Army Regulation 140–158

Army Reserve

Enlisted Personnel Classification, Promotion, and Reduction

Headquarters
Department of the Army
Washington, DC
17 December 1997

UNCLASSIFIED

SUMMARY of CHANGE

AR 140-158
Enlisted Personnel Classification, Promotion, and Reduction

Change 4. This change--

- Provides revised procedural guidance for publishing group orders
- Clarifies MOS reclassification procedures
- Provides policy and procedures for the selection of soldiers for attendance at NCOES courses
- Incorporates the select, train, and promote philosophy in the USAR enlisted promotion systems paralleling the Active Army system
- Authorizes promotions conditioned on completion of required NCOES courses
- Permits the names of flagged soldiers to be placed on promotion lists
- Implements a revised DA Form 3355-1-R (U.S. Army Reserve Promotion Point Work Sheet) and a table of instructions for completion of the form.
- Change 3. This change--
- Incorporates SIDPERS-USAR Advancement Eligibility Status Roster (GRA-POI) as an instrument of advancement (para 1-8a and fig 3-6).
- Requires copies of orders be provides CG, PERSCOM (para 1-8.2).
- Revises policy and procedures for announcing and correcting the effective date of a promotion (para 1-9).
- Clarifies the establishment of the date of rank and the effective date (para 1-10).
- Rescinds prohibition on promotion while serving on a TTAD (para 1-14r).
- Provides promotion guidance when a flag is removed after disciplinary action has been taken (para 1-14t(2)).
- Provides that USAR AGR MSS/ISG are in a nonpromotable status if they have not successfully completed USASMA (para 1-14v).
- Revises NCOES requirements for promotion consideration (paras 1-27.1 and 1-27.2).
- Clarifies the special provisions of NCOES requirements for promotion consideration (para 1-28).

- Rescinds the inappropriate priority of attendance at NCOES (para 1-29).
- Implements revised personnel classification policy and procedures (chap 2).
- Requires SGT/SSG promotion boards be convened at battalion or similar level and details the junior promotion system (para 3-3a.1).
- Provides that band members will compete for promotion in CMF 97 regardless of MOS (para 3-11d(4)).
- Rescinds the use of the Skill Qualification Test (SQT) in the promotion system (para 3-11f).
- Implements a revised 800 point USAR Promotion Point Worksheet (DA Form 3355-1-R) (fig 3-1).
- Revises the minimum promotion scores required to attain promotion list standing (para 3-14a(4).
- Requires the permanent promotion list be revised every 3 months (para 3-16d).
- Explains the required MOS for promotion consideration is the authorized MOS (3-digit) of the duty position except for USARF school instructors and band members (paras 3-24d and 3-34d).
- Expands the composition of the senior selection board (para 3-33a).
- Deletes references to the ATCAR Program (para 4-6a(4)).
- Prohibits voluntary MOS reclassification when an AGR soldier is promoted in other than PMOS (para 4-9a(1)).
- Revises the composition of the USAR AGR enlisted selection board (para 4-11a).
- Rescinds the 1-year waiting period for AGR soldiers who declined a promotion (para 4-15b).
- Provides revocation of promotion when soldier fails to contract for an incurred AGR service obligation (para 4-17f).
- Specifies that IMA nominative duty positions will not be announced as a vacancy for promotion consideration (para 5-3.1).
- Establishes an IRR, IMA, and Standby Reserve (Active List) enlisted Standby Advisory Board (para 5-12).
- Clarifies the effective dates of special promotions (para 6-2).
- Revises accelerated advancement policy under the Army Referral Program (paras 6-21 and m).
- Provides accelerated advancement for JROTC or NDDC programs (para 6-2n).

- Revises promotion policy for missing, captured, injured, or hospitalized soldiers (chap 6, sec II).
- Incorporates procedures for promotion to MSG under the USAR CSM Program (para 6-24).
- Implements promotion policy and procedures for former TDRL soldiers (chap 6, sec VI).
- Provides for grade reductions based on unsatisfactory participation (para 7-10.1).
- Clarifies reduction policy on disenrollment from OCS (para 7-12e).
- Makes minor administrative and technical corrections.

Headquarters
Department of the Army
Washington, DC
17 December 1997

*Army Regulation 140–158

Effective 17 January 1998

Army Reserve

Enlisted Personnel Classification, Promotion, and Reduction

By Order of the Secretary of the Army:

Togo D. West, Jr.
Secretary of the Army

History. This publication was originally printed on 27 February 1988. This electronic edition publishes the basic 1988 edition and incorporates Changes 1 - 4. Change 3 to this regulation was printed on 1 September 1994. Change 3 was authenticated by Gordon R. Sullivan, Chief of Staff, and Milton H. Hamilton, Administrative Assistant to the Secretary of the Army. Change 4 was printed on 17 December 1997 and was authenticated by Togo D. West, Jr., Secretary of the Army. Replication of column entries were used in table 7-1 to modify the publication for electronic publishing. This publication has been organized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This change provides revised procedural guidance for publishing group orders; clarifies MOS reclassification procedures; provides policy and procedures for the selection of soldiers for attendance at NCOES courses; incorporates the select, train, and promote philosophy in the USAR enlisted promotion systems paralleling the Active Army system; authorizes promotions conditioned on completion of required NCOES courses; permits the names of flagged soldiers to be placed on promotion lists; and implements a revised DA Form 3355-1-R (U.S. Army Reserve Promotion Point Worksheet) and a table of instructions for completion of the form.

Applicability. This regulation is applicable to all USAR enlisted soldiers assigned to the Ready, Selected, Standby, or Retired Reserve. It does not apply to soldiers assigned to Control Group (ROTC) or those enlisted under the Delayed Entry Program (DEP). It also does not apply to USAR soldiers assigned to the Active Army and paid from Military Personnel, Army (MPA) appropriations.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this authority, in writing, to a division chief, under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the HQDA, Office of the Chief, Army Reserve (DAAR-PE), 2400 Army Pentagon Wash. D.C. 20310-2400.

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

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) directly to the HQDA, Office of the Chief, Army Reserve (DAAR-PE), 2400 Army Pentagon Wash. D.C. 20310-2400.

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*This change supersedes DA Form 3355–1–R, June 1993

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Chapter 1
General

Section I
Introduction

1–1. Purpose
The purpose of this regulation is to prescribe policy and procedures governing the classification, advancement, promotion, reduction, and grade restoration of applicable USAR soldiers.

1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the consolidated glossary.

1–4. Policy
The effective classification and use of USAR enlisted personnel resources are necessary for successful mission accomplishment. Department of the Army policy is to—

a. Use enlisted personnel in positions commensurate with their military qualifications and personal attributes;

b. Foster an atmosphere which will motivate each individual to attain his or her full potential as a soldier;

c. Provide for promotion of the best qualified soldiers based on a recognition of potential for service in the higher grade and not as a reward for past service. The objectives of the policy and procedures outlined in this regulation are to—

(1) Fill USAR requirements with the best qualified soldiers.

(2) Provide an equitable and just system that will objectively consider all qualified soldiers.

(3) Recognize the best qualified soldier and thereby attract and retain the highest caliber soldier for a career in the USAR.

(4) Provide for career progression and rank which is in line with potential.

(5) Preclude promoting a soldier who is not productive or not the best qualified.

1–5. Staff responsibilities
a. Deputy Chief of Staff for Personnel (DCSPER), Headquarters, Department of the Army (HQDA). DCSPER, HQDA, has overall Army staff responsibility for the promotion policy and procedures governing USAR soldiers.

b. Chief, Army Reserve (CAR). CAR has special staff responsibility for USAR soldiers. The CAR will monitor the USAR enlisted classification and promotion program.

1–6. Command responsibilities
Area commanders, subordinate Army Reserve command (ARCOM) commanders, USAR general officer command (GOCOM) commanders, Regional Support command (RSC) commanders, Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM), and Commanding General, U.S. Army Reserve Personnel Center (CG, AR-PERCEN), are responsible for the overall effectiveness of the USAR classification and promotion programs within their respective commands. They will implement and manage the programs for USAR soldiers under their jurisdiction according to the procedures outlined in this regulation.

1–7. Prohibition against additional selection or promotion criteria
a. Promotion procedures or selection and promotion criteria other than those prescribed by this regulation are prohibited. This prohibition will ensure uniform promotion requirements and standard procedures throughout the USAR. For example, a commander may not require a soldier to be assigned to a command for a certain number of months as a prerequisite for promotion consideration.

b. Neither a soldier's marital status nor the employment, educational pursuits, or volunteer service activities of his or her spouse may be considered in determining whether or when to recommend a soldier for promotion.

1–7.1. Prohibition against promotion to provide a higher grade upon change of status
a. This regulation prescribes three separate and distinct promotion systems designed to support each of the manpower requirements of the specific personnel systems. These systems support—

(1) Soldiers assigned to troop program units (chap 3).

(2) Soldiers serving on active duty in an AGR status (chap 4).

(3) IRR, IMA, and Standby Reserve (Active List) soldiers (chap 5).

b. To support the unique requirements of each of the systems, the procedures and criteria for promotions will vary.

The systems are designed to provide, through an internal competitive process, promotion of the best qualified soldiers to fill manpower requirements within the specific system. TPU soldiers compete against other TPU soldiers to fill TPU duty positions. AGR soldiers compete against other AGR soldiers to fill AGR duty positions. IRR, IMA, and Standby Reserve (Active List) soldiers compete with each other to fill mobilization requirements.

c. The promotion of a soldier within one system for the specific purpose of providing the soldier with a higher grade on entry into another system, or against a duty position in another system, is prohibited. Such a practice avoids the competitive process and creates an injustice for all of the eligible soldiers within the system. For example, when a TPU soldier applies for entry on AGR status and is approved, the soldier will be ordered to active duty in the grade he or she held at the time of application. A subsequent promotion under the TPU system will not authorize a higher grade in an AGR status although the promotion is purportedly effective prior to entry on, or application for, AGR status.

d. An exception to this policy exists when the soldier is entitled to and receives a retroactive date of promotion under the procedures set forth at paragraph 1-9 which precedes the date of the soldier's entry, or application for, AGR status, or when the Army Board for Correction of Military Records (ABCMR) directs the correction of a soldier's records to reflect a higher grade, or directs a procedure that may result in a higher grade.

1–7.2. Privacy Act restriction on publication of group advancement and promotion orders.

The following restrictions on publication of group advancement and promotion orders are necessary to fully comply with the Privacy Act of 1974 to prevent fraud or other misuse of a soldier's personal data from military orders. A group order is defined as an order pertaining to and containing personal information on more than one soldier.

a. Promotion orders (AR 600-8-105, formats 301 and 302). Orders issuing authorities are not authorized to publish group MOS action orders. Theses promotion orders will contain only one soldier per order and will contain the full 9–digit social security number (SSN)

b. MOS action orders (AR 600-8-105, format 310). Orders issuing authorities are not authorized to publish group MOS action orders. These orders will contain only one soldier per order and will contain the full 9-digit social security number (SSN).

c. DA Form 4187 (Personnel Action). Group advancements, appointments, or lateral appointments on DA Form 4187 are not authorized. The DA Form 4187 will be used to advance, appoint, or laterally appoint only one soldier and will contain the full 9–digit SSN.

d. GRA-POI (SIDPERS-USAR Advancement Eligibility Status Roster). (See fig 3-6). The GRA-POI is an authorized group advancement order that must be modified before publication and distribution.

(1) The master (original) of the GRA-POI containing the full 9-digit SSN for each soldier listed will be retained and filed in the promotion authority's administrative files (para l-8.1d).

(2) A copy of the master (original) of the GRA-PO I containing the full 9-digit SSN for each soldier listed will be provided to the JUMPS-Army, or JUMPS-RC, input station, appropriate (para l-8.1e).

(3) A modified copy of the master (original) of the GRA-PO1 containing *only the last 5 digits* of each soldier listed will be published and distributed as required by paragraphs 1-8.1a, b, c, and f.

1–8. Orders announcing advancement, promotion, grade restoration, or revocation

a. Grade restorations and advancements. Grade restorations (paras 7–15*a*,*b*, or *c*) will be announced on DA Form 4187 (Personnel Action). Advancements to private (PV2), private first class (PFC), specialist (SPC), and cadet (E5) (CDT), will be announced on DA Form 4187 (Personnel Action) or on a SIDPERS–USAR Advancement Eligibility Status Roster (GRA–PO1) (see fig 3–6). The announcement may be prepared up to 30 days before the date the soldier is eligible.

(1) Advancements will be effective no earlier than the date the soldier is eligible for that grade.

(2) The date of announcement (effective date) will not be earlier than the date of the commander's signature.

(3) The date of rank (DOR) and effective date will be the same. Where a commander determines that the effective date of a soldier's advancement to the rank of PV2 through SPC, or cadet (E5), should be prior to the date of the advancement instrument, the procedures described in paragraph 1–9 apply.

b. Promotions. Promotions to corporal (CPL) through sergeant major (SGM) will be announced in orders per AR 310–10, appendix A, formats 301 and 302 Orders may be issued for promotion to sergeant (SGT) and above before the effective date of assignment to a position authorized the soldier's grade. This is provided—

(1) The promotion requires reassignment to a command authorized the soldier's grade.

(2) The effective date of the reassignment will not exceed 90 days from the date of the promotion order, except for promotions under the provisions of chapter 4. The effective date of a USAR AGR reassignment will not exceed 6 months from the date of the USAR AGR promotion order. However, if a soldier declines or refuses to comply with the reassignment order, the promotion will be revoked.

(3) The DOR for TPU promotions under chapter 3 will be the date the promotion order is published. The DOR for AGR, IMA, and IRR promotions under chapters 4 and 5 will be according to the sequence number on the promotion selection list.

(4) The promotion order must include the following statement:

"Promotion is not valid and will not be effective if the soldier is not in a promotable status on the effective date of the promotion."

b.1. Conditional promotions. Where authorized in this regulation, conditional promotions will be announced in orders per AR 600-8-105,formats 301 and 302. Orders may be issued for conditional promotion before the effective date of assignment to a position authorized under the provisions cited in b above. However, under the additional instructions the order must contain one of the following statements:

(1) *For conditional promotion to SGM.* "This promotion is awarded with the condition the soldier must be enrolled in, and successfully complete, the U.S. Army Sergeants Major Course (SMC) within 36 months from the effective date of this order under the SMC corresponding studies, or within 18 months from the effective date of the order under the SMC resident course. The soldier understands and agrees that if he or she fails to meet these conditions, or is subsequently denied enrollment, or 1 becomes an academic failure, or does not meet graduation 1 requirements, or is declared a "No-Show", the soldier is subject to reduction under AR 140-158, paragraph 7-12d, to the grade and rank held prior to this promotion. The soldier further understands that if reduced, service performed in the higher grade will not be considered for retirement, date of rank, or any other determinations dependent on the higher grade."

(2) *For conditional promotion to SGT through MSG.* "This promotion is awarded with the condition the soldier must be enrolled in, and successfully complete, the NCOES course required for the grade to which promoted. The soldier understands and agrees that if he or she fails to meet these 4 conditions, or is subsequently denied enrollment, or becomes an academic failure, or does not meet graduation requirements, or is declared a "No-Show", the soldier is subject to reduction under AR 140-158, paragraph 7-12d, to the grade and rank held prior to this promotion. The soldier further understands that if reduced, service performed in the higher grade will not be considered in determining retirement grade, date of rank, or any other determinations dependent on the higher grade."

c. Effective date of promotion. The effective date of a promotion will be the same as that of the published order unless the order has a future effective date (*b*above). Where a determination has been made that the effective date of a soldier's promotion should be prior to the date of the promotion order, the procedures described in paragraph 1–9 apply.

d. Revocation. The promotion authority will issue an order revoking a promotion or advancement when—

(1) The promotion or advancement was not authorized by this regulation or other published HQDA criteria governing USAR promotions.

(2) A condition for revocation has been determined by HQDA (DAPE–MPE), CG, PERSCOM, CG, ARPERCEN, or the OCONUS or area commander. The promotion authority will issue the revocation orders on notification.

e. De facto service. When orders are published revoking an advancement or promotion, the soldier's service in the higher grade may be determined to have been de facto so as to allow the soldier to retain pay and allowances received in that status.

(1) A de facto status may have existed and the soldier may be authorized to retain pay and allowances received when—

(a) An instrument of advancement or a promotion order has been issued; and

(b) The soldier occupied the higher grade in good faith; and

(c) The soldier actually discharged the functions of the higher grade; and

(d) There is no absolute statutory bar to his or her receipt of the funds.

(2) An ARCOM/GOCOM/RSC commander or the OCONUS promotion authority, for erroneous promotions of TPU personnel to sergeant first class (SFC) through SGM.

(a) The promotion authority or higher commander for erroneous advancements or promotions of troop program unit (TPU) personnel to PV2 through staff sergeant (SSG).

(b) An ARCOM/GOCOM/RSC commander or the OCONUS promotion authority, for erroneous promotions of TPU personnel to sergeant first class (SFC) through SGM.

(c) Cdr, PERSCOM (TAPC–MSL) or Cdr, ARPERCEN (DARP–EP), the appropriate promotion authority, for erroneous advancements or promotions of Active Guard Reserve (AGR), Individual Ready Reserve (IRR), Individual Mobilization Augmentation (IMA), or Standby Reserve (Active List) soldiers.

(3) The final determination of whether the soldier served in a de facto status for purposes of retaining pay and allowances received must be made by fiscal officers of the United States, on receipt of the reduction or revocation order.

(4) A soldier promoted from a recommended list in error will, if otherwise qualified, be restored to the list at the same time the promotion order is revoked. The soldier will be treated as if he or she had never been deleted from a recommended list.

1–8.1. Distribution of orders

Copies of orders or the GRA–PO1 (SIDPERS–USAR Advancement Eligibility Status Roster) announcing advancement, promotion, reduction, grade restoration, or revocation, or any amendments thereto, will be provided to—

a. The soldier.

b. The custodian of the soldier's records for inclusion in the Military Personnel Records Jacket (MPRJ) according to AR 600–8–104.

c. Commander, ARPERCEN (DARP–PRD–M) for inclusion in the soldier's Official Military Personnel File (OMPF) per AR 600–8–104.

d. The promotion authority's administrative files.

e. The JUMPS-Army, or JUMPS-RC, input station, as appropriate.

f. The guidance counselor at the appropriate Military Entrance Processing Station (MEPS) if the soldier is scheduled to enter Phase II of the Alternate Training (Split Training) Program under AR 601–210.

1–8.2. Special distribution of AGR, IRR, IMA, and Standby Reserve (Active List) promotion and reduction orders

a. Orders announcing the promotion of an AGR, IRR, IMA, or Standby Reserve (Active List) soldier to SGT will be provided to Commander, Total Army Personnel Command, ATTN: TAPC–MSL–E, 9700 Page Boulevard, St. Louis, MO 63132–5200.

b. Documents reducing AGR, IRR, IMA, and Standby Reserve (Active List) soldiers from the grade of SGM through SGT will be provided to Cdr, PERSCOM at the address shown in *a* above.

1–9. Correcting the effective date of a promotion

The effective date on an advancement or promotion order is the date of the order or a future date. Some soldiers may be entitled to an effective date of promotion before the date of the order. (For an example, see para 1–14*t*(1).) In such cases the following procedures are in effect:

a. Where a soldier has been reduced in grade from a grade awarded conditionally (para 7-12d), the effective date of the reduction will be the date of the reduction order. The date of rank (DOR) will be the original DOR of the grade to which reduced (para 7-5b(1)).

b. ***(Rescinded.)***

c. If the effective date and DOR is to be—

(1) For advancement to PV2, PFC, SPC, and cadet (E5) prior to the date of the advancement instrument, a DA Form 4187 will be initiated by the soldier's commander to the next higher promotion authority (paras 3–2*b*, 4–2*a*(2), and 5–2*b*). The DA Form 4187 will request the soldier be advanced with a retroactive date, explaining the specific reason for the delay in the advancement. If the next higher promotion authority approves the request, he or she will so indicate by endorsement thereto and direct the soldier's advancement, indicating the corrected effective date and DOR. The DA Form 4187 with the endorsement will be filed in the soldier's MPRJ.

(2) For promotion to CPL, SGT, and SSG per chapter 3 prior to the date of the promotion order, a DA Form 4187 will be initiated by the soldier's commander to the next higher promotion authority (para 3–2*c*). The DA Form 4187 will request the soldier be promoted with a retroactive date, explaining the specific reason for the delay in the promotion. If the next higher promotion authority approves the request, he or she will so indicate by endorsement thereto and direct the soldier's promotion, indicating the corrected effective date and DOR. The DA Form 4187 with the endorsement will be filed in the soldier's MPRJ. The promotion authority (para 3–2*b*) will then publish the order or amendment with the corrected effective date and DOR.

(3) For promotion to CPL or SGT per chapters 4 and 5 prior to the date of the promotion order, a DA Form 4187 will be initiated by the promotion authority (paras 4–2*a*(1) and (2), or paras 5–2*a*and *b*) and forwarded to Commander, U.S. Total Army Personnel Command, ATTN: TAPC–MSL–E, 9700 Page Boulevard, St. Louis, MO 63132–5200. The DA Form 4187 will request authority to promote the soldier with a retroactive date, explaining the specific reason for the delay in the promotion. If Cdr, PERSCOM (TAPC–MSL–E) approves the request, he or she will reply by endorsement and direct the soldier's promotion, indicating the corrected effective date and DOR. The DA Form 4187 with the endorsement will be filed in the soldier's MPRJ. The appropriate promotion authority (paras 4–2*a*(1) and (2), or paras 5–2*a*and *b*) will then publish the order or amendment with the corrected effective date and DOR.

(4) For promotion to SFC through SGM under chapter 3 prior to the date of a promotion order, an annotation will be entered on the appropriate selection list (para 3–35*c*) explaining the specific reason for the delay and the promotion authority (para 3–2*c*) will publish the promotion order, or amendment, with the corrected effective date.

(5) For promotion to SSG through SGM under chapters 4 and 5 prior to the date of the promotion order, an annotation will be entered on the appropriate HQDA recommended list (paras 4–13*c*, 5–6*d*, and 5–7) explaining the specific reason for the delay and the promotion authority (paras 4–2*a*(3) and 5–2*c*) will publish the promotion order, or amendment, with the corrected effective date.

(6) For special promotions under chapter 6, or grade restorations under chapter 7, a commander on behalf of a soldier, or the individual soldier, may file an appeal for the correction of the effective date of a special promotion

under chapter 6, or grade restoration under chapter 7. The appeal, fully substantiated by supporting evidence, will be sent through command channels to HQDA, Policy Coordination Office, ATTN: DARP–ZPO, 9700 Page Boulevard, St. Louis, MO 63132–5200, for final determination and, if the appeal is upheld, publication of corrective administrative instructions.

d. For soldiers advanced to PV2 through SPC and promoted to CPL through SGM entitled to an effective date of promotion which exceeds 6 months prior to the date of the advancement or promotion instrument, the instrument will contain the following special instructions: "Since the effective date of your promotion precedes this order by more than six months, JUMPS will automatically pay six months of back pay entitlements. Your next Leave and Earnings Statement (LES) should reflect such payment. On receipt of your LES which reflects six months back pay, provide your servicing Finance and Accounting Officer (FAO) with a copy of this order. The FAO will initiate procedures which will result in your receiving any additional back pay to which you are entitled."

1–10. Establishing the date of rank (DOR) and effective date on promotion

a. ***(Rescinded.)***

b. ***(Rescinded.)***

c. The date of rank (DOR and effective date are the same and will be the date of the advancement or promotion instrument, or a future effective date of an advancement or promotion.

d. Soldiers who are advanced or promoted on orders with a future effective date given in the order will be entitled to the higher pay and allowances on that date. These advancements or promotions will not provide for retroactive entitlement to increased pay and allowances based on the date of the promotion order.

e. If an advancement or promotion was delayed due to administrative error, the effective date and DOR will be corrected per paragraph 1–9.

1–11. Computing time in grade (TIMIG) and time in service (TIS) in determining a soldier's eligibility for promotion consideration

a. TIMIG will be computed from the soldier's DOR in the current grade.

b. TIS will be computed by giving credit for all Federal service in any of the U.S. Armed Forces. Time lost in an absent without leave (AWOL) or deserter status will not be credited. Time spent in the IRR, Standby or Retired Reserve is creditable service.

c. Time served as a commissioned or warrant officer will not be credited when cumulative enlisted service is required.

1–12. Advancement or promotion of participants in the Selected Reserve Incentive Program (SRIP) or IRR bonus program

Soldiers entitled to a SRIP or IRR incentive (AR 135–7) based on an enlistment or reenlistment agreement may be advanced or promoted. However, commanders and personnel managers must ensure they are able to comply with the terms of their incentive contract. SRIP incentive recipients must remain in the Selected Reserve and function in a unit or MOS authorized for the incentive. IRR bonus recipients must continue to perform duty in a bonus MOS and remain assigned to the IRR.

1–13. High school diploma graduates

A soldier is considered a high school diploma graduate (HSDG) if he or she—

a. Earned a high school diploma from a diploma granting institution which is state approved to award high school diplomas. The institution must be accredited by one of the regional accrediting associations.

b. Has a diploma from a foreign high school that was properly evaluated and verified on enlistment in the U.S. Army or USAR per AR 601–210.

c. Has successfully completed a high school correspondence home study course and has been awarded a certificate of completion or a diploma. The course must be accredited by the Accounting Commission of the National Home Study Council.

d. Did not complete high school but has been accepted by an accredited college for full-time attendance and has successfully completed at least one semester (15 semester hours or 22.5 quarter hours). The soldier has obtained an official transcript of credits dated and signed by the registrar or custodian of records.

e. Is attending a secondary school in the senior year and presents documentation that he or she has met all requirements to graduate or is expected to graduate. Documentation will be one of the following:

(1) A graduation certificate.

(2) An official school transcript.

(3) A completion statement from an appropriate school official.

(4) A letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.

(5) A statement from an appropriate school official that the applicant is expected to graduate.

f. Has lost the original high school diploma and obtained a certificate of graduation; a school transcript; a statement of completion; or a letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.

1–14. Nonpromotable status (all grades)

A soldier will not be advanced or promoted as long as he or she is in any of the following categories:

a. Absent without leave, in confinement, in deserter status, confined by civil authorities, or under arrest.

b. Ill or injured not in the line of duty (applicable only to Active Guard/Reserve (AGR) soldiers).

c. Under court-martial charges. Promotion will be withheld until the charges have been dismissed or withdrawn, or until the soldier has been tried and acquitted.

d. Serving a court-martial sentence, including a suspended sentence. A soldier under a court-martial sentence becomes promotable the day following the last day of the forfeiture or withholding of pay. However, all other portions of the sentence must have been carried out. In computing the period of forfeiture or withholding of pay, unauthorized absences during this period will be excluded. Computation will be made according to the Department of Defense Military Pay and Allowance Entitlements Manual (DODPM), Part I.

e. Being punished under Article 15, Uniform Code of Military Justice (UCMJ), or during any period of suspension of such punishment, except for summarized proceedings imposed under AR 27–10, paragraph 3–16.

f. Being processed for discharge from the USAR. An exception to this rule is discharge for immediate reenlistment in the USAR per AR 140–111.

g. Ineligible for immediate reenlistment or extension in the USAR per AR 140–111. The promotion authority will remove the name of a soldier from a recommended list at the time he or she is determined to be ineligible to reenlist or extend.

h. Under a bar to reenlistment or one has been initiated and not yet approved (AR 140–111, chap 1, sec VII). A soldier with an approved bar to reenlistment is not eligible for promotion consideration.

i. Has become an unsatisfactory participant as defined in AR 135–91, chapter 4, section III.

j. For SGT and above, does not possess the proper security clearance or favorable security investigation for promotion to the grade and military occupational specialty (MOS).

k. Does not possess the required specialized or formal training. This also applies to a soldier who does not have the applicable license or certification for the career progression MOS (CPMOS) per AR 611–201. Soldiers serving in duty MOS (DMOS) 00E must have successfully completed the Transitional Training and Evaluation Program conducted by the U.S. Army Recruiting Command (USAREC) before being considered MOS qualified.

l. Exceeds the body fat standards per AR 600–9 and no underlying or associated disease has been found to cause the condition. Promotable status will be regained when the promotion authority determines the soldier is no longer required to be in a weight control program.

m. Approved for voluntary retirement. This includes soldiers who request retirement in lieu of accepting a reassignment or permanent change of station (PCS).

n. Selected for reassignment concurrent with a promotion and the soldier has declined the reassignment.

o. Has been denied continuation, renewal, or reenlistment in an AGR status as a result of board action. (Applicable only to AGR soldiers.)

p. ***(Rescinded.)***

q. Is an Army Reserve Technician (ART) previously scheduled for mandatory removal from a TPU because of age, years of service, or not selected for retention by a qualitative retention board. The soldier has been approved for retention in the current assignment until he or she attains Federal annuity or age 60 based on the ART status per AR 140–315. (Applicable only to soldiers assigned to a TPU.)

r. ***(Rescinded.)***

s. Being processed for reassignment to—

(1) Control Group (AGR), Control Group (IMA), the IRR, or the Standby Reserve (Active List). (Applicable only to soldiers assigned to a TPU.)

(2) A TPU or Control Group (AGR). (Applicable only to soldiers assigned to the IRR or Standby Reserve.)

(3) The Standby Reserve (Inactive List) or Retired Reserve.

t. Under a suspension of favorable personnel actions per AR 600–8–2. This also applies when a general officer, or HQDA (DAPE–MPE) determines that because of the criteria in AR 600–8–2, a soldier should have been under suspension of favorable personnel actions. This should be determined no later than within 30 days of the date the soldier should have first been flagged. Following a suspension of favorable personnel actions, the soldier's promotion status will be determined as follows:

(1) If the soldier's final report is closed as " favorable," he or she will be promoted if otherwise eligible. This is provided he or she would have been promoted while the suspension was in effect. The DOR will be that which would have been assigned had no delay in the promotion intervened. The effective date of the promotion is the publication

date of the promotion order. The effective date may be corrected to the date the promotion should have occurred had the suspension never existed (see para 1–9).

(2) If the soldier's final report is closed as " disciplinary action taken," DOR will be the day following the closing date of the suspension unless action was initiated under paragraph 3–25, 3–26, 3–41, 4–19, or 5–11 before the day following the closing date.

(3) If the soldier's final report is closed as "other," he or she will be promoted if otherwise eligible. This is provided he or she would have been promoted while the suspension was in effect. This is also provided action to remove the soldier from a recommended list was not initiated. This rule applies only to a soldier whose suspension was started for exceeding body fat standards per AR 600–9. The soldier's DOR will be the day following the closing date of the suspension. The effective date of the promotion will be the date of the promotion order.

u. Has failed the Army Physical Fitness Test (APFT) or has not taken an APFT within the last 9 months (AGR soldiers), or 18 months (all except AGR soldiers). Soldiers in this category will be placed under suspension of favorable personnel actions per AR 600–8–2. The DOR and effective date of promotion for soldiers who meet the eligibility requirements while under suspension will be the day following successful completion of the most recent APFT. The following soldiers are exempt from meeting the APFT requirement:

(1) A soldier who has a valid permanent or temporary physical profile per AR 40–501 that prevents the administration of the APFT. In addition, the soldier's commander has certified the soldier is capable of performing the duties of the PMOS.

(2) A soldier who is unable to undergo an APFT because of conditions beyond his or her control. An example is a soldier over 40 years of age assigned to a TPU, an IMA position, the IRR, or the Standby Reserve (Active List), who has not been screened and cleared to participate in the APFT per AR 350-41.

v. Is not a graduate of the NCOES course required for his or her current grade per paragraph 8-2.

w. Was previously selected for the SMC (resident or corresponding studies) and was subsequently denied enrollment, became an academic failure, did not meet graduation requirements, or was declared a "No-Show".

Section II
Acting Noncommissioned Officers

1–15. Authority to appoint acting noncommissioned officers

a. Company, troop, battery, unit, and separate detachment commanders may appoint qualified soldiers as acting CPL and acting SGT to serve in position vacancies, including vacancies resulting from temporary absence of assigned noncommissioned officers (NCOs). For appointments to acting CPL and acting SGT the soldier being appointed may not be more than one grade lower than the grade to which he/she is being considered. An exception to this will be soldiers who are formally enrolled in the Drill Corporal Program. All soldiers enrolled in the Drill Corporal Program will hold the rank of CPL regardless if their pay grade is more than one grade lower.

b. As an exception to *a*above, soldiers assigned to drill sergeant positions in USAR training divisions, separate brigades and battalions, will not be appointed to acting SGT. Skill level 1 (PFC, SPC, or CPL) soldiers who have completed the requirements of the Drill Corporal Program (AR 614–200) and are not yet eligible for promotion consideration by virtue of TIMIG, TIS, or MOS qualification will be appointed as drill corporals (acting CPLs). Qualified drill corporals may be considered for promotion to SGT under the provisions of chapters 3 or 6. This exception recognizes the unique requirements and responsibilities of drill sergeants and encourages the use of the Drill Corporal Program.

c. Prior Serve Training (PST) program drill sergeant candidates with the rank of SPC or CPL who are scheduled to attend an Active Army drill sergeant school must be appointed to acting SGT before arriving at the Active Army school. On completion of, or release from, the Active Army drill sergeant course the appointment to acting SGT will be withdrawn and the soldier considered for promotion to SGT when the eligibility requirements are met.

1–16. Insignia

Acting NCOs may wear either the regular insignia of grade permanently affixed to the sleeve or acting NCO brassards, as described in AR 670–1. Wearing of regular insignia of grade is encouraged in units where experience indicates that an acting NCO will normally be promoted to the grade in which acting. Where frequent personnel changes make wearing the regular insignia impractical, acting NCO will wear the brassard.

1–17. Pay and benefits

Acting NCOs are not entitled to the pay and allowances for such higher pay grades, and service therein will not be credited as TIMIG for promotion or DOR purposes.

1–18. Announcement and termination of appointment

a. Appointment of acting NCOs will be announced on DA Form 4187. This form will be retained at unit or higher level headquarters until appointment is terminated. A copy will be placed on the temporary side of the soldier's MPRJ.

b. Appointment may be terminated at the discretion of the appointing commander.

c. Termination of an acting NCO's status will be announced on DA Form 4187. An acting NCO's status will terminate on—

(1) Assignment of a regularly promoted NCO to the position.

(2) Reassignment from Drill Sergeant duties.

(3) Reassignment to another unit.

1–19. Authority of acting NCOs

While an acting NCO may exercise the authority of a regularly appointed NCO, he or she does not always have the same authority. For example, the acting NCO does not have apprehension authority under the UCMJ. A drill CPL must be directly supervised by a fully qualified drill SGT whenever the drill CPL is performing drill SGT duties.

Section III
Lateral Appointments

1–20. Lateral appointment

Lateral appointments will be announced on DA Form 4187 (Personnel Action) under the following procedures:

a. For lateral appointment of an NCO (para I -21):

(1) The unit commander addresses the DA Form 4187 to the appropriate promotion authority for the soldier's current grade per paragraphs 3-2 (for TPU soldiers), 4-2 (for AGR soldiers), and 5-2 (for IRR, IMA, and Standby Reserve (Active List) soldiers).

(2) The following information must be included on the DA Form 4187:

(a) Fill in all appropriate personnel information in Section 1.

(b) Cheek the "Other (Specify)" block in Section III and in the space provided, write in "Lateral Appointment."

(c) Write in the specific lateral appointment information in Section IV - Remarks (for example, "This is a lateral appointment from MSG to ISG per AR 140-158, para 1-21.")

(d) In Section V, check the "Recommended Approval" block and enter the unit commander's signature block, signature, and date.

b. For lateral appointment of SPC or CPL (paras 1-22 or 1-23):

(1) The unit address and identity is entered in the "From" block. No entries are required in the "To" and "Thru" blocks.

(2) The following information must be included on the DA Form 4187:

(a) Fill in all appropriate personnel information in Section 1.

(b) Check the "Other (Specify)" block in Section III and in the space provided, write in "Lateral Appointment."

(c) Write in the specifies lateral appointment information in Section IV – Remarks (for example, "This is a lateral appointment from SPC to CPL per AR 140-158, para I -22.")

(d) In Section V, check the "Is Approved" block and enter the unit commander's signature block, signature, and date.

c. Copies of the DA Form 4187 will be provided to—

(1) The soldier.

(2) The custodian of the soldier's records for inclusion in the MPRJ per AR 600-8-104.

(3) Commander, ARPERCEN (ARPC-PRD-M) for inclusion in the soldier's OMPF per AR 600-8-104.

(4) The appointing authority's administrative files.

(5) The appropriate automated personnel data system input station for transaction to reflect the rank.

(6) Commander, PERSCOM (TAPC-MSL-E), if the soldier is serving on AGR status, participating in the IMA program, or assigned to the IRR or Standby Reserve (Active List).

(7) The guidance counselor at the appropriate MEPS if the soldier is scheduled to enter Phase 11 of the Alternate (Split) Training Program under AR 601-210.

1–21. Lateral appointments of noncommissioned officers

a. NCOs may be laterally appointed by the promotion authority from one NCO grade to another within the same pay grade. This occurs when required by a change of duty. Change of duty for pay grade E8 requires lateral appointment to or from master sergeant (MSG) or first sergeant (1SG). Lateral appointment is not required for a SFC moving to or from a PSG position. For a lateral appointment of pay grade E8, orders will include DOR which is unchanged.

b. On participation in the Reserve Officers Training Corp/Simultaneous Membership Program (ROTC/SMP) concurrent with enrollment in the ROTC Advanced Course, a SGT or above will be laterally appointed Cadet. The Cadet will retain his or her appropriate pay grade. For example: An SFC would be laterally appointed Cadet (E7).

1–22. Lateral appointment from SPC to CPL

Lateral appointment from SPC to CPL by the unit commander is authorized under one of the following conditions:

a. When standards of grade authorization (AR 611–201) are changed to delete provisions for SPC in the MOS.

b. Laterally appointed from SPC to CPL even though the soldier's PMOS does not allow CPL rank. To be eligible the soldier must—

(1) Be assigned, and for at least 60 days have actually worked in an SGT position which is granted for his or her CPMOS.

(2) Satisfy only the on-the-job experience provisions of AR 351–1. In these instances, on-the-job experience must be in a CPL duty position.

(3) Be appointed to CPL on entry into the Drill Corporal Program.

1–23. Lateral appointment from CPL to SPC

Lateral appointment from CPL to SPC by the unit commander is authorized under one of the following conditions:

a. The unit commander *may*convert the soldier's rank from CPL to SPC without the soldier's consent for—

(1) Medical inability to perform duties of a CPL in the soldier's MOS.

(2) Disciplinary actions taken under UCMJ, if it adversely affects the soldier's ability to perform duties of a CPL.

(3) Loss of qualification which makes the CPL incapable of satisfactory performance in the MOS.

b. The unit commander *will*convert the soldier's rank from CPL to SPC without the soldier's consent for—

(1) Demonstrated inefficient performance as a CPL in technical, supervisory, or other requirements of the soldier's MOS.

(2) Reclassification into a new MOS that is authorized for SPC (AR 611–201).

(3) Relief or withdrawal from Drill Corporal Program if soldier had been laterally appointed to CPL on entry in the program.

Section IV
Promotion Ceremonies and Certificates

1–24. Promotion ceremonies

a. The following ceremonial formats are recommended for promotion of TPU and AGR soldiers to the rank indicated:

(1) NCO promotion ceremonies.

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

(2) SPC promotion ceremonies.

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

b. Early promotion ceremonies may be held when the effective date of promotion is on a weekend or national holiday, provided—

(1) This has no effect on pay and seniority.

(2) Soldiers promoted with an early promotion ceremony are informed they must be promotable on the effective date shown in the order.

1–25. Certificates of promotion

a. Certificates of promotion will be issued by the commander or designated representative to the soldier at the promotion ceremony, as follows:

(1) For SPC, issue DA Form 4874 (Certificate of Promotion to Specialist Grades).

(2) For NCO ranks, issue DA Form 4872 (Certificate of Promotion).

b. The servicing PSC (for AGR personnel) or the custodian of records (all other USAR personnel) will prepare certifications for the promotion authority's signature. The signature authority shown on the certificates will be determined as follows:

(1) For soldiers promoted to CPL or SPC, the unit commander.

(2) For soldiers promoted to SGT or SSG: The field grade commander of any unit authorized a commander in the grade of lieutenant colonel (05) or above.

(3) For soldiers promoted to SFC through SGM: The commander of an organization authorized an officer in the grade of colonel (06) or higher. This includes chiefs of staff, deputy chiefs of staff, division or directorate chiefs, in the grade of colonel or higher.

(4) As otherwise directed by CG, ARPERCEN.

c. The certificates will be processed as follows:

(1) The date on the certificate will be the soldier's DOR.

(2) Forms will be neatly typed and uniformly prepared. Care will be taken to reduce waste of the certificates.

(3) Access to certificates will be informally controlled to ensure proper issue.

(4) Each promoted soldier will receive a certificate of promotion.

d. Certificates will not be issued for lateral appointments or for acting NCOs.

e. Certificates will not be retroactively issued for promotion before 1 May 1985 for AGR personnel, or 1 March 1988 for TPU, IMA, IRR, or Standby Reserve (Active List) soldiers.

f. A soldier reduced one or more grades will receive the proper certificate when again promoted.

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

h. DA Form 4872 and DA Form 4874 are available through normal forms supply channels.

Section V
Noncommissioned Officer Education System

1–26. (Rescinded.)

1–27. (Rescinded.)

1–28. (Rescinded.)

1–29. (Rescinded.)

Chapter 2
Personnel Classification

Section I
General

2–1. Scope and responsibilities

a. Scope. This chapter outlines the policy and procedures for the identification, classification, and reclassification of enlisted soldiers not serving on initial active duty for training (IADT). Soldiers serving on IADT will be classified or reclassified, if necessary, per AR 600–200, chapter 2.

b. Responsibilities.

(1) *Area commanders.* Area commanders exercise classification and reclassification authority over soldiers assigned to TPUs within their commands except soldiers serving on active duty in an AGR status. Area commanders may delegate classification authority to ARCOM/GOCOM/RSC commanders (this will not be delegated below the ARCOM/GOCOM/RSC level). Classification analysis of records will be performed

(a) On a soldier's enlistment or reenlistment for assignment to a troop program unit (TPU).

(b) On a soldier's reassignment from a control group to a TPU.

(c) Annually for TPU soldiers on receipt of DA Form 2A.

(d) Upon promotion to the next higher grade.

(2) Cdr, ARPERCEN (ARPC-ARE) exercises classification and reclassification authority for soldiers serving on active duty (AD) in an Active Guard Reserve (AGR) status. Classification analysis of records will be performed:

(a) On a soldier's reenlistment for continuation in an AGR status.

(b) Annually for AGR soldiers on receipt of DA Form 2A.

(c) Upon promotion to the next higher grade.

(3) Cdr, ARPERCEN (ARPC-EP) exercises classification and reclassification authority over soldiers serving in a USAR control group or otherwise serving in an active status in the USAR in other than a TPU or AGR status.

(a) On release of a soldier from the Active Army and transfer to a USAR control group.

(b) On transfer of a soldier from an inactive status to an active status for any assignment other than a TPU.

(c) Annually on receipt of Army Reserve Status and Address Verification (DA Form 3725) for Ready Reserve control group soldiers whose records are filed at ARPERCEN.

2–2. Classification personnel

Classifiers will be qualified in military occupational specialities (MOS) 75C/Z as enlisted, 420A as warrant officers, Branch/Functional Area 42/41 for commissioned officers, or civilian personnel with equivalent qualifications.

2–3. Responsibilities of classification and reclassification authorities within policies prescribed by HQDA

Classification and reclassification authorities will—

a. Ensure soldiers are qualified in the MOS before award.

b. Classify and reclassify soldiers using guidance found in paragraph 2–23, 2–24 and table 2–1.

c. Appoint reclassification boards as required per section V of this chapter.

d. Instruct subordinates in policies and procedures that govern classification, reclassification, and utilization of soldiers.

e. Ensure that each enlisted soldier of the command audits DA Form 2 (Personnel Qualification Record, Part I) and DA Form 2–1 (Personnel Qualification Record, Part II) under AR 600–8–104.

Section II
Classification in 3-Character MOS

2–4. General

This section governs the initial award of a primary MOS (PMOS), secondary MOS (SMOS), or additional MOS (AMOS) and determination of the career progression MOS (CPMOS).

2–5. Award of 3-character MOS

a. A soldier who can perform duties required of any 3-character MOS may be awarded that MOS. However, the soldier must be qualified and the award must not violate the policy and procedures of this chapter. (See qualifications portion of MOS specifications in AR 611–201.) A newly enlisted soldier who satisfies initial entry training (IET) requirements, has the appropriate civilian acquired skills, and meets the requirements of AR 611–201 may be awarded that MOS in keeping with their enlistment contract.

b. Duty and reporting codes will not be awarded as a MOS unless specifically authorized in AR 611–201.

c. The Reserve Forces MOS, as designated in AR 611–201, will not be awarded to Regular Army soldiers unless specifically authorized by HQDA. However, USAR soldiers, on mobilization or deployment, will retain the MOS designated as Reserve Forces MOS, unless later reclassified per AR 600–200.

d. A MOS will be awarded upon—

(1) Qualification in any MOS (including prior military service).

(2) Successful completion of MOS proponent sanctioned training offered by an Army service school or training activity, United States Army Reserve Forces (USARF) school, including U.S. Air Force, Navy, or Marine Corps schools authorized to train Army personnel. (See DA Pam 600–8, procedure 3–10).

(3) Successful completion of approved, supervised on-the-job training if authorized by AR 611–201.

(4) Identification of civilian acquired skills compatible with those listed for selected MOS in AR 601–210 and substitutable for training required by AR 611–201.

(5) Withdrawal of PMOS to award new PMOS.

e. All awards or withdrawals of PMOS, SMOS, and AMOS will be announced in published orders. Orders are not required for Category"A" MOS conversions (Direct Conversions) announced in DA implementing circular with changes to AR 611–201.

2–6. Awarding 3-character primary MOS (PMOS)

The soldier's PMOS will identify the specialty in which the soldier has achieved the highest level of skill—

a. While on active duty; or

b. While assigned to an organized unit of the Army National Guard of the United States (ARNGUS) or the USAR; or

c. During civilian employment; or

d. As a result of specialized civilian or military education.

2–7. Award of 3-character SMOS or AMOS

The SMOS or AMOS provides alternate specialties for assignment when soldiers cannot be utilized in their PMOS or CPMOS specialty. All soldiers, regardless of grade, may possess one SMOS and one AMOS. Procedures and conditions for award of SMOS and AMOS are as follows:

a. The soldier must be qualified under AR 611–201.

b. The restrictions of para 2–9 indicated below apply.

2–8. Determination of 3-character CPMOS

a. The CPMOS indicates the channel in which the soldier should expand professional development efforts.

b. Examples of career progression MOS follow:

(1) Direct line. A sergeant (SGT), PMOS 71L20, would be awarded CPMOS 71L3.

(2) Merger. A staff sergeant (SSG), PMOS 75B30, would be awarded CPMOS 75Z4.

(3) Optional. A specialist (SPC), PMOS 71D10, could be awarded CPMOS 71D2 OR 71E2.

2–9. Restrictions on award of PMOS, SMOS, AMOS, and CPMOS

a. In view of the Army's mobilization need for qualified combat arms enlisted soldiers, it is extremely important that soldiers awarded primary combat MOS under paragraph 2–5 retain this identification in either their PMOS or SMOS. During annual reclassification, the type and caliber of qualifications acquired by the soldier since their last tour of active duty will determine whether the combat MOS is retained as PMOS or SMOS.

b. A sergeant first class (SFC) or below will not have a SMOS that progresses to their PMOS. (Example: A SGT is a track vehicle repairer, PMOS 63H20. The SGT cannot have SMOS 63G20 because this specialty progresses into 63H at the SSG rank. When promoted to SSG, the soldier will be without a SMOS. The SGT could have the SMOS 62B (Construction Equipment Repairer) since this MOS and the primary do not progress into a common specialty until the rank of master sergeant (MSG).

c. ***(Rescinded.)***

d. Award of MOS 37F (PSYOP Specialist) (CMF 37), or MOS 38A (CA Specialist) (CMF 38), as either a PMOS, SMOS, or AMOS is restricted to the rank of SSG and below. By exception, award of either MOS 37F or 38A to soldiers in the rank of SSG(P) and SFC is authorized with written approval of the proponent, the U.S. Army John F. Kennedy Special Warfare Center School (USAJFKSWCS) (AOJK-SP). Approval will be based on a determination of the soldier's qualifications. The soldier will be required to meet the initial entry requirements per AR 611-201 and possess either civilian acquired education or related civilian job skills which complement the MOS requested.

2–10. Changing of MOS

a. Basis for changing MOS. A soldiers PMOS may be changed at time of annual reclassification if the soldier's proficiency in the MOS has not been maintained. These type of changes will normally be requested by the unit commander. The unit commander may also request a change in the SMOS if considered appropriate.

b. Civilian education. Prior to changing a MOS because of education, a soldier will be required to submit evidence, such as degree earned or certificate of completion of trade school or apprenticeship training.

(1) Improvements in educational qualifications reported on DA Form 2 Series will be carefully evaluated to determine whether a change in PMOS or SMOS is warranted. Particular emphasis will be given to educational improvements which are directly related to work experience or lead to a college degree.

(2) Graduation from high school, trade school, or commercial school will not in itself warrant a change in the soldier's PMOS or SMOS. However, if such training is in a specialized area that has a MOS counterpart and the soldier is employed full-time in their specialty, the soldier may be regarded as qualified for the counterpart entry MOS.

