

Army Regulation 600–8–29

Personnel—General

Officer Promotions

**Headquarters
Department of the Army
Washington, DC
9 September 2020**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600–8–29
Officer Promotions

This major revision, dated 9 September 2020—

- o Incorporates the statutory provisions of warrant officer promotions in accordance with Title 10, United States Code, Chapter 33 (para 1–6*c*).
- o Incorporates Army Directive 2019–30 (Authority for Officers to Opt Out of Promotion Selection Board Consideration) (para 2–7*e*(6)).
- o Updates promotion board certification requirements to include exemplary conduct provision of Section 7233, Title 10, United States Code (para 2–9*c*(3)(*g*)).
- o Implements the statutory authority granted in Title 10, United States Code, section 616, to recommend that officers of a particular merit be placed higher on a promotion selection list (paras 2–9*c*(5), 2–11*d*, 2–11*e*, and 3–1*a*).
- o Updates provision for Headquarters, Department of the Army level post-board screening for all officers selected for promotion to colonel (para 2–12*a*).
- o Adds figures 3–1 (Declination of promotion format) and 3–2 (Rater endorsement of declination of promotion format) (chap 3).
- o Implements the statutory authority granted in Title 10, United States Code, section 605, to temporarily promote officers to the grades of captain, major, lieutenant colonel, and colonel for Regular Army and U.S. Army Active Guard Reserve officers in Army competitive category specialties determined to have a critical shortage (para 3–23).
- o Adds effects of being selected for promotion via a special selection board (para 6–10).
- o Incorporates Army Directive 2010–10 (Enhancement of the Promotion Review Board Process) for post-board screening of derogatory information and certification process for all promotions to colonel and below (para 7–1).
- o Adds policy for warrant officer one and second lieutenant effect of removal by a promotion review board (para 7–10*d*).
- o Adds policy for effect of retention by a promotion review board (para 7–11).
- o Incorporates Army Directive 2016–26 (Screening Requirements for Adverse and Reportable Information for Promotion and Federal Recognition to Colonel and Below) (throughout).
- o Incorporates Army Directive 2017–08 (Competitive Categories for Commissioned Officers and Warrant Officers Serving on the Active Duty List and the Reserve Active Status List) (throughout).
- o Updates the screening requirements for adverse and reportable information for promotion to colonel and below (throughout).

Personnel—General
Officer Promotions

By Order of the Secretary of the Army:

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History. This publication is a major revision.

Summary. This regulation prescribes policies, operating rules, and steps governing promotion of Army commissioned and warrant officers on the active duty list. It incorporates provisions of the Defense Officer Personnel Management Act as specified in Title 10, United States Code, Chapters 35 and 36, and provisions of the Warrant Officer Management Act as specified in Title 10, United States Code, Chapter 33A.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve commissioned and warrant officers on an active duty list. This publication is applicable during mobilization until further notice. Upon termination, functions will be decentralized to major Army commands or installations. The proponent agency of this regulation will make the announcement.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader

of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1, 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (AHRC–PVD–P), 300 Army Pentagon, Washington, DC 20310–0300 or usarmy.knox.hrc.mbx.tagd-opsa@mail.mil.

Distribution. This publication is available in electronic media only Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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*This publication supersedes AR 600–8–29, dated 25 February 2005. AD 2019–30 is rescinded upon publication of this revision.

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Glossary

Chapter 1 Introduction

Section I

General

1–1. Purpose

This regulation prescribes the officer promotion function of military human resources (HR) support operations. It is linked to AR 600–8 and provides principles of support, standards of service, policies, tasks, rules, and steps governing all work required in the field to support Active Component officer promotions. U.S. Army Reserve promotions are covered under AR 135–155. This regulation supports the objectives of the Active Component’s officer promotion system, which include filling authorized billets with the best qualified officers. It also provides for career progression based upon recognition of an officer’s potential to serve in positions of increased responsibility. Additionally, it precludes promoting officers who are not eligible or become disqualified, thus providing an equitable system for all officers.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

- a.* The Secretary of the Army (SECARMY) is the senior official on matters concerning officer promotions.
- b.* Unless otherwise specified in this regulation, the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) is responsible for exercising the HR authorities of the SECARMY, pursuant to Department of the Army (DA) General Orders (AGO) 2019–01.
- c.* The Chief, National Guard Bureau (CNGB) and the Chief, Army Reserve (CAR) will recommend desired changes of promotion policy to the Deputy Chief of Staff (DCS), G–1.
- d.* The DCS, G–1 will—
 - (1) Serve as the senior Army policy official for the officer promotion system and will provide Headquarters, Department of the Army (HQDA) supervision of officer promotion policy formulation, procedures, goals, architecture, and standards.
 - (2) On behalf of the DCS, G–1, the Commanding General (CG), U.S. Army Human Resources Command (HRC) will conduct and supervise officer promotion functions prescribed in this regulation.
- e.* The Judge Advocate General (TJAG) will, upon request, review DA promotion policy to verify the legality of inquiries and proposed changes.
- f.* The Surgeon General, TJAG, and the Chief of Chaplains, as appropriate, will jointly supervise with the CG, HRC the consideration, selection, and promotion of officers assigned to their respective competitive categories.
- g.* On behalf of the U.S. Army Training and Doctrine Command, the Commander, Soldier Support Institute and Commandant, Adjutant General School, are responsible for branch implementation of this regulation and will incorporate provisions of this regulation into applicable programs of instruction.
- h.* Commanders of each installation and unit will establish, resource, and support a promotion program that fulfills the requirements established by this regulation.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms and reports required by this regulation are addressed in the Army Records Retention Schedule—Army (RRS–A). Detailed information for all related record numbers, forms and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Managing promotions

a. Promotions are a general staff responsibility of the DCS, G–1. The President, with the advice and consent of the Senate, appoints generals (GENs) and lieutenant generals (LTGs) according to Section 601, Title 10, United States Code (10 USC 601).

b. Selection for and promotion to the grade of major general (MG), brigadier general (BG), colonel (COL), lieutenant colonel (LTC), major (MAJ), and captain (CPT) will be according to 10 USC Chapter 36, Subchapters I and II, and 10 USC 628.

c. Unless otherwise specified in this regulation, the ASA (M&RA) is the designee of the SECARMY, pursuant to AGO 1993–24.

d. Selection for and promotion of chief warrant officers (CWOs) to the grade of chief warrant officer five (CW5), chief warrant officer four (CW4), and chief warrant officer three (CW3) will be according to 10 USC Chapter 33A.

e. Appropriate field promotion authorities, as provided by chapter 3 of this regulation, will conduct promotions to first lieutenant (1LT) and chief warrant officer two (CW2).

Section II

Principles and Standards

1–7. Principles of support

The Army will provide a centralized selection process for promotion to all grades except GEN, LTG, 1LT, and CW2. Commanders in the grade of LTC or above, or frocked to the grade of LTC, are authorized to promote officers to the grade of 1LT and CW2. The Army will retain this centralized system during hostilities as long as the supporting systems are practicable and affordable. The officer promotion system will support the Army's HR life cycle function of professional development.

1–8. Standards of service

a. The officer promotion system is a wartime military HR function performed by the adjutant (S1)/G–1s and military personnel divisions (MPDs). Resources are provided in the tables of organization and equipment (TOE) for S1/G–1 support which deploy with the tactical force. Resources are also provided in tables of distribution and allowances (TDA) for MPDs.

b. The standards of service in peacetime are as follows:

(1) The unit or installation that exercises Army Military Human Resource Record (AMHRR) custodianship (battalion, brigade (BDE), and/or MPD) will support the centralized system by ensuring eligible officers are given an opportunity to review and update their personnel records in preparation for promotion selection boards (PSBs).

(2) On order, the centralized promotion process will be discontinued on the battlefield for promotion to the grade of COL and below. Decentralized officer promotions will be managed as a sub-function of officer strength management.

c. The standards of service in wartime, on order, are as follows:

(1) Promotions will be based on position vacancies and will be temporary.

(2) Promotions will be executed, recorded, and reported by the executing authority as soon as the battlefield situation permits.

(3) The MG in command will execute promotions to COL, LTC, and MAJ; the LTC in command will execute those for CPT and below.

(4) Strength managers will synchronize losses, personnel requisitions, replacement allocations, and promotion decisions.

1–9. Information accountability and transparency

Records created under the purview of this regulation, regardless of content or format, will be kept, at a minimum, in accordance with the retention schedules found at <https://www.arims.army.mil>. The ARIMS is a role-based system managed and operated by the U.S. Army Records Management and Declassification Agency (RMDA). The primary purpose of ARIMS is to provide authorized personnel with Web-based tools and technology to manage both hardcopy and electronic Army records. Additional requirements at the State level, including statutory, legal, financial, or administrative by the authority of the State's governor and adjutant general, will be governed by 32 USC and managed in accordance with State policy. Note that information used in decision-making and business processes is Army record material (whether stored electronically or as a hard copy), and is scheduled, maintained, and preserved in accordance with AR 25–400–2.

Chapter 2 Selection Boards

Section I

Pre-Board Process

2-1. Verify eligible officers and data to be considered by a selection board

- a. Officers are deemed eligible for consideration by a selection board as prescribed by the SECARMY in the appropriate zone message for the specific grade and competitive category.
- b. Each officer's active date of rank (ADOR) must be in one of the zones of consideration to be considered by a selection board.
- c. Each officer must meet promotion eligibility criteria (see para 2-7).

2-2. Notification

- a. Officers are notified of upcoming selection boards via HQDA/HRC military personnel (MILPER) messages approximately 100 days from the board convene date. Officers eligible for promotion will be individually notified of their eligibility through the My Board File (MBF) Application available on the Self Service portal of the HRC Web site, which opens approximately 60 days prior to the convene date of each board.
- b. Officers are responsible for presenting accurate information to the PSB. Officers must review their MBF and contact their servicing S1 or assignment officer to correct and update their records. Failure to apply due diligence is not a basis for reconsideration for promotion. Assignment officers should assist the officer to the maximum extent possible.
- c. Evaluation reports and communications with the board will be submitted under provisions of paragraph 2-6.

Note: DA Form 67-10-1 (Company Grade Plate (O1-O3; WO1-CW2) Officer Evaluation Report); DA Form 67-10-2 (Field Grade Plate (O4-O5; CW3-CW5) Officer Evaluation Report); DA Form 67-10-3 (Strategic Grade Plate (O6) Officer Evaluation Report); DA Form 67-10-4 (Strategic Grade Plate General Officer Evaluation Report), and all previous editions are hereafter referred to collectively as officer evaluation reports; DA Form 1059 (Service School Academic Evaluation Report), DA Form 1059-1 (Civilian Institution Academic Evaluation Report) and all previous editions are hereafter referred to collectively as academic evaluation reports. All officer evaluation reports and academic evaluation reports are hereafter collectively referred to as evaluation reports.

d. S1s, MPDs, and/or G-1s will review selection board notification MILPER messages to identify eligible officers within their unit and will—

(1) Ensure and validate that officers have received notification of their upcoming board and have access to the MILPER message and MBF.

(2) Assist officers with updating their official records, to include their DA Form 4037 (Officer Record Brief (ORB)), their AMHRR, and their DA photograph.

(3) Ensure required evaluation reports are submitted error free to HRC by the suspense provided in the MILPER message.

(4) Access MBF report 30 days prior to the board to determine if any officer in their population has not certified his or her board file. Access is granted by contacting the DA Secretariat, HRC at Commanding General, U.S. Army Human Resources Command (AHRC-PDV-S), 1600 Spearhead Division Avenue, Department 471, Fort Knox, KY 40122-5407 or usarmy.knox.hrc.mbx.tagd-board-ac-officer@mail.mil.

Section II

Promotion Selection Boards and Promotion Certification Process

2-3. Convening selection boards

a. Whenever the needs of the Service require, the SECARMY will convene selection boards to recommend officers for promotion to the next higher grade according to 10 USC 573 or 10 USC 611. The boards will select commissioned officers for promotion to CPT, MAJ, LTC, COL, BG, and MG, and CWOs for promotion to CW3, CW4, and CW5.

b. A separate selection board will convene for each competitive category and grade for commissioned officers; such boards may be convened concurrently. The SECARMY will establish competitive categories for promotion. Officers in the same competitive category will compete among themselves for promotion.

c. The SECARMY may convene selection boards to recommend officers to be selectively continued (SELCON) on active duty under 10 USC 580 for CWOs or 10 USC 637 for commissioned officers (see para 3–14).

d. At approximately 100 days from the board convene date HRC will announce by MILPER message the date the board will convene, except as provided in paragraph 2–3e, and the names and ADOR of junior and senior officers in the promotion zone. The General Officer Management Office (DACS–GOM) will announce in writing the date for convening PSBs for promotion to BG and MG and will inform officers being considered for promotion to BG, MG of their eligibility through MILPER message.

e. The DCS, G–1, with the written approval of the SECARMY or the Secretary’s designee, will publish a standard operating procedure (SOP) to govern the administrative support for selection boards. The SOP is intended to serve as guidance in the establishment of internal promotion board procedures. It does not create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies, its officers or any person. It is not intended to be binding, to preclude required deviations, or govern all specified circumstances. If there is a conflict between the SOP and this regulation, then the provisions of this regulation will take precedence.

f. The SECARMY, or the SECARMY’s designee, will conduct, each year at random, interviews of board presidents, members, recorders, or administrative support staff to ensure that boards are being conducted according to applicable law, regulations, and guidelines. Interviews will be conducted among those boards considering officers for promotion to grade MAJ through MG.

g. The SECARMY must annually review the content of administrative briefings to ensure consistency with the substantive guidance provided to PSBs. The SECARMY has delegated this task to the ASA (M&RA) by memorandum, dated 27 October 2011.

2–4. Composition of selection boards

a. PSBs will consist of at least five officers on the Army active duty list (ADL), in accordance with 10 USC 573 for CWOs and 10 USC 612 for commissioned officers. The SECARMY, or the SECARMY’s designee, will appoint a member of the selection board as president and will prescribe administrative duties for that officer to perform. A board president has no authority to constrain the board from recommending for promotion those fully qualified officers whom the majority finds best qualified to meet the needs of the Army.

b. Each board member must be a MAJ or above, except as provided in paragraph 2–4g, and serving in a grade higher than the officers under consideration.

c. Each board will include at least one officer from the competitive category under consideration. If no eligible officers from that category on the ADL are senior to the officers being considered, then the SECARMY may appoint to the board a retired officer, a Reserve officer serving on active duty but not on the ADL, or a member of the Ready Reserve. The officer must hold a grade higher than the officers under consideration and belong to the same competitive category.

d. When an other than Regular Army (OTRA) officer is being considered by the board, at least one member of the board will be an OTRA officer. An exception is made when the considered officers hold the grade of COL or BG and there are no Reserve officers on active duty in the next higher grade eligible to serve on the board.

e. No officer will serve on two successive selection boards for the same grade and competitive category.

f. Selection boards considering commissioned officers who are serving on, or have served on, the Joint Staff or are Joint Qualified will include at least one officer, designated by the Chairman of the Joint Chiefs of Staff, as a Joint Qualified Officer.

g. For CWO selection boards, the SECARMY may appoint CWOs senior in grade to those under consideration as additional members of the board. If competitive categories have been established by the SECARMY, at least one member must be appointed from each category under consideration, unless too few CWOs in those categories are senior in grade to the officers under consideration and qualified as determined by the DCS, G–1 or appointed designee.

h. The SECARMY or the SECARMY’s designee may change the composition of a PSB until the board has adjourned.

i. The DCS, G–1 will designate officers to serve as recorders for selection boards. At least one board recorder must be present during all board deliberations. Officers designated as board recorders must have completed in the previous 12 months a program of instruction approved by the SECARMY or SECARMY’s designee. This program will include the duties and responsibilities of recorders to assist the board president in ensuring that the board complies with the law and applicable directives and regulations. The designation of board recorders is subject to the following restrictions:

- (1) An officer may not serve as recorder for a selection board that may consider him or her for promotion.

(2) An officer whose primary responsibilities involve the career management of an officer eligible for consideration by a selection board or the career management of that officer once selected for promotion may not serve as recorder for that board.

(3) An officer may not serve as a board member and a board recorder for the same selection board.

(4) Any board recorder who cannot in good conscience perform his or her duties and responsibilities has a duty to request relief by the SECARMY. This request will be honored. Any board recorder who believes that the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct of the board president or a member, or any other reason has a duty to request relief from the obligation not to disclose board proceedings from the SECARMY or the Secretary of Defense (SECDEF) and, on receiving it, to report the basis for his or her belief to that authority.

2–5. Conduct of board members

a. Officers chosen to participate on PSBs should possess the professional characteristics and reflect the values that the Army considers to be of utmost importance. Therefore, commanders will ensure that all nominees for board duty meet the high standards expected of board members.

b. Board members will ensure that the selection process is scrupulously fair and will seek guidance from the convening authority or his or her designee if questions concerning proper personal conduct arise. Further, board members who observe suspected improprieties that may adversely influence board proceedings will immediately report this information to the convening authority or his or her designee. Any board member who cannot in good conscience carry out board member responsibilities without prejudice or partiality has a duty to request relief from the convening authority or his or her designee.

c. Board members will not—

(1) Receive or introduce into the deliberations any information, good or bad, concerning an officer under consideration to the board.

(2) Engage in, or give the appearance of, preferential treatment to any individual or group of officers under consideration.

(3) Divulge details of the deliberative process (other than a generalized description of board procedures) before, during, or after the board to outside parties, whether senior or subordinate to the board member, except as specifically directed by the SECARMY or SECARMY's authorized representative.

(4) Reveal board results before official release of the selection list.

(5) Disclose involvement in an ongoing selection board; for example, making informal office or social visits within the vicinity of the board deliberations or informing seniors (other than in the immediate chain of command), subordinates, or colleagues of status as a board member until the SECARMY acts on the board result.

(6) Solicit information or guidance from branch proponents, assignment managers, or Army command representatives concerning individual officers or groups of officers under consideration unless authorized in the written or verbal instructions to the board.

d. Board members will swear to perform their duties without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the Army.

2–6. Information provided to boards

a. Board instruction. The SECARMY will provide guidance and instructions in a memorandum of instruction (MOI) to the board. The SECARMY or SECARMY's designee may modify, withdraw, or supplement the MOI before the board adjourns; however, once the board has convened, the maximum number of officers to be selected may not be increased without the written permission of the SECDEF. The board president will review the MOI with all board members on the convene date of the board.

(1) The MOI issued to each PSB will specify the following:

(a) The oath to be taken by board members.

(b) Reports to be made.

(c) The method of selection.

(d) Factors to be considered, including the Army's needs in each branch, functional area, or skill.

(e) The maximum number of officers to be selected from each competitive category.

(f) Other information as required.

(2) The MOI will contain guidelines to ensure that:

(a) Neither the marital status of an officer, nor the employment, educational, or volunteer activities of the officer's spouse or domestic partner are considered in determining whether to recommend the officer for promotion. Information in personnel files regarding such factors will not be considered by commanders, board members, or others involved in promotion determinations.

(b) The board gives appropriate consideration to the performance of officers who are serving or who have served in a Joint Staff Joint Duty Assignment List (JDAL) position or have been designated as a Joint Qualified Officer. The pertinent records of such officers will be specifically identified to the members of the PSB.

(c) Boards convened to consider officers in a health professional competitive category for promotion to a grade COL and below will consider an officer's clinical proficiency and skill as a health professional to at least as great an extent as the board considers that officer's administrative and management skills.

