

USAR Active Guard Reserve Staff Sergeant Promotion Policy

Effective 1 August 2004

**Army Reserve Active Duty Management Directorate
St Louis, MO 63132-5200**

SCOPE: The Assistant Secretary of the Army for Manpower and Reserve Affairs has approved the decentralized promotion system for Active Guard Reserve soldiers to the grade of Staff Sergeant. MILPER message 03-217 has authorized the policy contained herein to be immediately implemented into Chapter 4 of AR 140-158 and applies to all USAR Active Guard Reserve (AGR) soldiers in the rank of Sergeant who are competing for promotion to Staff Sergeant. This policy does not apply to any other Soldiers assigned or attached to any other component of the US Army. AR 600-8-19 is not applicable to AGR Soldiers competing for promotion to or being promoted to SSG.

PURPOSE: The intent of this policy is to provide policy and procedures for the semi-centralized promotion of AGR Soldiers to Staff Sergeant.

Any questions or recommended changes to this policy may be forwarded to:

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List of changes to the policy since last publication:

- Changes the requirements for requesting retroactive promotions (paragraph 1-4d(3) and 1-4e)
- Further clarifies that soldiers must attain at least 300 points (pre-board) before their DA Form 3355 can be forwarded to the promotion authority for boarding (paragraph 3-3d)

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1-1. Promotion system

- a. This chapter governs the USAR Active Guard Reserve (AGR) SSG promotion system.
- b. Field grade commanders in units authorized a commander in the grade of LTC or higher have promotion authority to the grade of SSG; however, HRC, ST LOUIS maintains the Permanent Recommended Promotion List (PRPL) and Regional Readiness Commands (RRC), Direct Reporting Commands (DRC) and Major Army Commands (MACOM) issue promotion orders.
- c. Promotions to SSG are executed in a semi-centralized manner.
 - (1) Field operations. Board appearance, promotion point calculation, promotion list review, and the final execution of the promotions occur in the field in a decentralized manner.
 - (2) HRC, ST LOUIS operations. Promotion cutoff scores, SSG By Name Selection List and PRPL are determined and published monthly on the HRC web site.
- d. HRC, ST LOUIS will determine the needs of the AGR Program by grade and MOS.
- e. A soldier's total points are forwarded through the appropriate database, as determined by HRC, ST LOUIS. These points are consolidated into an AGR-wide listing of eligible soldiers by MOS and maintained in the Active Guard Reserve Management Information System (AGRMIS) database. A determination is then made for each MOS as to what promotion point cutoff score would promote the desired number of soldiers to meet the needs of the AGR Program in a specific month. These decisions are based primarily upon budget constraints and individual MOS requirements.
- f. The importance of accuracy and timeliness in submission of data to the database cannot be overemphasized. Only promotion board scores input by the monthly suspense date established by HRC, ST LOUIS will be considered except in the case of administrative errors per paragraph 1-4.
- g. By using the standard promotion scoring forms, with predetermined promotion point factors, soldiers in the pay grade of SGT generally can measure how well they qualify for promotion. They can set precise goals with a self-improvement training program to increase their potential for promotion.
- h. The semi-centralized promotion system depends on the sequential execution of the key events listed in this chapter. Untimely action in the field leads to inaccurate promotion decisions.
- i. If the promotion authority is a general officer he or she may delegate, in writing, his or her promotion authority to the deputy commander or the senior personnel manager. The person to whom the promotion authority is delegated must be a field grade officer, filling an LTC or higher coded position.
- j. Soldiers who are accessed into the AGR program from a Troop Program Unit or the active component are not authorized to carry promotion points into the AGR Program and must be boarded as an AGR soldier and awarded points per this policy before they are eligible for promotion to SSG.

1-2. Key events and work scheduling

The events listed below make up a complete semi-centralized promotion cycle.

a. Key events.

(1) Board month minus one.

(a) Identify qualified soldiers. Automated eligibility and ineligibility listings will be sent monthly on or about the 1st of the month from HRC, ST LOUIS. The eligibility/ineligibility listings received from HRC ST LOUIS are a snapshot of soldier data in the AGRMIS database and should be reviewed by the RRC/DRC/MACOM as soon as possible to ensure there are no errors. The eligibility listing will show soldiers who are eligible to be boarded based on the recommendation criteria found in table 2-1. The ineligibility listing will show soldiers who meet the time in service and time in grade requirements, but do not meet one of the other criteria for recommendation found in table 2-1. Soldiers who appear on the ineligibility listing or do not appear on either list, but can provide supporting documentation to prove their eligibility, should be boarded with their peers without delay. The first level in the soldier's chain that discovers the error in the listing should notify the RRC/DRC/MACOM and submit supporting documentation to prove the soldier's eligibility. The RRC/DRC/MACOM then forwards supporting documentation to HRC, ST LOUIS. If it is found that the soldier is eligible, the AGRMIS database will be updated to show the soldier as eligible.

(b) Prepare Sections A and B of the DA Form 3355, Promotion Point Worksheet (fig 10-1), at unit level. Obtain approval of the unit commander and forward to the promotion authority. It is recommended that the soldier be present during preparation of the promotion point worksheet.

(2) Board month.

1

(a) Conduct the board, complete Section C, obtain approval of the promotion authority in Section D, and forward the results to the RRC/DRC/MACOM. The RRC/DRC/MACOM will review the promotion point worksheets and board proceedings for accuracy and completeness.

(b) RRC/DRC/MACOM inputs soldier's promotion points into the AGRMIS database.

(3) Board month, plus one.

(a) HRC, ST LOUIS publishes, to the HRC web site, the SSG By Name Selection List, the promotion cutoff scores and the Permanent Recommended Promotion List (PRPL) on or about the 15th of every month. The By Name Selection List and promotion cutoff scores are effective the 1st day of the month following publication to the HRC web site. The By Name Selection List will list the soldiers who met or exceeded the published cutoff scores for their PMOS. The HRC web site is the only official source of information concerning the By Name Selection List, cutoff scores and PRPL.

b. *Scheduling work.* A semi-centralized cycle starts every month for a new group of soldiers. Work must be carefully synchronized, especially between the RRC/DRC/MACOM and battalions.

1-3. Delay of promotion (SSG)

a. A soldier's promotion will be suspended when the promotion authority determines one of the following conditions exists—

- (1) Probability exists that the soldier was given promotion consideration in error.
- (2) Soldier was granted more administrative points than entitled. The promotion authority may promote; provided otherwise qualified, when the unchallenged total point score equals or exceeds the announced HRC, ST LOUIS cutoff score and the soldier's name appears on the SSG By Name Selection List.
- (3) Soldier's promotion packet was lost and must be reconstructed.
- (4) Pending a determination as to whether duplicate promotion point credit was awarded.
- (5) When the outcome of an adverse action flag is favorable closure, the soldier is found completely free of any wrong-doing and the soldier met the cutoff score while flagged. In this case the soldier is promoted on the date he/she would've been if not flagged.

b. The promotion authority may promote when the unchallenged points equals or exceeds an announced HRC, ST LOUIS cutoff score. However, if the promotion authority suspects that there may have been fraud, he or she may hold the promotion in abeyance until the issue is resolved.

c. The soldiers must be advised in writing by the promotion authority of the need to verify the challenged points.

1-4. Administrative Errors

a. An administrative error on the part of a soldier's chain of command may cause a soldier not to be considered in a timely manner or not to be considered with the correct amount of promotion points. This will result in a retroactive promotion for the soldier if the criteria in paragraph c. below are met.

b. Examples of administrative errors are (but not limited to):

- (1) An unreasonable delay in the forwarding of the promotion packet from the promotion authority to the RRC/DRC/MACOM.
- (2) An unreasonable delay in the promotion points input into the database by the RRC/DRC/MACOM.
- (3) Errors on the promotion packet documents made by the soldier's administrative chain of command that causes the packet to be delayed or returned to the extent that the soldier's points are not input in a timely manner.

c. Errors made at the unit level are not normally considered administrative errors since the soldier is required to review and sign the DA Form 3355 before it is sent forward to the promotion authority.

d. A retroactive promotion may be granted if all of the following apply:

- (1) The administrative error was not caused by the soldier's failure to submit a promotion point source document.
- (2) The administrative error was on the part of the soldier's promotion authority, RRC/DRC/MACOM or HRC, ST LOUIS.
- (3) The soldier must have been boarded prior to the 15th or the board proceedings must have been approved by the promotion authority prior to the 20th of the month (if board held after the 15th) if requesting retroactive promotion for the first day of the second month following the board.

e. The RRC/DRC/MACOM will request retroactive promotion for the soldier(s) affected on DA Form 4187 or memorandum signed by the officer in charge of the RRC/DRC/MACOM G-1. All requests will include a copy of the DA Form 3355 (front and back), and the board memorandums signed by the board president (fig 4-1) and the promotion authority (fig 4-2). HRC ST LOUIS may request more documentation as needed to review the case.

f. Errors on the part of HRC, ST LOUIS, will be identified by HRC, ST LOUIS, and the affected soldiers and their commands will be notified of any retroactive promotions that are a result of the error.

1-5. Waiver authority

The promotion authority may waive the eligibility requirements of TIS and TIMIG as outlined in table 2-1 and 2-2.

2

1-6. The promotion packet

a. The promotion packet will consist of—

- (1) All (to include original initial) DA Form 3355 (fig 10-1).
- (2) The memorandum of approved promotion board proceedings.
- (3) All supporting documentation used for reevaluation or promotion point adjustment.
- (4) Any document used to confirm promotion points.

(5) All documents used to confirm promotion points will be date stamped the date received at both the promotion authority and the RRC/DRC/MACOM on the front of the document to produce an audit trail.

b. All DA Forms 3355 will be retained in the promotion packet until the soldier is promoted, then removed and provided to the soldier. Advise soldiers to keep documents in a safe and readily accessible place.

1-7. Special promotion categories

a. *MOS Reclassification promotion.* Soldiers with an approved reclassification in MOS may be promoted in the new MOS based on promotion points awarded prior to reclassification. The soldier will be promoted in the new MOS upon successful completion of the MOS producing school, publication of MOS award order and provided the soldier's promotion points meet or exceed the published cutoff score. Soldiers in this category will be promoted the first day of the second month following completion of all training phases and award of the MOS (i.e. MOS awarded any day during September, promoted on 1 November). Soldiers who fail to complete training as scheduled, become disqualified for award of the new MOS or lose the promotion list status are no longer eligible for promotion under this paragraph.

1-8. Soldiers hospitalized because of service-incurred disease, wound, or injury

a. Soldiers on the PRPL selected by a local board prior to hospitalization, may be promoted if their point scores are the same or higher than those announced by HRC, ST LOUIS.

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

(1) Soldier must be recommended by the hospital facility commander. The hospital facility commander may request the patient's former commander or other former officials who know about his or her prior performance to provide input for Section A of DA Form 3355.

(2) Patients must appear before a promotion board for consideration.

(3) Patients who are recommended for promotion but are not physically able to appear before the promotion board as determined by the hospital facility commander may, after gaining the physical ability, appear before a promotion board.

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

d. The medical facility commander will ensure that all approved board results with promotion packets are forwarded to the supporting RRC/DRC/MACOM as outlined in this chapter.

1-9. Geographical separation from the promotion authority

a. *Soldiers not deploying.*

(1) Whenever possible, commanders will ensure that soldiers to be recommended for promotion are sent before a promotion board prior to departure for duty at a different geographical location.

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

(a) The unit will prepare the DA Form 3355 and process the promotion board proceedings.

(b) The unit will report to the soldier's parent RRC/DRC/MACOM the board proceedings and points awarded for input to the appropriate database. This will be accomplished in the most expeditious manner.

(c) The promotion authority responsible for boarding the soldier will provide the soldier's original promotion packet to the soldier's parent RRC/DRC/MACOM for processing and filing.

(d) Further board action is not required.

b. *Soldiers in a deployed status.*

(1) Deployed soldiers may be boarded using the ERB or DA Forms 2A and 2-1 as official source documents for awarding promotion points. Soldiers must personally appear while deployed. Soldiers can add additional points during a re-evaluation upon redeployment.

