Army Regulation 135–155

Army National Guard and U.S. Army Reserve

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

Headquarters
Department of the Army
Washington, DC
13 July 2004

UNCLASSIFIED

SUMMARY of CHANGE

AR 135-155
Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

This revision dated 13 July 2004--

- Replaces U.S. Army Reserve Personnel Command with U.S. Army Human Resources Command St. Louis throughout the regulation.
- Replaces AR-PERSCOM with HRC St. Louis throughout the regulation.
- Changes U.S. Army Personnel Command with U.S. Army Human Resources Command throughout the regulation.
- Changes PERSCOM to HRC throughout the regulation.
- Replaces ODCSPER with DCS, G-1 throughout the regulation.
- Replaces DCSPER with DCS, G-1 throughout the regulation.
- Changes supplementation statement to reflect a different office.
- Changes suggested improvements statement with a different office.

This revision dated 24 October 2001--

- Incorporates Reserve Officer Personnel Management Act provisions throughout the regulation.
- Revises promotion TIG dates (table 2-1).
- Eliminates time-in-service requirement for promotion (table 2-1).
- Eliminates Senate confirmation for promotion to lieutenant colonel (para 4-10).
- Establishes competitive categories for mandatory promotions (para 2-5).
- Provides for Active Guard Reserve and troop program unit position vacancy promotions (paras 2-13 and 2-14).
- Adds new policy on special selection board consideration versus promotion advisory board consideration (para 3-19).
- Addresses entry on active duty during promotion consideration (para 3-18).
- Adds policy on voluntary delay of promotion (para 4-22).

- Discusses declination of promotion (para 4-28).
- Replaces unit vacancy promotions with position vacancy promotion (paras 2-13 and 2-14).
- Restricts promotion of Army Medical Department in below-grade positions and overstrength position to Medical Corps and Dental Corps officers (para 4-9).
- Requires a baccalaureate degree for promotion to captain except in certain cases (para 2-9).
- Provides for evidence of required civilian and military education not later than the day before the selection board convening date (paras 2-8 and 2-9).
- Revises requirements for de facto status (para 3-18).
- Changes requirements for transfer procedures (para 3-17 and throughout).
- Establishes an involuntary delay procedure for AGR officers(para 4-9).
- Establishes date of rank and effective date of promotion after an involuntary delay (para 4-9).
- Revises requirements for promotion on transfer to the Retired Reserve (para 4-20).
- Adds procedures for promotion ceremonies that specifically preclude frocking for the Reserve of the Army (para 5-3).
- Includes revised formats for promotion memorandums (figs 4-3 through 4-15).
- Lists a format for voluntary delay endorsement (figs 4-16 and 4-17)).
- Revises format for declination endorsement (figs 4-18 and 4-19).
- Changes format for second nonselection for promotion to captain, major, and lieutenant colonel (figs 4-23 through 4-25).
- Prescribes a format for promotion ceremonies (fig 5-1)

Headquarters
Department of the Army
Washington, DC
13 July 2004

*Army Regulation 135–155

Effective 13 August 2004

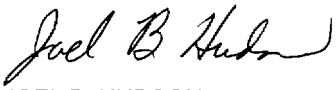
Army National Guard and U.S. Army Reserve

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

By order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This regulation provides policy for selecting and promoting commissioned officers of both the Army National Guard of the United States (ARNGUS) and the U.S. Army Reserve (USAR), and warrant officers of the USAR. This regulation also covers promotion eligibility and qualification requirements, board schedules and procedures, and procedures on processing selection board recommendations.

Applicability. This regulation applies to commissioned officers (except commissioned warrant officers) of the ARNGUS and the USAR on the Reserve Active Status List (RASL), and to warrant officers (whether or not commissioned) of the USAR who are in an active status. The regulation does not apply to warrant officers (including commissioned warrant officers) of the ARNGUS, nor does it apply to promotion to Reserve general officer grades. Policies concerning promotions and Federal recognition of ARNGUS officers within their State vacancy promotion systems will be under NGR 600-100. Promotion of warrant officers (including commissioned warrant officers) of the ARNGUS 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 Deputy Chief of Staff, G-1 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 its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review of the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation contains management control provisions in accordance with AR 11–2, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA, Deputy Chief of Staff, G-1. Submit requests to Deputy Chief of Staff, G-1, ATTN: DAPE-MPO-D, 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 Deputy Chief of Staff, G-1, ATTN: DAPE-MPO-D, 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army; and A, B, C, D, and E for the Army National Guard of the United States and for the U.S. Army Reserve.

