the ARNG accession options criteria, the GED they had in prior enlisted service in the same or a higher enlisted grade is adjusted, excluding all officer service and periods in which they did not have military status. For Soldiers awarded a higher grade than they held during prior enlisted service, the GED is the date of enlistment or reenlistment. Special cadet grades (E5 and E6) for officers and warrant officer candidates or the time served in these statuses (applies to ARNG) are not used.

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

(1) According to GED.

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

(3) By length of total AFS when paragraphs 1–13a and 1–13b are the same.

- (4) By date of birth when paragraphs 1–13a, 1–13b, and 1–13c are the same. Older is more senior.

1–14. Establishing a grade entry date upon enlistment

On enlistment in the—

a. Army (any component) with no previous military service or following discharge from the USAR Delayed Entry Program, the GED of the enlistment grade is the same as the date of enlistment.

b. Army (any component) of a former commissioned officer or WO with no previous enlisted military service, the GED of the enlistment grade is the same as the date of enlistment.

c. Army (any component) of a former enlisted member of the Armed Forces, other than the Army, if enlisted in the—

(1) RA, the GED of the enlistment grade is the date of enlistment in the RA.

(2) ARNG and enlists—

(a) More than 24 months after discharge, the GED of enlistment grade is the date of enlistment.

(b) Within 24 months of the last discharge in the same grade held at the discharge, the GED will be adjusted to reflect the original GED plus elapsed time since discharge.

(c) Within 24 months of last discharge in a grade lower than held at discharge, the GED will be adjusted to reflect the original GED (of the grade in which enlisting) plus elapsed time since discharge.

(3) USAR and enlists—

(a) More than 12 months after discharge, the GED of enlistment grade is the date of enlistment.

(b) Within 12 months following discharge, the GED will be adjusted to reflect the original GED (of the grade in which enlisting) plus elapsed time since discharge.

1–15. Establishing a grade entry date upon subsequent enlistment or reenlistment

On subsequent enlistment or reenlistment—

a. Without a break in military service of more than 90 days, the Soldier retains the GED of the grade held prior to reenlistment.

b. With a break in military service of more than 90 days and reenlists in the—

(1) RA—the GED of the enlistment grade is the date preceding the reenlistment date by a period equal to the length of time previously served in the RA in the same or higher grade than that in which reenlisted. Service performed prior to demotion to a pay grade lower than that in which a Soldier reenlists is not creditable.

(2) ARNG or USAR—

(a) More than 24 months following discharge from the RA, ARNG, or USAR, the RED of the enlistment grade is the date of reenlistment.

(b) Within 24 months of last discharge from the RA, ARNG, or USAR. The RED of the enlistment grade will be adjusted to reflect the original GED plus elapsed time since discharge.

c. Reserve officer and enlisted—

(1) A USAR enlisted Soldier serving on ADOS enlists in the RA. The GED of the enlisted grade is the date of the RA enlistment.

(2) A USAR officer with prior RA enlisted Service entitled to reenlist in the RA per Section 7138, Title 10, U.S. Code (10 USC 7138). The GED is the date preceding the reenlistment date by a period equal to the length of time previously served on AD in the same or higher grade than that in which enlisted. For example, a USAR captain leaves the Army as a result of a demotion in force. Previously, they served as a sergeant. They reenlist and are promoted immediately to staff sergeant. The GED as a SSG is the date that they were commissioned as a second lieutenant.

d. A former officer or WO with prior enlisted service in the Army, without reenlistment entitlement under 10 USC 3258, enlists in the Army (any component). The GED of the enlisted grade is the date of reenlistment back dated to include the time spent in the highest enlisted grade held before being commissioned or appointed. Service performed prior to demotion to a pay grade lower than that in which a Soldier reenlists is not creditable.

e. Temporary disability retired list (TDRL)—

(1) On removal from the TDRL—

(a) Immediately reenlists in the component of the Army from which he or she had been placed on the TDRL. The GED is the original RED held prior to placement on the TDRL.

(b) Subsequently enlists in a component of the Army other than that from which they had been placed on TDRL. The GED of the enlistment grade will be determined under paragraph 1–25b.

- (2) Soldiers promoted to a higher enlisted grade upon return from the TDRL—
 - (a) When promoted to SSG and below, the GED will be the date of current entry on AD.
 - (b) When promoted to SFC and above, the GED will be the date they would have been promoted had they not been on TDRL.

1–16. Establishing a grade entry date when on call, ordered to Active Duty, or Active Duty for Training

a. An ARNG or USAR Soldier is ordered to ADOS in the RA, to include mobilization, but not including orders to AD under 10 USC 12304 or 10 USC 12302, a call of the National Guard into Federal Service under 10 USC 1211, or a call of members of the militia into Federal Service under 10 USC chapter 13. The GED is a date preceding the date of entry on ADOS by a period spent on active status in the grade in which ordered to ADOS subject to the following conditions:

(1) Only service performed after the most recent break in Service is creditable. For the purpose of this paragraph, a period during which the Soldier was not a member of the Armed Forces is a break in Service if such a period is in excess of 90 days (enlisted Soldier) or 180 days (former officers).

(2) Service performed prior to demotion to a pay grade lower than that in which a person enters on active duty is not creditable.

b. An ARNG or USAR Soldier is ordered to AGR status, FTNGD, AD for special work, ADOS, AD under 10 USC 12302 or 10 USC 12304, ADT, a call of the National Guard into Federal Service under 10 USC 12301, 10 USC 12302, 10 USC 12303, and 10 USC 12304, or a call of the militia into Federal Service under 10 USC chapter 13. The GED of the grade in which ordered to AD or ADT is the date on which the Soldier was advanced or promoted in that grade.

c. When a retired Soldier is called or ordered to AD (includes ADOS and mobilization), the GED of the grade in which ordered to AD will be stated on the AD orders. It is adjusted forward to account for the period of time from the date of retirement and the date of return to AD. In case of additional periods of inactive service, the GED is adjusted further.

1–17. Establishing a grade entry date for promotion, demotion, or grade restoration

a. The GED for promotion to a higher grade is the date specified in the instrument of promotion or, when no date is specified, is the date of the instrument of promotion.

b. The GED for the grade held during a period in which lost time occurs will be adjusted to reflect lost time accumulated for any reason. This adjustment is retroactive to include adjustment of GED held during previous periods of lost time.

c. The GED of a grade to which demoted for inefficiency or failure to complete a school course is the same as that previously held in that grade.

d. The GED on demotions for all other reasons is the date of demotion. (See AR 27–10, when a Soldier is demoted under UCMJ, Art. 15.)

e. The GED on restoration to a grade from which demoted following a successful appeal of the demotion or action by a superior authority to mitigate the punishment, is the date held before the demotion. (See AR 27–10 when a Soldier is demoted under the Manual for Courts Martial (UCMJ, Art. 15).)

f. The GED on restoration to a higher grade held before demotion to comply with requirements to enter initial ADT, or to attend school under an Army program will be the RED held prior to demotion.

g. The GED of an ARNG Soldier promoted to a higher grade held before acceptance of the demotion of one or more grades, without prejudice, due to lack of position vacancy, unit reorganization, unit inactivation and/or deactivation, or for entry on FTNGD, AD, or ADT will be a date preceding the promotion by a period equal to the length of time previously served in the grade to which promoted. The adjusted GED is only authorized for the grade accepted into FTNGD program. Adjusting GED for additional grade demotion is not authorized.

1–18. Computing time in grade and service

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

1–19. Personnel security investigation requirements

The following security clearance eligibility requirements are a prerequisite for promotion:

- a. Promotion to MSG and SGM requires eligibility for an interim secret clearance or higher.
- b. Promotion to SPC through SFC requires the clearance eligibility required by the promotion MOS or an interim security clearance at the same level.
- c. Soldiers who have been promoted and no longer meet the above requirements will not be reduced solely for that reason.

1–20. Erroneous promotions and de facto status

- a. Instruments announcing erroneous promotions will be revoked. When a Soldier has been erroneously promoted and has received pay at the higher grade, a determination of de facto status may be made only to allow the Soldier to keep any pay and allowances received at the higher grade.
- b. De facto status may be granted by the promotion authority or higher CDR after legal review by the servicing Staff Judge Advocate's office. A U.S. Property and Fiscal Officer is the final approval authority for Title 32 ARNG personnel for all grades. In determining whether a Soldier is entitled to de facto status, a factual evaluation must be made to determine whether—
 - (1) A promotion order/instrument has been issued.
 - (2) The Soldier occupied the higher grade in good faith.
 - (3) The Soldier actually discharged the functions of the higher grade.
 - (4) There is no absolute statutory bar to his or her receipt of the pay at the higher grade.
- c. De facto status for Soldiers erroneously promoted to SFC, MSG, and SGM will be determined as follows:
 - (1) CG, HRC (AHRC–PDV–PE) for all active duty and for USAR (AGR, IRR, IMA) Soldiers.
 - (2) CG, appropriate RD, for all USAR TPU Soldiers.
 - (3) DARNG for all (USC Title 10) ARNG Soldiers.
 - (4) In all cases, promotions revoked because of voluntary actions such as a retirement or declination will not result in de facto status. All requests for de facto status on a Soldier erroneously promoted to the ranks of SFC, MSG, and SGM must be reviewed by the Soldier's servicing Staff Judge Advocate's office prior to being submitted for final decision to the determining authority as listed immediately above.

1–21. Students (Regular Army and U.S. Army Reserve only)

- a. Soldiers being trained in Army training centers and service schools may be promoted under the normal criteria of this regulation.
- b. Soldiers assigned temporary duty (TDY) pending further orders, or TDY enroute to a new duty station who are being trained or retrained, may be considered for promotion by their school or detachment CDR. This will be done after a reasonable period of evaluation (minimum of 30 days).
- c. The Soldier's record of performance before and during the course must clearly show that he or she has the potential to perform at the next higher rank.
- d. Criteria for qualification and selection in CPMOS apply. However, Soldiers will be evaluated and may be selected for promotion in the PMOS held before training or retraining. This also applies to prior service accessions.
- e. The Commandant, United States Military Academy Preparatory School (USMAPS) may promote private enlisted one (PV1) and PV2 to PFC on the 1st day of formal training in the USMAPS.

1–22. Soldiers categorized as missing

- a. For the purpose of this paragraph, a Soldier who is declared missing is categorized as beleaguered, besieged, captured, detained, interned, missing, or missing in action. Excluded are personnel who are in an absent without leave (AWOL), deserter, or dropped from rolls status.
- b. The promotion authority for promoting Soldiers declared missing is CG, HRC for RA and USAR (AGR) Soldiers; U.S. Army Reserve Command (USARC) (further delegated to the RD) for USAR (TPU) Soldiers; or DARNG (further delegated to the AG). The CG, HRC maintains oversight responsibility for all Soldiers determined to meet the criteria of paragraph 1–22a.
- c. The TIS and TIG requirements will not be waived to determine eligibility for promotion or promotion selection when Soldiers are officially declared missing. Time absent will be included in any service computation used to determine eligibility. In the event it is later determined that a Soldier died prior to a promotion RED, the promotion will not be revoked.
 - (1) Once declared missing for a period of at least 60 days, Soldiers (PV1 through SGT) will be promoted through the rank of SSG upon attaining TIS and TIG eligibility for each rank (without waiver). The

PME requirements are waived for Soldiers declared missing. The promotion authority may, as an exception to policy, authorize accelerated promotion based on chain of command input provided the Soldier was otherwise eligible.

(2) Once declared missing—

(a) RA and USAR Soldiers (SSG through MSG) who meet established eligibility criteria for consideration by a NCO evaluation board will be included in the zone of eligibility for that board. Soldiers remain eligible for continued evaluation until they no longer meet the eligibility criteria. NCOs who, based on their OML standing, are selected for promotion pin-on will have the PME requirements waived when declared missing in accordance with this paragraph.

(b) ARNG Soldiers (SSG through MSG) who meet established TIS and TIG eligibility criteria for consideration by a promotion board will be included in the zone of eligibility for that board. The PME requirements are waived for Soldiers declared missing. ARNG Soldiers will continue to compete for promotion as though they were present and will be eligible for selection against valid vacancies. If not selected, all Soldiers remain eligible for continued consideration until they no longer meet the eligibility criteria.

1–23. Promotion of terminally ill Soldiers

a. Soldiers on a current SGT/SSG PRR and Soldiers eligible for promotion up to SPC (recommended by their local CDR) will be promoted to the recommended rank by the local medical facility CDR (RA and USAR), AG (ARNG), or DARNG for Title 10 ARNG AGR.

b. Soldiers (SSG through MSG), RA and USAR Soldiers established as most qualified or fully qualified for promotion by an NCO Evaluation board and ARNG Soldiers on a PRR who are otherwise eligible for promotion pin-on will be promoted by HRC or an RD and/or USAR GOCOM. Promotion authority will issue orders for ARNG Soldiers on the PSL.

c. The following conditions must be met:

(1) Hospitalization while in a qualified duty status and a determination that the hospitalization is not a result of gross negligence.

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

d. The medical facility CDR will send the following information to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 (usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@army.mil) for RA and USAR (AGR), the AG headquarters for ARNG, RD for USAR (TPU), or DARNG for Soldiers being promoted to SFC, MSG, and SGM—

(1) Name and DoD identification number.

(2) Date of the list that contains the name of the Soldier hospitalized.

(3) Date hospitalized.

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

e. Other provisions of this regulation are waived to permit these promotions except for Soldiers serving under a flag who are non-promotable, per paragraph 1–11 or paragraph 6–4 for ARNG. The PME requirements are waived for Soldiers identified terminally ill.

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

1–24. Promotion of Soldiers in the Disability Evaluation System

a. Soldiers in the Disability Evaluation System (DES) process who are pending a medical fitness determination (referral to a medical evaluation board under AR 40–400, or physical evaluation board under AR 635–40) remain otherwise eligible for promotion consideration, selection, and pin-on. Soldiers approved for continuation on active duty or Active Reserve duty (see AR 635–40) after being found physically unfit by the DES process remain otherwise eligible for promotion consideration, selection, and pin-on. The issuance of a permanent profile of “3” or “4” alone will not be used as the sole basis for determining PMOS disqualification.

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

c. Soldiers who have received a temporary promotion but who are unable to meet the condition of their promotion as a result of a finding of unfit by the DES process will not be subject to administrative demotion (provided otherwise qualified to retain promotion eligibility in accordance with this regulation).

d. While in the DES, Soldiers will not be required to maintain physical fitness or weapons qualification standards for the purpose of promotion eligibility or pin-on. For semi-centralized promotion consideration, selection, and pin-on, Soldiers within the DES who are unable to perform a physical fitness test or qualify with a weapon will use their last score until they are medically cleared to take the physical fitness test or qualify with a weapon.

(1) For Soldiers who are unable to take a physical fitness test due to a temporary or permanent profile, the unit CDR must sign a memorandum indicating the Soldier is in the DES in order to extend their current physical fitness test prior to expiration date, to prevent the Soldier from being removed from the SGT/SSG PRR. The unit S1 will update the physical fitness test date and/or score prior to the current test expiration date in Digital Training Management System (DTMS).

(2) The RED for the physical fitness test and weapon score is the date specified on the memorandum.

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

f. Per the provisions of 10 USC 1372, Soldiers on a PRR (for the ARNG, the PSL is the order of merit list for position vacancies) or who are established as most qualified or fully qualified for promotion by a HQDA evaluation board who are retired for physical disability (10 USC 1201 or 1204) or who are placed on the TDRL (10 USC 1202 or 1205) at the time of retirement for disability will be retired for disability at the promotion list grade. The Soldier will be promoted effective the day before placement on the retired list or TDRL regardless of cutoff scores, OML/sequence numbers, or position availability. In all cases, the Soldier must otherwise be eligible for promotion in accordance with paragraph 1–11 (except for the PME requirement which is waived). For promotion to SGT–SSG, forward a copy of promotion and retirement orders 30 days prior to the promotion RED to: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@army.mil for inclusion into the human resource system of record.

g. Per the provisions of 10 USC 1212, Soldiers on a PRR (for the ARNG, the PSL is the order of merit list for position vacancies; labeled Promotion/Selection List) or who are established as most qualified or fully qualified for promotion by a HQDA evaluation board at the time of separation for disability with entitlement to disability severance pay will be paid such compensation at the promotion list grade. Further, the Soldier will be promoted effective on the Soldier's separation date. The PME requirements are waived. For RC Soldiers, such promotions will occur without regard to vacancy. For promotion to SGT–SSG, forward a copy of promotion or separation orders 30 days prior to the promotion RED to the following email address, usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@army.mil for inclusion into Total Army Personnel Data Base (TAPDB).

h. The guidance at paragraphs 1–24e and 1–24f also pertains to all Soldiers who have reached the TIS requirements for the next level of automatic promotion (PV2 to SPC).

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

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

1–25. Soldiers returning for duty from the temporary disability retired list

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

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

(1) When a determination is made that promotion would have otherwise been attained during the period a Soldier resided on the TDRL, the Soldier's RED will be adjusted to reflect the date the Soldier should have been promoted, had they not been placed on the TDRL. This will not result in a change to the promotion RED. If the NCO does not meet the PME requirement for the grade to which promoted, a

temporary promotion will be authorized, and the NCO will have 12 months to complete the required PME course.

(2) When a determination is made that promotion would not have otherwise been attained, the Soldier will be demoted to their former rank and re-integrated onto the appropriate PRR or previously approved OML (when still active) with de facto status granted. The Soldier's RED will revert back to the original RED. If the previous OML is no longer active, the Soldier will be eligible for evaluation by the next scheduled NCO Evaluation Board consistent with the established eligibility criteria for that board. Integration of a Soldier onto an existing OML stemming from an NCO Evaluation Board that convened while the Soldier was in a TDRL status is not authorized.

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

b. Soldiers not previously promoted consistent with 10 USC 1372 upon placement on the TDRL. For Soldiers who were not promoted in conjunction with placement on the TDRL and are returning to active and/or Reserve duty, the following provisions apply:

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

(2) For Soldiers returning in the rank of SPC and/or SGT, the promotion authority will convene a selection board to consider them (provided otherwise eligible) for recommendation to SGT and/or SSG after 90 days of the Soldier's assignment to the command (USAR TPU Soldiers will be considered by the next regularly scheduled board). If the board recommends the Soldier for promotion and the promotion authority approves the board's recommendation, the Soldier will be added to the recommended list.

(3) RA and USAR Soldiers in the rank of SSG through MSG will be eligible for OML placement on the next scheduled NCO evaluation board convened in their grade, consistent with the established eligibility criteria, to consider them for further placement on an OML upon return to active or Reserve duty from the TDRL.

(4) ARNG Soldiers will be referred to a standby advisory board (STAB) for consideration upon return to active or Reserve duty from the TDRL and would have otherwise been considered for promotion based on established zones of consideration for promotion while on the TDRL. The Soldier will be promoted to the higher rank if selected, as if they had not been placed on the TDRL. The RED will be the date they should have been promoted had he or she not been placed on TDRL. Consideration by a STAB will be based on the RED held in the rank before TDRL.

(a) When applicable, Soldiers must meet any service remaining requirement (SRR) as of the RED.

(b) ARNG CDRs will advise the DARNG for Title 10 AGR or AG for ARNG of Soldiers who meet the criteria for a STAB.

1-26. Establishing grade determinations for Soldiers previously promoted in conjunction with placement on the temporary disability retired list

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

a. RA and U.S. Army Reserve (AGR).

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

(2) For promotion to SFC and above, a review of the OML and monthly, by-name selected list, will be used to determine if the Soldier would have otherwise been promoted.

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

b. U.S. Army Reserve Individual Mobilization Augmentation and Individual Ready Reserve.

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

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

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

c. U.S. Army Reserve TPU.

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

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

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

d. ARNG and/or ARNGUS.

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

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

(3) Determination will be accomplished by the respective AG for ARNG or DARNG for Title 10 AGR Soldiers.

1–27. Posthumous promotions

a. Posthumous promotion will be affected on DD Form 1300 (Report of Casualty) when blocks 50 and 51 are completed on the casualty report message issued per AR 638–8. Posthumous promotions will be accomplished by the CG, HRC or CDR, RD or USAR GOCOM, who will issue DA Form 3168 (Posthumous Promotion Certificate (Enlisted)) in the name of the Soldier.

b. Eligibility for posthumous promotion is as follows:

(1) RA/USAR Soldiers must have been officially recommended for promotion (or be eligible for mandatory list integration) or have been found fully qualified for promotion by an NCO evaluation board before the date of death. Promotion to the ranks of SGT and SSG requires the Soldier to be integrated onto the PRR (the process of recommending Soldiers by the local promotion board or mandatory list integration equates to being integrated onto the PRR); for ranks SFC, MSG, and SGM, by placement on an approved NCO evaluation board OML. ARNG Soldiers must have been officially boarded and placed on the PRR (order of merit list for position vacancies; regardless of sequence number) and the promotion authority signed the PRR before the date of death. Soldiers in the ING are not eligible for posthumous promotions.

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

(a) Was not due to misconduct.

(b) Did not occur while on unauthorized absence.

c. No person is entitled to additional benefits (such as additional pay and allowances) because of a posthumous promotion. The RED for posthumous promotions will be the date of death.

d. Soldiers serving under a flag at the time of death are non-promotable. The PME provisions are waived in cases of posthumous promotion.

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

f. Recommendations for posthumous promotions are as follows (all source documents must be dated prior to the date of death):

(1) Initial casualty reports include appropriate information required by AR 638–8 indicating that the Soldier had been recommended for promotion. This also applies to supplemental reports if information is unavailable at the time of preparation of the initial report.

(2) For promotions to SFC, MSG, and SGM, the date of the NCO evaluation board will be shown.

(3) For promotions to the ranks of SGT and SSG, the date the Soldier was integrated onto the PRR will be shown.

(4) For lateral appointment to CPL, the Basic Leader Course (BLC) graduation date will be shown.

(5) For promotion to the ranks of PV2 through SPC, the date the Soldier was recommended for promotion will be shown.

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

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

(2) The Soldier must meet eligibility criteria as outlined in paragraph 1–27b.

(3) Any Soldier so authorized and approved for a State posthumous promotion will be promoted utilizing a PAR.

Note. States will not issue promotion orders.

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

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

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

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

1–28. Consideration of proposals for honorary promotions (whether or not posthumous) and appointments under provision of 10 USC 1563 and 10 USC 1563a

a. When delegated to do so by the Secretary of Defense (SECDEF), the Secretary of the Army (SECARMY) will favorably endorse honorary promotions (whether posthumous or not) and appointments under 10 USC 1563 and 10 USC 1563a where the candidate exhibits exemplary character and conduct, performed duties and responsibilities commensurate with those of the rank under consideration, and made significant contributions to national defense. The SECARMY will make recommendations to the SECDEF when not otherwise delegated authority to favorably endorse. The potential honoree need not be deceased, but must not otherwise be eligible for promotion under existing Army promotion systems.

b. The Assistant SECARMY (Manpower and Reserve Affairs) (ASA (M&RA)) will oversee an advisory group to consider requests submitted under 10 USC 1563 and 10 USC 1563a for honorary promotions (whether or not posthumous) and appointments and submit a recommendation to the SECARMY. When considering the request, the advisory group will operate consistent with an approved, published charter and operating procedures issued by the ASA (M&RA). The advisory group will consider the request consistent with the general objectives listed below. This ensures that a positive recommendation for an honorary rank does not compromise the promotion system, and will convey the same significance to the honoree as it does to former and current Soldiers. The promotion objectives include—

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

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

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

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

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

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

(4) The moral and professional qualifications of the individual, to include whether the potential honoree meets the requirement of exemplary conduct, when applicable, detailed under 10 USC 7233.

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

(6) The degree of consistency with past decisions.

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

d. In no circumstance will an honorary promotion (whether or not posthumous) submitted under 10 USC 1563 or 10 USC 1563a be made until 60 days after the date the Secretary concerned submits the determination in connection with the proposed promotion, and the detailed rationale supporting the determination, to the Committees on Armed Services of the Senate and the House of Representatives and the requesting Member of Congress. When delegated to make a determination on these requests, the SECARMY will provide a copy of such notice to the Office of the Under Secretary of Defense for Personnel and Readiness.

e. Any promotion pursuant to this authority is honorary, and will not affect the pay, retired pay, or other benefits from the United States to which the former or retired member concerned is entitled or would have been entitled based on the military service of such former or retired member, nor affect any benefits to

which any other person is or may become entitled based on the military service of such former or retired member.

1–29. Promotion ceremonies and certificates

- a. Promotion ceremonies should be held on the promotion RED or as soon as practicable. Early promotion ceremonies may be held when the promotion RED is on a nonduty day.
- b. The promotion certificate is not the official instrument for promotion. The promotion order will be used as the source document for GED and RED for all record and pay purposes.
- c. A Soldier who was previously demoted one or more grades will receive the appropriate certificate when again promoted.
- d. Promotion certificates for Soldiers promoted to SPC and above will be prepared by the unit or BN HR (or equivalent echelon) activity for signature by the SGT and/or SSG promotion authority. Any higher level CDR may direct that signature authority be held at his or her level, but the certificate will still be prepared by the unit or BN HR (or equivalent echelon) activity.

1–30. Declination of promotion (Regular Army and U.S. Army Reserve only)

- a. A Soldier may submit a memorandum of declination any time after being recommended for promotion. If the Soldier has been promoted, the declination memorandum will be submitted through command channels to the HR specialist not later than 30 days after the promotion RED.
- b. Because Soldiers are afforded an avenue to decline selection, Soldiers who are selected to attend the SGM–A are expected to attend the training. The following rules apply:
 - (1) Retirement eligible Soldiers electing to decline attendance at the SGM–A (regardless of the training path) must submit a request for retirement in lieu of permanent change of station (PCS), as provided for in AR 635–200.
 - (2) Non-retirement eligible Soldiers electing to decline attendance at the SGM–A (regardless of the training path) are required to comply with instructions or, as an alternative, request voluntary separation as provided for in AR 635–200.
- c. Soldiers who are not promoted effective the date of the order or for those with a future RED, will send the letter of declination through command channels to the HR specialist no later than 30 days (60 days for TPU) after receipt of the promotion instrument or documented official notice.
- d. In the case of Soldiers on a semi-centralized PRR, the promotion authority will forward the documentation to the HR specialist at usarmy.knox.hrc.tagd-jrenlistd-promotions@army.mil, or appropriate servicing RD for USAR TPU.
- e. Declination of promotion will result in the Soldier being removed from the SGT/SSG PRR and if they are on an OML, will have their categorization changed to NFQ for the duration of that OML until such time it is replaced by a new OML from a subsequent board.
- f. Soldiers on a semi-centralized PRR may be recommended for promotion at any time after the last day of the month in which the Soldier signed a declination of promotion.
- g. Once the declination of promotion is received by the promotion authority, the declination is irrevocable. The RED will be the date the Soldier signed the declination of promotion.
- h. Soldiers selected for promotion in a recommended military occupational specialty (RMOS) other than his or her PMOS (mandatory reclassification) may decline reclassification and as a result, decline the promotion. Acceptance of promotion will be considered as acceptance of the RMOS as his or her PMOS and all associated training requirements. Soldiers are not subject to involuntary separation unless in those instances when the Soldier's PMOS is withdrawn and an Enlisted Special Report Code of 09U (Unqualified in Authorized Army MOS) is awarded to the Soldier (see AR 601–280).

1–31. Service remaining requirements (Regular Army and U.S. Army Reserve only)

- a. There are no promotion service remaining requirements (SRRs) for promotion to SSG and below.
- b. A 3-year (36 month) promotion SRR applies for promotion to SFC and above. The SRR begins on the promotion RED, unless Soldiers are in one of the following categories:
 - (1) Eligible for retirement based on retention control point (RCP) for the recommended grade.
 - (2) Already eligible through prior service for a higher rank at time of retirement.
 - (3) Age 60 or older.
 - (4) Reserve Soldiers serving on active duty who are within two years of retirement eligibility (Sanctuary; 10 USC 12686).

c. Soldiers who do not have sufficient time remaining in service to meet the SRR must reenlist or extend to meet it within 30 days (RA and USAR AGR) or 60 days (USAR except for AGR) of the announced promotion RED.

d. When the SRR is not met within the prescribed timeline, promotion will not be authorized and if issued, promotion orders will be revoked and the Soldier's OML categorization will be reverted from MQ/FQ to NFQ for the duration of that OML until it is replaced by a new OML from a subsequent board.

e. If the promotion pin-on is delayed for administrative reasons, the SRR begins on the original date the Soldier would have been promoted.

f. Because NCOs are afforded an ability to decline selection to attend the SGM–A, NCOs who are selected for training but fail to meet the SRR for SGM–A will be removed from the SGM–A selection list for that class and will be ineligible for future selection to attend.

g. A promoted Soldier may not, at his or her own request, be reduced to terminate the required service requirement.

h. Soldiers incurring a SRR after promotion may not transfer between Army Components (between the RA, USAR, and ARNG). However, USAR Soldiers may transfer between USAR statuses (for example, AGR to TPU, IMA to TPU, TPU to AGR, and so forth) provided they transfer into a valid position within the same MOS and grade combination in which they acquired the SRR, and given that the transfer does not result in the MOS/grade becoming overstrength.

i. See para 6–8 for ARNG Soldier SRR requirements.

1–32. System transactions

The Integrated Personnel and Pay System–Army (IPPS–A) system will perform required transactions in accordance with established business rules. Transactions stemming from off-line or exceptions to policy require the approval authority to ensure transactions are completed in the appropriate system of record.

1–33. Counseling of Soldiers not recommended for promotion

a. *Decentralized.* Commanders will ensure first-line leaders formally counsel Soldiers, in writing, who are eligible for promotion to PV2 through SPC without a waiver (fully qualified) but not recommended for promotion.

b. *Semi-centralized.* Commanders will ensure first-line leaders formally counsel all Soldiers, in writing, who are not recommended for promotion by the promotion board, pointing out deficient areas in which improvement is needed to qualify for success at the next higher grade. Counseling should include a specific developmental plan designed to overcome deficiencies. This counseling requirement takes place initially when the Soldier is not recommended by the promotion board, and at least every 3 months thereafter to assess the developmental plan progress. Counseling should also include consequences of not being integrated into the PRR. Those consequences include a potential bar to continued service (AR 601–280) because the Soldier is noncompetitive for promotion to the next higher grade and does not demonstrate leadership potential. Additionally, RCPs (see AR 601–280) used to determine the maximum years of service a Soldier may serve without promotion should be incorporated into the counseling.

c. *Centralized.* Counseling of Soldiers not found fully qualified for promotion or attendance to the SGM–A by an NCO evaluation board is not required. Soldiers may and are encouraged to contact their respective career professional development NCO within their branch for an analysis on how to enhance their careers.

d. *Denial.* See chapter 6 for denying ARNG Soldiers consideration.

1–34. Noncommissioned Officer Professional Development System requirement for promotion

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

a. Except for promotions completed under the provisions of paragraph 1–11, Soldiers (all components) must complete the following PME courses:

- (1) Completion of DLC 1 is an eligibility requirement for recommendation to SGT.
- (2) Graduation of BLC is a promotion pin-on requirement to SGT.
- (3) Completion of DLC 2 is an eligibility requirement for recommendation to SSG.

(4) Graduation of Advanced Leaders Course (ALC) is a promotion pin-on requirement to SSG except for RA Soldiers awarded PMOS 42S.

(5) Completion of DLC 3 is an eligibility requirement for promotion consideration to SFC and a promotion pinon requirement for promotion to SFC for RA Soldiers awarded PMOS 42S.

(6) Graduation of Senior Leaders Course (SLC) is a promotion pin-on requirement to SFC except for RA Soldiers awarded PMOS 42S.

(7) Completion of DLC 4 is an eligibility requirement for promotion consideration to MSG and a promotion pinon requirement for promotion to MSG for RA Soldiers awarded PMOS 42S.

(8) Completion of the Master Leaders Course (MLC) is a promotion pin-on requirement to MSG except for RA Soldiers awarded PMOS 42S.

(9) Completion of DLC 5 is an eligibility requirement for attendance to the SGM–A and a promotion pinon requirement for promotion to SGM for RA Soldiers awarded PMOS 42S.

(10) Graduation of the SGM–A is a promotion pin-on requirement to SGM except for RA Soldiers awarded PMOS 42S.

b. The DCS, G–1 may announce Armywide suspension to the PME requirements outlined in this paragraph when circumstances (such as operational environment, funding, and training capacity) warrant.

c. Completion of the appropriate level of DLC and PME is a promotion pin-on requirement for USAREC merit promotions.

d. Soldiers assigned to a security forces assistance brigade (SFAB), having been selected to attend the SGM–A for the purpose of qualifying for potential selection for promotion to SGM, are authorized to defer residence attendance for one year, in lieu of enrollment into the non-resident SGM–A training path.

e. ARNG MSGs selected and serving in the next higher graded position will be conditionally promoted upon successful completion of Term 1 of Phase 1, SGM–A.

1–35. Temporary promotions

a. Primarily established to promote Soldiers who are unable, not due to their own fault, to complete a required level of PME to qualify for promotion, the DCS, G–1 may, during specified periods designated in writing, authorize temporary promotions to the grade of SGT and above. A temporary promotion is a promotion to the next higher grade that terminates on a specified date unless an established requirement is met. A temporary promotion authorized under this provision will remain until such time the condition is met, at which point the promotion is permanent, or the promotion expires, whichever occurs first. Temporary promotions that expire require the Soldier to revert to their former grade. Regardless of the reason for reducing a Soldier to their former grade, there will be no recoupment of pay and allowance and the Soldier's original GED and RED will be restored. A NCOER will be completed and made a matter of record if otherwise required by competent authority.

(1) Soldiers must be otherwise fully qualified for promotion except for the condition that is being set aside (for example, completion of a required PME course) to qualify for a temporary promotion.

(2) For USAR except for AGR and ARNG Soldiers, Soldier must be selected for, or serving, in the next higher graded position.

(3) Promotion instruments will include the following statement: "This promotion is temporary and will terminate on the date shown unless the following condition is met before the termination is made <insert condition that must be met>, unless otherwise lawfully extended." The order will identify the condition (such as graduation from a specified PME course).

(4) Meeting the condition of the temporary promotion.

(a) Completion of PME (or other condition, when established) must be achieved by the date specified in the promotion instrument. Failure to complete the condition within the specified timeframe will result in the NCO reverting to their former grade.

(b) In all instances, a Soldier who is retired, separated/discharged, or transferred to the IRR from any Army component, after having received a temporary promotion and, without having met the condition (for example, the required level of PME for the promotion), will be demoted to their previous grade effective the day prior to their approved retirement and or separation, discharge of transfer date.

(5) Completion of PME.

(a) Soldiers attending a requisite PME course following an approved temporary promotion who subsequently fail the course (except for compassionate reasons) will be demoted to their former grade effective the date of the course failure as indicated on the DA Form 1059.

(b) Soldiers with a temporary promotion who are scheduled to attend PME but are a “no show” for that course will be reduced to their former grade effective the date of not showing up for training (course start date).

(c) In all instances, to qualify for a temporary promotion as a result of not being able to complete a required PME course, a Soldier must not have any record (within the Army Training Resource and Reservation System (ATRRS)) of being a no-show or failing to attend a previous effort to train the Soldier (without proper authority) at the requisite course to qualify for the promotion grade.

(d) A Soldier who previously attended and failed to pass (other than for compassionate reasons) their PME course is not eligible for a temporary promotion and will not be selected for promotion until such time the Soldier passes the requisite course to qualify for the next grade.

(6) Soldiers may receive a temporary promotion only once for each NCO rank (see para 1–35b1(c) for pregnancy exception).

(7) Service Remaining Requirements (SRR).

(a) RA and USAR. Promotion-based SRR, when applicable, are not incurred until such time the required level of PME is complete. Once it is incurred, the SRR begins on the promotion RED.

(b) ARNG. Promotion-based SRR starts of the effective date of the promotion.

(8) Transferring from one component to another.

(a) Soldiers who are transferring from one Army component to another, or transferring from one RC status to another (for example, TPU to AGR), will do so with their temporary promotion, retaining their originally established date to meet the required level of PME.

(b) In instances when Soldiers transition into a different Army component or RC status where additional time was established to meet the condition (for example, required level of PME), the appropriate Career Counselor will annotate the contract establishing and identifying the adjusted timeline to complete the condition as follows:

(9) Soldiers transferring from the AC to a RC or from one RC status to another (except for transferring to the IMA). Army Career Counselors will make a required entry on the DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment), Section XII (Annual Orientation), block 2 (Remarks), as follows: “The Soldier is/is not transferring with a temporary promotion (circle as appropriate).” When a temporary promotion is applicable, the following sentence will be added to this entry: “The Soldier is required to complete PME for their temporary promotion rank not later than <insert date>.” Failure to complete PME by the required date will result in the Soldier being reduced to their previous grade.

(10) Soldiers who are transferring to the IMA. Army Career Counselors will make a required entry on the DA Form 4651 (Request for Reserve Component Assignment or Attachment), block 8 (Remarks), as follows: “The Soldier is/is not transferring with a temporary promotion (circle as appropriate).” When a temporary promotion is applicable, the following sentence will be added to this entry: “The Soldier is required to complete PME for their temporary promotion rank not later than <insert date>.” Failure to complete PME by the required date will result in the Soldier being reduced to their previous grade.

(11) Soldiers who are transferring to the ARNG. Army Career Counselors will make a required entry on the DA Form 7249 (Certificate and Acknowledgment of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard upon release from active duty (REFRAD)/Discharge from Active Army Service), Section VII (Certification by Career Counselor), block 2 (Remarks), as follows: “The Soldier is/is not transferring with a temporary promotion (circle as appropriate).” When a temporary promotion is applicable, the following sentence will be added to this entry: “The Soldier is required to complete PME for their temporary promotion rank not later than <insert date>.” Failure to complete PME by the required date will result in the Soldier being reduced to their previous grade.

(12) Army transition centers will verify the last promotion order to determine if the NCO was promoted on a temporary basis and confirm whether the NCO has met the PME requirement for their promotion. Instructions pertaining to preparation of the DD Form 214 (Certificate of Uniformed Service) for Soldiers who were promoted on a temporary basis—

(a) Block 5a. *Grade, Rate or Rank*. Enter the authorized rank consistent with the provisions identified in paragraph 1–35a(4), above.

(b) Block 5b. *Pay Grade*. From the most recent promotion/demotion order, enter the promotion or demotion RED to the current grade (not the GED).

(c) Block 20. *Remarks*. A mandatory entry will be made as follows:

(13) For Soldiers who are transferring to the reserve components with a temporary promotion: "Soldier received a temporary promotion to the rank identified in block 5a as authorized by AR 600–8–19 and is being transferred to a Reserve Component where completion of the required level of training must be met."

(14) For Soldiers who are demoted prior to retirement or separation without first meeting the temporary promotion provisions: "Soldier received a temporary promotion as authorized by AR 600–8–19 and did not complete required level of training to qualify in the new rank and was, therefore, reduced to their former rank effective the date indicated in block 13j Effective Date of Pay Grade."

b. Pregnancy and postpartum.

(1) Soldiers who are pregnant or while serving during authorized postpartum periods who are unable to attend/graduate from a required PME course to qualify for promotion will be promoted to SGT through MSG with a temporary promotion as follows:

(a) When pregnant, will be required to complete the requisite level of PME for the grade to which promoted not later than 24 months (for RA and USAR AGR Soldiers) or 36 months (for USAR Soldiers except for AGR) from the expected date of birth as indicated on the Soldier's pregnancy-based profile.

(b) While serving during a period of postpartum, will be required to complete the requisite level of PME for the grade to which promoted not later than 24 months (for RA and USAR AGR Soldiers) or 36 months (for USAR Soldiers except for AGR) from the child's date of birth or termination of the pregnancy.

(c) In cases of back-to-back pregnancies, before the requisite PME for the grade to which promoted is completed, 24 months (for RA/USAR/AGR Soldiers) or 36 months (for USAR Soldiers except for AGR) will reset from the expected date of birth as indicated on the Soldier's pregnancy-based profile. These Soldiers must still complete PME for the grade to which they are promoted before the temporary promotion policy can be used for a subsequent grade.

(2) In all instances, the previously established provisions above (para 1–35a) apply.

1–36. Battlefield promotions

Battlefield promotions provide CDRs with an opportunity to accelerate and expeditiously promote courageous and extraordinary Soldiers, applicable to all Army components, who willingly and unhesitatingly accept and flawlessly perform at levels of increased responsibility on the battlefield. Battlefield promotions are predicated on extraordinary performance of duties while serving in combat or under combat conditions. Specified ASCCs, once authority is designated in writing by the DCS, G–1, will be established as the promotion authority for this provision within their specific geographic area of responsibility in support of specified campaigns. Specific eligibility criteria for enlisted battlefield promotions are set forth below.

a. Policy.

(1) The DCS, G–1 will designate, in writing, authority to implement provisions of this chapter when deemed appropriate. The provisions of this chapter will only apply while specific, written authority exists. The specified ASCC CDR will serve as the promotion and order issuing authority.

(2) Battlefield promotions will not be used in lieu of personal commendations and/or awards.