(2) The soldier's promotion packet may be reviewed and promotion points input by the nearest command authorized a commander in the grade of LTC or higher that has access to the AGRMIS database.

(3) The soldier's parent RRC/DRC/MACOM is responsible for issuing promotion orders and making distribution to the soldier while deployed.

Chapter 2 Eligibility Criteria

2-1. Eligibility criteria for recommendation and promotion

a. Eligibility criteria for recommendation are contained in table 2-1.

Eligibility criteria for recommendation

FACTOR CRITERIA	WAIVER(S)
1. MOS Soldier must be recommended in CPMOS. Must be fully qualified in recommended MOS.	None. See note 1
2. Education. CIVILIAN: Must have high school diploma, GED, or an associates or higher degree. MILITARY: Must have completed PLDC or have constructive credit granted by TRADOC prior to board appearance to SSG.	None.
3. Time requirement for board appearance as of the first day of the board month. 82 months TIS and 8 months TIMIG.	46 months TIS and 5 months TIMIG for those who have been recommended to compete in the secondary zone.
4. Reenlistment eligibility. Must not be ineligible to reenlist in accordance with applicable regulation.	None.
5. Physical qualifications. Considered physically qualified unless undergoing medical evaluation (MMRB, MEB, PEB) to determine qualifications for continued active service.	None.
6. APFT Must possess a current passing APFT score in accordance with applicable regulations and field manuals.	None.
7. Weight control. Cannot be enrolled in the program.	None.
8. ADAPCP Cannot be enrolled in the program.	None.
9. Disciplinary. Not flagged in accordance with AR 600–8–2.	None.
10. Service remaining requirement. Must have at least 13 months time in service remaining before mandatory removal date (MRD) or retention control point (RCP) as of board date.	None.

¹ Soldiers must be recommended in their PMOS at the next higher grade (i.e. a Sergeant whose PMOS is 92Y2O is to be recommended for promotion to 92Y3O. The only exception is if the career progression MOS (CPMOS) in accordance with DA Pam 611-21, Chapter 10 is an MOS other than the soldier’s current PMOS (i.e. a Sergeant whose PMOS is 63S2O is to be recommended for 63B3O). Recommendations to promote soldiers in their SMOS or AMOS are not authorized.

b. Eligibility criteria for promotion are contained in table 2-2. Soldiers must not be in a nonpromotable status as outlined in AR 140-158, paragraph 1-14.

**Table 2-2
Eligibility criteria for promotion**

FACTOR CRITERIA	WAIVER(S)
1. MOS Must be promoted in CPMOS. Must be fully qualified in PMOS to include meeting school requirements.	None. See note 1
2. Military education. SSG must be PLDC graduate or have been granted constructive credit by TRADOC.	None.
3. Time requirement for promotion as of the first day of the promotion month. 84 months TIS and 10 months TIMIG.	48 months TIS and 5 months TIMIG for those who have been recommended to compete in the secondary zone.
4. Reenlistment. Must be eligible to reenlist in accordance with appropriate regulation.	None.
5. Physical qualifications. Considered physical qualified for promotion unless under going medical evaluation proceedings to determine ability to perform in CPMOS.	None.
6. APFT Must possess a current passing score in accordance with applicable regulations and field manuals. APFT must not be older than 12 months from the date they met the cutoff score. See paragraph 9-3b.	None.
7. ADAPCP Cannot be enrolled in the program.	None.
8. Disciplinary. Not flagged in accordance with AR 600–8–2.	None.
9. Service remaining requirement. Must have at least 12 months time in service remaining before ETS, mandatory removal date (MRD) or retention control point (RCP) as of promotion effective date.	None.

¹ Soldiers must be promoted in their PMOS at the next higher grade (i.e. a Sergeant whose PMOS is 92Y2O is to be promoted to 92Y3O. The only exception is if the career progression MOS (CPMOS) in accordance with DA Pam 611-21, Chapter 10 is an MOS other than the soldier’s current PMOS (i.e. a Sergeant whose PMOS is 63S2O is to be promoted for 63B3O). Promotion of soldiers in their SMOS or AMOS is not authorized.

**Chapter 3
Identifying Soldiers for Recommendation for Promotion to SSG**

3–1. Rules to identify soldiers for recommendation for promotion to SSG

a. HRC, ST LOUIS will prepare eligibility and ineligibility listings monthly that will be sent to the RRC/DRC/MACOM of each eligible/ineligible soldier. The RRC/DRC/MACOM will ensure that the pertinent sections of both listings are distributed to the unit level via each soldier’s chain of command. All levels in the soldier’s chain of command will review their portion of both listings for accuracy. If a command/unit feels that a

soldier is listed erroneously (i.e. eligible but appearing on the ineligibility listing and vice versa), they should immediately contact HRC, ST LOUIS, notify them of the error and send supporting documentation to prove soldier's eligibility or ineligibility.

b. Unit commanders will personally review and authenticate the listing. Unit commanders will also ensure soldiers are fully qualified in their PMOS prior to recommending the soldier(s) for promotion consideration.

c. TIMIG and/or TIS may be waived per table 2-1.

d. Eligibility listing will include soldier's SSN, name, DOR, PEBD, PMOS, and board eligibility date.

e. The ineligibility listing will list all soldiers who are eligible based on TIS/TIMIG, but are ineligible based on one of the criteria set forth in table 2-1. The listing will include all information shown on the eligibility listing as well as indicating in the REMARKS section the reason for the soldiers ineligibility (i.e. flag, failure to complete NCOES, medical, pending separation).

f. The unit commander must complete the DA Form 3355 for all soldiers recommended. For soldiers fully eligible but not recommended, the unit commander must complete the DA Form 3355 with counseling documents and forward them to the promotion authority for final decision.

g. Once a soldier has not been recommended for promotion and counseled. A copy of the soldier's periodic counseling (at least quarterly) will be provided to the promotion authority until the soldier is recommended for promotion or is no longer eligible.

h. This requirement will apply to soldiers who have already met the eligibility requirements listed in this chapter and have not been recommended for promotion.

3-2. Steps for identifying soldiers for recommendation for promotion to SSG

The steps used to identify soldiers for recommendation for promotion to SSG are contained in table 3-1.

Table 3-1
Identifying soldiers for recommendation for promotion to SSG

STEP	WORKCENTER REQUIRED ACTION
1	HRC, ST LOUIS distributes the eligibility and ineligibility listings.
2	RRC/DRC/MACOM reviews the listings, establishes the suspense date and forwards both listings to the appropriate unit via the chain of command.
3	UNIT Commander will personally review the report for accuracy and identify soldiers to be recommended for promotion. Commander will annotate "YES" for those recommended or "NO" for those not recommended.
4	UNIT Commander will personally initial each entry and authenticate the report.
5	UNIT Return completed report to the promotion authority no later than the established suspense date.
6	UNIT Prepare DA Form 3355 Sections A and B and forwards to unit commander for certification.
7	UNIT Commander will counsel soldiers that are fully qualified but not recommended to appear before the board.
8	UNIT Provide a copy of counseling to promotion authority for filing with the eligibility/ineligibility listings.
9	PROMOTION AUTHORITY File eligibility/ineligibility listings and any counseling forms for 2 years.

3-3. Rules for processing initial SSG recommendations

a. Recommendations will be initiated by the soldier's commander.

b. The commander authenticates the recommendation.

c. If applicable, a copy of an approved reenlistment waiver for courts-martial, AWOL, or lost time must be attached as a permanent part of the DA Form 3355.

d. Units will forward DA Form 3355 and all supporting documentation for those soldiers who attain at least 300 points (prior to board) to the promotion authority NLT the suspense date established by the promotion authority. If a soldier does not attain at least 300 points prior to the awarding of board points, the commander will counsel the soldier of his/her failure to attain enough administrative points. This counseling is recorded in section D of the DA 3355.

e. It is recommended that the soldier be present during preparation of the promotion point worksheet.

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

g. All dates on DA Form 3355 will reflect year, month, and day (YYYYMMDD).

3-4. Steps for processing initial SSG recommendations

The steps used for processing initial SSG recommendations are contained in table 3-2.

Table 3-2
Processing initial SSG recommendations

STEP	WORKCENTER REQUIRED ACTION
1	UNIT If required, prepares request for reenlistment waiver.
2	SOLDIER Provides unit S1 with necessary documentation to prepare DA Form 3355.
3	UNIT Attach approved reenlistment waiver, if applicable and secure documents to the soldier's recommendation and forward DA Form(s) 3355 (completed through Section B) to appropriate commander for certification.
4	UNIT The commander will verify entries, make corrections and sign the DA Form 3355.

5 UNIT Review DA 3355 for completeness, ensure necessary supporting documents are attached, unit S1 representative (SGT/GS5 or above) signs block 4, Section B and obtains soldier's signature in block 6, Section B and forwards DA Form 3355 with documentation to the promotion authority.
6 PROMOTION AUTHORITY Authenticate the DA Form 3355 to verify that the administrative points shown were accurately extracted from the soldier's source documents and records.
7 PROMOTION AUTHORITY Provide recommendations to board president.

Chapter 4 Conducting Promotion Boards

4-1. Rules for conducting promotion boards

- a.* Unless a command has no eligible soldiers, promotion boards will be conducted a minimum of once quarterly. It is recommended that boards are held for eligible soldiers as often as possible in order to afford soldiers every opportunity for promotion consideration.
- b.* Boards should not be held after the 15th of the month unless absolutely necessary. This will ensure that there is sufficient time left in the board month for obtaining signatures on board documents, forwarding packets to the RRC/DRC/MACOM, review of packets by the RRC/DRC/MACOM and points input into the AGRMIS database. If boards are held after the 15th of the month, the promotion authority should inform soldiers that their eligibility may be delayed due to packet processing at the RRC/DRC/MACOM.
- c.* Soldiers will personally appear before the promotion board. The boards will use question and answer format only. Soldiers will not be required to perform hands-on tasks.
- d.* Commanders will ensure that soldiers are fully qualified in their PMOS prior to signing Section A.
- e.* The promotion authority will appoint in writing, an odd number (at least three) of unbiased voting members and a recorder without vote. The board president may be designated as one of the voting members.
- f.* Board membership will consist of the following:
- (1) The president will be the senior member. The president will be a CSM. If there is no CSM available, the senior member must be a SGM. 1SG/MSG(P) do not fulfill this requirement.
 - (2) Members will be at least one grade senior to those being considered for promotion.
 - (3) At least one voting member will be of the same sex as the soldiers being evaluated. When this is not possible, the reasons will be recorded as part of the board proceedings.
 - (4) Voting members will include a minority member if available. The board will not be composed of minority group members exclusively.
 - (5) A nonvoting recorder need not be senior in grade to those being considered for promotion.
 - (6) At least one member will be an AGR soldier, except when an AGR soldier is deployed or mobilized and an AGR soldier that meets the board requirements is not available.
- g.* A board may be split into two or more panels. Each panel must consist of an odd number of unbiased (at least three) voting members and a recorder without vote, to expedite the process if the number of recommended soldiers so warrants. When the board consists of more than one panel, the board president will not be a voting member of either panel. Each soldier will appear before only one panel. Boards will be convened and adjourned in the same geographical location.
- h.* Once a board is convened, the same board members will be present during the entire board proceedings.
- i.* The president will call the board to order and brief it on the following rules:
- (1) Each voting member has one vote.
 - (2) Each voting member will complete a DA Form 3356, Board Member Appraisal Worksheet (figure 10-2) to vote on each soldier.
 - (3) Use of personnel records by the board is optional.
 - (4) The recorder will complete DA Form 3357, Board Recommendation (figure 10-3), and obtain the president's signature within 1 duty day following adjournment of the board.

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- (5) The recorder will complete applicable portions of DA Form 3355.
- j.* The board may be tasked, as a separate action, to consider soldiers for removal from the PRPL.

4-2. Steps for conducting promotion boards

The steps for conducting promotion boards are contained in table 4-1.