(d) All officers show in themselves a good example of virtue, honor, patriotism, and subordination; be vigilant in inspecting the conduct of all persons who are placed under their command; guard against and suppress all dissolute and immoral practices, and correct, according to the laws and regulations of the Army, all persons who are guilty of them; and take all necessary and proper measures, under the law, regulations, and customs of the Army to promote and safeguard the morale, the physical well-being, and the general welfare of the officers and enlisted Soldiers under their command or charge.

(3) The text of Enclosure 4 of DoDI 1320.14 will be read to each board member, recorder, and the administrative support person on the convening date of the PSB to which they are assigned or on the date of assignment to the board, whichever is later.

(4) The MOI may modify the terms of this regulation for a particular board unless such modification would be contrary to statute or DoDI. The SECARMY may orally highlight points in the MOI to selection boards. A verbatim written transcript of his or her remarks will be provided to every board member and included in the board record. Boards may also be briefed on personnel management and administration matters as determined by the SECARMY. They will not be further instructed except to clarify board administration.

b. Other information.

(1) The Secretariat for DA Selection Boards will ensure that each board member receives a copy of DoDI 1320.14 and the applicable portions of this regulation, for review before the board convenes. Selection boards are also provided the following:

(a) The names of all officers in the competitive category to be considered for promotion.

(b) The performance folder of the AMHRR, including authorized documents not in the MBF, the DA Form 4037, an official DA photograph, if available, and approved separation documents.

(c) Correspondence to the board submitted under paragraph 2-6c.

(d) The service folder of the AMHRR when requested by the board.

(2) Access to the restricted folder.

(a) Access to the restricted folder of the AMHRR is governed by AR 600-8-104.

(b) The board president may request that the board review information contained in the restricted file of an officer under consideration. The board president will state the specific reasons for submitting the request. The convening authority or his designee will consider each request on a case-by-case basis. Only information directly related to the request may be provided to the board. The restricted file access approval authority for general officers (GOs) is the Chief of Staff, Army. For all other officers, the approval authority is the DCS, G-1; Director of Military Personnel Management (DMPM); or his or her designee. If the request is approved, the official military personnel file (OMPF) custodian will place a copy of the approved request in the officer's restricted file.

(c) An officer under consideration may request that the board review information contained on his or her restricted file. Such requests will be honored, and the OMPF custodian will place a copy of the approved request in the officer's restricted file (see para 2-6c).

(d) When directed in the MOI to the board.

(3) The following additional information may be provided as needed:

(a) Approved results of prior selection boards, when requested by the board.

(b) Evaluation reports that meet the criteria of paragraph 2-6d.

(c) Adverse information approved for inclusion in the performance folder of the AMHRR during the board's deliberations, if the information is of a nature that would warrant submission to a promotion review board (PRB). The CG, HRC will forward such information to the board.

(d) For boards considering selection to MAJ, LTC, COL and to and within GO grades, adverse information will be provided to the board pursuant to current DoD and SECARMY policy.

(e) For boards considering selection to GO grade, board members' personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded in law, DoDI 1320.14, or

Service regulation from consideration by a selection board or inclusion in an officer's MILPER record. Personal knowledge means knowledge of a circumstance or fact gained through firsthand observation or experience. The board will not consider information from others not on the board.

(f) For boards considering selection to other than GO grade, administrative information to clarify the official military records, instructions, and information provided to the board. If a board requests nonadministrative information or information reflecting on the conduct or character of a particular officer, the request will be denied.

c. Communications with selection boards.

(1) All communications with the exception of paragraph 2-6b(3)(f) and other than those solely administrative in nature, will be in writing, furnished to all board members, and made a part of the board's record. An audio or video recording is an acceptable means of communication with the board so long as a written transcript is included in the board record. No one, other than the SECARMY, will appear in person to address a PSB on any matter; this authority may not be delegated. If the SECARMY appears in person to address a PSB, a verbatim written transcript of his or her remarks will be provided to every board member and included in the board record. This does not restrict the DA Secretariat for Selection Boards from furnishing administrative information to the board. Oral communication of routine administrative information among board members, recorders, and support personnel is authorized to the extent necessary to facilitate the work of the board.

(2) No one may appear in person before a selection board, the DCS, G-1, or the SECARMY on his or her own behalf or in the interest of anyone being considered.

(3) Officers eligible for consideration may write to the board to provide information and documents (as enclosures) calling attention to any matter concerning them that they consider important to their consideration. Written memorandums sent to a PSB will be considered if received before the date the board convenes. Only one letter to the board, with enclosures, will be viewed by the board. Memorandums should be addressed to President (appropriate promotion board), 1600 Spearhead Division Avenue, Department 471, Fort Knox, KY 40122-5407. Any memorandum considered by a promotion board will become a matter of record to be maintained with the records of the board. Memorandums to boards (including enclosures) will not be filed in the officer's AMHRR.

(4) The following items will not be given to a board:

(a) Memorandums that criticize or reflect on the character, conduct, or motives of any officer under consideration by the board unless otherwise authorized by this regulation.

(b) Memorandums forwarded directly to the board by other parties on behalf of any officer except when provided as an enclosure to a memorandum from the officer being considered.

(c) Evaluation reports that have not been processed through the HRC Evaluation Reports Branch.

(d) Photographs that are not official photographs according to AR 640-30.

(5) No member of the Armed Services may communicate with a board member in an attempt to influence the board member's decision. Violations of this prohibition may result in disciplinary proceedings under the Uniform Code of Military Justice (UCMJ).

(6) All communications with selection boards intended to express the views of the SECARMY or other senior Army leadership will be put in writing, furnished to each board member, and made a part of the board record.

d. Evaluation reports. Officers in the zone of consideration will have their evaluation reports provided to promotion boards under the following conditions:

(1) Except as specified below, evaluation reports must be administratively correct and received in the HRC Evaluation Reports Branch by the due date identified in the selection board notice announcing the zone of consideration and date the board convenes.

(2) As an exception to paragraph 2-6d(1), late evaluation reports, "Promotion" reports (code 11) and referred reports, if administratively correct, will be provided to the appropriate board upon receipt at HRC, provided the board has not completed its final, formal vote as specified in the MOI. A late evaluation report is defined as any report, other than a "Complete the Record" report, which has a "thru" date more than 90 days earlier than the due date established in the selection board notice. Evaluation reports are outlined in AR 623-3.

(3) For boards scheduled to be in session for 2 weeks or more, evaluation reports that are administratively correct and received in the HRC Evaluation Reports Branch after the due date, but before the board convenes, may be forwarded to the board if approved by the DMPM.

2-7. Promotion eligibility

a. To be considered for promotion by a selection board, an officer must be on the ADL on the day the board convenes. Officers under suspension of favorable personnel actions (see AR 600-8-2) or in a non-promotable status (see para 3-6) remain eligible for consideration.

b. Promotion eligibility is determined by the DCS, G-1 and approved by the SECARMY. For centralized promotions, eligibility is based on an officer's ADOR and time in grade (TIG). For decentralized promotions, the officer's promotion eligibility date (PED) is also a determinant. (See chap 4 for procedures for determining ADOR).

c. As established by the SECARMY under 10 USC 573, 10 USC 574, and 10 USC 619, officers must meet the following minimum TIG requirements to be considered for promotion:

(1) *Warrant officer one.* Warrant officers serving on the warrant officer ADL in the grade of warrant officer, W-1, must have at least 18 months on active duty in the grade of warrant officer, W-1, before promotion to the grade of warrant officer, W-2.

(2) *Chief warrant officer two, three, and four.* These officers may not be considered for promotion to the next higher grade until they have completed 2 years of active duty in their current grade.

(3) *Second and first lieutenant.* An officer must have at least 18 months of TIG to be promoted from 2LT to 1LT and 2 years of TIG to be promoted from 1LT to CPT (10 USC 619) unless the SECARMY prescribes a longer period of service in grade based on the needs of the Army.

(4) *Captain, major, and lieutenant colonel.* These officers must serve at least 3 years of TIG to be considered for promotion. This requirement may be waived by the SECARMY only for consideration from below the zone (BZ) (see glossary).

(a) If selected, officers may be promoted without regard to any additional TIG requirements, except as provided in paragraph 2-7c(4)(b).

(b) To the extent permitted by 10 USC 622, promotion zones for Medical or Dental Corps officers will be established to ensure that those in the zone, if selected, will be promoted on the sixth anniversary of their ADOR, except as provided in this regulation.

(5) *Colonel and brigadier general.* Officers must serve 1 year of TIG to be considered for promotion. If selected, they may be promoted without regard to any additional TIG requirements.

d. Under 10 USC 619(a)(3), the SECARMY may prescribe a longer period of service in grade for eligibility for promotion requirements than those listed in paragraph 2-7c.

e. Officers in the following categories are not eligible for consideration by a PSB:

(1) Officers whose established separation or retirement date falls within 90 days after the date on which the board is convened (10 USC 577 and 619).

(2) 1LTs twice not selected for promotion to CPT (10 USC 631) unless otherwise retained on the ADL under proper policy (such as to fulfill a military service obligation).

(3) CWOs twice not selected for promotion to CW3, CW4, or CW5 (10 USC 580) and not SELCON (10 USC 573).

(4) Commissioned officers with less than 1 year of continuous active duty (since their most recent placement on the ADL) before the board convenes. Requests for exception to this requirement must be forwarded through the first GO in the chain of command to the Commanding General, U.S. Army Human Resources Command (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407. The requests must substantiate that the officer's break in service does not warrant the protection provided by the 1-year active duty requirement. Requests for exception must be received by HRC prior to the convene date of the board and will be processed on a case-by-case basis. The following are exempt from the 1-year rule:

(a) An officer assigned to or appointed in the Chaplain or Judge Advocate General's Corps (JAGC) entering active duty as a 1LT (for consideration to the grade of CPT through the certification process).

(b) An officer entering active duty as a CPT in the Medical or Dental Corps (for consideration to the grade of MAJ).

(c) An Army competitive category officer who received an interservice transfer while on active duty and who transferred without a break in active duty service to the same competitive category (for consideration to the grade of CPT).

(d) An officer who received an interservice transfer to an Army Medical Department (AMEDD) competitive category from the medical department of another Armed Force of the United States, without a break in active duty service (for consideration to the next higher grade).

(e) Officers under consideration by selection boards who have had the requirement waived by an approved MOI.

(5) In accordance with 10 USC 619(d)(1) and (2), officers who have been recommended for promotion by a special selection board (SSB) will be ineligible for the subsequent promotion board for the same grade in order to prevent the officer from being on two promotion scrolls for the same grade concurrently. If the SSB promotion recommendation does not result in promotion, the officer will, if otherwise eligible, be referred to an SSB based upon the omission from the later PSB.

(6) An officer authorized to opt out of promotion consideration pursuant to 10 USC 619(e).

2–8. Below the zone consideration

a. Selection boards considering officers for promotion to COL, LTC, MAJ, CW5, CW4, or CW3 may recommend outstanding officers from BZ of consideration. The MOI will state the number of officers who may be selected for promotion from BZ. The number of officers recommended for promotion from BZ may not exceed 10 percent of the total number the board is authorized to select in each competitive category; the SECDEF may authorize that percentage to be increased to no more than 15 percent (10 USC 616).

b. BZ promotions are an essential part of the promotion system. They are intended to provide officers of exceptional ability an opportunity to advance quickly to more responsible positions, help retain high quality officers, and give officers an incentive to perform at their highest potential.

c. The board may recommend officers from BZ, within the number established by the SECARMY in the MOI, who have the qualities and potential to warrant early promotion. Officers selected from BZ must be truly outstanding and clearly superior to those who would otherwise be selected from in or above the promotion zone.

d. Since only a few officers may be selected for promotion from BZ of consideration, failure to be selected will neither count as a nonselection for promotion nor reflect unfavorably on an officer.

e. Each MOI will specify the maximum number of BZ officers that may be selected. Unless specified, the maximum number need not be selected.

f. SSB will not consider officers for BZ promotion.

g. BZ candidates not selected for promotion will not be included on any list of officers considered and not selected by a particular board that is officially released.

2–9. Selection board recommendations

a. PSBs will—

(1) Base their recommendations on impartial consideration of all officers in the zones of consideration as instructed in the MOI.

(2) Keep confidential their reasons for recommending or not recommending any officer considered.

(3) For commissioned officers, use one of the following methods of selection as directed by the SECARMY in each MOI:

(a) The “fully qualified” method will be used when the maximum number of officers authorized to be selected is equal to or greater than the number of available officers from above, in, and below the promotion zone. Under this method, a fully qualified officer is one of demonstrated integrity, who has shown that he or she is qualified professionally and morally to perform the duties expected of an officer in the next higher grade. The term “qualified professionally” means meeting the requirements in a specific branch, functional area, or skill.

(b) The “best qualified” method will be used when the maximum number of officers authorized to be selected is fewer than the total number of available officers from above, in, and below the promotion zone. Officers recommended under this method will be fully qualified as a threshold requirement. Beyond that, the MOI will establish how the board is to distinguish those who are best qualified.

b. No official, civilian or military, may do any of the following:

(1) Direct that a particular individual be selected or not selected by a selection board.

(2) Censure, reprimand, or admonish the selection board or any member of the board with respect to the recommendations of the board or the exercise of any function within the discretion of the board.

(3) Attempt to coerce or influence any action of a selection board or any board member in formulating the board’s recommendations.

c. Selection board reports will meet the following requirements:

(1) All officers considered for promotion must be either recommended or not recommended for promotion. If separate selection boards are convened concurrently, the reports of the boards must be written separately; however, they may be consolidated into a single package for further processing.

(2) The MOI may also request certain boards provide a list of officers found not fully qualified for promotion, but not recommended to be required to show cause for their retention on active duty.

(3) On completing their deliberations, board members and recorders will, at a minimum, certify in the report to the SECARMY that—

(a) To the best of their knowledge, the board complied with the MOI and DoDI 1320.14.

(b) They were not subject to or aware of any censure, reprimand, or admonishment resulting from the board’s recommendations or the exercise of any lawful function within the authorized discretion of the board.

(c) They were not subject to or aware of any attempt to coerce or influence any action in the formulation of the board’s recommendations.

(d) They were not a party to or aware of any attempt to make unauthorized communications.

(e) To the best of their knowledge, the board carefully considered the records of each officer whose name was furnished to the board.

(f) The officers recommended for promotion are, in the opinion of the majority of the members of the board, either fully qualified or best qualified for promotion to meet the needs of the Army, among those officers whose names were furnished to the board.

(g) The officers recommended for promotion, including those who had adverse information furnished to the board, are, in the opinion of the majority of the members of the board, either fully qualified or best qualified for promotion to meet the needs of the Army consistent with the requirements of exemplary conduct set forth in 10 USC 7233, as noted in the written instructions furnished to the board by the SECARMY, among those officers whose names were furnished to board.

(4) In addition to the above reporting requirements, promotion boards will also report to the CG, HRC the name of any officer who should be required to show cause for retention on active duty in accordance with AR 600–8–24.

(5) When authorized under 10 USC 616, include in its report the names of those officers recommended by the board to be placed higher on the promotion list and the order in which the board recommends that those officers should be placed on the list.

(6) Be signed by all board members.

d. Board proceedings will not be disclosed to anyone who is not a board member unless approved by the proper authority.

2–10. Approving promotion board recommendations

a. Promotion boards make recommendations to the President of the United States. The President has delegated authority to the SECDEF to approve or disapprove promotion board reports. The SECDEF has retained disapproval authority, but has delegated approval authority to the Principal Deputy Under Secretary of Defense for Personnel and Readiness.

b. Promotions to the grade of MAJ and above must be confirmed by the Senate in accordance with 10 USC 624(c).

c. The SECARMY has authority to approve or disapprove promotion board reports for CWO promotion, and all SELCONs and PRBs.

2–11. Promotion lists and board reports

a. The name of any officer erroneously considered and selected for promotion will be administratively deleted from the promotion list by the Chief, DA Promotion Branch. The officer's name will remain on the board report unless officially removed by the President, SECDEF, or Deputy Secretary of Defense in accordance with 10 USC 624(d).

b. The report of each promotion board will be submitted to the SECARMY. If, upon review, the SECARMY determines that the board acted contrary to the law or regulation or to guidelines furnished to the board, the SECARMY will return the report, together with a written explanation of the basis for that determination, to the board for further proceedings. Upon receipt of the returned report, the selection board (or a subsequent selection board, if required, convened under 10 USC 611(a) for the same grade and competitive category) shall make the SECARMY directed corrections or conduct such proceedings as may be necessary, to include conducting a new board under 10 USC 611(a) if necessary, in order to revise the report to be consistent with law, regulation, and such guidelines. Upon making the required changes, edits, or new board proceedings, if required, the selection board shall resubmit the report, as revised, to the SECARMY for approval in accordance with 10 USC 617. Returned reports that require the empanelment of a new board, or new board members, will be conducted in accordance with 10 USC 611(a), regulation, and guidelines provided to the board without regard to the previously returned board report.

c. If the SECARMY or the SECDEF recommends removing the name of an officer from a promotion board's report and the recommendation includes information that was not presented to the board, the information will be made available to the officer. The officer will be afforded a reasonable opportunity to submit comments on that information to the officials reviewing the recommendation. If the officer cannot be given access to the information for reasons of national security, the officer will, to the maximum extent practicable, be provided with an appropriate summary of the information.

d. The names of those officers recommended and approved for promotion to the grade of CPT are placed, in order of their seniority on the ADL, on promotion lists published by HRC. Separate lists will be published and maintained for each board.

e. The SECARMY has authorized that certain promotion selection boards convened to select officers for advancement to the grades of MAJ, LTC, and COL may recommend that officers of particular merit, from among those officers selected for promotion, be placed higher on the promotion list, and will be sequenced by their board established order

of merit, rather than by their prior dates of rank. The remaining selectees on the promotion list will be promoted in order of their seniority on the ADL.

(1) The number of officers recommended to be placed higher on the promotion list may differ for each competitive category.

(2) An officer may be recommended to be placed higher on the promotion list only if they receive the recommendation of at least a majority of the members of the promotion selection board.

f. The SECARMY may release to the public the names of GO nominees after the President has nominated the selected officers to the Senate for confirmation. The SECARMY may also release to the public the names of warrant officers selected for promotion after approving the PSB's report.

g. When promotion board results are released, commanders will promptly do the following:

(1) Inform each eligible officer, both selected and nonselected, within their command of the results.

(2) Review the records of those on the list to ensure that favorable personnel action is not precluded under AR 600-8-2. Commanders will immediately report to HRC Promotions Branch (AHRC-PDV-PS) the names of non-promotable officers and forward any supporting documents not filed in the officer's AMHRR to the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC-PDV-PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407 or usarmy.knox.hrc.mbx.tagd-opsa@mail.mil.

(3) Screen promotion lists to identify officers who should have been considered but were omitted and notify HRC Promotions Branch (AHRC-PDV-PS) of the omission accordingly.

h. A commissioned officer who was on a promotion list in one competitive category and, before promotion, was transferred to a different competitive category, will be promoted from the competitive category that made the original recommendation. Such officers will not be integrated into the promotion list of the new competitive category as a result of the transfer. If the transfer to the new competitive category also involves a new appointment (for example, a transfer from a basic branch to a special branch, or a transfer between special branches) the promotion status will not automatically transfer. In such cases, the officer's grade will be determined according to applicable provision relating to the officer's appointment as established in AR 601-100 and AR 614-120.

i. An officer who is on a promotion list and is removed from the ADL prior to the effective date of promotion will not be promoted from the ADL promotion list. Pursuant to 10 USC 14317 and AR 135-155, officers on an ADL promotion list who transfer to the reserve active status list in the same competitive category prior to promotion will be placed on an appropriate Reserve of the Army promotion list. A subsequent return to the ADL does not warrant a return to the promotion list status held prior to release from active duty.