(3) Specified ASCCs will receive battlefield promotion allocations (by enlisted grade) from the DCS, G–1 (DAPE–MPE–PD) on a quarterly basis. ASCCs will establish procedures within their respective area of responsibility to ensure enlisted battlefield promotions do not exceed the allotted allocations for each quarter. ASCCs authorized to promote Soldiers across more than one specified campaign will establish an internal means to further distribute allocations across campaigns such that the total number of battlefield promotions does not exceed the total allocations initially authorized. Unused promotion allocations do not carry over from one quarter to the next quarter.

(4) The effective date of promotion will generally be within the designated quarter. When appropriate, the effective date of promotion may be designated, at the latest, the 1st day of the following quarter (that is, allocations for April through June 2022 can be approved with an effective date of 1 July 2022).

(5) All promotion instruments will include the following statement: "This promotion is a result of extraordinary performance of duties while serving in combat or under combat conditions. No additional service remaining requirements are incurred as a result of this promotion."

(6) Soldiers promoted to SGT/SSG with a battlefield promotion, who have not completed BLC or ALC (as appropriate), do not require a waiver. However, the battlefield promotion will be consistent with the temporary promotion policy and Soldiers, if required, will have 365 days from the date of redeployment to meet the required level of PME for the grade to which promoted. The promotion instrument will contain special instructions consistent with paragraph 1–35a(3).

(7) Soldiers do not incur additional service remaining requirements when promoted with a battlefield promotion.

(8) To qualify for posthumous promotion, a battlefield promotion must be approved prior to the date of a Soldier's death.

(9) A Soldier's physical appearance before a promotion board is not authorized.

(10) CDRs will assess the Soldier's qualities and qualifications, manner of performance, demonstrated integrity, moral standards, and demonstrated potential for greater responsibilities.

b. Eligibility criteria.

(1) Enlisted Soldiers, in the rank of SGT and below, (all Army components) assigned or attached to a unit serving in support of a specified campaign are eligible for an enlisted battlefield promotion to the next higher rank based on extraordinary performance of duty in combat operations.

(2) The Soldier must not be flagged under the provisions of AR 600-8-2. A Soldier, who under the circumstances, should be flagged under AR 600-8-2, is also not eligible for a battlefield promotion.

(3) All TIS and TIG requirements are otherwise set aside.

(4) Enlisted battlefield promotions (E2 through E4) are exempt from all existing waiver limits as outlined in chapter 2 of this regulation.

(5) Component specific eligibility criteria established throughout this regulation apply, except as otherwise provided for below.

(a) For promotion to SGT and SSG, the extraordinary performance of duty must occur while serving in a position at the grade to which they are being recommended for promotion.

(b) Soldiers are eligible for only one battlefield promotion to a NCO rank. Soldiers earning a battlefield promotion to SGT, are ineligible for a battlefield promotion to SSG. Leaders must consider this when contemplating recommendation of a Soldier for promotion based on performance of duties while serving in combat or under combat conditions.

c. Army service component commands. ASCCs will—

(1) Establish internal controls to implement supporting procedures to accomplish the provisions of battlefield promotions until such time authority is terminated.

(2) Develop a means to further distribute allocations based on dispersion of Soldiers in the area of responsibility, not to exceed the total allocations established.

(3) Forward a by-name listing of battlefield promotions on a quarterly basis to the CG, HRC (AHRC-PDV-PE) no later than 15 calendar days after the last day of the previous quarter.

(4) Forward a copy of all promotion instruments as follows: ARNGUS Soldiers. One copy of each approved promotion instrument will be provided to the following email address: ng.ncr.ngb-arng-hrh-enlisted-actions@army.mil (use Battlefield Promotions-ARNGUS as the subject line).

(5) Ensure documentation supporting promotions are permanently filed in the Soldier's AMHRR per AR 600-8-104.

1-37. Pay inquiries

For pay inquiries concerning promotion issues, current Finance Accounting Office procedures will be followed.

1-38. Promotion eligibility during reclassification

Eligibility for promotion consideration, recommendation, and subsequent promotion will vary dependent upon the type of reclassification action. This paragraph establishes promotion eligibility during the various types of reclassifications.

a. Additional skill identifier. In accordance with provisions of AR 614-200 or NGR 600-200 for ARNG, Soldiers awarded an MOS prior to the completion of formal training will also be identified with an associated ASI (4A or 4B) as determined by HRC, GOCOM, MSC, and/or RD (for USAR TPU Soldiers) or AG/DARNG (for ARNG Soldiers).

(1) ASI 4A identifies Soldiers that are unqualified in their respective MOS but retain eligibility for promotion (consideration, recommendation, and subsequent promotion) during the reclassification action.

(2) ASI 4B identifies Soldiers that are unqualified in their respective MOS and are ineligible for promotion (consideration, recommendation, and subsequent promotion) during the reclassification action. Units will enter the appropriate promotion ineligibility code in the system of record as long as ASI 4B is associated with the MOS. Units will remove the ASI and corresponding promotion ineligibility code when the Soldier has successfully completed mandatory MOS training.

(3) Soldiers are not awarded ASI 4A or ASI 4B when the MOS reclassification is based on approved MOS mergers stemming from force structure changes. The HRC or AG/DARNG will award either ASI Y2 or Y3 as dictated by the approved MOS classification structure action. These Soldiers are otherwise MOS qualified and remain eligible for promotion.

b. Voluntary reclassification. Soldiers reclassified as a result of volunteering, reenlisting, or implementation of the Army's FASTTRACK Program. These Soldiers retain their current MOS and remain fully eligible, in that MOS, for promotion consideration, recommendation, and subsequent promotion until completion of the required training and award of the new PMOS as identified by ASI 4A.

(1) Semi-centralized promotion eligibility and reclassification.

(a) All RA and USAR (AGR) Soldiers reclassified prior to the last day of the month, while in a promotable status to SGT or SSG, will compete against the promotion point cutoff score of the new MOS effective the 2d month reclassification is completed (for example, reclassification effective 31 July 2021 will use the new MOS for promotion effective 1 September 2021). Soldiers reclassified on the 1st day of the month (or later) while in a promotable status to SGT or SSG will compete against the promotion point cutoff score effective the 1st day of the 2nd month following reclassification (for example reclassification effective 1 August 2021 will use the new MOS for promotion effective 1 October 2021).

(b) All USAR Soldiers reclassified while in a promotable status to SGT or SSG will be moved to the appropriate PRR following reclassification and promoted in sequence based on promotion points. SPC and SGT who are not on a recommended promotion list at the time of reclassification may be recommended in the new PMOS at any time following award of the new PMOS (provided otherwise eligible).

(2) Centralized promotion eligibility and reclassification.

(a) Voluntary reclassification. RA and USAR SSG and above who are on an approved OML as a result of an NCO Evaluation Board will be transferred from their original OML to the corresponding OML in their new career progression MOS (CPMOS) based on their standing in their original MOS. Placement onto the new OML will correlate with the percentile from the original OML. For example, when an NCO reclassifies and they were approved for placement at the 35th percentile on their respective OML, they will be inserted into the OML for their CPMOS at the 35th percentile. In the event of an OML tie, the NCO will be placed on the OML, at the given percentile, with placement (within the tie) established by TIG, TIS, then date of birth. Regardless of placement on the new OML, the NCO's categorization (MQ, FQ, NFQ, NFQ-R) will not change.

(b) Mandatory reclassification-Soldier determined to be at fault. Soldiers reclassified due to inefficiency or misconduct (loss of MOS qualification). If retained for continued service (AR 614-200 and NGR 600-200 for ARNG), these Soldiers will be awarded a new PMOS with ASI 4B, by HRC, GOCOM, MSC, RD (for USAR TPU Soldiers), or AG/DARNG (for ARNG Soldiers). The ASI will be withdrawn upon completion of training. Soldiers in a non-promotable status are not eligible for recommendation until completion of MOS producing course and ASI 4B has been removed. When on an approved OML as a result of an NCO Evaluation Board, Soldiers will be transferred from their original OML to the corresponding OML in their CPMOS based on their standing in their original MOS. Placement onto the new OML will correlate with the percentile from the original OML. For example, when an NCO reclassifies and they were approved for placement at the 35th percentile on their respective OML, they will be inserted into the OML for their CPMOS at the 35th percentile. In the event of an OML tie, the NCO will be placed on the OML, at the given percentile, with placement (within the tie) established by TIG, TIS, then date of birth. Regardless of placement on the new OML, the NCO's categorization (MQ, FQ, NFQ, NFQ-R) will not change.

c. Mandatory reclassification-Soldier not at fault. Soldiers reclassified based on a permanent medical limitation, MOS deleted from the force structure, or DA directed will be processed as follows:

(1) MOS deleted from the force structure and loss of qualification-permanent medical limitation (MOS Administrative Retention Review). Soldiers reclassified based on elimination of an MOS or due to a permanent medical limitation will be awarded a new PMOS with ASI 4A as directed by HRC, GOCOM, MSC, RD (for USAR TPU Soldiers) or AG/DARNG (for ARNG Soldiers). The ASI will be withdrawn when training is complete. When on an approved OML as a result of an NCO Evaluation Board, Soldiers will be transferred from their original OML to the corresponding OML in their CPMOS based on their standing in their original MOS. Placement onto the new OML will correlate with the percentile from the original OML. For example, when an NCO reclassifies and they were approved for placement at the 35th percentile on their respective OML, they will be inserted into the OML for their CPMOS at the 35th percentile. In the event of an OML tie, the NCO will be placed on the OML, at the given percentile, with placement (within

the tie) established by TIG, TIS, then date of birth. Regardless of placement on the new OML, the NCO's categorization (MQ, FQ, NFQ, NFQ-R) will not change.

(2) Mandatory reclassification-Soldier not at fault based on an approved Notification of Future Change (NOFC) (DA-directed).

(a) Soldiers reclassified as a result of an approved MOS classification structure proposal resulting in DA directed (mandatory) action in support of force shaping (such as RC unit reorganization or career management field (CMF)/MOS restructuring) should be identified, trained, and awarded a new MOS based on complying with established training requirements prior to the effective date of the MOS elimination or as determined by HRC, GOCOM, MSC, RD (for USAR TPU Soldiers), or AG/DARNG (for ARNG Soldiers) as provided for in the published NOFC. In instances where voluntary reclassification does not take place by the date designated by the NOFC, Soldiers will be involuntarily reclassified into their new PMOS and ASI 4A will be awarded by HRC, GOCOM, MSC, and/or RD (for USAR TPU Soldiers), or AG/DARNG (for ARNG Soldiers). In cases where Soldiers do not complete mandatory MOS training as scheduled, due to their own fault, ASI 4B will be awarded. The BDE and/or BDE S1 HR specialist will track the status of all Soldiers with ASI 4A and, when a determination has been made that a Soldier failed to attend or to complete training as scheduled, take action to award ASI 4B. The MPD will track the status for non-Personnel Services Delivery Redesign units.

(b) When on an approved OML as a result of an NCO Evaluation Board, OMLs will be revised to incorporate all affected Soldiers (both those on the original OML and those being now combined onto that OML), creating updated OML standings. A revised OML will be provided to all affected Soldiers by authorized means. Placement on the OML will be based on overall average board score. In the event of an OML tie, the NCO will be placed on the OML (within the tie) established by TIG, TIS, then date of birth. Regardless of placement on the new OML, the NCO's categorization (MQ, FQ, NFQ, NFQ-R) will not change.

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

1-39. Special military occupational specialty alignment promotion

This program applies to Soldiers with an approved reenlistment and/or reclassification into an MOS designated by HRC (for RA and USAR AGR Soldiers), the DARNG (for ARNG Soldiers), and the Chief, Army Reserve (for USAR TPU Soldiers). For special MOS alignment promotion to meet Army readiness, Soldiers will be promoted effective on the graduation date from the MOS-qualifying school, which occurs after all training phases are completed and the MOS is awarded, provided they are otherwise fully eligible and qualified (including required PME). When Soldiers complete the MOS-qualifying training without having first met the PME requirements for promotion as provided for in paragraph 1-34, the promotion will be the effective date the PME requirement is met. For Soldiers completing MOS training with equivalency credit for PME, the promotion RED will be the graduation date of MOS training. 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.

1-40. Personnel suitability screening

All Soldiers selected to attend the SGM-A are subject to personnel suitability screening. This process includes review of information contained on the restricted section of the AMHRR, substantiated DA Inspector General reports, and reports filed with the U.S. Army Crime Records Center. Soldiers with potentially derogatory information are subject to referral to a U.S. Army Senior Enlisted Review Board (USASERB). Individual notifications to affected members will include copies of all derogatory information and will outline the rebuttal process for submission to the board for their review. The USASERB, complete with the Soldier's rebuttal should one be rendered, will consider the Soldier's eligibility for attendance to the SGM-A based on suitability standards. Soldiers found unsuitable as a result of this board process are permanently ineligible for further consideration and selection to attend the course and subsequently, promotion to SGM.

a. *Regular Army, U.S. Army Reserve.*

(1) Soldiers found to have possible disqualifying derogatory information as a result of this screening will receive separate written notification. RA and USAR (AGR/IMA) will be notified by CG, HRC and USAR (TPU, IRR, Army Reserve elements, multi-component commands, or units) will be notified by CG, USARC.

(2) The board will make a recommendation to the DCS, G-1, Directorate of Military Personnel Management for RA/USAR (AGR/IMA) or the CG, USARC for USAR (except for AGR/IMA), for final decision on the suitability of the affected Soldier to serve as otherwise selected.

b. Army National Guard.

(1) Soldiers found to have possible disqualifying derogatory information as a result of this screening will receive separate written notification from NGB.

(2) The STAB will make a recommendation to the DARNG for final decision on the suitability of the affected Soldier to serve as otherwise selected.

(3) Soldiers found unsuitable to attend the SGM-A will receive formal notification by the NGB, Enlisted Branch (ARNG-HRH-E).

c. Unsuitable. Soldiers found unsuitable to attend the SGM-A will receive formal notification by the HRC or USARC (as applicable) Once found unsuitable, these Soldiers are not eligible for future selection to attend the course.

d. Miss start date. Soldier selected to attend the SGM-A who, due to the length of time to complete the necessary screening process clearing them for attendance, miss the start date of the class to which they were selected, will be automatically deferred to the next scheduled class and be managed consistent with the class in which they are attending.

1-41. Transferring from one component to another

A Soldier in promotable status (SGT/SSG PRR) or who is otherwise MQ/FQ on an approved OML stemming from an NCO Evaluation Board who later enlists and/or transfers into another component without a break in service will retain his or her promotable or board status consistent with Table 1-3. SSG and above who are on an approved OML as a result of an NCO Evaluation Board will be transferred from their original OML to the corresponding OML in their new CPMOS based on their standing in their original MOS. Placement onto the new OML will correlate with the percentile from the original OML. For example, when an NCO transfers and they were approved for placement at the 35th percentile on their respective OML, they will be inserted into the OML for their CPMOS at the 35th percentile. In the event of an OML tie, the NCO will be placed on the OML, at the given percentile, with placement (within the tie) established by TIG, TIS, then date of birth. Regardless of placement on the new OML, the NCO's categorization (MQ, FQ, NFQ, NFQ-R) will not change.

Table 1-3
Promotable status transferability

Current component	May transfer to
RA, USAR(AGR), IMA	Between and across all RA and USAR elements (IMA, TPU, AGR)
USAR (TPU)	Across all USAR elements
IRR, Standby Reserve (active status list)	USAR TPU
ARNG	State to State

1-42. Lateral appointment to corporal (Regular Army and U.S. Army Reserve only)

The CPL rank serves as the foundation of NCO ranks. Established in 1775, the CPL rank is bestowed on Soldiers who serve as the leaders of the smallest U.S. Army units—principally as team leaders. They are charged with the care, training, education and readiness of their team while also maintaining and enforcing Army standards. Wear of the CPL rank signifies that the Soldier who wears it has transitioned from the junior enlisted ranks to become a member of the professional NCO Corps, the backbone of our Army. The wear of the CPL rank throughout our NCO Corps forms a key component to a comprehensive junior leader development program.

a. SPCs will be laterally appointed to the rank of CPL, without exception, when they are both integrated into the PRR and upon graduation of the BLC, regardless of the grade of the position to which they are assigned.

b. The RED will be the date the Soldier graduates BLC. The GED remains unchanged.

c. Because attendance at the BLC requires the Soldier be first recommended for promotion to SGT, the lateral appointment authority to CPL is the Noncommissioned Officer Academy Commandant.

d. Lateral appointment from CPL to SPC is required when a CPL is removed from the PRR. The RED will be consistent with the date the Soldier is removed from the PRR. The GED remains unchanged. The lateral appointment authority from CPL to SPC is the unit commander.

e. See paragraph 6–10 for ARNG lateral appointments.

1–43. Merit promotions

A merit promotion is a promotion authorized based solely on merit, without regard to positions, and is restricted to the following:

a. U.S. Army Marksmanship Unit and the USAPT.

(1) Eligibility.

(a) Soldiers must be competitive marksmen and/or gunsmiths (USAMU) or competitive parachutists (USAPT) assigned to authorized marksmen/gunsmith/parachutists positions.

(b) Promotion to SGT requires Soldiers have 18 months TIS and 4 months TIG and promotion to SSG requires Soldiers have 48 months TIS and 5 months TIG.

(c) Soldiers must be otherwise qualified to include completion of the requisite level of PME for the grade to which promoted.

(2) Promotion of one rank is authorized for a meritorious act accomplished at the grade immediately preceding the rank recommended for meritorious promotion for earning an Olympic medal or winning a gold medal or championship at an Interservice, National or International event or establishment of an individual National or International record.

b. U.S. Army Recruiting Command.

(1) Promotion to SFC (RA Recruiters awarded MOS 79R). Ten merit promotions are authorized per fiscal year with the intent that each BDE will have at least one merit promotion to SFC each year, with the remaining allocations being determined by the CG, USAREC.

(2) Promotion to SGT and SSG (RA Recruiters awarded MOS 79R). Ten merit promotions are authorized per fiscal year (cumulative) with the intent that each BDE will have at least one merit promotion each year, without regard to cutoff scores, with the remaining allocations being determined by the CG, USAREC.

(3) Promotion to SSG and SFC (USAR AGR Soldiers (detailed Recruiters and MOS 79R)). Ten merit promotions are authorized per fiscal year (cumulative) with the intent that each BDE will have at least one merit promotion each year, without regard to cutoff scores, with the remaining allocations being determined by the CG, USAREC.

(4) Promotion of one rank is authorized for USAREC USAR annual award winners as follows:

(a) USAR Recruiter of the Year.

(b) USAR Health Care Recruiter of the Year.

(c) USAR NCO of the Year.

(5) ARNG (traditional) NCO/Soldier of the Year by State.

(6) Eligibility.

(a) In all instances paragraph 1–43b(1) through 1–43b(5) above, Soldiers must be otherwise qualified to include completion of the requisite level of PME for the grade in which promoted.

(b) USAR AGR Soldiers must be on an AGR tour for six consecutive months and if detailed, must reclassify to MOS 79R.

c. U.S. Army Futures Command (AFC).

(1) One (1) merit promotion to SFC, three (3) to SSG, and three (3) to SGT are authorized per fiscal year.

(2) Eligibility.

(a) In all instances, promotion is limited to Soldiers previously awarded ASI 2V, 5F, 5G, 5J, 5L, or 5M.

(b) Soldiers must be otherwise qualified to include completion of the requisite level of PME for the grade to which promoted.

Chapter 2

Decentralized Promotions

2–1. Policy

a. Promotion to PV2, PFC, and SPC is automatic upon attainment of Soldier eligibility and are made automatically by the HR system of record, which defaults to “Promotion Select.”

- b. Soldiers must be fully qualified for promotion (para 1–11) on the effective date of promotion.
- c. A CDR may deny automatic promotion by taking action within the HR system of record to deny the automatic promotion prior to the date the Soldier attains eligibility.
 - (1) The first-line leader must counsel the Soldier, using DA Form 4856 (Developmental Counseling Form), with a specific requirement to specify what deficiencies the Soldier must overcome in order to advance in rank.
 - (2) When the CDR denies an automatic promotion, that Soldier's name will appear on all following rosters until such time the Soldier is promoted. The CDR must make a decision to allow the promotion (provided the Soldier is otherwise qualified) or to deny promotion each succeeding month (as warranted).
- d. Soldier previously demoted (for misconduct, inefficiency, or cause) must be fully qualified (without a waiver) for promotion to the next higher rank.
- e. CDRs may promote Soldiers with a waiver provided they have promotion capability within the percentage waiver restriction as outlined in section III.
- f. Soldiers will be promoted only in their PMOS or CPMOS.
 - (1) As an exception, both USAR and ARNGUS Soldiers who must be retrained in a new MOS as a result of unit reorganization, relocation, or inactivation may be considered eligible for promotion. This exception is based on qualification in the former PMOS and provided the Soldier enrolls within 12 months following assignment in the duty position and satisfactorily participates in an approved formal course of instruction leading to the award of the MOS within 24 months of assignment to the duty position. A Soldier will be demoted if not qualified in new MOS within 24 months of assignment to the duty position.
 - (2) ARNG Soldiers are not required to be MOS qualified for promotion through SPC.
- g. A RA CDR must obtain concurrence from a Soldier's RC unit when a USAR or ARNG Soldier is on IADT prior to promotion. In all instance, the promotion instrument must be distributed to the Soldier's parent commander.
- h. The promotion authority or a higher headquarters may determine a Soldier's eligibility for promotion with a retroactive GED when the Soldier's promotion was delayed due to administrative error. Waiver percentage limitations outlined below would apply retroactively.
- i. Authority for promotion under the Army Civilian Acquired Skills Program (ACASP) is AR 601–210. For ARNGUS, the promotion authority for ACASP is the ARNG accession options criteria.

2–2. Eligibility

- a. Eligibility criteria for automatic (RA and USAR) or immediate (ARNG) promotion to PV2, PFC, and SPC is as follows:
 - (1) Promotion to PV2 is 6 months TIS.
 - (2) Promotion to PFC is 12 months TIS and 4 months TIG.
 - (3) Promotion to SPC is 24 months TIS and 6 months TIG.
- b. Waivers for TIS and TIG—
 - (1) Promotion to PV2 may be waived at 4 months TIS.
 - (2) Promotions to PFC may be waived at 6 months TIS and 2 months TIG.
 - (3) Promotions to SPC may be waived at 18 months TIS and 3 months TIG.
- c. Exceptions to the eligibility criteria above are as follows:
 - (1) Promotions authorized by enlistment contract under the provisions of AR 601–210 of the ACASP and Stripes for Education Program and comparable ARNG programs in the accession options criteria for initial military training Soldiers.
 - (2) Soldiers holding or training for PMOS in CMFs 18 or 37 (RA only) or ranger school graduates with at least 12 months TIS may be promoted to SPC without regard to TIS and TIG waiver ceilings provided otherwise qualified.
 - (3) Training promotions may be made as follows:
 - (a) Upon completion of BCT or the BCT portion of one station unit training, CDRs may and are encouraged to promote up to 10 percent of each company's assigned training-base Soldiers from PV1 to PV2 and PV2 to PFC without regard to the TIS and TIG requirements.
 - (b) Upon completion of advanced individual training or the MOS producing phase of one station unit training, CDRs may and are encouraged to promote up to 10 percent of each company's assigned PV1s to PV2 and PV2s to PFC without regard to the TIS and TIG requirements.
 - d. BASD will be used to determine TIS for RA Soldiers. PEBD will be used to determine TIS for RC Soldiers.

(1) For USAR (TPU) compute TIS from date of original enlistment into military service, but do not include service in the Delayed Entry Program for Soldiers who have transferred from the RA with no break in military service.

(2) Soldiers promoted after enlistment, but prior to initial military training, will use the BASD (RA) or PEBD (RC) to compute the TIS requirements for the next promotion.

2–3. Waiver allocations (Regular Army only)

a. Waiver allocations.

(1) Total number of assigned PV2 with less than 6 months TIS cannot exceed 20 percent of the total PV2 population.

(2) Total number of assigned PFCs with less than 12 months TIS cannot exceed 20 percent of the total PFC population.

(3) Total number of assigned SPCs and CPLs with less than 24 months TIS cannot exceed the SPCs waiver percentage established by HQDA. The SPCs waiver percentage will be published in the monthly cutoff scores and enlisted promotion issues memorandum.

b. Waiver allocations are calculated on the date the promotion roster (in the HR system of record) is generated based on the established percentage in the system. Calculations for PV2 and PFC are based on assigned strength and for SPC are based on the authorized current strength document.

c. Waiver calculations exclude the following:

(1) CMFs 18, 37 and 38 Soldiers, Ranger School graduates, ACASP, and Stripes for Education Program when determining the number of waiver allocations to SPC. These Soldiers are not included in calculating waivers during the month of promotion or any subsequent month.

(2) Assigned Reserve Soldiers who are not counted in the Army's end strength.

d. SPC waiver allocations uses CPL and SPC authorized strength only. Replacement units and transition units will not use Soldiers transitioning between units or out of the Army when computing waivers.

e. Company-level waiver allocations for SPC and below are done at the Company level (commander). Units with fewer than 10 current SPC and/or CPL authorizations (positions) and no Soldier serving in the waiver zone (less than 24 months TIS) may promote one Soldier to SPC with waiver. These units are not authorized a SPC waiver promotion if the unit has a SPC and/or CPL serving in the waiver zone.

f. Joint manning document CDRs may promote, with waiver, individual augmentees assigned directly from the training base, consistent with the TIG and TIS requirements, as follows:

(1) The total number of assigned PV2s (from the training base) with less than 6 months TIS is limited to 20 percent of that population.

(2) The total number of assigned PFCs (from the training base) with less than 12 months TIS limited to 20 percent of that population.

(3) The total number of assigned SPCs (from the training base) with less than 24 months TIS is limited to 20 percent of that population.

(4) In instances where insufficient Soldiers are available to mathematically support the promotion waiver limits established in this paragraph, a maximum of one Soldier may be promoted at any given time, with waiver, to PV2, PFC, and SPC.

g. Warrior transition BN CDRs may promote, with waiver, Soldiers advancing to the rank of SPC who are assigned to that unit as a patient. The waiver allocations are as follows:

(1) The total number of Soldiers in the rank of SPC assigned as patients with less than 24 months TIS represents 20 percent or less of that population.

(2) In instances where the promotion waiver limits identified in paragraph (1) above do not allow promotions, one Soldier may be promoted monthly with waiver to SPC.

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

i. The HR specialist will provide immediate training to promotion authorities who misapply waiver rules. The HR specialist will report all incidents or misapplications to the promotion authority's next higher personnel manager and to the chief personnel manager for the installation or theater.

Chapter 3

Semi-Centralized Promotions (Recommendations for Promotion to Sergeant and Staff Sergeant)

Section I

Managing Semi-Centralized Promotions (Regular Army and U.S. Army Reserve)

3–1. Overview

This chapter governs the semi-centralized promotion system (to SGT and SSG) for RA and USAR Soldiers. The semi-centralized system includes recommending Soldiers for promotion and the creation of an OML based on accumulated promotion points earned by the respective Soldiers. Selection for promotion pin-on is covered in chapter 5. The policies in this chapter align with a junior leader development program designed to build stronger unit cohesion at the lowest levels; fostering an environment of developing junior leaders who focus on their people in preparation for future fights. It is critical the Army maintains a quality force by keeping Soldiers who are competent, educated, motivated, and trained to work as members of a team. Leaders at all levels are responsible to ensure Soldiers are properly trained and developed by the time they attain primary zone promotion eligibility for increased levels of responsibility. The Army expects leaders to develop junior Soldiers sufficiently to support their integration into the PRR upon attainment of such eligibility. By affording quality Soldiers promotion opportunities and, conversely, denying continued service to those who clearly do not show they have the potential for such service, we strengthen our Army and NCO Corps. Linking continued advancement with RCPs improve readiness, morale, retention, and the professional development of our talent; consistent with sustaining an All-Volunteer Army.

3–2. Policy

Because our Army is a Soldier-centric force, we must rely on a professional NCO Corps to sustain our stature as the world's premier combat force. A competent NCO Corps of character, fit to lead in combat, is a time-intensive leader development process. It is essential that unit leaders, across all levels, understand their individual role in ensuring that Soldiers and NCOs are developed and trained to assume increasing levels of responsibility; developing junior leaders who understand how the Army cares for its Soldiers while training them to perform organizational Warrior tasks and battle drills (WTBD) at the next higher level. To this end, we must remain committed to retaining the talented men and women accessed because they are our future.

a. Successfully recommending a Soldier for promotion to SGT qualifies the Soldier to attend BLC and, consistent with paragraph 1–42, lateral appointment to the rank of CPL upon successful graduate of BLC.

b. There are three specified zones of consideration for promotion, as follows:

(1) Secondary zone. The secondary zone creates an accelerated promotion opportunity for Soldiers who excel and clearly are ahead of their peers. Soldiers who are approved through the board process will be integrated into the PRR with all earned promotion points.

(2) Primary zone. The primary zone establishes a point in time when the Army expects Soldiers are ready (that is, trained, in good standing, and meets Army standards) to assume positions of increased responsibility. Soldiers will be in the primary zone for a one-year period.

(3) Mandatory list integration (MLI) applies to recommendation for promotion to SSG for RA and USAR (except for IRR Soldiers) (except for AGR) and does not apply to promotion to SGT. Soldiers, after having been eligible for integration into the PRR while in the primary zone for one year to the rank of SSG, who are not integrated into the PRR, will be integrated by HQDA (for RA) and the USARC G–1 (for USAR) to the PRR.

(a) All Soldiers meeting the eligibility criteria for MLI will be integrated into the PRR. Integration is automatic and will be with all earned promotion points.

(b) Commanders are not authorized to deny MLI. Instead, commanders will use the bar to continued service (with appropriate counseling) to identify those individuals who have no potential.

(c) MLI requires Soldiers be otherwise fully qualified (para 1–11). Soldiers who meet the TIS and TIG eligibility but are not otherwise eligible for promotion list integration because they do not meet other eligibility criteria, will not be integrated into the PRR until they overcome the basis for their ineligibility. When

they meet all eligibility criteria, these Soldiers will be automatically integrated into the PRR and will compete for promotion with all earned promotion points.

(d) Soldiers integrated into the list will be credited with all earned promotion points.

c. Except for paragraph 3–2b(3) above, the final decision to integrate a Soldier onto the PRR rests with the promotion authority.

d. Once integrated onto a PRR, 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. Promotion points result in the creation of an OML for each respective MOS with those having the most promotion points being considered most qualified for potential promotion selection to satisfy valid requirements.

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

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

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

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

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

f. First-line leaders must formally counsel (in writing) Soldiers upon attainment of primary zone eligibility who, after being considered by the board process, are not integrated into the PRR by the promotion authority. Counseling must identify what Soldiers must do to improve their knowledge, skills, and attributes and to prepare themselves for increased responsibility. The counseling should address the consequences of not being integrated into the PRR. Those consequences include a potential bar to continued service because the Soldier is noncompetitive for promotion to the next higher grade and does not demonstrate leadership potential. Additionally, RCPs used to determine the maximum years of service a Soldier may serve without promotion should be incorporated into the counseling.

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

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

i. 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.

Section II

Unit Level Promotion Procedures

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

a. Consideration of Soldiers for promotion recommendation to SGT and SSG will occur on a monthly basis (RA and USAR AGR) or on a minimum of quarterly (USAR TPU, ARE, and multicomponent units) basis.

b. The HR system of record generates a promotion consideration roster (PCR) based on established eligibility criteria.

c. The unit HR professional reviews the roster for accuracy and notifies the unit CDR that it is ready for review and the HR professional informs the HR system of record to forward the PCR to the CDR for action.

d. Upon receipt and not later than the timeframes outlined in this section (fig 3–1), the CDR reviews the PCR and makes decisions concerning recommendations for promotion—

(1) Recommend for board appearance/consideration eligible Soldiers from the secondary zone based on their potential to assume responsibilities at the next higher grade.

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

e. Upon receipt of a unit CDR's identification of Soldiers for board appearance, the promotion authority will:

(1) Not later than the timeframes outlined in this section (fig 3–1), conduct a promotion board (section III).

(2) Not later than the timeframes outlined in this section (fig 3–1), and upon receipt of the promotion board proceedings, approve or deny list integration for each Soldier considered for promotion within the HR system of record.

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

f. Processing timeline requirements.

(1) Figure 3–1 identifies the monthly promotion cycle. Once integrated, promotion points are effective on the 1st calendar day of the following month (for example, a Soldier approved for PRR integration by February 26th, will compete for promotion against the 1 April cutoff scores). Data changes resulting in a revised promotion point total that are made after the 26th calendar day of the month will impact promotion scores for the follow-on month (for example, a data entry recorded on 3 March will impact the Soldier's promotion points for use with the 1 May cutoff scores). Army level promotion decisions (cutoff scores and by-name selections) are made based on known requirements and inventory data as of 0200 hours eastern standard time on the 2d calendar day of the month (fig 3–1).

(2) Unit-level responsibilities within the semi-centralized process include considering Soldiers for promotion, conducting board appearances, approving and recommending Soldiers for promotion list integration, and integrating Soldiers onto the recommended list in the HR system of record.

(3) Because the Army uses an automated promotion point calculation process, all data transactions must be submitted by the HR specialist timely but not later than the 26th day of the promotion board month.

(4) CDRs, S1s, MPDs, and RDs must ensure this strict requirement is met to ensure individual Soldiers are not otherwise ineligible for promotion due to untimely data submission. Strict adherence to this timeline will be enforced by HRC and the USARC G–1.

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

(6) The Army creates MOS-level OMLs, rank-ordering all Soldiers integrated into the PRR, from highest promotion score to the lowest, to support Army-level promotion decisions.

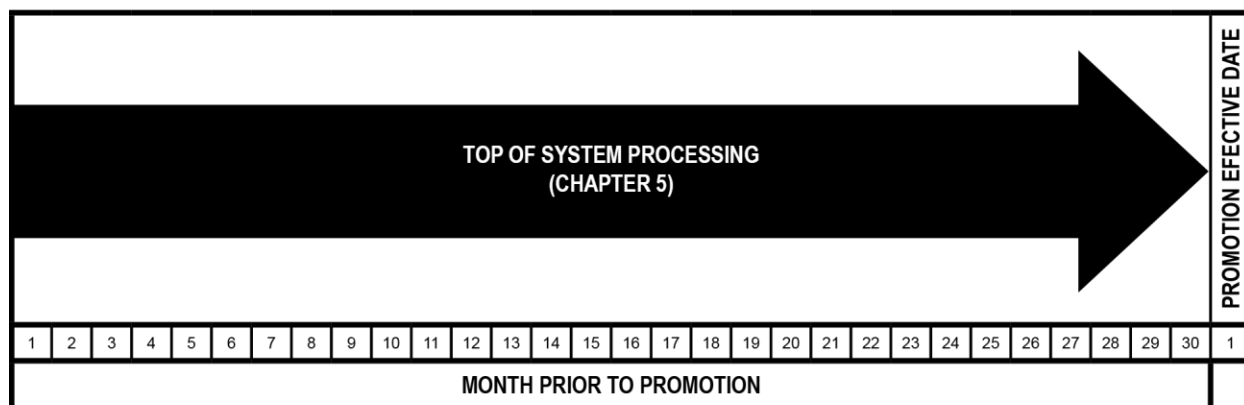
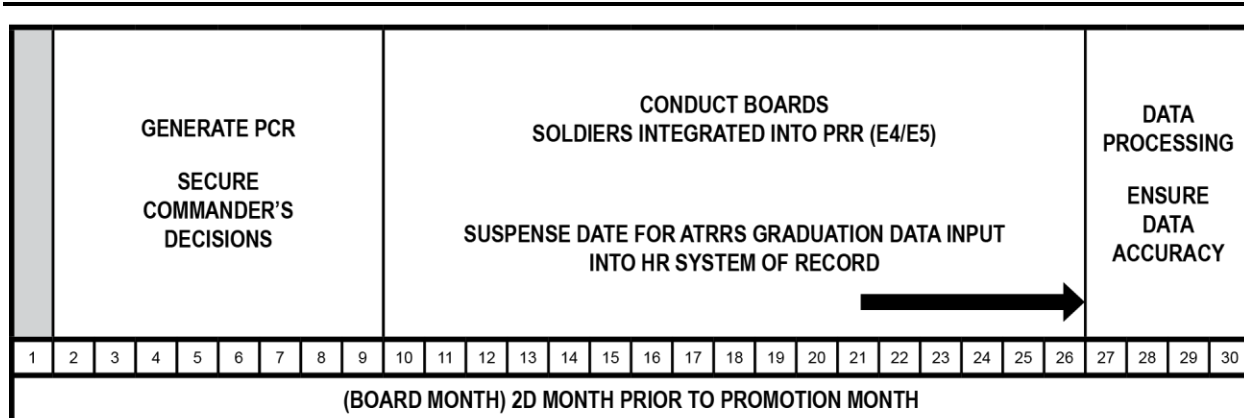


Figure 3-1. Promotion Recommendation/Board Cycle

3-4. Soldiers hospitalized because of service-incurred disease, wound, or injury

a. Provided otherwise eligible, Soldiers who were not previously integrated into the PRR at the time of hospitalization may be considered and recommended for promotion.

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

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

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

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

3-5. Geographical separation from the promotion authority

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

b. Soldiers who obtain eligibility after departure may be recommended for promotion board consideration only with the concurrence of the parent organization (promotion authority). If the parent organization concurs, it will provide copies of all available promotion-related documents to the Soldier in the most expeditious manner.

Section III

Promotion Eligibility Criteria

3–6. Eligibility criteria for promotion recommendation to sergeant and staff sergeant

Establishment of more stringent criteria for use in determining eligibility for promotion recommendation other than provided for in this regulation is prohibited.

a. CDRs must recommend Soldiers for promotion to SGT and SSG upon initial attainment of primary zone eligibility provided they are otherwise eligible in accordance with paragraph 1–11. If, having been considered for promotion while in the primary zone and not previously recommended, Soldiers who respond to training and counseling by demonstrating they have the potential for increased responsibilities may be sent to the promotion board at any point, and as often as the CDR elects, while they are in the primary zone.

b. The promotion authority may waive secondary zone TIS and TIG eligibility requirements only as otherwise provided for in table 3–1.

c. CDRs may recommend Soldiers in the secondary zone as an incentive for those who strive for excellence and whose accomplishments, demonstrated capacity for leadership, and marked potential warrant promotion ahead of their peers, provided they are otherwise be eligible in accordance with paragraph 1–11.

d. Eligibility criteria for promotion recommendation to SGT and SSG follows:

- (1) MOS: Soldier must be qualified in career progression MOS (DA Pam 611–21).
- (2) Warrior Tasks and Battle Drills: Soldier must have shown proficiency at the unit-led, next higher level WTBDs (SPC proficient with SL2 tasks and SGT proficient with SL3 tasks) as reflected in their Job Book. The digital Job Book is located on the Army Training Network at <https://atn.army.mil>.
- (3) Soldiers must have a high school diploma or equivalent (General Education Development).
- (4) Military Education.
 - (a) To SGT: Must have completed DLC level 1.
 - (b) To SSG: Must have completed DLC level 2.
 - (c) Exceptions: Constructive credit granted by U.S. Army Training and Doctrine Command (TRADOC) or approved equivalency credit.
- (5) TIG and TIS:

Table 3–1
Promotion recommendation time in grade/time in service criteria

Promotion recommendation to:	Secondary zone	Primary zone	Mandatory list integration
SGT	16 months TIS 4 months TIG	34 months TIS 10 months TIG	N/A
SSG	46 months TIS 6 months TIG	70 months TIS 16 months TIG	82 months TIS 22 months TIG

(6) Soldiers must be eligible to reenlist (ineligibility based on DES processing remains otherwise eligible).

(7) Physical Fitness: Must have a passing record fitness test in accordance with applicable regulations and/or Field Manuals. When directed by the DCS, G–3/5/7, Soldiers will use their last record fitness test score when HQDA suspends conduct of a record physical fitness test (regardless of when last administered). Refer to paragraph 1–20 for Soldiers in the DES.

(8) Soldiers remain eligible while in the DES until an “unfit” determination is made (refer to para 1–20).

(9) Soldier must not be command referred to the Alcohol Substance Abuse Program (ASAP). Soldiers self-referred remain otherwise eligible.

(10) Soldier must not be flagged (AR 600–8–2).

e. U.S. Army Reserve (TPUs, Army Reserve elements, multi-component commands, or units). In addition to the criteria established in paragraph 3–6d, the following additional criteria applies:

- (1) Soldier must be a member of the USAR and not be an unsatisfactory participant.
- (2) Soldier must make a mileage election within the HR system of record to support the promotion assignment match (PAM) promotion process (chap 5) or will be promoted within reasonable commuting distance.

(3) Soldier must not exceed maximum years of service for their current rank or has not reached age 57.

(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) Except for assignments to Total Army School System (TASS) MOS instructor and MOS immaterial (00G) positions identified on the table of distribution and allowances (TDA), Soldiers who accept assignment to a duty position not relating to their PMOS, secondary military occupational specialty (SMOS), or additional military occupational specialty (AMOS), must become fully qualified in their duty military occupational specialty (DMOS). They must reclassify before, or at the time of, the promotion (non-waivable).

(b) 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.

