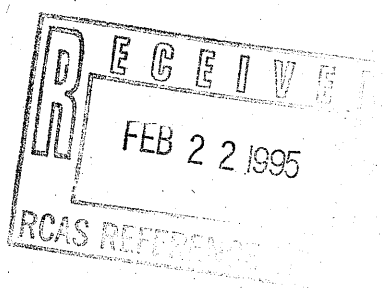
AR 600-8-29 Cy.1

Army Regulation 600–8–29

Personnel—General

Officer Promotions



Headquarters
Department of the Army
Washington, DC
30 November 1994

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-29
Officer Promotions

This Army regulation--

- Describes the policies, responsibilities, principles of support, and standards of service governing officer promotions within the military personnel system (chap 1).
- Incorporates the main tenets of Department of Defense Directive 1320.12 and the general provisions of the Warrant Officer Management Act (chap 1).
- Provides HQDA-directed, mandated operational tasks for field execution (chaps 2 through 8).
- Revises and clarifies procedures for first lieutenant promotions and eliminates the 6-month probation period following denial (chap 3).
- Details the process of special selection boards (chap 7) and promotion review boards (chap 8).

Headquarters
Department of the Army
Washington, DC
30 November 1994

*Army Regulation 600–8–29

Effective 30 December 1994

Personnel—General

Officer Promotions

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:

MILTON H. HAMILTON
Administrative Assistant to the Secretary of the Army

History. This issue publishes a new Army regulation.

Summary. This regulation prescribes policies and procedures 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 sections 557 through 563 and 601 through 640, title 10, United States Code, and provisions of the Warrant Officer Management Act as specified in sections 571 through 583, title 10, United States Code.

Applicability. This regulation applies to Active Army, Army National Guard, and 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 for Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 11–2, but does not contain checklists for assessing management control reviews. Alternative management control reviews are used to accomplish assessment of management controls.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from DEPUTY CHIEF OF STAFF FOR PERSONNEL, 300 ARMY PENTAGON, WASHINGTON DC 20310–0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Total Army Personnel Command, ATTN: TAPC–MSP–S, 200 Stovall Street, Alexandria, VA 22332–0443.

Distribution. Distribution of this publication is made in accordance with the requirements of DA Form 12–09–E, block number 5436, intended for command levels A ,B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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*This regulation supersedes AR 624–100, 21 August 1989.

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Chapter 1
Introduction

Section I
General

1–1. Purpose

This regulation prescribes the officer promotion function of the military personnel system. 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 officer promotions. This regulation supports the objectives of the Army's officer promotion system, which include filling authorized spaces 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 the officer who is not eligible or becomes disqualified, thus providing an equitable system for all officers.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. The Secretary of the Army will serve as the senior official on matters concerning officer promotions.

b. The Deputy Chief of Staff for Personnel (DCSPER) will 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.

c. The Chief, National Guard Bureau and the Chief, Army Reserve will recommend desired changes of promotion policy to the DCSPER.

d. The Judge Advocate General (TJAG) will, upon request, review Department of the Army (DA) promotion policy to verify the legality of proposed changes and inquiries.

e. The Surgeon General, TJAG, and the Chief of Chaplains, as appropriate, will jointly supervise with the Commanding General, United States Total Army Personnel Command (CG, PERSCOM), the consideration, selection, and promotion of officers assigned to their respective competitive categories.

f. CG, PERSCOM, will conduct and supervise officer promotion functions prescribed in this regulation.

g. The Commandant, Adjutant General School will be 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. Manpower resources

Manpower Staffing Standards System teams measure tasks described in this regulation at field locations to determine manpower requirements for the Military Personnel Division (MPD) and Personnel Service Company (PSC).

1–6. Levels of work

a. Most promotion-related work in the field is performed at three primary levels: unit, battalion, and installation. This regulation focuses on these levels.

(1) The work performed at unit and battalion level includes making recommendations, distributing promotion appointments, and conducting promotion ceremonies.

(2) Installation-level work is divided among work centers and falls into two major categories.

(a) Command and staff (C&S). C&S includes work performed above the battalion level to manage promotion-related issues within a command and to support the commander's decision-making process. All Army command headquarters are responsible for C&S work.

(b) Personnel support. Personnel support work is performed either in the MPD or PSC or in a base operations (BASOPS) support structure.

b. This regulation will typically address the following levels of work:

(1) *Unit.* The code UNIT identifies the work performed at unit level associated with each task.

(2) *Battalion.* The code BNS1 identifies the work executed at battalion level associated with each task.

(3) *C&S.* Work executed at the C&S level is identified by the following codes:

(a) BRDE—Brigade S1/adjutant general (AG).

(b) G1AG—Division G1/AG.

(c) CORP—Corps AG.

(4) *MPD and PSC.* The specific MPD and PSC work centers covered by this regulation are identified by the following codes:

(a) PROM—Promotions.

(b) OFRC—Officer Records Center.

(c) IOPR—In- and outprocessing.

(d) ENRC—Enlisted and flagged records.

(e) SMGT—Strength management.

Section II
Principles and Standards

1–7. Principles of support

The Army will provide a centralized selection process for promotion to all grades except general (GEN), lieutenant general (LTG), first lieutenant (1LT) and chief warrant officer W–2 (CW2). Commanders in the grade of lieutenant colonel (LTC) or above, or frocked to the grade of LTC, are authorized to promote officers to the grades 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 personnel life cycle function of professional development.

1–8. Standards of service

a. The officer promotion system is a wartime military personnel function. Resources are provided in the tables of organization and equipment (TOE) for a PSC. It deploys with the tactical force and is the functional responsibility of the Personnel Actions Work Center (and its tactical counterpart).

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

(1) The PSC will support the centralized system by ensuring eligible officers are given an opportunity to review their personnel records in the field in preparation for promotion selection boards.

(2) On order, the centralized promotion process will be discontinued on the battlefield for promotion to the grades of colonel (COL) and below. Decentralized officer promotions will be managed as a subfunction 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 major general (MG) in command will execute promotions to COL, LTC, and major (MAJ); the LTC in command will execute those for captain (CPT) and below.

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

Section III
Policy

1–9. Managing promotions

a. Promotions are a General Staff responsibility of the DCSPER.

b. The President, with the advice and consent of the Senate, appoints generals and lieutenant generals according to section 601, Title 10, United States Code (USC) (10 USC 601).

c. Selection for and promotion to the grades of MG, brigadier general (BG), COL, LTC, MAJ, and CPT will be according to sections 611 through 626 and 628, Title 10, USC (10 USC 611 through 626 and 628).

d. Unless otherwise specified in this regulation, the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) is the designee of the Secretary of the Army (SA), pursuant to HQDA general order 24, dated 23 November 1993.

e. Appropriate field promotion authorities, as provided by chapter 3, will conduct promotions to 1LT and CW2. Selection for and promotion of chief warrant officers (CWOs) to the grades of CW5, CW4, and CW3 will be according to sections 571 through 583, Title 10, United States Code (10 USC 571 through 583).

1–10. Promotion eligibility

a. To be considered for promotion by a selection board, an officer must be on the active duty list (ADL) on the day the board convenes. Officers under suspension of favorable personnel actions (AR 600–8–2) or in a nonpromotable status (para 1–19) remain eligible for consideration.

b. Promotion eligibility is determined by the DCSPER and approved by the SA. For centralized promotions, eligibility is based on an officer's active date of rank (ADOR) and time in grade (TIG). For decentralized promotions, the officer's promotion eligibility date (PED) is also a determinant. (See chap 2 for procedures for determining ADOR for 2LTs and WO1s. Procedures for all other officers are given in sec V of this chap.)

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

(1) *WO1.* There are no minimum TIG requirements for officers to be considered for promotion to CW2; however, they must have at least 2 years TIG including service credit, if applicable, to be promoted. Furthermore, WO must serve 18 months on active duty in the grade of WO1 before promotion to CW2.

(2) *CW2, CW3, and CW4.* These officers may not be considered for promotion to the next higher grade until they have completed 3 years of active duty in their current grade.

(3) *2LT and 1LT.* The law establishes no minimum TIG requirements for consideration for promotion; however, an officer must have at least 18 months TIG to be promoted to 1LT and 2 years TIG to be promoted to CPT (10 USC 619). The TIG requirement for promotion to 1LT has been extended to 2 years by the authority of the SA.

(4) *CPT, MAJ, and LTC.* These officers must serve at least 3 years TIG to be considered for promotion. This requirement may be waived by the SA, for consideration from below the zone, IAW 10 USC 619(*a*)(4).

(a) If selected, officers may be promoted without regard to any additional TIG requirements, except as provided in (*b*) below.

(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 paragraph 1–16*b*(1) and (2).

(5) *COL and BG.* Officers must serve 1 year 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 SA may prescribe other TIG requirements than those listed in *c* above.

e. Officers in the following categories are not eligible for consideration by a promotion selection board:

(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.

(3) Warrant officers (WOs) twice not selected for promotion to CW3, CW4, or CW5 and not selectively continued.

(4) Chief Warrant Officers with less than 3 years of active duty service in their current grade (10 USC 574).

(5) Commissioned officers with less than 1 year of continuous active duty (since their most recent placement on the ADL) before the board convenes (10 USC 619(*c*)). Requests for exception to this requirement must be forwarded through the first general officer in the chain of command to Commander, PERSCOM, ATTN: TAPC–MSP–O, 200 Stovall Street, Alexandria, VA 22332–0443. 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 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 captain).

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

(c) An Army competitive category officer in the grade of 1LT who received an interservice transfer while on active duty and who transferred without a break in active duty service (for consideration to the grade of captain).

(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 that have had the requirement waived by an approved Memorandum of Instruction (MOI).

(6) Officers currently on active duty based on a recall from retired status.

1–11. Approving promotion board recommendations

a. Promotion boards make recommendations to the President of the United States. The President has delegated authority to the Secretary of Defense to approve or disapprove promotion board reports. The SA has authority to approve or disapprove promotion board reports for WOs promotion, and all selective continuation, and promotion review boards. Promotions to the grade of major and above must be confirmed by the Senate (10 USC 624 [*c*]).

b. The report of each promotion board will be submitted to the SA. If upon review the Secretary determines that the board acted contrary to the law or regulation or to guidelines furnished to the board, the Secretary will return the report, together with a written explanation of the basis for that determination, to the board for further proceedings. The promotion board, or a subsequent board for the same grade and competitive category, will conduct such proceedings as may be necessary to revise the report to be consistent with the law or regulation and guidelines and shall resubmit the revised report to the Secretary.

c. If the SA or the Secretary of Defense 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 SA may release to the public the names of general officer nominees after the President has nominated the selected officers to the Senate for confirmation. The Secretary may release to the public the names of other officers selected after the Secretary of Defense, acting for the President, approves the promotion selection board's

report. When promotion board results are announced, 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. The names of nonpromotable officers, not reported previously under AR 600–8–2, will be immediately sent to CDR, PERSCOM, ALEX, VA//TAPC–MSP–S//. (See para 1–19 for criteria determining nonpromotable status.)

1–12. Promotion lists

a. The names of those officers recommended and approved for promotion are placed, in order of their seniority on the ADL, on promotion lists published by PERSCOM. Separate lists will be published and maintained for each board. For sequencing criteria, refer to paragraphs 1–37 and 1–43.

b. The name of any officer erroneously considered and selected for promotion will be administratively deleted from the promotion list; however, the name will remain on the board report unless removed by the President.

c. A commissioned officer who was on a promotion list in one competitive category and, before promotion, is transferred to a different competitive category will be promoted from the competitive category that made the original recommendation. He or she will not be integrated into the promotion list of the new competitive category as a result of the transfer.

d. An officer who is on a promotion list and is removed from the active duty list prior to the effective date of promotion shall not be promoted from the ADL promotion list. A subsequent return to the ADL does not warrant a return to promotion list status held prior to release from active duty.

1–13. 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 will be subject to one of the following:

(1) Discharged according to AR 635–120 or released from active duty according to AR 635–100.

(2) Retired under any provision of law, if eligible, on the date requested by the officer and approved by proper authority (retirement will be not later than the first day of the seventh 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 qualified for retirement if, on the date the officer would otherwise have been discharged, he or she is within 2 years of qualifying for retirement under 10 USC 1293, 3911.

(4) Retained on active duty (if a warrant officer) until qualified for retirement if he or she is within 2 years of qualifying for retirement on the date the SA approves the board report.

(5) Selectively continued under provisions of paragraph 1–14.

(6) In the case of fully qualified AMEDD officers, recommended for continuation on active duty by a selective continuation board until all active duty service obligations have been fulfilled as prescribed in paragraph 1–14.

b. When the promotion of an officer to 1LT or CW2 is denied, the promotion review authority (PRA) will review the action. If the PRA decides to deny the officer's promotion, that decision will not be changed. The officer will be released from active duty not later than 90 days after notification of the pending separation (AR 635–100 or AR 635–120, as appropriate).

c. Separation under the provisions of this paragraph will be considered involuntary.

1–14. 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 selectively continued on active duty in their present grade; however, officers in an obligated volunteer officer status are not eligible for selective continuation (except as stated in *h* below). A selective continuation board must recommend the officers for continuation and the SA must approve the recommendation before officers may be continued. Officers may not apply for selective continuation. The SA will direct a selective continuation board to consider officers for continuation when required by the needs of the Army.

b. Selectively continued officers, if otherwise eligible, will continue to be considered for promotion until separation.

c. Continuation for majors who are more than 6 years from qualifying for retirement and captains, CW4s, and CW3s will normally be for 3 years from the date the officer would otherwise have been separated for having twice failed to be selected for promotion, or until the last day of the month in which the officer first becomes eligible for retirement under any provision of law, whichever is earlier. The SA may adjust the period of selective continuation.

d. An officer described in *a* above who has been selected for continuation will be released from active duty (if a Reserve officer) or discharged (if a Regular Army officer) on the expiration of the continuation period established under d above, unless on or before that date one of the following has occurred:

(1) The officer has been promoted or is on a list of officers recommended for promotion to the next higher grade;

(2) The officer has been selected again for continuation by a later selective continuation board.

(3) The officer is within 2 years of being eligible to retire under 10 USC 3911.

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

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

(6) The officer was retained under other provisions of law or regulation.

e. Selectively continued Regular Army (RA) majors will be continued on active duty until eligible for retirement under 10 USC 3911 or 1293 (unless sooner discharged or retired under other provisions of law or regulation). They will then be retired (if they apply) or discharged.

f. Officers retained under *d*(3) above will be retired on the first day of the first month following the month in which they become eligible (if they apply) or will be discharged unless continued on active duty under another provision of law or regulation.

g. Separation under this paragraph will be involuntary; however, if an officer wishes to retire or be discharged or released from active duty before a selective continuation period expires, he or she may voluntarily request such action. Such a request does not change the voluntary nature of the retirement, discharge, or REFRAD. (See AR 635–120, chap 3 or AR 635–100, chap 3.)

h. AMEDD officers on the ADL who were twice not selected for promotion to major or lieutenant colonel may be voluntarily, or in accordance with the specific provisions of a service grant, continued on active duty to fulfill an active duty service obligation as indicated below. AMEDD captains and majors with an active duty service obligation will be considered for continuation by a selective continuation board.

(1) Those officers who are selected and accept selective continuation will be retained on active duty.

(2) Those officers with remaining active duty service obligations who decline selective continuation may be continued on active duty until fulfillment of all active duty service obligations (see *h* above) unless they are found to be "not fully qualified" to perform their duties at their current grade.

