Promotion Recommended List Integration to Sergeant and Staff Sergeant administrative instructions. Effective date of the new policy is the 1 May 2018 promotion month.

Updated 10 January 2018

1. Administrative instructions applies to semi-centralized promotions for Regular Army (RA) and the United States Army Reserve Soldiers (USAR). Unless otherwise specified, the below information applies to both components.

2. Rules for integrating Soldiers in the ranks of Specialist (SPC), Corporal (CPL) and Sergeant (SGT) onto the PRL and the Permanent Promotion Recommended List (PPRL) will change effective board month April 2018, to impact the May 2018 promotion month. The Army Human Resources Command (HRC) will adjust HR distribution systems to count promotable Soldiers in the next grade in line with stated promotion eligibility.

A. Secondary Zone (SZ). There are no changes to how Soldiers are recommended for promotion. Commanders (CDRs) will, on a monthly basis for RA and USAR Active Guard Reserve (AGR) Soldiers, and on a quarterly basis for USAR Troop Program Unit (TPU) Soldiers, consider all eligible Soldiers for accelerated promotion, based on an assessment of potential for increased responsibility.

B. Primary Zone (PZ) (RA and USAR AGR only). Appearance before a local promotion board is mandatory for all fully eligible, qualified Soldiers upon initially attaining PZ eligibility. As the Army transitions to this new policy, commands must board all Soldiers who have already reached the revised PZ eligibility and are otherwise fully eligible for board appearance by the April 2018 promotion board month.

1) Soldiers who are not otherwise recommended for promotion by the board must be formally counseled on why he or she was not recommended. The counseling must address what the Soldier must do to prepare for increased responsibilities and the consequences of not being integrated onto the PRL/PPRL to include, but not limited to, a potential Bar to Continued Service due to failure to demonstrate leadership and promotion potential.

2) The requirement to counsel the Soldier quarterly, until recommended for promotion, remains in effect.

3) CDRs will send Soldiers to a subsequent promotion board once the Soldier responds to training and counseling by demonstrating they have the potential for increased responsibility.

C. Mandatory List Integration (MLI) (RA and USAR AGR only). All fully eligible Soldiers meeting the newly established MLI eligibility criteria (see paragraph 4C below) will be integrated onto the PRL (RA) or PPRL (USAR AGR) beginning 1 April 2018. Soldiers
integrated onto the PRL/PPRL will remain so until such time they are no longer eligible as specified.

(1) All RA Soldiers will be integrated on the 1st day of each month onto the PRL automatically through the automated Promotion Point Worksheet (PPW) once all eligibility criteria is met.

(2) All USAR AGR Soldiers will be integrated onto the PPRL by a manual process by the 8th day of each month (an automated process will be implemented for USAR AGR Soldiers upon completion of system updates and published in a separate MILPER Message).

(3) All Soldiers integrated onto the PRL/PPRL will be credited with all earned promotion points utilizing the automated PPW for RA and the DA Form 3355 for USAR AGR Soldiers.

(4) The ability of local CDRs to deny integration onto the PRL/PPRL (as was set forth in command list integration policy) is rescinded. Instead, to disqualify individuals who are noncompetitive for promotion, CDRs must use the existing Bar to Continued Service Immediate Reenlistment Prohibition (IMREPR/IRPC code 9K) process (with proper counseling) to identify them as having low or no potential for continued service or leadership and disqualifying them for MLI.

(5) Soldiers who meet time in service (TIS) and time in grade (TIG) eligibility, but are otherwise ineligible (AR 600-8-19, paragraph 1-10) for promotion list integration, will not be integrated onto the PRL/PPRL until they overcome the basis for their ineligibility. Once they meet all eligibility criteria, these Soldiers will be integrated onto the PRL/PPRL and compete for promotion with all earned promotion points.

(6) RA and USAR AGR Command List Integration (CLI) Soldiers previously integrated as a result of CLI will remain promotable and awarded all earned promotion points between 1 and 8 April 2018.

D. CLI is rescinded for RA and USAR AGR Soldiers and replaced with MLI (see paragraph 4D below). The existing CLI policy remains for USAR TPU, Army Reserve Element, and Multi-Component Commands or units.