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

3-7. Special promotion categories

a. Special Forces. Soldiers (SPC and/or SGT) in CMF 18, provided otherwise qualified in accordance with paragraph 1-11, are eligible for promotion as indicated—

(1) Upon successful completion of the Special Forces Qualification Course (SFQC), SPC and/or CPL will be automatically promoted to SGT, without board appearance. The promotion authority for promotion in this paragraph is the CDR, Army John F. Kennedy Special Warfare Center and School. Effective date of promotion to SGT will be the date the Soldier meets both of the following:

(a) SFQC graduate.

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

(2) A SPC and/or CPL who is programmed to MOS 18D will be automatically promoted to SGT upon successful completion of the special operations combat medic (SOCM) portion of the SFQC without board appearance. Soldier must have completed SSD/DLC 1 to qualify. If SSD/DLC 1 is completed at a later date, the promotion will be effective the 1st day of the following month that SSD/DLC 1 is completed. Otherwise, the promotion is effective the date the Soldier completes the 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 demotion. If previously removed from a recommended list to SGT, the Soldier will be reinstated to that list.

(3) Soldiers who are graduates of ALC prior to attending the SFQC are eligible for promotion in their PMOS during the course of instruction as long as fully qualified for such promotion in their PMOS. Soldier who are not graduates of ALC prior to attending the SFQC, who have been boarded and recommended for promotion in their previous MOS, will be promoted to SSG the 1st calendar day of the following month upon successful completion of all phases of the course and award of a CMF 18 MOS. Promotion to SSG based on achieving a cutoff score in an MOS before award of an 18 series MOS will not be delayed pending completion of the SFQC.

(4) Soldiers (SPC and/or SGT) enrolled in the SFQC carrying special report code 18X meeting primary zone eligibility requirements and who are recommended for promotion are eligible for promotion in PMOS 11B provided otherwise qualified in accordance with paragraph 1-11. All RA Soldiers must be integrated by the last day of the 2d month prior to the established promotion month on the automated promotion point worksheet.

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

(a) SFQC (ALC) graduation.

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

(c) 36 months TIS with a minimum of 12 months service while assigned to a Special Forces Operational Detachment Alpha.

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

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

b. All RA Rangers on a recommended list to SGT. Provided otherwise qualified in accordance with paragraph 1–11, Rangers will be promoted on the 1st (calendar day) of the following month following graduation date or board appearance, whichever is later, without regard to completion of BLC. Soldiers promoted under the Ranger special promotion category and later reduced must appear before a promotion board and, if integrated onto the recommended list, will be promoted to SGT the first (calendar day) of the following month.

c. Special mission units. Special mission unit CDRs, designated in writing by the Special Management Division, HRC, are authorized to promote to the rank of SSG Soldiers assigned to their command who successfully graduate from an internal training course and have been recommended by a promotion board, provided otherwise qualified in accordance with paragraph 1–11. Soldiers who were recommended by a promotion board prior to completion of the course will be promoted upon successful completion of all phases of the course. Soldiers who are boarded and recommended for promotion after successful completion of all phases of the course will be promoted the 1st (calendar day) of the following month.

d. Officer Candidate School, Warrant Officer Candidate Course, and Inter-service Physician Assistance Program. Soldiers in rank of SPC and below entering OCS, Warrant Officer Candidate Course, or Inter-Service Physician Assistance Program will be administratively promoted by the appropriate schoolhouse, to the rank of SGT with an effective date and GED equal to the course start date (in accordance with AR 350–51), without regard to BLC completion. In-service Soldiers are required to have a record Army fitness test for promotion in accordance with AR 350–51. Civilians under the OCS Enlistment Program are not required to have an Army fitness test. Soldiers promoted under this paragraph will be informed that if they are on a current recommended list to SGT they will be removed from such list. In instances where a Soldier fails to complete training, the BN HR (or equivalent echelon) or HR specialist will administratively reduce the Soldier to their former rank held and, if previously removed from a recommended list to SGT, reinstate that Soldier to that list (for USAR only, grant former points attained), provided the Soldier remains otherwise qualified in accordance with paragraph 1–11. Soldiers promoted per the provisions of this paragraph are not required to complete PME in order to otherwise qualify for promotion pin-on.

e. Reserve Officers' Training Corps and/or Simultaneous Membership Program (USAR except for AGR(except for AGR) only). Soldiers in rank of SPC and below entering ROTC and/or SMP will be administratively promoted to cadet (SGT/E5), without regard to BLC completion, by the servicing RD. 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 G1/S1 will reduce the Soldier to their former rank held and, if previously removed from a recommended list to SGT, reinstate that Soldier to that list (for USAR only, grant former points attained), provided the Soldier remains otherwise qualified in accordance with paragraph 1–11. Soldiers promoted per the provisions of this paragraph are not required to complete PME in order to otherwise qualify for promotion pin-on. 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 Band Musicians. Soldiers who enlisted into the Army (U.S. Army Special Bands) under ACASP in accordance with AR 601–210 who are authorized an accelerated promotion as outlined within an enlistment agreement will be promoted citing this paragraph as the authority. The effective date and GED will be the date all requirements are met.

g. Psychological Operations specialist (Regular Army only). Upon successful completion of the MOS producing course (Psychological Operations Qualification Course), provided otherwise qualified in accordance with paragraph 1–11, SPC and/or CPLs will be conditionally promoted to SGT, without board appearance. Promotion becomes permanent upon successful completion of the Psychological Operations Training Pathway. Those not already in the rank of SPC, will be promoted to SPC upon successful completion of Psychological Operations Assessment and Selection and having met 12 months TIS. Effective date of promotion to SGT will be the earliest date the Soldier meets both of the following requirements:

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

h. Civil affairs (RA only). Soldiers in CMF 38 (Civil Affairs), provided otherwise qualified in accordance with paragraph 1–11, are eligible for promotion as follows:

(1) A SPC or CPL who is contracted as Civil Reconnaissance SGT(MOS 38R) will be automatically promoted to SGT upon successful completion of the Civil Affairs Reconnaissance SGT Qualification Course without board appearance. The promotion authority for promotion in this paragraph is the CG, U.S. Army John F. Kennedy Special Warfare Center and School. Effective date of promotion to SGT will be the date the Soldier meets both of the following:

(a) 38R Civil Reconnaissance SGT Qualification Course graduate.

(b) Award of PMOS 38R.

(2) A SPC and/or CPL who is contracted as PMOS 38W Civil Affairs Medical SGT will be automatically promoted to SGT upon successful completion of the SOCM portion of the Civil Affairs Medical SGT Qualification Course without board appearance. The promotion authority for promotion in this paragraph is the CG, U.S. Army John F. Kennedy Special Warfare Center and School. Promotion to SGT for Soldiers who are contracted into PMOS 38W is conditioned upon successful completion of the SOCM portion of the Civil Affairs Medical SGT Qualification Course; failure to complete the remainder of the Civil Affairs Medical SGT Qualification Course will result in an administrative demotion. If previously removed from a recommended list to SGT, the Soldier will be reinstated to that list.

(3) Soldiers (SGTs) holding either 38R or 38W PMOS will be automatically promoted to SSG without board appearance on the first day of the following month when all of the following requirements have been met:

(a) PMOS 38R Civil Reconnaissance SGT or MOS 38W Civil Affairs Medical SGT Qualification Course graduate.

(b) Award of PMOS 38R or 38W.

(c) 36 months TIS.

(d) 6 months TIG.

(4) SGTs who are graduates of ALC prior to attending the 38R Civil Reconnaissance SGT or PMOS 38W Civil Affairs Medical SGT Qualification Course are eligible for promotion in their PMOS during the course of instruction, as long as fully qualified for such promotion in their PMOS. Soldiers who are not graduates of ALC prior to attending the 38R or 38W Qualification Courses, who have been boarded and recommended for promotion in their previous PMOS, will be promoted to SSG the 1st calendar day of the following month upon successful completion of all phases of their respective course and awarded the CMF 38 PMOS. Promotion to SSG based on achieving a cutoff score in an MOS before award of a CMF 38 PMOS will not be delayed pending completion of the 38R or 38W CAQC.

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

(6) Soldiers enrolled in the CA special report code 38T meeting primary zone eligibility requirements and who are recommended for promotion are eligible for promotion in PMOS 12B provided otherwise qualified in accordance with paragraph 1–11. All RA Soldiers must be integrated by the last day of the 2nd month prior to the established promotion month on the automated promotion point worksheet.

i. Drill SGT or Total Army School System instructor positions (USAR except for AGR (except for AGR) 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 SGT or TASS instructor positions, the following procedures apply: The Soldier may decline the promotion and concurrent reassignment without penalty or removal from the promotion recommended or selected list. The Soldier's name will remain on the list until promoted or removed for cause.

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

(3) Promotion against drill SGT or TASS instructor positions. Promotions to fill these positions will be made from the recommended list as required, except as specified in the following paragraphs:

(a) If a Soldier assigned to a TASS instructor position or a drill SGT position, completes the required training, and is qualified for duty in the position, he or she may be promoted to SGT or SSG from the recommended list without regard to list standing. However, the Soldier will not be promoted from the list ahead of another qualified instructor or drill SGT on the list who is within a reasonable distance of the position, available for assignment or assigned, and who possesses the required DMOS and special qualifications identifier (SQI).

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

j. MTs (U.S. Army Reserve except for AGR (except for AGR) only). A MT must serve in a dual status as a technician and as a member of the USAR Selected Reserve in accordance with Department of Defense Instruction (DoDI) 1205.18. Eligibility, selection, and promotion policy and procedures outlined in this chapter apply to all MTs assigned to a TPU, except where cited in the following paragraphs:

(1) Position vacancy. A 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 MTs condition of employment as a MT, to include job relocation, the MT may decline the promotion without penalty. In declining, the MT's name will not be removed from the recommended list. The MT will be retained on the list until promoted or removed for cause. MTs will be removed from the list if they signed a statement.

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

Section IV

Promotion Boards

3–8. Unit level promotion boards

a. When applicable, the promotion board's mission is to evaluate and validate a Soldier's potential to assume increased responsibilities associated at the next higher grade; making 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. Wherever practical, boards are conducted at BN or similar level. Boards convened at this level will consider all Soldiers assigned or attached to that BN or similar command. Where feasible, Soldiers in a company or detachment-sized unit geographically isolated from their organic BN or similar level command may be considered by a locally convened board with the approval of the organic BN or similar command.

(1) *Regular Army and U.S. Army Reserve Active Guard Reserve.* Soldiers required/recommended for promotion to both SGT and SSG will make a physical appearance before a unit-level promotion board. It is highly recommended the Soldier's immediate supervisor be physically present during the board process, with the Soldier. Virtual boards may be authorized when previously approved by the promotion authority.

(2) *U.S. Army Reserve (except for Active Guard Reserve).* The CAR will determine and publish the manner in which Soldiers are considered and recommended for promotion to SGT and SSG using one of the methods described below:

- (a) A physical board appearance (consistent with the rules for RA and USAR (AGR) Soldiers).
- (b) A virtual board.
- (c) A paper board (without a Soldier's physical board appearance).
- (d) Suspension of a board process (with the company commander determining potential for promotion).

b. The board convening authority is the promotion authority.

3–9. Board frequency

a. *Regular Army and U.S. Army Reserve Active Guard Reserve.* Boards are required on a monthly basis except in those instances where no Soldiers are recommended/identified for board appearance. The BDE and/or BN HR (or equivalent echelon) specialist will schedule promotion boards to be conducted between the 10th and 26th calendar day of the board month.

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

c. *Exception authority.* The exception authority to approve promotion boards (as outlined below) is the Commander, HRC for RA and USAR AGR Soldiers and the USARC G–1 for USAR except for AGR(except for AGR) Soldiers.

(1) Exceptions must be substantiated, initiated by the promotion authority, and be endorsed by the next higher-level commander (minimum O–6) prior to submission. Submit RA and USAR AGR requests to the CDR, HRC Promotions Branch (AHRC–PDV–PE), email: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@army.mil.

(2) When the operational environment dictates, the promotion authority may seek authorization to rely on the recommendation of the BN command sergeant major (CSM), who can make validating recommendations based on one-on-one interaction with the recommended Soldier or to take advantage of conducting a virtual board. The intent of this exception authority is to mitigate excessive risk on the battlefield or an austere environment/condition and to ensure Soldiers are not placed in harm's way solely to satisfy an administrative requirement. Submit request 60 days prior to the board month. Requests may consist of more than one board month.

(3) The promotion authority may seek authorization to conduct the promotion board on a different date for a valid reason such as block leave or training missions that are not conducive to holding the board. Submit request 60 days prior to the board month.

3–10. Board composition

a. *Regular Army and U.S. Army Reserve.*

(1) The promotion authority will appoint, in writing, a minimum of three voting members to serve on a promotion board. The board will have an odd number of members to eliminate a potential tie vote. A promotion board will have a board recorder, without vote. The board president may be designated as a voting member in order to eliminate ties. The board president will be a CSM or SGM unless the board membership consists of an officer(s) or warrant officer(s), in which case the president is the senior member. At a minimum, when present, an officer(s) must hold the rank of captain or chief warrant officer three. Board members may consist of other U.S. Uniformed Services provided their pay grade/rank be equivalent to the Army rank structure as prescribed in this paragraph.

(2) 1SG/MSGs (or lower ranks) are not authorized to preside as the board president, without exception.

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

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

(5) The majority of voting members will be NCOs.

(6) 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 appropriate rationale within the board appointment memorandum.

(7) 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. A Soldier will appear before only one panel and boards will be convened and adjourned in the same geographical location.

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

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

(10) Applicable for USAR (TPU, ARE, and multicomponent units) recommending for promotion to SSG, 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.

b. Invalid boards. Promotion boards are invalid when the board composition violates this regulation. The CDR, HRC, Promotions Branch (AHRC–PDV–PE) (for RA and USAR AGR) and the USARC G–1 (for USAR except for AGR) will initiate a HQDA flag for each Soldier that appeared before the invalid promotion board, preventing selection for promotion pin-on. The unit will be contacted for submission of an exception to policy; if applicable.

3–11. Board conduct

a. Regular Army and U.S. Army Reserve Active Guard Reserve. Unit-level boards will utilize a question-and-answer format to test the preparedness of the recommended Soldier in determining their potential to serve at the next higher grade. Questions should focus on leadership, awareness of military programs, and knowledge of basic Soldiering and world affairs. For required board actions—

(1) Unit-level boards will include situational-based questions in the areas of sexual harassment, suicide prevention, misuse of drugs and alcohol, physical and mental fitness, failure/consequences of failing to attend/graduate a PME course of instruction, and a subordinate's decision to reenlist. The purpose of these questions is not to have Soldiers quote ARs pertaining to these subjects, but to provide the board an assessment on how that individual would react with their Soldiers when leading them through these issues.

(2) Unit-level boards will review the recommended Soldier's job book to ensure the Soldier has successfully completed all unit-level WTBDs associated with the next grade (being recommended for). Boards will verify/validate SPC have completed all SL2 unit-led WTBDs and SGT will have completed all SL3 unit-led WTBDs.

(3) This supports the junior leader development process in preparing junior leaders to care for their team/squad. The board should consider the Soldier's overall personal appearance, bearing, self-confidence, oral expression and conversational skills, and attitude when determining potential.

(4) In all instances, when a board does not recommend a Soldier for promotion to the promotion authority, the board will inform the affected Soldier (after deliberation) the reasons and rationale on why it is not making a favorable recommendation. This feedback is intended to assist the Soldier (and their immediate supervisor) with feedback for developmental purposes.

b. U.S. Army Reserve (troop program units, Army Reserve elements, and multi-component units). Because Soldiers do not make a physical appearance before a board, the unit CDR (for recommendation to SGT) or the board (for recommendation to SSG) will review a Soldier's record to determine their potential to serve at the next higher grade.

3–12. Board proceedings

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

a. Each voting member has one vote (yes to recommend the Soldier or no to not recommend the Soldier).

b. Each voting member will inform the president of his or her vote.

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

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



DEPARTMENT OF THE ARMY
 ORGANIZATION
 STREET ADDRESS
 CITY STATE ZIP-CODE0

(Office Symbol) (RN 600-8-19f)

(Date)

MEMORANDUM FOR Commander, (insert unit, address)

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

1. Reference Army Regulation 600-8-19, Enlisted Promotions and Reductions.
2. The (insert unit) Enlisted Promotion Board convened at 0800, 14 September 2022, in accordance with the above cited reference, to consider Soldiers for promotion recommendation to the ranks of Sergeant (SGT) and Staff Sergeant (SSG).
3. The following members were present:

CSM (Name) – President
 1SG (Name) – Member
 1SG (Name) – Member
 SGT (Name) – Board Recorder

4. Of those considered for promotion, the majority of board members recommend the following Soldiers for integration to the Promotion Recommended Report (PRR):

<u>NAME</u>	<u>DOD ID #</u>	<u>RECOMMENDED RANK</u>	<u>RECOMMENDED MOS</u>
(Name)	#####	SSG	11B
(Name)	#####	SGT	74D
(Name)	#####	SGT	92Y

5. In all instances, the board verified successful completion of all required, unit-level Warrior Tasks and Battle Drills, in each Soldier’s Job Book.
6. The board considered but did not recommend (by a majority of vote) the following Soldiers for integration to the PRR:

<u>NAME</u>	<u>DOD ID #</u>	<u>RECOMMENDED MOS</u>
(Name)	#####	11B

7. The board adjourned at 0945, 14 September 2022.
8. Recommend approval to integrate the Soldiers identified in paragraph 4 into the PRR.

(NAME)
 CSM, USA
 Promotion Board President

Figure 3–2. Sample format for promotion board proceedings—Regular Army and US Army Reserve

3-13. Processing results of the promotion board

a. The promotion authority has the final decision to support integration of a Soldier onto the PRR. The promotion authority's decision to approve integration of a Soldier into the PRR will be by formal memorandum (fig 3-3) and will make decisions concerning each Soldier considered by the board in the HR system of record (approved or disapproved for integration).


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

Figure 3-3. Sample format for board approval

b. The decision to integrate a Soldier into the PRR must be made not later than the timeframe established in section I (fig 3-1). The promotion authority reserves the right to integrate (or deny integration) any Soldier recommended, regardless of the recommendation of the promotion board.

c. Soldiers approved for PRR integration will be considered promotable, and the HR system of record will automatically activate the Soldier's promotion score for inclusion onto their respective promotion list by the last day of the board month.

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

e. The HR specialist will retain both the board proceedings and the promotion authority's approval memorandum in accordance with the filing requirements found in paragraph 1-5 (ARIMS record number 600-8-19f).

f. A copy of both the board proceedings and the promotion authority's approval memorandum will be provided to all Soldiers who are being reassigned from their unit prior to being promoted to the next higher rank. Soldiers will retain a copy for their personal records and provide their new organization a copy upon in-processing, when asked.

Section V

Promotion Points

3–14. Computation of promotion points

Soldiers earn promotion points as a result of information contained in their personnel records. Promotion points are automatically calculated based on informational data contained within the Army's HR system of record. Proper care and diligence are essential to ensure accurate personnel information within a Soldier's record. Every individual Soldier, having been provided access to their personal data must take personal responsibility for the content of their own information; ensuring all data elements are accurate. Soldiers must take immediate action to correct data inaccuracies. Because promotion scores are automatically calculated for Soldiers and are tied to a monthly promotion cycle, the calculated promotion points reflect a given Soldier's records for that specific promotion month. As such, there will be no consideration given to correct scores outside of the promotion cycle based on missing or incomplete information from/within a Soldier's record. As indicated in paragraph 3–3, corrections to promotion points made after the established timelines will impact scores for the follow-on promotion month (for example, a data entry recorded successfully entered within the system of record during the month of February impacts the Soldier's promotion points for use with the 1 April promotion month). Soldiers earn and are awarded promotion points as indicated within this section.

3–15. Military training (weapons qualification and Physical Fitness Test)

Maximum points: 280 for promotion to SGT and 230 for promotion to SSG.

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

(1) Promotion points are awarded based on the most recent qualification score with the Soldier's primary weapon (per TC 3–20.40).

(2) The Soldier's most recent qualification scorecard (with their primary weapon) will be the basis to determine promotion points. Qualification scores exceeding 24 months will not be awarded promotion points.

(3) Soldiers assigned to an organization without an assigned primary weapon will use their latest qualification as an exception to the 24-month requirement. Soldiers are required to have a primary weapon assigned to them in DTMS in order to receive promotion points for the latest qualification.

(4) Per AR 350–1, weapons qualification scorecards are maintained in DTMS which is the official source of data concerning primary weapon qualifications and will be used to transfer data to the HR system of record for use in awarding promotion points.

(a) Within DTMS, a primary weapon must be assigned/associated to the individual Soldier a minimum of one day prior to the qualification date for the system to capture the qualification and transfer it to the HR system of record.

(b) Failure to properly designate a primary weapon defaults to zero promotion points awarded.

(5) Promotion points awarded for levels of proficiency with a Soldier's primary weapon are in table 3–2 for promotion to SGT and table 3–3 for promotion to SSG.

(6) Soldiers assigned to the Integrated Disability Evaluation System (IDES) or who are serving with a physical profile resulting from pregnancy or periods of postpartum (unable to qualify with a weapon due to their physical limitation) will use their last weapon qualification score until the Soldier is medically cleared to fire for qualification. The HR system of record will identify these Soldiers based on their status in Medical Operational Data System. In these instances, and prior to the current weapons qualification expiration date, a revised/updated qualification date must be entered into DTMS using the Soldier's last weapon qualification score.

(7) 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.

b. Table 3–2 (Weapons qualification for promotion to SGT (weapons qualification (hits) = promotion points)) and table 3–3 (Weapons qualification for promotion to SSG (weapons qualification (hits) = promotion Points)) provides the hits and points granted for DA Form 7801 (Rifle, Carbine, and Automatic Rifle Marksmanship Scorecard), DA Form 7822 (Rifle and Carbine Validation Scorecard), DA Form 7814 (Pistol Scorecard), DA Form 7821 (Pistol Validation Scorecard), Practical Pistol, DA Form 7811 (Sniper

Scorecard), and DA Form 7820–1 (Law Enforcement Day Pistol Qualification Scorecard) for each assigned weapon.

Table 3–2

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

DA Form 7801/DA Form 7822 M16/M4/M249	DA Form 7814 M9/M17/M18	DA Form 7821 M9/M17/M18	Practical Pistol M9/M11/M17/M18/M19	DA Form 7811 M107/M110/M2010	DA Form 7820–1
Hits/Points	Hits/Points	Hits/Points	Hits/Points	Hits/Points	Hits/Points
40/160	30/160	40/160	60/160	200/160	50/160
39/153	29/146	39/152	59/153	198–199/153	49/152
38/145	28/132	38/144	58/146	196–197/146	48/144
37/138	27/118	37/136	57/139	193–195/139	47/135
36/130	26/104	36/128	56/132	190–192/132	46/127
35/123	25/90	35/120	55/125	187–189/125	45/119
34/115	24/76	34/112	54/118	184–186/119	44/110
33/108	23/62	33/104	53/111	181–183/112	43/102
32/100	22/48	32/96	52/104	178–180/105	42/94
31/93	21/33	31/88	51/97	175–177/98	41/85
30/85	x	30/80	50/90	172–174/91	40/77
29/78	X	29/72	49/83	169–171/85	39/69
28/70	x	28/64	48/76	165–168/78	38/60
27/63	X	27/56	47/69	161–164/71	37/52
26/55	x	26/48	46/62	157–160/64	36/43
25/48	X	25/40	45/55	153–156/57	35/33
24/40	x	24/33	44/48	149–152/50	x
23/33	X	x	43/41	145–148/44	x
x	x	x	42/33	141–144/38	x
x	x	x	x	139–140/33	x

Table 3–3

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

DA Form 7801/DA Form 7822 M16/M4/M249	DA Form 7814 M9/M17/M18	DA Form 7821 M9/M17/M18	Practical Pistol M9/M11/M17/M18/M19	DA Form 7811 M107/M110/M2010	DA Form 7820–1
Hits/Points	Hits/Points	Hits/Points	Hits/Points	Hits/Points	Hits/Points
40/110	30/110	40/110	60/110	200/110	50/110
39/107	29/101	39/104	59/105	198–199/107	49/105
38/104	28/92	38/99	58/100	196–197/102	48/100
37/101	27/83	37/93	57/95	193–195/97	47/95
36/98	26/74	36/88	56/90	190–192/92	46/88
35/91	25/65	35/82	55/85	187–189/87	45/83
34/84	24/56	34/77	54/80	184–186/82	44/76
33/77	23/47	33/71	53/75	181–183/77	43/71
32/70	22/38	32/65	52/70	178–180/72	42/64
31/63	21/28	31/60	51/65	175–177/67	41/59
30/56	x	30/55	50/60	172–174/62	40/52
29/52	X	29/50	49/56	169–171/58	39/48
28/48	x	28/46	48/52	165–168/54	38/42
27/44	X	27/41	47/48	161–164/50	37/38
26/40	x	26/37	46/44	157–160/46	36/32
25/36	X	25/32	45/40	153–156/42	35/28
24/32	x	24/28	44/36	149–152/38	x
23/28	X	x	43/32	145–148/34	x
x	x	X	42/28	141–144/30	x
x	x	X	x	139–140/28	x

c. Physical Fitness Test (120 points maximum—for promotion to both SGT and SSG). A record physical fitness test must be performed according to applicable Army training regulations and field manuals. To qualify for promotion points, a Soldier must attain a minimum passing score in each required event taken. Soldiers must use the last record physical fitness test score administered, even if it is lower than a previous score that is within the previous 12 month period. Promotion points for Soldiers with waived events are outlined below:

(1) Permanent profiles. Soldiers with permanent physical profiles must take and pass a record physical fitness test in accordance with applicable Army training regulations and field manuals within the limits of their profile. Soldiers will be awarded 60 points for each fitness test event waived or for passing an alternate event and will use their actual score for each fitness test event performed. These modified fitness test scores will be applied towards award of promotion points.

(2) Temporary profiles.

(a) Because Soldiers with temporary profiles are prohibited from taking a record physical fitness test, they will use their most current record physical fitness test score to determine promotion points provided it is not more than 1 year old.

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

(c) Soldiers with a temporary physical profile resulting from pregnancy, or when enrolled into the Army Pregnancy Postpartum Physical Training Program who are prohibited from taking one or more events of a record physical fitness test, will use their current (last) record physical fitness test score provided it is not more than 2 years old at the time of the promotion point computation. If the record physical fitness test exceeds one year, the unit CDR must sign a memorandum to extend their current physical fitness test prior to the expiration date to prevent the Soldier from being removed from the PRR. Units will update the record physical fitness test date and/or score prior to the current physical fitness test expiration date in DTMS. The effective date for the physical fitness test score is the date specified on the memorandum.

(3) The promotion point chart for use in determining promotion points for a record physical fitness test (for both promotion to SGT and SSG) is at table 3–4.

Table 3–4
Record Physical Fitness Test qualification for promotion to sergeant and staff sergeant (aggregate score = promotion points)

Army Combat Fitness Test (ACFT) Score	Points	ACFT score	Points	ACFT score	Points	ACFT score	Points
600	120	544–540	96	484–480	72	424–420	48
599–595	118	539–535	94	479–475	70	419–415	46
594–590	116	534–530	92	474–470	68	414–410	44
589–585	114	529–525	90	469–465	66	409–405	42
584–580	112	524–520	88	464–460	64	404–400	40
579–575	110	519–515	86	459–455	62	399–395	38
574–570	108	514–510	84	454–450	60	394–390	36
569–565	106	509–505	82	449–445	58	389–385	34
564–560	104	504–500	80	444–440	56	384–380	32
559–555	102	499–495	78	439–435	54	379–375	30
554–550	100	494–490	76	434–430	52	374–370	28
549–545	98	489–485	74	429–425	50	369–365	26
						364–360	24

3–16. Awards, decorations, and achievements (permanent awards)

Maximum points: 145 for promotion to SGT; and 165 for promotion to SSG.

a. *Awards and decorations* (table 3–5). Multiply the number of points authorized by the number of awards received. Only awards and badges listed below qualify for award of promotion points (not all inclusive). Awards and decorations earned from DoD, Joint, or other U.S. Uniformed Services receive the same points as corresponding and/or equivalent Army awards.

Table 3–5
Awards and decorations

Award or decoration	Promotion points
Soldier's Medal or higher award and/or decoration	35
Bronze Star Medal with "V" device	35
Bronze Star Medal	30
Purple Heart	30
Defense Meritorious Service Medal	25

**Table 3–5
Awards and decorations—Continued**

Award or decoration	Promotion points
Meritorious Service Medal	25
Air Medal with “V” device	25
Army Commendation Medal with “V” device	25
Air Medal	20
Joint Service Commendation Medal	20
Army Commendation Medal	20
Joint Service Achievement Medal	10
Army Achievement Medal	10
Good Conduct Medal	10
Army Reserve Components Achievement Medal	10
Armed Forces Reserve Medal (with or without “M” device)	10
Military Outstanding Volunteer Service Medal	10
Army Recruiting Ribbon	10

b. Badges (table 3–6). Award of a higher-level badge increases a promotion score only by the difference established between the badges as provided for in table 3–6; they are not cumulative. For example, a Soldier who earns the Master Recruiter Badge receives a total of 20 promotion points and not 35 (Basic Recruiter Badge (15) + Master Recruiter Badge (20) = 35 points). This provision applies to the following badges: Parachute, Explosive Ordnance Disposal, Recruiter, Diver, Aviation, Free Fall Parachutist, and Special Operations Diver.

**Table 3–6
Badges**

Badge	Promotion points
Expert Infantryman Badge	60
Expert Field Medical Badge	60
Expert Soldier Badge	60
Combat Infantryman Badge	30
Combat Medical Badge	30
Combat Action Badge	30
Master Parachute Badge	20
Master Explosive Ordnance Disposal Badge	20
Master Recruiter Badge	20
Master Gunner Badge	20
Gold Recruiter Badge	20
Divers Badge (First Class)	20
Aviation Badge (Master)	20
Master Army Instructor Badge	20
Basic Army Instructor Badge	15
Senior Army Instructor Badge	15
Senior Parachute Badge	15
Senior Explosive Ordnance Disposal Badge	15
Presidential Service Badge	15
Vice President Service Badge	15

**Table 3–6
Badges—Continued**

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

c. Tabs. See military education.

d. DA Form 2442 (Certificate of Achievement). This is awarded by CDRs and/or deputy CDRs serving in positions authorized the rank of LTC or higher or any general officer (or equivalent civilian counterpart (GS–13 or above)). CSMs at the BDE level may award certificates of achievement. In accordance with AR 600–8–22, certificate of achievement (COA) of local design is authorized. 5 points each award (maximum 20 points).

e. Airborne advantage. In addition to points awarded for attainment of the airborne qualification badge, airborne qualified Soldiers who are assigned to an authorized airborne position (special qualification identifier of P, S, U, or V in the duty MOS) receive an additional number of promotion points, without regard to the maximum point rules (see table 3–7).

**Table 3–7
Airborne Advantage**

Scenario	Additional points
Parachutist serving in a paid parachute TOE/TDA position	20
Jumpmaster (Soldiers awarded ASI 5W) serving in a paid parachute TOE/TDA position	40

3–17. Military education

Maximum points: 240 for promotion to SGT; and 245 for promotion to SSG.

a. Professional military education (Noncommissioned Officer Professional Development System).

(1) Distributed Leaders Course courses. Soldiers competing for selection to SGT/SSG will not receive promotion points for completion of DLC 1 or 2 (DLC 1//DLC 2 completion is a requirement in order to be recommended to SGT/ SSG).

(2) Basic Leaders Course. Soldiers competing for selection to SGT do not receive promotion points for completion of BLC (BLC completion is a requirement to fully qualify for promotion to SGT). For Soldiers in possession of a DA Form 1059, and no course graduate entry in ATRRS, a copy of the DA Form 1059 must be sent to the Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 (or the appropriate RD for TPU Soldiers) or email usarmy.knox.hrc.mbx.epmd-ncoes-operations@army.mil for validation, inclusion into ATRRS, and update of appropriate military education level and military education status in the HR system of record. Graduation of BLC must be made a matter of record no later than the 26th calendar day of each board month (refer to fig 3–1) in order to fully qualify the Soldier, and ensure consideration, for promotion pin-on to SGT. In recognition of academic excellence, graduates of BLC:

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

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

(3) Advanced Leaders Course. Soldiers competing for selection to SSG do not receive promotion points for completion of ALC (ALC completion is a requirement to fully qualify for promotion to SSG). For Soldiers in possession of a DA Form 1059 and no course graduate entry in the ATRRS, a copy of the DA Form 1059 must be sent to the Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122– 5407 (or the appropriate RD for TPU Soldiers) or email usarmy.knox.hrc.mbx.epmd-ncoes-operations@army.mil for RA Soldiers or usarmy.knox.hrc.mbx.ncoes.reserve-schools@army.mil for USAR AGR Soldiers, for validation and inclusion into ATRRS and update of appropriate MEL and MES codes in the TAPDB or applicable system. Graduation of ALC must be made a matter of record no later than the 26th calendar day of each board month (refer to fig 3–1) in order to fully qualify the Soldier, and ensure consideration, for promotion to SSG. In recognition of academic excellence, graduates of ALC:

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

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

b. Resident military training. Maximum points: 110 for promotion to SGT; and 115 for promotion to SSG (these point ceilings are inclusive of the maximum points established above for the overall military education category).

(1) Army Training Requirements and Resources System. Courses formally listed in ATRRS are authorized promotion points (exceptions follow) at the rate of four promotion points per week (defined as 40 training hours) of military training. Soldiers receive these points without regard to mandatory training requirements for award of the Soldier's MOS. If a resident course is missing from a Soldier's ATRRS transcript, Soldiers must contact the school that administered the course and request an update to their ATRRS records (DA Form 87 (Certificate of Training)) will not be used as a source document when updating military resident training within the HR system of record. School contact information is in the ATRRS course catalog at <https://www.atrrs.army.mil>.

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

Emergency Management Agency (FEMA) courses and course completions recorded on a DA Form 87 are not authorized promotion points.

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

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

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

(2) Promotion points are not granted for duplicate military correspondence or military education courses.

3–18. Civilian education

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

a. Civilian education (valid for promotion points). The total number of credits an accredited institution grants towards a degree will be the basis for granting promotion points. Promotion points are authorized for civilian education conducted at institutions recognized nationally, or regionally accredited, by the U.S. Department of Education. Recognized educational institutions are those institutions listed on the U.S. Department of Education website at <https://ope.ed.gov>. Transcripts will be used to award promotion points for colleges or universities. Soldiers currently enrolled in a college or university are required to provide a single transcript from their current college and/or university consolidating all past civilian education. Soldiers that have multiple transcripts who are not currently enrolled in a college and/or university may take these transcripts and grade slips to the local education center for assistance. The local education center will provide only an assessment of the total number of non-duplicated post-secondary credits for submission to the unit as the source document to update the HR system of record and/or personnel records with the total number of credit hours. Continuing education units are not authorized promotion points. The total semester hours earned must be updated in the HR system of record and/or personnel records and reflected on the Soldier's enlisted record brief/Soldier record brief, which will be the source in determining promotion points. Soldiers will receive two (2) promotion points for each semester hour completed. All quarter, contact, and/or clock hours will be converted to semester hours. For conversion of semester hours see DoDI 1322.25. When a college is not listed in the HR system of record, requests to have the college added must be emailed to usarmy.knox.hrc.mbx.tagd-aces-ed-codes@army.mil, with a copy of the Soldier's transcript and verification of the college accreditation. Accreditation can be verified at <https://ope.ed.gov>.

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

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

d. College Level Examination Program and Defense Activity for Non-traditional Education Support courses. For Soldiers who have not completed any post-secondary courses and chose to test-out through these programs or who have not had the College Level Examination Program (CLEP) and/or DANTES

credit recommendations consolidated on one college transcript, may receive two promotion points per credit hour for CLEP general and subject examinations, DANTES Subject Standardized Tests, and American College Test proficiency examinations. Points will not be awarded for credit recommendations that duplicate already earned credit in that subject area or discipline. Education center personnel may assist with the review or assessment of credit awards for possible credit duplication. Foreign language CLEP examinations will be awarded promotion points based on the Soldier's total score. The score is then converted to semester hours of credit based on the conversion table listed in the "Explanation of Asterisks" section of the CLEP and/or DANTES report.

e. Technical certifications. Fifteen promotion points are granted for each HRC, HQ Army Continuing Education System-approved MOS-enhancing credentialing (directly related to a Soldier's PMOS). Ten promotion points are granted for each professional development credential (functional/cross-functional, related to military training and skills) earned. Five promotion points are granted for all nationally recognized personal credentials. Any combination of credential types may be earned to receive a maximum of 50 promotion points. Recertification will not result in duplicate award of promotion points. Mandatory credentials as part of a Soldier's MOS will not result in promotion points.

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

Section VI

The Promotion Recommended Roster

3-19. Rules

The PRR is maintained within the HR system of record. Soldiers are grouped by grade and MOS and are sequenced by promotion score (highest to lowest), regardless of zone of consideration. This process supports an ability to select the best qualified Soldier for promotion to meet readiness requirements. The unit HR specialist can access the PRR within the HR system of record.

3-20. Removal from the promotion recommended roster

- a. Soldiers must be informed, in writing, through their chain of command of the removal action.
- b. Once the Soldier is removed, the action is final unless reinstated in accordance with this regulation.
- c. All Soldiers (including those integrated as a result of mandatory list integration) will be immediately removed from a recommended list for all conditions as outlined below—
 - (1) Adverse actions as outlined below (indicated by a flag).
 - (2) Failure to qualify, for cause, for the security clearance required for the MOS in which recommended or competing.
 - (3) Exceeds the requirements of the Army Body Composition Program in accordance with AR 600-9.
 - (4) Soldier signs DCSS (RA only).
 - (5) Soldier is prohibited from reenlisting when a local or DA imposed bar is approved after attaining recommended list status.
 - (6) Mandatory reclassification resulting from inefficiency or misconduct.
 - (7) Is on the promotion list and is promoted to cadet (SGT/E5) because of entering Warrant Officer Candidate Course, OCS, or ROTC and/or SMP.
 - (8) Dropped from the rolls as a deserter.
 - (9) Denied a waiver to reenlist.
 - (10) Soldier fails to complete training required for MOS for cause or academic reasons (RA only).
 - (11) Flagged for failure to comply with a record physical fitness test requirement (unless suspended by the DCS, G-3/5/7 (DAMO-TR)).
 - (12) When the promotion authority approves a removal board recommendation that the Soldier be removed from a recommended list.
 - (13) Erroneous selection (that is, did not meet one or more of the eligibility criteria).
 - (14) Demotion.
 - (15) For USAR TPU only, declines promotion to SGT or SSG when selected and is within a reasonable commuting distance as defined in AR 140-10 or the distance the Soldier agreed to travel to the required

vacancy. If the Soldier has recommended list standing in more than one MOS, his or her name will only be removed in the MOS in which the promotion was declined. If the Soldier is a MT, his or her name will not be removed, unless they had agreed to travel to the designated vacancy and declined the position. The Soldier may be considered by the next board.

(16) USAR Soldiers will be removed from a PRR when they are unsatisfactory participant as defined by AR 135–91.

(17) While processed for discharge. RA, USAR (AGR) and IMA Soldiers will not be removed from the PRR and will remain promotable and be integrated into the appropriate gaining PRR upon transfer between and across all RA and USAR elements (IMA, TPU, AGR). USAR (TPU) Soldiers will not be removed from the PRR and will remain promotable and integrated into the appropriate gaining PRR upon transfer to another USAR (TPU).

d. After removal, Soldiers must reappear before a promotion board to be re-integrated onto the PRR.

3–21. Rules for conducting a removal board for Soldiers from the promotion recommended roster

a. CDRs may conduct removal boards against Soldiers who meet secondary or primary zone eligibility (only) when, in their determination, the Soldier's substandard performance or inefficiencies warrant. In these instances, a removal board will be conducted in conjunction with a promotion selection board otherwise convened with a task to consider Soldiers for removal from a recommended list. Soldiers residing on the list who are otherwise eligible for mandatory list integration will not be removed under this provision. CDRs will give the Soldier written notification of the removal board at least 15 duty days (RA) or 30 calendar days (USAR) prior to the date of the board.

b. The board will be composed of unbiased members (see board composition, para 3–10).

c. The unit HR specialist will arrange for any reasonably available witnesses (at no expense to the Government) the Soldier wishes to call on his or her behalf.

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

e. The following are the rights of the Soldier, who may:

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

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

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

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

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

(6) Question any witness appearing before the board.

(7) The right to counsel. The Soldier will be informed of the right to consult with counsel.

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

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

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

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

h. The promotion authority will approve or disapprove the board recommendation and provide a copy of the action (in its entirety) to the Soldier. The promotion authority may direct a new board if—

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

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

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

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

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

3–22. Rules for reinstating Soldiers into the promotion recommended roster

a. A Soldier promoted in error to the ranks of SGT or SSG will, when otherwise qualified in accordance with paragraph 1–11, be reinstated to the list at the same time the order is revoked and treated as if never promoted.

b. A Soldier removed from a list and later exonerated of the basis that caused the removal will be reinstated. To be exonerated, the action that caused the initial removal must have been erroneous or should not have been imposed based on the facts as they are later known, so that the Soldier is free of any wrongdoing.