(3) Those officers retained on active duty pending fulfillment of an active duty service obligation will continue to be considered for promotion until separated.

1–15. Post-board screening

a. A post-board screening will be conducted for officers selected for promotion to COL. A board will review any adverse information in other official files, for example, those maintained by the Criminal

Investigation Command and the Department of the Army Inspector General (DAIG), including the restricted portion of the official military personnel file (OMPF) (R-fiche). These files are screened to ensure that officers who have engaged in conduct that would warrant their nonselection for promotion, if known by the original selection board, are not promoted. The files of those officers, along with the derogatory information, may be presented to a promotion review board to reevaluate the recommendation for promotion to COL. The officers concerned will be notified and offered an opportunity to respond to the board. The promotion review board will be conducted as prescribed in chapter 8.

b. A post-board screening of the following agencies' files will be conducted for officers selected for promotion to general officer grades: The Department of Defense (DOD) Inspector General, DAIG, TJAG, Criminal Investigation Command, Defense Investigative Service (when authorized), General Counsel, and Equal Employment Opportunity Agency. Factual summaries of all substantiated relevant information disclosed during this post-board screening will be forwarded with the board's selection recommendations to the appropriate DA and DOD authorities. If an officer is recommended for removal from the selection list by the Secretary of Defense based on this additional information, the additional information will be provided to the officer concerned. The officer will be allowed reasonable time to submit comments on the information to the recommending official and the officials who will review the recommendation.

1–16. 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. For rules not governed by this regulation, refer to AR 310–10.

b. HQDA will announce all promotions under this regulation in PERSCOM orders except as follows:

(1) Field commanders in the grade of LTC or higher, or frocked to the grade of LTC, may make promotions to 1LT and CW2. Promotion orders will be issued as prescribed in chapter 3.

(2) During war or national emergency, certain major commanders and commanders of combat theaters of operations 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, prescribed in AR 600–8–29, will use DA Form 78–R or 78–R–E (Recommendation for Promotion to 1LT/CW2). A copy of DA Form 78–R is provided at the back of this regulation. It will be locally reproduced on 8½ by 11-inch paper. Promotions for CPT through MG and WOs grades CW3–CW5 authorized under 10 USC 624 and 578, will follow for format 300. (See fig 1–2.) Promotions to GEN and LTG, authorized under 10 USC 601, will follow format 307. (See fig 1–1.)

d. Only the organization that published the original order may amend, rescind, or revoke the order. Format 700 (see fig 1–3) will be used to amend and format 705 (see fig 1–4) to revoke or rescind orders. Commanders are authorized to endorse orders issued by another headquarters for promotion to 1LT or CW2, to correct a name or social security number (SSN), or to correct a date of rank (DOR). (See sample endorsement at fig 1–5.)

e. To accord with the Privacy Act, full SSN will be deleted from all copies of orders being distributed.

1–17. 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 *b* below.

(1) *Above the zone promotions.* Officers selected for promotion from above the promotion zone will be promoted following all officers on the previous promotion list and before all officers on their promotion list who were selected from the promotion zone or below the zone.

(2) *Below the zone promotions.* Officers selected for promotion from below the promotion zone will be promoted following all officers on their promotion list who were selected from the promotion zone and above the zone but before all officers on the subsequent promotion list.

b. Medical Corps 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 provided in (2) below:

(1) *Above the zone promotions.* Officers selected for promotion from above the zone 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) *Below the zone promotions.* Notwithstanding the TIG requirements, those officers selected for promotion from below the zone 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.

c. WOs 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) *Above the zone promotions.* Officers selected for promotion from above the promotion zone will be promoted following all officers on the previous promotion list and before all officers on their promotion list who were selected from the promotion zone or below the zone.

(2) *Below the zone promotions.* Officers selected for promotion from below the promotion zone will be promoted following all officers on their promotion list who were selected from the promotion zone and above the zone but before all officers on the subsequent promotion list.

1–18. Accepting promotion

a. Unless an officer declines a promotion in writing under the provisions of chapter 5, 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 service obligations and retirement is as follows:

(1) The active duty service obligation 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 or separate in the next higher grade, the officer must serve satisfactorily in the new grade for the following periods:

(a) GEN, LTG—No minimum period but requires the advice and consent of the Senate.

(b) MG, BG, COL, LTC—3 years.

(c) MAJ—6 months.

(d) CPT, 1LT, CW2—no minimum period required.

(2) A WO who accepts promotion to the grade of CW3, CW4, or CW5 will incur a service obligation (AR 635–100, chap 4).

c. Commissioned officers, other than Regular Army (OTRA) officers, who entered their current tour of active duty after 30 Sep 81 and decline a Regular Army appointment upon promotion to major will be released from active duty according to AR 601–100 and AR 635–100.

d. WOs who entered their current tour of active duty after 30 Sep 87 and decline an RA appointment upon selection for promotion to CW3 will be released from active duty according to AR 601–100 and AR 635–100.

1–19. Nonpromotable status

a. An officer's promotion is automatically delayed (that is, the officer is not promoted in spite of the publication of promotion orders) when the officer is—

(1) Absent without leave, in custody of or confined by law enforcement authorities (civil or military), a deserter, injured, or sick not in the line of duty.

(2) Serving a court-martial sentence or being punished under Article 15, Uniform Code of Military Justice. He or she is considered to be serving a sentence or undergoing punishment (including suspended punishments), and therefore nonpromotable, through the last day of any forfeiture or detention of pay, or the date the entire fine is paid (if required), even if all other parts of the punishment have been served.

(3) Under undisposed court-martial charges (that is, the charges have been preferred, but not dismissed or withdrawn, nor has the officer been tried and acquitted or sentenced).

(4) Under investigation that may result in disciplinary action of any kind being taken against him or her.

(5) Under proceedings that may result in administrative elimination or discharge under other than honorable conditions. This includes resignation for the good of the service.

(6) Under, or should be under, suspension of favorable personnel actions (AR 600–8–2).

(7) The subject of a criminal proceeding pending in a State or Federal court.

(8) A WO whose voluntary retirement application has been approved by PERSCOM.

(9) The recipient of a referred Academic Evaluation Report (AER), a referred Officer Evaluation Report (OER), or a Memorandum of Reprimand (directed for filing in the official military personnel file before the date he or she would otherwise have been promoted) which was not considered by the board that selected him or her for promotion.

(10) Enrolled in the Army Drug and Alcohol Prevention Control Program.

(11) Documented as overweight as defined in AR 600–9 or has failed the Army Physical Fitness Test (APFT) most recently administered or, through his or her 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 350–15. (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.)

(12) Below the grade of captain and conditionally accepted into the Army General Counsel's Honors Program; and has not been admitted to practice before a Federal Court or the highest court of a State or of the District of Columbia. (See AR 601–337.)

b. Automatic delays will be governed by the provisions of *b* below.

1–20. Delay of promotion

a. The promotion of any officer who is in a nonpromotable status is automatically delayed. 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 a DA Form 268 is in effect 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 Secretary of the Army (Commander, PERSCOM, ATTN: TAPC–MSP–S, 200 Stovall Street, Alexandria, VA 22332–0443).

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 SA or the Secretary's designee grants a further delay. The CG, PERSCOM, will monitor cases involving delay and designate an authority to grant a further period of delay in cases involving nonpromotable overweight officers and in extraordinary cases. Additionally, a "further period of delay" is deemed to have been granted in any case that has been referred to a promotion review board; the delay in such cases extends until the SA 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 Federal or State 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, 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, 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.

1–21. 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 para 1–10) for promotion during all or part of the delay and will adjust them DOR and effective date of promotion accordingly. For officers on HQDA-centralized promotion lists, the promotion approval authority is the CG, PERSCOM or his or her designee.

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 weight standards or passed the APFT.

(3) Type of punishment received.

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

(5) Date that the Memorandum of Reprimand was directed to be filed in the officer's OMPF (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 Authority will forward to Commander, PERSCOM, ATTN: TAPC–MSP–S, 200 Stovall Street, Alexandria, VA 22332–0443, a memorandum that includes the information in *b* above.

d. When an officer's promotion suspension is ended favorably and he or she 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 ADOR, effective date (for pay and allowances), and position on the ADL he or she would have received had there been no delay. However, the ADOR and effective date will be adjusted as follows if promotion was delayed because of—

(1) Noncompliance with the height/weight standards of AR 600–9; then the ADOR and effective date will be the day the officer meets the standards.

(2) Failure to pass the most recent APFT or to take and pass the APFT within the period required by AR 350–15 because of the fault of the officer concerned; then the ADOR and effective date will be the day the officer passes the APFT.

(3) Disciplinary action resulting in punishment under Article 15, Uniform Code of Military Justice; then the ADOR and effective date will be 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; then the ADOR and effective date will be the day after the date the reprimand was actually imposed or directed to be filed in the OMPF or MPRJ, whichever is later.

(5) The officer's enrollment in and successful completion of the Army Drug and Alcohol Prevention Control Program; then the ADOR and effective date will be the date the officer would have received had there been no delay.

(6) Other reasons that manifest the officer's lack of qualifications for appointment. The CG, PERSCOM or his or her designee 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 may be earlier than the date of the actual order.

1–22. 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 chapter 5 or when the commander who executed the promotion, or a higher commander, 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 in a nonpromotable status on the effective date of the promotion.

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 will 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 will allow the officer to keep any pay and allowances received at the higher grade. If it is proper to promote the officer at any time after the erroneous promotion, orders will be issued announcing the promotion.

1–23. Promotion Certificates

a. Certificates (DD Form 1A (Officers Commission)) are available on request for promotion of officers. For promotions that occur on or after 1 May 1983, the request should be made to the servicing PSC.

b. For promotions that occurred before 1 May 1983, the request should be sent to Commander, PERSCOM, ATTN: TAPC–PDI–S, Alexandria, VA 22332–0444. The request must include the following information:

(1) Name and SSN.

(2) Mailing address.

(3) Grade.

(4) Effective date of promotion.

(5) Copy of promotion orders (if available).

1–24. Promotion ceremonies

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

(1) 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.

(2) When the officer will be on leave or en route to a new duty station (not including temporary duty) on the effective date of promotion, a ceremony may be conducted not earlier than 15 calendar days before the effective date. The ceremony should take place on the last duty day that the officer is present before the effective date.

(3) Pay and seniority will not be affected by the ceremony. They will be determined by the effective date of promotion cited in the promotion order.

(4) This authority does not change the frocking provisions of chapter 6.

b. See figure 1–6 for the recommended format for promotion ceremonies.

1–25. Interservice transfer

a. Precedence or relative rank for interservice transfers.

(1) A regular component commissioned or WO who transfers from another uniformed service will keep the same grade and ADOR that he or she held the day before transferring.

(2) A Reserve Component commissioned or WO who transfers from another uniformed service will keep the same grade and ADOR if he or she was on extended active duty on the day before transferring.

(3) A commissioned or WO who transfers from another uniformed service and who was not on active duty in that service at the time of transfer will have an ADOR established by PERSCOM.

(4) As an exception to (1) through (3) above, a commissioned officer who transfers from a professional competitive category (Chaplain, AMEDD, or TJAG) in the losing uniformed service to a substantially different competitive category will lose any constructive credit granted by the losing uniformed service under 10 USC 533, 5600 and/or 8353. The officer's ADL grade will be determined according to applicable provisions of DOD Directive 1300.4, 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 service (including the 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 SA or his or her designee.

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 a grade for which the selection board had not adjourned before the effective date of the transfer. Their names will be submitted to a special selection board for consideration as prescribed in chapter 7. If approved, their names will be placed on the promotion list according to their DOR; however, the effective date of promotion may not be before their entry on active duty in the Army.

1–26. Absence Covered by the Missing Persons Act

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 the Missing Persons Act. DA Form 78–R–E will be processed so that final action may be taken on the date the officer would have been promoted if present for duty. (Chap 3 outlines how to process DA Form 78–R–E.) Commanders promoting officers under this paragraph will submit the supplemental report required by AR 600–8–1. 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 Commander, PERSCOM, ATTN: TAPC–MSP–O, Alexandria, VA 22332–0443, whether or not the officer is eligible.

1–27. 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. (See para *d* below.)

b. The eligibility requirements of paragraph 1–10 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 special selection boards until after their return to the Active Duty List (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 chapter 3. If the missed promotion opportunity was for the grade of CW3, CW4, CW5, CPT, or above, the officer's record will be submitted to a special selection board as prescribed in chapter 7.

d. Failure twice to be recommended by promotion or special selection boards to CW3, CW4, CW5, CPT, and MAJ may result in separation. Officers cannot decline the promotion consideration afforded by 10 USC 624 or 578. Zones of promotion consideration are defined by ADOR.

1–28. Promotion of critically ill officers

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; however, if any officer on a published promotion list becomes terminally ill, the commander of the medical treatment facility, or a senior medical officer who has detailed knowledge of medical fitness standards, will report the facts to Commander, PERSCOM, ATTN: TAPC–MSP–S. Based upon the facts provided, the CG, PERSCOM, in conjunction with the DCSPER, will determine whether the officer may be promoted before his or her death. Officers who are not promoted in the normal course of events may be promoted posthumously, if otherwise eligible, according to paragraph 1–29 below. The following facts must be included in the report:

a. The date of the PERSCOM letter that announced the promotion list.

b. The date the officer was hospitalized.

c. Diagnosis and life expectancy.

d. Line of duty determination.

1–29. Posthumous promotions

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

(1) Proper authority had approved the recommendation of the promotion selection board at the time of death. A posthumous promotion to 1LT or CW2 must have been approved by proper authority prior to death. Officers on the permanent or TDRL must have been in a promotable status when added to the list.

(2) The death was not due to the officer's own misconduct.

(3) The officer was not on an unauthorized absence.

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. The DD Form 1300 (Report of Casualty) is the official certificate of death issued by PERSCOM, Casualty Operations Center. To determine if a promotion is appropriate, PERSCOM will use report items 50 through 53 contained in the casualty report in accordance with AR 600–8–1. Posthumous promotions will normally be approved unless a recommendation to remove an officer from a promotion list or to deny promotion is addressed in the Casualty Report or is received under separate cover before a DA Form 3168 (Posthumous Promotion Certificate) is issued.

d. PERSCOM (TAPC–PEC) 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.

Section IV
Promotion Selection Boards

1–30. Convening selection boards

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

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

c. The SA may convene selection boards to recommend officers for continuation on active duty under 10 USC 580 and 637. (See para 1–14.)

d. At least 30 days before convening a promotion selection board, PERSCOM will announce in writing the date the board will convene, except as provided in *e* below, and the names and ADOR of junior and senior officers in the promotion zone. The officers will be notified either personally or by general announcement.

e. The General Officer Management Office (DACS–GOM) will announce in writing the date for convening promotion selection boards for BG and MG and will inform officers being considered for promotion to MG of their eligibility.

f. The DCSPER, with the approval of the SA or the Secretary's designee, will publish a standing operating procedure to govern the administrative support for selection boards.

g. The SA, or the Secretary's designee, will conduct, at random, yearly 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 grades MAJ through MG.

h. The SA, or the Secretary's designee, will review annually the content of administrative briefings provided to selection boards to ensure that they do not alter the substantive guidance provided by the SA.