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*This publication supersedes AR 135–155, dated 24 October 2001.

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Glossary

Chapter 1
Introduction

1–1. Purpose

a. This regulation prescribes policy and procedures used for selecting and promoting commissioned officers (other than commissioned warrant officers) of the Army National Guard of the United States (ARNGUS) and of commissioned and warrant officers (WO) of the U.S. Army Reserve (USAR). This regulation supports the objectives of the Army's officer promotion system that provides for career progression based on recognition of an officer's potential to serve in positions of increased responsibility. Special provisions that apply to active, retired, and discharged soldiers of the U.S. Army are indicated in paragraph 5-1.

b. Commissioned officers appointed to or from assignment to the Army Medical Department (AMEDD), Chaplains (CH), and the Judge Advocate General's Corps (JAGC) will not be promoted if, before promotion, the officer receives a new original appointment with assignment to a branch other than the branch or corps to which assigned when considered for promotion.

c. NGR 600-100 and NGR 600-101 govern Federal recognition of State position vacancy promotions of ARNGUS officers and WOs.

d. Promotions to chief warrant officer two (CW2), chief warrant officer three (CW3), chief warrant officer four (CW4), or chief warrant officer five (CW5) as a Reserve of the Army will be made by commission by the Secretary of the Army.

1–2. References

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

1–3. Explanation of abbreviations and terms

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

1–4. Responsibilities

a. The Secretary of the Army (SA) will serve as the senior official on matters concerning officer promotions. Unless otherwise specified in this regulation, the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) is the designee of the SA.

b. The Deputy Chief of Staff, G-1 (DCS, G-1) will serve as the senior Army policy official for the Reserve of the Army officer promotion system and will provide Army supervision of the Reserve of the Army officer promotion policy formulation, procedures, goals, architecture, and standards.

c. The Chief, National Guard Bureau (CNGB) and the Chief, Army Reserve (CAR) will recommend desired changes of promotion policy to the DCS, G-1.

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

1–5. Approving promotion board recommendations

Promotion boards make recommendations to the President of the United States, who is the approval authority for all commissioned officer (except commissioned warrant officer) promotions. Promotions to the grade of colonel (COL) and approved by the President must be confirmed by the Senate (10 USC 12203(a)). The SA has authority to approve or disapprove promotion board reports for warrant officer promotions and for all selective continuation boards.

1–6. Promotion authority

Authority to administratively issue Reserve of the Army promotion memoranda for officers serving in an active status on the Reserve Active Status List (RASL) and USAR warrant officers (to include commissioned warrant officers), serving in an active status, not on the Active Duty List (ADL) is assigned to—

a. HRC St. Louis (AHRC-PSP-A), for officers (to include USAR warrant and commissioned warrant officers) under their jurisdiction, except for promotion to CW5.

b. CDR, HRC, Office of Promotions, (Reserve Components) (RC), (AHRC-MSL), for—

(1) USAR officers serving on Active Guard Reserve (AGR) status.

(2) Individual Ready Reserve and Control Group Standby Reserve (Active Status List) officers.

(3) USAR officers released from AD in the grade of COL and below, and not under the jurisdiction of an area commander.

(4) USAR officers selected for promotion to CW5.

c. Chief, National Guard Bureau, for ARNGUS officers, to include ARNGUS AGR officers.

1–7. Employment and volunteer work of officers' spouse

Neither the marital status of an officer by itself, nor the employment, educational pursuits, or volunteer service

activities of the officer's spouse may be considered in determining whether or when to recommend an officer for promotion. Commanders, board members, or others involved in promotion determinations will not consider information in personnel files regarding such factors.