(3) A soldier should be considered qualified for the counterpart advanced MOS at journeyman level and should be awarded such MOS (see *c*(4) below) if—

(a) The soldier completes high school, trade school, or commercial school in a specialized area having a MOS counterpart, and

(b) Subsequently receives a trade association or journeyman license as a result of apprenticeship training or on-the-job training, and

(c) Award of the MOS is not restricted by the MOS specifications for skill level of AR 611-201. Any MOS may be awarded in the skill level commensurate with the soldier's grade as long as the soldier meets all qualifications for award of that MOS.

(4) ***(Rescinded.)***

(5) ***(Rescinded.)***

c. Civilian occupation. Prior to changing a MOS, a soldier must submit documentation of training and/or experience, such as trade association, journeyman licenses, or official statements from employers concerning the nature and duration of current employment.

(1) The main civilian occupation or the job held for the longest period of time, whether or not associated with school training, may be used as a basis for awarding the soldier a PMOS. This is provided the duties and responsibilities are closely aligned to the requirements of a particular MOS.

(2) Non-supervisory job experience of 3 or more years' duration should qualify the soldier for an entry MOS. Such an MOS should be awarded as primary unless the soldier is qualified for another MOS based on prior service. If the soldier's job experience exceeds the above minimum requirements and is of such quality as to warrant the award of an advanced MOS, the appropriate advanced MOS will be determined by comparing the current job duties (DA Form 2 Series) with the duty requirements of the advanced MOS. If the soldier is employed in a job in which reasonable job duty matching cannot be made with duty requirement of an advanced MOS, they should be regarded as qualified for the entry level MOS only, regardless of the number of years spent in the job, except as provided in (4) below.

(3) If the soldier is employed in an executive or supervisory position achieved through in service promotion, particular care will be exercised in evaluating their occupational skills and aligning those skills with the nearest possible MOS even though the duty requirements of such MOS do not closely parallel the duties and responsibilities of the executive or supervisory job. Executive or supervisory jobs will in many instances cut across two or more occupational areas or entry groups and it may be difficult to determine from the current job description the precise area of highest level occupational experience.

(4) A soldier who holds a journeyman's license or trade association license should be awarded the appropriate counterpart advanced MOS at journeyman level as his PMOS. If the soldier has been employed full-time in the specialty for a period of 3 or more years, or if promoted to foreman, regardless of years employed in the specialty, the soldier should be considered qualified for the senior journeyman MOS.

d. Awarding skill level. In changing PMOS and SMOS, classifiers will award the skill level commensurate with the soldier's current rank (or skill level if the soldier is undergoing training in the MOS) per AR 611–201, paragraph 1–8.

2–11. Voluntary/involuntary request for change of MOS

a. Change of a PMOS or SMOS may be requested at times other than indicated in paragraph 2–10 by either the soldier or those commanders or advisors who become aware of cogent reasons that have developed dictating a change in an awarded MOS. Such requests will be forwarded through channels to the classification authority shown in paragraph 2–1b and using the DA Form 4187 and must include the data shown in Table 2–3.

b. Soldiers awarded a PMOS because of classification or reclassification action will not be authorized to voluntarily reclassify for a minimum of 12 months.

2–12. Publishing orders

Commanders responsible for classification will publish orders (AR 310–10, format 310, app A) announcing designation of PMOS and SMOS. However, on enlistment, reenlistment, and MOS conversions required by revisions to AR 611–201, orders are not required.

Section III
Reclassification

2–13. General

PMOS and SMOS awarded under the provisions of section II will be reviewed annually in light of new qualification data furnished by the soldier on DA Forms 3725 and/or 2A. If significant new data are submitted, appropriate action will be taken when the form is audited. Paragraph 2–10 provides the procedure for evaluation of significant qualifications data in determining appropriate MOS changes.

a. In measuring the relative value of recently acquired qualifications, particular significance will be given to the following determinants:

(1) Quality and length of experience or training.

(2) Quality of experience or training to specific MOS duty requirement prescribed in AR 611–201.

(3) Current USAR need for combat-type MOS.

(4) Critical military skills.

b. Changes in PMOS and SMOS should be based on significant improvements in qualifications, as follows:

(1) MOS progression as a result of TPU membership; or completion of resident school or extension school courses conducted by the U.S. Armed Forces.

(2) Completion of 3 years of work experience in an occupational area having an MOS counterpart.

(3) Completion of trade school or apprenticeship training in a skilled trade.

(4) Receipt of a trade association license or journeyman license in a particular trade or occupation.

(5) Job progression to foreman, supervisor, or an executive type position.

(6) Graduation from college or graduate school.

c. Improvements in the soldier's qualifications that warrant a change in PMOS may not necessarily warrant a change in the SMOS. Normally a SMOS that is a DMOS, a combat MOS, or a MOS based on active duty experience will be retained. If, in isolated instances, the soldier, as a result of recent qualifications, is qualified for these three types of MOS at equal or varying levels, the order of preference for awarding or changing the SMOS will be first, combat MOS; second, DMOS; third, MOS based on active duty experience.

d. Training to support qualifications for award of the new MOS will comply with the provisions of AR 351–1, paragraph 5–3*d*(6).

2–14. Reclassification/awarding of PMOS/SMOS/AMOS

An awarded MOS, especially the PMOS, represents significant time and effort, both to the Army and the soldier. In changing a PMOS, carefully consider the benefits to the Army and the soldier versus invested training costs. Current policy and guidance is contained in AR 611-201 and DA Pam 351-4 unless otherwise specified in this regulation. Requests for exceptions to this policy must be fully documented and clearly in the best interests of the Army. Only those requests within the opinion of the unit commander that merit consideration will be recommended for approval and forwarded to the appropriate ARCOM/GOCOM/RSC through command channels. The soldier's desire for an MOS, will be considered. However, the needs of the Army will be the overriding factor in all reclassification actions. Changes to PMOS/SMOS/AMOS are governed by the following rules:

a. Reclassification of PMOS is prohibited under any of the conditions below during current enlistment after training in, or awarding of, an MOS that involve (exceptions are in b below)—

(1) Funds for travel.

(2) First term soldiers (see *b*(1) below).

(3) The period of service for which the soldier has received an incentive based on an MOS (AR 135-7, chaps 2, 2.1, 4, 5, and 5.1).

(4) Soldiers who enlisted under the Army Civilian Acquired Skills Program (ACASP) (AR 601-210, chap 7).

(5) Soldiers who enlisted under the Specialized Training for Army Readiness (STAR) Program (AR 601-210, chp 7)

b. Mandatory withdrawal of PMOS, SMOS, AMOS, is required by the reclassification authority under the conditions below.

(1) Erroneous award entry on DA Form 2A/2-1. These entries will be deleted per AR 600-8-104.

(2) Disciplinary action taken under the UCMJ when it adversely affects the soldier's performance in the MOS.

(3) Upon loss of qualifications (which is defined as any duty performance that clearly shows that the soldier cannot satisfactorily perform the duties of the MOS as prescribed by AR 611-201). Such cases will be determined and documented by a field grade officer. Soldiers who are disqualified due to unsatisfactory performance or misconduct must be processed per AR 135-178, chapters 6 and 7, prior to submission of reclassification action.

(4) Disqualification from the Personnel Reliability Program (PRP) of soldiers involved in Nuclear Surety activities under AR 50-5.

(5) Lack of security clearance required to perform duties normally related to MOS as required by AR 611-201. Compliance with AR 600-37, chapter 3, is required prior to submitting reclassification action.

(6) Appointment or reduction to a pay grade that is not in line with or authorized for PMOS.

(7) When directed by CG, ARPERCEN.

(8) Upon completion of any training described in paragraph 2-5. Also, upon successful completion of this training in a new specialty, the old PMOS will be awarded as SMOS provided it is not withdrawn and does not violate restrictions in paragraphs 2-9 and 2-11.

(9) Upon promotion in an MOS other than PMOS, that MOS will be awarded as primary.

c. Commanders will not reclassify soldiers solely because they are not working in their PMOS.

d. A soldier who acquires a new SMOS under paragraph 211 or due to change of old PMOS to SMOS, will retain the old SMOS as an AMOS, if the soldier remains qualified in that MOS.

e. USAR AGR soldiers alerted for PCS will not reclassify and will not be processed for reclassification until completion of 1 year on station at their new duty station.

2–15. Entries of MOS on records

a. An MOS will be recorded in item 1, (PMOS), (SMOS), and (AMOS), section III, DA Form 2A (Personnel Qualification Record), items 6 (MOS) and 35 (Duty MOS), DA Form 2-1 (Personnel Qualification Record, Part II). No MOS will be recorded on the DA Form 2-1 without orders awarding the MOS.

b. Soldiers attending basic training, advanced individual training (AIT), one station training (OST), or one station unit training (OSUT), to qualify for their first PMOS will be reported with a SIDPERS entry in that MOS with skill level 0 (zero) upon entry into training.

Section IV
Special Qualification Identifiers (SQI), Additional Skill Identifiers (ASI), and Language Identity Codes (Fifth through Ninth Characters of MOSC)

2–16. General provisions of Special Qualification Identifier (SQI)

The SQI is the fifth character of the military occupational specialty code (MOSC). It identifies special qualifications that a soldier has such as parachutist "P" or linguist "L". SQI may be used with any MOS unless restricted by AR 611-201. When there is only one SQI awarded, it will be the fifth character of the PMOS only, regardless of the number of MOS held by the soldier. The letter "0" always will be inserted as the fifth character of the MOS code when an individual is not qualified for award of an SQI.

a. Classification authority. The classification authority in paragraph 2–1*b*will award the SQI (AR 611–201, chap 5) the same as for MOS, by announcing in orders.

b. Precedence. The order of precedence below is established for recording the SQI in the fifth position of the PMOS or SMOS and for reporting the award.

(1) Order of Precedence:

V (Ranger-Parachutist)
P (Parachutist)
G (Ranger)
M (First Sergeant)
X (Drill Sergeant)
H (Instructor)
Q (Equal Opportunity Advisor)

(2) When a prior-awarded SQI is removed from PMOS due to award of an SQI with higher recording precedence, the lower precedence SQI will be recorded in the fifth position of the SMOS. However, the soldier must be fully qualified for the SQI. This does not apply when skills of the new SQI include those of the old SQI (for example, Ranger "G" and Parachutist "P").

(3) For SQI not listed above, the latest awarded SQI (except"L") will be recorded first.

(4) As an exception to (1) above, SQI"X" or"Q" will be recorded in the fifth position of the PMOS when a soldier is assigned to a position requiring that SQI. It will not be replaced with any other SQI of higher precedence while the soldier is assigned to an authorized drill sergeant or equal opportunity advisor position.

(5) As an exception to (1) above, for soldiers in MOS 91A and 91B, only the Commander, U.S. Army School of Aviation Medicine (USASAM), Fort Rucker, Alabama, may award SQI "F" and only after completion of the Flight Medical Aidman Course (300–F6).

c. Linguists. SQI "L" (Linguist) will be awarded to those who are qualified and maintain proficiency under AR 611–6 and not qualified in another SQI. Any awarded SQI takes precedence over SQI "L". The language identification code (see AR 611–6) for which a soldier is qualified will be recorded in the eighth and ninth character of the MOS even when it has been replaced by another SQI in the MOS.

d. Recording. The awarded SQI will be recorded in item 1, section III, DA Form 2A.

e. Reporting. The SQI will be reported as part of the PMOS or SMOS.

f. Retention. The SQI, when part of an MOS, will be retained as long as the soldier is qualified in the skill or until a more important one is earned. Rangers, and airborne soldiers are qualified only as long as they are volunteers. An airborne soldier who reenlists or volunteers for reassignment to a non-airborne unit because of career development will retain SQI V, or P.

g. Withdrawal. SQI will be withdrawn when qualification skills are lost. When any SQI is withdrawn, it will be deleted from the MOS awarded. The instructions below apply:

(1) SQI "P" will be withdrawn when the soldier—

(a) Is no longer physically qualified for airborne duty (AR 40–501).

(b) Submits a request to their unit commander stating that the soldier wants to be removed from airborne duty.

(c) Refuses to jump while airborne.

(2) SQI "V" will be withdrawn when the soldier—

(a) Is no longer qualified for airborne duty.

(b) Has their security clearance withdrawn.

(c) Requests withdrawal.

(d) Is unsuitable for further Airborne/Ranger duty as determined by classification authority.

(e) Refuses to jump while airborne.

2–17. General provisions for Additional Skill Identifier (ASI)

The ASI is contained in the sixth and seventh characters of the MOSC. It identifies skills acquired through functional training or OJT in maintenance and operation of weapon or equipment systems or subsystems, and other training not

identified by MOS or SQI. ASI is used only with a specific MOS as authorized in AR 611–201. When a soldier is qualified in more than one ASI that may be used with the PMOS, the latest ASI will be assigned as part of their PMOS. Zeroes will be inserted as the sixth and seventh characters of the MOSC when a soldier is not qualified for award of an ASI.

a. Award. The classification authority in 2–1b will award the ASI as a result of New Equipment Training (NET), formal course training, or upon obtaining qualification through OJT (AR 611–201) the same as for MOS, as specified in paragraph 2–5d(3). ASI will be awarded with the corresponding PMOS and SMOS in which soldiers are qualified (AR 611–201). The Commandant, U.S. Army Institute of Administration, Fort Benjamin Harrison, Indiana, is the authority for award of ASI F5.

b. Retention. The soldier will retain the ASI as long as the soldier remains qualified and also retains the related MOS.

c. Withdrawal. An ASI will be withdrawn and announced in orders when a commander decides that the soldier is no longer qualified or it is deleted from AR 611–201. Withdrawing an ASI does not require withdrawal of the related MOS; but withdrawing the MOS requires withdrawal of ASI. (An exception is when the newly awarded MOS is related to the ASI under AR 611–201).

2–18. General provisions for language codes

The eighth and ninth character of the MOSC identifies the languages listed in the AR 611–6 in which the soldier is qualified. Language codes may be used with any MOS. The letters"OO" always will be inserted as the eighth and ninth characters of the MOSC when an individual is not qualified as a linguist.

a. Award. A soldier qualified in a language will be awarded the proper language code by announcing in orders the same as for an MOS. For multi linguists, only the code for the control language in which the soldier is most proficient will be awarded as part of the PMOS. This will be determined by listening and reading comprehension IAW AR 611–6. If assigned to a nonlinguist position, the language code will be for the language in which most recently trained. When listening proficiency is the same, award will be based on reading proficiency. Examples are shown below:

(1) MOSC 11B4P00FR would be awarded to an Infantry noncommissioned officer (NCO) who is both airborne qualified and a French linguist.

(2) MOSC 11B4L00FR would be awarded to an Infantry NCO who is a French linguist and who is not entitled to an award of another SQI.

b. Reporting. Language characters are a part of the MOSC and will be reported on all SIDPERS reports. They also will be shown in orders and other personnel management reports.

c. Withdrawal. The two-character language code will be withdrawn from the MOSC when language proficiency for both listening and reading comprehension decrease below that required in AR 611–6.

Section V
Reclassification Boards

2–19. Appointing authority

Reclassification boards normally will be appointed by the reclassification authority (para 2–1b). However, any higher commander may appoint such a board and designate its scope of authority.

2–19.1. Board requirement

Reclassification boards are required whenever an MOS is awarded, withdrawn, or redesignated for the good of the service. Boards will not normally be required when a soldier requests voluntary reclassification for cogent reasons.

2–20. Membership

a. Reclassification boards will consist of at least three members selected from commissioned officers, warrant officers, or NCOs in the ranks of SFC, MSG, or SGM. The NCOs must be of equal or higher rank than those who are being considered by the board. The president of the board will be a commissioned officer (captain or above). Minority representation will be routinely provided.

b. One appointed member of the board will be—

(1) A personnel management or unit personnel officer.

(2) ***(Rescinded.)***

(3) A commissioned officer or NCO who knows the technical requirements of the MOS being considered.

(4) The same sex (one of the board members above, when available) as the soldier being considered by the board.

2–21. Procedures for reclassification boards

a. Action before hearing. All pertinent records (see para 2–24) will be furnished to the board.

b. Conduct of proceedings.

(1) Reclassification boards will be conducted formally. AR 15–6 does not apply but may be consulted for general guidance.

(2) The senior officer at the hearing will be the president. The president will advise board members of the paragraph of this regulation which required the board and when a physical profile is involved. The President will ensure that each member is familiar with AR 40–501 and AR 611–201, paragraph 1–9. The president must also explain the purpose of the hearing to each board member prior to the board and tell how it will be conducted.

(3) Each member of the board will review all records, documents, and other correspondence that apply to the soldier's case.

(4) The soldier may forward a statement of facts and MOS preference which are relative to the reclassification action. However, the soldier will be advised that the needs of the Army are the primary factor.

(5) The board will request and consider recommendations of the soldier's unit commander.

(6) ***(Rescinded.)***

(7) The board may defer action on a case until it has enough information on which to submit a recommendation.

(8) The board will determine its recommendation in closed session after all essential facts have been presented.

c. Findings and recommendations. The president of the board will send a report of findings and recommendations to the appointing authority. If proceedings were conducted due to physical profile limitations, the board will take action under AR 40–501. If the soldier cannot perform in PMOS in combat, another MOS will be selected for award as PMOS after qualification so that the soldier can perform in a combat environment worldwide. A soldier whom the board considers to have exceptional skill or experience for possible training base utilization may retain the old PMOS as SMOS or AMOS.

2–22. Action by appointing authority

a. The appointing authority will do one of the following:

(1) Approve recommendations, including those for centrally managed personnel, when recommended that the soldiers retain their PMOS.

(2) ***(Rescinded.)***

(3) Disapprove recommendations and decide on the action to take.

b. The appointing authority also will direct recording of final action in the soldier's MPRJ.

c. Publish orders (See para 2–12).

2–23. Classification Factors

Factors shown below will be considered in classifying and reclassifying soldiers

a. Needs of the Army.

b. Physical and administrative assignment limitations.

c. Enlistment commitments and time in service remaining on current enlistment on completion of training.

d. Training and experience (civilian and military).

e. Education.

f. Test scores (aptitude area, language).

g. Preference of soldier.

h. Prerequisites for school training (DA Pam 351-4).

i. Normal pattern of career progression.

j. Duties and qualifications for each MOS and skill level in AR 611-201.

k. Impact on retention of the soldier.

2–24. Request for Classification

Data elements listed below must accompany the DA Form 4187 when requesting classification action.

a. Time in current MOS position.

b. If SOJT--substantiating documentation (job books).

c. Verification the soldier meets physical demands/rating of AR 611-201.

d. Any waivers if required.

e. Qualifying Aptitude Score.

f. Verification of clearance if required.

g. School requirements.

h. Other special requirements as specified in AR 611-201.

i. Justification for action.

j. MOS reclassification action requested award or withdraw any combination of;

(1) PMOS.

(2) SMOS.

(3) AMOS.

k. DA Form 2-1.

l. DA Form 2A.

m. Unit Manning Report (UMA)

Table 2–1
Personnel Classification Measuring Devices

Measuring devices: Army personnel test (aptitude and selection, including Armed Services Vocational Aptitude Battery (ASVAB) or Defense Language Aptitude Battery (DLAB). **Purpose:** Measure aptitude for training in various occupational areas and ability to perform certain Army jobs. Provide a basis for determining the MOS for which a soldier is best suited. **Comments:** Tests are indexed in DA Pam 310–8. For general instructions on their use, including retesting, see AR 611–5.
Measuring devices: Physical profile serial (PULHES) **Purpose:** Provide an overall estimate of a soldier's physical abilities and psychological makeup to perform military duties. **Comments:** This is a series of letters and numbers that represent the results of a medical evaluation. It is based on the function of the organs, systems, and integral parts of the body.
Measuring devices: Personal interview. **Purpose:** Obtain information not readily available by other means. **Comments:** Each soldier may be interviewed. General principles that apply to interviews as personnel measurement devices are in DA Pam 611–1 and DA Pam 611–2.
Measuring devices: Performance appraisal and rating documents. **Purpose:** Provide information on a variety of factors that are critical to successfully perform military duty. Help management officials in carrying out personnel actions. **Comments:** Principles that apply to performance ratings as personnel measurement instructions are in DA Pam 611–2.

Chapter 3
Promotion of Soldiers Assigned to Troop Program Units

Section I
Introduction

3–1. Scope

a. This chapter prescribes policy and procedures for the promotion of soldiers assigned to TPUs not serving on AGR status.

b. This chapter grants promotion boards the authority to recommend separation of nonproductive soldiers from membership in TPUs.

c. All advancements or promotions made according to this chapter are permanent.

3–2. Authority to promote

The following commanders may promote, subject to authority and responsibility by higher commanders.

a. To PV2, PFC, SPC, and CPL. Company, battery, troop, or separate detachment commanders may advance or promote assigned soldiers. They may advance attached eligible soldiers to grades PV2, PFC, and SPC and promote to CPL subject to the concurrence of the assigned commander.

b. To grades SGT and SSG. Field grade commanders of any unit authorized a commander in the grade of lieutenant colonel (LTC) or higher may—

(1) Promote soldiers assigned to units that are attached or assigned to their command. Soldiers in units attached to their command will be promoted only after coordination with parent unit for determination of a valid vacancy.

(2) Be the selection authority for TPUs located within their command area of operations. This is provided such selection authority has been granted in a Memorandum of Understanding (MOU) between the appropriate ARCOM/GOCOM/RSC commands (para 3-3b). Promotion authority is retained by the soldier's assigned command.

(3) Not further delegate promotion authority.

c. To SFC, MSG, and SGM:

(1) The commander of an ARCOM/GOCOM/RSC is

(a) The promotion authority for soldiers assigned to units of his or her command. This authority may not be further delegated.

(b) The promotion authority for commands attached or under the operational control of his or her command. This authority may not be delegated.

(c) The selection authority for commands not assigned or attached to the ARCOM/GOCOM/RSC but located within the ARCOM/GOCOM/RSC area of operations. This is when selection authority has been agreed to in an MOU between the appropriate ARCOM/GOCOM/RSC or separate commands (para 3-3b). Promotion authority is retained by the soldier's assigned ARCOM/GOCOM/RSC.

(2) The CG of a command outside the continental limits of the United States (OCONUS) is the selection and promotion authority for USAR units assigned, attached, or under operational control of his or her command. This authority may not be delegated below the level of a general officer.

3–3. Consolidated selection and promotion authority and procedures

The promotion system prescribed by this chapter is designed to provide the best qualified soldier with broad opportunities for career advancement. The only limitations to advancement should be the availability of positions and geographical constraints. To ensure quality of the NCO corps, broaden the range of experience, and enhance career development, opportunities for advancement must not be limited to promotion within the soldier's assigned command. The NCO must be considered for progressive assignments, if available, within reasonable commuting distance of his or her home of residence. To achieve this, USAR commanders must implement and support the procedures designed to sustain this promotion system.

a. Soldiers selected for promotion by boards are identified on a list maintained by an ARCOM/GOCOM/RSC or OCONUS command (paras 3-16 and 3-36). Promotion from the list is by sequence and MOS based on a position vacancy within a reasonable distance of the soldier's residence (paras 3-24 and 3-38).

a.1. SGT/SSG promotion selection boards. Wherever practical, these boards should be held at battalion or similar level. The boards will operate more efficiently at this level since individual travel and shipment of records can be held to a minimum. In addition, to provide equitable service to the qualified soldier, the boards can be convened rapidly, at any time, since the convening authority is at the battalion or similar level. Boards convened at this level should consider all soldiers assigned or attached to that battalion or similar command. Where feasible, soldiers in company or detachment sized units, geographically isolated from their organic battalion or similar level command, may be considered by a locally convened board with the approval of the organic battalion or similar command. The results of a SGT/SSG promotion selection board will be sent to the appropriate ARCOM/GOCOM/RSC or OCONUS command for integration on the permanent promotion recommended list.

(1) A permanent promotion recommended list will be maintained by the appropriate ARCOM/GOCOM/RSC or OCONUS command per paragraph 3-16. Promotions from the list will be according to the procedures described in paragraph 3-24.

(2) Since promotions are based on requirements within a geographical area, the system is more efficient where SGT/SSG promotion recommended lists can be consolidated at one ARCOM/GOCOM/RSC or OCONUS command to service subordinate units and units which are subordinate to other ARCOM/GOCOM/RSC or OCONUS commands within the same area of operations. To accomplish this, an MOU should form the basis of the agreement between the commands on the administration and maintenance of the SGT/SSG permanent promotion recommendation list. As a minimum, the MOU should establish—

(a) Administrative support for maintenance of the list.

(b) Procedures for transmitting board reports to the custodian of the permanent recommended list.

(c) Distribution of board reports and selection lists.

(d) Promotion notification process including reassignment procedures.

(e) Procedures for removing nonpromotable soldiers from the list.

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

(1) An ARCOM/GOCOM/RSC having elements of its command located in the area of operations of another ARCOMMOCOM/RSC should enter into an MOU with that ARCOM/GOCOM/RSC. The MOU should establish a single board and recommended list procedure that will serve both commands. Promotion authority is retained by the soldier's assigned command.

(2) A MOU should be established where two or more ARCOMs/GOCOMs/RSCs are generally located within the same area of operations. The MOU should establish a single board and recommended list procedure that will serve all the commands. Promotion authority will be retained by the appropriate ARCOM/GOCOM/RSC for assigned soldiers. A single MOU may also be established between area commands.

(3) OCONUS commands should enter into MOUs between commands where necessary to broaden promotion opportunities and add greater flexibility to the promotion system.

(4) A MOU should form the basis of the agreement between commands on promotion selection and procedures. As a minimum, it should establish—

(a) The convening authority of selection boards.

(b) Board composition (para 3–33).

(c) Convening dates of the boards (para 3–30).

(d) Contents and publication of the memorandum of instruction (MOI) to the senior NCO selection board (para 3–33*b*).

(e) Quotas for primary zone (PZ) and secondary zone (SZ) selection (para 3–33*b*(4)).

(f) Administrative support for selection boards.

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

(h) Distribution of board reports and selection lists.

(i) Promotion notification process including reassignment procedures.

(j) Procedures for removing nonpromotable soldiers from the list.

3–4. Cumulative vacancies

a. The computation of unit and command vacancies by grade and by position is illustrated in table 3–1. The maximum number of promotions that may be made in each pay grade above CPL or SPC in a unit, referred to as "Cumulative Vacancies," is computed as follows:

(1) Subtract the actual number of assigned enlisted personnel from the required plus permitted over strength positions in that grade. *Do not include*participants in the ROTC Simultaneous Membership Program (SMP) in the actual number of assigned soldiers. The following listed personnel *will be included*in the actual number of assigned soldiers. However, except for an incumbent Army Reserve Technician (ART), promotions will not be made against positions occupied by these personnel.

(a) Army Reserve technicians (see para 6–22).

(b) Active Guard Reserve soldiers. Although counted against the unit's assigned enlisted strength, AGR soldiers are promoted per chapter 4 of this regulation. Although counted against the unit's assigned enlisted strength, Active Army soldiers are promoted per AR 600–8–19.

(2) Starting with 1SG/MSG, subtract the actual number of assigned enlisted personnel from the required strength plus permitted over strength (if any) in that grade. (Include AGR, Active Army (Full-Time Manning), and ART personnel.) Add the cumulative vacancies, if any, in the next higher grade, or subtract if the cumulative vacancies are a minus quantity. Do not include assigned cadets participating in the SMP in these calculations.

b. An over strength in NCOs in a grade will reduce or eliminate promotion possibility for NCOs in that grade and lower grades.

c. Declaration of a vacancy, which will result in board selection of the best qualified soldier to be promoted against the vacancy, is an option of the USARF school commandant.

Table 3–1
Sample Computation of SGT through SGM cumulative vacancies

				By Grade			
Line	Item	SGM	1SG/MSG	PSG/SFC	SSG	SGT	Total
1	Required strength	1	2	15	24	90	132
2	Permitted over strength positions	0	0	0	4	10	14
3	Total required plus over strength positions	1	2	15	28	100	146
4	Assigned strength	1	1	10	20	77	109
5	Vacancies	0	1	5	8	23	37
6	Cumulative vacancies in next higher grade	X	0	1	6	14	21
7	Cumulative vacancies	0	1	6	14	37	58

Section II
Advancement to PV2, PFC, and SPC and Promotion to CPL

3–5. Advancement and promotion procedures

This section, and other applicable provisions of this chapter, governs administrative advancement to PV2, PFC, and SPC and promotion to CPL. The promotion authority will announce the advancement to PV2, PFC, and SPC on DA Form 4187, or SIDPERS-USAR Advancement Eligibility Status Roster (GRA–PO1), and promotion to CPL on the appropriate orders format (para 1–8).

a. ***(Rescinded.)***

b. ***(Rescinded.)***

c. ***(Rescinded.)***

d. ***(Rescinded.)***

e. ***(Rescinded.)***

f. ***(Rescinded.)***

3–6. Advancement to PV2

A soldier in a promotable status will be advanced to PV2 under this paragraph. The advancement will be accomplished by the custodian of the soldier's personnel records without regard to a unit vacancy. DA Form 4187, or SIDPERS-USAR Advancement Eligibility Status Roster (GRA–PO1), will cite this paragraph as the authority for the advancement.

a. Normal advancement. A soldier will be advanced to PV2 when he or she completes 6 months of service from the date of entry on IADT. This is provided the advancement is not deferred by the commander on DA Form 4187. A soldier whose advancement has been deferred as cited on DA Form 4187 may be subsequently advanced at the discretion of the commander.

b. Accelerated advancement. To recognize outstanding performance, commanders are authorized to advance soldiers who have at least 4 months service from the date of entry on IADT. This is with the constraint that advancements will not cause more than 20 percent of the command's assigned and attached PV2 strength to have less than the required 6 months TIS completed from the date of entry on IADT.

c. Advancement restrictions.

(1) When a soldier has 6 months service but is not promotable under paragraph 1–14, he or she may be advanced to PV2 on the date promotable status is regained.

(2) When a soldier has been reduced to PV1, he or she may be advanced to PV2 on the date promotable status is regained.

3–7. Advancement to PFC

A PV2 in a promotable status will be advanced to PFC under this paragraph. The advancement will be accomplished by the custodian of the soldier's personnel records without regard to a unit vacancy. DA Form 4187, or SIDPERS-USAR Advancement Eligibility Status Roster (GRA–PO1), will cite this paragraph as authority for the advancement.

a. Normal advancement. A soldier in a promotable status will be advanced to PFC when he or she has completed 12 months TIS and 4 months TIMIG. This is provided the advancement is not deferred by the commander on a DA Form 4187. A soldier whose advancement has been deferred as cited on a DA Form 4187 may be subsequently advanced at the discretion of the commander.

b. Accelerated advancement. To recognize outstanding performance, commanders are authorized to advance soldiers who are in a promotable status and who have at least 6 months TIS. Two months of the TIMIG may be waived.

c. Advancement restriction. To retain the incentive value of the accelerated advancement authorization, commanders must avoid routinely granting accelerated advancement.

3–8. Advancement to SPC and promotion to CPL

A PFC in a promotable status will be advanced to SPC or promoted to CPL under this paragraph. The advancement or promotion will be accomplished by the custodian of the soldier's personnel records without regard to a unit vacancy. Advancement to SPC on DA Form 4187 or SIDPERS–USAR Advancement Eligibility Status Roster (GRA–PO1), or promotion orders to CPL, will cite this paragraph as the authority for the advancement or promotion.

a. Normal advancement. A soldier in a promotable status will be advanced to SPC or promoted to CPL when he or she has met or completed all of the following requirements. This is provided the advancement or promotion is not deferred by the commander on a DA Form 4187. A soldier whose advancement has been deferred as cited on DA Form 4187, may be subsequently advanced or promoted at the discretion of the commander.

(1) ***(Rescinded.)***

(2) Completed 6 months TIMIG as a PFC.

(3) Completed 24 months TIS.

(4) Has been awarded a PMOS.

(a) ***(Rescinded.)***

(b) As an exception to the above, 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 reduced to previous grade if not qualified in new MOS within 24 months of assignment to the duty position.

(5) Meets the retention medical fitness standards per AR 40–501, chapter 3, or chapter 5, as appropriate.

(6) Completed eighth grade, General Educational Development (GED) equivalent, or higher education.

(7) If the MOS in which the soldier is being advanced or promoted requires a security clearance or background investigation, then the security clearance or an appropriate interim clearance has been issued, or a favorable background investigation has been completed.

(8) ***(Rescinded.)***

(9) ***(Rescinded.)***

(10) ***(Rescinded.)***

a.1. Accelerated advancement or promotion. To recognize outstanding performance, commanders are authorized to advance soldiers to SPC, or promote soldiers to CPL who are in a promotable status, have met or completed the requirements listed in *a*(4) through (7) above, and have completed 3 or more months TIMIG as a PFC and 12 or more months TIS. To retain the incentive value of the accelerated advancement and promotion authorization, commanders must avoid routinely granting accelerated advancements and promotions.

b. Soldiers advanced or promoted in their CPMOS will be advanced or promoted to the rank of CPL or SPC according to the standards of grade authorizations in AR 611–201.

c. This paragraph will be cited as the authority on advancement or promotion orders.

Section III
Promotion to SGT and SSG

3–9. General

This section prescribes policy and procedures for promotion to SGT, and SSG.

a. To standardize promotion qualification throughout the USAR and to ensure promotion of the best qualified soldiers, promotion selection board action is required for all promotions to SGT and SSG.

b. SPC, CPLs, and SGTs may be recommended for selection board consideration without regard to position vacancies. This is provided they meet the basic eligibility requirements specified in this chapter.

c. Promotion of soldiers to SGT and SSG will be based solely on—

(1) Order of sequence by MOS on the recommended list (para 3–24*c*);

(2) An appropriate MTOE or TDA vacant position;

(3) Promotable status.

d. ***(Rescinded.)***

e. Promotions may not exceed the cumulative vacancies for that pay grade as computed per paragraph 3–4. The cumulative vacancies within subordinate commands are an important factor in the administration of the Enlisted Personnel Management System (EPMS) and this promotion system.

3–10. Recommendations for promotion, waivers, and required counseling

Although all soldiers may be eligible to be considered for promotion, only those soldiers recommended by their immediate commander will be referred to the selection board. Commanders or supervisors must counsel SGTs and below who meet advancement or promotion eligibility, but have not been recommended. This mandatory counseling will be directed toward those areas in which the soldier needs to improve in order to be recommended to the board.

a. Soldiers who are within the zone of consideration but not recommended for promotion by the immediate commander must be counseled by their immediate commander. They will be advised of the reasons for not being recommended, current deficiencies, and the ways of improving their performance.

b. Recommendations for promotion, including appropriate waivers, will be prepared on DA Form 3355-1-R (U.S. Army Reserve Promotion Point Worksheet) in Section A per the instructions listed in table 3-3. (See fig 3-1.) ***(DA Form 3355-1R win be locally reproduced on 8 1/2 by 11-inch paper. A copy for local reproduction purposes is located at the back of this change.)*** Under Remarks (Item 18) the recommending official will indicate:

(1) The recommended soldier meets the promotion criteria of this chapter.

(2) The soldier understands he or she may be reassigned or change duty position on promotion.

(3) He or she is willing to release the soldier on promotion, if necessary.

(a) A commander unwilling to release the soldier must justify in writing to the promotion authority, why the soldier cannot be released.

(b) The promotion authority must approve or disapprove this justification.

c. All recommendations will be processed through the unit commander (Items 19a, b, and c) of the soldier's parent organization to the promotion authority (para 3-2).

d. A maximum of two waivers for any of the waivable criteria may be requested. Soldiers who require more than two waivers are not eligible for consideration and must be appropriately counseled.

e. The promotion authority will approve or disapprove all recommendations, including waivers. If the recommendation, including waiver, is disapproved, it will be returned through channels to the recommending official. Reasons for disapproval will be stated clearly and concisely. The recommending official will advise the soldier of reasons for disapproval, point out deficiencies, and suggest ways for improving performance. After this, the statement at Section C, Item 6, of DA Form 3355-1-R will be completed.

f. If the promotion authority is a general officer, he or she may delegate the authority to approve or disapprove recommendations to his or her deputy commander or adjutant general.

3–10.1. Declination of promotion consideration

a. A soldier who is within the zone of consideration for promotion may decline such consideration before his or her recommendation packet is assembled and sent to the promotion board. Once the packet has been sent to the board, the soldier cannot decline consideration. However, if selected and placed on the promotion recommended list, the soldier may request removal from the list per paragraph 3–25*c*.

b. A declination of board consideration will be a written statement signed by the soldier, witnessed by an NCO or officer, and inserted as a temporary document in the soldier's MPRJ. The declination will remain in effect for any subsequent boards unless the soldier changes his or her mind and requests board consideration. In this event, the declination will be removed from the MPRJ, annotated by the custodian to indicate the declination was withdrawn on a specified date, retained by the custodian until the next regular board is convened, and then destroyed.

c. When a soldier declines promotion consideration, it is essential that the soldier's immediate supervisor and the commander determine the reason for the declination and provide adequate counseling.

3–11. Eligibility for selection board consideration

Normal requirements for consideration by a promotion selection board are set forth below. However, the promotion authority may waive the requirements for soldiers who are otherwise highly qualified where indicated. The secondary zone (SZ) provides incentives to those who strive for excellence and whose accomplishments, demonstrated capacity for leadership, and marked potential warrant promotion ahead of their peers. Soldiers recommended for promotion in the SZ must be outstanding. This waiver allows soldiers who show outstanding potential through performance to be considered for promotion.

a. Membership. Be a member of the USAR assigned to a TPU (nonwaivable).

b. Promotable status. See paragraph 1-14. A soldier with a suspension of favorable personnel action in effect (para 1-14t) may be considered by the board and placed on the recommended list. However, the soldier cannot be promoted until the suspension has been lifted (nonwaivable).

c. Civilian education. Be a high school diploma graduate or general education development (GED) equivalent (para 1–13) (nonwaivable).

d. MOS. Soldiers may compete for promotion and be promoted in their primary, secondary, or additional MOS. The soldier must be fully qualified in the MOS for which he or she is selected for promotion. A separate recommendation, DA Form 3355–1–R and promotion packet must be reviewed and considered by the board for each MOS. AR 611–201 requires formal training or civilian acquired skills criteria for the award of skill level 3 in certain specified MOS. In such cases, the training or criteria must be met for the soldier to be considered fully qualified in the MOS at that skill level.

(1) Except for assignments to U.S. Army Reserve Forces (USARF) school MOS instructor positions identified with code "TD" on the TDA, soldiers who accept assignment to a duty position not relating to their PMOS, SMOS, or AMOS, must become fully qualified in their DMOS. They must be reclassified before, or at the time of, the promotion (nonwaivable).

(2) As an exception to the above, soldiers who must be retrained in a new MOS as a result of unit reorganization, relocation, or inactivation may be considered eligible for promotion. This exception is based on qualification in the former PMOS and provided the soldier enrolls within 12 months following assignment in the duty position and satisfactorily participates in an approved formal course of instruction leading to the award of the MOS within 24 months of assignment to the duty position. A soldier will be removed from the recommended list or reduced to previous grade if not qualified in new MOS within 24 months of assignment to the duty position.

(3) USARF school MOS instructor positions identified with code"TD" 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. For purposes of reporting MOS qualification, USARF school MOS instructors will be coded "Q" if qualified in the MOS in which instructing.

(4) As an exception, soldiers assigned to USAR bands and fully qualified in a PMOS under career management field (CMF) 97 (Army Bands), will compete for promotion to the next higher grade in CMF 97. Position vacancies will be identified by grade within CMF 97. Any qualified bandmember, regardless of MOS, if otherwise qualified, must be considered for promotion. For the purpose of reporting MOS qualification, soldiers will be coded "Q" if qualified in their PMOS.

e. Physical requirements. A soldier is considered to be physically qualified for promotion if he or she meets the retention medical fitness standards per AR 40–501, chapter 3 or chapter 5, as appropriate.

f. ***(Rescinded.)***

g. Proper pay grade. A soldier must be in the grade next below that to which being promoted (nonwaivable).

h. Position vacancy. Local position vacancies are not required for promotion board consideration and selection. Only promotion off the recommended list requires the existence of a position vacancy.

i. Board appearance. Personal appearance before a selection board is prohibited.

j. Army Physical Fitness Test (APFT). A passing APFT score is mandatory for promotion consideration.

k. Security clearance. Soldiers must have the appropriate security clearance or favorable security investigation required by the MOS in which being promoted. Promotion may be based on an appropriate interim clearance (nonwaivable).

l. Weapons qualification score. Minimum rating as a marksman is mandatory, unless serving in a unit exempt from qualification by Headquarters, U.S. Army Forces Command.

m. NCOES. Except as otherwise provided in chapter 8, section IV, must be a graduate of the NCOES course or the equivalency required for the next higher grade as required by paragraph 8-2 (nonwaivable).

n. TIMIG requirements.

(1) For promotion to SGT:

(a) 12 months as CPL or SPC.

(b) May be waived to 6 months.

(2) For promotion to SSG:

(a) 15 months as a SGT.

(b) May be waived to 8 months.

o. TIS requirements.

(1) For promotion to SGT:

(a) 36 months in PZ.

(b) 18 months in SZ. Soldiers in SZ require a waiver of TIS. To be considered in the SZ, the soldier's commander must request a waiver of the TIS required for promotion in the PZ on DA Form 3351-1-R per paragraph 3-10b and the waiver must be approved by the promotion authority.

(2) For promotion to SSG:

(a) 84 months in PZ.

(b) 48 months in SZ. Soldiers in SZ require a waiver of TIS to be considered in the SZ, the soldier's commander must request a waiver of TIS required for promotion in the PZ on DA Form 3355-1-R per paragraph 3-10b and the waiver must be approved by the promotion authority.

3–12. Preparation of DA Form 3355–1–R and recommendation packet

a. The custodian of soldier's MPRJ will complete DA Form 3355-1-R, Section B per the instructions in table 3-3. Administrative points awarded a soldier will be determined from the records and any additional documentation furnished by the soldier. The recommended soldier will then check the form for accuracy and completeness, ensuring that all points to which he or she is entitled have been awarded. Subsequently, both the soldier and custodian will enter their signatures in Section B, Items 6a and 7a. If the soldier is not available for signature, the staff administrative assistant (SAA) or the military personnel officer (MPO) will enter "Soldier not available for signature" and sign for the soldier in Section B, Item 7a.

b. DA Form 3355-1-R, Items I through 8 and Section A must be complete and contain the commander's or recommending official's comments and signature as required by paragraph 3-lOb (see fig 3-1).

c. The custodian will prepare a packet containing the documents listed below. This packet will be sent to the promotion authority for approval or disapproval of the recommendation and waivers requested (if applicable) per paragraph 3–10*e*.If approved, the promotion authority will send the packet to the appropriate convening authority for selection board action. The promotion packet will contain the following documents:

(1) The approved promotion recommendation (DA Form 3355–1–R), signed by the unit commander and promotion authority.

(2) DA Form 201 (Military Personnel Records Jacket (MPRJ). Flags and health records (including medical examinations and medical histories) will not be included with the MPRJ or submitted to the board.

(3) Current and updated DA Form 2 (Personnel Qualified Record—Part I) and DA Form 2–1 (Personnel Qualification Record—Part II).

3–12.1. Promotion point clarification

Clarifications of promotion points have been provided at appendix B.

3–13. Promotion board constitution and operation

Promotion boards will be convened by the promotion authority (para 3–2*b*) at least twice a year, except when no soldier is recommended for board action.

a. Constitution. The promotion authority will appoint a promotion board of at least three voting members and a recorder without vote. At least one voting member of each board will be a member of a reserve component. The document used to appoint board members must be filed as part of the board proceedings. The board may be tasked, as a separate action, to consider soldiers for removal from a recommended list (para 3–26).

(1) The president of the board will be a command sergeant major (CSM). If there is not a CSM present or assigned in the geographical area, the president may be a SGM.

(2) Voting members will be NCOs senior in grade to those being considered for promotion.

(3) The recorder should be from the organization's personnel section or he or she should be someone well qualified in USAR personnel procedures. The recorder does not vote; therefore, he or she need not be senior in grade to those being considered for promotion. Army Reserve Technicians may serve as recorders.

(4) Where consolidated boards are established under paragraph 3–3*b* at least one voting member representing the command having promotion authority, must be appointed to the board.

(5) The board will be comprised of at least one voting member of the same sex as those being considered. When this is not feasible due to cogent reasons, such as geographical location or organization mission, the recorder will record the reason in the board proceedings.

(6) Members of minority ethnic groups will be routinely appointed to the board, even though the board may not be considering soldiers of minority ethnic groups. No specific number or ratio of these soldiers will be on any given board. However, the board will not be comprised of all minority ethnic group members.

(7) A board may be split into two or more panels when warranted. This is provided each panel consists of at least 3 voting members and a recorder.

b. Operation. The president will call the board to order and brief it on procedures below—

(1) The president may choose to be a voting member or to vote only to break a tie. In either case, at least three members of the board must vote.

(2) A board must be comprised in such a manner as to avoid a possible tie in voting. For example, if the president votes on all soldiers, the total voting members (to include the president) must be odd in number.

(3) Once a board is convened, the same board members must be present during the entire board proceedings.

(4) Each voting member will complete a DA Form 3356–1–R (USAR Board Member Appraisal Worksheet) (fig 3–2) on each soldier being considered for promotion. Points will be awarded based on information contained in the soldier's personnel records. DA Form 3356–1–R will be locally reproduced on 8½ by 11-inch paper. A copy for local reproduction purposes is located at the back of this volume.

(5) Each voting member will mark the appropriate block to recommend or not recommend a soldier being considered for promotion.

(6) After each soldier's record has been reviewed and scored by all voting members of the board (or panel), the recorder will—

(a) Collect DA Forms 3356–1–R and inform the president of the results of the vote if a tie exists. The board president will then vote to break the tie. This procedure is not necessary if the president has decided in advance to vote on all soldiers and has voted.

(b) Complete DA Form 3357–1–R (USAR Board Recommendation) (fig 3–3). The president of the board will sign the form. Once DA Form 3357–1–R is signed by the president, DA Form 3356–1–R will be destroyed so as not to compromise individual board member's balloting. Narrative comments may be consolidated on DA Form 3357–1–R. DA Form 3357–1–R will be locally reproduced on 8½ by 11-inch paper. A copy for local reproduction is located at the back of this volume.

3–14. Report of promotion board proceedings

After the promotion board adjourns, the following actions will be taken:

a. The recorder will prepare a Report of Board Proceedings for the president of the board. The format at figure 3–4 will be used. This report is exempt from report control ruling under AR 335–15, paragraph 7–2*h*. Board proceedings will include the following:

(1) General information to include where and when the board met.

(2) Membership of the board.

(3) Alphabetical listing, by name, within recommended grades (SGT and SSG) of all soldiers the board considered for promotion.

(4) Names and social security numbers (SSNs) of soldiers recommended for promotion by a majority of the voting members. Names will be listed according to recommended grade and zone and descending promotion scores. It will list only those who attained scores equal to or greater than—

(a) 350, if competing for promotion to SSG.

(b) 300, if competing for promotion to SGT.

b. The president will review the report of board proceedings for accuracy, sign it, and give it to the convening authority (para 3–2*b*) for approval or disapproval. Approval or disapproval only pertains to the correct constitution and conduct of the board. Disapproval will not be used to disagree with the board's recommendations.

c. The convening authority will take one of the following actions:

(1) Approve the report in it's entirety and authorize the names of recommended soldiers to be integrated into the permanent recommended list. The completion of DA Form 3355–1–R, part III is required (see fig 3–1).

(2) Disapprove the report in it's entirety and convene an entirely new promotion board, composed of new members. They will consider all soldiers who were considered by the disapproved promotion board (both recommended and nonrecommended soldiers). They will follow the procedures in paragraph 3–13*b*. In addition, the promotion authority will—

(a) Advise all soldiers of reasons why the report of board proceedings was not approved.

(b) Advise soldiers who have left the command before the second board convenes, of the reason for the disapproval of the report by command correspondence. This applies to all soldiers considered by the first board, whether or not recommended.

d. A soldier's promotion selection date is the date the convening authority approves the board preceedings, regardless of the date the board met.

e. When board proceedings are approved, the unit commander or 1SG may either counsel soldiers as required in *f* below, or name a counselor. After counseling, a statement will be filed with the report of board proceedings for each soldier who was not selected for promotion by the board.

f. Soldiers who were not recommended by the board or did not attain enough points (para 3–14*a*(4)) will be counseled as follows:

(1) The counselor will point out deficient areas where improvement is needed to qualify for further promotion consideration.

(2) For those recommended for promotion by a majority of voting members but whose score was less than that required for recommended list status, the counselor will point out areas in which they may increase their promotion potential.

(3) DA Form 3355–1–R and DA Form 3357–1–R used in the selection process should be used for counseling purposes. After counseling, the counselor and the soldier will complete the statement at the end of DA Form 3355–1–R. It will be filed with the approved report of board proceedings (*e*above).

g. The convening authority will approve or disapprove the promotion board proceedings as soon as practicable after the board adjourns. The completed DA Form 3355–1–R and the MPRJ should reach the soldier's custodian of records within 15 days after the promotion authority has approved the promotion board proceedings.

h. The original report of promotion board proceedings with DA Form 3357–1–R will be filed by the convening authority for 2 years. Then they will be destroyed.

i. The convening authority will send a copy of the approved report of board proceedings (less DA Forms 3356-1-R and 3357I-R) to the appropriate ARCOM/GOCOM/RSC within 15 days after approving the board report.

3–15. Promotion packet

a. The documents listed below are part of the promotion packet:

(1) DA Form 3355–1–R (initial, all reevaluations, and the latest 2 used for recomputation).

(2) A copy of any document used to confirm the award of promotion points on DA Form 3355–1–R that is not filed in the MPRJ per AR 600–8–104.

(3) If applicable, a copy of any document that allows the soldier's previously determined promotion score to be adjusted.

b. Packets and documents will be disposed of as follows:

(1) The promotion packet of a soldier who is on the recommended list will be kept in the action pending section of his or her MPRJ until promoted or removed from the list. When this occurs, the packet will be removed from the MPRJ and given to the soldier.