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

3–23. Rules for processing administrative systems correction (Regular Army and U.S. Army Reserve (Active Guard Reserve))

Administrative systems correction (ASC) is a process aimed at achieving personnel and/or training database accuracy used to establish SGT and SSG promotions. The ASC request must be fully justified, signed by the promotion authority, and endorsed by the first O–6 commander prior to submitting to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407, or email usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@army.mil for approval. The O–6 commander will verify the request is valid and has authority to disapprove when it does not comply with the provisions of this paragraph. All supporting documentation specific to the ASC must be included or it will be returned without action. Requests due to system errors will be approved if the system error can be substantiated. Soldiers may be eligible for a retroactive promotion under the ASC process if he or she would have made the DA promotion point cutoff score, but was in a suspension of favorable personnel action status and he or she was exonerated, the case was closed favorably, the flag was removed as erroneously flagged/submitted, or the Soldier was barred from continued service and the bar was removed as erroneously barred/submitted, provided the Soldier was otherwise qualified in accordance with paragraph 1–11. Failure on behalf of the Soldier, unit, BN HR (or equivalent echelon) or HR specialist to update a Soldier's record (that is, Army fitness test, weapons qualification, military or civilian education, awards), integrate a Soldier onto the PRR as established in paragraph 3–3, or failure to timely remove a flag, are not grounds for reconsideration under the ASC process. When a BN HR (or equivalent echelon) or HR specialist has problems with updating a Soldier's promotion record, immediately contact HRC at the above email for assistance.

Chapter 4

Centralized Promotions (Evaluation Boards for Promotion to Sergeant First Class, Master Sergeant, and Sergeant Major)

Section I

Centralized Promotions (Regular Army and U.S. Army Reserve)

4–1. Overview

This chapter outlines policies used to qualify RA and USAR Soldiers for promotion to SFC, MSG, and SGM.

a. To standardize promotions across RA and USAR units, evaluation boards will convene annually to evaluate NCOs (SSG through MSG/1SG) who are eligible for consideration by the board with a mission to produce OMLs to qualify and identify the best-qualified NCOs for potential promotion selection (pin-on). Refer to AR 614–200 for CSM/SGM boards.

b. The board will evaluate the performance and potential of all eligible NCOs based on Army doctrine (Memorandum of Instruction) and proponent guidance (see DA Pam 600–25) for the purpose of voting records to create an OML. OMLs rank order Soldiers from most qualified to least qualified; resulting in merit-based rosters (OMLs) for each Army skill (CPMOS) and pay grade. The OML provides the Army a means to inform multiple merit-based decisions to include selection to attend their respective PME course, selection for promotion pin-on (see chap 5) for the purpose of satisfying valid vacancy requirements (by skill and pay grade), selection for assignments and appointment to CSM positions (see AR 614–200) and potential denial of continued service (see AR 635–200).

c. When OML ties exist, OML standings will be based on seniority for RA Soldiers within each CPMOS and will be determined by RED, then BASD when RED are the same, then age (oldest first) when RED and BASD are the same. For USAR IMA Soldiers, the BASD will be replaced with the PEBD.

d. Specific to promotion eligibility, the board is required to evaluate a Soldier's performance and potential that will result in categorizing Soldiers as follows:

(1) Most Qualified (MQ)—NCOs whose performance and potential is superior when compared to their peers within their CPMOS. These NCOs are the best candidates for promotion selection (when requirements exist) and for selection to attend their respective PME course to include attendance to the SGM–A for the purpose of qualifying them for future promotion selection.

(2) Full Qualified (FQ)—NCOs whose performance and potential ranges from outstanding to average when compared to their peers within their CPMOS. These NCOs are otherwise fully qualified by the board for promotion selection (when requirements exist) or for selection to attend their respective PME course to include attendance to the SGM–A for the purpose of qualifying them for future promotion selection.

(3) NFQ-NCOs who have no potential for promotion but are otherwise qualified for retention in the Army in their current grade. These NCOs are not eligible for promotion selection or for selection to attend their respective PME course or attendance to the SGM–A to qualify them for future promotion selection regardless of requirements.

(4) Not Fully Qualified for retention (NFQ–R)—NCOs whose continued service may not be in the best interest of the Army, based on an overall evaluation of substandard performance and/or potential. These NCOs are not eligible for promotion or for selection to attend their respective PME course or attendance to the SGM–A. See supporting policies within AR 635–200 and AR 601–280.

e. NCOs are not given specific reasons for an NFQ or NFQ–R determination.

f. NCO evaluation board convene dates will be announced as needed. Eligibility criteria for consideration by an NCO evaluation board will be announced by the CG, HRC (AHRC–PDV–PE) for RA and USAR (AGR and IMA) Soldiers and by CG, USARC for USAR (TPU, ARE and multi-component units) before each board.

g. Soldiers may not decline consideration by an NCO evaluation board.

4–2. Eligibility criteria

Eligibility criteria for consideration by an NCO Evaluation Board is established and announced in a board announcement message. Soldiers are required to meet the eligibility criteria as of the date specified in the message and in all instances, must have a minimum high school diploma equivalent.

a. Each board announcement message will establish a suspense date for use in applying HR data to the established board eligibility. All CDRs, S-1s, and affected NCOs must act to ensure data accuracy within the HR system of record prior to this date to ensure the correct records are evaluated by a board.

b. All eligible NCOs will have access to the My Board File (MBF) application and will receive an auto-generated email informing them of their eligibility and that the MBF is accessible. NCOs who believe they are eligible for a particular board of who cannot or do not have access to the MBF application, are responsible for contacting—

(1) RA Soldiers: contact usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@army.mil.

(2) USAR AGR at usarmy.knox.hrc.mbx.tagd-agr-enlisted-promotions@army.mil.

(3) USAR IMA at usarmy.knox.hrc.mbx.rpmd-emd-irr-ima-branch@army.mil, or usarmy.knox.hrc.mbx.tagd-rc-enlisted-promotions@army.mil prior to the established suspense date outlined for that purpose in the board announcement.

(4) Failure to contact the appropriate agency to verify eligibility will not constitute/justify reconsideration at a later date. There are no provisions at a later date to evaluate NCOs for inclusion into an OML once the board has recessed.

4–3. Evaluation boards

a. *How convened.*

(1) HQDA will convene consolidated NCO evaluation boards for RA and USAR (AGR and IMA) members at HRC (Department of the Army Secretariat).

(2) RDs will convene consolidated NCO evaluation boards for USAR (TPU, ARE, and multi component units).

b. *Responsibilities.*

(1) The DMPM, DCS, G–1 for RA and USAR (AGR/IMA) and the CG, USARC for USAR (TPU, AER, and multi component units) will establish—

(a) The convening authority for NCO evaluation boards.

(b) Board composition and membership qualifications.

- (c) Board Convene dates.
- (d) Eligibility criteria.
- (e) Content and publication of the MOI.
- (f) Administrative instructions and board guidance.
- (2) HRC for RA and USAR (AGR/IMA) and the USARC for USAR (TPU, AER, and multi component units) will:
 - (a) Formally announce boards approximately 120 days prior to the convene date.
 - (b) Provide administrative support as required.
 - (c) Establish procedures for transmitting data and files to the board.
 - (d) Establish procedure to ensure Soldiers are informed of their eligibility for consideration by a board.
 - (e) Distribute board reports and fully qualified lists.
 - (f) Establish promotion notification processes and (for USAR) assignment procedures.
 - (g) Establish procedures for managing OMLs and management of non-promotable statuses and outcomes.
- (3) USARC for USAR (TPU, AER, and multi component units) will establish procedures to identify promotion vacancies in support of the PAM process and potential fills across RD geographical boundaries (see chap 5).
- (4) Commanders are required to ensure Soldiers in their commands are made aware of board announcements and take action to ensure their records are accurate and up to date as provided for within the board announcement.
- (5) Soldiers established as eligible for evaluation by an NCO evaluation board are responsible for taking action to ensure their records are accurate and up to date as provided for within the board announcement.

c. Board composition.

- (1) NCO Evaluation boards will be composed of at least five members for RA/USAR(AGR) boards and three members for USAR(TPU) boards.
- (2) The board may be divided into two or more panels. Each panel will be composed of at least three voting members, with a commissioned officer serving as Panel Chief.
- (3) The president of each board will be a general officer for RA and USAR(AGR/IMA) boards and a colonel (COL) for USAR (TPU) boards.
- (4) An officer will be appointed to each RA/USAR(AGR) board and a SFC or higher for USAR (TPU) boards to serve as recorder (without a vote).
- (5) Female and minority members will be represented, if available.
- (6) All members must be senior to Soldiers being evaluated by the board.
- (7) For USAR (TPU) boards, members must be assigned or attached to the command that convened the board. In the case of consolidated boards, each participating civil support command, USAR, MSC, RD ARE and or multi-component unit will have representation on the board.

4-4. Information provided to boards

- a. Memorandum of instruction. A separate MOI will prescribe required reports and other administrative details. Administrative instructions will be annexed to the MOI. DA Pam 600-25 is an authorized supplement to the board MOI and authorized for use by the board while in session.
- b. Performance portion of the AMHRR. The restricted portion of the AMHRR is not authorized for use.
 - (1) Except as specified below, evaluation reports must be administratively correct and received by the Evaluation Reports Branch, HRC, by the due date specified in the board notice announcement.
 - (2) As an exception to paragraph (1) above, late evaluation reports, referred evaluation reports, and relief for cause reports, if administratively correct, will be provided to the appropriate board upon receipt at HRC, provided the board has not completed its final, formal vote as specified in the MOI. A late evaluation report is defined as any report, other than a “complete the record” NCOER, which has a “THRU” date more than 90 days earlier than the due date established in the selection board notice. Referred and relief for cause reports are defined in AR 623-3.
 - (3) For boards scheduled to be in session for two or more weeks, evaluation reports that are administratively correct and received by the Evaluation Reports Branch, HRC, after the due date but before the board convenes may be forwarded to the board when approved by the DMPM, Office of the DCS, G-1 for RA and USAR(AGR/IMA) boards and the G-1, USARC for USAR TPU boards.
- c. Enlisted/Selected Retention Board.

d. Letter to the president of the board (if submitted).

4–5. Personal appearance and written communication

a. Nobody may appear in person before an NCO evaluation board on his or her own behalf or in the interest of anyone being considered.

b. Soldiers eligible for evaluation may write to the president of the board to provide documents and information drawing attention to any matter concerning themselves that they feel is important to their consideration. Although written communication is authorized, it is only encouraged when there is something that is not provided in the Soldier's records that the Soldier feels will have an impact on the board's deliberations. Correspondence not received by the date stated in the board announcement will not constitute a basis for reevaluation, and will not be included in the Soldier's AMHRR. Receipt of correspondence will not be acknowledged.

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

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

- (1) Correspondence received from anyone other than the Soldier concerned.
 - (2) Correspondence that criticizes or reflects on the character, conduct, or motives of any other Soldier.
 - (3) Incomplete appeals such as NCOER, AER, courts-martial, UCMJ, Article 15, and so on.
 - (4) An evaluation (NCOER or AER) that has been processed and accepted for filing into the AMHRR.
- e. Memorandums (including all enclosures) seen by a selection board become a matter of record for that board and will not be filed in the AMHRR. Non-receipt of a memorandum by the board president will not constitute grounds for reevaluation.

4–6. Rules

a. Soldiers will review and authenticate their personnel data recorded on the record brief in accordance with procedures outlined within the board announcement messages.

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

c. All USAR TPU Soldiers are required to specify and certify preferences (mileage), agreements, and elections within the HR system of record. Failure to submit a mileage election may delay consideration during the quarterly slating cycles (see chap 5) if found otherwise fully qualified for promotion by an NCO evaluation board.

d. Commanders and S–1/HR specialist will ensure personnel information management is accomplished to ensure accuracy of all data pertaining to their Soldiers, especially Soldier's grade, GED, and BASD/PEBD and MEL.

e. Administrative instructions will be provided within the board announcement.

4–7. Board results

a. The CG, HRC for RA and USAR (AGR/IMA) and the CG, USARC for USAR (TPU/ARE/multi component units) will announce the results of an NCO evaluation board by command memorandum. The memorandum will include the following enclosures:

- (1) MOI (less annexes).
- (2) Board after action report (if provided).
- (3) All NCOs (verified by the approved board results) established as MQ or FQ for potential promotion pin-on and/or attendance to a qualifying PME course (required for the purpose of qualifying them for promotion pin-on) will be announced publicly, in alphabetical order.
 - (a) Actual OML standings/rankings will not be published.
 - (b) NCOs who are established as MQ will be annotated accordingly.
 - (c) All NCOs, to include those who are identified as NFQ for promotion will be informed of their actual OML standing, compared to their peers (by CPMOS) through an automated process that will be established and announced in the board message. OML standings (within each CPMOS) will mirror a Soldier's status on the evaluation board's OML.
- (4) Summary of board actions/statistics.

b. Regardless of an NCO's OML standing (MQ, FQ, NFQ or NFQ-R), all NCOs who were evaluated by an NCO evaluation board will learn their actual OML standing/placement (by pay grade and CPMOS) through the HR system of record (instructions will be provided when the results are released).

c. Board results are scheduled for release on the 20th day of the month (adjusted for non-duty days) and once posted, inform the promotion eligibility cycle as indicated in figure 4-1. Once released, they are used to inform selection (see chap 5) for promotion and will continue to be used in that capacity until the next OML is released; at which point they will no longer be used for promotion purposes. Generally, the OML is good for a 12-month period.

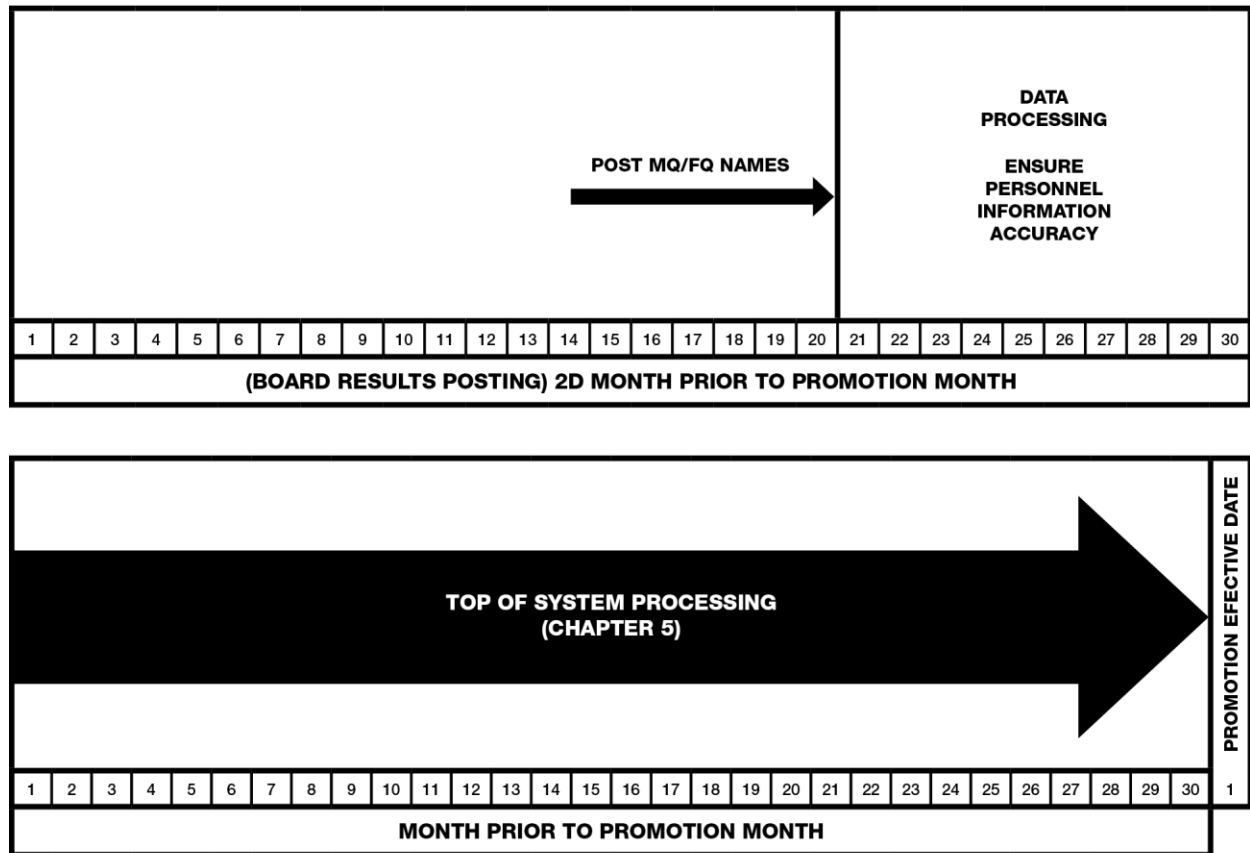


Figure 4-1. Regular Army/U.S. Army Reserve Active Guard Reserve promotion eligibility cycle

Section II

Order of Merit List Management

4-8. List management

a. HRC (AHRC-PDV-PE) and USARC G-1 will continuously monitor and manage OMLs to ensure that no Soldier is selected for promotion or allowed to attend and/or complete training at the SGM-A for the purpose of promotion when the Soldier's status changes that may result in a change of their status from FQ to NFQ (or unsuitable per AR 614-200).

b. An NCO who is officially established as FQ for promotion or to attend/complete training at the U.S. Army Sergeants Major Course (USASMC) for the purpose of qualifying for promotion to SGM must maintain eligibility for the duration of the list in order to retain their FQ status.

c. Soldiers who reside on an approved OML who later transfer between components at the same grade without a break in service will retain their FQ rating within the receiving component. Placement onto the new OML will correlate with the percentile from the original OML. For example, when an NCO reclassifies and they were approved for placement at the 35th percentile on their respective OML, they will be

inserted into the OML for their CPMOS at the 35th percentile. In the event of an OML tie, the NCO will be placed on the OML, at the given percentile, with placement (within the tie) established (in order) by TIG, TIS, then date of birth. These Soldiers will be integrated into the receiving command promotion list without additional requirements.

d. NCOs have the option to share their OML status with mentors or their respective chain of command through the automated process that identified their individual OML ranking.

e. NCOs not identified as FQ for promotion may be referred by the Soldier's command to the career branch for promotion potential analysis.

f. Documents reflecting a change in a Soldier's eligibility for promotion or USASMC attendance status must be forwarded immediately to HRC (AHRC-PDV-PE) email at usarmy.knox.hrc.tagd-sr-enlisted-promotions=flags@army.mil, or the USARC G-1.

g. Except for the lack of a requisite PME course of instruction, both HRC and USARC G-1 will ensure Soldiers who were previously identified as MQ or FQ and are subsequently ineligible for promotion (para 1-11) are re-categorized on their respective OML to 'NFQ' until such time as the basis for their ineligibility is removed. In these instances, the Soldier's actual OML number will not change—only their promotion eligibility as determined by the NFQ status.

4-9. Appeals of Order of Merit List modifications

a. A Soldier whose status is changed from FQ to NFQ on an official OML may appeal that action only in unusual and unique circumstances. HRC (AHRC-PDV-PE) or the USARC G-1 (as appropriate) will take final action on any appeal.

b. Soldiers may appeal when the underlying basis of the removal is subsequently determined to be erroneous. The subsequent determination must be based on facts that were not available or reasonably discoverable at the time of the original action or at the time that the Soldier was notified of the removal action.

c. Appeals must be referred through command channels, to include general court martial convening authority (GCMCA), to Commander, U.S. Army Human Resources Command (AHRC-PDV-PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407 at usarmy.knox.hrc.mbx.tagd-stab-enlisted-promotions@army.mil for RA Soldiers or the Commander, USARC (need address information) for USAR Soldiers.

Section III

Special Band Musicians (MOS 42S) Promotion Selection Board

4-10. Overview

a. On an annual basis, a HQDA board will convene to select RA Special Band Musicians (MOS 42S) for promotion to the ranks of SFC through SGM to fill valid unit vacancies. The Special Band units are—

- (1) The Old Guard Fife and Drum Corps, 3d Infantry (TOGFDC).
- (2) The U.S. Army Band.
- (3) The U.S. Army Field Band.
- (4) The United States Military Academy Band (USMAB).

b. Although Soldiers possessing MOS 42S remain subject to an annual evaluation during the appropriate rank-based NCO evaluation board (above), these Soldiers will be considered for promotion selection during a board comprised of Special Band Musicians to support a promotion selection process that is vacancy-based (para 5-13).

4-11. Promotion selection board

The Special Band Musician promotion selection board will be conducted under the same provisions established in paragraph 4-3 above, with the following exceptions:

a. The board president will be a band officer (42C) in the rank of Lieutenant Colonel with the exception of incumbent special band commanders, who are not eligible to serve in this capacity.

b. This board will not be divided into separate panels.

4–12. Eligibility

Eligibility criteria for consideration and selection by the Special Band Musician Promotion Selection Board is established and announced in a board announcement message. Soldiers are required to meet the eligibility criteria as of the date specified in the message and in all instances, must have a minimum high school diploma equivalent.

a. This board announcement message will establish a suspense date for use in applying HR data to the established board eligibility. All CDRs, S-1s, and affected NCOs must act to ensure data accuracy within the HR system of record prior to this date to ensure the correct records are considered by a board.

b. All eligible NCOs will have access to the MBF application and will receive an auto-generated email informing them of their eligibility and that the MBF is accessible. NCOs who believe they are eligible for consideration by this board but cannot or do not have access to the MBF application, are responsible for contacting: usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@army.mil prior to the established suspense date outlined for that purpose in the board announcement.

c. Failure to contact the appropriate agency to verify eligibility will not constitute/justify reconsideration at a later date. There are no provisions at a later date to consider NCOs for promotion once the board has recessed.

d. Otherwise, eligible Soldiers may elect to decline consideration by the promotion selection board. Instructions to do this will be included in the board announcement message.

4–13. Information provided to the promotion selection board

The provisions contained in paragraph 4–4 above apply.

4–14. Board results

a. The CG, HRC will announce the results of the Special Band Promotion Selection Board by command memorandum. The memorandum will include the following enclosures:

(1) MOI (less annexes).

(2) Board after action report (if provided).

(3) All NCOs in MOS 42S who were selected for promotion to SFC, MSG and SGM. The selection lists will include promotion sequence numbers, based on the Soldier's placement on this board's OML. Four separate and distinct promotion selection lists will be published, based on the Soldier's unit of assignment.

b. Board results are released following approval of the selection lists. HRC will publish a Military Personnel message announcing the release date.

Chapter 5

Promotion Selection and Pin-On to Sergeant Through Sergeant Major (Regular Army and U.S. Army Reserve)

Section I

Introduction

5–1. Scope

This chapter prescribes policy for the selection and promotion pin-on of RA and USAR Soldiers to the rank of SGT through SGM.

5–2. Objective

Soldiers who are properly integrated into a PRR (for promotion to SGT/SSG) within the established time-line requirements (chap 3) or who are established as MQ/FQ on an approved OML (for promotion to SFC/MSG/SGM) stemming from an NCO evaluation board (chap 4) are selected for promotion to satisfy authorized requirements (structure) in support of manning Army formations by skill and grade.

5–3. Constraints

a. Selection for promotion pin-on to SGT through SGM requires a Soldier to be otherwise fully qualified (para 1–11) at selection and to maintain that qualification up until the promotion effective date.

b. Promotion requirements will support the programmed budget.

c. Promotions to MSG and SGM will comply with legislative requirements set forth in 10 USC 517.

5-4. Policy

a. On a monthly and recurring basis, CDRs are required to review, monitor, and verify the status of all Soldiers assigned to their command who are integrated onto a PRR (including Soldiers integrated as a result of the mandatory list integration process) or an OML stemming from an NCO evaluation board. CDRs will advise HRC (AHRC-PDV-PE) when a Soldier is in a non-promotable status.

b. CDRs who question any Soldier's legitimacy of residing on a PRR are required to conduct a promotion audit. HQDA will conduct audits on Soldiers with 798 promotion points and higher and reserves the right to audit when circumstances warrant additional scrutiny.

c. Selection for promotion pin-on is typically by Career Progression MOS and accomplished on recurring basis in support of MOS/grade readiness (exceptions include language requirements, which are by language skills, as determined by CG, HRC).

d. Promotion to SGT/SSG—

(1) RA and USAR AGR: On a monthly basis, Soldiers compete for promotion selection in their respective CPMOS based on the accumulation of promotion points. HQDA establishes and announces cutoff scores used to determine promotions to SGT and SSG. All fully qualified Soldiers meeting or exceeding the announced cutoff scores are selected for promotion for the given promotion month.

(a) A cutoff score will be established for all MOSs monthly. A cutoff score of 798 will be applied to all MOSs when no requirements exist.

(b) Cutoff scores are not posted for USAMU (para 5-11) and USAPT (para 5-12) vacancy-based promotions.

(2) USAR (except for AGR and IMA): On a monthly basis, Soldiers compete for promotion selection in their respective MOS based on the accumulation of promotion points to determine order of selection (match) against a position vacancy to SGT and SSG (refer to para 5-7).

(3) USAR IMA Soldiers compete for promotion against valid, authorized IMA vacancies.

(4) USAR IRR and Stand-by Reserve (active status list) must transfer to a TPU to be considered for selection against a promotion requirement.

e. Promotion to SFC and above—

(1) RA and USAR AGR: On a monthly basis, Selection for promotion pin-on is merit-based, utilizing an approved OML, by CPMOS when a valid requirement exists.

(2) USAR except for AGR(except for AGR): On a quarterly basis, Selection for promotion pin-on is merit-based, utilizing an approved OML, by CPMOS, to determine order of selection (match) against a position vacancy to SFC and above (refer to para 5-7).

(3) USAR IMA Soldiers compete for promotion against valid, authorized IMA vacancies.

(4) USAR IRR and Stand-by Reserve (active status list) must transfer to a TPU to be considered for selection against a promotion requirement.

(5) All USAR TPU, IRR, and IMA Soldiers on an ADOS tour must be selected for promotion against a valid TPU or IMA position vacancy in the promotable rank prior to promotion. TPU, IMA and IRR Soldiers on an ADOS tour must REFRAD within 90 days to accept a promotion predicated on a TPU or IMA vacancy. The gaining TPU or IMA CDR may waive this requirement.

f. Promotions against valid vacancies result in the selection of Soldiers by name/DoD ID for promotion pin-on from the PRR or an OML to the next higher grade.

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

h. A Soldier's GED, unless otherwise specified in this regulation, will be the same as the RED date for the promotion. If a valid promotion was delayed because of an administrative error, the GED will be the effective date that the promotion should have occurred.

i. The GED and RED of promotion will be the same for all Soldiers announced for that given month. For Soldiers promoted late, see paragraph 1-13.

j. If a promotion order is issued and it is later determined the individual was not otherwise qualified, that promotion is not valid and will be revoked.

k. Once selected for promotion, that promotion is authorized only during the month for which the selection was made. Exceptions are as follows:

(1) Promotions made upon arrival at a gaining organization.

(2) Pending required security clearance for promotion MOS.

l. Soldiers who are not otherwise fully qualified for promotion will not be selected for promotion pin-on regardless of their promotion points or OML status. These Soldiers retain their respective list (PRR or OML) status but will not be selected for promotion pin-on until after they are fully qualified, and a promotion requirement exists for their respective MOS and rank.

m. Soldiers identified as not fully qualified for promotion selection and pin-on will remain on the PRR or OML but will not be selected for promotion pin-on until after they are fully qualified, and a (future) promotion requirement exists for their respective MOS and rank.

n. Graduation of the required level of a PME course must be made a matter of record within the HR system of record no later than the last day of the second month prior to the established promotion month to fully qualify a Soldier for promotion.

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

(2) It is ultimately the Soldier's responsibility to ensure that the system of record is reflecting the correct MEL and MES. If for some reason the MEL and MES are not updated within one week of graduation, the RA Soldier should contact HRC Military Schools Branch (AHRC–EPF–S) (usarmy.knox.hrc.mbx.epmd-ncoops-operations@army.mil) and USAR (AGR) Soldier at usarmy.knox.hrc.epmd-ncoes-reserve-schools@army.mil. In the event a schoolhouse cannot update ATRRS because of automation issues, every effort (Schoolhouse/Soldier concerned) must be made to send a copy of the Soldier's DA Form 1059 to HRC by the last day of the 2d month prior to the established promotion month in order for HRC to input the necessary information, preventing a determination that a Soldier is not otherwise fully qualified for promotion.

(3) As an exception to this requirement—

(a) Soldiers assigned to an SFAB who are on an approved OML will be promoted to the next higher rank (SFC and above) when their OML number is reached (against a valid requirement) without regard to completion of the requisite level of PME for the rank to which being promoted.

(b) Software Factory or Artificial Intelligence Cloud Technician Soldiers, while assigned or attached to AFC, who are on an approved OML will be promoted to the next higher rank (SFC and above) when their OML number is reached (against a valid requirement) without regard to completion of the requisite level of PME for the rank to which being promoted.

o. Soldiers who are announced as fully qualified and selected for promotion pin-on must maintain full promotion eligibility through the promotion effective date to remain qualified for promotion. Failure to sustain eligibility prior to the promotion effective date will result in the Soldier's non-selection.

p. Soldiers on the by-name promotion selection list will be promoted (provided otherwise qualified in accordance with para 1–11).

q. In all instances, Soldiers with a selective reenlistment bonus or enlistment bonus service will not be promoted outside their CPMOS.

r. Promotion orders are published by the HR system of record, in the name of the promotion authority.

Section II

Promotion Pin-on Eligibility and Selection

5–5. Promotion time in service/time in grade pin-on eligibility

The TIS/TIG eligibility criteria for promotion to NCO ranks follows:

a. Promotion to SGT—

(1) Secondary zone: A minimum of 18 months TIS and 6 months TIG.

(2) Primary zone: A minimum of 36 months TIS and 12 months TIG.

b. Promotion to SSG—

(1) Secondary zone: A minimum of 48 months TIS and 8 months TIG.

(2) Primary zone: A minimum of 72 months TIS and 18 months TIG.

(3) Mandatory List Integration: A minimum of 84 months TIS and 24 months TIG.

c. Centralized Promotion (SFC through SGM). The TIS/TIG promotion pin-on eligibility criteria will be established annually by HQDA (DMPM (DAPE–MPE–PD), DCS, G–1) and announced under separate cover.

5–6. Timeline requirements (Regular Army and U.S. Army Reserve Active Guard Reserve)

Once Soldiers are integrated onto the PRR (chap 3) or officially identified as MQ/FQ (chap 4) for promotion, figure 5–1 identifies the timeline for processing data to make selections for promotion. Data processed and updated correctly within the HR system of record by the last day of the 2d month preceding the promotion month is used to qualify Soldiers for potential promotion selection and pin-on.

a. For promotion to SGT/SSG.

(1) Data changes resulting in revised promotion point totals made after the last day of the second month prior to the established promotion month will impact promotion scores for the follow-on month (for example, a data entry successfully recorded on 3 May impacts the Soldier’s promotion points for use with the 1 July cutoff scores). See paragraph 3–23 for SGT/SSG administrative records correction policy.

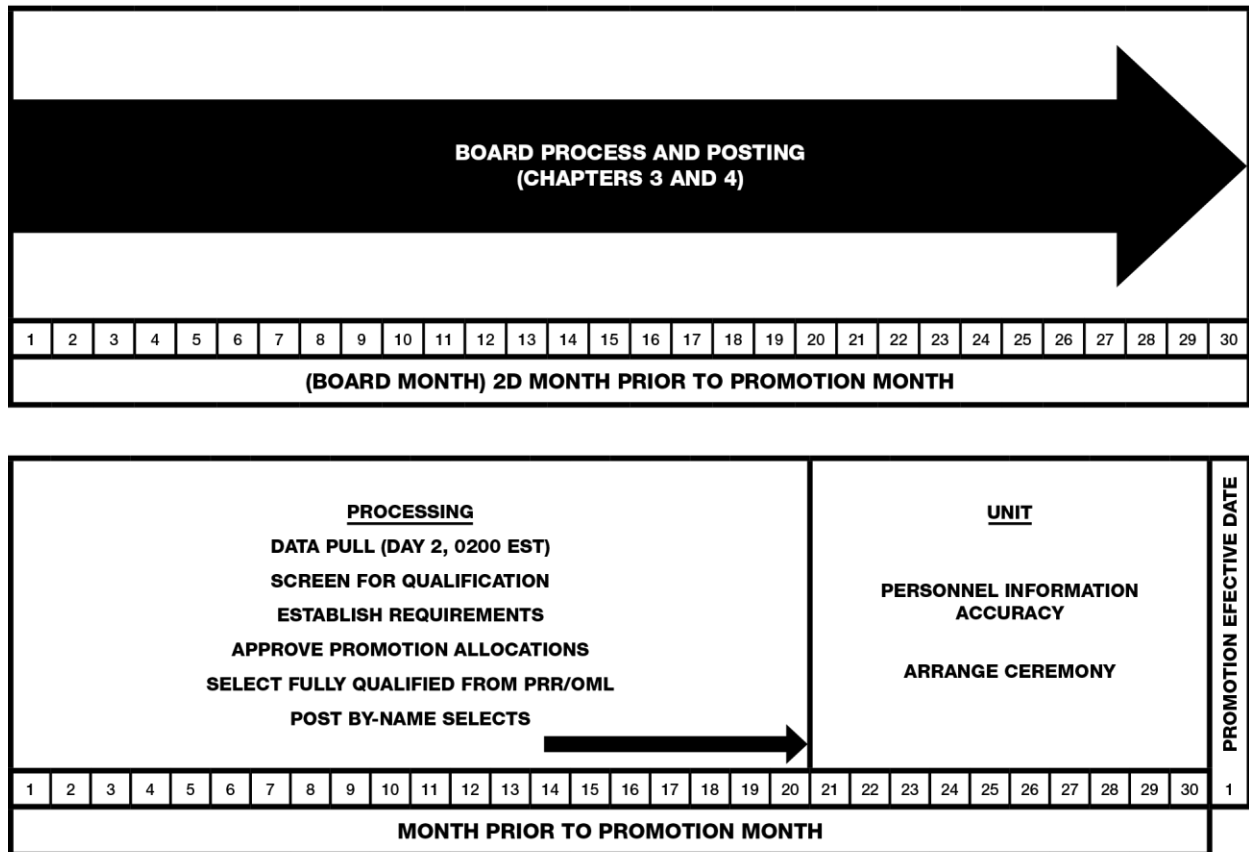


Figure 5–1. Promotion selection process timeline

(2) All monthly data transactions must be submitted by the HR specialist, so they are processed and become a matter of record no later than the last day of the 2d month prior to the established promotion month (refer to chap 3).

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

(4) The Army creates and utilizes MOS-level OMLs (based on promotion points), rank-ordering all Soldiers integrated into the PRR, from highest promotion point score to the lowest, to support Army-level promotion decisions using data as of 0200 hours eastern standard time on the 2d (calendar day) of the month preceding the promotion month. These OMLs will be created and utilized for RA, U.S. Army Reserve elements separately.

b. For promotion to SFC/MSG/SGM.

(1) For successful integration onto an OML requires a Soldier be integrated into the HR system of record no later than the last day of the 2d month prior to the established promotion month (for example, a

Soldier approved for integration on an OML with a minimum status of FQ by April 30th, will compete for promotion against the 1 June requirements) (refer to chap 4).

(2) Soldiers not selected in any given cycle remain on the approved OML until such time that OML is replaced annually by a subsequent board, or they are ultimately promoted to the next pay grade.

5-7. Timeline requirements (U.S. Army Reserve less Active Guard Reserve)

Promotion slating/dates for USAR except for AGR(except for AGR) in support of the Promotion Assignment Match (PAM) process are located at figure 5-2.

- a. Selections for promotion pin-on to SGT/SSG are bi-monthly.
- b. Selections for promotion pin-on to SFC through SGM are quarterly.
- c. In all instances, position vacancies include positions without an assigned incumbent, position with an assigned incumbent with a grade mismatch, or a position with an assigned incumbent with an MOS mismatch.

Initiate PAM Cycle	Promotion to:		Inform Commander & Soldier of Promotion Selection	Promotion and Reassignment Effective Date
	SGM	SGT		
1 January	SGM	SGT	1 February	1 March
1 February	MSG	SSG	1 March	1 April
1 March	SFC	SGT	1 April	1 May
1 April	SGM	SSG	1 May	1 June
1 May	MSG	SGT	1 June	1 July
1 June	SFC	SSG	1 July	1 August
1 July	SGM	SGT	1 August	1 September
1 August	MSG	SSG	1 September	1 October
1 September	SFC	SGT	1 October	1 November
1 October	SGM	SSG	1 November	1 December
1 November	MSG	SGT	1 December	1 January
1 December	SFC	SSG	1 January	1 February

Figure 5-2. U.S. Army Reserve except for Active Guard Reserve (except for Active Guard Reserve) promotion selection process timeline

Section III

Promotion Assignment Match—U.S. Army Reserve (except for Active Guard Reserve)

5-8. Promotion assignment match

a. The promotion assignment match (PAM) matches Soldiers who are otherwise eligible for promotion selection with available position vacancies so they can be assigned to a higher graded position for promotion purposes and is accomplished by pay grade for TPU Soldiers within the HR system of record.

b. Refer to chapters 3 (SGT/SSG) or 4 (SFC and above) for requirements concerning individual Soldier mileage/assignment elections/preferences.

c. The PAM Cycle will be initiated within the HR system of record on the beginning of the month to identify job openings based on vacant positions for each PAM cycle. Vacant positions are those with no incumbent assigned, those encumbered with a grade mismatch, or encumbered with an MOS mismatch.

d. Once the PAM Cycle is created, the PAM process pulls members from the PRR and evaluation board OML for promotion consideration to a valid position vacancy, based on the following rules:

(1) Starting at the top of an OML (highest qualified Soldier based on promotion points or an evaluation board OML), find the closest job opening based on the manning priority, within the Soldier's defined mileage election. If no job opening is found, move to the next Soldier (merit-based) in line.

(2) For Soldiers considered for promotion to SGT and SSG, once the entire PRR is exhausted for selection based on PMOS, an attempt to match based on SMOS, and once exhausted, AMOS, using the same logic above, is completed. For consideration for promotion to SFC and above, only the PMOS is used as a basis for matching to a position.

(3) If elected by the individual Soldier, a Soldier may be selected for promotion and assigned to an instructor or drill SGT position (MOS immaterial), if that position is within the Soldier's elected mileage.

(4) The RDs will validate the PAM Cycle outcomes to verify accuracy.

(a) The RD HR specialist will reassign Soldiers who are encumbering a position with a grade/MOS mismatch to a templet (temporary) billet.

(b) The RD HR specialist will cancel any pending assignment that Soldier on the PRR may have.

(c) The RD HR specialist may attempt to slate unmatched Soldiers and positions; allowing a determination on how far a job opening is from the Soldier, and manually creating a match.

e. When a Soldier has been applied to a position, but does not accept the offer, the Soldier will be identified as "not selected" for that position which will prevent further promotion consideration for that cycle and reassignment.

5-9. Execute the slate—automated assignment and promotion

a. The USARC is responsible for executing the slate after the RDs have made any needed adjustments. The HR system of record links the Soldiers to the job opening matches. Once linked, the linked pair (Soldier and position vacancy) is pushed to the assignment module in the HR system of record.

b. The HR system of record automatically establishes the promotion and reassignment effective dates (see fig 5-2).

c. The HR system of record creates the reassignment transaction with the action/action reason.

d. The HR system of record will validate Soldiers selected for promotion remain fully qualified (para 1-11) and are in good standing on the PRR prior to transaction execution. The HR system will revoke the promotion/assignment.

5-10. Rules for processing promotions upon arrival at gaining organization (in-processing)

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

b. For RA and USAR AGR, Unit HR specialist will verify Soldiers on the recommended list who meet a promotion point cutoff score while in-transit were promoted during in-processing. When the month of promotion is later than that in which the Soldier first qualified and delay is solely due to being in-transit, the GED and effective date of promotion will be the date the promotion would have occurred had the Soldier not been in an in-transit status.

Section IV

Regular Army Vacancy Based Promotions

5-11. U.S. Army Marksmanship Unit

a. The USAMU CDR may promote to SPC at 18 months TIS those competitive marksmen and/or gunsmiths assigned to authorized marksmen and/or gunsmith positions without regard to TIS or TIG waivers.

b. The USAMU CDR may promote to SGT at 36 months TIS and 8 months TIG competitive marksmen and/or gunsmiths assigned to a vacant, authorized marksmen and/or gunsmith SGT position who have

been recommended by a promotion board (as provided for in chap 3). Soldiers must be fully qualified (para 1–11) and all PME requirements must otherwise be met.

c. The USAMU CDR may promote to SSG at 72 months TIS and 10 months TIG competitive marksmen and/or gunsmiths assigned to a vacant, authorized marksman and/or gunsmith SSG position who have been recommended by a promotion board (as provided for in chap 3). Soldiers must be fully qualified (para 1–11) and all PME requirements must otherwise be met.

d. The USAMU CDR will recommend to the CG, HRC (AHRC–PDV–PE), for approval and publication of promotion orders competitive marksmen and/or gunsmiths in the rank of SSG for promotion to a vacant, authorized USAMU SFC marksmen and/or gunsmiths position. Eligibility for recommendation requires the Soldier have a minimum of 72 months TIS. Soldiers recommended for promotion must be otherwise fully qualified and (para 1–11) and the PME requirements must otherwise be met.

e. Competitive marksmen and/or gunsmiths will not be selected for promotion to SGT or SSG based on established and announced cutoff scores.

f. Competitive marksmen and/or gunsmiths will not be selected for promotion to SFC based on their OML standing stemming from an NCO evaluation board.

g. Competitive marksmen and/or gunsmiths who are selected for promotion to MSG or SGM as a result of their OML standing stemming from an NCO evaluation board will be subject to reassignment to an authorized position commensurate with their PMOS and rank.