Table 4-1
Conducting promotion boards

STEP	WORKCENTER	REQUIRED ACTION
1	PROMOTION AUTHORITY	Schedule promotion selection board. Prepare written documentation of appointment of board members.
2	PROMOTION AUTHORITY	Account for all DA Forms 3355, with Sections A and B completed for each soldier

scheduled to appear before the promotion board.
3 PROMOTION AUTHORITY Notify unit commander of board schedule.
4 UNIT Notify soldier(s).
5 PROMOTION AUTHORITY Brief the president of the promotion board on his/her responsibilities.
6 PROMOTION AUTHORITY Conduct promotion board.
7 BOARD RECORDER Collects all DA Forms 3356 and prepares DA Form 3357 after each soldier's appearance and obtains the president's signature.
8 BOARD RECORDER Complete the remaining portion of Section D of DA Form 3355.
9 PROMOTION AUTHORITY Prepare memorandum of board proceedings (see fig 4-1 & 4-2).

4-3. Rules for processing the results of a promotion board

a. The memorandum of board proceedings (fig 4-1) will be prepared within 3 duty days of the board's adjournment and include the following:

- (1) Where and when the board was conducted.
- (2) Membership of the board.
- (3) An alphabetical list of recommended soldiers by recommended grade, including SSN, RMOS, and administrative board points and total points for list integration.
- (4) An alphabetical list of soldiers not recommended for promotion or not obtaining the required amount of points to be integrated into the PRPL by grade and SSN.
- (5) Each soldier's promotion packet.
- (6) Additional information as required.

b. The president will review the memorandum of board proceedings for accuracy, sign the report, and forward it to the promotion authority.

c. The promotion authority will take one of the following actions and forward the completed results (fig 4-2) to the RRC/DRC/MACOM as soon as possible after the promotion board adjourns:

- (1) Approve or disapprove the report in its entirety. This decision pertains only to the correct constitution and conduct of the board.
- (2) If the promotion authority cannot accomplish these actions within 10 duty days after the promotion board adjourns, a memorandum of explanation, signed by the promotion authority, will be attached to the DA Form 3355 citing the specific reason for the delay.

d. If approved, the promotion authority will authenticate and sign block 7, Section D of DA Form 3355.

e. If disapproved, the promotion authority will:

- (1) Notify the unit and advise each soldier of the reasons, even if they have departed the organization. This applies to all soldiers considered by the board, whether or not recommended.
- (2) Correct deficiencies and appoint and conduct a new board within 1 month. All soldiers who appeared before the disapproved board will appear before the new board.

f. Soldiers competing for SSG must obtain a minimum of 450 total promotion points in order to be integrated into the PRPL.

g. Completed board actions must reach the RRC/DRC/MACOM by the suspense date established by the RRC/DRC/MACOM. The RRC/DRC/MACOM must submit promotion point data into the AGRMIS database as soon as possible, but not later than the last day of the promotion board month.

h. The original promotion packet will be kept on file at the RRC/DRC/MACOM. Documents will not be removed for any reason. A copy will be kept on file at the promotion authority for 2 years.

i. DA Form 3355 and promotion board documents of those who did not attain PRPL status will be filed at the promotion authority for 2 years and then destroyed.

j. Soldiers not recommended or not attaining enough points to obtain list status will be counseled by the promotion authority and/or the board president. The soldier and counselor will sign appropriate blocks in section D of DA Form 3355. If soldier refuses to sign, the counselor will enter "Soldier refuses to sign" in the appropriate block.

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k. The original memorandum of board proceedings will be retained for 2 years at the promotion authority. DA Form 3356, and DA Form 3357 will be filed at the promotion authority for 2 years, then destroyed.

l. Administrative points will be determined as of and up until the date the board is approved. The promotion authority may correct all known errors before the memorandum of board proceedings is approved.

m. Promotion points are effective for promotion on the first day of the second month following approval by the promotion authority and input into the AGRMIS database (i.e. soldier is boarded on 5 January 2003, soldier's points are input by RRC/DRC/MACOM on 20 January 2003, soldier's points are effective for promotion consideration 1 March 2003).

4-4. Steps for processing the results of a promotion board

The steps for processing results of a promotion board are contained in table 4-2.

Table 4-2
Processing results of a promotion board

STEP	WORKCENTER	REQUIRED ACTION
1	PROMOTION AUTHORITY	Prepare memorandum of promotion board proceedings.
2	PROMOTION AUTHORITY	Forward all documents and board proceedings to promotion authority for approval/disapproval and signature.
3	PROMOTION AUTHORITY (or designated representative)	will counsel soldiers not recommended on promotion potential weaknesses and obtain soldier's signature on DA Form 3355 Section D. Counselor will also sign DA Form 3355 Section D.
4		For soldiers not recommended or not attaining enough points to obtain list status, file DA Form 3355 with the promotion board proceedings.
5	PROMOTION AUTHORITY	Forward each promotion packet to RRC/DRC/MACOM for entry on the PRPL.
6	PROMOTION AUTHORITY	File memorandum of board proceedings 2 years in the local files.
7	RRC/DRC/MACOM	File the approved promotion packet in the promotions section.
8	RRC/DRC/MACOM	Submit promotion points transaction. Print promotion points input screen and place in packet.
9	RRC/DRC/MACOM	Review monthly PRPL on HRC web site.
10	RRC/DRC/MACOM	Verify PRPL for the newly recommended soldiers.
11	PROMOTION AUTHORITY	Review monthly PRPL on HRC web site.
12	UNIT	Review monthly PRPL on HRC web site. Ensure soldiers verify pertinent information and awarded promotion points on the report.
14	SOLDIER	Verify accuracy of PRPL (PMOS, name and points). Immediately inform unit S1 of any discrepancies.

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(letterhead)

AFZZ-XY-Z

15 SEP 03

MEMORANDUM FOR: Commander, 109th MI Battalion, Defense, VA 20000

SUBJECT: Promotion Board Proceedings for Promotion to SSG

1. References:

- a. AR 140-158, Enlisted Personnel Classification, Promotion and Reduction, 17 December 1997.
- b. MILPER message 03-217, Implementation of Semi-Centralized Promotions for Active Guard Reserve Soldiers to Staff Sergeant, July 2003.

2. The 109th MI Battalion, Enlisted Promotion Board convened at 0800 hours, 15 May 2003 in accordance with MILPER message 03-217 and HRC, ST LOUIS memorandum dated 16 July 2003, to review records and interview personnel for promotion to SSG.

3. The following members were present:

CSM Rose Lockhart – President
1SG Christopher Hopkins – Member
MSG Timothy Johnson – Member
MSG Audrey Thicklen – Member
MSG James Harris – Member
MSG Kevin Gular – Member
CPL Jason Richards – Recorder without vote

3. Of those considered for promotion, the following soldiers were recommended for promotion by a majority of voting promotion board members and attained promotion scores equal to or greater than the minimum scores required to attain permanent recommended promotion list (PRPL) status:

<u>Name</u>	<u>SSN</u>	<u>RMOS</u>	<u>Admin Pts</u>	<u>Bd Pts</u>	<u>Total Pts</u>
Patrick Pierpont	000-00-0000	19D 460		140	600
Annette Bush	000-00-0000	71L 550		150	700

4. The following soldiers were considered but not recommended for promotion. These individuals will be counseled in accordance with AR 140-158 and paragraph 4-3j of the AGR Staff Sergeant Promotion Policy.

5. The board adjourned at 1650 hours on 15 September 2003.

6. Recommendation: That the soldiers listed in paragraph 3 be integrated in the permanent recommended promotion list (PRPL).

2 Encls
1. Promotion Board Appointment
2. Promotion Packets

Signature
ROSE LOCKHART
CSM, USA
(President of the Board)

Figure 4-1. Sample format for report of board proceedings

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(letterhead)

AFZZ-XY-Z

15 SEP 03

MEMORANDUM FOR: Commander, 123rd Division (IT), Defense, VA 20000

SUBJECT: Promotion Board Proceedings for Promotion to SSG

1. References:

- a. AR 140-158, Enlisted Personnel Classification, Promotion and Reduction, 17 December 1997.
- b. MILPER message 03-217, Implementation of Semi-Centralized Promotions for Active Guard Reserve Soldiers to Staff Sergeant, July 2003.

c. 109th MI Battalion memorandum, Promotion Board Proceedings for Promotion to SSG,
15 September 2003

2. I have reviewed the actions outlined in reference c (enclosure 1) above and concur with the findings and recommendations contained therein.

Encls
109th MI Battalion Memorandum

Signature
LISA A. ADCOCK
LTC, MI
Commander

Figure 4-2. Sample format of endorsement to promotion board proceedings

Chapter 5 **Processing Promotion Point Reevaluations and Adjustments**

5-1. Rules for processing promotion point reevaluations

a. There are two processes: Administrative reevaluations and total reevaluations.

(1) A soldier who adds 20 or more new points as indicated below is considered an administrative reevaluation.

(2) A request to appear before a new promotion board with the criteria listed below is considered a total reevaluation.

The commander may not disapprove a request for total reevaluation.

b. Soldiers may request an administrative reevaluation using a DA Form 4187 for reevaluation or total reevaluation by using the DA Form 3355 (figure 10-1). Soldiers must submit their request within a reasonable amount of time to allow the promotion chain of command sufficient processing time to process the action.

c. Rules for an administrative reevaluation include the following:

(1) Soldiers who believe they have increased (through self achievement or awards) their latest promotion score by 20 points or more (DA Form 3355, Section A, Item 1 and Section B) may request an administrative reevaluation at any time. Soldier must be in a promotable status.

(2) Commander will authenticate and check the applicable block on the DA 4187 recommending approval or disapproval. Additionally the commander may increase or decrease the duty performance points. The soldier's unit will then forward the DA 4187 and all supporting documentation to the promotion authority for review and recommendation. The promotion authority will review the documentation to ensure that the points were calculated correctly, then forward the DA 4187 and all supporting documentation to the RRC/DRC/MACOM.

(3) An administrative reevaluation is simply a recalculation of the administrative points (DA Form 3355, Sections A and B) by the RRC/DRC/MACOM.

(4) Prior to adding new promotion points based on an administrative reevaluation, the RRC/DRC/MACOM will complete a total review of the DA Form 3355 and increase or decrease the military training and duty performance points, if applicable, and remove erroneous and outdated points. The adjusted score will be the score that the soldier must use to add the new points to. The RRC/DRC/MACOM will evaluate the new promotion points and those on the most recent DA Form 3355.

(5) If the administrative reevaluation results in a promotion point increase of 20 or more points over the adjusted score, the RRC/DRC/MACOM will change the soldier's score and enter the soldier's new score on the current DA Form 3355 and AGRMIS database. Each new entry will be annotated with the reevaluation date.

(6) The date the score is entered into the AGRMIS database determines the reevaluation month. The new points will be effective on the first day of the second month following the input of the adjusted points into the AGRMIS database.

d. Rules for a total reevaluation are as follows:

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

(2) The results of a total reevaluation take the place of the previous reevaluation regardless of outcome including soldiers not recommended by the board during the total reevaluation, or who fail to achieve enough points to attain promotion list status. Soldiers who fail to achieve enough points or are not recommended by the board, will be removed from the current list immediately.

(3) The soldier's application for a total reevaluation must contain the following statement: "I understand that I may lose points and that the results of this reevaluation will take precedence over my current promotion list standing. I further understand that if the board does not recommend me for promotion or if I do not obtain the minimum required promotion points to maintain promotion list status, I will be immediately removed from the PRPL." This statement will be attached as a separate continuation document to the DA Form 3355; document must be signed by the soldier and becomes a permanent part of the promotion packet.

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

e. Promotion scores achieved through the reevaluation process are effective for promotion on the first day of the second month following the date the new score is entered into the AGRMIS database.

f. Gaining commanders of transit soldiers may elect to award duty performance points or use the previous commander's evaluation.

g. The RRC/DRC/MACOM will provide the soldier with a copy of the promotion points input screen reflecting the new score and date.