E. Soldiers removed from the structured self-development (SSD) course within the Army Training Requirements and Resource System (ATRRS) must contact the HRC Military Schools Branch at usarmy.knox.hrc.mbx.ncoes-ssd@mail.mil to request reenrollment.

3. Promotion Board Eligibility Criteria. Tables 3-1 and 3-2 (board appearance eligibility criteria as of the first day of the board month).

A. SZ: No changes.
B. PZ:

(1) To SGT: 35 months TIS and 11 months TIG.

(2) To SSG: 71 months TIS and 17 months TIG.

C. MLI - Table 3-1, all RA and USAR AGR fully eligible Soldiers in the ranks of SPC, CPL, and SGT meeting MLI eligibility criteria will be automatically integrated onto the PRL/PPRL. Table 3-1 MLI eligibility criteria is established as follows:

(1) To SGT: 47 months TIS and 23 months TIG.

(2) To SSG: 83 months TIS and 23 months TIG.

D. CLI. Table 3-2 USAR TPU, Army Reserve Element, and Multi-Component Commands or units, eligibility criteria is revised as follows:

(1) To SGT: 47 months TIS and 23 months TIG.

(2) To SSG: 83 months TIS and 23 months TIG.

E. Tables 3-1 RA and USAR AGR and 3-2 USAR TPU, Army Reserve Element, and Multi-Component Commands or units, board eligibility criteria for recommendation to SGT and SSG for board month April 2018 will be located under hot topics on the Enlisted Promotions webpage on the HRC website.

4. Promotion Pin-on Eligibility Criteria. Tables 3-3 and 3-4 (promotion pin-on eligibility criteria as of the first day of the promotion month).

A. SZ - There are no changes to the eligibility criteria in AR 600-8-19.

B. PZ - The following reflects changes to the PZ TIG eligibility criteria:

(1) To SGT: 36 months TIS and 12 months TIG.

(2) To SSG: 72 months TIS and 18 months TIG.

C. MLI for RA and USAR AGR. The following reflects the MLI TIS and TIG eligibility criteria:

(1) To SGT: 48 months TIS and 24 months TIG.

(2) To SSG: 84 months TIS and 24 months TIG.

D. CLI for USAR TPU, Army Reserve Element, and Multi-Component Commands or units. The following reflects changes to the CLI TIG eligibility criteria:
(1) To SGT: 48 months TIS and 24 months TIG.

(2) To SSG: 84 months TIS and 24 months TIG.

E. Table 3-3 RA and USAR AGR and Table 3-4 USAR TPU, Army Reserve Element, and Multi-Component Commands or units, eligibility criteria for promotion pin-on to SGT and SSG for promotion month May 2018 will be located under hot topics on the Enlisted Promotions webpage on the HRC website.

5. Headquarters, Department of the Army (HQDA) Bar to Continued Service (RA and USAR AGR only). HQDA Bar to Continued Service will be initiated against any Soldier in the ranks of SPC, CPL and SGT who fails to qualify themselves for promotion board appearance upon attaining PZ eligibility because he or she failed to complete mandatory SSD courses in accordance with (IAW) AR 600-8-19, paragraph 1-28. The HQDA Bar to Continued Service puts the Soldier on notice that his or her continued service may not be in the Army's best interest. Upon initiation of the HQDA bar, the company/detachment/comparable CDR of the unit the Soldier is assigned or attached to for duty and administration must counsel the Soldier regarding the requirement to qualify for promotion board appearance by completing their respective SSD course.

A. RA Soldiers: Effective 1 February 2018, based on the SSD requirements IAW AR 600-8-19, and the Soldier’s record in the Retention and Reclassification System (RETAI), an IMREPR code of 8K will be automatically generated identifying them as having a HQDA Bar to Continued Service placed on their record. Additionally, RETAIN will automatically remove the IMREPR code of 8K for all RA Soldiers once a Soldier is in compliance with the SSD requirements. The servicing Career Counselor is responsible to pull a weekly report from RETAIN to inform the CDR when an IMREPR 8K is imposed/removed on a Soldier in their command. Additional guidance for Career Counselors will be published in a subsequent RETAIN message.

