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## Milper Message Number

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Proponent

AHRC-PDV-PE

## Title

**UPDATES AND GUIDANCE FOR THE SEMI-CENTRALIZED PROMOTION SYSTEM**

...Issued: [28 Jul 11]...

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- A. AR 600-8-19, ENLISTED PROMOTIONS AND REDUCTIONS, 30 APRIL 2010
  - B. DAPE-MPE-PD MEMORANDUM, REVISED PROMOTION POINT COMPUTATIONS – SEMI-CENTRALIZED PROMOTIONS, IMPLEMENTATION, 1 JUNE 2011
  - C. PROMOTION POINT WORKSHEET USER MANUAL AND ACTIVE COMPONENT SEMI-CENTRALIZED PROMOTIONS SGT/SSG FREQUENTLY ASKED QUESTIONS, <HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/SELECT/ENLISTED.HTM#TI>
- 1. THIS MILPER MESSAGE WILL EXPIRE WHEN SUPERSEDED OR RESCINDED.
  - 2. THIS MESSAGE PROVIDES ADDITIONAL GUIDANCE FOR THE SEMI-CENTRALIZED PROMOTION SYSTEM WHICH INCLUDE THE FOLLOWING TOPICS:
    - A. REINSTATEMENT OF THE USE OF A BOARD RECORDER FOR THE CONDUCT OF SEMI-CENTRALIZED PROMOTIONS BOARDS.
    - B. DISCONTINUATION OF EXCEPTIONS TO POLICY (ETP) FOR PROMOTIONS.
    - C. INTRODUCTION OF THE PROCESS AND PROCEDURES FOR ADMINISTRATIVE RECORDS CORRECTIONS (ARC).
    - D. CLARIFICATION OF THE “INTEGRATE” AND REMOVE FUNCTION IN PROMOTION POINT WORKSHEET (PPW).
    - E. TRANSACTION PROCESSING TIME FOR INFORMATION SUBMITTED INTO THE PPW VIA THE ERB.
    - F. ANNOUNCEMENT OF THE REMOVAL OF THE “UNKNOWN” INSTITUTION IN EMILPO.
    - G. INFORMATION ON MEL/MES ERRORS, CORRESPONDENCE COURSES, MILITARY EDUCATION, WEAPONS QUALIFICATION, AIRBORNE ADVANTAGE, APFT, EDAS PT/PP SCREEN, PROMOTION TRANSACTIONS AND AUDITS.
  - 3. BOARD RECORDERS - UNITS MUST CONTINUE USING BOARD RECORDERS FOR ALL SEMI-CENTRALIZED PROMOTION BOARDS. THE ONLY CHANGE TO THE CONDUCT OF THE PROMOTION BOARD IS THE BOARD DOES NOT AWARD BOARD POINTS. BOARD RECORDERS

MUST ENSURE THAT BOARD PROCEEDINGS REFLECT THE BOARD MEMBER GO/NO-GO VOTES.

4. EXCEPTIONS TO POLICY - EFFECTIVE 1 JUNE 2011 EXCEPTIONS TO POLICY (ETP) FOR PROMOTIONS ARE NO LONGER AUTHORIZED. ETP CASES WITH REQUESTED PROMOTION DATES PRIOR TO 1 JUNE 2011 MUST BE SUBMITTED TO THIS OFFICE TO PROCESS THE PROMOTION TRANSACTION. SEE PARAGRAPH 5 FOR PROMOTION DATES FROM 1 JUNE 2011 AND LATER.