5-2. Adding less than 20 points for reevaluation on a DA Form 3355

a. Soldiers requesting to add additional promotion points must use DA Form 4187.

b. The RRC/DRC/MACOM G-1 is authorized to approve requests to add less than 20 points only for those soldiers whose current score is 781 or higher.

c. The RRC/DRC/MACOM G-1 will approve and sign the request when the soldier has increased his/her current score by at least 1/3 (rounding down to the nearest whole number) of the remaining point total needed to achieve 800 points. The authority to sign these requests will not be delegated.

d. The approved request will become a part of the soldier's promotion packet and the new score will become effective on the first day of the second month following the date the new score is entered into the AGRMIS database.

5-3. Steps for processing promotion point reevaluations

The steps for processing promotion point reevaluation are contained in table 5-1.

Table 5-1

Processing promotion point reevaluation and total reevaluation

STEP WORKCENTER REQUIRED ACTION

1 SOLDIER/UNIT Provide unit with the DA 4187 and necessary documentation to be considered during the reevaluation/total reevaluation process. Each source document must be listed, as a separate entry, on the DA 4187.
2 UNIT Process DA 4187/Prepare DA 3355 (as applicable), attach documents and forward to unit commander for signature and review/adjustment of duty performance points.
3 UNIT Forward DA 4187/DA 3355 and all supporting documentation to promotion authority.
4 PROMOTION AUTHORITY For an administrative reevaluation continue with step 5 below. For a total reevaluation, review DA Form 3355 and follow steps (beginning with step 6) in table 3-2.
5 PROMOTION AUTHORITY Copy each document, attach each source document to the DA 4187, and forward to the RRC/DRC/MACOM for further processing.
6 RRC/DRC/MACOM a. Conduct a complete review of the promotion packet. Correct any known administrative point errors and add/subtract/keep duty performance points as applicable. b. New administrative points. If soldier achieves appropriate promotion point increase of 20 or more, or less using the 1/3 rule (see para 5-2), approve the request. Update the soldier's current DA Form 3355 and immediately submit the new promotion points into the AGRMIS database. c. The RRC/DRC/MACOM representative (SSG/GS6 or above) will authenticate the DA Form 3355 verifying that the administrative points were correctly extracted from the soldier's source documents and records. d. Place a copy of the screen print reflecting the new score in the soldier's promotion packet. e. If the soldier achieves a point increase of less than 20 points and does not qualify to use the 1/3 rule, disapprove the request in writing.
7 RRC/DRC/MACOM Forward soldier's copy of the results to the promotion authority.
8 PROMOTION AUTHORITY Forward soldier's copy to the unit.
9 UNIT Forward copy to the soldier.
10 SOLDIER Monitor and verify the PRPL and immediately notify commander of any discrepancies using established local procedures.

5-4. Rules for processing promotion point adjustments

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

(1) Correction of a mathematical error.

(2) Adding or subtracting administrative points.

b. A mathematical error on the DA Form 3355 will be corrected as soon as the error is detected.

c. When adding administrative points effective prior to the date of the last board appearance or administrative/total reevaluation and the source documents were submitted as part of the promotion action but were erroneously omitted from the DA Form 3355. If this is the result of missing supporting documentation discovered at the RRC/DRC/MACOM, the RRC/DRC/MACOM representative will input the number of promotion points the soldier has after subtracting points for the missing document(s) and immediately notify the promotion authority of the missing documentation. The notification message will include which documents were missing and how many points were subtracted. Once the missing supporting documentation is sent to the RRC/DRC/MACOM, the points may be adjusted. Every effort should be made to get the supporting documentation to the RRC/DRC/MACOM in a timely manner so points can be input into the AGRMIS database by the last day of the board month.

(1) The adjustments may result in a retroactive promotion if it is proven that the mathematical error or document omission is due to no fault of the soldier (see paragraph 1-4).

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

(3) Adjustments to add points not previously documented will be made during the month the request is received at

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the RRC/DRC/MACOM, provided it is received in sufficient processing time. The DA Form 3355 currently in effect is the only promotion point worksheet authorized for adjustment.

(4) Adjustments must be supported by official documentation. Additions will become effective on the first day of the second month following the month the data is input into the AGRMIS database. Subtractions are effective immediately.

(5) Request for promotion point adjustments will be submitted using DA Form 4187. The request will list all supporting documents and, if approved, becomes a permanent part of the promotion packet.

d. The RRC/DRC/MACOM G-1 is the approval authority for adjustments. The request for adjustment, to include the approval document, will be filed as a permanent part of the promotion packet. The original or reconstructed DA Form 3355 will be annotated in red to show the adjusted promotion points and adjustment date.

e. Upon completion, the RRC/DRC/MACOM will notify soldiers in writing of any adjustment to a soldier's promotion points. The notification will be routed through the soldier's chain of command and will include, as a minimum, the reason for the change, the new points, the effective date of the new points, a copy of the completed action and computer generated report reflecting the change.

5-5. Steps for processing promotion point adjustments

The steps for processing promotion point adjustment are contained in table 5-2.

Table 5-2

Processing point adjustments

STEP	WORKCENTER REQUIRED	ACTION
1	UNIT/SOLDIER	Prepare DA Form 4187 request for promotion point adjustment, obtain unit commander's approval and forward to promotion authority.
2	PROMOTION AUTHORITY	Review request and, if correct, forward to RRC/DRC/MACOM for final approval.
3	RRC/DRC/MACOM	G-1 Approve promotion point adjustment if authorized.
4	RRC/DRC/MACOM	Submit promotion point transaction into the AGRMIS database.
5	RRC/DRC/MACOM	Forward copy of approval or disapproval to promotion authority.
6	PROMOTION AUTHORITY	Provide soldier with copies of the decision.

Chapter 6

Maintaining the Permanent Recommended Promotion List (PRPL)

6-1. Publication of the PRPL

a. The PRPL, which is a list of the soldiers who have been boarded and recommended for promotion, will be published monthly on or about the 15th of every month. The PRPL will be published on the HRC web site and will list the soldier's name, PMOS, promotion points awarded and command to which the soldier is assigned. Any additions to the PRPL and changes to points are not shown on the published PRPL until the next PRPL is posted to the HRC web site.

6-2. Validation of PRPL status

- a. Soldiers whose total point score is 699 or less are required to validate their PRPL standing within a 24-month period based on the date of their last approved promotion action. Validation will be accomplished prior to the 24-month deadline.
- b. Validation only occurs through the administrative or total reevaluation processes; promotion point adjustments are not considered validating.
- c. Soldiers whose names appear on the by-name selection list are exempt from validating their list standing.

6-3. Failure to validate

- a. Soldiers who fail to validate their PRPL standing will be administratively removed from the PRPL effective the first day of the 25th month following their latest approved promotion action by the RRC/DRC/MACOM. The RRC/DRC/MACOM will provide written notification, through the chain of command to the soldier of the removal action.
- b. Soldiers who are under suspension of favorable personnel actions during their 24th month will require written authorization from their promotion authority in order to remain on the PRPL pending removal of the FLAG. Written authorization must be received by the RRC/DRC/MACOM not later than the last day of the 24th month. A written authorization gives soldiers 60 calendar days from the effective date of the FLAG removal to complete a promotion action in accordance with this policy. Soldiers are only authorized to add promotion points accumulated as of the 24th month from the last computation.
- c. Soldiers who fail to achieve the minimum points required to maintain PRPL status will be removed from the current PRPL immediately. However, a soldier will not be removed from the PRPL based on failing to achieve the

minimum number of points required for PRPL status solely resulting from a commanders decrease in the soldier's performance points. In such cases—

- (1) The commander will be informed that he or she may award the number of points required for the soldier to retain PRPL status or recommend that the soldier be removed under provisions of the removal task.
- (2) If the removal is recommended and not approved, the soldier will have his or her performance points adjusted to provide the minimum promotion points required to maintain PRPL status.
- d. It is the responsibility of the individual soldier to ensure documentation is current and accurate to support promotion information and is received at the RRC/DRC/MACOM in sufficient time to ensure processing and reporting to HRC, ST LOUIS.

6-4. Rules for processing soldiers who are reclassified while on the PRPL

- a. Soldiers who are reclassified for other than loss of qualifications or as a result of inefficiency or misconduct, will compete against the promotion point cutoff score and may be promoted in the newly awarded MOS effective the first day of the second month following the date of the MOS change in the AGRMIS database.
- b. Once a soldier is reclassified, he or she can no longer compete in the old PMOS.

6-5. Rules for removing a soldier from the PRPL

- a. Soldier must be informed of removal action in writing within 10 duty days after removal. E-mail notification of the removal action meets this requirement.

b. Soldier will be immediately removed from the PRPL and a removal board is not required under the following conditions:

- (1) Failure to qualify, for cause, for the security clearance required for the MOS in which recommended or competing.
- (2) Failure to reenlist or extend to meet a service remaining requirement (see paragraph 7-3).
- (3) Enrolled in the Army Weight Control Program in accordance with AR 600-9.
- (4) Declination of promotion based on a refusal to be reattached to a position of the next higher grade.
 - (a) The soldier will prepare a declination of promotion memorandum (figure 6-1) and forward to HRC, ST LOUIS thru their RRC/DRC/MACOM. The memorandum will be attached to the promotion packet and the packet will be returned to the promotion authority.
 - (b) The soldier's points will be removed from the appropriate database and the soldier must be reboarded in order to regain PRPL status.
- (5) Adverse action exists as follows:
 - (a) Convicted by court-martial while on the PRPL.
 - (b) Receives punishment imposed under the provisions of Article 15, UCMJ (not including summarized Article 15) while on the PRPL.
 - (c) Undergoing proceedings that may result in discharge. Soldiers processing medical evaluation will remain on the PRPL unless separated.
 - (d) Receives a memorandum or letter of reprimand, admonition, or censure filed in the soldier's OMPF in accordance with AR 600-37, chapter 3.
 - (e) All other soldiers who are flagged for adverse action under AR 600-8-2 remain on the PRPL, but are in a nonpromotable status per table 2-2, item 8. The soldier will remain in a nonpromotable status until the case that caused the flagging action is closed. If the case is closed unfavorably, the soldier is removed from the PRPL. If the case is closed favorably and the soldier is free of any wrong doing, then the procedures in paragraph 1-3 apply.
- (6) Soldier signs Declination of Continued Service Statement.
- (7) Soldier is prohibited from re-enlisting when a local or DA imposed bar is approved after attaining PRPL status.
- (8) Loss of MOS qualification due to reclassification as a result of inefficiency or misconduct.
- (9) Release from active duty or enlisted status.
- (10) Dropped from the rolls as a deserter.
- (11) Failure to maintain the minimum promotion points required or fails to validate list status in accordance with paragraph 6-3.
- (12) Denied a waiver to reenlist.
- (13) When the promotion authority determines that the soldier's promotion packet contains fraudulent documents.
- (14) Soldier fails required NCOES course for cause or academic reasons. This includes soldiers who are denied enrollment to NCOES for APFT failure or failure to meet the weight control standards set forth in AR 600-9.
- (15) Soldier fails to complete training required for MOS for cause or academic reasons.
- (16) Failure of record APFT.
- (17) A medical board has determined the soldier is no longer fit for duty.

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- (18) When the promotion authority has approved removal board recommendation that the soldier be removed from the PRPL.
- (19) Erroneous selection (that is, did not meet one or more of the eligibility criteria).
- (20) Reduction in grade.

c. Promotion packets of soldiers who are removed from the PRPL will be retained in the RRC/DRC/MACOM files for 2 years.

d. Once the soldier is removed the action is final and the soldier must be reboarded in order to regain PRPL status.

6-6. Steps for removing a soldier from the PRPL

The steps for removing a soldier from the PRPL are contained in table 6-1.

Table 6-1

Removing a soldier from the PRPL

STEP	WORKCENTER REQUIRED ACTION
1	UNIT Commander, when applicable, request removal of soldier from the recommended list.
2	PROMOTION AUTHORITY Receives request, verifies conditions for removal have been met, and determine need to conduct removal board.
3	RRC/DRC/MACOM Receive approved removal documentation from promotion authority as applicable.
4	RRC/DRC/MACOM Submit supporting documentation to HRC ST LOUIS to remove soldier from the PRPL and, if applicable, the by-name list. Revoke promotion orders if applicable.
5	RRC/DRC/MACOM Provide a copy of approved removal documentation to promotion authority and file original action with soldier's promotion packet.