1–31. Composition of selection boards

a. Promotion selection boards will consist of at least five officers on the Army ADL, according to 10 USC 612 and 573. The SA or the SA 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 that the majority finds best qualified to meet the needs of the Army.

b. Each board member must be a major or above, except as provided in *g* below, 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 SA 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 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 officers being considered hold the grade of COL or BG and there are no Reserve officers on active duty in the next higher grade who are 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 in, or have served in, joint duty assignments will include at least one officer, designated by the Chairman of the Joint Chiefs of Staff, who is currently serving in a joint duty assignment.

g. For WO selection boards, the SA may appoint WOs senior in grade to those under consideration as additional members of the board. If competitive categories have been established by the SA, at least one member must be appointed from each category under consideration, unless too few WOs in those categories are senior in grade to the officers under consideration and qualified as determined by the DCSPER or his or her designee.

h. The SA or the Secretary's designee may change the composition of a promotion selection board until the board has adjourned.

i. The DCSPER 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 SA or his 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 SA. 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 SA or the Secretary of Defense and, on receiving it, to report the basis for his or her belief to that authority.

1–32. Conduct of board members

a. Officers chosen to participate on promotion selection boards 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 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 that should not be presented 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 SA or his 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 one's status as a board member until the SA acts on the board result.

(6) Solicit information or guidance from branch proponents, assignment managers, or major 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.

1–33. Information provided to boards

a. MOI. The SA will provide guidance and instructions in an MOI to the board. The SA or his or her designee may modify, with draw, 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 OSD.

(1) The MOI issued to each promotion selection board 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 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 have served, in joint duty assignments.

(c) Boards convened to consider officers in a health-professional competitive category for promotion to a grade below colonel consider an officer's clinical proficiency and skill as a health professional at least as much as they do the officer's administrative and management skills.

(3) The text of appendix B will be included in the MOI and will be read to all board members, recorders, and administrative support staff on the day the board convenes or the day they are assigned 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 statue. The SA may orally highlight points in the MOI to selection boards. Boards may also be briefed on personnel management and administration matters as determined by the SA. They will not be further instructed except to clarify board administration, to explain the MOI, or to respond to questions of the board.

b. Other information.

(1) The Secretariat for DA Selection Boards will ensure that each board member receives a copy of DOD Directive 1320.12 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 under 10 USC 615a[2] or 576.

(b) The performance portion of the OMPF, including authorized documents not yet filmed, the officer record brief (ORB), an official photograph, if available, and approved separation documents.

(c) Correspondence to the board submitted under *c* below.

(d) The service portion of the OMPF when requested by the board.

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

(a) The restricted portion of the OMPF when directed in the MOI to the board or when requested by the officer concerned in written communication to the board (see *c* below), or when requested by the board and approved by proper authority. The approval authority for general officers is the Chief of Staff of the Army; for all other officers, the Director of Military Personnel Management, DCSPER, or his or her designee.

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

(c) Evaluation reports that meet the criteria of *d* below.

(d) Adverse information approved for inclusion in the performance microfiche of the OMPF during the board's deliberations, if the information is of a nature that would warrant submission to a promotion review board. CG, PERSCOM, will forward such information to the board.

(e) For boards considering selection to and within general officer grades, case summaries pertaining to officers under consideration.

Information will be provided by, but is not restricted to, the following: TJAG, DAIG, Criminal Investigation Command, Defense Investigative Service, when authorized, General Counsel, and Equal Employment Opportunity Agency. PERSCOM, in coordination with TJAG, reviews the "R" fiche for additional information which may be released to a general officer board. Such additional information is provided to the board only after it has been referred to the officers concerned for their comment, and the SA or the Secretary's designee has determined that the information is substantiated, relevant, and might reasonably and materially affect the board's deliberations. Any comments the officers concerned provided to the Secretary concerning this information will also be provided to the board for consideration.

(f) For boards considering selection to general officer grades, board members' personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded in law, the DOD Directive, or service regulation from consideration by a selection board or inclusion in an officer's military personnel record. Opinions of others not on the board will not be considered.

(g) For boards considering selection to other than general officer grades, administrative information to amplify or clarify the official military records, instructions, and information provided to the board. If a board requests non-administrative 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, 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 SA, will appear in person to address a promotion selection board on any matter; this authority may not be delegated. If the SA appears in person to address a promotion selection board, 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 or the SA 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 documents and information calling attention to any matter concerning themselves that they consider important to their consideration. Written memorandums sent to a promotion selection board will be considered if received not later than the date the board convenes. Memorandums should be addressed to President (appropriate promotion board), PERSCOM, ATTN: TAPC–MSB, 200 Stovall Street, Alexandria, Virginia 22332–0441. 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 OMPF.

(4) The following items, which are not part of the OMPF of an officer being considered for promotion, 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 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 UCMJ.

(6) All communications with selection boards intended to express the views of the SA 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. OERs or academic evaluation reports for officers in the zone of consideration will be provided to promotion boards under the following conditions:

(1) Except as specified below, evaluation reports must be administratively correct and received in Evaluation Reports Branch, PERSCOM 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 (1) above, late evaluation reports, promotion reports (Code 11) and referred reports, if administratively correct, will be provided to the appropriate board upon receipt at PERSCOM, 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" OER, which has a "thru" date more than 60 days earlier than the due date established in the selection board notice. A code 11 report is required for an officer who has failed to be selected for promotion by an active duty promotion board and who has not received an evaluation since the date the board convened. Other requirements are outlined in AR 623–105, paragraph 5–11. A referred report is defined in AR 623–105, paragraph 4–27.

(3) For boards scheduled to be in session for 2 weeks or more, evaluation reports that are administratively correct and received in Evaluation Reports Branch, PERSCOM after the due date but before the board convenes may be forwarded to the board if approved by the Director of Military Personnel Management, Office of the Deputy Chief of Staff for Personnel.

1–34. Below the zone consideration

a. Selection boards considering officers for promotion to COL, LTC, MAJ, CW5, or CW4 may recommend outstanding officers from below the zone of consideration. The MOI will state the number of officers who may be selected for promotion from below the promotion zone. The number of officers recommended for promotion from below the promotion zone may not exceed 10 percent of the total number recommended, except that the Secretary of Defense may authorize that percentage to be increased to not more than 15 percent.

b. Below the zone 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 below the zone, within the number established by the SA in the MOI, who have the qualities and potential to warrant early promotion. Officers selected from below the zone 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 below the zone 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, and may specify the minimum number, of officers that may be recommended. Unless specified, the maximum number need not be selected.

f. Special selection boards will not consider officers for below-the-zone promotion.

1–35. Selection board recommendations

a. Promotion selection boards will do the following:

(1) Base their recommendations on impartial consideration of all officers in the zone 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 MOI:

(a) The "fully qualified" method when the maximum number of officers to be selected, as established by the Secretary, equals the number of officers above, in, and below the promotion zone. Although the law requires that officers recommended for promotion be "best qualified" for promotion when the number to be recommended equals the number to be considered, an officer who is fully qualified for promotion is also best qualified for promotion. 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 when the board must recommend fewer than the total number of officers to be considered for promotion. However, no officer will be recommended under this method unless a majority of the board determines that he or she is fully qualified for promotion. As specified in the MOI for the applicable board, officers will be recommended for promotion to meet specific branch, functional area or skill requirements if fully qualified for promotion.

(4) Recommend for promotion those WOs whom the board, giving due consideration to the needs of the U.S. Army as specified in the MOI, considers best qualified for promotion. However, no officer will be recommended under this method unless a majority of the board determines that he or she is fully qualified for promotion.

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, by any unauthorized means, 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) According to the MOI, 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 to 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, as a minimum, certify in the report to the SA that—

(a) To the best of their knowledge, the board complied with the MOI and DOD Directive 1320.12.

(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 improperly 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, fully qualified and best qualified for promotion to meet the needs of the Army.

(4) In addition to the above reporting requirements, the promotion boards will also report to CG, PERSCOM, the name of any officer who should be required to show cause for his or her retention on active duty (AR 635–100).

(5) 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.

Section V
Precedence and Date of Rank

1–36. Active date of rank responsibilities

a. The ADOR is used to determine the eligibility of officers on the ADL for promotion.

b. The DCSPER establishes the criteria used to determine the ADOR and PED. Designation of ADOR and PED within basic policies and procedures prescribed by this regulation is a command responsibility, as indicated below. Designation of ADOR and PED not anticipated by a provision of this regulation will be determined on an individual basis by the DCSPER or his or her designee.

(1) Except as indicated in (2) below, PERSCOM will determine ADOR and PED prescribed in this regulation. To assist PERSCOM in determining ADOR or PED, field commanders with MPD/PSC must submit copies of DD Form 220 (Active Duty Report) and active duty orders. Additionally, if available, field commanders must also submit DD Form 214 (Certificate of Release of Discharge from Active Duty), DA Form 1383 (Annual or Terminal Statement of Retirement Points), NGB Form 23 (Retirement Credits Record), AGUZ Form 115 (Statement of Retirement Points), letter orders on transfers between Reserve Control Groups, or units, and United States Army Reserve (USAR) promotion letters for all officers in the categories described in paragraphs 1–38 through 1–44 below, whose ADOR and PED will be determined by PERSCOM. Documents should be forwarded to Commander, PERSCOM, ATTN: TAPC–MSP–D, 200 Stovall Street, Alexandria, VA 22332–0443.

(2) Field commanders with MPD and PSC will determine the ADOR for all 2LTs and WO1s.

(3) The ADOR of officers not managed by PERSCOM will be jointly determined by PERSCOM and the offices of The Surgeon General, TJAG, or The Chief of Chaplains, as appropriate.

1–37. 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 grade. 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 rank among many different categories of commissioned officers (for example, retired, ADL, and Reserve officers).

b. Except as provided in *c* below, precedence or relative rank 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 previously served on active duty (other than for training).

(4) Previous active duty grade 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 (AFCS).

(6) Date of appointment as a commissioned officer.

(7) Date of birth (age takes precedence).

(8) Alphabetical order.

c. United States Military Academy (USMA) graduates who are appointed as 2LTs in the RA on the USMA graduation date will rank among themselves, as 2LTs RA, 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 RA 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 RA on a date other than the main graduation date of their service academy will have an ADOR established under chapter 2. Other 2LTs (RA and OTRA) 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 rank:

(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 themselves established under *b* above.

1–38. Determining active date of rank for commissioned officers

a. The ADOR of 2LT RA and OTRA officers upon placement on the ADL is determined under the provisions of chapter 2.

b. The ADOR of an officer receiving an original appointment as an RA commissioned officer, other than as stated in chapter 2, 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 an 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 an 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 entry grade credit under 10 USC 533, in which case the ADOR will be backdated to the extent that the entry grade credit awarded exceeds that required for the officer's appointment grade under applicable Army regulations and circulars.

(4) The officer was, at the time of appointment, a Regular officer in another service, and the officer is the subject of an interservice transfer, in which case the ADOR will be the same as the officer's ADOR in the other service (officers who received constructive service credit see paragraph 1–25).

(5) The officer is, at the time of appointment, a Regular Army 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 1–38 above, except that in no event will the officers ADOR in the new original appointment be later than the ADOR held in the next precedent appointment.

c. The ADOR of OTRA officers, other than as stated in chapter 2, is determined under paragraph 1–39.

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 1–21.

e. Officers on a TDRL, if placed on the ADL, will have the same ADOR they had 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 lieutenant general or general 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 lieutenant general or general in time of war or national emergency will be the date designated in the appointment.

1–39. Active date of rank of other than Regular Army 1LTs and above upon placement on the active duty list

a. OTRA commissioned officers in a grade above 2LT who were not given entry grade credit at the time of their most recent original appointment will be placed on the ADL in their current grade and will have an ADOR that precedes the date of placement on the ADL by a period equal to the time served in an active status in their current grade.

b. Except as modified for the Chaplains (para 1–40), AMEDD (para 1–41), and JAGC (para 1–42), OTRA commissioned officers in a grade of 1LT or above who received entry grade credit at the time of their most recent original appointment and are placed on the ADL in their current Reserve grade will have an ADOR established by backdating from their date of placement on the ADL by the lesser of—

(1) For officers who received a Reserve promotion after their most recent original appointment, the period they served in an active status in their current grade.

(2) For officers serving in the grade of their most recent original appointment, the sum of the entry grade credit awarded that is in excess of time served in an active status in that grade since the appointment plus any service in an active status in that grade since the appointment.

(3) The total period of entry grade credit awarded at the time of the most recent original appointment.

c. OTRA commissioned officers in the grade of 1LT or above who received entry grade credit at the time of their most recent original appointment may be tendered a new original appointment in a higher grade, coincident with placement on the ADL, if the period of service so credited equals or exceeds the promotion phase point in that higher grade in their respective competitive category at the time they were placed on the ADL. An officer may not be placed on the ADL in a grade higher than major under this paragraph.

d. Except as provided in paragraphs 1–40 through 1–42 below, the ADOR in the higher grade to which an officer is appointed will be the date of placement on the ADL backdated by the amount of time by which the entry grade credit awarded exceeds that used to establish the higher grade under *c* above.

1–40. Grade and active date of rank of OTRA chaplains upon placement on the active duty list

a. Except as specified in *c* below, OTRA chaplains will be placed on the ADL in their current Reserve grades.

b. Their ADOR will be established as follows:

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

(2) For OTRA chaplains other than those described in (1) above, the ADOR is the date they were placed on the ADL backdated by either 3 years or the period calculated under paragraph 1–39b, whichever is less.

c. OTRA chaplains in the Reserve grade of 1LT who received entry grade credit that included constructive service credit under categories two and/or three, AR 135–100, paragraph 3–7, at the time of their most recent original appointment and OTRA chaplains in the Reserve grade of captain who received entry grade credit at the time of their most recent original appointment may be tendered a new original appointment in a higher grade, not above major, upon placement on the ADL if the total period of all entry grade credit awarded exceeds the promotion phase point to the higher grade in the chaplain competitive category.

d. The ADOR of an OTRA chaplain placed on the ADL in a higher grade under *c* above will be the date of placement on the ADL in that higher grade.

1–41. Grade and active date of rank of other than Regular Army commissioned officers assigned to an Army Medical Department Corps upon placement on the active duty list

a. See chapter 2 for provisions governing OTRA AMEDD commissioned officers receiving an original Reserve appointment as 2LT.

b. If an officer is tendered a new original appointment in conjunction with being ordered to active duty, the grade will be determined as prescribed in AR 135–101. The ADOR will be determined by backdating from the date of placement on the ADL by a period equal to the number of days by which the entry grade credit awarded exceeds the promotion phase point in the competitive category that established the entry grade.

c. 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 the effective date of placement on the ADL backdated by either 3 years or the period calculated under paragraph 1–39b, whichever is less.

1–42. Grade and active date of rank of other than Regular Army Judge Advocate General's Corps officers upon placement on the ADL

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 1–39c 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 entry grade 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 Reserve grade of captain or higher will be the date of placement on the ADL backdated by a period equal to the lesser of (1) through (3) below:

(1) One year for each qualifying year for retirement under 10 USC 1332(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 entry grade credit 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. OTRA officers appointed under the Army General Counsel's Honors Program (AR 601–337) 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.

1–43. Precedence or relative rank of warrant officers

a. Precedence and relative rank among WOs, whether or not on active duty, is based first on grade (AR 600–20, para 1–6). Rank among WOs of the same grade on the ADL is determined by comparing ADORs. An officer whose ADOR in a grade is earlier than that of another officer in the same grade is senior to that officer.

b. Precedence or relative rank among WOs 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 WO service.

(4) Date of birth (age takes precedence).

(5) Alphabetical order.

1–44. Determining active date of rank for warrant officers

a. The ADOR of WOs in the grade of WO1 will be determined according to the provisions of chapter 2.

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

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

(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 RA appointment had the officer been placed on the ADL as a Reserve officer on that date.

