

**Army Regulation 135–155**

**Army National Guard and Reserve**

# **Promotion of Commissioned Officers and Warrant Officers**

**Headquarters  
Department of the Army  
Washington, DC  
13 December 2022**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 135–155

Promotion of Commissioned Officers and Warrant Officers

This major revision, dated 13 December 2022—

- o Removes “...Other Than General Officers” from the publication title (cover).
- o Updates the selection board process (chap 2).
- o Implements the statutory authority granted in Title 10, United States Code, Section 14107, that officers considered for promotion to colonel have credible information of an adverse nature furnished to the selection board (para 2–6*b*(3)).
- o Expands “Referred Officer Evaluation Reports” to include new officer evaluation forms DA Form 67–10–1 (Company Grade Plate (O1 -O3; WO1 - CW2) Officer Evaluation Report); DA Form 67–10–2 (Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report); DA Form 67–10–3 (Strategic Grade Plate (O6) Officer Evaluation Report); and DA Form 67–10–4 (Strategic Grade Plate General Officer Evaluation Report) (para 2–6*d*).
- o Updates and clarifies the military and civilian education requirements for promotion (paras 2–9, 2–10, and tables 2–1 and 2–2).
- o Adds education requirement for Medical Service Corps officers in the area of concentration 70B to possess another 70 series medical functional area in order to be considered educationally qualified for promotion beyond captain (para 2–9*a*(2)*b*)).
- o Incorporates and supersedes Army Directive 2020–19 (Authority for Officers to Opt Out of Promotion Selection Board Consideration) (para 2–11*g*(7)).
- o Incorporates Army Directive 2017–08 (Competitive Categories for Commissioned Officers and Warrant Officers) (para 2–3*c* and Glossary).
- o Eliminates the U.S. Army Reserve Active Guard Reserve position vacancy selection boards (para 2–13).
- o Incorporates Army Directive 2010–10, Enhancement of the Promotion Review Board Process, for post-board screening of derogatory information and certification process for all promotions to colonel and below (para 2–21).
- o Incorporates and supersedes Army Directive 2016–26, Screening Requirements for Adverse and Reportable Information for Promotion and Federal Recognition to Colonel and Below (paras 2–21*a*, 2–21*b*, 3–25*b*, and 3–25*c*).
- o Adds policy for the promotion of Active Guard Reserve officers by seniority and sequence number (para 3–1*a*).
- o Implements the statutory authority granted in Title 10, United States Code, section 14108, to recommend that officers of a particular merit be placed higher on a promotion selection list (para 3–2*e*).
- o Incorporates and supersedes Army Directive 2015–17 (Reinstatement of Separation for Two-Time Nonselection for Promotion and Implementation of Selective Continuation Boards for U.S. Army Reserve Warrant Officers) (paras 3–2*e*, 3–19*b*(1), and 3–20*a*)).

- o Adds requirement for submission of new DA Form 7774 (Promotion Qualification and Verification Statement) for promotions to fill vacancies at higher graded positions (para 3–3*c*).
- o Adds memorandum sample for voluntary declination of promotion request figure 3–1 (para 3–18).
- o Clarifies policy for the promotable status of interservice transfers (para 3–27).
- o Clarifies posthumous promotions policy to include officers and warrant officers on the Reserve active status list (para 3–31).
- o Removes memorandum samples figures 4–1 through 4–27 (chap 4).
- o Incorporates and supersedes Army Directive 2013–08, Frocking of Army Reserve Active Guard Reserve Officers, selected for promotion to major, lieutenant colonel, and colonel (chap 5).
- o Clarifies the required number of board members for Promotion Review Boards (para 7–5).
- o Adds policy for effect of retention by a promotion review board (para 7–11).
- o Updates office symbols and mailing addresses of agencies now located at Fort Knox, KY (throughout).

Effective 13 January 2023

**Army National Guard and Reserve**  
**Promotion of Commissioned Officers and Warrant Officers**

By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
*General, United States Army*  
*Chief of Staff*

Official:



**MARK F. AVERILL**  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

**Summary.** This regulation prescribes policies, operating rules, and steps governing promotion of Army officers on the Reserve active status list and U.S. Army Reserve warrant officers. It incorporates provisions of the Reserve Officer Personnel Management Act as specified in 10 USC 1401, 10 USC 1403, 10 USC 1405, 10 USC 1407, 10 USC 1409, and 10 USC 1411.

**Applicability.** This regulation applies to commissioned officers (except commissioned warrant officers) of the Army National Guard of the United States and the U.S. Army Reserve on the Reserve

active status list, and to warrant officers of the U.S. Army Reserve who are in an active status. The regulation does not apply to warrant officers of the Army National Guard of the United States, nor does it apply to promotion to Reserve general officer grades. Policies concerning promotions and Federal recognition of Army National Guard of the United States officers within their State vacancy promotion systems are governed under NGR 600–100. Promotion of warrant officers of the Army National Guard of the United States will be per NGR 600–101. Promotion to Reserve general officer grades will be per AR 135–156.

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

endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the proponent. Refer to AR 25–30 for specific requirements.

**Army internal control process.** This regulation contains internal controls and identifies key internal controls that must be evaluated (see appendix B).

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

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Human Resources Command (AHRC–PVD–P), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407 or [usarmy.knox.hrc.mbx.tagd-opsa@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-opsa@army.mil).

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

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\*This regulation supersedes AR 135–155, dated 13 July 2004. AD 2013–08, dated 3 April 2013, AD 2015–17, dated 18 March 2015, AD 2020–19, dated 17 December 2020, and AD 2016–26, dated 18 July 2016 are rescinded upon publication of this regulation.

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## **Chapter 1**

### **Introduction**

#### **Section I**

##### **General**

##### **1–1. Purpose**

This regulation prescribes the officer promotion function of the military human resource support operations for officers on the Reserve active status list (RASL) and U.S. Army Reserve (USAR) warrant officers (WOs). It provides principles of support, standards of service, policies, tasks, rules, and steps governing all work required in the field to support Reserve Component (RC) officer promotions. United States Army Regular Army officer promotions are covered under AR 600–8–29. RC refers to Army National Guard of the United States (ARNGUS) and USAR officers not on the active duty list (ADL). RC officers (other than WOs) not on the ADL are on the RASL unless placed in the Standby Reserve (inactive status list), Retired Reserve, or inactive National Guard. This regulation supports the objectives of the RC officer promotion system, which include filling authorized billets with the best-qualified officers and providing a strategic inventory of well-rounded, deployment ready officers who can lead at the respective level commensurate to their grade. It also provides for career progression based upon recognition of an officer's potential to serve in positions of increased responsibility. Additionally, it precludes promoting officers who are not eligible or become disqualified, thus providing an equitable system for all officers.

##### **1–2. References and forms**

See appendix A.

##### **1–3. Explanation of abbreviations and terms**

See the glossary.

##### **1–4. Responsibilities**

See responsibilities listed in section II.

##### **1–5. Records management (recordkeeping) requirements**

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

##### **1–6. Managing promotions**

- a.* Promotions are a general staff responsibility of the DCS, G–1.
- b.* The President, with the advice and consent of the Senate, appoints reserve officers in the grade of Colonel, and above according to Title 10, United States Code, Section 12203 (10 USC 12203).
- c.* Selection to colonel (COL), lieutenant colonel (LTC), major (MAJ), and captain (CPT) is made according to 10 USC, Chapters 1403 and 1405.
- d.* Selection for and promotion of USAR chief warrant officers (CWOs) to the ranks of chief warrant officer five (CW5), chief warrant officer four (CW4), and chief warrant officer three (CW3) is made according to policy contained in this regulation. The Secretary of the Army (SECARMY) has authority to approve or disapprove promotions for USAR CWOs.
- e.* Appropriate promotion authorities, as provided by chapter 3, will conduct promotions to first lieutenant (1LT) and chief warrant officer two (CW2).
- f.* Unless otherwise specified in this regulation, the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) is the designee of the SECARMY.

##### **1–7. Principles of support**

The Army will provide a centralized selection process for promotion to all RC officer ranks except 1LT and CW2. HRC will administer promotion processes for 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 human resources life cycle function of professional development.

#### **1–8. Information accountability and transparency**

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

## **Section II**

### **Responsibilities**

#### **1–9. Secretary of the Army**

The SECARMY will serve as the senior official on matters concerning officer promotions.

#### **1–10. Assistant Secretary of the Army (Manpower and Reserve Affairs)**

Unless otherwise specified in this regulation, the ASA (M&RA) is responsible for exercising the HR authorities of the SECARMY, pursuant to Department of the Army (DA) General Orders (AGO) 2020–01.

#### **1–11. Deputy Chief of Staff, G–1**

The DCS, G–1 will—

- a.* Advise and assist the ASA (M&RA) in the development of policies for the officer promotion system and provide Headquarters, Department of the Army (HQDA) supervision of the execution of officer promotion policy formulation, procedures, goals, architecture, and standards.
- b.* Ensure the Commanding General (CG), U.S. Army Human Resources Command (HRC) conducts and supervises officer promotion functions prescribed in this regulation.

#### **1–12. Chief, National Guard Bureau and Chief, Army Reserve**

The CNGB and the CAR will—

- a.* Recommend desired changes of promotion policy to the Deputy Chief of Staff (DCS), G–1.
- b.* As appropriate, assist the CG, HRC, with the consideration, selection, and promotion of officers assigned to their respective Army Promotion List (APL) competitive categories.

#### **1–13. The Surgeon General and Chief of Chaplains**

TSG and the CCH, as appropriate, will assist the CG, HRC with the consideration, selection, and promotion of officers assigned to their respective competitive categories.

#### **1–14. The Judge Advocate General**

TJAG will—

- a.* As appropriate, will assist the CG, HRC with the consideration, selection, and promotion of officers assigned to The Judge Advocate General's Corps (JAGC) competitive categories.
- b.* Upon request, review DA promotion policy to ensure the legality of inquiries and proposed changes.

#### **1–15. Commanders, Army commands, Army service component commands, and direct reporting units**

All commanders will establish, resource, and support a promotion program that fulfills the requirements established by this regulation.

## **1–16. Commanding General, U.S. Army Training and Doctrine Command**

The Commander, Soldier Support Institute and Commandant, Adjutant General School, on behalf of the CG, TRADOC, are responsible for branch implementation of this regulation and will incorporate provisions of this regulation into applicable programs of instruction.

## **Chapter 2 Selection Boards**

### **Section I**

#### **Pre-board**

#### **2–1. Verify eligible officers and data to be considered by a selection board**

- a.* Each officer's date of rank (DOR) must be in one of the zones of consideration.
- b.* Officers on the RASL shall be deemed eligible for consideration by a selection board as prescribed by the SECARMY, placed in the promotion zone for that officer's grade and competitive category, and will be considered for promotion to the next higher grade by a promotion selection board convened under 10 USC 14101(a). The boards will be scheduled far enough in advance of completing the time in grade (TIG) specified in table 2–1 so that, if the officer is recommended for promotion, the promotion may be effective on or before the date on which the officer will complete those years of service. Table 2–1 represents the statutory minimum and maximum TIG, but the SECARMY may modify the TIGs within those statutory limitations as the needs of the Army dictate.
- c.* USAR WOs will generally be considered for promotion according to the TIG in table 2–2.
- d.* Each officer must meet promotion eligibility criteria (see para 2–7).

#### **2–2. Notification**

- a.* Officers are notified of upcoming selection boards via HQDA/HRC military personnel (MILPER) messages approximately 100 days from the board convene date. Officers eligible for promotion will be individually notified of their eligibility through the My Board File (MBF) Application available on the Self Service portal of the HRC Web site, which opens approximately 60 days prior to the convene date of each board.
- b.* Officers are responsible for presenting accurate information to the promotion selection board and they must contact their records manager (RM) to correct and update their records. The RM is the servicing military personnel divisions (MPDs), battalion or brigade adjutants (S1s), unit administrators (UAs), Reserve Personnel Action Centers, or any other individual authorized to service the Army Military Human Resources Record (AMHRR), regardless of component. Assignment/career management officers should assist the officer to the maximum extent possible.
- c.* Evaluation reports and communications with the board will be submitted under provisions of paragraph 2–6.

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

- d.* S1s and/or G1s will review applicable selection board notification MILPER messages to identify eligible officers within their unit and will—

- (1) Ensure and validate that officers have received notification of their upcoming board and have access to the MILPER message and MBF.
- (2) Assist officers with updating their official records, to include their DA Form 4037, Officer Record Brief (ORB), AMHRR, and DA Photograph.
- (3) Ensure required evaluation reports are submitted error free to HRC by the suspense provided in the MILPER message.

## Section II

### Promotion Selection Boards

#### 2–3. Convening selection boards

*a.* Whenever the needs of the Service require, the SECARMY will convene selection boards to recommend officers for promotion to the next higher grade according to 10 USC, Chapter 1403. The boards will select commissioned officers on the RASL for promotion to CPT, MAJ, LTC, and COL and USAR CWOs for promotion to CW3, CW4, and CW5.

*b.* A promotion board convened under 10 USC, Chapter 1403 will be known as a “mandatory promotion board.” A promotion board convened under 10 USC 14315, to recommend officers on the RASL to fill a position vacancy, is known as a “vacancy promotion board” in statute; however, such boards will be referred to as a “position vacancy board” (PVB) in the remainder of this regulation and other associated memorandums and reports (see paras 2–12, 2–13, and 2–14).

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

*d.* The SECARMY may convene selection boards to recommend officers to be selectively continued (SELCON) on the RASL, in their respective competitive category, under 10 USC 14701 (see para 3–21).

*e.* At approximately 100 days from the board convene date, or at a minimum of at least 30 days before convening any promotion selection board, HRC will announce by MILPER message the date the board will convene, and the names and date of rank (DOR) of junior and senior officers in the promotion zone.

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

#### 2–4. Composition of selection boards

*a.* The SECARMY, or the Secretary’s designee, appoints the members of selection boards. Promotion boards, PVBs, and special selection boards (SSBs) will consist of five or more Army officers who serve as voting members.

(1) DCS, G–1 (DAPE–MP) will task HRC, National Guard Bureau (NGB), and Office of the Chief, Army Reserve (OCAR) to nominate officers to serve on mandatory Reserve of the Army selection boards. Nominations will be forwarded to the DCS, G–1 (DAPE–MPO) through the DA Secretariat (AHRC–PDV–S) to arrive no later than 45 days before the board’s scheduled convene date. Nomination packets will include as a minimum an officer’s record brief or other suitable biographical summary of military experience and education, and certification of compliance with AR 600–9.

(2) DCS, G–1 (DAPE–MP) will task HRC and OCAR to nominate officers to serve on USAR position vacancy selection boards. Nominations will be forwarded to the DCS, G–1 (DAPE–MPO) through the DA Secretariat (AHRC–PDV–S) no later than 45 days before the board’s scheduled convene date. Nomination packets will include as a minimum an officer’s record brief or other suitable biographical summary of military experience and education, and certification of compliance with AR 600–9.

*b.* At least one-half of the board members shall be Reserve officers, to include at least one Reserve officer from each RC from which officers are to be considered by the board. Each member of a selection board must hold a permanent grade higher than the grade of the officers under consideration by the board, and no member of a board may hold a grade below MAJ.

*c.* Except as provided in paragraph 2–4*d*, a selection board will include at least one officer from each competitive category of officers to be considered by the board. The members of a selection board shall represent the diverse population of the Army to the extent practicable.

*d.* A selection board will include an officer from a competitive category to be considered by the board unless there is no officer of that competitive category on the RASL or the ADL in a permanent grade higher than the grade of the officers to be considered by the board and otherwise eligible to serve on the board. However, in such a case, the SECARMY may appoint as a member of the board a retired Army officer of that competitive category who holds a higher permanent grade than the grade of the officers under consideration.

*e.* No officer may be a member of two successive mandatory promotion boards for the consideration of officers of the same competitive category and grade if the second of the two boards is to consider any officer who was considered and not recommended for promotion to the next higher grade by the first of the two boards. This provision only applies to mandatory promotion boards.

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

*g.* The following additional requirements apply to board membership (see para 2-4*h* for exception authority)—

(1) Each selection board will have at least one racial minority and one female as a voting member. Army promotion list selection boards will include at least one member of the Operations Division, Operations Support and Force Sustainment career fields.

(2) The senior member of the board is normally designated to be the board president. However, the SECARMY may designate the board president as necessary based on requirement of the board mission. No board member will outrank the board president.

(3) A selection board may not be impaneled for longer than 1 year.

(4) No two officers who are assigned to the same performance evaluation rating chain may serve on the same centralized selection board, regardless of their role within the rating chain. This restriction includes non-Active Guard Reserve (AGR) officers, who by virtue of their civilian employment as a Military Technician, DA Civilian or State employee, are assigned to the same rating chain as another board member. As an exception, a board member may be in the rating chain of another board member if such appointment is necessary to meet the grade and competitive category composition requirements established in the DCS, G-1 board membership matrix.

(5) Officers of each Army Medical Department (AMEDD) branch, Chaplain Corps and JAGC competitive categories being considered for promotion by a mandatory Reserve of the Army promotion board, USAR PVB, or SSB will be represented on the selection board by an officer of the same branch or corps.

(a) USAR PVBs considering officers of the Chaplain Corps or an AMEDD competitive category will include members of the same branch or corps as the officer or officers being considered will be appointed to the board.

(b) When SSBs are convened to consider AMEDD competitive categories, at least one of the members will be from the same competitive category as the officer or officers under consideration.

(6) The board will include at least one member of each competitive category considered by the board, senior in grade to the officers considered by the board, unless there is no eligible officer of the competitive category on the RASL or the ADL senior in grade to the officers considered by the board. If no eligible officer of the competitive category is available, the SECARMY may appoint a retired Army officer of that competitive category who is senior in grade to the officers considered by the board.

(7) General qualifications for selection board membership are as follows:

(a) Members selected for board duty must be the finest officers available. A broad base of experience on which sound decisions can be made will be the primary criterion used in making selections.

(b) ARNGUS and USAR officers who have failed of selection for promotion by a mandatory consideration board will not be permitted to serve before being selected for promotion by a subsequent mandatory consideration board.

(c) Officers in grade of LTC and above must have at least a military education level 4 credit or higher as outlined in AR 350-1.

(d) Officers must have at least a bachelor's degree from an accredited college or university.

(e) Board members must have a minimum of one year remaining on active status from the date the board convenes.

(8) The majority of the board members serving on mandatory selection boards considering chaplains will be chaplains. This board will consider only chaplains.

*h.* Exceptions to nonstatutory board composition requirements may be granted by DCS, G-1 (DAPE-MP) or designee.

*i.* The SECARMY or designee may change the composition of a promotion selection board before the board has adjourned.

*j.* The DCS, G-1 will designate officers or civilian equivalents 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 a program of instruction approved by the SECARMY, or SECARMY's designee, in the previous 12 months. 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) Board recorders are non-voting board members.

- (2) An officer may not serve as recorder for a selection board that may consider them for promotion.
- (3) 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.
- (4) An officer may not serve as a board member and a board recorder for the same selection board.

## **2-5. Conduct of board members**

- a.* Officers chosen to participate on promotion selection boards must possess the professional characteristics and reflect the values that the Army considers to be of utmost importance.
- 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. Further, any board member who cannot in good conscience carry out their responsibilities without prejudice or partiality has a duty to request relief from the convening authority.
- c.* Board members will not—
  - (1) Receive or introduce into the deliberations any information, good or bad, concerning an officer under consideration that may 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 before, during, or after the board to outside parties, whether senior or subordinate to the board member, except as specifically directed by the SECARMY or the Secretary's authorized representative.
  - (4) Reveal board results before official release of the selection list.
  - (5) Disclose involvement in an ongoing selection board; for example, making informal office or social visits within the vicinity of the board deliberations or informing seniors (other than in the immediate chain of command), subordinates, or colleagues of status as a board member until the SECARMY acts on the board result.
  - (6) Solicit information or guidance from branch proponents, assignment managers, or Army command representatives concerning individual officers or groups of officers under consideration unless authorized in the written or verbal instructions to the board.
- d.* Board members shall take an oath to perform their duties without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the Army.