6 PROMOTION AUTHORITY File copy of approved removal documentation with soldier's promotion files.
7 RRC/DRC/MACOM Notify soldier in writing of action no later than 10 duty days from removal date.

6-7. Rules for conducting a removal board for soldiers on the PRPL

- a. Commanders will give soldier written notification of the removal board at least 15 duty days prior to the date of the board.
- b. The board will be composed of unbiased members. See criteria in paragraph 4–1a, b, d, e, h, and i.
- c. The recorder will arrange for any reasonably available witness the soldier wishes to call on his or her behalf.
- d. Copies of all written affidavits and depositions of witnesses who are unable to appear before the board will be furnished to the soldier and board members.
- e. Rights of the soldier are as follows:
 - (1) Decline, in writing, to appear before the board during any or all-open proceedings.
 - (2) For cause, challenge any member of the board.
 - (3) Request any reasonably available witness whose testimony he or she believes to be pertinent to the case. The soldier will state in his or her request the type of information the witness will provide.
 - (4) Present written affidavits and depositions of witnesses who are unable to appear.
 - (5) Elect to remain silent, to make an unsworn or sworn statement, or be verbally examined by the board.
 - (6) Question any witness appearing before the board.
- f. Failure of the soldier to exercise his or her rights will not negate the board's proceeding, findings, or recommendations.
- g. The president of the board will ensure that enough testimony is presented to enable the board members to-
 - (1) Fully and impartially evaluate each case and arrive at a recommendation.
 - (2) Prepare a report, in writing, of the board proceedings and submit it to the promotion authority.
- h. The promotion authority will approve or disapprove the board recommendation and provide a copy to the soldier. The promotion authority may direct a new board if—
 - (1) An error in the conduct of the board has a material adverse effect on an individual's substantial rights (if the error cannot be corrected without prejudice to the soldier).
 - (2) The board failed to consider all available evidence in the case.
- i. If the promotion authority disapproves the board recommendations he/she will state in writing, the reason for disapproval.
- j. The promotion authority may lessen but not increase the severity of the board's decision.
- k. AR 15–6 does not apply to removal boards.

6–8. Steps for conducting a removal board for soldiers on the PRPL

The steps for conducting a removal board for soldiers on the PRPL are contained in table 6–2.

**Table 6-2
Conducting a removal board for soldiers on the PRPL**

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT Commander	requests removal of soldier from PRPL.
2	PROMOTION AUTHORITY	Receives requests and verifies conditions for removal board have been met.
3	UNIT Commander	notifies soldier in writing at least 15 duty days prior to the date of the board
4	PROMOTION AUTHORITY	Conduct removal board if required. Promotion authority approves board findings.
5	PROMOTION AUTHORITY	Forward a copy of removal board proceedings to RRC/DRC/MACOM by endorsement. File original in local files for 2 years.
6	RRC/DRC/MACOM	Review action for compliance.
7	RRC/DRC/MACOM	Submit action to HRC ST LOUIS to remove soldier from PRPL.
8	RRC/DRC/MACOM/PROMOTION AUTHORITY	File approved board proceedings in functional files for 2 years.
9	PROMOTION AUTHORITY	Inform soldier within 5 duty days, in writing, of results.

6–9. Rules for reinstating soldiers to the PRPL

- a. A soldier promoted in error to the grade of SSG from the PRPL will, if otherwise qualified, be reinstated to the PRPL at the same time the order is revoked and treated as if never promoted.
- b. A soldier removed from the PRPL and later completely exonerated from the reason that caused the removal will be reinstated. To be completely exonerated, the action that caused the initial removal must have been erroneous or should not have been imposed so that the soldier is free of any wrong doings or accusation.
- c. If however, the soldier was eligible for promotion prior to reinstatement, the DOR and effective date will be the date of original eligibility.

6-10. Steps for reinstating soldiers to the PRPL

The steps for reinstating soldiers to the PRPL are contained in table 6-3.

Table 6-3

Reinstating soldiers to the PRPL

STEP	WORKCENTER	REQUIRED ACTION
1	UNIT	Send request to promotion authority.
2	PROMOTION AUTHORITY	Approves or disapproves reinstatement to the PRPL.
3	PROMOTION AUTHORITY	Send approval or disapproval to RRC/DRC/MACOM.
4	RRC/DRC/MACOM	If approved, forward to HRC, ST LOUIS.
5	HRC, ST LOUIS	Post transaction to the AGRMIS database and notify command if soldier met cutoff score while suspended from the PRPL.
6	RRC/DRC/MACOM	If applicable, verify soldier is listed on next monthly PRPL on HRC web site.
7	RRC/DRC/MACOM	Attach documentation to promotion packet.
8	PROMOTION AUTHORITY	If applicable, maintain disapproval in local files for 2 years.

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(letterhead)

MEMORANDUM FOR Commander, HRC, St Louis ATTN: AHRC-ARE

THRU Commander, (RRC/DRC/MACOM)

SUBJECT: Declination of Promotion, SGT Pierpont, Patrick, 000-00-0000

1. Per paragraph 6-5b(4) of the AGR SSG Promotion Policy and AR 140-158, paragraph 4-15, I decline my promotion to Staff Sergeant effective 1 October 2003 based on my refusal to accept reattachment to a position of the next higher grade.

2... I understand that by refusing reattachment due to promotion, I will now be placed in a nonpromotable status per AR 140-158, paragraph 1-14n. I further understand that by being placed in a nonpromotable status, I will be removed from the Permanent Recommended Promotion List (PRPL) per paragraph AR 140-158, 4-15 and that I must resubmit my promotion packet and must reappear before a promotion board in order to be considered for promotion in the future.

Figure 6-1. Sample format for declination of promotion memorandum

Chapter 7

Processing Monthly HRC, ST LOUIS Promotion Point Cutoff Scores/Promotion By Name Selection List

7-1. Rules for processing monthly HRC, ST LOUIS promotion point cutoff scores and Promotion By Name Selection list

- a.* This paragraph contains eligibility for promotion of soldiers to the grade of SSG made against monthly promotion cutoff scores and the promotion by name selection list.
- b.* Soldiers will be eligible for promotion on the first day of the second month following input of the soldier's points into the AGRMIS database (for example, points input in January 2003 are effective for promotion on 1 March 2003). RRC/DRC/MACOM representatives will make every effort to input promotion points for recommended soldiers in a timely manner. In most cases, this should be no more than 3 working days from packet receipt.
- c.* If a soldier is promoted late, use procedures in paragraph 1-3.
- d.* All pay, allowances, and entitlements start on the effective date of the promotion.
- e.* This paragraph and any other authority that authorized the promotion will be included in the promotion order.
- f.* Date of rank (DOR), unless otherwise specified in this policy, will be the same as the effective date of promotion. If the promotion was delayed due to an administrative error (see paragraph 1-4), the DOR will be the effective date that the promotion should have occurred. The RRC/DRC/MACOM will contact CDR, HRC, ST LOUIS (AHRC-ARE) for promotions delayed more than 90-days.
- g.* Promotions are only authorized during the month for which the cutoff score is met. Exceptions are as follows:
 - (1) Delay of promotion due to suspension of favorable actions.
 - (2) Promotions made upon arrival at a gaining organization.
 - (3) Pending required security clearance for promotion MOS.

- h.* Promotions other than in the month for which the cutoff score is met, unless otherwise authorized in this policy, require approval of CDR, HRC, ST LOUIS (AHRC-ARE).
- i.* When a soldier's promotable status cannot be verified in accordance with table 2-2, the promotion will be held in abeyance until a determination is made but not more than 90 days. Soldiers whose promotion cannot be validated within 90 days will be removed from the promotion by name selection list and must appear before a promotion board to again to gain PRPL status.

7-2. Steps for processing monthly HRC, ST LOUIS promotion point cutoff scores and Promotion By Name Selection List

The steps for processing monthly HRC, ST LOUIS promotion point cutoff scores and promotion by name selection list are contained in table 7-1.

Table 7-1

Processing monthly HRC, ST LOUIS promotion point cutoff scores and promotion by name selection list

STEP	WORKCENTER	REQUIRED ACTION
1	RRC/DRC/MACOM	Review cutoff scores on HRC web site.
2	RRC/DRC/MACOM	Ensure soldiers on by name list are in a promotable status (see table 2-2).
3	RRC/DRC/MACOM	Publish promotion orders for qualified soldiers and make distribution to HRC, ST LOUIS and promotion authority.
4	HRC, ST LOUIS	Submit promotion transactions into AGRMIS database.
5	HRC, ST LOUIS	Forward copy of promotion orders to PERMS.
6	PROMOTION AUTHORITY	Receives promotion orders from RRC/DRC/MACOM.
7	PROMOTION AUTHORITY	Verify promotable status per table 2-2. Notify RRC/DRC/MACOM if nonpromotable.
8	PROMOTION AUTHORITY	Prepare promotion certificates.
9	PROMOTION AUTHORITY	Forward promotion documents to unit.
10	PROMOTION AUTHORITY	Update promotion files.
11	RRC/DRC/MACOM	Check AGRMIS database to ensure grade change transactions have processed.

7-3. Rules for processing service remaining requirements

- a.* The AGR service remaining requirement is 12 months for promotion to SSG.
- b.* The AGR service remaining requirement will be computed from the effective date of promotion.
- c.* If otherwise eligible, soldiers in the categories listed in (1) and (2) below may be promoted without regard to the AGR service remaining requirement.
 - (1) Those whom HRC, ST LOUIS promotes when the status is missing in action, captured, or detained.
 - (2) Terminally ill soldiers.
- d.* When monthly promotion point cutoff scores announcement and SSG promotion by name selection lists are published to the HRC web site, the RRC/DRC/MACOM will identify and verify those who are eligible for

promotion and who do not meet the AGR service remaining requirement. The RRC/DRC/MACOM will establish the suspense date for submission of reenlistment/extension documents.

e. AGR soldiers whose release from active duty (REFRAD) will occur prior to the end of the 12-month period of obligated service will be automatically extended on active duty by HRC, ST LOUIS. The Army Reserve Active Duty Management Directorate (ARADMD) will publish orders aligning the soldier's REFRAD with the end of the obligated period (i.e. soldier is promoted 1 Nov 2003, soldier's REFRAD is 6 May 04, orders extending soldier's active duty period to 31 Oct 2004 are published).

f. When the soldier's ETS will occur prior to the end of the obligated service period the promotion authority will notify the soldier, in writing of the following:

- (1) Advise that promotion may only be during the month for which the cutoff score is met.
- (2) Instruct the soldier to seek detailed information promptly on available benefits and options from the local career counselor.
- (3) Notify soldier by memorandum of the established suspense date by which he/she must incur obligated active service for promotion (see figure 7-1).

g. The RRC/DRC/MACOM will publish promotion orders promptly, but not earlier than the effective month, when evidence is received (reenlistment or extension document) that the service remaining requirement has been met. The effective date and DOR will be the date of reenlistment or extension, provided otherwise qualified.

h. A soldier's separation from the service before fulfilling the service remaining requirement does not invalidate the promotion if the service requirements were met at the time of promotion.

i. If the soldier fails to extend or reenlist to meet the service remaining requirement by the last day of the promotion effective month, the RRC/DRC/MACOM will send notification to HRC, ST LOUIS to remove soldier from the promotion by name selection list and PRPL.

