



Active Component Semi-Centralized Promotions SGT/SSG Frequently Asked Questions (FAQs) Version 7.5 16 February 2017

(Answers contained therein should be treated as policy and directive in nature since all answers are derived from Army Regulation 600-8-19, Enlisted Promotions and Reductions or other policy references. The FAQs clarifies answers to assist the field.)

Note: Changes to the FAQs are denoted with **New Section**, **New Question**, **New Answer**, and **New Note** throughout the FAQs.



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References:

- AR 600-8-19, Enlisted Promotions and Reductions, dated: 14 September 2016, effective 14 October 2016
http://www.apd.army.mil/pdffiles/r600_8_19.pdf
- MILPER Message Number 13-291, Procedures to Request New/Changes to/Deletion of Civilian Education Institution Codes, Military Career Development Course Codes and Military Correspondence Distance Learning Course codes [08 Oct 13]
<https://www.hrc.army.mil/MILPER/13-291>
- MILPER Message 14-310, New Enlisted Soldier Military Education level (MEL) Codes, [22 Oct 14]
<https://www.hrc.army.mil/MILPER/14-310>
- MILPER Message 16-067, Change to Special Promotion Category for Career Management Fields (CMF) 18 and 38 For Promotion to Staff Sergeant (SSG), [25 Feb 16]
<https://www.hrc.army.mil/MILPER/16-067>
- MILPER Message 16-089, Select – Train – Educate – Promote (STEP) NCOPDS Scheduling Procedures, [29 Mar 16]
- MILPER Message 17-022, Correction of Promotion Points Awarded for the Driver and Mechanic Badge for Semi-Centralized Promotions, [18 Jan 17]
<https://www.hrc.army.mil/MILPER/17-022>
- Promotion Point Worksheet (PPW) User Manual Version 5:
<https://www.hrc.army.mil/PPWUsermanual>

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Note: Changes to the FAQs are denoted with **New Section, **New** Question, **New** Answer, and **New** Note throughout the FAQs.**

Section 1: General Questions

a. Question: I honorably separated from the military (active Army or any other Armed Forces) and reentered onto active duty. My date of rank (DOR) is incorrect on my DD Form 1966/1 (Record of Military Processing – Armed Forces of the United States) and in all systems (i.e. eMILPO), how do I get it corrected?

Answer: The DOR adjustment information paper can be found at:

<https://www.hrc.army.mil/TAGD/Enlistment%20Date%20of%20Grade%20%20%20Date%20of%20Rank%20Correction>

b. Question: Is there a minimum point requirement to be recommended for promotion?

Answer: There is not a minimum point requirement. At a minimum, Specialist (SPC)/ Corporal (CPL)/ Sergeant (SGT) must have a current passing APFT. Also, SGTs are required to be graduates of the Basic Leader Course (BLC).

c. Question: Why are there differences in the PPW individual section point totals for each grade?

Answer: The Army desires SPC to focus on mastering basic Soldier Skills i.e., Weapons Qualification and APFT. The SGTs focus is geared towards civilian and military education.

d. Question: What can leaders do to ensure the semi-centralized system works smoothly within their command?

Answer: Unit leaders must continually stress to the BN HR personnel the need to update Soldiers' records, integrate recommended Soldiers by the **8th of each month** onto the PRL, and ensure training records, ERB and the PPW are up-to-date at all times.

Section 2: Adding/Updating Promotion Points

a. Question: What is the last day for updates to the PPW for promotion selection?

Answer: The PPW **must** reflect all updates by the **8th of the month** to be considered for the next month's promotion selection. Updates to the ERB through eMILPO take 24-48 hours to populate to the PPW. Please plan accordingly.

b. Question: How are promotion points updated in Enlisted Distribution Assignment System (EDAS)?

Answer: An automated calculation of promotion scores is based on a Soldier's personnel and training data maintained in both the Electronic Military Personnel Office (eMILPO) and the Army Training Requirements and Resources System (ATRRS). ATRRS transmits training data to eMILPO (this action can take up to 12 days, in accordance with (IAW) AR 600-8-19, paragraph 3-18), eMILPO transmits promotion data to the PPW and the PPW transmits the promotion points to EDAS. Promotion points are only transmitted to EDAS after the Soldier is integrated onto the DA PRL. Promotion points change as data entries are added or subtracted within eMILPO.

REMINDER: It will take 24 - 48 hours for data to transmit from eMILPO to the PPW and up to 12 days from ATRRS to eMILPO. Consideration for promotion is based on the promotion points that are reflected on the PPW as of the 8th day of the month.

c. Question: If a Soldier is prior service other than active Army (e.g. Marines), how are military courses converted to receive points on the PPW?

Answer:

Military courses must be listed in ATRRS in order to receive promotion points. Use of a DD Form 214, as a source document is authorized for prior service Soldiers. Items not annotated on a DD Form 214 must have a specific source document (i.e. Honor Graduate must have DA Form 1059).

Section 3: Administrative Records Correction (ARC)

Question: I attended the February 2016 promotion board. My unit did not integrate me onto the PPW until 14 March 2016, I would have made the cut off score for 1 April 2016, would I meet the requirement for an ARC request?

Answer: No, you would not meet the requirement for an ARC request. Refer to the below references:

AR 600-8-19, Chapter 3-34

AR 600-8-19, Chapter 3-1, sub-paragraph e

AR 600-8-19, Chapter 3-15

AR 600-8-19, Chapter 3-11, b (1) (a)

AR 600-8-19, Chapter 3-13, a

Section 4: Army Physical Fitness Test (APFT)/Profiles

a. Question: I am promotable, my last APFT date in eMILPO is 5 October 2015 with a score of 270. I took another APFT on 22 April 2016 and achieved a lower score of 240. Can my APFT from October 2015 remain in eMILPO since it is still current to continue receiving higher promotion points on my PPW?

Answer: No, the most current APFT must be in eMILPO regardless of the score or promotion points received, IAW AR 600-8-19, Table 3-1, and paragraph 3-16 b.

b. Question: How can Soldiers in the Disability Evaluation System (DES) receive APFT promotion points?

Answer: The Company Commander must sign a memorandum explaining that the Soldier is in the DES program. The APFT date and/or score should be updated through eMILPO by the BN HR or MPD prior to the current APFT expiration date. The new effective date for the APFT is the date specified in the memorandum. The DES APFT memorandum must be completed annually while the Soldier is in the DES to prevent the Soldier from being removed from the PRL. Soldiers in the DES due to combat-related operations who failed their last APFT will be granted the minimum qualifying score. If the Soldier's profile permits the Soldier to take the APFT or an alternate APFT, the Soldier does not require a memorandum to extend their APFT. The APFT will be updated in eMILPO based on their APFT results. If the Soldier does not have an APFT they must be removed from the PRL. The Soldier must maintain a copy of the memorandum with their original APFT card.