(2) DA Form 3355–1–R and promotion board documents of those who did not attain recommended list status will be filed by the promotion authority. These documents will be retained in the file for 2 years and then destroyed.

3–16. The permanent promotion recommended list

A centralized permanent promotion recommended list will be established on or after 1 March 1988.

a. The permanent list will be published and maintained by—

(1) Headquarters, ARCOM/GOCOM/RSC.

(2) The designated ARCOM/GOCOM/RSC identified in a MOU (para 3-3b);

(3) OCONUS commands, authorized a general officer, having USAR units assigned, attached, or under operational control.

b. The authorities cited in *a*above, will announce the suspense dates for receiving a copy of the report of board proceedings from the promotion authorities.

c. The reports will be consolidated into one permanent promotion recommended list. The names of recommended soldiers will be extracted from the reports and placed on the list according to the format described in paragraph 3–17.

d. The list will be revised every 3 months to provide for—

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

(a) The transfer into the command of personnel with list standing in a USAR losing command.

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

(2) Adjustments to list standings based on—

(a) Reevaluations (para 3–19).

(b) Recomputations (para 3–20).

(3) Removals due to—

(a) Promotions off the list.

(b) Losses from the command.

(c) Suspensions of favorable personnel actions (para 1–14*t*).

(4) Administrative corrections.

e. The list will be distributed to all subordinate commands down to company, battery, troop or separate detachment level. Each command will ensure that a copy of the permanent list (with all of the social security numbers (SSN) deleted) is prominently displayed at a conspicuous place. Further distribution of the list will be as follows:

(1) A copy of the page that list the soldier's name (with all of the SSNs deleted) will be given to the soldier at the time of selection, reevaluation, and recomputation, on request.

(2) A copy of the list will be retained in the files of the issuing authority (a above) for 2 years. It may then be destroyed.

(3) A copy of the most recent list (with all of the SSNs deleted) will be placed in the soldier's MPRJ on reassignment out of the command provided the soldier is being transferred to a TPU in the USAR.

3–17. Format of the permanent promotion recommended list

Data for the establishment and continuing maintenance of the permanent promotion recommended list is compiled from the various reports of board proceedings submitted by the promotion authorities. A sample copy of the format is at figure 3–5.

a. Names will be placed on the list according to the recommended grade in descending promotion score order.

b. Each name will be further identified by all of the following:

(1) Total promotion point score;

(2) Social security number (SSN);

(3) MOS. (Three digit);

(4) Unit of assignment;

(5) Area of residence. A code may be locally devised, however, each copy of the list should contain a footnote that explains it's purpose and use.

(6) Status code. The status codes in Table 3-2 will be used and will not be altered.

(7) Zone. Insert P for primary zone and S for secondary zone to indicate a soldier's zone of promotion consideration.

(8) NCOES. A code will be inserted to identify enrollment in, or completion of, the NCOES course required by the next higher grade.

(a) NP=Is not a graduate of, or is not enrolled in, PLDC.

(b) EP=Enrolled in PLDC.

(c) GP=Graduated PLDC or an equivalent.

(d) NB=Is not a graduate of, or is not enrolled in, BNCOC.

(e) EB=Enrolled in BNCOC.

(f) GB=Graduated BNCOC or an equivalent.

Table 3–2
Status Codes

Code: A **Explanation:** Initial promotion score
Code: B **Explanation:** Reevaluated
Code: C **Explanation:** Recomputation. Enter date recomputation completed.
Code: D **Explanation:** Nonpromotable status
Code: E **Explanation:** Delete due to transfer. Enter departure date after the code.
Code: F

Table 3–2 Status Codes—Continued
Explanation: Deleted for cause, under paragraph 3–25. Enter date of removal after code.
Code: G **Explanation:** Promoted. Enter effective date of promotion after code.
Code: H **Explanation:** Reinstate to recommended list. Enter date of reinstatement after code.
Code: I **Explanation:** Adjustment of administrative points under paragraph 3–21. Enter date of readjustment after code.
Code: J **Explanation:** Regained promotable status. Enter effective date after code.

3–18. Transfer from the secondary zone to the primary zone

a. A soldier on a recommended list for promotion to SGT, who is in the SZ, will be transferred to the PZ. This will be done when the soldier completes 36 months of total military service. It will be corrected on the next publication of the revised permanent recommended list.

b. A soldier on a recommended list for promotion to SSG who is in the SZ, will be transferred to the PZ. This will be done when the soldier completes 84 months of total military service. It will be corrected on the next publication of the revised permanent recommended list.

3–19. Reevaluation

a. Soldiers on a current recommended list who increase their administrative promotion points by 50 or more points (limited to items 2 through 6, DA Form 3355–1–R) over their last promotion point total score, may request reevaluation at any time. Selection board consideration is optional.

(1) Soldiers may request reevaluation by using the remarks section, DA Form 3355–1–R. The soldier's signature and election as the whether or not he or she is to be considered by a selection board must be included. If the soldier elects selection board consideration, the following statement must be included:"I understand the results of the selection board are final and may cause removal from the recommended list if not recommended by the board or if awarded too few board points to achieve recommended list status." Copies of documents to substantiate the point increase must be attached to DA Form 3355–1–R.

(2) The request will be processed through the same channels as an initial promotion recommendation. The commander will complete DA Form 3355–1–R, part I.

(3) If selection board consideration is not requested, the records custodian will compute the administrative points with a reevaluation date the month and year of the commander's signature on DA Form 3355–1–R, part I. The reevaluation date for soldiers who are considered by a selection board is the date the proceedings are approved.

(4) The new points will be effective 3 months from the first day of the reevaluation month. Soldiers will continue to compete for promotion using their previous points until the new points are effective.

b. Soldiers on a current recommended list whose increase of administrative points (DA Form 3355–1–R, limited to items 2 through 6) is less than 50 points over the latest promotion point total score, may request reevaluation. Request must be after 6 months from the latest board consideration, reevaluation, or recomputation. Consideration by a selection board is mandatory.

(1) Soldiers may request reevaluation by using the remarks section, DA Form 3355–1–R. The soldier's signature and following statement must be included: "I understand that the results of the selection board are final and may cause removal from the recommended list if not recommended by the board or if awarded too few board points to achieve recommended list status."

(2) The request will be processed through the same channels as an initial promotion recommendation. The commander will complete DA Form 3355–1–R, part I.

(3) The reevaluation date will be the date the board proceedings are approved.

(4) The new points will be effective 3 months from the first day of the reevaluation month. Soldiers will continue to compete for promotion using their previous points until the new points are effective.

c. On approval of board proceedings, a soldier will lose his or her recommended list status when he or she is not recommended for promotion by a majority of the voting members, or the promotion score is below that shown in paragraph 3–14*a*(4).

d. Loss of recommended list status through reevaluation does not preclude promotion consideration by future boards. Such consideration, however, is not a vested right. Those being considered to regain recommended list status are subject to the provisions of this chapter and the commander's recommendation.

e. After reevaluation and approval of the board proceedings, the procedures in paragraph 3–14 will apply.

3–20. Recomputation of promotion points

a. The authorities cited in paragraph 3–16*a* will announce the scheduled suspense dates for the receipt of recomputed scores for soldiers with recommended list standing. The scheduled date is intended to provide for the time necessary to publish the revised semi-annual permanent recommended list (para 3–16*d*). The promotion authority must ensure that DA Form 3355–1–R containing a soldier's recomputed score is submitted by the appropriate commander to the promotion authority in time for him or her to comply with the announced suspense date.

b. Recomputation of promotion points will be accomplished annually for soldiers who have been on a recommended list continually for a year or more.

c. The recomputation will be limited to DA Form 3355–1–R, items 1 through 7. Adjustment of board points (item 8) will apply to soldiers who request reevaluation under paragraph 3–19. Recompute the score on DA Form 3355–1–R that has been initiated by the commander. Check the recomputation block and enter the date (announced month and year).

d. Distribute the recomputed DA Form 3355–1–R as follows:

(1) Attach a copy to the original DA Form 3355–1–R. This is located in the soldier's MPRJ (para 3–15*b*(1)).

(2) A copy will be filed by the promotion authority for 2 years. It may then be destroyed.

(3) The promotion authority will send a copy to the authority cited in paragraph 3–16*a* according to the announced scheduled date (see *a* above).

3–21. Promotion point adjustment

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

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

(1) The soldier will be advised of the suspension. The promotion authority will promptly send the following to the authority cited in paragraph 3–16*a*, requesting a correction to the permanent recommended list:

(a) The original or unreconstructed DA Form 3355–1–R, annotated in red to show the correct promotion points, and complete promotion packet (para 3–15*b*(1)).

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

(2) The authority in paragraph 3–16*a* may approve adjustments of administrative or reconstructed points following the guidelines of this chapter. To maintain creditability, scoring must be consistent and equitable throughout the USAR. The authorities cited in paragraph 3–16*a* must take adequate measures to ensure uniformity of point adjustments.

c. A soldier who received less administrative points than entitled will remain eligible for promotion. Correction of the points will be adjusted as outlined in *b*(1)*(a)* and (*b*) above.

d. Request for administrative point adjustment must be initiated—

(1) Within 12 months of the date of computations or recomputations of the DA Form 3355–1–R in question.

(2) Twelve months from the date of a correction that caused the DA Form 3355–1–R to be in error. This is provided it was not the fault of the soldier. (Example: Army Reserve Components Achievement Medal issued 1 July 1988 for the period 1 June 1983—31 May 1986 would be cause for administrative point adjustment if requested on 30 June 1989.)

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

3–22. Reassignment prior to promotion

a. The promotion packet and a copy of the page of the permanent recommended list that contains the soldier's name will be sealed in an envelope. The envelope will be filed in the action-pending section of the MPRJ. For soldiers who are boarded during the month of transfer, a statement issued by the custodian of records will verify that the soldier was recommended for promotion by the promotion authority. Command interest is needed to ensure that soldiers are not penalized.

b. Newly assigned soldiers who are on a recommended list from a previous USAR TPU only, will be added to the current recommended list of the gaining command. No board action is required. It will be effective on the reporting date as given in the assignment orders.

(1) The gaining command will have the soldier's name placed on the permanent recommended list based on the promotion packet; and

(a) A recommended list published during the month of, or before, the soldier's departure from the losing command reflecting the most current points; and

(b) A statement issued by the custodian of records verifying the soldier was recommended by a valid board.

(2) If no promotion packet is available, the soldier's name will not be entered on the recommended list of the gaining command. The gaining command must take prompt action to request documents missing from the soldier's former command. Reports of promotion board proceedings may be used to reconstruct promotion packets.

3–23. Reclassification of MOS

a. A soldier on the recommended list who is voluntarily or involuntarily reclassified for other than loss of qualification or misconduct will retain list status. He or she may be promoted off the list, if in the proper sequence, in the new MOS.

b. Promotion points granted for SQT in the prior MOS will be recomputed as of the effective date of reclassification. The no-fault promotion in DA Form 3355–1–R, item 2, will be used.

3–24. Promotion to SGT and SSG

a. To be promoted, or conditionally promoted, to SGT or SSG the soldier must be:

(1) In a promotable status.

(2) Listed on a valid permanent promotion recommended list (para 3–16*c*).

(3) In the proper sequence order when promoted off the list (para *c* below), except as authorized per paragraph 6–2*h*.

b. The procedures necessary to accomplish a promotion will be as follows:

(1) Based on cumulative vacancy computations (para 3–4), the unit will report a current or projected vacancy requirement to the authority responsible for the permanent recommended list (para 3–16*a*).

(2) The authority (para 3-16a) will identify the soldier on the list that will be promoted into the vacancy and notify the promotion authority. The promotion authority will then publish the promotion orders. The effective date of the promotion will be the date of the assignment to the vacancy. If necessary, reassignment orders will be issued by the appropriate ARCOM/GOCOM/RSC or OCONUS command.

c. Selection off of the permanent recommended list by the authority cited in paragraph 3–16*a* for promotion, must be in the following sequence:

(1) Highest number of points with the required MOS (see *d*below), residing within a reasonable distance of the required vacancy (50 miles or 90 minutes). Except for an ART (para 6–22), if a soldier declines the promotion, his or her name will be removed from the list according to the instructions in paragraph 3–25*b*(11). If there is no soldier on the list in this category, then the following sequence is authorized;

(2) Highest number of points with the required MOS (see *d*below) who resides outside the reasonable distance of the required vacancy, but voluntarily accepts the promotion and reassignment. If the soldier does not desire to accept the promotion with concurrent transfer, he or she must decline the promotion in writing within 30 days of notification. The soldier's name will remain on the recommended list and he or she will not be penalized for declining a promotion requiring reassignment outside a reasonable commuting distance (AR 140–10, para 1–10).

d. The required MOS is the authorized MOS (3-digit) of the MTOE/TDA position vacancy to which the soldier is to be promoted. However—

(1) The required MOS for promotion against a USARF school MOS instructor position is qualification in the MOS in which the NCO is, or will be, instructing.

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

3–24.1. Obligation incurred by accepting a promotion

A soldier who accepts a promotion voluntarily agrees to serve in the duty position to which promoted, even if the promotion requires reassignment to another TPU (see paras 3–24*c*(1) and (2), and 3–25*b*(11)).

a. The soldier must report for duty in the position to which promoted, comply with a reassignment order, if issued, and serve at least 12 months in the duty position before voluntary reassignment to another TPU. An exception to this policy may be granted by commanders possessing reassignment authority where the soldier has a change of residence or civilian employment, or incurs an extreme hardship requiring such reassignment. This policy does not preclude reassignment for the convenience of the government or the good of the command, nor does it preclude reassignment from a TPU to the Ready, Standby, or Retired Reserve, including IMA or AGR status.

b. Promotion and reassignment orders will be revoked for a soldier who declines a promotion based on a concurrent reassignment and/or who refuses to comply with the reassignment order.

3–25. Removal from the recommended list

a. On notification from a promotion authority, the authorities cited in paragraph 3–16*a* will remove a soldier's name from the recommended list.

b. The promotion authority will direct the removal from the recommended list the name of a soldier in any of the following categories. The soldier who—

(1) Is reduced in grade regardless of the reason.

(2) Did not meet the criteria in this chapter and was placed on the list in error.

(3) Has been barred from reenlistment under AR 140–111.

(4) Is reclassified for cause out of the MOS in which recommended (inefficiency or misconduct).

(5) Was under suspension of favorable personnel actions per AR 600-8-2 and final report is closed as "unfavorable" or "disciplinary action taken" (para 1-14t(2)).

(6) Has been in a body composition/weight control program under AR 600–9 for 6 months and has failed to make satisfactory progress provided that no underlying or associated disease is found to cause the overweight condition.

(7) Has been in the body composition/weight control program under AR 600–9 for 12 months. This is even if he or she has made satisfactory progress toward the maximum allowable weight provided no underlying or associated disease is found to cause the overweight condition.

(8) After 1 year, is not qualified in the new MOS required as a result of unit reorganization or inactivation (para 3–11*d*(3)).

(9) ***(Rescinded.)***

(10) ***(Rescinded.)***

(11) Declines promotion when selected under paragraph 3–24*c*(1) and is within 50 miles or 90 minutes of the required vacancy. If the soldier has 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 an Army Reserve technician, his or her name will not be removed and paragraph 6–22 will apply. If a declining soldier has a verified personal cogent reason for declining the promotion, he or she may be considered by the next covened board, otherwise the soldier may be considered by a board after 1 year has expired following the date of the promotion declination.

(12) Was selected for enrollment in an NCOES course under the procedures prescribed by paragraph 8-12 and has failed to enroll, has been denied enrollment, is an academic failure, is declared a "No-Show", or did not complete the course within the specified period required.

c. The promotion authority may direct the removal from the recommended list the name of a soldier in one of the following categories. The soldier who—

(1) Has been recommended for removal by a board (para 3–26).

(2) Requests removal.

(3) Is the subject of adverse action under paragraphs 1–14*f, g, h, i, n, s,* and *t*(2).

d. Promotion packets of soldiers who are removed from a recommended list will be retained in the files of the promotion authority for 2 years. They may then be destroyed.

e. Once a soldier is removed from a recommended list, the action is final unless the soldier is later exonerated under paragraph 3–27.

3–26. Removal board

a. A removal board will be convened when required. It will determine whether a soldier should be removed from a recommended list. See paragraph 3–13 for constitution and operation of the board. AR 15–6, although not applicable, will serve as a guide for removal board procedures when not in conflict with the provisions of this regulation.

b. The procedures are as follows:

(1) A written notice will be given a soldier who is to go before the board at least 30 days before the date of the hearing.

(2) On the request of the soldier, the recorder will arrange for the appearance of any reasonably available witness or witnesses at the board hearing at no expense to the Government.

(3) The board will be comprised of unbiased members senior in grade to the soldier being recommended for removal.

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

c. Rights of the soldier are as follows:

(1) He or she may decline, in writing, to appear before the board or may appear in person during all open proceedings.

(2) He or she may challenge any member of the board for cause. (See AR 15–6, para 5–7, for guidance).

(3) He or she may request any reasonable available witness whose testimony he or she believes to be pertinent to his or her case. (See para *b*(2) above.) When requested, the soldier will state in his or her request the type of information the witness will provide.

(4) He or she may elect to remain silent, to make an unsworn statement, to make a sworn statement or be verbally examined by the board.

(5) He or she may question any witness appearing before the board.

(6) He or she may present written affidavits and depositions of witnesses who are unable to appear in his or her behalf.

d. Failure of the soldier to exercise his or her rights as stated above, will not be a bar to the board proceedings or its findings and recommendations.

e. The president of the board will ensure the board members—

(1) Fully and impartially evaluate each case.

(2) Arrive at a proper recommendation.

(3) Prepare a report in writing of the board's proceedings and submit it to the promotion authority.

f. The promotion authority will—

(1) Approve or disapprove the board's recommendation. This action is final except as provided in *g* below.

(2) Notify the soldier, in writing, of the decision.

g. If the promotion authority determines that one of the following applies, the promotion authority may disapprove the board recommendation and direct that a new board be convened.

(1) A substantial error in the conduct of the board has a material adverse effect on an individual's rights. This is provided that the error cannot be corrected without prejudice to the individual.

(2) The board has failed to consider all available adverse evidence in the case. For example, letters of reprimand, records of non-judicial punishment under Article 15, UCMJ, and adverse enlisted evaluation reports.

3–27. Reinstatement to recommended list

A soldier removed from a list (para 3–25 or 3–26) and later completely exonerated will be reinstated on the recommended list. To be completely exonerated, the action that caused the initial removal must have been erroneous or should not have been imposed so the soldier is free of any blame or accusation. For example, a soldier receives a bar to reenlistment for failure to comply with AR 600–9 and is removed from the recommended list under paragraph 3–25*b*(3). Subsequent compliance with AR 600–9 and removal of the bar to reenlistment does not mean that the action that caused the removal was erroneous. Therefore, the soldier is not "completely exonerated" and reinstatement is not authorized. In no case should a reinstatement be delayed more than 30 days. If the soldier would have been promoted had he or she not been removed from the list, he or she will be promoted when the next vacancy occurs for MOS and grade. If no vacancy is available, the soldier may be promoted and transferred to the IRR, if requested. The DOR and effective date will be the date he or she would otherwise have been eligible. (See para 1-9).

Section IV
Promotion to SFC, MSG, and SGM

3–28. General

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

a. The selection and promotion process for senior enlisted grades is centralized at ARCOM/GOCOM/RSC headquarters and general officer commands OCONUS (para 3-2c).

b. Senior enlisted promotions result when—

(1) Data is provided to the promotion authority that reflects requirements based on current and projected position vacancies.

(2) The promotion authority announces—

(a) The convening date of the selection board.

(b) The location and description of current and projected position vacancies.

(c) Zones of consideration for promotion selection.

(d) Administrative instructions.

(3) Personnel records of soldiers within the zone of consideration are reviewed by the board.

(4) The board selects the best qualified soldiers to fill required positions and the names are placed on a selection list.

(5) As position vacancies occur, soldiers are promoted off the list in sequence by MOS and geographical location. (See para 3–35*c*(1).) However, a MSG or 1SG who has been selected a command sergeant major (CSM) (designee) and assigned to a CSM position, will be promoted to SGM without regard to list sequence (AR 135–205, chap 6).

c. All soldiers assigned to a TPU who reside within a reasonable distance of a current or projected position vacancy will be considered by the promotion selection board. Soldiers who do not live within a reasonable distance of announced position vacancies or projected vacancies may request consideration by the selection board (para 3–32*c*(3)). This is provided the soldier is within the announced zone of consideration and is in a promotable status. If requesting consideration for promotion to a position outside reasonable commuting distance, the soldier will provide a statement

agreeing to serve in the position for a period of not less than 12 months unless properly relieved by the commander, if selected for promotion to that position.

d. The enlisted promotion system is a function of the overall enlisted personnel management system. An important factor for the management of these systems is the command cumulative vacancy accountability. Promotions may not exceed the cumulative vacancies for that pay grade as computed per paragraph 3–4.

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

3–29. Establishing senior enlisted promotion requirements

a. The promotion or selection authority (para 3–2*c*) will develop and announce the procedures and schedules to be utilized in determining the enlisted promotion requirements necessary to fill current and projected position vacancies. These procedures will result in data which will be used by the promotion or selection authority to determine—

(1) The number of promotions required within each grade and MOS over a specified period of time.

(2) The geographical location and identity of the current or projected position vacancies.

(3) The number of qualified soldiers by grade, MOS, assignment, and geographical location that must be considered by the selection board.

b. In determining current or projected position vacancies, the following guidelines apply—

(1) Promotions may not exceed the cumulative vacancies for that pay grade (para 3–4).

(2) A current position vacancy is an MTOE or TDA position—

(a) Without an assigned incumbent;

(b) With an assigned incumbent 1 or more pay grades under that authorized for the position;

(3) A projected position vacancy is one in which the incumbent can be verified as a pending loss to the position.

(4) A specified duty position which requires a nomination and selection process prescribed by a command directive which could preclude the assignment of a soldier selected by a promotion board will not be reported as a vacancy under the provisions of this paragraph.

3–30. Announcements by the promotion authority

Within schedules determined by the promotion authority, the authority will announce the following information to all subordinate commands:

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

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

(2) The location and description of the current and projected vacancies determined per paragraph 3-29b.

(3) The zones of consideration for promotion selection. This will include

(a) Required grades and MOS.

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

(4) Administrative instructions and schedules.

b. SMC selection boards. Whenever a senior enlisted promotion selection board is to be tasked to select MSGs and ISGs for enrollment in the SMC, the promotion authority will notify all eligible (para 8-16) assigned/attached MSGs and ISGs (using the memorandum format at fig 3-7), and all subordinate commands, of the convening date and place of the SMC selection board.

c. Alternate ANCOC list selection boards. Whenever a senior enlisted promotion selection board is to be tasked to provide an order-of-merit listing (OML) of SSGs to attend ANCOC as alternates per paragraph 8-6c, the promotion authority will notify all participating commands of the convening date and place of the selection board and necessary administrative instructions.

3–30.1. Specified duty positions which require a nomination and selection process prescribed by a command directive

a. Where a command directive requires a nomination and selection process to fill a duty position, which could preclude the assignment of a soldier selected for promotion under this chapter, the position will not be announced or reported as a vacancy for promotion purposes. Assignment to the position is considered as temporary and requiring special qualifications that do not comprise an enlisted career field offering progressive levels of skill requirements.

b. Assignment to the specified duty position should be made by the appropriate command through the nomination and selection process prescribed by the command directive.

c. A promotion can be made against the position. This can occur when a soldier selected by a promotion board to fill another known or projected vacancy is nominated and selected to fill the specified duty position under the procedures prescribed by the command directive.

d. The incumbent of a specified duty position, if otherwise eligible, will be considered for promotion by selection

boards against vacancies within his or her career field that are available. If selected, the soldier may be reassigned from the specified duty position to the vacant position and promoted.

e. Commanders must ensure that guidelines set forth in paragraph 3–33*b*(5) are adhered to.

3–31. Eligibility criteria for selection board consideration

The eligibility criteria for selection board consideration are listed in *a* through *m* below. This criteria must be met before the selection board convenes to qualify a soldier for inclusion in a zone of consideration. Waivers are not authorized except where indicated.

a. Membership. Be a member of the USAR assigned to a TPU of the Selected Reserve on the date the board convenes.

b. Promotable status. See paragraph 1-14. A soldier with a suspension of favorable personnel action in effect (para 1-14t) may be considered by the board and placed on the recommended list. However, the soldier cannot be promoted until the suspension has been lifted (nonwaivable). Allows placement on recommended list but not promoted until suspension is lifted.

c. Civilian education. Be a high school diploma graduate or general education development (GED) equivalent (para 1–13).

d. MOS. Soldiers may compete for promotion in their primary, secondary, or additional MOS. They must be fully qualified in the MOS for which they are selected for promotion. The DMOS for a USARF school MOS instructor assigned to a TDA position coded "TD" will be the MOS in which the NCO will be, or is, instructing. The DMOS for a USAR band member, will be any MOS within CMF 97.

(1) To compete in a DMOS, the soldier must have been awarded the MOS as a PMOS, SMOS, or AMOS.

(2) As an exception to the above, soldiers who must be retrained in a new MOS as a result of unit reorganization, relocation, or inactivation may be considered eligible for promotion. This exception is based on qualification in the former PMOS and provided the soldier enrolls within 12 months following assignment in the duty position and satisfactorily participates in an approved formal course of instruction leading to the award of the MOS within 24 months of assignment to the duty position. A soldier will be removed from the promotion list or reduced to previous grade if not qualified in new MOS within 24 months of assignment to the duty position.

e. Physical requirements. A soldier is considered to be physically qualified for promotion if he or she meets the retention medical fitness standards per AR 40–501, chapter 3 or 5, as appropriate.

f. Proper pay grade. A soldier must be in the pay grade next below that in which being considered.

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

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

i. Security clearance. Soldiers must have the appropriate security clearance or favorable security investigation required by the MOS in which being considered. Promotion may be based on an appropriate interim clearance.

j. NCOES. Except as otherwise provided in chapter 8, section IV, must be a graduate of the NCOES course or the equivalency required for his or her current grade as required by paragraph 8-2 (nonwaivable).

k. TIMIG requirements (nonwaivable). For selection to—

(1) SFC, 21 months as SSG.

(2) MSG, 24 months as SFC and/or PSG.

(3) SGM, 28 months as MSG and/or 1SG.

l. TIS requirement.

(1) SFC, 11 years (primary zone), 9 years (secondary zone).

(2) MSG, 15 years (primary zone), 11 years (secondary zone).

(3) SGM, 18 years (primary zone), 13 years (secondary zone).

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

(1) MSG, 8 years.

(2) SGM, 10 years.

3–32. Forwarding military personnel records or promotion packets to the promotion authority for selection board consideration

To comply with the announcement of the promotion authority, unit commanders will—

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

b. Advise those soldiers who are within the zone of consideration of the importance of reviewing their military personnel records or promotion packets before the records are sent before the selection board. Personnel officers and NCOs should ensure the records or packets are current and complete and contain a statement signed by the soldier

indicating that he or she has reviewed the record or packet, as applicable, and found it to be complete and accurate. The record or packet must also contain the following:

(1) A current official photograph that is either a chemically produced 4-x 1 0-inch photograph, or a 4-x 6-inch digital photograph, taken per AR 640-30, paragraph 8. The soldier's height and weight must be entered in the lower margin on the front side of the photograph by the unit commander.

(2) A complete-the-record NCO evaluation report (NCO–ER) may be submitted per AR 623–205, paragraph 2–9.

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

(4) DA Form 873 (Certificate of Clearance and/or Security Determination), if applicable.

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

b.1. If directed by the announcement, prepare a promotion packet. The packet will consist of the following:

(1) The official photograph and NCO–ER required by*b* above.

(2) A copy of DA Form 2 and DA Form 2–1.

(3) Academic reports.

(4) Military and civilian school certificates.

(5) Letters of appreciation, achievement, or commendation.

(6) Copies of EERs and noncommissioned officer evaluation reports (NCO-ER), minimum of last 5 reports.

(7) DA Form 873.

(8) ***(Rescinded.)***

c. Send the military personnel records or packets of eligible soldiers to the promotion authority according to the instructions contained in the announcement. Only the records or packets of soldiers meeting all of the following categories will be forwarded:

(1) Meets the eligibility criteria for selection board consideration (para 3–31);

(2) Lives within a reasonable distance of an announced current or projected vacancy and possesses the required MOS. The MOS may be in his or her primary, secondary, or additional MOS qualifications. A reasonable distance should not exceed 50 miles or 90 minutes from the soldiers residence to the position vacancy.

(3) Does not live within a reasonable distance of an announced position vacancy or projected vacancy and requests consideration by the selection board. This is provided he or she has signed a statement of agreement to serve in the position for a period of not less than 12 months if selected by the board (see para 3–28*c*).

(4) Is within the announced zone of consideration.

(5) Has not submitted a written declination of promotion consideration statement per paragraph 3–32.1.

3–32.1. Declination of promotion consideration or NCOES course selection

a. A soldier who is within the zone of consideration for promotion, or NCOES course selection, may decline such consideration before his or her promotion packet or military personnel records are assembled and sent to the selection board. Once the packet or records have been sent to the board, the soldier cannot decline consideration.

b. A declination of board consideration will be a written statement signed by the soldier, witnessed by an NCO or officer, and inserted as a temporary document in the soldier's MPRJ. The declination will remain in effect for any subsequent boards until the soldier changes his or her mind and requests board consideration. In this event, the declination will be removed from the MPRJ, annotated by the custodian to indicate the declination was withdrawn on a specified date, retained by the custodian until the next regular board is convened, and then destroyed.

c. When a soldier declines promotion consideration, or NCOES course selection, the soldier's immediate supervisor and the commander must determine the reason for the declination and provide adequate counseling.

3–33. Enlisted promotion selection boards

Selection of enlisted soldiers for promotion to SFC through SGM will be made by selection boards convened by the authorities cited in paragraph 3-2c. All soldiers SSG and above in the categories prescribed by paragraph 3-2c will be considered by the board. In addition, boards may also be tasked per paragraph 3-30 to select soldiers for attendance at the SMC or ANCOC.

a. Composition. Selection boards will be composed of at least 5 but not more than 7 voting members except when divided into more than two panels under (7) below. Officers and NCOs will comprise the board membership, but NCO members must be senior in grade to those being considered and comprise the majority of the board membership. At least one member of each board will be a member of a Reserve component.

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

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

(3) Board members must be assigned or attached to the command that convened the selection board. In the case of consolidated selection boards (para 3-3), each participating ARCOM/GOCOM/RSC should have representation on the board.

(4) Both sexes and minority representation will be routinely provided.

(5) Orders appointing board members will be issued by the promotion authority (para 3–2*c*).

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

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

b. Memorandum of Instructions (MOI) A separate MOI will be issued by the convening authority for each board convened. The MOI will prescribe—

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

(2) Reports to be rendered.

(3) Maximum number to be selected by grade, MOS, and geographical location. This figure will be based on the requirements reported under paragraph 3–29*a*.

(4) The number of soldiers by grade and MOS, authorized for selection with TIS waivers (secondary zone) (para 3–31*l*).

(5) Vacancies requiring special qualifications for incumbency (i.e. drill sergeant, USARF school instructor, etc.).

(6) The select objective for the selection of MSGs and ISGs for enrollment in the SMC per paragraph 8-12b(2)(b).

(7) The number of alternates to be selected for placement on an alternate ANCOC selection list per paragraph 8-6c.

(8) Other administrative details, as required.

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

(1) A soldier who is within an announced zone may write to the President, Enlisted Selection Board. The soldier may invite attention to any matter of record which he or she feels is important in the consideration of individual records. Such letters may not contain any adverse comments concerning the character, conduct, or motives of any other person, or criticize any other soldier.

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

(3) Written communications with any enclosures will be addressed to the president of the selection board and treated as privileged communications. These communications will be filed with board proceedings by the promotion authority (para 3–2*c*) for 1 year. They will not be filed in the soldier's OMPF, CMIF, or MPRJ.

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

3–34. Selections

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

a. Boards will select the "best qualified" soldiers in each required MOS (see d below) for promotion to SFC through SGM, or for enrollment in the SMC, or for alternate ANCOC selection. They will recommend the number of soldiers by MOS and grade as specified in the MOI. They will recommend from the zones of consideration, those soldiers who are the best qualified to meet the current and projected needs within a reasonable distance (see AR 140-10, para l-l0a) of the soldier's residence. Soldiers who are not within a reasonable distance but have requested consideration for certain areas or positions and are within the zone will be equally considered by the board. The total number which may be selected in each MOS is based on the reported requirements (para 3-29a) needed to fill current and projected position vacancies (see d below). These requirements are announced by the promotion authority and incorporated by the appropriate area commander in the MOI to the board.

b. When considering the selection of a"best qualified" soldier to fill a vacancy requiring special qualifications (para 3–33*b*(5)), all soldiers within the required MOS (3-digit) must be considered per *a* above. The board should consider possession of the special qualifications (i.e. AQI, language proficiency, licensing, security classification, etc.) major influencing factors. While the possession of special qualifications should be an influencing factor, they will not be established as a mandatory requirement for consideration or selection.

b.1. When selecting soldiers for enrollment in the SMC or ANCOC, the boards will follow the procedures prescribed by paragraphs 8-6 or 8-12, and the HQDA MOI (when issued), as appropriate.

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

d. The required MOS is the authorized MOS (3-digit) of the MTOE/TDA position vacancy to which the soldier is being considered for promotion. However—

(1) The required MOS for a USARF school MOS instructor position is that announced and reported by the school commandant on declaration of a vacancy (para 3–4*c*).

(2) In the case of USAR band position vacancies, the required MOS is qualification in any MOS within CMF 97

(Army Bands) as the MTOE band position will be identified for promotion purposes by CMF 97 rather than by a specific MOS.

3–35. Reporting selection board results

Selection boards will issue a report showing the results of their deliberations. The report will be sent to the promotion authority (para 3–2*c*) for approval and will include the following enclosures:

a. MOI.

b. Board membership.

c. Promotion selection list.

(1) The names of those recommended for promotion will be placed on a list established by the promotion sequence number. However, promotions off the list are based on MOS and geographical location (para 3-28b(5)). For example, if there are 2 or more soldiers on the list in the same geographical area and MOS, promotions must be made by order-of-merit based on the promotion sequence number.

(2) Promotion sequence numbers will be determined by DOR, and are assigned based on

(a) Seniority by DOR.

(b) When DOR is the same, use the basic pay entry date (BPED).

(c) When BPED is the same, use ages (oldest first).

(3) The names of soldiers recommended for promotion who are under suspension of favorable personnel action (AR 600-8-2) will be placed on the selection list and monitored until the action is completed. These soldiers cannot be promoted until the suspension has been lifted (see para 1-14t).

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

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

(b) EA=Enrolled in ANCOC.

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

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

(e) ES=Enrolled in SMC.

(f) GS=Graduated SMC.

d. Considered list. The names of all soldiers considered for promotion by the board will be listed.

e. SMC enrollment selection list. This is the listing required by paragraph 8-12b(2)(d).

f. Alternate ANCOC enrollment selection list. This is the listing required by paragraph 8-6c(2).

3–36. Publication of the selection list

a. The selection lists developed under paragraph 3-35 will be released for publication and distribution after they have been approved by the promotion authority.

b. After the selection lists have been approved, sufficient copies should be distributed to all subordinate and participating commands. The lists (with the social security numbers (SSNs) deleted) should be posted conspicuously so all members of the command are aware of the contents. Each soldier whose name appears on the lists will be provided a copy (with all SSNs deleted from the list).

3–37. Longevity of the selection list

a. The promotion selection list developed under paragraph 3-35c is not a permanent standing list. Each promotion selection list issued by a promotion board is a new report and not integrated with the previously published list. Each promotion selection list must be exhausted by grade, MOS, or geographical location before promotions may be made off the new or subsequent lists.

b. The SMC enrollment selection list and the Alternate ANCOC enrollment selection list developed under paragraphs 335e and f are not permanent standing lists. These lists expire 12 months after release. New lists can be developed by subsequent promotion selection boards and those soldiers who were removed may be reboarded if otherwise eligible.

3–38. Announcement of promotions

a. The promotion authority (para 3-2c) will publish orders announcing promotions, and conditional promotions, to SFC through SGM. The effective date for pay purposes will be the effective date of the promotion order or a future effective date.

b. Unit personnel officers or personnel NCOs will start procedures for issuing promotion certificates (chap 1, sec IV) when they receive the promotion orders.

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

d. A promotion or conditional promotion is not valid and the promotion order will be revoked if the soldier is not or was not in a promotable status on the effective date. The commander must notify the promotion authority when a

soldier is in a nonpromotable status. A conditional promotion will not be revoked because of failure or inability to meet NCOES requirements (see paragraph 7-12d).

e. Orders issued announcing a conditional promotion must be in compliance with paragraph 1-8b.1.

3–39. Accepting promotion to SFC and above

a. A soldier who accepts a promotion, including a conditional promotion, voluntarily agrees to serve in the duty position to which promoted, even if the promotion requires reassignment to another TPU. The soldier must report for duty in the position to which promoted, comply with a reassignment order, if issued, and serve at least 12 months in the duty position before voluntary reassignment to another TPU. An exception to this policy occurs when the soldier has a change of residence or civilian employment or incurs an extreme hardship requiring such reassignment. This policy does not preclude reassignment for the convenience of the government or the good of the command, nor does it preclude reassignment from a TPU to the Ready, Standby, or Retired Reserve, including IMA or AGR status.

b. Promotion and reassignment orders will be revoked for a soldier who fails to decline a promotion based on a concurrent reassignment and who refuses to comply with the reassignment order.

3–40. Enlisted Standby Advisory Board

a. The composition of the Enlisted Standby Advisory Board is under identical criteria as that of enlisted selection boards (para 3–33*a*).

b. The board will consider records—

(1) Not reviewed by a regular board.

(2) That were not properly constituted due to a material error when reviewed by a regular board. (See *d* below.)

(3) Of soldiers on whom derogatory information has been properly substantiated which may warrant removal from a selection list (para 3–41).

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

d. The promotion authority (para 3–2*c*) will determine if a material error existed in a soldier's records when the file was reviewed by the selection board. It must be presumed that a material error in the file may have contributed to nonselection. An error is material when, in the judgment of a mature individual familiar with selection board proceedings, a reasonable chance exists that had the error not existed, the soldier may have been selected. Sometimes, a long standing error once corrected qualifies the member for reconsideration based on the criteria of several boards.

(1) The promotion authority (para 3–2*c*) may forward records to the standby advisory board without a request from the soldier when an omission or material error is found.

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

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

(b) Appropriate supporting documentation must accompany the request.

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

(3) The promotion authority (para 3–2*c*) has approval authority for all requests for promotion reconsideration.

3–41. Removal from a selection list

a. Occasionally, adverse information is discovered concerning a soldier recommended but not yet promoted. When this occurs, and the information would appear to warrant removal from the promotion selection list (para 3-35c), disposition will be considered by the standby advisory board. The board's recommendation will be submitted to the promotion authority for a final decision.

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

c. Recommendations based on reprimands, admonitions, etc., will not be filed at any time in a soldier's OMPF, CMIF, or MPRJ until it has been processed through command channels and approved by the promotion authority. A recommendation for removal, regardless of the basis for such action, may be disapproved at any level of command. A disapproved recommendation will be returned through channels to the recommending commander listing specific reasons for disapproval.

d. Recommendations for removal from the promotion selection list (para 3-35c) (those based on other than reprimands etc.) will be processed as follows:

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

(2) Concurrently with the start of the removal action, the servicing personnel officer will initiate DA Form 268 (Report to Suspend Favorable Personnel Actions) according to AR 600-8-2. The suspension will not be removed until final resolution of the case. This provision applies to all recommendations for removal action.

d.1. A soldier's name may be removed from the SMC enrollment selection list, or the alternate ANCOC enrollment selection list, by the promotion authority on receipt of adverse information which clearly warrants denial of enrollment and participation in the SMC or ANCOC.

(1) The commander, or first field grade officer in the direct line of supervision, may recommend the removal of a name from the SMC or ANCOC selection list at any time based on performance or conduct. Commanders must ensure that such a recommendation is fully documented. This permits factual evaluation by commanders within the soldier's chain of command and the promotion authority.

(2) Before submitting removal action to the promotion authority, the commander initiating the action will send the action in writing to the soldier concerned. This allows the soldier to respond to the proposed action. He or she may submit rebuttal statements within 15 days after receipt of the written notification. Requests to extend this time may be granted by the commander initiating the action under circumstances determined by the commander to be beyond the soldier's control. Denial of the request will be endorsed through the next senior commander. A soldier who elects not to rebut will submit a signed statement that he or she has reviewed the proposed action and elects not to submit a rebuttal.

e. Commanders will promptly advise the promotion authority of any soldier whose name appears on the promotion, SMC, or alternate ANCOC selection list and who is

(1) Reduced.

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

(3) Released from TPU assignment and reassigned to

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

(b) The IRR, Standby, or Retired Reserve.

(c) Control Group (AGR) or (IMA).

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

(4) Dropped from the rolls as a deserter.

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

(6) Under a bar to reenlistment.

(7) Reclassified out of recommended MOS.

(8) Recommended for removal by board action.

(9) Declining promotion.

f. When the promotion authority determines a soldier fits into one of the categories defined in paragraph e(l) through (9) above, the promotion authority will take the following applicable actions:

(1) Remove the soldier from the promotion list; and

(2) Notify Cdr, ARPERCEN (ARPC-MOT-S), through command channels, of any soldier to be removed from the SMC list; or

(3) Notify the appropriate area commander of any soldier to be removed from the Alternate ANCOC selection list.

f.1. When the promotion authority determines a soldier was erroneously considered and selected for promotion or enrollment in the SMC or ANCOC, the promotion authority will take the following applicable actions:

(1) Administratively delete the name of the soldier from the list; and

(2) Notify the soldier, and the soldier's commander, of the deletion and the reason for the list deletion action, and paragraphs of this section.

(3) Notify Cdr, ARPERCEN (ARPC-MOT-S), through command channels, of any soldier whose name is to be deleted from the SMC list; or

(4) Notify the appropriate area commander of any soldier whose name is to be deleted from the Alternate ANCOC selection list.

g. When the promotion authority determines a soldier was erroneously included in a zone, selected, and promotion orders issued before discovery that the soldier did not meet appropriate eligibility criteria, the promotion authority will take the following applicable actions:

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

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

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

(4) Advise the commander and soldier on actions taken.

3–42. Reassignment prior to promotion

When a soldier is reassigned outside the jurisdiction of the promotion authority, he or she must be removed from the selection list (para 3–41*e*). A copy of the selection list will be placed in the soldier's MPRJ. If the soldier is reassigned to—

a. Another USAR TPU, he or she will be integrated on the selection list of the promotion authority having jurisdiction. The soldier's sequence on the list will be determined according to paragraph 3–35*c*(2). If the soldier's recommended MOS is not an authorized MOS within the command, the soldier may request removal from the selection list. This will permit him or her to be reclassified into an appropriate MOS and then compete for selection in the new MOS by board selection.

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

c. The IRR under involuntary conditions (AR 135–178 or AR 140–10), or serves more than 1 year in the IRR, selection list status will not be authorized on reassignment to a TPU.

d. Control Group (AGR), Control Group (IMA), the Standby Reserve, or the Retired Reserve, he or she terminates selection list status and cannot be integrated on a list based on subsequent reassignment to a TPU.

e. Another U.S. Armed Force (to include the Army National Guard and the Delayed Entry Program). He or she terminates selection list status as a result of the discharge from the USAR. A subsequent transfer to, or reenlistment in, the USAR will not authorize integration on a list.

Table 3–3
Instructions for completion of DA Form 3355-1-R (U.S. Army Reserve Promotion Point Worksheet)

Item	Title	Requirement
1	Type	Place a check mark in the appropriate block to indicate if the worksheet is an initial submission for the board consideration or if it is being submitted for reevaluation or recomputation.
2	Date	Enter the date the form was initiated.
3	Name	Enter last name, first name, middle initial (or NMI if none), of soldier being recommended for promotion.
4	SSN	Enter social security account number of the recommended soldier.
5	Grade	Enter present grade (i.e. SPC or SGT) of recommended soldier.
6	Current organization	Enter the current organization to which the recommended soldier is assigned.
7	Recommended grade/MOS	Enter the grade and MOS to which the soldier is being recommended for promotion.
8	PMOS	Enter the soldier's current primary MOS (PMOS).
		SECTION A – RECOMMENDATION
9	From:	Enter the TPU address of the commander submitting the recommendation.
10	Thru:	Enter the military address of the promotion authority if different from the convening authority.
11	To:	Enter the military address of the custodian of the recommended soldier's military personnel records.
12	Under the Provisions of AR 140-158, chapter 3	Place a check mark in the appropriate block (either 12a or 12b).
13	Waivers required	Place a check mark next to the required waiver (13a, 13b, or both).
14	Most recent weapon qualification	Place a check mark in the appropriate block individual assigned and enter the date scored qualification in block 14d.
15	Most recent APFT	Enter the test scores from the most recent APFT in 15a, b, and c. Enter the total in 15d and the date the APFT was conducted in 15e.

Table 3–3
Instructions for completion of DA Form 3355-1-R (U.S. Army Reserve Promotion Point Worksheet)—Continued

Item	Title	Requirement
16	NCOES	The unit commander will certify the soldier's NCOES status by placing a check mark in the appropriate block.
17	Duty performance *(Maximum 150 points)*.	The commander will enter the promotion points he or she has awarded the soldier for duty performance. In awarding these points, the commander should consider values or NCO responsibilities and personal traits such as potential for advancement, competence, physical fitness, military bearing, leadership, training, responsibility and accountability, adaptability, and expression. Evaluate the "whole person."
18	Remarks.	Enter remarks deemed appropriate to expand or explain the recommendation and the remarks required by paragraph 3-10b. For example: a. Explanation of waiver may be addressed in this section. b. Soldier requesting reevaluation must do so by using this section. The soldier's signature and election for either an administrative or total reevaluation must be included. c. A statement that the soldier understands he or she may be reassigned or change duty position on promotion. d. The commander states he or she is willing to release the soldier on promotion, if necessary.
19a	Signature block of commander	Enter the signature block of the commander submitting the recommendation.
19b	Signature of commander	The commander will sign in this item verifying the data provided by the recommendation.
19c	Date	Enter the date the form was signed by the commander.
20a	Signature block of promotion authority	Enter the signature block of the promotion authority.
20b	Signature of promotion authority	The promotion authority will sign in this item verifying his or her finding I item 20c
20c	Approval/Disapproval	The promotion authority will indicate his or her approval or disapproval of the recommendation for promotion by checking the appropriate block.
20d	Date	Enter the date the form was signed by the promotion authority.
	SECTION B – ADMINISTRATIVE POINTS	
Hard copy documents are required to verify the award of all promotion points except as otherwise stated. All items of Section B are required to be authenticated by the responsible administrative personnel official (custodian of records) (SSG or above) prior to initial board consideration, during recomputation periods, and when a reevaluation occurs. Indicate "soldier not available for signature," if applicable.		
1	Duty Performance	*(Maximum 150 points.)* Enter the points awarded by the commander for duty performance in Section A, Item 17.
2a	Awards and Decorations	List and multiply the number of awards received by the number of points authorized for the award as follows: a. Multiply the number of points authorized by the number of awards received. (1) Soldier's Medal or higher award—35 (2) Bronze Star Medal (BSM) (Valor or Merit)—30 (3) Purple Heart—30 (4) Defense Meritorious Service Medal (DMSM)—25 (5) Meritorious Service Medal (MSM)—25 (6) Air Medal (AM) (Valor or Merit)—20 (7) Joint Service Commendation Medal (JSCM)—20 (8) Army Commendation Medal (ARCOM) (Valor or Merit)—20 (9) Joint Service Achievement Medal(JSAM)—15 (10) Combat Infantry Badge (CIB)—15 2a Awards and (11) Combat Field Medical Badge (CFMB)—15Decorations (12) Army Achievement Medal (MM)—10 (13) Army Reserve Component Achievement Medal (ARCAM)—10 (14) Good Conduct Medal (GCM)—10 (15) Armed Forces Reserve Medal (AFRM)—10 (16) Expert Infantry Badge (EIB)—10 (17) Expert Field Medical Badge—10

Table 3–3
Instructions for completion of DA Form 3355-1-R (U.S. Army Reserve Promotion Point Worksheet)—Continued

Item	Title	Requirement
		(18) Basic US Army Recruiter Badge (each subsequent award, that is, Gold achievement Star, Gold Recruiter Badge, Sapphire Achievement Star, will receive— 5 points)—10 (19) Parachutist Badge—5 (20) Parachute Rigger Badge (permanent awards only)—5 (21) Divers Badge—5 (22) Explosive Ordnance Disposal Badge (permanent awards only)—5 (23) Pathfinder Badge—5 (24) Aircraft Crewman Badge (permanent awards only)—5 (25) Nuclear Reactor Operator Badge—5 (26) Ranger Tab—5 (27) Special Forces Tab—5 (28) Driver and Mechanic Badge (maximum 5 points)—5 (29) Air Assault Badge—5 (30) Drill Sergeant Identification Badge—5 (31) Campaign Star (Battle Star)—5 (32) Tomb Guard Identification Badge (permanent awards only)—5 (33) Certificate of Achievement (DA Form 2442) and locally designed Certificates of Achievement. (Both must be awarded by commanders serving in positions authorized the rank of LTC or higher, or any general officer, and must be on file in the oldier's MPRJ.) (maximum 10 points)—5. b. Equivalent awards and decorations earned in other U.S. Armed Forces receive the same points as Army awards. c. Awards of higher skill badges count as subsequent awards and will receive points; for example, a soldier awarded the Senior Parachutist Badge and the Parachutist Badge will be credited with two Parachutist Badges 2a Awards and (10 points). Decorations (1) Soldiers who have been awarded the parachutist badge, are currently serving in an approved TOE/table of distribution and allowances (TDA) parachutist position and are in receipt of incentive pay for parachute duty will be awarded extra points in addition to those awarded badges on line (19), as follows: Parachutist, 20 points; Senior, 25 points; Master, 30 points. (2) Soldiers who receive additional points under these provisions and who voluntarily terminate or are terminated for cause (misconduct or inefficiency) will be subject to an immediate adjustment of Part II, Item 3 (when administrative points are used), and Part III, Items 1 and 3, and will have their points reduced by the appropriate number. (3) Soldiers who are involuntarily terminated from parachutist status due to any reason will have their points immediately reduced by the appropriate number. (4) For soldiers who are reassigned, the following actions will be taken: (a) Losing commander will reduce the promotion points prior to departure (this could be accomplished during out processing). (b) The gaining commander will increase the promotion points if the soldier is assigned to an airborne slot (this could be accomplished during in-processing). d. The Good Conduct Medal ending date (period of service) will be used to determine eligibility for promotion points. The date of the order or ending period, whichever is later, will be used to determine eligibility for promotion points on all remaining awards (for example, ARCOM, MM, MSM, etc). e. Campaign stars may be verified by entries on DA Form 2-1, item 9. f. Promotion points are not authorized for foreign awards, decorations(s) or badges.
2b	Total points granted	*(Maximum 50 points.)* Enter the total points granted for awards and decorations.
3a	Military education	a. Promotion points will be awarded for all military courses defined in AR 351-1 that were successfully completed regardless of current MOS. Nonresident military courses are awarded points under correspondence course rules (see d below). b. Ranger School/Special Forces Qualification Course/Drill Sergeants School will be awarded 30 points except when the course exceeds 15 weeks in which case 2 points per week will be awarded.