Chapter 2
Promotion Eligibility and Qualification Requirements

Section I
General

2–1. Consideration without board action

An officer in the grade second lieutenant (2LT) or a USAR warrant officer 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 (table 2-1 or table 2-3). The records of ARNG unit officers will be screened and promotions accomplished by the CNGB. The records of USAR unit officers will be screened and promotions accomplished by CDR, HRC St. Louis, ATTN: AHRC-PSP. For USAR nonunit and AGR officers, records will be screened and promotions accomplished by CDR, HRC, Office of Promotions, (RC), ATTN: AHRC-MSL.

2–2. Service computation

Service requirements listed in tables 2-1 and 2-3 will be computed according to the following—

a. Warrant officers. Promotion service is computed based on time-in-grade (TIG) performed in the current permanent WO grade. As of 1 October 1986, service performed in the equivalent temporary (AUS) WO grade held at the time of the individual's most recent appointment in the Reserve of the Army will be credited.

b. Commissioned officers. Promotion to captain (CPT) and above requires a minimum number of years TIG. If an officer received service credit for prior commissioned service and/or constructive service credit on appointment, the officer's date of rank was determined under AR 135-100, and therefore controls the computation of the officer's TIG.

Section II
Eligibility for Consideration and General Qualifications for Selection

2–3. 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 date of rank (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. Except as provided in c, below, 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 date of rank or, if the same, the date of rank 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) Total active commissioned service.

(6) Total Federal commissioned service or date of appointment as a commissioned officer.

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

(8) Alphabetical order.

c. The governing regulation for establishing DOR for all officers serving on the ADL is AR 600-8-29.

2–4. Date of rank of 1LTs and above on placement on the RASL

a. An officer's date of rank on original appointment is determined per AR 135-100.

b. An officer on the active duty list (ADL) who has been selected for promotion but who has not been promoted by the time the officer transfers to the Reserve active—status list (RASL) in the same competitive category, will be placed on an appropriate Reserve of the Army promotion list. The effective date of promotion and date of rank will be the same as if the officer had been selected to the same grade by a promotion board for RASL officers. However, the Secretary of the Army may set the date of rank if he or she determines an inequity in the foregoing procedure exists.

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 major (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 backdated by the amount of time by which the entry grade credit awarded exceeds that used to establish the higher grade under paragraph c, above.

2–5. Eligibility for consideration

a. 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 1– year period ending on the convening date of the promotion board, and must meet the TIG requirements in tables 2-1 or 2-3, as appropriate.

b. ARNGUS and USAR officers will be considered for promotion in their competitive category only: Army Promotion List (APL, to include JA); Chaplains (CH); Army Nurse Corps (AN); Dental Corps (DC); Medical Corps (MC); Medical Service Corps (MS); Army Medical Specialist Corps (SP); and Veterinary Corps (VC).

c. While on a promotion list resulting from a prior mandatory or position vacancy promotion board 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 position vacancy promotion board.

d. Warrant officers serving in a grade below CW4, in an active Reserve status, may be selected for promotion provided they meet the minimum promotion TIG and military education requirements in table 2-3 not later than the date the selection board convenes. Nonselection for promotion per this paragraph constitutes a failure of selection for promotion.

e. Warrant officers filling unit position vacancies in the Selected Reserve (TPU) may be promoted through the position vacancy board process provided they meet the minimum promotion TIG, military education requirements, and are filling unit position vacancies as provided in table 2-3. Nonselection for promotion under this paragraph does not constitute a failure of selection for promotion. Subsequent promotion consideration will be per paragraph d, above.

f. Promotion to CW5 will be authorized only to fill vacancies rank coded "W5." Nonselection for promotion to CW5 does not constitute a failure of selection for promotion for the purposes of this regulation.

g. To be promoted to the chief warrant officer grades, a WO must be commissioned under 10 USC 12241 before or concurrent with promotion or designation.

h. An officer who has an established date for removal from the RASL, or a warrant officer (to include a commissioned warrant officer) with an established date for removal from active status, 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) and 12242). 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.