B. USAR AGR Soldiers: Effective 1 February 2018, the HRC Retention and Reclassification Branch (RRB) is responsible for imposing the IRPC code 8K for USAR AGR Soldiers identifying them as having a HQDA Bar to Continued Service placed against them. RRB is also responsible to remove the IRPC code 8K when a Soldier is in compliance with the SSD requirements IAW AR 600-8-19. These updates are executed in the Reserve Database Management System (RDMS). The Army Reserve Enlisted Division (ARED), Force Alignment Division (FAD), HRC and Junior Enlisted Promotions, HRC will receive a report from RRB the 9th of each month identifying all Soldiers who have had the IRPC code 8K imposed/removed. ARED will notify the affected Soldier’s G1/S1 by the 10th of each month. The unit G1/S1 is responsible to notify CDRs of Soldiers in their unit of impacted by IRPC code 8K.

C. The CDR will review the HQDA Bar to Continued Service every 3 months after the date of imposition and 30 days before the Soldier’s scheduled departure from the unit or separation from service. Upon completion of each 3 month review, the unit CDR will use DA Form 4856 (Developmental Counseling Form) to inform the Soldier that the bar
has been reviewed and will remain in effect unless the Soldier completes required SSD course.

D. The Soldier will be further informed that, upon completion of the fourth three month review, separation proceedings will be initiated unless he or she has qualified for appearance before a promotion board by completing SSD. The HQDA Bar to Continued Service will be automatically removed when the Soldier meets the SSD requirement, SSD completion must be made a matter of record in HRC systems.

6. Involuntary Separation (RA and USAR AGR Soldiers only). CDRs will initiate involuntary separation for any Soldier with an HQDA Bar to Continued Service who, after 12 months (four 3-month reviews) and subsequent attainment of MLI TIS/TIG eligibility criteria, still has not qualified themselves for appearance before a promotion board by completing SSD. CDRs will separate these Soldiers when, in the CDR’s judgment, the Soldier’s potential for advancement or leadership is unlikely.

7. Reductions – Current policy (AR 600-8-19, paragraph 10-5) authorize CDRs to administratively reduce Soldiers for inefficiency based on a demonstration of characteristics that shows the Soldier cannot perform the duties and responsibilities of the Soldier’s current rank/Military Occupational Specialty (MOS). In the event a CDR reduces a SSG or SGT under this authority, one of the following actions must occur:

A. For RA Soldiers.

(1) If the CDR elects to concurrently initiate a field Bar to Continued Service based on being noncompetitive for promotion or having a lack of potential is otherwise warranted in conjunction with the reduction, IMREPR Code 9K must be executed in RETAIN by the servicing Career Counselor.

(2) If the CDR does not initiate a field Bar to Continued Service, IMREPR code 8G will be used when a Soldier’s expired term of service (ETS) exceeds the retention control point (RCP) for the reduced rank. Note: Because IMREPR code 8G does not place the Soldier in a non-promotable status and if the reduced Soldier is otherwise immediately eligible for MLI, he/she will be reintegrated onto the PRL by the 1st day of the month.

B. For USAR AGR Soldiers:

(1) If the CDR elects to concurrently initiate a field Bar to Continued Service based on being noncompetitive for promotion or having a lack of potential is otherwise warranted in conjunction with the reduction. Commands will submit the approved Bar to Continued Service to HRC’s RRB, usarmy.knox.hrc.mbx.epmd-agr-retention@mail.mil, who will update the IRPC Code 9K in RDMS.

(2) If the CDR does not initiate a field Bar to Continued Service, IRPC code 8G will be used when a Soldier’s ETS exceeds the RCP for the reduced rank. Commands will notify HRC’s RRB, usarmy.knox.hrc.mbx.epmd-agr-retention@mail.mil, of the reduction.
RRB will update the IRPC Code 8G, the Soldier’s RCP in RDMS and publish amended Release from Active Duty (REFRAD) orders to coincide with the RCP. Note: Because IRPC code 8G does not place the Soldier in a non-promotable status and if the reduced Soldier is otherwise immediately eligible for MLI, he/she will be reintegrated onto the PPRL by the 8th day of the month.