(3) The officer was not, at the time of appointment, a Reserve officer, but received entry grade credit under 10 USC 556, in which case the ADOR will be backdated to the extent that the entry grade credit awarded exceeds that required for the officer's appointment grade under applicable Army regulations and circulars.

c. Except as provided in *a* above, the ADOR for OTRA WOs will be established as follows:

(1) OTRA WOs in a grade above WO1 who did not receive entry grade credit at the time of their most recent original appointment will be placed on the ADL in their current grade and will have an ADOR that precedes the date of placement on the ADL by a period equal to the period they spent in an active status in their current grade.

(2) OTRA officers in a grade of CW2 or above who received entry grade credit at the time of their most recent original appointment and were placed on the ADL in their current Reserve grade will have an ADOR established by backdating from the date of placement on the ADL by the lesser of:

(a) For officers who received a Reserve promotion after their most recent original appointment, the period they served in an active status in their current grade.

(b) For officers serving in the grade of their most recent original appointment, the sum of the entry grade credit awarded in excess of that in an active status in that grade since the appointment.

(c) The total of entry grade credit awarded at the time of the most recent original appointment. (Entry grade credit includes prior commissioned service performed before the most recent original appointment.)

(3) OTRA WOs in the grade of CW2 or above who received entry grade credit at the time of their most recent original appointment may be tendered a new original appointment in a higher grade, coincident with placement on the ADL, if the period of service so credited equals or exceeds the promotion phase point in that higher grade in their respective competitive category at the time of placement.

(4) The ADOR on the ADL in the higher grade to which appointed under this paragraph will be the date of placement on the ADL backdated by a period equal to the period of entry grade credit awarded which exceeded that used to establish the higher grade under (2) above.

d. The ADOR of a WO 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 will be in determined according to paragraph 1–21.

e. The DOR of WOs not on the ADL will not be adjusted if they are placed on the ADL without a new original appointment.

f. WOs 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.

g. WOs 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.

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

Figure 1–1. Sample of a completed Format 307

DEPARTMENT OF THE ARMY
U.S. TOTAL ARMY PERSONNEL COMMAND
ALEXANDRIA, VIRGINIA 22332-0400

ORDER NO: 41-5 9 March 1992

3. The President of the United States has reposed special trust and confidence in the patriotism, valor, fidelity, and abilities of GARY G. THOMAS. In view of these qualities and his demonstrated potential for increased responsibility, he is therefore, promoted in the Army of the United States from Major General to Lieutenant General. Promotion is effective 1 April 1991 with date of rank of 1 April 1991. The authority for this promotion is section 601, Title 10, United States Code.

Format 307

BY ORDER OF THE SECRETARY OF THE ARMY:

MICHAEL J. VEASEY
Lieutenant Colonel, GS
Chief, Promotions Branch

DISTRIBUTION:
Each PSC (1)
Each Major Command (1)
LTG Thomas, 000-00-0000, USA
Assistant to the Chairman, OJCS
Washington, DC 20310

Figure 1–2. Sample of a completed Format 300

DEPARTMENT OF THE ARMY
U.S. TOTAL ARMY PERSONNEL COMMAND
ALEXANDRIA, VIRGINIA 22332-0400

ORDER NO: 39-11 9 March 1992

10. The President of the United States has reposed special trust and confidence in the patriotism, valor, fidelity, and abilities of the following officers. In view of these qualities and their demonstrated potential for increased responsibility, they are, therefore, promoted in the United States Army to the grade of rank shown. Promotion is in the component in which the officer is serving. Promotion is not valid and will be revoked if the officer concerned is not in a promotable status on the effective date of promotion. The authority for this promotion is section 624 or 578 (as appropriate), Title 10, United States Code.

Name, SSN, Branch, Grade of rank pomoted to, Effective date, and Date of rank

BRANNON, JAMES E.	000-00-0000 AG	LTC	1 Apr 92	1 Apr 92
HAYES, KEVIN N.	000-00-0000 IN	LTC	1 Apr 92	1 Apr 92

Format 300

BY ORDER OF THE SECRETARY OF THE ARMY:

MICHAEL J. VEASEY
Lieutenant Colonel, GS
Chief, Promotions Branch

DISTRIBUTION:
Each PSC (1)
Each Major Command (1)
Each officer concerned (5)

Figure 1–3. Sample of a completed Format 700

DEPARTMENT OF THE ARMY
539TH PERSONNEL SERVICE COMPANY
FORT BRAGG, NORTH CAROLINA 28334-0400

ORDER NO: 1-1 1 January 1992

32. The following order is amended as shown.

So much of: Paragraph 18, order 127-5, 539th Personnel Service Company, 30 Nov 91
Pertaining to: Promotion of Jones, Diana J., 000-00-0000, DC, 1LT
As reads: DOR: 27 Dec 90
How changed: DOR: 4 Mar 90
Authority: Not applicable

Format: 700

BY ORDER OF THE SECRETARY OF THE ARMY:

JOHN J. DOE
Major, Adjutant General
Commanding

Distribution:
Each PSC (1)
Each Major Command (1)
Each officer concerned (5)

Figure 1–4. Sample of a completed Format 705

DEPARTMENT OF THE ARMY
539TH PERSONNEL SERVICE COMPANY
FORT BRAGG, NORTH CAROLINA 28334-0400

ORDER NO: 30-3 2 February 1992

33. The following order is revoked or rescinded as shown.

Action: Revoke
So much of: Paragraph 12, Orders 198-4, 539th Personnel Service Company, 30 Nov 91
Pertaining to: Promotion to CW2 of Butler, John F., 000-00-0000 OD
Authority: Paragraph 1-33, AR 624-100
Additional Instructions: None

Format: 705

BY ORDER OF THE SECRETARY OF THE ARMY:

JOHN J. DOE
Major, Adjutant General
Commanding

Distribution:
Each PSC (1)
Each Major Command (1)
Each officer concerned (5)

Figure 1–5. Sample of endorsement

AAAA-AA (15 Dec 90) 1st End
SUBJECT: Orders 76-11, HQ USATC and Fort Jackson
15 December 1990

DA, HQ, 12th Infantry Division, Camp Jones, Georgia 30312 16 January 1991

Effective 10 January 1990, promotion order 76-11 is corrected to read: JOHNSON, RICHARD D., 000-00-0000. No change to DOR.

FOR THE COMMANDER:

JONATHAN A. CLARK
Captain, Adjutant General
Chief, Personnel Actions Branch

DISTRIBUTION
XXX

Figure 1–6. Recommended format for promotion ceremonies

The following format is recommended for use during promotion ceremonies.

QUOTE:

Attention to orders: Headquarters, Department of the Army, Washington, DC, dated (use effective date of promotion). The President of the United States has reposed special trust and confidence in the patriotism, valor, fidelity, and abilities of (name). In view of these qualities and (his or her) demonstrated potential for increased responsibility, (he or she) is therefore promoted to (grade) with a date of rank (day, month, year). By Order of the Secretary of the Army: (the promotion authority will be as reads on the promotion order). Authenticating authority, (Name), General, United States Army, Chief of Staff.

Chapter 2
Determining Active Date of Rank

Section I
Task: Determine ADOR for 2LTs and WO1s Being Placed on the Active Duty List

2–1. Rules for determining active date of rank for 2LTs and WO1s being placed on the active duty list.

a. MPD and PSC will determine the ADOR for 2LTs and WO1s.

b. The 2LT ADOR for USMA graduates will be the date of their appointments as RA 2LTs. 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 2LT RA under 10 USC 541(*b*), will be the USMA main graduation date in the year of their appointment. The USMA class graduation dates are 09 JUN 65, 08 JUN 66, 07 JUN 67, 05 JUN 68, 04 JUN 69, 03 JUN 70, 09 JUN 71, 07 JUN 72, 06 JUN 73, 05 JUN 74, 04 JUN 75 02 JUN 76, 08 JUN 77, 07 JUN 78, 06 JUN 79, 28 MAY 80, 27 MAY 81, 26 MAY 82, 25 MAY 83, 23 MAY 84, 22 MAY 85, 28 MAY 86, 27 MAY 87, 25 MAY 88, 24 MAY 89, 31 MAY 90, 01 JUN 91, 30 MAY 92, and 29 MAY 93.

c. The 2LT ADOR of Reserve Officer Training Corps (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. See chap 3 for further guidance.)

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 entry grade credit under 10 USC 533 (including regular officers of another branch of service). The ADOR of these officers is determined according to paragraph 1D38 of this regulation.

e. The CG, PERSCOM, notifies the servicing PSC of periods of reserve commissioned service not in an active status for all 2LTs placed on the ADL. Unless notified by PERSCOM that a 2LT has a period of reserve commissioned service in an inactive status, the PSC will assume all reserve service as a 2LT is in an active status.

f. For an OTRA ROTC 2LT appointed under 10 USC 2106, 2107, or 2107a in May or June of any year, the ADOR will be the same as the USMA graduation date for that year, if all the officer's service as a 2LT prior to placement on the ADL was in an active status. If the officer has some commissioned service after the date of appointment but before placement on the ADL that was in an inactive status, the ADOR will be the date of his or her placement on the ADL backdated by a period equal to his or her service in an active status in that grade, except that such ADOR will not be earlier than the USMA graduation date in the year in which the officer was appointed.

g. The DOR upon appointment of an OTRA 2LT, other than those described in f above, who is credited with entry grade credit upon his or her appointment as an OTRA 2LT, is the date the appointment is accepted, backdated by the period of entry grade credit so awarded. The grade and ADOR of such officers upon placement on the ADL will be determined as follows:

(1) OTRA commissioned officers in the grade of 2LT who received entry grade credit at the time of their most recent original appointment may be tendered a new original appointment in a higher grade, coincident with placement on the ADL, if the period of service so credited equals or exceeds the promotion phase point in that higher grade in their competitive categories when they were placed on the ADL. Except as provided in paragraphs 1–40, 1–41, or 1–42, the ADOR in that higher grade will be their date of placement on the ADL backdated by a period equal to the period of entry grade credit awarded at the time of the new original appointment (tendered in conjunction with placement on the ADL) which exceeds that used to establish the higher grade under this paragraph. The ADOR for these officers will be determined by PERSCOM according to section II.

(2) For OTRA 2LTs not receiving a higher grade upon placement on the ADL under (1) above, their ADOR will be the date of placement on the ADL backdated by the period of entry grade credit awarded at the time of their most recent original appointment.

h. For OTRA 2LTs other than those described in f and g above, the ADOR will be the date the appointment is accepted, if all service as a 2LT before placement on the ADL was in an active status. If an officer has some commissioned service after the date of appointment but before placement on the ADL that was in an inactive status, the ADOR will be the date of placement on the ADL backdated by a period equal to the officer's service in an active status in that grade since the appointment.

i. The ADOR for OTRA warrant officers placed on the ADL in the grade of WO1 will be the date they accepted their Reserve appointment, provided all service since that appointment was in an active status. (See glossary.) The CG, PERSCOM, notifies the servicing MPD and PSC of any periods when a warrant officer was not in an active status. Unless so notified by PERSCOM, the MPD and PSC will assume that all of an officer's service as a WO1 was in an active status. If an officer has served in an inactive status since the date of appointment but before placement on the ADL, his or her ADOR will be adjusted by backdating from the date of placement on the ADL by a period equal to his or her service in an active status in that grade since the appointment. (Rarely, if ever, will a WO1 have a period of inactive status before being placed on the ADL. Service in the Individual Ready Reserve is considered service in an active status.)

2–2. Steps for determining active date of rank for 2LTs and WO1s being placed on the Active Duty List

The steps required for determining ADOR for 2LTs and WO1s entering active duty are shown in table 2–1.

Table 2–1
Determining ADOR for 2LTs and WO1s being placed on the Active Duty List

Step	Work center	Required action
1	IOPR	Check MPRJ and, if necessary, contact the officer for the following documents, if applicable:
		a. Active duty orders.
		b. DD Form 214 (Release from Active Duty or Discharge).
		c. DD Form 220 (Report of Active Duty).
		d. DA Form 1383 (Annual Statement of Retirement Points).
		e. NGB Form 23 (National Guard Retirement Credits Record).
		f. AGUZ Form 115 (Statement of Retirement Points).
		g. Letter order(s) on transfers between Reserve Control Groups or units.
		h. USAR promotion letter(s).
		i. DA Form 71 (Oath of Office Military Personnel) Compute ADOR according to paragraph 2–1.
2		Submit ADOR transaction as directed in DA Pam 600–8–2 and update MPRJ.

Section II
Task: Request ADOR Determinations and Corrections to the Date of Original Appointment (DTRA)

2–3. Rules for requesting ADOR determinations and corrections to the DTRA

a. PERSCOM will determine ADOR and PED for all officers upon entry on active duty except as provided in section I. PERSCOM will determine ADOR and correct DTRA at the request of servicing PSC or field commanders.

b. The field commander or PSC will provide the needed documents to Commander, PERSCOM, ATTN: TAPC–MSP–D, 200 Stovall Street, Alexandria, VA 22332–0443.

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

2–4. Steps for requesting ADOR determinations and corrections to the DTRA

The steps required for requesting ADOR determinations and DTRA corrections are shown in table 2–2.

Table 2–2
Requesting ADOR determinations and DTRA corrections

Step	Work center	Required action
1	PROM	Determine if assistance is needed in determining ADOR or correcting DTRA. Check MPRJ and if necessary contact the officer for the following documents, if applicable: *a.* Active Duty Orders. *b.* DD Form 214. *c.* DD Form 220—Report of Active Duty. *d.* DA Form 1383— Annual Statement of Retirement Points. *e.* NGB Form 23— National Guard Retirement Credits Record. *f.* AGUZ Form 115— Statement of Retirement Points. *g.* Letter Orders on transfers between Reserve Control Groups or units. *h.* USAR promotion letters. *i.* DA Form 71—Oath of Office.
2		Submit request for ADOR determination or DTRA correction with above information, to Commander, PERSCOM, ATTN: TAPC–MSP–D, Alexandria, VA 22332–0443. (See para 2–3.)
3		Upon receipt of ADOR determination or DTRA correction, notify officer concerned and take other action as appropriate.

Chapter 3
Managing Promotions to 1LT and CW2

Section I
Task: Compute Promotion Eligibility Date to 1LT

3–1. Rules for computing promotion eligibility date to 1LT

a. PED will be computed according to the rules given in table 3–1. Except as provided in *b* and *c* below, the earlier of the following dates will be the PED to 1LT:

(1) The second anniversary 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 per the Joint Federal Travel Regulation (JFTR). An exception to this will be an ROTC graduate who is appointed and enters active duty in the month of May or June of the same year. His or her PED will be on the second anniversary of the United State Military Academy (USMA) graduation of the year the officer entered active duty. The following will also count as active duty service:

(a) Other active duty service as defined in the glossary.

(b) Entry grade credit 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 third 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 appointed from USMA after the main graduation date will not be promoted on the second anniversary of that graduation; rather, the late graduate will be eligible for promotion after serving 24 months on the active duty list as a 2LT.

c. AMEDD officers on active duty who agree to serve as 2LTs while in professional education or training programs will not be promoted until their training is complete. Their PED will be determined by PERSCOM according to paragraph 2–3.

d. Constructive service credit and prior service credit awarded in lieu of constructive service credit are recorded on DA Form 5074–1–R (Record of Award of Entry Grade Credit (Health Services Officer)) for AMEDD officers other than Medical Corps or Dental Corps officers. DA Form 5074–1–R is located in the back of AR 135–101. It will be locally reproduced on 8½-by 11-inch paper. The PSC may contact PERSCOM (ATTN: TAPC–OPH– appropriate career management branch) to request verification of constructive credit or prior service credit. The servicing PSC personnel officers will refer to this form and not to active duty accession orders when calculating the effective date of promotion of AMEDD officers.