5–12. U.S. Army Parachute Team

a. The US Army Parachute Team (USAPT) CDR may promote to SPC at 18 months TIS those competitive marksmen and/or gunsmiths assigned to authorized marksmen and/or gunsmith positions without regard to TIS or TIG waivers.

b. The USAPT CDR may promote to SGT at 36 months TIS and 8 months TIG competitive parachutists assigned to a vacant, authorized parachutist SGT position who have been recommended by a promotion board (as provided for in chap 3). Soldiers must be fully qualified and all PME requirements must otherwise be met.

c. The USAPT CDR may promote to SSG at 72 months TIS and 10 months TIG competitive parachutists assigned to a vacant, authorized parachutist SSG position who have been recommended by a promotion board (as provided for in chap 3). Soldiers must be fully qualified and all PME requirements must otherwise be met.

d. The USAPT CDR will recommend to the CG, HRC (AHRC–PDV–PE), for approval and publication of promotion orders competitive parachutists in the rank of SSG for promotion to a vacant, authorized USAPT SFC parachutist position. Soldiers recommended for promotion must be otherwise fully qualified and the PME requirements must otherwise be met.

e. Competitive parachutists will not be selected for promotion to SGT or SSG based on established and announced cutoff scores.

f. Competitive parachutists will not be selected for promotion to SFC based on their OML standing stemming from an NCO evaluation board.

g. Competitive parachutists who are selected for promotion to MSG or SGM as a result of their OML standing stemming from an NCO evaluation board will be subject to reassignment to an authorized position commensurate with their PMOS and rank.

5–13. Special Band Musicians (MOS 42S)

a. The commanding officers of special bands (para 4–10) will approve or disapprove promotion recommendations through SSG per AR 601–210.

b. Special Band Musicians (MOS 42S) who were previously selected for and approved for promotion to the ranks of SFC, MSG and SGM will be promoted, on a monthly basis, against valid vacancies as they occur, within their respective organizations.

c. Selection for promotion pin-on will be by the Soldier's previously established promotion sequence number.

d. Selection for promotion pin-on to SFC through SGM requires a Soldier be otherwise fully qualified (para 1–11); maintaining eligibility up until the promotion effective date. Soldiers in MOS 42S are not eligible for promotion pin-on to SFC, MSG or SGM when they are established as NFQ or NFQ–R following conduct of the annual NCO evaluation board.

e. Soldiers must have 4 years active service for promotion to SFC, 8 years active service for MSG, and 10 years active service for SGM. Soldiers (SSG, SFC, MSG) must have a minimum of 12 months TIG in order to be eligible for promotion pin-on.

f. Position vacancies must be vacant for all promotions to SFC and above and promotions will not result in overages at any paygrade. The promotion recommended list expires following release of the next annual recommended list. Soldiers who were recommended for promotion but were not promoted by the time the next recommended list is released must re-compete for promotion annually on the following year's recommended list.

g. The PME requirements outlined in paragraph 1–34 do not apply for promotion in MOS 42S except as follows:

- (1) DLC III for promotion pin-on to SFC.
- (2) DLC IV for promotion pin-on to MSG.
- (3) DLC V for promotion pin-on to SGM.

Chapter 6

Enlisted Promotions of Army National Guard Personnel

Section I

General

6–1. Scope

a. The CNGB has responsibility and exception authority (not contrary to controlling laws and regulations) for the policies provided in this chapter and as such, will provide guidance and intent of the policies set forth.

b. This chapter prescribes policies, procedures, and systems to advance, promote, and laterally appoint all ARNG and ARNGUS enlisted Soldiers, except those included in the end strength of the RA and who are covered by the RA promotion system. Demotion for cause and restoration of grade is outlined in chapter 7. Soldiers attending IADT will be advanced per this regulation. Soldiers who are advanced, promoted, laterally appointed, or demoted in the ARNGUS are concurrently advanced, promoted, laterally appointed, or demoted as the Reserve of the Army.

c. The Enlisted Promotion System is designed to help fill authorized enlisted vacancies in the NCO ranks with the best qualified Soldiers who have demonstrated the potential to serve in the next higher rank. It provides for career progression in line with each Soldier's potential.

d. The ARNG will manage the career progression of the enlisted force under the Select, Train, Educate and Promote methodology. Soldiers will be authorized to be selected and assigned to higher enlisted vacancies pending completion of the PME requirements outlined in paragraph 1–34a for (pin-on) promotion.

e. Soldiers must meet the DLC and PME requirements as outlined in table 6–1 for consideration by a promotion board. For the NCO ranks, it also prescribes the PME requirements and timelines for promotion in table 6–4.

f. This chapter will be used in concert with NGR 600–5 for AGR Soldiers, and appropriate regulations and policies that govern dual status MTs.

g. This chapter will be used to advance, promote, laterally appoint, and demote Soldiers called or ordered to **AFS** under 10 USC 12301(d) in support of contingency operation and 10 USC 12302 and 12304 as described in the instructions issued for the call or order, this regulation, and the DCS, G–1 Army Mobilization and Deployment Reference.

h. States are not authorized to supplement this chapter without receiving prior approval, in writing, from ARNG–HRH. States are authorized to field procedural guidance on the overall annual board and selection process.

i. Unless otherwise noted, guidance in chapter 6 and the word "Soldier" applies to all ARNG Soldiers regardless of status (T10 AGR/T32).

6–2. Special terms

The following are special terms used in this chapter.

a. *Best qualified.* Soldiers selected over their peers by a promotion consideration board as best able to perform the duties at the next higher rank.

b. Fully qualified. Soldiers capable of performing all duties required in a worldwide field environment and meet all requirements for promotion.

c. Whole Soldier concept. An established idea of judgment based on the entire record of qualities, qualifications, accomplishments, and failures, rather than on one single item as overriding in determining selection or rejection.

d. Consideration. All Soldiers must meet DLC and PME requirements (see table 6–1) for their current rank, minimum TIG, TIS, and cumulative enlisted service (CES) as established in the promotion board announcement and this chapter, and are not specifically prohibited from consideration per other provisions of this chapter, are eligible for consideration. See paragraph 6–30a, minimum administrative point requirements. Promotion authorities will not add or delete any prerequisite or requirement for consideration of Soldiers. Soldiers may be denied consideration per paragraph 6–33.

e. Eligibility criteria date. This date is used to compute Soldier eligibility for promotion board consideration, consideration by a STAB, and for integration into a promotion list. This date also establishes a cut-off date at which all promotion points (except board points) will be calculated for SGT/SSG boards. This date is announced in the promotion board MOI.

f. Selection objective. The promotion authority sets the maximum number of Soldiers by MOS of those to be trained, promoted, and assigned during the anticipated life of the list. Only these Soldiers can expect to be trained, assigned, or promoted. Soldiers below the selection objective cannot expect to be selected from this list or sent to PME training.

g. Selection. Soldiers selected for promotion will meet all requirements in this chapter and the promotion board announcement.

h. Career progression military occupational specialty. The CPMOS indicates to Soldiers the channel in which they should expand professional development efforts and seek assignments. It also indicates to CDRs and personnel managers the MOS in which the Soldier should be assigned at the current and higher grade levels. The CPMOS will normally be the PMOS unless there is a compelling reason to choose another MOS in which the Soldier is qualified or is directed to become qualified. Soldiers must be qualified in their CPMOS to maintain promotion list status, unless otherwise stated in this chapter. See NGR 600–200 for additional guidance.

i. Promotion selection list. Reflects all Soldiers above the selection objective.

j. Master promotion selection list. Maintained by the State G1 and reflects all Soldiers selected to include those below the selection objective.

k. Not selected. Soldiers who fall below the minimum promotion score announced in the annual MOI as outlined in paragraph 6–37b will not appear on either the promotion list or the master promotion list. Soldiers below the minimum promotion score will not be eligible for promotion under chapter 1 of this regulation.

l. Expanded zone of consideration. Soldiers who will meet the minimum TIG/TIS requirements computed from the last day of the month the board convenes plus 12 months, provided otherwise qualified per paragraph 1–34.

6–3. Convening and promotion authorities

a. The DARNG is the convening and promotion authority for AGR Title 10 enlisted tour Soldiers attached to the NGB and active duty installations including AGR Title 10 enlisted Soldiers participating in a Title 32/Title 10 exchange. The DARNG is delegated the authority to administer this program for the NGB AGR Title 10 Tour Management Program. The Deputy Director, ARNG, is further delegated the authority in the absence of the DARNG.

b. The AG is the convening and promotion authority for all promotion boards to SGT through SGM. They may delegate this authority to their assistant AG (Army) or Deputy CDR, Joint Force Headquarters (JFHQ). This includes AGR T32 Soldiers participating in a T10/T32 exchange. They also may delegate promotion authority to subordinate CDRs as follows:

- (1) CDRs in command positions authorized rank of COL or higher for promotion to SFC through SGM.
- (2) CDRs in command positions authorized rank of LTC or higher for promotion to SGT and SSG.

c. All convening and promotion authorities may delegate the conduct, management, and signature authority for this program to their G–1, MPMO, or comparable officer.

d. CDRs of RA units to which Soldiers are attached for initial military training may promote ARNGUS Soldiers per this regulation.

e. Unit CDRs must validate IPPS–A board preference or the NGB Form 4100–1A (Army National Guard Enlisted Promotion Point Worksheet Sergeant Staff Sergeant Boards)/NGB Form 4100–1B (Army National Guard Senior Enlisted Worksheet Sergeant First Class through Sergeant Major Boards) and recommend or not recommend promotion board consideration for all eligible Soldiers within their commands. Soldiers not recommended for consideration will be processed for denial of consideration in accordance with paragraph 6–33. Supervisors in a position authorized the rank of COL or equivalent will recommend or not recommend promotion board consideration for Title 10 (AGR) Soldiers. Soldiers not recommended for consideration will be processed for denial of consideration in accordance with paragraph 6–33.

f. ARNG CSM and/or senior enlisted leader (Army) will maintain oversight of the Enlisted Promotion System.

Section II

Policy

6–4. Non-promotable status

CDRs and leaders at all levels will notify the promotion authority when Soldiers whose name appears on a list are nonpromotable. Soldiers may be advanced or promoted only while in a promotable status. Soldiers in a non-promotable status may not be selected from the promotion list until they have regained a promotable status. If applicable, promotable status may not be regained until judicial or non-judicial punishment is complete. If a Soldier is accidentally or intentionally promoted when not in a promotable status, the promotion will lack the original basis of authority, and therefore, be voided. Revoke orders effective on the day the error is detected. The rules in paragraph 1–20 de facto status, may apply. A Soldier is in a nonpromotable status and will not be selected, promoted, advanced, appointed to a higher rank, or laterally appointed to CPL, 1SG, or CSM when one of the following conditions exist:

- a. Soldier is the subject of formal proceedings that may result in administrative separation.
- b. A written recommendation has been sent to the promotion authority to reclassify a Soldier for inefficiency or disciplinary reasons. If the recommendation is approved, the Soldier will be removed from the promotion list.
- c. Soldier is without the appropriate security clearance eligibility or favorable background investigation for promotion to the rank and MOS. Soldiers will regain selection status the day they receive the appropriate level security clearance eligibility, provided they are still qualified. Soldiers who lose their required security clearance eligibility for cause will be removed from the promotion list.
- d. Soldiers ineligible for immediate reenlistment or extension of enlistment. This also includes Soldiers ineligible to extend to meet the remaining service obligation per paragraph 6–8.
- e. A bar to continued service or extension of enlistment has been approved or initiated.
- f. A written recommendation has been submitted to remove the Soldier from a promotion list per paragraph 6–45. Remove the Soldier from the list the date the recommendation is approved by the promotion authority.
- g. Soldier has been declared an unsatisfactory participant per AR 135–91.
- h. Soldier is AWOL per AR 630–10 (mobilized or Title 10 only).
- i. Soldier has been selected for elimination by enlisted qualitative retention board (EQRB) per AR 135–178. This does not pertain to Soldiers in the medical evaluation process (refer to para 1–20).
- j. The Soldier is an MT selected for mandatory removal by an EQRB or identified for separation due to maximum age (age 60) but allowed by law to remain in active status to qualify for civil service retirement.
- k. Soldiers selected to attend USASMC and who did not complete the course for any reason other than hardship are not eligible to attend the course again and therefore are not eligible for consideration or promotion to SGM. This criterion is not waivable and exceptions to policy will not be considered. The commandant will make the final determination of hardship cases.
- l. Soldier is under a flag per AR 600–8–2 or has a circumstance that requires a flag. The Soldier is in a non-promotable status whether the flag is actually initiated and completed or not, for example, for failure of Army Physical Fitness Test (APFT), body composition standard, completion of processing and punishment under UCMJ, Article 15, (except for summarized proceedings imposed according to AR 27–10), or comparable State law. Refer to paragraph 1–24 for Soldiers undergoing medical evaluation for retention.
- m. Assigned to the ING.

n. The current enlistment contract has expired (DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States)), including extensions on DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

o. Voluntary retirement application has been approved. This does not bar promotion or appointment to a previously held grade approved as a retirement grade or any other applicable law or regulation.

p. Prior service Soldiers from sister Services that have not completed Army BCT, Prior Service Basic Combat Training Course or Warrior Transition Course, or authorized equivalent (such as U.S. Marine Corps (USMC) BCT, U.S. Navy Special Operations, or U.S. Air Force Security).

q. A Soldier has a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600–20.

r. A Soldier has failed, due to his or her own fault as determined by the CDR, to complete necessary training associated with reclassification to a new MOS and has been awarded ASI 4B as determined by HRC or GOCOM/MSC/direct reporting unit (for USAR TPU Soldiers) or NGB (for ARNG Soldiers). The BCT or BDE S1 will track the status of all Soldiers with ASI 4A (promotion eligible) and, when a determination is made that a Soldier failed to attend or to complete training as scheduled, take action to award ASI 4B (ineligible for promotion).

s. Soldier is serving in the first 18 months of an initial AGR tour and is stabilized in their current position in accordance with AR 135–18 and NGR 600–5. Soldiers hired into a higher ranked position for their initial AGR tour may be promoted into the position if fully eligible or upon becoming fully eligible but may not be selected for promotion into other positions within the first 18 months of their initial AGR tour.

t. Lack of a qualifying fitness testnot within 14 months (8 months for AGR).

u. Semi-annual weigh-in that is more than 8 months old. Soldiers with a valid semi-annual weigh-in within 8 months old, who are placed on a temporary profile, for example, pregnancy, are deemed promotable during the life of the profile.

v. Soldier is serving in an officer producing program, 09R, 09S or 09W.

w. Lack of a qualifying periodic health assessment exceeds 15 months or MRC 4.

Note: States are not authorized to add additional disqualifiers to the above non-promotable status.

6–5. Delay of promotion due to suspension of favorable personnel actions

When a Soldier's promotion was delayed because of a flag per AR 600–8–2, and the final DA Form 268 has been prepared, the following rules are used to determine the Soldier's promotion status after the flag is lifted:

a. *Case closed favorably.* Soldier was completely exonerated of any wrongdoing and the Soldier would have been selected while the suspension was in effect, provided otherwise qualified in accordance with paragraph 1–11 (Title 10 AGR Soldiers) and paragraph 6–4 (Title 32 and Title 10 Soldiers). If the position is already filled, the Soldier is assigned into the first available position after the case is favorably closed.

b. *Disciplinary action taken.* Soldier is eligible for selection after the flag is removed, unless action has been initiated to remove the Soldier from the promotion list.

c. *Other final action.* This applies to the Army Body Composition Program, Army physical fitness test, and the ASAP. Soldier is eligible for selection after the flag is removed, unless action has been initiated to remove the Soldier from the promotion list.

6–6. Establishment of retroactive effective dates

These procedures have been developed for cases that previously were submitted to the Army Board for Correction of Military Records. These policies and procedures apply generally to cases for Soldiers in service, and specifically to cases of Soldiers with situations that occur while governed by Title 32 USC. The Army Board for Correction of Military Records has directed that these issues be handled by the States with the guidance of DARNG. The following policies and procedures are used to establish retroactive effective dates. These procedures apply to all current and former members of the ARNG.

a. The promotion authority for the affected Soldier submits a PAR or request through channels to the next higher promotion authority that requests that the Soldier be promoted with a retroactive effective date, or if already promoted, that the current effective date be corrected. Because retroactive promotions affect receipt of back pay and allowances, a detailed explanation of the specific reasons for the delay or

correction will be shown in the request. Documentation supporting the basis for the request will be enclosed with the PAR or request.

b. The next higher promotion authority either approves or disapproves the request on a PAR that cites this paragraph as the regulatory authority and the approved retroactive effective date, returns the completed PAR through promotion authority channels to the unit CDR, and files a copy in the Soldier's AMHRR.

c. The promotion authority publishes or amends the promotion instrument to show the GED, and approved retroactive RED. The new orders or amendment will state that the next higher promotion authority per paragraph 6-3 has approved the earlier or corrected effective date of promotion.

d. DARNG (ARNG-HRH) is the approving authority for cases for which the AG is the promotion authority.

e. Forward questionable cases, with supporting documents and recommendations, through channels to ARNG-HRH for evaluation and determination of entitlement.

f. DARNG is the approval authority for Title 10 AGR Soldiers.

6-7. Computation of time in grade, time in service, and cumulative enlisted service

a. TIG is computed from the Soldier's GED in the current grade.

b. TIS is computed from the Soldier's PEBD. Include all service for pay computed under DoD Financial Management Regulation 7000.14-R, Volume 7A. TIS is computed for non-prior service (NPS) personnel who entered the ARNGUS under the ACASP or who were promoted under section III from PEBD.

c. To qualify for promotions to SFC, MSG, and SGM, Soldiers require specific amounts of CES computed from basic enlisted service date (BESD), which excludes time served as a warrant and commissioned officer. If all service has been in an enlisted status, the BESD is the same as PEBD. Use AR 600-8-104 to establish and record BESD for Soldiers in the rank of SSG and higher.

d. Applying BASD against promotion board consideration, selection or promotion (pin-on) AGR is prohibited.

e. No waivers or exceptions authorized for promotion to SGT-SGM.

6-8. Service remaining obligation

a. There are no promotion service remaining requirements (SRRs) for promotion to SSG and below.

b. A 3-year (36 Month) promotion SRR applies for promotion to SFC and above.

c. Service will be obligated from the RED of promotion and Soldiers must extend within 90 days to meet the above requirements. However, Soldiers are exempt from this requirement if they are—

(1) Eligible through prior service for higher grade at time of retirement.

(2) Able to serve at least 6 months in the grade but will be involuntarily separated due to medical disqualification, action by a non-punitive board, or will reach their maximum years of service by grade (RCP), or maximum age.

(3) Currently undergoing a medical board process and are unable to extend. These Soldiers may be promoted, and, if found fit for retention they will immediately extend to meet the remaining service obligations, or be demoted without board action.

d. Individuals who accept promotions will fulfill their service remaining obligations in an Army component. When a Soldier incurs more than one obligation, such as one for training and one for promotion, set the later date, do not combine them.

(1) Transfers to the IRR, the Standby Reserve, the ING, the Retired Reserve, or discharge to civilian life for Soldiers serving under a promotion service remaining requirement must be approved by the AG to preclude demotion or revocation of the promotion.

(2) If a Soldier submits a request for voluntary retirement before fulfilling his or her service remaining obligation, the AG for traditional, DARNG (HRH-M) for Title 10 and 32 AGR Soldiers can deny the request, or accept the request and waive the service remaining requirement if waiver is in the best interest of the Army or when substantial hardship would result.

(3) Soldiers eligible for promotion who would lose Selected Reserve Incentive Program (SRIP) entitlements upon immediate extension or reenlistment, may defer extension or reenlistment and accept a promotion. These Soldiers may wait until they are within 12 months of their scheduled expiration term of service. Soldiers in this category who fail to extend or reenlist, as a condition of the promotion, will be demoted without board action or appeal per paragraph 7-20.

(4) Service remaining obligations are waived for Soldiers selected for separation from unit service and transferred to the IRR or the Retired Reserve by the IDES, Qualitative Retention Board or Active Service Management Board (ASMB).

6–9. Acting noncommissioned officers

ARNGUS does not appoint acting NCOs, except those Soldiers being assigned to fill a CSM vacancy.

6–10. Lateral appointments

a. The AG may retain or specify which authorities listed in paragraph 6–3 will laterally appoint Soldiers. All lateral appointments will be issued on an order. SPC will be appointed to CPL when the Soldier is assigned and works in a higher grade position. This includes SPC who cannot otherwise be promoted when they do not meet the TIS requirement, or were not considered for promotion. Soldiers will normally retain the rank of CPL and perform the duties of an NCO; however, the appointment authority may laterally appoint CPL to SPC without the individual's consent for—

- (1) Demonstrated inefficiency in technical, supervisory, or other requirements of the MOS.
- (2) Significant loss of qualifications, including medical inability to perform the duties of CPL in that MOS as required in DA Pam 611–21.
- (3) Disciplinary action under UCMJ, criminal convictions or similar State law that adversely affects the Soldier's ability to perform the duties of a CPL.
- (4) Upon removal from the SGT position.

b. A MSG will be appointed to 1SG concurrent with assignment or attachment to a 1SG position authorized modification table of organization and equipment (MTOE) and/or TDA.

c. 1SG will be appointed to MSG when—

- (1) Reassigned or attached to positions not authorized a 1SG.
- (2) Detailed or attached to a duty that does not require a 1SG on other than a very short, interim basis (fewer than 30 days).

d. A SGM will be appointed to CSM when authorized by NGR 600–200 and approved by the HQDA (ARNG) CSM selection board for initial appointment.

e. A CSM will be appointed to SGM when—

- (1) Reassigned or attached to positions not authorized a CSM.
- (2) Detailed or attached to duties that do not require a CSM on other than a very short, interim (fewer than 30 days) basis.

f. All 1SGs and CSMs assigned to the resident SGM–A or Title 10 ADOS tour longer than 30 days must be laterally appointed to MSG or SGM. They may be laterally appointed to 1SG or CSM upon graduation from SGM–A or completion of the ADOS tour if they are reassigned to a 1SG or CSM position.

g. NCOs who apply for transfer to the Retired Reserve before age 60 may be laterally appointed to their formerly held ranks concurrent with their separation from the State and assignment. A former 1SG who is a MSG will be reappointed and assigned to the Retired Reserve as 1SG, provided the Soldier was not relieved for cause or the promotion was not revoked. Former CSMs who are currently SGM eligible for reappointment to CSM, per NGR 600–200 will be reappointed to CSM. AGs are the appointment authorities for these actions. Retirement orders and all related documents will show 1SG or CSM (see NGR 600–200).

6–11. Promotion instruments

a. Promotions to SGT through SGM are announced on orders.

b. Orders will cite the appropriate paragraph of this chapter for promotion. In addition, if a higher promotion authority approves a retroactive RED, cite paragraph 6–6c as the authority.

c. Include in promotion orders or PAR one or more the following statements as additional instructions:

- (1) "Promotion is not valid if the Soldier is not in a promotable status on the RED of promotion."
- (2) "An earlier RED has been approved per AR 600–8–19."
- (3) For conditional promotion to SGM with further appointment to CSM, enter the following: "The Soldier must complete the U.S. Army Sergeants Major Course as a condition of this promotion. Failure to meet the condition will cause demotion per AR 600–8–19."
- (4) In orders for all promotions to SFC through SGM, the following will be entered: "Acceptance of this promotion incurs a service remaining obligation per paragraph 6–8."

6–12. Promotion ceremonies and certificates

a. Promotion ceremonies should be held on the RED of promotion or as soon as practicable. Early promotion ceremonies may be held when the RED of the promotion is on a weekend or holiday or the last duty day or training assembly prior to the Soldier's transfer to a new unit in conjunction with promotion.

b. The promotion order is the official instrument for promotion. It also is the source document for rank, RED, and GED for all record and pay purposes. The promotion certificate, DA Form 4872 (Certificate of Promotion to Noncommissioned Officers) or DA Form 4874 (Certificate of Promotion (Promotion to Specialists Grades)) is not the official instrument of promotion, and a promotion ceremony is not required to implement the promotion (see NGR 600–200 for use of DA Form 4873 (Certificate of Appointment to Command Sergeant Major)).

c. Promotion authorities may issue DA Form 4872 and DA Form 4874 to Soldiers only for their current ranks.

d. Promotion authorities may sign promotion certificates unless higher level authorities reserve signature authority.

e. Soldiers demoted one or more grades will receive a promotion certificate when promoted again to a higher rank.

f. CDRs will make every effort to promote Soldiers in formal ceremonies (in an office or a military formation) and will involve Family members when practicable. However, a Soldier's promotion will not be held up awaiting a ceremony.

g. Ceremonies may be hosted by NCOs for promotions to a rank junior to themselves when authorized by the AG or CDR. Soldiers may choose who will help assist in the promotion to their new rank during promotion ceremonies if not prevented by operational situations.

h. The following phraseology is recommended for promotion ceremonies: "Attention to Orders: Headquarters (use designation of State or unit issuing orders), dated (use RED of promotion). The AG of (State) has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of (name). In view of these qualities and demonstrated leadership potential and dedicated service to the ARNG, (name) is promoted to (rank) with GED of (day, month, year). By order of The Adjutant General: signed (the local promotion authority is announced as the authenticating officer)."

Note. For promotion of Title 10 AGR Soldiers issued by NGB, the orders will still include the Soldier's State.

Section III

Special Advancements and Promotions

6–13. General

This section provides for special advancements and promotions. They are used in special circumstances and are made without regard for regular promotion criteria. When a Soldier is eligible for more than one special promotion or advancement (or higher enlistment grade per AR 601–210), the Soldier is awarded the highest grade for which eligible.

a. Soldiers will be advanced or promoted to higher ranks when verified that they enlisted or reenlisted in a grade lower than that authorized, or claimed eligibility for enlistment in a higher grade, but did not have the required supporting documentation. Documents must be presented within 1 year after the enlistment date to validate entitlement to the higher grade. All the conditions, and thus the entitlement, must have existed prior to the date of enlistment. The GED will be the same as the date of enlistment. The advancement will not be effective earlier than the date of signature by the authenticating officer, except when a retroactive date is approved by the next higher promotion authority per paragraph 1–13. This provision will not apply if the Soldier is demoted after the date of enlistment or reenlistment for inefficiency, misconduct, Article 15 or State equivalent.

b. Soldiers will be advanced or promoted to higher ranks authorized by programs per paragraphs 6–15 through 6–19 when all conditions are met. Soldiers who are members of the recruit force pool in the ING, are not eligible for advancement or promotion. All authorities, including this paragraph and the basic paragraph that authorizes the rank, will be cited.

c. Soldiers will be advanced per AR 601–210 and ARNG accessions options criteria when all eligibility requirements have been met. These advancements must occur prior to departure for initial military training, unless stated otherwise in this chapter.

d. Concurrent with separation from the ARNG and transfer to the Retired Reserve or placement on the retired list, Soldiers will be promoted to the highest enlisted rank satisfactorily held, provided they were not demoted for misconduct or inefficiency (not applicable to Soldiers who retire with a Regular active service retirement under 10 USC 7314 or 7317).

6-14. Promotion to enter training programs

The following promotions and advancements are authorized without regard to PME Course requirements. These will be announced on a PAR or orders, but Soldier will not be issued promotion certificates. Soldiers in officer producing programs may be considered for promotion eligibility during the annual board process or intergraded under the STAB.

a. Soldiers will be promoted to SGT (with a title of candidate) 1 day before they enter the RA OCS or the Inter-service Physician's Assistant Program. Soldiers ordered to the Warrant Officer Candidate School (WOCS) will be promoted effective on the date travel begins per NGR 600-101. Applicants for warrant officer candidacy, when required, will attend ALC as soon as they receive their proponent predetermination per NGR 600-101.

b. Soldiers will be advanced to SGT/E5 (with a title of candidate) effective the day they report for phase 1 of the OCS program. However, the maximum full-time Support Employment Authorization Document position grade for AGR Soldiers will not be exceeded, per NGR 600-5 and AR 135-18.

c. Soldiers will be promoted to cadet (SGT/(E5)) effective the date the Soldier is contracted in both the ARNGUS and the ROTC Advanced Course, and assigned reporting code 09R20 per NGR 600-100. Soldiers enlisting into the ARNG as a cadet will be advanced the following day to SGT, the enlisted pay grade on the DD Form 4 will be in accordance with AR 601-210 and ARNG accessions options criteria.

d. Eligible PV1 and PV2 Soldiers will be promoted to PFC effective on their reporting dates to the USMAPS. Soldiers in higher enlisted ranks will attend in current rank.

e. Promotions under paragraphs 6-15a through 6-15b are valid only for the purpose for which they were awarded. Soldier will be administratively returned to their pre-appointment ranks upon release from such status. These ranks are not valid for future determinations of grade, grade to be held after release from either status, highest grade held for reenlistment upon return to enlisted status after loss of commission or appointment, or highest grade satisfactorily held for retirement purposes.

6-15. Advancement and promotion as a part of training programs

Advance or promote Soldiers to higher ranks as a prerequisite to attend training programs that provide for the higher ranks as prescribed. Soldiers who fail to complete the training program for which promoted to the special rank will be demoted to the rank from which promoted per paragraph 7-20.

a. Demotion to enter training. After demotion to enter training program per paragraph 7-20, the Soldier is promoted to the previously held rank without promotion board action to the higher rank when the time requirement is met. Date of rank will be the Soldier's original GED in the rank to which promoted. The RED will be the date of the promotion. For example, this applies when the Soldier must serve 1 year at that skill level after completion of training and award of the MOS to qualify at the next higher skill level.

b. Special Forces. Soldiers (SPC and/or SGT) in CMF 18, provided otherwise qualified in accordance with paragraphs 1-11 (Title 10 AGR) and 6-4 (Title 10 and Title 32), are eligible for promotion as indicated:

(1) Upon successful completion of the SFQC, SPC and/or CPLs will be automatically promoted to SGT, without board appearance. RED of promotion to SGT will be the earliest date the Soldier meets both of the following:

(a) SFQC graduate.

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

(2) A SPC and/or CPL who is programmed to MOS 18D will be automatically promoted to SGT upon successful completion of the SOCM portion of the SFQC without board appearance. Soldier must have completed DLC 1 to qualify. If /DLC 1 is completed at a later date, the promotion will be effective the 1st day of the month /DLC 1 is completed. Otherwise, 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 demotion.

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

- (a) SFQC (ALC) graduation.
 - (b) Award of MOS 18B, 18C, 18D, or 18E.
 - (c) 42 months TIS.
 - (d) 6 months TIG.
- (4) Soldiers (SSG) must compete on the State Enlisted Promotion System list for SFC, this includes meeting the TIG/TIS requirements outlined in table 6–1.
- (5) The promotion authority for promotion in this paragraph is CDR, U.S. Army John F. Kennedy Special Warfare Center and School.

6–16. Promotion based on stripes for skills

NPS and glossary NPS Soldiers who are part of a pre-initial military training program (Recruit Sustainment Program) will be promoted when the Soldiers meet the requirements listed below and are recommended for promotion by the proper authority. Soldiers not in a structured program that has not been approved by NGB cannot be promoted per this paragraph. CDRs of the Recruit Sustainment Program may promote Soldiers under this program.

- a. Soldiers who enlist as PV1 may be promoted one grade prior to the Soldier reporting to initial military training. The Soldier must demonstrate proficiency on every task prior to being recommended for promotion.
- b. The approval authority will verify that all tasks are completed to standard prior to signing the PAR. The task sheet will be filed in the AMHRR as an attachment to the PAR.
- c. Soldiers not completing all tasks in the training plan prior to entry on initial military training may not be promoted.
- d. This provision can only be used to promote Soldiers from PV1 to PV2.
- e. Soldiers who enlist under the split training option will be promoted per chapter 2, after completion of phase I and before entry into phase II.

6–17. Promotion based on Army Civilian Acquired Skills Program

- a. The MOSs listed in the ARNG accession options criteria are the only MOSs authorized under this program.
- b. The Soldier's ARNG unit CDR or training CDR may authorize accelerated promotion and award of the ACASP MOS when the Soldier meets all criteria. Soldiers in MOSs eligible for SGT under this program may be promoted once they complete DLC 1 and BLC.
- c. CDRs may defer or deny accelerated promotion for lack of skill, failure to demonstrate the minimum required level of performance in the MOS or Soldier skills, or misconduct. CDRs will counsel their Soldiers, in writing, on DA Form 4856 (Developmental Counseling Form) with the reasons for deferral or denial, and file copies of counseling statements until advanced or promoted to a higher rank, or separated, whichever is first.
- d. Promotions will be announced on an order, citing this paragraph as well as the basic paragraph for the rank to which advanced. On orders for promotion to SGT, any comment required by paragraph 6–12, will be included.

6–18. Promotion based on stripes for buddies

- a. Soldiers who refer qualified applicants who subsequently enlist in the ARNGUS, RA, or USAR may be promoted, without regard to other promotion criteria, to PV2 or PFC, without regard to the 10 percent promotion waiver available to the BN CDR in (para 2–3g). The State MPMO will verify enlistment of referred applicants.
- b. When a referred applicant enlists before the person who referred him or her, the referral will be used to determine advancement of the referring individual per AR 601–210.
- c. Two or more applicants may not refer each other and be advanced. The applicant who refers other(s) is advanced.
- d. Unit CDRs will promote Soldiers—
 - (1) PV1 to PV2 upon enlistment of one qualified NPS applicants, or from PV2 to PFC upon enlistment of two NPS applicants (includes the one applicant who enlisted as PV1 from PV1 to PV2).
 - (2) PV2 to PFC upon enlistment of one qualified NPS applicant.
- e. This paragraph, as well as the basic paragraph (see para 2–3) for the rank to which promoted will be cited on the PAR.

Section IV

Promotion to Sergeant Through Sergeant Major

6–19. Criteria

To be eligible for consideration, selection, and promotion to SGT through SGM, Soldiers must—

a. Be considered and placed in the selection objective of the current promotion list, unless selected from a previous list. All Soldiers must go through the board process before they may be selected and promoted. The only exceptions are listed in section III of this chapter.

b. Be in promotable status in accordance with paragraph 6–4 (Title 10 AGR and Title 32 Soldiers). The board will consider a Soldier who has a flag (regardless of type) in effect provided they are otherwise eligible for consideration, but the Soldier cannot be selected nor promoted until the suspension has been removed. This requirement is not waivable. The board will not see the flag action. Commanders who have initiated a Bar to Continued Service for failure to remain competitive for promotion, may submit a request to deny Soldiers promotion board consideration. Soldiers who have been removed from promotion lists per paragraphs 6–44 and 6–45, and who are pending separation action per AR 135–178, AR 635–200, or NGR 600–200 will not be considered for promotion. If not separated, the next regularly scheduled promotion board may consider them unless they are eligible for a STAB per paragraph 6–49.

c. Be participating satisfactorily in the active ARNGUS in the next lower grade.

d. Meet the criteria in table 6–1 (the TIG/TIS is computed as of the last day of the month, plus an additional 12 months, life of the list, in which the board convenes, see j below). See States promotion board MOI for additional guidance. Waivers and exceptions to policy are not authorized for TIG, TIS, DLC, PME, and CES (see para 6–7 for computation rules). See paragraph 6–19i for SGM promotion board consideration.

Table 6–1
Time in grade, time in service, Distributed Leader Course, professional military education, and cumulative enlisted service for promotion board consideration

Rank	TIG	TIS	CES	DLC	PME
SGT	12 months	NA	NA	DLC 1	NA
SSG	18 months	NA	NA	DLC 2	BLC
SFC	36 months	8 years	6 years	DLC 3	ALC
MSG	36 months	12 years	8 years	DLC 4	SLC
SGM	36 months	16 years	10 years	DLC 5*	MLC*

e. Have a high school diploma, home study diploma, GED equivalent, alternate credential, or an associate or higher degree.

f. Be qualified in the CPMOS, promotion MOS, or a feeder MOS for the position promoted into unless another standard is authorized in this chapter, NGR 600–200, or in a special training program, such as those for CMF 18, the ACASP (per accessions options criteria), or the AGR Management Program governed by NGR 600–5. Note. CDRs and personnel managers will ensure promotion of SRIP participants only in their primary or CPMOS to avoid violating the terms of incentives contracts.

g. Soldiers undergoing medical evaluation processing will be considered for promotion board action or, if already promotable, will not be denied promotion based on medical disqualification if they are otherwise qualified for promotion.

h. Currency of the Soldier's periodic health assessment is a function of eligibility for immediate reenlistment or extension and does not preclude them from consideration by a promotion board.

i. For consideration for promotion to SGM, including concurrent appointment to CSM for individuals who are not graduates of the USASMC must be eligible to attend and complete the course, including the completion of the required DLC level for enrollment into the USASMC. This includes the TIS requirements before maximum age or maximum years of service. Soldiers who were selected to attend but did not complete the course for any reason other than hardship are not eligible to attend the course again and, therefore, are not eligible for consideration or promotion to SGM. This criterion is not waivable, and exceptions to policy will not be considered.

- (1) For those promoted to MSG prior to 1 January 2019, MLC and DLC 5 is not required.
- (2) For those promoted to MSG after 1 January 2019, with completion of SSD 4 prior to 30 August 2020 will not be required to complete DLC 5.
- (3) For those promoted to MSG after 1 January 2019 without SSD 4 completion will require MLC and DLC 5.

j. States may consider all qualified Soldiers who meet the expanded zone of consideration during the life of the promotion list (TIG/TIS) requirements. All Soldiers must otherwise be qualified on the date established in the annual board MOIs; this includes CPMOS, Distributed Leader Course, and PME as required in Table 6–1 and paragraph 1–34. The promotion list, when published, will include all Soldiers who will meet the zone of consideration requirements during the life of the promotion list. Soldiers on the promotion list who fail to meet the TIG/TIS requirements are ineligible and unavailable for selection until they meet TIG/TIS. As Soldiers meet the TIG/TIS requirement, States may code them eligible and available for selection. SPCs/CPLs and SGTs competing in the expanded zone of consideration will only be awarded administrative promotion points as of the “eligibility criteria date” established in the annual board MOI. Promotion points earned after the established cut-off date will be applied to future annual board cycles.

k. Soldiers currently in an officer producing program who were previously promoted to grade E4 and above are authorized to be considered during the annual board process.

l. States are prohibited from applying AFS to the TIG/TIS consideration requirements in table 6–1 above, or the selection and promotion of AGR Soldiers.

6–20. Military occupational specialty conversion

Notification of future change to MOSs will be announced by HRC or ARNG–HRH as they occur. These announcements will include training requirements (if any), utilization, promotion policy, and reclassification actions.

6–21. Promotion actions

a. Soldiers may be promoted into vacant positions on the basis of selection by a promotion board and placement in the selection objective of a promotion list, except for the actions in section III of this chapter. All documented positions, including those on carrier unit identification codes (UICs), provisional units, and derivative UICs that are part of the State’s structure are valid for promotion purposes subject to the policies of NGR 600–200, NGR 600–5, and regulations that govern the MT Program. State MPMOs will verify questionable cases and coordinate with the State human resource officer (HRO), as needed.

b. Soldiers may be considered for assignment and promotion when they are two grades under the authorized grade, when no authorized positions in the unit or immediate geographic area for the intermediate grade, and no other qualified Soldiers in the unit or immediate geographic area are available. For instance, when an artillery battery has a supply SGT authorized in rank of SSG and an armorer and/or supply specialist authorized in ranks of SPC, the SPC, if promotable (must be considered and in the selection objective of the current promotion list) and otherwise eligible for the assignment per section IX of this chapter, may be promoted to SGT against the SSG requirement. The State MPMO will manage these actions with input from the State HRO if full-time support Soldiers are involved.

c. For a SFC being assigned and promoted to a 1SG position, the SFC will be promoted to MSG on orders and concurrently appointed to 1SG.

d. The cited authority for promotions to SGT through SGM is paragraph 6–20.

6–22. Noncommissioned Officers Professional Development System requirements for promotion

a. Soldiers who are boarded and placed on a promotion list must meet requirements outlined in paragraph 1–34a for (pin-on) promotion to the next higher grade. The provisions of paragraph 1–34 also apply.

b. If a Soldier’s GED becomes adjusted before the Soldier attends the next level of PME or is demoted, the Soldier will need to meet all PME requirements for the current rank before being considered for promotion to the next higher grade.

c. MSGs/1SGs with SLC credit but without USASMC credit and who are in the selection objective of the SGM promotion list or CSM selection list are promotable only after they have completed term 1 of phase 1 of the non-resident course.

(1) To maintain the conditional promotion to SGM, Soldiers who are not graduates of the USASMC must be making satisfactory progress in the USASMC (as determined by the Commandant, SGM–A).