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(letterhead)

AFZZ-XY

15 SEP 03

MEMORANDUM FOR SGT Patrick Pierpont, 000-00-0000, Co A, 109th MI BN

SUBJECT: Service Requirement for Promotion

1. It is my intention to promote you to staff sergeant on 1 October 2003 in accordance with authority contained in MILPER message 03-217, HRC, St Louis memorandum dated 16 July 03 and the HRC, St Louis published promotion point cutoff scores for 1 October 2003. The provisions of HRC, St Louis memorandum dated 16 July 2003 preclude promotion unless you are obligated to serve in the United States Army until at least 30 September 2004. Your records show your expiration term of service to be 28 February 2004.
2. You may satisfy the service remaining requirement by reenlisting or extending your enlistment on active duty. You must immediately contact your local retention and transition NCO, MSG Kenneth J. Washington at 314-555-1212 for information on the advantage(s) of each course of action and details on the options available to you at this time. As soon as I am informed that you have taken action to obligate yourself to serve until at least 30 September 2004, I will direct your promotion to staff sergeant
3. If you reenlist or extend on or before 1 October 2003, your effective date of promotion will be 1 October 2003. If you reenlist or extend after 1 October 2003, your effective date of promotion will be the date of your reenlistment or extension.

4. You should be aware, however, that I am authorized to promote you only during October 2003 and must therefore be notified before 31 October 2003 that you have incurred the appropriate service requirement. Should you not become obligated, I must remove your name from the permanent recommended promotion list (PRPL) to SSG as of 1 November 2003. If this is done, you will not be reinstated to the list or promoted on the basis of your current recommended status.

Signature
LISA A. ADCOCK
LTC, MI
Commanding

CF:
Cdr, 66th RRC
Career Counselor
Cdr, Co A

Figure 7-1. Sample format for notification of service remaining requirement for promotion

Chapter 8 Processing Promotions and Packets during Permanent Change of Station (PCS)

8-1. Rules for preparing promotion packets for transfer at PCS (out-processing)

- a. The promotion packet is designated as a transfer document that moves with the soldier upon PCS outside of the RRC/DRC/MACOM to which attached.
- b. If the soldier's verified current promotion points are not reflected on the PRPL during the month of PCS, the RRC/DRC/MACOM will immediately post to the AGRMIS database. A copy of the promotion point update screen will be placed in the soldier's promotion packet. If the RRC/DRC/MACOM cannot post the promotion points to the AGRMIS database, the RRC/DRC/MACOM representative should call HRC, ST LOUIS for assistance in posting the promotion points before the soldier departs the command.
- c. The promotion packet as described in this policy will be completely copied and certified as true by the losing RRC/DRC/MACOM representative. The copy of the promotion packet will be filed in the soldier's promotion file at the losing RRC/DRC/MACOM. The losing RRC/DRC/MACOM representative will seal the original promotion packet in an envelope and send it to the appropriate office/section of the gaining RRC/DRC/MACOM by certified/return receipt mail or by other means that requires signature receipt. Once receipt of the promotion packet at the gaining RRC/DRC/MACOM is confirmed by return receipt and direct contact (i.e. telephonic or e-mail) with the gaining RRC/DRC/MACOM representative, the losing RRC/DRC/MACOM may destroy the copy of the soldier's promotion file at the losing RRC/DRC/MACOM. It is recommended that a conversation record or copy of the e-mail is kept to maintain a record of promotion packet transfers and receptions.

8-2. Rules for processing promotions upon arrival at gaining organization

- a. During in-processing, the officer in charge of promotions will determine whether the soldier qualifies for promotion or should be added to the PRPL.
- b. If otherwise qualified, soldiers on the PRPL who meet a promotion point cutoff score while in transit will be promoted during in-processing.
- c. PRPL status must be verified. Verification requires a promotion packet, by-name list and cutoff scores.

d. When the month of promotion is later than that in which the soldier first qualified and delay is solely due to being intransit, the DOR and effective date of promotion will be the date the promotion would have occurred had the soldier not been in intransit status.

8-3. Steps for processing promotions upon arrival at gaining organization

The steps for processing promotions upon arrival at a gaining organization upon in-processing are contained in table 8-1.

**Table 8-1
Processing promotions upon arrival at a gaining organization**

STEP	WORKCENTER	REQUIRED ACTION
1	RRC/DRC/MACOM	Verify soldier is on the PRPL or the by name selection list and eligible for promotion.
2	RRC/DRC/MACOM	Promote soldiers who met or exceeded a cutoff score while in transit and whose names appear on the by name selection list.

8-4. Rules for processing promotion packet at in-processing

- a. During in-processing, the gaining RRC/DRC/MACOM will ensure that the soldier’s name appears on the first monthly PRPL on the HRC web site.
- b. If the soldier’s name does not appear on the RRC/DRC/MACOM PRPL, the RRC/DRC/MACOM representative will contact HRC, ST LOUIS (AHRC-ARE) to correct the database. The RRC/DRC/MACOM will then monitor the monthly PRPL to ensure that the soldier is added and that the soldier’s promotion information appears correctly.
 - (1) The gaining command must take prompt action to request missing documents from the soldier’s former command.
 - (2) If the promotion packet cannot be obtained, but promotion board proceedings or the original initial DA Form 3355 signed by the promotion authority are available and the soldier’s losing command can verify PRPL status, then the RRC/DRC/MACOM can reconstruct the soldier’s promotion packet.
- c. Soldiers whose promotion packet was lost and cannot be reconstructed within 90 days of arrival in command, must appear before a promotion board to gain valid PRPL status. The RRC/DRC/MACOM will notify the promotion authority, in writing, of the suspense date after the soldier’s arrival in the command.

8-5. Steps for processing promotion packet at in-processing

The steps for processing promotion packet at in-processing are contained in table 8-2.

**Table 8-2
Processing promotion packet at in-processing**

STEP	WORKCENTER	REQUIRED ACTION
1	RRC/DRC/MACOM	Verify PRPL status
2	RRC/DRC/MACOM	File promotion packet in promotion files

Chapter 9 Promotion Points

9-1. Duty performance (maximum 150 points)

Duty performance points are awarded by the soldier's immediate commander on DA Form 3355.

9-2. Board performance (maximum 150 points)

Board points are awarded on DA Forms 3356 (fig 10-2) by each voting member. These points are consolidated on DA Form 3357 (fig 10-3) by the board recorder. The average of the total points on DA Form 3357 is entered on DA Form 3355. Points with fractions will be rounded down.

9-3. Military training (maximum 100 points)

a. Weapons Qualification (most recent qualification score, but not older than 24 months with individual assigned weapon).

(1) The most recent qualification will be used. However, if the soldier fails to qualify through his or her own fault, the RRC/DRC/MACOM will withdraw points reflected in Section A, Item 1b. When the soldier qualifies he or she may add the promotion points through reevaluation process. Qualification score will be provided by the commander. If the commander cannot provide individual weapon qualification and verifying information is not available, zero promotion points will be awarded.

(2) A soldier's individually assigned weapon should normally be the M16A2 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.

(3) Weapons qualification charts are contained in table 9-1. Soldiers assigned to an organization without weapons can use their latest qualification. However, once assigned to an organization with weapons, the soldier will have 12 months to qualify or lose the points. The RRC/DRC/MACOM will annotate the promotion packet of soldiers in this category.

Table 9-1

Weapons qualification

Weapon Qualification Score / Promotion Points

DA Form 3595-R (M16)	DA Form 5790 (M16)	DA Form 88 (PISTOL)	DA Form 5704 / 5705-R (Alternate Pistol) Score/Points	DA Form 7304-R (M249 AR) Score/Points	CID Form 85
40=50	40=50	30=50	200=50	106=50	300=50
39=49	39=49	29=49	195=49	105=49	294=49
38=48	38=48	28=48	189=48	104=48	290=48
37=47	37=44	27=44	183=47	102=47	286=47
36=46	36=40	26=40	177=46	100=46	284=46
35=43	35=37	25=37	171=45	96=45	280=45
34=40	34=34	24=34	165=43	94=43	278=44
33=37	33=30	23=30	159=40	90=41	276=43
32=34	32=26	22=26	153=38	89=39	274=41
31=31	31=24	21=24	147=36	87=36	270=40
30=28	30=22	20=22	141=34	85=33	266=39
29=26	29=20	19=20	135=32	83=31	262=37
28=24	28=18	18=18	129=30	81=29	258=35
27=22	27=16	17=16	123=29	80=25	256=34
26=20	26=14	16=14	117=26	79=24	254=33
25=18			111=24	77=23	252=32
24=16			105=22	75=20	248=31
23=14			99=20	73=17	244=30
			93=18	70=14	241=29
			87=16		237=28
			80=14		233=26
					229=24
					225=22
					221=20
					217=18
					213=16
					211=14

b. Physical fitness test (sit-ups, push-ups, and 2-mile run) must be done according to applicable regulations and field manuals. To qualify for promotion points, a soldier must attain a minimum score of 60 points on each event. Each waived event (due to profile) will be granted 60 points.

(1) Permanent profiles.

(a) Those soldiers with permanent physical profiles for the sit-up and/or push-ups events will be granted 60 points for each event waived and 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

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

(2) Temporary profiles.

(a) Soldiers with a temporary profile that prohibits taking one or more events of the APFT will use their current APFT score provided it is not more than 1 year old at the time of the promotion point computation and the soldier was not afforded the opportunity to take an APFT or an authorized alternate test.

(b) If the soldier was afforded the opportunity 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.

(3) APFT chart is contained in table 9-2.

Table 9-2
APFT

APFT Score / Promotion Points			
300 = 50	289 - 288 = 39	263 - 261 = 27	223 - 220 = 15
299 = 49	287 - 286 = 38	260 - 258 = 26	219 - 216 = 14
298 = 48	285 - 284 = 37	257 - 255 = 25	215 - 212 = 13
297 = 47	283 - 282 = 36	254 - 252 = 24	211 - 208 = 12
296 = 46	281 - 280 = 35	251 - 249 = 23	207 - 204 = 11
295 = 45	279 - 278 = 34	248 - 246 = 22	203 - 200 = 10
294 = 44	277 - 276 = 33	245 - 243 = 21	199 - 196 = 9
293 = 43	275 - 274 = 32	242 - 240 = 20	195 - 192 = 8
292 = 42	273 - 272 = 31	239 - 236 = 19	191 - 188 = 7
291 = 41	271 - 270 = 30	235 - 232 = 18	187 - 184 = 6
290 = 40	269 - 267 = 29	231 - 228 = 17	183 - 180 = 5
	266 - 264 = 28	227 - 224 = 16	179 - 0 = 0

9-4. Awards, Decorations, and Achievements (maximum 100 points)

Multiply the number of points authorized by the number of awards received.

a. Awards:

- (1) Soldier's Medal or higher award – 35
- (2) Bronze Star Medal (BSM) – 30
- (3) Purple Heart – 30
- (4) Defense Meritorious Service Medal – 25
- (5) Meritorious Service Medal (MSM) – 25
- (6) Air Medal – 20
- (7) Joint Service Commendation Medal – 20
- (8) Army Commendation Medal (ARCOM) – 20
- (9) Joint Service Achievement Medal – 15
- (10) Army Achievement Medal (AAM) – 15
- (11) Good Conduct Medal – 10
- (12) Army Reserve Component Achievement Medal – 10
- (13) Armed Forces Reserve Medal - 10
- (14) Southwest Asia Medal – 3 (Points are based on a 30-day period and only points for Operations Desert Shield/Storm and Provide Comfort (1990–1994) are authorized. Soldier must have served at least 90-consecutive days. The ERB or DA Form 2-1 is the source document.) – maximum points – 12

b. Badges:

- (1) Combat Infantry Badge – 15
- (2) Combat Field Medical Badge – 15
- (3) Expert Infantry Badge – 10
- (4) Expert Field Medical Badge – 10
- (5) Basic US Army Recruiter Badge – 10 (each subsequent award, that is, Gold Achievement Star, Gold Recruiter Badge, Sapphire Achievement Star, will receive 5 points) – maximum points – 25
- (6) Ranger Tab – 10