## **2-6. Information provided to boards**

- a. Board instruction.* The SECARMY will provide guidance and instructions in a memorandum of instruction (MOI) to the board. The SECARMY, or the Secretary's designee, may modify, withdraw, or supplement the MOI before the board adjourns; however, once the board has convened, the maximum number of officers to be selected may not be increased without the written permission of the Secretary of Defense (SECDEF). The board president will review the MOI with all board members on the convene date of the board.
  - (1) The MOI issued to each PSB will specify the following:
    - (a) The oath to be taken by board members.
    - (b) Reports to be made.
    - (c) The method of selection.
    - (d) Factors to be considered, including the Army's needs in each branch, functional area, or skill.
    - (e) The maximum number of officers to be selected from each competitive category.
    - (f) Other information as required.
  - (2) The MOI will contain guidelines to ensure that:
    - (a) Board members will not consider the marital status of a military member or the employment, education, or volunteer service of an officer's spouse or domestic partner in discharging the responsibilities for this board. In addition, Department of Defense (DoD) policy requires that officer evaluation reports (OERs) not contain any information regarding the employment, education, or volunteer service activities of the officer's spouse or domestic partner or reflect favorably or adversely on an individual based solely on marital status. If any records under review by the board contain such prohibited information, board members must disregard it.
    - (b) In accordance with DoDI 1300.19, the MOI for PSBs that consider AGR officers for promotion to LTC and COL will include instructions that require board members to give appropriate consideration to the performance of officers who are serving, or have served, in joint duty assignments. Officers who have been designated as a joint

qualified officer (JQO) are expected as a group to be promoted to the next higher grade at a rate not less than the rate for all officers of the same Military Service in the same grade and competitive category.

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

(d) The MOI must advise board members that the officers they recommend for promotion or SELCON must meet the exemplary conduct standard established by 10 USC 7233.

(3) Figure 1 of DoDI 1320.14 will be read to each board member, recorder, and the administrative support person on the convening date of the promotion selection board to which they are assigned or on the date of assignment to the board, whichever is later.

(4) The MOI may modify the terms of this regulation for a particular board unless such modification would be contrary to statute. The SECARMY may orally highlight points in the MOI to selection boards. All such comments must be transcribed and provided to each board member and included in the board record. Boards may also be briefed on personnel management and administration matters as determined by the SECARMY. They will not be further instructed except to clarify board administration, 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 DoDI 1320.14 and the applicable portions of this regulation, for review before the board convenes. Selection boards are also provided the following:

(a) The names of all officers in the competitive category to be considered for promotion under 10 USC 14107(a)(2).

(b) The performance folder of the AMHRR, including authorized documents not in the MBF, the DA Form 4037, ORB, and approved separation documents for each officer under consideration.

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

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

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

(a) The restricted folder of the AMHRR for an officer under consideration when directed in the MOI to the board or when requested by the officer concerned in written communication to the board (see para 2-6c), or when requested by the board and approved by proper authority. The approval authority for all other officers is the Director of Military Personnel Management (DMPM), DCS, G-1.

(b) Approved results of prior selection boards, when requested by the board and when directed in the MOI to the board.

(c) Adverse information approved for inclusion in the performance folder of the AMHRR during the board's deliberations. The CG, HRC will forward such information to the board.

(d) 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.

(3) In the case of an eligible officer considered for promotion to COL, any credible information of an adverse nature, including any substantiated adverse finding or conclusion from an officially documented investigation or inquiry, will be provided to the selection board as required by 10 USC 14107(3)(A). Pre-board screening for adverse information will be conducted by Record Screening Agencies (RSAs). These RSAs will include the Department of the Army Inspector General (DAIG), the Criminal Investigation Division (CID), Crime Records Center (CRC), and the Office of The Judge Advocate General (OTJAG), and will be conducted far enough in advance to allow the findings to be presented to the promotion board.

(a) Information described above will be made available to the officer concerned.

(b) The officer will be afforded a reasonable opportunity to submit comments on that information to the promotion board.

(c) If the officer cannot be given access to the information being referred to the promotion board because of its classification status, the officer will, to the maximum extent practicable, be furnished with an appropriate summary of the information.

*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 SECARMY, will appear in person to address a promotion selection board on any matter; this authority may not be delegated. If the SECARMY 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 SECARMY on his or her own behalf or in the interest of anyone being considered.

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

(4) The following items, which are not part of the AMHRR 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 HRC Evaluation Reports Branch.

(d) Photographs, including official DA photographs.

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

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

d. DA Form 67–10–1 (Company Grade Plate (O1 - O3; WO1 - CW2) Officer Evaluation Report), DA Form 67–10–2 (Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report), DA Form 67–10–3 (Strategic Grade Plate (O6) Officer Evaluation Report), DA Form 67–10–4 (Strategic Grade Plate General Officer Evaluation Report), DA Form 1059, or DA Form 1059–1 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 the HRC Evaluation Reports Branch by the due date identified in the selection board notice announcing the zone of consideration and date the board convenes.

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

(3) For boards scheduled to be in session for 2 weeks or more, evaluation reports that are administratively correct and received in the HRC Evaluation Reports Branch after the due date, but before the board convenes may be forwarded to the board if approved by the DMPM, DCS, G–1.

## **2–7. Promotion eligibility**

### *a. Eligibility for consideration:*

(1) To be eligible for consideration for promotion to the next higher grade, an ARNGUS or USAR officer must have continuously performed service on either the RASL or the ADL (or a combination of both lists) during the entire previous 1-year period ending on the convening date of the promotion board, and must be in one of the zones of consideration as determined by the SECARMY in their announcement message.

(2) ARNGUS, USAR AGR, and USAR non-AGR officers will be considered for promotion in the following competitive categories: Judge Advocate General's Corps ((JAGC); Army Promotion List (APL, to include ARNGUS JAs); Chaplain Corps; Army Nurse Corps; Dental Corps; Medical Corps; Medical Service Corps; Army Medical Specialist Corps; and Veterinary Corps.



(3) While on a promotion list resulting from a prior mandatory PSB, PVB, SSB, or approved for Federal recognition in the higher grade and nominated for reserve promotion on that basis, an officer may not be considered for promotion by a subsequent mandatory or PVB board.

(4) Officers who have not completed the required civilian or military education, or that have failed of selection by any mandatory selection board to the grade under consideration, including those from other branches of service, are disqualified from consideration by a PVB. As an exception, LTCs who have failed of selection by a mandatory selection board may be considered in accordance with Section IV, paragraphs 2–14 and 2–15.

*b. Eligibility for selection:*

(1) Commissioned officers must complete the military educational requirements in table 2–1 and paragraph 2–9, no later than the day before the selection board convene date.

(2) ARNGUS or USAR officers who meet the eligibility for consideration requirements of paragraph 2–7a must be in an active status and participating satisfactorily in Reserve training. For promotion purposes, an officer is deemed to be a satisfactory participant and in full compliance with the commander's instructions if, within the 12 months before the convene date of the board, the officer has not been reassigned, transferred, or separated as an unsatisfactory participant under AR 135–91. In addition, the officer must not be processed for such action on the selection board convene date.

(3) WOs serving in a grade below CW4, in an active status, may be selected for promotion provided they meet the minimum promotion TIG requirements in table 2–2 and the military education requirements in paragraph 2–9, no later than the date the selection board convenes.

*c.* Promotion to CW5 is authorized only to fill vacancies rank coded “W5.”

*d.* To be promoted to the CWO grades, a WO must be commissioned under 10 USC 12241 before or concurrent with promotion or designation.

*e.* An officer with an established date for removal from the RASL that is 90 days or less from the convening date of the selection board for which the officer would otherwise be eligible is not eligible for consideration (10 USC 14301(f)). An established date for removal is a date that is prescribed by statute, regulation, or published on orders and not in conflict with law or regulation.

*f.* A WO (to include a commissioned WO) with an established date for removal from active status, that is 180 days or less from the convening date of the selection board for which the officer would otherwise be eligible, is not eligible for consideration.

*g.* Reserve officers employed as military technicians under 10 USC 10216 who were retained beyond their mandatory removal date are not eligible for promotion consideration (10 USC 14301(i)).

*h.* Effective 1 January 2019, CW4s who reach age 57 without completing WOSSC/WOSSE prior to the convening date of the promotion board are ineligible for consideration.

## **2–8. Consideration for promotion to colonel and chief warrant officer 5**

*a.* Selection boards will convene at the discretion of the SECARMY to consider Reserve of the Army officers in all competitive categories for promotion to COL. These boards will consider and recommend only those who are in an active status. The SECARMY will—

(1) Prescribe the minimum and maximum TIG for an officer for each competitive category.

(2) Require that the name of each officer with the prescribed TIG be placed on the appropriate competitive category list.

(3) Prescribe the maximum number of officers to be recommended for promotion from each competitive category.

(4) Announce zones of consideration for promotion to COL on the RASL in all competitive categories.

*b.* Selection boards will convene at the discretion of the SECARMY, and normally in conjunction with the annual CW3 and CW4 mandatory consideration boards, to consider promotion of the best-qualified USAR CW4s who are in an active status for CW5 vacancies. The SECARMY will—

(1) Prescribe the minimum TIG required for consideration.

(2) Prescribe the maximum number of CWOs to be selected by military occupational specialty (MOS).

(3) Announce the zone of consideration.

(4) Require that the selection lists be prepared and announced by MOS.

(5) Require completion of the Warrant Officer Senior Staff Course (WOSSC)/Warrant Officer Senior Service Education (WOSSE) before promotion.

*c.* CW4s and LTCs not selected for promotion will continue to be considered by subsequent selection boards until either selected or separated.

## 2–9. Military educational requirements

*a. General.* The following do not preclude mandatory promotion consideration but are required to be considered fully qualified for selection to the respective rank:

(1) For promotion to 1LT and CPT, officers must have completed all phases of the Basic Officers Leadership Course (BOLC) that are required for an officer to be deployable. This is nonwaivable.

(2) For selection to MAJ—

(a) Officers must have completed all phases of the Captains Career Course (CCC) or special branch equivalent.

(b) Effective with the FY19 and subsequent promotion boards, 70 series officers entering the military service in area of concentration (AOC) 70B must possess another 70 series medical functional area (MFA) to be considered educationally qualified for promotion beyond CPT.

(3) For selection to LTC, officers must complete the Intermediate Level Education-Common Core (ILE-CC) course. An ILE equivalent course listed in AR 350–1 in which an officer attended in residence as a military officer as a result of a centralized DA selection board will also meet the military education requirement for promotion to LTC.

(4) For selection to COL, officers must be Military Education Level (MEL) 4 qualified by completing the ILE-CC and the required branch or functional area credentialing course. This requirement may not be waived.

(a) The credentialing course for basic branch officers and AMEDD AOC 67J and MFA 70 series officers is the Advanced Operations Course.

(b) The credentialing course for JAGC officers is the Judge Advocate (JA) Officer Graduate Course or JA Officer Advance Course.

(c) The credentialing course for CH officers is the Operational Religious Support Leader Course.

(d) AMEDD officers in the following branches have no MILED requirement for promotion consideration to COL: Army Nurse Corps, Dental Corps, Medical Corps, Army Medical Specialist Corps, Veterinary Corps and Medical Service Corps other than 67J or 70 series.

(e) An ILE equivalent course listed in AR 350–1 in which an officer attended in residence as a military officer as a result of a centralized DA selection board will also meet the MEL 4 requirement for promotion to COL.

(5) For promotion to CW2, officers must have completed Warrant Officer Basic Course (WOBC). This is nonwaivable.

(6) For promotion selection to CW3 prior to 31 December 2018, CW2s are presumed to have completed WOBC and are thus educationally qualified for promotion to CW3, unless it is determined they were erroneously deemed educationally qualified for promotion to CW2. Effective 1 January 2019, CW2s must have completed the appropriate Warrant Officer Advance Course (WOAC), including all applicable phases or required follow on courses, to be considered educationally qualified for promotion selection to CW3.

(7) For promotion selection to CW4 prior to 31 December 2018, officers must have completed the Warrant Officer Advance Course (WOAC) or completed the Warrant Officer Staff Course (WOSC) for those CW3s who had MOS' not having a WOAC. Effective 1 January 2019, CW3s must have completed Warrant Officer Intermediate Level Education (WOILE) to be considered educationally qualified for promotion selection to CW4.

(8) For promotion selection to CW5 prior to 31 December 2018, officer may be selected for promotion to CW5, but they must occupy a position vacancy coded "W5" and be a WOSC/WOILE and WOSSE/Warrant Officer Senior Service Education (WOSSE) graduate before promotion. Effective 1 January 2019, CW4s must have completed WOILE (including all applicable phases) to be considered educationally qualified for promotion selection to CW5. Warrant officers must also occupy a position vacancy coded "W5" and be a WOSSE graduate before promotion.

*b. Equivalent credit.* For promotion consideration only—

(1) Officers enrolled (and actively participating) in an authorized resident course or final phase of a non-resident course as required in paragraph 2–9a at the time they are considered for promotion, will be deemed military educationally qualified for promotion consideration and selection.

(2) Additionally, equivalent credit for completion of a lower level course required in paragraph 2–9a will be awarded by the respective selection board if the officer has either graduated from a resident course that is higher than that required or, if at the time the board convenes, the officer is enrolled and satisfactorily participating in a resident course that is higher than that required. In order to qualify for this provision:

(a) The higher course must be completed in residence.

(b) Completion of the lower course must be a prerequisite for enrollment in the higher resident course and the completion or enrollment must be in a military status. Attending any military education course as a civilian will not count unless the DCS, G–3/5/7 grants equivalent credit in writing prior to the board, so that the record may be placed in the officer's file. This is not retroactive and will not qualify the officer for an SSB after the fact.

(c) The officer must have attended or be attending the higher resident course as a result of a DA centralized selection board.

*c. Education substitution.* The following may be substituted for military education for promotion to the grades indicated:

(1) An officer delayed to obtain a graduate degree and assigned to the Control Group (Officer Active Duty Obligor) or under administrative control of the Control Group (Officer Active Duty Obligor) with concurrent assignment to a RC unit will be determined educationally qualified for promotion to 1LT or CPT during the period of this assignment. The promotion authority will make this determination as a matter of record. A letter will be inserted into the officer's record before it is referred to the selection board. The letter will state that the educational waiver is canceled on the date the officer completes a qualifying Service school course. It may also be canceled when the officer completes 6 months or more of active duty or active duty training, whichever occurs first.

(2) A commissioned officer will be considered educationally qualified for promotion to CPT or MAJ under the conditions listed in paragraphs 2-9c(2)(a) through 2-9c(2)(d).

(a) The officer must have completed at least 2 years of consecutive ADL service as a commissioned officer but is not be presently serving on the ADL.

(b) The officer is being considered for promotion to a grade no more than one grade higher than his or her ADL grade.

(c) While in the current grade on the ADL, the officer must not have failed of selection for promotion to the higher grade.

(d) The officer was transferred from the ADL to the RASL within 3 years of the date the board convenes.

*d. Educational exceptions.* With the exception of the completion of AMEDD BOLC, the following commissioned officers, other than commissioned WOs, are not required to meet the military education requirements listed in paragraph 2-9c(2)(a).

(1) AMEDD officers, except Medical Service Corps (70 series and 67J), for promotion to MAJ, LTC, and COL.

(2) Officers of the Staff Specialist Branch other than those officers assigned to the Selective Service System.

(3) An AMEDD officer who, at the time of their accession into the RC, is undergoing a program of instruction (Medical/Dental/Veterinary School, Internship, Residency, Fellowship) that will culminate in the award of a specialty that the respective component desires to be considered exempt from military education requirements and will be determined educationally qualified for promotion purposes as follows:

(a) This exemption will not exceed 3 years from the time the officer completes the AOC producing program and is considered fully qualified in their specialty.

(b) Officers desiring a further delay in order to acquire a different specialty or sub-specialty that would require additional civilian training must apply for such delay through either the Director of the Army National Guard, or the Chief, Army Reserve, as appropriate and coordinated with the Office of the Surgeon General. Approvals will be granted based on the needs of the Service and Component.

(4) AMEDD officers not covered in paragraph 2-9d(3) must complete their initial military education within 3 years of accession.

(5) Officers in both paragraphs 2-9d(3) and 2-9d(4) who, by virtue of entry grade credit awarded at time of accession, will be considered for promotion to the next higher grade prior to completing initial military education (BOLC) and who have not completed BOLC prior to their eligibility/consideration date will be considered educationally qualified for promotion purposes. However, the promotion will not remove the requirement to complete military education requirements within 3 years of accession.

(6) Exceptions found in paragraph 2-9c will not be construed as a mandatory delay to complete military education. Officers able to complete a course of military instruction earlier than 3 years will be allowed to do so within the financial constraints of each Component/Service.

*e. General exceptions.* CG, HRC, Chief, Office of Promotions (RC), (AHRC-PDV-P), is the approval authority for all requests for exception to nonstatutory promotion requirements. Forward requests for exception to nonstatutory promotion requirements to Commander, U.S. Army Human Resources Command, (AHRC-PDV-P), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407 or email to [usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil). Requests must contain complete justification, including recommendations of intermediate commanders when applicable. Waiver requests must be received no later than 90 days prior to the convene date of the applicable board.

## **2-10. Civilian education requirements in accordance with 10 USC 12205**

*a.* No person may be selected for promotion to the Reserve grade of CPT or above, or be federally recognized in a grade above the grade of first lieutenant as a member of the Army National Guard unless, no later than the day before the selection board convene date, that person was awarded a baccalaureate degree from an accredited institution recognized by the Secretary of Education or, within the 3 years preceding promotion, the officer has earned a

baccalaureate degree from an unaccredited educational institution that has been recognized by the DoD for purposes of meeting officer educational requirements.

*b.* This requirement does not apply—

(1) For federal recognition in the grade of CPT or MAJ in the Alaska Army National Guard of a person who resides permanently at a location in Alaska that is more than 50 miles from each of the cities of Anchorage, Fairbanks, and Juneau, Alaska, by paved road and who is serving in a Scout unit or a Scout supporting unit.

(2) All Army Nurse Corps officers initially appointed on or before 30 September 2009 will be considered educationally qualified for promotion to CPT if they possess an associate in science degree in nursing or graduated from a nursing diploma program. Army Nurse Corps officers appointed after 30 September 2009, except for Nurse Anesthetists (66F), must possess a baccalaureate degree in nursing to be eligible for selection for promotion to CPT. Regardless of appointment date, the civilian education requirement for MAJ and above is a baccalaureate degree in nursing for Army Nurse Corps officers, except for an Anesthetist AOC 66F who may hold a baccalaureate degree in any field.

(3) To a person who was appointed to, or federally recognized in, the grade of CPT before 1 October, 1995.

**Table 2–1**  
**Time in grade and military education requirements for officer promotion consideration (statutory)**

Grade From	To	Minimum TIG in lower grade	Maximum TIG in lower grade	Minimum military education level <sup>1</sup>
2LT	1LT	18 months	<sup>2</sup>	BOLC
1LT	CPT	2 years <sup>3</sup>	5 years	BOLC
CPT	MAJ	4 years	7 years	CCC
MAJ	LTC	4 years	7 years	ILE–CC
LTC	COL	4 years	6 years	ILE–CC and Credentialing Course

Notes.

<sup>1</sup> See paragraph 2–9 for complete or additional requirements.

<sup>2</sup> See chapter 3, section V for promotion to 1LT.

<sup>3</sup> Consideration for promotion to CPT may occur prior to 2 years TIG in order to execute a promotion no earlier than 2 years TIG as a 1LT. All other grades may not be considered prior to the minimum TIG at the lower grade.

**Table 2–2**  
**Time in grade and military education requirements for warrant officer promotion consideration (nonstatutory, subject to individual zone message)**

Grade From	To	Minimum TIG in lower grade	Maximum TIG in lower grade	Minimum military education level <sup>1</sup>
WO1	CW2	2 years	2 years	WOBC <sup>2</sup>
CW2	CW3	5 years	6 years	WOAC <sup>3</sup>
CW3	CW4	5 years	6 years	WOSC/WOILE <sup>3</sup>
CW4	CW5	N/A	Announced annually <sup>4</sup>	WOSC/WOILE <sup>5</sup>

Notes.