(2) Soldiers who fail to successfully complete the USASMC or who do not attend their scheduled Sergeants Major Course (fault of the Soldier), will be administratively demoted or removed from the promotion list. The RED of administrative demotion is the date of the action that caused the Soldier to be ineligible to retain the promotion. The GED will be the previous GED held at the demoted grade.

d. The PME courses for promotion are the Army standard.

e. All categories of Soldiers will complete PME courses prescribed in their CPMOS (primary or career progression MOS).

f. Recruiting and retention NCOs (MOS 79T) on AGR status—

(1) Who are SGTs with SQI 4, selected for promotion and PME training and do not have credit for DLC 2 or equivalent legacy course, will complete DLC 2.

(2) Who are SSGs with SQI 4, are selected for promotion and training, and do not have credit for SLC will attend 79T SLC at the Professional Education Strength Maintenance Training Center NCO Academy, provided they are selected for career status.

(3) Who are SFC and who do not have credit for SLC will attend 79T SLC at the Professional Education Strength Maintenance Training Center NCO Academy.

(4) AGR non-career recruiting and retention NCOs identified with SQI 4 will attend ALC and SLC in their primary MOSs.

6–23. Courses creditable for the Noncommissioned Officer Professional Development System

States will submit request for Basic Level Course equivalency requests will be submitted to Director, Army National Guard (ARNG–TR), 111 South George Mason Drive, Arlington, VA 22204–1373. ARNG–TR will further endorse to The NCO Leadership Center of Excellence for approval and further Personnel officers will determine credit for PME Courses from the following list and submit requests for constructive credit as prescribed in paragraph 6–26. Completion by sub-course is not acceptable for credit unless the course is a TRADOC-approved, multi-phase requirement such as the Army Band PME and the USASMC, or the Soldier completed the course through this means while in the RA and was credited with completion while on active duty. The PME levels and the courses and methods for completing or gaining credit for them are—

a. Basic level equivalency—

(1) RAor RC–WLC or The Army Training Systems Courses (TATS–C) WLC.

(2) RAor RC–Primary Leadership Development Course.

(3) RCNCO Course and/or Basic NCO Course (prior to 1985).

(4) The USMC Sergeants School (Program of Instruction (POI), dated 5 November 2019).

(5) The USMC Career School (POI dated 2020).

b. Advanced-level equivalency for ALC common core only. (No U.S. Air Force, Navy, or Marine Corps Courses will be recognized for basic-level equivalency).

(1) RAor RC–Basic NCO Course, or TATS–C ALC.

(2) Basic Technical Course.

(3) CMF 18 qualification course plus BLC.

c. Senior-level equivalency for SLC common core only. (No U.S. Air Force, Navy, or Marine Corps Courses will be recognized for advanced-level equivalency).

(1) RAor RC–Advanced NCO Course.

(2) Before 1 October 1987, RC–Senior NCO Course.

(3) Before 1 October 1987, RC or RA 1SG Course authorized in lieu of the RC–Senior NCO Course.

(4) Before 1 October 1991, any Advanced NCO Course phase I only.

(5) For MTs:

(a) Before 1 October 1987, any advanced-level course plus ARNG Battle Skills Course.

(b) 1 October 1987 through 30 November 1993 when there was no phase II available, Advanced NCO Course phase I plus a skill qualification test or self-development test score of 70 percent or more completed during that time plus the ARNG Battle Skills Course.

(6) For AGR, before 1 July 1986, an RC–PME advanced or higher level course (Senior NCO Course or 1SG Course) plus the ARNG Battle Skills Course.

d. Master-level, Master Leaders Course. Air Force Senior Noncommissioned Officer Academy Advanced Leader Experience Course.

e. Sergeants Major Course-level. The USASMC resident or nonresident mode or Joint Special Operations Forces Senior Enlisted Academy.

f. Nominative-level. Executive Leader Course.

6–24. Availability of Noncommissioned Officers Professional Development System phase II or subsequent resident courses

State MPMOs, in concert with their plans, operations, and training officers, will determine availability of phase II or subsequent courses, for promotion purposes, as follows:

a. The “Course Lists” screen in ATRRS will be checked. The appropriate fiscal year, MOS, and phase will be entered to determine if a course was or is available within 2 years after completion of phase I.

b. Traditional Soldiers, including MTs, will complete required PME Course(s). A Soldier may request constructive credit if they are unable to attend due to the length of the course, however constructive credit will only be granted based on the guidelines outlined in paragraph 6–26 and AR 350–1.

c. The course will be considered not available if phase II or subsequent phase has been TATS–C, but was not taught within 2 years after the Soldier completes phase I. This provision does not apply to AGR Soldiers.

(1) Requests should be routed through the State MPMOs and forwarded to Director, Army National Guard (ARNG– TR), 111 South George Mason Drive, Arlington, VA 22204–1373.

(2) If a request is approved, a constructive PME credit entry will be entered per paragraph 6–26, the Soldier credited with completion, and the Soldier’s automated personnel system-ARNG entry updated. The request and approval are filed for constructive credit in the Soldier’s AMHRR.

d. Personal, operational, and funding conflicts do not constitute non-availability.

6–25. Constructive credit for Noncommissioned Officers Professional Development System

The AG (MPMOs) or DARNG for Title 10 AGR, will follow the provisions of paragraph 6–23 and AR 350–1, in determining constructive credit. For cases that are not covered in paragraph 6–23 and based on courses not listed in paragraph 6–24 and that are not precluded from credit by this paragraph, Soldiers may request determination through command channels to the AG (MPMO), or DARNG for Title 10 AGR. Requests will be attached to the PAR. Include copies of the AG endorsement memorandum, record brief, diplomas, DA Forms 1059, and similar documents to support the request, plus a complete record of the Soldier’s applications for training, whether a local record, a hard copy of the applications, or a copy of the ATRRS screens. Requests based on courses that are specifically excluded from credit in paragraphs 6–25a through 6–25g will not be submitted. All requests will be submitted to the course proponent. Once credit is granted, it will be recorded on record brief , and the Soldier’s NCO education code will be changed to the equivalent level listed in the IPPS–A User Manual.

a. All basic level (BLC) requests for constructive credit will be submitted directly to Director, Army National Guard (ARNG–TR), 111 South George Mason Drive, Arlington, VA 22204–1373. The following courses will require constructive credit consideration by DCS, G–3/5/7:

- (1) OCS (RA and/or RC any Service).
- (2) Officer Basic Course (from any Service).
- (3) Officer Advanced Course (any Service).
- (4) Combined Arms and Service Staff School (or equivalent course from any Service).
- (5) Command and General Staff Officer’s Course (or equivalent course from any Service).
- (6) ROTC Advanced Camp (any Service).
- (7) WOCS (RA and/or RC Army or USMC WOCS).

b. All advanced-level (ALC) phase II, senior-level (SLC) and MLC or subsequent phase (MOS specific phase) requests will be submitted to Director, Army National Guard (ARNG–TR), 111 South George Mason Drive, Arlington, VA 22204–1373.

c. Soldiers generally will retain credit for all courses completed for which they have been credited even if they are demoted or reclassified into another MOS. They will retain credit for all RA–PME Courses completed at their current or higher level. They will also retain credit for higher level RC–PME Courses if they attended them in the ranks for which they were intended and they served in that rank after graduation. Failure of any phase of PME will require the Soldier to complete that phase but will not require that successfully completed phase(s) be repeated, unless the required time has elapsed.

d. Soldiers who are demoted and then considered for promotion will retain credit for any PME Courses with which they have been credited per this chapter.

e. Army policy does not allow PME credit for professional development courses conducted by the Navy, Air Force, or Coast Guard. Do not submit requests for waiver or exception to policy. Exception is ROTC Advanced Camp as referenced in paragraph 6–25a(6).

f. Marine Corps Courses conducted under the auspices of the Marine Corps Combat Development Command. These courses are conducted at the Staff NCO Academies at Marine Corps bases Quantico, Camp Lejeune, Camp Pendleton, Camp Butler, Camp Crowder (United States Marine Corps Reserve), and selected other Marine Corps bases. Any other Marine Corps NCO School is considered a unit school and is not creditable here. Also, Marine Corps Institute Courses are correspondence courses and are not creditable here. Waivers or exceptions to policy for those courses will not be accepted.

g. Soldiers credited with courses under prior policies retain credit until promoted. This includes special savings provisions for MTs prescribed in the National Defense Authorization Act for Fiscal Year 1994, PL 103–160, sections 523(b) and (c).

Section V

Promotion Process Overview

6–26. Overview

The ARNG and ARNGUS promotion selection process establishes the means to—

- a. Consider all eligible Soldiers.
- b. Evaluate each Soldier's potential.
- c. Rank the best qualified Soldiers for promotion.
- d. Promote those who have met PME—the institutional foundation for leader development.
- e. Prepare the Soldier with the necessary operational experience, institutional education and self-development for positions of increased responsibility and complexity.

6–27. Promotion process

a. States will conduct annual promotion boards for each grade and publish a promotion list. In the event, the promotion list is exhausted States are authorized to supplement their annual promotion lists for all grades. The promotion list will identify, in sequence, the best qualified Soldiers who will be assigned to current vacancies (within the State structure) in higher graded positions that go with the promotions per section IX of this chapter.

b. The current list is exhausted when it no longer contains any eligible or available Soldiers. States will follow the same procedures for conducting the supplemental boards; however, the TIG and TIS will be calculated from the new board date. The original baseline established during the annual board process will be used as the baseline for all supplemental boards, and when possible, use the same board members. Supplemental boards will consider deployed, non-deployed, and Soldier Recovery Unit Soldiers in the process. Soldiers selected by supplemental boards will be integrated into annual promotion lists.

c. Each promotion list published by the AG or DARNG (T10 AGR) is a new list and is intended to remain valid until exhausted or expires on the date established by the AG (MPMO) or DARNG.

d. Once considered and selected for promotion and assigned to a valid position, per paragraph 6–40, Soldiers are promotable provided they meet the PME requirement, in accordance with paragraph 1–29a with an RED and GED, on the date they are assigned to the valid higher graded position. Soldiers who are not PME qualified will not be promoted any earlier than the date they graduated from the required PME Course.

e. ARNG Soldiers regardless of status (Traditional or AGR) who are selected and assigned to a higher grade position are not required to compete on subsequent promotion boards. Soldiers selected pending PME will not compete on future promotion boards, unless they are removed from their higher grade position for failure to complete the required PME or for cause.

(1) AGR promotions to MSG and SGM will be promoted with a RED when assigned to a valid position, date an AGR controlled grade is authorized, or if applicable, the date graduated from the PME Course as listed in paragraph 1–34a, whichever is later.

(2) AGR Soldiers selected and assigned to higher graded positions before the list expires, but are not promoted because a controlled grade is not available, will remain assigned pending availability of a controlled grade resource. AGR Soldiers selected from the promotion list, pending a control grade are no longer required to compete for the position for which selected.

6–28. Announcement of promotion consideration boards

- a. The State MPMO and DARNG will provide instructions to each promotion board, which will include:
- (1) The basic criteria for consideration from section V of this chapter.
 - (2) Guidance for Soldiers to elect the maximum voluntary travel distance based on their personal goals as opposed to the maximum involuntary travel distance under provisions of AR 135–91 (not applicable to AGR).
 - (3) States will not pre-select options; these options are the sole decision of the individual Soldier.
 - (4) The standard options provided by the State that will apply to all Soldiers in a given rank and category, such as, “I wish to be considered” The following are examples from which States will choose or use as a basis to develop their own:
 - (a) For assignments in my current unit.
 - (b) For assignments in my armory.
 - (c) For assignments in my city (town or local area).
 - (d) For assignments in my BN (or MSC).
 - (e) For assignments in my regiment, BDE, group, troop command, and so on.
 - (f) For assignments in my current area, zone, or region.
 - (g) In areas, zones, or regions, and so on.
 - (h) For assignments within 50 miles of my residence (based on AR 135–91).
 - (i) For assignments within 75, 100, or any other number or groups of numbers of miles the State sets from which Soldiers may choose.
 - (j) For assignments anywhere in the State.
 - (k) For assignments to the regional training institute as an instructor.
 - (l) For a leadership waiver (for 1SG and CSM) (if Soldier is in an AGR status) (this does not affect command directed reassignments of AGR Soldiers regardless of purpose per NGR 600–5, or any reassignment other than those involving assignment in connection with a promotion).
 - (m) Consideration for CSM per NGR 600–200.
 - (n) Consideration for 1SG per this chapter (for current MSG and SFC in the promotion selection objective of the MSG promotion list).
 - (5) The criteria used to evaluate Soldiers under the automated board process.
 - (6) Special instructions on the evaluation process to ensure complete preparation, counseling, processing, and evaluation.
 - (7) An “eligibility criteria date” establishing a cutoff date at which all promotion points will be calculated. This date will be explained and pointed out in the promotion board announcement. This date will also be used to compute Soldier eligibility when considering Soldiers by a STAB and for integration into a promotion list.
- b. AG (MPMOs) and DARNG will publish a separate memorandum to charge boards and evaluators. This memorandum will provide the guidance for board members to use when considering Soldiers for promotion to higher ranks. States should incorporate DA Pam 600–25 as a guide. The following topics may be considered:
- (1) Demonstrated application of Army Leadership Requirements Model.
 - (2) Current technical experience and performance in CPMOS.
 - (3) The Soldiers’ overall performance and demonstrated potential to serve at higher levels of skill and responsibility.
 - (4) Trends in efficiency, accomplishments in military and civilian education and self-study.
 - (5) Scope and variety of assignments emphasizing performance in difficult assignments.
 - (6) Duties and responsibilities.
 - (7) Performance in areas of special emphasis.
 - (8) Cautions against prohibited and unlawful consideration factors such as spouse employment, involvement and activities, and other information the AG wishes to convey to promotion boards.
- c. The IPPS–A data will be used to generate IPPS–A board rosters for each unit and element and an NGB Form 4100–1A or NGB Form 4100–1B, for each eligible Soldier. The NGB Form 4100–1A/NGB Form 4100–1B may be made a free form to allow States to add their options in section IVb. However, the items will be listed, and the values will not be changed.
- d. The State MPMO will make available promotion eligibility rosters with NGB Form 4100–1A/NGB Form 4100–1B to CDRs.

e. For NGB Form 4100–1A and NGB Form 4101–1 (Army National Guard Enlisted Promotion Appraisal Worksheet Sergeant through Staff Sergeant Boards) the scored items will be listed as shown and the values will not be changed.

f. The DARNG will announce each board in a promotion board announcement and include specific forms, procedures, and the process that will apply to the ARNGUS Title 10 AGR Program.

Section VI

Processing Soldiers for Promotion Consideration

6–29. Consideration for promotion

a. Unless prohibited by paragraph 6–20, Soldiers who are qualified in the CPMOS, comply with the provisions of paragraphs 1–34 and 6–22 and meet the TIG, TIS, DLC, and CES may be considered for promotion, even though they may not be in a promotable status on the convening date of the board. No one may establish local consideration criteria that are not provided for in this chapter. However, States may establish a minimum administrative point requirement for SGT/SSG boards, if prescribed in State policy and in the promotion board announcement.

b. Soldiers must meet the eligibility in this chapter and the promotion board announcement including the date(s) used to compute eligibility (eligibility criteria date).

c. The unit CDR will—

- (1) Verify the promotion eligibility roster.
- (2) Add eligible Soldiers to include remarks.
- (3) Indicate ineligible Soldiers, including those formally denied consideration per paragraph 6–33, by entering a short explanatory note for the ineligibility.
- (4) Unit CDR will validate the IPPS–A board preference or NGB Form 4100–1A/NGB Form 4100–1B and recommend or not recommend promotion board consideration for all eligible Soldiers within their commands. Soldiers not being recommended for consideration will be processed for denial of consideration in accordance with paragraph 6–33.

d. The Soldier's leader (generally the first-line leader) will review IPPS–A board preference or NGB Form 4100–1A/NGB Form 4100–1B with the Soldier to verify information and update entries on the form. They will obtain the Soldier's choice to accept or decline consideration and, if accepting consideration, the Soldier's choice of one or more of the options provided by the State per paragraph 6–29.

(1) When Soldiers are not available to do this in person, the CDR (or a delegate) may do this by telephone, fax, or mail (including email), accomplish all of the required actions, and sign and date the form for the Soldier.

(2) Soldiers who are not available to process their NGB Form 4100–1A/NGB Form 4100–1B because of unauthorized absence, unsatisfactory participation, or AWOL will not be contacted. If they do not return to duty before the cutoff date for submission of documents announced by the AG (MPMO) or DARNG in the promotion board announcement, they will not be considered by that board and are not eligible for standby consideration.

(a) Soldiers will be considered for promotion, enrolled in PME, and selected for assignment based on their CPMOS. The CPMOS will be the primary MOS unless there is a compelling reason for it to be another MOS. For example, a merger MOS that changes at the next level; a command directed reassignment; or a Soldier in an isolated MOS with little chance of progression. If qualified in their current duty position, the PMOS should align with their duty MOS (DMOS). In cases other than the merger in the same CMF, the Soldier must request the new CPMOS on a PAR through command channels to the State MPMO. CPMOS changes are only authorized during the pre-board process. See paragraph 6–47 for additional guidance for reclassification in CPMOS change.

(b) If provided for in the promotion board announcement, Soldiers may provide documents to update the form and the personnel database by enclosing it with the NGB Form 4100–1A/NGB Form 4100–B. Incomplete and questionable documents are not acceptable.

e. Individual leaders who rate junior Soldiers using NGB Form 4101–1 and forward their evaluations under the leader evaluation process will counsel each rated Soldier on their strengths and weaknesses and what they may do to improve their individual qualities and qualifications. The 600 board points for SGT and SSG boards will also apply to States who evaluate Soldiers under the NGB automated board process. The maximum administrative promotion points for (SGT/SSG) boards are 400 as shown on the revised NGB Form 4100–1A.

f. States and DARNG may create an addendum for section IV of NGB Form 4100–1A or prescribed in Standard Options on the NGB Form 4100–1B on which Soldiers will state their agreement to enrollment and attend any required training course for that rank. This addendum will include the consequent actions that will follow the Soldiers' failure to meet any of these agreements. However, this will not authorize demotion action based on the Soldier's failure to complete the new PME requirements within the prescribed timelines per paragraph 6–39c. Soldiers who fail to complete their PME requirements within the established timelines are subject to reassignment to a valid vacancy at their current grade.

g. States and DARNG may combine the CSM selection process in NGR 600–200 with the SGM promotion board as stated in paragraph 6–34. This process requires a means for eligible SGM, 1SG, and MSG to accept or decline consideration for CSM, such as using a PAR to accompany the NGB Form 4100–1B. Eligible MSG and 1SG will not be denied consideration. For 1SG and MSG not selected for CSM, this will not affect their eligibility for promotion to SGM in their MOS.

6–30. Individual Soldier actions

- a. Soldiers will verify the accuracy of entries and update the data, as required.
- b. Soldiers will accept or decline consideration. They will also select one or more of the preference elections provided.
- c. Soldiers may decline consideration for promotion without penalty. This is only a declination of consideration for promotion, assignment to higher ranked positions, and PME training. The declination will be in effect only during the life of that list.
- d. Soldiers who accept consideration, when listed in the selection objective of the promotion list, may expect to be promoted and assigned to higher ranked positions during the life of the list in accordance with paragraph 6–39. Soldiers who accept consideration for promotion in IPPS–A board preference or NGB Form 4100–1A/NGB Form 4100–1B are selected for promotion and assignment, and decline a school or assignment (and the promotion) for which they are eligible, will be removed from that promotion list. This is based on the options they selected per paragraphs 6–28 and 6–29d and g. This includes Soldiers who fail to apply for, accept, enter, or graduate from a school required for promotion other than by reason of medical disqualification or extreme hardship approved by the AG or DARNG for Title 10 AGR Soldiers. They also may be removed from a higher ranked position to which assigned based on their promotion list status (see also NGR 600–200). They will be considered by the next regularly scheduled promotion board, if still eligible, do not decline, and are not denied consideration. These Soldiers are not eligible for standby consideration.

6–31. Correspondence with the board

No one other than Soldiers being considered for promotion may correspond with a promotion board.

a. Soldiers being considered may write to the president of the promotion board to provide documents and information, calling attention to any matter concerning themselves which they feel is important to their consideration. Although written communication is authorized, it is encouraged only when there is something that is not provided in the Soldier's records, and which the Soldier feels will have an effect on the board's deliberations. The Soldier's official record is used to determine quality and potential. Correspondence to boards will not be acknowledged, will not be a basis for reconsideration, and will not be included in the Soldier's permanent personnel records (State file, AMHRR, or Human Resources Management System). Documents for permanent filing will be processed per AR 600–8–104.

b. The following documents are not authorized and will not be given to the board:

- (1) Correspondence from anyone other than the Soldier concerned (this prevents communication from the Soldier's chain of command, NCO support channel, political sources, or other third parties).
- (2) Correspondence that criticizes or reflects on the character, conduct, or motives of any Soldier.
- (3) Incomplete appeals of items such as NCOER, AER, courts-martial, UCMJ, or similar State law, Article 15, or criminal conviction(s), and so on.
- (4) Incomplete copies of NCOERs or AERs. Only fully completed documents processed through HQDA will be seen by the board. The evaluation must be annotated with the profile as part of the board file.

c. Letters or memoranda (and all enclosures) seen by a promotion board become part of the board record and are not filed in personnel records. Non-receipt of a letter to the board president is not grounds for reconsideration by a STAB as described in paragraph 6–49.

6–32. Denying Soldiers consideration for promotion

Soldiers who are eligible for promotion may be denied consideration as shown below. Denial may be based on the Soldier's misconduct, lack of sufficient experience and knowledge in personal and professional qualities and qualifications, or lack of potential to serve at the higher rank. This action generally will be taken when the individual deficiency is not sufficient to warrant a bar to continued service or extension or elimination from service. When approved, the denial of consideration will be maintained only with, and will expire with, the promotion list for which it was initiated.

a. Initiate denial of consideration on a Personnel Action Request. Enclose DA Form 4856 (Developmental Counseling Form) on which the CDR has personally counseled the Soldier on the reason for recommending denial. Soldiers may rebut their CDR's recommendations and submit statements that directly affect the circumstances. These actions will take place in time to allow the Soldier 30 days to prepare comments and consult with a judge advocate, if desired, and to allow the approval authority to take final action before the board process is complete. Holding them until the completion of the evaluation cycle may require STAB action when a recommendation is disapproved.

b. For SPC, CPL, and SGT, denial of promotion consideration will be approved by the first CDR authorized in the rank of LTC or higher.

c. For SSG and SFC, denial of promotion consideration will be approved by the first CDR authorized in the rank of COL or higher.

d. For MSG/1SG, denial of promotion consideration will be approved by the first General Officer in the chain of command.

e. These CDRs will personally approve or disapprove these actions, and will not delegate this authority. The final appeal authority is the AG.

f. Authority to deny promotion consideration for all Title 10 AGR Soldiers is the DARNG.

Section VII

The Evaluation Process

6–33. General

The complete evaluation process is a board process and will be modeled on the following guidelines. States may conduct centralized and semi-centralized boards at the State Headquarters, at MSC or regional levels, or any combination of these. These decisions may be made based on resource, distance, time, leader availability, and troop population factors considered by the State. At least five individuals will evaluate each Soldier as prescribed by the AG (MPMO) or DARNG when using the approved automated board system. However, these boards will be conducted the same for each rank across the State and Title 10 AGR as specified in the promotion board announcement or other directive that prescribes each board as discussed in paragraph 6–29. The States and DARNG will follow the established procedures for conducting ARNG promotion boards. SFC–SGM boards will be based solely from board points. ARNG–HRP is the proponent of the ARNG automated board process.

a. Each State and DARNG will develop a system to fill 1SG vacancies using the guidance in the following paragraphs:

(1) CDRs will consider MSGs and serving 1SGs for assignment to 1SG positions before selecting SFCs for promotion into 1SG positions. This will allow career development assignments in rank without affecting the number of Soldiers promoted. 1SG vacancies will normally be filled before MSG positions.

(2) States and DARNG will establish best qualified leadership board procedures to identify for 1SG positions, MSGs and SFCs eligible for promotion to MSG, who desire (and who are eligible and available based on being listed in the selection objective of the MSG promotion list) to serve as 1SGs. The results will list those found best qualified to serve as a 1SG, listed in alphabetical order or by CPMOS, not by sequence number. This board, comprised of CSM, or SGM senior by date of rank of the nominees will be convened at the JFHQ level and HCM for Title 10 AGR. The president of the board must be a CSM. This board should meet as soon as is practicable after the MSG promotion board (if it is not part of that board). States and DARNG may charge a panel of the MSG promotion boards to accomplish this function. 1SG positions will not be filled by a promotion (except as stated above) solely because of the Soldier's sequence number on the SFC to MSG promotion list.

(3) The CSM panel of the SGM board will include CSMs to review SGM, 1SG, and MSG who are eligible, per NGR 600–200, and accept consideration for CSM. If officers are included, they will be COL or higher. The SGM promotion board will be charged first to select eligible SGM, 1SG, and MSG who accept

consideration for CSM per NGR 600–200, then consider all remaining eligible 1SG and MSG for SGM. 1SGs and MSGs selected for CSM by this panel are automatically selected for promotion to SGM in their PMOS, but are subject first to approval for CSM by the HQDA (ARNG) CSM selection board per NGR 600–200.

(4) Every effort will be made to ensure that all boards are composed of members that reflect the demographics of the Soldiers being considered.

(5) A nonvoting recorder or other administrative support person may serve each board and panel from the supporting S1, personnel office, or other AG Corps Soldiers provided their records are not appearing before the board.

b. States will conduct promotion boards in a formal setting, which will be documented in the required board announcement, as outlined in this chapter. The conduct of promotion boards in any other manner is specifically prohibited. The DARNG will conduct centralized promotion boards in a formal setting for all enlisted Soldiers serving in the Title 10 AGR program (see table 6–2). The centralized board will review all packets submitted for promotion consideration by rank in a formal setting at the location specified in the promotion board announcement. Board results are approved by the convening authority prior to publication of the promotion list. This paragraph is not applicable to Soldiers being evaluated under NGB Form 4101–1.

Table 6–2
Centralized promotion boards

Board	Type	Board convened	Authority
CSM/1SG	Centralized	JFHQ	AG
SGM	Centralized	JFHQ	AG
MSG	Centralized	JFHQ	AG
Title 10 AGR	Centralized	NGB	DARNG

c. The AG has the authority to conduct decentralized boards, as necessary, to support mission requirements and maximize efficiency. Results will be consolidated at the JFHQ and published as a single state list. Table 6–3 represents the board model for States that choose to utilize the decentralized system. This board model is subject to change based on updates to the automated systems and mission requirements. The decentralized board is defined as a board conducted in a formal setting as specified by the board announcement where board members are sub-categorized into panels to review specific packets (for example, by grade and MOS). The respective board results, once approved by the convening authority, will be forwarded to the JFHQ for consolidation and publication of a State enlisted promotion list.

Table 6–3
Decentralized promotion boards

Board	Type	Board convened	Authority	Recorder
SFC	Decentralized	BDE–COL command	COL command	Division/JFHQ
SSG	Decentralized	BN–LTC command	LTC command	BDE
SGT	Decentralized	BN–LTC command	LTC command	BDE

6–34. Evaluating Soldiers for promotion

Board members will evaluate Soldier performance and potential using the whole Soldier concept. The sum of each Soldier’s qualities and qualifications, matters of record, past performance with the heaviest weight given to the recent past, and the Soldier’s potential to serve in positions of greater responsibility will be considered objectively.

a. The board will consider all Soldiers equally and fairly according to the board MOI. Members of formal boards will not discuss any specific scores or finding with individual Soldiers of any rank or position.

b. Board members may, as stated in the board MOI, discuss the general promotion selection process to help their Soldiers and others to better understand the process. They may also counsel their Soldiers on the data in their records and how their qualifications and qualities compare to the criteria in this chapter and the board MOI.

c. The board will evaluate and then rate each Soldier using the whole Soldier concept.

d. Members of formal boards will review Soldiers’ personnel records such the AMHRR with NCOERs, AERs, qualification records, correspondence, and other official matters. Only those NCOERs or AERs

processed by the evaluation systems office and placed in the AMHRR will be provided to boards for NCOs under consideration by decentralized selection boards. Medical records will not be reviewed. Members will refer questionable items to the recorder who will consult with the board president.

e. Recorders will review the scoring of each panel member to ensure the point spread between panel members is within the standard set by the DARNG. Any board member's evaluation that exceeds the margin will have the file returned for review. This quality review is to ensure the panel member reviewed all pertinent documents. Upon a second review, if the board member is satisfied with their evaluation the points will be final. Discussion between panel members is authorized during this quality review if the panel member needs clarification.

f. Board members will not depart from the board with any type of notes.

g. Recorders will collect all forms, notes, and materials used in the evaluation process and—

(1) Verify that entries and scores have been made correctly and transcribe.

(2) Destroy all notes and extraneous materials.

h. The identity of all individuals selected for board/panel membership must be kept close hold during all phases of selection and conduct of the proceedings. In addition, individuals selected for board/panel membership will be instructed not to divulge their membership status to anyone without an official need to know.

Section VIII

Approving and Publishing Promotion Lists

6–35. Promotion lists approval

The State MPMO and HCM will—

a. Ensure that all actions taken and entries on the forms are correct and that they comply with this chapter, NGR 600–200, and the MOI. The AG (DARNG for Title 10 AGR) may disapprove the board results when there has been a material error in the charge to the board members; when there has been an error in the selection of board members; when board members used incorrect criteria (added to, disregarded, or selectively applied one or more criteria); or there has been any other major compromise of the board's conduct or integrity.

b. Process the data and generate a promotion list for each rank with all individuals considered ranked from highest to lowest by their promotion sequence number or CPMOS (with number one being the highest). For example, the SFC promotion list for MOS 13B might show SSGs with numbers 1 through 25 of which the first 14 are in the selection objective. Ensure ties are resolved per paragraph 1–13.

c. Include on the list the data needed to identify individuals and to help manage the list such as AGR, MT, unit identification; zone improvement plan (ZIP) codes; declination status or codes; and the selections made per paragraphs 6–28, 6–29, 6–30, and so on.

d. Approve or gain approval of the convening authority of the promotion list per paragraph 6–3 and the State's MOI.

e. Retain promotion board files for 5 years. Minimum documentation includes:

(1) The board appointment, promotion board announcement and MOI.

(2) NGB Form 4100–1A/NGB Form 4100–1B with enclosures (other than source documents processed to IPPS–A) on each Soldier considered.

(3) Written communications accepted by the president from promotion candidates.

(4) The final approval, master promotion list, and, if the board submits one, an after-action report.

6–36. Determining selection objective

Soldiers in the selection objective, even though assigned but not promoted, are considered "promotable" while on the list, but will not use the letter (P) in correspondence or other documents unless specifically authorized or required by Army policy.

a. The State MPMO may, in concert with the State HRO as it affects full-time support Soldiers, determine the number of Soldiers required for promotion in each grade and MOS based upon—

(1) Current vacancies.

(2) Positions occupied by junior ranked Soldiers, whether promotable or not.

(3) Vacancies projected during the life of the promotion list (approximately 1 year) including grade vacancies on carrier UICs that will become effective during the life of the list.

(4) A statistically relevant projection to allow for attrition from the list.

(5) An allowance for MTs and AGR Soldiers who may rank high on the list but be ineligible or unavailable for a significant number of anticipated vacancies based on Talent management experience. Allowance may also be made for a number of mobilization day (unnamed day on which mobilization of forces begins) Soldiers who may place high on the list but be ineligible or unavailable because of program requirements, geographic location, AGR, or MT programs, and so on.

b. If prescribed in State promotion board MOI for the automated board system, establish a minimum promotion board score by CPMOS to gain promotion list status. Soldiers who fall below the established minimum promotion board score will not appear on either the master or promotion list.

c. Set the selection objective for each MOS to include the maximum number who may expect to be promoted and assigned during the anticipated life of the list. Only these Soldiers may expect to be assigned or promoted in sequence as they appear on the promotion list. Soldiers below the selection objective cannot normally expect to be selected from this list.

d. All other Soldiers on the list below the selection objective will still be eligible for assignment and promotion in sequence if the original expectations are exceeded. These Soldiers scored above the minimum required score for list status.

6–37. Publishing promotion lists

a. Publish a promotion list by MOS for each grade with the information specified by the State MPMO and distribute a copy to each unit, each State headquarters director, and each State headquarters detachment except the Selective Service section.

b. The minimum information on a promotion list will be the Soldier's name, promotion, or career progression MOS, and a code to determine Traditional, technician, or AGR status. This last item is necessary to determine eligibility for many assignments because of compatibility requirements. States may add items needed to manage the program such as unit abbreviation, promotion points (SGT/SSG boards only), and so on, including the information in paragraph 6–36c. Everyone who handles lists with personally identifiable information (PII) will be cautioned to protect the lists from public disclosure.

c. The State MPMO will maintain the official master list at the State headquarters. This list, which must include the PII to accurately identify each Soldier, will show all deletions, changes, additions, promotions, and other actions the State MPMO prescribes. This list must be maintained in compliance with PII guidance.

d. The MPMO or HCM for Title 10 AGR will publish updated lists periodically, to include supplemental boards. Individuals integrated into the list, and those whose positions change on the list for any reason, may be entered electronically or manually at the discretion of the State MPMO or HCM.

Section IX

Select Soldiers from Promotion Lists

6–38. General

a. The State MPMO will, in concert with the State HRO determine the methods to request, assign, and promote Soldiers, including those who are MTs and AGR, to available vacancies throughout the State in promotion sequence using the guidance in this paragraph and in paragraph 6–40. The HCM performs this function for the Title 10 AGR Program.

b. States are authorized to select, assign and promote against Soldiers pending separation coded B9 assignment consideration code provided the State has not exceeded the maximum authorized strength for that grade. Soldiers must be otherwise qualified. AGR Soldiers are not authorized to exceed their allocation of enlisted grades and must also have availability of controlled grades for promotion to MSG/SGM.

c. Selecting Soldiers from the promotion list through an interview process is prohibited, except for command leadership positions (1SG/CSM), 18 Series Senior Talent manager selection of key positions which are outlined in paragraph 6–41, and EO/EEO and IG positions.

d. When the promotion list is published, Soldiers are eligible for immediate selection and assignment to positions, and if qualified promotion concurrent with assignment. Soldiers selected from the promotion list without the requisite PME (para 1–29a) must meet the training requirement within the established timeline as outlined in table 6–4. State personnel will code Soldiers "U5" (unit of action assignment) within the IPPS–A to track successful completion of PME. For Soldiers already assigned to positions when the list is

published. Soldiers who are selected and assigned into a higher grade position without the required PME level, must complete the requirement within the prescribed timeline as shown below. For those Soldiers mobilized after assignment, the time will stop while mobilized and will start back up upon REFRAD (not applicable to conditional promotion to SGM). Failure to complete the PME requirement (fault of the Soldier) will result in reassignment into a qualified vacancy at their current grade. Commanders will immediately remove Soldiers when the “U5” timeline (refer to table 6–4) has been exceeded. In meritorious cases, commanders may request to the first general officer in their chain of command to retain the Soldier in the higher grade for an additional 12 months (may be delegated).

Table 6–4
Noncommissioned Officer Professional Development System and timeline requirement after selection or assignment for promotion

Ranks selected for	PME	Time to complete
Sergeant	BLC	24 months
Staff sergeant	ALC	36 months*
Sergeant first class	SLC	36 months*
Master sergeant	MLC	24 months*
Sergeant major	USASMC NR**	NA

Note.

* This new timeline impacts all current selections.

** Must complete Term 1 of Phase 1 of the non-resident course.

e. Soldiers on the promotion list are immediately eligible for PME training and assignment to positions authorized higher grades. Commanders will ensure Soldiers who are selected and assigned to higher grade position without the required PME for promotion, are immediately enrolled in the required course to meet the above timelines. CDRs must also ensure Soldiers are counseled of the requirement to complete PME. See para 6–38o, below for priority of PME training.

f. Removal from selection status. The promotion authority is authorized to remove Soldiers from their higher graded position under the following type conditions (not all inclusive) after official notification to Soldier:

- (1) Those who decline/refuse, or fail to apply/enroll in appropriate PME.
- (2) Fail to be accepted in the appropriate PME.
- (3) Fail to attend the appropriate PME.
- (4) Fail to graduate due to an act, omission, or failure of standards (fault of the Soldier) after having been notified of the training requirements necessary for promotion.
- (5) Voluntary request for transfer out of the position.
- (6) Assignment to the ING.
- (7) Accepted into an officer or warrant officer producing course.
- (8) Notification of separation action, will be counseled and reassigned to the first available vacancy commensurate with their current grade and MOS.
- (9) Flagged for individual action.

Note: Soldiers removed from their selection status must compete anew at the next annual promotion board cycle. Soldiers are ineligible for a Standby Advisory board.

g. Soldiers with a qualifying conviction of domestic violence under the Lautenberg Amendment (18 USC 922) are not authorized to attend service schools that require access to firearms and ammunition. These Soldiers will be counseled by CDRs concerning their inability to complete service schools, which may impact their future promotion and retention.

h. Soldiers may be considered for assignment and promotion without regard to SQI, ASI, and language identification code that is required for their positions unless the qualification is indispensable to performance. States must use a consistent standard for each MOS, grade, functional area, and type of unit. CDR with mission essential requirements to include SQI with their selection criteria must receive approval from the MPMO prior to the publication of the annual MOI. This criteria will be published in the State MOI for the promotion cycle.

i. Soldiers in the selection objective of the MSG promotion list who are selected for 1SG positions are eligible for immediate promotion upon assignment and appointment to the grade of 1SG.

j. States will have current SGMs and MSGs (including 1SGs) on the SGM promotion list, designated and approved for appointment to CSM for anticipated CSM vacancies using the procedures in NGR 600–200.

k. CDRs will assign currently eligible, available Soldiers per NGR 600–200, including career development reassignments in grade, before requesting Soldiers from promotion lists. Soldiers assigned to higher graded positions who—

(1) Are not eligible for promotion. This includes Soldiers eligible for, but who declined consideration by the board, or ranked so low in the promotion list that they will not be trained or promoted. These Soldiers may be removed from their positions when there are one or more eligible Soldiers on the list who can be assigned to and promoted in their positions. However, Soldiers must be assigned in accordance with NGR 600–200.

(2) Are not immediately promotable due to their sequence number on the MOS promotion list. These Soldiers may remain in their positions and be promoted when the eligible and available Soldiers ranked ahead of them on the list in their MOSs have been promoted. This includes Soldiers who have been selected and assigned, whether promoted or not removed from the list administratively, Soldiers determined ineligible or not available for an assignment, or Soldiers who decline an assignment and promotion.

l. AGR Soldiers will be selected, assigned, trained, and promoted in a concerted effort between the States' MPMO, HRO, and plans, operations, and training officers to assure equitable management. Although they may be assigned to positions identified only for members of these programs, their promotion sequence will be determined; if AGR SFC or MSG, a controlled grade allocation is available to promote the Soldier.

m. Upon a change in the TOE, MTOE, or TDA that upgrades a position currently filled by a Soldier in a lower grade, specific rules apply.

n. Specialists who are in the selection objective of the promotion list for their CPMOS and have completed BLC may be trained and then concurrently awarded SQI 4. They may be assigned as described in NGR 600–200 to AGR recruiting and retention NCO positions, and promoted to SGT against the recruiting and retention position authorization. Soldiers assigned to recruiting and retention positions (SQI 4) compete against other Soldiers with SQI 4 in sequence as they appear on the promotion list. Soldiers who are removed from the recruiting and retention positions (SQI 4) prior to completing 12 months will be demoted per chapter 7.

o. Priority of PME course funding. The priority for funding PME courses is provided below—

- (1) Soldiers who received a conditional battlefield promotion.
- (2) Soldiers who received a temporary promotion per paragraph 1–35.
- (3) Soldiers selected and assigned to a higher grade position without the required PME course.
- (4) Soldiers in the selection objective of a current promotion list.
- (5) All other categories if funding is available.

Note: Soldiers who fail to report (no-show) to their scheduled PME course will not be re-scheduled unless approved by the first general officer in the chain of command.

