

805C-42A-1232
Process Enlisted Advancements for PV1-SPC
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: You are assigned as a HR Specialist and must complete promotion actions for advancement to PV2, PFC and SPC on a monthly basis. You have access AR 600-8-19 (Enlisted Promotions and Reductions), AR 600-8-104 (Army Military Human Resource Records Management), AAA-117 (Enlisted Advancement Report), Waiver Allocation Report, eMILPO and standard office supplies and equipment. This task should not be trained in MOPP 4.

Standards: Without error, review the Enlisted Advancement Report and determine eligibility for advancement, calculate promotion waivers, and submit accurate and complete supporting documentation for approved advancements and for advancements denied by the commander.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You have Soldiers eligible for promotion and must process the monthly enlisted advancement report.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Review the Enlisted Advancement Report.

a. Determine Soldier eligibility.

(1) Fully eligible for promotion during the projected promotion month.

(2) Eligible for advancement with a waiver.

(3) Not eligible for advancement.

b. Determine when a Request for Personnel Action (DA Form 4187) is required.

c. Identify time in service/time in grade requirements for advancement to the ranks PV2, PFC, and SPC.

2. Review the Waiver Allocation Report.

a. Interpret Waiver Allocation Report data.

(1) Line 1 is the total number of Soldiers assigned and attached for PV2, PFC, and authorized strength for SPC.

(2) Line 2 is the total allowances with waiver and is computed by the system using percentages established by HQDA promotion cut-off scores and junior enlisted issues(SPC waiver information).

(3) Line 3 total allowable with waiver. Use whole numbers only. Drop fractions do not round up.

(4) Line 4 is the number of Soldiers with less than required TIS and is derived from time in service data maintained by the system.

(5) Line 5 subtract row 4 from row 3 for total waivers authorized.

(6) Procedure for computation of SPC waiver allocations is consolidated at the battalion level.

b. Forward the Enlisted Advancement Report and Waiver Allocation Report to unit commander.

3. Process Advancements/Denied Advancements.

a. Review the Enlisted Advancement Report and the Waiver Allocation Report for proper annotation and authentication upon return from the unit commander.

b. Process the Enlisted Advancement Report.

(1) Ensure each individual considered for advancement to the rank PV2 with waiver or not previously selected that were fully eligible when "YES" is circled for an individual to be advanced, produce DA Form 4187 (Personnel Action Request). Verify:

(a) Action taken by advancement authority.

(b) Date advancement effective.

(c) Date of rank.

(d) Advancement authority.

(e) Or select from provided options authentication indicator.

(f) Instructions as appropriate.

(g) Or select from provided options the "From" address information.

(h) Or select from provided options "To" address information.

(i) Or select from provided options "Thru" address information.

(2) Ensure each individual considered for advancement to the rank PV2 when "NO" is circled for an individual fully eligible to be denied advancement, produce DA Form 4187 (Personnel Action). Enter:

(a) Action taken by advancement authority.

(b) Verify approval authority.

(c) Enter instructions as appropriate.

(d) Enter or select from provided options the "From" address information.

(e) Enter or select from provided options the "To" address information.

(f) Enter or select from provided options the "Thru" address information.

(3) Ensure each individual considered for advancement to the rank of PFC with waiver or not previously selected that were fully eligible when "YES" is circled for an individual to be advanced, produce DA Form 4187 (Personnel Action Request).

(a) Enter action taken by advancement authority.

(b) Enter date advancement effective.

(c) Enter date or rank.

(d) Enter advancement authority.

(e) Enter or select from provided options authentication indicator.

(f) Enter instructions as appropriate.

(g) Enter or select from provided options the "From" address information.

(h) Enter or select from provided options the "To" address information.

(i) Enter or select from provided options the "Thru" address information.

(4) Ensure each individual considered for advancement to the rank PFC when "NO" is circled for an individual fully eligible to be denied advancement, DA Form 4187 (Personnel Action) is not produced. Enter "N" at action taken by advancement authority prompt.

(5) Ensure each individual considered for advancement to the SPC with waiver or not previously selected that were fully eligible when "YES" is circled for an individual to be advanced, prepare DA Form 4187 (Personnel Action). Enter:

(a) Action taken by advancement authority.

(b) Date advancement effective.

(c) Date of rank.

(d) Advancement authority.

(e) Or select from provided options authentication indicator.

(f) Instructions as appropriate.

(g) Or select from provided options the "From" address information.

(h) Or select from provided options the "To" address information.

(i) Or select from provided options the "Thru" address information.

(6) Ensure each individual considered for advancement to the rank SPC when "NO" is circled for an individual fully eligible to be denied advancement, DA Form 4187 (Personnel Action) is not produced. In eMILPO you must enter "N" at action taken by advancement authority prompt.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed the Enlisted Advancement Report.			
a. Determined Soldier eligibility.			
b. Determined when a Request for Personnel Action (DA Form 4187) was required.			
c. Identified time in service/time in grade requirements for advancement to the ranks PV2, PFC, and SPC.			
2. Reviewed the Waiver Allocation Report.			
a. Interpreted Waiver Allocation Report data.			
b. Forwarded the Enlisted Advancement Report and Waiver Allocation Report to unit commander.			
3. Processed Advancements/Denied Advancements.			
a. Reviewed the Enlisted Advancement Report and the Waiver Allocation Report for proper annotation and authentication upon return from the unit commander.			
b. Processed the Enlisted Advancement Report.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdf/files/r600_8_104.pdf	Yes	No
	AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-1304	Interpret the Enlisted Record Brief (ERB) and Officer Record Brief (ORB)	805C - Adjutant General (Individual)	Approved
805C-42A-1043	Maintain Records Using Army Records Information Management System (ARIMS)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None