8. Unit CDRs – Prior to board month April 2018, unit CDRs should assess all Soldiers in the ranks of SPC, CPL, and SGT who are currently fully eligible for promotion board appearance IAW AR 600-8-19, tables 3-1 and 3-2. Unit CDRs should make every effort to recommend all qualified Soldiers to a promotion board or with appropriate counseling for non-recommendation IAW AR 600-8-19, paragraph 1-27. In those instances where Soldiers are fully eligible, but clearly show low or no potential for continued service, consideration for a Bar to Continued Service would be warranted. Soldiers who are ineligible for promotion board appearance solely due to not completing their respective SSD, must be informed of the importance of completion prior to March 2018. Promotable RA Soldiers in the ranks of SPC and CPL who hold a STAR MOS should be given a high priority for Basic Leadership Course (BLC) attendance due to their increased promotion potential. The STAR MOS list is reflected in the monthly HQDA Promotion Point Cutoff Scores for Semi-Centralized (applicable to RA Soldiers). USAR promotable Soldiers in the ranks of SPC and CPL should be afforded the opportunity to attend BLC to increase promotion consideration for Army readiness.

9. These changes will affect promotion board appearance beginning with the April 2018 promotion board month and promotions to SGT and SSG beginning with the 1 May 2018 promotion month.

A. The last CLI promotions for AC and USAR AGR Soldiers will be 1 April 2018 to SGT and SSG. The March Enlisted Promotion Report (AAA-294 Report) will not reflect CLI Soldiers for recommendation, it will be updated as stated in paragraph 10. Eligible Soldiers will become MLI beginning in April 2018 for May 2018 promotion consideration.

B. The “Recommended List for Promotion of Enlisted Personnel” (C10 Report) (RA) will reflect CLI points for the last time in March 2018 and will phase out CLI points in preparation for MLI. Due to automatic integration of MLI Soldiers on 1 April 2018, MLI Soldiers will begin to appear on the C10 Report (RA) in May 2018.

10. Beginning in March 2018 the AAA-294 Report for the RA will have the following sections: SPC/CPL Eligible for MLI, SPC/CPL Eligible PZ (Initial Eligibility), SPC/CPL Eligible PZ, SPC/CPL Eligible with Waiver SZ, SPC/CPL Not Eligible for Promotion, SGT Eligible for MLI, SGT Eligible PZ (Initial Eligibility), SGT Eligible PZ, SGT Eligible with Waiver SZ and SGT Not Eligible for Promotion sections. The AAA-294 Report (RA) will be printed on the 3rd duty day (this is not the same as the 3rd day of the month) in March 2018 for the April 2018 promotion board and thereafter.
11. The following rules apply for identifying and processing recommendation for promotion to SGT and SSG utilizing the AAA-294 Report for the RA.

A. BDE S1, BN S1 or HR Professional with promotion authority - Print the AAA–294 Report no earlier than the 3rd duty day of the month prior to the board month, review the AAA-294 Report for data accuracy. Forward to the unit CDR NLT the 4th duty day.

B. Unit CDR - Review the AAA-294 Report within five duty days for accuracy and identify Soldiers to be recommended for promotion board appearance and assess each Soldier based on their potential.

(1) SZ: The unit CDR will circle YES for those Soldiers who strive for excellence and whose accomplishments, demonstrated capacity for leadership, and marked potential warrant promotion ahead of their peers. Circle NO for those Soldiers not being recommended. Initial by each entry.