6–39. Selecting Soldiers from promotion lists

When selected for promotion and listed in the selection objective of the promotion lists, Soldiers are eligible for training and, provided they are in or will be concurrently assigned to positions authorized the higher rank, promoted as shown below. Soldiers may not be promoted until they are assigned to the higher ranked position and meet the PME requirement of paragraph 1–34. Soldiers mobilized in support of a contingency operation under 10 USC 12301(d) and 12302 or 12304 may be promoted on the basis of an actual MTOE/TDA unit vacancy within their mobilized unit or to positions in nonmobilized units. Soldiers will not be released from duty to accept the position. States are not authorized to exceed their total authorized positions for that rank and MOS. NGR 600–200 covers the assignment and utilization of Soldiers. States will use that guidance and the following policies, procedures, and options to fill positions. State MPMOs and DARNG will ensure vacancies are filled without delay. Failure to fill valid vacancies in a timely manner has a direct impact on the unit status report and the overall unit retention program.

a. Soldiers on the promotion list who are fully eligible and available will be offered the position. States will start with the lowest promotion sequence number within each CPMOS and continue until the selection

objective is exhausted, all vacancies are filled, or the list expires. AGR Soldiers only compete against other AGR Soldiers within the same CPMOS. Traditional Soldiers compete for vacancies with other Traditional Soldiers to include MT. If Soldiers are eligible and available for the assignment, they will be assigned and promoted provided they have met all other requirements for the promotion.

b. Soldiers who are in flag status are not eligible for selection until the flag is closed. These Soldiers will not be contacted for assignment to higher ranked positions while in a flag status.

c. States will establish procedures to contact and solicit individual responses (acceptance or declination) only from eligible and available Soldiers who have selected and are within their maximum travel assignment option to serve at a unit or location or within an area or distance, including allowable response times (and the consequences of failure to respond). Once the PSL has been exhausted of all Soldiers within their maximum travel assignment election, States may then offer to all Soldiers in sequence outside of their maximum travel assignment election. Soldiers who decline outside of their maximum travel assignment election will not be removed from the PSL. Alternative method authorized in (c) below. Guidance on the options is in paragraphs 6–28 and 6–30. State MPMOs and DARNG will ensure that additional criteria or unauthorized screening criteria or procedures not specified in, or authorized by, this chapter are not added to this process. This includes selecting Soldiers out of sequence through an unauthorized interview process. Exceptions.

d. States may elect to fill positions based on the Soldiers election during the annual board process, in lieu of sending offers to the Soldier. States who elect the new modified procedures must send notification to the losing and gaining command (if applicable), the individual Soldier, or post assignments on a State site accessible to all Soldiers. In cases, where the assignment caused a hardship.

e. Soldiers within their selected maximum voluntary travel distance must accept promotion and assignment to positions for which they are eligible (qualified) and available. Failure to accept the position will result in removal from the promotion list.

(1) The travel distance and time rules for involuntary assignment in AR 135–91 are designed to ensure safe, reasonable requirements for Soldiers and the even application of rules to all Soldiers on that list.

(2) No one is authorized to add a requirement for the assignment or promotion that is not set in the MTOE and/or TDA. States or convening authorities are authorized to consider SQI when the requirement is deemed mission essential. However, these criteria must be set within the annual promotion board announcement prior to the promotion board. Standards published by the State or DARNG will conform to the limits in NGR 600–200 and this chapter. These requirements will apply to all Soldiers in the rank or ranks for which the standards are set.

(3) AGR Soldiers are not subject to the commuting distance standard. They are subject to State-wide (T32 AGR) reassignment and PCS move per NGR 600–5 and the Joint Travel Regulations when selected for promotion and reassignment. T10 AGR are eligible for world-wide assignment.

(4) Soldiers serving in assignments that have a service requirement, may not be eligible or available for many assignments because of the restriction although otherwise fully qualified for promotion.

f. Soldiers selected for assignments when they are fully qualified will be promoted concurrently with the assignment provided they meet the PME requirements in paragraph 1–34. They may not be assigned to positions or promoted in the position until the incumbent is reassigned or separated. CDRs are authorized to have a promotion ceremony at the Soldier's current unit immediately before reassignment per paragraph 6–13a. In the case of AGR personnel, States are authorized to fill the incumbent's position in accordance with NGR 600–5. However, States cannot exceed their full-time manning or AGR controlled grade authorization. Orders may be published in advance of the actual vacancy to allow planning and processing, but the RED of the Soldier's promotion to the position will not be earlier than the day after the incumbent leaves the position.

g. AGR SFC and MSG selected and assigned to funded positions, but for whom there are no available controlled grade allocations to promote, will remain assigned pending availability of a control grade resource. Soldiers in this category are not required to compete for the position for which selected. Soldiers assigned to MSG and SGM positions that will not be allocated a controlled grade may be considered anew by the next board. State leadership and DARNG decides which positions and Soldiers are allocated to the limited number of controlled grades, and the method through which this is done, providing that the method does not violate other articles or the spirit of this chapter or NGR 600–200.

h. Selecting Soldiers to fill OOD/00F positions will be in accordance with NGR 600–200.

i. Traditional and Title 32 AGR Soldiers selected for a Title 32 AGR position, after the promotion list was exhausted of AGR personnel, may be promoted immediately upon assignment to the vacancy,

provided the Soldier is on a valid promotion list and holds the position's MOS as either primary, secondary, or additional. States will administratively assign Soldiers to the correct CPMOS list prior to issuing promotion orders provided the Soldier meets the PME requirements in paragraph 1–34. In cases where the Soldier is two grades below the vacancy, the promotion out of sequence is only authorized for the first promotion. Soldier must compete in sequence of the CPMOS list for subsequent promotion.

j. Traditional and Title 32 AGR Soldiers selected for vacancies in the Title 10 AGR program may be promoted upon DARNG verification of the Soldier's promotion list status and integration of the State promotion list points into the Title 10 AGR promotion list by rank and MOS. In the event a Soldier's promotion score is deemed not compatible with the Title 10 AGR promotion list, a STAB may be authorized to equitably assess the Soldier for integration into the Title 10 AGR promotion list. Authorizing a STAB is in accordance with paragraph 6–49. The authority to recommend a STAB in these cases resides with the Chief of Staff, ARNG. Soldiers will only be promoted once they are within the select objective of the Title 10 AGR promotion list by rank, MOS, and a controlled grade is available. Title 10/Title 32 AGR swaps to include One-Time Occasional Tour (OTOT) assignments will compete on their parent organization's promotion list for the duration of the assignment tour. OTOT Soldiers (excluding recruiting and retention non-commissioned officers) will compete for traditional vacancies only. OTOT Soldiers accepting a traditional vacancy must REFRAD within 90 days of accepting the position, unless the State authorizes continuation on active duty orders. OTOT Soldiers may decline without penalty.

k. CSM positions in headquarters commanded by general officers are nominative. The general officer will state whether or not there are any special qualifications. Nominative positions are filled through the normal hiring process based on the position vacancy (for example, AGR and/or MT or Traditional). Available CSMs will be considered for reassignment before seeking a Soldier not in the CSM program. Refer to DA Pam 611–21 for additional guidance.

l. The Soldier must report for duty in the position to which selected, comply with a reassignment order, if issued, and serve at least 18 months in the duty position before voluntary reassignment. An exception to this policy may occur when the Soldier has a change of residence or civilian employment, or incurs an extreme hardship requiring such reassignment. The 18-month rule does not prohibit a MSG or SGM from seeking or being approved for a 1SG or CSM command leadership position. DARNG/AGs have the authority to waive the 18-month requirement which may be delegated to the MPMO.

m. Soldiers while attending an officer producing program (09R/09S/09W), remain ineligible for selection for NCO vacancies. Soldiers who decline to accept their commission will regain eligibility to compete upon withdrawal of special reporting code 09R/09S/09W.

6–40. Selecting or nominating Soldiers to fill first sergeant and command sergeant major vacancies

States will follow the procedures in paragraphs 6–39 and 6–40 to select Soldiers to fill NCO vacancies. Leadership positions (1SG and/or CSM) may be filled through an interview or record review process of Soldiers found best qualified during the annual board process as outlined below. Selections outside this regulatory process are prohibited. See NGR 600–5 for ARNG Command Leadership and Staff Assignment Policy for Title 32 and Military Technicians.

a. First sergeant vacancies. The State level CDRs must first consider qualified serving MSGs, former 1SGs, excess personnel, and lateral transfers prior to selecting a SFC from the list. The MPMOs (DARNG for Title 10 AGR) will announce current and projected 1SG vacancies throughout the State for a minimum of 15 days. The unit CDR with projected vacancy may advise the president of the board of qualities and qualifications desired before the board makes its recommendations. States will establish the selection board requirements and the board makeup. However, an additional criterion outside the scope of this regulation is not authorized. Any qualified SFC/MSG on the 1SG list, previously serving or current 1SG may submit an application for selection board consideration as outlined in the announcement of the 1SG vacancy.

b. Command sergeant major vacancies. The AG must first consider qualified serving SGMs, reappointment of former CSMs, excess personnel, and lateral transfer personnel prior to nominating a 1SG or MSG from the list. The MPMOs (DARNG for Title 10 AGR) will announce current and projected CSM vacancies throughout the State for a minimum of 15 days. States will establish the nomination board requirements and the board makeup. However, additional criteria outside of NGR 600–200, is not authorized. Any qualified SGM on the CSM "best qualified" list, previously serving, or current CSM may submit a package for the nomination board consideration. The board's recommendation will be forwarded to the AG for

consideration. If approved, the AG will nominate the Soldier to the next scheduled HQDA (ARNG) CSM selection board, provided the Soldier has not already been approved by that board.

c. 1SGs and MSGs on the SGM promotion list for CSM will be eligible and available for immediate promotion within their PMOS only after approval by the HQDA (ARNG) CSM selection board per NGR 600–200.

d. SFCs on the MSG promotion list and the 1SG selection list are eligible for immediate promotion concurrent with assignment to 1SG positions.

6–41. Declining promotion and assignment

a. Military Technicians may remain on the promotion list when Technician management requirements prohibit acceptance of selection or promotion to a specified assignment. There is no limit to how many times a technician may do this on one list.

b. Soldiers serving on full time National Guard for operational support may be allowed to remain on the promotion list.

c. AGR Soldiers selected for positions may not decline assignment. Also, they may not decline any other management directed move under AGR program management policies. These are conditions of remaining in an active duty status, and refusal is grounds for relief from active duty and from the promotion list (see NGR 600–5) for Title 32 (AR 614–200 for Title 10).

d. Declinations will be made in the form prescribed by the State or DARNG. However, declination of an assignment for which eligible and available, (including commuting distance), or refusal of training under this program will be in writing. Soldiers who decline assignments, decline training, or fail to respond to promotion offer in the allotted time established by the promotion authority, for positions in which they are fully eligible and available will be administratively removed from the promotion list. They will not be reinstated on the list under any circumstances and will not be eligible for consideration until the next scheduled annual promotion board.

6–42. Hardship affecting promotion and assignment

a. Soldiers may decline an assignment for which they are otherwise fully eligible based on hardship that develops after they sign NGB Form 4100–1A/NGB Form 4100–1B and IPPS–A board preference accepting consideration for promotion.

b. Soldiers with hardships approved by the AG (MPMO) or DARNG (HCM) for title 10 AGRs will stay on the list but are not eligible for an assignment or promotion until the hardship no longer exists.

c. Some examples of hardship are increased demands based on Family or personal medical problems, civilian education, and civilian employment.

Section X

Removal of Soldiers from Promotion Lists

6–43. Administrative removal

Soldiers will be notified of removal action. Once a Soldier is removed the action is final. CDRs will promptly notify the AG (MPMO), or DARNG (HCM) for Title 10 AGR Soldiers, and forward supporting documents to remove from a promotion list a Soldier who—

a. Is demoted.

b. Is discharged from the ARNGUS for any reason other than immediate reenlistment.

c. Has been considered by a demotion board whose recommendation was to remove the Soldier from the list.

d. Is barred from immediate reenlistment or extension of enlistment.

e. Is non-selected for retention by a board. This includes, but is not limited to the EQRB, ASMB, and any other administrative separation board. See paragraph 1–24 for Soldiers who are pending medical retention determination prior to selection for separation. AGR Soldiers who are not selected for retention in the Title 32 FTNGD or Title 10 AGR by the ASMB will not be removed from the promotion list if they choose to be released from active duty into an Traditional status; however, their status is changed to reflect they are no longer eligible and available to fill a valid vacancy for promotion while serving in a Title 32 FTNGD or Title 10 AGR status. These Soldiers will become immediately eligible and available without

losing their promotion list status for a valid Traditional vacancy the day after REFRAD. Soldiers electing to retire will be immediately removed from the promotion list upon approval of that retirement request.

- f.* Failed to reenlist or extend to meet a service remaining requirement.
- g.* Has an approved retirement.
- h.* Is assigned to the ING.
- i.* Was considered and/or selected in error.
 - (1) Soldiers erroneously considered and selected who are promoted before discovery of their ineligibility will have their promotions revoked.
 - (2) If warranted by CDRs' explanations, State officers of U.S. property, and fiscal officers, may grant these Soldiers de facto status for the period served in the erroneous grade per paragraph 1–20.
- j.* When notified of training including PME, declines, refuses, or fails to apply for, fails to show for, enroll, be accepted into, or graduate due to an act, omission, or failure of standards (see also paras 6–31*b* and 6–39*c*).
- k.* When a MOS (in which the Soldier is on the promotion list) has been eliminated by reorganization, and refuses or fails to apply for or complete the required training for reclassification.
- l.* Fails to qualify, for cause, the security clearance required by the MOS in which considered for promotion.
- m.* Declines an assignment within the published commuting distance for which fully qualified and eligible and available unless the AG has approved an exception to policy.
- n.* Refuses to obtain and provide a valid required physical or medical documentation required for medical fitness evaluation. Refer to paragraph 1–24 for Soldiers undergoing medical evaluation for retention.
- o.* Requests removal for personal reasons without penalty. CDRs will approve and counsel Soldiers, in writing, to ensure the Soldier understands that they will not be reinstated on the list under any circumstances, but may be considered by future boards if they remain eligible. This is strictly an individual request. Soldiers will not be asked to remove themselves for any reason.
- p.* Has a qualifying conviction for domestic violence under the Lautenberg Amendment in accordance with AR 600–20.
- q.* Soldier declined extension to meet mobilization requirements, unless approved for retention by the AG.
- r.* Soldiers from sister Services who have failed to complete Army BCT.

6–44. Command initiated removal

- a.* Any CDR in the chain of command may recommend that a Soldier's name be removed from an approved list at any time.
- b.* When recommending a Soldier for removal, the following should be considered:
 - (1) Punishment under UCMJ, similar State law or criminal conviction or non-punitive measures should not automatically be the sole basis to suggest that a Soldier's name be removed from the list.
 - (2) The Soldier's conduct before and after the punishment or non-punitive measures and facts and circumstances leading to and surrounding the misconduct must be considered.
 - (3) To remove a Soldier based solely on a minor or isolated incident of misconduct may be unfair to the Soldier. Removal from a promotion list has far-reaching, long-lasting effects on the Soldier.
 - (4) CDRs should evaluate the circumstances to ensure that all other appropriate actions have been taken (training, supervision, and formal counseling have not helped) or the basis for considering removal is serious enough to warrant denying the individual's promotion.
- c.* The CDR may submit a recommendation for removal for one or more of the following reasons:
 - (1) Punishment under UCMJ, Article 15, or criminal conviction, whether directed for filing in the performance or restricted portion of the Soldier's AMHRR.
 - (2) Any court-martial conviction.
 - (3) A memorandum of reprimand, signed by a general officer, placed in the Soldier's AMHRR.
 - (4) Adverse documentation directed for filing in the Soldier's AMHRR.
 - (5) Other derogatory information received in official channels, but not filed in the Soldier's official records, if it is substantiated, relevant and reasonably and materially affects a promotion.
- d.* Recommendations for removal may be submitted for substandard performance. The CDR determines over a reasonable period of time (at least 6 months) that the Soldier's work—
 - (1) Is such that promotion to the next higher rank would not be in the best interest of the ARNG.

(2) Has declined to such a degree that the Soldier no longer has the potential to perform in the higher rank.

e. Recommendations will not be submitted on isolated acts based on short-term supervision. To ensure a fair and impartial decision, each case must be investigated thoroughly.

f. Removal actions will be processed as follows:

(1) Before sending a removal action to the G1/MPMO, HCM for Title 10 AGR, for consideration, the CDR will deliver it, in writing, to the affected Soldier. Include all documents that substantiate removal in the notification to the Soldier.

(2) The Soldier will be allowed 30 days, or until 5 days after the unit's next regularly scheduled training assembly or annual training period, whichever is first, to respond in writing to the proposed action after receipt of the written notice. The CDR may extend this time for reasons beyond the Soldier's control. The maximum period will be limited to 60 days to ensure that the Soldier is notified and has the time to prepare, but that the process continues to move forward. The Soldier may include the opinion and statements of third persons in their response.

(3) A Soldier who elects not to respond will review the entire action, state the election not to respond in writing, sign the statement, and return the action to the CDR.

(4) The CDR will submit the action for review through command channels to the promotion authority (DARNG for Title 10 AGR). A copy of the Soldier's record brief (in States without a central records center or personnel service branch), automated personnel system-ARNG record brief, and DA Form 268, if in flag status, is included with the recommendation.

(5) A CDR at any level may disapprove the recommendation, include the reason for disapproval, and return the action through command channels to the originator.

(6) On recommendations processed through the chain of command and not disapproved at a lower level, the promotion authority (DDARNG for Title 10 AGR) will make the final decision based on results and recommendations of the chain of command, with the next higher promotion authority serving as the appeal authority.

Section XI

Integrating Soldiers into Promotion Lists

6-45. General

a. This section describes how to integrate Soldiers into approved promotion lists.

b. Individuals who enlist or reenlist into the ARNG from any other component or Service of the Armed Forces of the U.S. will not be integrated into promotion lists.

6-46. Inter-State transfers

a. Soldiers with promotion list status in one State that transfer to another may be integrated into the new State's promotion list. The State MPMO may contact the losing State to obtain the Soldier's official standing and related records or authorize a STAB.

b. Integration will be in the Soldier's promotion or CPMOS. When the gaining State does not have the Soldier's CPMOS, reclassify the Soldier, conduct a STAB once the Soldier is MOS qualified, and integrate the Soldier into the list of the new MOS.

c. Soldiers integrated into approved promotion lists will be administratively reviewed and placed on the list immediately after the individual with more points or the same number of points. States will not require transferred Soldiers from other ARNG units to serve for a specified period before being placed on a promotion list, provided otherwise qualified. When the promotion board in the gaining State held the promotion board with different dates for computation of points than in the losing State, the gaining State MPMO will re-compute the Soldier's administrative and performance points according to the gaining State's promotion board announcement.

d. It is the gaining State's option to either accept a Soldier that has already been assigned to a higher graded position in the losing State into a higher graded position or a position commensurate with the Soldier's current rank.

6–47. Soldier reclassification and career progression military occupational specialty changes

a. Soldiers who require a reclassification or a CPMOS change after the annual board process will follow the procedures outlined below.

b. Soldiers reclassified for other than loss of qualifications because of inefficiency or misconduct will compete for assignment and promotion in the new MOS. These Soldiers will be removed from a promotion list, or the AG (MPMO) or DARNG (HCM) may direct a STAB to consider Soldiers' promotion status for integration or may direct integration into a promotion list in the new MOS.

c. A Soldier that is assigned to the next higher grade who involuntarily lose his or her position because of unit reorganization, inactivation, full-time support utilization requirements or downgrade of positions, will be assigned to the first available position for which they are eligible commensurate with their current grade.

d. A CPMOS change to a Soldier SMOS/AMOS after the annual promotion list is published is not considered a reclassification.

e. CPMOS changes are only authorized during the pre-board process. Soldiers who receive an approved CPMOS change after the annual promotion list is published must wait to compete in the new CPMOS at the next annual board. Exception: Soldiers may change CPMOS in cases where the Army MOS has been deleted, re-designated, under unit reorganization or a change in duty position only. States may administratively move Soldiers to new CPMOS list or conduct a STAB to re-evaluate Soldiers under the new CPMOS.

6–48. Standby advisory board

a. The AG or DARNG may approve cases for referral to a STAB. The STAB is used when a Soldier meets the conditions listed in the remainder of this paragraph. If a board is in session, comprised essentially as was the original board by which the Soldier was or should have been considered, they may be charged as a STAB to fully evaluate the Soldier's record using the original board charge. When there is no board in session, assemble one using the rules in paragraph 6–34.

b. Generally, it is not used when a board was not properly conducted for an entire class of Soldiers such as everyone in one grade, one unit, one CMF, or one MOS. In that event, the MPMO will have to invalidate some or all of the original board, reconstruct the Soldier's records and the board, and conduct the board essentially as of the date the proper action should have occurred.

c. The AG or DARNG may approve cases for referral to a STAB upon determining that a material error exists.

d. The State MPMO or DARNG will determine if a material error existed in a Soldier's official records when the file was reviewed, or should have been reviewed had the error not precluded review, by a promotion board.

e. STABs are convened to consider the records of Soldiers—

(1) Who are eligible per the original promotion board announcement, is a member of the State ARNG before the convening date of the board, and because of a material error the records were not reviewed by the regular board.

(2) Whose records were reviewed by the regular board, and failed below the minimum board score for list status, and whose records contained a material error that may have been a factor in non-selection.

(3) Reclassified as described in paragraph 6–48.

(4) Who inter-State transferred from another ARNG State, and the gaining AG (MPMO) directs a STAB.

(5) Prior service accessions who meet the basic eligibility in paragraph 6–20 may be considered by the STAB provided authorized by the MPMO.

f. Soldiers selected by a STAB will be integrated into approved promotion lists and immediately becomes eligible to be selected and sequence within the Soldier's CPMOS.

g. Only Soldiers who would have been eligible per the original promotion board announcement as of the date of the board will be considered. Soldiers who did not meet or could not have met the criteria at the time of the original board will not be considered.

h. Reconsideration normally will be granted when one or more of the following conditions existed in the Soldier's official records at the time they were reviewed by a promotion selection board. Soldiers requesting reconsideration for reasons in paragraphs 6–48h(2) through 6–48h(5) will be granted reconsideration only for the most recent board before the Soldier's request.

- (1) An adverse NCOER or AER reviewed by a board was subsequently declared invalid in whole or in part, and a determination was made that there was a material error.
- (2) An adverse document belonging to another Soldier was filed in the non-selectee's records and was seen by the board.
- (3) A UCMJ, Article 15 (or comparable State non-judicial action), designated only for temporary filing in the Soldier's record or set aside and not removed from the Soldier's record, was seen by the board.
- (4) Court-martial orders were filed in the Soldier's record when the findings were "not guilty and the Soldier was fully acquitted."
- (5) A document was filed in the records reviewed by the board that erroneously identified the Soldier as AWOL while on active duty; a deserter; or, while in IDT status, an unsatisfactory participant according to AR 135–91.
- (6) A record of 30 or more college semester hours was properly entered into official channels but was not seen by the board. College degree or transcript must have been submitted into official channels within 3 months before the board, or submitted to the board president in hard copy with the Soldier's memorandum to the president to warrant standby consideration.
- (7) An award of a State or Federal Commendation Medal or higher award presented within three months before the date of the board was not recorded on official records, was not seen by the board in hard copy, or was not presented to the board when provided in the Soldier's memorandum to the president to warrant standby consideration.
- (8) An annual or change of rater NCOER that was processed through HQDA to the custodian of records in time to be filed before the date the board convened was not reviewed. NCOERs received on time but returned for administrative reasons may warrant standby consideration.
- (9) Consideration was given, in error, in an MOS other than the Soldier's PMOS or designated CPMOS.
 - i.* In cases outlined in 6-48*h*, above that doesn't require a board action to grant (600) promotion board points, States MPMO may approve an administrative correction to a Soldier's standing on the current promotion list. All supporting documents related to the administrative correction will be maintained with the annual board records.
 - j.* The following reasons do not constitute material error and are not reasons for reconsideration:
 - (1) Omission of commendatory, congratulatory, or service memorandum, certificates, letters, or similar correspondence.
 - (2) Absence of documents written, prepared, or computed after the date the board convened.
 - (3) Incorrect data on the Soldier's record brief, NGB Form 4100–1A/NGB Form 4100–1B, and other records, which the Soldier reviewed prior to the date the board convened.
 - (4) Absence of official photograph or presence of an outdated one that the Soldier did not update, when current photographs were required in the promotion board announcement.
 - (5) Absences of an award lower than a commendation medal.
 - (6) Absence of documents not authorized for filing in records by AR 600–8–104.
 - (7) Absence of the completion documents for a PME Course, unless the course was required for consideration and completed before the date the board convened.
 - (8) A "complete the record" NCOER is an optional report, and the absence of this report will not, under any circumstances, be a basis for reconsideration.
 - (9) Soldier was boarded in their PMOS/CPMOS as shown in their official records at the time of the board.
 - k.* Correspondence such as letters and memorandum of commendation or appreciation, documents from third parties, and documents dated on or after the date the original board date convened will not be forwarded.

Section XII

Sergeant/Staff Sergeant Administrative Points

6–49. Awards, decorations, and badges (maximum 50 points)

Multiply the number of points authorized by the number of awards received. Only awards and badges listed qualify for award of promotion points (not all inclusive; awards and decorations earned from DoD, Joint, or other U.S. Uniformed Services receive the same points as corresponding and/or equivalent Army awards). States may award credit for any or all State awards at equivalent levels as discussed here for

other Armed Services awards. For awards not included here, State MPMO and DARNG will determine relative precedence; place them in sequence, and award credit to all Soldiers in the State with that award. However, this will not include categories or types of awards not listed (including credit for State awards that are not decorations), such as skill or identification badges, or any other type of service or training awards (such as recruiting achievement medals and ribbons) whether State, Federal, or foreign. Title 10 AGR Soldiers are authorized points for State awards, even though they cannot wear these awards. Promotion points are not authorized for Campaign medals or stars.

6–50. Weapon qualification (maximum 75 points)

Enter the Soldier’s latest qualification level (table 6–5) with individual weapon. CDRs of TDA units (DARNG for Title 10 AGR Soldiers), and units with Soldiers who must qualify with two or more weapons, may specify which weapon assigned and attached Soldiers will use for qualification. For promotion purposes only, qualification is valid for 24 months from date of last qualification. During times of ammunition shortages due to deployments, the AG and DARNG may suspend all promotion points for that fiscal year for their entire force. Use a minimum score of Marksman for all re-fires. This is when the Soldier makes an initial attempt at weapons qualification and does not achieve a minimum passing score, then after remedial training, re-fires to qualify and is successful on the second attempt.

**Table 6–5
Weapon qualification levels**

Level	Points
Marksman	25
Sharpshooter	50
Expert	75

6–51. Army Combat Fitness Test (maximum 75 points)

a. Soldiers who passed their most recent record APFT (in DTMS), regardless of time, will be awarded an ACFT score that is equal to twice the score achieved on the APFT (APFT Score X 2), not to exceed 75 administrative points as outlined in table 6–6. Thereafter, a passing ACFT will take precedence in determining promotion points.

b. For the purpose of awarding promotion points for SGT/SSG boards, Soldiers with permanent physical profiles will be granted 60 ACFT points for each ACFT event not taken due to the profile and for a “GO” from an alternate event.

c. Soldiers with temporary profiles who are prohibited from taking a record ACFT and who have no record of completing an ACFT in DTMS will be awarded an ACFT score for promotion point purposes as follows:

- (1) Soldiers who have never taken a record APFT (In DTMS) will be awarded a minimum passing ACFT score (360 Points). This temporary provision expires on 31 March 2025.
- (2) Soldiers who passed their most recent record APFT (in DTMS) will be awarded an ACFT score per paragraph 6–52a.
- (3) The above temporary provisions support a continued path for promotion eligibility while the Soldiers recover from their temporary profiles and are otherwise physically unfit to take a record ACFT. Once a Soldier is medically cleared and provided an opportunity to take a record ACFT, these temporary scores will no longer apply and the Soldier’s actual performance on a record ACFT will be used.

d. Soldiers who fail to take or pass the latest fitness test for other than valid physical profile will not be awarded promotion points in this field. Soldiers flagged for APFT failure will not receive promotion points or a minimum passing ACFT score. Soldiers must pass the ACFT to obtain promotion points.

**Table 6–6
Army National Guard Army Combat Fitness Test promotion point scores**

APFT Score Range			Points	APFT Score Range			Points
600			75	480	to	484	39
595	to	599	74	475	to	479	38
590	to	594	72	470	to	474	36
585	to	589	71	465	to	469	35
580	to	584	69	460	to	464	33

**Table 6–6
Army National Guard Army Combat Fitness Test promotion point scores—Continued**

APFT Score Range			Points	APFT Score Range			Points
575	to	579	68	455	to	459	32
570	to	574	66	450	to	454	30
565	to	569	65	445	to	449	29
560	to	564	63	440	to	444	27
555	to	559	62	435	to	439	26
550	to	554	60	430	to	434	24
545	to	549	59	425	to	429	23
540	to	544	57	420	to	424	21
535	to	539	56	414	to	419	20
530	to	534	54	408	to	413	18
525	to	529	53	402	to	407	17
520	to	524	51	396	to	401	15
515	to	519	50	390	to	395	14
510	to	514	48	384	to	389	12
505	to	509	47	378	to	383	11
500	to	504	45	372	to	377	9
495	to	499	44	367	to	371	5
490	to	494	42	361	to	366	3
485	to	489	41	360			1

Notes:

1. Soldiers with a passing APFT (in DTMS), regardless of time, will be awarded an ACFT score that is equal to twice the score achieved on the APFT (APFT Score X 2), not to exceed 75 administrative points, effective immediately or on the next scheduled annual promotion board but no later than 1 January 2023.
2. Soldiers who have never taken a record APFT (Recorded in DTMS) or passed an ACFT since 1 April 2022, will be awarded a minimum passing ACFT score (360 points) effective immediately or on the next scheduled annual promotion board but no later than 1 January 2023.

6–52. Other resident training (maximum 50 points)

a. Specialists/corporals with BLC completed will receive 25 points under other resident training. Enter five points per full week for all other military resident courses, or civilian equivalent funded by the Army or ARNG, recorded in the Soldier's record brief. Courses funded by DoD directly related to the Soldiers CPMOS are authorized in this field. Courses must be successfully completed and be 5 days, 1 week or 40 or more hours to be recorded. When a course is listed only with the total academic hours, determine the actual number of days covered. For instance, if a Soldier attended the phase II of an MOS producing course that contained 132 academic hours, and the DA Form 1059 stated the course was conducted 1 through 12 May 2013, which is a 2-week course. Do not divide the total hours by 40 or the total days by 5 to determine course length for promotion points purposes; you must determine the actual days that the course covered to determine promotion points. Do not include in any computation for promotion points, the remaining hours or days from basic computations, or 1-day, 2-day, 3-day or 4-day courses. These last courses are not authorized for entry in the Soldier's record brief per AR 600–8–104 and, thus, cannot be used to award promotion points.

b. Mandatory training outlined in AR 350–1, Table G–1 does not qualify for other resident training points. Convert days, and RC courses conducted in IDT mode, into weeks: each day on which training is conducted in IDT mode equals 1 day. For instance, unit training assemblies and multiple unit training assemblies (MUTA)–2=1 day; MUTA–3 and MUTA–4=2 days; MUTA–5 and MUTA–6=3 days; and so forth. For courses conducted in IDT mode, divide the number of days by five for total number of weeks, and count only the full weeks in each course. Do not add the days "left over" from the courses. For example, for a 2-week, 4-days course, award 10 promotion points for the 2 weeks, do not add the 4 remaining days to the days from any other course to award promotion points. Also, for promotion points purposes, a course that runs 14 or 17 straight days is a 2-week course. One that runs 21 straight days is a 3-week course.

c. Include MOS reclassification courses after the Soldier's first advanced individual training or comparable school in another Armed Service.

d. Do not include basic training, the first advanced individual training or one station unit training, officer basic course, USMAPS, any Service academy or officer course which earns equivalent credit for PME, and the required course for each of the four levels in the PME formula.

e. When a Soldier has completed more than one PME Course at a level, credit the Soldier here with the weeks for the additional PME Courses at each level. For example, an AGR Soldier with a RC-ALC and an RA-ALC will count the RC course here. Include here other service NCO courses that are not creditable per the policies in paragraphs 6-34 through 6-35. Do not award promotion points for partially completed courses of any type unless that was the Soldier's total training requirement at that level. Do not award promotion points for parts of courses from which Soldiers are eliminated for any reason other than completion, such as a phase of a course when the Soldier failed a required phase of that course.

f. When a Soldier fails to complete an PME Course within the prescribed time limits and must start over, do not award credit in any field of this figure for any portion of the incomplete course.

g. Administrative points will not be awarded for DLC.

6-53. Self-development courses (maximum 75 points)

a. Enter all Army e-Learning courses and other service sub-course program credits (including Army Smart Force Program and FEMA courses through the Emergency Management Institute) which are documented in the AMHRR or through individual course completion notices provided by the Soldier, except sub-course hours that are part of RA- or RC-PME Courses. For example, do not include credit for sub-courses in phase 1-B of Army Band RC-ALC and RC-SLC, or the USASMC Nonresident Course.

b. Award one promotion point for each 5 credit hours (or Emergency Management Institute study hours) completed. Award five extra points for each diploma, completion notice, or comparable document that shows completion of a subcourse series designed for enlisted Soldiers (and those which enlisted Soldiers require for their positions), such as an Enlisted Professional Development Course or the Basic Level and Advanced Level Sustainment Training Technical Courses. To be eligible for the extra five points, a sub-course series must have at least five sub-courses or 25 credit hours. Absent a diploma, Soldiers may prove eligibility for the five points through letter or memorandum from the training institution, completion notices of all sub-courses listed in a service catalog dated at the time the Soldier took the courses showing all the sub-courses, similar documents, or DA Form 1059 or other service equivalent, including Web based systems.

c. Do not award extra points for courses designed for officer programs that are closed to enlisted Soldiers.

d. To determine promotion points when the only available record of sub-course credit hours is the NGB Form 23B (ARNG Retirement Point History Statement).

e. From the Retirement Points Accounting System or Module (or comparable records from other Armed Services), multiply the sum of the retirement points for the sub-courses by three and divide by five. For example, 18 sub-course retirement points times three equals 54 divided by five equals ten promotion points. Do not round up or carry remaining points to other courses, and do not award five bonus points for completion of a sub-course series unless the Soldier has a document per paragraph b, above.

6-54. Civilian education (maximum 75 points)

a. Enter the total number of creditable post-secondary hours from transcripts accepted by a college or university listed in the Accredited Institutions of Post-Secondary Education, which is published annually by the American Council on Education (ACE). See AR 600-8-104 and the IPPS-A User manual to determine how to record civilian education.

b. Award points as follows:

(1) High school diploma, GED, or alternate credential is the minimum essential for promotion. Do not award points for this level.

(2) For 1 to 60 semester hours, award one point per semester hour at a business or trade school, vocational or technical institute, or college. (The associate degree level, approximately 60 semester hours, is the Army and ARNG goal for noncommissioned officers.)

(3) Award 75 points for a baccalaureate or higher degree. For 61 or more semester hours, but less than a baccalaureate degree, no additional points will be awarded.

(4) Vocational Credentials (certifications and licenses). Ten promotion points are granted for each TRADOC-approved technical, industry, and/or professional certification earned, not to exceed 5 certifications or 50 promotion points under civilian education. Recertification will not result in a duplicate award of promotion points. Certifications will remain on Soldiers' promotion point worksheet until the certification expires even if it is no longer listed on the TRADOC approved list if it previously awarded points.

c. Basis for points:

(1) Use transcripts (including student copies), machine-produced grade slips or reports that include the school title or name, the number of hours (such as semester hours) creditable for the hours listed, and final grade. Soldiers who use the evaluation system to gain ACE credit for military education, training, and experience may use only one college transcript that includes this credit. Transcripts will not include duplicate credit for any military education, training, or experience to compute promotion points under this criterion. For example, the evaluation report given with DD Form 295 (Application for The Evaluation of Learning Experiences During Military Service) using the ARNG Military Experience and Training Evaluations or Military Experience and Training Evaluations-II Program may show "0-3 (L) Note 1: This is a duplicate catalog item. Most schools award credit for only one item. "Do not award promotion points for course recommendations based only on their listing on DD Form 295 or similar documents. These are recommendations for credit based on ACE evaluations, are not official transcripts, must be accepted by an accredited institution, and must be placed on an official transcript with raised seal before they may earn the Soldier promotion points.

(2) For business, trade or vocational schools, completion certificates may be used provided the number of course hours are listed.

(3) Hour conversions: to award promotion points, one semester hour equals one promotion point.

(a) Method 1: 1.5 quarter hours equal 1 semester hour.

(b) Method 2: 16 classroom or clock hours equal 1 semester hour.

(4) Examination credits: Award points for any satisfactory examination results obtained under the DANTES sponsored examination program with credit recommendations (CLEP general and subject examinations, DANTES Subject Standardized Tests, American College Test Proficiency Examination Program, National Institute for Automotive Service Excellence, and so forth). Soldiers who complete all five parts of the CLEP general exam (equivalent to 1 year of college or 30 semester hours) will be awarded 30 promotion points and considered to have earned the equivalent of six semester hours for each of the five parts satisfactorily completed. Soldiers who satisfactorily complete CLEP subject exams, DANTES Subject Standardized Tests, or American College Test Proficiency Examination Programs will be awarded points based on the number of semester hours recommended by the ACE when put onto a transcript by a college or university listed in the Accredited Institutions of Post-Secondary Education. State education services officers and active installation education centers can help determine the number of hours or credits.

(5) Business and trade schools: award points for any type of post-secondary school (beyond 12th grade level) accredited by the ACE and listed in Accredited Institutions of Post-Secondary Education.

d. Soldiers with college credit from foreign colleges or universities (except those countries listed in AR 601-210) must have those credits evaluated by an accredited college and/or university or one of the agencies listed in the Accredited Institutions of Post-Secondary Education guide published by the ACE or any organization who is a member of the National Association of Credential Evaluation Services.

e. The State MPMO and DARNG may, at any time, require a Soldier to obtain additional information when the validity or legibility of a form or transcript is in question. They also may establish a general rule requiring all Soldiers to have an official transcript mailed directly to the State MPMO and DARNG from the school registrar. Do not award promotion points for Basic Skills Education Program, Advanced Skills Education Program, English as a Second Language, General Technical Improvement, or any similar course.

6-55. Verification of NGB Form 4100-1A

The Soldier will initial one block in field 28 ("I do" or "I do not") to verify accuracy of information in sections I through III and to accept or decline consideration for military education and promotion, and sign and date the NGB Form 4100-1A. States will include here, or on a supplemental form, the options they devise for their Soldiers. Soldiers who elect consideration for promotion and PME training will choose at this time the option or options that will determine their availability for vacancies that occur during the life of the promotion list. When a Soldier is not available to review the form, select or decline consideration, and choose options due to TDY or absence, whether military or civilian related, the CDR (or delegate) may contact the Soldier. This can be accomplished by telephone, facsimile transmission, or mail (including email), review the form, obtain the Soldier's choice of consideration and option(s), and sign, date, and annotate the form on the Soldier's behalf per paragraph 6-30d. Commanders must maintain all documents associated with declinations of Soldiers unavailable to review or sign the NGB Form 4100-1A.

6–56. Appraisal for sergeant/staff sergeant boards

The recorder (designated personnel) will enter scores from each evaluator's NGB Form 4101–1 and attach the evaluations to the form or the board results from the automated board system. This may be done electronically or manually. Regardless of how it is done, each board member will have 600 board points available for each Soldier evaluated. Add the scores of all the voting board members' evaluations for each Soldier. Divide this sum by the number of voting board or panel members to determine each Soldier's board promotion points (0 to 600). Enter this in the Soldier's NGB Form 4100– 1A, fields 14 through 29. The 0 to 600 promotion board points combined with the 0 to 400 administrative points equal the maximum score of 1000 total points. This scoring system will not be altered.

6–57. Total score and verification of NGB Form 4100–1A

a. The recorder will verify field totals, ensure that documents that support changes to preprinted information are attached to the form, if allowed by the State and sign and date the form.

b. The individual designated to verify the form will ensure that it is correct, complete, and will sign and date the form.

c. The average leader evaluation score and the total administrative points score will be computed at the State MPMO or, for Title 10 AGR Soldiers, by ARNG–HCM. This may be done electronically and integrated to the NGB Form 4100– 1A.

d. The State MPMO (ARNG–HCM for Title 10 AGR Soldiers) will verify that all promotion points are computed per the instructions in this chapter and the policy document that announced the board. The only option allowed per this figure is to devise points for State decorations that are within the limits for the types of awards and individual award limits as well as the 50 points total for fields 14 through 23. ARNG–HCM will calculate any questionable State awards for the Title 10 AGR Soldiers. There are no other options, and any other computations will void the board action.

Chapter 7

Demotions

Section I

Demotion Management

7–1. Administrative demotions

a. An administrative demotion as discussed in this chapter is a demotion in grade not as a result of a court-martial sentence or any other action under the UCMJ. Refer to AR 27–10 for all demotions stemming from a court-martial or any other action under Article 15, UCMJ.

b. Soldiers who enlist or reenlist in the RA or USAR in a higher grade than entitled will be administratively demoted to the appropriate grade.

c. Except for voluntary demotions (Title 32) or when stipulated in table 7–2, a demotion board is mandatory for CPL and/or SPC administratively demoted more than one grade and for all NCOs (SGT through SGM) when administratively demoted for misconduct (civil conviction, para 7–3) and for inefficiency (para 7–5). Board appearance may be declined in writing and will be considered as acceptance of the demotion board's action. Individuals in the rank of CPL and below may be demoted up to one grade without action by a board. Individuals in the rank of PFC may be demoted two grades without a board.

(1) If a Soldier in the rank of CPL and/or SPC and below is being demoted one grade without referral to a demotion board, the demotion action must be completed within 30 duty days upon receipt of documentary evidence and before separation or retention is considered.