2–6. Inactive and active status

An officer removed from an active status before promotion is final (the effective date of promotion) will be removed from the promotion list (para 3-17). 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 having been 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 at least 1– year after the date of return to an active status.

2–7. Selection criteria

To be eligible for selection, an ARNGUS or USAR officer who meets the eligibility requirements (para 2-5) must be properly 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 being processed for such action on the selection board convene date.

2–8. Military educational requirements

To qualify for selection, commissioned officers (other than commissioned warrant officers) must complete the military educational requirements in table 2-2 not later than the day before the selection board convene date.

a. General. The following applies in determining educational qualifications—

(1) Equivalent credit for completion of a lower level course of study will be awarded by the proper selection board for enrollment and satisfactory participation in a course that is higher than that required. To qualify, completion of the lower course must have been a prerequisite for enrollment in the higher course. The officer must also be enrolled and

participating satisfactorily at the time of consideration. Officers enrolled in an authorized resident command and staff college course at the time they are considered for promotion to LTC will be granted equivalent credit for having completed 50 percent of the Command and General Staff Officers Course (CGSOC).

(2) Credit for completion of any officer basic course is a prerequisite for enrollment in the Civil Affairs Officer Advanced Course.

(3) Successful resident completion of the following courses results in equivalent credit for CGSOC for promotion purposes only—

(a) Armed Forces Staff College; U.S. Air Force, and U.S. Marine Corps Command and Staff Colleges; U.S. College of Naval Command and Staff; or the Western Hemisphere Institute for Security Cooperation (formerly, the U.S. Army School of the Americas).

(b) Naval or Air War College.

(c) Industrial College of the Armed Forces.

(d) National War College.

(4) The CNGB for ARNGUS officers, and the CAR for USAR officers, may award equivalent credit for CGSOC. An officer must have successfully completed equivalent resident or higher level resident courses conducted by another school of the U.S. or foreign military service. Requests will be considered individually.

(a) ARNGUS officers will submit their request through the adjutant general of their State to Chief, National Guard Bureau, ATTN: NGB-ARZ-HRP-O, 1411 Jefferson Davis Highway, Suite 3100, Arlington, VA 22202-3231.

(b) USAR officers will submit their request through their area commander to HQDA, Office of the Chief, Army Reserve, ATTN: DAAR-PEP, 2400 Army Pentagon, Washington, D.C. 20310-2400.

(5) Acceptance of constructive credit or equivalent credit for filling academic requirement is subject to approval of the commandant of the service school having course proponency.

b. 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) (OADO) or under administrative control of the Control Group (OADO) with concurrent assignment to a Reserve component (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 completed a qualifying service school course. It may also be canceled when the officer completes 6 months or more AD or active duty training (ADT), whichever occurs first.

(2) An officer will be considered educationally qualified for promotion to the next higher grade under the conditions listed in paragraphs (a) through (c), below. The officer must have completed at least 2 years of consecutive ADL service as a commissioned officer but cannot be presently serving on the ADL.

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

(b) The officer was not considered for promotion to a grade higher than his or her ADL grade that resulted in a recommendation by the board that the officer not be promoted.

(c) The officer was released from ADL as a commissioned officer within 3–years of the date the board convenes.

c. Educational exceptions. Exceptions to educational requirements in table 2-2 will be as shown in paragraph 2-15a.

2–9. Civilian education requirements

a. Effective 1 October 1995, no person may be selected for promotion to the Reserve grade of CPT unless, not later than the day before the selection board convene date, that person has been 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 Department of Defense (DOD) for purposes of meeting officer educational requirements. This requirement does not apply to a person who is appointed in a health profession for which a baccalaureate degree is not condition of original appointment or assignment.

b. Baccalaureate degrees required for Reserve promotion to MAJ or above, as specified below, must be completed not later than the day before the selection board convene date.

(1) All commissioned officers not previously appointed to or Federally recognized in the grade of CPT before 1 October 1995 must meet the baccalaureate degree requirement that is applied to CPT under subparagraph a, above. (Army Nurse Corps (AN) officers who are also subject to paragraph (3), below, must possess a baccalaureate degree in nursing.)