<sup>1</sup> See paragraph 2–9 for complete or additional requirements.

<sup>2</sup> WO1 may be selected for promotion, however, WOBC must be completed before promotion unless pre-certified by the WO MOS proponent and WO MOS is awarded (for example, former officers and WOs).

<sup>3</sup> For WOAC and WOSC/WOILE all phases must be completed to be considered MILED qualified.

<sup>4</sup> Zone of consideration TIG is announced annually, subject to the needs of the Army.

<sup>5</sup> WOSSC/WOSSE is required for promotion pin on.

## 2–11. Mandatory board considerations

*a. General.* Mandatory selection boards will convene each year. These boards will consider ARNGUS and USAR officers on the RASL for promotion to CPT through LTC. They will also consider USAR WOs to grades CW3 and

CW4 in an active status, not on the ADL. These boards will consider officers for promotion without regard to vacancies in the next higher grade.

*b. First consideration.* First consideration for promotion will occur well in advance of the date the officer will complete the TIG requirements in table 2–1 or table 2–2, as appropriate. This may allow WO in the grades of CW2 or CW3 to be promoted on their eligibility date and commissioned officers in the grades of 1LT through MAJ to be promoted on or before their maximum TIG.

*c. Subsequent consideration.* Those officers noted in paragraph 2–11*b* who were not selected for promotion on the first consideration, and who remain in an active status, will be reconsidered by the next board considering their grade and competitive category.

*d. Below the zone consideration.* The SECARMY may, when the needs of the Army require, authorize the consideration of officers for promotion to COL, LTC, MAJ from below the promotion zone. The MOI will state the number of officers who may be selected for promotion from BZ. The number of officers recommended for promotion from BZ may not exceed 10 percent of the total number the board is authorized to select; however, the SECDEF may authorize that percentage to be increased to not more than 15 percent (see 10 USC 14307(b)).

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

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

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

*e.* SSBs will not consider officers who were omitted or had material error for BZ promotion consideration.

*f.* BZ officers not selected for promotion will not be included on the officially released list of officers who were considered and not selected for a particular board.

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

(1) During the one-year period ending on the date of the convening of the promotion board the officer has not continuously performed service on either the reserve active-status list or the active-duty list (or on a combination of both lists).

(2) Officers whose established separation or retirement date falls within 90 days after the date on which the board is convened (see 10 USC 14301).

(3) An officer whose name is on a promotion list for that grade as a result of recommendation for promotion by an earlier selection board or special selection board convened under 10 USC sections 14101 or 14502 or chapter 36.

(4) An officer who has been approved for Federal recognition by a board convened under 32 USC 307 and nominated by the President for promotion to that grade as a reserve of the Army, if that nomination is pending before the Senate.

(5) An officer who has been nominated by the President for promotion to that grade under any other provision of law, if that nomination is pending before the Senate.

(6) An officer in the grade of first lieutenant who is on an approved all-fully-qualified-officers list under 10 USC 14308(b)(4).

(7) An officer authorized to opt out of promotion consideration pursuant to 10 USC 14301(j).

## **Section III**

### **Position Vacancy Boards**

#### **2–12. U.S. Army Reserve troop program unit position vacancy selection boards**

The USAR PVB system is designed to promote officers to fill vacancies in USAR units that cannot be filled by local commanders with qualified officers of the authorized grade. A PVB will select the best-qualified, geographically available officers to the grades CPT through COL in a units modified table of organization and equipment (MTOE) or table of distribution and allowances (TDA). The USAR TPU PVBs will normally be held twice a year or as required.

*a.* Authorized vacancies. The following rules will be used to determine if a valid position vacancy exists.

(1) A promotable officer in a position authorized a higher grade will not be counted against the unit's strength authorized for their current grade.

(2) The existence of a vacancy for a position listed in (a) through (e) will be determined by counting certain officers against a unit's authorized MTOE or TDA position—

- (a) AMEDD positions – Count only assigned officers, to include over-strength, who possess the same AMEDD AOC or MFA as the position.
- (b) AMEDD branch immaterial positions – Count all assigned AMEDD officers, to include over-strength.
- (c) Chaplain and JAGC MTOE or TDA positions – Count assigned officers, to include over-strength, of the corresponding special branch.
- (d) Basic branch MTOE or TDA positions – Count only officers who are qualified in the position's designated branch.
- (e) Basic branch immaterial positions – Count all assigned basic branch officers, to include over-strength.
- (3) The position vacancy must be in the next higher grade unless an intermediate grade is not authorized in the MTOE or TDA. An officer filling a position that is two grades higher than his or her current grade may be recommended for promotion only to the next higher grade.
- (4) Medical Corps, Dental Corps, or Veterinary Corps officers may be promoted to fill unit position vacancies as described in paragraph 2–12b(5). This can be done without regard to whether an intermediate grade is authorized in the TOE or TDA but the recommendation for promotion may only be to the next higher grade.
- (5) MTOE or TDA positions in USAR units designated for fill by AGR, Regular Army, or individual mobilization augmentation (IMA) officers may not be filled by a PVB, even if unoccupied.
- b. Eligibility/Ineligibility. Commander of units seeking to fill officer vacancies through a PVB will send to the appropriate regional or mission support commander the names of all USAR unit officers in the next lower grade who meet the following promotion consideration eligibility requirements:
  - (1) Meets the minimum TIG (in accordance with tables 2–1 and 2–2) prescribed for promotion to the next higher grade on the day prior to convene date of the board.
  - (2) Are not in primary zone of a mandatory promotion board that will convene within 120 days before or 120 of the convene date of a PVB or have not been considered by a mandatory promotion board in the primary/above zone.
  - (3) Are geographically available to serve in the position for which considered. The unit commander having the vacancy—
    - (a) Will validate that an officer is geographically available if that officer lives within commuting distance to the unit as defined by AR 140–10.
    - (b) Will validate the geographical availability of an officer who certifies in writing their willingness and ability to travel to a unit outside of community distance.
    - (c) Will validate that an officer is of the required basic or special branch, and where appropriate, possesses the position's AOC or MFA.
  - (4) Be educationally qualified in accordance with paragraph 2–9 and table 2–1.
  - (5) Officers considered for position vacancy selection to LTC or COL positions must be qualified in the basic branch of the position before consideration, and must meet the assignment criteria established by AR 140–10. LTC and COL commander positions will not be filled by PVBs.
  - (6) AMEDD officers are considered for promotion to fill vacancies within their respective branch and other branches within the AMEDD when permitted by regulation. Dental Corps and Veterinary Corps 1LTs will be considered for promotion to fill valid CPT or MAJ vacancies within their respective corps but may only be promoted to the next higher grade. Medical Corps officers will be considered for promotion to valid MAJ vacancies within the Medical Corps but may only be promoted to the next higher grade. This is without regard to AOC or MFA. These officers must be in the grade of 1LT and be otherwise eligible.
  - (7) Chaplain Corps and JAGC officers will be considered for promotion to fill vacancies only within their respective branches.
  - (8) USAR officers who are on a promotion list resulting from mandatory or position vacancy promotion board consideration are not eligible for consideration by a subsequent position vacancy promotion board.
  - (9) Officers who failed of selection by a mandatory promotion board to the grade of—
    - (a) CPT through LTC will not be considered for position vacancy promotion.
    - (b) COLs will not be considered unless the SECARMY finds that the officer is the only qualified officer available to fill the vacancy. The SECARMY may not delegate this authority. Any such request must be in strict compliance with the procedures outlined in paragraph 2–16.
  - (10) Former Regular Army officers who were previously not selected for promotion while on active duty, including transfers from other Service, will not be considered for position vacancy promotion.
  - (11) CW2, CW3, and CW4 will not be considered for position vacancy promotion.
  - (12) If otherwise eligible, USAR officers who are involuntarily mobilized under 10 USC 12302 or 10 USC 12304, are eligible for PVB promotion consideration to the next higher grade. The officer, if recommended by the board, may be promoted upon confirmation by the CG, USARC, Commander, 7th Mission Support Command (MSC), or the

Commander, 9<sup>th</sup> MSC that the officer's chain of command has, or will assign the officer to the position for which recommended, within 180 days of release from active duty.

(13) Mobilized unit officers—

(a) Mobilized officers who are within 6 months of demobilization may be considered by the next scheduled PVB.

(b) A non-mobilized officer considered and selected by a PVB, who is subsequently mobilized, on or after the recess date of the PVB, may be promoted if the non-mobilized position for which the officer was selected becomes a mobilized position and the mobilized officer is assigned to that position.

(c) A non-mobilized officer considered by a PVB, who is subsequently mobilized for a period of six months or more, prior to the recess date of the PVB; will be removed from consideration by the Chief, DA Promotion Branch.

(d) An officer who is mobilized after the recess of the PVB and is selected by the PVB will be administratively removed from the board report unless the officer is assigned to the selected mobilized position.

c. Promotion consideration. USAR position vacancy promotion consideration to fill a TPU position vacancy is authorized under the following conditions—

(1) When a USAR commander—

(a) Validates that no qualified IRR or IMA officers are available within commuting distance to the positions.

(b) Posts the vacancy announcement on the HRC web site for a minimum of 30 days and considers all IRR and IMA officers who applied for the position.

(c) Confirms there are no qualified IRR or IMA officers of the authorized grade and are geographically available.

(2) A mobilized unit that is within 1 year of demobilization may request position vacancy fill through the PVB process. The position being considered by the PVB must be a non-mobilized position as of the day the board results are released. All eligible officers must be considered or decline consideration.

(3) Officers who are recommended for promotion by a PVB must be removed from the promotion list if they are not assigned to the position within six months after the approval of the board report. Removal from a PVB promotion list does not constitute a failure of selection.

d. The CG, HRC will publish application instruction 180 days prior to the next schedule PVB.

## **2–13. Army National Guard of the United States unit vacancy selection boards**

a. States may not submit a unit vacancy federal recognition recommendation for an officer whose mandatory selection board is scheduled to convene within 120 days for CPT through LTC, or 180 days for COL.

b. An officer in the grade of 1LT through MAJ who failed of selection for promotion by a mandatory board will not be considered for a unit vacancy promotion unless selected on a subsequent HQDA mandatory board.

c. National Guard Regulation (NGR) 600–100 and NGR 600–101 govern Federal recognition of State unit vacancy promotions of ARNGUS officer and WOs.

## **Section IV**

### **Position vacancy promotion to the grade of colonel for lieutenant colonel previously not selected for promotion by a mandatory promotion board**

## **2–14. General**

a. Pursuant to 10 USC 14315, a USAR officer in the grade of LTC who has failed of selection for promotion by a mandatory promotion board may be considered for a position vacancy promotion or, if selected, promoted to the higher grade, only if the SECARMY determines that the officer is the “only qualified officer available to fill the vacancy.” Likewise, an ARNGUS officer in the grade of LTC who has failed of selection to the next higher grade by a mandatory promotion board may not be extended Federal recognition in the higher grade unless the SECARMY determines that the officer is the “only qualified officer available to fill the vacancy.” The SECARMY may not delegate this authority.

b. The policy contained herein applies only to officers in the grade of LTC who have failed of selection to the grade of COL by a mandatory promotion board. Requests to consider officers failed of selection to the grade(s) of CPT, MAJ, or LTC will not be considered.

c. A LTC who has failed of selection and who was selectively continued beyond his or her mandatory removal date, regardless of reason, is not eligible for position vacancy promotion. Waiver of this provision is not authorized.

d. Requests pertaining to USAR JAGC positions must receive an endorsement from TJAG. Requests from ARNG JAGC officers must include written concurrence from TJAG that the officer designated by the respective State is the only qualified officer available to fill the vacancy.

e. A request must be submitted in accordance with the instructions contained in paragraph 2–16.

## 2–15. Required information regarding secretarial guidance

*a.* This paragraph enumerates Secretarial Guidance Policy established in 10 USC 14315(e) for the USAR and 10 USC 14316(c) for the ARNGUS. The purpose of this section is to identify data necessary to process requests for Secretarial determination that the officer recommended is the “only qualified officer available to fill the vacancy.”

- (1) The SECARMY is the sole approval or disapproval authority. This may not be delegated.
- (2) Only requests pertaining to officers in the grade of LTC, who have failed of selection to the grade of COL by a mandatory board, will be considered.
- (3) A LTC failed of selection to COL who was selectively continued beyond his or her mandatory removal date, regardless of reason, is not eligible for position vacancy promotion or Federal recognition under this policy. Waiver of this policy is not authorized.
- (4) Forward all requests through ARNGUS or USAR channels, as appropriate, to the DCS, G–1 for submission to the SECARMY.

(5) Unless otherwise indicated, this paragraph must be complied with and tabs A through G must be completed in full and forwarded to the SECARMY through the DCS G–1, with the transmittal memorandum. Requests that do not provide all required information will be returned without action.

*b.* The request packet must be organized as follows:

- (1) Memorandum signed by a general officer or SES that includes the following information:
  - (a) Nominated officer (last, first, middle initial).
  - (b) The month and year of the HQDA mandatory promotion board by which this officer, under 10 USC 14501 (that is, failure of selection, declination, or removal from an approved promotion list after second consideration) was deemed failed of selection to the grade of COL.
  - (c) Explanation of why the officer’s qualifications make them the only qualified officer available to fill the vacancy. If a position requires a specific medical specialty, the AMEDD officer recommended must be certified in that specialty. If the position requires a USAR JAGC officer, the JAGC officer recommended must be designated to fill the position by TJAG. If the position requires an ARNGUS JAGC officer, indicate that TJAG concurs that the officer designated by the State is the only qualified officer available to fill the vacancy.

(d) Explanation for the reason the position is currently or is projected to remain vacant for an extended period of time. Include the name of the officer who last held the position and the reason for that officer vacating the position (for example, retirement, separation, or reassignment to another critical position). If the officer was reassigned, include the reason for the reassignment and the TDA/TOE/MTOE paragraph and line number to which the officer was reassigned.

(2) Tab A - Position information.

- (a) TDA/TOE/modified TOE (MTOE) number.
- (b) Document execution date (E-Date).
- (c) Paragraph and line number.
- (d) The position status (currently vacant or projected vacancy).
- (e) The projected vacancy date (*Note.* The projected vacancy date must be within 6 months of the date of this request).

(f) Position duty description. Include a list of the specific qualifications required for the position and information regarding geographic location. If this description was modified in any way since the position was last filled, include a detailed explanation of the modification and the reason for the change. Specific qualifications include, but are not limited to: 1) the level of previous command or staff experience; 2) the minimum professional or functional military education; and 3) required civilian education. Detailed specific qualifications are especially critical when requesting position vacancy fill for a branch immaterial position.

(g) Total authorized.

(h) Total assigned.

(i) Number of additional valid temporary authorizations.

(j) In the grade of COL: (If none, so state.) (*Note.* For ARNGUS requests, provide State or Territory totals by 10 USC AGR, Title 32 AGR, and Mobilization Day (M-Day). For USAR requests include totals for all commands subordinate to the requesting authority.)

(3) Tab B – List of officers not recommended for reassignment to the position – Provide information justifying the absence of any other qualified, available officers. For branch immaterial positions, all COLs and/or LTCs in the appropriate competitive category(ies) who are authorized to fill the position vacancy must be considered. For positions requiring a specific branch and/or specialty, all COLs and/or LTCs holding the specific branch and/or specialty required to fill the position vacancy must be considered. If a position requires a specific medical specialty, an AMEDD officer recommended to fill that position must be certified in that specialty. If the position requires a JAGC officer,



the JAGC officer recommended must be designated to fill the position by TJAG. If the position requires an ARNGUS JAGC officer, indicate that TJAG concurs that the officer designated by the State is the only qualified officer available to fill the vacancy.

(a) *Colonel*. Provide a by-name list of all officers in the grade of COL in the competitive category(ies) authorized to fill the position vacancy who were considered to fill the position described at tab A, but not recommended. Explain the reason why each officer was determined not to be qualified or available to fill the vacancy. If there are no officers in the grade of COL available to fill the position, state so.

(b) *Promotable Lieutenant Colonel*. Provide a by-name list of all officers in the grade of LTC of the competitive category(ies) authorized to fill the position vacancy who are on a standing promotion list and were considered to fill the position described at tab A, but were not recommended. Explain the reason why each officer was determined not to be qualified or available. If there are no officers in the grade of LTC in this category, state so.

(c) *ARNGUS LTC holding certificates of eligibility*. For ARNGUS positions, provide a by-name list of all officers in the grade of LTC of the competitive category(ies) authorized to fill the position vacancy who hold a valid Certificate of Eligibility and were considered to fill the position described at Tab A, but were not recommended. Explain the reason why each officer was determined not to be qualified or available. If there are no officers in the grade of LTC in this category, state so.

(d) *Failed of selection LTCs*. Provide a by-name list of all failed of selection officers in the grade of LTC of the competitive category(ies) authorized to fill the position vacancy who were considered to fill the position described at tab A, but were not recommended. Explain the reason why each officer was determined not to be qualified or available. If there are no officers in the grade of LTC in this category, state so.

(e) *LTCs meeting minimum time in grade requirements*. Provide a by-name list of all other LTCs of the competitive category(ies) authorized to fill the position vacancy who meet the minimum TIG requirements for position vacancy promotion, and were not recommended to fill the position described at Tab A. Explain the reason why each officer was determined not to be qualified or available. If there are no officers in the grade of LTC in this category, state so.

c. Required time in service for failed of selection officers in the grade of LTC. A failed of selection officer in the grade of LTC who is nominated and approved for a position vacancy promotion must be able to serve a minimum of 3 years in the vacant position, from—

(1) *Army National Guard of the United States*. The date the State Federal Recognition Board, that is the basis for this request, convenes to consider the officer for Federal recognition to the next higher grade; or

(2) *U.S. Army Reserve*. The date of the memorandum submitted by the area commander requesting SECARMY approval.

## **2–16. Returned requests**

Language to be included in responses to requests for promotion to COL through the position vacancy board process of LTCs previously failed of selection by a mandatory Reserve of the Army selection board. The following language will be included in all responses that return requests without action.

a. *Paragraph to be used in all responses which return requests for Secretary of the Army action under 10 USC 14315(e) or 14316(c)*. “Although the Reserve Officer Personnel Management Act (ROPMA) provides for the position vacancy promotion consideration of officers who failed of selection by a mandatory selection board if the Secretary of the Army determines the officer to be the only qualified officer available to fill the vacancy. The request at enclosure 1 does not comply with policy implementing the ROPMA provisions. Therefore the request is returned without action. The request may be resubmitted once the supporting documentation complies with the statutory requirements.”

b. *Paragraph to be used when returning a request that does not contain all information required in paragraph 2–15*. “In order for your request to comply with Secretarial policy and be forwarded to the Secretary of the Army for action, you must provide the information requested in section II (Secretarial Guidance Implementing 10 USC 14315(e) and 14316(c)).”

c. *Paragraph to be used when returning a request that contains incomplete information required in paragraph 2–15*. “In order for the request to comply with Secretarial policy and be forwarded to the Secretary of the Army for action, you must include all the information requested on the checklist (Secretarial Guidance Implementing 10 USC 14315(e) and 14316(c) at Enclosure 2). The request fails to contain the information required by (identity by paragraph the missing and/or incomplete information). *Note*. Requests that do not fully comply with this policy will be returned without action and return of said request without action does not constitute disapproval of the respective request.”