(2) PZ: All fully qualified Soldiers must appear before the promotion board when it is the first time (initial eligibility) they enter the PZ. The CDR will circle YES on the AAA-294 Report in sections SPC/CPL Eligible PZ (Initial Eligibility) and SGT Eligible PZ (Initial Eligibility), as it’s not an option to deny board appearance. The remainder of names in the PZ on the AAA-294 Report in sections SPC/CPL Eligible PZ and SGT Eligible PZ are Soldiers who previously appeared before a board but were not ultimately recommended for promotion on the promotion board proceedings or previously not recommended to appear before a promotion board. These Soldiers are otherwise eligible to appear before a promotion board at any time while they remain in the PZ. There is no limit as to how many times a Soldier can appear before a board (provided they remain otherwise eligible). The remarks column will identify the point in time when a specific Soldier will attain MLI eligibility – essentially identifying the mark on the wall when the Army will automatically integrate the Soldier onto a PRL if no other action is taken. Ideally, Soldiers will respond to training and counseling designed to enable them to continue their Army careers and attain promotion list status while still in the PZ. In those instances where a Soldier fails to respond to training and counseling, a CDR will prevent automatic list integration by instituting a properly administered Bar to Continued Service. For each Soldier’s name appearing in the PZ section, circle YES or NO as appropriate (except for those appearing the first time, which must be YES).

(3) MLI: This section will contain the names of any Soldier who will have exceeded the PZ timeframe and is not integrated onto the PRL, but remains otherwise fully qualified for promotion consideration. These Soldiers will be integrated onto the PRL with all earned promotion points effective the next promotion month. No action is required by the unit.

(4) All ineligible Soldiers are identified with specific remarks indicating why they are not eligible for recommendation for PRL integration. Review these remarks and take appropriate action IAW applicable regulations and policies.
(5) During the five day review, if an ineligible Soldier becomes eligible, the unit CDR may annotate in the remarks section the eligibility reason and attach the source document to the report for inspection purposes. Add new arrivals and line out departures on the report. YES or NO annotations cannot be changed after the 8th duty day. For Soldiers that are fully eligible and unable to attend the promotion board (e.g. convalescent leave, maternity leave, hospitalized, etc.), the CDR can circle yes on the AAA-294 Report and annotate the Soldier’s duty status under the remarks column. The Soldier will attend the promotion board during the first month the Soldier returns to duty when the promotion board is conducted as long as the Soldier remains fully eligible.

(6) The CDR or authorized signature authority must sign the AAA-294 Report (e.g. First Sergeant or acting unit CDR).

C. First-line Leader - If a Soldier is fully eligible but not recommended for board appearance, they must be counseled by their first line leader, IAW AR 600-8-19, paragraph 1–27. Coordinate with the unit CDR and provide a copy of the counseling for the promotion authority’s approval and for filing with the AAA-294 Report.

D. Unit CDR - Return the completed AAA-294 Report to the BDE S1, BN S1, or HR Professional with promotion authority within five duty days of receipt with all appropriate counseling statements. If the unit CDR made any written changes to the AAA-294 Report, the source document(s) must be attached to the report.

E. BDE S1, BN S1 or HR Professionals with promotion authority - Review the AAA-294 Reports for data accuracy (e.g. additions, deletions, and written remarks), counseling statements and memorandum (if necessary). Obtain the promotion authority’s signature on the last page of each AAA-294 Report. File reports and counseling statements for two years.

F. Promotion Authority - Review and sign the AAA-294 Report.

G. BDE S1, BN S1 or HR Professionals with promotion authority - Prepare board memorandum of instruction (MOI) for the monthly promotion board and appoint board members. Do not add Soldiers to the MOI that were listed on the AAA-294 Report as ineligible. Schedule a promotion board as early as the 20th of the month proceeding the board month such that all Soldiers recommended for board appearance will be completed NLT the 4th day of the board month.

H. BDE S1, BN S1, and HR Professionals with promotion authority and Soldiers (SPC, CPL and SGT) - Review the unofficial PPW in block eight (status reason) for each Soldier prior to board appearance and ensure that they are in an eligible status. If the Soldier’s records are not accurate, schedule appointments with Soldiers recommended for board appearance NLT the 15th of the month or next duty day preceding the board month. Soldiers must bring any promotion related source document(s) to the appointment, note any discrepancies, and provide the source document(s) to correct
discrepancies, if they should exist. BDE S1, BN S1, and HR Professionals with promotion authority will update the Soldier’s records in the Electronic Military Personnel Office (eMILPO) NLT the 19th or next duty day preceding the board month.

