

Summary Report for Individual Task
805C-42A-3053
Review Enlisted Promotions and Reductions
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.

Condition: You are the HR NCO assigned to an S-1 section and are required to review enlisted promotion and reduction actions. You have access to AR 600-8-19 (Enlisted Promotions and Reductions), HR enabling systems, and standard office supplies. This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, identify enlisted promotion policies for Structured Self-Development (SSD) completion, process decentralized promotions, and process semi-centralized promotions.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to review enlisted promotion and reduction actions for your unit.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify Structured Self-Development (SSD) promotion policies.
 - a. SSD Level 1 - Privates, Specialists, and Corporals.
 - b. SSD Level 2 - Sergeants.
 - c. SSD Level 3 - Promotable Sergeants and Staff Sergeants.
 - d. SSD Level 4 - Promotable Staff Sergeants, Sergeants First Class, and Master Sergeants.
 - e. SSD Level 5 - Promotable Master Sergeants and Sergeants Major.
2. Process Decentralized Promotions.
 - a. Verify the Unit Enlisted Advancement Report (AAA-117).
 - (1) Current month reports are correct.
 - (2) All previous months errors are annotated and resubmitted for processing.
 - (3) Unit commander annotated the AAA-117 Report to identify those Soldiers who will be advanced.
 - (4) Unit commander annotated the AAA-117 Report to identify those Soldiers who are being denied advancement with supporting counselings for fully eligible personnel.
 - b. Calculate PFC waivers.
 - (1) Determine total number of Soldiers assigned and authorized.
 - (2) Verify steps 1 through 6 of Table 2-2, AR 600-8-19.
 - c. Calculate SPC / CPL Waivers.
 - (1) Calculate the number of Soldiers assigned and authorized.
 - (2) Verify steps 1 through 6 of Table 2-2, AR 600-8-19.
 - d. Process administrative reductions.
 - (1) Coordinate reduction boards.
 - (2) Prepare reduction orders.
3. Process Semi-Centralized Promotions
 - a. Review Monthly Promotion Cycle.
 - b. Schedule promotion boards.
 - c. Review the Enlisted Promotion Report (AAA-294).

(1) Soldiers recommended for promotion are scheduled for promotion board appearance.

(2) Assist recommended Soldiers with records update.

(3) Soldiers recommended for promotion are integrated on the promotion standing list.

d. Review Promotion Point Distribution (Select-Train-Educate-Promote (STEP)).

e. Review Promotion Point Worksheets for SGT / SSG.

f. Prepare Board Proceedings Memorandum.

g. Conduct Monthly Promotion Audits.

h. Verify Promotion Standing List.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO on performance measures passed. Score the Soldier NO GO on any performance measures failed. The Soldier must score a GO on all performance measures to receive a GO on the task. If the Soldier scores NO GO, show the Soldier what was wrong.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified SSD promotion policies.			
2. Processed Decentralized Promotions.			
3. Processed Semi-Centralized Promotions			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS	Yes	Yes

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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

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-3015	Establish Records Using the Army Records Information Management System (ARIMS)	805C - Adjutant General (Individual)	Approved
805C-42A-3431	Update the Officer and Enlisted Record Briefs	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None