(2) All commissioned officers (other than AN officers) initially appointed on or after 1 October 1987 must possess a baccalaureate degree from an accredited institution recognized by the U.S. Secretary of Education or have earned a baccalaureate degree from an unaccredited educational institution that has been recognized by DOD for purposes of meeting officer educational requirements.

(3) All AN commissioned officers initially appointed on or after 1 October 1986 must possess, as a minimum, a baccalaureate degree in nursing from an accredited institution recognized by the U.S. Secretary of Education. Nurse anesthetists who hold, as a minimum, a baccalaureate degree in any field are considered educationally qualified.

Section III
Board Considerations

2–10. Mandatory selection boards

a. General. Mandatory selection boards will convene each year (chap 3). 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 tables 2-1 or 2-3, as appropriate.

(1) This may allow officers in the grades of CW2 or CW3 to be promoted on their eligibility date.

(2) This may allow officers in the grades of 1LT through MAJ to be promoted on or before their maximum TIG.

c. Subsequent consideration. Those officers noted in b, above, 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/or branch.

d. Below the zone consideration. The SA may, when the needs of the Army require, authorize the consideration of officers for promotion to the next higher grade from below the promotion zone.

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

(2) Below the zone promotions are a part of the mandatory Reserve of the Army 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.

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

(4) Since only a few officers may be selected for promotion from below the zone of consideration, failure to be selected will neither count as a nonselection, nor reflect unfavorably on an officer.

(5) Each MOI will specify the maximum number, and may specify the minimum number, of officers that may be recommended. Unless specified, the maximum number need not be selected.

(6) Special selection boards will not consider officers for below the zone promotion.

e. Promotion eligibility.

(1) To be considered for promotion by a selection board, a commissioned officer (other than a commissioned warrant officer) must have continuously performed service on the RASL, the ADL, or a combination of both during the 1-year period ending on the date the board convenes. A warrant officer (to include a commissioned warrant officer) must have served continuously in an active status during the 1-year period ending on the date the board convenes. Officers under suspension of favorable personnel actions (AR 600-8-2) or in a nonpromotable status (para 4-11c) remain eligible for consideration.

(2) Promotion eligibility is determined by the DCS, G-1 and approved by the SA. For mandatory Reserve of the Army promotions, eligibility is based on TIG.

2–11. Consideration for promotion to colonel

a. Selection boards will convene at the discretion of the SA (chap 3). They will consider ARNGUS and USAR officers, in all competitive categories for promotion to COL. These boards will consider and recommend only those who are in an active status.

b. The SA—

(1) Prescribes the minimum TIG for an officer for each competitive category.

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

(3) Prescribes the maximum number of officers to be recommended for promotion from each competitive category (APL, CH, AN, DE, MC, MS, SP, and VC).

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

c. Officers not selected for promotion to COL will continue to be considered by subsequent selection boards until either selected, or removed from the RASL.

2–12. Consideration or promotion to CW5

a. Selection boards will convene at the discretion of the SA and normally in conjunction with the annual CW3 and CW4 mandatory consideration boards. The boards will consider promotion of the best qualified USAR CW4s who are in an active status for CW5 vacancies.

b. The SA—

(1) Prescribes the minimum TIG required for consideration.

(2) Prescribes the maximum number of WO to be selected by MOS.

(3) Announces the zone of consideration and MOS to be considered.

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

(5) Requires completion of the Warrant Officer Senior Staff Course (WOSSC) before promotion.

c. Chief warrant officers four not selected for promotion will continue to be considered by subsequent selection boards until either selected or separated.

2–13. USAR troop program unit position vacancy selection boards

Promotion to fill authorized troop program unit (TPU) position vacancies may be filled through promotion of the best qualified, geographically available officers to the grades CW3, CW4, and CPT through COL, as prescribed below. The USAR TPU position vacancy boards will normally be held twice a year.

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 strength authorized in the TOE or TDA for his or her current grade.