I. Unit with promotion authority - Conduct the promotion board IAW AR 600-8-19, paragraphs 3-11, 3-12, and 3-13.

12. The following are the rules for identifying and processing recommendation for promotion to SGT and SSG for the USAR.

A. BDE S1, BN S1 or HR Professionals with promotion authority - Review the AAA-294 Report no earlier than the 3rd duty day of the month prior to the board month for data accuracy. Forward to the unit CDR NLT the 4th duty day.

B. Unit CDR - Review the AAA-294 Report within five duty days for accuracy and identify Soldiers to be recommended for promotion board appearance and assess for retainability.

(1) SZ - The unit CDR will annotate YES for those recommended or NO for those not recommended in the SZ for those Soldiers who strive for excellence and whose accomplishments, demonstrated capacity for leadership, and marked potential warrant promotion ahead of their peers.

(2) PZ - The unit CDR will annotate YES for those recommended or NO for those not recommended in the PZ. All fully qualified USAR AGR Soldiers will appear before the promotion board when it is the first time (initial eligibility) they enter the PZ. The CDR will annotate YES as it's not an option to deny board appearance. The remainder of names in the PZ are those Soldiers who previously appeared before a board but were not ultimately recommended for promotion on the promotion board proceedings. These Soldiers are otherwise eligible to appear before a promotion board at any time while they remain in the PZ. There is no limit as to how many times a Soldier can appear before a board (provided they remain otherwise eligible).

(3) Sign the AAA-294 Report or assign an authorized signature authority (e.g. First Sergeant or acting unit CDR). The unit CDR will consider each Soldier with a NO annotation for a Bar to Continued Service IAW AR 601–280. Review all remarks for Soldiers listed in the ineligible section of the AAA-294 Report. These Soldiers are ineligible to be recommended for promotion board appearance and integration through MLI (USAR AGR). During the five day review, if an ineligible Soldier becomes eligible, the unit CDR may annotate in the remarks section the eligibility reason and submit the source document to the Readiness Division (RD) for inspection purposes. Add new arrivals and remove departures on the report. YES or NO annotations cannot be changed after the eighth duty day.

(4) For Soldiers that are fully eligible and unable to attend the promotion board (e.g. convalescent leave, maternity leave, hospitalized, etc.), the CDR can annotate YES on
the AAA-294 Report and annotate the Soldier’s duty status under the remarks column. The Soldier will attend the promotion board during the first month the Soldier returns to duty when the promotion board is conducted as long as the Soldier remains fully eligible.

(5) For Soldiers eligible for CLI (USAR TPU, Army Reserve Element, and Multi-Component Commands or units) - Deny or approve CLI or recommend promotion board appearance. All Soldiers denied list integration will be counseled, in writing, IAW the provisions of AR 600-8-19, paragraph 1–27 and the unit CDR must initiate a Bar to Continued Service IAW AR 601–280. To facilitate the leader development process for Soldiers who were previously denied HQDA directed promotion list integration, otherwise eligible Soldiers will reappear on the AAA-294 Report the month following removal of the Bar to Continued Service in the appropriate system. If the unit fails to submit the Bar to Continued Service, the Army will automatically reintegrate otherwise eligible Soldiers every 90 days following their previous CLI denial. Unit CDRs will take action to deny these quarterly integration efforts when Soldier’s performance counseling otherwise dictates. The unit CDR must formally counsel all Soldiers denied CLI, pointing out deficient areas for needed improvement to qualify for future promotion consideration. Soldiers appearing before a promotion board, but not recommended for promotion, regardless of whether they were CLI, will be removed from the PPRL and must reappear before a promotion board to regain promotable status. They are no longer eligible for CLI.

C. First-line Leader - If a Soldier is fully eligible but not recommended for board appearance, they must be counseled by their first-line leader, IAW AR 600-8-19, paragraph 1–27. Coordinate with the unit CDR and provide a copy of the counseling for the promotion authority’s approval and for filing with the AAA-294 Report.