3–2. Steps for computing promotion eligibility date to 1LT

The steps required for computing PED to 1LT are shown in table 3–2.

Table 3–2
Computing PED to 1LT

Step	Work center	Required action
1	PROM	Using the Company Grade Officers/Warrant Officers Eligible for Promotion Report PCN: AAA–009, screen for eligibles. Follow the rules in paragraph 3–7 for recent arrivals and departures.
2		Determine and verify the source of commission. *a.* If OCS, go to step 7. *b.* If USMA, go to step 3. *c.* If ROTC, go to step 4.
3		Determine the main USMA graduation date (fig 2–1) and add 2 years to this date. Late USMA grduates will be promoted on the second anniversary of their entry on active duty, current tour (EADC), rather than on the main USMA graduation date. Go to step 10.
4		Did ROTC officer enter active duty in May or June of the same year he or she accepted commission? If yes, go to step 5. If no, go to step 7.
5		Does 2LT ADOR match USMA graduation date for the year the officer entered active duty (fig 2–1)? If not, request corrections as instructed in table 2–2.
6		Add 2 years to USMA main graduation date. Go to step 9.

Table 3–2
Computing PED to 1LT—Continued

Step	Work center	Required action
7		Determine most recent EADC date—the year, month and day officer is commissioned and takes oath, if RA; or year, month, and day of entry on active duty based on travel computations according to the Joint Federal Travel Regulations if OTRA. Add 2 years to EADC date. If officer has OCS as source of commission, go to step 9.
8		Determine if officer is to be credited with prior commissioned active duty (see glossary) or entry grade credit. If yes, subtract from date attained at step 7.
9		After determining 2LT ADOR, add 3 years to this date, then subtract 1 day. If an ROTC officer was commissioned in May or June, but entered active duty in a month other than May or June of the year appointed, his or her 2LT ADOR is the USMA main graduation date for the year of appointment.
10		The 1LT PED is the date specified below: *a.* For officers with OCS as source of commission, the earlier of the dates at steps 7 and 9. *b.* For officers with USMA as source of commission, the date from step 3. *c.* For ROTC officers who entered active duty in May or June of the same year they accepted commission, the earlier of the dates at steps 6 and 9. *d.* For officers with ROTC as source of commission except as identified in *c* above, the earlier of the dates at steps 8 and 9.

Section II
Task: Compute Promotion Eligibility Date to CW2

3–3. Rules for computing promotion eligibility date to CW2

a. The earlier of the following dates will be the PED to CW2:

(1) The second anniversary of warrant officer service provided the officer has served a minimum of 18 months on the ADL as a WO1. Adjust the PED to ensure the officer meets the 18 months active duty requirement if necessary.

(2) 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. 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. See chapter 2 for determining ADOR. Note: If a warrant officer is eligible for promotion on 29 February and the month has only 28 days, he or she is eligible 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. Service must have been in an active reserve status as defined in AR 135–155, paragraph 2–1.

c. Prior AFCS is creditable toward promotion of warrant officers only under *a*(2) above.

3–4. Steps for computing promotion eligibility date to CW2

The steps for computing PED to CW2 are shown in table 3–3.

Table 3–3
Computing PED to CW2

Step	Work center	Required action
1	PROM	Using the Company Grade Officers/Warrant Officers Eligible for Promotion Report PCN: AAA–009, screen for eligibles. Follow the rules in paragraph 3–7 for recent arrivals and departures.
2		Determine most recent date of entry on active duty. Then add 2 years to this date.
3		Determine if WO1 has active duty service as a WO1 or higher grade prior to most current entry on active duty. If yes, adjust PED to account for the service. Total service as a WO1 on the ADL must be 18 months.
4		Determine the ADOR for WO1.
5		Add 2 years to ADOR.
6		Adjust date, if necessary, to ensure warrant officer has served not less than 18 months on the ADL as a WO1.
7		Select the earlier date at steps 3 or 6 for the CW2 PED.

Section III
Task: Process DA Form 78–R or DA Form 78–R–E

3–5. Rules for processing DA Form 78–R or DA Form 78–R–E

DA Form 78–R will be locally reproduced on 8½-by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Additionally, DA Form 78–R–:E may be electronically generated. The electronically generated form must contain all data elements and follow exact format of the existing printed form. (This electronic version is available through TACCS.)

a. Promotion authorities are as listed below. A higher commander in the chain of command may withhold the responsibilities of the recommending, approval or promotion review authority. The approval authority and the promotion review authority will not be the same person unless he or she is a general officer. (DA Form 78–R or DA Form 78—E)

(1) *Recommending authority.* The recommending authority on the DA Form 78–R or DA Form 78–R–E is usually the eligible officer's rater according to AR 623–105.

(2) *Approval authority.* A commander who is a LTC or higher, or frocked to the grade of LTC, may promote officers assigned to his or her command. In the absence of a LTC commander, the promotion review authority may designate the first colonel having supervisory responsibilities to be the approval authority. The approval authority is, in most instances, the officer's senior rater; however, if the recommending authority is a commander in the grade of LTC or above, he or she may also serve as the approval authority.

(3) *Promotion review authority.* In all cases in which the approval authority has recommended against promotion, final action will be taken by either the commander having general court-martial jurisdiction or the first Army general officer in the chain of command who has a judge advocate available.

b. Promotion authorities will base their evaluations of eligible officers on the officers' proven ability and demonstrated potential to serve in the higher grade. Every commander has a special responsibility for careful evaluation of each officer to assure demonstrated performance and estimated potential that will support his or her promotion. Authority for decentralized promotion to 1LT and CW2 is not to be construed as authority for automatic promotion.

c. The servicing PSC will forward a DA Form 78–R or DA Form 78–R–E to the recommending authority at least 60 days, but not more than 120 days, before the promotion eligibility date.

d. If an officer will be eligible for promotion within 60 days of entry on active duty, the gaining PSC will immediately prepare the form and deliver it to the recommending authority, who will forward his or her recommendation to the promotion approval authority.

e. The approval authority must act on the promotion and return the form to the PSC before the eligibility date, allowing time for the promotion order to be published or, if denied, for the action to be processed by the PRA.

f. Neither the marital status of an officer, nor the employment, educational pursuits, or volunteer service activities of the officer's spouse may be considered in determining whether or when to promote an officer. Information in personnel files regarding such factors will not be considered by commanders or others involved in promotion considerations.

g. When the recommendation is against promotion to 1LT/CW2, the recommending authority will explain fully the reason for the recommendation. If the approval authority denies the promotion, a written explanation will be provided.

(1) The officer under consideration will have the opportunity to provide a statement to the PRA.

(2) The PRA will personally take final action on cases in which the approval authority has recommended against promotion.

(3) The PRA decision is final. If the promotion is denied, the officer will be released from active duty not later than 90 days after notification of pending separation (AR 635–100 or AR 635–120, as appropriate).

h. If the eligible officer is in a nonpromotable status according to paragraph 1–19, the DA Form 78–R or DA Form 78–R–E will be sent to the recommending authority for forwarding to the promotion approval authority with a recommendation. The approval authority may elect to deny the promotion or hold the action in abeyance pending resolution of the officer's nonpromotable status. If the authority elects to deny the promotion, the PRA may approve or delay action until resolution of the officer's nonpromotable status. The promotion approval authority and the PRA, if applicable, must approve or deny the promotion within 30 days after the suspension of favorable personnel action ended. Officers who are in a nonpromotable status cannot be promoted.

i. When an officer awaiting reassignment has been denied promotion, the PSC will not outprocess the officer. The PSC must coordinate with the appropriate HQDA career management division to revoke the reassignment.

j. DA Form 78–R or DA Form 78–R–E will serve as the order for promotion to 1LT and CW2. The order is executed by completing parts 7 and 8 of the form. The approval authority is designated in paragraph 3–5a.

k. The effective date of promotion and DOR will be the date that the 2LT or WO1 becomes eligible, unless the officer is promoted after a period of delay resulting from being in a nonpromotable status. In that case, paragraph 1–21 applies.

3–6. Steps for processing DA Form 78–R or DA Form 78–R–E

The steps for processing DA Form 78–R or DA Form 78–R–E are shown in table 3–4.

Table 3–4
Processing DA Form 78–R or DA Form 78–R–E

Step	Work center	Required action
1	PROM	Identify all officers whose PED falls within 60 to 120 days (see sect I and II).
2		Obtain MPRJ for each officer on the list and verify promotion eligibility.
3		At least 60 days but not more than 120 days before the officer's PED, ASIMS users prepare the reproducible version of DA Form 78–R and TACCS users prepare the electronic version of DA Form 78–R–E and forward to the recommending authority.
4	BNS1	Recommending authority completes recommendation portion of the DA Form 78–R or DA Form 78–R–E.
5		If the officer is not recommended, the recommending officer must fully explain.
6		Determine if the officer is flagged and advise the approval authority. Take action as follows: *a.* If the officer is not flagged and approval authority elects to promote, go to step 11. *b.* If the officer is not flagged and approval authority elects to deny promotion, go to step 7. *c.* If the officer is flagged and approval authority elects to defer action, suspend until closure of flag; then if— (1) Approval authority directs promotion, go to step 11. (2) The officer is flagged and promotion authority elects to deny promotion, go to step 7.
7		Upon receipt of action by the approval authority denying promotion, ensure the reason for denial is explained fully.
8		Send to officer for comment and/or written acknowledgment.
9		Forward DA Form 78–R or DA Form 78–R–E with officer's comments and/or written acknowledgment through command channels to the PRA. The PSC may prepare the necessary staffing documents to assist the PRA. The PRA will review and either defer action, direct that the officer be promoted, or approve the promotion denial.
10	PROM	Following PRA action, take action as follows: *a.* If the officer is flagged and the PRA elects to defer action, suspend for final action until closure of the flag; then forward for final action by the PRA. Upon receipt of final action, go to step 12. *b.* For all other PRA actions, go directly to step 12.
11	BNS1	Forward DA Form 78–R or DA Form 78–R–E with supporting documentation to the PSC.
12	PROM	Review DA Form 78–R or DA Form 78–R–E for accuracy and verify that procedures were followed for processing. If promotion is directed, go to step 15.
13		Send a copy of the complete DA Form 78–R–E, with supporting documentation for officers not recommended for promotion to Commander, PERSCOM (TAPC–appropriate career management division, TAPC–OPP–M and TAPC–MSR), 200 Stovall Street, Alexandria, VA 22332–0443.
14	IOPR	Separate the officer in accordance with AR 635–100 or AR 635–120. The separation must occur on the 90th day after notification of the PRA's decision, unless the officer requests an earlier date. STOP—procedure completed.

Table 3–4
Processing DA Form 78–R or DA Form 78–R–E—Continued

Step	Work center	Required action
15	PROM	For officers whose promotion has been delayed, determine correct ADOR and effective date according to paragraph 1–21.
16		Prepare promotion orders by completing DA Form 78–R or DA Form 78–R–E parts 7 and 8. For officers who will be eligible for promotion en route to a new assignment, prepare promotion orders prior to departure. Enclose orders in MPRJ. Officers eligible for promotion within 90 days after arrival at a new command should have a DA Form 78–R–E, completed through part 6, filed in their MPRJ and should be provided a copy prior to their departure.
17		Distribute promotion orders (DA Form 78–R or DA Form 78–R–E) as follows: *a.* Sent one copy to Commander, PERSCOM, ATTN: TAPC–MSR, 200 Stovall Street, Alexandria, VA 22332–0443. This will be filmed onto officer's OMPF. *b.* Send one copy to the appropriate career management officer at Commander, PERSCOM, ATTN: TAPC–OP (applicable section), 200 Stovall Street, Alexandria, VA 22332–0420. *c.* Send five copies for student personnel; send copies to commander of unit to which officer is assigned. *d.* Send five copies for in-transit personnel through gaining commander to PSC. *e.* Send two copies for officers on leave to their leave or other mailing address if furnished by officer.
18		Submit grade change transaction as directed in DA Pam 600–8–2.
19		Review the Personnel Transaction Register by Originator (AAC–P11) and the Cyclic Jumps Transaction Register (AAC–P49) to verify that the grade change was processed in SIDPERS and generated a 5-card transaction to update the master military pay file at Defense Finance and Accounting Service.
20		If the grade change was not processed in SIDPERS, take corrective action as directed in DA Pam 600–8–2. If the 5-card transaction was not generated, submit a Jumps Army Corrector Transaction as directed in DA Pam 600–8–2.
21		Reconcile SIDPERS reports in accordance with DA PAM 600–8–2.

Section IV
Task: Process Newly Assigned 2LTs or WO1s for Promotion

3–7. Rules for processing newly assigned 2LTs or WO1s for promotion

a. The rules in paragraph 3–5 and the steps in table 3–4 are to be followed for processing DA Form 78–R or DA Form 78–R–E.

b. For an officer whose PED is within 90 days of arrival at a new duty station, the gaining command will initiate a DA Form 78–R or DA Form 78–R–E if they are unable to obtain one that was processed through part 6. This action may be delayed until the recommending authority has had the opportunity to evaluate the officer for 90 days; however, it may be completed before then if desired.

c. The gaining PSC will promote officers approved for promotion if they have a DA Form 78–R or DA Form 78–R–E that has been processed in accordance with paragraph 3–5 and table 3–4.

d. The effective date of promotion and DOR will be the date that the 2LT or WO1 becomes eligible, unless the officer is promoted after a period of delay resulting from being in a nonpromotable status. In that case, paragraph 1–21 applies.

3–8. Steps for processing newly assigned 2LTs or WO1s for promotion

The steps for processing newly assigned 2LTs or WO1s for promotion are shown in table 3–5.

Table 3–5
Processing newly assigned 2LTs or WO1s for promotion

Step	Work center	Required action
1	IOPR	Determine the officer's PED using paragraphs 3–1 through 3–4.
2		If the officer is past his or her PED, determine whether promotion order was prepared by the losing PSC. If so, stop.
3		If promotion order has not been prepared, check MPRJ for a DA Form 78–R or DA Form 78–R–E that has been completed through part 6.
4		Verify that DA Form 78–R or DA Form 78–R–E was processed correctly. If the form is not available or is incorrectly processed, go to step 6.
5		If the form was processed correctly and the officer's promotion approved, go to table 3–4, step 15.
6		If DA Form 78 or DA Form 78–R–E was not received or was incorrectly processed, notify the losing PSC.
7	PROM	Losing PSC will, upon receipt of request, forward the DA Form 78–R or DA Form 78–R–E with enclosures to the gaining PSC.
8	IOPR	If the losing command advises that— *a.* DA Form 78–R–E was to promote, wait for a copy then go to table 3–4, step 15. *b.* No DA Form 78–R–E was completely processed, go to step 9.
9	PROM	Prepare a new DA Form 78–R–E and forward to the recommending authority according to paragraph 3–7b. Go to table 3–4, step 4.

