

**Report Date:** 21 Feb 2014

**Summary Report for Individual Task  
805C-PAD-8015  
Recommend Administrative and Personnel Actions  
Status: Approved**

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DESTRUCTION NOTICE: None

**Condition:** You are a leader at the platoon level in a garrison or operational environment responsible for providing recommendations on administrative and personnel actions that will impact Soldiers. You have access to AR 600-8-19 (Enlisted Promotions and Reductions); AR 600-8-22 (Military Awards), AR 623-3 (Evaluation Reporting System), DA Pam 623-3 (Evaluation Reporting System), AR 600-8-10 (Leaves and Passes), AR 600-8-2 (Suspension of Favorable Personnel Actions (FLAG)) and internet resources. This task should not be trained in MOPP.

**Standard:** Demonstrate basic knowledge and comprehension of policies, procedures, and leader responsibilities for enlisted promotions, awards and decorations, personnel evaluations, leaves and passes, and flagging actions.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Interpret enlisted promotion policies and procedures.
  - a. Decentralized promotions.
    - (1) Eligibility criteria for advancement to PV2, PFC and SPC.
    - (2) Promotion authority.
    - (3) Enlisted Advancement Report (AAA-117).
    - (4) Waivers for accelerated promotion.
  - b. Semi-centralized promotions.
    - (1) Eligibility criteria for promotion to SGT and SSG.
    - (2) Promotion authority.
    - (3) Enlisted Promotion Report (AAA-294).
    - (4) Promotion boards.
  - c. Centralized promotions.
    - (1) Eligibility criteria for promotion to SFC, MSG, and SGM.
    - (2) Promotion authority.
    - (3) Centralized Selection Boards.
2. Interpret Military awards policies and procedures.
  - a. Categories of awards.
    - (1) Decorations.
    - (2) Good Conduct Medal.
    - (3) Service medals/ribbons.
    - (4) Badges / tabs.
    - (5) Certificates / letters.
    - (6) Foreign awards.
  - b. Eligibility.
  - c. Approval authority.

d. DA Form 638.

3. Examine Evaluation Reporting System (ERS) policies and procedures.

a. Principles of support.

b. Standards of service.

c. ERS functions.

(1) Primary.

(2) Secondary.

d. Types of evaluations.

(1) Performance.

(2) School.

(3) Department of the Army (DA).

e. Types of reports.

(1) Mandatory.

(2) Optional.

f. Rating chain responsibilities.

(1) Rater.

(2) Senior rater.

(3) Reviewer.

4. Explain Leave and Pass policies and procedures.

a. Approval authority.

b. Leave accrual.

(1) Normal.

(2) Special Leave Accrual (SLA).

c. Categories.

(1) Chargeable.

(2) Nonchargeable.

d. Leave and Earnings Statement (LES).

(1) Brought forward (BF).

(2) Earned (ERND).

(3) Used (USED).

(4) Current balance (CR BAL).

(5) Expiration Term of Service balance (ETS BAL).

(6) Leave lost (LV LOST).

(7) Leave paid (LV PAID).

(8) Use or lose (USE/LOSE).

5. Explain Suspension of Favorable Personnel Actions (FLAG) policies and procedures.

a. Purpose.

b. Effective dates.

c. Favorable actions impacted by a FLAG.

d. Categories of FLAGs.

(1) Transferable.

(2) Non-transferable.

e. Removal.

(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. Interpreted enlisted promotion policies and procedures.			
2. Interpreted Military awards policies and procedures.			
3. Examined Evaluation Reporting System (ERS) policies and procedures.			
4. Explained Leave and Pass policies and procedures.			
5. Explained Suspension of Favorable Personnel Actions (FLAG) policies and procedures.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-10	Leaves and Passes (*RAR 001, 08/04/2011)	Yes	Yes
	AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS (*RAR 001, 12/27/2011)	Yes	Yes
	AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	Yes	Yes
	AR 600-8-22 (Change 002 06/24/2013 204 Pages )	Military Awards (*RAR 001, 09/15/2011) (002 06/24/2013 204 Pages )	Yes	Yes
	AR 623-3	Evaluation Reporting System	Yes	Yes
	PAM 623-3	Evaluation Reporting System	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. 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 FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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 :** None

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
921-RHR-1016	Identify Soldier Training Requirements	921 - Army Reserve Readiness Training Center (Individual)	Analysis

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
MOS 14T - Patriot Launching Station Enhanced Operator/Maintainer -SL4	Enlisted	MOS: 14T, Skill Level: SL4, Duty Pos: AAU

MOS 14E- Air Defense Artillery Fire Control Enhanced Operator/Maintainer - SL4	Enlisted	MOS: 14E, Skill Level: SL4, Duty Pos: DCI
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