2-12. Post-board screening

a. A post-board screening initiated by the DMPM will be conducted on officers selected for promotion to CPT through COL and CW3 through CW5 before the results of the PSB are forwarded to the SECARMY. A post-board screening will include, but is not limited to, a review of information in official files maintained by U.S. Army Criminal Investigation Command, the Department of the Army Inspector General (DAIG), the restricted portion of the AMHRR, and a query for suspension of favorable personnel actions (AR 600-8-2, Suspension of Favorable Personnel Actions (Flag)). A board convened at HQDA will review any derogatory information from the post-board screening and advise the DCS, G-1 or designee (normally the DMPM) whether the information is substantiated, relevant, and might reasonably and materially affect a promotion recommendation. An officer with adverse or reportable information that might reasonably and materially affect a promotion recommendation may not meet exemplary conduct requirements for promotion and may be recommended for a delay in promotion and referred to a PRB as prescribed in chapter 7. An officer who is pending investigation into potential adverse information may not meet exemplary conduct requirements for promotion and will be recommended for a delay in promotion until the matter is resolved.

b. A screening and review process, similar to the post-board screening detailed in paragraph 2-12a, above, will be conducted for all 1LT/CW2 promotion nominations. The DMPM will initiate the screening and review process. The DCS, G-1 or designee (normally the DMPM) may refer any derogatory information to the promotion review authority (PRA) (usually the general court-martial convening authority) for further review before a 1LT/CW2 promotion nomination proceeds. The DMPM or higher level authority retains the authority to refer a second lieutenant (2LT)/WO1 to a PRB in cases where circumstances warrant such a referral.

2-13. Selection of fully qualified officers

a. When the needs of the Army require, the SECARMY may recommend the promotion of all 1LTs in the promotion zone who are fully qualified for promotion to CPT using an all-qualified officers list in lieu of convening a PSB. Promotion screening authorities (HRC for Army competitive category officers, the Chief of Chaplains for chaplains,

TJAG for judge advocates, or The Surgeon General for competitive categories within AMEDD) will recommend all-fully qualified officer lists to the SECARMY when directed by the SECARMY using the following procedures:

(1) HRC will announce the promotion zones no less than 30 days before the files will be screened for the Army competitive category and competitive categories within AMEDD. The Chief of Chaplains and TJAG will inform eligible officers within the promotion zone using internally developed procedures.

(2) Promotion screening authorities will review the AMHRR of eligible 1LTs to consider the officers for promotion to the grade of CPT. Promotion screening authorities will place the names of officers in the promotion zone on a recommended all-fully qualified officers list unless an eligible officer's file contains one or more of the following documents:

(a) Referred DA Form 67-10-1, DA Form 67-10-2, DA Form 67-10-3, and DA Form 67-10-4.

(b) Letters or memorandums of reprimand filed in the performance folder of the AMHRR.

(c) Record of nonjudicial punishment filed in the performance folder of the AMHRR.

(d) Record of court-martial convictions.

(e) Other unfavorable information filed in the performance section of the AMHRR pursuant to AR 600-37.

(3) Promotion screening authorities may recommend that officers with adverse information be required to show cause for retention on active duty. Show cause recommendations will be forwarded to CG, HRC.

(4) Promotion screening authorities will certify by memorandum that the officers on the recommended all-fully qualified officers list:

(a) Are fully qualified for promotion to the grade of CPT.

(b) Would be eligible for consideration for promotion to the grade of CPT upon the convening of a PSB.

(c) Are needed in the next higher grade to meet mission requirements.

b. The certification memorandums and recommended all-fully qualified officers list will be forwarded to the DMPM for processing according to the instructions established by the DCS, G-1.

c. The SECARMY may approve the all-fully qualified officers list and forward the list for approval by the President or the President's designee in accordance with 10 USC 624 or return the list to the promotion screening authority for corrective action as determined by the SECARMY.

d. If a promotion screening authority becomes aware that one of the documents listed in paragraph 2-13a(2) has been filed or directed for filing in the AMHRR of an officer whose name appears on the recommended all-fully qualified officers list before the all-fully qualified officers list has been approved by the SECARMY, the promotion screening authority will notify the SECARMY, who may remove the officer's name from the recommended all-fully qualified officers list before approval of the all-fully qualified officers list.

e. Following approval by the President or the President's designee, HRC will publish the all-fully qualified officers list in accordance with the procedures established by the DCS, G-1.

Chapter 3 Managing Promotions

Section I

Processing Promotion Lists

3-1. Order of promotion

a. Commissioned officers are promoted from promotion lists in order of seniority (shown by the promotion sequence number) as additional officers are needed within each competitive category, except as provided in paragraph 3-1b and 3-1c.

(1) Officers selected for promotion from above the zone (AZ) will be promoted following all officers on the previous promotion list and before all officers on their promotion list who were selected from the in zone (IZ) or the BZ population.

(2) Officers selected for promotion from BZ will be promoted following all officers on their promotion list who were part of the AZ population and those selected from the IZ, but before all officers on the subsequent promotion list.

b. Commissioned officers selected for promotion on boards that utilized merit based sequencing, pursuant to 10 USC 616 and 617, will be placed higher on the promotion list, in their order of merit as determined by the board's vote, for each competitive category. The remainder of the selectees on each recommended list will be placed on the promotion list immediately below those officers reordered and inserted at the top of the promotion list, in order of their seniority on the ADL, pursuant to 10 USC 624.

(1) Officers selected for particular merit and placed higher on the order of merit list will be promoted following all officers on the previous promotion list and before all officers on their promotion list who have been sequenced solely by order of seniority on the ADL.

(2) Officers selected for promotion from within the AZ, IZ, or BZ populations not among those of particular merit will be promoted in order of seniority (shown by the promotion sequence number) as additional officers are needed within each competitive category.

c. Medical and Dental Corps officers selected for promotion will be promoted from promotion lists in order of seniority. Officers will be promoted when additional officers in the next higher grade are needed but not before the sixth anniversary of their ADOR except as indicated below:

(1) Officers selected for promotion from AZ will be promoted after those in the same competitive category who were on the previous promotion list, but before all junior officers in their competitive category on the same promotion list.

(2) Notwithstanding the TIG requirements, those officers selected for promotion from BZ will be promoted after all senior officers in the same competitive category who are on the same promotion list, provided that additional officers in the next higher grade are needed.

d. CWOs are promoted from promotion lists in order of seniority, shown by the promotion sequence number, as vacancies occur within the authorized strength of the Army.

(1) CWOs selected for promotion from AZ will be promoted following all CWOs on the previous promotion list and before all CWOs on their promotion list who were selected from the PZ or BZ.

(2) CWOs selected for promotion from the BZ population will be promoted following all officers on their promotion list who were selected from the PZ and AZ, but before all officers on the subsequent promotion list.

e. If more than one promotion list exists for a grade and competitive category, promotions from the most recent list may not begin until promotions from the older list have been completed (except for officers from the older list whose promotion have been delayed).

3–2. Processing the recommendations of promotion selection boards

a. HQDA will normally give advance notice of the results of PSBs to selected Pentagon officials, commanders of Army commands, Army service component commands, direct reporting units, installation management commands, and CGs. Premature disclosure of PSB results, except as expressly approved by the SECARMY, is prohibited. Recipients are advised to retain the board results as “close hold” information until the official established release date. The release date will be announced in an Armywide MILPER message.

b. Upon official release of a promotion list by HQDA, commanders will notify those officers within the command who were considered for promotion of the selection board results. Officers considered BZ will not be notified unless recommended for promotion.

c. Officers not recommended for promotion may, at the commander’s discretion, be advised of their status the day before the official release date of the promotion list. Counseling for officers not recommended for promotion is available through the officer’s commander or HQDA assignment officer. Officers who desire counseling from HQDA or who request that information be provided to their commander should contact their assignment officer.

d. Officers not recommended for promotion may obtain a copy of their promotion file by contacting HRC, Officer Promotions, or writing to the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC–PDV–PO), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407 or usarmy.knox.hrc.mbx.tagd-opa@mail.mil.

e. Officers in the grade of 1LT, CPT, MAJ, CW2, CW3, and CW4 who are twice not recommended for promotion will be advised of the effect of their nonselection in correspondence from HRC Separations and Retirements Branch (AHRC–OPL–R) on or about the release date of the board results. HQDA selection boards may consider officers twice not recommended for promotion to be SELCON to fulfill specific Army requirements.

f. Promotion lists are subject to additional administrative review and are not to be construed as promotion orders. Accordingly, individuals should not assume that the structure of a list or the presence of a name on a list constitutes a firm forecast for promotion. Promotions will only be officially announced by HRC promotion orders. Some officers selected by the board may not be included on the promotion list or the considered list. Their name may have been omitted as a result of administrative matters affecting their status or promotion eligibility. Information concerning these officers will be made available only upon release of the list.

g. HRC will not promote those officers who are dropped from the rolls of the Army, separated, or retired before being promoted from the list without provisions for reinstatement on the list if they subsequently return to active duty. In accordance with 10 USC 629(d), HRC will administratively remove those officers from the promotion list.

3–3. Promoting officers from centralized promotions lists

- a.* Promotion sequence numbers for officers to be promoted will be announced in monthly MILPER messages.
- b.* Following dispatch of the monthly promotion message, HRC will publish a consolidation of DA special orders. DA special orders will include grade and effective ADOR.

3–4. Authority to announce promotion of officers

- a.* The requirements for promotion orders prescribed in this regulation take precedence over conflicting instructions in other directives or regulations.
- b.* During war or national emergency, certain Army commanders may be authorized to make promotions. Promotions will be subject to criteria established by HQDA (see para 1–8).
- c.* Promotions to 1LT and CW2 will follow procedures in section IV of this chapter. Promotions for CPT through MG and CWO grade CW3 through CW5 authorized in accordance with 10 USC 624 and 578, respectively, will be published utilizing order format 300. Promotions to GEN and LTG are authorized under 10 USC 601.
- d.* Only the organization that published the original order or a higher headquarters may amend, rescind, or revoke the order.
- e.* To be in compliance with the Privacy Act, full social security numbers (SSNs) will be deleted from all copies of mass promotion orders being distributed for public situational awareness. However, promotions orders published directly to an individual officer's AMHRR will include full SSN to ensure proper filing.

3–5. Accepting promotion

- a.* Unless an officer declines a promotion in writing under the provisions of this regulation, he or she is considered to have accepted the promotion on the effective date announced in the promotion order.
- b.* The impact of promotions on active duty service obligation (ADSO) and retirement is as follows:
 - (1) The ADSO is a specific period of active duty an officer must serve before being eligible for voluntary separation or retirement. Officers accepting a promotion to any grade other than CW3, CW4, and CW5 do not incur an additional service obligation; however, to retire in the next higher grade, the officer must serve satisfactorily in the new grade as established in AR 350–100.
 - (2) Officers must serve for the following periods prior to retirement:
 - (a)* GEN, LTG—no minimum period but requires the advice and consent of the Senate.
 - (b)* MG, BG, COL, LTC—3 years.
 - (c)* MAJ, CPT, 1LT—6 months.
 - (d)* CW2—no minimum period required.
 - (3) A warrant officer who accepts promotion to the grade of CW3, CW4, or CW5 will incur a 2-year ADSO (see AR 350–100).

Section II

Nonpromotable Status and Delay of Promotion

3–6. Nonpromotable status

An officer is in a nonpromotable status when the officer is—

- a.* Absent without leave, in custody of or confined by law enforcement authorities (civil or military), or a deserter.
- b.* Serving a court-martial sentence or undergoing punishment pursuant to UCMJ, Art. 15. The officer is considered to be serving a sentence or undergoing punishment (including suspended punishment, probation, or parole) and therefore nonpromotable, through the last day of any sentence to confinement, restriction, hard labor, forfeiture of pay and/or allowances, or the payment of a fine, even if all other parts of the punishment have been served. In addition, if the officer was flagged (or should have been flagged) in compliance with AR 600–8–2, such flags will only be closed by HQDA. The officer is nonpromotable regardless of whether the record of punishment is filed in the performance or the restricted folder of the AMHRR. Under undisposed of court-martial charges that have been sworn against the officer and received by an officer exercising general court-martial jurisdiction over the officer.
- c.* Under investigation that may result in disciplinary action of any kind.
- d.* Under proceedings that may result in administrative elimination or discharge under any condition other than Honorable (for example, General, Under Other than Honorable Conditions, Bad Conduct, or Dishonorable). This includes resignation for the good of the Service.
- e.* The subject of a criminal proceeding pending in civilian court.
- f.* A warrant officer whose voluntary retirement application has been approved by HRC.

g. The recipient of a referred evaluation report, a memorandum of reprimand (directed for filing in the AMHRR), or other adverse information that was filed in the officer's AMHRR before the date the officer would otherwise have been promoted, and which was not considered by the board that selected him or her for promotion.

h. Substantiated adverse information about the officer that is relevant to the decision to appoint is under review.

i. Enrolled in the Army Substance Abuse Program.

j. Noncompliant with the Army Body Composition Program as defined in AR 600-9, failed the Army Physical Fitness Test (APFT) most recently administered, or through the officer's own fault (as determined by the first commander who is senior to the officer concerned) has not taken and passed an APFT within the period required by AR 350-1. Officers having a valid permanent or temporary medical profile that, as determined by appropriate medical personnel, precludes administration of the APFT, even in an authorized modified form, are deemed to have failed to take the APFT through no fault of their own and will not be placed into a nonpromotable status because of it.

k. Below the grade of CPT and conditionally accepted into the Army General Counsel's Honors Program and has not been admitted to practice law before a Federal court or the highest court of a State or of the District of Columbia.

3-7. Delay of promotion

a. The promotion of any officer who is in a nonpromotable status is automatically delayed. A DA Form 268 (Report to Suspend Favorable Personnel Actions (Flag)) will be imposed during the delay. The office preparing the DA Form 268 must give that officer written notice of the reason for the delay of promotion before its imposition or as soon thereafter as possible (AR 600-8-2). If an officer is in a nonpromotable status at the time an officer's name is announced on a promotion list, the officer's commander will immediately notify him or her of the reason for the delay. If this is impractical, written notice will be given as soon as possible. An officer whose promotion has been delayed may make a written statement, expeditiously forwarded through the chain of command, to the SECARMY (Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC-PDV-PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407).

b. Delays under this provision will be resolved within 6 months of the date the officer would have been promoted. An officer's promotion will not be delayed more than 6 months unless the SECARMY or the SECARMY's designee grants a further delay. The CG, HRC, or his or her designee, will monitor cases involving delay and is delegated the authority to grant a further period of delay, not to exceed 18 months total, in cases involving nonpromotable overweight officers. A further period of delay is deemed to have been granted in any case that has been referred to a PRB, or in cases in which sworn charges against the officer have been received by an officer exercising general court-martial jurisdiction over the officer and the charges have not been disposed of. The delay in such cases extends until the SECARMY takes final action. In no case may an officer's promotion be delayed more than 90 days after final action in any court-martial or criminal case against the officer in civilian court or more than 18 months after the date on which the officer would otherwise have been appointed, whichever is later.

c. If, within 6 months after the effective date of promotion, or promotion orders production date for backdated orders, new information results in a determination by HQDA that an officer was, on the effective date of the promotion, in a nonpromotable status, that promotion will be deemed to have been automatically delayed. In such a case, the officer's promotion is void and the order announcing the promotion will be revoked. The officer must be immediately notified of this fact. Also, immediate steps will be taken to resolve the case or seek further delay. However, if the determination is made more than 6 months after the effective date of the promotion or promotion orders production date, the officer will be deemed to have been in a promotable status on the effective date of the promotion and treated as though the delay had not been imposed.

d. Delaying the promotion of an officer who is in a nonpromotable status does not preclude promotion of junior officers on the same promotion list.

e. When a DA Form 268 is field-initiated for adverse actions or a referred evaluation report, and the officer is on a promotion list, only HQDA may close the flagging action. Once the case has been completed, the unit will forward a copy of the open DA Form 268 with a description of action taken against the individual (to include punishment filed in the restricted folder of the AMHRR) to the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC-PDV-PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407 or us.army.knox.hrc.mbx.tagd-opsa@mail.mil.

f. If an officer is flagged for APFT failure or noncompliance with AR 600-9, DA Form 268 will be closed by the initiating commander, unless the officer is being recommended for consideration by a PRB in accordance with this regulation.

g. In addition to the basis for delay listed above, the SECARMY, or designee (normally the DMPM) may take action to delay a promotion subject to the provisions in paragraph 2-12 if:

(1) There is cause to believe that the officer is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade.

(2) There is cause to believe that the officer has not met the requirement for exemplary conduct as established by 10 USC 7233.

3–8. Date of rank and effective date of promotion after a delay

a. When a delay in promotion is ended, the promotion approval authority will determine if the officer was, in fact, unqualified (as opposed to ineligible, as described in this regulation) for promotion during all or part of the delay and will adjust the date of rank (DOR) and effective date of promotion accordingly. For officers on HQDA-centralized promotion lists, the promotion approval authority is HRC—Chief, Promotions Branch (AHRC–PDV–P).

b. Information required to support the decision includes the following, as appropriate:

(1) Reason for the delay.

(2) Date the case was closed and, if applicable, the date the officer met the Army Body Composition Program standards as defined in AR 600–9 or passed the APFT.

(3) Type of punishment received.

(4) Date all punishment will be completed including all periods of suspension, probation, parole, and date all fines were paid.

(5) Date that the memorandum of reprimand was directed to be filed in the officer’s AMHRR (not the date the memorandum is actually imposed or filed).

(6) Other information as provided in AR 600–8–2.

c. In cases involving officers on HQDA-centralized promotion lists, the General Court-Martial Convening Authority will forward to the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC–PDV–PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407, a memorandum that includes the information in paragraph 3–8*b*.

d. When an officer’s promotion suspension is ended favorably and the officer is exonerated of any wrongdoing, or a determination is otherwise made that the officer was qualified for promotion during the entire period of delay, the officer will be promoted with the same ADOR, effective date (for pay and allowances), and position on the ADL that the officer would have received had there been no delay. The ADOR and effective date will be adjusted as follows if promotion was delayed because of one or more of the following:

(1) Noncompliance with the Army Body Composition Program as defined in AR 600–9: the ADOR and effective date is the date the officer met the standard(s).

(2) Failure to pass the most recent APFT or to take and pass the APFT within the period required by AR 350–1 because of the fault of the officer concerned: the ADOR and effective date is the date the officer passes the APFT.

(3) Disciplinary action resulting in punishment under UCMJ, Art. 15: the ADOR and effective date is the day after all punishment is completed, including the expiration of any period of suspension.

(4) Disciplinary action resulting in a memorandum of reprimand, regardless of filing disposition: the ADOR and effective date is the day after the date the reprimand was imposed or directed to be filed in accordance with AR 600–37, whichever is later.

(5) The officer’s enrollment in and successful completion of the Army Substance Abuse Program: the ADOR and effective date is the date the officer would have received the promotion had there been no delay.