## Section V

### Processing Selection Board Results

#### 2–17. Selection board recommendations

- a.* Promotion selection boards will—
- (1) Base their recommendations on impartial consideration of all officers in the zones of consideration as instructed in the MOI. Board members must confine themselves strictly to matters of records in their deliberations.
  - (2) Keep confidential their reasons for recommending or not recommending any officer considered.
  - (3) In accordance with 10 USC 14101(a) and 10 USC 14108(a), recommend for promotion officers whom the board considers best qualified for promotion within each competitive category or, in the case of a vacancy promotion board, among those officers considered to fill a vacancy. A promotion board may not recommend an officer for promotion unless—
    - (a) The officer receives the recommendation of a majority of the members of the board;
    - (b) A majority of the members of the board finds that the officer is fully qualified for promotion; and
    - (c) A majority of the members of the board, after consideration by all members of the board of any adverse information about the officer that is provided to the board from the board screening finds that the officer is among those best qualified for promotion to meet the needs of the Army consistent with the requirement of exemplary conduct set forth in section 10 USC 7233.
  - (4) Based on the needs of the Army, the SECARMY may not place a numerical constraint on the number of fully qualified officers a mandatory promotion board may recommend for promotion to the next grade. For the purposes of a board without selection constraints, officers who are found fully qualified must also be found best qualified for promotion in accordance with this paragraph.
- 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 provide a list of officers found not fully qualified for promotion, but not recommended to be required to show cause for their retention in an active status.
  - (3) On completing their deliberations, board members and recorders will, as a minimum, certify in the report to the SECARMY that—
    - (a) To the best of their knowledge, the board complied with the MOI and DoDI 1320.14.
    - (b) They were not subject to or aware of any censure, reprimand, or admonishment resulting from the board's recommendations or the exercise of any lawful function within the authorized discretion of the board.
    - (c) They were not subject to or aware of any attempt to coerce or influence 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, among those officers whose name were provided to the board (in the case of boards selecting only to the "fully qualified" standard, the certification will include that standard instead of "best qualified").
    - (g) The officers recommended for promotion, including those who had adverse information furnished to the board, are, in the opinion of the majority of the members of the board, fully qualified and among the best qualified for promotion to meet the needs of the Army consistent with the requirements of exemplary conduct set forth in 10 USC 7233, among those officers whose names were furnished to board.
  - (4) In addition to the above reporting requirements, the promotion boards will also report the name of any officer who should be required to show cause for their retention in an active status. Show cause recommendation will be forwarded as follows:

- (a) CG, HRC for AGR, IMA and IRR officers.
- (b) CG, USARC for TPU officers.
- (c) Director, ARNG for ARNG officers.
- (5) The board report will 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 SECARMY.

## **2–18. Approving promotion board recommendations**

- a. A report of a selection board exists after a promotion board issues a signed board report. The board report becomes a promotion list after approval by the President or President's designee, or in the case of WOs, after approval by the SECARMY.
- b. Commissioned officer promotion boards make recommendations to the President of the United States. The President delegated this authority to the SECDEF to approve or disapprove promotion board reports. The SECDEF has delegated the approval authority to the Under Secretary of Defense for Personnel and Readiness, or other appropriate authority, for O–5 and below.
- c. Promotions to the rank of COL and above must be confirmed by the Senate in accordance with 10 USC 12203(a).
- d. The SECARMY is the approval or disapproval authority for promotion board reports for USAR CWOs promotions, and all SELCON boards and promotion review boards (PRB).

## **2–19. Removal from promotion list**

- a. The name of any officer erroneously considered and selected for promotion will not appear on any publicly released or officially posted pre-positioned or announced promotion list.
- b. Before the selection board report is approved by the President or the President's designee, the name of an officer in the rank of 1LT or above, may be removed from the report of the board only by the President or President's designee per 10 USC 14111. The authority to remove the name of a commissioned officer from a promotion list per 10 USC 14310 is delegated to the SECARMY. Before the report of a CWO selection board is approved by the SECARMY, the name of a CWO recommended by a selection board may be removed from the report of the board by the SECARMY or the Secretary's designee. See chapter 7, Promotion Review Boards for additional guidance.
  - (1) If an officer is determined to be ineligible for consideration for a reason listed in paragraphs 2–19b(1)(a) through 2–19b(1)(h), the DA Promotions Branch will verify the officer's ineligibility, explain the basis for the officer's ineligibility to the SECARMY, and advise the SECARMY to request that the President approve removal or administrative deletion of the officer's name from the promotion board report or the promotion list. A promotion advisory board (PAB) is not required for a determination that an officer was ineligible for consideration for reasons listed in paragraphs 2–19b(1)(a) through 2–19b(1)(h). An officer is ineligible if he or she—
    - (a) Was removed from an active status before promotion was finalized.
    - (b) Was not in an active status or was in an active status in error at the time of consideration.
    - (c) Was not participating satisfactorily in Reserve training (see para 2–7b(2)).
    - (d) Had not completed the minimum military educational requirements before the selection board convened (see table 2–2).
    - (e) Had not completed the minimum civilian educational requirements before the selection board convened (except for WOs) (see para 2–10).
    - (f) Was not in the zone of consideration (table 2–1 and table 2–2).
    - (g) Was appointed to or from assignment to a special branch (AMEDD, Chaplain Corps, or JAGC) before effective date of promotion (see para 2–1b).
    - (h) CW4s selected for promotion to CW5 who have not completed WOSSE within 24 months of board approval date.
  - (2) If an officer selected for a position vacancy promotion is determined to be ineligible for promotion for a reason listed in paragraph 2–20a(2)(a) and paragraph 2–20a(2)(e), DA Promotions Branch will, after verification, explain the basis for the officer's ineligibility and advise the SECARMY to request that the President approve removal or administrative deletion of the officer's name from the promotion board report or the promotion list. A PAB is not required for a determination that an officer was ineligible for selection for reasons listed in paragraphs 2–19b(2)(a) through 2–19b(2)(e). An officer is ineligible for position vacancy promotion if he or she—
    - (a) Was transferred from the assignment or attachment before the promotion was accomplished.
    - (b) Was not approved for the position per AR 140–10 and AR 135–18 (for USAR AGR officers).
    - (c) Was not eligible for selection for any reason.
    - (d) Was selected for a position vacancy which no longer exists due to reorganization.

(e) Was selected for a position vacancy promotion and is ordered to active duty (other than active duty for training or active duty with the unit in which the position vacancy exists) before promotion.

c. The report of each promotion board will be submitted to the SECARMY. If upon review the SECARMY determines that the board acted contrary to the law or regulation or to guidelines furnished to the board, the SECARMY will return the report, together with a written explanation of the basis for that determination, to the board for further proceedings. 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 will resubmit the revised report to the SECARMY.

d. If the SECARMY or the SECDEF recommends removing the name of an officer from a promotion board's report due to actions that are contrary to the exemplary conduct standards set forth in 10 USC 7233, 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 (see PRB process outlined in chap 7).

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

f. The SECARMY may release to the public the names of other officers selected after the appropriate authority approves the promotion selection board's report.

g. HQDA will normally give advance notice of the results of promotion selection boards to selected Pentagon officials and commanders of Army commands. Premature disclosure of promotion selection board results except as expressly approved by the SECARMY, is prohibited. Recipients are advised to retain the board results as "close hold" information until the official established release date. The release date will be announced in an Army-wide message.

h. Officers not recommended for promotion may, at the commander's discretion, may be advised of their status the day before the official release date of the promotion list. Officers considered from below the promotion zone will not be notified if they are not recommended for promotion.

i. When promotion board results are pre-positioned in preparation for public release, commanders will promptly do the following:

(1) Notify those officers within the command who were considered for promotion of the pending selection board release date.

(2) Review the records of those on the list to ensure that favorable personnel action is not precluded under AR 600-8-2. Commanders will immediately report to HRC, DA Promotions Branch (AHRC-PDV-PS) the names of nonpromotable officers (as per para 3-7) and forward supporting documents not filed in the officer's AMHRR to Commander, U.S. Army Human Resources Command (AHRC-PDV-PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407, [usarmy.knox.hrc.mbx.tagd-opsa@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-opsa@army.mil).

(3) Screen promotion lists to identify officers who should have been considered but were omitted and notify HRC, DA Promotions Branch (AHRC-PDV-PO) of the omission accordingly [usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil).

(4) Identify officers whose promotion is delayed for possible promotion review. Officers recommended for promotion but identified as scroll withhold will be advised by their command of their status the day before the official release date of the promotion list. Official promotion delay notification from HRC, DA Promotions Branch (AHRC-PDV-PS) will be sent within seven days of the promotion list release date.

j. 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. However, if the transfer to the new competitive category also involves a new appointment the promotion status will not automatically transfer. In such cases, the officer's grade will be determined according to applicable provision relating to the officer's appointment as established in AR 135-100 and AR 135-101.

k. An officer who is on a promotion list and is removed from the RASL prior to the effective date of promotion shall not be promoted from the RASL promotion list. A subsequent return to the RASL with a break in service does not warrant a return to the promotion list status held prior to release from the RASL.

## **2-20. Pre-board and post-board screening**

a. A pre-board screening as detailed in paragraph 2-6b(3) will be conducted on officers being considered for promotion to COL.

b. A post-board screening initiated by the DMPM will be conducted on officers selected for promotion to CPT through COL and CW3 through CW5 before the results of the PSB are forwarded to the SECARMY. A post-board

screening will include, but is not limited to, a review of information in official files maintained CID, DAIG, CRC, OTJAG, the restricted portion of the AMHRR, and a query for suspension of favorable personnel actions (see AR 600–8–2). A board convened at HQDA will review any derogatory information from the post-board screening and advise the DCS, G–1 or designee (normally the DMPM) whether the information is substantiated, relevant, and might reasonably and materially affect a promotion recommendation. An officer with adverse or reportable information that might reasonably and materially affect a promotion recommendation may not meet exemplary conduct requirements for promotion and may be recommended for a delay in promotion and referred to a PRB as prescribed in chapter 7 or a Special Selection Review Board (SSRB) as prescribed in 10 USC 14502a. An officer who is pending investigation into potential adverse information may not meet exemplary conduct requirements for promotion and will be recommended for a delay in promotion until the matter is resolved.

c. A screening and review process, similar to the post-board screening detailed in paragraph 2–20b, will be conducted for all 1LT/CW2 promotion nominations. The DMPM will initiate the screening and review process. The DCS, G–1 or designee (normally the DMPM) may refer any derogatory information to the promotion review authority (PRA) (usually the general court-martial convening authority) for further review before a 1LT/CW2 promotion nomination proceeds. The DMPM or higher level authority retains the authority to refer a second lieutenant (2LT)/WO1 to a PRB in cases where circumstances warrant such a referral.

## **Section VI**

### **Promotion Certification Process for Promotion to Captain without a Promotion Board**

#### **2–21. Selection of fully qualified officers**

a. When the needs of the Army require, the SECARMY may recommend the promotion of all 1LTs in the promotion zone who are fully qualified for promotion to CPT using an all-qualified officers list in lieu of convening a promotion selection board. Promotion screening authorities (HRC for APL officers, the Chief of Chaplains for CHs, TJAG for JAGC officers, or TSG for competitive categories within AMEDD) will recommend all fully qualified officer lists to the SECARMY when directed by the SECARMY using the following procedures:

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

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

- (a) Referred DA Form 67–10–1, DA Form 67–10–2, DA Form 67–10–3, or DA Form 67–10–4.
- (b) Letters or memoranda of reprimand filed on the performance folder of the AMHRR.
- (c) Record of non-judicial punishment filed in the performance folder of the AMHRR.
- (d) Record of court-martial convictions.
- (e) Other unfavorable information filed in the performance section of the AMHRR under the provisions of AR 600–37.

(3) Promotion screening authorities may recommend that officers with adverse information be required to show cause for retention in an active status. Show cause recommendations will be forwarded to CG, HRC; CG, USARC; or Director, ARNG, as appropriate.

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

- (a) Are fully qualified for promotion to the rank of CPT.
  - (b) Would be eligible for consideration for promotion to the rank of CPT upon the convening of a promotion selection board.
  - (c) Are needed in the next higher grade to meet mission requirements.
- b. The certification memoranda and recommended all fully qualified officers list will be forwarded to the DMPM for processing according to the instructions established by the DCS, G–1.
- c. The SECARMY may approve the all fully qualified officers list and forward the list for approval by the President or the President's designee or return the list to the promotion screening authority for corrective action as determined by the SECARMY.

d. If a promotion screening authority becomes aware that one of the documents listed in paragraph 2–22a(2) was filed or directed for filing in the AMHRR of an officer whose name appears on the recommended all fully qualified officers list before the list is approved by the SECARMY, the promotion screening authority will notify the

SECARMY, who may remove the officer's name from the recommended all fully qualified officers list before approval.

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

## **Chapter 3**

### **Managing Promotions**

#### **Section I**

#### **Processing Promotion Lists**

##### **3-1. Promotion of unit officers**

a. In order to accept a promotion, unit officers, other than USAR AGR officers, must be assigned to a position of grade commensurate to the grade for which selected. The promotion effective date cannot be earlier than the promotion board approval date. Follow the procedures in this section in computing effective promotion dates for all other RC commissioned officers serving on the RASL and WOs. Antedating an effective date of promotion is prohibited, unless required by law.

(1) The Chief, DA Promotions will notify the CG, USARC; 7th MSC; or 9th MSC commander, of the promotion of non-AGR, unit officers, and specifically identify those officers promoted upon reaching max TIG who are not assigned to a higher graded position, so that the USARC, 7th MSC, and 9th MSC may make a determination as to whether the officer should be transferred from the unit to the IRR under the provisions of AR 140-1, AR 140-10, and other relevant manning guidance.

(2) An officer who is considered and selected by a PVB will not be promoted if he or she is transferred from the assignment or attachment before the promotion's effective date. Nor will the officer be promoted if the vacancy no longer exists due to reorganization. Officers selected for a position vacancy, but who are not promoted due to transfer or lack of a position, will be deleted from the recommended list and will not be considered to have failed of selection for promotion.

b. USAR CWOs. Although USAR CWOs are not officially on the RASL, they are promoted in same manner as outlined in paragraphs 3-1a.

(1) For WOs, the effective date is the later of the date of the promotion memorandum or the day following the date the officer completes the TIG requirements, as in table 2-2.

(2) A USAR WO, who received Army of the United States promotion while on active duty in the Regular Army, will be promoted the day after release from the Regular Army to a permanent Reserve grade. The grade will be equal to the highest temporary Army of the United States grade satisfactorily held on active duty in the Regular Army.

c. An officer who was recommended for promotion to the next higher grade must meet the requirements listed below before being promoted in the RC. The officer must—

- (1) Be on the RASL or, if a WO of any grade, serving in an active status.
- (2) Be in the zone of consideration listed in tables 2-1 or 2-2, as appropriate.
- (3) Be medically qualified.
- (4) Have undergone a favorable security screening.
- (5) Meet standards of the Army Body Composition Program (AR 600-9).
- (6) Be a satisfactory participant as defined in paragraph 2-7b(2).

##### **3-2. Promotion of USAR AGR officers**

USAR AGR commissioned officers who are on the RASL are promoted from promotion lists in order of seniority (shown by the promotion sequence number), or based on a particular merit (as determined by the promotion board), as additional officers are needed within each competitive category.

a. Officers selected for promotion will be promoted in the following sequence: above the zone (AZ), primary zone (PZ), below the zone (BZ) populations.

b. A USAR AGR officer considered and selected by a mandatory promotion board, but who cannot be promoted due to strength limitations of 10 USC 12011, will be forwarded a memorandum from HRC (AHRC-OPL-R) that will give the officer two options. The officer can either: voluntarily leave the AGR Program and accept promotion in the higher grade (refer to para 3-3) as a non-AGR USAR officer; or the officer can remain in the current grade in the AGR Program. Officers who remain in the USAR AGR Program will be considered to be in an indefinite involuntary delay status per 10 USC 14311(e) and will remain on the promotion list. When the strength limitation no longer exists,

the DOR and position on the RASL of an AGR officer whose promotion to or Federal recognition in the next higher grade was delayed solely of the strength limitations of 10 USC 12011 will be the date on which the officer would have been promoted to or recognized in the higher grade had such limitations not existed.

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

d. Selection after first nonselection. The promotion of an officer selected after not being selected on a first mandatory consideration cannot be earlier than the approval date of the second mandatory board by which the officer is considered.

e. Commissioned officers selected for promotion on boards that utilized merit based sequencing, pursuant to 10 USC 14108 and 14308, will be placed higher on the promotion list, in their order of merit as determined by the board's vote, for each competitive category. The remainder of the selectees on each recommended list will be placed on the promotion list immediately below those officers reordered and inserted at the top of the promotion list, in order of their seniority on the RASL, pursuant to 10 USC 14308.

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

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

### **3-3. Effective date**

a. An officer is promoted after selection if all qualifications for promotion are met (chap 2). In no case will the DOR or effective date of promotion be earlier than the date the board is approved, or, if required, the date of Senate confirmation.

(1) Promotion of non-unit officers. The effective date and date of promotion, to include officers recommended on a second or subsequent mandatory board, will be no earlier than the approval date of the board, the date of Senate confirmation, if required, or the date the officer meets maximum TIG, whichever is later.

(2) Promotion of unit officers.

(a) Promotion to fill USAR position vacancies. The effective date and date of promotion will be no earlier than the approval date of the board, the date of Senate confirmation (if required), or the date the officer is assigned to the position, whichever is later. If not occupying the position, assignment of selectees to position vacancies will take place immediately on announcement of the results of the board.

(b) Unit officers selected by a mandatory board will have a promotion date and effective date no earlier than the date the board is approved or the date of Senate confirmation, if required, provided they are assigned to a position in the higher grade. When the board approval or, if required, Senate confirmation is before assignment to the position in the higher grade, the effective date and the date of promotion will be the date of assignment to the higher graded position. If the officer voluntarily delays promotion and is later assigned to a higher graded position during the period of delay, the effective date and date of promotion becomes the date of assignment to the higher graded position.

(3) Promotion of unit officers selected by mandatory boards who transfer to a non-unit status to accept promotion.

(a) Officers who transfer from a unit to non-unit status before reaching maximum TIG are promoted effective on attaining maximum TIG.

(b) Officers who transfer from a unit on or after reaching maximum TIG (during a period of voluntary delay) are promoted effective on the date of transfer to a non-unit status.

(c) Officers who transfer from the ARNGUS to USAR non-unit status before reaching maximum TIG are promoted effective on attaining maximum TIG.

b. ARNGUS commissioned officers (other than commissioned WOs) who are on a promotion list resulting from a mandatory promotion board will be extended Federal recognition in the higher grade. This will be without examination by a Federal recognition board when the officer is appointed in the State in that higher grade to fill a vacancy in the Army National Guard.

c. Promotions to fill position vacancies at the higher grade require a DA Form 7774 (Promotion Qualification and Verification Statement), signed by the unit commander, LTC or higher, forwarded to HRC officer promotions orders team at [usarmy.knox.hrc.mbx.tagd-agop-orders-team@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-agop-orders-team@army.mil). Double slotting or overlapping of multiple officers for a single, higher-rated position, while allowed for manning purposes, is not authorized for promotion purposes. Officers will not be temporarily assigned to, or rotated through, a position solely for the advantage of being promoted

to the higher grade. The DA Form 7774 will be returned without action if found to be incomplete or to contain position information that cannot be verified as a valid vacancy.

### **3–4. Processing the recommendations of promotion selection boards**

a. HQDA will normally give advance notice of the results of promotion selection boards to selected Pentagon officials, commanders of Army commands, Army service component commands, direct reporting units, installation management commands, and CGs. Premature disclosure of promotion selection board results, except as expressly approved by the SECARMY, is prohibited. Recipients are required 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 MILPER message.

b. 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 BZ will not be notified unless recommended for promotion.

c. Officers not recommended for promotion, or those recommended for promotion but withheld from the promotion list, may, at the commander’s discretion, be advised of their status the day before the official release date of the promotion list.

d. Officers not recommended for promotion may obtain a copy of their promotion file by contacting HRC Officer Promotions or writing to Commander, U.S. Army Human Resources Command (AHRC–PDV–PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407 or [usarmy.knox.hrc.mbx.tagd-opsa@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-opsa@army.mil).

e. Officers in the rank of 1LT, CPT, MAJ, CW2 and CW3 who are twice not recommended for promotion will be advised of the effect of their nonselection in correspondence from HRC (AHRC–OPL–R) and/or the RSCs, 7th MSC or 9th MSC on or about the release date of the board results. Officers who have twice failed to be selected to the next higher grade may, if directed by the SECARMY, be considered for SELCON to fulfill specific Army requirements.

f. Promotion lists are subject to additional administrative review and are not to be construed as promotion orders. Accordingly, individuals should not assume that the structure of a list or the presence of a name on a list constitutes a guarantee of promotion. Promotions will only be officially accomplished by HRC promotion orders.

g. HRC will not promote those officers who are dropped from the rolls of the Army, separated, or retired before being promoted from the list without provisions for reinstatement on the list if they subsequently return to an active status.