5. ADMINISTRATIVE RECORDS CORRECTIONS (ARC) - AN ADMINISTRATIVE RECORDS CORRECTIONS (ARC) IS A NEW PROCESS AIMED AT ACHIEVING PERSONNEL/TRAINING DATABASE ACCURACY USED TO ESTABLISH SSG AND SGT PROMOTIONS EFFECTIVE 1 JUNE 2011 AND LATER. IN CASES THAT WOULD PREVIOUSLY REQUIRE AN ETP DUE TO AN UNAVOIDABLE CIRCUMSTANCE AND IS NO FAULT OF THE SOLDIER, S1, MPD OR PROMOTIONS WORK CENTER, THE PROMOTION AUTHORITY MAY SUBMIT A REQUEST FOR AN ARC. THE REQUEST MUST BE FULLY JUSTIFIED, SIGNED BY THE PROMOTION AUTHORITY, AND SUBMITTED TO THIS OFFICE FOR APPROVAL. ALL SUPPORTING DOCUMENTATION SPECIFIC TO THE REQUEST MUST BE ATTACHED OR THE REQUEST WILL BE RETURNED WITHOUT ACTION.

A. SOLDIERS MAY BE ELIGIBLE FOR A RETROACTIVE PROMOTION UNDER THE ARC PROCESS IF HE/SHE WOULD HAVE MADE THE DA PROMOTION POINT CUTOFF SCORE, BUT WAS IN A SUSPENSION OF FAVORABLE PERSONNEL ACTION STATUS AND HE/SHE WAS EXONERATED, THE CASE WAS CLOSED FAVORABLY, OR A FLAG FOR ADVERSE ACTION WAS REMOVED, PROVIDED THE SOLDIER WAS OTHERWISE QUALIFIED.

B. FAILURE ON BEHALF OF THE SOLDIER, UNIT, S1, MPD OR PROMOTION WORK CENTER TO UPDATE A SOLDIER'S RECORD (I.E. APFT, WEAPONS QUALIFICATION, MIL/CIV EDUCATION, AWARDS, ETC), INTEGRATE A SOLDIER ONTO THE PROMOTION STANDING LIST, OR FAILURE TO REMOVE A FLAG IS NOT GROUNDS FOR RECONSIDERATION UNDER THE ARC PROCESS.

C. THE SOLDIER HAS THE RESPONSIBILITY TO ENSURE HIS/HER RECORD IS CURRENT, ALL REQUIRED UPDATES ARE COMPLETED, AND THE INFORMATION IS ACCURATE IN THEIR RECORD AND ON THE PPW. THE UNIT, S1, MPD, AND/OR PROMOTION WORK CENTER ARE RESPONSIBLE TO ENSURE PERSONNEL RECORDS ARE UPDATED BOTH TIMELY AND ACCURATELY.

D. IF THE S1/MPD AND/OR PROMOTION WORK CENTERS HAVE ISSUES UPDATING A SOLDIER'S RECORD THEY SHOULD IMMEDIATELY REVIEW THE PPW USER MANUAL AND THEN CONTACT THE POC FOR THIS MESSAGE IF STILL NOT RESOLVED.

E. IF ISSUES ARISE WHERE SOLDIERS FEEL THEIR RECORDS ARE NOT BEING UPDATED THE SOLDIER SHOULD USE THEIR CHAIN OF COMMAND FOR RESOLUTION.

F. ALL PARTIES SHOULD WORK TOGETHER TO DO PERIODIC REVIEWS OF THE PPW AND THE ERB TO ENSURE THAT THE RECORD IS ACCURATE, UPDATED, AND SOLDIERS ARE STILL IN A PROMOTABLE STATUS.

6. INTEGRATE/REMOVE SOLDIERS FROM THE PROMOTION STANDING LIST UNITS MUST ENSURE THAT SOLDIERS ARE INTEGRATED ONTO THE PROMOTION STANDING LIST AFTER THE PROMOTION BOARD PROCEEDINGS ARE SIGNED BY THE PROMOTION AUTHORITY ON OR BEFORE THE EIGHTH DAY OF THE BOARD MONTH USING THE AUTOMATED PPW IN ORDER TO BE CONSIDERED FOR PROMOTION THE FOLLOWING MONTH. THIS IS ACCOMPLISHED BY

UTILIZING THE "INTEGRATE" FUNCTION WITHIN THE PPW. CONSULT THE PPW USER MANUAL POSTED ON THE HRC WEBSITE AND S1 NET FOR FURTHER GUIDANCE.