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

d. The board convening authority is the demotion authority (para 7–2).

e. When the separation authority determines a Soldier is to be discharged from the Service under other than honorable conditions, he or she will be demoted to the lowest enlisted grade. Board action is not required for this demotion. The CDR having separation authority will, when directing a discharge under other than honorable conditions or when directed by higher authority, direct the Soldier to be demoted to PV1. If discharge is approved under other than honorable conditions but is suspended, the Soldier will not be demoted under this provision.

f. Soldiers who exceed the RCP for their current rank due to a demotion in grade or removal from a promotion list must retire (if eligible) or separate no earlier than 90 days or no later than 180 days after the effective date of the demotion in grade or list removal (unless subsequently promoted to the next higher grade within the 180 day timeframe). Soldiers with 18 or more years of AFS who exceed the RCP for their grade as a result of a demotion in grade may serve to meet minimum retirement eligibility, unless the Soldier is sooner retired or discharged under applicable law and regulation.

g. Demotion transactions for all grades will be submitted by the BN HR (or equivalent echelon).

h. Revocation of illegal or erroneous promotion orders is not a demotion action in the meaning of this chapter. See paragraph 1–20 for revocation and related actions.

7–2. Administrative demotion and board-convening authority

Demotion authorities are listed in table 7–1.

Table 7–1

Administrative-demotion and board-convening authorities

Rank demoted from:	Demotion authority:
SPC/CPL and below	Company, troop, battery, and separate detachment CDRs.
SGT/SSG	Field grade CDRs of any organization authorized a LTC or higher rank CDR. For separate detachments or companies, the demotion authority will be the next higher headquarters within the chain of command. The higher headquarters must be authorized a CDR in the rank of LTC or higher.
SFC, MSG, SGM	CDRs of organizations authorized a CDR in the rank of COL or higher. For separate detachments or companies, the demotion authority will be the next higher headquarters within the chain of command. The higher headquarters must be authorized a CDR in the rank of COL or higher.

Section II

Demotion for Misconduct

7–3. Rules

a. The SECARMY (or other designee approved in writing by the SECARMY) can demote an enlisted Soldier who has completed 20 or more years of Federal service creditable toward retirement, and is pending administrative separation for misconduct, before approval of the Soldier’s retirement.

(1) The demotion may be either voluntary or involuntary and may be a demotion to any grade equal to or higher than the grade that the SECARMY (or designee) determines is the highest grade in which the Soldier has served satisfactorily.

(2) Voluntary Request for demotion. Soldiers pending an administrative separation for misconduct, who elect to apply for retirement under AR 635–200, may also elect to submit a written request to the SECARMY that they be allowed to retire, but at a lower grade.

(a) The rank demotion request will be submitted through at least the first general officer in the chain of command to the Commander, U.S. Army Human Resources Command, via email at (usarmy.knox.hrc.mbx.epmd-retirement-separations@mail.mil).

(b) The Soldier’s signed request for demotion in grade will state the following:

1. “I have been counseled on this request and make it voluntarily.”
2. “I understand my rights and request to be retired at a lower grade.”
3. “The SECARMY or SECARMY’s approved designee may retire me at the grade of [specify the minimum grade requested at retirement] or higher.”
4. “I understand that the SECARMY or SECARMY’s approved designee may disapprove the request and retire me at a lower grade than the one requested.”
5. “I understand the adverse nature of the grade demotion and the possible consequences on my retirement.”

(3) Involuntary demotion. Before an involuntary demotion, the Soldier will have an opportunity to respond to written notice of the proposed demotion, which will include all of the following information:

- (a) The allegation(s) on which the proposed demotion is based.
- (b) The impact of such a demotion on continued military service.
- (c) Notification that the SECARMY (or SECARMY’s designee) has determined that the Soldier has committed misconduct in the current and/or lower grade(s).

- (d) Notification that the proposed action could result in the Soldier being demoted to any grade equal to or higher than the last grade satisfactorily served.
- (e) Notification that the Soldier has the right to request military counsel within a reasonable time.
- (f) Notification that the Soldier has the right to consult with civilian counsel at the Soldier's own expense, within a reasonable time.
- (4) The affected Soldier will be afforded the following rights:
 - (a) The right to consult with military counsel within a reasonable time.
 - (b) The right to consult with civilian counsel at the Soldier's own expense, within a reasonable time.
 - (c) The right to submit matters to refute the allegations or matters in extenuation or mitigation.
- (5) Soldiers serving on active duty pursuant to Title 10 USC will be given no fewer than 10 duty days to respond. All other Soldiers will be given no fewer than 30 calendar days to respond.
- (6) The demotion is final and may not be appealed.
- (7) This demotion is considered an administrative action for the purposes of Title 10 USC 1407.
 - b. A Soldier convicted by a civil court (domestic or foreign) or adjudged a juvenile offender by a civil court (domestic or foreign) will be demoted or considered for demotion according to table 7–2. Juvenile offender includes adjudication as a juvenile delinquent, wayward minor, or youthful offender.
 - c. On receipt of civil documents establishing a sentence (imposed or vacation of a suspended sentence) or a finding of guilty with sentence to be established at a later date, action will be taken according to appropriate rule shown in table 7–2. A Soldier may be demoted even though an appeal is pending or has been filed.
 - d. When a demotion board is required, it will convene after receipt of documentary evidence and before separation or retention is considered (AR 635–200 or AR 135–178) unless the Soldier waives it in writing.
 - e. CDRs will publish orders and enter the demotion in the military records of the Soldier. The authority for demotion will be the appropriate rule from table 7–2 and will be cited in the order. The Soldier will be notified, in writing, of the right to appeal the demotion. The written notification will include the time limits and procedures for an appeal.
 - f. If the conviction is reversed, the Soldier will be restored to the former rank.
 - g. If the sentence is modified or reassessed (by appellate court or otherwise), action will be taken according to rule 6 or 7 of table 7–2, and the Soldier will be notified, in writing, of the decision.
 - h. If a Soldier is demoted prior to sentencing and the sentence imposed is less severe than the penalties listed in the rule under which Soldier was demoted, action will be taken as appropriate. The Soldier will be notified, in writing, of this decision.

Table 7–2
Rules for demotion for misconduct

Rule	If—	And—	Then—	And—
1	a. Soldier's sentence includes death or confinement of 1 year or more that is not suspended.	Soldier is serving in any enlisted grade above E1.	Soldier will be demoted to the lowest enlisted grade without referral to a demotion board.	Appeal is authorized only to correct an erroneous demotion.
	b. Maximum penalty under UCMJ is death or confinement of 1 year or more and law governing that court provides for death or confinement for 1 year or more for the offense. However, sentencing has been delayed or deferred more than 30 days from the date of conviction, or the date the court accepted a plea of guilty to an offense as described. If the offense is not listed in the Manual for Courts-Martial, United States (2012 Edition) or is not closely related to an offense listed, the maximum punishment provided by the USC applies. Convicted or adjudged a juvenile offender by a civil court means an initial judgment of guilt. The law of the jurisdiction of the court will determine whether a proceeding is regarded as a judgment of guilt.	Soldier is serving in any enlisted grade above E1.	Soldier will be demoted to the lowest enlisted grade without referral to a demotion board.	Appeal is authorized only to correct an erroneous demotion.

**Table 7–2
Rules for demotion for misconduct—Continued**

Rule	If—	And—	Then—	And—
	c. Sentence is confinement of 1 year or more, but it was suspended and later the suspension is vacated, and the Soldier has not been demoted to the lowest enlisted grade.	Soldier is serving in any enlisted grade above E1.	Soldier will be demoted to the lowest enlisted grade without referral to a demotion board.	Appeal is authorized only to correct an erroneous demotion.
2	a. Soldier's sentence is confinement for more than 30 days but less than 1 year (not suspended) or sentence is confinement for 1 year or more but is suspended.	a. Soldier is serving in rank of SGT or above.	a. The demotion authority may demote the Soldier one grade without board action. Demotion of more than one grade must be referred to a demotion board.	a. Appeal is authorized on equitable grounds or to correct an erroneous demotion.
	b. Same as rule 2a, above.	b. Soldier is serving in rank of SPC and/or CPL or below.	b. The demotion authority demotes the Soldier one grade without board action. Demotion of more than one grade for Soldiers in the rank SPC and/or CPL must be referred to a demotion board. Soldiers in the rank of PFC may be demoted more than one grade without board action.	b. Same as rule 2a, above.
3	Soldier's sentence is less severe than those in rules 1 and 2, above.	a. Soldier is serving in the rank of SGT or above and demotion authority considers that demotion may be appropriate.	a. The demotion authority must refer the matter to a demotion board to consider demotion of one or more grades.	a. Appeal is authorized on equitable grounds or to correct an erroneous demotion.
		b. Soldier is serving in the grade of CPL and/or SPC or below and demotion authority considers demotion appropriate.	b. The demotion authority may demote the Soldier one grade without referral to a demotion board. Soldiers in the rank of PFC may be demoted more than one grade without referral to a demotion board.	b. See paragraph 7–11.
4	Soldier was demoted in accordance with rule 1a, above, and the sentence is later changed for any reason to a sentence that falls under rule 2, above.	a. Soldier was demoted from rank SGT or above.	a. The Soldier must be restored to former rank. The demotion authority must then refer the matter to a demotion board to consider demotion of one or more grades under the provisions of rule 2, above.	a. Appeal is authorized on equitable grounds or to correct an erroneous demotion.
		b. Soldier was demoted from rank SPC and/or CPL or below.	b. The demotion authority will either restore Soldier to former rank or any intermediate rank or direct the demotion to PV1 remain unchanged. The Soldier will be notified, in writing, of the decision.	b. See paragraph 7–11.

Table 7-2
Rules for demotion for misconduct—Continued

Rule	If—	And—	Then—	And—
5	Soldier was demoted in accordance with rule 1a, above, and the sentence is later changed for any reason to a sentence which falls under rule 3, above.	a. Soldier was demoted from rank of SGT or above.	a. The Soldier must be restored to former rank. If the demotion authority still considers that demotion may be appropriate he or she must refer the matter to a demotion board in accordance with rule 3, above.	a. Appeal is authorized on equitable grounds or to correct an erroneous demotion.
		b. Soldier was demoted from rank SPC and/or CPL or below.	b. The demotion authority may either restore the Soldier to former rank, any intermediate rank, or direct the demotion to PV1 remain unchanged. Soldier will be notified, in writing, of the decision.	b. See paragraph 7-11.
6	Soldier was demoted in accordance with rule 1b, above, and later sentenced for the offense for more than 30 days but less than 1 year (not suspended) or 1 year or more, which is suspended.	a. Soldier was demoted from the rank of SGT or above.	a. The Soldier must be restored to former rank. The demotion authority must then refer the matter to a demotion board to consider demotion of one or more grades.	Appeal is authorized on equitable grounds or to correct an erroneous demotion.
		b. Soldier was demoted from rank of SPC and/or CPL or below.	b. The demotion authority may either restore Soldier to former rank, any intermediate rank, or direct demotion to PV1 remain unchanged. The Soldier will be notified, in writing, of the decision.	
7	Soldier was demoted in accordance with rule 1b, above, and later sentence was demoted to a sentence less severe than those in rule 1 or 2, above.	a. Soldier was demoted from rank of SGT or above.	a. The Soldier must be restored to former rank. If the demotion authority still considers that demotion may be appropriate, he or she must refer the matter to a demotion board after restoration to former rank.	Appeal is authorized on equitable grounds or to correct an erroneous demotion.
		b. Soldier was demoted from rank SPC and/or CPL or below.	b. The demotion authority may either restore Soldier to former rank, any intermediate rank, or direct the demotion remain unchanged. The Soldier will be notified, in writing, of the decision.	

7-4. Steps (civil convictions)

The steps for processing demotion for misconduct (civil convictions) are listed in table 7-3.

Table 7-3
Demotion for misconduct (civil conviction)

Step	Work center	Required action
1	Unit/BN HR (or equivalent echelon)	Notification is received that Soldier has been convicted of an offense by a civil court.
2		Based on offense and sentence, determine the need for a demotion board, need for automatic demotion to a lower grade, or need to retain or separate.
3	BN HR (or equivalent echelon)	Submit GRCH transaction through automated personnel system.

**Table 7-3
Demotion for misconduct (civil conviction)—Continued**

Step	Work center	Required action
4		Initiate separation action, if applicable.
5		Forward substantiating documents through command channels to promotion work center.
6		If demotion is made, forward documentation to HRC for filing in the AMHRR (if applicable).

Section III

Demotion for Inefficiency

7-5. Policy

Inefficiency is a demonstration of characteristics that shows that the person cannot perform duties and responsibilities commensurate with the Soldier's current rank and MOS. For the purpose of administrative demotion, inefficiency must be predicated on a pattern of acts, conduct or negligence that clearly shows the Soldier lacks the abilities and qualities normally required and expected of the Soldier's rank and experience. Although CDRs may consider misconduct, including conviction by civil court, as bearing on inefficiency, misconduct alone will not be the basis for an administrative demotion under this paragraph. Soldiers may be administratively demoted under this authority for longstanding unpaid personal debts that they have not made a reasonable attempt to pay. An administrative demotion for inefficiency is limited to SGT and above and to one grade (unless formally declined by the affected Soldier, demotion boards are required as provided for in para 7-1c).

7-6. Criteria

- a. A Soldier must have served in the same unit for at least 90 days prior to being demoted for inefficiency.
- b. The CDR initiating the demotion action will present documents showing the Soldier's inefficiency to the demotion authority. This may include (not all inclusive):
 - (1) Statements of counseling and documented attempts at rehabilitation by chain of command or supervisors.
 - (2) Record of performance, acts, conduct, or negligence during the period concerned.
 - (3) Correspondence from creditors, attempting to collect a debt from the Soldier.
 - (4) Adverse correspondence from civil authorities.
 - (5) Multiple failed attempts to attend PME or at fault no-show for scheduled training.
- c. Documents will establish a pattern of inefficiency rather than identify a specific incident.
- d. Demotion for inefficiency will not be used for the following:
 - (1) To demote Soldiers for actions for which they have been acquitted because of court-martial proceedings or civil proceedings.
 - (2) In lieu of UCMJ, Article 15.
 - (3) To demote a Soldier for a single act of misconduct.
- e. The CDR demoting the Soldier will inform him or her, in writing, of the action contemplated and the reasons. The Soldier will acknowledge receipt of the memorandum by endorsement and may submit any pertinent matter in rebuttal. Any matter submitted by the Soldier must be considered by the demotion board and demotion authority prior to rendering a decision.
- f. The CDR who demotes a Soldier for inefficiency from the grade of SSG or SGT who meets the criteria for mandatory list integration is required to initiate a bar to continued service against that Soldier (with appropriate counseling as provided for in AR 601-280) if the intent is to prohibit immediate reinstatement of the Soldier onto the promotion recommended list.

Section IV

Demotion Boards

7-7. Policy

A demotion board, when required, will be convened within 30 days after written notification is given to the individual. The demotion authority may extend the 30 duty day limitation for good cause. A written justification must be included in the file if an extension is granted.

a. The board members will be appointed in writing.

b. The demotion or convening authority will ensure that—

(1) The board is composed of officers and enlisted personnel of mature judgment and senior in grade or GED to the person being considered for demotion.

(2) At least one board member will be thoroughly familiar with the Soldier's field of specialization (inefficiency cases only).

(3) The board will consist of at least three voting members and will have both officer and enlisted voting members.

(4) The board is composed of unbiased members.

(5) The board has an officer or NCO who is senior (by grade or date of rank) (or both) of the same gender as the Soldier being considered for demotion.

(6) If the Soldier being considered for demotion is a member of a minority group, the board will, on written request of the Soldier, include an officer or NCO who is senior (by grade or date of rank) and also is a minority group member if such a member is reasonably available. When requested, the appointed board member normally will be of the same minority group as the Soldier being considered; however, non-availability of a member of the same minority group will not preclude convening of the board. In the event of non-availability, the reason will be stated in the record of proceedings.

(7) The board has a recorder without a vote.

(8) No Soldier with direct knowledge of the case is appointed to the board.

(9) Alternate board members are appointed and are available, as required.

(10) The demotion board convenes within 30 duty days after the Soldier is notified in writing by the demotion authority of the proposed action.

(11) If unbiased members are not available, such members will be provided by the next higher CDR.

c. Generally, procedural errors or irregularities in a board will not invalidate the proceeding or any action of the convening authority based on these proceedings.

(1) Harmless errors. Harmless errors are those defects in the procedures or the proceedings that do not have a material adverse effect on an individual's substantial rights. If the convening authority notes a harmless defect in the procedures or the proceedings, he or she may take his or her final action notwithstanding the defect.

(2) Substantial errors.

(a) Jurisdictional error. Where a demotion board is convened by an official without the authority to do so, the proceedings are invalid.

(b) Other substantial errors. Other substantial errors are those that had a material adverse effect on an individual's substantial rights, such as failure to meet requirements as to composition of the board, denial of an individual's right to counsel, and so forth.

(3) Correction of errors.

(a) Where such errors can be corrected without substantial prejudice to the individual concerned, the convening authority may return the case to the same board for corrective action. Individuals who are affected by such a return will be notified of the error, the proposed correction, and of their rights to comment on both.

(b) If the error is such that it cannot be corrected without substantial prejudice to the individual concerned, the convening authority may not use the affected part of that board as the basis for demotion. (Use of evidence considered by the board is not precluded in connection with action under the UCMJ, applicable civilian personnel regulations, AR 600-37, or any other directive that contains its own procedural safeguards.)

(c) In cases of an error that cannot be corrected otherwise, the convening authority may set aside the findings and recommendation and refer the case to a new board composed entirely of new voting members.

(d) The new board may be furnished any evidence properly considered by the previous board. Additional evidence also may be considered by the new board. The convening authority's action is limited, however, by the original recommendations even though the case is referred to a new board that recommends action less favorable to the individual concerned.

(4) Failure to object. Except for errors of jurisdiction, no error is substantial within the meaning of this paragraph as to a named individual before a demotion board if there has been a failure to object or otherwise bring the error to the attention of the president of the board. Accordingly, errors described in the "substantial errors" above to which an individual or his or her counsel or other representative fails to bring to the attention of the president of the board may be treated as a harmless error.

7-8. Rules

a. A Soldier who is to appear before the board will be given at least 15 duty days (30 days for ARNG, Title 32 Soldiers) written notice before the date of the hearing. The Soldier or his or her counsel must have time to prepare the case.

b. If the Soldier requests counsel, the convening authority will determine if either of the following is appropriate:

(1) Military counsel is reasonably available.

(2) If a judge advocate is available, the request is forwarded to the local Trial Defense Service official for necessary action.

c. Determinations as to the availability of judge advocates will be accomplished by the requested individual's Trial Defense Service supervisory official.

d. Determinations as to the availability of judge advocates or named counsel are final.

e. Notification of a board hearing date will be made only after counsel is available as requested by the Soldier.

f. The recorder will, on request of the individual or his or her counsel, arrange for the presence of any reasonably available witness or witnesses he or she desires to call on their behalf.

g. Copies of all written affidavits and depositions of witnesses who are unable to appear before the board will be furnished to the individual or his or her counsel as appropriate.

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

(1) Fully and impartially evaluate each case.

(2) Be objective in their deliberations.

(3) Arrive at a proper recommendation.

(4) Consider those abilities and qualities required and expected of a Soldier of that rank and experience. An NCO is expected to maintain high standards of conduct.

(5) Determine the best interests of the Army. Consideration of prior years of faithful service, while commendable, will not be overriding.

i. AR 15-6 does not apply.

j. The board may recommend an administrative demotion within the limits established in paragraphs 7-1, 7-3, and 7-5, retention of current rank, or reassignment in rank.

k. A retention in current rank recommendation may include a recommendation that the Soldier be removed from a PRR, be established as NFQ for the duration of an approved OML, or be removed from an ARNG State/HCM PSL.

l. The board may not recommend lateral appointment.

m. A majority of the appointed members of the board will constitute a voting quorum and must be present at all sessions.

n. The convening authority may approve or disapprove any portion of the recommendation of the board. The convening authority may not increase the severity of the board's recommendation.

o. Approved demotion recommendations are effective immediately without regard for appeal procedures unless suspended by the convening authority. In the instance of demotion for inefficiency, the convening authority may direct suspension of the demotion for a period not to exceed six months. If the suspension is not vacated during this period, demotion may be only accomplished by convening a new demotion board.

p. A recommendation to remove a Soldier from an HQDA recommended list will be forwarded by the convening authority to either the GCMCA or to the first Army general officer CDR who has a judge advocate or a legal advisor available.

q. The GCMCA or Army general officer CDR with a judge advocate or legal advisor available will review the proceedings and take final action thereon.

(1) If the recommendation to remove the Soldier from the recommended list is approved, the approving authority will notify CG, HRC (AHRC–PDV–PE). HRC will administratively remove the Soldier from the recommended list.

(2) If the approving authority does not concur with the recommendation, the action will be returned through command channels to the convening authority with the reason for disapproval.

r. If a civil conviction is reversed, the Soldier will be restored to the rank from which demoted.

7–9. Steps

The steps for conducting a demotion board are listed in table 7–4.

Step	Work center	Required action
1	Unit	Request preparation of demotion packet.
2	BN HR (or equivalent echelon)	Prepare notification documents and provide to the CDR.
3	Unit	Notify Soldier, in writing, of intent to demote, citing basis (inefficiency or civil misconduct) with specific reasons. Determine (and inform Soldier) demotion board requirements.
4	Soldier	Acknowledge receipt, by endorsement and provide any pertinent matters in rebuttal.
5	Unit	Convene and conduct demotion boards, when required.
6	Demotion authority	Render determination to demote. Forward packet to BN HR (or equivalent echelon) for appropriate action.
7		Forward results of board to appeal authority if applicable.
8		Submit all applicable GRCH transactions.
9		Forward finalized case to HR specialist.
10	BN HR (or equivalent echelon)	Receive demotion packet.
11		Update records.
12		Forward packet to HRC for filing in the AMHRR, if applicable.

Section V

Soldier Rights and Appeal Policy

7–10. Rights of the Soldier

a. Failure of the Soldier to exercise the right to counsel will not negate the board’s proceedings, findings, and/or recommendations.

b. A Soldier may decline, in writing, to appear before the board or may appear in person with or without counsel at all open proceedings. The Soldier will respond, in writing, within seven duty days (30 calendar days for USAR TPU and ARNG Traditional Force) of notice by the demotion authority stating his or her desire to appear, or not appear, before a demotion board.

c. The Soldier may retain a civilian lawyer at no expense to the Government. If not represented by a civilian lawyer, the Soldier may request the appointment of a named judge advocate, a detailed judge advocate, appointment of a named military counsel, or a detailed military counsel.

d. The Soldier will be advised by the board president of the nature of the action being contemplated, the impact of such action on continued military service, and the right to request counsel.

e. The Soldier may challenge any board member for cause.

f. The Soldier may request any reasonably available witness whose testimony is believed to be pertinent to the case. The Soldier will explain the nature of the information the requested witness will provide.

g. The Soldier may submit written affidavits and depositions of witnesses who are unable to appear before the board.

h. The Soldier may invoke the rights under UCMJ, Article 31, if applicable, or submit to an examination by the board.

i. The Soldier or counsel may question any witness appearing before the board.

7-11. Appeals

- a. Appeals of demotion for failure to complete training are not authorized.
- b. Appeals of demotion are authorized but only to correct an erroneous demotion (for example, the demotion action did not meet the requirements of the rule and was therefore without a sufficient basis).
- c. Appeals of demotion for inefficiency or for misconduct under table 7-2, other than rule 1 are authorized to correct an erroneous demotion on equitable grounds. This will be based on the facts and circumstances of the particular case that partial or full restoration of rank is in the best interest of the Army and the Soldier.
- d. Authorized appeals will be submitted in writing within 30 duty days (30 calendar days for USAR TPU and 60 calendar days for ARNG Traditional Force) of the date of demotion or date of memorandum notifying Soldier that he or she will be restored to the former rank. A copy of the appeal and all related documentation will be forwarded to the officer authorized to take action on the appeal.
- e. Final action on appeals will be taken by the—
 - (1) Next higher authority above demotion authority for ranks SSG and below.
 - (2) The first general officer in the chain of command above the demotion authority for ranks SFC through SGM.
- f. The appellate authority will direct restoration to the former rank if the demotion under rule 1 was erroneous. If it is determined that another rule in table 7-2 is applicable, the appellate authority will direct that action be taken according to the appropriate rule of table 7-2. The GED for Soldiers restored to a former rank will be the same as the GED prior to the demotion.
- g. If the appellate authority determines that the demotion will be changed on equitable grounds, restoration to the former rank or to any intermediate rank will be directed. Restorations will be effective as of the date of the order. GED for Soldiers restored to former rank will be the same as GED prior to demotion. GED for Soldiers restored to an intermediate rank will be the same as the date of the order directing restoration.
- h. If the appellate authority determines that the demotion meets the requirements of this regulation and need not be changed on equitable grounds, the appeal will be denied.
- i. Soldiers submitting appeals will be informed, in writing, of the decision. A copy of the final decision letter will be uploaded to the Soldier's AMHRR.
- j. Authority to take final action on an appeal may not be delegated.

Section VI

Demotion Orders and Restoration to Former Rank

7-12. Demotion orders

- a. Administrative demotions are announced in orders. These will be filed in the individual Soldier's AMHRR per AR 600-8-104.
 - (1) Orders will be in the format authorized in AR 600-8-105.
 - (2) For orders published by a higher headquarters, that CDR may review or make a final decision on an appeal.
- b. Demotion instruments will cite the basis for demotion (such as inefficiency or failure to complete training) and the authority for the action. When demotion is for other than misconduct or misconduct based on civil conviction, the demotion instrument will cite the basis, authority, and the appropriate paragraph.

7-13. Effective date of demotion

An administrative demotion will be effective as follows:

- a. Failure to complete training. The date the student is officially informed of failure, in writing.
- b. Determinations. Demotion board determinations are effective on the date approved by the convening authority.
- c. All other cases. Demotions are effective on the date the Soldier receives written notification or if the Soldier is not available due to personal convenience or through neglect, on the date written notice is received at his or her proper station.

7-14. Restoration to former rank

Rank restoration may result from action under table 7-2. GED for Soldiers restored to former rank will be the same as the original GED for that rank. Effective date of restoration will be the date the demotion authority is notified of the sentence or change in sentence.

Section VII

Other Reasons for Demotion

7-15. Approved for discharge from the service under other than honorable conditions

a. When the separation authority determines that a Soldier is to be discharged from the Service under other than honorable conditions, the Soldier will be demoted to the lowest enlisted rank. Further board action is not required for this demotion.

b. If discharge is approved under other than honorable conditions, but is suspended (AR 635-200) (AR 135-178 for USAR), the Soldier will not be demoted under this paragraph.

7-16. Demotions for failure to complete training

Soldiers appointed to higher grades upon entering or while attending a service or civilian school and who fail to complete the course successfully may be demoted as shown in table 7-5.

Table 7-5

Demotion of students failing to complete training

Students	Demotion authority (must be field grade officer)	Demotion
Officer candidates	School commandant	To a rank no lower than the one held on to entry to the course.
Warrant officer candidates	Commandant, U.S. Army Aviation Center of Excellence; Chief of Staff, U.S. Army Aviation Center of Excellence; or Commandant, Warrant Officer Career Center, Fort Rucker, AL	To a rank no lower than the one held on to entry to the course.
Other students	School commandant	To a rank no lower than the one held on to entry to the course.

a. The school commandant will not further delegate the demotion authority. As an exception to policy the Commandant, U.S. Army Aviation Center of Excellence, may delegate demotion authority for Soldiers eliminated from warrant officer courses to the Chief of Staff, U.S. Army Aviation Center of Excellence and Fort Rucker.

b. Soldiers promoted under the normal criteria are not subject to demotion under this paragraph.

c. Soldiers conditionally promoted or promoted with a temporary promotion are administratively demoted to the rank previously held upon failure to complete the training requirement established within the respective promotion provisions.

7-17. Demotion for unsatisfactory participation

a. Demotions under this paragraph are discretionary and wholly apart from discharge proceedings under AR 135-178 or reassignment under AR 140-10.

b. A Soldier may be demoted one grade for unsatisfactory participation. The demotion authority for the rank concerned, or higher CDR in the chain of command, may demote the Soldier. Demotion action is discretionary. A CDR may initiate demotion proceedings by presenting documentary evidence (AR 135-91) of unsatisfactory participation to the appropriate demotion authority.

c. The CDR demoting the Soldier will inform the Soldier in person or by certified mail of the action contemplated and reasons. The Soldier may submit any pertinent matters in rebuttal.

(1) CPLs or SPCs and below may be demoted without action by a board.

(2) SGT through SGM may appear before a demotion board. If Soldier declines appearance, it will be in writing and will be considered as acceptance of the demotion action.

(3) A demotion board, when required, will be convened within 30 days after the Soldier is notified, in writing.

7–18. Voluntary demotion

Army National Guard (Title 32). If approved by the unit CDR, a Soldier may volunteer for demotion to any lower rank. The most common reasons for demotion are listed below. The promotion authority may then administratively demote the Soldier; no demotion board will be conducted. The GED will remain the same as previously held in the rank to which demoted. The GED for Soldiers who take a demotion to enter the AGR Program will remain the same as previously held in the rank to which demoted.

- a. Qualify for an assignment in a lower grade.
- b. Acceptance of T10/T32 AGR position in a lower grade. The adjusted GED is only authorized on the initial demotion to enter the AGR program.
- c. Required demotion to attend MOS training.
- d. Upon loss of higher grade position due to reorganization or unit deactivation. Soldier authorized to maintain higher grade for 12 months before demotion action.

7–19. Demotion upon return from active duty (mobilization)

a. ARNG (Traditional) Soldiers returning to their units after being released from Title 10 active duty as a result of mobilization in a higher grade than held at the time of entry into such service must revert to their former grade effective the day after T10 order ends, or States may authorize the Soldier to retain their higher grade for one year. Upon termination of the year, Soldiers not assigned to MTOE or TDA vacancies commensurate with their rank are demoted; reclassified; transferred to the ING, IRR, or Retired Reserve; or discharged per NGR 600–200. Title 32 AGR Soldiers being released from T10 active duty in a higher grade must reenter the T32 AGR program commensurate with the grade of the MTOE or TDA position.

b. Soldiers released from active duty in a higher grade than held at time of entry into AFS who are transferred to the ING or the IRR are transferred in the higher grade. If they return to paid drill status, they will be subject to the demotion in this paragraph.

7–20. Other reasons for demotion

The following are reasons for demotion in rank without board action or appeal. The applicable component is as indicated.

a. U.S. Army Reserve and Army National Guard (Simultaneous Membership Program). For SMP participants who withdraw or are eliminated from the ROTC Advanced Course. These participants will be demoted to the rank held on the day before promotion to cadet (SGT/E5) status or to the rank to which the Soldier would be entitled if enlisting under the provisions of the ARNG enlistment criteria, but not below PV2.

b. Regular Army, U.S. Army Reserve and Army National Guard (separated). A Soldier is separated to accept commission or appointment. The Soldier will be demoted to the rank held on the day before entering candidate or cadet status effective the day before commission or appointment. A Soldier will not be separated in special cadet grades (E5/E6).

c. Regular Army, U.S. Army Reserve and Army National Guard (accepted). A Soldier accepted promotion but did not immediately extend or reenlist based upon losing SRIP entitlements and does not extend or reenlist within 24 (RA) or 12 (USAR and ARNG) months of scheduled expiration term of service.

d. Army National Guard (automatic demotion without board action). A Soldier is promoted in his or her former MOS under unit reorganization or MOS conversion guidance but who refused or failed to apply for MOS, New Equipment Training, or other required training or who does not complete training in the MOS for the new position to which assigned per NGR 600–200. The Soldier will be demoted automatically effective on the date the Soldier fails the course, withdraws from the course, or refuses training or on the expiration of the time set for completion. This includes Soldiers who fail to meet the standard.

e. Regular Army, U.S. Army Reserve and Army National Guard (interim security clearance eligibility promotion). A Soldier is promoted using an interim clearance eligibility, but final security clearance eligibility is not granted, for any reason. This Soldier must be demoted or reclassified into a position that does not require a security clearance eligibility. This includes National Agency Checks with Law Check and Credit or Tier 3 background investigations that come back unfavorable when it is a condition of the promotion.

f. Regular Army, U.S. Army Reserve and Army National Guard (service remaining requirement). A Soldier fails to meet the service remaining requirement.

g. Army National Guard (grade assignment). A Soldier, two years after date of enlistment or reenlistment (Try One Program) into lower graded positions, has not been reassigned to a grade vacancy position commensurate with his or her grade.

h. U.S. Army Reserve and Army National Guard (involuntary loss of position). A Soldier (excluding AGR) who involuntarily loses his or her position because of unit reorganization, inactivation, full-time support utilization requirements or downgrade of positions, and therefore cannot be properly utilized within the following timeframes: 24 months (SGT through SSG), 12 months (SFC–SGM).

(1) If immediate reassignment is not appropriate, Soldier will be retained in current rank for up to one year before involuntarily demotion or reclassification to fill valid positions. Soldiers who refuse an assignment for which eligible and available will be immediately demoted to the rank authorized for the position to which assigned, effective on the date of the refusal.

(2) When it is not possible to properly assign these Soldiers, they will be transferred to the ING or IRR without demotion.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>. USCs are available on the USC website at <https://uscode.house.gov>.

AR 15–6

Procedures for Administrative Investigations and Boards of Officers (Cited in para 3–21*k*.)

AR 27–10

Military Justice (Cited in para 1–11*a*(9).)

AR 40–501

Standards of Medical Fitness (Cited in para 1–24*b*.)

AR 135–18

The Active Guard Reserve Program (Cited in para 6–4*s*.)

AR 135–91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions (Cited in para 1–11*a*(8)(*a*).)

AR 135–178

Enlisted Administrative Separations (Cited in para 6–4*i*.)

AR 140–10

Assignments, Attachments, Details, and Transfers (Cited in para 3–20*c*(15).)

AR 600–8–2

Suspension of Favorable Personnel Actions (Flag) (Cited in para 1–11*a*(10).)

AR 600–8–104

Army Military Human Resource Records Management (Cited in para 1–9*d*(2).)

AR 600–8–105

Military Orders (Cited in para 7–12*a*(1).)

AR 600–9

The Army Body Composition Program (Cited in 3–20*c*(3).)

AR 601–280

Army Retention Program (Cited in para 1–30*h*.)

AR 638–8

Army Casualty Program (Cited in para 1–27*a*.)

DA Pam 611–21

Military Occupational Classification and Structure (Cited in para 3–6*d*(1).)

10 USC 1563

Consideration of proposals from Members of Congress for honorary promotions: procedures for review and promotion (Cited in 1–28*a*.)

10 USC 1563a

Honorary promotions on the initiative of the Department of Defense (Cited in 1–28*a*.)

10 USC 7013

Secretary of the Army (Cited in title page.)

Section II

Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.

DA Form 4872

Certificate of Promotion to Noncommissioned Officers (Prescribed in 6-12b.) (Available through normal supply channels.)

DA Form 4874

Certificate of Promotion (Promotion to Specialists Grades) (Prescribed in 6-12b.) (Available through normal supply channels.)

Appendix B

Internal Control Evaluation

B–1. Function

The function covered by this evaluation is enlisted promotions and demotions.

B–2. Purpose

The purpose of this evaluation is to assist CDRs and HR specialists in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

B–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every five years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions

- a. Is the unit CDR ensuring Soldiers are boarded by a local board when initially obtaining PZ eligibility?
- b. Is the unit CDR ensuring adequate professional/leader development counseling is completed and documented?
- c. Is the unit CDR authenticating the monthly enlisted promotion report?
- d. Are Soldiers removed from the SGT and/or SSG promotion recommended list when they are convicted by court-martial, upon receipt of a UCMJ, Article 15, upon initiation of separation proceedings, upon permanent filing of a reprimand in the AMHRR, or upon conviction for domestic violence (Lautenberg Amendment)?
- e. Is the unit forwarding flag dispositions to HRC when a Soldier is on a centralized selection list to SFC or above?

B–5. Supersession

This evaluation replaces the evaluation for enlisted promotions and demotions previously published in AR 600–8–19, dated 16 May 2019.

B–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G–1 (DAPE–MPE–PD) via email to usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil.

Glossary of Terms

Active duty

Full-time duty in the active military service of the United States. Includes full-time training duty, annual training, and attendance while in the active military service at a school designated as a Service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

Active status

All National Guard and RC Servicemembers, except those members who are on an inactive status list, assigned to the Inactive National Guard, or in the Retired Reserve. RC Servicemembers in an active status may train with or without pay, earn retirement points, and may earn credit and be considered for promotion, and be promoted.

Appellate authority

CDRs who have authority to act on appeals.

Army Military Human Resource Record

The permanent, historical, and official record of a Soldier's military service. The AMHRR is an umbrella term encompassing HR records to include, but not limited to, the official military personnel folder, finance related documents, medical accession, retention, and/or separation records, and non-service related documents deemed necessary by the Army.

Army National Guard

The part of organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that: a. Is a land force. b. Is trained and has its officers appointed under the sixteenth clause of section 8, article I, of the constitution. c. Is organized, armed, and equipped wholly or partly at Federal expense. d. Is federally recognized.

Army National Guard of the United States

The RC of the Army, all of whose members are members of the ARNG. The ARNGUS consists of federally recognized units and organizations of the ARNG and members of the ARNG who are also Reserves of the Army.

Base operations

Specific installation wide service (for example, processing, retirement services, retention, and casualty area command services).

Basic enlisted service date

Date that reflects total periods of enlisted service, active or inactive, as a member of active and RCs of the Armed Forces of the United States. Required for computation of enlisted service for promotion to SFC, MSG, and SGM. Includes adjustments prescribed for the ACASP. If all service has been in an enlisted status, the BESD is the same as PEBD.

Best qualified

Soldiers whom the DA Selection Board determines to be the best qualified among peers. Also has demonstrated integrity and high moral standards.

Command and staff

A staff section headed by the CDR's senior military personnel manager (for example, installation AG, division G1 and/ or AG, or corps AG).

Commander

A head of an Army Staff or field operating agency or an officer with a position title CDR or commandant. This term also includes CDRs of USAR or ARNGUS organizations, who have been mobilized and are serving on active duty under the provisions of 10 USC. Such USAR and ARNGUS CDRs are authorized to execute the provisions of this regulation regarding any RA enlisted members who are temporarily or permanently assigned to the CDR's organization during the mobilization.

Date of rank

The date on which an enlisted Soldier was appointed or promoted in a particular grade and the date used to determine relative seniority for Soldiers holding the same grade.

De facto status

Member, who was promoted by competent authority, performed duties of the higher grade, and accepted pay and allowances of the higher grade in good faith and without intent to defraud.

Degree

A title (such as associate degree or higher) conferred on students by a college, university, or professional school on completion of a program of study. Note. For the purposes of promotion, the institution conferring the degree must be accredited.

Flag

An abbreviated term used to describe the initiation or removal of a suspension of favorable personnel actions under the provisions of AR 600–8–2.

Grade

A step or degree, in a graduated scale of office or military rank, that is established and designated as a grade by law or regulation.

Individual augmentee

A Soldier deployed directly from the initial entry training base in a temporary change of station status into a theater of operations for the purpose of serving as an individual filler for a deployed organization.

Matter of record

For Regular Army Soldiers, a matter of record is the Enlisted Distribution Assignment System, for USAR (AGR) Soldiers, a matter of record is the Reserve Component Management System, for USAR (TPU) a matter of record is the Army Reserve Regional Level Application Software, for USAR (IMA) Soldiers, a matter of record is the Reserve Database Management System and for Army National Guard, the system of record is the Standard Installation and Division Personnel Reporting System.

Military personnel

The component of personnel service support that provides military personnel support to Soldiers and CDRs in the field.

Minority member

A member of a minority race which includes Alaskan native, American Indian, Asian, Asian/Pacific Islands, black, and Hispanic. When the term applies to gender, female is the minority.

Policy

General statement governing objectives of a functional area (within the purview of the Office of the DCS for Personnel policy proponent).

Posthumous promotion

A casualty promoted to a higher grade following his or her death.

Procedure

A generic term to describe a number of tasks in the aggregate.

Promotion instrument

Orders.

Promotion list

A list of enlisted Soldiers, by grade, recommended for promotion.

Promotion sequence number

A number that shows the rank order of a Soldier on a promotion list.

Rank

The order of precedence among members of the Armed Forces.

Rule

Guideline for performing a specific task. Rules are associated with specific task and are maintained by the functional proponent.

Separation

Discharge, REFRAD, or retirement.

Standby advisory board

Special board held as an adjunct to each scheduled promotion selection board. This board, using the guidelines established in the regulation and MOI, considers Soldiers for promotion, appointments, promotion reconsideration, removal from a standing promotion list and suitability screening. The board provides their recommendation to the DCS, G-1, who makes the final decision.

State

All 54 States and Territories and the District of Columbia.

Step

Sequential subdivision of a task. Describes work at a level of detail allowing execution.

Substandard performance

When the CDR determines that the Soldier's work over a reasonable period of time is such that promotion to the next higher grade would not be in the best interest of the Army, or when the Soldier's work has declined to such a degree that he or she no longer has the potential to perform in the higher grade.

Task

The major subdivision of a function or subfunction. The lowest level of work which has meaning to the doer. This subdivision has a beginning, an ending, and can be measured.

Uniformed service

The Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

Work center

Clearly defined organization element recognized by Manpower Staffing Standards System as the basis for manpower requirements.

UNCLASSIFIED

PIN 068399-000