### **3–5. Authority to announce promotion of officers**

a. The requirements for promotion orders prescribed in this regulation take precedence over conflicting instructions in other Army regulations unless specified by a higher level proponent.

b. During war or national emergency, certain Army commanders may be authorized to make promotions. Promotions will be subject to criteria established by HQDA.

c. Promotions to 1LT and CW2 will follow procedures in chapter 3, section V. Promotions for CPT through COL and CWO ranks CW3 through CW5 will be published utilizing Order Format 300.

d. Only the organization that published the original promotion order or a higher headquarters may amend, rescind, or revoke a previously issued promotion order.

e. To be in compliance with the Privacy Act, full SSNs will be deleted from all copies of mass promotion orders being distributed for public situational awareness.

### **3–6. Accepting promotion**

Unless an officer declines a promotion in writing under the provisions of this regulation, absent other circumstances such as a PRB, he or she is considered to have accepted the promotion on the effective date announced in the promotion order.

## **Section II**

### **Nonpromotable Status and Delay of Promotion**

### **3–7. Nonpromotable status**

a. An officer who is recommended for promotion will be in a nonpromotable status, and the officer’s promotion will be 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 undergoing punishment under Article 15, UCMJ. The officer is considered to be serving a sentence or undergoing punishment (including suspended punishment, probation, or parole) and therefore nonpromotable, through the last day of any sentence to confinement, restriction, hard labor, forfeiture of pay and/or allowances, or the payment of a fine, even if all other parts of the punishment have been served. In addition, if the officer was flagged (or should have been flagged) in compliance with AR 600–8–2, such flag will only be closed by HQDA. The officer is nonpromotable regardless of whether the record of punishment is filed in the performance or the restricted folder of the AMHRR.

(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.

(5) Under proceedings that may result in administrative elimination or discharge under any condition other than honorable (for example, general, under other than honorable conditions, bad conduct, or dishonorable).

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

(7) A CWO whose voluntary retirement application was approved by HRC.

(8) The recipient of a referred evaluation report, a memorandum of reprimand directed for filing in the AMHRR, or other adverse information filed in the officer's AMHRR which was not available to the board that selected him or her for promotion.

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

(10) Documented as overweight as defined in AR 600–9, failed the Army Combat Fitness Test (ACFT) most recently administered, or through the officer's own fault (as determined by the first commander who is senior to the officer concerned) has not taken and passed an ACFT within the period required by AR 350–1. Officers having a valid permanent or temporary medical profile that, as determined by appropriate medical personnel, precludes administration of the ACFT even in an authorized modified form, are deemed to have failed to take the ACFT through no fault of their own.

(11) Below the rank of CPT 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.

(12) Under or should be under suspension of favorable personnel actions as established in AR 600–8–2. Absence of DA Form 268 (Report to Suspend Favorable Personnel Actions (Flags)), does not negate the fact that the officer was in a nonpromotable status on the promotion eligibility date (PED). However, a DA Form 268 must be processed as soon as practicable.

b. The name of any officer erroneously considered and selected for promotion will be administratively deleted by the Chief, DA Promotions Branch from any promotion selection list, to include SSBs, prior to the SECARMY approval provided no other officer(s) were disadvantaged. All erroneous considerations found after SECARMY approval of results, or erroneous consideration where another party is disadvantaged, requires SECARMY approval for administrative deletion.

### **3–8. Delay of promotion of an officer in a nonpromotable status**

a. The promotion of any officer who is in a nonpromotable status is automatically delayed. A DA Form 268 will be imposed during the delay. However, absence of a DA Form 268 on the officer's PED does not affect his or her nonpromotable status provided the officer should have been flagged on his or her PED and the flag is imposed as soon as practicable. 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. If an officer is in a nonpromotable status at the time an officer's name is announced on a promotion list, the officer's commander will immediately notify him or her of the reason for the delay. If this is impractical, written notice will be given as soon as possible. If a promotion is delayed, the officer must be given an opportunity to make a written statement to the SECARMY as part of any PRB action that later occurs.

b. Delays under this provision will be resolved within 6 months of the date the officer would have been promoted. An officer's promotion will not be delayed more than 6 months unless the SECARMY, or the Secretary's designee, grants a further delay. The CG, HRC or designee will monitor cases involving delay and is delegated the authority to grant a further period of delay in cases involving nonpromotable overweight officers and officers under suspension of favorable personnel actions (flagged). A further period of delay is deemed to have been granted in any case that was referred to a PRB, or in cases which court-martial charges are preferred against the officer on the PED. The delay, in such cases, extends until the SECARMY takes final action. In no case may an officer's promotion be delayed more than 90 days after final action in any court-martial or criminal case against the officer in Federal and/or State court, if

the officer is otherwise qualified for promotion, or more than 18 months after the date on which the officer would otherwise have been promoted unless further processing for confirmation by the Senate or appointment under Presidential authority is required, whichever is later.

c. If within 6 months after the effective date of promotion, or promotion orders production date for backdated orders, new information results in a determination by HQDA that an officer should have been in a nonpromotable status on the effective date of the promotion, 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 or promotion of officers on subsequent promotion lists.

e. When DA Form 268 is field-initiated on a promotable officer or WO and one or more of the following occurs, only HQDA may authorize closing of the flagging action (list is not all inclusive). Once the case is completed, the unit will forward a copy of the open DA Form 268 with a description of the action taken against the promotable officer or WO, to include any punishment filed in the restricted folder of the AMHRR, to Commander, U.S. Army Human Resources Command (AHRC-PDV-PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407 or [us.army.knox.hrc.mbx.tagd-opsa@army.mil](mailto:us.army.knox.hrc.mbx.tagd-opsa@army.mil).

(1) Officer receives Article 15, whether filed in the performance or restricted folder of the AMHRR.

(2) Officer receives a memorandum of reprimand, whether filed in the performance folder of the AMHRR or locally filed.

(3) Court-martial charge(s) are preferred against an officer.

(4) Officer receives a referred evaluation report.

(5) Officer is flagged for any other adverse action.

(6) Officer is flagged for ACFT failure or noncompliance with AR 600-9.

f. In addition to the basis for delay listed above, CG, HRC may take action to delay a promotion in accordance with paragraph 3-5 and recommend that an officer undergoes a PRB if—

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

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

### **3-9. Date of rank and effective date of promotion after a delay**

a. When a delay in promotion ends, the promotion orders approval authority, the Chief, DA Promotion Branch, will determine if the officer was, in fact, unqualified (as opposed to ineligible, as described in this regulation) for promotion during all or part of the delay and will adjust the DOR and effective date of promotion accordingly.

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 height/weight standards or passed the ACFT.

(3) Type of punishment received.

(4) Date all punishment will be completed.

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

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

c. In court-martial cases involving officers on HQDA-centralized promotion lists, the General Court-Martial Authority will forward to Commander, U.S. Army Human Resources Command (AHRC-PDV-PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407, [usarmy.knox.hrc.mbx.tagd-opsa@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-opsa@army.mil) a memorandum that includes the information in paragraph 3-8e.

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

(1) Noncompliance with the height/weight standards of AR 600–9: then the DOR and effective date is the day the officer met the standard(s).

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

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

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

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

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

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

### **3–10. Revocation of promotion orders**

A promotion order will be revoked when an officer declines promotion according to procedures prescribed in paragraph 3–20 or when the promotion authority 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 that did not meet the requirements outlined in paragraph 2–7.

(3) The officer was in, or should have been in, a nonpromotable status on the effective date of the promotion.

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

### **3–11. De facto status**

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

### **3–12. Promotion ceremonies**

Promotion ceremonies may be conducted before the effective date of a promotion, only under the following conditions:

(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 no 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. There are no exceptions to this rule.

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

(4) This authority does not impact the frocking provisions outlined in chapter 5.

## **Section III**

### **Voluntary Delays of Promotion and Declinations**

#### **3–13. Policy**

Officers who are selected for promotion to the next higher grade may voluntarily request a delay of their promotion for a period authorized in this section. Delay beyond the maximum period is not authorized unless approved by DCS, G–1. Request for an exception will not be considered unless the area commander or State Adjutant General recommends approval. Denial of a voluntary request for delay will not be considered to be a failure of selection for promotion.

unless the officer declines to accept the promotion. This section does not apply to officers serving in an AGR status, to officers selected through the Federal recognition process, or to officers selected by USAR position vacancy boards.

### **3-14. Approval authority**

The authority to approve delays of promotion is assigned to—

- a.* Area commanders with the ability to delegate to the USARC DCS G-1, 7th MSC DCS G-1, or 9th MSC DCS, G-1, as appropriate for USAR unit officers.
- b.* The CG, HRC for non-unit USAR officers.
- c.* State Adjutants General for ARNGUS officers.

### **3-15. Period of voluntary delay**

- a.* SECARMY may permit delays of a promotion of an officer who is recommended for promotion by a mandatory selection board convened under 10 USC section 14101(a) or a special selection board convened under 10 USC section 14502 at the request of the officer concerned.
- b.* The period of delay may extend for any period to a maximum of 3 years from the date the officer would otherwise be promoted for—
  - (1) ARNGUS officers (including technicians), with the consent of the adjutant general.
  - (2) An officer who is employed as a civilian in a USAR technician position.
- c.* A LTC selected for promotion who is in command of a battalion level unit on the day the board report is approved, may request a delay in promotion through the last day of the 24th month in command provided the command assignment was the result of centralized command board selection. Voluntary delay extensions beyond the 24th month in command are not authorized.

### **3-16. Effects on promotion lists**

The names of ARNGUS and USAR officers requesting delay of promotion to the next higher grade will be retained on the promotion list for the maximum period authorized, unless promoted to the grade for which selected or removed under some other provision of law or regulation. Upon the end of the period of the authorized delay, or at any time during such period, the officer may accept the promotion, which shall be effective on the date of acceptance.

### **3-17. Delay procedures**

Officers recommended for promotion by mandatory selection boards will be notified of their selection. If the officer's request for delay is approved, it will be processed as follows.

- a. Non-unit U.S. Army Reserve officers.* The reason and approval date of the delay will be entered on the memorandum of promotion. A copy will be sent to Commander, U.S. Army Human Resources Command, Chief, DA Promotions, (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407 (usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil).
- b. Unit U.S. Army Reserve officers.* A copy of the notification, together with the approved endorsement delaying the promotion will be sent to Commander, U.S. Army Human Resources Command, Chief, DA Promotions, (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-540 (usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil). The period of authorized delay will be recorded in the Soldier Management System/Integrated Web Service (or equivalent).
- c. Army National Guard of the United States officers.* The adjutant general will transmit a copy of the notification, together with a copy of the approved endorsement delaying the promotion. It will be sent through Chief, National Guard Bureau (NGB-ARP-C), 111 South George Mason Drive, Arlington, VA 22204-1382, to CG, HRC, Chief, DA Promotions at the address noted in paragraph 3-15a.

### **3-18. Expiration of voluntary delay period**

- a. Unit officers.* If not promoted on or before the end of their maximum authorized voluntary delay period, the officer will either be transferred from the unit and promoted, or decline promotion and be considered to have failed of selection for promotion (nonselect).
- b. Non-unit officers.* If not promoted on or before the end of his or her maximum authorized voluntary delay period, the officer will either be promoted, or decline promotion and be considered to have failed of selection for promotion (nonselect).

### **3–19. Declination of mandatory promotion**

a. The names of officers declining mandatory promotion to the grade of CW5 or COL will be removed from the promotion list. These officers will continue to be considered by subsequent boards provided they remain eligible. LTCs who decline mandatory promotion will not be considered for position vacancy promotion without the approval of the SECARMY. This authority will not be further delegated.

b. The names of officers declining mandatory promotion to the grades of LTC and below will be removed from the promotion list. Declination has the same effect as removal from a promotion list and is considered a nonselection.

(1) The SECARMY does not authorize voluntary delays of promotion to the grade concerned and the officer declines to accept an appointment to a higher grade.

(2) The SECARMY authorized voluntary delays of promotion, but denied the request from the officer for delay of promotion and the officer declines to accept an appointment to the higher grade.

(3) The SECARMY approved the request of the officer for voluntary delay of promotion and, on the end of the period of delay, the officer declines to accept an appointment to a higher grade.

c. After two failures of selection for promotion, including declination of mandatory promotion, officers in the grades of CW2, CW3, 1LT, CPT, and MAJ will be removed from active status per paragraph 3–22.

### **3–20. Processing a declination of promotion**

a. An officer may decline any promotion. However, the officer's request must include written counseling by his or her rater (or if unavailable the next officer in the chain of command) about the impact of the declination.

b. The CG, HRC (AHRC–PDV–PO), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407, [usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil), must receive a declination memorandum (see fig 3–1) signed by the officer and the respective rater counseling memorandum before the effective date of promotion.

c. The name of an officer who declines promotion will be deleted from the promotion list by the SECARMY. The officer will not be eligible again for promotion by the promotion selection board or SSB that recommended him or her for promotion, nor are they eligible for SELCON consideration based on once officially removed from the promotion list by the SECARMY.

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

e. Deletion from a promotion list based on declination of promotion will constitute a nonselection for promotion and will have the effect of a removal from a promotion list. Likewise, a declination of promotion in lieu of a PRB will constitute a nonselection for promotion and will have the effect of a removal from a promotion list.

f. Officers identified in a post-board screening (para 2–20) to have derogatory information on file may not decline the promotion to avoid referral to a PRB. Declination in lieu of a PRB is authorized, but only after the official PRB notification has been sent to the officer and HRC has received the officer's intent to decline in lieu of the PRB.

g. An officer who declines promotion in lieu of a PRB may, upon review by the CG, HRC, also be required to show cause for retention on an active status in accordance with AR 600–8–24 or AR 135–175.

h. Officers declining promotion to 1LT and CW2 are ineligible for subsequent promotion and are required to separate upon expiration of existing service obligation.

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

## **Section IV**

### **Failure of selection and selective continuation**

### **3–21. Failure of selection for promotion**

a. *First nonselection.* An initial nonselection for promotion to the next higher grade will constitute a first failure of selection for promotion to any grade other than CW2, CW5, 1LT, and COL. An officer remaining in an active status following a first failure of selection will again be considered for promotion by the next regularly scheduled mandatory board considering that grade and competitive category.

(1) Refer to paragraph 3–25 for officers found not qualified for promotion to 1LT or CW2.

(2) A nonselection for promotion to the grade of CW5 does not constitute a failure of selection for promotion. A CW4 who remains in an active status and meets the criteria for the next announced zone of consideration will continue to be considered by subsequent regularly scheduled mandatory selection boards.

(3) A nonselection for promotion to the grade of COL does not constitute a failure of selection for promotion. A LTC who remains in an active status, and who continues to remain qualified, will continue to be considered by subsequent regularly scheduled mandatory selection boards.

*b. Second nonselection.*

(1) An officer who twice fails of selection for promotion to the grade of CW3 or CW4 will be removed from an active status in accordance with paragraph 3–22 unless subsequently placed on a promotion list, selected for continuation, or retained under any other provision of law or policy (for example, sanctuary).

(2) An officer who twice fails of selection for promotion to the grade of CPT, MAJ, or LTC will be separated in accordance with paragraph 3–22 unless subsequently placed on a promotion list, selected for continuation, or retained under any other provision of law (for example, sanctuary).

### **3–22. Action resulting from nonselection**

Area commanders, or when delegated, the USARC DCS, G–1; 7th MSC DCS, G–1; 9th MSC DCS, G–1; Chief, NGB and State Adjutants General; and CG, HRC will take necessary removal action as prescribed in this paragraph.

*a. U.S. Army Reserve CW2 and CW3.* A USAR WO who twice fails of selection for promotion to CW3 or CW4 whose name is not on the list of officers recommended for promotion to CW3 or CW4, and who has not been selected for continuation in an active status, will be separated unless the WO has a remaining service obligation or can be credited with 18 or more, but less than 20, years of qualifying service for retired pay. Separation will be not later than the first day of the seventh month after the month in which final approval authority approves the report of the board that considered the officer for the last time. WOs that have been twice nonselected for promotion to either CW3 or CW4, and not selected for continuation in an active status, are not eligible for future promotion consideration.

*b. 1LT and WO1s.* A 1LT or WO1 who failed of selection for promotion to CPT/CW2 for the second time, and whose name is not on a list of officers recommended for promotion, will be removed from an active status no later than the first day of the seventh month after the month in which the final approval authority approves the report of the board which considered the officer for the second time unless the officer can be credited with 18 or more but less than 20 years of qualifying service for retired pay (10 USC 12646, 10 USC 12647, or 10 USC 12686).

(1) ARNGUS officers will be processed according to NGR 635–100.

(2) USAR officers will be transferred to the Retired Reserve (AR 140–10) or discharged (AR 135–175).

(3) USAR AGR officers will be processed per AR 600–8–24.

(4) 1LTs who are contractually participating in the Specialized Training Assistance Program who are twice nonselected to CPT may remain on the RASL until the completion of their contractual obligation, not their original mandatory service obligation, unless otherwise removed by some other provision of law.

*c. Captains.* A CPT on the RASL who has failed of selection for promotion to MAJ for the second time, whose name is not on a list of officers recommended for promotion to MAJ, and who has not been selected for continuation on the RASL under 10 USC 14701, will be separated unless the officer has a remaining service obligation or can be credited with 18 or more but less than 20 years of qualifying service for retired pay. Separation will be no later than the first day of the seventh month after the month in which the final approval authority approves the report of the board that considered the officer for the second time.

(1) ARNGUS officers will be processed according to NGR 635–100.

(2) USAR officers will be transferred to an inactive status if the SECARMY determines that the officers have skills which are required to meet mobilization needs; to the Retired Reserve (AR 140–10); or, discharged (AR 135–175).

(3) USAR AGR officers will be processed per AR 600–8–24.

*d. Majors.* A MAJ on the RASL who has failed to be selected for promotion to LTC for the second time, and whose name is not on a list of officers recommended for promotion to LTC, will be removed from the RASL unless retained as provided in 10 USC 14701, 10 USC 14702, 10 USC 14703, 10 USC 12646 or 12686. Removal will be on the later of the first day of the month after the month in which the officer completes 20 years of commissioned service, or the first day of the seventh month after the approval date of the promotion board report that nonselected the officer for the second time.

(1) ARNGUS officers will be processed according to NGR 635–100.

(2) USAR officers will be transferred to an inactive status if the SECARMY determines that the officers have skills which are required to meet mobilization needs; to the Retired Reserve (AR 140–10); or, discharged (AR 135–175).

(3) ARNGUS and USAR AGR officers will be processed per AR 600–8–24.

*e. Lieutenant colonels.* Unless continued on the RASL under 10 USC 14701 or 10 USC 14702, 10 USC 14703, or retained as provided in 10 USC 12646 or 12686, each LTC who is not on a list of officers recommended for promotion to COL will (if not removed earlier from the RASL) be removed from the RASL on the first day of the month after the month in which the officer completes 28 years of commissioned service.

- (1) ARNGUS officers will be processed according to NGR 635–100.
- (2) USAR officers will be transferred to an inactive status if the SECARMY determines that the officers have skills which are required to meet mobilization needs; to the Retired Reserve (AR 140–10); or discharged (AR 135–175).
- (3) ARNGUS and USAR AGR officers will be processed per AR 600–8–24.

### **3–23. Selective continuation**

*a.* An officer twice nonselected for promotion by a mandatory Reserve of the Army selection board must be removed within the prescribed time limits. However, subject to the needs of the Army, officers having twice failed to be selected for promotion to CW3, CW4, MAJ or LTC, may be selectively continued (SELCON) in their present grade and in their respective competitive category. The SECARMY may direct a selective continuation board to consider officers for continuation when required by the needs of the Reserve of the Army. A SELCON board must recommend the officers for continuation and the SECARMY must approve the recommendation before officers may be continued.