Table 3–3
Instructions for completion of DA Form 3355-1-R (U.S. Army Reserve Promotion Point Worksheet)—Continued

Item	Title	Requirement
		c. Promotion points for completion of military courses are authorized for courses listed on a DA Form 87 (Certificate of Training). Training that results in the issue of a DA Form 87 must have been performed during duty hours while serving on active duty (AD), active duty for training (ADT), or inactive duty training (IDT), and funded by the military. Ordinary leave and permissive TDY are not considered as duty time nor are unit funds considered as military funding. Civilian certificates of completion for military training are not authorized promotion points unless verified by DA Form 87. Promotion points will not be awarded for duplicate military training. Promotion points will be awarded as follows: (1) 2 points per week for military courses of at least 1-week duration successfully completed on AD or ADT; or (2) 2 points per 32 hours for military courses of at least 32 hours duration successfully in a U.S. Army Reserve Forces (USARF) school. d. Promotion points for completion of military correspondence (extension) subcourses are as follows: (1) Determine the number of credit hours completed for subcourses, divide that number by 5 (1 point for each 5 credit hours). The result is the number of promotion points to be awarded. Less than 5 credit hours receives no promotion points and fractions will be dropped (for example, 9 subcourse hours are worth 1 point). (2) Promotion points will not be awarded for duplicate subcourses. (3) Promotion points are not authorized for Air Force correspondence courses unless they are reflected on a transcript showing successful completion of the course examination (CE). Promotion points are not authorized for Volume Review Exercise (VRE). e. Headstart courses are authorized promotion points based on the 2 points per week rules. Entries in item 17 of DA Form 2-1 will serve as verification. Points are not authorized for subsequent headstart courses in same language. f. Military education courses completed through the Army Learning Center (ALC) and reflected on DA Form 87 (Certificate of Training) will be awarded promotion points. Only one course applies; therefore do not add course hours together to add up to the full 40 or 80 hours. Duplicate courses may not be awarded points. If promotion points have been awarded for a successfully completed resident or nonresident military education course, no further points may be awarded for the same course completed at an ALC. Soldiers may not be awarded promotion points for ALC courses retroactively. No promotion points are authorized for Certificates of Training for Time-Life video tapes. g. Promotion points are not authorized for completion of basic combat training, MOS producing schools, or MOS proficiency training. This restriction also applies to basic combat training/advanced individual training acquired during prior service or in conjunction with reclassification and/or reenlistment. This restriction applies whether or not the soldier was awarded an MOS, or if the MOS is PMOS, secondary military occupational specialty (SMOS), or additionally awarded military occupational specialty (AMOS). This restriction does not apply to the Special Forces Qualification Course, to further career development training, or any military courses defined in AR 351-1. h. Promotion points for special skill qualifications identifier (SQI) or additional skill identifier (ASI) courses are authorized providing the ASI or SQI is not mandatory for the award of an MOS. Use AR 611-201 in making these determinations. i. Credits are authorized for courses successfully completed by former officers provided the course was not closed to qualified enlisted soldiers (for example, Master Fitness Trainers Course or Defense Language Institute). Soldiers are not eligible for promotion points for attendance at OCS or Warrant Officer Entry Course. j. Courses completed successfully in other U.S. Armed Forces are awarded points on same basis as those for U.S. Army courses. k. Promotion points will not be awarded for attendance at the United States Military Academy Preparatory School (USMAPS)/United States Military Academy (USMA) under military education. However, promotion points will be awarded under civilian education for semester hours earned. l. On-the-job training (OJT) and on-the-job experience (OJE) as defined in AR 351-1 does not qualify for the award of promotion points. m. Fifty promotion points for military education are authorized for successful completion of the Level II Commander Certification Test (TCCT-II and SCCT-II). This test will serve as the proponent certification for MOS 19D, 19E, and 19K. n. Fifty promotion points for military education are authorized for proponent certification for MOS 88K and 88L based on the marine certificate applicable for grade. o. Promotion points are not authorized for Advanced Noncommissioned Officer's Course (ANCOC). p. Medical MOS proficiency training is not authorized promotion points.

Table 3–3
Instructions for completion of DA Form 3355-1-R (U.S. Army Reserve Promotion Point Worksheet)—Continued

Item	Title	Requirement
3b	Total points granted	Enter the total points granted for military education. *(Maximum 200 points.)*
4a	Civilian education	a. Points for civilian education will be granted as follows: (1) Business/trade school/college: 1 point for each semester hour earned. (2) Education improvement (maximum 10 points): Award 10 additional promotion points to any soldier who completes any accredited postsecondary course. If recommended for SSG, the soldier must have completed the course while in the grade of SGT. If the soldier has been awarded the 10 points for obtaining a high school/GED or postsecondary test (not to include those listed in para b. (3) below) prior to the effective date of this change, he or she will keep the points until his or her next computation at which time they will be removed. b. DA policy awards 1 promotion point for each semester hour successfully earned through attendance at or recognized (through transcript) by a regionally accredited college or university, regardless of the basis. Accreditation status is published in *Accredited Institutions of Postsecondary Education* published annually for the Council on L Postsecondary Accreditation by the American Council on Education. Schools are accredited by regional, national, and specialized accrediting bodies. The publication is available at local education centers. (1) For the purpose of awarding promotion points, 1 1/2 quarter hours is equal to 1 semester hour. Therefore, to convert quarter hours to semester hours divide the number of quarter hours by 1.5. The result is the number of semester hours or promotion points to be awarded. No distinction is made between correspondence, extension, or resident courses. When the total hours on a transcript results in a fraction, the total hours on that transcript will be rounded down (example: a soldier has 24 1/2 [.5] hours from NOVA, 10 3/4 [.75] hours from USC, and 201/4 [.25]] hours from CTC, the total would be derived by adding 24 hours from NOVA, 10 hours from USC, and 20 hours from CTC, which would be a total of 54 hours). Soldiers who were awarded points, prior to the effective date of this change, which resulted from fractions of points will keep those points until their next computation at which time they will be adjusted to comply with this paragraph. (2) Official transcripts (student copies are acceptable) will be used to determine number of semester hours earned. Grade slips or reports may be used in place of transcripts providing the required information is on the slip/report and is machine generated by the issuing institution, including the number of hours (semester or quarter) and the school name and address. Courses listed on 2 or more transcripts will be given credit once (duplicate credit will not be given). (3) Promotion points will be awarded for satisfactory examination results obtained under the Defense Activity for Nontraditional Education Support (DANTES) sponsored examination program with credit recommendations. Points will also be awarded for College Level Entrance Program (CLEP) general and subject examinations, DANTES, and American College Test (ACT) proficiency exams. A soldier who satisfactorily completes all five parts of the CLEP general examination (equivalent to 1 year in college or 30 semester hours) will be awarded 30 promotion points or will be considered to have earned the equivalent of 6 semester hours for each of the five parts satisfactorily completed. Soldiers who satisfactorily complete CLEP subject examinations, DANTES SSTs, or ACT proficiency exams will be awarded points based on the number of semester hours recommended by the American Council on Education (ACE) (local Education Center can assist in determining the appropriate number of semester hours). Duplicate credit will not be awarded in any area (local education centers will assist in resolving questions). (4) Promotion points for military or civilian training or experience will only be awarded when accepted by a regionally accredited college or university (shown on transcript). American or Army Council on Education Registry Transcript System (MRTS) transcripts may not be used to determine promotion points in this case since they reflect ACE credit recommendations only. Education centers may assist in the evaluations of college or trade school transcripts (for example, converting quarter, trimester hours, into semester hours). Continuing education units may not be used in computing promotion points. c. Promotion points will be awarded for business or trade school and commercial correspondence courses from accredited schools. Accreditation will be determined as in b(2) above. Completion certificates may be used in place of transcripts provided the number of course hours are listed. The following method will be used to equate business, trade school, and commercial correspondence course hours to semester hours for the purpose of determining the number of promotion points to be awarded: determine the number of classroom hours or clock hours for which the soldier has documentation and divide the number of classroom hours or clock hours by the number "16." The result is the number of promotion points to be awarded. When the total on a transcript results in a fraction, the number of hours will be rounded down (see example in para b(1) above).

Table 3–3
Instructions for completion of DA Form 3355-1-R (U.S. Army Reserve Promotion Point Worksheet)—Continued

Item	Title	Requirement
		d. Soldiers having college credits from foreign colleges or universities will be awarded promotion points according to b above provided their credentials have been evaluated (evaluation must contain a course-by-course breakdown) and accepted by one of the following: (1) A State university or recognized university or college listed in the Accredited Institution of Postsecondary Education published by the ACE. (2) International Education Research Foundation, P.O. Box 66940, Los Angeles, California, 90066. (3) World Education Services, Inc., Old Chelsea Station, P.O. Box 745, New York, New York, 10011. (4) International Consultants, Inc., of Delaware,107 Barksdale Professional Center, Newark, Delaware,19711. (5) Education Credentials Evaluation, Inc., P.O. Box 17499, Milwaukee, Wisconsin, 53217. (6) Educational Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Suite 1000, Sacramento California, 95814. (7) Consulting Engineers/Education Specialist, International Transcript Evaluation Division, P.O. Box 19576, Houston, Texas 77224-9576. (8) Center for Educational Documentation, P.O. Box 326, Boston, Massachusetts 02130. (9) Education Evaluators International, Inc., P.O. Box 5397, Los Amitos, California 90721. e. The personnel activity may, at any time, require the soldier to obtain additional information when the validity or legibility of a transcript or form is in question. f. The following courses will not be authorized promotion points: Basic Skills Education Program (BSEP), English as a Second Language (ESL), and GT Improvement.
4b	Total points granted.	*(Maximum 150 points.)* Enter the total points granted for civilian education.
5	Military Training	*(Maximum 100 points.)* a. Enter in item 5a (Marksmanship) the most recent qualification score with an individual assigned weapon as follows: Weapon Qualification — Promotion points Expert — 50 Sharpshooter — 30 Marksman — 10 (1) The most recent individual assigned weapon qualification score, regardless of date, will be used unless a soldier fails to qualify through his or her own fault. The commander will certify this and the personnel activity will withdraw all points until the soldier qualifies (actions to be completed during recomputation). Qualification score will be provided by the commander or, if data is not available, entry in item 9, DA Form 2-1 will be used to award points. If individual weapon qualification cannot be provided by the commander and verifying information is not in the MPRJ, zero promotion points will be awarded. (2) A soldier's individually assigned weapon should normally be the M16A1 rifle; however, it may be another individually assigned weapon when duty requires (for example, .45 or .38 caliber pistol for military police). The commander's decision applies. b. Enter in item 5b *(Physical fitness test)* the result of the most recent APFT conducted per FM 21-20. To qualify for promotion points, a soldier must attain a minimum score of 60 on each event (sit-ups, pushups, and 2-mile run). APFT score — Promotion Points 300 — 50 299-290 — 45 289-280 — 40 279-270 — 35 269-260 — 30 259-240 — 25 339-220 — 20 219-200 — 15 199-180 — 10 179 or below — 0

Table 3–3
Instructions for completion of DA Form 3355-1-R (U.S. Army Reserve Promotion Point Worksheet)—Continued

Item	Title	Requirement
		(1) Those *soldiers with permanent physical profiles* for the sit-up or push-up events will be granted 60 points for each event waived, use the actual score for each event taken, and must qualify on the 2-mile run or approved alternate test according to FM 21-20. Soldiers taking an alternate event for the 2-mile run and receiving a GO, will receive a score for that event equal to the average scores of the other 2 events. This policy is effective on publication of this change and is not retroactive. Soldiers who have a permanent profile and who took the APFT prior to publication of this change will have their APFT promotion points adjusted during their next computation. (2) Soldiers with temporary physical profiles will use the current APFT score, provided it is not more than 1 year old at the time of their next reevaluation or regularly scheduled recomputation, and the soldier was afforded the opportunity to take an APFT or an authorized alternate test according to FM 21-20. If the soldier was afforded the opportunity to take the test and failed, or through his or her own negligence (as determined by the unit commander) failed to take the test, the soldier will lose the APFT points. If the score is more than 1-year old and the soldier was not allowed to take the test, or could not be tested due to the profile, the soldier will retain the current points until the next reevaluation or regularly scheduled recomputation. c. Enter in item 5c *(Total Points)* the sum of Items 5a and 5b.
6a	Signature of responsible official	The official responsible for recording the administrative points in items 2 through 5 will certify as to the accuracy of the promotion points granted.
6b	Grade	Enter the grade of the responsible official.
6c	Date	Enter the date the responsible official signed the certification.
7a	Signature of recommended soldier	The recommended soldier will certify that the administrative points in items 2 through 5 are correct.
		SECTION C – TOTALS
1	Total administrative	*(Maximum 650 points)*. Enter the total of points Section B, items 1 through 5.
2	Total board points	*(Maximum 150 points)*. Enter the total board points from DA Form 3357-1-R.
3	Total promotion points	*(Maximum 800 points)*. Enter the total of items 1 and 2 above.
4a	Signature block of board recorder	Enter the name and grade of the board recorder.
4b	Signature	The board recorder will certify to the accuracy of the total board points (Item 2) by entering his or her signature in this item.
4c	Date	Enter the date the board recorder certified the accuracy of item 2.
5a	Signature block of promotion authority	Enter the signature block of the appropriate promotion authority
5b	Signature	The promotion authority will certify that the soldier has been recommended for promotion by a valid promotion board by entering his or her signature in this Item.
5c	Date board	The promotion authority will enter the date he proceedings were or she signed Item 5b and approved the board approved proceedings.
6a	Signature of soldier	A soldier verifies that he or she has been counseled on his or her deficiencies by signing in this item.
6b	Date	The soldier will enter the date he or she signed item 6a.
6c	Typed or printed	The counseling official will enter his or her name of counselor name in this item.
6d	Signature of counselor	The counselor will enter his or her signature in this item.

U.S. ARMY RESERVE PROMOTION POINT WORKSHEET

For use of this form, see AR 140-158; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, title 5, USC.
PRINCIPAL PURPOSE: To determine eligibility for promotion.
ROUTINE USES: Information may be referred to appropriate authorities to determine promotion eligibility and validity of points granted.
DISCLOSURE: Voluntary; failure to furnish information requested may result in denial of promotion.

1. TYPE [✓] a. INITIAL [ ] b. REEVALUATION [ ] c. RECOMPUTATION	2. DATE 970407 4. SSN 000-00-0000	3. NAME (Last, First, MI) ADAMS, ALBERT A. 5. GRADE SGT
6. CURRENT ORGANIZATION COMPANY C, 563RD ENG BN 98TH RSC, SOMEWHERE, MD (UIC XXXXX)	7. RECOMMENDED GRADE/MOS SSG/12B	8. PMOS 12B

SECTION A - RECOMMENDATION

9. FROM: (Commander) COMPANY C, 563RD ENGINEER BN SOMEWHERE, MD 00000-0000	10. THRU: (Promotion Authority) COMMANDER 563RD ENGINEER BN ANYPLACE, MD 00000-0000	11. TO: (Custodian of Soldier's Personnel Records) HQ, 563RD ENG BN ATTN: AFER-PA-R ANYPLACE, MD 00000-0000

12. Under the provisions of AR 140-158, chapter 3: (Check one of the following.)

[✓] a. Recommend the above-named soldier for promotion/reevaluation to the grade indicated. (Complete items 12b thru 16, and send to the promotion authority.)

[ ] b. Request the following information be used in the next scheduled recomputation of promotion points. (Complete items14 thru 16, and send to the custodian of the soldier's personnel records.)

13. Waivers required (maximum of two allowed) [✓] a. Time in Service [ ] b. Time in Grade	14. Most recent individual assigned weapon qualification [ ] a. Expert [✓] b. Sharpshooter [ ] c. Marksman	d. DATE 961210

15. Most recent Physical Fitness Test Scores (Minimum score of 60 in each event)

75	a. Situps	90	c. Two-Mile Run	e. DATE 970212
80	b. Pushups	245	d. Total	

16. I certify that the soldier (Must check one of the following on all recommendations)

[✓] a. Has completed the appropriate NCOES for the next higher grade.
[ ] b. Is currently enrolled in the NCOES appropriate for the next higher grade.
[ ] c. Is not enrolled in and has not completed the NCOES appropriate for the next higher grade.

17. I hereby award the soldier 145 promotion points for duty performance. (Maximum 150 points) (Enter in Section B, item 1.)

18. REMARKS
A. THIS SOLDIER MEETS THE PROMOTION CRITERIA IN AR 140-158, CHAP 3.
B. THIS SOLDIER UNDERSTANDS HE MAY BE REASSIGNED OR CHANGE DUTY POSITION UPON PROMOTION.
C. I AM WILLING TO RELEASE THE SOLDIER UPON PROMOTION, IF NECESSARY.

19a. SIGNATURE BLOCK OF COMMANDER EARL B. MONTGOMERY CPT, EN, COMMANDING	19b. SIGNATURE OF COMMANDER Earl B Montgomery	19c. DATE 970407
20a. SIGNATURE BLOCK OF PROMOTION AUTHORITY CHARLES C. COREY LTC, EN, COMMANDING	20b. SIGNATURE OF PROMOTION AUTHORITY Charles C. Corey	
20c. CHECK ONE: [✓] APPROVED [ ] DISAPPROVED		20d. DATE 970410

DA FORM 3355-1-R, JAN 98 EDITION OF JUN 93 IS OBSOLETE

Figure 3–1. Sample of a completed DA Form 3355–1–R (front)

LAST NAME ADAMS	SSN 000-00-0000

SECTION B - ADMINISTRATIVE POINTS

1. TOTAL DUTY PERFORMANCE POINTS GRANTED - Maximum 150 points. *(Enter points awarded by the commander for duty performance in Section A, item 17.)* → 145

2a. AWARDS AND DECORATIONS - Maximum 50 points. List and multiply the number of awards received by the number of points authorized for the award as expressed in the instructions.

1-ARCOM	x	20	= 20		x	=		x =
1-ARCAM	x	10	= 10		x	=		x =
CERTIFICATE OF ACHIEVEMENT	x	5	= 5		x	=		x =
	x		=		x	=		x =

2b. TOTAL POINTS GRANTED → 35

3a. MILITARY EDUCATION - Maximum 200 points

PLDC (ADT) 15 DAYS	4				
BNCOC PHASE I (IDT/ADT)	4				
BNCOC PHASE II (AD/ADT)	4				
36 CORRESPONDENCE HRS	7				

3b. TOTAL POINTS GRANTED → 19

4a. CIVILIAN EDUCATION - Maximum 150 points

UNIV OF MARYLAND 16SH	16		

4b. TOTAL POINTS GRANTED → 16

5. MILITARY TRAINING - Maximum 100 points

a. MARKSMANSHIP	30
b. PHYSICAL FITNESS TEST	25
c. TOTAL POINTS	55

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

a. SIGNATURE OF RESPONSIBLE OFFICIAL	b. GRADE	c. DATE
Edward M. Day	SFC	970414

7a. SIGNATURE OF RECOMMENDED SOLDIER	7b. DATE
Albert A. Adams	970414

SECTION C - TOTALS

NOTE - Only the fractional total promotion points in item 3 of this section will be rounded off to the nearest whole number. A fraction of 5/10 or higher will be rounded up to the next higher whole number. A fraction of 4/10 or less will be rounded down to	GRANTED
1. TOTAL ADMINISTRATIVE POINTS - Maximum of 650 points *(Total of items 1 through 5, Section B)*	270
2. TOTAL BOARD POINTS - Maximum of 150 points	131
3. TOTAL PROMOTION POINTS - Maximum of 800 points *(Add Items 1 and 2)*	401

4. I certify that the total points shown have been accurately extracted from appropriate records, and promotion list points indicated are correct.

a. SIGNATURE BLOCK OF BOARD RECORDER	b. SIGNATURE	c. DATE
SFC EDWARD E. EVANS	Edward E. Evans	970421

5. I certify that the soldier has been recommended for promotion by a valid promotion board.

a. SIGNATURE BLOCK OF PROMOTION AUTHORITY	b. SIGNATURE	c. DATE BOARD PROCEEDINGS WERE APPROVED
CHARLES C. COREY LTC, EN, COMMANDING	Charles C. Corey	970422

6. STATEMENT *(Use only when a recommendation is disapproved, when a soldier is not selected by the board, or when the soldier cannot be added to the recommended list due to not attaining the minimum required points.)*

"I have been counseled on my promotion status and deficiencies."

a. SIGNATURE OF SOLDIER	b. DATE
c. TYPED OR PRINTED NAME OF COUNSELOR	d. SIGNATURE OF COUNSELOR

DA FORM 3355-1-R, JAN 98 (Back)

Figure 3–1. Sample of a completed DA Form 3355–1–R (reverse)

USAR BOARD MEMBER APPRAISAL WORKSHEET

For use of this form, see AR 140-158; the proponent agency is DCSPER

NAME (Last, First, MI)	RECOMMENDED GRADE	PRESENT PMOS	RECOMMENDED MOS
ADAMS, ALBERT A.	SSG	12B	12B

BOARD EVALUATION

AREAS OF EVALUATION	POINT SPREAD				TOTAL
	AVERAGE 1-12 Pts	ABOVE AVERAGE 13-25 Pts	EXCELLENT 26-38 Pts	OUTSTANDING 39-50 Pts	
1. SOLDIER'S ATTITUDE. Includes leadership and potential for advancement. Trends in performance, etc.				45	45
2. SELF IMPROVEMENT. Enrollment in military and civilian courses, etc.				45	45
3. ACHIEVEMENTS. Includes honors, unit training courses, certificates and letters of achievements, etc.				47	47
TOTAL POINTS AWARDED (Maximum 150 Points)					137

REMARKS:

NONE

I DO ✓ DO NOT _____ RECOMMEND THIS SOLDIER FOR PROMOTION

RANK/SIGNATURE OF BOARD MEMBER	DATE
MSG Elizabeth M. Evans	921120

DA FORM 3356-1-R, SEP 87

Figure 3–2. Sample of a completed DA Form 3356–1–R

USAR BOARD RECOMMENDATION

For use of this form see AR 140-158; the proponent agency is DCCSPER

DATE 921121

NAME (Last, First, MI)	SSN	RECOMMENDED MOS	RECOMMENDED GRADE
ADAMS, ALBERT A.	000-00-0000	12B	SSG

BOARD MEMBER	RECOMMENDED FOR PROMOTION YES	RECOMMENDED FOR PROMOTION NO	POINTS AWARDED 1.	2.	3.	BOARD MEMBER TOTAL
(1)	✓		45	45	47	137
(2)	✓		41	40	45	126
(3)	✓		44	40	45	129
(4)						
(5)						
(6)						
(7)						
COMBINED BOARD POINTS						392
DIVIDED BY NUMBER OF BOARD MEMBERS EQUALS BOARD POINTS (Maximum 150 Points)						131

SOLDIER IS ✓ IS NOT _____ RECOMMENDED FOR PROMOTION BY A MAJORITY OF THE BOARD'S MEMBERS.

NO (Yes or No) SOLDIER WAS BOARDED FOR REEVALUATION.

SOLDIER WAS RECOMMENDED FOR PROMOTION AND HIS/HER ADMINISTRATIVE POINTS WHEN ADDED TO HIS/HER BOARD POINTS ____

✓ ARE SUFFICIENT TO ATTAIN PROMOTION LIST STATUS.

_____ ARE NOT HIGH ENOUGH TO ATTAIN PROMOTION LIST STATUS.

RECORDER	PRESIDENT
SSG Leonard L. Lucas	CSM George G. Goode

DA FORM 3357-1-R, SEP 87

Figure 3–3. Sample of a completed DA Form 3357–1–R

NAME	SSN	RMOS	POINTS	RESIDENCE	UNIT OF ASGNMT
a. To staff sergeant, primary zone.					
Hall, Thomas G.	000-00-000	75B	520	Phila (Frankford, PA)	Spt Bn HHD 15th A EB
Kelly, Martin M.	000-00-000	71L	510	Marcus Hook PA	Co C B GB
157th Spt Bn					
Harper, Edward E.	000-00-000	63B	460	Quakertown PA	HHD 157th A NB Spt Bn
b. To staff sergeant, secondary zone:					
Funck, Catherine C.	000-00-000	71L	560	Cherry Hill NJ	Co B A NB 157th Spt Bn
Hoffman, Thomas G.	000-00-000	75B	480	Phila (Olney) PA	Co A 157th A NBSpt Bn
c. To sergeant, primary zone:					
Shelly, Linda L.	000-00-000	64C	490	Wilmington DE	Co D 157th A NP Spt Bn
Logano, Cathy	000-00-000	63B	480	Camden NJ	Co C 157th A GP Spt Bn
d. To sergeant, secondary zone:					
Goldman, Herschel G.	000-00-000	64C	470	Chester PA	Co C 157th A EP Spt Bn
Martin, Gilbert	000-00-000	94B	460	King of Prussia PA	Co A 157th A NP
Spt Bn					

Encl 1

Figure 3–4. Sample format for report of local board proceedings

Recommended for promotion to staff sergeant

RMOS	*Points*	*Name*	*SSN*	*Residence*	*Zone*	*Unit of Assignment*	*Code*	*NCOES*
12B	646	Hoffman, Thomas K.	000-00-000	Hugensburg	P	D/1/392/3 Bde	A	NB
12B	644	Harper, Donald T.	000-00-000	Hallstead PA	P	B/3/392/3 Bde	A	NB
12B	642	Cook, Donald A.	000-00-000	Hallstead PA	P	B/3/392/3 Bde	A	GB
31V	641	Calhoun, Robert A.	000-00-000	Rochester	P	1159th USAR School	A	NB
36C	640	Dinehart, Ralph C.	000-00-000	Liverpool	S	A/3/389/A Bde	A	NB
51N	638	Thomas, Carl I.	000-00-000	Liverpool	S	A/3/389/A Bde	A	EB
51N	637	Charleston, Richard	000-00-000	Floral Park	P	414th CA CO	B	GB
76Y	560	Burk, Dorothy M.	000-00-000	Clay	P	B/3/389/1 Bde	A	GB
12B	548	White, Paul A.	000-00-000	Elmira	S	C/2/392/3 Bde	A	NB
12B	539	Fantone, Arnold B.	000-00-000	Marietta	S	HHD/3/389/1 Bde	E(8708 22)	
71Q	538	Smythe, Timothy R.	000-00-000	Floral Park	S	414th CA Co	B	EB
71L	499	Cudeheay, Eugene J.	000-00-000	Liverpool	P	403d CA Co	C	NB
12B	483	Mack, Anthony W.	000-00-000	Canton	S	C/479th Engr Bn	A	GB
12B	479	Peck, Joseph P.	000-00-000	Lima	P	E/1/392/3 Bde	A	GB
71L	478	Jones, Joseph J.	000-00-000	Liverpool	S	403d CA Co	C	EB
Recommended for promotion to sergeant								
12B	512	Benkowski, Ralph E.	000-00-000	Elmira	P	C/2/392/3 Bde	A	EP
12B	501	Babcock, Thomas M.	000-00-000	Rochester	P	HHC/98th Div	A	EP
12B	491	Hughes, Richard M.	000-00-000	Massena	S	B/479th Engr Bn	A	GP
71L	482	Marvel, Leona M.	000-00-000	Belmont	S	B/3/98/4 Bde	A	NP
76Y	479	Hurwitz, Larry B.	000-00-000	Lancaster	P	C/1/98/4Bde J(870901)	J	GP
12B	475	Lacomb, Lewis R.	000-00-000	Glenmont	S	C/4/389/1 Bde	A	NP
12B	471	Preston, Thomas R.	000-00-000	Perry	S	HHD/2/390/2 Bde	A	GP
12B	469	McCury, Thomas M.	000-00-000	Deruyter	P	C/3/389/1 Bde	A	EP
12B	460	Burgess, John A.	000-00-000	Batavia	S	B/2/390/2 Bde	A	NP
71L	452	Cichon, Jocene D.	000-00-000	Buffalo	P	HHD/1/391/2 Bde	A	NP
94B	432	Loris, Eugene S.	000-00-000	Buffalo	S	HHD/1/98/4 Bde	B	NP
12B	422	Glenn, Edward L.	000-00-000	Marietta	S	HHD/3/389/1 Bde	A	EP
12B	419	Gallagher, Tom	000-00-000	Messena	S	B-479th Engr Bn	A	EP
76Y	412	Clagria, Jeffrey R.	000-00-000	Ilion	S	414th CA Co	A	NP

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

This output is subject to the Privacy Act of 1974 (PL 93-579). The user of this listing must determine the sensitivity level and handle accordingly. Privacy information will be safeguarded IAW AR 340-21, para 5-13 (to be protected as a minimum to the same degree as for official use only).

PCN: GRA-P01 PAGE: 0001
PREPARED: 901119 SIDPERS-USAR RCS: AG-883
FREQUENCY: MONTHLY ADVANCEMENT ELIGIBILITY AS OF: 901103
STATUS ROSTER
PART B:

UNIT: 0409 IN BN 01 SPT CO LT INF UIC: WRGBPO
5406 6TH AVENUE NW MUSARC: 4H 88TH ARCOM
CAMBRIDGE MN 55008 TCC: 4239

THE FOLLOWING PERSONNEL ARE ADVANCED TO THE GRADE SHOWN:
ADVANCED TO PV2:

NAME	SSN	PMOS	DATE OF RANK	EFFECTIVE DATE
CAN, WHIL U.	XXX-XX-XXXX	XXXX	10 JAN 91	10 JAN 91
LIFE, GIV R.	XXX-XX-XXXX	XXXX	20 JAN 91	20 JAN 91

ADVANCED TO PFC:

SIN, DIE T.	XXX-XX-XXXX	XXXX	10 JAN 91	10 JAN 91
UP, HUR E.	XXX-XX-XXXX	XXXX	20 JAN 91	20 JAN 91

ADVANCED TO SPC:

RITE, RITE S.	XXX-XX-XXXX	XXXX	10 JAN 91	10 JAN 91
RONG, RONG S.	XXX-XX-XXXX	XXXX	20 JAN 91	20 JAN 91

Under the authority of AR 140-158, paragraphs 3-6, 3-7, and 3-8, I certify that the personnel listed above are advanced on the effective date shown. Advancement is not valid and will not be effective if the soldier is not in a promotable status on the effective date of the advancement.

Signature of Commander or Authorized Representative

DATE: _____ (Must be dated in advance of the effective dates shown above)

Figure 3–6. Sample format of SIDPERS-USAR Advancement Eligibility Status

DEPARTMENT OF THE ARMY
Headquarters, 200th U.S. Army Reserve Command
251 E. Broad Street, Someplace, XX, 00000-0000

ABCD-EFG (310-2d) 15 August 1996

MEMORANDUM FOR: ***(Name, rank, address of eligible MSG/1SG. Do not enter SSN)***

SUBJECT: Notification of Board Proceedings to Select MSG/1SG for Enrollment in the U.S. Army Sergeants Major Course

1. On ***(date)*** at ***(location)*** a senior enlisted promotion selection board will be convened per ***(For TPU enter "AR 140-158, chapter 3, section IV". For IRR/IMA enter "AR 140-158, chapter 5")***. This board has also been chartered to review the records of all eligible master sergeants (MSGs) and first sergeants (1SGs) assigned or attached to this command, and to select the best qualified for enrollment in the resident and corresponding studies U.S. Army Sergeants Major Course (SMC).
2. MSGs/1SGs selected for promotion to sergeant major (SGM) will be automatically enrolled in the SMC. MSG/1SG selected by this board for enrollment in the SMC will be enrolled in the resident or corresponding studies course in a priority established by the Office, Chief Army Reserve, and based on the availability of school seats and funding.
3. To be eligible for consideration by the board for enrollment in the SMC, a MSG or 1SG must--
   a. Respond to this notification from the promotion authority.
   b. Not be the subject of action leading to administrative separation under AR 135-178 or AR 635-200, or reassignment to the Individual Ready, the Standby, or the Retired Reserve per AR 140-10.
   c. Not be under a suspension of favorable personnel actions (flagged).
   d. Have completed ANCOC or the equivalent.
   e. Not have been previously selected for the SMC and subsequently was denied enrollment, became an academic failure, did not meet graduation requirements, became a "No-Show," or did not complete the course within 36 months of enrollment.
   f. If selected for the resident course, must be able to serve as an assigned member of a Selected Reserve troop program unit (TPU) of the USAR for at least 24 months following graduation prior to mandatory removal on attaining the maximum years of service for a MSG or 1SG.
4. Enclosed is a preaddressed endorsement to this memorandum. Should you desire to be considered by the board for enrollment in the SMC, or to decline board consideration at this time and be reconsidered at a later date, you must inform this Headquarters by the enclosed endorsement on or before ***(date)***. Failure to respond to this notification by ***(date)*** on the enclosed endorsement, will be considered as a refusal to be considered for enrollment in the SMC and the board will not review the records.
5. Should you need assistance in this matter, please contact ***(Name of POC)*** at ***(Telephone number of POC)***.

FOR THE COMMANDER:

Encl
as

Figure 3–7. Sample format for notification of a Sergeants Major Course selection board with an appropriate response

(NOTE: The following sample endorsement should be partially completed and preaddressed by the command issuing the basic memorandum.)

ABCD-EFG (ABCD-EFG/15 Aug 94) (310-2d) 1st End
SUBJECT: Notification of Board Proceedings to Select MSG/1SG for Enrollment in the U.S. Army Sergeants Major Course

(Name, Rank, Address of MSG/1SG preaddressed by the command. Do not enter SSN.)

FOR Commander, 200th U.S. Army Reserve Command, ATTN: ABCD-EFG, 251 E. Broad Street, Someplace, XX, 00000-0000

(If you wish to be considered by the board for selection and enrollment in the U.S. Army Sergeants Major Course (SMC), use the following paragraph.)

1. I want to be considered by the board for selection and enrollment in the U.S. Army Sergeants Major Course (SMC). I understand the importance of reviewing my military records or packets to ensure accuracy and completeness before my records are sent before the SMC selection board. I also understand there are no provisions for reconsideration by a standby board for SMC selection and enrollment.
(If selected for the SMC, and enrollment in the resident course is desired, use the following subparagraph.)

a. If selected for the SMC I desire enrollment in the resident course. (Not applicable if assigned to the Standby Reserve (Active List)). I understand enrollment in the resident course requires me to serve on active duty for training (ADT) for 9 months and is based on the availability of funds and the priority of seating. I understand if I am not enrolled in the resident course I will be enrolled for the corresponding studies course which has a 2-week resident phase.

(If selected for the SMC, and are unable to attend the resident course, use the following subparagraph.)

b. If selected for the SMC I cannot attend the resident course and I understand that I will be enrolled for corresponding studies which has a 2-week resident phase.

(If you wish to decline consideration by the board for selection and enrollment, use the following paragraph.)

2. I hereby decline consideration by the board for selection and enrollment in the U.S. Army Sergeants Major Course (SMC) at this time.

(Signature and signature block of responding MSG/1SG)

Figure 3–7. Sample format for notification of a Sergeants Major Course selection board with an appropriate response—Continued

Chapter 4
Promotion of Soldiers Serving on Active Guard/Reserve (AGR) Status

Section I
Introduction

4–1. Scope

a. This chapter outlines policy and procedures for the promotion of USAR soldiers serving on AD in AGR status. It contains provisions offering broad opportunities for advancement to qualified personnel accepting AGR-wide assignments.

b. This chapter also gives AGR enlisted promotion selection boards the authority to recommend removal or termination of nonproductive soldiers from AGR status.

c. Eligibility and selection criteria other than those prescribed by this chapter are prohibited. This will maintain

uniform promotion requirements. For example, a commander may not require that a soldier be assigned to a command for a certain number of months as a prerequisite for promotion consideration.

d. Promotions made according to this chapter are permanent.

4–2. Promotion authority

a. The commanders specified in (1) through (5) below may promote. However, they are subject to the authority and responsibility of higher commanders.

(1) *To CPL or SPC and below.* Unit commanders may advance or promote assigned soldiers. They may also advance or promote attached eligible soldier's subject to the concurrence of the soldier's assigned commander.

(2) *To SGT.* Field grade commanders of any unit authorized a commander in the grade of lieutenant colonel (05) or higher. The commander may promote soldiers assigned to units that are attached, assigned, on temporary duty (TDY), or attached (for military justice and administration) to their command or installation. Authority will not be further delegated.

(3) *To SSG through SGM.* HQDA (Cdr, PERSCOM (TAPC–MSL)).

(4) *Hospitalized soldiers.* Medical facility commanders may promote hospitalized personnel up to SGT (chap 6).

(5) *Posthumous promotion.* HQDA (Cdr, PERSCOM (TAPC–MSL) (chap 6).

b. A higher level commander within the chain of command may restrict promotion by a lower level commander. This does not deprive the lower level commander of reduction authority otherwise provided for in this regulation. Commanders will be advised in writing of this restriction.

Section II
Advancement to PV2, PFC, and SPC and Promotion to CPL and SGT

4–3. Advancement and promotion procedures

a. This section, and other applicable provisions of this chapter, governs administrative advancement to PV2, PFC, and SPC and promotion to CPL and SGT. Advancement to PV2, PFC, and SPC under this chapter will be processed as follows:

(1) The unit commander will announce the advancement by DA Form 4187. Copies will be provided to—

(a) The soldier.

(b) Unit files.

(c) Personnel Service Center. (PSC.)

(d) Cdr, ARPERCEN (DARP–ARE).

(2) PSC will update the soldier's personnel records and provide a copy of the form to the JUMPS-Army input station.

(3) Cdr, ARPERCEN (DARP–ARE) will update the soldier's career management information file (CMIF) and the data base and provide a copy to Cdr, ARPERCEN (DARP–PRR–R). This copy will be filed in the soldier's OMPF.

b. For SGT and below, the promotion authority or higher headquarters may determine a soldier's eligibility to be advanced or promoted with a retroactive DOR. This occurs when the soldier's advancement or promotion was delayed due to administrative error. The effective date of promotion will be under paragraph 1–8*c*. See paragraph 1–9 for guidance on advising soldiers of the procedures to correct the effective date of a promotion.

4–4. Advancement to PV2

a. Normal advancement. A soldier will be advanced to PV2 when he or she completes 6 months of service from the day of entry on IADT. This is provided the advancement is not stopped by the commander. No minimum period of AGR service is required for advancement to PV2.

b. Accelerated advancement. To recognize outstanding performance, local commanders may advance soldiers to PV2 who have at least 4 months of service from the day of entry on IADT.

c. Advancement restrictions. When a soldier has 6 months' service but is not promotable for reasons in paragraph 1–14, he or she may be advanced to PV2 on the date promotable status is regained. When a soldier has been reduced to PV1, he or she may be advanced to PV2 on the date promotable status is regained.

4–5. Advancement to PFC

Advancement to PFC is not mandatory.

a. Normal advancement. Unit commanders may, without constraint, advance soldiers who qualify.

(1) Twelve months of TIS (para 1–11*b*).

(2) Four months TIMIG (para 1–11*a*). Waiver of 2 months TIMIG is authorized.

(3) No minimum period of AGR service is required.

b. Accelerated advancement. To recognize outstanding performance, unit commanders may advance soldiers to PFC who have at least 6 but less than 12 months of TIS. Two months of the required 4 months TIMIG may be waived.

4–6. Advancement to SPC and promotion to CPL and SGT

Promotion authorities may advance soldiers to SPC and promote soldiers to CPL and SGT who are in a promotable status and who meet the eligibility criteria.

a. The eligibility criteria for advancement to SPC and promotion to CPL and SGT are listed in (1) through (13) below. Waivers are not authorized except where indicated.

(1) *Promotable status.* The soldier must be in a promotable status.

(2) *TIMIG (para 1–11a).*

(a) To CPL or SPC, 9 months TIMIG as a PFC. This may be waived to 4½ months.

(b) To SGT, 8 months TIMIG as a CPL or SPC. This may be waived to 4 months.

(3) *TIS (para 1–11b).*

(a) To CPL or SPC, 15 months TIS (nonwaivable).

(b) To SGT, 24 months TIS. Up to 12 months of this may be waived.

(4) *Required AGR service.*

(a) To CPL or SPC, soldier must have completed a minimum of 3 continuous months on AGR status by the effective date of the promotion.

(b) To SGT, soldier must have completed a minimum of 6 continuous months on AGR status by the effective date of the promotion.

(5) *MOS.* Soldiers will be promoted only in their CPMOS (AR 611–201). They must be fully qualified in the MOS in which recommended for promotion. On entry on AGR status, soldiers who accepted assignment to a duty position not relating to their PMOS or SMOS must become fully qualified in the duty MOS. They must also be reclassified before, or at the time of, the promotion.

(6) *Physical qualification.* Soldiers must be physically qualified to perform the duties of their MOS and grade to which promoted according to AR 611–201. In addition, they must meet the Army body fat standards per AR 600–9 at the time of promotion.

(7) *Proper grade.* A soldier must be in the grade directly below that in which being promoted.

(8) *Education.*

(a) To CPL or SPC completion of eighth grade, GED equivalent, or higher education.

(b) To SGT, be a high school diploma graduate or GED equivalent (para 1–13).

(9) *Security clearance.* The soldier must have the security clearance or favorable security investigation required by the MOS in which promotion is to be made. Promotion may be based on an appropriate interim clearance.

(10) ***(Rescinded.)***

(10.1) *NCOES.* Except as otherwise provided in chapter 8, section IV, must be a graduate of PLDC or the equivalency as required by paragraph 8-2 (nonwaivable).

(11) *Position vacancy.* Position vacancies are required. Advancement to SPC and promotion to CPL and SGT may not be based on a position vacancy calling for SFC or higher. The soldier must be assigned to the higher graded position vacancy prior to execution of the promotion. However, this will not preclude promotion to the higher grade prior to movement for a permanent change of station (PCS).

(12) *Promotion selection boards.* Consideration or selection by a promotion board is not required.

(13) *Recommendation.* For promotion to SGT, the soldier must have been recommended by his or her immediate commander (para 4–7).

b. Soldiers promoted in their CPMOS will be advanced to SPC or promoted to CPL according to the standards of grade authorizations in AR 611–201.

c. This paragraph will be cited as the authority on advancement or promotion orders.

4–7. Recommendation for promotion to SGT

a. A recommendation for promotion, including authorized waivers, will be submitted to the promotion authority (para 4–2*a*(2)) by the soldier's immediate commander. The recommendation will be prepared on a memorandum. The immediate commander will—

(1) Indicate the soldier meets the promotion requirements of this regulation and whether the soldier is currently enrolled in PLDC, or is a graduate of PLDC or the equivalent per paragraph 8-2.

(2) Certify that the commander and the soldier understand the soldier may be reassigned, or change duty positions, as a result of the promotion.

(3) Send the recommendation, with any waivers, through channels to the headquarters of the promotion authority.

b. All recommendations will be processed through the unit commander of the soldier's parent organization.

c. Each recommendation for waiver will be clearly defined and justified to permit proper consideration.

d. The promotion authority will approve or disapprove the recommendation.

(1) If the recommendation is approved and the recommended soldier is occupying a SGT or SSG position vacancy and has completed PLDC, the promotion authority will direct publication of the promotion orders through channels to Cdr, ARPERCEN (ARPC-ARE) who must verify and confirm position and NCOES data prior to promotion orders being published.

(1.1) If the recommendation is approved, but the soldier is not occupying a SGT or SSG position, or has not completed PLDC, the promotion authority will send the approved recommendation through channels for identification of an AGR position vacancy to which the soldier could be reassigned for promotion purposes, or to ensure the soldier is scheduled for enrollment in the PLDC.

(1.2) Reassignment of a SPC for promotion purposes, whether involving expenditure of PCS funds or not, requires prior approval of Cdr, ARPERCEN (ARPC-ARE).

(1.3) A conditional promotion to SGT (para 8-19a) requires prior approval of Cdr, ARPERCEN (ARPC-ARE). Promotion authority must ensure the promotion order contains the statement required by paragraph l-8b. 1(2).

(2) If the recommendation is disapproved, it will be returned through channels to the immediate commander. The commander will counsel the soldier on the reasons for disapproval. He or she will point out deficiencies and suggest ways for improvement.

4–8. Distribution of advancement or promotion orders

a. A copy will be given to the soldier's servicing PSC. The PSC will make the appropriate entries in the soldier's records and file the order in the MPRJ. The PSC must ensure a copy is sent to the Finance and Accounting activity.

b. Two copies will be sent to Commander, ARPERCEN, ATTN: DARP–ARE, 9700 Page Boulevard, St. Louis, MO 63132–5200. The soldier's personnel manager will update the soldier's career file and issue reassignment orders if necessary. The personnel manager must ensure a copy is inserted in the soldier's OMPF.

c. Copies will be retained in the promotion authority's administrative files per AR 25–400–2.

d. A copy will be given to the soldier.

e. When a soldier is promoted to SGT, provide a copy of the order to PERSCOM per paragraph 1–8.2.

Section III
Selection and Promotion to SSG through SGM

4–9. Scope

A centralized promotion system has been in effect for the promotion of USAR AGR soldiers since January 1979. This section retains the centralized system for promotion to SSG, SFC, MSG, and SGM.

a. Promotion to SSG and above will be made through the centralized process against existing or projected vacancies in the AGR Program. Soldiers will be promoted in the MOS recommended by the board, according to their sequence number on the list. However, a MSG or 1SG who has been selected a CSM (designee) and assigned to a CSM position, will be promoted to SGM without regard to list sequence (AR 135–205, chap 6). Incumbency in a position will not afford a soldier promotion ahead of another eligible soldier with a lower sequence number in the same MOS. The MOS in which the promotion is to be made becomes the soldier's PMOS except for detailed recruiters per paragraph 4–20. Subsequent assignments will be in the PMOS.

(1) A soldier must be promoted in a position requiring the MOS recommended by the board. Subsequent assignment or reassignment after promotion will only be in the recommended MOS which, except for a detailed recruiter (para 4–20), will become the soldier's PMOS. A soldier selected for promotion in other than his or her PMOS will be ineligible for any voluntary reclassification action for 24 months following promotion.

(2) A soldier who is reclassified, or reassigned pending reclassification, in another MOS *before the adjournment date of the board*, has been considered in the wrong MOS. If the soldier is selected in the previous MOS, his or her name will be removed from the recommended list per paragraph 4–19*f*(9). The soldier will be referred to the Standby Advisory Board for consideration in the correct MOS per paragraph 4–18*e*(11).

(3) A soldier who is reclassified, pending reclassification, or reassigned pending reclassification, into another MOS *after the adjournment date of the board* will only be promoted against a position requiring the MOS recommended by the board.

(a) If the soldier is *pending* voluntary reclassification out of the recommended MOS, he or she must be counseled that such action will deny promotion and cause removal from the recommended list. If the soldier declines the promotion in the recommended MOS, then paragraph 4–19*f*(11) applies.

(b) If the soldier is *pending* involuntary reclassification out of the recommended MOS, commanders and managers must carefully weigh the rationale for the involuntary reclassification, since such action will deny the soldier's promotion and cause his or her name to be removed from the recommended list.

(c) If the soldier *has been* reclassified, or reassigned pending reclassification, out of the recommended MOS, the soldier's name will be removed from the recommended list (para 4–19*f*(9)) and if eligible, may be considered by the next USAR AGR enlisted selection board. However, removal from the recommended list applies only in those cases

where the soldier cannot revert back to an assignment in a promotable position requiring the MOS recommended by the board.

b. Soldiers promoted to SSG and above will be reassigned to a position authorized for the new grade with a concurrent PCS, if needed.

c. Selection and promotion authority by HQDA does not deprive local commanders of the authority to reduce a SSG through SGM for inefficiency or conviction by a civil court (chap 7).

4–10. Eligibility and general criteria for consideration

a. Eligibility for promotion consideration to SSG through SGM is based on DOR. In addition, for MSG or 1SG and SGM, cumulative enlisted service is also required. The criteria for primary zone (PZ) and secondary zone (SZ) consideration for each grade will be announced by HQDA before each board. No provisions exist whereby a soldier may decline promotion consideration. The eligibility criteria in *b* below must be met before the HQDA board convenes to qualify a soldier for inclusion in a zone of consideration.

b. General criteria are prescribed in a memorandum of instruction MOI to the HQDA board. General guidance is also provided to each selection board. The general guidance and MOI are published with the results of the board. The soldier must meet the following criteria:

(1) Meet announced TIMIG and TIS requirements and other eligibility criteria prescribed by HQDA.