(6) Other reasons that manifest the officer’s lack of qualifications for appointment (for example, unqualified under the exemplary conduct provisions of 10 USC 7233). The Chief, DA Promotions Branch will determine, on a case-by-case basis, the adjustment to be made in the ADOR and effective date of promotion.

e. The ADOR and effective date of promotion may be earlier than the date of the actual order.

3–9. Revocation of promotion orders and de facto status

a. A promotion order will be revoked when an officer declines promotion according to procedures prescribed in paragraph 3–10 or when the promotion approval authority who executed the promotion determines that the promotion is void because of one or more of the following:

(1) The promotion was not authorized by competent authority.

(2) The officer was erroneously considered and selected for promotion.

(3) The officer was, or should have been, in a nonpromotable status on the effective date of the promotion, subject to the provisions in paragraphs 3–7 and 3–8.

(4) When a determination is made that the promotion was contrary to law or regulation.

b. If an officer’s promotion is declared void and if the authority who revokes the promotion order determines that the officer had, before the declaration, accepted the promotion (for example, worn the insignia) in good faith and

worked in the higher grade, then he or she may be deemed to have served in the higher grade in a de facto status. This period of de facto status will be from the date of the erroneous promotion until the date the officer received notice that it was void. This may allow the officer to keep any pay and allowances received at the higher grade, as determined by fiscal officers of the U.S. Government. Requests for relief of non-de facto status determinations must be submitted in accordance with AR 600-4, Remission or Cancellation of Indebtedness. If it is proper to promote the officer at any time after the erroneous promotion, orders will be issued announcing the promotion.

3-10. Processing a declination of promotion

a. An officer may decline any promotion (see fig 3-1). The officer must be counseled by his or her rater (or if unavailable the next officer in the chain of command) about the impact of declination (see fig 3-2).



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

[DATE]

MEMORANDUM THRU [Officer's immediate rater's rank, name, and address]

FOR Commander, HRC (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Fort Knox, KY
40122-5407

SUBJECT: Declination of Promotion

1. I decline my anticipated promotion to [insert rank], to be effective immediately. I was selected for promotion to [insert rank] by the [Fiscal Year] [insert board name] Promotion Selection Board with an anticipated promotion date of [insert date].

2. I have been counseled by my immediate rater about the impact of the promotion declination. Specifically, I have been counseled as to the ramifications of such a declination of promotion as contained in 10 U.S.C. § 629, and Army Regulation 600-8-29, paragraph 3-10:

a. The name of an officer who declines promotion will be removed from the promotion list by the Secretary of the Army.

b. The officer will not be eligible again for promotion as a result of action by the promotion selection board or special selection board that recommended him or her for promotion.

c. The officer will not be eligible for Selective Continuation consideration.

d. Declination is irrevocable on or after the effective date of promotion.

e. Deletion from a promotion list based on declination of promotion will not constitute a non-selection for promotion nor will it have the effect of a removal from a promotion list under Chapter 7-10.

f. Officers declining promotion to 1LT and CW2 are ineligible for subsequent promotion. These officers will separate upon expiration of service obligation.

3. I understand the consequences of declination of promotion, as outlined above, and still wish to pursue the requested action.

[SIGNATURE BLOCK]
[DECLINING OFFICER]

Figure 3-1. Declination of promotion format



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

[DATE]

MEMORANDUM THRU [*Senior rater's or rater's commander's rank, name, and address*]

FOR Commander, HRC (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Fort Knox, KY
40122-5407

SUBJECT: Declination of Promotion

1. I recommend approval of [*insert rank and name*]'s request for declination of promotion, to be effective immediately.

2. I have counseled the officer about the impact of the promotion declination. Specifically, I have counseled the officer as to the ramifications of such a declination of promotion as contained in 10 U.S.C. § 629, and Army Regulation 600-8-29, paragraph 3-10:

a. The name of an officer who declines promotion will be removed from the promotion list by the Secretary of the Army.

b. The officer will not be eligible again for promotion as a result of action by the promotion selection board or special selection board that recommended him or her for promotion.

c. The officer will not be eligible for Selective Continuation consideration.

d. Declination is irrevocable on or after the effective date of promotion.

e. Deletion from a promotion list based on declination of promotion will not constitute a non-selection for promotion nor will it have the effect of a removal from a promotion list under Chapter 7-10.

f. Officers declining promotion to 1LT and CW2 are ineligible for subsequent promotion. These officers will separate upon expiration of service obligation.

3. Officer has indicated an understanding of the consequences of declination of promotion, as outlined above, and still desires to pursue the requested action.

[SIGNATURE BLOCK]
[IMMEDIATE RATER]

Figure 3-2. Rater endorsement of declination of promotion format

b. The CG, HRC (Promotions Branch (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407) must receive a declination memorandum signed by the officer and the rater counseling memorandum before the effective date of promotion.

c. The name of an officer who declines promotion will be deleted from the promotion list by the SECARMY. The officer will not be eligible again for promotion as a result of action by the PSB or SSB that recommended him or her for promotion.

d. Declination is irrevocable on or after the effective date of the promotion, except as authorized by the Chief, DA Promotions Branch if based upon exigent circumstances. The declination will be filed in the service folder of the officer's AMHRR.

e. Deletion from a promotion list based on declination of promotion will not constitute a nonselection for promotion and will not have the effect of a removal from a promotion list. A declination of promotion in lieu of a PRB will constitute a nonselection for promotion and will have the effect of a removal from a promotion list. Additionally, officers declining promotion are not eligible for promotion as a result of action by the promotion selection board or SSB that recommended them for promotion, nor are they eligible for SELCON consideration based on the action of that board.

f. Officers declining promotion to 1LT and CW2 are ineligible for subsequent promotion. These officers will be separated not later than 180 days after their declination is approved. Officers who fail to complete their educational requirements or service obligations as a result of voluntarily declining promotion may be subject to recoupment actions.

g. A warrant officer who has a voluntary retirement application approved by HRC is in a nonpromotable status and does not have to decline promotion.

3-11. Commission certificate

The DD Form 1 (Officer's Commission) is prepared for appointment of a commissioned officer and is not intended for promotion; officers can request a DD Form 1 from their supporting S1, MPD, or G-1 channels.

3-12. Promotion ceremonies

Promotion ceremonies may be conducted before the effective date of a promotion only according to this paragraph.

a. When the effective date of a promotion is on a weekend or national holiday, a promotion ceremony may be conducted on the last duty day before the effective date of promotion.

b. When the officer will be on leave or enroute to a new duty station (not including temporary duty) on the effective date of promotion, a ceremony may be conducted no earlier than 15 calendar days before the effective date. The ceremony is authorized to take place no sooner than the last duty day that the officer is present before the effective date. There are no exceptions to this rule.

c. Pay and seniority is not affected by an early promotion ceremony. Instead, the pay and seniority remain determined by the effective date of promotion cited in the promotion order.

d. This authority does not change the frocking provisions of chapter 5.

Section III

Nonselects

3-13. Failure to be selected for promotion

a. An officer on the ADL who has failed to be selected for promotion to CW3, CW4, CW5, CPT, MAJ, or LTC a second time (10 USC 580 and 10 USC 632) is subject to one of the following:

(1) Discharge or release from active duty according to AR 600-8-24.

(2) Retirement under any provision of law, if eligible, on the date requested by the officer and approved by proper authority. Retirement will ensue no later than the first day of the 7th month beginning after the month in which the President or the President's designee approves the report of the board that considered the officer the second time.

(3) Retained on active duty (if a commissioned officer) until eligible for retirement if, on the date the officer would otherwise have been discharged, the officer is within 2 years of being eligible to retire.

(4) Retained on active duty (if a warrant officer) until eligible for retirement if 2 years of eligibility for retirement on the date the SECARMY approves the board report (10 USC 1293).

(5) SELCON under provisions of this regulation (10 USC 573, 10 USC 637, and 10 USC 637a).

(6) AMEDD officers subject to statutory ADSO will be retained on active duty until the completion of the service obligation, unless the officer's discharge is otherwise required by law or directed by the SECARMY (10 USC 632(c)(1)).

b. Refer to paragraph 3-17 for officers found not qualified for promotion to 1LT or CW2.

3-14. Selective continuation

a. Subject to the needs of the Army, officers pending separation because of having twice failed to be selected for promotion to CW3, CW4, CW5, MAJ, or LTC, may be SELCON on active duty in their present grade. A SELCON board must recommend the officers for continuation and the SECARMY must approve the recommendation before officers may be continued. Officers may not apply to be SELCON. The SECARMY will direct a SELCON board to consider officers for continuation when required to meet the needs of the Army (10 USC 580 and 10 USC 637).

b. SELCON officers, if otherwise eligible, will continue to be considered for promotion until separation. The SELCON status merely extends their existing mandatory retirement or separation date based upon terms of the SELCON.

c. The following rules apply to the duration of an officer's SELCON:

(1) CPTs that would otherwise have been separated for having twice failed to be selected for promotion, may not be continued on active duty for a period which extends beyond the last day of the month in which the officer completes 20 years of active commissioned service, unless promoted to the regular grade of MAJ (10 USC 637(a)(2)).

(2) MAJs that would otherwise have been separated for having twice failed to be selected for promotion, may not be continued on active duty for a period which extends beyond the last day of the month in which the officer completes 24 years of active commissioned service, unless promoted to the regular grade of LTC (10 USC 637(a)(3)).

(3) Warrant officers (CW2, CW3, and CW4) will normally be continued based upon the condition set forth in the board MOI, unless sooner retired or discharged under another provision of law or regulation.

d. An officer who has been selected for continuation will be released, discharged, or retired on the expiration date of the continuation period established unless on or before that date one of the following has occurred:

(1) The officer has been recommended for promotion, by a PSB or SSB, or has been promoted to the next higher grade.

(2) The officer has been selected again by a later SELCON board.

(3) The officer is within 2 years of being eligible to retire.

(4) The officer has been retired or placed on the temporary or permanent disability list.

(5) The officer was released sooner from active duty or discharged under other provision of law or regulation.

(6) The officer was retained under another provision of law or regulation.

e. Officers retained under paragraph 3-14d(3) will be retired on the first day of the 1st month following the month which they become eligible (if they apply) or will be discharged unless continued on active duty under other provision of law or regulation.

f. Separation under this paragraph is involuntary; however, if an officer wishes to retire or be discharged or released from active duty before a SELCON period expires, he or she may voluntarily request such action. Such a request does not change the involuntary nature of the retirement, discharge, or release from active duty (see AR 600-8-24).

g. AMEDD officers on the ADL who were twice not selected for promotion to MAJ or LTC will, whether or not SELCON by the SECARMY as a result of the SELCON process, be continued on active duty to fulfill any ADSO incurred:

(1) Under the provisions of Health Professions Scholarship Program as established in 10 USC 2123.

(2) For attendance at the Uniformed Services University of the Health Sciences established in 10 USC 2114.

(3) For accepting a scholarship, fellowship, or grant established in 10 USC 2603.

(4) For receiving other advanced education assistance in exchange for an agreement to serve on active duty for a specific period established in 10 USC 2005.

h. The SECARMY may authorize an officer in a grade above O-2 to remain on active duty after the date otherwise provided for the retirement or separation, if the officer has a military occupational specialty, rating, or specialty code in a military specialty, based upon SECARMY determination of the need for officers with such skills, occupational specialty, rating, or specialty code. An officer continued on active duty pursuant to this section shall, if not earlier retired or separated, be retired on the first day of the month after the month in which the officer completes 40 years of active service (10 USC 637a).

Section IV

Managing Promotions to First Lieutenant and Chief Warrant Officer Two

3–15. Compute promotion eligibility date for promotion to first lieutenant

a. Promotion eligibility to 1LT is computed according to the following rules listed below and based upon which rule occurs first:

(1) Eighteen months of active duty service as a 2LT on the ADL. If the officer's source of commission is the Reserve Officers' Training Corps (ROTC), active duty service commences on the year, month, and day the officer enters active duty based on the computation of travel in accordance with the Joint Federal Travel Regulation. An exception to this is an ROTC graduate who is appointed and enters active duty in the month of May or June of the same year. The PED for officers entering in May or June is 18 months from the date the graduating class of the United States Military Academy (USMA) entered active duty. The following will also count as active duty service:

- (a) Other active duty service as defined in the glossary under "active duty".
- (b) Entry grade credit (EGC) awarded to officers appointed in or assigned to AMEDD branches under the provisions of AR 135–101 or AR 601–100. Entry grade consists of education, training, and prior service.

(2) The day before the second anniversary of the 2LT ADOR.

Note. If an officer is eligible for promotion on 29 February in a year when the month has only 28 days, the officer is eligible for promotion on 28 February.

b. A 2LT whose appointment from USMA is delayed beyond the main class graduation date will not be promoted 18 months after graduation. The officer's PED will be the earlier of 18 months on the ADL as a 2LT or the day prior to the 2nd anniversary of the 2LT DOR, or as directed by the SECARMY.

c. AMEDD officers on active duty who agree to serve as 2LTs while in professional education or training programs are promoted when they complete training. Their PED is announced by HRC. See table 3–1 for rules for 2LT DOR and 1LT promotion eligibility.

d. Constructive service credit and prior service credit awarded in lieu of constructive service credit is recorded on DA Form 5074–1–R (Record of Award of Entry Grade Credit (Health Services Officer)) for AMEDD officers other than Medical or Dental Corps officers. Requirements for the use of the DA Form 5074–1–R are found in AR 135–101. The MPD or G–1 may contact the Office of the Surgeon General (DASG–HR), 7700 Arlington Blvd, Falls Church, VA or appropriate assignment officer to request verification of constructive credit or prior service credit. The servicing MPD or G–1 HR officer will refer to the DA Form 5074–1–R when calculating the effective date of promotion of AMEDD officers.

Table 3–1
Rules for 2LT date of rank and 1LT promotion eligibility-

Type graduate	Original date of appointment	Date entered on active duty	2LT DOR	Eligibility date for Promotion to 1LT
USMA	May or June	May or June of year appointed	USMA main graduation date	18 months from USMA main graduation date
ROTC 1	May or June	May or June of year appointed	USMA main graduation date	18 months from USMA main graduation date
ROTC 2	May or June	In a month other than May or June of year appointed	USMA main graduation for year of appointment	(1) the earlier date between 18 months active Federal commissioned service, or (2) the day prior to the 2nd anniversary of the 2LT DOR
ROTC 3	In a month other than May or June	At any time	Date of original appointment	(1) the earlier date between 18 months from entrance on active duty current tour, or (2) the day prior to the 2nd anniversary of the 2LT DOR

Table 3-1
Rules for 2LT date of rank and 1LT promotion eligibility—Continued

Officer Candidate School (OCS), Direct Commission, or National Guard OCS	At any time	At any time	Date of original appointment	(1) the earlier date between 18 months active Federal commissioned service, or (2) the day prior to the 2nd anniversary of the 2LT DOR
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3-16. Compute promotion eligibility date for promotion to chief warrant officer two

a. A warrant officer’s promotion eligibility date is the second anniversary of total active duty service in the current or any higher grade provided that the officer has served a minimum of 18 months of active duty service as a WO1. The promotion authority should adjust the PED to ensure the officer meets the 18-month active duty requirement, if necessary. Active duty service as a commissioned officer before appointment as a warrant officer will also count as active duty service.

Note. If a warrant officer is eligible for promotion on 29 February and the month has only 28 days, the officer is eligible for promotion on 28 February.

b. A warrant officer who completes 2 years of warrant officer service before entry on active duty is eligible for promotion on the day of entry provided the previous service was in an active reserve status as defined in AR 135-155.

c. Prior active Federal commissioned service is creditable toward promotion of warrant officers only under paragraph 3-16a.

3-17. Processing DA Form 78

a. A screening and review process, similar to the post-board screening detailed in paragraph 2-12, will be conducted for all 1LT/CW2 promotion nominations. The DMPM will initiate the screening and review process. The DCS, G-1 or designee (normally the DMPM) may refer any derogatory information to the PRA (usually the general court-martial convening authority) for further review before a 1LT/CW2 promotion nomination proceeds. The DMPM or higher level authority retains the authority to refer a 2LT/WO1 to a PRB in cases where circumstances warrant such a referral (see chap 7).

b. Preparation of DA Form 78 (Recommendation for Promotion to 1LT/CW2) will be used for officers not recommended for promotion by the automated system. Automated promotions to 1LT and CW2 are done in accordance with instruction issued by HQDA.

c. The PRA (normally the general court-martial convening authority) will make a recommendation on cases HQDA referred for further review or take final action on cases for which the promotion approval authority has recommended against promotion.

d. A 2LT or WO1 found not qualified for promotion by the promotion approval authority (LTC or higher commander, including commanders frocked to LTC) will be retained for 6 months after the officer’s original PED.

e. When a promotion approval authority determines that a 2LT is not qualified for promotion to 1LT or a WO1 is not qualified for promotion to CW2, he or she will use DA Form 268 to flag the officer in accordance with AR 600-8-2 and initiate a DA Form 78 no later than the PED.

Note. The promotion approval authority must (if necessary) change the approval code in the automated system to disapprove the promotion prior to the officer’s PED to prevent inadvertent promotion.

f. Initiation of separation action as a result of a denial for promotion to 1LT/CW2 may be held in abeyance for 6 months. At the end of the 6-month period, the PRA must determine whether the officer should be recommended for promotion. If the promotion approval authority recommends the promotion of the officer during the abeyance period, the officer’s nomination will continue to be processed in accordance with this chapter. If an officer is recommended for promotion and the promotion is approved, the officer’s DOR and effective date of promotion will be the date the President or designee approves the appointment.

g. A 2LT or WO1 not recommended for promotion will be retained in a suspended mandatory separation status for 6 months after the PED to allow the officer the opportunity to overcome the nonpromotable status, unless the retention is inconsistent with good order and discipline as determined by the promotion approval authority and/or PRA.

h. The promotion approval authority will fully explain the reason for denying promotion on DA Form 78 and in the remarks section of the automated promotion system.

i. Officers under consideration for promotion will be provided a copy of the DA Form 78 with an explanation for the denied promotion and written counseling on conditions required for the officer to regain promotion eligibility, if applicable. The officer will be afforded 7 duty days to provide a statement to the promotion approval authority. The officer may elect in writing not to submit a statement. Before making a decision, the promotion approval authority will consider any statement submitted within the prescribed time by the officer.

j. During the 6-month period, the DA Form 78 will be held in a suspended action status at the unit level while the recommending and promotion approval authorities evaluate the officer's performance and make a determination of the officer's potential for promotion. The S1 or MPD will monitor all suspended actions to ensure compliance with these procedures.

k. If a 2LT or WO1 is found not qualified for promotion at their promotion eligibility date but later found qualified for promotion within the 6-month retention period, the officer's DOR and effective date of promotion will be the date the President or designee approves the appointment. If the President or designee previously approved the appointment, the DOR will be the date the promotion approval authority found the officer qualified for promotion.

l. A 2LT or WO1 who has not been promoted at the end of the 6-month abeyance period will be processed for separation under the provisions of AR 600-8-24.

m. If, at the end of the 6-month period, the promotion approval authority still denies promotion, he or she must forward the DA Form 78 and the officer's statement, if any, to the PRA.

n. The PRA will review all cases in which a 2LT or WO1 has been found not qualified for promotion by the promotion approval authority. If the officer under consideration submitted a statement to the promotion approval authority then the PRA must consider that statement before making a final decision. If the officer under consideration did not provide a statement or elected not to submit a statement, the officer will be given 7 duty days to submit a statement to the PRA.

o. The PRA may take the following actions:

(1) Further extend the period of suspension, but the officer must be separated no later than 18 months after the officer's original PED, if not subsequently promoted.