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for the Commanders memo for APFT & Weapons Template.

<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

c. Question: What if the Company Commander does not sign my APFT memorandum in time and I am removed from the PRL?

Answer: Upon completion of the memorandum, the unit will update eMILPO with the new APFT score and reintegrate the Soldier back into the PPW.

NOTE: The promotable status begins the date that the Soldier is reintegrated.

Section 4: Army Physical Fitness Test (APFT)/Profiles (Cont.)

d. Question: How do I calculate APFT scores for those with permanent profiles?

New Answer: IAW AR 600-8-19, paragraph 3-16 b (1) Permanent profiles. To calculate APFT scores for Soldiers with permanent profiles for promotion point purposes refer to the below scenarios:

Scenario 1 Sit-Up Permanent Profile – A Soldier with a sit-up permanent profile scores 90 for the push-up event and 95 for the aerobic (must qualify on the 2-mile run) event. This Soldier will receive a score of 60 for the sit-up event. Add 90, 95, and 60 for a total score of 245.

Scenario 2 Push-Up Permanent Profile – A Soldier with a push-up permanent profile scores 90 for the sit-up event and 95 for the aerobic (must qualify on the 2-mile run) event. This Soldier will receive a score of 60 for the push-up event. Add 90, 95, and 60 for a total score of 245.

Scenario 3 Push-Up and Sit-Up Permanent Profile – A Soldier with a push-up and sit-up permanent profile scores 100 points on the aerobic (must qualify on the 2-mile run) event. This Soldier will receive a score of 60 for the push-up and a score of 60 for the sit-up event. Add 100, 60, and 60 for a total score of 220.

Scenario 4 Push-Up, Sit-Up and Alternate Aerobic Permanent Profile – A Soldier with a push-up, sit-up and alternate aerobic permanent profile, this Soldier will receive a score of 60 for the push-up, a score of 60 for the sit-up and 60 for the alternate aerobic event. Add 60, 60, and 60 for a total score of 180.

Scenario 5 Alternate Aerobic Permanent Profile - A Soldier with an alternate aerobic permanent profile scores of 93 for the push-up event and 95 for the sit-up event. This Soldier will receive an average of the two scores to get an alternate aerobic event score of 94. Add 93, 95, and 94 for a total score of 282.

Scenario 6 Push-Up, Sit-Up and Alternate Aerobic Permanent Profile – A Soldier with a push-up, sit-up and alternate aerobic permanent profile, this Soldier will receive a score of 60 for the push-up, a score of 60 for the sit-up and 60 for the alternate aerobic event. Add 60, 60, and 60 for a total score of 180.

e. Question: My APFT expired and I was removed from the PRL. I took an APFT but it was after my old APFT expired. What actions should I take?

Answer: Once removed regaining promotion list status requires a new recommendation from the Company Commander, and you will have to reappear before the promotion board.

Section 4: Army Physical Fitness Test (APFT)/Profiles (Cont.)

f. Question: My APFT expired and I was removed from the PPW. However, I took an APFT before it expired. What actions should I take?

Answer: You will report to your unit S1 to request verification of your current APFT. If it is a valid record APFT and there were no gaps between your APFT dates your S1 may reintegrate you back onto the PPW.

NOTE: Your promotion status will be effective the date you are reintegrated onto the PRL. Promotion eligibility will not be backdated.

g. Question: Can Soldiers with a temporary profile (not combat related), who have a record APFT score that is over one year old, and are unable to take an alternate APFT, remain on the promotion recommended list?

Answer: No, AR 600-8-19, Table 3-1, Soldiers must possess a current passing record APFT score in accordance with applicable regulations and field manuals.

h. Question: What promotion points do Soldiers with an injury that is “Combat-Related” and have a permanent profile use for APFT?

Answer: IAW AR 600-8-19, paragraph 1-33 b, Soldiers with permanent profiles resulting from combat related operations who are unable to take an aerobic or alternate APFT event due to a permanent physical profile will use their last record APFT score until the Soldier is medically cleared to take the record APFT. If the Soldier's last score was a failing score, that Soldier will be granted a minimum qualifying score of 60 points for each APFT event. If the permanent physical profile exceeds one year, the Company Commander must sign a memorandum extending the APFT. The APFT score and/or date must be updated through eMILPO by the BN HR or MPD prior to the current APFT expiration date. The new effective date is the date specified on the memorandum signed by the Company Commander. The Soldier must maintain a copy of the memorandum with their APFT card.

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for the Commanders memo for APFT & Weapons Template.

<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

Section 4: Army Physical Fitness Test (APFT)/Profiles (Cont.)

i. Question: What is a “Combat-Related” Injury?

Answer: Soldiers with physical profiles resulting from combat-related operations are defined in DODI 1332.38. Combat related covers injuries and diseases attributable to the special dangers associated with armed conflict or the preparation or training for armed conflict. The injuries or diseases must be found to be in the line of duty under the provisions of AR 600-8-4.

j. Question: What promotion points do Soldiers with an injury that is “Combat-Related” and have a temporary profile use for APFT?

Answer: IAW AR 600-8-19, Chapter 1, paragraph 1-33 c, Soldiers with a temporary profile that prohibit taking one or more events of the APFT will use their current APFT score provided it is not more than two years old at the time of the promotion point computation. The Company Commander must sign a memorandum extending the APFT for the 2nd year. The APFT score must be updated through eMILPO by the BN HR or MPD prior to the current APFT expiration date. The new effective date is the date specified on the memorandum signed by the Company Commander. The Soldier must maintain a copy of the memorandum with their APFT card.

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for the Commanders memo for APFT & Weapons Template.

<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

k. Question: Can a Soldier with a temporary profile (not combat related), who has an expired record APFT, but is able to take an alternate event for the record APFT get promotion points under the same rules as someone with a permanent profile?

Answer: IAW AR 350-1, Appendix G-9 m (8), Soldiers with temporary profiles of long duration (more than 3 months) may take an alternate test if approved by the commander and health care personnel. Soldiers must be given 3 months to prepare for the alternate test from either the date of the profile or the date recommended by health care personnel.

l. Question: What promotion points do “Wounded Warriors” use for APFT?

Answer: For “Combat Related Wounded Warriors” see questions f and g in this section. A “Wounded Warrior” (not combat-related) that does not have a current APFT is not eligible for promotion. A current, passing APFT is a requirement to be in a promotable status.

Section 4: Army Physical Fitness Test (APFT)/Profiles (Cont.)

m. Question: Can pregnant Soldiers receive promotion points for an APFT that is over one year old?

