

805C-42A-1219
Process Semi-Centralized Promotions
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 an HR Specialist in the S-1 Section and are required to process semi-centralized promotions to SGT / SSG. You have access to AR 600-8-19 (Enlisted Promotions and Reductions), Enlisted Promotions Report (AAA-294), Promotion Recommended List, automated Promotion Point Worksheets (PPW), Enlisted Records Briefs (ERBs), and the electronic Military Personnel Office (eMILPO). This task should not be trained in MOPP 4.

Standards: Without error, determine a Soldier's eligibility for promotion, process the Enlisted Promotions Report (AAA-294), review Promotion Point Worksheets, update Soldier's promotion data, and conduct promotion boards.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to process recommendations for promotion to SGT and SSG.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Determine a Soldier's Eligibility for Promotion.

a. Review eligibility criteria for promotion.

(1) Must be fully qualified in Career progression Military Occupational Specialty (CPMOS).

(2) Must have minimum required Civilian education.

(a) High school diploma.

(b) General Education Development (GED) completion.

(3) Must complete Military education requirements for recommended grade.

(a) Completed Structured Self-Development (SSD) Level 1 for promotion to SGT.

(b) Completed Structured Self-Development (SSD) Level 2 for promotion to SSG.

(4) Eligible to reenlist.

(5) Considered physically qualified.

(6) Must possess a current passing Army Physical Fitness Test (APFT) score in accordance with applicable regulations and field manuals.

(7) Must be in compliance with Army Body Composition Program (AR 600-9).

(8) Cannot be enrolled in Army Alcohol and Substance Abuse Program (ASAP).

Note: Waiver may be granted for Self-Referral to ASAP.

(9) Cannot be under Suspension of Favorable Personnel Actions (FLAG).

b. Verify Time-in-Service (TIS) and Time-in-Grade (TIG) requirements for board appearance.

(1) For promotion to SSG.

(a) Secondary zone - 47 months TIS / 6 months TIG.

(b) Primary zone - 71 months TIS / 9 months TIG.

(c) Command List Integration - 83 months TIS / 11 months TIG.

(2) For promotion to SGT.

(a) Secondary zone - 17 months TIS / 5 months TIG.

(b) Primary zone - 35 months TIS / 7 months TIG.

(c) Command List Integration - 47 months TIS / 11 months TIG.

c. Verify Time-in-Service (TIS) and Time-in-Grade (TIG) eligibility criteria for promotion pin-on.

(1) For promotion to SSG.

(a) Secondary zone - 48 months TIS / 7 months TIG.

(b) Primary zone - 72 months TIS / 10 months TIG.

(c) Command List Integration - 84 months TIS / 12 months TIG.

(2) For promotion to SGT.

(a) Secondary zone - 18 months TIS / 6 months TIG.

(b) Primary zone - 36 months TIS / 8 months TIG.

(c) Command List Integration - 48 months TIS / 12 months TIG.

2. Process the Enlisted Promotion Report (AAA-294).

a. Produce the AAA-294 via eMILPO NLT 2nd working day of the month.

b. Review AAA-294 for accuracy and make adjustments (if required).

c. Forward AAA-294 to unit commander NLT 3d working day of the month prior to the board.

d. Receive unit commander's signed recommendations/non-recommendations within 5 duty days.

e. File signed AAA-294 and counseling statements IAW ARIMS and maintain on file for 2 years.

3. Review the Promotion Point Worksheet (PPW).

a. Logon to eMILPO to access the PPW.

b. View most recent official or unofficial records on individual Soldiers.

c. View upcoming PPW Points Adjustment(s).

d. Review distribution of promotion points.

(1) Military training.

(2) Award and decorations.

(3) Military education.

(4) Civilian education.

e. Run S-1 PPW Reports.

(1) By individual Soldier.

(2) By Unit Identification Code (UIC).

4. Update a Soldier's promotion data using eMILPO.

a. Logon to eMILPO.

b. Access Personnel Services module.

c. Select Soldier.

d. Update Individual Awards.

e. Produce updated Enlisted Record Brief (ERB).

5. Conduct Promotion Boards.

a. Schedule promotion board.

- b. Prepare and publish Promotion Board Memorandum of Instruction (MOI).
- c. Schedule and conduct appointments for recommended Soldiers.
- d. Finalize Promotion Board Proceedings.
 - (1) Forward board proceedings memorandum to Board President and Promotion Authority for approval or disapproval and signature.
 - (2) Integrate Soldiers recommended for promotion onto the Promotion Standing list via Promotion Point Worksheet (PPW).
 - (3) Provide copy of promotion board proceedings to all promotable Soldiers.
 - (4) Re-verify the Promotion Point Worksheet NLT the 8th day of the board month to ensure Soldiers are integrated.
- e. Review the SGT / SSG Promotion Standing List.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all applicable 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 do it correctly.

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. Determined a Soldier's Eligibility for Promotion.			
a. Reviewed eligibility criteria for promotion.			
b. Verified Time-in-Service (TIS) and Time-in-Grade (TIG) requirements for board appearance.			
c. Verified Time-in-Service (TIS) and Time-in-Grade (TIG) eligibility criteria for promotion pin-on.			
2. Processed the Enlisted Promotion Report (AAA-294).			
a. Produced the AAA-294 via eMILPO NLT 2nd working day of the month.			
b. Reviewed AAA-294 for accuracy and made adjustments (if required).			
c. Forwarded AAA-294 to unit commander NLT 3d working day of the month prior to the board.			
d. Received unit commander's signed recommendations/non-recommendations within 5 duty days.			
e. Filed signed AAA-294 and counseling statements IAW ARIMS and maintained on file for 2 years.			
3. Reviewed the Promotion Point Worksheet (PPW).			
a. Logged in to eMILPO to access the PPW.			
b. Viewed most recent official or unofficial records on individual Soldiers.			
c. Viewed upcoming PPW Points Adjustment(s).			
d. Reviewed distribution of promotion points.			
e. Ran S-1 PPW Reports.			
4. Updated a Soldier's promotion data using eMILPO.			
a. Logged on to eMILPO.			
b. Accessed Personnel Services module.			
c. Selected Soldier.			
d. Updated Individual Awards.			
e. Produced updated Enlisted Record Brief (ERB).			
5. Conducted Promotion Boards.			
a. Scheduled promotion board.			
b. Prepared and published Promotion Board MOI.			
c. Scheduled and conducted appointments for recommended Soldiers.			
d. Finalized Promotion Board Proceedings.			
e. Reviewed the SGT / SSG Promotion Standing List.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS	Yes	Yes
	AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	Yes	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil)	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	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. 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-1043	Maintain Records Using Army Records Information Management System (ARIMS)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None