(2) Officers not recommended for promotion to 1LT/CW2 as a result of actions by the SECARMY (or designee) or the PRA will be discharged in accordance with AR 600-8-24.

(3) Deny the promotion and direct the officer's separation in accordance with AR 600-8-24.

p. The PRA's decision following the initial and/or subsequent suspension period is final. When a 2LT or WO1 awaiting reassignment has been denied promotion, the officer is stabilized and cannot conduct a permanent change of station. The unit must coordinate with the appropriate HQDA assignment officer to rescind any assignment instructions, as applicable.

q. Separation under these provisions is considered involuntary.

Section V

Special Circumstances

3-18. Inter-Service transfer

a. *Precedence or relative grade for inter-Service transfers.*

(1) An ADL commissioned or warrant officer who transfers from another uniformed Service will keep the same grade and ADOR that he or she held the day before transferring.

(2) A commissioned or warrant officer who transfers from another uniformed Service and was not on the ADL in that Service at the time of transfer will have a grade and ADOR established by HRC.

(3) As an exception to paragraphs 3-18a(1) and 3-18a(2), a commissioned officer who transfers from a professional competitive category (Chaplain, AMEDD, or JAGC) in the losing uniformed Service to a substantially different competitive category will lose any constructive credit granted by the losing uniformed Service. The officer's ADL grade will be determined according to applicable provisions of DoDI 1300.04, AR 135-100, AR 135-101, AR 601-100, and AR 614-120.

b. *Integration on the promotion list.* Commissioned officers on a standing list for promotion in another uniformed Service (including the U.S. Coast Guard and National Oceanic and Atmospheric Administration) or previously awarded constructive service credit in another Service and transferring to the same or a comparable category in the Army may be integrated into the corresponding Army standing promotion list. Such determinations will be made on a case-by-case basis and approved by the Chief, Promotions Branch provided there is not a break in recorded service.

c. *Promotion eligibility.* Officers transferring to the Army from another Service without a break in service are immediately eligible for promotion consideration if their DOR places them within the promotion zone for the next higher grade when that selection board had not recessed before the effective date of the transfer. Their names will be

submitted to a SSB for consideration as prescribed by this regulation. If selected and approved for promotion, their names will be placed on the promotion list according to their DOR, assigned a promotion sequence number, and they will be promoted upon that sequence number being announced; however, the effective date of promotion may not be before their entry on active duty in the Army. If the effective date of transfer to the Army from another Service is after the board's recess date, the officer will not be eligible for consideration, nor SSB, and will not be eligible for consideration until the next scheduled mandatory board for the next higher grade.

3–19. Absence covered by the Missing Persons Act (Title 10, United States Code, Chapter 76)

a. Officers who are missing, missing in action, interned, or detained in a foreign country against their will, captured, surrounded, or unable to escape due to hostile fire remain eligible for consideration and promotion. If selected, time absent will be included in any service computation used to determine eligibility for promotion.

b. The immediate commander will recommend for or against promotion to 1LT and CW2 of officers absent within the provisions of 10 USC Chapter 76. The officer's name will be displayed on the automated system and will be processed in the same manner as if the officer was present for duty. Commanders promoting officers under this paragraph will submit the supplemental report required by AR 638–8. This report will cite the change in grade, DOR, and promotion order.

c. Field promotion authorities may promote eligible officers only before they are dropped from the rolls of the unit. For a 2LT or WO1 dropped from the unit rolls, promotion authorities will promptly send recommendations for or against promotion to the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC–PDV–PO), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407, whether or not the officer is eligible.

3–20. Temporary disability retired list returnees

a. Officers placed on the ADL from the temporary disability retired list (TDRL), in the grade they held when placed on the TDRL, will keep that same ADOR.

b. The eligibility requirements of the paragraphs listed in this regulation apply to officers returning from the TDRL. Such officers are treated as though they had no break in service.

c. Eligible officers will not be considered by a SSB until after their return to the ADL. Officers who have missed a promotion opportunity and who are returned to the ADL will be considered for promotion in accordance with 10 USC 628(a)(1). If the missed promotion opportunity was for 1LT or CW2, the appropriate field commander will immediately consider the officer for promotion as prescribed in this regulation. If the missed promotion opportunity was for the grade of CW3, CW4, CW5, CPT, or above, the officer's promotion board file will be submitted to a SSB as prescribed in this regulation.

3–21. Promotion of critically ill officers

Regardless of an officer's medical status, there is no legal basis for accelerating an officer's promotion to occur before the promotion of those who are ahead of him or her on a promotion list.

3–22. Posthumous promotions

a. An officer may be posthumously promoted if, at the time of death, the following conditions are met:

(1) The officer was officially recommended for promotion, but was unable to accept the promotion because of his or her death. For promotions that employ a PSB process, an officer is officially recommended for promotion on the date the selection board recesses. For promotions to CPT that employ a fully qualified certification process, an officer is officially recommended when the promotion screening authority signs the certification memorandum recommending the officer for promotion. For promotions to 1LT and CW2, an officer is officially recommended for promotion when HRC Promotions Branch posts the officer's name to the automated (1LT or CW2) promotion system.

(2) The officer was qualified for appointment to the higher grade at the time of his or her death.

(3) At the time of death, the officer was not on an unauthorized absence or under suspension of favorable personal actions (Flag).

b. No persons will receive any bonus, gratuity pay, or allowance because of a posthumous promotion; however, the officer's name will be carried on military records in the higher grade and that grade may be included upon the burial marker in recognition of the officer's lifetime accomplishments and contribution to the nation.

c. Casualty and Mortuary Affairs Operations Center will verify eligibility to receive a posthumous promotion using items 50 through 53 of DD Form 1300 (Report of Casualty), in accordance with AR 600–8–1. Posthumous promotions will normally be approved unless a recommendation to remove an officer from a promotion report or list or to deny

promotion is addressed in the DD Form 1300 or is received under separate cover before a DA Form 3168 (Posthumous Promotion (Enlisted)) is issued.

d. HRC (AHRC-PDC-C) will, upon effecting the posthumous promotion, issue a DA Form 3168 to be furnished to the primary next of kin along with the DD Form 1300.

3-23. Temporary (brevet) promotions

Temporary (also known as brevet) promotions are intended to alleviate critical shortages of officers in competitive category specialties whose skills are determined to be in critically short supply (see 10 USC 605). Regular Army (RA) officers may be temporarily promoted to the grades of CPT, MAJ, LTC, and COL when the SECARMY has determined a critical shortage; officers with appropriate skills who serve or will be serving in the designated critical positions are nominated by a brevet promotion selection board; recommended by the SECARMY for brevet promotion, and appointed by the President, with the advice and consent of the Senate.

a. *Establishing critical positions.* The Army is limited to a cap of 770 positions which can be designated as critical positions. The allocation per grade is: 120 CPTs, 350 MAJs, 200 LTCs, and 100 COLs. The DMPM will allocate a portion of the positions to areas of concentration and commands approved by the SECARMY.

(1) The CG, HRC will issue a MILPER message calling for nominations of crucial positions.

(2) When responding to a MILPER message calling for nominations, commanders, through their Army service component command or direct reporting unit will—

(a) Submit position descriptions that have been populated in the Assignment Interactive Module (AIM 2.0).

(b) Update knowledge, skills, and behaviors for the position(s) in AIM 2.0.

(c) Include the grade, unit identification code, paragraph, and line numbers of the requested critical position in AIM 2.0

(d) Provide a justification for designating the position as critical (see glossary).

(3) The DMPM will validate an HRC-executed selection panel to confirm the positions as crucial for approval by the SECARMY. Once the SECARMY designates the positions as critical, the DMPM will post the critical position list on the HRC website and the Director, Personnel Structure and Plans Division will update the required manning documents so positions are visible in HR information technology systems. Updates and waivers to the designated critical position list will be submitted to the SECARMY through the CG, HRC, and the DCS, G-1.

(4) Each year, the DCS, G-1 will submit to the SECARMY summary data comparing end strength to the authorization of each brevet grade with the skills required for designated positions, and recommend changes, if any, to brevet applicability or skills.

b. *Brevet Promotion Selection Board.*

(1) The SECARMY will convene a selection board to review officers presented for consideration through the nomination process prescribed in this paragraph. The DA Secretariat for Selection Boards will execute these boards and is authorized to select individual members from ongoing boards to consider brevet promotions. The SECARMY will issue standing instructions for the brevet promotion selection board.

(2) The brevet promotion selection board will base its determination on validating the alignment of knowledge, skills, and behaviors between the officer and the critical position. In addition, the board should strongly consider officer and unit preference.

(3) For each officer nominated, the brevet promotion board will certify that—

(a) The position is a SECARMY-designated position included in the critical position list posted on the HRC website.

(b) A valid requirement for brevet promotion exists within the command (for example, an officer of the required grade with appropriate qualifications is not available for the qualifying position).

(c) The officer is recommended by his or her commander.

(d) The planned duration of the officer's assignment in the qualifying position will not be less than the minimum period prescribed in paragraph 3-23c(1)(d) unless a waiver is granted.

(4) Upon completion of its deliberations, the board will forward its report to the DMPM. The DMPM will submit the report to the Office of The Judge Advocate General for a legal review. Once the legal review is complete, the DMPM will submit the report through the DCS, G-1 to the SECARMY for approval.

c. *Brevet Promotions.*

(1) Eligibility.

(a) All 1LTs through LTCs who possess the knowledge, skills, behaviors, and preferences for assignment to a designated critical position are eligible candidates.

(b) By the convene date of the selection board, eligible officers must have served 2 years in grade, computed from the DOR in their current grade.

(c) To be considered for temporary promotion, eligible officers must be serving in, or on orders to, one of the designated critical positions.

(d) Eligible officers must have at least 1 year remaining to serve in a qualifying position following the date of the commander's recommendation for brevet promotion or from the expected reporting date to the qualifying position, whichever is later. Officers whose projected permanent change of station date prevents eligibility for brevet promotion may request HRC to adjust their availability to meet the 1-year requirement. Officers will forward requests for adjustments, with appropriate endorsements by O-6 level commanders, to HRC for consideration.

(e) An officer whose scheduled separation date prevents eligibility for brevet promotion may request an extension on active duty to meet the 1-year requirement. The requested extension must be at least 6 months in duration.

(2) Candidate selection.

(a) Otherwise eligible officers must be recommended for brevet promotion by their commander in writing.

(b) Commanders and officers will interact in the Army Talent Alignment Process Assignment Marketplace. Individual officers will demonstrate their knowledge, skills, and experience that qualify them for specific positions. Commanders will indicate the officers they believe are best qualified for brevet promotion. Officers may self-nominate for positions and commanders may recommend specific officers.

(c) Commanders' interactions in the Assignment Marketplace must include comments that support the officer's performance potential in the qualifying position. Commanders must certify that the officer possesses the appropriate knowledge, skills, and experience, and indicate the officer has the potential to successfully perform the duties the next higher grade requires.

(d) If the officer requires an adjustment to an existing separation action to establish eligibility for consideration for brevet promotion, the commander must comment on that request in his or her interaction in the marketplace.

(e) Officers under orders to a qualifying position whose names appear on a promotion list to the next higher grade, but who have not yet been promoted, may be approved by the CG, HRC as meeting the necessary requirements for brevet promotion.

(3) Promotion.

(a) Officers approved for brevet appointment may be promoted on the date they report to a qualifying position or the date of the appointment, whichever is later.

(b) Retroactive appointment and back pay are not authorized.

(c) If the officer has not reported to the specific qualifying brevet position but the brevet appointment has been made by the President, with the advice and consent of the Senate, the CG, HRC may assign the officer to another qualifying brevet position without secondary board action. The officer's current commander must recommend the officer for brevet promotion in writing using. The commander's recommendation must be forwarded to the CG, HRC for verification.

(4) Date of rank.

(a) The DOR and effective date for entitlement to pay and allowances of the appropriate brevet grade will be stated in the officer's appointment. The DOR will be the brevet appointment date or the date the officer reports into a qualifying position, whichever is later.

(b) Only one officer can serve in a qualifying brevet position. Overlap is not authorized. The CG, HRC will validate that the officer has arrived at the qualifying brevet position, will promote the officer, and will notify the command of the promotion once vacancy of the qualifying brevet position is verified.

(5) Delivery and acceptance. The CG, HRC will forward the officer's brevet appointment to the appropriate grade to the commander once the officer reports to the brevet position or the brevet appointment has been made by the President, with the advice and consent of the Senate, whichever is later. Each brevet appointment is considered accepted by the appointee unless it is expressly declined. Officers selected for promotion who elect to decline the brevet appointment will document the declination in writing. When this occurs, the appointment authority terminates. The commander will forward the original of the officer's declination to the CG, HRC.

(6) Transfer. If the officer is transferring immediately from one qualifying position to another qualifying position, a second brevet promotion board is not required. Before the transfer, the CG, HRC will verify that the officer meets all the requirements and the officer's current commander will endorse the officer for the new position in writing to the CG, HRC.

d. Status of Brevet-Promoted Officers. Because brevet-promoted officers serve concurrently in their lower permanent grades and brevet higher grades, brevet promotions will not influence the officers' eligibility for selection under the normal promotion selection boards. An officer's permanent grade and position on the ADL is not changed by a brevet promotion.

e. Entitlement. Officers who are brevet-promoted will be entitled to the pay and allowances of the appropriate grade from the date specified in the appointment until the appointment is terminated. Commanders will advise the

CG. HRC, through the appropriate career division, of the effective date of any reversion to the prior grade if the appointment is terminated before permanent promotion. HRC will ensure that the appropriate pay grade applies to any permanent change of station entitlement.

f. Termination of Brevet Promotions.

- (1) Brevet promotions will terminate when—
 - (a) A modification of orders terminates eligibility; or
 - (b) At the start of processing for separation from active duty; or
 - (c) The date an officer moves from a qualifying position; or
 - (d) An officer is convicted at court-martial, found guilty at nonjudicial punishment, or is separated for cause while serving in the qualifying position; or
 - (e) An officer is promoted to the appropriate permanent grade. An officer selected for promotion to the appropriate permanent grade will maintain the brevet appointment regardless of the position until the date on which he officer accepts the permanent appointment.
- (2) Upon termination of brevet promotion, officers will revert to the highest permanent grade held before appointment, except for officers whose termination is the result of a permanent promotion.

Chapter 4

Precedence and Date of Rank

4–1. Active date of rank responsibilities

- a.* The ADOR is used to determine the eligibility of officers on the ADL for promotion.
- b.* The DCS, G–1 establishes the criteria used to determine the ADOR and PED. Designation of ADOR and PED not anticipated by a provision of this regulation will be determined on an individual basis by the DCS, G–1 or his or her designee.
 - (1) Except as indicated below, HRC will determine ADOR and PED as prescribed in this regulation. The following documents must be submitted for those officers whose ADOR and PED will be determined by HRC: DA Form 1506 (Statement of Service-For Computation of Length of Service for Pay Purposes); DD Form 214 (Certificate of Release or Discharge from Active Duty); NGB Form 23B (Army Reserves National Guard (ARNG) Retirement Points History Statement); DA Form 5016 (Chronological Statement of Retirement Points) provided by HRC; DA Form 71 (Oath of Office-Military Personnel); promotion orders; RA appointment orders; active duty orders; letter orders on transfers between Reserve Control Groups or units; and any U.S. State Army Reserve promotion letters. Upon placement on the ADL, officers must show due diligence and comply with the instructions on their orders to request an ADOR determination. The request must be submitted no later than 24 months after being placed on the ADL unless officer can explain excessive delay based upon exigent circumstances.
 - (2) BDE S1s and/or MPDs will determine the ADOR for all 2LTs and WO1s.
 - (3) The ADOR of officers not managed by HRC will be jointly determined by the CG, HRC and The Surgeon General; TJAG; or the Chief of Chaplains, as appropriate.

4–2. Precedence or relative rank of commissioned officers

- a.* Precedence or relative rank of commissioned officers, whether or not on active duty, is based first on rank. Rank among officers of the same grade is determined by comparing DOR. An officer whose DOR is earlier than that of another officer of the same or equivalent grade is senior to that officer. The rules allow determination of precedence and relative grade among many different categories of commissioned officers (for example, retired, ADL, and Reserve officers).
- b.* Except as provided in paragraph 4–2c precedence or relative grade among commissioned officers on the ADL is based on the following criteria, in the order given:
 - (1) Current grade in which serving on the ADL.
 - (2) Current ADOR.
 - (3) ADOR of commissioned grade in which all previous grade(s) were served on active duty (other than for training).
 - (4) Previous active duty grade(s) or relative seniority, if applicable. This rule maintains the relative precedence and seniority as it existed in a prior service grade.
 - (5) Total active Federal commissioned service.
 - (6) Date of appointment as a commissioned officer.
 - (7) Date of birth (earlier date is senior).
 - (8) Alphabetical order.

c. USMA graduates who are appointed as 2LTs on the USMA graduation date will grade among themselves in order of their USMA class standing. Officers appointed in the RA from another military Service academy on that academy's main graduation date will have the USMA main graduation date as their 2LT ADOR, and will be placed on the ADL by integrating their Service academy graduation class standings into the class standing of USMA graduates. USMA and other military Service academy graduates who are appointed as 2LTs on a date other than the main graduation date of their Service academy will have an ADOR established below. Other 2LTs with the same 2LT ADOR as the USMA main graduation date will be placed on the ADL in the following order of precedence or relative grade:

- (1) Ahead of the main USMA class if they entered on active duty before the USMA main graduation date.
- (2) After all Service academy graduates with the same ADOR if they were placed on the ADL on or after the USMA main graduation date, in the order of relative precedence among them established under paragraph 4-2b.

4-3. Determining active date of rank for commissioned officers

a. The ADOR of RA 2LTs and other officers upon placement on the ADL is determined under the provisions of this regulation.

b. The ADOR of an officer receiving an original appointment as a RA commissioned officer, other than as stated in this regulation, is the date the appointment is accepted unless:

- (1) The officer was, at the time of appointment, a Reserve officer on the ADL, in which case the ADOR is the same as that which the officer held immediately before his or her appointment as a RA officer.
- (2) The officer was, at the time of appointment, a Reserve officer not on the ADL, in which case the ADOR will be the one the officer would have had immediately before the appointment as a RA officer had the officer been placed on the ADL as a Reserve officer on that date.
- (3) The appointee was not, at the time of appointment, a Reserve officer, but was awarded EGC under 10 USC 533, in which case the ADOR will be backdated to the extent that the EGC awarded exceeds that required for the officer's appointment grade under applicable Army regulations.

(4) The officer was, at the time of appointment, a Regular officer in another Service and the officer is the subject of an inter-Service transfer, in which case the ADOR will be the same as the officer's ADOR in the other Service.