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- (7) Special Forces Tab – 10
 - (8) Drill Sergeant Identification Badge – 10 (additional 5 points for company or higher level drill sergeant of the cycle) maximum points – 25
 - (9) Parachutist Badge – 5
- (a)* Awards of higher skill badge count as subsequent awards and will receive points. For example a soldier awarded the Senior Parachutist Badge and the Parachutist Badge will be credited with two parachutist badges (10 points).
- (b)* Soldiers who have been awarded the parachutist badge, are currently serving in an approved TOE/TDA or paid parachutist position and are entitled to receive incentive pay for parachute duty will be awarded extra points, as follows: Parachutist, 20 points; Senior, 25 points; Master, 30 points.
- (c)* Soldiers who receive additional points under these provisions and whose status is terminated either voluntarily or for cause will be subject to an immediate adjustment of their promotion points.
- (d)* For soldiers who are reassigned, the following action will be taken:
1. Losing commander will ensure the promotion points are reduced prior to departure (this can be accomplished during out processing).
 2. The officer in charge of in-processing will ensure that if the soldier is assigned to an airborne position, the promotion points are increased. This will be accomplished during in-processing.
- (10) Parachute Rigger Badge – 5
 - (11) Divers Badge – 5
 - (12) Explosive Ordnance Disposal Badge – 5
 - (13) Pathfinder Badge – 5
 - (14) Aircraft Crewman Badge – 5
 - (15) Nuclear Reactor Operator Badge – 5
 - (16) Driver or Mechanic Badge (maximum 5 points) – 5
 - (17) Air Assault Badge – 5
 - (18) Campaign Star (Battle Star) – 5
 - (19) Tomb Guard Identification Badge – 5
- c.* Achievements (the board proceedings, award certificate, or DA Form 1059, Service School Academic Evaluation Report may be used as source documents):
- (1) Soldier/NCO of the Quarter – BDE Level – 10
 - (2) Soldier/NCO of the Quarter – Installation/Division – 15
 - (3) Soldier/NCO of the Year – MACOM – 25
 - (4) Distinguished Honor Graduate – 15

(5) Distinguished Leadership Award – 10

(6) Commandants List – 5

d. The Good Conduct Medal ending date (period of service) will be used to determine eligibility for promotion points (orders issued late do not result in a retroactive promotion point adjustment). The date of the order or ending period, whichever is later, will be used to determine eligibility for promotion points on all remaining awards (for example, Army Achievement Medal, Army Commendation Medal, and Meritorious Service Medal).

e. Promotion points are not authorized for foreign awards, decoration(s) or badges.

f. Awards and decorations earned in other U.S. Uniformed Services receive the same points as corresponding/equivalent Army awards.

g. Certificate of Achievement awarded by commanders/deputy commanders serving in positions authorized the grade of LTC or higher or any general officer – 5 (maximum 20 points).

9-5. Military education (maximum 200 points)

a. Promotion points will be awarded based on the following criteria:

(1) *NCOES courses*. Award 16 points for completion of PLDC and 40 points for completion of BNCOC regardless of the soldier's MOS. If the BNCOC course has 2 or more phases and the soldier has completed some, but not all of the phases, award 4 points per week for each phase completed prior to completion of all phases. Once all phases are completed award the soldier 40 points for BNCOC completion (i.e. soldier is boarded with phase 1 completion, award 8 points for 2 week common core course. All phases of BNCOC are completed and reevaluation is done, subtract 8 points and award 40 points for BNCOC completion). For soldiers with multiple BNCOCs in different MOS's, award 40 points for the most recently completed BNCOC course and 4 points per week for each additional BNCOC course completed. PLDC equivalency will be based on the active duty duration, and equivalency must be approved prior to awarding points. Only resident courses are authorized promotion points under this rule.

Nonresident courses will be awarded points under correspondence course rules outlined below.

(2) *Ranger and Special Forces Qualification courses*. Award 4 points per week for the Ranger and Special Forces Qualification courses. All phases of the courses must be completed prior to awarding promotion points.

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(3) *All other military resident training courses*. Promotion points are authorized for all courses coordinated, consolidated and conducted at battalion level or higher. Award 4 points per week for each 40 hours of training completed. If a soldier has two or more training certificates that are fewer than 40 hours the forms may be combined. If the total is 40 or more hours, promotion points will be granted. Civilian certificates of completion for military training are not authorized promotion points unless issued on a DA Form 87 (Certificate of Training), official diploma signed by an officer in the grade of LTC or higher or unless accompanied by a memorandum signed by an officer in the grade of LTC or higher stating that the course was official military training funded by the Army and that the course was a resident course. Courses conducted at company, battery, troop, or detachment level are not authorized promotion points.

(4) *Military correspondence courses and computer-based training*. Award 1 promotion point for each 5 credit hours completed. This includes nonresident National Cryptological School Courses. To determine promotion points, total the credit hours completed, then divide by 5. The result is the number of promotion points to be awarded; fractions will be dropped (for example, 13 subcourse hours are worth 2 points).

b. *Courses not valid for promotion points*. The following courses are not valid for the awarding of promotion points under military education:

(1) Completion of BCT, AIT, and new equipment training

(2) ASI, SQI, or LIC course required to hold qualification in or be awarded an MOS.

(3) ASI, SQI, or LIC course received because of MOS restructuring instead of successful completion of the required course.

(4) Attendance at USMAPS/United States Military Academy (USMA).

(5) On-the-job experience (OJE), including Sergeant's Time Training.

(6) OCS, WOCC and ANCOG

(7) Promotion points will not be awarded for duplicate military training (for example, soldier attends Combat Lifesaver Course and completes the Army Correspondence Course Program (ACCP) Combat Lifesaver Course. The soldier receives points for the course completed first).

(8) Military courses completed in the other Armed Forces that were required to hold qualification in or be awarded a MOS/rate.

(9) Federal Emergency Management Agency courses (see DA PAM 350-59, para 4-54).

9-6. Civilian education (maximum 100 points)

a. *Civilian education valid for promotion points*. Promotion points are authorized for civilian education conducted at a U.S. Department of Education recognized nationally or regionally accredited institution. These recognized

educational institutions are listed in the American Council of Education (ACE) published *Accredited Institutions of Postsecondary Education* guide. Soldiers should contact the local education center for assistance.

(1) *College/university/business/trade schools*. Points will be awarded using only the Soldier's most current transcript that includes the institution's complete name and address. The transcript must be in the English language and show the courses taken by title and, if applicable, include course number, (student copies are acceptable). Transcripts showing block credit for military experience and training must be broken down into courses. Grade slips or reports may be used provided they contain the institution's complete mailing address and hours completed. Business/Trade school completion certificates may be used provided the total number of course hours are listed.

(2) *Foreign transcripts*. Soldiers with college credits from foreign colleges or universities (except those countries listed in AR 601–210, paragraph 2–8i) must have those credits evaluated by an accredited college/university or one of the agencies listed in the Accredited Institutions of Post-secondary Education guide published by the ACE or any organization who is a member of the National Association of Credential Evaluation Services (NACES).

(3) *Degree completion*. Award 10 promotion points to any soldier who completes a degree on active duty. If recommended for promotion to SSG, the soldier must have completed the degree while in the grade of SGT to receive these points.

(4) *College Level Entrance Program /Defense Activity for Nontraditional Education Support courses*. Award 1.5 promotion points per credit hour for College Level Entrance Program (CLEP) general and subject examinations, Defense Activity for Nontraditional Education Support (DANTES) Subject Standardized Tests (SST), and American College Test proficiency examinations. Foreign language CLEP examinations will be awarded promotion points based on the Soldier's total score. The score is then converted to semester hours of credit based on the conversion table listed in the "Explanation of Asterisks" section of the CLEP/DANTES report.

(5) *Technical certifications*. Award 10 promotion points for each Training and Doctrine Command (TRADOC) approved technical/industry/professional certification earned, not to exceed award for five certifications or 50 promotion points. Recertification will not result in duplicate award of promotion points. Certifications must meet the following requirements to be valid for the awarding of promotion points:

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(a) They must be current as required by the certifying authority.

(b) The original certification documents must be provided prior to the awarding of promotion points.

b. *Invalid civilian education*. Promotion points are not authorized for the following civilian education courses/documents:

(1) Transcripts/courses from non-accredited education institutions (see paragraph 9-6a).

(2) American or Army Council on Education Registry Transcript System transcripts.

(3) Continuing education units (CEU).

(4) Foreign transcripts (except from those countries listed in AR 601–210, paragraph 2–8i).

(5) Basic Skills Education Program, Advanced Skills Education Program, English as a Second Language and GT Improvement.

c. *Calculating points*. For the purpose of awarding promotion points, all college credits must be converted to semester hours. Award 1.5 promotion points for each semester hour of college credit. The promotion work center will total the number of semester hours of college credit earned or converted, then multiply by 1.5. When the total promotion points result in a fraction, drop the fraction.

d. *Converting quarter and clock hours to semester hours*. The following procedures will be used to convert quarter, clock, classroom and contact hours into semester hours for the awarding of promotion points:

(1) Quarter hours: to convert quarter hours to semester hours, divide total quarter hours by 1.5, the result is the number of semester hours to be used to calculate promotion points.

(2) Clock hours: to convert classroom, clock or contact hours to semester hours, divide the total hours by 16, the result is the number of semester hours to be used to calculate promotion points.

Chapter 10

Instructions for completing DA Forms 3355, 3356, and 3357

10-1. Instructions for completing DA Form 3355 (fig 10–1)

The RRC/DRC/MACOM G-1 may at anytime require the unit or soldier to obtain additional information when the validity of a document is in question. A new DA Form 3355 will be filled out to calculate promotion points conducted pursuant to a request for a total reevaluation. A promotion point adjustment will be made to the current DA Form 3355 under the provisions of paragraph 5-4. Note: The DD Form 214 is a valid promotion point source document.

a. *General information*.

(1) Item 1. Type: Place a check mark in appropriate block.

(2) Item 2. Date: Enter date (YYYYMMDD).

- (3) Item 3. Name: Enter last name, first name, middle initial (or NMI if none).
- (4) Item 4. Social security number: Enter complete social security number.
- (5) Item 5. Recommended grade: Enter promotion recommended grade.
- (6) Item 6. Current organization: Enter organization recommending soldier for promotion.
- (7) Item 7. PMOS: Enter promotion recommended MOS. Must be soldier's PMOS or career progression MOS (see table 2-1).

b. Section A. Recommendation.

- (1) Item 1. Military Training.
 - (a) Item 1a. Army Physical Fitness Test. Enter the latest APFT date and score as required. Award the appropriate number of promotion points from the APFT scale. (See table 9-2)
 - (b) Item 1b. Weapon qualification. Enter the latest weapon qualification date, scorecard used, and the total number of hits. Award the appropriate number of promotion points from the weapons qualification scale. (See table 9-1)
 - (c) Item 1c. Total points for military training. Add items 1a and 1b and enter score.
 - (2) Item 2. Duty Performance Evaluation.
 - (a) Items 2a through 2e. Commander must enter from 1 to 30 (with 30 being highest) in each category.
 - (b) Item 2f. Total points for performance evaluation. Add items 2a through 2e and enter score.
 - (c) Blocks 3, 4 & 5. Self-explanatory. A complete date must be entered where required (YYYYMMDD).
- c. Section B. Administrative Points.* Hard copy original documents are required to verify the award of all promotion points unless otherwise indicated. All items in this section must be authenticated by a unit representative (SGT/GS5 or above) and reviewed by the promotion authority S-1 prior to initial board appearance or total reevaluation. All entries are deemed permanent once the original document(s) supporting the award of promotion points are presented and authenticated. These entries will not be removed from the promotion point worksheet unless proven invalid. The unit representative will list all points even if the soldier has achieved the maximum in that area.