Answer: Yes, the record APFT used must be their current (last) record APFT score provided it is not more than 2 years old at the time of the promotion point computation. The Company Commander must sign a memorandum explaining that the Soldier is pregnant or has a postpartum profile. The APFT date must be updated through eMILPO by the BN HR or MPD prior to the current APFT expiration date. The new effective date is the date specified on the memorandum signed by the Company Commander. The Soldier must maintain a copy of the memorandum with their APFT card.

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for the Commanders memo for APFT & Weapons Template.

<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

n. Question: What promotion points do deployed Soldiers use for an expired APFT?

Answer: The Company Commander must sign a memorandum explaining that the Soldier is deployed. The APFT score must be updated through eMILPO by the BN HR or MPD prior to the current APFT expiration date. The new effective date is the date specified on the memorandum signed by the Company Commander. IAW AR 350-1, appendix G-9, paragraph g, upon return from deployment Soldiers will be administered a record APFT no earlier than three months for Active Army and six months for Reserve Component Soldiers.

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for the Commanders memo for APFT & Weapons Template.

<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

Section 5: Army Correspondence Course Program (ACCP)

a. Question: How long does it take for correspondence courses to update from ATRRS to the PPW?

Answer: See Section 2 question b.

b. Question: Do courses completed on the Skillport website count as correspondence courses?

Answer: Yes, courses completed on the Skillport website can be used for correspondence courses, however not all Skillport courses award promotion points. The Skillport website does not replace the Army Learning Management System (ALMS) website. Skillport is an additional website to complete correspondence courses.

In addition refer to questions c and d below.

c. Question: I have completed several Skillport and Joint Knowledge Online (JKO) courses. Why didn't I receive promotion points for them?

Answer: Not all Skillport or JKO courses transfer to a Soldier's ATRRS transcript. The course must be listed on a Soldier's ATRRS transcript to be considered for promotion points. Some courses do not meet the criteria to be in ATRRS or receive the three letter education code from the Army Continuing Education Services (ACES) which is required to update the Soldier's record in eMILPO.

d. Question: How can I make sure that the Skillport or JKO course that I register for awards promotion points?

Answer: You can use the HRC Metahelper which will provide you a list of correspondence courses that are listed in ATRRS, awards promotion points, and have education codes. You can register through ATRRS, each course length varies and courses must be on the Soldiers' ATRRS transcript.

See the below HRC Metahelper link

<https://hrcmetahelper.hrc.army.mil/TessSnameSearch.aspx>

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for HRC Metahelper instructions.

<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

Section 6: Audits

a. Question: Can a Soldier be promoted to SGT/SSG without promotion board proceedings after being selected on the DA By-Name selection list?

Answer: Yes, upon a Soldier's selection on the DA By-Name list, Soldiers will be promoted if fully eligible. IAW AR 600-8-19, paragraph 3-22, on a monthly or reoccurring basis, it is a Commander's responsibility to audit Soldier's promotion records or request promotion board proceedings prior to appearing on the DA By-Name list. If there is suspected fraud, an audit/investigation must be conducted. Units will not request a copy of the promotion board proceedings or other documents to validate a Soldier's list status or promotion score unless it is in accordance with paragraph 3-2.

Additional Information reference Board Proceedings:

1. When a Soldier in processes into a new duty station and is already on the PRL, board proceedings do not need to be requested, however, suspected fraud and/or questions of PRL legitimacy would require a Soldier to produce their board proceedings.
2. Promotion board proceedings must be requested when a Soldier needs to be integrated or reintegrated onto the PRL.
3. Soldiers must be provided a copy of their promotion board proceedings. It is a Soldier's responsibility to maintain their promotion board proceedings.
4. Soldiers that attended a promotion board prior to May 2011 were automatically migrated into the new promotion system. However, as stated above if there is suspected fraud and/or questions of PRL legitimacy promotion board proceedings must be provided by the Soldier.

b. Question: Should monthly promotion audits be conducted?

Answer: Yes, it is at the Commander's discretion to have a Soldier's promotion documents audited before they appear on the DA By-Name selection list. However, they are not required to do so by policy but it is recommended that they conduct an audit on a monthly or recurring basis. It is highly encouraged to ensure promotion points are validated. DA will conduct random promotion score audits.

Section 6: Audits (Cont.)

c. Question: If DA audits a Soldier's promotion records and the Soldier cannot substantiate entries on their ERB with supporting documentation (i.e. missing an award), what steps do we take?

Answer: Initially, DA will input a removal from selection list flag (FA code) which will appear on the AAA-095 (Suspension of Favorable Personnel Actions Management Report) and the Soldier's ERB. The Soldier and the unit will be notified of this action and a request for documentation will be sent via email. If a Soldier cannot substantiate their points, DA will instruct the BN HR to remove unsubstantiated point entries through eMILPO. After the entry is removed DA will verify that the points within the PPW are reflected correctly. The flag will be removed upon DA verification of the point adjustments.

d. Question: If the unit audits a Soldier's promotion records and the Soldier cannot substantiate entries on their ERB with supporting documentation (i.e. COA's), what steps do we take?

Answer: The unit will remove the entry through eMILPO and ensure the PPW is reflected correctly. The unit will notify the Soldier and chain of command of the findings and adjusted points. Commanders will determine what actions toward the Soldier are appropriate based on the promotion audit results.

Section 7: Awards/Certificates of Achievement (COA)

a. Question: Is a COA issued by a Command Sergeant Major (CSM) who is a Commandant of an NCO Academy (NCOA) valid for promotion points?

Answer: Yes, NCOA Commandants are considered Brigade level CSL units.

b. Question: Can Soldiers with multiple Driver and Mechanic Badges (DRV/MECH) be able to get points for more than one?

NEW Answer: No, Soldiers will receive a one-time award of 10 promotion points for award of the basic Driver and Mechanic Badge. Points are not cumulative IAW AR 600-8-19, para 3-17 b, table 3-12 and MILPER Message 17-022. Soldiers are authorized the below component bars for each qualification earned of the DRV/MECH badge:

| AWARD CATEGORY | AWARD TYPE | PPW PTS |
|--------------------------------|--|---------|
| COMBAT AND SPECIAL SKILL BADGE | DRIVER AND MECHANIC BADGE | 10 |
| COMBAT AND SPECIAL SKILL BADGE | DRIVER AND MECHANIC BADGE WITH DRIVER – AMPHIBIOUS (*) | 0 |
| COMBAT AND SPECIAL SKILL BADGE | DRIVER AND MECHANIC BADGE WITH MECHANIC (*) | 0 |
| COMBAT AND SPECIAL SKILL BADGE | DRIVER AND MECHANIC BADGE WITH DRIVER – MOTORCYCLE (*) | 0 |
| COMBAT AND SPECIAL SKILL BADGE | DRIVER AND MECHANIC BADGE WITH DRIVER – TRACKED VEHICLES (*) | 0 |
| COMBAT AND SPECIAL SKILL BADGE | DRIVER AND MECHANIC BADGE WITH DRIVER – WHEELED VEHICLES (*) | 0 |
| COMBAT AND SPECIAL SKILL BADGE | DRIVER AND MECHANIC BADGE WITH OPERATOR (*) | 0 |

To update the Driver and Mechanic badge and the Driver and Mechanic Badge with component bar(s) in eMILPO, unit S1s must submit two separate transactions. The 10 promotion points are awarded for the Driver and Mechanic Badge only.