*b.* SELCON officers, if otherwise eligible, will continue to be considered for promotion within their respective competitive category until separation.

*c.* Continuation for CPT, MAJ, CW2 and CW3 will normally be for 3 years from the approval date of the SELCON board by which the officer is recommended for continuation. However, continuation may not extend beyond the date on which the officer completes 20 years of commissioned service (CPT), 24 years of commissioned service (MAJ), 11 years of warrant officer service (CW2), or 20 years of warrant officer service (CW3). The SECARMY may adjust the period of SELCON.

*d.* An officer described above who was not selected for continuation will be discharged, or, if eligible and the officer requests, transferred to the Retired Reserve on the expiration of the continuation period established under paragraph 3–23c, unless on or before that date one of the following has occurred—

- (1) The officer is promoted or is on a list of officers recommended for promotion to the next higher grade.
- (2) The officer is 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 or 10 USC 12732.
- (4) The officer retired.
- (5) The officer was retained under some other provision of law or regulation.
- (6) The officer was involuntarily transferred to an inactive status because the SECARMY determined that the officer had skills that were required to meet mobilization needs.

*e.* Unless sooner promoted or retained in an active status under another provision of law, officers retained under paragraph 3–23d(3), will be transferred to the Retired Reserve when entitled to be credited with sufficient qualifying service for retired pay (if they qualify and apply for transfer) or will be discharged at that time.

*f.* Separation under this paragraph will be involuntary; however, if an officer wishes to retire or be discharged before a SELCON period expires, they may voluntarily request such action. Such a request will be considered voluntary for all purposes.

*g.* Subject to the needs of the Army, the ASA (M&RA) may SELCON officers in the grade of LTC or COL, who are pending separation for reason of years of service, but not beyond the date on which the officer completes 33 years of commissioned service for LTC or 35 years of commissioned service for COL.

## **Section V**

### **Managing Promotions to first lieutenant and chief warrant officer 2**

#### **3–24. Compute promotion eligibility date for promotion to first lieutenant**

*a.* Promotion eligibility to 1LT is 18 months of active status as a 2LT on the RASL or a combination of service on the ADL and the RASL without a break in service. Active status commences on the year, month, and day of appointment as determined on the DA Form 71 (Oath of Office – Military Personnel) and HRC-issued appointment memorandum. An exception to this is a Reserve Officers' Training Corps graduate who is appointed and enters active duty in the month of May or June of the same year. The PED for officers entering in May or June is 18 months from the date the graduating class of the United States Military Academy (USMA) entered active duty for that particular year. Entry grade credit may also be 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.

*b.* AMEDD officers on active duty who agree to serve as 2LTs while in professional education or training programs are promoted when they complete training. Their PED is announced by HRC.

*c.* Constructive service credit and prior service credit awarded in lieu of constructive service credit is recorded on DA Form 5074–1–R (Record of Award of Entry Grade Credit (Health Services Officer)) for AMEDD officers other

than Medical or Dental Corps officers. Requirements for the use of the DA Form 5074-1-R are found in AR 135-101. The form is locally reproduced. The G-1 may contact the Office of the Surgeon General (DASG-PSZ-MG), 5109 Leesburg Pike, Falls Church, VA 22041-3258 or the appropriate assignment officer to request verification of constructive credit or prior service credit. The servicing G-1 human resources officer will refer to the DA Form 5074-1-R when calculating the effective date of promotion of AMEDD officers.

### **3-25. Compute promotion eligibility date for promotion to chief warrant officer 2**

Promotion eligibility to CW2 is 24 months of active status as a WO1, including service on the ADL, in which there is not a break in service. Active status commences on the year, month, and day of appointment as determined on the DA Form 71 and HRC-issued appointment memorandum.

### **3-26. Consideration without board action**

a. An officer in the grade of 2LT or a USAR WO in the grade of WO1 will be considered for promotion without review by a selection board. The officer's records will be screened to determine eligibility for promotion to the next higher grade far enough in advance to permit promotion on the date promotion service is completed (para 3-24 or 3-25). The records of ARNGUS unit officers will be screened and promotions accomplished by the Chief, NGB. The records of USAR officers will be screened and promotions accomplished by Commander, U.S. Army Human Resources Command (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407, [usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil).

b. An officer not qualified for promotion to the grade of CW2 or 1LT will not again be considered for promotion unless retained in an active status under paragraph 3-28.

### **3-27. Not qualified for promotion to first lieutenant or chief warrant officer 2**

a. ARNGUS officers in the grade of 2LT and USAR officers in the grades of WO1 and 2LT are considered for promotion without board action. If found not qualified for promotion to the grade of CW2 or 1LT, a final determination will be made by the following—

- (1) State and CNGB for ARNGUS.
- (2) CG, HRC for all others.

b. The names of officers in the grade of 2LT found not qualified for promotion and the reasons for disqualification will be reported to the commander concerned. The officer must be retained on the RASL for a minimum of 6 months after the date they would have been promoted had the officer been found qualified. At the end of this 6-month period, a determination will be made as to whether the officer will be discharged or retained in an active status. If the officer is to be discharged they will be discharged per AR 135-175 for USAR officers, or NGR 635-100 for ARNGUS officers. An officer retained in an active status after being found not qualified for promotion to 1LT may be reconsidered for promotion if the reason for disqualification is resolved. If an officer is disqualified for promotion and later determined qualified, the officer's DOR and effective date of promotion will be the date the President or designee approves the appointment. If the President or designee previously approved the appointment, the DOR will be the date the officer is found qualified for promotion. The officer, if not discharged or promoted sooner, will be discharged no later than 18 months from the date on which the officer is first found not qualified for promotion, but in no case later than 42 months after the officer's original appointment. Discharge will be made without regard to remaining mandatory service obligation.

c. The names of WO in the grade of WO1 found not qualified for promotion and the reasons for disqualification will be reported to the commander concerned. A determination of whether the WO will be discharged (AR 135-175) or retained in an active status will be made. A WO retained in an active status after being found not qualified for promotion to CW2 may be reconsidered for promotion if the reason for disqualification is resolved. If a WO is disqualified for promotion and later determined qualified, the WO'S DOR and effective date of promotion will be the date the President or designee approves the appointment. If the President or designee previously approved the appointment, the DOR will be the date the officer is found qualified for promotion. The WO must be retained on the RASL for a minimum of 6 months after the date the officer would have been promoted had the officer been found qualified. At the end of this 6-month period, a determination will be made whether the officer will be discharged or retained in an active status. If the officer is to be discharged, the discharge will be in accordance with AR 135-175.

### **3-28. Promotion after initially being found not qualified**

An officer initially found not qualified for promotion to 1LT or CW2 who was later determined qualified will have a DOR and effective date of promotion as the date the President or designee approves the appointment.



## Section VI

### Special Circumstances

#### 3–29. Officers in transition to and from the reserve active status list or active duty List

##### *a. Precedence or relative rank for transfers.*

(1) A RASL commissioned officer or WO who transfers from another uniformed branch of service or between Army components will keep the same grade and DOR that he or she held the day before transferring.

(2) A commissioned officer or WO who transfers from another uniformed service or between Army components, and was not on the RASL or an approved WO promotion list in that service at the time of transfer will have a grade and DOR established by HRC.

(3) As an exception to paragraphs 3–27a(1) and 3–27a(2), a commissioned officer who transfers from a professional competitive category (Chaplain, AMEDD, or JAGC) in the losing uniformed service or between Army components to a substantially different competitive category will lose any constructive credit granted by the losing uniformed service. The officer's RASL grade will be determined according to applicable provisions of DoDI 1300.4, DoDI 1312.03, DoDI 6000.13, AR 135–100, AR 135–101, AR 601–100, and AR 614–120.

##### *b. Integration on the promotion list.*

(1) Commissioned officers on an approved standing list for promotion in another service (including the U.S. Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service) 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 SECARMY or designee, provided there is not a break in recorded service.

(2) A commissioned officer in the grades of 1LT through LTC on the ADL, and who is on an approved promotion list but is removed from the ADL and placed on the RASL in the same competitive category (including a Regular Army officer who upon removal from the ADL is appointed as a Reserve Officer and placed on the RASL), will be placed on an appropriate RASL promotion list. The promotion list the officer is placed on must have been approved on or before the date the officer was placed on the RASL. The placement on the promotion list must be approved by the SECDEF for promotion to LTC and below, or the President, with Senate confirmation, for promotions to COL. The effective date of promotion and DOR will be the same as if the officer had been selected to the grade concerned by the RASL promotion board. An exception to this rule exists when a commissioned officer reappoints from an ADL Special Branch competitive category (Chaplain, AMED, or JAGC) to the RASL APL competitive category. In this instance, selection for promotion in the ADL does not transfer to the RASL.

(3) For transfers from ARNGUS to USAR or USAR to ARNGUS, a nonselection in the previous category will constitute a failure of selection.

(4) An ARNGUS officer with honorable service who is transferred to the USAR may be transferred in grade to the USAR (10 USC 12213(a)).

##### *c. Promotion eligibility.*

(1) Officers transferring to the RASL from the ADL or 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 recessed before the effective date of the transfer. Their names will be submitted to a SSB for consideration as prescribed by this regulation. 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 onto the RASL.

(2) An officer who is not on the ADL and who is ordered to active duty in time of war or national emergency, if eligible, will be considered for promotion by a mandatory Reserve of the Army selection board or an SSB for not more than 2 years from the date the officer is ordered to active duty unless the President suspends the operation of 10 USC 14317(e).

#### 3–30. 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. The officer's name will be displayed on the automated system and will be processed in the same manner as if the officer was present for duty. Commanders promoting officers under this paragraph will submit the supplemental report required by AR 638–8. This report will cite the change in grade, DOR, and promotion order.

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

### **3-31. Temporary disability retired list returnees**

a. Officers placed on the RASL from the temporary disability retired list (TDRL), in the grade they held when placed on the TDRL, will keep that same DOR. Officers will not be considered for promotion while on the TDRL.

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

c. Eligible officers will not be considered by a SSB until after their return to the RASL. Officers who have missed a promotion opportunity and who are returned to the RASL will be considered for promotion in accordance with 10 USC 14502(a)(1). If the missed promotion opportunity was for 1LT or CW2, the appropriate promotion authority will immediately consider the officer for promotion as prescribed in this regulation. If the missed promotion opportunity was for the grade of CW3, CW4, CW5, CPT, or above, the officer's record will be submitted to a SSB as prescribed in chapter 6 of this regulation.

d. Failure twice to be recommended by promotion board or SSB to CW3, CW4, CPT, or MAJ may result in separation. Officers cannot decline the promotion consideration afforded by 10 USC 14101. Zones of promotion consideration are defined by DOR.

### **3-32. 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 regardless of the officer's status as critically ill or any other condition or circumstance. Honorary promotions are authorized under 10 USC 1563.

### **3-33. Posthumous promotions**

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

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

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

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

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.

### **3-34. Inactive and active status**

An officer removed from an active status before promotion is final (the effective date of promotion) will be administratively removed from the promotion list by the Chief, DA Promotions. Removal will not be considered a nonselection. If returned to an active status, the officer's name will not be placed on a promotion list or nominated for promotion unless again recommended by a selection board. An officer returned to an active status after being in an inactive or retired status will not be considered for a Reserve of the Army promotion (mandatory or USAR position vacancy; or, in the case of an ARNGUS officer, Federal recognition) until after 1 year from the date of return to an active status.



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNIT NAME  
STREET ADDRESS  
CITY, STATE 12345-0001

(Office Symbol)

(Date)

MEMORANDUM THRU

Commander, Organizational Name, Standardized Street Address, City, State  
12345-1234

Commander, United States Army Reserve Command, 4710 Knox Street, (AFRC-  
PRP), Fort Bragg, NC 28310-5010

Office of the Chief of Army Reserve, 1600 Spearhead Division Avenue, (DAAR-  
SL), Fort Knox, KY 40122-5100 (for COL or CW5 selection only, include this office)

MEMORANDUM FOR Commander, U.S. Army Human Resources Command, 1600  
Spearhead Division Avenue, (AHRC-PDV-PO), Fort Knox, KY 40122-5100

SUBJECT: Request Declination of Promotion to (Grade/rank selected for promotion) for  
(Last Name, First Name Middle Initial, Suffix, Grade, AOC or MOS)

1. Under AR 135-155, paragraph 3-18, I hereby elect to decline promotion to the grade  
of (grade/rank) in the Army Reserve. I was selected for promotion on the FY (##),  
(name of the board Soldier was selected from, this is the MILPER Message title).

2. I understand that my name will be deleted from the promotion list. I understand that I  
will not be eligible again for promotion by the promotion selection board or special  
selection board that recommended me for promotion once officially removed from the  
promotion list.

3. I understand that this declination of promotion will constitute a nonselection for  
promotion and will have the effect of a removal from a promotion list.

(First Middle Initial Last Name  
Rank, Branch  
Organization)

Figure 3-1. Voluntary declination of promotion request example

## **Chapter 4**

### **Precedence and Date of Rank**

#### **4–1. Date of rank**

- a.* DOR is used to determine the eligibility of officers on the RASL for promotion.
- b.* The DCS, G–1 establishes the criteria used to determine the DOR and PED. Designation of DOR and PED not anticipated by a provision of this regulation will be determined on an individual basis by the DCS, G–1 or his or her designee.
  - (1) Except as indicated below, HRC will determine DOR and PED prescribed in this regulation. The following documents must be submitted for those officers whose DOR and PED will be determined by HRC: DA Form 1506 (Statement of Service); DD Form 214 (Certificate of Uniformed Service); DA Form 5016 (Chronological Statement of Retirement Points); letter orders on transfers between Reserve Control Groups or units; and U.S. Army Reserve promotion letters for all officers in the categories described in this regulation. Upon placement on the RASL, officers must show due diligence and comply with the instructions on their orders to request a DOR determination. The request must be submitted no later than 24 months after being placed on the RASL unless officer can explain excessive delay based upon exigent circumstances.
  - (2) The DOR of officers not managed by HRC will be jointly determined by the CG, HRC, and The Surgeon General, TJAG, or the Chief of Chaplains, as appropriate.

#### **4–2. Precedence or relative rank of commissioned officers**

- a.* Precedence or relative rank of commissioned officers, whether or not on active duty, is based first on 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 different categories of commissioned officers (for example, retired, ADL, and RASL).
- b.* Precedence or relative rank among commissioned officers on the RASL is based on the following criteria, in the order given—
  - (1) Current grade in which serving on the RASL.
  - (2) Current DOR.
  - (3) Previous grade's DOR or, if the same, the DOR in an earlier grade.
  - (4) Previous active status grade relative seniority, if applicable. This rule maintains the relative precedence and seniority, as it existed in a prior service grade.
  - (5) Date of initial appointment.
  - (6) Total Federal commissioned service or date of appointment as a commissioned officer.
  - (7) Date of birth (earlier date is senior).
  - (8) Alphabetical order.

#### **4–3. Determining date of rank for commissioned officers**

- a.* An officer's DOR on original appointment is determined per AR 135–100.
- b.* An officer on the ADL who was selected for promotion but who was not promoted by the time the officer transferred to the RASL in the same competitive category, will be placed on an appropriate Army Reserve promotion list. The effective date of promotion and DOR will be the same as if the officer had been selected to the same grade by a promotion board for RASL officers.
- c.* 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. This will be coincident with placement on the RASL, 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 RASL. An officer may not be placed on the RASL in a grade higher than MAJ under this paragraph.
- d.* The DOR in the higher grade to which an officer is appointed will be the date of placement on the RASL back-dated by the amount of time by which the entry grade credit awarded exceeds that used to establish the higher grade under paragraph 4–3c.

#### **4–4. 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). Rank among WOs of the same grade is determined by comparing DORs. A WO whose DOR in a grade is earlier than that of another officer in the same grade is senior to that WO.

b. Precedence or relative rank among WOs serving in an active status is based on the following criteria:

- (1) Current grade in which serving.
- (2) Current DOR of the grade in which serving.
- (3) The date commissioned/WO service.
- (4) Date of birth (earlier date is senior).
- (5) Alphabetical order.

#### **4-5. Determining date of rank for warrant officers**

- a. The DOR of WOs in the rank of WO1 will be determined according to the provisions of this chapter.
- b. The DOR of an officer receiving an original appointment as a USAR WO is the date the appointment is accepted unless the officer received entry grade credit, in which case the DOR 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. The DOR of a WO promoted to a higher grade will be the date designated in the order announcing the promotion. Except as otherwise provided in this regulation, this will be the date the officer is appointed to the higher grade. The DOR of an officer whose promotion was delayed will be determined according to paragraph 3-7.
- d. The DOR of WOs not on the ADL will not be adjusted if they are placed on the ADL without a new original appointment.
- e. WOs on a TDRL, if reappointed in the USAR in the grade held at the time of placement on the TDRL, will have the same DOR in the grade they had when placed on the TDRL.
- f. The DOR 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.

#### **4-6. Requesting date of rank determinations and corrections to the date of original appointment**

- a. HRC will determine DOR and PED for all officers upon entry to the RASL. HRC will determine DOR and correct basic date of appointment in other than temporary component at the request of field commanders.
- b. The field commander will provide the needed documents to Commander, U.S. Army Human Resources Command (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407.
- c. The DOR of officers not managed by HRC is jointly determined by HRC, Office of the Surgeon General, TJAG, or the Chief of Chaplains, as appropriate.

### **Chapter 5 Frocking**

#### **5-1. Frocking**

Frocking is authorized for commissioned officers who are on the RASL and subject to this regulation, and are USAR AGR officers selected for promotion to MAJ, LTC, or COL. Frocking is not authorized for commissioned officers and warrant officers of the Army National Guard of the United States.

#### **5-2. Rules for processing requests for frocking commissioned officers (does not include warrant officers)**

- a. Under certain conditions, as described below, it may be in the best interest of the Army to allow an officer to wear the insignia of a grade higher than that to which the officer is appointed. This practice, called frocking, is not a promotion.
- b. Requests for frocking of officers in the ranks of MAJ through COL must meet one or more of the following criteria:
  - (1) The interest of the United States and the image of the U.S. Army would otherwise be severely jeopardized.
  - (2) An officer's performance of his or her duties would be severely restricted by wearing the 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 was selected for promotion to MAJ, LTC, or COL and was designated for command as authorized in the TOE or TDA.
  - (4) The officer was selected for promotion to MAJ, LTC, or COL and was selected to fill a primary staff position (such as G-1, G-2, G-3) or DA identified product manager or project manager position as determined by the CAR or USARC G-1.

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

c. The authority to frock is as follows:

(1) The Commander, HRC is the approving authority for all RASL frocking actions. The Chief, DA Promotion Branch will administer the frocking program, publish the frocking memorandum, establish controls, and provide reports as directed.

(2) The CAR or OCAR G-1 will recommend the frocking of USAR AGR officers.

d. In addition to meeting the requirements in paragraph 5-2b, the following requirements must be satisfied:

(1) Officers to be frocked must be on an approved promotion list, and for frocking to COL, the list must have been confirmed by the Senate. The officer continues to wear the frocked rank until promoted or removed from the promotion list, but may not exceed 365 days.

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

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

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

(5) Frocking requests must be submitted through the U.S. Army Reserve Command G-1 (AFRC-PRP), 4710 Knox Street, Fort Bragg, NC 28310 or [usarc.usarc-hq.mbx.ammmb@army.mil](mailto:usarc.usarc-hq.mbx.ammmb@army.mil). USARC G-1 will forward frocking requests to OCAR G-1 for recommendation to HRC. If OCAR G-1 recommends approval, USARC G-1 will forward to the Commander, U.S. Army Human Resources Command (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407 or [usarmy.knox.hrc.mbx.tagd-frock-request@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-frock-request@army.mil) for approval and issuance of frocking memorandum. Frocking request must be received by HRC (AHRC-PDV-PO) 30 days prior to the anticipated frocking date. If disapproved by either the OCAR G-1, CAR, or CG, HRC, the USARC G-1 will notify the requester.

(6) The request may be in memorandum format (see fig 5-1) or on a DA Form 4187 (Personnel Action) and will include the following information:

(a) Name of officer to be frocked.