Table 3–1
Rules for 2LT Date of Rank and 1LT Promotion Eligibility

RULE	If you are:	and your original date of appointment is:	and you entered active duty:	and your 2LT date of rank is:	then your eligibility for promotion to 1LT is: (see note below)	EXAMPLES: 1991 USMA graduation = 1 Jun 91 1992 USMA graduation = 30 May 92
1	an ROTC Graduate	in May or June	in May or June of the year appointed	the USMA main graduation date	the 2d anniversary of the USMA main graduation date	appointment = 1 May–30 Jun 92 2LT date of rank = 30 May 92 1LT promotion eligible = 30 May 94
2			in a month other than May or June of the year appointed	the USMA main graduation date for year of appointment	the earlier date between: the 2d anniversary of active federal commissioned service, or,	appointment = 1 May–30 Jun 92 entered active duty = 2 Aug 92 2LT date of rank = 30 May 92 1LT promotion eligible = 2 Aug 94
					the day prior to the 3d anniversary of the 2LT date of rank	appointment = 2 May 91 entered active duty = 4 Jul 92 2LT date of rank = 1 Jun 91 1LT promotion eligible = 31 May 94
3		in a month other than May or June	at any time	the date of your original appointment	the earlier date between: the 2d anniversary of active federal commissioned service, or,	appointment = 1 Jul 92 entered active duty = 15 Jul 92 2LT date of rank = 1 Jul 92 1LT promotion eligible = 15 Jul 94
					the day prior to the 3d anniversary of the 2LT date of rank	appointment = 1 Jul 91 entered active duty = 15 Sep 92 2LT date of rank = 1 Jul 91 1LT promotion eligible = 30 Jun 94
4	an OCS Graduate	at any time	at any time	the date of your original appointment	the earlier date between: the 2d anniversary of active federal commissioned service, or,	appointment = 1 Apr 92 entered active duty = 1 Apr 92 2LT date of rank = 1 Apr 92 1LT promotion eligible = 1 Apr 94
					the day prior to the 3d anniversary of the 2LT date of rank	appointment = 1 Apr 91 entered active duty = 4 Jun 92 2LT date of rank = 1 Apr 91 1LT promotion eligible = 31 Mar 94
5	an USMA Graduate	the USMA main graduation date	at that time	the USMA main graduation date	the 2d anniversary of the USMA main graduation date	appointment = 30 May 92 entered active duty = 30 May 92 2LT date of rank = 30 May 92 1LT promotion eligible = 30 May 94
6		other than the USMA main graduation date	at that time	the date of your original appointment	the 2d anniversary of active federal commissioned service	appointment = 25 Jun 92 entered active duty = 25 Jun 92 2LT date of rank = 25 Jun 92 1LT promotion eligible = 25 Jun 94

Notes:

1. The 1LT Promotion Eligibility Date (PED) should be adjusted for any commissioned active duty.

Chapter 4
Preboard Promotion Processing

Section I
Task: Verify Eligible Officers and Data to be Considered by a Selection Board

4–1. Rules for verifying eligible officers and data to be considered by a selection board

a. HQDA will announce the convening of a selection board and zones of consideration.

b. HQDA will provide a list of eligible officers so that critical data can be verified. A diligent screening of this list by the PSC is necessary to ensure that no eligible officers are omitted from consideration and no ineligible officers are mistakenly included. These errors cause personal hardship for the officers concerned when the errors are corrected subsequent to the release of a promotion list.

c. Each officer's ADOR must be in the zone of consideration.

d. Each officer must meet promotion eligibility criteria. (See para 1–10.).

4–2. Steps for verifying eligible officers and data to be considered by a selection board

The steps for verifying eligible officers and data to be considered by a selection board are shown in table 4–1.

Table 4–1
Verifying eligible officers and data to be considered by a selection board

Step	Work center	Required action
1	OFRC	Verify eligible officers upon receipt of message announcing the selection board and zones of consideration.
2		Upon receiving report of eligibles from HQDA, compare with local list of eligible officers within the command to determine discrepancies.
3		Verify that the following information listed in the report of eligibles is correct using the source documents in each officer's MPRJ: *a.* Name. *b.* SSN. *c.* Branch. *d.* ADOR. *e.* DTRA. *f.* AFCS as of 30 Sep (as announced in zone message). *g.* Source of Commission/Appointment. *h.* Date of Birth. *i.* EADC date.
4		Verify eligibility of officers identified in step 1 according to paragraph 1–10.
5		Submit additions, deletions and/or corrections to TAPC–MSP–O via letter or electrical message. Forward to Commander, PERSCOM, ATTN: TAPC–MSP–O, 200 Stovall Street, Alexandria, VA 22332–0443, by date established in zone message. All reports are to include an Officer Records Center (OFRC) point of contact name and commercial or DSN telephone number. Provide the following specifics: *a.* Current (as published) and corrected name line information. *b.* Required action to each name line (for example, add or delete data element). *c.* Supporting documentation for PERSCOM controlled data elements (for example, DA Form 71). *d.* Short explanation for addition, deletion or correction.
6		Correct all data that need updating. This includes— *a.* Corrections to update the ORB and officer master file (OMF) will be input via SIDPERS or letter as determined by AR 640–2–1. *b.* Source documents authorized for filing to the OMPF must be forward to TAPC–MSR–X for inclusion in the service or performance portion of the OMPF.

Section II
Task: Notify Eligible Officers and Prepare for Promotion Selection Board

4–3. Rules for notifying eligible officers and preparing for promotion selection board

a. Officers are responsible for presenting the most accurate information to the promotion selection board. They may obtain their OMPF from HQDA for review.

b. Each eligible officer and the representative of the OFRC will audit the ORB.

(1) ORBs received for officers who have departed on a permanent change of duty are to be forwarded to the gaining OFRC.

(2) The OFRC will audit all ORBs with the officer personally unless the officer is not available to audit his or her ORB or the officer's signature cannot be obtained in a timely manner. (Refer to table 4–2.)

(3) ORBs with annotations and signature will be considered if received in PERSCOM by the day the board convenes.

(4) The ORB will be updated by Standard Installation Division Personnel System (SIDPERS) or by letter as determined by AR 640–2–1 and forwarded to Commander, PERSCOM, ATTN: TAPC–MSR–X, 200 Stovall Street, Alexandria, VA 22332–0443.

c. Official DA photographs will be provided in hard copy if available. Updated photographs taken in accordance with AR 640–30 should be forwarded to Commander, PERSCOM, ATTN: TAPC–MSE–R, 200 Stovall Street, Alexandria, VA 22332–0443.

d. Evaluation reports and communications with the board will be submitted under provisions of paragraph 1–33.

4–4. Steps for notifying eligible officers and preparing for promotion selection board

The steps for notifying eligible officers and preparing for promotion selection boards are shown in table 4–2.

Table 4–2
Notification of eligible officers and preparation for promotion selection boards

Step	Work center	Required action
1	OFRC	Notify BNS1 of officers eligible for consideration and schedule promotion ORB audit.
2		Coordinate with BNS1 to identify officers eligible for Code 11 (Promotion) and Code 21 (Complete the Record) OERs and provide this information to the Evaluations Work Center. Code 11 reports are mandatory when criteria of AR 623–105, paragraph 5–11 are met.
3	EVAL	Monitor all officers due OERs to ensure timely submission.

Table 4–2
Notification of eligible officers and preparation for promotion selection boards—Continued

Step	Work center	Required action
4	BNS1	Notify officers eligible for promotion consideration of the following: *a.* Officers responsibility to update their records. Copies of the OMPF may be obtained at no cost by writing to Commander, PERSCOM, ATTN: TAPC–MSR–S/(Selection Board Processing), 200 Stovall Street, Alexandria, VA 22332–0444. Include SSN, signature, and current mailing address with the request. (See fig 4–1.) *b.* Date of scheduled appointment with OFRC for ORB audit. *c.* OER eligibility. *d.* Requirement for updating photograph every 5 years. *e.* Opportunity to submit correspondence to the president of the board according to paragraph 1–33.
5	OFRC	Verify that an ORB was received for each eligible officer identified for promotion consideration. If a birth month audit has recently been completed, a promotion board ORB audit is still requested.
6	OFRC	Use the most recent ORB in the MPRJ if an ORB is not received for an eligible officer identified. If no ORB is available, contact PERSCOM, TAPC–MSR–X, DSN 221–9612/13 or commercial (703) 325–9612/13.
7	OFRC	Forward the ORB to the gaining command if an ORB is received for an officer who has departed on a change of duty.
8	OFRC	Conduct an ORB audit with the officer. All data should be audited; however, special attention should be given to that data most essential to promotion consideration: assignment history, awards, military and civilian education, ADOR, height and weight, date of last OER, branch, specialties and AFCS. Changes should be neatly annotated in ink. The officer will sign and date the statement at the bottom margin of the ORB attesting to the accuracy of the data.
9	OFRC	If a personal audit with the officer is not feasible, mail a copy of the ORB and a locally prepared explanatory letter to the officer so the officer can audit the ORB and return it (and any required supporting documentation).
10	OFRC	If the officer's signature cannot be obtained, make appropriate changes and annotate ORB with "ORB has been reviewed and changes verified by name, rank, title, and signature of the officer in charge of Officer Records Branch or authorized representative."
11	OFRC	Verify the accuracy of changes and ensure that SIDPERS transactions and ORB correction letters have been completed. Verification will be indicated by the signature of the OFRC supervisor or a designated representative.
12	OFRC	To update DA-controlled OMF data, forward a copy of the ORB with supporting documentation to the appropriate PERSCOM office according to AR 640–2–1.
13	OFRC	Mail the audited ORB with the officer's signature and the OFRC signature to Commander, PERSCOM, ATTN: TAPC–MSR–X, 200 Stovall Street, Alexandria, VA 22332–0440.
14	OFRC	If an updated photograph is available, mail to Commander, PERSCOM, ATTN: TAPC–MSE–R, 200 Stovall Street, Alexandria, VA 22332–0444.

Figure 4–1. Sample of Request for Records

14 Sep 1995

MEMORANDUM FOR U.S. TOTAL ARMY PERSONNEL COMMAND, ATTN: TAPC–MSR–S, 200 Stovall Street, Alexandria, VA 22332–0443

SUBJECT: Request for Records

1. (Type the following applicable entry or entries)
   Request a copy of my OMPF microfiche.
   Request the attached documents be added to my microfiche, and mail a copy of my OMPF upon completion.
   Document(s) does not belong on my ( ) P ( ) S fiche.
   Explanation:

2. Full Name: Wigglesworth, Claudia
   SSN: 123-45-6789
   Rank: MAJ
   Mailing Address: 1234 Wayne Ave
   Dalville, AL 36322

Figure 4–1. Sample of Request for Records—Continued

(Signature)

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 301. Principal Purpose: Used by officers when requesting a copy of their records from PERSCOM. Routine Uses: Provides information necessary for PERSCOM to furnish officers with a copy of their OMPF. Disclosure: Voluntary. Failure to provide information may result in delay in processing the soldier's request.

Chapter 5
Processing Promotion Lists

Section I
Task: Process the Recommendations of Promotion Selection Boards

5–1. Rules for processing the recommendations of promotion selection boards

a. The names of officers recommended and approved for promotion are placed, in order of seniority, on promotion lists maintained by PERSCOM. Each promotion board produces a single promotion list, which will be published and maintained separately. Officers are promoted from the promotion lists in order of seniority, shown by the sequence number, as additional officers are needed in each grade and competitive category. If more than one promotion list exists for a grade and comptetive category promotions from the most recent list may not begin until promotions from the older list have been completed (except for officers whose promotion has been delayed UP para 1–20).

b. HQDA will normally give advance notice of the results of promotion selection boards to selected Pentagon officials, commanders in chief, commanders of major Army commands (MACOMs), and CGs responsible for PSCs. Premature disclosure of promotion selection board results except as expressly approved by the Secretary of the Army, 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 Army-wide message.

c. Upon official release of a promotion list by HQDA, Commanders should notify those officers within the command who were considered for promotion of the selection board results. Officers considered from below the promotion zone will not be notified unless recommended for promotion.

d. 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 officers' commander or HQDA career manager. Officers who desire counseling from HQDA or who request that information be provided to their commander should contact their career manager.

e. Officers not recommended for promotion may obtain a copy of their promotion OMPF by writing to Commander, PERSCOM, ATTN: TAPC-MSR-S, 200 Stovall Street, Alexandria, VA 22332-0444.

f. Officers in the grade of MAJ, CPT, 1LT, CW4, CW3, and CW2 who are twice not recommended for promotion will be advised of the effect of their nonselection in correspondence from PERSCOM (TAPC-PDT-R) on or about the release date of the board results. HQDA selection boards may consider officers for selective continuation to fulfill specific Army requirements. (Refer to para 1–14 for information regarding selective continuation.)

g. 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 be announced in PERSCOM orders.

h. Some officers selected by the board may not be included on the promotion list or the considered list. Their names 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.

i. PERSCOM will remove from the list 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.

5–2. Steps for processing the recommendations of promotion selection boards

The steps for processing promotion board recommendations are shown in table 5–1.

Table 5–1
Processing promotion selection board recommendations

Step	Work center	Required action
1	PROM	Receive and maintain security of all promotion lists.
2		Identify officers serviced by your MPD and PSC.
3		Create an active file for promotion selection board results (CPT—COL and CW3—CW5). List each officer within your serviced area who is on a standing promotion list. Include as a minimum the following data: *a.* Name. *b.* SSN. *c.* Branch. *d.* Sequence number.
		Identify eligible officers within the command not recommended for promotion (names on the considered list, but not on the recommended list).
5		Ensure all eligible officers (previously determined) are listed on the considered list. If not, refer to chapter 7.
6		After receiving the release date, provide commanders with written notification of the board results. Inform the commanders of the release date and the secure nature of the list.
7	BRDE/ BNS1	At the commander's discretion, notify officers not recommended for promotion of the board results one day before the official release of the list. All others including officers recommended for promotion may be informed of the board results not earlier than the official release date and time.
8	PROM	Notify officers considered for promotion of board results on release date if not notified in step 7.

Table 5–1
Processing promotion selection board recommendations—Continued

Step	Work center	Required action
9		Resolve questions regarding proper sequence numbers by verifying the accuracy of essential data. (See para 4–2.) If a data element used to assign a sequence number is incorrect, initiate a correction and forward a request for recomputation of an officer's sequence number to Promotions Branch (TAPC–MSP–O). Request must identify the affected promotion list, and the erroneous data, and include supporting documentation.
10		Review names remaining on the selection list to preclude promotion of officers who are ineligible under the provisions of paragraph 1–19. Expeditiously report to CDR, PERSCOM, ALEX VA // TAPC–MSP–O// any ineligible officer listed and not previously reported as required by cited regulations.

Section II
Task: Promote Officers from Centralized Promotion Lists

5–3. Rules for promoting officers from centralized promotions lists

a. Promotion sequence numbers for officers to be promoted will be announced in monthly HQDA messages.

b. Following dispatch of the monthly promotion message, PERSCOM will publish a consolidation of Department of the Army special orders (DASOs). The DASOs will include orders for officers pending promotion as well as orders affecting grade and DOR.

c. Other guidance regarding promotions from centralized promotion lists may be found in paragraph 1–17.

5–4. Steps for promoting officers from centralized promotion lists

The steps for promoting officers from centralized promotion lists are shown in table 5–2.

Table 5–2
Promoting officers from centralized promotion lists

Step	Work center	Required action
1	PROM	Upon receipt of monthly HQDA promotion message, identify names of officers eligible for promotion based on the range of sequence numbers.
2		Determine if officer is in a nonpromotable status (para 1–19).
3		Upon receipt of the DASO, screen for promotion orders of officers assigned to the command.
4		Report discrepancies to Commander, PERSCOM, ATTN: TAPC–MSP–O, 200 Stovall Street, Alexandria 22332–0443, and, if appropriate, provide documentation for amendment or revocation.
5		Distribute promotion orders.
6		Receive/review P01 and P51 reports to ensure system reflects new grade and DOR (PSC should allow 60 days for update). Identify corrections to PERSCOM (TAPC–MSP–O).