A. THE "INTEGRATE" FUNCTION IS USED TO ADD A SOLDIER TO THE PROMOTION STANDING LIST AFTER BOARD APPEARANCE. THIS FUNCTION IS NOT USED TO ADD SOLDIERS TO THE COMMAND LIST INTEGRATION (CLI) OR TO INPUT PROMOTION POINTS (799) FOR RANGER QUALIFIED SOLDIERS. PROMOTION POINTS (799) FOR RANGER QUALIFIED SOLDIERS MUST BE FORWARDED TO THIS OFFICE FOR PROCESSING.

B. THE "REMOVE" FUNCTION WITHIN THE PPW SYSTEM IS USED TO REMOVE SOLDIERS FROM THE PROMOTION STANDING LIST FOR REASONS IAW AR 600-8-19 AND APPEARED BEFORE A PROMOTION BOARD. THIS FUNCTION IS NOT USED TO REMOVE CLI POINTS. CLI REMOVALS MUST BE FORWARDED TO THIS OFFICE FOR PROCESSING.

C. THE SYSTEM IS DESIGNED TO DENY INTEGRATION OF INELIGIBLE SOLDIERS BY MAKING THE OPTION TO INTEGRATE UNAVAILABLE. THE FOLLOWING ARE REASONS WHY THEY MAY BE INELIGIBLE: EXPIRED OR INVALID APFT, FLAGGED, DOES NOT MEET TIS/TIG, DOES NOT MEET REMAINING SERVICE OBLIGATION, DID NOT ATTEND REQUIRED NCOES, OR MEL/MES NOT UPDATED (AS APPLICABLE).

D. PPW WILL PLACE SOLDIERS IN AN INELIGIBLE STATUS AND REMOVE THEM FROM THE PROMOTION STANDING LIST WHEN A FLAG IS INITIATED IN EMILPO.

(1) A SOLDIER WHO IS REMOVED FROM THE PROMOTION STANDING LIST FOR A VALID REASON (I.E. EXPIRED APFT, VALID FLAG, ETC.) MUST REAPPEAR BEFORE A PROMOTION BOARD TO BE RE-INTEGRATED ONTO THE PROMOTION STANDING LIST.

(2) IF OTHERWISE QUALIFIED; A SOLDIER WHO WAS FLAGGED FOR ADVERSE ACTION WHICH RESULTED IN A SUMMARIZED ARTICLE 15 OR IS EXONERATED FROM THE INITIAL FLAG MAY BE RE-INTEGRATED ONTO THE PROMOTION STANDING LIST WITHOUT RE-APPEARANCE BEFORE A PROMOTION BOARD.

## 7. TRANSACTION PROCESSING TIME

A. CHANGES IN EMILPO WHICH ARE REFLECTED ON THE ERB MAY TAKE UP TO 48 HOURS TO TRANSFER AND UPDATE THE PPW.

B. THE PPW UPDATES THE TOTAL ARMY PERSONNEL DATABASE (TAPDB) ON A DAILY BASIS.

C. AFTER THE DATA IS TRANSFERRED AND UPDATED ON THE PPW IT MAY TAKE ANOTHER 48 HOURS FOR THE ERB TO REFLECT THE ADJUSTED POINTS.

8. CHANGES TO CIVILIAN EDUCATION UPDATES - ALL ACCREDITED UNIVERSITIES HAVE A VALID COURSE CODE IN EMILPO AND UNITS MUST USE THEM TO ADD CIVILIAN EDUCATION TO A SOLDIER'S RECORD. EFFECTIVE 15 NOVEMBER 2011, THE OPTION TO UPDATE THE CIVILIAN EDUCATION FIELD USING THE INSTITUTION CODE "UNKNOWN" WILL BE ELIMINATED. FAILURE OF UNITS OR SOLDIERS TO UPDATE THE INSTITUTION CODE IN EMILPO PRIOR TO THIS CHANGE WILL RESULT IN ALL CREDITS (ASSOCIATED TO THE "UNKNOWN" INSTITUTION) DELETED FROM EMILPO AND ALL ASSOCIATED POINTS REMOVED FROM THE SOLDIER'S RECORD IN THE PPW.

