

Annex C (Promotion Procedures) S1 SOP

1. References: AR 600-8-19, dated 2 October 2000

2. General. The Army promotion policies and procedures established by the references above prescribe guidance for promotion of enlisted personnel to grades PV2 through SSG. These procedures provide commanders with a uniform means to either promote qualified soldiers or prevent promotion of soldiers with little or no potential or productivity. Procedures to promote enlisted personnel vary greatly with the particular rank to which a soldier is being promoted.

3. Authority to Promote:

a. The Commanders below may promote, subject to authority and responsibility by higher Commanders:

<u>RANK</u>	<u>PROMOTION AUTHORITY</u>
SPC and below	Unit commanders may promote assigned and attached soldiers to the grade of SPC and below. See Section II, AR 600-8-19, Para 1-9.
SPC with waivers	The battalion commander is the reviewing authority for SPC with waivers . See Section IV, AR 600-8-19, Para 2-5(2). Separate companies not supported by a battalion is the unit commander.
SGT and SSG	HQDA. See Section I, AR 600-8-19, Chapter 3, Para 3-1b.
SFC through CSM	HQDA. See Section I, AR 600-8-19, Chapter 4.

4. Unit Enlisted Advancement Report (A-117 Report):

a. Reference: SIDPERS HELP.

b. Purpose. To assist commanders in the selection of personnel for promotion to PV2 through SPC.

1) For more detailed guidance for promotions to PV2 through SPC, see AR 600-8-19, Chapter 2 and SIDPERS HELP.

2) Table 2-3; Rule E 1-5, AR 601-210 should be used for promotions of soldiers with a college degree or ROTC credit.

5. Promotion of Enlisted Personnel to SGT and SSG:

a. Criteria for promotion to SGT:

1) Thirty-six months time in service (TIS) for Primary Zone (PZ), waivable to 18 months TIS in Secondary Zone (SZ).

2) Eight months time in grade (TIG) for PZ consideration, waivable to four months TIG for SZ.

3) Education required, High School Diploma, GED or above.

4) Mandatory board appearance.

5) Completion of PLDC.

6) Remain on a DA-approved recommended list for at least 60 days after board appearance.

7) Have at least 6 months left on active duty from the first day of the subject month of the Cut Off Score letter which authorized the promotion

b. Criteria for promotion to SSG:

- 1) Eighty-four months TIS in PZ, waiverable to 48 months TIS for SZ.
- 2) Ten months TIG in PZ, waiverable to 8 months TIG in SZ.
- 3) Education required is high school or above.
- 4) Mandatory board appearance.
- 5) Completion of BNCOOC.
- 6) Remain on a DA-approved recommended list for at least 90 days after the board appearance.
- 7) Have at least 12 months left on active duty from the first day of the subject month of the Cut Off Score letter which authorized the promotion.

c. Board announcements. At the same time that these recommendations are received from Commanders and compiled, the BN S1 will publish written notification of upcoming promotion board proceedings and distribute them to the appropriate personnel. The notification should list the members of the board, the recommended soldiers scheduled to appear before the board including the date and time, and the uniform to be worn for the board appearance.

d. Initiation of Promotion Packets and Records Review:

- 1) On or about the 3rd day of the month, the BN S1 will recover promotion packets from PMB. The PSB Promotion Clerk will have attached a Promotion Point Worksheet (DA Form 3355E) to the initial recommendation. The BN S1 add to each promotion packet a board recommendation (DA Form 3357) (Figure 5-2) and a Board Member Appraisal Worksheet (DA Form 3356) (Figure 5-3).
- 2) Soldiers to be recommended should review their ERB and MPRJ (DA Form 201) prior to submitting recommendations to S1. The soldier will go to the Records Section, with his first line supervisor, to ensure accuracy and completeness of the DA Form 201.
- 3) Board proceedings and recommended list updates. After the promotion board is held, the appropriate S1 personnel will compile a promotion packet for each soldier appearing before the board. The packet will include DA Forms 3355 through DA Form 3357, Commander's Promotion Recommendation, and approval of promotion authority. All soldiers not recommended by the board will be counseled the Bn CSM. Counseling must be conducted immediately after the board and a record of the counseling must be given to the BN S1 for inclusion in the non-recommended soldiers' packet. The recommended list for promotion of enlisted personnel (EDAS C10) should be adjusted to reflect those recommended. Board proceedings and packets (for recommended personnel) will be forwarded to PSB NLT the 20th day of the month. Table 3-6, AR 600-8-19, provides explicit guidance on processing results of a promotion board.
- 4) An effective suspense follow-up system should be utilized to ensure that promotion certificates are prepared for soldiers meeting published monthly cut-off scores. The BN S1 should obtain official orders from the PSB Promotions Work Center prior to the effective date of promotion.