(b) Officer's current rank.

(c) Officer's current branch.

(d) Rank to be frocked to.

(e) Promotion sequence number (AGR only) and promotion board that selected the officer to the higher grade (name/year).

(f) Unit and title of position being frocked into. An excerpt of the manning document showing the paragraph and line number of the position must be included with the request.

(g) Authorized rank in position being frocked to.

(h) Date assuming position.

(i) Concurrence of gaining command

(j) Desired date of frocking.

(k) Statement that officer is not pending adverse action.

(l) Justification for frocking and description of duties to be performed when frocked.

(m) Request must be authenticated by a general officer, flag officer or senior executive service equivalent.

e. HRC will publish authority to frock in writing. Authority to frock will not be granted telephonically.

(1) 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 the CDR, HRC. Exceptions will be considered only in highly unusual circumstances involving extended temporary duty between assignments.

(2) Once a frocking request has been approved, the provisions in figure 5-2 will apply.

f. Because frocking is not a promotion, no presentation ceremony is required. However, where a formal presentation ceremony or approval memorandum is desired, figure 5-3 is the suggested format.

g. Frocking limitations. The limitations on number of officers frocked by grades on the RASL are:

(1) Officers frocked to the grade of COL may not exceed 2 percent of the total number of officers in that grade.

(2) Officers frocked to the grades of MAJ and LTC may not exceed 1 percent of the total number of officers in those grades.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY, STATE ZIP

(OFFICE SYMBOL)

(DATE)

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

SUBJECT: Frocking Request

1. Request authority to frock (*current rank, name, last four of SSN, branch*) to the rank of (*frocked rank*). The following information is provided:
  - a. Promotion sequence numbers/list/year: (*numbers/list/year*)
  - b. Frocked unit: (*unit*)
  - c. Title of position being frocked to: (*title*)
  - d. Rank authorized in position: (*authorized rank*)
  - e. Concurrence from gaining command: (*concur/non-concurs*)
  - f. Date assuming position: (*date*)
  - g. Date command wants officer frocked: (*date*)
  - h. Any adverse action pending on officer: (*Yes/No*)
2. (*Justification*)
3. Approved manning document showing authorized position of higher grade is enclosed.
4. The point of contact for this request is (name, telephone, email).

Encl

(*Signature block of O-7 or above,  
or senior executive service equivalent*)

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

Figure 5-1. Frocking request example



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY, STATE ZIP

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR RECORD

SUBJECT: 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 the rank to which an officer was frocked.
5. If an officer dies or is injured while in a frocked status, compensation will be based on the officers' actual grade, without regard to the grade of the rank to which the officer was frocked.
6. The officer's common access card (CAC), official military email, DA photo, and official human resource or IT systems, to include AKO, will not reflect the grade of rank to which an officer was frocked.
7. Functions which by law or DODD must be performed by an officer who actually holds a particular grade 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.
9. By signing below, I verify that I understand and will abide by all the above.

*(Signature block of frocked officer)*

Figure 5-2. Required Reading of all frocked officers



The following format is recommended for use during frocking ceremonies.

**QUOTE:**

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

Figure 5–3. Suggested frocking format

## Chapter 6 Special Selection Boards

### 6–1. Overview

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

### 6–2. Purpose of boards

a. SSBs are convened under 10 USC 14502 to consider or reconsider commissioned officers on the RASL for promotion when HQDA determines that one or more of the following circumstances exist:

(1) Administrative error (10 USC 14502(a)) (SSB required). An officer was not considered from in or above the promotion zone by a regularly scheduled board because of an administrative error. This would include officers who missed a regularly scheduled board while on the TDRL and who have since been placed on the RASL.

(2) Material errors (10 USC 14502(b)) (HRC discretionary, see para 6–13a).

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

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

b. A special SELCON board may be convened in accordance with 10 USC 14701 for commissioned officers on the RASL and paragraph 6–3 for USAR WOs to consider for SELCON officers who have twice failed of selection for promotion, provided the officers would or should have been considered by a SELCON board following their second failure of selection for promotion. This decision to grant a special SELCON board will be at the discretion of the SECARMY or his designee.

c. An SSB will not consider an officer whose nonselection or omission was for BZ consideration.

### 6–3. Promotion advisory boards

PABs are nonstatutory boards and are convened to reconsider all WOs. These boards will also reconsider commissioned officers (other than commissioned WOs) who were either nonselected or were erroneously not considered for promotion by a mandatory promotion board that convened before 1 October 1996.

a. Promotion consideration and promotion selection by these boards requires action by the Army Board for Correction of Military Records (ABCMR). The application process must be initiated via the ABCMR online application

portal at <https://arba.army.pentagon.mil/online-application.cfm> or by submitting a DD Form 149 with substantiating documents.

*b.* Nonselection by a PAB will not be considered a failure of selection unless the officer was considered and not selected by the regularly convened board. In this event, action by the PAB will be considered confirmation of the action of the regularly convened board.

#### **6-4. Notification**

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

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

#### **6-5. Convening special selection boards**

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

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

#### **6-6. Membership**

*a.* Unless otherwise required by 10 USC 14102, membership for SSBs will consist of the same categories of members required by the original board which failed to consider or select the officer.

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

#### **6-7. Information provided to special selection boards**

An SSB or PAB will consider the record of the officer as it should have been considered by the original board. Whenever a SSB considers/reconsiders an individual for promotion, the SSB will use the recommended selection criteria established by the MOI for the regularly constituted promotion board that originally would have or did consider the officer. The SSB will also use a separate MOI provided by the SECARMY which directs the SSB convening procedures, instructions to board members, and that specify the board's administrative requirements.

#### **6-8. Effect of nonselection**

*a. Consideration cases.* A commissioned officer (below the rank of COL) or a CWO considered by an SSB or PAB and not recommended for promotion has failed selection for promotion.

*b. Reconsideration cases.* A commissioned officer or CWO 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 a subsequent SSB or PAB.

#### **6-9. Effect of two-time nonselection for promotion**

*a.* A CWO or commissioned officer twice nonselected for promotion by a HQDA promotion selection board, and not approved to be SELCON, will continue to be processed for separation in accordance with AR 600-8-24 and AR 135-175. The Chief, DA Promotions and Chief, Officer Retirements and Separations Branch may temporarily hold the respective mandatory separation date in abeyance pending the official adjudication of an SSB unless otherwise prohibited by policy or law. However, simple initiation of an SSB does not necessarily constitute an automatic extension of the mandatory separation from the RASL. When the SSB's promotion recommendation is unfavorable, the officer will be separated on either his or her original scheduled separation date or 90 days after official receipt of the board's findings, whichever is later, in accordance with AR 600-8-24 or AR 135-175.

*b.* In the event that a CWO or commissioned officer is involuntarily separated while the findings of the SSB or PAB are pending, the associated recommendation will continue to be processed through the SECARMY until final adjudication.

#### **6-10. Effect of selection for promotion**

*a.* Officers selected for promotion by an SSB or PAB will, as soon as practicable, be appointed to that grade in accordance with 10 USC 14308 and chapter 3 of this regulation.

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

#### **6-11. Cases not considered**

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

*a.* The officer is pending removal from a promotion or recommended list and the removal action was not finalized by the SECARMY 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 AMHRR. 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, AMHRR, and MBF 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 AMHRR.

*d.* The promotion selection board did not see a nonmandatory evaluation report submitted to HRC after the suspense established in the promotion board zone of consideration MILPER message.

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

*f.* The consideration in question involved an officer in the BZ consideration.

*g.* The officer is a former or retired officer, no longer in an active status. In such a case, promotion consideration and promotion selection requires action by the ABCMR. The application process must be initiated via the ABCMR online application portal <https://arba.army.pentagon.mil/online-application.cfm>, with the submission of DD Form 149 (Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552).

#### **6-12. Processing a promotion board omission**

*a.* SSBs will consider officers for promotion who should have been but were not considered by a promotion selection board under 10 USC 14502, except as provided in paragraph 6-11. Special SELCON boards may consider officers for continuation who should have been but were not considered by a SELCON board under 10 USC 14701 or paragraph 6-2.

*b.* State and MSC DCS, G-1s should screen promotion lists upon receipt to identify officers who should have been considered but were omitted and notify HRC, DA Promotions Branch (AHRC-PDV-PS) of the omission.

#### **6-13. Processing requests for Special Selection Board Promotion reconsideration**

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

(1) The record erroneously reflected that an officer was ineligible for selection for educational or other reasons. In fact, the officer was eligible for selection when the records were submitted to the original board for consideration.

(2) One or more of the evaluation reports seen by the board were later deleted from an officer's AMHRR.

(3) One or more of the evaluation reports that should have been seen by a board (based on the announced cutoff date) were missing from an officer's AMHRR.

(4) One or more existing evaluation reports as seen by the board in an officer's AMHRR were later substantively modified. Does not include minor or inconsequential changes to administrative data.

(5) Another person's adverse document had been filed in an officer's AMHRR and was seen by the board.

(6) An adverse document, required to be removed from an officer's AMHRR as of the convening date of the board, was seen by the board.

(7) The Silver Star or higher award was missing from an officer's AMHRR.

(8) An officer's military or civilian educational level, including board certification level for AMEDD officers, as constituted in the officer's record (as seen by the board) was incorrect.

b. Requests will be forwarded to Commander, U.S. Army Human Resources Command (AHRC–PDV–PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407 or [usarmy.knox.hrc.mbx.tagd-opsa@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-opsa@army.mil).

c. Reconsideration is normally not granted when the error is minor or when—

(1) Officer is removed from a selection list after the next selection board considering the officers of his or her grade recesses. If eligible, this person will be considered by the next regularly scheduled selection board. A special board will not be used.

(2) An administrative error was immaterial, or, the officer in exercising reasonable diligence, could have discovered and corrected the error or omission in the AMHRR. Also, the officer could have taken timely corrective action such as notifying the Chief, DA Promotion Branch of the error and providing any relevant documentation.

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

(4) The board did not consider correspondence to the board president that was delivered to the Chief, DA Promotions Branch after the cutoff date for such correspondence established in the promotion board zone of consideration message.

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

e. To determine if there is an error in the promotion file, the officer may request a copy of his or her file, as considered by the promotion selection board, from Commander, U.S. Army Human Resources Command (AHRC–PDV–PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407 or [usarmy.knox.hrc.mbx.tagd-opsa@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-opsa@army.mil).

f. SSB and PAB requests must be forwarded to HRC within 12 months after the board's results are released. Servicing S1s, G1s, RSCs, 7th MSC, 9th MSC, and commanders must inform nonselected officers of this requirement upon notification of nonselection. An officer who has separated from the RASL must request a SSB through the ABCMR as referenced in paragraph 6–11h.

## **Chapter 7**

### **Promotion Review Boards**

#### **7–1. Overview**

Promotion review boards are applicable to officers on the RASL (commissioned and warrant) who were recommended for promotion to COL and below, and CW5 and below, prior to 1 January 2021. The PRB process will also continue to be used for RASL officers who have been recommended for promotion on or after 1 January 2021 to CW2 or 1LT, and to CPT if the recommendation was made as part of an all-fully qualified process under 10 USC 14308, or any RASL officer recommended for promotion pursuant to a federal recognition (FEDREC) under Title 32 or vacancy boards under 10 USC 14101. For officers selected for promotion to CPT, MAJ, LTC, COL, CW3, CW4, or CW5 on or after 1 January 2021, the SSRB process IAW 10 USC 14502a will apply.

#### **7–2. General**

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

b. Before the selection board report is approved by the President or President's designee, the name of an officer in a grade above 2LT and below BG, recommended for promotion by a selection board, may be removed from the report of the board only by the President, SECDEF, or Deputy Secretary of Defense pursuant to 10 USC 14111(c). Before the report of a warrant officer selection board has been approved by the SECARMY, the name of a warrant officer recommended by a selection board may be removed from the board report by the President or President's designee pursuant to 10 USC 579. Before an officer in the grade of 2LT/WO1 is promoted to 1LT/CW2, the SECARMY may remove an officer from a recommended list pursuant to 10 USC 14311.

c. If the SECARMY recommends removal of the name of an officer from a selection board's report and the recommendation includes information that was not presented to the selection board, the information will be made available to the officer. The officer will be afforded a reasonable opportunity to submit comments on that information to the officials making the recommendation and the officials reviewing the recommendation. If the officer cannot be given access to the information, because of its classification status, the officer will, to the maximum extent practicable, be provided with an appropriate summary of the information. An officer who has been provided with 14 days from

the date of receipt of such information to submit comments, is considered to have been provided a reasonable opportunity, unless good cause is shown for a further delay. Proof of service, such as a read receipt to the officer's official military email or delivery receipt to the officer's last known address, will be included in the file. The remainder of this paragraph addresses PRBs and is not applicable to Secretarial recommendations to remove the name of an officer from a report of a selection board.

d. The President, or his designee, may remove the name of an officer, in a grade above 2LT and below BG, from a list of officers recommended for promotion by a selection board (10 USC 14310(a)). This authority has been delegated to the SECARMY. The SECARMY may also remove the name of a warrant officer who is on a promotion list (10 USC 579(b)). PRBs are used to advise the SECARMY in any case in which there is cause to believe that a commissioned officer or warrant officer on a promotion list is mentally, physically, morally, or professionally unqualified or unsuited to perform the duties of the grade for which the officer was selected for promotion. A PRB may be conducted when an officer's name appears on a report of a selection board, although the SECARMY's final decision or recommendation under paragraph 7–8 may not be made until the report is approved by the President or President's authorized designee. An officer is considered to be on a promotion list when the officer's name appears on a report of a PSB which has been approved by the President or President's authorized designee. A warrant officer is considered to be on a promotion list when the officer's name appears on a report of a PSB which has been approved by the SECARMY in accordance with 10 USC 578(a). Inquiries concerning PRBs should be addressed to the Commanding General, U.S. Army Human Resources Command, Promotions Branch (AHRC–PDV–PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122–5407. The provisions of 10 USC 579 and 10 USC 14310 govern subsequent treatment of warrant officers and commissioned officers respectively who are removed from promotion lists (see para 7–10).

e. If, after consideration of a list of officers approved for promotion by the President and requiring confirmation by the Senate, the Senate does not give its advice and consent to the promotion of any officer whose name is on the promotion list, or the officer is not appointed to the higher grade during the officer's promotion eligibility period, the officer's name shall be removed from the list in accordance with 10 USC 14310(b) and 10 USC 14310(c) and will count as a nonselection for promotion.

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

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

### **7–3. 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 is referred to a PRB for the following reasons (the list is not exclusive):

- (1) A referred evaluation report (AR 623–3).
- (2) Punishment under Article 15, UCMJ (whether filed in the restricted or performance file of the AMHRR).
- (3) Any court-martial conviction.
- (4) A memorandum of reprimand placed in the AMHRR.
- (5) Adverse documentation filed in the AMHRR.
- (6) Initiation of elimination action under the provisions of AR 600–8–24 or AR 135–175.
- (7) Failure to make satisfactory progress in the Army Body Composition Program in accordance with AR 600–9.
- (8) Referral by the DMPM (see para 2–20).
- (9) Other derogatory information, received by HQDA from CID or DAIG investigations that are not filed in the AMHRR, if the referral authority finds that the information is substantiated, relevant, and might reasonably and materially affect a promotion recommendation (see para 7–4 for the referral authority for this basis).

c. Appropriate officials, including commanders TJAG; The Surgeon General; the Chief of Chaplains; the Chief, General Officer Management Office; the Director, Officer Personnel Management; and the CG, HRC, may recommend at any time that an officer's name be removed from a promotion list. Recommendations must contain detailed justification and state if an evaluation report has been submitted which includes information relevant to the recommendation. Send any such recommendation to Commander, U.S. Army Human Resources Command

(AHRC-PDV-PS), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407 or usarmy.knox.hrc.mbx.tagd-opsa@army.mil.

#### **7-4. Suspension of favorable personnel actions**

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

#### **7-5. Referral and convening authority**

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

#### **7-6. Board membership**

PRBs will be composed of an odd number of at least five voting officers, at least half of which must be on the RASL, serving in a higher grade than the officer being considered. At least one member must be representative of the considered officer's competitive category. The senior board member will be designated the board president.

#### **7-7. Notice to officers under review**

Before the PRB convenes, HRC, DA Promotions Branch will notify, by memorandum, the officer under review of the reason for the action and provide a copy of any information that will be considered by the board. Barring extenuating circumstances, the officer will be afforded 30 days from the date of receipt of the notification to submit comments on the information provided to the PRB and the officials reviewing the recommendation. If the officer is not authorized access to the information for reasons of national security, an appropriate summary of the information to the maximum extent possible shall be provided. Proof of service will be included in the file.

#### **7-8. Information considered**

A PRB will consider the following:

- a.* An officer's official military personnel record, consisting of the AMHRR (including relevant portions of the restricted file) and DA Form 4037, as those records exist when the review board convenes, which may be different than when the original promotion board convened.
- b.* Adverse information received by HQDA but not filed in the AMHRR, which the referral authority finds is substantiated and relevant, and might reasonably and materially affect a promotion recommendation, provided the information has properly been referred to the officer for comment. Adverse information not filed in the AMHRR such as those originating with CID or DAIG will be redacted pursuant to the Privacy Act and/or the Freedom of Information Act (FOIA) and be provided to the respondent for review and rebuttal, and to the PRB for consideration. After 1 January 2023, adverse information summaries will be used in lieu of redacted reports.
- c.* Any submission to the board by an officer under consideration. An officer may include the opinion and statements of third persons in his or her submission.

#### **7-9. Board recommendation**

- a.* The Secretariat for DA selection boards will provide administrative support to PRBs. The boards will be conducted consistent with the provisions of DoDI 1320.14 relating to communications with and deliberations by promotion boards as provided in the standing PRB MOI. The president of a PRB may recess the board when it is complete; however, the board will not adjourn until the SECARMY acts upon the PRB's recommendation.
- b.* The referral authority will review the board's report to ensure the PRB complied with applicable guidance. The PRB's recommended action to either remove or retain is based on majority vote. Before the SECARMY acts, the referral authority may return a case to a PRB, or direct the convening of a new PRB, to consider new evidence or to

correct an error. Absent substantiated new evidence, fraud, or error, a second PRB will not reconsider the same record previously considered by a PRB.

c. The PRB's recommendation is only advisory to the SECARMY. In cases involving promotion to the rank of COL or below, the board's report will be forwarded to the SECARMY who, on behalf of the President, may remove from the promotion list the name of the officer, retain the officer on the promotion list, return the report to the DCS, G-1 for additional information, or direct other appropriate action. The same options apply when the SECARMY acts under his or her authority to remove CWOs from a promotion list.

d. In making a final determination, the SECARMY may consider information not furnished to the PRB if it was not practicable to submit that information to the PRB, provided the officer is furnished a copy of the information and afforded a reasonable opportunity to submit comments on it to the SECARMY as provided in paragraph 7-1c. The officer will be informed why it was not practicable to submit the information to the PRB.

#### **7-10. Notification of results**

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

#### **7-11. Effect of removal**

a. An officer, 1LT or CW2 or above, whose name is removed from a promotion list by the SECARMY based on the recommendation of the PRB is considered to have failed selection for promotion. Provided this PRB removal action does not constitute the officer's second nonselection to a higher grade, for separation purposes, the officer continues to be eligible for future consideration for promotion as applicable in statute (10 USC 14105). The next regular selection board convened to consider officers for promotion to that grade and competitive category will consider the officer (if otherwise eligible). If the next board does not recommend promotion, this will constitute the officer's second nonselection.

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

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

d. An officer whose name is removed from a promotion list to 1LT/CW2 as a result of actions by the SECARMY (or designee) will be discharged in accordance with AR 600-8-24 or AR 135-175.

#### **7-12. Effect of retention**

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

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Unless otherwise stated, all publications are available at the Army Publishing Directorate's Web site available at <https://armypubs.army.mil>. Department of Defense publications are available at <https://www.esd.whs.mil/>. United States Code is available at <https://uscode.house.gov/>.