Section III
Task: Process a Declination of Promotion

5–5. Rules for processing a declination of promotion

a. An officer may decline any promotion except as provided in *b* below. Note: Officers in the grade of 2LT and above do not incur a service obligation as a result of promotion. (See para 1–18.)

b. An officer should be counseled by his or her rater (or if unavailable the next officer in the chain of command) about the impact of declination.

c. PERSCOM (TAPC–MSP–O) must receive a declination memorandum signed by the officer before the effective date of promotion.

d. The name of an officer who declines promotion will be deleted from the promotion list by HQDA. 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.

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

f. Deletion from a promotion list based on declination of promotion will not constitute a nonselection for promotion nor will it have the effect of a removal from a promotion list under chapter 8.

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

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

5–6. Steps for processing a declination of promotion

The steps for processing a promotion declination are shown in table 5–3.

Table 5–3
Processing a declination of promotion

Step	Work center	Required action
1	BNS1	Upon receiving an officer's promotion declination, forward through the rater and commander for counseling and appropriate endorsement. The endorsement should contain a statement that the officer was counseled as required by paragraph 5–5c.
2		Forward request through PSC (PROM) to Commander, PERSCOM, ATTN: TAPC–MSP–O, 200 Stovall Street, Alexandria, VA 22332–0443. Request must be received by PERSCOM, before effective date of promotion. If this requirement cannot be met, explain the delay. PERSCOM (TAPC–MSP–O) will consider exceptions to policy.
3	PROM	Retain information copy of the request and suspend for follow-up.
4		File correspondence approving declination in MPRJ.

Chapter 6
Frocking

6–1. Rules for processing requests for frocking authority

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

b. Generally, the U.S. Army has a restrictive frocking policy. Only requests meeting one or more of the following criteria may be considered:

(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 lower grade of rank. 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 CPT, MAJ, LTC, or COL and has been designated for command as authorized in the tables of organization and equipment (TOE) or tables of distribution and allowances (TDAs).

(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 Command and General Staff College instructor.

c. Frocking officers to and within general officer grades of rank will not be authorized without prior approval by the President, or the President's designee, and Senate confirmation. Frockings will normally be approved for those assigned to joint or international activities and one- and two-star command positions with troops. The General Officer Management Office will obtain necessary approval for frocking from the Chief of Staff, U.S. Army. Frocking requests for individuals being assigned to Army staff and MACOM staff positions will be considered on a case-by-case basis. The Chief of Staff, U.S. Army, is the approval authority. Send requests with justification to HQDA (DACS–GOM), WASH DC 20310–0300.

d. Authority to frock is as follows:

(1) For general officers, see *c* above.

(2) Commanders, MG and above, are authorized to frock the officers identified in *b*(3) and (4) above within their command.

(3) Program executive officers and general officer program managers in the grade of MG and above are authorized to frock the officers identified in *b*(4) above.

(4) TRADOC is authorized to frock the officers identified in *b*(5) above.

(5) PERSCOM (TAPC–MSP–S) will approve all other requests for frocking.

e. Frocking authorities may approve requests that meet one or more of the criteria of *b* above and satisfy the following requirements:

(1) Officers to be frocked must be on an approved promotion list, and the list must have been confirmed by the Senate, if applicable. Officers on DA promotion lists to MAJ or above require confirmation. PERSCOM will advise field commanders by message upon confirmation.

(2) Officers to be frocked must not be under suspension of favorable personnel actions (AR 600–8–2).

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

(4) Officers to be frocked must be assigned to a MTOE-or TDA position authorized at the next higher grade.

f. Authority to frock will not be granted by telephone.

g. Unless specifically stated in the approval, frocking is permitted no more than 2 days before an officer assumes higher grade duties if no change in duty station is involved, or no more than 2 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 PERSCOM. 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 6–1 will apply.

i. Because frocking is not a promotion, no presentation ceremony is required. However, where a formal presentation ceremony or approval memorandum is desired, figure 6–2 is the suggested format.

6–2. Steps for processing requests for frocking authority

The steps for processing requests for frocking authority are shown in table 6–1.

Table 6–1
Processing requests for frocking authority

Step	Work center	Required action
1	PROM	Prepare request for frocking with justification in memorandum or message format. Ensure provisions of paragraphs 6–1*b* and *e* are met.
2	PROM	If request is based on officer's assignment at a new organization, obtain concurrence of gaining command and include this information in request.
3	PROM	Forward request to appropriate frocking approval authority. (See para 6–1*d*.) Ensure appropriate coordination (see paragraph 6–1*f*).
4	PROM	Upon of approval, advise officer of the provisions in 6–1.
5	PROM	Place official correspondence authorizing frocking in the officer's MPRJ.
6	PROM	For requests approved by field frocking authorities, furnish Commander, PERSCOM, ATTN: TAPC–MSP–S, 200 Stovall Street, Alexandria, VA 22332–0443, the following information on each frocked officer: *a.* Name and branch. *b.* SSN. *c.* Promotion sequence number and list year. *d.* Identification of position to which frocked by position title, and organization title. *e.* Grade and name of approving commander. *f.* Statement that the frocked officer has read and understands the provisions in figure 6–1.
7	BRDE/ BNS1	Conduct frocking ceremony according to figure 6–2, if desired.

Figure 6–1. Required reading of all frocked officers

Required Reading of all Frocked Officers

1. Authority for an officer to wear the grade of rank 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 of rank 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 TIG in the grade of rank to which an officer was frocked.

5. If an officer dies or is injured while in a frocked status, compensation will be based upon the officer's actual grade, without regard to the grade of rank to which the officer was frocked.

6. The officer's ID card and official DA photo will not reflect the grade of rank to which he or she was frocked.

Figure 6–1. Required reading of all frocked officers—Continued

7. Functions which by law or DOD Directive must be performed by an officer who actually holds a particular grade of rank, may not be performed by an officer frocked to that grade of rank; however, functions which by regulation require performance by an officer of particular grade of rank may be performed by an officer frocked to that grade of rank, if specifically permitted by the regulation concerned.

8. Officers may continue to wear the grade of rank to which they were frocked, unless removed from the promotion list.

Figure 6–2. Suggested frocking format

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 (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 (rank) effective this date.

By order of the Secretary of the Army. (Name), General, U.S. Army, Chief of Staff.

Chapter 7
Special Selection Boards

Section I
Managing Special Selection Boards

7–1. Overview

Special selection boards (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 Commander, PERSCOM, ATTN: TAPC–MSP–S, Alexandria, VA 22332–0443.

7–2. Purpose of boards

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

(1) 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 (10 USC 628(a)(1) (SSB required)).

(2) The board that considered an officer from in or above the promotion zone acted contrary to law or made a material error (SSB discretionary).

(3) The board that considered an officer from in or above the promotion zone did not have before it some material information (SSB discretionary).

b. Special Selective Continuation Boards may be convened under 10 USC 637 to consider for selective continuation officers who have twice failed selection for promotion, provided the officers would or should have been considered by a selective continuation board following their second failure of selection for promotion.

7–3. 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 SA 30 days 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 ORB or OMPF. The ORB 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 ORB and OMPF before the board convenes and to notify the board, in writing, of possible administrative deficiencies in them.

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

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

e. The promotion selection board did not see an official photograph.

f. The board did not consider correspondence to the board president that was delivered to TAPC–MSB after the cutoff date for such correspondence established in the promotion board zone of consideration message.

7–4. Notification

a. PERSCOM will send written notification to an officer slated to be considered by an SSB at least 30 days before the board convenes.

b. Officers considered or reconsidered by an SSB will be informed of the results, in writing, through their chain of command. Notice will be sent on approval of the board's recommendations by the appropriate authority.

7–5. 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 this board is delegated to the Deputy Chief of Staff for Personnel, or his or her designee, or the DA Special Review Board.

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

7–6. 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 who is serving or has served as the Joint Staff, JDA or is a JSO, the board will have a joint representative who has been appointed by the CJCS as a member.

b. No officer may be a member of two successive SSBs considering officers of the same competitive category and grade. 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.

7–7. 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.

7–8. Effect of nonselection

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

b. Reconsideration cases. A commissioned 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 was not selected by an SSB.

Section II
Task: Report a Promotion Board Omission

7–9. Rules for reporting a promotion board omission

a. Special selection boards will consider officers for promotion who should have been but were not considered by a promotion selection or selective continuation board under 10 USC 628, except as provided in paragraph 7–3a.

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. Nonselection by an SSB for omission counts as a nonselect.

d. PSC should immediately screen promotion lists upon receipt to identify officers who should have been considered but were omitted.

7–10. Steps for reporting a promotion board omission

The steps for reporting a promotion board omission to an SSB are shown in table 7–1.

Table 7–1
Reporting a promotion board omission

Step	Work center	Required action
1	PROM	Identify officers not on the list of those considered by the board. Verify eligibility based on information and source documents in each officer's field file.
2	PROM	Verify with Promotion Branch (TAPC–MSP–O) that officer was not considered.
3	PROM	Prepare request for SSB and forward to Commander, PERSCOM, ATTN: TAPC–MSP–S, 200 Stovall Street, Alexandria, VA 22332–0443. Include the following: *a.* Name. *b.* SSN. *c.* Branch. *d.* ADOR (order number and date). *e.* Previous ADOR. *f.* DTRA. *g.* AFCS as of 30 September 19____. (See zone message of original board.) *h.* SOC. *i.* Date of birth. *j.* EADC. *k.* Point of Contact and DSN number.
4	BNS1	Upon receipt of memorandum from PERSCOM notifying officer of SSB eligibility, assist officer in reviewing and updating his or her OMPF and preparing correspondence to the president of the promotion board, if necessary.
5	BNS1	Inform officer's commander of the SSB results, after notification of results from PERSCOM (TAPC–MSP–S). Notify PSC of SSB results.
6	PROM	Upon notification of board results, annotate promotion list and update files with final results

Section III
Task: Process Requests for Special Selection Board Promotion Reconsideration

7–11. Rules for processing requests for special selection board promotion reconsideration

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

b. Requests will be forwarded to Commander, PERSCOM, ATTN: TAPC–MSP–S, 200 Stovall Street, Alexandria, VA 22332–0443.

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

d. Officers being reconsidered are not afforded the opportunity to correspond with the SSB. The officer's file will be constructed as it should have appeared on the convening date of the promotion board that failed to select the officer for promotion.

e. To determine if there is an error in the promotion file, the officer may request a copy of his or her file, as considered by the promotion selection board, from Commander, PERSCOM, ATTN: TAPC–PDI–S, 200 Stovall Street, Alexandria, VA 22332–0443.

7–12. Steps for processing requests for special selection board promotion reconsideration

The steps for processing requests for promotion reconsideration by an SSB are shown in table 7–2.

Table 7–2
Processing requests for promotion reconsideration by a special selection board

Step	Work center	Required action
1	PROM	Assist officer in determining if there is a basis for reconsidering promotion. If an error is discovered, instruct officer to submit request to Commander, PERSCOM, ATTN: TAPC–MSP–S, 200 Stovall Street, Alexandria, VA 22332–0443, with appropriate endorsement from the chain of command. Include the following: *a.* Name. *b.* SSN. *c.* Branch. *d.* Identification of the material error with substantiating documents.
2		Prepare endorsement explaining the actions taken by PSC to resolve the error.
3	BNS1	Inform officer's commander of the SSB results upon receiving notification from PERSCOM (TAPC–MSP–S). The commander will notify the officer. Inform PSC of SSB results.
4	PROM	Annotate promotion list and update files with final results.

Chapter 8
Promotion Review Boards

Section I
Managing Promotion Review Boards

8–1. General

a. Before the selection board report is approved by the President or his designee, the name of an officer in a grade above second lieutenant, recommended for promotion by a selection board, may be removed from the report of the board only by the President. Before the report of a warrant officer selection board has been approved by the Secretary of the Army, the name of a warrant officer recommended by a selection board may be removed from the board report

by the President or his designee (10 USC 579(*d*)). 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 his designee, or in the case of warrant officers, after approval by the Secretary of the Army. If the Secretary of the Army 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 for reasons of national security, 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 that deals with promotion review boards (PRB) is not applicable to Secretarial recommendations to remove the name of an officer from a report of a selection board.

b. The President, or his designee, may remove the name of an officer, in a grade above second lieutenant, from a list of officers recommended for promotion by a selection board (10 USC 629(*a*)). This authority has been delegated to the Secretary of the Army. The Secretary of the Army may also remove the name of a warrant officer who is on a promotion list (10 USC 579(*b*)). PRB are used to advise the Secretary of the Army in any case in which there is cause to believe that a commissioned 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 he or she was selected for promotion. In such instances, a PRB may also be conducted when an officer's name appears on a report of a selection board, although the Secretary's final decision or recommendation under paragraph 8–8, below, may not be made until the report is approved by the President or his authorized designee. An officer, in a grade above second lieutenant, is considered to be on a promotion list when the officer's name appears on a report of a promotion selection board which has been approved by the President or his authorized designee. A warrant officer is considered to be on a promotion list when the officer's name appears on a report of a promotion selection board which has been approved by the Secretary of the Army (10 USC 578(*a*)). Inquiries concerning these boards should be addressed to Commander, PERSCOM, ATTN: TAPC–MSP–S, Alexandria, VA 22332–0443. The provisions of 10 USC 629(*c*) and 579(*c*)*d*(*e*) (Warrant officers) govern subsequent treatment of officers who are removed from promotion lists. (See para 8–10.)

c. 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, his or her name will be removed from the list. The provisions of 10 USC 629(*c*) govern subsequent treatment of officers so removed.

d. The name of an officer who has declined promotion will be removed from the promotion list upon which his or her declination was based.

8–2. 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 OER or AER.

(2) Punishment under Article 15, Uniform Code of Military Justice (whether filed in the restricted or performance fiche of the OMPF).

(3) Any court-martial conviction.

(4) A Memorandum of Reprimand placed in the OMPF.

(5) Adverse documentation filed in the OMPF.

(6) Initiation of elimination action under the provisions of AR 635–100, chapter 5.

(7) Failure to make satisfactory progress in a weight control program. (See AR 600–9.)

(8) Other derogatory information received by HQDA but not filed in the OMPF, if the referral authority finds that the information is substantiated, relevant, and might reasonably and materially affect a promotion recommendation. (See para 8–4.)

c. Appropriate officials, including commanders (through command channels to MACOMs); TJAG; The Surgeon General; the Chief of Chaplains; the Chief, General Officer Management Office; the Director, Officer Personnel Management; and the CG, PERSCOM, 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 Commander, PERSCOM, ATTN: TAPC–MSP–S, 200 Stovall Street, Alexandria, VA 22332–0443. Recommendations involving officers selected for promotion to general officer grades must be sent to HQDA (DACS–GOM), WASH DC 20310–0300.

d. For officers selected for promotion to colonel, HQDA will conduct a post-board screening of the restricted fiche of recommended officers and information in other official files such as those maintained by the Criminal Investigative Command and the DA Inspector General. A review board convened at HQDA will consider any adverse information from this screening and advise the DCSPER, or the DCSPER's designee, whether the information is substantiated, relevant, and might reasonably and materially affect a promotion recommendation, such that either the SA should consider recommending removal of the officer's name from the report of the selection board or the officer should be referred to a PRB.