A. WHEN A COLLEGE IS NOT LISTED, THE S1 MUST CONTACT HRC VIA EMAIL TO REQUEST ASSISTANCE AT [THOMAS.SUTHERLAND1@US.ARMY.MIL](mailto:THOMAS.SUTHERLAND1@US.ARMY.MIL).

B. REQUESTS MUST INCLUDE A COPY OF THE SOLDIERS TRANSCRIPT AND VERIFICATION OF THE COLLEGES ACCREDITATION. ACCREDITATION CAN BE VERIFIED AT [HTTP://OPE.ED.GOV/ACCREDITATION/SEARCH.ASPX?6D6F64653D30267264743D362F32312F](http://ope.ed.gov/accreditation/search.aspx?6D6F64653D30267264743D362F32312F).

C. FAILURE TO UPDATE THE INSTITUTION NAME PRIOR TO THE CUT-OFF IS NOT GROUNDS FOR AN ARC.

9. WARRIOR LEADERS COURSE (WLC) - THERE ARE A NUMBER OF RECORDS THAT DO NOT ACCURATELY REFLECT THE COMPLETION OF WLC. THIS ERROR IS BECAUSE THE MEL/MES CODES AND THE WLC COURSE HAS NOT BEEN ACCURATELY UPDATED ON THE ERB. UNITS MUST VERIFY THE MEL/MES CODES AND COURSE IS POSTED IN SECTION VI-"MILITARY EDUCATION" ON THE ERB. IN ORDER TO BE ELIGIBLE FOR PROMOTION TO E6/SSG THE MEL/MES CODES MUST REFLECT WLC/GRADUATED AND LIST WLC ON THE ERB.

(1) IF THE MEL/MES IS INCORRECT IN EMILPO AND CORRECT IN EDAS HAVE YOUR S1 CONTACT THE SUPPORTING BDE OR INSTALLATION PAS TO ATTEMPT CORRECTION OR TO OPEN A TROUBLE TICKET FOR ASSISTANCE THROUGH EMILPO. IF THE MEL/MES DOES NOT REFLECT WLC/GRAD IN EDAS SEND A COPY OF THE DA FORM 1059 TO THE NCOES BRANCH AT HRC-EPMD-NCOES-OPERATIONS@CONUS.ARMY.MIL THE NCOES BRANCH WILL UPDATE THE MEL/MES AND THIS INFORMATION WILL BE SENT TO EMILPO.

(2) IF THE MILITARY EDUCATION COURSE 'WARRIOR LEADER' IS NOT LISTED ON THE ERB JUST BELOW THE MEL/MES CONTACT THE S1. THE S1 MUST ADD THE COURSE TO THE SOLDIERS RECORD VIA EMILPO USING MIL\_ED\_CRS\_CD 'SMK'.

10. WEAPONS QUALIFICATION - POINTS MUST BE AWARDED BASED ON THE MOST RECENT QUALIFICATION WITH AN ASSIGNED WEAPON. WHEN INPUTTING WEAPONS QUALIFICATION SCORES IT IS IMPORTANT TO ENSURE THE CORRECT FORM IS USED TO CALCULATE THE NUMBER OF HITS AND POINTS ASSOCIATED WITH THE QUALIFICATION SCORE.

A. THE DA FORM 3595-R & 5790-R (M16/M4) IS USED AS THE PRIMARY WEAPON FOR PROMOTION POINTS. IF MULTIPLE WEAPONS ARE LISTED ON A SOLDIER IN EMILPO THE PPW WILL DEFAULT TO PULL THE M16/M4.