D. Unit CDR - Return the completed AAA-294 Report to the BDE S1, BN S1, or HR Professionals with promotion authority within five duty days of receipt with the appropriate counseling statements. If the unit CDR made any written changes to the AAA-294 Report, the source documents must be submitted to the RD for inspection purposes.

E. BDE S1, BN S1 or HR Professionals with promotion authority - Review the AAA-294 Report for data accuracy (e.g. additions, deletions, and remarks), counseling statements and memorandum (if necessary). Review the report for Soldiers recommended for board appearance and Soldiers recommended or denied or CLI. Obtain the promotion authority’s signature. File reports and counseling statements for two years.

F. Promotion Authority - Review and sign the AAA-294 Report.

G. BDE S1, BN S1 or HR Professionals with promotion authority - Prepare board MOI for the monthly promotion board and appoint board members. Do not add Soldiers to the MOI that were listed on the AAA-294 Report as ineligible. Schedule a promotion
board as early as the 20th of the month proceeding the board month such that all Soldiers recommended for board appearance will be completed NLT the 4th day of the board month.

H. BDE S1, BN S1, and HR Professionals with promotion authority and Soldiers (SPC CPL, and SGT) review the DA Form 3355 for each Soldier prior to board appearance and ensure that they are in an eligible status. Schedule appointments with Soldiers recommended for board appearance NLT the 15th of the month or next duty day proceeding the board month. Soldiers must bring all promotion related source documents to the appointment, note any discrepancies, and provide the source document to correct discrepancies. BDE S1, BN S1, and HR Professionals with promotion authority will update the Soldier’s records in the appropriate system NLT the 19th or next duty day proceeding the board month.

I. Unit with promotion authority - Conduct the promotion board IAW AR 600-8-19, paragraphs 3-11, 3-12, and 3-13.

J. BDE S1, BN S1, HR Professionals with promotion authority - Forwards approved promotion board proceedings and DA Form 3355s to the appropriate RD.

K. RD - Verifies promotion board proceedings. Determines promotion eligibility, calculates and verifies promotion points and approves the DA Form 3355. Integrates Soldiers with boarded points and CLI points onto the Full Considered PPRL immediately, NLT the 8th day of the month. Do not include ineligible Soldiers IAW AR 600-8-19, paragraphs 1-10 and 3-27.

L. RD - Submits their respective Full Considered PPRL to the United States Army Reserve Command (USARC) G1 Active Military Management Branch (AMMB) by the 8th of each month.

M. USARC G1 AMMB - Pulls all promotable SPC and SGT data from the Total Army Personnel Database-Reserve (TAPDB-R) between the 8th and 9th of the month to create the consolidated Full Considered PPRL for all promotable Soldiers. Verifies eligible Soldiers data is reflected on the consolidated Full Considered PPRL.

N. USARC G1 AMMB - Submits the consolidated Full Considered PPRL to the FAD, HRC, Junior Enlisted Promotions, HRC and copy furnishes the RDs by the 9th of each month.

O. RD - Verifies that their respective Soldiers are on the consolidated Full Considered PPRL. If someone is not listed, the RD will notify USARC G1 AMMB. Any changes to the consolidated Full Considered PPRL must be completed by the 10th of each month.

P. HRC (FAD) - Conduct promotion analysis for promotion selections.
13. BDE S1, BN S1, and HR Professionals with promotion authority or unit administrators will assist Soldiers in the ranks of SPC, CPL, and SGT with reviewing their Enlisted Record Brief (ERB) (RA) or Automated Record Brief (ARB) (USAR) to ensure their records are accurate. Each Soldier bears a personal responsibility to ensure their records are accurate and reflect all information necessary to compute accurate promotion scores. For promotion eligibility it is important that the following areas on the ERB (RA) or ARB (USAR) are accurate.

A. Date of Rank - Affects time in grade for promotion eligibility.

B. Basic Active Service Date (RA)/Pay Entry Base Date (USAR) – Affects time in service for promotion eligibility.

C. MOS – If promotable, affects the MOS you are considered for promotion.

D. Army Physical Fitness Test (APFT) – Affects the number of promotions points you receive.

E. Weapons Qualification – Is not required to be in a promotable status, however if you do not have a weapons qualification card, promotion points will not be awarded and will reflect zero points on the PPW (RA) and DA Form 3355 (USAR).