(2) For consideration to MSG and SGM, have at least 8 and 10 years respectively of cumulative enlisted service creditable in computing basic pay.

(3) Have completed 12 continuous months in an AGR status by the zone cut-off date established and announced by HQDA (DAPE–MPE).

(4) Be serving in an AGR status on the convening date of the selection board. Soldiers who will not be in AGR status on that date will be removed from the zone of consideration. They will not gain eligibility under the criteria in effect for that zone.

(5) Have at least a high school diploma or GED equivalent, or higher (para 1–13).

(6) Except as otherwise provided in chapter 8, section IV, must be a graduate of the NCOES course or equivalency required for his or her current grade as required by paragraph 8–2.

(7) Meet the following security clearance requirement.

(a) SSG and SFC. The soldier must have an appropriate security clearance required by the MOS at the time of promotion. Promotion to SSG may be based on an interim clearance.

(b) MSG and SGM. The soldier must have a favorable NAC completed at the time of promotion. The soldier must have a final SECRET security clearance or higher at the time of promotion.

(8) Not be barred from reenlistment according to AR 140–111.

(9) Not be denied continuation or retention in AGR status as a result of board action.

(10) Soldiers serving in DMOS 00E who are selected for promotion must successfully complete the transitional training and evaluation period before being promoted.

c. Cdr, PERSCOM (TAPC–MSL–E) will provide each PSC with a roster of soldiers identified in the zone of consideration for promotion to the next higher grade. Each PSC will—

(1) Verify the accuracy of the roster, reporting any discrepancies to Cdr, PERSCOM (TAPC–MSL–E).

(2) Provide each eligible soldier the opportunity to review their records and verify the information contained on DA Form 2–1.

(3) Prepare and send to Cdr, PERSCOM (TAPC–MSL–E) a packet on each eligible soldier according to the forwarding letter.

d. Each soldier in the zone of consideration will receive a letter from Cdr, PERSCOM (TAPC–MSL–E) directing them to—

(1) Provide a current photograph according to AR 640-30, paragraph 8, if needed.

(2) Contact their PSC to review their personnel records and verify the information contained on DA Form 2–1 and DA Form 2A.

(3) Write a letter to the president of the selection board, if desired (para 4–11*c*(1)).

e. Documents submitted for update of the OMPF must be processed by the MPRJ custodian per AR 600–8–104.

4–11. AGR enlisted selection boards

Selection of soldiers for promotion to SSG through SGM, or for attendance at the SMC, or as alternates to attend BNCOC/ANCOC, will be made by AGR enlisted selection boards convened by Cdr, PERSCOM (TAPC-MSL) at ARPERCEN. All SGTs and above, within the announced zones of consideration, meeting the eligibility requirements of paragraph 4-10 will be considered by the board.

a. Composition. Selection boards will be composed of at least five voting members. Both sexes and minority representation will be routinely provided. Board members must be senior in grade to those being considered. A soldier

being considered by the board will not serve as a board member. As a minimum, the board must consist of the following:

(1) The board president will be a colonel.

(2) A lieutenant colonel on the active duty list.

(3) Two sergeants major serving in an AGR status.

(4) A command sergeant major, Regular Army.

(5) A commissioned officer or warrant officer appointed to serve as recorder without vote.

b. MOI. A separate MOI will be issued by HQDA (DAPEMPE) for each board convened. The MOI will prescribe the oath that each board member must take, reports to be rendered, maximum number to be selected, and other administrative details, as required. The MOI may also prescribe the selection process, zones of consideration, and administrative details necessary for the board to select MSGs and 1SGs for enrollment in the SMC (para 1-32). These documents will be published as enclosures to the letter announcing the results of the selection board.

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

(1) A soldier who is within an announced zone may write to the President, HQDA, USAR AGR Enlisted Selection Board. The soldier may invite attention to any matter of record which he or she feels is important in the consideration of individual records. Such letters may not contain any adverse comments concerning the character, conduct, or motives of any other person, or criticize any other soldier.

(2) Communications must be received before the convening date of the board to be reviewed by the board. Written communications will be acknowledged if accompanied by a self-addressed DA Form 209 (Delay, Referral, or Follow-up Notice). However, if not reviewed by the board, it will not constitute a basis for promotion reconsideration.

(3) Written communications with any enclosures will be addressed to the president of the HQDA AGR Selection Board and treated as privileged communications. These communications will be filed with board proceedings by Cdr, PERSCOM (TAPC–MSL–E), for 1 year.

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

d. Complete-the-record NCO–ER. A complete-the-record NCO–ER may be submitted according to AR 623–205 and the HQDA (DAPE–MPE) message announcing the zones of consideration.

e. Official photograph. Each soldier being considered by the AGR selection board must have a current official photograph in his or her personnel records or packet. The photograph may be either a chemically produced 4-x 10-inch photograph, or a 4-x 6-inch digital photograph, taken per AR 640-30, paragraph 8. The soldier's height and weight must be entered in the lower margin on the front side of the photograph.

4–12. Selections

Selections by HQDA boards will be based on impartial consideration of all eligible soldiers in the announced zone.

a. Boards will select the "best qualified" soldier in each MOS for promotion to SSG through SGM. They will recommend a specified number of soldiers by MOS from the zones of consideration who are the best qualified to meet the current and projected needs of the USAR AGR program. The total number which may be selected in each MOS is based on USAR AGR requirements to fill current and projected position vacancies. These requirements are announced in the MOI or HQDA message.

b. Soldiers will not be given specific reasons for nonselection. Board members may neither record nor give reasons for selection or nonselection of individual soldiers. Selections are based on relative qualifications and the projected need in each MOS.

c. Boards will select eligible soldiers (para 8-16) for enrollment in the SMC (resident course only) as prescribed by the MOI (para 8-11).

d. When tasked, boards will provide an order-of-merit listing of high quality SGTs to attend BNCOC, and SSGs to attend ANCOC, as alternates per paragraph 8-7c.

4–13. Reporting selection board results

Selection boards will issue a report showing the results of their deliberations. That report will be sent to HQDA (DAPE–MPE) for approval and will include the following enclosures:

a. MOI (minus selection objectives).

b. Board membership.

c. Recommended list.

(1) Each soldier will be assigned a promotion sequence number within each MOS group.

(2) The names of soldiers recommended for promotion will be placed in promotion sequence number by MOS.

(3) Sequence numbers for promotion will be determined by seniority within each recommended MOS. In effect, each MOS will have its own selection list. Sequence numbers will be assigned within recommended MOS based on:

(a) Seniority of DOR, then

(b) BPED when DOR are the same.

(c) Age (oldest first) when DOR and BPED are the same.

(d) ***(Rescinded.)***

(4) If AR 600–8–2 applies, the names of those soldiers will not be listed. They will be informed in writing, through command channels, that they have been selected (para 1–14*t*).

(5) The list will be coded to identify those soldiers who are enrolled in, or have been credited with completion of, the NCOES course required for the recommended grade (para 8-2).

d. Considered list.

4–14. Announcement of promotions

a. Cdr, PERSCOM (TAPC-MSL-E), will publish orders announcing promotions and conditional promotions to SSG through SGM. The effective date for pay purposes will normally be the date of the promotion order or a future effective date. (See paras 1-8c, 1-9, and 1-10 for exceptions.)

b. PSC will issue promotion certificates (chap 1, sec IV) when they receive the promotion orders.

c. Promotions will only be made against a current or projected vacancy to which the soldier is or will be reassigned.

d. A promotion is not valid and the promotion order will be revoked if the soldier is or was not in a promotable status on the effective date (para 1–8*d*). The commander will notify Commander, PERSCOM, ATTN: TAPC–MSL–E, 9700 Page Boulevard, St. Louis, MO 63132–5200, when a soldier is in a nonpromotable status (para 1–14).

e. Orders issued announcing a conditional promotion must be in compliance with paragraph 1-8b.1.

4–15. Accepting promotion to SSG and above

a. Unless a soldier declines (in writing) promotion to SSG or above, it is considered to be accepted as of the effective date of the announcing order. The name of a soldier who declines promotion will be removed from the recommended list. The soldier must send the letter of declination through command channels. It will be sent through the servicing PSC and Cdr, ARPERCEN (DARP–ARE) to Commander, PERSCOM, ATTN: TAPC–MSL–E, 9700 Page Boulevard, St. Louis, MO 63132–5200. This letter of declination must be submitted not later than 30 days after the effective date of the promotion or date of the order, whichever is later. Those who are not promoted with a future effective date must send the letter not later than 30 days after receipt of the promotion orders, or official verbal notice. Promotion orders will be revoked on receipt of the soldier's timely declination. Declinations submitted after the above dates will not be valid unless approved on a case by case basis by PERSCOM. Such approval will be based on a valid explanation for the delay in the submission of the declination. Late declinations not approved by PERSCOM will be treated as a voluntary reduction (para 7–13*b*(2)).

b. A soldier who declines a promotion, if otherwise qualified, may again be considered by the next regularly scheduled promotion board.

4–16. Service remaining obligation

Soldiers promoted to SSG will incur a 12-month obligation to remain on AGR status. Those promoted to SFC through SGM will incur a 2-year obligation to remain on AGR status. During the obligated period of service, the soldier will not apply for voluntary nondisability retirement, unless the soldier is—

a. Eligible for retirement by completing 30 years or more active Federal service; and

b. Already eligible through prior service for a higher grade at retirement; and

c. Over 58 years of age.

4–17. Administration of the service remaining obligation

The purpose of the USAR AGR enlisted promotion system is to fill AGR NCO requirements with soldiers who have demonstrated the ability to function in the next higher level. A promotion occurs because there is a need for an NCO that can function in a required AGR duty position. By accepting a promotion, the soldier agrees that actions will be taken to adjust his or her REFRAD date to provide for the fulfillment of the incurred AGR obligation (see *d* below).

a. During the term of the incurred obligation, while the soldier cannot apply for nondisability retirement (except as provided in para 4–16), the soldier can be REFRAD for reasons prescribed in AR 635–200. However, the soldier cannot be REFRAD for ETS on termination of an AGR tour since actions were taken to adjust the ETS and REFRAD date under *d* below.

b. Promotion orders will include one of the following statements, as appropriate:

(1) "Promotion to SSG automatically incurs a 1-year AGR obligation before voluntary nondisability retirement."

(2) "Promotion to SFC, MSG, or SGM automatically incurs a 2-year AGR obligation before voluntary nondisability retirement."

c. On promotion, an entry will be made on DA Form 2 (Personnel Qualification Record, Part I—Reserves), according to AR 600-8-104. Show the date of completion of the AGR obligation. For example:

(1) "Will complete 1-year AGR obligation 30 Jul 88 (AR 140–158, para 4–16)," or

(2) "Will complete 2-year AGR obligation 30 Sep 89 (AR 140–158, para 4–16)"

d. Soldiers who, on promotion, have insufficient time remaining on their current term of service agreements must, in

order to be promoted, start the action to extend their current agreements. This will be done per AR 140–111, table 3–1, rule AA. Copies of the extension form required by AR 140–111, paragraph 3–4, will be sent to Commander, ARPERCEN, ATTN: DARP–ARE, 9700 Page Boulevard, St. Louis, MO 63132–5200. An amendment of the AGR orders will be issued by CG, ARPERCEN. This will provide for the incurred AGR obligation and to establish the new simultaneous expiration of term of service (ETS) and release from active duty (REFRAD) dates.

e. A promoted soldier may not, at his or her own request, be reduced to end the incurred AGR obligation.

f. A soldier's promotion will be revoked if, within 30 days of the effective date of the promotion, the soldier fails or refuses to comply with the ETS adjustment action based on the incurred AGR obligation when required under paragraph d above.

4–18. Enlisted Standby Advisory Board

a. The composition of the Enlisted Standby Advisory Board is under identical criteria as that of HQDA AGR enlisted selection boards (para 4–11*a*).

b. This board will consider records—

(1) From the PZ and SZ not reviewed by a regular board.

(2) From a PZ that were not properly constituted due to a material error when reviewed by a regular board. (See*d* below.)

(3) Of soldiers on whom derogatory information has been properly substantiated which may warrant removal from a recommended list (para 4–19).

c. The names of soldiers selected by this board will be integrated on the recommended list. They will be promoted along with their peers when their sequence number is reached and a vacancy or projected vacancy occurs.

d. Cdr, PERSCOM (TAPC-MSL), will determine if a material error existed in a soldier's records when the file was reviewed by the selection board. It must be presumed that a material error in the file may have contributed to nonselection. An error is material when, in the judgment of a mature individual familiar with selection board proceedings, a reasonable chance exists that had the error not existed, the soldier may have been selected. Soldiers requesting reconsideration normally will be granted reconsideration only for the most recent board held prior to the soldier's request. In other words, the soldier will be given reconsideration for only one board. The following govern reconsideration policy:

(1) Cdr, PERSCOM (TAPC-MSL), may forward records to the standby advisory board without a request from the soldier when an omission or material error is found.

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

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

(b) Appropriate supporting documentation must accompany the request.

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

(3) Cdr, PERSCOM (TAPC-MSL), has approval authority for all requests for promotion reconsideration.

e. Reconsideration normally will be granted when one or more of the following conditions existed when the soldier's record was reviewed by a promotion selection board:

(1) An adverse enlisted evaluation report (EER) or academic evaluation report (AER) reviewed by the board and was later declared invalid in whole or in part and a determination was made there was a material error.

(2) An adverse document (i.e., Article 15, courts-martial, etc.) belonging to another soldier is filed on the performance fiche of the nonselected soldier's OMPF and the document was seen by the board.

(3) An Article 15 administered on or after 1 Sep 79, designated for file in the MPRJ only, was erroneously filed on the performance fiche of the OMPF and was reviewed by the board.

(4) An Article 15 punishment which was wholly set aside before 1 Sep 79 and the set-aside instrument was not filed on the performance fiche.

(5) An Article 15 punishment which was wholly set aside on or after 1 Sep 79 was filed on the performance fiche when reviewed by the board.

(6) Court-martial orders were filed on the performance fiche of the OMPF when the findings were not guilty.

(7) A document was filed on the performance fiche which erroneously identified the nonselected soldier as AWOL or as a deserter.

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

(9) An award of a Meritorious Service Medal (initial award only) or higher award not recorded on the P-Fiche (OMPF), the qualification record (DA Form 2-1), the Personnel Electronic Records Management System (PERMS Com-fiche), or not reviewed in hard copy by the board. The date used for determination of reconsideration will be the date of the order or the effective date, whichever is later, and will be more than 45 days before the convening date of the board.

(10) An annual or change of rater NCOER that was received at ARPERCEN, Evaluation Reports Division, early enough for processing and filing in the Promotion Consideration File (PCF) before the convening date of the Promotion Selection Board, was not reviewed. Ninety days is allowed for processing after the ending month of the report.

(11) A soldier was considered and selected by the board in the wrong MOS per paragraph 4–9*a*(2).

f. The following items do not constitute material error as defined in *e* above and reconsideration will not be granted.

(1) Omission of letters of appreciation, commendation, congratulations, or other similar commendatory correspondence.

(2) Documents which were not derogatory having been filed on the wrong performance fiche.

(3) Absence of documents written, prepared, or computed following convening of the board.

(4) Incorrect data on a DA Form 2–1 and DA Form 2A which had been reviewed and confirmed by the soldier prior to review by the board.

(5) Absence of an official photograph or presence of an outdated photograph.

(6) Absence of an award for achievement or meritorious service lower than the Meritorious Service Medal.

g. Before sending reconsideration requests to Cdr, PERSCOM (TAPC–MSL), they will be processed as follows:

(1) All requests will be sent through the soldier's chain of command, the servicing PSC/PSST, and Cdr, ARPERCEN (DARP–ARE). Requests not sent through channels will be returned without action.

(2) Each case will be evaluated by the chain of command and servicing PSC according to *e* and *f* above and AR 600–8–104. Cases clearly not meeting these guidelines will be disapproved. They will be returned within the chain of command. When doubt exists in determining the validity of a case, the request will be sent to Cdr, PERSCOM (TAPC–MSL–E).

4–19. Removal from a recommended promotion list

a. Occasionally, adverse information is revealed concerning a soldier already recommended but not yet promoted. When this occurs and the information would appear to warrant removal from the recommended list, disposition will be considered by the standby advisory board. The board's recommendation will be submitted to Cdr, PERSCOM (TAPC–MSL–E) for a final decision.

b. The commander, or first field grade officer in the direct line of supervision may recommend the removal of a name from the list at any time. (See *d* below). Care will be taken by all commanders to ensure that such recommendation is fully documented. This will permit factual evaluation by commanders within the chain of command, the standby advisory board, and CG, PERSCOM. All recommendations which are based on reprimands, admonitions, censures, and other nonpunitive measures will be processed per AR 600–37, paragraph 2–6.

c. Recommendations based on reprimands, admonitions, etc., will not be filed at any time in a soldier's OMPF or CMIF until it has been processed through ARPERCEN (DARP–ARE) and approved by Cdr, PERSCOM (TAPC–MSL). A recommendation for removal, regardless of the basis for such action, may be disapproved at any level of command. A disapproved recommendation will be returned through channels to the recommending commander listing specific reasons for disapproval.

d. Recommendations for removal from the recommended list (those based on other than reprimands, etc.) will be processed as follows:

(1) Before submitting removal action to Cdr, PERSCOM (TAPC–MSL), the commander initiating the action will send the action in writing to the soldier concerned. This will allow the soldier to respond to the proposed action. He or she may submit rebuttal statements within 15 days after receipt of the written notification. Requests to extend this time may be granted by the commander initiating the action only for unusual circumstances. These circumstances must be determined to be beyond the soldier's control. Denial of the request will be endorsed through the next senior commander. A soldier who elects not to rebut will submit a signed statement that he or she has reviewed the proposed action and elects not to submit a rebuttal.

(2) Concurrently with the start of the removal action, the servicing PSC will initiate DA Form 268 (Report of Suspension of Favorable Personnel Actions) according to AR 600–8–2. The suspension will not be removed until final resolution of the case. This provision applies to all recommendations for removal action.

e. A request for removal of soldiers attached to USAR units or agencies will be sent through USAR command channels to the proper MUSARC commander. The removal action with the MUSARC commander's recommendation will be sent through Cdr, ARPERCEN (DARP-ARE)to Cdr, PERSCOM (TAPC–MSL–E). A request for removal of soldiers attached to Active Army units or agencies will be sent through Active Army command channels to the soldier's General Court-Martial Convening Authority (GCMCA). The GCMCA will send the removal action with his or her recommendation through, ARPERCEN (DARP–ARE) to Cdr, PERSCOM (TAPC–MSL–E).

f. Commanders will promptly advise Commander, CDRPERSCOM STL MO//TAPC–MSL–E//, by electrical message, of any soldier whose name appears on the recommended list and who is—

(1) Reduced.

(2) Discharged from the USAR without reentering in an enlisted status within 24 hours.

(3) Separated or released from AGR status without receipt of orders placing the member back in an AGR status within 48 hours. AGR soldiers released to attend schools in an ADT status while in the AGR program will not be removed from the recommended list solely for this reason.

(4) Discharged from an enlisted status to accept appointment as a commissioned or warrant officer.

(5) In receipt of orders relieving an individual from a current assignment and being ordered to AD under AR 135–210.

(6) Submitting a request for relief from AGR status.

(7) Dropped from the rolls as a deserter.

(8) Under bar to reenlistment.

(9) Reclassified out of the MOS in which recommended.

(10) Recommend for removal by board action.

(11) Declining promotion.

g. Cdr, PERSCOM (TAPC–MSL), will administratively remove any soldier in the categories defined in paragraph *f* (1) through (11) above from the recommended list.

h. The Cdr, PERSCOM (TAPC–MSL), will administratively delete from the recommended list the name of any soldier erroneously considered and selected for promotion. Further board action will not be required. If this occurs, Cdr, PERSCOM (TAPC–MSL), will notify Cdr, ARPERCEN (DARP–ARE) who will immediately notify the soldier concerned and the soldier's commander. Such notification must include the reason for the removal action. When a soldier is erroneously included in a zone, selected, and promotion orders issued before discovery that the soldier did not meet appropriate eligibility criteria, Cdr, PERSCOM (TAPC–MSL–E) will do the following:

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

(2) Determine whether the promotion will be revoked and if appropriate, authorize a de facto status. Cdr, PERSCOM (TAPC–MSL), has approval authority for de facto status.

(3) Advise the commander and soldier on actions taken.

4–20. Policy and procedures governing the promotion of detailed recruiters

This paragraph provides policy and procedures governing soldiers who have been detailed as recruiters by Cdr, ARPERCEN (DARP–ARE) and have been attached to the U.S. Army Recruiting Command (USAREC).

a. A detailed recruiter, during the first 3 years of attachment to USAREC, will be identified by the special qualification identifier (SQI) character "4" which signifies a"Non-Career Recruiter" per AR 611–201.

b. The soldier may be recommended and promoted in his or her PMOS against required MOS 00E positions during the first 3 years of recruiting duty. This does not apply if the soldier is voluntarily reclassified as MOS 00E.

c. If after the first 3 years, a soldier voluntarily agrees to continue on recruiting duty, he or she will be reclassified in MOS 00E. Promotion recommendations will be in MOS 00E and against required MOS 00E positions.

d. If after the first 3 years, a soldier does not volunteer for continuance on recruiting duty, the soldier will be recommended, considered, and promoted in his or her PMOS, SMOS, or AMOS against positions requiring that MOS. The soldier will not be promoted against MOS 00E requirements.

e. If a soldier has been recommended for promotion in MOS 00E and is subsequently reclassified, or reassigned pending reclassification, his or her name will be removed from the recommended list per paragraph 4–19 *f*(9). The soldier may be considered in his or her PMOS, SMOS, or AMOS, by the next scheduled enlisted selection board, if otherwise eligible.

Chapter 5
Promotion of Individual Ready Reserve (IRR), Individual Mobilization Augmentee (IMA), and Standby Reserve (Active List) soldiers

5–1. Scope

a. This chapter prescribes policy and procedures for the advancement and promotion of IRR, IMA, or Standby Reserve (Active List) soldiers.

(1) The advancement and promotion of soldiers assigned to the IRR are limited to PV2 through SFC.

(2) The advancement and promotion of soldiers assigned to IMA positions or the Standby Reserve (Active List) are limited to PFC through SGM.

b. Position vacancies are not required for IRR or Standby Reserve (Active List) promotions. Such promotions are governed by mobilization requirements within skill level and MOS.

c. PFCs through SSGs assigned to IMA positions will be considered for promotion without regard to appropriate IMA position vacancies. IMA soldiers promoted to SFC or below, who are over the authorized grade may remain assigned to the position up to a period of 1 year or until such time as the soldier declines an IMA position in the higher grade, whichever is earlier.

d. An IMA position vacancy is required for promotion to MSG and SGM.

5–2. Promotion authority

Cdr, PERSCOM (TAPC–MSL), is the promotion authority for all IMA, IRR, and Standby Reserve (Active List) soldiers. This authority may be further delegated as follows:

a. For advancement to PFC and SPC and promotion to CPL, the authority may be delegated to any agency or command deemed appropriate.

b. For promotions to SGT and SSG, the authority may be delegated to a specific office within ARPERCEN, or to a command or agency, authorized a supervisor or commander in the grade of lieutenant colonel (LTC) or higher.

c. For promotions to SFC through SGM, the authority will not be further delegated.

5–3. Eligibility

To be advanced or promoted to PV2 through SGT, a soldier must meet the eligibility requirements listed below as of the effective date of the advancement or promotion. To be considered for promotion to SSG through SGM, a soldier must meet the following eligibility criteria requirements listed below as of the convening date of the board. The soldier must

a. Be in a promotable status (para 1-14).

b. Be a satisfactory IRR, IMA, or Standby Reserve (Active List) participant (AR 135-91, chap 3).

(1) Be assigned to the IRR or Standby Reserve (Active List) for a minimum of 1 year.

(2) Except for (2.1) below, be in an active status and have earned a minimum of 27 retirement points as a member of the IRR or Standby Reserve (Active List) in either year of a 2-year period prior to—

(a) The effective date of an advancement or promotion to PV2 through SGT; or

(b) The date announced by HQDA (DAPE-MPE) to consider promotions to SSG through SGM; normally 6 months prior to the board convening date.

(2.1) If the soldier is in receipt of a "Notification of Eligibility for Retired Pay at Age 60" (AR 135-180, para 2-3), be in an active status and have earned a minimum of 50 retirement points as a member of the IRR or Standby Reserve (Active List) on the retirement year ending date (RYE) immediately preceding

(a) The effective date of an advancement or promotion to PV2 through SGT; or

(b) The date announced by HQDA (DAPE-MPE) to consider promotions to SSG through SGM; normally 6 months prior to the board convening date

(3) Be MOS qualified--PMOS or SMOS.

(4) Be physically fit and have had a physical examination within the last 5 years.

c. Have completed appropriate TIMIG requirements (table 5-1).

d. Except as otherwise provided in chapter 8, section IV, be a graduate of the NCOES course or equivalency required for current grade per paragraph 8-2.

Table 5–1
Time in grade for IRR, IMA, and Standby Reserve (Active List) promotion

For promotion to grade	Time in grade
SGM	28 months in MSG(see notes)
MSG	24 months in SFC(see notes)
SFC	36 months in SSG
SSG	36 months in SGT
SGT	24 months in CPL/SPC
CPL/SPC	24 months in PFC
PFC	12 months in PV2

Notes:
[1] Applicable to members assigned to IMA positions or assigned to the Standby Reserve (Active List).

e. Meet the following minimum civilian educational requirements:

(1) Successful completion of the eighth grade, or equivalent education, for consideration for promotion to CPL or SPC.

(2) Have at least a high school diploma or GED equivalent for promotion to SGT through SGM (para 1–13).

f. Have the appropriate security clearance required by the MOS in which being considered. Promotion may be based on an appropriate interim clearance.

5–3.1. Specified IMA duty positions which require a nomination and selection process prescribed by a command directive

a. Where a command directive requires a nomination and selection process to fill an IMA duty position, which could preclude the assignment of a soldier selected for promotion under this chapter, the position will not be announced or reported as a vacancy for promotion purposes. Assignment to the position is considered as temporary and requiring special qualifications that do not comprise an enlisted career field offering progressive levels of skill requirements.

b. Assignment to the specified duty position should be made by the appropriate command through the nomination and selection process prescribed by the command directive.

c. A promotion can be made against the position. This can occur when a soldier selected by a promotion board to fill another known or projected IMA duty position vacancy is nominated and selected to fill the specified IMA duty position under the procedures prescribed by the command directive.

d. The incumbent of a specified IMA duty position, if otherwise eligible, will be considered for promotion by selection boards against vacancies within his or her career field that are available. If selected, the soldier may be reassigned from the specified IMA duty position to the vacant IMA position and promoted.

5–4. Administration

a. PFC through SGT. Advancement and promotion to PFC through SGT will be based solely on eligibility established in paragraph 5–3 and will be accomplished administratively. Only those soldiers meeting all eligibility requirements will be considered for promotion.

b. IRR SSG and SFC. Annual DA selection boards will be convened by CG, PERSCOM at ARPERCEN to consider IRR eligible soldiers for promotion to SSG and SFC . Only soldiers meeting eligibility requirements (para 5–3) will be referred to the board for consideration.

b.1. Selections for Sergeants Major Course (SMC). Cdr, PERSCOM (TAPC-MSL) may task the DA selection boards to select IMA and Standby Reserve (Active List) soldiers for enrollment in the SMC under the procedures prescribed in paragraph 8-13b.

c. IMA MSG and SGM. All IMA SFC and MSG meeting the eligibility requirements (para 5-3) will be considered for promotion by a DA selection board convened annually by CG, PERSCOM at ARPERCEN.

(1) Those soldiers recommended by a board for promotion will be placed on a recommended promotion list.

(a) The list format will be the same as that used in the AGR program (para 4-13).

(b) The list will be coded to identify those soldiers who are enrolled in or have been credited with completion of ANCOC or SMC. (See paras 8-8b and 8-13a).

(2) The names of those soldiers considered by the board will be published.

d. Standby Reserve (Active List) MSG and SGM All Standby Reserve (Active List) SFC and MSG meeting the eligibility requirements (para 5–3) will be considered for promotion by a DA selection board convened by CG, PERSCOM at ARPERCEN. Those soldiers recommended by the board will be promoted by Cdr, PERSCOM (TAPC–MSL). Position vacancies are not required.

e. Evaluation reports. Submission of enlisted evaluation reports for IRR, Standby Reserve (Active List), and IMA soldiers will be accomplished as outlined in AR 623–205, chapter 5.

f. Notice of consideration.

(1) CG, ARPERCEN will notify each IRR/IMA/Standby Reserve (Active List) soldier eligible for promotion consideration by a DA selection board to SFC, MSG, or SGM. The notification letter will include a requirement for one official photograph that is either a chemically produced 4-x 10-inch photograph, or a 4-x 6-inch digital photograph, taken per AR 640-30, paragraph 8. The soldier's height and weight must be entered in the lower margin on the front side of the photograph by the unit commander.

(2) Using the format shown in figure 3-7, CG, ARPERCEN will notify each IRR/IMA/Standby Reserve (Active List) eligible (para 8-16) MSG that a board convened under paragraph 5-6 has been chartered to select MSGs for enrollment in the SMC.

5–5. Waivers

Waivers will not be authorized for promotion under this chapter.

5–6. Selection boards

Selection of IRR, Standby Reserve (Active List), and IMA soldiers for promotion to SSG through SGM will be made by selection boards convened by Cdr, PERSCOM (TAPC–MSL).

a. Selection boards will be composed of at least 3 but not more than 7 voting members. Officers and NCOs will comprise the board membership. NCO members must be senior in grade to those being considered. At least one voting member of each board shall be a member of a reserve component.

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

(2) Both sexes and minority representation will be routinely provided.

(3) A commissioned officer, or warrant officer will be appointed as recorder without vote.

(4) Orders appointing board members and recorder will be issued by Cdr, PERSCOM (TAPC–MSL).

(5) A soldier being considered by the board will not serve as a member of the board.

b. Selection boards will be convened as scheduled by Cdr, PERSCOM (TAPC–MSL).

c. The board will review the records of all eligible soldiers and recommend for promotion, or select for SMC attendance, those who have demonstrated the potential to serve in the next higher grade. No soldier is authorized to appear in person before a selection board on his or her own behalf or in the interest of another soldier who is under consideration.

d. On completion of deliberations, each board member will sign the record of board proceedings. The president will forward the board proceedings with the lists of individuals recommended and not recommended to Cdr, PERSCOM (TAPC–MSL–E)).

e. HQDA (DAPE–MP) must approve or disapprove the board recommendation and direct appropriate action.

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

5–7. IMA recommended promotion list

The names of IMA SSG, SFC, and MSG who are recommended by the DA selection board will be placed, in order of seniority, on recommended lists published by PERSCOM. The names of IRR SSGs who are recommended by the selection board will be placed, in order of seniority, on a recommended list separate from the IMA lists. Promotion lists will remain in effect so long as there are members remaining on the standing promotion list. Promotion sequence numbers will be assigned on the basis of the following:

a. Seniority by DOR.

b. When DOR are the same, by BPED.

c. When BPED are the same, by ages (oldest first).

d. ***(Rescinded.)***

5–8. IMA promotion to MSG or SGM

a. Promotion, or conditional promotion, to MSG or SGM will only be made against an existing or projected vacancy.

b. Before a promotion to MSG or SGM can be made from the recommended list, Cdr, ARPERCEN (DARP–MOI) must first have complied with AR 140-145, paragraph 3–4.

c. When the position vacancy cannot be filled with a qualified soldier in the authorized grade, Cdr, PERSCOM (TAPC–MSL–E) will promote from the recommended list, by sequence number, a soldier who possesses the required MOS.

d. An incumbent in an IMA position may be promoted to the authorized pay grade provided the promotion is within the proper sequence as required by the sequence listing on the recommended list, and the incumbent is qualified in the DMOS. Except as provided in *e* below, no soldier will be promoted ahead of other soldiers on the recommended list who possess the same MOS.

e. A MSG or 1SG who has been selected as a CSM (Designee) and assigned to a CSM position, will be promoted to w SGM without regard to list sequence (AR 135-205, chap 6). If the promotion is conditional based on subsequent completion of the SMC (para 8- 18), the orders must be processed per paragraph 1-8b.1.

f. Acceptance of the promotion to MSG or SGM may require reassignment to a new IMA position.

g. The promotion of a MSG or 1SG who has not completed the SMC is conditional based on successful completion of the SMC within the specified timeframe (para 8-18). The promotion orders must be processed per paragraph 1-8b.1

5–9. Acceptance

Unless an IMA promotion to MSG or SGM is expressly declined by the individual concerned, it is considered to be accepted as of the date of the announcing order. A soldier may not submit a statement of declination of promotion until the promotion has been announced in orders. The name of a soldier who declines promotion will be removed from the recommended list. The soldier may again be considered by the next regularly scheduled selection board. A statement of declination from the soldier concerned will be submitted through command channels not later than 30 days after the effective date of the promotion as shown on orders. A signed copy of the statement will be forwarded by the declining

soldier's commander/supervisor directly to Cdr, PERSCOM, ATTN: TAPC–MSL–E, St. Louis, MO 63132–5200 for appropriate action and inclusion in the soldier's OMPF per AR 600–8–104. Declining soldiers who fail to submit a statement of declination within the prescribed period and who refuse to comply with reassignment orders, when issued, will be processed for release from the IMA program within 90 days after the issue of the reassignment order. They will be reduced to their previous grade according to paragraph 7–12*h*.

5–10. Disposition of selection board proceedings

The OMPF of those soldiers considered for promotion will be permanently annotated to show they were reviewed by the selection board.

5–11. Removal from recommended list

a. Cdr, PERSCOM (TAPC–MSL) will administratively remove a soldier from a recommended list who is in one or more of the following categories:

(1) Erroneously considered and selected for promotion.

(2) Reduced in grade regardless of the reason.

(3) Discharged from the USAR. This does not include discharge for the purpose of immediate reenlistment.

(4) Removed from IRR, Standby Reserve (Active List), or IMA strength accountability as a result of—

(a) Transfer to TPU assignment.

(b) Transfer to Standby Reserve (Inactive List) or Retired Reserve.

(c) Order to active duty in an AGR status (AR 135–18) or in the Active Army (AR 135–210).

(d) Transfer to Army National Guard, or enlistment in another U.S. Armed Force to include the Delayed Entry Program (DEP) of the Regular Army or other U.S. Armed Forces.

(5) Declared an unsatisfactory participant under AR 135–91.

(6) Under an approved bar to reenlistment issued per AR 140–111.

(7) Ineligible to reenlist according to AR 140–111.

(8) Reclassified out of recommended MOS based on inefficiency or misconduct.

(9) Failing to maintain the body fat standard per AR 600–9 when recommended by a removal board (para 5–6*f*).

b. Cdr, PERSCOM (TAPC–MSL) may otherwise remove a soldier from a recommended list—

(1) On the recommendation of a removal board (para 5–6*f*).

(2) When a soldier requests removal.

(3) Without board action, those soldiers to whom paragraphs 1–14*f, g, h, i, n, s,* and *t*(2) apply.

5–12. IRR, IMA, and Standby Reserve (Active List) Enlisted Standby Advisory Board

a. The composition of the IRR, IMA, and Standby Reserve (Active List) Enlisted Standby Advisory Board is identical to the IRR, IMA, and Standby Reserve (Active List) selection boards (para 5-6a).

b. This board will consider records--

(1) Not reviewed by a regular board as a result of error; or

(2) That were not properly constituted due to a material error when reviewed by a regular board (see *d* below); or

(3) Of soldiers on whom derogatory information has been properly substantiated which may warrant removal from a recommended list (para 5–11).

c. The names of soldiers selected by this board will be integrated on the recommended list. They will be promoted along with their peers when their sequence number is reached and, in the case of IMA promotions when an IMA vacancy or projected vacancy occurs.

d. Cdr, PERSCOM (TAPC–MSL), will determine if a material error existed in a soldier's records when the file was reviewed by the regular board.

e. The provisions of paragraphs 4–18*d*, *e*, and *f* are applicable to standby board procedures under this paragraph. However, before sending reconsideration requests to Cdr, PERSCOM (TAPC–MSL), they will be processed as follows:

(1) All requests will be sent through Cdr, ARPERCEN (DARP–EP). Requests not endorsed by Cdr, ARPERCEN (DARP–EP) will be returned without action.

(2) Each case will be evaluated by Cdr, ARPERCEN (DARP–EP) according to paragraph 4–18*e* and *f* and AR 600–8–104. Cases clearly not meeting these guidelines will be disapproved and returned to the originator. When doubt exists in determining the validity of a case, the request will be sent to Cdr, PERSCOM (TAPC–MSL–E).

Chapter 6
Special Promotions

Section I
General

6–1. Scope

This chapter provides for special promotions to PV2 through SGM. These promotions are designed to meet special situations and may be processed without regard to the requirements and procedures outlined in chapters 3, 4, and 5, except where indicated. The promotion authorities cited in this chapter (except for section IV) are specified in paragraphs 3–2, 4–2, and 5–2.

6–2. Special promotions authorized

The following special promotions are authorized under this section.

a. Promotion authorities will advance or promote soldiers when—

(1) It has been verified that they have been enlisted in a grade lower than authorized under AR 601-210. Date of rank (DOR) and the effective date will be the date of the enlistment agreement. (See para 1–-9.)

(2) It has been verified that they have been reenlisted or extended in a grade lower than authorized per AR 140-111. DOR will be the original date of the grade to which restored. The effective date will be the date of the reenlistment or extension agreement. (See para 1–9.)

(3) They were eligible for enlistment in an advanced grade according to AR 601-210, paragraph 2-20, but did not have the required documentation at the time of enlistment. Advancement to the proper grade will be made on presentation of the required documentation. Documents must be presented within 1 year from the date of enlistment and entitlement to the higher grade must have existed at the time of enlistment. DOR and the effective date will be the date of the enlistment agreement. (See para 1-9.)

b. ***(Rescinded.)***

c. On entrance in a U.S. Army Warrant Officer Entry Course (WOEC) a CPL or SPC or below will be promoted to SGT effective one day prior to the date of entry in the WOEC. Completion of PLDC is not required.

d. On entrance in an Officer Candidate School, to include State National Guard Officer Candidate Schools, a CPL or SPC or below will be promoted to SGT effective one day prior to the date of entry in the OCS. Completion of PLDC is not required.

e. On participation in the Reserve Officers Training Corps/Simultaneous Membership Program (ROTC/SMP) concurrent with enrollment in the ROTC Advanced Course, a CPL or SPC and below will be advanced to Cadet (pay grade E5). These advancements will be announced on DA Form 4187 and effective the date of enrollment in the ROTC Advanced Course, or the date of assignment to a TPU, whichever is the later. They will not be announced in promotion orders (para 1–8) and certificates will not be issued (chap 1, sec IV).

f. A PV2 in a promotable status who has satisfactorily completed 16 months' service and 1 year's TIMIG may be advanced to PFC.

g. Soldiers reduced under paragraph 7–12*b* (except para 7–12*b*(2)) may be promoted to their former grade under the conditions cited below provided they are in a promotable status. The DOR of the grade to which restored will be adjusted to reflect the previous period served in the grade to which restored. The effective date of the promotion will be the date of the promotion order restoring the grade. Grade restoration is authorized only when the soldier is—

(1) Assigned to a USAR Control Group other than AGR or IMA, or the Standby Reserve (Active List) on release from active duty or Selected Reserve assignment.

(2) Transferred to the Retired Reserve.

(3) Assigned to a TPU or IMA position authorized the soldier's former grade or higher.

(4) Assigned to the Selected Reserve (TPU, AGR, or IMA) or the IRR or Standby Reserve (Active List) and has been promoted to his or her former grade as a result of promotion board selection.

h. Promotion under chapter 3 is authorized up to SFC for soldiers who successfully complete the Drill Sergeants Course (Active Army or USAR). This is provided they are otherwise qualified, are on a recommended promotion or selection list (para 3–16 and para 3–35*c*(1)), have completed the appropriate NCOES course (para 1–27.1 or 1–27.2), and promotions do not exceed the overall total number authorized for that grade within the training division. Promotions may be made without regard to zone or sequence on the promotion or selection list.

i. ***(Rescinded.)***

j. ***(Rescinded.)***

k. ***(Rescinded.)***

l. Accelerated advancement to PV2 under the Army Referral Program. Following enlistment in the USAR, advancement to PV2 is authorized a soldier who participates in the Army Referral Program per AR 601–210, table 2–3, rule G.

(1) The commander may accelerate the advancement of a soldier to PV2 who has not departed for initial active duty

for training (IADT) or, is serving during the period between Phase 1 and Phase 2 of the Alternate Training Program or, has completed IADT, when it is verified the soldier—

(a) Referred 3 qualified nonprior service (NPS) applicants, or 2 high school diploma graduates, who enlisted in the Delayed Entry Program (DEP), Regular Army (RA), Army National Guard (ARNG), or the U.S. Army Reserve (USAR); or

(b) Referred any combination of 2 qualified NPS applicants who were high school seniors, high school diploma graduates, or who were currently in high school, who enlisted in the DEP, RA, ARNG, or USAR; or

(c) Referred 1 qualified NPS high school diploma graduate, high school senior, or was currently in high school, and had an Armed Forces Qualification Test (AFQT) score of 50 or higher, who enlisted in the DEP, RA, ARNG, or USAR; or

(d) Referred 1 qualified registered nurse who applied for the Army Nurse Corps (RA or USAR) and HQ, U.S. Army Recruiting Command (USAREC), accepted the application.

(2) Except for training, the soldier must be in a promotable status (para 1–14).

(3) The DOR and effective date of the advancement will be the date of confirmation that the referral(s) enlisted in the DEP, RA, ARNG or USAR, or the nurse applicant was accepted by USAREC.

m. Accelerated advancement to PFC under the Army Referral Program. Following enlistment in the USAR, advancement from PV1 or PV2 to PFC is authorized a soldier who participates in the Army Referral Program per AR 601–210, table 2–3, rule G.

(1) The commander may accelerate the advancement of a soldier to PFC who has not departed for IADT or, is serving during the period between Phase 1 and Phase 2 of the Alternate Training Program or, has completed IADT, when it is verified the soldier—

(a) Referred 4 or more qualified nonprior service (NPS) applicants, or 3 or more high school diploma graduates, who enlisted in the DEP, RA, ARNG, or the USAR; or

(b) Referred any combination of 3 or more qualified NPS applicants who were high school seniors, high school diploma graduates, or who were currently in high school, who enlisted in the DEP, RA, ARNG, or USAR; or

(c) Referred 2 or more qualified NPS high school diploma graduates, high school seniors, or who were currently in high school, and had an Armed Forces Qualification Test (AFQT) score of 50 or higher, who enlisted in the DEP, RA, ARNG, or USAR; or

(d) Referred 2 or more qualified registered nurses who applied for the Army Nurse Corps (RA or USAR) and HQ, USAREC, accepted their application.

(2) Except for training, the soldier must be in a promotable status (para 1–14).

(3) The DOR and effective date of the advancement to PFC will be the date of confirmation that the referrals enlisted in the DEP, RA, ARNG or USAR, or the nurse applicants were accepted by USAREC.

n. Accelerated advancement to PV2 on completion of 1 or more years of a Junior Reserve Officer Training Corps (JROTC) or National Defense Cadet Corps (NDDC) program. Following enlistment in the USAR, advancement to PV2 is authorized a soldier who completes 1 or more years of a JROTC or NDDC program prior to entry on IADT.

(1) The 1 or more years of the program must have been completed after the date of the USAR enlistment, but before the date the soldier is scheduled to enter on IADT.

(2) Except for training, the soldier must be in a promotable status (para 1–14).

(3) The DOR and effective date of the advancement will be the date of confirmation that the soldier has completed 1 or more years of a JROTC or NDDC program.

6–3. Position vacancy requirement

Except as indicated in paragraphs 6–2*g* and *h*, special promotions under this chapter may be accomplished without regard to an appropriate position vacancy.

Section II
Promotion of Soldiers Who Are Missing, Captured, Detained, Injured, or Hospitalized

6–3.1. Scope

This section applies to USAR soldiers serving on AD or ADT whose promotions are prescribed by this regulation and who are in a missing, captured, injured, or hospitalized status.

6–4. Promotion policy

Soldiers otherwise eligible for promotion will not be deprived of promotion consideration while missing, captured, detained, or hospitalized for long periods. Promotion action on these soldiers will be as follows:

a. Missing, captured, or detained soldiers. When appropriate, HQDA (DAPE–MPE) will give promotion instructions to Cdr, PERSCOM (TAPC-MSL) for AGR, IRR, or IMA soldiers, or the appropriate ARCOM/GOCOM for TPU soldiers, for missing, captured, or detained soldiers.

b. Hospitalized soldiers. Patients will be promoted under the normal promotion procedures and criteria outlined in the applicable chapter of this regulation.

(1) Soldiers may be promoted by the medical treatment facility commander, up to—

(a) SPC per chapter 3, section II, if assigned to a TPU.

(b) SGT per chapter 4, section II, if serving on AGR status, or per chapter 5, para 5–3, if assigned to the IRR, or is an IMA soldier. For IRR or IMA soldiers the 1-year IRR assignment requirement (para 5–3*b*(1)) is waived.

(2) Soldiers on promotion lists will be promoted when eligible, by the appropriate authority cited in the applicable chapter of this regulation.

6–5. Very seriously ill soldiers-terminal cases

a. Terminally ill soldiers who meet the criteria cited in*b* below, will be promoted by the medical treatment facility commander. Promotion is authorized when—

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

(2) Terminal illness is verified by the medical facility commander.

(3) Estimated life expectancy is 12 months or less.

b. The promotion eligibility requirements of chapters 3, 4, and 5 are waived provided the soldier's commander has recommended the appointment or promotion. In addition, if the soldier —

(1) Is assigned to a TPU, he or she must be on a current promotion list for promotion to SGT or above.

(2) Is serving on AGR status, assigned to the IRR, or is an IMA soldier, he or she must be on a current promotion list for promotion to SSG or above.

c. ***(Rescinded.)***

d. The medical treatment facility commander must ensure the timely distribution of advancement or promotion orders per paragraph 1–8.1.

Section III
Posthumous Promotions

6–6. Eligibility criteria

a. The promotion authority may issue a posthumous promotion effective on the date of recommendation. The following conditions must be met:

(1) The soldier had been officially recommended for promotion before the date of death. Promotion to SGT or SSG must have been recommended by the immediate commander and approved by a board. Recommendations for promotions to SFC through SGM must have been made by a selection board and the soldier must have list standing.

(2) The soldier was unable to accept promotion because of death not due to misconduct. Death must have occurred while the soldier was in Selected Reserve, IRR, or Standby Reserve (Active List) status. Death did not occur while the member was absent in an unauthorized status.

b. No person is entitled to any additional benefits (such as additional pay and allowances) as a result of the posthumous promotion.

6–7. Recommendations for promotion

a. Initial casualty reports of death for CPLs or SPCs and below will include a statement that he or she was, at the time of death, "officially recommended for promotion" or"not officially recommended for promotion"(AR 600–8–1). This also applies to supplemental reports if information is unavailable when the initial report was prepared.

b. For promotion up to SGT, the date shown will be that of the commander's recommendation.

Section IV
Promotion of Soldiers Under the State Military Support Office (SMSO) Liaison Noncommissioned Officer (LNCO) Program

6–8. Scope

This section provides policy and procedures for the selection and promotion of a MSG or 1SG to SGM with concurrent assignment and service in the State Military Support Office (SMSO) Liaison Noncommissioned Officer (LNCO) Program (Short title: SMSO/LNCO Program).

6–9. Announcement procedures

The headquarters (HQs) of a Continental U.S. Army (CONUSA) command will determine when a current or projected position vacancy exists in the SMSO/LNCO Program. The CONUSA will attempt to fill the position with a qualified SGM according to the procedures developed by the CONUSA. However, if there is no qualified SGM available, MSGs and 1SGs may be considered for selection with concurrent promotion to SGM and assignment to the position vacancy. The CONUSA must ensure that MSGs and 1SGs who are within a 100 mile radius of the position vacancy and

assigned to the IRR, IMA positions, USAR TPUs and ARNG units are notified of the position vacancy and the method of application.

6–10. Application procedures

Interested candidates who meet the requirements for the position announced per paragraph 6–9 may apply according to the procedures established by the CONUSA. The CONUSA will screen applications and those soldiers meeting the announced requirements will be referred to a selection board (para 6–13). The applications of soldiers not meeting the announced requirements will be returned with an explanation for the rejection.

6–11. Selection and promotion authority

a. A USAR MSG or 1SG selected by a board (para 6–13) for assignment to an SMSO/LNCO Program position will be promoted by the CG of the CONUSA. This authority may be delegated to a deputy chief of staff (DCS) in the grade of colonel (06). It may not be further delegated.

b. An ARNG MSG or 1SG selected by a board (para 6–13) for assignment to an SMSO/LNCO Program position will be promoted by appropriate ARNG officials (NGR 600–200) prior to discharge from the ARNG, enlistment in the USAR (AR 601–210), and assignment to the position.

6–12. Eligibility for selection and promotion

To be considered for selection and promotion to SGM under the SMSO/LNCO Program, a soldier must meet the following eligibility criteria:

a. Qualify for selection based on the announced requirements (para 6–10).

b. Is an assigned member of the ARNG or the USAR (Selected or Ready Reserve).

c. Is a MSG or 1SG.

d. Has completed 28 months TIMIG as a MSG or 1SG (nonwaivable).

e. Has completed 18 years TIS (waivable to 13 years).

f. Is a high school diploma graduate or equivalent (para 1–13).

g. Possesses the required MOS as primary, secondary or additional.

h. Meets the retention medical fitness standards per AR 40–501, chapter 3 or chapter 5, as appropriate.

i. Has completed the NCOES requirement for promotion consideration per paragraph 1–27.1 or 1–27.2.

j. Has 10 years of cumulative enlisted service.

k. Is in a promotable status (see para 1–14).

