

## **MILPER Message Number 16-156 Proponent AHRC-PDV-PE**

### **Title**

**Semi-Centralized Promotions Promotion Point Worksheet Training, Assessment, and Access ...Issued:[06-Jun-2016]...**

A. Army Regulation 600-8-19, (Enlisted Promotions and Reductions), 18 December 2015.

B. Promotion Point Worksheet (PPW) User Manual, 17 May 2016, Version 5.

1. This MILPER Message will expire no later than (NLT) 10 June 2017 or when superseded or rescinded.

2. This MILPER Message applies to semi-centralized promotions PPW users in the Brigade (BDE)/Battalion (BN) S1 and Military Personnel Divisions (MPD) for the Active Army.

3. This MILPER Message announces implementation of new procedures and requirements to retain or obtain PPW access. Users will be required to go through semi-centralized promotion training and complete a PPW assessment.

4. New Users – Effective 11 July 2016, prior to requesting PPW access, all new users will complete PPW training and pass an assessment.

5. Current Users – NLT 11 July 2016 complete PPW training and the assessment and submit to HRC, Junior Enlisted Promotions Branch; see paragraph 6c. On or about 19 July 2016, current users who have not submitted or failed the assessment will have their PPW access removed.

6. PPW training, assessment, and request for access:

a. Users may obtain access to the PPW training and assessment through the U.S. Army Human Resources Command (HRC) website on the Enlisted Promotions webpage at <https://www.hrc.army.mil/default.aspx?id=16607>.

b. Completion of the assessment will be digitally signed by the requested user and the Command Sergeant Major/Sergeant Major in the Chain of Command. Security clearance level will be verified and digitally signed by the security manager. The PPW request for access must be digitally signed by the promotion authority Lieutenant Colonel or higher (equivalent for Civilians is GS-13 or higher).

c. Submit completed PPW assessment and request for access by clicking the "Click to submit completed assessment to HRC, Jr, Promotions" button on page five of the assessment.

d. The PPW assessment requires an 80% passing score. After two failed attempts, users will be retrained by their immediate supervisor. The supervisor will submit a memorandum verifying the user has been retrained, signed by the requested user and the trainer. PPW access will not be granted until the assessment is passed. Resubmit the PPW assessment and request for access with the memorandum.

#### 7. PPW access request for removal:

a. Requests to remove access may be obtained through the HRC website on the Enlisted Promotions webpage at <https://www.hrc.army.mil/default.aspx?id=16607>.

b. The PPW request for removal may be digitally signed at a minimum by the BDE/BN S1 Noncommissioned Officer in Charge, Adjutant, MPD Chief, or higher.

c. Reasons for removals: Permanent change of station, retiring, discharged, or no longer requiring PPW access.

d. Submit PPW removal requests to the email address in paragraph 8, ensure to type in the Subject Line – "PPW Removal Request."

8. Point of contact for this message is HRC, Junior Enlisted Promotions, AHRC-PDV-PE, commercial (502) 613-9013, DSN 983-9013, or email at [usarmy.knox.hrc.mbx.tagd.jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd.jr-enlisted-promotions@mail.mil).