B. DA FORM 85-R, M240B, M60, M249, DA FORM 88 (PISTOL), DA FORM 5704/5705-R ALTERNATE PISTOL, DA FORM 7304-R (M249 AR), CID FORM (PRACTICAL PISTOL), AND FLVA FORM 19-10 (MP FIREARM QUALIFICATION COURSE) IS SECONDARY TO THE M16/M4. IF A SOLDIER DOES NOT HAVE A DA FORM 3595-R & 5790-R (M16/M4) AND HAS ONE OF THESE WEAPONS THEY WILL RECEIVE PROMOTION POINTS BASED ON THE MOST POINTS.

C. TO ENSURE THE CORRECT WEAPON IS CREDITED ON THE PPW, UNITS SHOULD ONLY SUBMIT ONE WEAPONS CARD (THE PRIMARY ASSIGNED WEAPON) INTO EMILPO.

11. AIRBORNE ADVANTAGE - THE RULES FOR THE RECEIPT OF AIRBORNE ADVANTAGE POINTS HAVE NOT CHANGED. PROMOTION POINTS ARE DETERMINED BY THE DUTY POSITION THE SOLDIER IS OCCUPYING. SINCE AIRBORNE ADVANTAGE POINTS ARE DRIVEN BY DUTY POSITION (AS IS SPECIAL DUTY ASSIGNMENT PAY) NOT ALL AIRBORNE SOLDIERS ARE ENTITLED TO RECEIPT OF AIRBORNE ADVANTAGE PROMOTION POINTS.

A. THE ERB CAN BE USED TO DETERMINE ELIGIBILITY FOR AWARD OF AIRBORNE ADVANTAGE POINTS: SECTION IX - ASSIGNMENT INFORMATION - DMOS DENOTES A "P", "S" OR "V" AS THE FIFTH CHARACTER AND SECTION VIII - AWARDS - DENOTES AWARD OF A PARACHUTE BADGE (PRCHTBAD), SENIOR PARACHUTE BADGE (SRPRCHTB), OR MASTER PARACHUTE BADGE

(MSTPRCHT). WHEN BOTH CONDITIONS ARE MET, AIRBORNE ADVANTAGE PROMOTION POINTS WILL BE REFLECTED ON THE PPW UNDER SECTION B - ADMINISTRATIVE POINTS - ANNOTATED AS "AIRBORNE ADV (PTS #)".

B. REGARDLESS OF DUTY ASSIGNMENT, SOLDIERS RECEIVE PROMOTION POINTS FOR AWARD OF THE PARACHUTE BADGE (10 POINTS), MASTER PARACHUTE BADGE (5 ADDITIONAL POINTS) AND SENIOR PARACHUTE BADGE (5 ADDITIONAL POINTS). NO POINTS ARE AWARDED FOR ATTENDING AIRBORNE SCHOOL.

12. APFT - SOLDIERS ARE INELIGIBLE FOR LIST INTEGRATION OR PROMOTION UNLESS THEIR ERB ANNOTATES A VALID APFT SCORE. APFT SCORES ARE ONLY VALID FOR 12 MONTHS. THE ONLY EXCEPTION TO THE 12 MONTH RULE FOR APFT APPLIES TO DEPLOYED SOLDIERS, PREGNANCY, OR INJURIES WHICH RESULTED FROM COMBAT OPERATIONS; SEE FREQUENTLY ASKED QUESTIONS POSTED ON THE HRC WEBSITE OR S1 NET. REGARDLESS OF A SOLDIER'S INDIVIDUAL SITUATION, IF THE APFT LISTED ON THE ERB IS BEYOND THE 12 MONTHS, OR IF THE RECORD DOES NOT ANNOTATE THE MINIMUM OF 60 POINTS IN ANY EVENT, THE PPW REFLECTS THE SOLDIER AS INELIGIBLE FOR PROMOTION. ONCE A SOLDIER IS ABLE TO TAKE THE APFT, THE SOLDIER MUST BE TESTED AND THE UPDATED APFT MUST BE SUBMITTED INTO EMILPO.

A. APFT WITH PERMANENT PROFILES OR TEMPORARY PROFILES CAN BE VIEWED IN THE FREQUENTLY ASKED QUESTIONS POSTED ON THE HRC WEBSITE OR S1 NET.