- (1) Item 1. Awards, decorations, and achievements.
 - (a) List all awards, decorations, and achievements individually that the soldier has earned. All entries for awards and decorations must include award number and order number (example: AAM 2OLC, 97-023). DA Form 638 or the awards certificate may be used as a source document provided it contains the ending period, the orders number, and the orders date. All achievements must include date awarded (example: Certificate of Achievement, yyyyymmdd; soldier of the quarter, yyyyymmdd). Award points according to the scale (paragraph 9-4).
 - (b) Enter total points awarded but no more than maximum points allowed (100).
- (2) Item 2. Military education.
 - (a) List all resident and correspondence courses the soldier has completed.
 - (b) Award promotion points as authorized.
 - (c) Enter the total points awarded but no more than maximum points allowed (200).
- (3) Item 3. Civilian education.
 - (a) List all civilian institutions.
 - (b) Award points as authorized.
 - (c) When calculating number of semester hours use only total hours (round down to nearest whole number). Example if the semester hours on a transcript total 24.5, the soldier is entitled to 24 hours.
 - (d) To determine the number of promotion points to be awarded multiply the total combined number of semester hours by 1.5, drop the fraction if any to obtain the number of points earned. (Example: 35 SH x 1.5 equals 52.5. Soldier will be awarded 52 points on DA Form 3355).
 - (e) Enter the total points awarded but no more than maximum points allowed (100).

- (4) Item 4. Certification. Items 4a, b, c, and d are self-explanatory.

d. Section C. Totals.

- (1) Item 1a. Total performance evaluation and military training points. Add points from Items 1h and 2f in Section A and enter total points awarded.
- (2) Item 1b. Total administrative points. Add allowable points from Items 1, 2, and 3 in Section B. Enter total.
- (3) Item 1c. Total board points. Enter total board points from DA Form 3357, Item 7.
- (4) Item 1d. Total promotion points. Add points from Items 1a, 1b, and 1c and enter score.
- (5) Item 2. Certification. Initials of responsible promotion authority representative who must be a SSG/GS6 or above.

e. Section D. Certification.

- (1) Item 1. Recommendation. Check appropriate blocks.
- (2) Item 2. Attained minimum points. Check appropriate blocks.
- (3) Items 3 through 11. Self-explanatory.

10-2. Instructions for completing DA Form 3356 (figure 10–2)

- a.* Item 1. Name: Enter last name, first name, middle initial (or NMI if none).
- b.* Item 2. Recommend Grade: Enter grade soldier is being recommended for.
- c.* Item 3. Recommended CPMOS: Enter MOS soldier is being recommended in.
- d.* Item 4. Board interview and evaluation. Each voting member will decide on the number of points for each of the six categories to award the soldier. Enter the number of points in the appropriate block and carry over to the right column. Add and enter total.
- e.* Item 5. Remarks: Each voting member will for the purpose of counseling, comment on specific item(s) in which the soldier appears noncompetitive and/or weak in this section.
- f.* Item 6. Check appropriate block.
- g.* Item 7. Self-explanatory.

10-3. Instructions for completing DA Form 3357 (figure 10–3)

- a.* Item 1. Name: Enter last name, first name, middle initial (or NMI if none).
- b.* Item 2. SSN: Enter social security number.
- c.* Item 3. Recommended grade. Enter grade soldier is being recommended for.
- d.* Item 4. Recommended CPMOS. See table 2-1.
- e.* Item 5. Board member appraisal worksheet results.
 - (1) Board member name: Type or print name of voting member.
 - (2) Recommended for promotion: Check appropriate block.
 - (3) Points awarded: Transfer points from DA Form 3356 (Items 4a through 4g) to DA Form 3357 (Items 5a through 5g).
- f.* Items 6 through 12. Self-explanatory.

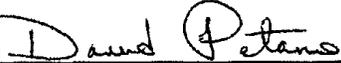
PROMOTION POINT WORKSHEET		1. TYPE <input checked="" type="checkbox"/> a. Initial <input type="checkbox"/> b. Total Reevaluation	2. DATE (YYYYMMDD) 20000407
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 5 USC, Section 301. PRINCIPAL PURPOSE: To determine eligibility for promotion. ROUTINE USES: Reviewed to determine promotion eligibility and validity of points granted. DISCLOSURE: The furnishing of fraudulent information may result in denial of promotion.			
3. NAME PIERPOINT, PATRICK J.		4. SSN 000-00-0000	5. RECOMMENDED GRADE SSG
6. ORGANIZATION HHC, 109TH MI BATTALION		7. PMOS 19D3	
SECTION A - RECOMMENDATION			
1. MILITARY TRAINING (Maximum 100 Points)			
a. LATEST APFT DATE (YYYYMMDD) 20000212		b. SCORES	
		PUSH-UPS 92	SIT-UPS 88
		RUN 100	TOTAL 280
		c. POINTS AWARDED 35	
d. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD) 19991117		e. DA FORM USED: DA 3595-R	
		f. TOTAL HITS 38	g. POINTS AWARDED 48
h. TOTAL POINTS AWARDED		83	
2. DUTY PERFORMANCE EVALUATION (Maximum 150 Points Award 1-30 Points For Each Category)			
CATEGORY			POINTS AWARDED
a. COMPETENCE: Proficient, Knowledgeable, Communicates Effectively			30
b. MILITARY BEARING: Role Model, Appearance, Confidence			28
c. LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern			30
d. TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching			29
e. RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation			29
f. TOTAL POINTS AWARDED			146
I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manuals.			
3. SIGNATURE OF COMMANDER 		4. TYPED OR PRINTED NAME AND GRADE DAVID PETANO, CPT	5. DATE (YYYYMMDD) 20000407
SECTION B - ADMINISTRATIVE POINTS			
1. AWARDS, DECORATIONS AND ACHIEVEMENTS (Maximum 100 Points. List all awards individually. Include award number (i.e. 3rd OLC) and the order number.)			
ARCOM, 99-023	20		
AAM (1OLC), 98-111	15		
AAM, 97-212	15		
Cert of Ach, 19970325	5		
Cert of Ach, 19960212	5		
Cert of Ach, 19940117	5		
Div Level Sldr of Qtr, 19931010	15		
TOTAL POINTS AWARDED			80

Figure 10-1. Sample of completed DA Form 3355 (front)

NAME PIERPOINT, PATRICK J.		SSN 000-00-0000	
SECTION B - ADMINISTRATIVE POINTS (Continued)			
2. MILITARY EDUCATION (Maximum 200 Points. List all military education.)			
ENCOB	24	ACCP 200 CH	40
PLDC	16		
Airborne	12		
Air Assault	8		
COT - Cbt Lifesaver	4		
COT - Dry Tng	4		
TOTAL POINTS AWARDED			108
3. CIVILIAN EDUCATION (Maximum 100 Points. List all civilian education.)			
CTC	6		
U of MD	68		
Ed Improv(College Deg)	10		
CLEP	45		
TOTAL POINTS AWARDED			100
I certify that the above administrative points shown have been accurately extracted from appropriate records and that the promotion points indicated are correct.			
4. TYPED OR PRINTED NAME OF RESPONSIBLE OFFICIAL	5. DATE (YYYYMMDD)	6. SIGNATURE OF RECOMMENDED INDIVIDUAL (Required)	7. DATE (YYYYMMDD)
SHARON GREEN, SSG	20000422	<i>Patrick Pierpoint</i>	20000515
SECTION C - TOTALS			
Only whole numbers will be used in awarding promotion points for all sections (drop fractions). Only initial and total reevaluations require submission of DA Form 3355. Administrative reevaluations and adjustments are submitted on DA Form 4187 and annotated in the Eval/Adj column.			
1. POINTS GRANTED			
ITEM	INITIAL (Date)	EVAL/ADJ (Date)	EVAL/ADJ (Date)
a. TOTAL PERFORMANCE EVALUATION AND MILITARY TRAINING POINTS - SECTION A (Maximum 250 points)	229		
b. TOTAL ADMINISTRATIVE POINTS - SECTION B (Maximum 400 points)	288		
c. TOTAL BOARD POINTS (Maximum 150 points)	147		
d. TOTAL PROMOTION POINTS (Maximum 800 points)	664		
2. INITIALS OF RESPONSIBLE PSB OFFICIAL	SG		
SECTION D - CERTIFICATION			
I certify that the above total points shown have been accurately extracted from appropriate records and promotion list points indicated are correct.			
1. RECOMMENDED BY BOARD <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		2. ATTAINED MINIMUM POINTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
3. TYPED OR PRINTED NAME AND SIGNATURE OF BOARD RECORDER JASON RICHARDS		4. GRADE CPL	5. DATE (YYYYMMDD) 20000515
I certify that the soldier has been recommended for promotion by a valid promotion board.			
6. TYPED OR PRINTED NAME OF PROMOTION AUTHORITY LISA A. ADCOCK, LTC		7. SIGNATURE <i>Lisa A. Adcock</i>	8. DATE PROCEEDINGS WERE APPROVED (YYYYMMDD) 20000515
Counseling statement: I have been counseled on my promotion status and deficiencies. (Use only when recommendation is disapproved, when a soldier is not selected by a board, or when a soldier cannot be added to the recommended list due to not attaining the minimum required points).			
9. SIGNATURE OF SOLDIER		10. DATE (YYYYMMDD)	11. TYPED OR PRINTED NAME AND SIGNATURE OF COUNSELOR

Figure 10-1. Sample of completed DA Form 3355 (back)

BOARD MEMBER APPRAISAL WORKSHEET					
For use of this form, see AR 500-8-19; the proponent agency is DCSPER.					
1. NAME Pierpoint, Patrick		2. RECOMMENDED GRADE SSG		3. RECOMMENDED MOS 19D30	
4. Board interview and Evaluation and Points Awarded					
AREAS OF EVALUATION	AVERAGE (1-7 Points)	ABOVE AVERAGE (8-13 Points)	EXCELLENT (14-19 Points)	OUTSTANDING (20-25 Points)	TOTAL POINTS
a. Personal Appearance, Bearing, and Self-Confidence				25	25
b. Oral Expression and Conversational Skills				25	25
c. Knowledge of World Affairs				25	25
d. Awareness of Military Programs				25	25
e. Knowledge of Basic Soldiering (Soldier's Manual) (See note.)				25	25
f. Soldier's Attitude (includes leadership and potential for promotion, trends in performance, etc.)				25	25
g. TOTAL POINTS AWARDED					150
NOTE: Questions concerning the knowledge of basic soldiering will be tailored to include land navigation, survival, night operations, inclement weather operations, adverse environment, and terrain.					
5. REMARKS					
6. <input checked="" type="checkbox"/> I DO <input type="checkbox"/> I DO NOT Recommend the Soldier for Promotion					
7. SIGNATURE OF BOARD MEMBER Christopher Hopkins			8. RANK 1SG		9. DATE (YYYYMMDD) 20000515

DA FORM 3356, JUNE 2000

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Figure 10-2. Sample of completed DA Form 3356

BOARD RECOMMENDATION									
For use of this form, see AR 600-3-19; the proponent agency is DCSPER.									
1. NAME Pierpoint, Patrick			2. SSN 000-00-0000		3. RECOMMENDED GRADE SSG		4. RECOMMENDED VCS 19D30		
5. BOARD MEMBER'S APPRAISAL WORKSHEET RESULTS									
BOARD MEMBER'S NAME	RECOMMENDED		POINTS AWARDED (Transfer from DA Form 3356, Items 4a through 4g)						BOARD MEMBER TOTAL G
	YES	NO	A	B	C	D	E	F	
1SG HOPKINS	<input checked="" type="checkbox"/>		25	25	25	25	25	25	150
MSG JOHNSON	<input checked="" type="checkbox"/>		25	24	25	23	25	25	147
MSG THICKLEN	<input checked="" type="checkbox"/>		25	23	25	24	25	25	147
MSG HARRIS	<input checked="" type="checkbox"/>		25	23	25	22	25	25	145
MSG GULAR	<input checked="" type="checkbox"/>		24	24	25	23	25	25	146
6. COMBINED BOARD POINTS									735
7. DIVIDE TOTAL IN ITEM 6 BY THE NUMBER OF VOTING BOARD MEMBERS TO OBTAIN POINTS AWARDED									147
8. Individual <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT Recommended for promotion by a majority of the board members.									
9. REMARKS									
10. TYPED OR PRINTED NAME AND SIGNATURE OF RECORDER <i>Jason Richards</i> JASON RICHARDS					11. RANK CPL		12. DATE (YYYYMMDD) 20001505		

DA FORM 3357, JUN 2000

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Figure 10-3. Sample of completed DA Form 3357