STEP 1:

Driver and Mechanic badge update in the eMILPO – Under the individual award transaction the unit will select ‘Award Category’ and select Combat and Special Skill Badge. Under ‘Award Type’ select Driver and Mechanic Badge, ensure all other fields are completed as required. This will award 10 promotion points. This transaction should only be submitted in eMILPO one time to prevent erroneous promotion points.

STEP 2:

Driver and Mechanic Badge with component bar(s) update in the eMILPO - Select ‘Award Category’ and select Combat and Special Skill Badge. Under ‘Award Type’ select Driver and Mechanic Badge - Wheeled Vehicle (example only), ensure all other fields are completed as required. This will not award promotion points.

c. Question: Do the Drill SGT, Recruiter, Parachute, and Air Assault badges receive promotion points?

Answer: Yes, points are awarded for the above badges under the award section. IAW AR 600-8-19, Table 3-12.

Section 7: Awards/Certificates of Achievement (COA) (Cont.)

d. Question: Are the promotion points for the recruiting badges cumulative?

Answer: No. It is important to note that award of promotion points for levels of proficiency (in this case, recruiting) are not cumulative. Promotion points for award of the Master Recruiter Badge are not added to points awarded for the Basic Recruiter Badge. For example, a Soldier who earns the Master Recruiter Badge receives a maximum total of 20 promotion points (Basic Recruiter Badge (15) + Master Recruiter Badge (20) = maximum 20 points).

e. Question: I earned numerous awards and decorations during my prior service in the Marine Corps, will those awards qualify for Army promotion points?

Answer: Yes, awards and decorations earned in other U.S. Uniformed Services receive the same points as corresponding/equivalent Army awards. See the awards equivalent chart at: <https://www.hrc.army.mil/TAGD/Awards%20Conversion%20Chart> for additional information.

f. Question: Does the pathfinder course receive promotion points?

Answer: Promotion points are not authorized for all badge-producing courses. Points are awarded only for the badge under military awards. IAW AR 600-8-19, paragraph 3-18 b (2).

Section 8: Airborne Advantage Points

Question: Can Soldiers receive promotion points for airborne advantage while deployed under a derivative unit identification code (UIC)?

Answer: Soldiers deployed under a derivative UIC do not receive promotion points due to there are no parachutist (P, S, V, or U) positions within a derivative UIC.

Section 9: Civilian Education/Certifications

a. Question: What do I do if my defense language proficiency test (DLPT) appears on my ERB and NOT on my PPW?

Answer: BN HR/MPD personnel will verify page 9 of the PE screen in EDAS. If the language data area is updated with the language code, the BN HR/MPD must contact the PAS Chief or Installation eMILPO office and submit a trouble ticket.

b. Question: What do I do if my DLPT does not appear on my ERB and PPW?

Answer: BN HR/MPD personnel will verify page 9 of the PE screen in EDAS. If the language data area was not updated with the language code by the Education Center, send a copy of the DA Form 330 to one of the following email addresses:
usarmy.knox.hrc.mbx.epmd-mi-lang-branch3@mail.mil

c. Question: Where do I go to see if my technical certification is worth promotion points?

Answer: You can access the TRADOC approved technical certification by MOS spreadsheet on the HRC Promotion Branch website at <https://www.hrc.army.mil/TAGD/Technical%20Certification%20Matrixes> or the COOL Website at <https://www.cool.army.mil/> for further assistance.

d. Question: I have a technical certification that is not listed on the TRADOC approved technical certification by MOS spreadsheet, what should I do?

Answer: The proponent for your Corp (e.g., Quartermaster Corp) is responsible for updating certifications to TRADOC. Contact your unit S-1 for further assistance.

e. Question: What is the policy for receiving promotion points for technical certifications?

Answer: 10 promotion points are granted for each TRADOC-approved technical/industry/ professional certification earned, not to exceed five certifications or 50 promotion points. Technical recertification will not result in the duplicate award of promotion points.

f. Question: Do Soldiers receive promotion points for Continuing Education Units (CEU)?

Answer: CEU is not authorized for promotion points. IAW AR 600-8-19, paragraph 3-19 a.

Section 9: Civilian Education/Certifications (Cont.)

g. Question: How is Civilian Education verified with transcripts?

Answer: The total number of credits an accredited institution grants towards a degree will be the basis for granting promotion points. Promotion points are authorized for civilian education conducted at a U.S. Department of Education recognized nationally or regionally accredited institution. Recognized educational institutions are those institutions listed on the U.S. Department of Education Web site at <http://ope.ed.gov/accreditation>. Transcripts will be used to award promotion points for colleges or universities. Soldiers currently enrolled in a college or university are required to provide a single transcript from their current college and/or university consolidating all past civilian education. Soldiers that have multiple transcripts who are not currently enrolled in a college and/or university may take these transcripts and grade slips to the local education center for assistance. The local education center will provide only an assessment of the total number of non-duplicated postsecondary credit for submission to the unit as the source document to update eMILPO and/or personnel records with the total number of credit hours. Continuing education units (CEUs) are not authorized promotion points. The total Semester hours earned must be updated in eMILPO and/or personnel records and reflected on the Soldier enlisted records brief (ERB) or DA Form 2-1 which will be the source in determining promotion points.

h. Question: Explain the conversion of Classroom, Clock, Contact Hours (CH) and Quarter Hours (QH).

Answer: All quarter, Contact, and/or clock hours will be converted to semester hours. For conversion of semester hours see DODI 1322.25.

i. Question: Can Soldiers get promotion points for multiple languages?

Answer: No, only one language receives a maximum of 10 promotion points.

j. Question: Are Federal Emergency Management Agency (FEMA) courses worth promotion points?

Answer: FEMA courses are not authorized promotion points. IAW 600-8-16, paragraph 3-18 b (2).

Section 10: Command List Integration (CLI)

a. Question: How are Soldiers integrated onto the SGT/SSG promotion recommended list via the CLI process?