8–3. Suspension of favorable personnel actions

Suspension of favorable personnel actions will be as prescribed in AR 600–8–2. HQDA will prepare a DA Form 268 upon referral of a case to a PRB by HQDA. The failure to prepare a DA Form 268, however, does not invalidate referral of the action to a PRB, or subsequent action relating to the PRB (including removal from a promotion list). HQDA will remove the suspension of favorable personnel action (if not earlier removed by the SA or the Secretary'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 1–19 and 1–20 regarding nonpromotable status and delay of promotions apply.

8–4. Referral and convening authority

a. A PRB will normally convene within 120 days after HQDA directs that a case be reviewed. The DCSPER or a designee (normally the Director of Military Personnel Management) is authorized to refer cases to a PRB except those involving promotion to or within general officer grades. The board is convened by CG, PERSCOM, under authority of a standing MOI approved by the SA. The referral authority may not be delegated below the Director of Military Personnel Management in cases where a PRB recommendation is based solely on derogatory information received by HQDA, but not filed in the OMPF, that has been substantiated, is relevant, and might reasonably and materially affect a promotion recommendation.

b. For cases involving promotion to or within general officer grades, the Vice Chief of Staff of the Army is authorized to refer cases to a PRB. The board is convened by CG, PERSCOM, under authority of an MOI approved by the SA.

8–5. Board membership

PRBs will be composed of at least five officers on an ADL serving in a higher grade than those officers being considered. 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.

8–6. Notice to officers under review

Before the 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. The officer will be afforded a reasonable opportunity to submit comments on that information to the PRB and the officials reviewing the recommendation. (Fourteen days from the date of receipt of the information is considered a reasonable opportunity, unless good cause is shown for extending the time.) If the officer cannot be given access to the information for reasons of national security, an appropriate summary of the information to the maximum extent possible shall be provided. Proof of service will be included in the file.

8–7. Information considered

A PRB will consider the following:

a. An officer's official military personnel record, consisting of the OMPF (including relevant portions of the restricted fiche), ORB, and official photo, as those records exist when the board convenes.

b. Additional information received by HQDA, but not filed in the OMPF, 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.

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.

8–8. 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 DOD Directive 1320.12 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 its recommendation is complete; however, the board will not adjourn until the Secretary 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 SA 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 SA. In cases involving promotion to the grade of colonel or below, the board's report will be forwarded to the SA who, on behalf of the President, may remove from the promotion list the name of the officer, in a grade above second lieutenant, retain the officer on the promotion list, return the report to the DCSPER, or direct other appropriate action. The same options apply when the Secretary acts under his authority to remove warrant officers from a promotion list. For promotions to or within general officer grades, the board report will be sent through the Chief of Staff of the Army to the SA who will forward the report with an appropriate recommendation through the Secretary of Defense to the President.

d. In making a final decision (or recommending that the President exercise removal authority in cases involving promotion to and within general officer grades), the SA 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 Secretary as provided in paragraph 8–6. The officer will be informed why it was not practicable to submit the information to the PRB.

8–9. 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 appropriate authority takes final action on the PRB's recommendation. Barring extenuating circumstances, this notice should be sent within 180 days after HQDA determines that such consideration should occur.

8–10. Effect of removal

a. An officer whose name is removed from a promotion list continues to be eligible for consideration for promotion under 10 USC 629(*c*) and 579(*c*). The next regular selection board convened to consider officers for promotion to that grade and competitive category will consider the officer (if otherwise eligible), provided this removal action does not constitute the officer's second nonselection for separation purposes. If the next board does not recommend promotion, this will constitute the officer's second nonselection.

b. If the next board recommends promotion, the officer may petition the SA 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 promotion list.

c. If the next selection board that considers an officer in a grade below colonel 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 grades above captain, 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.

Section II

Task: Process Recommendations for Promotion Review Boards

8–11. Steps for processing recommendations for promotion review boards

The steps for processing recommendations for promotion review boards are shown in table 8–1.

Table 8–1
Processing recommendations for promotion review boards

Step	Work center	Required action
1	BNS1	Prepare recommendation, in memorandum format, for officer's removal from the promotion list when directed by commander.
2		Initiate suspension of favorable personnel actions per AR 600–8–2.
3		Forward recommendations with all supporting documentation and endorsements through brigade level commander to PSC.
4	PROM	Review request for completeness, verify that flag has been initiated, and prepare forwarding endorsement.
5	BNS1	Upon receiving notification from PERSCOM of initiation of PRB action, notify officer and have him acknowledge receipt.
6		Suspend action for follow-up and ensure officer provides rebuttal information, if desired, within allotted time.
7		Inform officer's commander of the PRB results after notification of results from PERSCOM (TAPC–MSP–S). Advise PSC of results.
8		Remove flag according to AR 600–8–2, if locally imposed.

Table 8–1
Processing recommendations for promotion review boards—Continued

Step	Work center	Required action
9	PROM	Upon notification of board results, annotate promotion list and update files with final results.
10		Determine if an officer who is removed from a promotion list is eligible for the next regularly scheduled board. If yes, notify PERSCOM and have officer audit his or her ORB as directed in chapter 4.

Appendix A
References

Section I
Required Publications

AR 600–8–2
Suspension of Favorable Personnel Actions (Flags). (Cited in paras 1–10, 1–11d(2), and 8–3.)

AR 623–105
Officer Evaluation Reporting System. (Cited in para 3–5.)

AR 635–100
Officer Personnel. (Cited in paras 1–13, 1–14h, 1–18d and 8–2b(6).)

AR 635–120
Officer Resignations and Discharges. (Cited para 1–14h.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 135–100
Appointment of Commissioned and Warrant Officers or the Army

AR 135–101
Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches.

AR 135–155
Promotion of Commissioned Officers and Warrant Officers other than General Officers.

AR 135–215
Officer Periods of Service on Active Duty.

AR 310–10
Military Orders

AR 350–15
The Army Physical Fitness Program.

AR 600–8
Military Personnel Management

AR 600–8–1
Army Casualty and Memorial Affairs and Line of Duty Investigations.

AR 600–8–23
SIDPERS Data Base Management Procedures.

AR 600–9
The Army Weight Control Program.

AR 600–20
Army Command Policy

AR 600–37
Unfavorable Information.

AR 601–100
Appointment of Commissioned and Warrant Officers in the Regular Army

AR 601–337
The Army General Counsel's Honors Program

AR 614–120
Interservice Transfer of Army Commissioned Officers on the Active Duty List

AR 640–2–1
Personnel Qualification Records.

DA Pam 600–8–1
SIDPERS Unit Level Procedures.

DA Pam 600–8–2
Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures.

DOD Directive 1300.4
Inter-Service Transfer of Commissioned Officers (FM&P)

DOD Directive 1320.12
Defense Officer Promotion Program

Section III
Prescribed Forms

DA Form 78–R/DA Form 78–R–E
Recommendation for Promotion to 1LT/CW2. (Prescribed in para 3–1.)

Section IV
Referenced Forms

DA Form 71
Oath of Office - Military Personnel.

DA Form 268
Report to Suspend Favorable Personnel Actions (Flag).

DA Form 1383
Annual or Terminal Statement of Retirement Points

DA Form 3168
Posthumous Promotion Certificate

DA Form 5074–1–R
Record of Award of Entry Grade Credit (Health Services Officers).

DD Form 1A
Officers Commission.

DD Form 214
Certificate of Release or Discharge from Active Duty.

DD Form 220
Active Duty Report.

DD Form 1300
Report of Casualty.

NGB Form 23
Retirement Credits Record.

AGUZ Form 115
Statement of Retirement Points.

Glossary

Section I
Abbreviations

AFCS
active Federal commissioned service

AG
Adjutant General

AMEDD
Army Medical Department

APFT
Army Physical Fitness Test

ASA(M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

BASOP
base operations

BN
battalion

CG
commanding general

CNGB
Chief, National Guard Bureau

COL
colonel

CPT
captain

CWO
chief warrant officer

DA
Department of the Army

DAIG
Department of the Army Inspector General

DASO
Department of the Army special order

DCSPER
Deputy Chief of Staff for Personnel

DMPM
Director of Personnel Management

DOD
Department of Defense

DOR
Date of rank

DSN
Defense Switched Network

HQDA
Headquarters, Department of the Army

JAGC
Judge Advocate General's Corps

LTC
lieutenant colonel

LTG
lieutenant general

MACOM
major Army command

MG
major general

MOI
Memorandum of Instruction

MPD
Military Personnel Division

MPRJ
Military Personnel Records Jacket, U.S. Army

OER
officer evaluation report

OMF
officer master file

OMPF
official military personnel file

ORB
Officer Record Brief

OTRA
other than Regular Army

PED
promotion eligibility date

PERSCOM
United States Total Army Personnel Command

PRB
promotion review boards

PSC
Personnel Service Company

RA
Regular Army

ROTC
Reserve Officers' Training Corps

SA
Secretary of the Army

SIDPERS
Standard Installation Division Personnel System

SSN
social security number

TACCS
Tactical Army Combat Service Support (CSS) Computer System

TDA
tables of distribution and allowances

TIG
time in grade

TDRL
Temporary Disability Retired List

TJAG
The Judge Advocate General

TOE
tables of organization and equipment

USAR
United States Army Reserve

USC
United States Code

USMA
United States Military Academy

WO
warrant officer

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 active duty list who are eligible for promotion consideration and whose date of rank is senior to any officer in the promotion zone.

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 502–505. It does not include inactive duty for training (drill) or duty performed in a State status (National Guard personnel only).

Active date of rank
The date used in determining relative seniority among officers of the same grade on the active duty list in the United States Army. This date is not necessarily the same as the date established for other purposes (for example, entitlement to pay and allowances). Also see date of rank in this glossary.

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 582).

a. *Reserve officer.*
(1) On active duty for training.

(2) On active duty under 10 USC 175, 265, 3021, 3038, 3040 3496, 5251, 5252, 8021, 8038, 8496, 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 App 460(b)2 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 the United States Military Academy.*

c. *Retired commissioned 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.

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

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

Competitive category
A group of officers who compete among themselves for promotion and, if selected, are promoted in order of rank as additional officers in the higher grade are needed. Competitive categories among warrant officers are authorized by law but have not been designated as a matter of policy. Competitive categories for commissioned officers are listed below.

a. Army (includes officers in branches AD, AG, AR, AV, CE, EN, FA, FI, IN, MI, MP, OD, SC, SF, TC, QM).

b. Chaplains.

c. Judge Advocate General's Corps (including first lieutenants not members of The Judge Advocate General's Corps but participating in the Army General Counsel's Honor Program for consideration to the grade of captain only) consists of Regular officers appointed in The Judge Advocate General's Corps, Reserve officer assigned to The Judge Advocate General's Corps, and Regular and Reserve officers appointed in or assigned to a branch other than The Judge Advocate General's Corps who are detailed to The Judge Advocate General's Corps, have been admitted to practice law, and are assigned to Judge Advocate General's Corps position.

d. Medical Service Corps.

e. Army Medical Specialist Corps (combined with Medical Corps for promotion above the grade of colonel).

f. Veterinary Corps.

g. Army Nurse Corps.

h. Medical Corps.

i. Dental Corps.

j. Warrant Officer Corps.

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.

Date of rank
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 defacto status by the Chief, Officer Promotions for the grades CW3/4, captain and above. Promotion authority can grant defacto status for promotion to 1LT and CW2. This will allow the officer to keep any pay and allowances received at the higher grade.

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 grade 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 colonel in or above the promotion zone who is considered and not recommended for promotion by a Department of the Army promotion selection board or special selection board.

Field promotion authority
A commander who may promote an officer to the grade of 1LT or temporary CW2.

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.

Inter-service transfer
A transfer between uniformed services by a commissioned officer.

Obligated volunteer officer
A commissioned 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 or warrant officer unless otherwise specified.

Official Military Personnel File
The official personnel file, usually maintained on microfiche, composed of a performance section, service section and, in some cases, a restricted access section.

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 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 grade expressed in terms of the length of time an officer will have served in the lower grade at the time of promotion to the higher grade.

Promotion review authority
The commander having general court-martial jurisdiction or the first Army general officer 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
An promotion eligibility category (defined by an announced range of DOR) consisting of commissioned officers on the active duty list of the same grade and competitive category who are eligible for promotion consideration, or warrant officers (per Applicability Statement) who—

a. As lieutenant colonels or below, are eligible for promotion consideration for the first time (excluding any below the zone consideration).

b. As colonels and brigadier generals, are eligible for promotion consideration, provided they have—

(1) Not been recommended for promotion to the next higher grade when considered in the promotion zone.

(2) Not been removed from a previous list of officers recommended for promotion to such grade 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 Secretary of the Army, 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 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 Department of the Army promotion selection board or special selection board 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 active duty list of the same grade and competitive category or warrant officers (per Applicability Statement) whose dates of rank fall within a promotion eligibility category. The zone of consideration consists of the promotion zone, above the zone, and below the zone.

Section III
Special Abbreviations and Terms

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310-50.

ADL
active duty list

ADOR
active date of rank

AER
Academic Evaluation Report

C&S
Command and Staff

DTRA
date of original appointment

EADC
entry on active duty current tour

OFRC
Officer Records Center

PRA
promotion review authority

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RECOMMENDATION FOR PROMOTION TO 1LT/CW2

For use of this form, see AR 600-8-29; the proponent agency is ODCSPER

1. OFFICER IDENTIFICATION

a. NAME	b. SSN	c. GRADE
d. DUTY POSITION	e. UNIT	

2. ACTION BY PSC

a. 2LT/WO1 ADOR	b. PED	c. EADC
d. CONSTRUCTIVE CREDIT/AFCS PRIOR TO EADC	e. DATE FORWARDED TO RECOMMENDING OFFICIAL	

3. ACTION BY RECOMMENDING OFFICIAL *(Supervisor/Rater)*

a. OFFICER ☐ IS ☐ IS NOT RECOMMENDED FOR PROMOTION IN THE U.S. ARMY.

b. REMARKS

c. DATE	d. NAME/GRADE	e. SIGNATURE

4. ACTION BY APPROVING OFFICIAL *(CDR, LTC OR ABOVE)*

a. RECOMMENDED ACTION IS ☐ APPROVED ☐ DISAPPROVED FOR THE FOLLOWING REASONS:

b. REMARKS

c. DATE	d. NAME/GRADE	e. SIGNATURE

5. ACTION BY PAC

a. REFERRAL REQUIRED ☐ YES ☐ NO

b. REFERRAL COMPLETED ON

c. REVIEWED FOR ACCURACY AND FORWARDED TO PSC OR PRA AS APPLICABLE ON

6. ACTION BY PROMOTION REVIEW AUTHORITY *(PRA)* **IF APPLICABLE:**

a. PRA ☐ DIRECTS PROMOTION ☐ DENIES PROMOTIONS

b. DATE

c. NAME AND GRADE

d. SIGNATURE

7. PROMOTION ORDER DATA

a. ORDERS ISSUING HEADQUARTERS:	b. PERMANENT ORDER NO.	c. PARAGRAPH NO.	d. DATE

e. Announcement is made of the following promotion in the U.S. Army by the authority of Title 10, USC Section 624 for 1LT and Section 578 for CW2; with ADOR of: _____ and effective date of: _____

f. ORDERS APPROVAL AUTHORITY *(Name, Rank, Title)*

g. SIGNATURE

8. DISTRIBUTION:

CDR, PERSCOM, ATTN: TAPC-MSR, 200 STOVALL STREET, ALEXANDRIA, VA 22332-0400

☐ RECOMMENDED, FILE ON S-FICHE ☐ NOT RECOMMENDED, FILE ON P-FICHE