##### **AR 135–18**

The Active Guard Reserve (AGR) Program (Cited in para 2–19b(2)(b).)

##### **AR 135–91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions (Cited in para 2–7b(2).)

##### **AR 135–100**

Appointment of Commissioned and Warrant Officers of the Army (Cited in para 2–19j.)

##### **AR 135–101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Cited in para 2–19j.)

##### **AR 135–156**

Reserve Component General Officer Personnel Management (Cited on title page.)

##### **AR 135–175**

Separation of Officers (Cited in para 3–20g.)

##### **AR 140–1**

Army Reserve Mission, Organization, and Training (Cited in para 3–1a(1).)

##### **AR 140–10**

Army Reserve Assignments, Attachments, Details, and Transfers (Cited in para 2–12b(3)(a).)

##### **AR 350–1**

Army Training and Leader Development (Cited in para 2–4g(7)(c).)

##### **AR 600–8–2**

Suspension of Favorable Personnel Actions (Flags) (Cited in para 2–19i(2).)

##### **AR 600–8–24**

Officer Transfers and Discharges (Cited in para 3–20g.)

##### **AR 600–9**

The Army Body Composition Program (Cited in para 2–4a(1).)

##### **AR 600–37**

Unfavorable Information (Cited in para 2–21a(2)(e).)

##### **AR 601–100**

Appointment of Commissioned and Warrant Officers in the Regular Army (Cited in para 3–24a.)

##### **AR 614–120**

Interservice Transfer of Army Commissioned Officers on the Active Duty List (Cited in para 3–29a(3).)

##### **AR 623–3**

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

##### **DoDI 1320.14**

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

##### **NGR 600–100**

Commissioned Officers - Federal Recognition and Related Personnel Actions (Cited on title page.) (Available at <https://www.ngbpdc.ngb.army.mil/>.)



**NGR 600–101**

Warrant Officers - Federal Recognition and Related Personnel Actions (Cited on title page.) (Available at <https://www.ngbpdc.ngb.army.mil/>.)

**NGR 635–100**

Termination of Appointment and Withdrawal of Federal Recognition (Cited in para 3–22*b*(1).) (Available at <https://www.ngbpdc.ngb.army.mil/>.)

**10 USC 578**

Warrant Officers: effect of failure of selection for promotion (Cited in para 7–2*d*.)

**10 USC 579**

Warrant Officers: removal from a promotion list (Cited in para 7–2*b*.)

**10 USC 1401**

Applicability and Reserve Active-Status Lists (Cited on title page.)

**10 USC 1403**

Selection Boards (Cited on title page.)

**10 USC 1405**

Promotions (Cited on title page.)

**10 USC 1407**

Failure of Selection for Promotion and Involuntary Separation (Cited on title page.)

**10 USC 1409**

Continuation of Officers on the Reserve Active-Status List and Selective Early Removal (Cited on title page.)

**10 USC 1411**

Additional Provisions Relating to Involuntary Separation (Cited on title page.)

**10 USC 3911**

Twenty years or more: regular or reserve commissioned officers (Cited in para 3–23*d*(3).)

**10 USC 7233**

Requirement of exemplary conduct (Cited in para 2–6*a*(2)(*d*).)

**10 USC 10216**

Military technicians (dual status) (Cited in para 2–7*g*.)

**10 USC 12011**

Authorized strengths: reserve officers on active duty or on full-time National Guard duty for administration of the reserves or the National Guard (Cited in para 3–2*b*.)

**10 USC 12203**

Commissioned officers: appointment, how made; term (Cited in para 1–6*b*.)

**10 USC 12205**

Commissioned officers: appointment; educational requirement (Cited in para 2–10.)

**10 USC 12213**

Officers; Army Reserve: transfer from Army National Guard of the United States (Cited in para 3–29*b*(4).)

**10 USC 12241**

Warrant officers: grades; appointment, how made; term (Cited in para 2–7*d*.)

**10 USC 12302**

Ready Reserve (Cited in para 2–12*b*(12).)

**10 USC 12304**

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency (Cited in para 2–12*b*(12).)

**10 USC 12646**

Commissioned officers: retention of after completing 18 or more, but less than 20, years of service (Cited in para 3–22*b*.)

**10 USC 12647**

Commissioned officers: retention in active status while assigned to Selective Service System or serving as United States property and fiscal officers (Cited in para 3–22*b*.)

**10 USC 12686**

Reserves on active duty within two years of retirement eligibility: limitation on release from active duty (Cited in para 3–22*b*.)

**10 USC 12732**

Entitlement to retired pay: computation of years of service (Cited in para 3–23*d*(3).)

**10 USC 14101**

Convening of selection boards (Cited in para 2–1*b*.)

**10 USC 14102**

Selection boards: appointment and composition (Cited in para 6–6*a*.)

**10 USC 14107**

Information furnished by the Secretary concerned to promotion boards (Cited in para 2–6*b*(1)(*a*).)

**10 USC 14111**

Reports of selection board (Cited in para 2–19*b*.)

**10 USC 14301**

Eligibility for consideration for promotion: general rules (Cited in para 2–7*e*.)

**10 USC 14307**

Number of officers to be recommended for promotion (Cited in para 2–11*d*.)

**10 USC 14308**

Promotions: how made (Cited in para 3–2*e*.)

**10 USC 14310**

Removal of officers from a list of officers recommended for promotion (Cited in para 2–19*b*.)

**10 USC 14311**

Delay of promotion: involuntary (Cited in para 3–2*b*.)

**10 USC 14315**

Position vacancy promotions: Army and Air Force officers (Cited in para 2–3*b*.)

**10 USC 14316**

Army National Guard and Air National Guard: appointment to and Federal recognition in a higher reserve grade after selection for promotion (Cited in para 2–15*a*.)

**10 USC 14317**

Officers in transition to and from the active-status list or active-duty list (Cited in para 3–29*c*(2).)

**10 USC 14501**

Failure of selection for promotion (Cited in para 2–15*b*(1)(*b*).)

**10 USC 14502**

Special selection boards: correction of errors (Cited in para 3–31*c*.)

**10 USC 14701**

Selection of officers for continuation on the reserve active-status list (Cited in para 2–3*d*.)

**10 USC 14702**

Retention on reserve active-status list of certain officers in the grade of major, lieutenant colonel, colonel, or brigadier general (Cited in para 3–22*d*.)

**10 USC 14703**

Authority to retain chaplains and officers in medical specialties until specified age (Cited in para 3–22*d*.)

## **Section II**

### **Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication. Unless otherwise stated, all publications are available at the Army Publishing Directorate's Web site available at <https://armypubs.army.mil>. United States Code is available at <https://uscode.house.gov/>.

#### **AR 11–2**

Managers' Internal Control Program

#### **AR 25–30**

The Army Publishing Program

#### **AR 25–50**

Preparing and Managing Correspondence

#### **AR 600–8**

Military Personnel Management

#### **AR 600–8–29**

Officer Promotions

#### **AR 600–8–104**

Army Military Human Resource Records/AMHRR Management

#### **AR 600–8–105**

Military Orders

#### **AR 600–20**

Army Command Policy

#### **AR 638–8**

Army Casualty Program

#### **AR 640–30**

Photographs for Military Human Resources Records

#### **DA Pam 600–4**

Army Medical Department Officer Development and Career Management

#### **10 USC**

United States Code Armed Forces

#### **10 USC 76**

Missing Persons Act

#### **10 USC 101**

Definitions

#### **10 USC 175**

Reserve Forces Policy Board

#### **10 USC 574**

Warrant officer active-duty lists; competitive categories; number to be recommended for promotion; promotion zones

#### **10 USC 582**

Warrant officer active-duty list: exclusions

#### **10 USC 620**

Active-duty lists

#### **10 USC 641**

Applicability of chapter

#### **10 USC 672**

Reference to chapter 1209

**10 USC 3021**

Army Reserve Forces Policy Committee

**10 USC 3038**

Office of Army Reserve: appointment of Chief

**10 USC 5251**

Repealed. Pub. L. 103–337, div. A, title XVI, §1661(a)(3)(A), Oct. 5, 1994, 108 Stat. 2980

**10 USC 5252**

Repealed. Pub. L. 103–337, div. A, title XVI, §1661(a)(3)(A), Oct. 5, 1994, 108 Stat. 2980

**10 USC 8021**

Air Force Reserve Forces Policy Committee

**10 USC 8038**

Office of Air Force Reserve: appointment of Chief

**32 USC 502**

Required drills and field exercises

**32 USC 503**

Participation in field exercises

**32 USC 505**

Army and Air Force schools and field exercises

**32 USC 708**

Property and fiscal officers

**50 USC App 460(b)2**

Appendix

**Section III****Prescribed Forms**

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

**DA Form 7774**

Promotion Qualification and Verification Statement (Cited in para 3–3c.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<https://www.armypubs.army.mil>); DD forms are available on the Executive Services Directorate (ESD) website (<https://esd.whs.mil/directives/forms>).

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 67–10–1**

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

**DA Form 67–10–2**

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

**DA Form 67–10–3**

Strategic Grade Plate (O6) Officer Evaluation Report

**DA Form 67–10–4**

Strategic Grade Plate General Officer Evaluation Report

**DA Form 71**

Oath of Office – Military Personnel

**DA Form 78**

Recommendation for Promotion to 1LT/CW2

**DA Form 268**

Report to Suspend Favorable Personnel Actions (Flag)

**DA Form 1059**

Service School Academic Evaluation Report

**DA Form 1059–1**

Civilian Institution Academic Evaluation Report

**DA Form 1506**

Statement of Service

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 4037**

Officer Record Brief

**DA Form 4187**

Personnel Action

**DA Form 5016**

Chronological Statement of Retirement Points

**DA Form 5074–1–R**

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

**DD Form 149**

Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552

**DD Form 214**

Certificate of Uniformed Service

## **Appendix B**

### **Internal Control Evaluation**

#### **B–1. Function**

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

#### **B–2. Purpose**

The purpose of this evaluation is to assist commanders, S1s, G1s, and installation Military Personnel Divisions (MPDs) in evaluating the key internal controls listed below. It is not intended to cover all controls.

#### **B–3. Instructions**

Answers to the questions below must be based on actual testing of the controls (for example, document analysis, direct observation, interviewing, sampling, simulation, and so forth). Answers indicating deficiencies must be explained and appropriate corrective actions must be shown in supporting documentation. These internal controls must be formally evaluated at least once every 5 years. Certification that this evaluation was conducted must be accomplished on the DA Form 11–2 (Internal Control Evaluation Certification).

#### **B–4. Test questions**

- a.* Are S1s and/or MPDs reviewing selection board notification MILPER zone messages to identify eligible officers within their unit?
- b.* Are procedures in place to ensure eligible officers have received notification of their upcoming board and have access to the MILPER message and MBF to view and/or certify their respective board files?
- c.* Are procedures in place to ensure eligible officers are given an opportunity to review and update their personnel records in preparation for promotion selection boards?
- d.* Does the S1 and/or MPD ensure required evaluation reports are submitted error free to HRC by the suspense provided in the MILPER message and track actions in the Evaluation Entry System until final processing?
- e.* Does the S1 and/or MPD access MBF report 30 days prior to the board to determine if any officer in their population has not certified his or her board file and take necessary action to ensure full compliance?
- f.* Are procedures in place to ensure the 1LT and CW2 promotion authority reviews promotion eligibility of 2LTs and WO1s and prepares a DA Form 78 (Recommendation for Promotion to 1LT/CW2) on officers not recommended for promotion?
- g.* Does the 1LT and CW2 promotion authority forward the DA Form 78 and associated counseling on officers denied promotion to the promotion review authority for final adjudication?
- h.* Are procedures in place to prevent premature disclosure of ‘Close Hold’ promotion selection?
- i.* Do S1s, MPDs, and/or G1s screen promotion lists upon receipt to identify officers who should have been considered for either promotion or to be SELCON but were erroneously omitted and notify HRC Promotions Branch of the omission accordingly?
- j.* Do S1s, MPDs, and/or G1s notify the HRC Promotions Branch of pending adverse action on promotable officers and provide HRC completed adverse actions in a timely manner?

#### **B–5. Supersession**

This evaluation does not replace any previous internal control evaluation.

#### **B–6. Comments**

To help improve this review tool, submit comments to the HQDA functional proponent: Commander, U.S. Army Human Resources Command (AHRC–PDV–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or [usarmy.knox.hrc.mbx.tagd-opsa@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-opsa@army.mil).

## **Glossary**

### **Section I**

#### **Abbreviations**

**ABCMR**

Army Board for Correction of Military Records

**ACFT**

Army Combat Fitness Test

**ADL**

active duty list

**ADSO**

active duty service obligation

**AGR**

Active Guard Reserve

**AMEDD**

Army Medical Department

**AMHRR**

Army Military Human Resource Record

**AOC**

area of concentration

**ARBA**

Army Review Boards Agency

**ARNGUS**

Army National Guard of the United States

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**AZ**

above the zone

**BOLC**

Basic Officers Leadership Course

**BZ**

below the zone

**CAR**

Chief, Army Reserve

**CG**

commanding general

**CNGB**

Chief, National Guard Bureau

**COL**

colonel

**CPT**

captain

**CW2**

chief warrant officer two

**CW3**

chief warrant officer three

**CW4**

chief warrant officer four

**CW5**

chief warrant officer five

**CWO**

chief warrant officer

**DA**

Department of the Army

**DCS**

Deputy Chief of Staff

**DMPM**

Director of Military Personnel Management

**DoD**

Department of Defense

**DOR**

date of rank

**EES**

Evaluation Entry System

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Army Human Resources Command

**ILE-CC**

Intermediate Level Education-Common Core

**IRR**

Individual Ready Reserve

**JAGC**

Judge Advocate General's Corps

**JDA**

joint duty assignment

**LTC**

lieutenant colonel

**MAJ**

major

**MBF**

My Board File

**MILPER**

military personnel

**MOI**

memorandum of instruction

**MOS**

military occupational specialty

**MPD**

Military Personnel Division

**MSC**

major support command



**MTOE**  
modified table of organization and equipment

**NGB**  
National Guard Bureau

**OCAR**  
Office of the Chief, Army Reserve

**OFTS**  
operational functional training support

**ORB**  
officer record brief

**PAB**  
promotion advisory board

**PED**  
promotion eligibility date

**PRB**  
promotion review board

**PZ**  
primary zone

**RASL**  
Reserve active status list

**RC**  
Reserve Component

**ROPMA**  
Reserve Officer Personnel Management Act

**RSC**  
regional support command

**S1/G1**  
adjutant

**SECARMY**  
Secretary of the Army

**SECDEF**  
Secretary of Defense

**SELCON**  
selective continuation

**SOP**  
standard operating procedure

**SSB**  
special selection board

**SSN**  
Social Security number

**TDA**  
table of distribution and allowances

**TDRL**  
temporary disability retired list

**TIG**  
time in grade

**TJAG**

The Judge Advocate General

**TOE**

table of organization and equipment

**TPU**

troop program unit

**UCMJ**

Uniform Code of Military Justice

**USAR**

U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

**USC**

United States Code

**USMA**

United States Military Academy

**WO**

warrant officer

**WO1**

warrant officer one

**WOAC**

Warrant Officer Advance Course

**WOBC**

Warrant Officer Basic Course

**WOILE**

Warrant Officer Intermediate Level

**WOSC**

Warrant Officer Staff Course

**WOSSC**

Warrant Officer Senior Staff Course

**WOSSE**

Warrant Officer Senior Service Education

**1LT**

first lieutenant

**2LT**

second lieutenant

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

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

**Active duty**

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

**Active status**

The status of a member of a RC not in the inactive National Guard, or on an inactive status list, or in the Retired Reserve. Includes the Individual Ready Reserve (IRR).

**Adverse information.**

Adverse information is any substantiated adverse finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgment on the part of the individual.

**Area command**

A geographic area of command with Reserve components functions and responsibilities (AR 140–1).

**Area commanders**

Commanders of area commands.

**Area commands**

The following are defined as area commands—

- a. USAEUR
- b. USARPAC
- c. SOUTHCOM
- d. USASOC
- e. U.S. Army Human Resources Command
- f. U.S. Army Reserve Command (USARC)

**Army Military Human Resource Record**

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

**Army promotion list**

Promotion competitive category consisting of RASL officers from the basic branches.

**Below the zone**

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

**Close hold**

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

**Commander**

A commissioned or WO who, by virtue of grade and assignment, exercises primary command authority over a military organization or prescribed territorial area that under pertinent official directives is recognized as a "command."

**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 WOs are authorized by law but have not been designated as a matter of policy. For officers in the grades of second lieutenant (O–1) through colonel (O–6), competitive categories are listed for the Active Guard Reserve (AGR), Army National Guard of the United States (ARNGUS), and non-AGR. (ARNGUS competitive categories apply only to ARNGUS commissioned officers considered by DA centralized promotion boards):

- a. The AGR competitive categories:
  - (1) AGR Army Promotion List (APL).
  - (2) AGR Medical Service Corps (MS).
  - (3) AGR Army Nurse Corps (AN).
  - (4) AGR Chaplain Corps (CH).
  - (5) AGR Judge Advocate General's Corps (JA).
- b. The ARNGUS competitive categories:
  - (1) ARNGUS APL.

- (2) ARNGUS MS.
- (3) ARNGUS AN.
- (4) ARNGUS Dental Corps (DC).
- (5) ARNGUS Medical Corps (MC).
- (6) ARNGUS Army Medical Specialist Corps (SP).
- (7) ARNGUS Veterinary Corps (VC).
- (8) ARNGUS CH.

c. The non-AGR competitive categories:

- (1) Non-AGR APL.
- (2) Non-AGR MS.
- (3) Non-AGR AN.
- (4) Non-AGR DC.
- (5) Non-AGR MC.
- (6) Non-AGR SP.
- (7) Non-AGR VC.
- (8) Non-AGR CH.
- (9) Non-AGR JA.

d. Reserve Component Warrant Officers competitive categories:

- (1) AGR Warrant Officers.
- (2) Non-AGR Warrant Officers.

### **Creditable service**

All active or reserve active status service in the grade in which ordered to active duty which may be used to establish DOR 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**

Term used to refer to an officer who accepted an erroneous promotion in good faith and actually performed the duties of the higher grade.

### **Entry grade credit**

A period of time credited to a commissioned officer at the time of an original regular Army 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 of selection for promotion**

An officer below the rank of COL or CW5, in or above the promotion zone, who is considered and not recommended for promotion by a DA promotion selection board or SSB.

### **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.

### **In the zone**

A promotion eligibility category (defined by an announced range of DOR) consisting of commissioned officers and WOs on the RASL of the same grade and competitive category who are eligible for promotion consideration who are eligible for promotion consideration for the first time (excluding any BZ consideration).

### **Interservice transfer**

A transfer between uniformed Services of a commissioned officer.

### **Non-Unit Officers**

Officers assigned to the IRR and IMA Program

### **Obligated volunteer officer**

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

**Officer**

A commissioned officer or WO unless otherwise specified.

**Operational, Functional, Training and Support Commands**

Any Army Reserve command that reports directly to the US Army Reserve Command.

**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."

**Pre-positioned promotion list**

A list of officers, by competitive category, considered for promotion, and approved for promotion by the President or designee released to General Officers prior to the official list release date. Used to facilitate notification of non-selects not earlier than one day prior to the established official release date.

**Promotion authority**

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

**Promotion eligibility date**

A date used to establish the due course promotion date.

**Promotion list**

A list of officers, by competitive category, approved for promotion by the President or designee.

**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.

**Rank**

The order of precedence among members of the Armed Forces.

**Recess appointments**

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

**Regular Army promotion list number**

A number which denotes the rank order of regular Army WOs on active duty.

**Selected for promotion**

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

**Separation**

Discharge, release from active duty, or retirement.

**Uniformed Services**

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

**Unit Officers**

USAR TPU and AGR officers and ARNG drilling and AGR officers

**Zone of consideration**

Commissioned officers on the ADL of the same grade and competitive category or WOs (per applicability statement) whose DORs fall within a promotion eligibility category. The zone of consideration consists of the promotion zone, AZ, and BZ.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

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**PIN 002140-000**