Answer: Soldiers who meet the established criteria IAW AR 600-8-19, paragraph 3-23 and are recommended on the Enlisted Advancement Report (AAA-294) by their Company Commander will be integrated onto the SGT/SSG PRL and awarded 39 or 14 points respectively.

b. Question: Why are promotion points for CLI Soldiers reflected as 39 promotion points for SGT and 14 promotion points for SSG on the C10 Report?

Answer: The CLI points are one point less than the lowest point on the APFT table so that we can easily ensure all Soldiers who were boarded are promoted before a CLI promotion takes place. Soldiers must have a current record passing APFT.

c. Question: What are the steps to deny CLI when a Soldier's name appears on the Enlisted Advancement Report (AAA-294)?

Answer:

Step 1. The Company Commander must circle NO on the AAA-294.

Step 2. BN HR/MPD personnel must submit the 'deny promotion list auto integration' transaction on the eMILPO main menu NLT the 19th of the current month.

**Failure to complete this transaction by the 19th of the current month will result in the Soldier being integrated onto the PRL.

NEW NOTE: All Soldiers denied list integration will be counseled, in writing, IAW the provisions of AR 600-8-19, paragraph 1–27 and the unit Commander must initiate a bar to continued service IAW AR 601–280. 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 denial for CLI.

d. Question: My Company Commander circled "No" on the AAA-294 report and the Soldier was still integrated as CLI. How do I remove the CLI Soldier from the C10 report?

Answer: If the Company Commander circled "No" on the AAA-294 report to deny list integration and the BN HR failed to deny integration through eMILPO by the 19th of the month the Soldier's points must be removed in EDAS by HRC, Jr. Enlisted Promotions section. Requests for removals must be signed by the promotion authority (LTC or above). All requests with the original AAA-294 report must be forwarded to usarmy.knox.hrc.mbx,jr-enlisted-promotions@mail.mil.

Section 10: Command List Integration (CLI) (Cont.)

e. Question: How do I remove a CLI Soldier from the C10 report after the Company Commander has granted integration onto the PRL?

Answer:

To remove a Soldier from the PRL a condition must exist as outlined in AR 600-8-19, paragraphs 1-10 or 3-27. If paragraphs 1-10 or 3-27 does not apply, refer to removal boards in paragraph 3-28. If a reason exists in paragraphs 1-10 or 3-27 and the system did not remove the Soldier a request for removal must be signed by the promotion authority (LTC or above). All requests with the board proceedings must be forwarded to usarmy.knox.hrc.mbx.ir-enlisted-promotions@mail.mil.

f. Question: A CLI Soldier was removed from the PRL due to an APFT failure. After the flag is removed, when will the Soldier reappear on the AAA-294 report?

Answer: The Soldier will reappear on the next AAA-294 report after the flag is lifted. It is up to the Company Commander whether they will reintegrate the Soldier by circling "YES" or "NO" on the AAA-294.

g. Question: Can CLI Soldiers add promotion points to the PPW?

Answer: No, in order to add promotion points a CLI Soldier must appear before a promotion board and be recommended for promotion.

Section 11: Flags/Removal from the Promotion Recommended List (PRL)

a. Question: A boarded Soldier was automatically removed from the PRL for a flag. They receive an Article 15 (not summarized), what do I do?

Answer: If the Soldier is flagged and receives an Article 15 (not summarized), they must reappear before a promotion board.

b. Question: A boarded Soldier was automatically removed from the PRL for a flag. The Soldier was later exonerated/case closed favorably from the initial flag, what do I do?

Answer: If the Soldier is exonerated/case closed favorably from an initial flag, the BN HR will re-integrate the Soldier back onto the PRL. To re-integrate the Soldier, follow the steps in the PPW user manual. If the Soldier would have made the DA Promotion Point Cutoff Score while the flag was in effect, provided otherwise qualified, the BN HR can submit a request for an administrative record correction to the following email:

usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil.

IAW AR 600-8-19, paragraph 3-34.

c. Question: A Soldier was selected for promotion but a flag was effective prior to the first of the month and not entered into eMILPO, what do I do?

Answer: The BN HR is ultimately responsible for ensuring flagged Soldiers are not promoted. Soldiers records must be individually reviewed prior to the proposed promotion date to ensure promotion eligibility criteria are met IAW AR 600-8-19, Table 3-3.

d. Question: I am a SGT (P) and want to reenlist/reclassify for another MOS. I can't be promotable. Is there any way I can be removed from the PRL without making it seem like this is a negative action?

Answer: IAW AR 600-8-19, paragraph 1-25, Declination of promotion.

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for declination memorandum templates.

<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

Section 11: Flags/Removal from the Promotion Recommended List (PRL) (Cont.)

e. Question: A boarded Soldier was automatically removed from the PRL for a flag on 22 March 2016. The Soldier received a summarized Article 15. The flag is removed with disciplinary action taken on 4 April 2016. The Soldier would have appeared on the DA By-Name selection list for promotion on 1 April 2016 if he/she was not flagged. Should the Soldier be promoted for 1 April 2016?

Answer: No, the flag (closed unfavorably) results in automatic promotion list removal, unit S1s must act to reintegrate these Soldiers to the promotion recommended list upon closure of the flag, IAW AR 600-8-19, paragraph 3-27.

Section 12: Meeting Cutoff Scores/Promotion Orders

a. Question: As the BN HR, am I required to conduct an audit/verify the promotion points once a Soldier within my unit makes the DA By-Name list?

Answer: An audit/verification of promotion points after the DA By-Name list is published is not required. To verify promotion points at this time would indicate that something was not initially entered into the system correctly or a follow up audit was never conducted. However, IAW AR 600-8-19, Table 3-3, units are still required to ensure that Soldiers meet all eligibility criteria.

b. Question: Does the Promotions Branch have a copy of a Soldier's (SSG and below) promotion order?

Answer: The Promotions Branch does not produce or maintain promotion orders for enlisted Soldiers (SSG and below). The only promotion orders that we have are from inquiries from the field, administrative records corrections, special category promotions, and late promotion transaction submissions. Active Army promotion orders for SSG and below are produced by the unit/installation level and the unit/installation is responsible to upload promotion orders to your Interactive Personnel Management System (IPERMS). You may contact your previous unit to see if they have a copy. Please stress to the Soldiers in your unit the importance of obtaining and maintaining a copy of their promotion order immediately after they are promoted.

c. Question: I made the DA cutoff score and the By-Name list for May 2016 while traveling to my new duty station, which unit will submit my promotion?

Answer: Your gaining unit would be responsible for producing your promotion order and submitting the promotion transaction, upon verifying that you are fully eligible for the promotion.

d. Question: Can a new unit revoke the promotion orders issued by a previous unit?

Answer: IAW AR 600-8-105 - Military Orders, paragraph 2-21, a (2); Commanders may revoke orders announcing a promotion to sergeant and staff sergeant that were issued by another headquarters when authorized under AR 600-8-19.

