

Summary Report for Individual Task
805C-42A-4028
Review the Enlisted Promotions System
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: As the Senior HR NCO you are responsible for reviewing the administration of enlisted promotions systems for your supported units. You have access to AR 600-8-19 (Enlisted Promotions and Reductions) and HR enabling systems. This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, process decentralized, semi-centralized, and centralized promotion / selection actions for your unit.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You must ensure decentralized, semi-centralized and centralized promotion systems are properly administered for your supported units.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Process decentralized promotions.

- a. Determine the appropriate promotion authorities for each enlisted promotions system.
- b. Review the waiver allocation to ensure it is completed correctly.
- c. Review the AAA-117.

(1) For those Soldiers fully eligible and denied promotion, ensure the company has completed a DA Form 4187 (Request for Personnel Action) to deny promotion.

(2) Verify the promotions clerk has input the system transaction for Soldiers denied automatic promotion not later than the 8th of the month.

(3) For those eligible Soldiers being promoted, review the DA Form 4187s authorizing the promotion for accuracy.

- d. Review the promotion certificates to ensure they are correct.
- e. Ensure company receives completed DA Form 4187 and promotion certificate.

2. Process semi-centralized promotions.

- a. Review the Unit Enlisted Promotion Report (AAA-294).

b. Ensure promotion board has been coordinated with the CSM, and an Memorandum of Instruction (MOI) has been published.

c. Assist Soldiers with updating their Enlisted Records Brief (ERB) to populate the automated DA Form 3355, as required.

- d. Review the memorandum of board proceedings to ensure it is correct.

e. Ensure soldiers recommended for promotion have their promotion score activated by integrating the Soldier onto the promotion recommendation list in the Promotion Point Worksheet (PPW) automated system (in eMILPO) no later than the 8th day of the board month.

- f. Ensure promotable NCOs who make the points cutoff for promotion are not flagged.

- g. Review monthly audits.

- h. Ensure orders are issued and promotion certificates are prepared.

- i. Ensure promotion ceremonies are coordinated.

3. Process centralized promotions / selections.

a. Identify Soldiers eligible for promotion/selection based upon zones of consideration in the applicable MILPER message and by utilizing Human Resources Command (HRC) web tool: HRC/Self-Service/My Board File/Certification Report.

b. Ensure eligible Soldiers are informed of pre-board requirements, including any mandatory or optional evaluation reports.

c. Upon receipt of HQDA selection list, ensure all eligible Soldiers were considered by the promotion/selection board.

d. Upon receipt of the MILPER message with the monthly promotion numbers, ensure promotable NCOs whose sequence number are in the range of sequence numbers are not flagged.

e. Ensure Soldiers are counseled concerning the service remaining requirement and procedures for declining promotions.

f. Review the promotion certificates, then forward to the commander for signature.

g. Ensure promotion ceremonies are coordinated.

(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. Processed decentralized promotions.			
2. Processed semi-centralized promotions.			
3. Processed centralized promotions / selections.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AAA-117	Unit Enlisted Advancement Report (AA)	Yes	No
	AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No

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-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved
---------------	---	--------------------------------------	----------

Supported Individual Tasks : None

Supported Collective Tasks : None