F. Awards and Decorations – Affects the number of promotion points you receive.

G. Military Education – Ensure that the appropriate military education level (MEL) and military education status (MES) is reflected. To be recommended for promotion to SGT, SPC and CPL must have completed Structured Self Development level 1 (SSD 1), the ERB (RA) section VI and ARB (USAR) section VII, should reflect SSD 1 Graduated. To be recommended for promotion to SSG, SGTs must have completed SSD 2, the ERB (RA) section VI and ARB (USAR) section VII, should reflect SSD 2 Graduated. To be considered for promotion pin-on to SGT, SPC, and CPL must have completed the BLC, the ERB (RA) section VI and ARB (USAR) section VII, should reflect BLC Graduated. To be considered for promotion pin-on to SSG, SGT must have completed the Advanced Leadership Course (ALC), the ERB (RA) section VI and ARB (USAR) section VII, should reflect ALC Graduated. For Soldiers in possession of a Department of the Army (DA) Form 1059, and no course graduate entry in the ATRRS, eMILPO (RA), and/or the Enlisted Distribution Assignment System (EDAS) (RA), a copy of the DA Form 1059 must be sent to the CDR, U.S. Army HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5100 (or the appropriate RD for USAR TPU Soldiers) or email usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil for validation, inclusion into ATRRS, and update of appropriate MEL and MES in the Total Army Personnel Database (RA) or applicable system (USAR).

H. Civilian Education – Affects the number of promotion points you receive.

I. Promotion Point Total – Reflected on your ERB and PPW (RA) or ARB (USAR).
14. After appearing before the promotion board and being recommended, RA Soldiers must verify that they have been integrated through the PPW in block eight (status reason). The status reason should be “Recommended E5” for promotable SPC and CPL. The status reason should be “Recommended E6” for promotable SGT. See PPW User Manual, pages 7-9 for instructions at the following link: https://www.hrc.army.mil/asset/16611

15. After appearing before the promotion board and being recommended, USAR AGR Soldiers must verify they have been integrated onto the PPRL. View monthly the PPRL posted on the Enlisted Promotions webpage at the following link: https://www.hrc.army.mil/content/11629

16. BDE S1, BN S1, and HR Professionals with access to the PPW can pull the S1 Report by unit identification code (UIC). It is a snapshot of all Soldiers under one UIC. This report will display name, rank, social security number, date APFT expires, current status, eligibility reason, current total promotion points and effective date, previous promotion points and effective date. In March 2018, a new status will be produced to identify MLI. Instructions to pull the S1 Report by UIC can be viewed in the PPW User Manual on page 16 and status and reason definitions are on page 8. The PPW User Manual will be updated to reflect changes within this MILPER Message in March 2018. The current PPW User Manual is at the following link: https://www.hrc.army.mil/asset/16611

17. Instructions for the C10 Report (RA) and PPRL (AGR).

A. Access to the “Time Share Option (TSO)” and EDAS in the Personnel Network (RA) is required to download the C10 Report (RA). Requests for TSO access will be emailed to usarmy.knox.hrc.mbx.tagd.jr-enlisted-promotions@mail.mil. The memorandum to request access is at the following link: https://www.hrc.army.mil/content/17992

B. BDE S1 or HR Professionals will download the C10 Report (RA) or print the PPRL (AGR) by the 1st duty day of the month and forward it to the unit CDR with the AAA-294 Report by the 4th duty day.

Instructions for downloading the C10 Report (RA) is at the following link: https://www.hrc.army.mil/asset/18713

C. The unit CDR will have promotable Soldiers review and initial the C10 Report (RA) or PPRL (AGR) each month and forward back to the BDE S1 or HR Professional (RD for AGR) when the AAA-294 Report is turned in each month, see paragraphs 11 B and 12 B above. Retain the initialed C10 Report and PPRL in files for two years.