

Summary Report for Individual Task
805C-42B-6111
Administer Enlisted Promotions and Selections
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 Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned to an S-1 and are reviewing the results of the semi-centralized promotion board. You also have the responsibility to review centralized promotion/selection board processes and decentralized promotions. You have access to the references listed on the enclosed table and to the internet where you can review pertinent Military Personnel (MILPER) messages pertaining to promotions/selections. This task should not be trained in MOPP 4.

Standard: Integrate the principles of the decentralized enlisted promotion system, the semi-centralized promotion system, and the centralized promotion/selection system into unit operations and ensure all enlisted promotion actions are managed and processed without error.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to provide HR support to Soldiers and NCOs in your unit who are eligible for promotion and/or selection boards.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Determine the appropriate promotion authorities for each level of enlisted promotions.
 - a. Decentralized.
 - b. Semi-Centralized.
 - c. Centralized.
2. Identify the principles of the Decentralized Promotion System.
 - a. Promotion criteria.
 - (1) Automatic promotions.
 - (2) With waiver.
 - b. Review the Enlisted Advancement Report (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) Collect counseling statements of Soldiers fully eligible and not recommended for promotion and file with monthly promotion reports.
 - (3) Verify the promotions clerk has input the system transaction for Soldiers denied automatic promotion.
 - (4) For those eligible Soldiers being promoted, review and sign the DA Form 4187 authorizing the promotion.
 - c. Review the waiver allocation to ensure it is completed correctly before obtaining the battalion commander's signature.
 - d. Review the promotion certificates then forward to the battalion commander for signature.
 - e. Ensure company receives completed DA Form 4187 and promotion certificate.
3. Identify the principles of the Semi-Centralized Promotion System.
 - a. Review Human Resources Command (HRC) Monthly Promotion Cycle.
 - b. Review the Unit Enlisted Promotion Report (AAA-294).
 - c. Ensure promotion board is coordinated with the Command Sergeant Major (CSM) and conducted between the 20th of the month preceding the board month and no later than the 4th day of the board month, and a Memorandum of Instruction has been published.
 - d. Review the promotion packet to ensure eligibility criteria for recommendation is met and to avoid delay of promotion due to administrative errors.
 - e. Review the memorandum of board proceedings before forwarding to the commander for signature.
 - f. Download the Promotion List and distribute to units for Soldier's and Commander's verification.

- g. Validate promotion eligibility for Soldiers who make cutoff.
- h. Review monthly audits.
- i. Process Administrative Records Corrections, as needed.
- j. Ensure promotion ceremonies are coordinated.

4. Identify the principles of the Centralized Promotion System.

- a. Identify Soldiers eligible for promotion/selection based upon zones of consideration in the applicable MILPER message.
- b. Ensure eligible Soldiers are informed of pre-board requirements, including any mandatory or optional evaluation reports.
- c. Schedule identified Soldiers for promotion board records review.
- d. Upon receipt of HQDA selection list, ensure all eligible Soldiers were considered by the promotion/selection board.
- e. 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.
- f. Ensure Soldiers are counseled concerning the service remaining requirement and procedures for declining promotions.
- g. Review the promotion certificates and forward to the commander for signature.
- h. Ensure promotion ceremonies are coordinated.

5. Review monthly promotion HR Metrics to ensure compliance.

(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. Determined the appropriate promotion authorities for each level of enlisted promotions.			
2. Identified the principles of the Decentralized Promotion System.			
3. Identified the principles of the Semi-Centralized Promotion System.			
4. Identified the principles of the Centralized Promotion System.			
5. Reviewed monthly promotion HR Metrics to ensure compliance.			

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
	DA FORM 4187	PERSONNEL ACTION	No	No
	DA FORM 4872	CERTIFICATE OF PROMOTION TO NONCOMMISSIONED OFFICERS	No	No
	DA FORM 4874	CERTIFICATE OF PROMOTION (PROMOTION TO SPECIALISTS GRADES)	No	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-42B-6107	Conduct Personnel Information Management	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None