Section 13: Military Education

a. Question: How can I find out if a resident course is worth promotion points?

Answer: An updated list is published on the HRC website and S1 Net titled, 'Resident Military Training Promotion Point Yes/No Status'

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for the Resident Military Training Promotion Points Yes/No Status PDF.
<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

See the below Milsuite link:

<https://www.milsuite.mil/book/docs/DOC-52677>

b. Question: I had my military education level/military education status (MEL/MES) updated yesterday by the Military Schools Branch and my PPW is still not reflecting my WLC/ALC.

Answer: Updates from EDAS to eMILPO to the PPW can take up to 24 - 48 hours to reflect on the PPW.

c. Question: I completed a resident military training course that is new to the Army's school inventory and not listed in ATRRS, can I get a course code?

Answer: Reference MILPER Message Number 13-291.

Requests for new, changed, or deleted codes must be forwarded by the HR professional, unit S1, or an Army Education Counselor to HRC via email to usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil. Requests are normally processed in 10-15 duty days. Requests submitted directly by the Soldier will not be accepted.

Section 14: Promotion Boards/Promotion Packets

a. Question: I just attended the promotion board; do I receive a copy of my board proceedings?

Answer: Each Soldier must receive a copy of their promotion board proceedings, no exceptions. The BN HR is required to maintain a copy as well. IAW AR 600-8-19, paragraph 3-4 a.

b. Question: A Soldier arrived at my unit six months ago and has now made the DA By-Name list. During in-processing, no one requested promotion board proceedings and now he/she cannot produce them, what do I do?

Answer: IAW AR 600-8-19, paragraph 3-22 units will not request a copy of the promotion board proceedings or other documents to validate a Soldier's list status or promotion score unless it is in accordance with paragraph 3-2. In the event of suspected fraud, Commanders always reserve the right to fully investigate and take action as otherwise necessary to preserve the integrity of the process.

c. Question: Are there exceptions for Soldiers to appear before the promotion board while deployed?

Answer: AC and USAR AGR. As an exception provision, when the operational environment dictates, the Brigade Commander may seek an exception to policy (ETP). The exception will encompass the recommendation of the BN CSM, who can make validating recommendations based on one-on-one interaction with the recommended Soldier. The intent of this exception is to mitigate excessive risk on the battlefield and to ensure Soldiers are not placed in harm's way solely to satisfy an administrative requirement. To initiate a request and receive additional processing guidance, contact usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for ETP memorandum templates

<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

Section 14: Promotion Boards/Promotion Packets (Cont.)

d. Question: When should the Battalion Sergeant Major (SGM) conduct the monthly promotion board?

Answer: Promotion boards can be conducted as early as the 20th day of the month proceeding the board month and no later than the 4th day of the board month. IAW AR 600-8-19, paragraph 3-11.

NOTE: Promotion boards conducted outside of the prescribed timeframe are invalid. The Brigade Commander may seek an exception to policy. To initiate a request and receive additional processing guidance click the below email. usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil

e. Question: Can Soldiers that are geographically separated from their parent unit attend a promotion board with their unit of attachment?

Answer: Parent units should make every effort to board eligible Soldiers prior to their departure for duty at a different geographical location/organization. Soldiers who obtain eligibility after departure may be recommended for promotion board consideration only with the concurrence of the parent organization (promotion authority).

f. Question: What do I do with my old promotion packet, does the MPD keep any documentation?

Answer: Promotion scores are a function of an automated process, there is no promotion packet. It is a Soldier's responsibility to maintain all promotion documentation to verify promotion points, if needed. The MPD is not required to maintain a Soldier's supporting promotion documentation.

g. Question: I am inquiring as to if a BN can hold more than one Promotion Board in a Month? For example: 25 May then hold another board on 2 Jun?

Answer: No, the regulation does not stipulate such a provision. See the below references:

AR 600-8-19, Paragraph 3-12, b, (1):
AR 600-8-19, Paragraph 3-12, d, (6):
AR 600-8-19, Paragraph -3-12, a (2):

**Section 15: Reclassification/Retention Control Points (RCP)/
Service Remaining Requirement (SRR)**

a. Question: Can a Soldier approaching their RCP get promoted to SSG without regard to SRR?

NEW Answer: The below are reasons in which a Soldier may get promoted to SSG without regard to SRR:

(1) The Soldier can be promoted to SSG if they are going to retire as a SSG upon attainment of 20 years of service; unless the Soldier already had an approved retirement (in which case, the Soldier would no longer be eligible for the SSG promotion).

(2) Soldiers whose service would exceed the retention control points (RCP) or maximum years of service for grade and/or citizenship, IAW AR 600-8-19, para 3-32 d. Check the Soldier's expiration term of service (ETS), if it exceeds their RCP the Soldier is eligible for a SRR promotion. This also applies to Soldiers' whose ETS and RCP are the same date. IAW EMT 17-02, SUBJECT: Retention Control Point (RCP) Extensions, Soldiers will be required to extend for the number of months needed to reach their RCP or maximum years of service. Once the Soldier extends to reach their RCP they may be promoted IAW AR 600-8-19, paragraph 3-32 d (1).

b. Question: SGT Doe was selected for promotion to SSG for 1 May 2016 and is on the DA By-Name list. His expiration term of service date is 5 November 2016 and he does not meet the 12 month service remaining requirement (SRR). Can he be promoted?

Answer: Soldiers incur a 12 month service obligation upon promotion to SSG. Soldiers must meet remaining service requirement within 30 days (RA) or 60 days (USAR) of the announced promotion effective date or be subject to removal from the recommended list.

NOTE: The Soldier may be promoted to SSG if they reenlist or extend to meet the SRR requirement as stated above. The promotion effective date or DOR will remain 1 May 2016. If SGT Doe fails to extend or reenlist by 30 May 2016, he cannot be promoted and will be removed from the PRL.

Section 16: Reports

a. Question: What do I do if I am experiencing issues with pulling our unit C-10 reports?

Answer: See the following link below: (Note – You must be registered on MilSuites and have an S1NET account) or call (502) 613-9013 for further assistance.

See the below email link:

<https://www.milsuite.mil/book/docs/DOC-52709>

b. Question: What are the steps for identifying and processing recommendation for promotion to SGT/SSG utilizing the AAA-294 report?