6–13. Selection and promotion boards

The selection and promotion of a MSG or 1SG for promotion to SGM under the SMSO/LNCO Program is based on the recommendation of a selection and promotion board. The board will be convened by the CG of a CONUSA command or delegated authority (para 6–11*a*).

a. Composition. The board will be composed of at least 3 but not more than 7 voting members. Officers and NCOs will comprise the board membership, but NCO members must be senior in grade to those being considered. At least one member of each board will be a member of Reserve Component.

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

(2) A commissioned officer, warrant officer, or DA civilian, GS–7 or above, will serve as recorder without vote.

(3) If a member of the ARNG is being considered, the ARNG will have representation on the board as a voting member.

(4) Both sexes and minority representation will be routinely provided.

(5) Orders appointing board members will be issued by the promotion authority (para 6–11).

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

b. Memorandum of Instruction (MOI). An MOI will be issued by the convening authority for each board. The MOI will prescribe—

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

(2) Reports to be rendered.

(3) The number to be selected by MOS and geographical location.

(4) The number of soldiers to be selected who are authorized a waiver of the TIS (para 6–12*e*).

(5) Other administrative details.

c. Board appearance. No soldier is authorized to appear in person before a selection board.

6–14. Board selections

Selection by the board will be based on impartial consideration of all eligible soldiers referred to the board who are within a 100 mile radius of the current or projected position vacancies.

a. Boards will select the "best qualified" soldier(s) based on the number of current or projected vacancies as specified in the MOI.

b. Soldiers will not be given specific reasons for nonselection. Board members may neither record nor give their reasons for selection or nonselection of individual soldiers. Selections are based on relative qualifications and the current or projected need in each geographical location.

6–15. Reporting selection board results

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

a. MOI.

b. Board membership.

c. Selection list. When more than one soldier has been selected, the names will be placed on an order-of-merit list (OML) established by the promotion sequence number. Determine the promotion sequence numbers according to the procedure described in paragraph 3–35*c*.

d. Considered list. The names of all soldiers considered by the board will be listed.

e. Profile analysis. This is an analysis of the board results by MOS and geographical data. It provides insight into some of the areas which may have influenced the board's decision. The analysis does not include all areas represented in a soldier's file and considered by the board.

6–16. Publication of the selection list

a. The list developed under paragraph 6–15*c* will not be released for publication and distribution until it has been approved by the convening authority.

b. After the selection list has been approved it should be distributed to all of the appropriate commands including the State adjutants general. Each soldier whose name appears on the list will be provided a copy.

6–17. Longevity of the selection list

The selection list is not a permanent standing list. Each list issued by a selection board is a new report and will not be integrated with previously published lists. Each list must be exhausted by MOS and geographical area before promotions may be made off new or subsequent lists.

6–18. Announcement of promotions

a. The promotion authority (para 6–11) will publish orders announcing promotion to SGM. The effective date for pay purposes will be the date of the promotion order unless stated otherwise.

b. The custodian of the soldier's personnel records will start procedures for issuing the promotion certificate (chap 1, sec IV) when they receive the promotion orders.

c. Promotions will only be made against current or projected position vacancies to which the soldier will be assigned.

d. A promotion is not valid and the promotion order will be revoked if the soldier is or was not in a promotable status on the effective date (para 6–12*k*). The soldier's command must notify the promotion authority when a soldier is in a nonpromotable status. See paragraph 1–8*b*(5) for the statement which is required to be placed on each promotion order.

6–19. Procedures for MSG or 1SG incumbents assigned to SMSO/LNCO Program positions

SMSO/LNCO Program positions with an assigned MSG or 1SG may be considered "vacant" to provide for promotion consideration. The announcement (para 6–9), application (para 6–10), selection (6–14), and promotion (para 6–18) procedures will be instituted. The incumbent will be considered for selection and promotion together with all other applicants referred to the board (para 6–10).

a. The promotion authority may choose not to declare the position as vacant. In this case, the soldier will not be considered for promotion and remain assigned to the position for the period specified by the promotion authority.

b. If the incumbent is not selected for promotion under the process outlined above, he or she will be relieved from assignment to the position. This will permit the promotion and assignment of the selected applicant.

6–20. Selection list removal policy

a. A board convened under paragraph 6–13 may function as a removal board at the direction of the convening authority.

b. The procedures to remove a soldier's name from an approved selection list are the same as those outlined in paragraph 3–41.

Section V
Special Selection and Promotion Procedures

6–21. Special procedures

A keystone of the USAR enlisted promotion system governed by this regulation is the requirement for all soldiers to compete for promotion selection. This requirement will not be abridged, but there are some enlisted assignments identified in this section that are unique and necessitate special promotion consideration and selection. This section provides the exceptions to procedures outlined in chapter 3.

6–22. Army Reserve Technicians

An Army Reserve technician (ART) must serve in a dual status as a technician and as a member of the USAR. However, if employed after 8 December 1983, the ART must be a USAR soldier assigned to the unit he or she serves as a technician (AR 140–315). Eligibility, selection, and promotion policy and procedures outlined in chapter 3 apply to an ART assigned to a TPU, except where cited in the following paragraphs.

a. A TOE or TDA position occupied by an ART will not be considered or reported as a vacancy for promotion consideration (paras 3–4, 3–24*b*(2), and 3–29*b*).

b. An ART will be considered for promotion under the same criteria as other enlisted soldiers; however, if acceptance of the promotion would affect his or her status as an ART, to include job relocation, the ART may decline the promotion without penalty. In declining, the ART's name will not be removed from the recommended list (para 3–25) or the selection list (para 3–41). The ART will be retained on the list until promoted or removed for cause per paragraph 3–41.

c. Promotion to SGT or SSG. As an exception to paragraph 3–24*c*, an ART on the recommended list (para 3–16) may be promoted off the list without regard to sequence against a position in the unit to which he or she is assigned that requires the MOS in which he or she was recommended by the board.

d. Promotion to SFC through SGM.

(1) When a board recommends an ART for promotion to SFC through SGM against a position in a unit other than that to which he or she is assigned, it must also recommend, as an exception to the policy in paragraph 3–34*a*, an alternate "best qualifie" soldier who is not an ART.

(2) When the vacancy for which the ART was selected is available, the ART may—

(a) Accept the promotion with concurrent reassignment, if required. In this case, the name of the alternate recommended under *d*(1) above will be retained on the list until promoted or removed for cause.

(b) Decline the promotion if acceptance would affect his or her status as an ART (see *b* above). In this case, a notation will be made on the list next to the ART's name that the ART can only be promoted against a position in his or her assigned unit, when a position is available for which the ART is qualified. The alternate recommended under *d*(1) above will be promoted against the required vacancy.

(3) When a position vacancy or projected vacancy occurs in the unit to which the ART is assigned, he or she will be promoted off the recommended list provided the ART is qualified in the DMOS by possessing the MOS as a primary, secondary, or additional MOS.

6–23. Drill sergeants and USARF school instructors

Special training and qualifications are required for soldiers performing duty as drill sergeants and USARF school instructors. Eligibility, selection, and promotion policy and procedures outlined in chapter 3 apply to promotions against USARF school instructor or drill sergeant positions, except where cited in the following paragraphs.

a. Competing for promotion within MOS. Drill sergeants and USARF school instructors will compete for promotion consideration in their PMOS, SMOS, or AMOS the same as other soldiers as required by paragraphs 3–11*d* and 3–31*d*. If selected against other than their appropriate drill sergeant or USARF school instructor positions, the following procedures apply:

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

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

b. Promotion against drill sergeant or USARF school instructor positions. When cumulative vacancies have been determined per paragraph 3–4, promotions to fill these positions will be made off the recommended list (para 3–16) or the selection list (para 3–35*c*) as required, except as specified in the following paragraphs.

(1) Soldiers who successfully complete the Drill Sergeants Course may be promoted under paragraph 6–2*h*.

(2) If a soldier assigned to a USARF instructor position or a drill sergeant position, completes the required training

and is qualified for duty in the position, he or she may be promoted to SGT or SSG off the recommended list (para 3–16) without regard to list standing. However, the soldier will not be promoted off the list ahead of another qualified instructor on the list who is within a reasonable distance of the position, available for assignment or assigned, who possesses the required DMOS and SQI.

(3) When a training division or USARF school announces a current or projected vacancy for promotion to SFC or above, the board selection procedures described in paragraph 3–34 apply. If the soldier selected by the board is not drill sergeant or instructor qualified, as appropriate, he or she will be promoted to the required grade and reassigned if necessary. This is provided the soldier does not decline the promotion and assignment to the drill sergeant or instructor position. The soldier must undergo the required training and become qualified to perform the duty required by the position. The soldier must become qualified in the duty position within a reasonable period of time determined by the command as necessary to become qualified. If the soldier fails to become qualified, or is otherwise ineligible for drill sergeant or instructor duty, the soldier will be reassigned to a position in his or her PMOS other than a drill sergeant or instructor position. If none is available, the soldier may be carried as excess for a period not to exceed 1 year and will then be transferred to the IRR unless one of the following conditions occur:

(a) The soldier is assigned to a position that is compatible with his or her grade and MOS; or

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

6–24. Promotion to SGM under the USAR Command Sergeants Major Program

a. A 1SG or MSG, in one of the categories cited below, may be considered by a USAR CSM selection board for selection as a CSM designee per AR 135–205, paragraph 6–12*b*(2).

(1) On a promotion selection list for promotion to SGM; or

(2) Assigned to a USAR TPU, not on a promotion list, but is otherwise eligible for promotion consideration per paragraph 3–31 without a waiver (except for the MOS requirement per paragraph 3–31*d*).

b. A soldier who has been selected by the USAR CSM selection board is identified on a list issued by the DA Secretariat as a CSM designee pending assignment to a CSM duty position.

c. As an exception to paragraph 3–33, when a 1SG or MSG CSM designee is assigned to a CSM duty position, the soldier will be promoted to SGM in his or her PMOS effective the date cited in the promotion order. The SGM will then be laterally appointed to CSM under the provisions of AR 135–205, paragraph 6–17.

d. Orders promoting a MSG or ISG CSM designee to SGM will cite this paragraph as authority. If the promotion is conditional based on subsequent completion of the SMC (para 8-18), the orders must be processed per paragraph 1-8b.1.

Section VI
Promotion of Former Temporary Disability Retired List Soldiers

6–25. Scope.

This section prescribes policy and procedures for the promotion entitlement of former temporary disability retired list (TDRL) soldiers. It is applicable to soldiers who had been selected for promotion and placed on a selection list, but placed on the TDRL before their sequence numbers were reached.

6–26. Promotion entitlement and DOR.

a. A soldier who declines reentry on active duty in the Active Army, where he or she held promotion list status when placed on the TDRL, is not entitled to a promotion on selecting membership in the USAR upon removal from the TDRL.

b. A soldier who declines reentry on active duty in the USAR AGR program, where he or she held promotion list status when placed on the TDRL, is not entitled to a promotion on voluntary membership in the USAR, in a non-active duty status, upon removal from the TDRL.

c. A soldier who declines reentry as explained in a and b above and enlists or transfers into a TPU or IMA/IRR assignment will compete for promotion under criteria established for a TPU (chapter 3) or the IMA/IRR (chapter 5). Promotion eligibility cannot be transferred from one promotion system to another. Service on the TDRL is creditable for TIMIG and TIS for promotion purposes.

d. A soldier in the grade of SGT or above who was on a promotion list and placed on the TDRL from—

(1) Active duty in a USAR AGR status, upon returning to AGR status from TDRL, will be promoted with a DOR of his or her peers provided:

(a) The soldier was selected for promotion by a HQDA, USAR AGR enlisted selection board per chapter 4; and

(b) Placed on the TDRL before his or her sequence number was reached.

(2) From ADT, ADSW, or TTAD status, upon returning to an active status in the USAR from TDRL, will be promoted with a DOR of his or her peers provided:

(a) The soldier was selected for promotion by a selection board convened under chapter 3, 5, or 6 and placed on a selection list; and

(b) The soldier was placed on TDRL from an ADT, ADSW, or TTAD status before his or her sequence number was reached, or before a vacancy or projected vacancy was available; and

(c) The soldier's peers have been promoted from the promotion list.

e. The effective date of promotion will normally be the date of the orders announcing the promotion or a future effective date.(See paras 1-8c, 1-9, and 1-10 for exceptions.) On publication of the promotion orders—

(1) Soldiers whose sequence numbers, or appropriate vacancies or protected vacancies, were passed while they were on TDRL will be promoted effective the date of return to active duty or active status.

(2) Soldiers whose sequence numbers, or appropriate vacancies or projected vacancies, have not been reached or passed while they were on the TDRL, will be promoted with their peers.

Chapter 7
Reductions and Restorations

Section I
General

7–1. Scope

This chapter outlines policy and procedures governing grade reduction and restoration of USAR soldiers. It is according to policies contained in AR 27–10 (Military Justice), the UCMJ and the MCM. All reductions and grade restorations under this chapter will be announced in the order formats outlined in AR 310–10.

7–2. Reduction authority

Centralized promotion authority authorized throughout this regulation does not divest commanders of the authority to reduce personnel for inefficiency or conviction by a civil court. However, reduction for misconduct under Art 15, UCMJ, (AR 27–10), is not authorized for AGR SSG through SGM and all other soldiers SFC through SGM. Administrative reduction authority for attached or assigned soldiers is delegated to the following commanders:

a. PV2 through CPL or SPC. Company, troop, battery, and separate detachment commanders.

b. SGT and SSG. Field grade commanders of an organization authorized a commander in the grade of lieutenant colonel or higher.

c. SFC through SGM. Commanders of organizations authorized a commander in the grade of colonel or higher.

7–3. Reduction orders

a. Reduction, except for Article 15, UCMJ, is announced by orders in the format authorized by AR 27–10 or AR 310–10. For orders published by a higher headquarters, that commander may review or make a final decision on an appeal. Reduction by sentence of court-martial is announced in appropriate court-martial orders. No other orders are required.

b. Orders will cite the reason for reduction (i.e. inefficiency, etc.) and the authority. When reduction is for—

(1) Misconduct for which proceedings under Article 15, UCMJ, were conducted, prepare DA Form 2627 (Record of Proceedings Under Article 15, UCMJ) per AR 27–10.

(2) Other than misconduct, or misconduct based on civil conviction, the orders will cite the reason and authority and the paragraph under which reduced.

c. A copy of the document reducing AGR, IRR, IMA, and Standby Reserve (Active List) soldiers from SGM through SGT will be provided Cdr, PERSCOM per paragraph 1–8.2*b*.

7–4. Effective dates of reduction

A reduction will be effective on the following dates:

a. Reduction by court-martial. The date the sentence is ordered executed (Art 57, UCMJ).

b. Operation of law. The date the convening authority approved the sentence (Art 58a, UCMJ).

c. Nonjudicial punishment. The date the commanding officer who imposed the punishment signed DA Form 2627–2, (Record of Supplementary Action under Article 15, UCMJ) section II, if not suspended (Art 15, UCMJ).

d. All other cases. On the date the reduction order is issued and received by the soldier. If the soldier is absent for his or her own convenience, or throught the soldier's own fault, or is not currently serving in a military duty status (i.e. IDT, AT, ADT, or AD), on the date the reduction order is issued and reived at the soldier's home station.

7–5. Date of rank on reduction or restoration

The DOR on reduction or restoration will be as follows:

a. For AGR soldiers the DOR will be computed according to the policy contained in AR 27-10 and AR 600-20. However, the DOR for an AGR soldier reduced per paragraph 7-12d, will be the original DOR of the grade to which reduced.

b. For USAR soldiers, except AGR personnel, the DOR will be computed as follows:

(1) Reduction for inefficiency (para 7-10), unsatisfactory participation (para 7-10.1), voluntary reduction (7-12b), failure to meet conditional promotion requirements (para 7-12d), or failure to complete schooling (para 7-12e). The DOR will be the original DOR of the grade to which reduced.

(2) Reduced for reasons other than cited in (I) above. The DOR will be the effective date of the order announcing reduction.

(3) Reduced under the provisions of Article 15, UCMJ. The DOR will be the date the punishment was imposed.

(4) Restoration of pay grade on appeal, setting aside mitigation, or suspension of nonjudicial punishment. The DOR will be the date of the grade held before the imposition of the punishment and remains unchanged. If suspension of the reduction is vacated, the DOR in the grade to which reduced is the date punishment was imposed. This is regardless of whether the reduction was suspended at that time or later.

(5) Restoration of former pay grade for a soldier voluntarily reduced under paragraph 7-12b(1) and (3). On advancement to a previously held higher grade, the DOR will be according to paragraph 6-2g.

Section II
Reduction Boards

7–6. Convening authority and responsibilities

a. The convening authority for reduction boards will be those commanders cited in paragraph 7–2 as appropriate to the grade.

b. A reduction board must be convened when reduction for inefficiency, misconduct, or unsatisfactory participation is considered for IRR, AGR, IMA, and Standby Reserve (Active List) soldiers SSG and above and TPU soldiers SGT and above. The reduction board must be convened unless the soldier waives the requirement in writing. A board is not required for the reduction of soldiers in grades below those cited above, or for the reductions prescribed by paragraph 7-12.

c. The board will be convened at least 30 working days after the soldier(s) being considered have been notified in writing of the scheduled hearing. However, it must be convened within 60 days after receipt of documentary evidence requiring board consideration.

d. The convening authority will ensure that—

(1) The board is composed of officers and enlisted personnel of mature judgment and senior in grade or date of rank to the soldier being considered for reduction. At least one member of each board will be a member of a Reserve Component.

(2) For inefficiency cases only, at least one board member will be thoroughly familiar with the soldier's field of specialization.

(3) The board will consist of at least three voting members and will have both officer and enlisted voting members. If the soldier being considered is on AGR status, one member must be a USAR officer or senior enlisted member in an AGR status.

(4) The board is composed of impartial members. Request members be provided by the next higher commander when impartial members are not available.

(5) The board has an officer or senior enlisted member (or both) of the same sex as the soldier being considered for reduction.

(6) If the soldier being considered for reduction is a member of a minority group, the board will, on written request of the soldier, include an officer or senior enlisted member who also is a minority group member if such a member is reasonably available. When requested, the appointed board member normally should be of the same minority group as the soldier being considered for reduction; however, nonavailability of a member of the same minority group will not preclude convening of the board. In the event of nonavailability, the reason will be stated in the record of proceedings.

(7) The board has a recorder without vote.

(8) No soldier with direct knowledge of the case is appointed to the board.

(9) Alternate board members are appointed and are available as required.

7–7. Reduction board procedures

a. A soldier who is to appear before the board will be given written notice at least 30 working days before the hearing. (See para 7–8.)

b. If the soldier requests a specific military counsel for representation, the convening authority will determine if individually requested military counsel is reasonably available. The military counsel need not be a judge advocate. When a judge advocate is specifically requested as counsel, forward the request to the local staff judge advocate or

Trial Defense Service official, for necessary action and final determination of availability. Final determination as to the availability of other requested counsel is made by the convening authority.

c. Notice of a board hearing date will be made only after counselor representation has been made available to the soldier.

d. On request of the soldier or counsel, the recorder will arrange for the presence of any reasonably available witness or witnesses the soldier desires to call on his or her behalf. In the case of an IRR, IMA, TPU or Standby Reserve (Active List) soldier, witnesses will be made available at no expense to the Government.

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

f. The president of the board will ensure that enough testimony is presented to enable the board to

(1) Fully and impartially evaluate each case.

(2) Be objective in their deliberations.

(3) Arrive at a proper recommendation.

(4) Give consideration to those abilities and qualities required and expected of a member of appropriate grade and experience. An NCO is expected to maintain high standards of conduct. While prior years of faithful service are commendable, this alone will not be overriding in determining the best interest of the Army.

g. AR 15–6, although not applicable, will serve as a guide for reduction board proceedings where not in conflict with the provisions of this regulation.

h. The board may recommend reduction of one grade, retention of current grade, reassignment in grade, or a combination of the above. In those cases where retention of current grade is recommended and the soldier is on a recommended list for promotion to the higher grade (whether HQDA or local list) the board may also recommend that the soldier be removed from the recommended list. It may not recommend lateral appointment from an NCO to a specialist or vice versa.

i. A majority of the appointed board members will constitute a quorum and must be present at all board sessions.

j. The convening authority may approve or disapprove any portion of the board recommendations. The convening authority's action must not increase the severity of the board's recommendation. If the authority approves a recommended reduction, the authority may direct it.

k. Generally, procedural errors or irregularities in a board do not invalidate the proceeding or any action of the convening authority based on it.

(1) *Harmless errors.* Harmless errors are those defects in the procedures or the proceedings which do not have a material adverse effect on a soldier's substantial rights. If the convening authority notes a harmless defect in the procedures or the proceeding he or she may take his or her final action notwithstanding the defect.

(2) *Substantial errors.*

(a) Jurisdictional error. Where a reduction board is convened by an official without the authority to do so (see para 7–2), the proceedings are a nullity.

(b) Other substantial errors. Other substantial errors are those which had a material adverse effect on a soldier's substantial rights, such as failure to meet requirements as to composition of the board, denial of a soldier's right to counsel, and so forth.

(c) Correction of errors. Where such errors can be corrected without substantial prejudice to the soldier concerned, the convening authority may return the case to the same board for corrective action. Soldiers who are affected by such a return should be notified of the error, the proposed correction, and of their rights to comment on both. If the error is such that it cannot be cured or cannot be cured without substantial prejudice to the soldier concerned, the convening authority may not use the affected part of that board as the basis for adverse action against the person whose substantial rights were prejudiced. (Use of evidence considered by the board is not precluded in connection with action under the Uniform Code of Military Justice, civilian personnel regulations, AR 600–37, or any other directive which contains its own procedural safeguards.) In case of an error which 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. 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 soldier concerned.

(d) Failure to object. Except for errors of jurisdiction (see *(a)* above), no error is substantial within the meaning of this paragraph as to a named soldier before a reduction board if there has been a failure to object or otherwise bring the error to the attention of the president of the board. Accordingly, errors described in *(b)* above to which a soldier or his or her counsel or other representative fail to bring to the attention of the president of the board may be treated as harmless error.

l. When the board recommends a reduction and the convening authority approves it, the soldier will be reduced without regard to any action to appeal the reduction. In the instance of reduction for inefficiency, the convening

authority may direct suspension of the reduction for a period not to exceed 6 months. If the suspension is not vacated before the end of the suspension period, reduction may only be accomplished by convening a new reduction board.

m. If the convening authority approves a recommendation to remove a soldier from a recommended list, he or she will forward the board report and recommendation by the convening authority to the commander having GCM authority or to the first Army general officer commander who has a judge advocate or a legal advisor available. The GCM authority or Army general officer commander with a judge advocate or legal advisor available will review the proceedings and take final action thereon. If he or she approved the recommendation, he or she will notify the appropriate authority for removal under paragraphs 3–25, 3–41, 4–19, or 5–11. If the GCM authority or Army general officer commander does not concur in the recommendation to remove the soldier from the recommended list he or she may disapprove the action and return it through command channels to the convening authority with the reason for disapproval.

n. If a reduction is based on a conviction by a civil court and the civil conviction is reversed, the soldier will be restored to the grade from which reduced (para 7–15*c*).

o. Disposition instructions will be according to paragraph 7–12.

7–8. Notification procedures and rights of the soldier

a. TPU SGTs or above, and IRR, AGR, IMA or Standby Reserve (Active List) SSGs or above who are being considered for reduction due to inefficiency misconduct, or unsatisfactory participation, will be advised in writing by the reduction authority of the contemplated action, and the reasons thereof. The soldier will be advised of his or her rights in a notification letter (fig 7–1).

(1) The notification letter will be signed by the commander responsible for the reduction and delivered to the soldier either in person or by certified mail, restricted delivery, return receipt requested, at the last known address provided to the unit by the soldier. A copy of the letter with the postal receipt showing the certified number will be filed in the action pending section of the soldier's DA Form 201 (Military Personnel Records Jacket).

(2) If the notification letter is delivered in person, the soldier will acknowledge receipt by affixing his or her signature on the appropriate space provided in the original letter. If delivered by certified mail, the signed certified receipt will constitute acknowledgment of the soldier's receipt of the letter. Failure of the soldier to acknowledge receipt of the letter will constitute a waiver of the soldier's rights and will not be grounds for cessation of the reduction board action. This is also true if the properly addressed envelope is returned as unclaimed or undeliverable for any reason.

(3) Within 30 days from the date of receipt, the soldier must respond to the notification letter outlining the options he or she has selected after consulting with counsel. The responding letter (fig 7–2) will be completed by the soldier and consulting counsel and submitted to the reduction authority for appropriate action.

b. The appropriate convening authority will schedule a reduction board to convene not less than 30 days from the date the soldier receives notification of the proposed reduction action. Soldiers who elect appearance and presentation of their case before a reduction board will be notified of the date, time, and place the board will be held.

c. The soldier has the right to appear in person with or without counsel at all open proceedings of the board.

d. If the soldier appears before the board without counsel the president will counsel him or her on—

(1) The action being contemplated.

(2) The impact of such action on the soldier's future Army career.

(3) The soldier's right to request counsel.

e. The soldier may challenge any board member for cause. (See AR 15–6, para 5–7, for guidance.)

f. With no expense to the Government, the soldier may request any reasonably available witness whose testimony he or she believes pertinent to the case. When requested, the soldier will tell the nature of the information the witness will provide.

g. The soldier may submit to the board, written affidavits or depositions of witnesses who are unable to appear in his or her behalf.

h. The soldier has the option of choosing whether to testify or not. Should the soldier choose to testify, he or she may not be compelled to incriminate himself or herself. Nor may the soldier be compelled to answer questions, the answer to which might tend to incriminate him or her (ART 31, UCMJ).

i. The soldier or counsel may question any witnesses appearing before the board.

j. Failure of the soldier to exercise his or her rights will not be a bar to the board proceedings or to its findings and recommendations.

Section III
Reductions

7–9. Reduction for misconduct or conviction by civil court

a. Article 15, UCMJ. (See AR 27–10) :

(1) AGR soldiers, SSG through SGM, may not be reduced in grade under this provision.

(2) TPU, IMA, IRR, and Standby Reserve (Active List) soldiers, SFC through SGM, may not be reduced in grade under this provision.

b. Court-martial. (See MCM, 1984.) Soldiers in all grades may be reduced under this provision.

c. Conviction by civil court.

(1) A soldier convicted by civil court (domestic or foreign), or adjudged a juvenile offender by a civil court (domestic or foreign) will be reduced or considered for reduction according to table 7–1. A juvenile offender includes adjudication as a juvenile delinquent, wayward minor, or youthful offender.

(2) On receipt of documents establishing a sentence (imposed or vacation of a suspended sentence), or a finding of guilt with sentence to be established at a later date, action will be taken according to the appropriate rule of table 7–1. A soldier may be reduced even through an appeal is pending or has been filed.

(3) If a reduction board is required, it will be convened within 30 duty days after receipt of documentary evidence and before separation or retention is considered per AR 635–200 or AR 135–178 unless the soldier waives it in writing. The reduction authority may extend the 30-day limitation for good cause. A written justification must be included in the file if an extension is granted.

(4) Commanders will publish orders and enter the reduction in the military records of the soldier. Orders will indicate the rule of table 7–1 under which soldier was reduced as authority for reduction. The soldier will be informed, in writing, of the right to appeal the reduction and of the time limits and procedures.

(5) If the conviction is reversed, the soldier will be restored to former grade per paragraph 7–15*c*.

(6) If the sentence is modified or reassessed (by an appellate court or otherwise) action will be per table 7–1, rules 6, 7, 8, or 9 and the soldier will be notified in writing of the decision.

(7) If a soldier is reduced prior to sentencing and sentence as imposed is less severe than the penalties listed in the rule under which soldier was reduced, action will be taken per rules 10, 11, 12, or 13 as appropriate. Soldier will be notified in writing of this decision.

d. By operation of law.

(1) *General rule.* A court-martial sentence of an enlisted soldier which, as approved by the convening authority, includes a punitive discharge, confinement, or hard labor without confinement, carries a reduction to the lowest enlisted pay grade. It will be effective on date of approval by the convening authority (Art 58a, UCMJ).

(2) *Exception.* A soldier whose sentence to punitive discharge, confinement, or hard labor without confinement is approved may be probationally retained in the grade held at time of sentence or in any intermediate grade. However, the convening or higher authority must do the following:

(a) Suspend execution of sentence.

(b) Provide in his or her action that the soldier will serve in that grade during the period of suspension, and thereafter, unless the suspension is vacated before its termination.

7–10. Reduction for inefficiency

a. Inefficiency is defined as a demonstration by an individual of distinctive characteristics which show the inability to perform the duties and responsibilities of the grade and MOS. It may also include any act or conduct which clearly shows the soldier lacks those abilities and qualities required and expected of a person of that grade and experience. Commanders may consider misconduct, including conviction by a civil court, as bearing on efficiency. A soldier may be reduced one grade only under this authority for long-standing unpaid personal debts which he or she has not made a reasonable attempt to pay.

b. A soldier who has served in the same unit for at least 90 days may be reduced one grade for inefficiency. The reduction authority for the grade concerned (see para 7–2), or a higher commander in the chain of command, may reduce the soldier. The commander initiating the reduction action will present documents to the reduction authority showing the soldier's inefficiency. This may include—

(1) Statements of counseling or documented attempts at rehabilitation by the chain of command or supervisors.

(2) Copies of special EERs that were submitted due to inefficiency.

(3) Record of misconduct during the period concerned.

(4) Correspondence from creditors attempting to collect a debt from the soldier (AR 600–15, para 3–1).

(5) Correspondence from civil authorities.

c. The documents should establish a pattern of inefficiency rather than identify a specific incident. Reduction for inefficiency will not be used—

(1) To reduce soldiers for actions for which they have been acquitted as a result of court-martial proceedings.

(2) In lieu of Art 15, UCMJ.

(3) To reduce a soldier for a single act of misconduct.

d. The commander reducing the soldier will inform the soldier in writing of the action contemplated and reasons. The soldier will acknowledge receipt of the letter, by endorsement, and may submit any pertinent matters in rebuttal.

(1) IRR, AGR, IMA, and Standby Reserve (Active List) SGTs and below may be reduced without action by a board. TPU CPLs or SPCs and below may be reduced without action by a board.

(2) IRR, AGR, IMA, and Standby Reserve (Active List) SSG through SGM, and TPU SGT through SGM, may request appearance before a reduction board. If appearance is declined, it will be in writing and will be considered as acceptance of the reduction action.

(3) A reduction board, when required, will be convened within 30 days after the soldier is notified in writing (para 7–6*c*).

7–10.1. Reduction for unsatisfactory participation

a. This paragraph is not applicable to soldiers serving on active duty in an Active Guard Reserve status. Reductions under this paragraph are discretionary and wholly apart from discharge proceedings under AR 135–178, chapter 13, or reassignment proceedings under AR 140–10, paragraph 4–15.

b. Unsatisfactory participation is defined in AR 135–91, chapter 4, and is a result of a soldier's willful refusal to respond to official correspondence or orders, failure to attend or complete annual training, refusal to report for muster duty, or accruing a specified number of unexcused absences from scheduled training assemblies.

c. A soldier may be reduced one grade for unsatisfactory participation. The reduction authority for the grade concerned (see para 7–2), or a higher commander in the chain of command, may reduce the soldier. Reduction action is discretionary. A commander may initiate reduction proceedings by presenting evidence of unsatisfactory participation to the appropriate reduction authority. The evidence must include—

(1) The reason(s) why the soldier has been determined to be an unsatisfactory participant.

(2) A statement that reassignment (AR 140–10, para 4–15) or separation (AR 135–178, chap 13) proceedings have, or have not, been initiated.

(3) A record of applicable dates and notification procedures.

(4) Copies of certified mailings and receipts.

(5) Record of participation during current term of service.

(6) A summary of assignments and duties during the current term of service.

(7) Copies of any NCO–ERs that may have been issued during the past 3 years.

(8) A copy of the notification required by paragraph 7–8 or *e* and the soldier's response, if any.

d. Reduction for unsatisfactory participation will not be used—

(1) To reduce a soldier because of conduct that has been the subject of judicial proceedings resulting in an acquittal or similar action. Only a general officer in the chain of command, who has a judge advocate or legal advisor available, will determine that an action does not have the effect of an acquittal.

(2) In lieu of Art 15, UCMJ.

(3) To reduce a soldier for unexcused absences from scheduled training assemblies which are less than the number of unexcused absences specified by AR 135–91 for unsatisfactory participation.

e. The commander reducing the soldier will inform the soldier in writing of the action contemplated and reasons. The soldier will acknowledge receipt of the letter, by endorsement, and may submit any pertinent matters in rebuttal.

(1) IRR, IMA, and Standby Reserve (Active List) SGTs and below may be reduced without action by a board. TPU CPLs or SPCs and below may be reduced without action by a board.

(2) IRR, IMA, and Standby Reserve (Active List) SSG through SGM, and TPU SGT through SGM, may request appearance before a reduction board. If appearance is declined, it will be in writing and will be considered as acceptance of the reduction action.

(3) A reduction board, when required, will be convened within 30 days after the soldier is notified in writing (para 7–6*c*).

f. Reduction action under this paragraph must be completed prior to a soldier's reassignment or separation from the reduction authority's command jurisdiction.

7–11. Disposition instructions

a. The complete inefficiency action, including any appeal will be filed in the soldier's MPRJ and will be removed when the soldier is later promoted.

b. A complete copy of the inefficiency reduction action, including any appeal, will be sent to Commander, U.S. Total Army Personnel Command, ATTN: TAPC–MSL–E, 9700 Page Boulevard, St. Louis, MO 63132–5200. It will then be filed in the member's OMPF.

(1) Uncontested reduction actions, and those reduction actions involving appeals that are completely or partially denied will be filed in the performance portion of the OMPF.

(2) Reduction actions that are wholly set aside will be filed in the restricted portion of the OMPF.

7–12. Other reasons for reduction

a. Approved for discharge from service under other than honorable conditions. When the appropriate authority (AR

135–178 or AR 635–200) determines that a soldier is to be discharged from the service under other than honorable conditions, the soldier will be reduced to PV1. Board action is not required for this reduction. The appropriate commander having jurisdiction under AR 135–178 or AR 635–200 will, when directing a discharge under other than honorable conditions, or when directed by higher authority, direct the soldier to be reduced to PV1. If a discharge is approved under other than honorable conditions, but is suspended (AR 135–178 or AR 635–200), the soldier will not be reduced under this paragraph unless the suspension is later vacated.

b. Voluntary reduction.

(1) A soldier on AGR status may request a voluntary reduction to one pay grade below that currently held to qualify for a new tour position being offered by CG, ARPERCEN. This is when the soldier's current tour position is not scheduled for renewal and no other tour position in the soldier's grade and MOS is available. It may also be to provide the soldier an opportunity to continue on tour in the current assignment.

(2) A soldier who submitted a late declination of a promotion that was not approved by the promotion authority (para 3–39*a*). The soldier will be reduced to previous grade without prejudice upon his or her request for voluntary reduction.

(3) A soldier may volunteer for reduction to one or more lower pay grades. The reduction requested by the soldier will be accomplished by the promotion authority without prejudice. Such reductions will normally be limited to soldiers desiring reduction for—

(a) Voluntary entry on active duty in the Active Army (AR 135–210) or on Active Guard Reserve (AGR) status (AR 135–18).

Note. Enlistment at a lower grade in the Regular Army, the Delayed Entry Program, the Army National Guard, or other U.S. Armed Force is a contractual agreement and reduction orders are not issued. Since the soldier is discharged from the USAR, without a reduction action and voluntarily contracts to enlist at a lower grade, it is not considered as a grade reduction within the meaning of this regulation. Subsequent contractual reentry into the USAR will not authorize grade restoration under paragraph 6–2*g*.

(b) Assignment in a lower grade to an existing vacancy in a TPU. This reduction is authorized provided the soldier has not attained the maximum years of service in the grade to which reduced (AR 140–10, para 7–2*g*.)

(4) Board action is not required for reductions of this nature. The voluntary request for reduction of an AGR soldier may be approved by CG, ARPERCEN (DARP–ARE). Reduction orders will be issued by Cdr, PERSCOM (TAPC–MSL–E).

(5) The DOR will be the date of the grade to which reduced as if the soldier had never attained a grade higher than that to which reduced (para 7–5*b*(1)).

c. Soldiers dropped from the rolls of the Army. When a soldier is to be dropped from the rolls of the Army, he or she will be reduced to PV1 by the reduction authority. Board action is not required.

d. Failure to meet conditional promotion NCOES requirements. A soldier who accepts a promotion with the condition that he or she must enroll in, and successfully complete, a specified NCOES course (para 1-8b.1), and fails to meet those conditions, or is subsequently denied enrollment, or becomes an academic failure, or does not meet graduation requirements, or is declared a "No-Show", will be reduced to the grade and rank held prior to the conditional promotion.

(1) Board action is not required for reductions under this paragraph.

(2) DOR will be per paragraph 7-5b(1).

(3) The effective date of the reduction will be the date of the reduction order. However, service performed in the higher grade will not be considered for retirement, date of rank, or any other determinations dependent on the higher grade.

e. Failure to complete schooling. Soldiers who are advanced to a higher pay grade as a result of attendance at a service school, or civilian educational institution and who disenroll or fail to complete the course successfully will be reduced as follows:

(1) Officer candidates (OCS) and warrant officer candidates (WOC) will be reduced by the authorities cited in paragraph 7-2 to the grade held prior to the advancement which was based on course entry. For example, a PFC promoted to SGT on enrollment in OCS would be reduced to PFC on disenrollment from OCS.

(2) SMP participants (para 6–2*e*) on disenrollment from SROTC, will be reduced by the authorities cited in paragraph 7–2 to the grade held prior to enrollment in the SROTC; or the grade the soldier would be entitled if enlisting under AR 601–210; but not below PV2. Reductions will be announced on DA Form 4187.

Note. Example: An ROTC/SMP participant (Cadet), having no previous military service that provided for SGT, who becomes disenrolled from the ROTC Advanced Course and remains assigned to a TPU would be reduced to PV2 or PFC, as appropriate, per AR 601–210, table 2–3, rule C.

f. Erroneous enlistment grades. Soldiers who, on enlistment or reenlistment in the USAR were enlisted in grades above those authorized by AR 140–111 or AR 601–210 at time of enlistment or reenlistment, will be reduced to the grade to which then entitled. Board action is not required. DOR will be the date of enlistment or reenlistment.

g. Failure to qualify in MOS. A soldier who was assigned to a new DMOS as a result of unit reorganization or

inactivation, was promoted, and did not qualify in the MOS within 1 year (para 3–10*a*(4)(b), 3–13*d*(2), and 3–33*d*(2). Soldier will be reduced to previous grade held at time of unit reorganization or inactivation.

h. ***(Rescinded.)***

Section IV
Appeals

7–13. Appeals from reduction for misconduct

Appeals from reduction by reason of Article 15 or court-martial are governed by Article 15, UCMJ, the MCM and AR 27–10.

7–14. Appeals for other reasons

a. Appeals of reduction under rule 1, table 7–1, are authorized but only to correct an erroneous reduction (the reduction action did not meet the requirements of the rule, and was therefore without a sufficient basis).

b. Appeals of reduction for inefficiency or for misconduct under table 7–1, other than rule 1, are authorized to correct an erroneous reduction or on equitable grounds (based on the facts and circumstances of the particular case, partial or full restoration of grade is in the best interest of the Army and the soldier).

c. Authorized appeals will be submitted in writing within 30 days of the date of reduction or date of letter notifying soldier that he or she will not be restored to the former grade (table 7–1, rules 7, 9, 11, and 13). A copy of the appeal and all related documentation will be forwarded to the officer authorized to take action on the appeal.

d. Final action on appeals will be taken by the—

(1) Next higher authority above reduction authority for grades:

(a) SSG and below for TPU soldiers.

(b) SGT and below for IRR, AGR, IMA, and Standby Reserve (Active List) soldiers.

(2) First general officer in the chain of command above the reduction authority for grades—

(a) SFC through SGM for TPU soldiers.

(b) SSG through SGM for IRR, AGR, IMA, and Standby Reserve (Active List) soldiers.

e. If the officer taking action on an appeal determines that the reduction under rule 1 was erroneous, he or she will direct restoration to the former grade. However, if it is determined that another rule in table 7–1 may apply, he or she will direct that action be taken in accordance with the appropriate rule of table 7–1. DOR for soldiers restored to former grade will be the same as DOR prior to reduction.

f. If the officer taking action on an appeal determines that the reduction should be changed on equitable grounds, he or she will direct restoration to the former grade or to any intermediate grade. Restorations will be effective as of the date of the order. DOR for soldiers restored to former grade will be the same as DOR prior to reduction. DOR for soldiers restored to an intermediate grade will be the same date of the order directing restoration.

g. If the officer taking action on an appeal determines that the reduction meets the requirements of this regulation and need not be changed on equitable grounds, he or she will deny the appeal.

h. Soldiers submitting appeals will be informed in writing of the decision. A copy of the appeal and the final action will be provided to the custodian of the soldier's MPRJ. It will be filed per paragraph 7–11.

i. Authority to take final action on appeal may not be delegated.

Section V
Restoration of Pay Grades

7–15. Restoration to former grades

Grade restoration may result from any of the following reasons:

a. Setting aside, mitigation, or suspension of nonjudicial punishment. The procedures and means of restoring grades and announcing these actions are set forth in AR 27–10, chapter 3.

b. Action under Art 58a(b) or 75, UCMJ. All rights, privileges, and property deprived a soldier as the result of a court-martial sentence will be restored when the reduction sentence, or other sentence resulting in reduction under Art 58a(a), UCMJ, is set aside or disapproved. A commander authorized to promote to a higher grade will—

(1) Restore grade under Art 58a(b) or 75a, UCMJ.

(2) Direct the soldier to be appointed one grade higher than the one held before reduction. This is if the soldier would have attained the higher grade had he or she not been tried and convicted by a court-martial. These orders will be issued per AR 310–10.

c. Reversal of conviction by a civil court.

(1) If conviction by a civil court is reversed for a reduced soldier, the soldier—

(a) Will be restored to the grade from which reduced.

(b) May be promoted to the next higher grade if the commander having promotion authority for that grade determines that he or she was denied promotion because of the conviction.

(2) A reversal of conviction is the annulling or voiding of a court judgment by the same or a higher court of competent jurisdiction because of error or irregularity in proceedings. It does not include instances where, under local law or procedure, a conviction is set aside in recognition of rehabilitation or as a result of parole. If a conviction is reversed and a new trial is ordered, the soldier's grade will be restored. The soldier may be reduced because of a later conviction resulting from a new trial.

d. Voluntary reduction. Soldiers reduced under paragraphs 7–12*b*(1) and (3) may be promoted to their former grade under the conditions cited below provided they are in a promotable status. For soldiers promoted on or after 1 July 1987, the DOR of the grade to which restored will be adjusted to reflect the previous period served in the grade to which promoted. The effective date of the promotion will be the date of the promotion order restoring the grade. Grade restoration is authorized only when the soldier is—

(1) Serving on AGR status and has been promoted to his or her former grade according to the procedures outlined in chapter 4, section IV.

(2) Released from active duty in an AGR status and assigned to a TPU, the IRR, Retired Reserve, or an IMA position. Grade restoration for these personnel will be governed by paragraph 6–2*g*.

7–15.1. Not used.

Table 7–1
Reduction for Misconduct under AR 140–158, Paragraph 7–9

Rule	if	and	then	and
1	a. Soldier's sentence includes death or confinement of 1 year or more that is not suspended; or b. Maximum penalty under UCMJ is death or confinement for 1 year or more and law governing that court provides for death or confinement for 1 year or more for the offense; however, sentencing has been delayed or deferred more than 30 days from the date of conviction, or the date the court accepted a plea of guilty to an offense, as described. If the offense is not listed in the MCM, 1984, or is not closely related to an offense listed, the maximum punishment provided by the U.S. Code 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; or c. Sentence is confinement of 1 year or more but it was suspended and later the suspension was vacated and the soldier has not been reduced to the lowest enlisted rank.	soldier is serving in any enlisted rank above PV1	soldier will be reduced to the lowest enlisted rank, PV1, without referral to a reduction board	appeal is authorized only to correct an erroneous reduction (see para 7–14)
2	Soldier's sentence is confinement for more than 30 days but less than 1 year (not suspended) or sentence is confinement for one year or more which is suspended.	soldier is assigned to a TPU serving in rank of SGT or above, or assigned to IRR, Standby Reserve (Active List), AGR, or IMA serving in rank of SSG or above	the reduction authority must refer the matter to a reduction board to consider reduction of one or more ranks	Appeal is authorized on equitable grounds or to correct an erroneous reduction (see para 7–14)
3		soldier is assigned to a TPU serving in rank of CPL/SPC or below, or assigned to IRR, Standby Reserve (Active List), AGR, and IMA serving in rank of SGT or below	the reduction authority must consider reduction of one or more ranks; referral to a reduction board is not required	
4	Soldier's sentence is less severe than those in rules 1 and 2	soldier is assigned to a TPU serving in rank of SGT or above, or assigned to IRR, Standby Reserve (Active List), AGR, or IMA serving in rank of SSG or above and reduction authority considers that reduction may be appropriate	the reduction authority must refer the matter to a reduction board to consider reduction of one or more ranks	
5		soldier is assigned to a TPU serving in the rank of CPL/SPC or below, or assigned to IRR, Standby Reserve (Active List), AGR, or IMA serving in the rank of SGT or below and reduction authority considers that reduction is appropriate	the reduction authority may reduce the soldier one or more ranks; referral to a reduction board is not required	

Table 7–1
Reduction for Misconduct under AR 140–158, Paragraph 7–9—Continued

Rule	if	and	then	and
6	A soldier was reduced according to rule 1a and the sentence is later changed for any reason to a sentence which falls under rule 2 soldier is assigned to a TPU and was reduced from the rank of SGT or above, or	soldier is assigned to IRR, Standby Reserve (Active List), AGR, or IMA and was reduced from the rank of SSG or above	the soldier must be restored to former rank. The reduction authority must then refer the matter to a reduction board to consider reduction of one or more ranks under rule 2	
7	A soldier was reduced according to rule 1a and the sentence is later changed for any reason to a sentence which falls under rule 2 soldier is assigned to a TPU and was reduced from the rank of CPL/SPC or below, or soldier is assigned to IRR, Standby Reserve (Active List), AGR, or IMA and was reduced from the rank of SGT or below		the reduction authority will either restore soldier to former rank or any intermediate rank or direct the reduction to PV1 to remain unchanged. The soldier will be notified, in writing, of the decision	
8	A soldier was reduced according to rule 1a and the sentence is later changed for any reason to a sentence which falls under rule 4	soldier is assigned to a TPU and was reduced from the rank of SGT or above, or soldier is assigned to IRR, AGR, or IMA and was reduced from the rank of SSG or above	soldier is assigned to a TPU and was reduced from the rank of SGT or above, or soldier is assigned to IRR, Standby Reserve (Active List), AGR, or IMA and was reduced from the rank of SSG or above	appeal is authorized on equitable grounds or to correct an erroneous reduction (see para 7–14)
9		soldier is assigned to a TPU and was reduced from the rank of CPL/SPC or below, or soldier is assigned to IRR, Standby Reserve (Active List), AGR, or IMA and was reduced from the rank of SGT or below	the reduction authority may either restore soldier to former rank or any intermediate rank or direct the reduction to PV1 to remain unchanged. The soldier will be notified in writing, of the decision	
10	A soldier was reduced according to rule 1b and later sentenced for the offense to confinement for more than 30 days but less than 1 year (not suspended) or 1 year or more which is suspended	soldier is assigned to a TPU and was reduced from the rank of SGT or above, or soldier is assigned to IRR, Standby Reserve (Active List), AGR, or IMA and was reduced from the rank of SSG or above	the soldier must be restored to former rank. The reduction authority must then refer the matter to a reduction board to consider reduction of one or more ranks under rule 2	
11	A soldier was reduced according to rule 1b and later sentenced for the offense to confinement for more than 30 days but less than 1 year (not suspended) or 1 year or more which is suspended	soldier is assigned to a TPU and was reduced from the rank of CPL/SPC or below, or soldier is assigned to IRR, Standby Reserve (Active List), AGR, or IMA and was reduced from the rank of SGT or below	the reduction authority may either restore soldier to former rank or any intermediate rank or direct the reduction to PV1 to remain unchanged. The soldier will be notified, in writing, of the decision	
12	A soldier was reduced according to rule 1b and later sentenced for the offense to a sentence less severe than those in rules 1 and 2	soldier is assigned to a TPU and was reduced from the rank of SGT or above, or soldier is assigned to IRR, Standby Reserve (Active List), AGR, or IMA and was reduced from the rank of SSG or above	the soldier must be restored to former rank. If the reduction authority still considers that reduction may be appropriate, he/she must refer the matter to a reduction board under rule 4 after restoration of former rank	
13		soldier assigned to a TPU was reduced from the rank of CPL/SGT or below, or soldier is assigned to IRR, Standby Reserve (Active List), AGR, or IMA and was reduced from the rank of SGT or below	the reduction authority may either restore soldier to former rank or any intermediate rank or direct the reduction to remain unchanged. The soldier will be notified, in writing, of the decision	

(Type on appropriate headquarters letterhead.)

Office Symbol *(date)*

MEMORANDUM FOR: (The soldier being considered for reduction)

SUBJECT: Reduction Under AR 140–158, Chapter 7

1. Under the provisions of AR 140–158, chapter 7, I am initiating action to reduce you from (grade) to (grade). The reasons for my proposed action are:

a.

b.