B. IF A SOLDIER FAILS TO MAINTAIN A VALID APFT THEY WILL BE INELIGIBLE ON THE PPW AND AUTOMATICALLY REMOVED FROM THE PROMOTION STANDING LIST. RE-INTEGRATION REQUIRES RE-APPEARANCE AT A PROMOTION BOARD. THERE CANNOT BE A GAP BETWEEN APFT DATES.

C. IF A SOLDIER IS REMOVED FROM THE PROMOTION STANDING LIST BECAUSE THE UNIT FAILED TO UPDATE A PREVIOUS APFT THE SOLDIER WILL NOT BE REQUIRE TO BE RE-BOARDED. UNITS MUST USE THE INTEGRATE FUNCTION IN THE PPW TO RETURN THEM TO A PROMOTABLE STATUS ONCE THE APFT SCORE/DATE IS CORRECTED. FAILURE TO UPDATE TRAINING/PERSONNEL DATA DOES NOT CONSTITUTE A BASIS FOR AN ARC. REMEMBER THERE CANNOT BE A GAP BETWEEN APFT DATES.

13. EDAS PT/PP SCREEN - WRITE ACCESS TO FIELD USERS FOR THE PT AND PP FUNCTION IN EDAS IS SUSPENDED INDEFINITELY. BOTH SCREENS ARE NOW READ ONLY FOR ALL FIELD USERS. ACTIONS IN THE PP FUNCTION, TO INCLUDE RANGER POINTS INPUT, LATE OR ERRONEOUSLY REMOVED CLI POINTS, OR REMOVAL OF CLI POINTS MUST BE FORWARDED TO THIS OFFICE FOR PROCESSING.

14. PROMOTION TRANSACTIONS - SOLDIERS WHO ARE ON A BY NAME LIST FOR OVER 30 DAYS, BUT WERE NOT PROMOTED USING THE PM FUNCTION IN EDAS, MUST BE SENT TO THIS OFFICE FOR PROCESSING. FORWARD A COPY OF THE PROMOTION ORDERS AND A MEMORANDUM SIGNED BY THE PROMOTION AUTHORITY. ADDITIONALLY, OFF LINE PROMOTION ORDER ACTIONS SUCH AS MEB, WOCS, OCS, MERIT PROMOTIONS, ETC, MUST BE FORWARDED TO THIS OFFICE FOR PROCESSING WITH SUPPORTING DOCUMENTS.

15. AUDITS - DURING RANDOM AUDITS, SOLDIERS AND S1 PERSONNEL MAY BE REQUIRED TO FORWARD SUPPORTING DOCUMENTS TO SUPPORT ENTRIES ON THE PPW. HRC PROMOTIONS BRANCH WILL NOTIFY THE SOLDIER AND THE UNIT OF SPECIFIC RECORDS BEING AUDITED. UPON NOTIFICATION, THE UNIT WILL HAVE SEVEN CALENDAR DAYS TO

EMAIL THE PACKET TO THE POC BELOW.

A. FAILURE TO RETURN THE PACKET OR REQUEST AN EXTENSION WILL RESULT IN THE SOLDIER BEING REMOVED FROM THE PROMOTION STANDING LIST.

B. IF IT IS FOUND THE RECORD CONTAINS INFLATED, ERRONEOUS, OR FALSIFIED INFORMATION IN EMILPO OR EDAS THE UNIT, S1/MPD OR PROMOTION WORK CENTERS WILL BE NOTIFIED OF WHO SUBMITTED THE TRANSACTION AND WHEN THE DATA WAS SUBMITTED. INTEGRITY OF THIS SYSTEM IS ESSENTIAL.

16. POINTS OF CONTACT FOR JUNIOR ENLISTED PROMOTIONS: MPD OR BDE/BN S1 CALL 502-613-9013 (DSN 983) OR EMAIL [HRC.TAGD.JR.ENLISTEDPROMOTIONS@CONUS.ARMY.MIL](mailto:HRC.TAGD.JR.ENLISTEDPROMOTIONS@CONUS.ARMY.MIL).