Answer: Below are the steps:

1. **BN HR** - By the second duty day of the month prior to the board month, print the Enlisted Promotion Report (AAA-294) using the automated system (eMILPO).
2. **BN HR** - Review the AAA-294 report for accuracy and forward the report to the appropriate Company Commander no later than the third duty day of the month.
3. **Unit Commander** - Review the report for accuracy and identify Soldiers to be recommended for promotion. Review all remarks listed for ineligible Soldiers on the AAA-294. These Soldiers are ineligible to be recommended for promotion board appearance or integrated through CLI. The promotion authority (Company Commander) has 5 duty days to review the AAA-294. If an ineligible Soldier becomes eligible within the 5 duty days that the Company Commander is reviewing the report, the change must be written in with a comment annotated in the remarks section and the source document attached to the report for inspection purposes.

EXAMPLE: Soldier is listed as not eligible on the AAA-294 report due to an expired APFT. The Soldier submits a current passing APFT card within the 5 duty days that the Company Commander is reviewing the report, which now makes the Soldier eligible. The Company Commander will circle yes, initial, and annotate in the remarks section of the completion date of the current APFT and attach a copy of the APFT to the AAA-294 report.

- a. If there are eligible Soldiers listed on the AAA-294 report under 'SPC/CPL Eligible for Command List Integration' or 'SGT Eligible for Command List Integration', the Company Commander will circle YES for those recommended for CLI or NO for those not recommended for CLI.

Section 16: Reports (Cont.)

NOTE: Soldiers who are not recommended for CLI will not appear on the AAA-294 for 90 days.

b. If there are eligible Soldiers listed on the AAA-294 report under 'SPC/CPL Eligible' or 'SGT Eligible', the Company Commander will circle YES for those recommended or NO for those not recommended for promotion board appearance.

c. If there are eligible Soldiers listed on the AAA-294 report under 'SPC/CPL Eligible with CLI Points' or 'SGT Eligible with CLI Points', the Company Commander will circle YES for those recommended or NO for those not recommended for promotion board appearance. **Circling no will not remove Soldiers from CLI or their promotable status.**

d. The commander will initial by each Yes/No entry and sign the AAA-294 report. If a Soldier is fully eligible and circled NO, they must be counseled by their first line supervisor using a DA Form 4856, IAW AR 600-8-19, paragraph 1-27.

NOTE: All Soldiers denied list integration will be counseled, in writing, IAW the provisions of AR 600-8-19, paragraph 1–27 and the unit Commander must initiate a bar to continued service IAW AR 601–280. 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 denial for CLI.

4. **Unit Commander** - Return completed AAA-294 report to the BN S1 within five duty days with appropriate counselings.

5. **BN HR** - Review AAA-294 report and submit denial CLI transactions by the 19th of the month in eMILPO for Soldiers circled NO by the Company Commander. See eMILPO user guide and/or manual for denial transaction.

6. **BN HR** - Review the unofficial PPW for each Soldier prior to board appearance and ensure that their status is eligible.

7. **BN HR** - Prepare board Memorandum of Instruction (MOI) for the monthly promotion board and appoint board members. **Do not add** Soldiers that were previously listed on the AAA-294 report as ineligible.

Section 16: Reports (Cont.)

8. **BN HR** - Schedules a promotion board as early as the 20th of the month preceding the board month such that all Soldiers recommended for board appearance will be completed no later than the 4th day of the board month.

9. **BN HR** - Conduct promotion boards. Prepare promotion board proceedings for approval after completion of the board. Obtain promotion authority signature. Integrate Soldiers immediately through the promotion point worksheet and no later than 8th day of the board month.

10. **BN HR** - Prepare a removal memorandum for all CLI Soldiers who were not recommended by the promotion board. Forward a copy of the removal memorandum and the promotion board proceedings to HRC Jr. Enlisted Promotions for promotion recommended list removal at usarmy.knox.hrc.mbx.jr-enlisted-promotions@mail.mil.

Section 17: Source Documents for Points

a. Question: Can my ERB be used as a source document to verify promotion points?

Answer: No, you must produce a source document for all promotion points to be valid.

b. Question: Can my DD Form 214 or NGB Form 22 be used as a source document for verification of my awards for promotion points?

Answer: Yes, you can use your DD Form 214 or NGB Form 22 for verification of awards for promotion points.

c. Question: How can I add technical certifications that are listed under the Credentialing Opportunities On-Line (COOL) website towards promotion points?

Answer: You must go to your BN HR or MPD office with your supporting documents. Your technical certifications will be added through eMILPO under certification.

NOTE: The transfer of these certifications to the PPW could take 24-48 hours.

d. Question: I purchased the Lean Six Sigma course and my S1 said it is not worth promotion points since the completion certificate provided was from a non-accredited agency. Is this correct?

New Answer: Yes, that is correct. The COOL website lists technical certifications aligned by MOS and the credentialing agency. <https://www.cool.army.mil/>
This certificate cannot be used for resident military education.

Section 18: Weapons Qualification

a. Question: Can Soldiers in the Disability Evaluation System (DES) with an expired weapons qualification receive promotion points?

Answer: Soldiers within the DES who are unable to qualify with a weapon will use their last score until they are medically cleared to qualify with a weapon. Soldiers in the DES due to combat-related operations who failed to qualify with a weapon will be granted the minimum qualifying score. The Company Commander must sign a memorandum explaining that the Soldier is in the DES. The new weapons score and/or date should be updated through eMILPO by the BN HR or MPD prior to the current weapons expiration date. The new effective date for the weapon score is the date specified on the memorandum. The DES weapons memorandum must be completed every two years while the Soldier is in the DES. The Soldier should maintain a copy of the memorandum with their original weapons card.

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for the Commanders memo for APFT & Weapons Template.
<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

b. Question: Currently, the system is not calculating promotion points for weapons qualification scores older than two years. How can we update eMILPO for Soldiers who are assigned to units without weapons, physically unable to qualify, pregnant or on a postpartum profile?

Answer: Weapons qualification will comprise of the most recent qualification score (but not older than 24 months) with the Soldier's assigned weapon. The Company Commander must sign a memorandum explaining one of the reasons listed below to establish a new weapons qualification date. The weapons qualification score must be updated through eMILPO by the BN HR or MPD **prior** to the current weapons qualification expiration date. The new effective date is the date specified on the memorandum. The Soldier must maintain a copy of the memorandum with their original weapons qualification card.

Example One - Soldiers assigned to an organization without weapons can use their last weapons qualification as an exception to the 24-month limit. However, once assigned to an organization with weapons, the Soldier will have 12 months to qualify with an assigned weapon or will lose their most recent score.

Example Two - Soldiers with physical profiles resulting from combat related operations, pregnant or have a postpartum profile who are unable to qualify with a weapon due to a physical limitation will use their last weapon qualification score until the Soldier is medically cleared to fire for qualification. If the Soldier's last qualifying score was a failing score, that Soldier (regardless of primary weapon assigned) will be granted a minimum qualifying score of 23 hits for the M16 on DA Form 5790-R.

Section 18: Weapons Qualification (Cont.)