2. I am suspending action for 30 days to give you the opportunity to exercise the following rights:

a. To consult with counsel.

b. To appear and present your case before a reduction board.

c. To be represented at any hearing by appointed counsel for representation, military counsel of your own choice, or civilian counsel at your own expense.

d. To request appearance of any reasonably available witness, or submit written affidavits or dispositions of witnesses who are unable to appear on your behalf. (For TPU, IRR, or IMA soldiers, witness will be made available only at no expense to the Government.)

e. To submit statements and documentary evidence pertinent to your behalf.

f. To waive the above rights in writing.

3. The final decision as to whether you will be reduced will rest with the convening authority.

4. Acknowledgment of this memorandum is required within 30 calendar days of receipt. Failure to respond to this memorandum with a request for consideration by a reduction board will be considered a waiver of that right.

(signature block of reduction authority)

Figure 7–1. Sample notification memorandum for reduction under paragraph 7–8

(Type on appropriate headquarters letterhead.)

Office Symbol (date)

MEMORANDUM FOR: (The reduction authority)

SUBJECT: Reduction Under AR 140–158, Chapter 7

1. I have been advised by my consulting counsel of the basis for the contemplated action to accomplish my reduction for ***(cite the reason(s) for the reduction as charged by the reduction authority)*** under the provisions of AR 140158, chapter 7, and its effects. I have been further advised of the rights available to me and the effect of any action taken by me in waiving my rights.

2. I request/waive appointed counsel for consultation.

3. I request/waive appearance and presentation of my case before the reduction board.

4. I request/waive representation by (counsel of representation) as my military counsel/civilian counsel at my own expense.

5. I request/waive appearance of any reasonably available witness and/or submission of written affidavits or depositions of witnesses who are unable to appear on my behalf.

6. Statements and/or documentary evidence in my own behalf (are/are not) submitted herewith (encl).

7. I understand that if reduced, I am entitled to submit an appeal within 30 days from the date of reduction.

(Signature and typed name and grade of the soldier)

Having been advised by me of the basis for his/her contemplated reduction and its effects, the rights available to him/her and the effect of a waiver of his/her rights, (name of soldier) knowingly made the choices indicated in the foregoing statement.

(Signature and type name, grade, and branch of counsel)
(Date counsel signed the statement)

Figure 7–2. Sample response by soldier to notification memorandum for reduction

Chapter 8
Promotions and the Noncommissioned Officer Education System (NCOES)

Section I
NCOES Course Requirements

8–1. General

a. The Noncommissioned Officer Education System (NCOES) prescribed by AR 351-1, provides leader and MOS skill training in an integrated system of resident and nonresident training. The NCOES training concept is an integral subsystem of the Enlisted Personnel Management System (EPMS). This chapter specifies the NCOES requirements for each NCO rank, the process for enrollment and completion, and the relationship of the NCOES to the USAR enlisted promotion systems prescribed by this regulation.

b. Successful completion of a NCOES course, either a resident or corresponding studies course, is required of all USAR NCOs commensurate with grade and rank per paragraph 8-2. Ideally, the NCOES course required by a grade should be completed before a soldier is promoted to that grade. The selection and enrollment procedures prescribed in this chapter are designed to achieve that goal, but to sustain readiness of the force, promotions conditioned on successful completion of an NCOES course are authorized in this chapter.

8–2. NCOES course requirements by grade and rank

NCOES courses are progressive and parallel the U.S. Army NCO rank structure. Therefore, a NCO must be a graduate of the educational course required by the NCOES for his or her current grade. A soldier with the rank of—

a. SGM. Must be a graduate of the U.S. Army Sergeants Major Course (SMC).

b. MSG. Must be a graduate of

(1) The Advanced Noncommissioned Officer—
Active Army (ANCOC–AC). This includes either the resident or nonresident course, or completion of an Army Correspondence Course Program (ACCP) for ANCOC–AC; or

(2) The Advanced Noncommissioned Officer Course—
Reserve Component (ANCOC–RC); or

(3) The Senior Noncommissioned Officer Course—
(SNCOC-RC); or

(4) The USASMA.

c. SFC. Must be a graduate of

(1) ANCOC-AC. This includes either the resident or nonresident course, or completion of an Army Correspondence Course Program (ACCP) for ANCOC-AC; or

(2) ANCOC-RC course; or

(3) SNCOC-RC course; or

(4) The USASMA.

d. SSG. Must be a graduate of

(1) The Basic Noncommissioned Officer Course—
Active Army (BNCOC-AC). This includes either the resident or nonresident course, or completion of an MOS specific ACCP for BNCOC-AC; or

(2) The Basic Noncommissioned Officer Course—
Reserve Component (BNCOC-RC); or

(3) The Special Forces Qualification Course (SFQC); or

(4) One of the courses listed in *c* above; or

(5) One of the following courses if completed before 1 October 1987:

(a) Basic Technical Course – Active Army (BTC-AC). This includes either the resident or nonresident course, or completion of an MOS specific ACCP for BTC-AC.

(b) BTC-RC.

(c) Primary Technical Course-Active Army (PTC-AC). This includes either the resident or nonresident course in MOS 12C, 26Q, 31C, 31M, 36C, 54E, 57H, 71M, 72E, and 72G, or completion of an MOS specific ACCP in the preceding MOS for BTC-AC.

(d) PTC-RC in MOS 12C, 26Q, 31C, 31M, 36C, 54E, 57H, 71M, 72E, or 72G.

e. SGT. Must be a graduate of

(1) The Primary Leadership Development Course— Active Army (PLDC-AC) or;

(2) The Primary Leadership Development Course— Reserve Component (PLDC-RC); or

(3) One of the courses listed in either *c* or *d* above including those completed before 1 October 1987; or

(4) An Active Army NCO Academy before 1 October 1976 or;

(5) One of the following courses if completed before 1 October 1987:

(a) Primary Leadership Course (PLC) either Active Army (PLC-AC) or Reserve Component (PLC-RC).

(b) Primary Noncommissioned Officer Course (PNCOC) either Active Army (PNCOC-AC) or Reserve Component (PNCOC-RC).

8–3. Special provisions governing NCOES course requirements

This paragraph contains special provisions and exceptions governing NCOES requirements for promotion consideration.

a. Completion of an ACCP for PLDC does not satisfy the NCOES requirement.

b. Completion of the TRADOC configured Phase I (Leadership) BNCOC-RC or ANCOC-RC will satisfy the NCOES promotion requirement if the MOS does not have a Phase II (MOS specific) course and it has been authorized for promotion consideration by HQDA (DAPE-MPE) in a separate memorandum. Soldiers promoted under this provision are to be considered graduates of the appropriate NCOES course when determining promotion eligibility to the next grade.

c. Soldiers serving on AGR status who have not completed the required NCOES course for the appropriate grade prior to entry on active duty, must complete the Active Army NCOES course (PLDC-AC, BNCOC-AC, ANCOC-AC, or SMC).

d. Soldiers serving on AGR status, for which there is no BNCOC-AC or ANCOC-AC, are considered to have met the NCOES requirement for promotion consideration. These soldiers must complete the appropriate NCOES course for BNCOC-AC or ANCOC-AC if the course becomes available.

e. Functional courses (e.g. First Sergeant and Battle Staff) are not part of the NCOES and are not linked to promotion.

f. As an exception to paragraph c and d above, soldiers serving on AGR status in MOS 38A (Civil Affairs Specialist (Reserve Component)) must complete both phases of the appropriate NCOES course for BNCOC-RC or ANCOC-RC.

8–4. Priority of attendance at NCOES courses

Attendance at NCOES courses may be limited by the availability of training seats and funds. Therefore, course enrollments must be prioritized to ensure NCOES courses are made available to those NCOs who are required to complete such courses.

a. The first priority must go to those soldiers who have been promoted on the condition they be enrolled in the appropriate NCOES course within a specified period of time following promotion and course completion within a specified period following enrollment. These soldiers must have priority of enrollment over all other soldiers, including soldiers who may be on an enrollment order-of-merit list (OML).

b. The second priority must go to those soldiers who are on a promotion list or an alternate OML and request enrollment. Enrollment will be controlled by the availability of a training seat and funds and the soldier's position on the list.

c. The third priority is for all other soldiers who are qualified for course attendance, request enrollment, and the training seats and funds are available.

Section II
NCOES Course Selection and Enrollment

8–5. Scope

Except for selection and enrollment in the SMC, this section provides procedures which ensure that soldiers who are recognized as having the potential to serve in higher grades are provided the opportunity to be enrolled in, and complete, the NCOES courses required for those higher grades.

8–6. Enrollment of troop program unit (TPU) soldiers in NCOES

This paragraph prescribes the selection and enrollment procedures for soldiers assigned to troop program units (TPUs) and who are subject to promotion under chapter 3 of this regulation.

a. PLDC and BNCOC enrollment on selection for promotion.

(1) *First priority.* When a soldier, who is not credited with, or enrolled in, the NCOES course required for the higher rank, is conditionally promoted from the permanent recommended promotion list (para 3-16) and assigned to the duty position, course attendance will be scheduled as soon as possible.

(2) *Second priority.* This list (para 3-16) will be used for routine scheduling of course attendance. Scheduling for school attendance will be by sequence on the list based on the highest number of points within each military occupational specialty (MOS).

b. ANCOC enrollment on selection for promotion.

(1) *First priority.* When a soldier, who is not credited with, or enrolled in, ANCOC is conditionally promoted from the selection list (para 3-35c) and assigned to the duty position, attendance at ANCOC will be scheduled as soon as possible.

(2) *Second priority.* This list (para 3-35c) will be used for priority scheduling of course attendance for those soldiers who are not enrolled in, or credited with completion of, ANCOC.

c. ANCOC enrollment from an alternate order-of-merit listing.

(1) The area commander should determine the number of soldiers within his or her command to be enrolled in ANCOC during a specified 12- month period based on the availability of training seats and funds. The area commander should then parcel out the determined number to subordinate promotion authorities (para 3-2c) as ANCOC quotas for that 12-month period.

(2) To meet the area command quota, the promotion authority (para 3-2c) will task promotion selection boards convened per paragraph 3-33 to provide an order-of-merit listing (OML) of high quality SSGs to attend ANCOC as alternates. The board will select the number of alternates authorized by the command quota from within the zone of consideration used for promotion consideration. Under no circumstance will the alternate OML be used for promotions in lieu of the official promotion selection list authorized by paragraph 3-35c. Soldiers will not be promoted from the alternate OML.

(3) Alternates will be used to replace those who are not able to attend. In addition, alternates from the list will be scheduled to attend ANCOC within the numbers authorized by the command quota. Scheduling for school attendance will be determined by a soldier's position on the order-of-merit listing within each geographical or command area.

(4) An alternate ANCOC OML will expire 12 months after it has been issued and the names of soldiers still on the list will be removed. These soldiers may again be considered, with a other soldiers in the zone of consideration, for selection on a new alternate ANCOC OML issued under (2) above.

8–7. Enrollment of AGR soldiers in NCOES

This paragraph prescribes the selection and enrollment procedures for soldiers serving on full-time active duty in an AGR status and who are subject to promotion under chapter 4.

a. PLDC enrollment.

(1) *First priority.* When a soldier, who is not credited with, or enrolled in, PLDC is conditionally promoted to SGT, attendance at PLDC will be scheduled as soon as possible.

(2) *Second priority.* A soldier, following a recommendation for promotion per paragraph 4-7, will be enrolled in PLDC as soon as possible thereafter.

b. BNCOC and ANCOC enrollment on selection for promotion.

(1) *First priority.* When a soldier, who is not credited with, or enrolled in, BNCOC or ANCOC is conditionally promoted from the recommended list (para 4-13c), course attendance will be scheduled as soon as possible thereafter.

(2) *Second priority.* This list (para 4-13c) will be used for priority scheduling of course attendance. Scheduling for course attendance will be by sequence on the list within each military occupational specialty (MOS).

c. BNCOC/ANCOC enrollment from an alternate order-of-merit listing.

(1) Commander, ARPERCEN (ARPC-AR), should determine the number of USAR AGR soldiers to be enrolled in BNCOC/ANCOC during a specified 12 month period based on the availability of training seats and funds. The Commander, ARPERCEN, should then notify Commander, PERSCOM (TAPC-MSL-E), of the number of BNCOC/ANCOC quotas to be available for that 12 month period.

(2) To meet school quotas, Commander, PERSCOM (TAPC-MSL-E) will task AGR enlisted selection boards convened per paragraph 4-11 to provide an order-of-merit listing (OML) of high quality SGTs to attend BNCOC and SSGs to attend ANCOC, as alternates. The board will select the number of alternates authorized by the quota from within the zone of consideration used for promotion consideration. Under no circumstance will the alternate OML be used for promotions in lieu of the official promotion selection list authorized by paragraph 4-13c. Soldiers will not be promoted from an alternate OML.

(3) Alternates will be used to replace those who are not able to attend. In addition, alternates from the list will be scheduled to attend ANCOC within the numbers authorized by the quota. Scheduling for school attendance will be determined by a soldier's position on the order-of-merit listing within each military occupational specialty.

(4) An alternate BNCOC/ANCOC OML will expire 12 months after it has been issued. Soldiers still on the list may be considered, with other soldiers in the zone of consideration, for selection on a new alternate BNCOC/ANCOC OML issued under (2) above.

8–8. Enrollment of IMA, IRR, and Standby Reserve (Active Status List) soldiers in NCOES

This paragraph prescribes the selection and enrollment procedures for soldiers assigned to IMA duty positions, or to the IRR, or to the Standby Reserve (Active Status List), and who are subject to promotion under chapter 5.

a. NCOES course enrollment.

(1) *First priority.* When a soldier, who is not credited with, or enrolled in the NCOES course (PLDC, BNCOC, or ANCOC) required for the next higher grade (para 8-2), is conditionally promoted to SGT, SSG, or SFC, attendance at the required NCOES course will be scheduled as soon as possible.

(2) *Second priority.* A soldier, who requests attendance at an appropriate NCOES course, is recommended by the Chief of the appropriate Personnel Management Branch, ARPERCEN, and who meets the provisions of paragraph 5-3 except for the NCOES requirement, may be enrolled in an appropriate NCOES course depending on the availability of training funds and school seats. Commander, ARPERCEN (ARPC-EP) will establish the priority of attendance at NCOES when school attendance is limited by availability of funds or seats.

b. ANCOC enrollment on selection or promotion to MSG.

(1) *First priority.* When a soldier, who is not credited with, or enrolled in, ANCOC is conditionally promoted from the recommended list (para 5-4c) to MSG, ANCOC attendance will be scheduled as soon as possible.

(2) *Second priority.* This list (para 5-4c) will be used for priority scheduling of ANCOC attendance. Scheduling for course attendance will be by sequence on the list within each military occupational specialty (MOS) and is dependent on the availability of funds and school seats.

Section III
Selection for U.S. Army Sergeants Major Course

8–9. Scope

a. This section provides the procedures for selecting USAR noncommissioned officers (NCOs) for enrollment in the U.S. Army Sergeants Major Course (SMC) (resident and corresponding studies) who are–

(1) Serving on Active Guard Reserve (AGR) status;

(2) Assigned to a TPU;

(3) Serving in the Individual Mobilization Augmentation (IMA) program;

(4) Assigned to the Standby Reserve (Active Status List).

b. The selection procedures are not uniform throughout the USAR. Because of differing status and personnel management functions for USAR soldiers, the selection procedures in this section will vary to provide for a competitive and equitable selection process within each of the categories.

c. The mailing addresses for reporting agencies cited in this section are as follows:

(1) Cdr, PERSCOM (TAPC-MSL-E): Commander, U.S. Total Army Personnel Command, ATTN: TAPC-MSL-E, 9700 Page Ave., St. Louis, MO 63132-5200.

(2) HQDA, Office of the Chief, Army Reserve, ATTN: (DAAR-OP-IT), 2400 Army Pentagon, Washington, DC 203102400.

(3) Cdr, ARPERCEN (ARPC-AR), (ARPC-EP), and (ARPCMOT-S): Commander, U.S. Army Reserve Personnel Center, ATTN: (as appropriate), 9700 Page Ave., St. Louis, MO 63132-5200.

8–10. Selection procedures for CSM designees

a. Sergeants major (SGM), first sergeants (ISGs), and master sergeants (MSGs) who have been selected as CSM designees per AR 135-205, chapter 6, section III, and who are not currently enrolled in, or have not completed, the SMC are automatically selected for enrollment in the SMC.

b. Within 45 days following HQDA release of the USAR CSM selection board report (AR 135-205, para 6-16a(6)), area commands (see consolidated glossary) will provide Cdr, ARPERCEN (ARPC-MOT-S) a listing of those NCOs selected as CSM designees who have not completed, or are not currently enrolled in, the SMC.

8–11. Selection procedures for USAR AGR soldiers

a. Promotion selection boards convened by HQDA per paragraph 4-l l will select eligible (para 8-16) MSGs and 1SGs on AGR status for enrollment in the SMC alternate list (resident course only). The selection process, zones of consideration, and administrative details will be as prescribed in the memorandum of instruction (MOI) issued by HQDA to the board per paragraph 4- 11 b.

b. Within 45 days following HQDA release of the USAR CSM selection board report (AR 135-205, para 6-16a(6)) Cdr, ARPERCEN (ARPC-AR) will provide Cdr, ARPERCEN (ARPC-MOT-S) a list of NCOs selected for promotion to SGM or appointment to CSM who have not completed, or are not currently enrolled in, the SMC.

8–12. Selection procedures for TPU soldiers

This paragraph prescribes procedures to be used by promotion authorities (paras 3-2c) selecting TPU MSGs and ISGs for enrollment in the SMC (resident and corresponding studies program).

a. Automatic selection.

(1) MSGs and 1SGs who are selected for promotion to SGM during boards convened under paragraph 3-33 and have no record of SMC completion, or are not currently enrolled, will be automatically selected for enrollment in the next available resident or nonresident course consistent with available quotas.

(2) The promotion authority will provide the appropriate area commander with an alphabetical listing of soldiers selected for promotion to SGM who have no record of SMC completion or current enrollment. The list, containing each selected soldier's name, social security number, home and unit address and home, business, and unit phone number, will be sent to the appropriate area command within 45 days after board approval. The area commander will send the list to Cdr, ARPERCEN (ARPCMOT-S).

b. Board selection.

(1) HQDA notification. HQDA (DAAR-PE) will send an annual message through area commanders to the promotion authorities (paras 3-2c). The message will–

(a) Direct the promotion authorities to use the first promotion board convened under paragraph 3-33, following receipt of the message, to select MSGs and 1SGs for enrollment as alternates in the SMC.

(b) Prescribe the SMC selection objective.

(c) Provide other administrative details, as required.

(2) Promotion authority actions. The promotion authority will–

(a) Using the procedures cited in paragraph 3-30, notify each MSG and ISG within the command, eligible for SMC selection consideration per paragraph 8-16, that a promotion selection board/SMC selection board will be convened under paragraph 3-33 to competitively select MSGs and ISGs for enrollment as alternates in the SMC.

(b) Implement the procedures outlined in chapter 3, section IV, and convene a promotion selection board/SMC selection board. The board will consider all eligible (para 8-16) MSGs and ISGs who have requested consideration for selection and select the best qualified MSGs and ISGs, within the select objective, for enrollment as alternates in the SMC. The board will not consider the records of soldiers who are ineligible for consideration per paragraph 8- 16, or who submitted a declination statement, or who failed or refused to respond to the notification.

(c) Initiate procedures to announce the results of the SMC selection board to all subordinate commands and the soldiers who were considered.

(d) Within 45 days after approval of the board findings. provide the appropriate area commander with an alphabetical listing of soldiers selected for enrollment in the SMC. The list will contain each selected soldier's name, social security number, home and unit address and home, business, and unit phone number. It must also identify those soldiers who have agreed to attend the resident phase of the SMC if funds and seats are available. The area commander will send the list to Cdr, ARPERCEN (ARPC-MOT-S).

8–13. Selection procedures for IMA and Standby Reserve (Active Status List) soldiers

This paragraph prescribes the procedures to be employed by Cdr, PERSCOM (paras 5-2) in selecting IMA and Standby Reserve (Active Status List) MSGs and ISGs for enrollment as alternates in the SMC (resident and corresponding studies program).

a. Automatic selection.

1. MSGs who are selected for promotion to SGM during annual boards convened under paragraph 5-6 and have no record of SMC completion, or are not currently enrolled, will be automatically selected for enrollment in the next available resident or nonresident course consistent with available quotas.

2. Cdr, PERSCOM (TAPC-MSL-E) will provide Cdr, ARPERCEN (ARPC-EP) with a list containing the name and SSN of each soldier selected for promotion to SGM having no record of SMC completion. Cdr, ARPERCEN will expand the list by adding each selected soldier's home address and home and business phone number to the list and send a copy to Cdr, ARPERCEN (ARPC-MOT-S).

b. Board selection.

(1) Notification.

(a) HQDA (DAAR-PEP) will notify HQDA (DAPE-MPEPD) annually, of the SMC selection objective and other administrative details as appropriate.

(b) Cdr, PERSCOM, will notify Cdr, ARPERCEN (ARPCEP), of the convening date of a board convened under paragraph 5-6 that will select IMA and Standby Reserve (Active Status List) MSGs for enrollment in the SMC.

(c) Using the procedures outlined in paragraph 5-4f, Cdr, ARPERCEN will notify each IMA and Standby Reserve (Active Status List) MSG, eligible for SMC selection consideration per paragraph 8-16, that a SMC selection board will be convened under paragraph 5-6 to competitively select MSGs for enrollment as alternates in the SMC.

(d) Prior to the convening date of the board, Cdr, ARPERCEN will provide Cdr, PERSCOM, a list of MSGs who responded to the Cdr, ARPERCEN notification and requested consideration for selection by the board. Cdr, ARPERCEN will ensure soldiers who are ineligible for consideration per paragraph 8-16, or who submitted a declination statement, or who failed or refused to respond to the ARPERCEN notification, are not considered by the board for selection.

(e) Following receipt of the board results from Cdr, PERSCOM, per (2)(b) below, Cdr, ARPERCEN, will notify each of the MSG/1SG who responded to the ARPERCEN notification in (d) above, of the board findings.

(2) Promotion authority actions. The Cdr, PERSCOM wil–

(a) Implement the procedures outlined in chapter 5 and convene a promotion selection board/SMC selection board. The board will consider all eligible (para 8-16) MSGs who have requested consideration for selection and select the best qualified MSGs, within the select objective, for enrollment as alternates in the SMC.

(b) Within 45 days after the approval of the board findings, provide Cdr, ARPERCEN (ARPC-EP) with an alphabetical list of soldiers selected for enrollment in the SMC. Cdr, ARPERCEN will expand the list to include each selected soldier's name, social security number, home address and home and business phone number, and forward a copy of the list to Cdr, ARPERCEN (ARPC-MOT-S). The list must also identify those soldiers who have agreed to attend the resident phase of the SMC if funds and seats are available.

8–14. Enrollment administration

a. Cdr, ARPERCEN (ARPC-MOT-S) will–

(1) Keep the area commands informed of actions under this section affecting soldiers in their commands

(2) Be the authority for approving or disapproving requests for changes to scheduled class dates and/or movement between resident and nonresident courses. Requests will be submitted on a DA Form 4187 (Personnel Action), with justification, through the soldier's chain of command.

(3) Consider, on a case-by-case basis, requests to attend the SMC from soldiers who were appointed to CSM by previous selection boards and have no record of completion.

b. Cdr, ARPERCEN (ARPC-EP-SM) for TPU and IMA soldiers, and Cdr, ARPERCEN (ARPC-ARS) for AGR soldiers, will–

(1) Coordinate with the U.S. Army Sergeants Major Academy (USASMA) to verify attendance status at the SMC.

(2) Contact the selectees to determine resident or nonresident course preference and schedule the soldier for the next available class. AGR soldiers will only be scheduled for the resident course unless an exception is approved by Cdr, ARPERCEN (ARPC-MOT-S).

(3) Coordinate with Cdr, ARPERCEN (ARPC-MOT-S), to ensure selectees are properly reflected in Army Training and Resource Requirement System (ATARS).

(4) Provide written notification to the soldier, the appropriate command, and Cdr, ARPERCEN (ARPC-MOT-S), that the soldier has been scheduled to attend the SMC.

(5) Coordinate with Cdr, ARPERCEN (ARPC-MOT-S) if required enrollments exceed available school seats.

(6) Ensure funding and orders continue to be provided by Cdr, ARPERCEN for all USAR soldiers selected for SMC under this section.

8–15. Restriction on reconsideration for selection

a. NCOs and commanders must strive for completeness and accuracy in the military personnel records that are presented to a board convened to select soldiers for enrollment in the SMC. There is no authority for the convening of standby boards to reconsider soldiers records for SMC enrollment selection.

b. Failure to receive the notification of a pending SMC selection board, failure to respond to a notification in a timely manner, or a change of mind following submission of a declination statement do not constitute a basis for standby consideration.

8–16. Eligibility for board consideration and selection for the SMC

To be eligible for consideration by a board convened to select soldiers for enrollment in the SMC under this section, the soldier must–

a. Have responded to a notification from the promotion authority or otherwise submitted a written request for consideration by the board.

b. Be in the rank of MSG, 1SG, or SGM (see para 8-14a(3) for CSM).

c. Not be in any of the nonpromotable categories cited in paragraph 1-14.

d. Have completed ANCOC or the equivalent (para 8-2b).

e. Not have been previously selected for the SMC and then subsequently was denied enrollment, became an academic failure, did not meet graduation requirements, became a "No-Show", or did not complete the course within 36 months of enrollment.

f. If selected for the resident course, must be able to serve on AGR status, or in a TPU, as appropriate, for at least 24 months following graduation prior to reaching the retention control point (RCP) (AR 140-111, para 8-7.1), or maximum years of service (AR 140-10, para 7-2g), for his or her grade. The soldier must extend the current enlistment or reenlistment agreement to meet the 24 month service obligation if the term of the current service agreement will expire prior to fulfilling the obligation.

Section IV
Conditional Promotions

8–17. Scope

This section provides the authority to promote a soldier on the condition he or she enrolls in, and successfully completes, a required NCOES course. It also prescribes the terms of a conditional promotion.

8–18. Conditional promotion to SGM

a. A MSG/1SG who has no record of SMC completion, or is not currently enrolled in the SMC, and is otherwise eligible for promotion consideration, may be considered for promotion to SGM, or selection as a CSM designee, by the appropriate board. This is provided the MSG/1SG was not previously denied enrollment, was not an academic failure, did not fail to meet graduation requirements, or was not declared a "No-Show" at the SMC.

b. If selected for promotion to SGM, or as a CSM designee, by the board, the MSG/ISG will be promoted conditionally to SGM and automatically selected by HQDA for enrollment in the SMC. The promotion will be awarded on the condition the SGM is enrolled in and successfully completes the SMC or the soldier will be reduced to the grade and rank previously held per paragraph 7-1 2d.

c. Unless extended by Cdr, ARPERCEN (ARPC-MOT-S), the conditionally promoted SGM must be enrolled in and successfully complete the SMC within–

(1) 18 months of the date of promotion if scheduled for enrollment in the resident course; or

(2) 36 months of the date of promotion if enrolled in the corresponding studies course.

d. When circumstances beyond the control of a conditionally promoted SGM delay enrollment and completion of the course (i.e. funding, seating, contingency operations, etc.); Cdr, ARPERCEN (ARPC-MOT-S) may extend the required period for enrollment and completion.

e. Should a conditionally promoted SGM be denied enrollment, become an academic failure, fail to meet graduation requirements, be declared a "No-Show," or fail to successfully complete the SMC in the allotted time (d above), the soldier will be reduced to the grade and rank held prior to the conditional promotion (see para 7-12d).

8–19. Conditional promotion to SGT through MSG

Under the promotion procedures prescribed in chapters 3, 4, and 5, of this regulation, a soldier may be promoted on the condition he or she enroll in and successfully complete the course required for that grade. If the grade requires the soldier be a graduate of

a. PLDC, the soldier must be enrolled in the course within 12 months of the date of promotion and be a graduate of PLDC by the 24th month of enrollment.

b. BNCOC, the soldier must be enrolled in the course within 12 months of the date of promotion and be a graduate of BNCOC within 24 months of the Phase I completion date. An extra 12 months will be allowed for completion of each phase of BNCOC for courses with more than 2 phases.

c. ANCOC, the soldier must be enrolled in the course within 12 months of the date of promotion and be a graduate of ANCOC within 24 months of the Phase I completion date. An extra 12 months will be allowed for completion of each phase of ANCOC for courses with more than 2 phases.

Section V
Enforcement Procedures

8–20. Scope

This section provides the basis for authorized delays in NCOES course enrollments and completion, the procedures to follow when a soldier fails to enroll or complete a required NCOES course, and the effect of a conditional promotion on voluntary retirement.

8–21. Authorized delays from NCOES course graduation

A soldier who has been conditionally promoted must be enrolled in and graduated from an appropriate NCOES course within the period of time cited in paragraphs 8-1 8c and 8-19a,b, and c or be subject to reduction per paragraph 7-1 2d.

a. A conditionally promoted soldier will be authorized a delay for enrollment in or completion of a required NCOES course when the soldier–

(1) Is called to active duty by the President under a Selected Reserve call-up (10 USC 12304);

(2) Is ordered to active duty under a partial mobilization (10 USC 12302) or full mobilization (10 USC 12301a);

(3) Enters on a tour of active duty for training (ADT) or active duty for special work (ADSW), including a temporary tour of active duty (TTAD), when the dates and terms of the tour of duty prevent enrollment or course completion;

(4) Is verified as being ill or injured to a degree that prevents enrollment or course completion;

(5) Has been approved for a delay in writing by a colonel or above in the soldier's chain of command based on documented–

(a) Temporary hardship; or

(b) Pregnancy; or

(c) Unresolvable employment conflict; or

(d) Personal reasons.

b. When the reason for the delay ends, the soldier must be rescheduled for enrollment/completion within the period of time cited in paragraphs 8-18c or 8-19a,b, and c.

8–22. NCOES course failure

a. Failure to enroll. A soldier who has been promoted on the condition he or she will enroll in a specified NCOES course within the timeframe cited in paragraph 8-18c or 8-19a,b, and c will be reduced per paragraph 7-12d for failure to enroll and the soldier's name will be removed from the promotion list provided enrollment has not been delayed per paragraph 8-21.

b. Failure to complete a course. When a soldier fails to complete a required NCOES course, the following policy applies:

(1) *Result of a delay.* If the failure is a result of a delay cited in paragraph 8-21 no adverse action will be brought against the soldier. The soldier should be reenrolled as soon as possible after the reason for the delay has been satisfied.

(2) *Removal for cause.* When a soldier is eliminated from a w course for cause (see consolidated glossary) the following personnel actions will be accomplished as appropriate. The soldier will be–

(a) Flagged per AR 600-8-2; and

(b) Removed from a promotion list and if conditionally promoted, the soldier will be reduced per paragraph 7-12d; and

(c) Processed for separation per AR 135-178, paragraph 6 3e, or AR 635-200, paragraph 13-2f, unless the commander imposes a bar to reenlistment per AR 140-111, paragraph 1-30a.

(3) *Academic failure.* When a soldier is eliminated from a course for academic failure, or for reasons other than for

cause, the soldier's name will be removed from a promotion list and if conditionally promoted, the soldier will be reduced per paragraph 7-12d.

(4) *Declared a "No-Show."* When a soldier is eliminated from a course because he or she failed to report as ordered. This is when it has been determined that failure to report was the soldier's fault and there were no extenuating circumstances beyond the soldier's control which prevented him or her from reporting. When declared a "No-Show", a conditionally promoted soldier will be reduced per paragraph 7-12d.

8–23. Conditional promotion and voluntary retirement policy

A soldier conditionally promoted to a higher grade must complete the required NCOES course prior to voluntary retirement (10 USC 3914), or prior to reassignment to the Retired Reserve/voluntary discharge following receipt of official notification of entitlement to retired pay at age 60 (10 USC 12731).

a. If the soldier is able to enroll and complete the required NCOES course, no waiver will be granted to permit the soldier to retire in the higher grade without completion of the required NCOES course. If, after being counseled, the soldier still requests voluntary retirement, or reassignment to the Retired Reserve/voluntary discharge following receipt of official notification of entitlement to retired pay at age 60, the soldier will be reduced to the grade held prior to the conditional promotion per paragraph 7-12d. The reduction will be effective before voluntary retirement, or reassignment to the Retired Reserve, or discharge. The soldier will be placed on the AUS retired list in the grade held prior to the conditional promotion, unless authorized a higher grade under another provision of law.

b. If the soldier is not able to enroll and complete the required NCOES course for medical or compassionate reasons, a waiver of the NCOES course requirement must be obtained prior to voluntary retirement, reassignment to the Retired Reserve, or voluntary discharge, in the grade in which conditionally promoted. The waiver must be obtained from:

(1) Cdr, ARPERCEN (ARPC-MOT-S) for soldiers conditionally promoted to SGM.

(2) Area commanders for TPU soldiers conditionally promoted up to and including MSG.

(3) Commander, ARPERCEN (ARPC-AR) for AGR soldiers conditionally promoted up to and including MSG.

(4) Commander, ARPERCEN (ARPC-EP) for IRR/IMA soldiers conditionally promoted up to and including MSG.

Appendix A
References

Section I
Required Publications

AR 15–6
Procedures for Investigating Officers and Boards of Officers. (Cited in paras 2–21, 3–26, 7–7 and 7–8.)

AR 25–400–2
The Modern Army Record keeping System (MARKS). (Cited in para 4–8.)

AR 27–10
Military Justice. (Cited in paras 1–14, 7–1, 7–2, 7–3, 7–5, 7–9, 7–13, and 7–15.)

AR 40–501
Standards of Medical Fitness. (Cited in paras 1–14, 2–21, 3–8, 3–11, 3–31, and 6–12.)

AR 50–5
Nuclear and Chemical Weapons and Material - Nuclear Surety. (Cited in para 2–14.)

AR 135–7
Incentive Programs. (Cited in paras 1–12 and 2–14.)

AR 135–18
The Active Guard Reserve (AGR) Program. (Cited in paras 5–11 and 7–12.)

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in paras 1–14, 3–41, and 5–11.)

AR 135–178
Enlisted Separations. (Cited in paras 2–14, 3–42, 7–9, and 7–12.)

AR 135–205
Enlisted Personnel Management. (Cited in paras 3–28, 4–9, 5–8, and 6–24.)

AR 135–210
Order to Active Duty as Individuals During Peacetime. (Cited in paras 3–41, 4–19, 5–11, and 7–12.)

AR 140–10
Assignments, Attachments, Details, and Transfers. (Cited in paras 3–24, 3–34, 3–42, and 7–12.)

AR 140–111
U.S. Army Reserve Reenlistment Program. (Cited in paras 1–14, 3–25, 4–10, 5–11, 6–2, and 7–12.)

AR 140–315
Employment and Utilization of U.S. Army Reserve Military Technicians. (Cited in paras 1–14 and 6–22.)

AR 310–10
Military Orders. (Cited in paras 1–8, 1–20, 2–9, 7–1, 7–3, and 7–15.)

AR 335–15
Management Information Control System. (Cited in para 3–14.)

AR 350–41
Training in Units. (Cited in para 1-14.)

AR 351–1
Individual Military Education and Training. (Cited in paras 1–22, 1–26, 1–29, and 2–13.)

AR 600–8–1
Army Casualty and Memorial Affairs and Line of Duty Investigations. (Cited in para 6–7.)

AR 600–8–2
Suspension of Favorable Personnel Actions (Flags). (Cited in paras 1–14, 3–25, 3–35, 3–41, and 4–13.)

AR 600–8–19
Enlisted Promotions and Reductions. (Cited in para 3–4.)

AR 600–8–104
Military Personnel Information Management/Records. (Cited in paras 1–8.1, 2-3, 2-14, 2-15, 3–15, 4–10, 4-17, 4–9, and 5–12.)

AR 600–9
The Army Weight Control Program. (Cited in paras 1–14, 3–25, 3–27, 4–6, and 5–11.)

AR 600–15
Indebtedness of Military Personnel. (Cited in para 7–10.)

AR 600–20
Army Command Policy and Procedures. (Cited in para 7–5.)

AR 600–37
Unfavorable Information. (Cited in paras 2–14, 3–41, 4–19 and 7–7.)

AR 600–200
Enlisted Personnel Management System. (Cited in paras 2–1, and 2–5.)

AR 601–210
Regular Army and Army Reserve Enlistment Program. (Cited in paras 1–8.1, 1–13, 2–5, 2–14, 6–2, 6–11, and 7–12.)

AR 611–5
Army Personnel Selection and Classification Testing. (Cited in para 2–1.)

AR 611–6
Army Linguist Management. (Cited in paras 2–16 and 2–18.)

AR 611–201
Enlisted Career Management Fields and Military Occupational Specialties. (Cited in paras 1–14, 1–22, 1–23, 2–5, 2–7, 2–10, 2–12, 2–13, 2–14, 2–16, 2–17, 2–21, 3–8, 3–11, 4–6, and 4–20.)

AR 614–200
Selection of Enlisted Soldiers for Training and Assignment. (Cited in para 1-15.)

AR 623–205
Enlisted Evaluation Reporting System. (Cited in paras 3–32, 4–11, and 5–4.)

AR 635–200
Enlisted Personnel. (Cited in paras 4–17, 7–9, and 7–12.)

AR 640–30
Photographs for Military Personnel Files. (Cited in paras 3–32, 4–10, 4–11, and 5–4.)

AR 670–1
Wear and Appearance of Army Uniforms and Insignia. (Cited in para 1–16.)

DA PAM 351–4
Army Formal Schools Catalog. (Cited in para 2–14 and table 2–2.)

DA PAM 600–8
Management and Administrative Procedures. (Cited in para 2–5.)

DA PAM 611–1
The Army Interview. (Cited in table 2–1.)

DA PAM 611–2
Army Personnel Tests and Measurements. (Cited in table 2–1.)

Section II
Related Publications

AR 15–185
Army Board for Correction of Military Records.

AR 140–50
Officer Candidate Schools

AR 140–145
Individual Mobilization Augmentation Program.

AR 140–192
Organization, Training, Assignment, and Retention Criteria for Military Intelligence, Electronic Warfare, and Signal Security Units.

AR 195–3
Acceptance and Accreditation of Criminal Investigative Personnel.

Section III
Prescribed Forms

DA Form 3355–1–R
U.S. Army Reserve Promotion Point Worksheet. (Cited in paras 3–10, 3–10.1, 3–11, 3–12, 3–14, 3–15, 3–19, 3–20, 3–21, 3–23 and app B.)

DA Form 3356–1–R
USAR Board Member Appraisal Worksheet. (Cited in paras 3–13 and 3–14.)

DA Form 3357–1–R
USAR Board of Recommendation. (Cited in paras 3–13 and 3–14.)

Section IV
Referenced Forms

DA Form 2
Personnel Qualification Record—Pt I

DA Form 2–1
Personnel Qualification Record—Pt II

DA Form 2A
Personnel Qualification Record—Pt I

DA Form 87
Certificate of Training

DA Form 201
Military Personnel Records Jacket

DA Form 209
Delay, Referral or Follow Up Notice

DA Form 268
Report of Suspension of Favorable Personnel Actions

DA Form 873
Certificate of Clearance and/or Security Determination

DA Form 2627
Record of Proceedings Under Article 15, UCMJ

DA Form 2627–2
Record of Supplementary Action Under Article 15, UCMJ

DA Form 3725
Army Reserve Status and Address Verification

DA Form 4187
Personnel Action

DA Form 4872
Certificate of Promotion to Noncommissioned Officers

DA Form 4874
Certificate of Promotion to Specialist Grades

SF 88
Report of Medical Examination

Appendix B
Promotion Point Clarifications

B–1. (Rescinded.)

B–2. (Rescinded.)

B–3. (Rescinded.)

B–4. (Rescinded.)

B–5. (Rescinded.)

B–6. (Rescinded.)

B–7. (Rescinded.)

B–8. (Rescinded.)

B–9. (Rescinded.)

B–10. (Rescinded.)

B–11. (Rescinded.)

B–12. (Rescinded.)

B–13. (Rescinded.)

B–14. (Rescinded.)

B–15. (Rescinded.)

B–16. (Rescinded.)

B–17. (Rescinded.)

B–18. (Rescinded.)

B–19. (Rescinded.)

B–20. (Rescinded.)

B–21. (Rescinded.)

B–22. (Rescinded.)

B–23. (Rescinded.)

B–24. (Rescinded.)

B–25. (Rescinded.)

Glossary

Section I
Abbreviations

AANT
additional assembly for nuclear training

AAPART
Aviator Annual Proficiency and Readiness Test

AAUTA
additional airborne unit training assembly

ABA
American Bar Association

ABCMR
Army Board for Correction of Military Records

ACH
Army community hospital

ACB
Army Classification Battery

ACIP
aviation career incentive pay

ACOA(F&A)
Assistant Comptroller of the Army for Finance and Accounting

ACS
Army community service

ACT
American College Test

AD
active duty

ADA
air defense artillery, additional drill assembly

ADAPCP
Alcohol and Drug Abuse Prevention and Control Program

ADL
active duty list

ADRB
Army Discharge Review Board

ADSW
active duty for special work

ADT
active duty for training

AEC
Army extension courses

AER
academic evaluation report

AFA
Army Flight Activity

AFQT
Armed Forces Qualification Test

AFS
a Federal service

AFTP
additional flight training periods

AG
Adjutant General

AGR
Active Guard Reserve

AHS
Academy of Health Sciences

AIDS
acquired immunity deficiency syndrome

AIM
Airman's Information Manual

AIMA
aviation individual mobilization augmentee

AIT
advanced individual training

ALEDC
Associate Logistics Executive Development Course

ALO
authorized level of equipment

ALSE
aviation life support equipment

AMC
Army Medical Center

AMEDD
Army Medical Department

AMEDD/ECP
Army Medical Department/Early Commissioning Program

AMOS
additional military occupational specialty

AMSA
Area Maintenance Support Activity

AMSC
Army Medical Specialist Corps

AMTP
Aviation Mobilization Training Program

ANC
Army Nurse Corps

ANCOC
Advanced Noncommissioned Officers Course

AOC
area of concentration

APART
annual proficiency and readiness test

APCEC
Army Precommissioning Extension Course

APFT
Army Physical Fitness Test

APL
Army promotion list

APO
Army post office

AR
armor

ARCOM
Army Reserve Command

ARFPC
Army Reserve Forces Policy Committee

ARG
Aviation Readiness Group

ARM
Army Reserve Marksman

ARMS
Aviation Resource Management Survey

ARMR
Army Readiness and Mobilization Region

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ARPERCEN
U.S. Army Reserve Personnel Center

ARRTC
U.S. Army Reserve Readiness Training Center

ARSTAF
Army Staff

Art
Article

ARTEP
Army Training and Evaluation Program

ASA
Assistant Secretary of the Army

ASA (M&RA)
Assistant Secretary of the Army for Manpower and Reserve Affairs

ASF
aviation support facility

ASI
additional skill identifier

ASMRO
Armed Services Medical Regulatory Office

ASVAB
Armed Services Vocational Aptitude Battery

AT
annual training

ATA
additional training assemblies

ATC
air traffic control

ATCAR
Active Transition/Conversion Army Reserve (ATCAR) Program

ATM
aircrew training manual

ATP
Aircrew Training Program, alternate training phase

ATPU
aviation troop program units

ATM
aviation training manual

ATTN
attention

AUG
augmentation

AUS
Army of the United States

AUSA
Association of the United States Army

AUVS
automated unit vacancy system

AVIM
aviation intermediate maintenance

AVUM
aviation unit maintenance

AWOL
absent without leave

BAMC
Brooke Army Medical Center

BAQ
basic allowance for quarters

BASD
basic active service date

bde
brigade

BFITC
Battle Focused Instructor Training Course

BG
brigadier general

BI
background investigation

BNCOC
Basic Noncommissioned Officers Course

BOAC
Branch Officer Advanced Course

BP
basic pay

BPED
basic pay entry date

br
branch

BT
basic training

CA
Civil Affairs

CAC
casualty area commander

CAR
Chief, Army Reserve

CART
Centralized aviation readiness training

CAS [3]
Combined Arms and Services Staff School

CC
Cadet Command

CCF
Central Personnel Security Clearance Facility

CCSP
Commissioning of Completion Students Program

CDAP
career development aviator program

Cdr
commander

CDT
cadet

CE
Corps of Engineers

CEWI
combat electronics warfare intelligence

CG
commanding general

CGSOC
Command and General Staff Officers Course

CH
Chaplain

CHAMPUS
Civilian Health and Medical Program of the Uniformed Services

CHAMPVA
Civilian Health and Medical Program of the VA

CINC
commander-in-chief

CID
Criminal Investigation Division

CINCUSAREUR
Commander in Chief, U.S. Army, Europe and Seventh Army

CL
Clerical Aptitude Area

CLP
Consolidated Loan Program

CMF
career management field

CMIF
career management information file

CNGB
Chief, National Guard Bureau

CO
combat operations, commanding officer

COE
Chief of Engineers

COL
colonel

con
control

CONUS
continental United States

CONUSA
the numbered armies in the continental United States

CPL
corporal

CPMOS
Career progression military occupational speciality

CPT
captain

CRCGSC
Chaplain Reserve Component General Staff Course

CRNA
Certified Registered Nurse Anesthetist

CSA
Chief of Staff, Army

CSC
Command and Staff College

CSM
command sergeant major

CVSP
cardiovascular screening program

CWO
chief warrant officer

DA
Department of the Army

DAMPL
Department of the Army Master Priority List

DC
Dental Corps

DCSPA
Deputy Chief of Staff for Personnel and Administration

DCSPER
Deputy Chief of Staff for Personnel

DD/EFT
direct deposit/electronic fund transfer

DEERS
Defense Enrollment Eligibility Reporting

DENTAC
U.S. Army Dental Activity

DEP
Delayed Entry Program

DEROS
date eligible for return from overseas

DFAS
Defense Finance and Accounting Service

DFR
dropped from the rolls

DIC
Dependency and Indemnity Compensation

DIMA
drilling individual mobilization augmentee, Drilling Individual Augmentation Program

DLPE
date of last physical examination

DMOS
duty military occupational specialty

DNACI
DOD National Agency Check Plus Written Inquiries

DOB
date of birth

DOD
Department of Defense

DODPM
Department of Defense Military Pay and Allowances Entitlements Manual

DOR
date of rank

DROS
date returned from overseas

DS
drill sergeant/direct support

DSM
Diagnostic and Statistical Manual of Mental Disorders

DSN
Defense Switched Network

ECG
Electrocardiogram

ECP
Early Commissioning Program

EIC
excellence-in-competition

EL
electronics aptitude area

ENTNAC
Entrance National Agency Check

EOM
end of month

EPTS
existed prior to entry service

ET
equivalent training

ETS
expiration term of service

FA
field artillery

FAA
Federal Aviation Administration

FAO
finance and accounting office

FEB
flight evaluation board

FEMA
Federal Emergency Management Agency

FHP
Flying Hour Program

FICA
Federal Insurance Contribution Act

FISL
Federal Insured Student Loan

FLIP
flight information publications

FOA
field operating agency

FORSCOM
United States Forces Command

FTNGD
Full-time National Guard duty

FTTD
full-time training duty

FTUS
full-time unit support

FW
fixed wing

FY
fiscal year

FYME
Army First-Year Graduate Education Program

G1
Assistant Chief of Staff, G1 (Personnel)

G2
Assistant Chief of Staff, G2 (Intelligence)

G3
Assistant Chief of Staff, G3 (Operations and Plans)

G4
Assistant Chief of Staff, G4 (Logistics)