(5) The officer is, at the time of appointment, a RA officer and the new original appointment will effect a change in the officer's status from a special branch to a basic branch, from a basic branch to a special branch, or between special branches. In these cases the ADOR will be recomputed in accordance with paragraph 4-1, except that in no event will the officer's ADOR in the new original appointment be later than the ADOR held in the previous appointment.

c. The ADOR of officers, other than as stated in this regulation, is determined under paragraph 4-2.

d. The ADOR of an officer who is promoted to a higher grade will be the date designated in the order announcing the promotion. Except as otherwise provided by law, this will be the date the officer is appointed to the higher grade. The ADOR of an officer whose promotion was delayed under 10 USC 624(d) will be according to paragraph 3-8.

e. Officers on a TDRL, if placed on the ADL, will have the same ADOR as when placed on the TDRL.

f. Officers on any retired list other than the TDRL, who are ordered to active duty, will not have their DOR adjusted in connection with the order to active duty and their names will not be placed on the ADL.

g. The ADOR of an officer receiving an appointment to the temporary grade of LTG or GEN under 10 USC 601 will be the date of that appointment, backdated by any period of prior service in the temporary grade to which appointed.

h. The ADOR of an officer receiving an appointment to a temporary grade other than LTG or GEN in time of war or national emergency will be the date designated in the appointment.

4-4. Precedence or relative grade of warrant officers

a. Precedence and relative grade among warrant officers, whether or not on active duty status, is based first on grade (AR 600-20). Grade among warrant officers of the same grade on the ADL is determined by comparing ADORs. A warrant officer whose ADOR in a grade is earlier than that of another warrant officer in the same grade is senior to that officer.

b. Precedence or relative grade among warrant officers on the ADL is based on the following criteria:

- (1) Current grade in which serving on the ADL.
- (2) Current ADOR of the grade in which serving on the ADL.
- (3) Total active Federal commissioned and warrant officer service.
- (4) Date of birth (earlier date is senior).
- (5) Alphabetical order.

4–5. Determining active date of rank for warrant officers

a. The ADOR of warrant officers in the grade of WO1 will be determined according to the provisions of this chapter.

b. The ADOR of a warrant officer receiving an original appointment as an RA warrant officer is the date the appointment is accepted unless—

(1) The warrant officer was, at the time of appointment, a Reserve warrant officer on the ADL in the same grade in which appointed as a RA warrant officer in which case the ADOR is the same as that which the officer held immediately before accepting his or her RA appointment.

(2) The warrant officer was, at the time of appointment, a Reserve warrant officer not on the ADL, in which case the ADOR will be the one the warrant officer would have had immediately before the RA appointment had the warrant officer been placed on the ADL as a Reserve warrant officer on that date.

(3) The warrant officer was not, at the time of appointment, a Reserve warrant officer, but received EGC under 10 USC 533, in which case the ADOR will be backdated to the extent that the EGC awarded exceeds that required for the warrant officer's appointment grade under applicable Army regulations.

c. The ADOR of a warrant officer promoted to a higher grade will be the date designated in the order announcing the promotion. Except as otherwise provided by law, this will be the date the officer is appointed to the higher grade. The ADOR of a warrant officer whose promotion was delayed will be determined according to paragraph 3–8.

d. The ADOR of warrant officers not on the ADL will not be adjusted if they are placed on the ADL without a new original appointment.

e. Warrant officers on a TDRL, if reappointed in the RA and placed on the ADL in the grade held at the time of placement on the TDRL, will have the same ADOR in the grade they had when placed on the TDRL.

f. Warrant officers on any retired list other than the TDRL who are ordered to active duty will not have their DOR adjusted in connection with such order to active duty and their names will not be placed on the ADL.

g. The ADOR of a warrant officer receiving an appointment to a temporary grade in time of war or national emergency will be the date designated in the appointment.

4–6. Determining active date of rank for second lieutenants and warrant officers being placed on the active duty list

a. S1s, G–1s, and MPDs will determine the ADOR for 2LTs and WO1s using the parameters outlined in this regulation.

b. The 2LT ADOR for USMA graduates will be the date of their appointments as a 2LT. The 2LT ADOR of graduates of a Service academy other than USMA, who graduate on the main graduation date of their Service academy and are appointed as 2LTs in the RA under 10 USC 541(b), will be the USMA main graduation date in the year of their appointment.

c. The 2LT ADOR of ROTC cadets appointed as RA 2LTs under 10 USC 2106 or 2107 in May or June of any year is the same as the USMA main graduation date for that year. Eligibility for promotion on the ADL from 2LT to 1LT is based on PED rather than 2LT ADOR.

d. The ADOR of an officer receiving an original appointment as an RA commissioned officer, other than as stated above, is the date the appointment is accepted unless the appointee was, at the time of appointment, a Reserve officer or received EGC under 10 USC 533, including regular officers of another branch of Service. The ADOR of these officers is determined according to this regulation.

e. The servicing S1, G–1, or MPD will use Reserve special orders for transfer among applicable control group(s) to verify periods of reserve commissioned service not in an active status for all 2LTs placed on the ADL. Unless notified via Reserve special orders that a 2LT has a period of reserve commissioned service in an inactive status, the supporting MPD will assume all reserve service as a 2LT is in an active status.

f. For an ROTC 2LT appointed under 10 USC 2106, 10 USC 2107, or 10 USC 2107(a) in May or June of any year, the ADOR will be the same as the USMA graduation date for that year, if all of the officer's service as a 2LT prior to placement on the ADL was in an active status.

4–7. Requesting active date of rank determinations and corrections to the date of original appointment

a. HRC will determine ADOR and PED for all officers upon entry on active duty except as provided in paragraph 4–6. HRC will determine ADOR and correct basic date of appointment in other than temporary component at the request of field commanders.

b. The field commander will provide the needed documents to the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Department 470, Fort Knox, KY 40122-5407.

c. The ADOR of officers not managed by HRC will be jointly determined by HRC and the Office of The Surgeon General; TJAG; or the Chief of Chaplains, as appropriate.

4-8. Grade and active date of rank of Army chaplains upon placement on the active duty list

a. Except as specified in paragraph 4-8c, chaplains will be placed on the ADL in their current grade.

b. The ADOR for chaplains will be established as follows:

(1) For chaplains appointed to the grade of 1LT who were awarded EGC at the time of their most recent original appointment, the ADOR will be their date of placement on the ADL backdated by either 18 months or by the period by which the EGC awarded exceeds the minimum required for promotion to 1LT under 10 USC 619, whichever is less.

(2) For chaplains others than those described in paragraph 4-8b(1), the ADOR will be determined by the entry grade and credit awarded upon appointment.

c. Chaplains in the grade of 1LT who received EGC that included constructive service credit in categories two and/or three under AR 135-100 at the time of their most recent original appointment may be tendered a new original appointment in a higher grade, not above MAJ, upon placement on the ADL if the total period of all EGC awarded exceeds the promotion phase point to the higher grade in the chaplain competitive category.

d. The ADOR of a RA and/or OTRA chaplain placed on the ADL in a higher grade under paragraph 4-8c, will be the date of placement on the ADL in that higher grade.

4-9. Rank and active date of rank for Army Medical Department Corps in the Regular Army upon placement on the active duty list

a. Medical officers receiving a RA appointment will be appointed by either service credit determination or, if already a Reserve commissioned officer at the time of appointment, in their reserve grade currently held in accordance with 10 USC 531(b), 10 USC 533(f), 10 USC 12207, and 10 USC 12320.

(1) *Service credit.* The entry grade and ADOR of a prospective medical officer receiving an original appointment in the RA and who, at the time of appointment, is not a Reserve commissioned officer, will be based on the amount of EGC awarded at the time of appointment in accordance with DoDI 6000.13.

(2) *Entry grade credit.* The EGC to be awarded will be the sum of the prior commissioned service allowed and the amount of constructive service credit awarded. A medical officer's entry grade is subsequently determined by comparing the amount of EGC awarded with the appropriate promotion phase points.

b. If an officer is ordered to active duty and placed on the ADL in the Reserve grade currently held (without a concurrent new original appointment), the ADOR will be his or her Reserve DOR.

4-10. Grade and active date of rank of other than Regular Army Judge Advocate General's Corps officers upon placement on the active duty list

a. The grade and ADOR upon original appointment of a commissioned officer in a Reserve Component assigned to the JAGC will be determined according to AR 135-100 and AR 27-1.

b. A Reserve Component JAGC officer who is ordered to active duty and placed on the ADL will be so placed in his or her current Reserve grade unless appointed to the same or a higher grade in the RA. The provisions of paragraph 4-2c are not applicable to JAGC officers.

c. A 1LT who was originally appointed in that grade and who has 18 months or less service in an active status in that grade immediately prior to being placed on the ADL will be placed on the ADL in the grade of 1LT with an ADOR 18 months prior to the date of placement.

d. A 1LT who was originally appointed in that grade and who has more than 18 months service in an active status in that grade immediately prior to being placed on the ADL will be placed on the ADL in the grade of 1LT with an ADOR calculated by backdating from the date of placement on the ADL by the lesser of the following:

(1) The period of service in an active status in the grade of 1LT.

(2) The total of any commissioned service credit awarded at the time of the officer's most recent original appointment in the current grade.

e. The ADOR of an officer who is placed on the ADL in his or her current grade of CPT or higher will be the date of placement on the ADL backdated by a period equal to the lesser of paragraphs 4-10e(1) through 4-10e(3):

(1) One year for each qualifying year for retirement under 10 USC 12732(a)(2) earned after 1 July 1949 in the grade (without regard to component) in which ordered to active duty and placed on the ADL, or a higher grade (fractional years are not counted), plus all periods of active duty in the military service of the United States, performed in the grade in which ordered to active duty and placed on the ADL or a higher grade. (Active duty performed during a retirement year determined to be a qualifying year may not be credited separately so as to render any period of service susceptible of being counted twice.)

(2) The period by which the EGC awarded upon the most recent original appointment exceeds the JAGC ADL promotion phase point of the grade in which the officer is placed on the ADL.

(3) The total period served in an active status in the current or a higher grade.

f. JAGC officers appointed under the Army General Counsel's Honors Program who either receive a new appointment or are placed on the ADL under this program will have their ADOR determined under the procedures described in this paragraph.

Chapter 5 Frocking

5-1. Processing requests for frocking commissioned officers (does not include warrant officers)

a. Under certain conditions, as described below, it may be in the best interest of DA to allow an officer, selected for promotion to MAJ, LTC, or COL, to wear the insignia of a grade higher than that to which the officer is appointed. This practice, called frocking, is not a promotion.

b. Requests for frocking of officers in the grade of MAJ through COL must meet one or more of the following criteria:

(1) The interest of the United States and the image of the U.S. Army would otherwise be severely jeopardized.

(2) An officer's performance of his or her duties would be severely restricted by wearing the insignia of the lower grade. These circumstances generally apply to officers in foreign areas whose routine duties require frequent contact with high level military or civilian foreign officials.

(3) The officer has been selected for promotion to MAJ, LTC, or COL, and has been designated for command as authorized in the TOE or TDA.

(4) The officer has been selected for promotion to LTC or COL and has been selected to fill a DA-identified product manager or project manager position.

(5) The officer has been selected for promotion to LTC and designated to fill a position as a professor of military science or intermediate level education instructor.

c. Frocking officers to and within GO grade will not be authorized without prior approval by the SECDEF (or a civilian officer within the Office of the SECDEF, whose appointment was made with the advice and consent of the Senate and to whom the SECDEF delegates such approval authority). Prior to approving such frocking, the SECDEF must submit to Congress a written notification of the intent to authorize the officer the insignia for that grade and must wait a period of 30 days after the date of the notification. Send requests with justification to Office of the Chief of Staff, Army, General Officer Management Office (DACS-GOM), 200 Army Pentagon, Room 2A476, Washington, DC 20310-0200.

d. Authority to frock is as follows:

(1) For GO, see paragraph 5-1c.

(2) The CG, HRC (AHRC-PDV-PO) (1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407 or usarmy.knox.hrc.mbx.tagd-frock-request@mail.mil) is the approving authority for all other frocking.

e. In addition to meeting the requirements in paragraph 5-1b, the following requirements must be satisfied:

(1) An officer may not be frocked unless the Senate has given its advice and consent to the appointment of the officer to that grade. Promotions to CPT or to any warrant officer grade do not need the consent of the Senate: therefore, there are no provisions for frocking to those grades.

(2) The officer must be assigned to, or have received orders to serve in, a TOE, TDA, or Joint manning document position for which that higher grade is authorized. Frocking of positions which are required but not authorized on an official manning document will not be approved.

(3) The officer must not be under suspension of favorable personnel actions.

(4) Requests must either originate with, or have the concurrence of, the gaining organization.

(5) Frocking request must be received 30 days prior to the anticipated frocking date by the Commanding General, U.S. Army Human Resources Command (AHRC-PVD-PO), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407 or usarmy.knox.hrc.mbx.tagd-frock-request@mail.mil. The following information must be included in the request and be in standard memorandum format (see fig 5-1):

- (a) Promotion sequence number and promotion board that selected the officer to the higher grade (name/year).
 - (b) Unit and title of position being frocked into. An excerpt of the manning document showing the paragraph and line number of the position must be included with the request.
 - (c) Authorized grade in position being frocked to.
 - (d) Date assuming position.
 - (e) Concurrence of gaining command, if applicable.
 - (f) Desired date of frocking.
 - (g) Statement that officer is not pending adverse action.
 - (h) Justification and description of duties to be performed when frocked.
 - (i) Request must be authenticated by a GO, flag officer, or Senior Executive Service equivalent.
- f. Authority to frock will not be granted telephonically.
- g. Unless specifically stated in the approval, frocking is permitted no more than 14 days before an officer assumes higher grade duties if no change in duty station is involved, or no more than 7 days before an officer's departure from the losing command if a change in duty station is required. Frocking more than 60 days before an officer assumes higher grade duties is not authorized except as an exception to policy approved by HRC. Exceptions will be considered only in highly unusual circumstances involving extended temporary duty between assignments.
- h. Once a frocking request has been approved, the provisions in figure 5-2 will apply. A signed copy may be filed locally by the frocking command.
- i. Because frocking is not a promotion, no presentation ceremony is required. However, where a formal presentation ceremony or approval memorandum is desired, figure 5-3 is the suggested format.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

[DATE]

MEMORANDUM FOR Commanding General, U.S. Army Human Resources Command
(HRC-PDV-PO), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407

SUBJECT: Frocking Request

1. Request authority to frock [*current rank, name, DODID, branch*] to the rank of [*frocked rank*].
The following information is provided:

- a. Promotion sequence number, year and promotion board name: [*number/year/board*]
- b. Unit being frocked into: [*unit*]
- c. Title of position being frocked to: [*title*]
- d. Grade authorized in position: [*authorized_grade*]
- e. Concurrence from gaining command*: [*Concur/Nonconcur*]
- f. Date assuming position: [*date*]
- g. Date command wants the officer frocked: [*date*]
- h. Any adverse action pending for the officer: [*Yes/No*]

2. [*Justification*]

3. Approved manning document showing authorized position of higher grade is enclosed.

4. The point of contact for this request is [*rank, name, telephone, email*].

Encl

[*NAME*]
[*GO/SES Rank, Branch*]
[*Title*]

* If not initiated by the gaining command, include a copy of the correspondence showing concurrence by the gaining command.

* Signed by General Officer or SES equivalent.

Figure 5-1. Frocking request example



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OFFICE SYMBOL

[DATE]

Required Reading for all Frocked Officers

1. Authority for an officer to wear the insignia of the grade to which he or she was frocked will not be recorded in official orders.
2. Frocked officers are not entitled to pay and allowances commensurate with the grade to which they were frocked.
3. Frocked officers do not accrue seniority for future promotion consideration.
4. Frocked time does not count for retirement purposes as time in grade to which the officer was frocked.
5. If an officer dies or is injured while in a frocked status, compensation will be based on the officer's actual grade, without regard to the grade to which the officer was frocked.
6. The officer's CAC card, DA photo, and official human resource or IT systems, to include official military enterprise email, will not reflect the grade to which an officer was frocked.
7. Functions which by law or DODD must be performed by an officer who actually holds a particular grade may not be performed by an officer frocked to that grade; however, functions which by regulation require performance by an officer of particular grade may be performed by an officer frocked to that grade, if specifically permitted by the regulation concerned.
8. Officers may continue to wear the insignia of the grade to which they were frocked, unless they are removed from the promotion list.

Date and Signature of Frocked Officer: [date/signature here]

Figure 5-2. Required reading for all frocked officers

The following format is recommended for use during frocking ceremonies.

QUOTE:

The President of the United States has reposed special trust and confidence in the patriotism, valor, fidelity, and abilities of [officer's name]. In view of these qualities and [his or her] demonstrated potential for increased responsibility, [he or she] is therefore authorized to wear the uniform and insignia of a [frocked] effective this date.

Figure 5–3. Suggested frocking format

Chapter 6 Special Selection Boards

Section I

Managing Special Selection Boards

6–1. Overview

SSBs are governed by the same instructions provided to the boards that considered or should have considered an officer for promotion. Inquiries concerning these boards should be addressed to the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC–PDV–PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407 or usarmy.knox.hrc.mbx.tagd-opsa@mail.mil.

6–2. Purpose of boards

a. SSBs may be convened under 10 USC 628 to consider or reconsider commissioned or warrant officers for promotion when HQDA determines that one or more of the following circumstances exist:

(1) Administrative error (10 USC 628(a)(1)) (SSB required). An officer was not considered from in or above the promotion zone by a regularly scheduled board because of administrative error. This would include officers who missed a regularly scheduled board while on the TDRL and who have since been placed on the ADL.

(2) Material unfairness (10 USC 628(b)(1)) (HRC discretionary).

(a) The action of the promotion board that considered the officer from in or above the promotion zone was contrary to law in a matter material to the division of the board or involved material error of fact or material administrative error.

(b) The board that considered the officer from in or above the promotion zone did not have before it for its consideration material information.

b. A special SELCON board may be convened in accordance with 10 USC 637 for commissioned officers, or 10 USC 580 for warrant officers, to consider officers for SELCON who have twice failed selection for promotion, provided the officers would or should have been considered by a SELCON board following their second failure of selection for promotion. Special SELCON Boards for OTRA warrant officers on the ADL are solely governed by this regulation.

6–3. Cases not considered

An officer will not be considered or reconsidered for promotion by an SSB when the following occurs:

a. The officer is pending removal from a promotion or recommended list and the removal action was not finalized by the SECARMY before the next selection board convened to consider officers of his or her grade. The officer will be considered by the next regularly scheduled selection board.

b. An administrative error was immaterial, or the officer, in exercising reasonable diligence, could have discovered and corrected the error in the DA Form 4037 or AMHRR. The DA Form 4037 is a summary document of information generally available elsewhere in the officer's record. It is the officer's responsibility to review his or her DA Form 4037, AMHRR, and MBF before the board convenes and to notify the board, in writing, of possible administrative deficiencies.

c. Letters of appreciation, commendation, or other commendatory data for awards below the Silver Star are missing from the officer's AMHRR.

d. The PSB did not see a nonmandatory DA Form 4037 submitted to HRC after the suspense established in the promotion board zone of consideration MILPER message.

e. The PSB did not see a DA official photograph or saw an outdated DA official photograph.

f. The PSB did not consider correspondence to the board president that was delivered to the Commanding General, U.S. Army Human Resources Command, (AHRC-PDV-S), 1600 Spearhead Division Avenue, Department 471, Fort Knox, KY 40122-5407 after the cutoff date for such correspondence established in the respective promotion board zone of consideration MILPER message.

g. The consideration in question involved an officer below the promotion zone.