Go to the AC JR Enlisted Promotion Information Link on the Enlisted Promotion webpage for the Commanders memo for APFT & Weapons Template.
<https://www.hrc.army.mil/TAGD/Enlisted%20Promotions>

c. Question: Does qualifying with an M4 with Optics count as a record qualification for promotion points?

Answer: Yes. According to the Army G3 Directorate of Training SGM, Soldiers are authorized to qualify for record with an M4, Close Combat Optic (CCO)/ Advanced Combat Optical Gun-sight (ACOG) utilizing the same qualification record form as the M16 (DA Form 3595-R & 5790-R, dated SEP 08). DA Pam 350-38, paragraph 5-6 states, "Only Soldiers assigned additional optics/NVDs are authorized to conduct qualification event listed."

d. Question: I have a DA Form 5790-R (M16/M4) with 31 hits, dated 5 October 2016, and a DA Form 85-R (M249, M60, M240B), dated 7 November 2016, with 210 hits. For some reason, my PPW is pulling the score from my DA Form 5790-R, even though it is not my most recent qualification. Why does this happen?

Answer: To ensure the correct weapon score is credited for promotion points on the PPW, units must only submit one weapons score which must be (the primary assigned weapon) into eMILPO. If multiple weapons are listed for a Soldier in eMILPO, the PPW will default to and pull the M16/M4. When inputting weapons qualification scores it is important to ensure the correct form is used to calculate the number of hits and points associated with the qualification score. IAW AR 600-8-19, paragraph 3-16.

If a Soldier does not have a DA Form 3595-R or DA Form 5790-R (M16/M4) and has one of the below weapons, they will receive promotion points based on the most points: DA Form 85-R, M240B, M60, M249, DA Form 88 (pistol), DA Form 5704/5705-R alternate pistol, DA Form 7304-R (M249 AR), CID Form (practical pistol), and FLVA Form 19-10 (MP Firearm Qualification Course).

Section 19: STEP

a. Question: What happens when a promotable SGT (E5) doesn't have BLC on 1 January 2016? Will they be reduced to SPC (E4)?

Answer: Promotable SGT (E5) will remain in their current rank. If they are in promotable status prior to 1 January 2016 they will maintain their promotable status if otherwise qualified IAW AR 600-8-19, paragraph 1-10. Military education eligibility criteria to be recommended to appear before a Staff Sergeant (SSG) promotion board is Self-Structured Development (SSD) level 2. Military education eligibility criteria for promotion pin-on consideration to SSG is graduate of the Advanced Leader Course (ALC).

b. Question: What happens when a promotable SPC (E4) doesn't have BLC on 1 January 2016? Will they lose their promotable status?

Answer: Promotable SPC (E-4) will maintain their promotable status if otherwise qualified IAW AR 600-8-19, paragraph 1-10. Military education eligibility criteria to be recommended to appear before a Sergeant (E5) promotion board is SSD 1. Military education eligibility criteria for promotion pin-on consideration to SGT is graduate of the BLC.

c. Question: If an E4 (CPL or SPC) is currently deployed in Afghanistan and unable to attend BLC, can BLC be waived for promotion consideration?

Answer: BLC cannot be waived. Promotion pin-on consideration to SGT requires graduation of the BLC, IAW AR 600-8-19, paragraph 1-28 a (1) and (2).

ALC cannot be waived. Promotion pin-on consideration to SSG requires graduation of the ALC, IAW AR 600-8-19, paragraph 1-28 a (3).

d. Question: I attended the December 2015 promotion board, will I still fall under the new STEP policy of needing to complete ALC before getting SSG pinned on? I understand the new policy doesn't take effect until January 2016.

Answer: Beginning with December 2015 promotion boards, all Soldiers (CPL, SPC, and SGT) will be required to meet the Noncommissioned Officer Education System (NCOES) requirements for their respective rank, IAW AR 600-8-19, paragraph 1-28 a (1), (2) and (3).

Section 19: STEP (Cont.)

e. Question: Can you receive the 20 points for Commandants List for BLC and the 40 points for the Distinguished Leadership Award and/or Distinguished Honor Graduate for BLC?

Answer: No, you can only receive one or the other. The maximum points for section C, Military Education block 1 is 40 points.

f. Question: A Soldier (SPC) goes to a promotion board, is recommended and integrated onto the PRL, then meets the cutoff score for their primary military occupational specialty (PMOS) and has not graduated BLC yet. Will the Soldier remain promotable until after BLC then automatically pin on SGT or will he have to wait until he gets points again after he has completed BLC?

Answer: The Soldier will remain promotable and considered for promotion selection after graduation of BLC. (For example – On 8 December 2015 a promotable SPC has 400 promotion points and structured self-development (SSD) level 1 completion. He or she has not completed BLC. The cutoff score for this Soldier's PMOS for 1 January 2016 is 380 points. This Soldier will not be selected for promotion to SGT because they are not a graduate of the BLC. After graduating from BLC they will be required to meet or exceed the cutoff score).

g. Question: Will promotable E4s (CPL, SPC) that completed Warrior Leader Course (WLC) currently renamed BLC prior to 1 January 2016 be able to keep their 80 - 104 promotion points?

Answer: No, WLC is a promotion pin-on requirement to SGT.

h. Question: For those NCOs that have completed the Warriors Leader Course, will that count as completing the Basic Leader Course?

Answer: Yes

Section 19: STEP (Cont.)

i. Question: Also, I know that currently the PPW needs to be updated by the 8th of the preceding promotion month. If a Soldier completes BLC on the 14th of the month, would they be eligible for promotion consideration for the following promotion month, or would they have to wait one month before becoming fully eligible?

Answer: Yes, Graduation of BLC/ALC must be made a matter of record (in Enlisted Distribution Assignment System (EDAS)) no later than the 8th calendar day of each board month in order to fully qualify the Soldier for promotion consideration pin-on to SGT/SSG. If the BLC/ALC graduation reflects in EDAS after the 8th of the month, Soldiers will be considered for promotion selection for the 1st day of the 2nd month following graduation. (For example, if BLC/ALC is reflected in EDAS on 14 December 2015th the Soldier will compete for promotion against the 1 February 2016 cutoff scores.)

Below is information pertaining to NCOES graduation military education level (MEL) and military education status (MES) codes:

BLC graduation MEL/MES codes – X1
ALC graduation MEL/MES codes – V1
MILPER Message 14-310 has additional MEL codes.
MES 1 = Graduate
MES 3 = Enrolled

Refer all MEL/MES update questions to the Military Schools Branch at:
usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil

j. Question: Is there a time requirement to complete the NCOES STEP requirement?

Answer: No, promotable Soldiers will remain on the recommended list in a promotable status until they meet the NCOES requirement.