GCMCA
general court-martial convening authority

GED
general education development

GM
general-mechanics

GO
general officer

GOCOM
United States Army Reserve General Officer Command

Gp
Group

GPO
U.S. Government Printing Office

GS
general staff, or general support

GSL
Guaranteed Student Loan

GT
general technical aptitude area

HDL
High Density Lipoprotein

HHB
headquarters and headquarters battery

HHC
headquarters and headquarters company

HHD
headquarters and headquarters detachment

HIV
human immunodeficiency virus

HPLR
Health Professionals Loan Repayment

HPSP
U.S. Army Health Professions Scholarship Program

HQDA
Headquarters, Department of the Army

HREC
health record

HSA
health service area

HSC
U.S. Army Health Services Command

HSG
high school graduate

HSDG
high school diploma graduate

HSR
health services region

IADT
initial active duty for training

IAFT
individual aircrew flight training

IATF
individual aircrew training folders

IDT
inactive duty training

IET
initial entry training

ILD
in line of duty

IMA
individual mobilization augmentee, Individual Mobilization Augmentation

IMFL
Intensive Management Force List

inf
infantry

ING
Inactive Army National Guard

IRR
Individual Ready Reserve

ISN
input station number

ISR
In-service recruiter, Individual Soldier Report

ITC
Instructor Training Course

JAG
judge advocate general

JAGC
Judge Advocate General Service Organization

JD
juris doctor

JFTR
Joint Federal Travel Regulations

JTR
Joint Travel Regulations

JUMPS
Joint Uniform Military Pay System

JUMPS–RC
Joint Uniform Military Pay System-Reserve Components

LD
line of duty

LEDC
Logistics Executive Development Course

LLB
Bachelor of Laws

LTC
lieutenant colonel

M&RA
Manpower and Reserve Affairs

MAC
Military Airlift Command

MACOM
major Army command

MAJ
major

MARC
manpower requirements criteria

MC
Medical Corps

MCM
Manual for Courts-Martial

MDW
United States Army Military District of Washington

MEB
Medical Evaluation Board

MEDCEN
U.S. Army Medical Center

MEDDAC
U.S. Army medical department activity

MEDEVAC
medical evaluation

MEDDETS
Army medical detachments

MEPCOM
Military Entrance Processing Command

MEPS
Military entrance processing stations

MG
major general

MI
Military Intelligence, middle initial

mil
military

MJC
military junior college

MM
motor mechanics

MOBTDA
mobilization table of distribution and allowances

MOI
memorandum of instruction

MOS
military occupational specialty

MOSC
military occupational specialty code

MOU
memorandum of understanding

MP
military police

MPA
Military Personnel—Army

MPC
military personnel code

MPRJ
Military Personnel Records Jacket, U.S. Army

MPV
military pay voucher

MRD
mandatory removal date

MSC
Medical Service Corps

MSG
master sergeant

MSO
military service obligation

MTDA
modification table of distribution and allowances

MTF
medical treatment facility

MTOE
modification table of organization and equipment

MUSARC
Major United States Army Reserve Command

MUTA
Multiple Unit Training Assembly

NA
not applicable

NAC
National Agency Check

NBPRP
National Board for the Promotion of Rifle Practice

NCO
noncommissioned officer

NCO–ER
Noncommissioned officer evaluation report

NCOES
Noncommissioned Officer Education System

NDSL
National Direct Student Loan

NGB
National Guard Bureau

NGPA
National Guard Personnel, Army

NGPEC
National Guard Professional Education Center

NGR
National Guard regulation

NLD
not in line of duty

No.
number

NOAA
National Oceanic and Atmospheric Administration

NOK
next of kin

NPS
nonprior service, no prior service

NRA
National Rifle Association

OADO
office active duty obligor

OBC
officer basic course

OC
outpatient clinic

OCAR
Office of the Chief, Army Reserve

OCOA
Office of the Comptroller of the Army

OCONUS
outside continental United States

OCRC
Officer Candidate Reserve Component Course

OCS
Officer Candidate School

OCSA
Office of the Chief of Staff, U.S. Army

ODCSOPS
Office of the Deputy Chief of Staff for Operations and Plans

ODCSPER
Office of the Duty Chief of Staff for Personnel

OER
officer evaluation report

OJT
on-the-job-training

OLB
officer leadership board

OLBI
officer leadership board interview

OMAR
operations and maintenance, Army Reserve

OMB
Office of Management and Budget

OML
order of merit list

OMPF
official military personnel file

OPMS–USAR
Officer Personnel Management System—U.S. Army Reserve

OPS
operations

OSB
Officer Selection Battery

OSD
Office of the Secretary of Defense

OSGLI
Office of Servicemen's Group Life Insurance

OSUT
one station unit training

OTJAG
Office of the Judge Advocate General

OTSG
Office of the Surgeon General

PA
physician assistant

PAD
patient administration division

PCS
permanent change of station

PE
physical examination

PEB
Physical Evaluation Board

PEBD
pay entry basic date

PEBLO
physical evaluation board liaison officer

PED
promotion eligibility date

PERSCOM
U.S. Total Army Personnel Command

PFC
private first class

PFR
personal financial record

PHS
Public Health Service

PL
public law

PLDC
Primary Leadership Development Course

PMNCO
personnel management noncommissioned officer

PMO
personnel management officer

PMOS
primary military occupational specialty

PMOSC
primary military occupational specialty code

PMS
professor of military science

POV
privately owned vehicle

PP
proficiency pay

PS
prior service

PSG
platoon sergeant

PTCA
precutaneous transluminal coronary angioplasty

PV1&2
Private E–1 & E–2

PW
prisoner of war

PZ
primary zone

QMC
Quartermaster Corps

QRP
Qualitative Retention Program

R&D
research and development

RA
Regular Army

RC
Reserve components

RC–SBP
Reserve Component—Survivor Benefit Plan

RCC
Reserve Component Category

RCCPDS
Reserve Components Common Personnel Data System

RCMPF
Reserve Component Master Pay File

RCRPL
Reserve Components Resource Priority List

RCS
requirements control symbol

RCS–CSRES
reports control symbol; control symbol Army Reserve

RCTB
Reserve Components Troop Basis

RCTI
Reserve Component Training Institute

RCTMF
Reserve Component Tax Master File

RCUMF
Reserve Component Unit Master File

reasg
reassign

RE-code
reenlistment eligibility code

reenl
reenlist

REFRAD
release from active duty

regt
regiment

reinf
reinforcement

RFD
Reserve forces duty

RMA
readiness management assembly

ROA
Reserve Officers Association

ROTC
Reserve Officers' Training Corps

ROTC/SMP
Reserve Officers' Training Corps/Simultaneous Membership Program

RPA
Reserve Personnel Army

RPMF
Reserve Personnel Master File

RRC
United States Army Region Recruiting Command

RST
rescheduled training

RSUTA
regularly scheduled unit training assembly

RT
readiness training, refresher training, reinforcement training

RTU
Reinforcement Training Unit

RY
retirement year

RYE
retirement year ending

S2
intelligence officer (U.S. Army)

S3
operations and training officer (U.S. Army)

S4
supply officer (U.S. Army)

SA
Secretary of the Army

SADT
special active duty for training

SAP
supervisory aircraft pilot

SBI
Special Background Investigation

SBP
Survivor Benefit Plan

SC
surveillance-communications

SDAP
special duty assignment pay

SECDEF
Secretary of Defense

SF
standard form

SFC
sergeant first class

SFTS
synthetic flight training systems

SGLI
Servicemen's Group Life Insurance

SGM
sergeant major

SGT
sergeant

SIDPERS
Standard Installation/Division Personnel System

SIDPERS–USAR
Standard Installation/Division Personnel System United States Army Reserve

SLRP
Student Loan Repayment Program

SMOS
secondary military occupational specialty

SMP
simultaneous membership program

SMSO/LNCO
State Military Support Office/Liaison NCO

SOF
special operations forces

SOJT
supervised on-the-job training

SOS
statement(s) of service

SOUTHCOM
United States Army Southern Command

SPC
specialist

SPCMCA
special court-martial convening authority

SPD
separation program designator

SQI
special qualifications identifiers

SQT
skill qualification test

SRC
Standard requirement code

SRIP
Selected Reserve Incentive Program

SS
staff specialist

SSC
Senior Service College

SSG
staff sergeant

SSI
specialty skill identifier

SSN
social security number

SSS
Selective Service System

ST
skilled technical service

STA
split training assembly

Stat
statute

STRAP
Special Training Assistance Program

svc
service

SZ
secondary zone

TAADS
The Army Authorization Documents System

TAG
The Adjutant General

TDA
table of distribution and allowances

TDPFO
temporary duty pending further orders

TDRL
temporary disability retired list

TDY
temporary duty

temp
temporary

TIMIG
Time in grade

TIS
time in service

TJAG
The Judge Advocate General

TO
transportation officer

TOE
table of organization and equipment

TPC
training pay category

TPU
troop program unit

TR
transportation request

TRADOC
United States Army Training and Doctrine Command

TRC
Training Retirement Category

TSG
The Surgeon General

TTAD
temporary tour of active duty

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

USACE
United States Army Corps of Engineers

USACGSC
United States Army Command and General Staff College

USAREC
United States Army Enlisted Records and Evaluation Center

USAHPSA
United States Army Health Professional Support Agency

USAHSC
United States Army Health Services Command

USAIRR
United States Army Investigative Records Repository

USAIS
United States Army Infantry School

USAPDA
United States Army Physical Disability Agency

USAR
United States Army Reserve

USARAE
United States Army Reserve Affairs, Europe

USAR–AGR
United States Army Reserve Active Guard Reserve

USARB
United States Army recruiting battalion

USARC
United States Army Reserve Command

USAREC
United States Army Recruiting Command

USAREUR
United States Army, Europe

USARF
United States Army Reserve Forces

USAROTCC
United States Army Reserve Officer Training Corps Cadet Command

USARPAC
United States Army Pacific Command

USASMA
United States Army Sergeants Major Academy

USASOC
United States Army Special Operations Command

USASSC
United States Army Soldier Support Center

USC
United States Code

USCG
U.S. Coast Guard

USESSA
United States Environmental Science Services Administration

USF
uniformed services facility

USMA
United States Military Academy

USMAPS
United States Military Academy Preparatory School

USMEPC
United States Military Enlistment Processing Center

USPFO
United States property and fiscal officer

USPHS
United States Public Health Service

UTA
unit training assemblies

VA
Veterans' Affairs

VC
Veterinary Corps

vol
voluntary

WO
warrant officer

WOCS/WOCS–RC
Warrant Officer Candidate School (Reserve Components)

WOTS
Warrant Officer Training System

YTP
yearly training program

1SG
first sergeant

1LT
first lieutenant

2LT
second lieutenant

Section II
Terms

(The following terms have been tailored to fit specific regulations as indicated and as such may not be completely applicable to other regulations. AR 310–25 is the official Dictionary of Army Terms.)

Active Army

a. The Active Army consists of (1) Regular Army soldiers on active duty; (2) Army National Guard of the United States and Army Reserve soldiers on active duty except as excluded below; (3) Army National Guard soldiers in the service of the United States pursuant to a call; and (4) all persons appointed, enlisted, or inducted into the Army without component.

b. Excluded are soldiers serving on (1) active duty for training (ADT); (2) Active Guard Reserve (AGR) status; (3) active duty for special work (ADSW); (4) temporary tours of active duty (TTAD) for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 673b).

Active duty

Full-time duty in the active military service of the United States. As used in this regulation, the term is applied to all Army National Guard of the United States and U.S. Army Reserve soldiers ordered to duty under Title 10, U.S. Code, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32, U. S. Code. (AR 135–18.)

Active duty list (ADL)

An order of seniority list (required by 10 USC 620) of commissioned officers on active duty in the U.S. Army other than those listed below (10 USC 641).

a. Reserve officers.

(1) On active duty for training.

(2) On active duty under 10 USC 175, 265, 3015, 3019, 3033, 3496, or 32 USC 708.

(3) On active duty under 10 USC 672(d) or 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components.

(4) On active duty to pursue special work.

(5) Ordered to active duty under 10 USC 673 b, or

(6) On active duty under 50 USC App 460(b)2 for the administration of the Selective Service System.

b. The Director of Admission, Dean, and permanent professors at the United States Military Academy. The Registrar, Dean, and permanent professors at the United States Air Force Academy.

c. Warrant officers

d. Retired officers on active duty.

e. Students at the Uniformed Services University of the Health Sciences. (AR 135–155)

Active duty credit

Soldiers who are credited with completing 2, 3 or 4 years of active duty when they serve to within 90 days of the 2-, 3- or 4-year periods. (AR 140–10)

Active Guard Reserve (AGR)

Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) personnel serving on active duty (AD) under Title 10, U.S. Code, section 672(d) and Army National Guard (ARNG) personnel serving on full-time National Guard duty (FTNGD) under Title 32, U.S. Code, section 502(f). These personnel are on FTNGD or AD (other than for training or AD in the Active Army) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components and are paid from National Guard Personnel, Army or Reserve Personnel, Army or Reserve Personnel Army appropriations. Exceptions are personnel ordered to AD as

a. General officers

b. United States Property and Fiscal Officers under 32 USC 708.

c. Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act, (50 USC App 460(b)(2)).

d. Members of the Reserve Forces Policy Board serving under 10 USC 175.

e. Members of Reserve components on active duty to pursue special work (10 USC 115(b)(1)(B)(vi) and 10 USC 641(I)(D)).

Active status

The status of an Army National Guard of the United States or U.S. Army Reserve commissioned officer, other than a

commissioned warrant officer, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

Active service
Service on active duty or full time National Guard duty. (AR 135–18.)

Administrative board procedure
An administrative separation action wherein the respondent will have a right to a hearing before a board of commissioned, warrant, or noncommissioned officers. It is initiated in the same manner as the Notification Procedure. (AR 135–178)

Administrative separation
Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by the Department of the Army (DA) or by law. If one of the basis for separation includes a continuous unauthorized absence of 180 days or more, the consulting counsel will advise the soldier that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Veterans Administration, not-withstanding any action by a Discharge Review Board. Separation by sentence of a general or special court-martial is not an administrative separation. (AR 135–178)

Administrative separation board
A board of officers, or officers and NCO's, appointed to make findings and to recommend retention in or separation from the service. The board states the reason and recommends the type of separation or discharge certificate to be furnished. (AR 135–178)

Applicant
a. A person who applies voluntarily for reenlistment in the USAR and is found eligible. A participant in the USAR AGR Program is considered an applicant on signing a completed DA Form 3340. (AR 140–111)
b. A member of the RA, ARNG, ARNGUS, or USAR who applies voluntarily for order to active duty or full-time National Guard duty in the Active Guard Reserve Program. (AR 135–18.)

Appointed counsel for consultation
Can be defined as either *a* or *b*.
a. A qualified counsel who is a commissioned officer of the Judge Advocate General's Corps who is appointed to consult with and advise, at the outset of any initiated involuntary separation proceedings, an individual being processed for separation under chapter 2, section II. This officer will advise the individual concerning the basis for his or her contemplated separation and its effect, the rights available to him or her, and the effect of any action taken in waiving such rights. The consulting counsel may advise the individual regarding the merits of the contemplated separation action when, in his or her professional judgement, such advice is appropriate. The consulting counsel should, however, inform the individual that he or she cannot represent him or her before a board of officers unless he or she is also appointed as counsel for representation. Communications between the individual and consulting counsel regarding the merits of the separation action are privileged communications between the attorney and client. (AR 135–175)
b. A qualified counsel who is a commissioned officer of the Judge Advocate General's Corps who is appointed to consult with and advise, at the outset of any initiated involuntary separation proceedings, and individual being proceedings, an individual being processed for separation under this regulation. Nonlawyer counsel may be appointed when the soldier's place of assignment is more than 250 miles from sufficient judge advocate resources. When a nonlawyer counsel is appointed, appropriated authority will certify in a permanent record that a lawyer with these qualifications is not available and state the qualifications of the substituted nonlawyer counsel, who must be a commissioned officer in the grade of first lieutenant or higher. Such counseling may be accomplished face-to-face, by mail, or by telephone, as appropriate. This officer will advise the individual concerning the basis of the contemplated separation and its effect, the rights available to the soldier, and the effect of any action taken by the soldier in waiving such rights. The soldier will also be advised that the enlistment may be voided if he or she is being considered for separation for fraudulent entry (desertion from another military service). Consulting counsel may also advise the soldier regarding the merits of the contemplated separation when counsel believes such advice is proper. The soldier should be informed that the counsel cannot represent the soldier before an administrative board unless appointed as counsel for representation. Consulting counsel will advise the soldier that if he or she receives a discharge certificate which is less than an honorable discharge certificate, there is no automatic upgrading nor review by any Government agency. Upgrading is considered only on application to the Army Board for Correction of Military Records of the Army Discharge Review Board. Consideration by either of these boards does not guarantee upgrading of a discharge certificate that is less than an honorable discharge certificate. Communications between the soldier and consulting counsel regarding the merits of the separation action are privileged communications between the attorney and his or her client. If one of the basis for separation includes a continuous unauthorized absence of 180 days or more, the counsel

will inform the soldier that a discharge under other than honorable conditions is a conditional bar to benefits administered by the Veterans Administration, not-withstanding any action by a Discharge Review Board. (AR 135–178)

Appointed counsel for representation
Can be defined as either *a* or *b*.

a. A counsel appointed to represent an individual who is being processed for separation during the course of any hearing before a board of officers. This counsel will possess the qualifications in (1) or (2) below, as applicable. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual.

(1) The appointed counsel for an individual being processed for separation, which could result in issuance of a discharge under other than honorable conditions (chap 2), is a lawyer within the meaning of the Uniform Code of Military Justice, Article 27(b)(1), unless an appropriate authority certifies in the permanent record that a lawyer with these qualifications is not available and states the qualifications of the substitute nonlawyer counsel. (See fig 1–1 for an example of a statement of nonavailability and appointment of counsel.)

(2) The appointed counsel for an individual being processed for separation for cause, where only separation with an Honorable Discharge Certificate may be effected (para 2–11), should be a lawyer if one is reasonably available. This lawyer need not be qualified under Article 27(b)(1), UCMJ. If a lawyer is not reasonably available, the appointed counsel must be a commissioned officer in the grade of first lieutenant or higher. (AR 135–175)

b. A military counsel designated per AR 27–10, chapter 6, or a civilian counsel retained by the soldier at no expense to the Government, to represent the soldier in a hearing before an administrative separation board. Such military counsel will be a lawyer per Article 27B91), Uniform Code of Military Justice. The convening authority may designate a nonlawyer as assistant counsel. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual (AR 135–178).

Approved applicant
A USAR soldier selected to attend an officer candidate course. (AR 140–50)

ARCOM
A table of distribution and allowance unit commanding USAR units in a geographical area.

Area command
A geographic area of command with RC functions and responsibilities. (AR 140–1)

Area commands
The following are defined as area commands:

a. (Rescinded.)
b. United States Army, Europe (USAEUR)
c. United States Army Pacific Command USARPAC
d. United States Army Southern Command (SOUTHCOM)
e. United States Army Special Operations Command (USASOC)
f. United States Army Reserve Personnel Center (ARPERCEN)
g. United States Army Reserve Command (USARC)

Area commanders
Commanders of area commands.

Area Maintenance Support Activity (AMSA)
A USAR activity established to provide, on an area basis, technical assistance and organizational maintenance support beyond the supported units' capability to accomplish during scheduled training assemblies. (AR 140–1)

Armed Forces (Interservice) Championships
Annual matches held at the interservice level. Pistol championships are held in Nashville, Tennessee, and are conducted by the National Guard. Service rifle championships are conducted at Quantico, Virginia, by the U.S. Marine Corps prior to the National Matches. International matches are conducted by the U.S. Army at Fort Benning, Georgia.

Army
The Regular Army, Army of the United States Army National Guard of the United States, and the United States Army Reserve (AR 140–111).

Army promotion list (APL)
A promotion list of officers under consideration which includes all branches except AMEDD and CH. The AMEDD promotion list includes all its branches. These branches are MD, DC, VC, ANC, MSC, and AMSC. (AR 135–155 And AR 140–10)

Army Reserve Command (ARCOM)
A table of distribution and allowance unit, with a numerical designation, commanding USAR units within a geographical area.

Basic training
Initial entry training which provides nonprior service personnel instruction in basic skills common to all soldiers and precedes advanced individual training (AIT). (AR 135–178)

Candidate
An approved applicant who is actually attending an officer candidate school. (AR 140–45)

Character of service for administrative separation
A determination reflecting a soldier's military behavior and performance of duty during a specific period of service. The three characters are: Honorable, General (Under Honorable Conditions); and under Other Than Honorable Conditions. This service of soldiers in entry level status is normally described as uncharacterized.

Civilian-sponsored distance
The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders. (AR 135–200)

Commuting distance
The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders. (AR 135–200).

Competition
Any firing of arms in which scores are kept and official bulletins published or awards given. The match may or may not require entry fees.

Contractually obligated member
A soldier who has completed his or her statutory service obligation and is serving on a contractual obligation or a member enlisted or appointed under circumstances in which a statutory obligation was not incurred (AR 135–92)

Contractual term of service
The military service obligation incurred by completion of the oath of enlistment on an enlistment, of reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation which is to be served in a unit of the Selected Reserve. Example. The 3X3 enlistment option requires that 3 years be served in a unit of the Selected Reserve and the remaining 3 years be served in the Individual Ready Reserve (IRR). (AR 135–7 and AR 140–111)

Convening authority
Can be defined as either *a* or *b*.

a. The separation authority.

b. A commanding officer who is authorized by this regulation to process the case, except for final action, and who otherwise has the qualifications to act as a separation authority. (AR 135–178)

Deactivate
When a Reserve unit stands down and the soldiers are reassigned, the TDA/TOE is eliminated, and the flag/colors are permanently retired.

Defense support industry
Any business or corporation so determined by the Federal Emergency Management Agency (FEMA). (AR 135–133)

Delayed Entry Program (DEP)
A program where soldiers may enlist and who are assigned to USAR Control Group (Delayed Entry) until they enlist in the Regular Army. (AR 135–178)

Dependent

The following definition does not apply for purposes of pay and allowance, medical care, exchange privileges, or other benefits. For the purpose of this regulation, to determine eligibility for voluntary order to active military service, dependent means

a. A spouse. This definition does not include a common law spouse unless the marriage has been recognized by a civil court.

b. An unmarried natural or adopted child. Any unmarried natural (legitimate or illegitimate) or adopted child, under 18 years of age, of an applicant. The term "natural child" includes any illegitimate child determined to be the applicant's natural or adopted child is not a dependent if

(1) The child has been adopted by another person (final adoption court order or decree issues and effective), or

(2) Custody has been terminated by court order (final court order issued and effective) or as provided by State law.

c. Stepchild. A stepchild under 18 years of age living with the applicant.

d. Another supported person. Any other person who, in fact, depends on the applicant for over over-half of their support, (AR 134–18)

Distinguished Designation

Award of the Distinguished Pistol Shot or Distinguished Rifleman Badge. These awards are made to individuals who have earned 30 credit points while firing a service rifle or a service pistol and service ammunition in Excellence in Competition Matches.

Education levels

a. High School Diploma Graduate credentials.

(1) *High school diploma graduate (HSDG).* A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction. The diploma must be issued from the school where the individual completed all of the program requirements. The following are included in the high school diploma category:

(a) Is attending high school in the senior year, is entering the senior year, or has achieved senior status and at the time of enlistment presents the documentation that he or she has met all requirements to graduate. Documentation will be one of the following:

1. A certificate of graduation.

2. An official school transcript.

3. A statement of completion from and appropriate school official.

4. A letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.

5. A statement from and appropriate school official that the applicant is a high school graduate.

(b) Is attending high school in the senior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the first phase of initial active duty for training (IADT) within 270 days of enlistment. The applicant must submit proof of graduation (see (a) above) before entering on IADT.

(c) Is attending high school in the junior year, enlisting for the Alternate (Split) Training Program and scheduled to enter the first phase of IADT within 280 days of enlistment. The applicant must have received a high school diploma, or submit proof of graduating (see (a) above), before entering the second phase of IADT. The bonus or SLRP addendum's to the reenlistment contract are void where the soldier enters the second phase of IADT without proof of graduation.

(d) The applicant has lost the original diploma issued by the high school and submits proof of graduation per (a) 1 through 4 above.

(2) *High school diploma graduate via adult education diploma (ADUL).* A secondary school diploma awarded on the basis of attending and completing and adult education or external diploma program, regardless of whether the diploma was issued by a secondary or post secondary institution. Diploma must have been issued as a result of attendance and not issued solely on the basis of a test.

(3) *High school diploma graduate via college credit (HSDC).* An individual who has attended a college or university and successfully completed at least 12 semester hours or 22 quarter hours of college level credit. Credit that is earned through testing or for the pursuit of high school equivalency is not acceptance under this definition. Credits

will only be accepted from schools which are accredited by one of the following agencies (for foreign credentials, evaluated per para *g* below):

(a) New England Association of Colleges and Secondary Schools.

(b) Middle States Association of Colleges and Secondary Schools.

(c) North Central Association of Colleges and Secondary Schools.

(d) Northwest Association of Colleges and Secondary Schools.

(e) Southern Association of Colleges and Secondary Schools.

(f) Western Association of Colleges and Secondary Schools.

b. Alternate High School credentials.

(1) *Test Based Equivalency Diploma (GEDH).* A diploma or certificate of General Education Development (GED) or other Test-Based High School Equivalency Diploma. This includes state-wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examines may ear earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a High School Diploma.

(2) *Occupational Program Certificate of Attendance (VOCT).* A certificate awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. The individual must also have completed 11 years of regular day school.

(3) *Correspondence School Diploma (CORR).* A secondary school diploma or certificate awarded on completion of correspondence school work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or post-secondary educational institution.

(4) *Home Study Diploma (HOME).* A secondary school diploma or certificate, typically by a parent or guardian that an individual completed their secondary education at home.

(5) *High School Certificate of Attendance (ATTN).* An attendance-based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather that a test such as the GED or CHSPE. A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma.

c. Less than a High School Diploma, Non-High School Graduate (NHSG). An individual who has not graduated from high school or has not received ad alternate credential listed in *b* above.

d. High School Senior (HSSR). An individual who is currently enrolled in an established high school as defined for a high school diploma graduate ad is expected to graduate within 356 days.

e. Currently in High School (CIHS). A high school student, other than a senior, who has completed the 10th grade.

f. Degree credentials.

(1) *Associate Degree.* A certificate conferred on completion of a 2-year program at a junior college, university, or degree producing technical institute.

(2) *Professional Nursing Diploma.* A certificate conferred on completion of a 3-year hospital school of nursing program.

(3) *Baccalaureate Degree.* A certificate conferred on completion of a 4-year college program other than a First Professional Degree.

(4) *First Professional Degree.* A certificate conferred on completion of the academic requirement for the first degrees awarded in selected professions: Architecture, Certified Public Accountant, Chiropody or Podiatry (D.S.C or

POD.D), Dentistry (D.D.S. or D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathy (D.O.), Pharmacy, Veterinary Medicine, Law (L.L.B. or J.D.), and Theology (B.D.), Rabbi, or other First Professional Degree.

(5) *Master's Degree.* A certificate conferred on completion of additional academic requirements beyond the Baccalaureate or First Professional Degree but below the Doctorate level.

(6) *Post Master's Degree.* A certificate conferred on completion of additional academic requirements beyond the Master's Degree but below the Doctorate level.

(7) *Doctorate Degree.* A certificate conferred in recognition of the highest academic achievement within an academic field, excluding Honorary Degrees and First Professional Degrees.

g. Foreign credentials.

(1) A person completing high school or having college credits form foreign colleges or universities must have his or her documents evaluated ad accredited by one of the following:

(a) A State Board of Education, a state university or recognized university or college listed in the Accredited Institutions of Post-secondary Education book published by the American Council on Education (ACE).

(b) International Education Research Foundation, P.O. BOX 66940, Los Angeles, CA 90066.

(c) World Education Services, Inc., Old Chelsea Station, P.O. Box 745, New York, NY 10011.

(d) International Consultants, Inc. (ICI), of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.

(e) Education Credentials Evaluation, Inc., (ECE), P.O. Box 17499, Milwaukee, WI 53217.

(f) Educational Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Suite 1000, Sacrament, CA 95814.

(2) The following countries, territories and nations are exempt from evaluation requirement ad their education documents will be treated in the same manner as any U.S. school:

(a) Federated States of Micronesia.

(b) Republic of Marshall Islands.

(c) Commonwealth of the Northern Mariana Islands.

(d) Guam.

(e) American Samoa.

(f) Canada.

(g) Puerto Rico.

(h) Virgin Islands.

(i) Department of Defense Dependent School System.

(3) Evaluation of transcripts may require a fee to be paid by the individual.

(4) An evaluation of transcripts as outlined above for foreign transcripts, diplomas, etc., is in lieu of being listed in the Accredited Institutions of Postsecondary Education, published by the American Council of Education.

Enlisted Personnel Management System USAR

A centralized personnel management system for the USAR enlisted force, beyond the MOS system, that affects all aspects of enlisted personnel management, including training, evaluation, classification, use and promotion. (AR 135–205)

Enlisted

a. ARNG. An original or first voluntary term of military service in the ARNGUS consummated by subscription to the oath of enlistment (DD Form 4). Where eligible per applicable laws and regulations, persons authorized an enlistment are personnel without prior service or personnel without prior service in any of the other U.S. Armed Forces except the Air National Guard (ANG).

b. USAR. A voluntary enrollment in the USAR as an enlisted soldier. An enlistment is consummated by subscription to the prescribed oath of enlistment. The term "enlistment" includes enlistment of both nonprior service and prior service personnel with the latter category also including prior USAR personnel and personnel with prior service in any of the other U.S. Armed Forces. (AR 135–7)

Entry level status

Status which begins on enlistment in the ARNG or USAR. It terminates

a. For soldiers ordered to IADT for one continuous period 180 days after beginning training.

b. For soldiers ordered to IADT for the split or alternate training option 90 days after beginning Phase II (AIT). (Soldiers completing Phase (BT or BCT) remain in entry level status until 90 days after beginning Phase II.)

c. (Rescinded.)

d. Service which is not creditable per DODPM, table 1–1–2, is excluded from the period of entry level status.

Entry on duty date

The date travel officially begins (per compete orders). The official travel date is determined by the mode of

transportation authorized and actually used to comply with the reporting date shown on the order. (AR 135–200 and AR 124–210)

Equipment concentration site
An equipment storage area established by a MUSARC commander to support USAR units during MUTA, AT, and mobilization. (AR 140–1)

Equivalent in hours
Flexibility of the length of USAR school constructional assemblies for instructors and students (that is, 48 2–hour training assemblies, 24 unit training assemblies (UTA), or 12 multiple unit training assemblies (MUTA–2). (AR 140–1)

Equivalent training (ET)
Can be defined as either *a* or *b*.

a. Training, instruction, or appropriate duty for individual members of a unit which is in lieu of regular scheduled unit training (RST) or regularly scheduled unit training assemblies (RSUTA), and for which pay and/or retirement point credit is authorized. (AR 135–91)

b. Training in lieu of RST or RSUTA. (See RST and RSUTA below and para 3–11.) (AR 140–1)

Excellence-in-Competition Badge
An award presented for placing in the top 10 percent of the eligible non-distinguished competitors in an Excellence-in-Competition Match.

Excellence-in-Competition Match
A match in which credit toward the Distinguished designation may be earned and bronze or silver Excellence-in-Competition badges awarded. Also referred to as a "Leg" match.

Expiration term of service (ETS)
The scheduled date on which an individual's statutory or contractual (whichever is later) term of military service will end.

Extended active duty (EAD)
Ative duty performed by a member of the ARNGUS or USAR when strength accountability passes from the ARNG or USAR to the Active Army.

Extensions
Can be defined as either *a* or *b*.

a. Are not new contracts or agreements but extensions of the terms of service of the existing, or current, USAR enlistment contracts or agreements. Such extensions never extend the statutory obligation of the individual (AR 135–7 and AR140–111).

b. The continuation of active ARNG service with the ARNG of the same State, Territory, or Commonwealth consummated by subscription to the oath of extension. This definition may be used with the term immediate reenlistment. (AR 135–7)

Extreme community hardship
A situation that may, because a reservist is mobilized, have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship shall be made by the reservist and must be supported by documentation as required by the Secretary of the Army. (AR 135–133).

Extreme personal hardship
An adverse impact on a reservist's dependents resulting from his or her mobilization. Any request for a determination of such hardship will be made by the reservist and must be supported by documentation as required by the Secretary of the Army. (AR 135–133)

Full-Time National Guard Duty (FTNGD)
Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 to Title 32, U.S. Code, for which the member is entitled to pay from the United States or for which the member has waived pay form the United States. (AR 135–18.)

Full-Time Support (FTS) Program
This program encompasses personnel assigned as a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the Army National Guard and the U.S. Army Reserve. These personnel include civilian personnel, members of the Active Army, and personnel serving on Active Guard Reserve status. The Active Guard Reserve Program is a component of the Full-Time Support Program. (AR 135–18).)

General Officer Command (GOCOM)
A USAR TPU other than an ARCOM, commanded by a general officer. (AR 140–1)

Immediate reenlistment
Can be defined as either *a* or *b*.

a. A voluntary enrollment in the USAR as an enlisted soldier immediately on separation from service in the USAR. This term represents a concurrent action in which the separation documents are not given to the individual until the individual has been reenlisted. It differs from the term reenlistment since it implies that there will be no break in continuous USAR service. (AR 135–7 and 140–111)

b. This term represents concurrent action in which the separation/discharged documents are not given to the soldier until reenlistment (within 24 hours from date of separation/discharge) in the ARNG of the same or another state has been effected. When discharged documents have not been prepared, see the term "extension." (AR 135–7)

Inactivate
Occurs when a Reserve unit stands down and the soldiers are reassigned, but the Colors and TDA/TOE are only temporarily retired.

Individual Mobilization Augmentation (IMA) detachment
A functional non-TPU that consists of at least five Army mobilization designees, providing IDT for soldiers in a nonpay status. (ARR 140–1 and AR 140–10)

Individual Mobilization Augmentation (IMA) proponent
Any DOD, DA, or other Federal agency whose mobilization TDA or TOE provides positions to be filled by preselected USAR soldiers. (AR 140–1)

Individual Ready Reserve (IRR)
Soldiers who are assigned to the following Ready Reserve USAR Control Groups: (AT), (Reinf), and (OADO). (AR 135–91, AR 135–200, AR 140–10 and AR 140–50)

Initial entry training (IET)
A term used to identify mandatory training each member of the U.S. Army must complete upon initial entry in the service to qualify in a military speciality or branch and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of basic training and speciality or branch qualification while serving on active duty or active duty for training. For ARNGUS and USAR soldiers it includes completion of initial active duty for training (IADT) the officer basic course (OBC), and the warrant officer basic course (WOBC).

Involuntary separation
Separation from commissioned or warrant status as a Reserve of the Army based on cause (i.e., substandard performance of duty, moral or professional dereliction, or for security reasons). (AR 135–175)

Inservice personnel
Personnel currently serving in USAR units of the Selected Reserve, or as Individual Ready Reserve or Standby Reserve soldiers. (AR 140–111).

Installation championships
Matches conducted at the installation level prior to the MACOM and continental U.S. Army championships.

Instruction
Includes teaching, assisting, preparing instruction, practicing, taking part as a student, or giving assistance either in a classroom or practical application. Also included as firing on ranges while training, but not in competition.

Joint AT–ADT–IDT training
AT or ADT in conjunction with, but not concurrent with, IDT by subsections or by individual members of a unit to provide for travel away from the IDT site. (See AR 140–1, para 3–15.)

Juvenile offender
A person judged guilty of an offense by a domestic court of the United States or its territorial possessions, or by a foreign court, without regard to whether a sentence has been imposed or suspended, or any other subsequent proceedings in the case. The law of the jurisdiction of the court will determine whether a given proceeding constitutes an adjudication of guilt. Adjudication as a juvenile offender includes adjudication as a juvenile delinquent, wayward minor, or youthful offender. (AR 135–178)

"Leg"
A term derived from the stand or legs upon which a trophy cup is placed. In order to take which a trophy cup is placed. In order to take permanent possession of certain trophies, the trophy had to be won more than one time, and the winner took possession of one of the "Legs." Previous regulations required that Army competitors win Excellence-in-Competition Badges in specific matches, coined "Leg" matches, prior to being awarded a Distinguished Designation Badge. The present system is based on a credit point system. Total credit points earned in any one match constitutes a "Leg."

Major commands
The following are defined as major commands:
a. Major United States Army Reserve Commands (MUSARC).
b. Army Reserve Commands (ARCOM).
c. General Officer Commands (GOCOM).

Major U.S. Army Reserve Command (MUSARC)
Any ARCOM/GOCOM that reports directly to the U.S. Army Reserve Command or any area command for the 7th and 9th ARCOMs and USAR units falling under the Special Operations Command.

Mandatory training requirement
That part of the military service obligation in which assignment to a unit or Control Group (AT) is mandatory. (AR 140–10)

Material error
One or more errors of such a nature that in the judgement of the reviewing official (or body) caused an individual's nonselection by a promotion board. Had such error(s) been corrected at the time the individual was considered, a reasonable chance would have resulted that the individual would have been recommended for promotion. (AR 135–155)

Members and former members
A member of a Reserve component who holds a current status in the Army National Guard or the U.S. Army Reserve. Generally, for officers of the Army Reserve, and individual who accepted an indefinite term appointment under the provision of title 10, USC, chapter 337, and whose appointment has not been terminated, is current member. A former member is one who formerly held status in a Reserve component, but who does not hold a current status in any such component. (AR 135–180)

Military Intelligence (MI) combat electronic warfare intelligence (CEWI) units
Integrated tactical intelligence units at corps and below. (Pending completion of activation of CEWI units, the term also refers to existing tactical signal intelligence electronic warfare, signal security, and MI units is support of corps and lower level units.) (AR 140–1)

Military record
An account of a soldier's behavior while in military service, including personal conduct and performance of duty. (AR 135–178)

Minister of Religion
A person classified as either a duly ordained minister of religion a regular minister of religion as follows:
a. Duly ordained minister of religion. A person who has been ordained per the ceremonial ritual or discipline of a church, religious sect, or organization, established on the basis of the community's doctrine and practices of a religious character, to preach and teach the doctrines of such church, sect, or organization and to administer the rites and ceremonies in public worship, and whom as regular customary vocations, preaches and teaches the principles of

religion and administers the ordinances of worship as embodied in the creed or principles of such church, sect, or organization.

b. Regular minister of religion. A person who as a customary vocation, preaches and teaches the principles of the religion of a church, a religious sect, or an organization of which he or she is a member, without having been formally ordained as a minister of religion but who is recognized by such church, sect, or organization as a regular minister.

Minority group
Any group distinguished from the general population in terms of race, color, religion, gender, or national origin. (See AR 600–20 DA Pam 600–26.)

Moral or professional dereliction
Conduct within the control of the individual concerned, which tends to bring the individual or the Army into disrepute. (AR 135–175)

Multiple Unit Training Assembly (MUTA)
Two or more UTAs conducted consecutively. (AR 135–91)

National Board for the Promotion of Rifle Practice
A Federal advisory committee consisting of prominent representatives from the military services and civilian marksmanship community. It provides recommendations and other advice to the Secretary of the Army.

National matches
The National Matches (AR 920–30) are part of the Civilian Marksmanship Program (AR 920–20) and include the National Trophy Matches, the NRA National Rifle and Pistol Championships, the Small Arms Firing School, and special events and ceremonies, The National Matches are conducted annually at Camp Perry, Ohio.

Nominee
An ARNGUS or USAR soldier in the zone of consideration for promotion to the next higher grade. (AR 135–155)

Non-distinguished competitor
An individual who has not earned 30 credit points for the weapon being used in an Excellence in Competition Match.

Nonlocatee
An enlisted soldier who has failed to furnish an address through which personal contact is possible. (AR 135–178)

Nonpay training status
The status of individual members who, with their consent and when authorized by the CG, ARPERCEN, and ARCOM or GOCOM commander, OCONUS or OCONUS unit commander, take part in training or related activity, without pay, for retirement credit only. (AR 140–1)

No previous (prior) service (NPS)
This term is used to identify an applicant who, at the time of enlistment or appointment in the U.S. Army Reserve, has never previously served creditably in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

Notification procedure
The initiation of an administrative separation process in which the respondent is notified in writing of the proposed separation, the bases thereof, the results of separation, and his or her rights. This term is commonly used when the respondent does not have a right to a hearing before a board of officers. (AR 135–178)

Nonobligated member
Soldiers who have completed their statutory military service obligation and are serving on a contractual obligation, or were enlisted or appointed under circumstances in which a statutory obligation was not incurred. (AR 140–10)

Obligated member
Soldier who have not completed their statutory military service obligation. The statutory military service obligation. The statutory obligation is incurred by law on initial entry into the service. (AR 140–19)

Obligated officer
An officer who has an obligation incurred by operation of law or by execution of a contractual agreement to serve in a Reserve status for a specified period of time. (AR 135–175)

Officer
Includes commissioned officers, warrant officers (W1–W5), and commissioned warrant officers (W2– W4), unless otherwise specified.

Office active duty obligor
An officer appointed in the USAR from the ROTC program, or under programs monitored y TSG, the Chief of Chaplains, or TJAG, who is obliged to serve on AD or ADT and does not enter on AD at the time of the appointment. (AR 135–91, AR 135–200, and AR 140–1)

Officer Personnel Management System—USAR
A centralized personnel management system for units and nonunit IRR USAR officers who are not on extended AD. (AR 140–1)

One station unit training (OSUT)
Initial entry training in which elements of BT and AIT are provided in the same unit, under one cadre throughout the total period of training. In OSUT, elements of BT and AIT are either integrated provided simultaneously, or are nonintegrated provided in distinct BT/AIT phases. (AR 135–178)

Organizational maintenance shops
The structures that house functional areas used to train organizational maintenance personnel and to perform organizational level maintenance on USAR unit equipment. (AR 140–1).

Other approved EIC matches
EIC matches approved by the Secretary of the Army or a designee and conducted in conjunction with NRA regional or state championships.

Overstength
Assigned strength which exceeds that authorized by the TOE and TDA. Assignment of a soldier as overstrength may be the result of a unit reorganization, deactivation, or relocation. It may also be as a result of an assignment error, or as an authorized exception to policy to correct an injustice. (AR 135–155)

Permanent promotion
A promotion in the Regular Army or in a Reserve component of the Army. (AR 135–155)

Preponderance of evidence
Evidence which after a consideration of all the evidence presented, points to a certain conclusion as being more credible and probable than any other consistent with two or more opposing propositions, it is insufficient. (AR 135–178)

Previous (prior) services (PS)
This term is used to identify a soldier who, at the time he or she is accessed to the U.S. Army Reserve by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.
Note. 1. Soldiers classified as Glossary No Previous Service, or Glossary Nonprior Service for the purpose of enlistment in a Regular or Reserve component should be identified, processed, and administered as having previous military service on enlistment in the U.S. Army Reserve. 2. USAR soldiers being assigned between elements or commands within the USAR (i.e. from the IRR to a TPU) are classified as "in-service" personnel.

Prior enlistment or period of service
Service in any component of the Armed Forces which culminates in the issuance of a discharge certificate or certificate of service. (AR 135–178)

Professional development
A function of individual training education and experience to sustain a combat ready force. (AR 135– 7).

Promotion eligibility date (PED)
The earliest date on which an officer who is recommended and selected may be promoted to the next higher grade. (AR 135–155)

Promotion to fill officer position grade vacancies
An authorized promotion to fill an officer position vacancy in a troop program unit with an officer of the appropriate grade. (AR 135–155).

Readiness training
Specialty related training for IRR soldiers, coordinated and administered by ARPERCEN. (AR 135– 200)

Ready Reserve
Units and individual reservists liable for active duty as outlined in 10 USC 672 and 673. (AR 135– 133)

Reasonable commuting distance
The longest distance a soldier can be expected to travel involuntarily between his or her residence and a site where inactive duty training (IDT) will be conducted.

a. For officers, warrant officers, and enlisted soldiers, it is a distance within a 50–mile radius of the IDT site. It will not exceed 1½ hours of travel time one-way by car under average traffic, weather, and road conditions.

b. An alternative reasonable commuting distance for enlisted soldiers can be applied when all of the conditions are met. It is a distance within a 100–mile radius of the IDT site. It will not exceed 3 hours of travel time on-way by car under average traffic, weather, and road conditions. The alternative reasonable commuting distance may be applied only when the soldier is assigned to a unit that normally conducts multiple unit training assemblies (MUTA) on 2 connective days (MUTA–4) and Government-provided meals and quarters are furnished at the training site.

Reenlistment

a. A second or subsequent voluntary enrollment in the USAR. This term differs from the term "immediate reenlistment" since it is used to identify continuing military service or reentry into the military service from civilian status as a prior service applicant. (AR 135–7 or 140–111)

b. Reentry into the ARNG of an individual who has had a break in ARNG service or has been discharged from one State for the purpose of joining the ARNG of another State, regardless of a break in service, or is joining the ARNG from the Air National Guard (ANG). (AR 135–7)

Reenlistment activity
Refers to individuals, offices, agencies, or commands, responsible for, or rendering, reenlistment administrative support to USAR enlisted personnel. (AR 140–111)

Regularly scheduled unit training assembly (RSUTA)
Training time treated as a UTA or MUTA for which pay and retirement point credit are authorized. (AR 140–1)

Release from active duty
Termination of active duty status and transfer or reversion to inactive duty status, including transfer to the IRR. Unit members of ARNGUS and USAR revert to their respective Reserve component to complete unexpired enlistment's and/or statutory obligations. (AR 135–178 or AR 140–111)

Reinforcement Training Unit (RTU)
Provides training in a nonpay status. (AR 140–1)

Required period of duty
Period of active duty or active duty for training (ADT) that an officer is obligated to perform, either by law or by execution of a contractual agreement. (AR 135–175)

Rescheduled training (RST)
Training placed on the unit training schedule for subsections of the unit or for individuals at a time, date, and location other than the RSUTA. Pay and retirement point credit are authorized. (AR 140– 1.)

Reserve Components of the Army
The Army National Guard of the United States (ARNGUS) and the United States Army Reserve.

Reserve of the Army
Enlisted members of the ARNGUS and the USAR. (AR 135–178)

Respondent
An enlisted soldier who has been notified that action has been initiated to separate the soldier. (AR 135–178)

Retired Pay
Pay granted members and former members of the Reserve components under title 10, USC, section 1331, after completion of 20 or more years of qualifying service and on attaining age 60. This pay is based on the highest grade satisfactorily held at any time during an individual's entire period of service, other than in an inactive section of a Reserve component. (AR 135–180)

ROTC cadet
A student enrolled in the Senior Reserve Officers' Training Corps (SROTC) as a cadet under 10 USC 2104 or 10 USC 2107 (AR 135–178).

ROTC program
The Senior Reserve Officers' Training Corps of the Army. (AR 135–91, AR 135–178, and AR 135– 91)

Satisfactory participation
A level of performance where a soldier avoids incurring the condition of unsatisfactory participation as defined in AR 135–91 paras 3–1 and 3–2. (AR 135–7 or AR 135–91)

Selected Reserve
Can be defined as follows:

a. Part of the Ready Reserve of each Reserve component consisting of units and individuals who participate actively in paid training periods and serve on paid active duty for training each year. (AR 135–133)

b. USAR Selected Reserve units and individuals that comprise all TPUs, IMAs, and full-time AD support personnel. This term should not be confused with Selected Reserve Force(s) in JCS Pub 1. (The term Selected Reserve is included here to preclude a possible misinterpretation of the language used in 10 USC 268 which directly relates to this regulation.) (AR 140–1)

c. Officers, warrant officers, and enlisted soldiers who are:

(1) Members of the Army National Guard of the United States (ARNGUS).

(2) Assigned to troop program units of the USAR.

(3) Serving on active duty (10 USC 672d or full-time duty (32 USC 502f) in an Active Guard Reserve (AGR) status.

(4) Individual mobilization augmentees (IMA).

Self-terminating orders
Orders that direct ADT, ADSW, TTAD, or AT for a specific time. When the orders expire, a soldier is automatically released from such duty without further action. (AR 135–200 and 135–210)

Separation
An all inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control or personnel without a military status, death, or discharge from the Army National Guard of the United States with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the U.S. Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations. (AR 135–91 or AR 135–178)

Separation authority
An officer authorized to take final action on specified types of separations. (AR 135–178)

Standby Reserve
Units or members of the Reserve Components, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty as provided in 10 USC 672 and 10 USC 674. (AR 135–133)

Statutorily obligated member
A soldier who is serving by reason of law. (AR 135–91 or 135–178)

Statutory term of service
The military service obligation incurred on initial entry into the Armed Forces under 10 USC 651. (AR 135–7 and AR 140–111)

Substandard performance of duty
Performance of duty which has fallen below standards prescribed by the Secretary of the Army. (AR 135–175)

Temporary promotion
Promotion to a grade in which a soldier holds a temporary appointment in the AUS. (AR 135–155)

Temporary tours of active duty
Voluntary active duty performed for a prescribed period of time by Army National Guard and U.S. Army Reserve soldiers in support of an Active Army mission. Normally, such tours will not exceed 139 days. (AR 140–158)

Troop program unit (TPU)
A TOE or TDA unit of the USAR organization which serves as a unit on mobilization or one that is assigned a mobilization or one that is assigned a mobilization mission. The "unit" in this case is the largest separate unit prescribed by the TOE or TDA. (AR 135–155)

Unit Training Assembly (UTA)
An authorized and scheduled training assembly of a least 4 hours. This assembly is mandatory for all troop program unit members. (AR 135–91)

Unit vacancy
A position authorized by paragraph and line number of a TOE or TDA which is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of he position vacancy is not assigned as overstrength. (AR 135–155)

Unsatisfactory participant
A member of a unit or the USAR Control Group who fails to participate as outlined in AR 135–91, chapter 4, section III. (AR 135–7 or AR 135–91.

U.S. Army Civil Preparedness Support Detachment
A USAR unit which provides communication support to FEMA. (AR 140–1)

U.S. Army Reserve (USAR)
A Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individuals reservists to be ordered to active duty in the event of a national emergency. (AR 140–1 and AR 140–111).

U.S. Army Reserve Army Flight Activity (AFA)
A TDA activity of a MUSARC that has the same mission, responsibility, and degree of authority as an ASF, but supports fewer assets (for example, fewer than 20 aircraft assigned, and fewer than 30 aviators assigned or attached for training). (AR 140–1)

U.S. Army Reserve Aviation Support Facility (ASF)
A TDA activity of a MUSARC that assures the proper use and operation of USAR aviation assets. Provides aviation training and logistics support beyond the capability of supported units during training assemblies. (AR 140–1)

U.S. Army Reserve Command (ARCOM)
A TDA HQ of the USAR established to command a grouping of attached, nondivisional units of the USAR. (AR 140–1)

U.S. Army Reserve Personnel Center (ARPERCEN)
A field operating agency of the Chief, Army Reserve (CAR) which manages the professional career development of individual USAR soldiers to provide trained individual USAR soldiers for mobilization. This agency commands the IRR and Standby Reserve, and administers the USAR, AGR, and IMA programs. (AR 140–1)

U.S. Army Small Arms Championships
Annual rifle, pistol, and machine gun matches held at Fort Benning, Georgia.

USAR Active Guard Reserve Management Program (USAR–AGR–MP)
A centralized personnel management system that provides a program a career development for USAR personnel serving on active duty in an Active Guard Reserve status, not programmed against the Active Army end strength. Administered by CG, APERCEN, it provides a highly qualified corps of USAR projects ad programs. (AR 135–210 and AR 140–111)

Warrant officers
All USAR warrant officers not on active duty and Reserve warrant officers on active duty who are

a. On active duty for training.

b. On active duty under 10 USC 175M 265, 3015, 3019, 3033, 2496, or 32 USC 708, or

c. On active duty under 10 USC 672(d) or under 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components. (AR 135–155)

Years for percentage purposes
Denotes total qualifying service converted to years for use as a multiplier in determining pay (AR 135–180).

Section III
Special Abbreviations and Terms
This section contains no entries.

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