6-4. Notification

a. HRC will send written notification to an officer slated for consideration by a SSB at least 30 days before the board convenes. Notification will be sent to the officer's official military email account.

b. Officers considered or reconsidered by an SSB are informed of the results, in writing, through their official military email account. Notice will be sent upon approval of the board report by the appropriate authority. HRC may elect to notify the officer of the board's recommendation after the transmittal of the report to the approval authority.

c. For SSBs that result in no appointment or nomination scroll, the SECARMY may release the results after the Under Secretary of Defense for Personnel and Readiness or other appropriate authority approves the board report. Public release of SSB results that produce an appointment or nomination scroll will be in accordance with procedures listed in paragraph 2-11e of this regulation.

6-5. Convening special selection boards

a. SSBs will normally be convened within 120 days after a case is approved for consideration. Authority to approve cases for referral to an SSB is delegated to the CG, HRC, or his or her designee, or the Army Review Boards Agency (ARBA).

b. The same SSB may not consider an officer for the same grade under two successive boards' criteria.

6-6. Membership

a. Unless otherwise required by 10 USC 612, membership for SSBs will consist of at least five officers in a higher grade than those being considered, with at least one officer from each competitive category to be considered by the board. When OTRA officers are considered, there must be at least one OTRA member on the board. When an officer is serving in or has served in the Joint Staff, a JDAL, or is designated a Joint Qualified Officer, the board will have a Joint Qualified Officer who has been appointed by the Chairman of the Joint Chiefs of Staff as a member.

b. No officer may be a member of two successive SSBs considering the same officer or officers. Further, an officer who was a member of a regular selection board may not serve on an SSB that is reconsidering the recommendations of that regular board.

6-7. Information provided to special selection boards

An SSB will consider the record of the officer as it should have been considered by the original board. The record will be compared with a sampling of those officers of the same competitive category, who were recommended and not recommended for promotion by the original selection board.

6-8. Effect of nonselection

a. Consideration cases. A commissioned officer (below the grade of COL) or a warrant officer considered by an SSB (but not a previous regular selection board) and not recommended for promotion has failed selection for promotion.

b. Reconsideration cases. A commissioned officer or warrant officer who was considered but not selected for promotion by a regular selection board incurs no additional failure of selection if he or she is subsequently not selected by a SSB.

6–9. Effect of two-time nonselection for promotion

a. A warrant officer or commissioned officer twice nonselected for promotion by a HQDA PSB, and not approved to be SELCON, will continue to be processed for separation in accordance with 10 USC 580 and 10 USC 632 respectively.

b. In the event that a warrant officer or commissioned officer is involuntarily separated while the findings of a SSB are pending, the SSB board report will continue to be processed to the appropriate approval authority. A warrant officer or commissioned officer selected for promotion by a SSB, but separated prior to the approved results being received, must petition the ABCMR for reinstatement to the ADL and promotion to the higher grade.

6–10. Effect of selection for promotion

a. Officers selected for promotion by an SSB will, as soon as practicable, be appointed to that grade in accordance with 10 USC 624, or, in the case of a warrant officer, of 10 USC 578, Subsection (c).

b. An officer appointed to the next higher grade as the result of the recommendation of an SSB will have the same date of grade, the same effective date for the pay and allowances of that grade, and the same position on the ADL as the officer would have had if he or she had been recommended for promotion to that grade by the board which should have considered, or which did initially consider, him or her. In the case of an officer who is not on the ADL when appointed to the next higher grade, placement on the ADL pursuant to the preceding sentence will be only for purposes of determination of eligibility of that person for consideration for promotion by any subsequent SSB.

Section II

Promotion Board Omission and Special Selection Board Promotion Reconsideration

6–11. Processing a promotion board omission

a. SSBs will consider officers for promotion who should have been, but were not considered, by a PSB under 10 USC 628, except as provided in paragraph 6–3. Special SELCON boards will consider officers for continuation who should have been, but were not considered by a SELCON board under 10 USC 637, except as provided in paragraph 6–3.

b. Officers inadvertently omitted from consideration by a promotion board will be given the opportunity to correspond with the SSB; however, such correspondence is not required.

c. G–1s, MPDs, and/or BDE S1s should immediately screen promotion lists upon receipt to identify officers who should have been considered but were omitted and notify HRC Promotions Branch (AHRC–PDV–PS) of the omission.

6–12. Processing requests for special selection board promotion reconsideration

a. Officers who discover that a material error existed in their file at the time they were nonselected for promotion may request reconsideration.

b. Requests will be forwarded to the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC–PDV–PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407 or usarmy.knox.hrc.mbx.tagd-opsa@mail.mil.

c. Reconsideration will normally not be granted when the error is minor or when the officer, by exercising reasonable due diligence, could have detected and corrected the error.

d. Officers being reconsidered will not be afforded the opportunity to correspond with the SSB. The officer's file will be constructed as it appeared on the convening date of the promotion board which failed to select the officer for promotion. The only document(s) added or changed, will be the document(s) that is (are) the basis for the SSB. These documents must be submitted to, and present in, the officer's AMHRR prior to requesting the SSB.

e. To determine if there is an error in the promotion file, the officer may request a copy of his or her MBF, as considered by the PSB, from the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC–PDV–PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407 or usarmy.knox.hrc.mbx.tagd-opsa@mail.mil.

f. SSB requests must be forwarded to HRC within 12 months after the board's results are released. Requests submitted after this time must be submitted to the ARBA. Servicing S1s, G–1s, MPDs, and commanders must inform

nonselect officers of this requirement upon notification of nonselection. An officer who has been voluntarily separated from the ADL must request a SSB through ARBA.

Chapter 7

Promotion Review Boards

7–1. General

a. A report of a selection board exists after a promotion board issues a signed board report. The board report becomes a promotion list after approval by the President or designee.

b. Before the selection board report is approved by the President or President's designee, the name of an officer in a grade above 2LT, recommended for promotion by a selection board, may be removed from the report of the board only by the President, SECDEF, or Deputy Secretary of Defense pursuant to 10 USC 618(d). Before the report of a warrant officer selection board has been approved by the SECARMY, the name of a warrant officer recommended by a selection board may be removed from the board report by the President or President's designee pursuant to 10 USC 579.

c. If the SECARMY recommends removal of the name of an officer from a selection board's report and the recommendation includes information that was not presented to the selection board, the information will be made available to the officer. The officer will be afforded a reasonable opportunity to submit comments on that information to the officials making the recommendation and the officials reviewing the recommendation. If the officer cannot be given access to the information, because of its classification status, the officer will, to the maximum extent practicable, be provided with an appropriate summary of the information. An officer who has been provided with 14 days from the date of receipt of such information to submit comments, is considered to have been provided a reasonable opportunity, unless good cause is shown. Proof of service will be included in the file. The remainder of this paragraph addresses PRBs and is not applicable to Secretarial recommendations to remove the name of an officer from a report of a selection board.

d. The President, or his designee, may remove the name of an officer, in a grade above 2LT and below BG, from a list of officers recommended for promotion by a selection board (10 USC 629(a)). This authority has been delegated to the SECARMY. The SECARMY may also remove the name of a warrant officer who is on a promotion list (10 USC 579(b)). PRBs are used to advise the SECARMY in any case in which there is cause to believe that a commissioned officer or warrant officer on a promotion list is mentally, physically, morally, or professionally unqualified or unsuited to perform the duties of the grade for which the officer was selected for promotion. A PRB may be conducted when an officer's name appears on a report of a selection board, although the SECARMY's final decision or recommendation under paragraph 7–8 may not be made until the report is approved by the President or President's authorized designee. An officer is considered to be on a promotion list when the officer's name appears on a report of a PSB which has been approved by the President or President's authorized designee. A warrant officer is considered to be on a promotion list when the officer's name appears on a report of a PSB which has been approved by the SECARMY in accordance with 10 USC 578(a). Inquiries concerning PRBs should be addressed to the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC–PDV–PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407. The provisions of 10 USC 579 and 10 USC 629 govern subsequent treatment of warrant officers and commissioned officers respectively who are removed from promotion lists (see para 7–10).

e. If, after consideration of a list of officers approved for promotion by the President and requiring confirmation by the Senate, the Senate does not give its advice and consent to the promotion of any officer whose name is on the promotion list, or the officer is not appointed to the higher grade during the officer's promotion eligibility period, the officer's name shall be removed from the list in accordance with 10 USC 629(b) and 10 USC 629(c).

f. CG, HRC may refer a 2LT/WO1 to a PRB when the sole basis for the referral is derogatory information filed in the officer's AMHRR after the initial screening for exemplary conduct certification and the referral authority finds that the information is substantiated, relevant, and might reasonably and materially affect a promotion recommendation.

g. The name of an officer who has declined promotion will be removed from the promotion list upon which his or her declination was based. Officers who decline promotion in lieu of a PRB are considered to have failed selection for promotion and declination will constitute a nonselection for promotion.

7-2. Basis for referral

a. HQDA will continuously review promotion lists to ensure that no officer is promoted where there is cause to believe that he or she is mentally, physically, morally, or professionally unqualified to perform the duties of the higher grade.

b. An officer may be referred to a PRB for the following reasons (the list is not exclusive):

- (1) A referred evaluation report.
- (2) Punishment under UCMJ, Art. 15 (whether filed in the restricted or performance file of the AMHRR).
- (3) Any court-martial conviction.
- (4) A memorandum of reprimand placed in the AMHRR.
- (5) Adverse documentation filed in the AMHRR.
- (6) Initiation of elimination action under the provisions of AR 600-8-24.
- (7) Failure to make satisfactory progress in the Army Body Composition Program in accordance with AR 600-9.
- (8) Other adverse information received by HQDA but not filed in the AMHRR, if the referral authority finds that the information is substantiated, relevant, and might reasonably and materially affect a promotion recommendation (see para 7-4).

c. Appropriate officials, including commanders (through command channels to Army commands); TJAG; The Surgeon General; the Chief of Chaplains; the Chief, General Officer Management Office; the Director, Officer Personnel Management; and the CG, HRC, may recommend at any time that an officer's name be removed from a promotion list. Recommendations must contain detailed justification and state if an evaluation report has been submitted. Send any such recommendation to the Commanding General, U.S. Army Human Resources Command (AHRC-PDV-PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407. Recommendations involving officers selected for promotion to GO grade must be sent to Office of the Chief of Staff, Army, General Officer Management Office (DACS-GOM), 200 Army Pentagon, Room 2A476, Washington, DC 20310-0300.

d. For officers selected for promotion to the grades of CPT through COL and CW3 through CW5, HQDA will conduct a post-board screening that will include, but is not limited to, a review of information in official files maintained by U.S. Army Criminal Investigation Command, DAIG, the restricted portion of the AMHRR, and a query for suspension of favorable personnel actions (Flag).

7-3. Suspension of favorable personnel actions

The Chief, DA Promotion Branch, HRC will impose a suspension of favorable personnel actions (DA Form 268) in accordance with AR 600-8-2 upon identification of a promotable officer in a nonpromotable status or upon referral of a case to a PRB. The failure to prepare a DA Form 268 does not invalidate referral of the action to a PRB, or subsequent action relating to the PRB (including removal from a promotion list). The Chief, DA Promotion Branch will remove the suspension of favorable personnel actions (if not earlier removed by the SECARMY or the SECARMY's designee) when the President or the President's designee decides whether the officer should be removed from the promotion list. The provisions of paragraphs 3-6 and 3-7 regarding nonpromotable status and delay of promotions apply.

7-4. Referral and convening authority

a. A PRB will normally convene within 120 days after a case is referred to a PRB. The DCS, G-1 or a designee (normally the Chief, DA Promotions Branch) are authorized to refer cases to a PRB except those involving promotion to or within GO grade. The board is convened under authority of a standing MOI approved by the SECARMY. The referral authority may not be delegated below the DMPM in cases where a PRB recommendation is based solely on adverse information received by HQDA but not filed in the AMHRR, that has been substantiated, is relevant, and might reasonably and materially affect a promotion recommendation.

b. For cases involving promotion to or within GO grade, the Vice Chief of Staff of the Army is authorized to refer cases to a PRB. The board is convened under authority of an MOI approved by the SECARMY.

7-5. Board membership

PRBs will be composed of an odd number of at least five officers on the ADL serving in a higher grade than those officers being considered. At least one member must be representative of the considered officer's competitive category. When OTRA officers are considered, there will be at least one OTRA member on the board. The senior board member will be designated the board president.

7-6. Notice to officers under review

Before a PRB convenes, the officer under review will be informed, by memorandum, of the reason for the action and provided a copy of any information that will be considered by the board. Barring extenuating circumstances, the officer will be afforded 14 days from the date of receipt of the notification to submit comments on the information provided to the PRB and to the officials reviewing the recommendation. If the officer is not authorized access to the information for reasons of national security, an appropriate summary of the information, to the maximum extent possible, will be provided. Proof of service will be included in the file.

7-7. Information considered

A PRB will consider the following:

- a.* An officer's official MILPER record, consisting of the AMHRR (including relevant portions of the restricted file), DA Form 4037, and DA official photo, as those records exist when the review board convenes.
- b.* Adverse information received by HQDA but not filed in the AMHRR, which the referral authority finds is substantiated and relevant, and might reasonably and materially affect a promotion recommendation, provided the information has properly been referred to the officer for comment. Adverse information not filed in the AMHRR such as those originating with the Criminal Investigation Division (CID) or the DAIG will be redacted pursuant to the Privacy Act and the Freedom of Information Act (FOIA) and be provided to the respondent for review and rebuttal, and to the PRB for consideration.
- c.* Any submission to the board by an officer under consideration. An officer may include the opinion and statements of third persons in his or her submission.

7-8. Board recommendation

- a.* The Secretariat for DA selection boards will provide administrative support to PRBs. The boards will be conducted consistent with the provisions of DoDI 1320.14 relating to communications with and deliberations by promotion boards as provided in the standing PRB MOI. The president of a PRB may recess the board when it is complete; however, the board will not adjourn until the SECARMY acts on the PRB's recommendation.
- b.* The referral authority will review the board's report to ensure the PRB complied with applicable guidance. Before the SECARMY acts, the referral authority may return a case to a PRB, or direct the convening of a new PRB, to consider new evidence or to correct an error. If the adverse information that generated a PRB is unavailable for consideration, the case will be returned to the referral authority who may set aside the action. Absent substantiated new evidence, fraud, or error, a second PRB will not reconsider the same record previously considered by a PRB.
- c.* The PRB's recommendation is only advisory to the SECARMY. In cases involving promotion to the grade of COL or below, the board's report will be forwarded to the SECARMY who, on behalf of the President, may remove from the promotion list the name of the officer, retain the officer on the promotion list, return the report to the DCS, G-1, or direct other appropriate action. The same options apply when the SECARMY acts under his or her authority to remove warrant officers from a promotion list. For promotions to or within GO grade, the board report will be sent through the Chief of Staff, Army to the SECARMY, who will forward the report with an appropriate recommendation through the SECDEF to the President.
- d.* In making a final decision (or recommending that the President exercise removal authority in cases involving promotion to and within GO grade), the SECARMY may consider information not furnished to the PRB if it was not practicable to submit that information to the PRB, provided the officer is furnished a copy of the information and afforded a reasonable opportunity to submit comments on it to the SECARMY as provided in paragraph 7-6. The officer will be informed why it was not practicable to submit the information to the PRB.

7-9. Notification of results

Officers considered by a PRB will be informed of the results, in writing, through their chain of command. Notice will be sent after the appropriate authority takes final action on the PRB's recommendation. Barring extenuating circumstances, this notice will be sent within 30 days after the SECARMY makes a final determination.

7-10. Effect of removal

- a.* An officer, 1LT or CW2 or above, whose name is removed from a promotion list is considered to have failed selection for promotion. Provided this PRB removal action does not constitute the officer's second nonselection to a higher grade, for separation purposes, the officer continues to be eligible for future consideration for promotion as applicable in statute (10 USC 614). The next regular selection board convened to consider officers for promotion to that grade and competitive category will consider the officer (if otherwise eligible). If the next board does not recommend promotion, this will constitute the officer's second nonselection.

b. If the next board recommends promotion, and the recommendation is approved, the officer may petition the SECARMY through ARBA to be granted the same DOR and position on the ADL the officer would have had if the officer's name had not been removed from the initial promotion list.

c. If the next selection board that considers an officer in a grade below COL does not recommend the officer for promotion, or if the officer's name is again removed (either from the report of the selection board or from the promotion list), or, in the case of promotion to grade above CPT, the Senate does not give its advice and consent to the promotion, the officer will be considered for all purposes to have twice failed selection for promotion.

d. An officer whose name is removed from a promotion list to 1LT/CW2 as a result of actions by the SECARMY (or designee) will be discharged in accordance with AR 600-8-24.

7-11. Effect of retention

An officer or warrant officer retained on the promotion list by the SECARMY shall, upon such promotion, have the same DOR, the same effective date for pay and allowances in the higher grade to which appointed, and the same position on the active-duty list as he or she would have had if no delay had intervened, unless the SECARMY determines that the officer was unqualified for promotion for any part of the delay. If the SECARMY makes such a determination, the Secretary may adjust such DOR, effective date of pay and allowances, and position on the active-duty list as the Secretary considers appropriate under the circumstances.

Appendix A

References

Section I

Required Publications

DA publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>. DoD publications are available at <https://www.esd.whs.mil/dd/>. USCAs are available at <https://www.govinfo.gov>.

AR 27–1

Judge Advocate Legal Services (Cited in para 4–10*a*.)

AR 135–100

Appointment of Commissioned and Warrant Officers of the Army (Cited in para 3–18*a*(3).)

AR 135–101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Cited in para 3–15*a*(1)(*b*).)

AR 135–155

Promotion of Commissioned Officers and Warrant Officers other than General Officers (Cited in para 1–1.)

AR 350–1

Army Training and Leader Development (Cited in para 3–6*j*.)

AR 350–100

Officer Active Duty Service Obligations (Cited in para 3–5*b*(1).)

AR 600–4

Remission or Cancellation of Indebtedness (Cited in para 3–9*b*.)

AR 600–8–2

Suspension of Favorable Personnel Actions (FLAG) (Cited in para 2–7*a*.)

AR 600–8–24

Officer Transfers and Discharges (Cited in para 2–9*c*(4).)

AR 600–9

The Body Composition Program (Cited in para 3–6*j*.)

AR 600–20

Army Command Policy (Cited in para 4–4*a*.)

AR 600–37

Unfavorable Information (Cited in para 2–13*a*(2)(*e*).)

AR 601–100

Appointment of Commissioned and Warrant Officers in the Regular Army (Cited in para 2–11*h*.)

AR 614–120

Inter-service Transfer of Army Commissioned Officers on the Active Duty List (Cited in para 2–11*h*.)

AR 623–3

Evaluation Reporting System (Cited in para 2–6*d*(2).)

AR 638–8

Army Casualty Program (Cited in para 3–19*b*.)

AR 640–30

Official Army Photographs (Cited in para 2–6*c*(4)(*d*).)

DoDI 1300.04

Inter-Service and Inter-Component Transfers of Service Members (Cited in para 3–18*a*(3).)

DoDI 1320.14

Commissioned Officer Promotion Program Procedures (Cited in para 2–6*a*(3).)

DoDI 6000.13

Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs) (Cited in para 4–9a(1).)

UCMJ, Art. 15

Commanding officer's non-judicial punishment (Cited in para 3–6b.)

10 USC Chapter 33A

Appointment, Promotion, and Involuntary Separation and Retirement for Members on the Warrant Officer Active-Duty List (Cited in title page.)

10 USC Chapter 35

Temporary Appointments in Officer Grades (Cited on title page.)

10 USC Chapter 36

Promotion, Separation, and Involuntary Retirement of Officers on the Active-Duty List (Cited in para 1–6b.)

10 USC Chapter 36, Subchapter I

Selection Boards (Cited in para 1–6b.)

10 USC Chapter 36, Subchapter II

Promotions (Cited in para 1–6b.)

10 USC Chapter 76

Missing Persons (Cited in para 3–19.)

10 USC 531

Original appointments of commissioned officers (Cited in para 4–9a.)

10 USC 533

Service credit upon original appointment as a commissioned officer (Cited in para 4–3b(3).)

10 USC 541

Graduates of the United States Military, Naval, and Air Force Academies (Cited in para 4–6b.)

10 USC 573

Convening of selection boards (Cited in para 2–3a.)

10 USC 574

Warrant officer active-duty lists; competitive categories; number to be recommended for promotion; promotion zones (Cited in para 2–7c.)

10 USC 577

Promotions: effect of failure of selection for (Cited in para 2–7e(1).)

10 USC 578

Promotions: how made; effective date (Cited in para 6–10a.)

10 USC 579

Removal from a promotion list (Cited in para 7–1b.)

10 USC 580

Regular warrant officers twice failing of selection for promotion: involuntary retirement or separation (Cited in para 2–3c.)

10 USC 582

Warrant officer active-duty list: exclusions (Cited in glossary, section II.)

10 USC 601

Positions of importance and responsibility: generals and lieutenant generals; admirals and vice admirals (Cited in para 1–6a.)

10 USC 605

Promotions to certain grades for officers with critical skills: colonel, lieutenant colonel, major, captain; captain, commander, lieutenant commander, lieutenant (Cited in para 3–23.)

10 USC 611

Convening of selection boards (Cited in para 2–3*a*.)

10 USC 612

Composition of selection boards (Cited in para 2–4*a*.)

10 USC 616

Recommendations for promotion by selection boards (Cited in para 2–8*a*.)

10 USC 619

Eligibility for consideration for promotion: time-in-grade and other requirements (Cited in para 2–7*c*.)

10 USC 622

Numbers to be recommended for promotion (Cited in para 2–7*c*(4)(*b*).)

10 USC 624

Promotions: how made (Cited in para 2–10*b*.)

10 USC 628

Special selection boards (Cited in para 1–6*b*.)

10 USC 629

Removal from a list of officers recommended for promotion (Cited in para 3–2*g*.)

10 USC 632

Effect of failure of selection for promotion: captains and majors of the Army, Air Force, and Marine Corps and lieutenants and lieutenant commanders of the Navy (Cited in para 3–13*a*.)

10 USC 637

Selection of regular officers for continuation on active duty (Cited in para 2–3*c*.)

10 USC 1293

Twenty years or more: warrant officers (Cited in para 3–13*a*(4).)

10 USC 2005

Advanced education assistance: active duty agreement; reimbursement requirements (Cited in para 3–14*g*(4).)

10 USC 2106

Advances training; commission on completion (Cited in para 4–6*c*.)

10 USC 2107

Financial assistance program for specially selected members (Cited in para 4–6*f*.)

10 USC 2114

Students: selection; status; obligation (Cited in para 3–14*g*(2).)

10 USC 2123

Members of the program: active duty obligation; failure to complete training; release from program (Cited in para 3–14*g*(1).)

10 USC 2603

Acceptance of fellowships, scholarships, or grants (Cited in para 3–14*g*(3).)

10 USC 7233

Requirement of exemplary conduct (Cited in para 2–9*c*(3)(*g*).)

50 USC 3809

Selective Service System (Cited in glossary.)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise indicated, DA publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>. DoD publications are available at <https://www.esd.whs.mil/dd/>. USCs are available at <https://www.govinfo.gov>.

AGO 2019–01

Assignment of Functions and Responsibilities within Headquarters, Department of the Army

AR 11–2

Managers' Internal Control Program

AR 25–30

Army Publishing Program

AR 25–50

Preparing and Managing Correspondence

AR 600–8

Military Human Resources Management

AR 600–8–29

Officer Promotions

AR 600–8–104

Army Military Human Resource Records Management

AR 600–8–105

Military Orders

DA Pam 25–403

Guide to Recordkeeping in the Army

10 USC 101

Definitions

10 USC 175

Reserve Forces Policy Board

10 USC 576

Information to be furnished to selection boards; selection procedures

10 USC 615

Information furnished to selection boards

10 USC 618

Action on reports of selection boards

10 USC 620

Active-duty lists

10 USC 631

Effect of failure of selection for promotion: first lieutenants and lieutenants (junior grade)

10 USC 641

Applicability of chapter

10 USC 672

Reference to chapter 1209

10 USC 673b

Renumbered Section 12304

10 USC 688

Retired members: authority to order to active duty; duties

10 USC 7021

Army Reserve Forces Policy Committee

10 USC 7038

Office of Army Reserve: appointment of Chief

10 USC 9021

Space Force Acquisition Council

10 USC 9038

Office of Air Force Reserve: appointment of Chief

10 USC 12207

Commissioned officers: service credit upon original appointment

10 USC 12320

Reserve officers: grade in which ordered to active duty

10 USC 12732

Entitlement to retired pay: computation of years of service

10 USC 14317

Officers in transition to and from the active-status list or active-duty list

32 USC 502

Required drills and field exercises

32 USC 503

Participation in field exercises

32 USC 504

National Guard schools and small arms competitions

32 USC 505

Army and Air Force schools and field exercises

32 USC 708

Property and fiscal officers

Section III**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil/>).

DA Form 78

Recommendation for Promotion to 1LT/CW2 (Prescribed in para 3–17.)

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website at <https://armypubs.army.mil/>; DD forms are available on the Office of the Secretary of Defense (OSD) website at <https://www.esd.whs.mil/directives/forms/>.

DA Form 11–2

Internal Control Evaluation Certification

DA Form 67–10–1

Company Grade Plate (O1 - O3; WO1 - CW2) Officer Evaluation Report

DA Form 67–10–2

Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report

DA Form 67–10–3

Strategic Grade Plate (O6) Officer Evaluation Report

DA Form 67–10–4

Strategic Grade Plate General Officer Evaluation Report

DA Form 71

Oath of Office – Military Personnel

DA Form 268

Report to Suspend Favorable Personnel Actions (FLAG)

DA Form 1059

Service School Academic Evaluation Report

DA Form 1059-1

Civilian Institution Academic Evaluation Report

DA Form 1506

Statement of Service-For Computation of Length of Service for Pay Purposes

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3168

Posthumous Promotion (Enlisted) (Available through normal supply channels.)

DA Form 4037

Officer Record Brief (For availability contact your servicing component/career manager.)

DA Form 5016

Chronological Statement of Retirement Points

DA Form 5074-1-R

Record of Award of Entry Grade Credit (Health Services Officer)

DD Form 1

Officer's Commission (Available through normal supply channels.)

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 1300

Report of Casualty

NGB Form 23B

Army Reserves National Guard (ARNG) Retirement Points History Statement (Available at <https://www.ngbpdcc.ngb.army.mil/ngbforms/>.)

Appendix B

Internal Control Evaluation

B–1. Function

The function covered by this evaluation is the management of officer promotions.

B–2. Purpose

The purpose of this evaluation is to assist commanders, S1s, G–1s, and installation MPDs in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

B–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions

- a.* Are S1s and/or MPDs reviewing selection board notification MILPER zone messages to identify eligible officers within their unit?
- b.* Are procedures in place to ensure eligible officers have received notification of their upcoming board and have access to the MILPER message and MBF to view and/or certify their respective board files?
- c.* Are procedures in place to ensure eligible officers are given an opportunity to review and update their personnel records in preparation for PSBs?
- d.* Does the S1 and/or MPD ensure required evaluation reports are submitted error free to HRC by the suspense provided in the MILPER message and track actions in Interactive Web Response System until final processing?
- e.* Does the S1 and/or MPD access MBF report 30 days prior to the board to determine if any officer in their population has not certified his or her board file and take necessary action to ensure full compliance?
- f.* Are procedures in place to ensure the 1LT and CW2 promotion approval authority reviews promotion eligibility of 2LTs and WO1s and prepares a DA Form 78 on officers not recommended for promotion?
- g.* Does the 1LT and CW2 promotion approval authority forward the DA Form 78 and associated counseling on officers denied promotion to the PRA for final adjudication?
- h.* Are procedures in place to prevent premature disclosure of ‘close hold’ promotion selection lists and to notify nonselects prior to official promotion selection list release?
- i.* Do S1s, MPDs, and/or G–1s screen promotion lists upon receipt to identify officers who should have been considered for either promotion or to be SELCON but were erroneously omitted and notify HRC Promotions Branch of the omission accordingly?
- j.* Do S1s, MPDs, and/or G–1s notify HRC Promotions Branch of pending adverse action on promotable officers and provide HRC completed adverse actions in a timely manner?

B–5. Supersession

Not applicable.

B–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Commanding General, U.S. Army Human Resources Command (AHRC–PDV–PO), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or usarmy.knox.hrc.mbx.tagd-ac-officer-promotions@mail.mil.

Glossary

Section I

Abbreviations

ADL

active duty list

ADOR

active date of rank

ADSO

active duty service obligation

AGO

Department of the Army General Orders

AKO

Army Knowledge Online

AMEDD

Army Medical Department

AMHRR

Army Military Human Resource Record

ANC

Army Nurse Corps

APFT

Army Physical Fitness Test

AR

Army regulation

ARBA

Army Review Boards Agency

ARIMS

Army Records Information Management System

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

AZ

above the zone

BDE

brigade

BG

brigadier general

BZ

below the zone

CG

commanding general

CH

chaplain

COL

colonel

CPT

captain

CW2

chief warrant officer two

CW3

chief warrant officer three

CW4

chief warrant officer four

CW5

chief warrant officer five

CWO

chief warrant officer

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff, G-1

DD

Department of Defense

DMPM

Director of Military Personnel Management

DoDI

Department of Defense Instruction

DOR

date of rank

EGC

entry grade credit

FS

force sustainment

GEN

general

GO

general officer

HQDA

Headquarters, Department of the Army

HR

human resources

HRC

U.S. Army Human Resources Command

IZ

in zone

JAGC

Judge Advocate General's Corps

LTC

lieutenant colonel

LTG

lieutenant general

MAJ

major

MBF
My Board File

MC
Medical Corps

MG
major general

MILPER
military personnel

MOI
memorandum of instruction

MPD
military personnel division

MS
Medical Service Corps

NGB
National Guard Bureau

OMPF
official military personnel file

OPS
operations

OS
operations support

OTRA
other than Regular Army

PBS
promotion board selection

PED
promotion eligibility date

PRA
promotion review authority

PRB
promotion review board

RA
Regular Army

ROTC
Reserve Officers' Training Corps

SECARMY
Secretary of the Army

SECDEF
Secretary of Defense

SELCON
selectively continued

SOP
standard operating procedure

SP
Army Medical Specialist Corps

SSB

special selection board

SSN

Social Security number

S1

adjutant

TDA

tables of distribution and allowances

TDRL

temporary disability retired list

TIG

time in grade

TJAG

The Judge Advocate General

TOE

tables of organization and equipment

UCMJ

Uniform Code of Military Justice

USC

United States Code

USMA

United States Military Academy

VC

Veterinary Corps

WO1

warrant officer one

1LT

first lieutenant

2LT

second lieutenant

Section II**Terms****Above the zone**

A promotion eligibility category that consists of commissioned or warrant officers of the same grade and competitive category on the ADL who are eligible for promotion consideration and whose DOR is senior to any officer in the promotion zone.

Active date of rank

The date used in determining relative seniority among officers of the same grade on the ADL in the U.S. Army. This date is not necessarily the same as the date established for other purposes (for example, entitlement to pay and allowances).

Active duty

Full-time duty (of 1 day or more) in the active military service of the United States (10 USC 101(22)). This term includes active duty for training, annual training, and full-time active duty under 32 USC 502 through 505. It does not include inactive duty for training (drill) or duty performed in a State status (National Guard personnel only).

Active duty list

Order of seniority lists of commissioned officers (required by 10 USC 620) and warrant officers (required by 10 USC 574) on active duty in the U.S. Army other than those listed below (10 USC 641 and 10 USC 582).

a. Reserve officer.

(1) On active duty for training.

(2) On active duty under 10 USC 175, 265, 3040, 3496, 5251, 5252, 7021, 7038, 8038, 8496, 9021, or 32 USC 708.

(3) On active duty under 10 USC 672(d) or 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components.

(4) On active duty to pursue special work.

(5) Ordered to active duty under 10 USC 673b.

(6) On active duty under 50 USC 3809 for the administration of the Selective Service System.

(7) On full-time National Guard Duty.

b. The Director of Admissions, Dean and permanent professors at USMA.

c. Retired commissioned officers and warrant officers on active duty.

d. Students at the Uniformed Services University of Health Sciences.

e. Students enrolled in the Army Physician's Assistant Program.

Active status

The status of a member of a Reserve Component not in the inactive National Guard or on an inactive status list or in the Retired Reserve.

Army Military Human Resource Record

The permanent, historical, and official record of a Soldier's military service, composed of a performance section, service section, and, in some cases, a restricted access section.

Below the zone

A promotion eligibility category that consists of commissioned officers or warrant officers of the same grade and competitive category on the ADL who are eligible for promotion consideration and whose date of grade is junior to any officer in the promotion zone.

Close hold

Information that is unclassified but must be safeguarded. Loss of "Close Hold" or "Sensitive" information would compromise ongoing operations for a supported agency. A need to know and proper authorization determines a member's access to information marked "Close Hold". Members will safeguard "Close Hold/Sensitive" unclassified information to prevent deliberate or accidental disclosure.

Commander

A head of an Army staff or field operating agency or an officer with the position title "commander" or "commandant."

Competitive category

A separate promotion category established by the SECARMY for specific groups of officers whose specialized education, training, or experience, and often rather narrow utilization, make separate career management desirable. Competitive categories for commissioned officers are listed below:

a. Army Competitive Category: includes basic branch and functional area officers in grade 2LT through CPT.

b. Army Competitive Categories for officers in grades MAJ through COL:

(1) Operations (OPS)

(2) Operations Support (OS)

(3) Force Sustainment (FS)

(4) Information Dominance (ID)

c. Chaplain Corps (CH)

d. JAGC (including 1LTs not members of JAGC but participating in the Army General Counsel's Honor Program for consideration to the grade of CPT only) consists of Regular officers appointed in JAGC, Reserve officers assigned to JAGC, have been admitted to practice law, and are assigned a JAGC position.

e. AMEDD Competitive Categories:

(1) Medical Service Corps (MS)

(2) Army Medical Specialist Corps (SP)

(3) Veterinary Corps (VC)

(4) Army Nurse Corps (ANC)

(5) Medical Corps (MC)

(6) Dental Corps (DC)

f. Army Warrant Officer Competitive Categories:

(1) Aviation

(2) Technical Services
g. JAGC Warrant Officer

Creditable service

All active or reserve active status service in the grade in which ordered to active duty or higher which may be used to establish ADOR under this regulation. Service that is not creditable for this purpose may be creditable for other purposes.

Critical Position

A position requiring a specific skill or skills essential for unit readiness and/or mission effectiveness and the authority to exercise those skills unconstrained by grade is considered critical. A critical position may serve as an incentive to attract qualified officers of junior grade to compete for hard-to-fill positions or may require volunteers. A critical position is validated on the distribution requirements list at HRC if the position is, or is projected to be, vacant.

Critical Shortage

Any critical position in the U.S. Army that is unable to be filled with a volunteer from the desired grade plate who possesses the unique knowledge, skills, and experience or that position is a critical shortage.

Date of grade

The actual date on which an officer was appointed in a particular grade, adjusted for service credit; it is the date used to determine relative seniority for officers holding the same grade.

De facto status

Officers who have accepted an erroneous promotion in good faith and actually performed the duties of the higher grade may be granted de facto status by the Chief, Officer Promotions for the grade CW3, CW4, CPT, and above. Promotion approval authority can grant de facto status for promotion to 1LT and CW2.

Entry grade credit

A period of time credited to a commissioned officer at the time of an original RA or Reserve appointment which is used to establish an officer's rank and DOR in that grade at the time of that appointment. Includes credit for commissioned service performed before the most recent original appointment and constructive service credit awarded based on advanced education, training, or special experience. Does not include commissioned service performed after the officer's most recent original appointment.

Failed selection for promotion

An officer below the grade of COL in or above the promotion zone who is considered and not recommended for promotion by a DA PSB or SSB. The officer is a 'nonselect' for promotion.

Grade

A step or degree in a graduated scale of office or military rank that is established and designated as a grade by law or regulation.

Interservice transfer

A transfer between uniformed Services by a commissioned officer.

Obligated volunteer officer

A commissioned officer or warrant officer serving an initial tour with a given expiration date or a limited extension of an initial tour of active duty with a given expiration date.

Officer

A commissioned officer or warrant officer unless otherwise specified.

Original appointment

Any appointment in a Reserve or Regular Component of the Armed Forces that is neither a promotion nor a demotion. An officer may receive more than one "original appointment."

Promotion approval authority

A commander who may promote an officer to the rank of 1LT or temporary CW2.

Promotion eligibility date

A date used to establish the due course promotion date.

Promotion list

A list of officers, by competitive category, recommended and approved for promotion.

Promotion phase points

The timing of promotions to a rank expressed in terms of the length of time an officer will have served in the lower rank at the time of promotion to the higher rank.

Promotion review authority

The commander having general court-martial jurisdiction or the first Army GO in the chain of command who has a judge advocate available.

Promotion sequence number

A number that shows the rank order of officers on a promotion list. It is established by the following sort:

- a. Current DOR.
- b. Previous DOR.
- c. Active Federal commissioned service.
- d. Date of appointment.
- e. Date of birth (earlier date is senior).
- f. Alphabetical order.

Promotion zone

A promotion eligibility category (defined by an announced range of DOR) consisting of commissioned officers and warrant officers on the ADL of the same rank and competitive category who are eligible for promotion consideration who—

- a. As LTCs or below, are eligible for promotion consideration for the first time (excluding any BZ consideration).
- b. As COLs and BGs, are eligible for promotion consideration, provided they have—
 - (1) Not been recommended for promotion to the next higher rank when considered in the promotion zone.
 - (2) Not been removed from a previous list of officers recommended for promotion to such rank if selected from in or above the promotion zone.

Rank

The order of precedence among members of the Armed Forces.

Recess appointments

Promotions made under the provision of Article II, section 2, clause 3 of the U.S. Constitution. It permits the President (or SECARMY, acting for the President) to make appointments to fill vacancies that occur during the recess of the Senate. The commissions granted expire at the end of the next session.

Regular Army

The component of the Army that consists of persons whose continuous service on active duty in both peace and war is contemplated by law, and of retired members of the RA. The RA includes the officers and enlisted members of the RA; the professors, director of admissions, and cadets of the USMA; and the retired officers and enlisted members of the RA.

Regular Army promotion list number

A number which denotes the rank order of RA warrant officers on active duty.

Selected for promotion

An officer recommended for promotion by a DA PSB or SSB and approved by the proper authority.

Separation

Discharge, release from active duty, or retirement.

Uniformed Services

The Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of the Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration.

Zone of consideration

Commissioned officers on the ADL of the same rank and competitive category or warrant officers (in accordance with the Applicability Statement) whose DORs fall within a promotion eligibility category. The zone of consideration consists of the promotion zone, AZ, and BZ.

UNCLASSIFIED

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