(2) The existence of a vacancy for a position listed in paragraphs (a) through (c), below will be determined by counting certain officers against the strength authorization. A position—

(a) Designated to be occupied by an officer of a special branch in the TOE or TDA. Count only officers assigned to that special branch (AMEDD, by Corps; CH; or JAGC), including overstrength.

(b) Designated to be occupied by an officer of a basic branch in the TOE or TDA. Count only officers assigned to that basic branch.

(c) Listed as "branch immaterial" for the assignment of basic branch officers. Count all officers, including assigned overstrength, regardless of branch (except AMEDD, by Corps; CH; and JAGC).

(3) The position vacancy must be in the next higher grade unless an intermediate grade is not authorized in the table of organization and equipment (TOE) or tables of distribution and allowances (TDA). However, MC, DE, or VC officers may be promoted to fill unit position vacancies as described in paragraph b(4)(b), below. This can be done without regard to whether an intermediate grade is authorized in the TOE or TDA. Positions authorized for fill by Active Guard Reserve (AGR), Active Army, or Individual Mobilization Augmentation (IMA) officers attached to USAR units will not be considered, even if unoccupied, as vacancies for TPU position vacancy promotion purposes.

b. Eligibility. The USAR unit position vacancy promotion 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. Occasionally, assignments cannot be made from local resources (officers assigned to units and other local nonunit officers on the RASL). In this event, the commander of the unit experiencing the position vacancy will send to the appropriate area commander the names of all USAR unit officers in the next lower grade who meet the following promotion consideration eligibility requirements—

(1) Have completed the minimum TIG prescribed for promotion to the next higher grade by the day before the convening date of the board.

(2) Be geographically available to serve in the position for which considered. The unit commander having the vacancy—

(a) Will determine an officer geographically available if that officer lives within a commuting distance (AR 140-10).

(b) May determine an officer geographically available if that officer has the means, and is willing to travel the distance involved.

(3) Will decide if an officer is of the proper branch and specialty (includes functional area when the position so requires).

(4) Be educationally qualified—

(a) Officers considered for position vacancy selection to LTC or COL command positions must be qualified in the basic branch of the unit before consideration, and must meet the criteria established by AR 140-10.

(b) AMEDD officers are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation. Dental Corps and Veterinary Corps (VC) officers may be considered for promotion to CPT to valid CPT or MAJ vacancies within their respective corps. Medical Corps (MC)

officers may be considered for promotion to valid MAJ vacancies within the MC. This is without regard to areas of concentration (AOCs). These officers must be in the grade of 1LT and be otherwise eligible.

(c) Chaplains and JAGC officers can be considered for promotion to fill vacancies only within their respective branches.

(d) Warrant officers and commissioned warrant officers are eligible for promotion consideration in their primary or proponent certified additional MOS.

(5) 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.

(6) Officers 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) COL will not be considered unless the SA finds that the officer is the only qualified officer available to fill the vacancy. The SA may not delegate this authority. Any such request must be in strict compliance with the procedures outlined in appendix B of this regulation.

(c) CW3 and CW4 will not be considered for position vacancy promotion.

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

(1) When Commander, HRC St. Louis (AHRC-OPM-P) notifies a TPU commander that no qualified Individual Ready Reserve (IRR) officer of the authorized grade is geographically available.

(2) When the area commander concurs with the TPU commander on the nonavailability of IRR officers of the same grade and specialty as the position vacancy. After the TPU commander receives the area commander approval for position vacancy action, the TPU commander will initiate position vacancy promotion procedures. The TPU commander will forward a memorandum listing all unit officers eligible for promotion consideration. The memorandum will be forwarded to the area commander, and will include the following information: rank of position; branch; AOC; position title; unit; UIC; location of unit; TOE/TDA number; para/line number; and date of position vacancy. The area commander will request CDR, HRC St. Louis provide a list of all eligible geographically available nonunit officers. CDR, HRC St. Louis will send the area commander a consolidated list of all unit and nonunit officers for position vacancy promotion consideration. The area commander will ensure that the intent of the position vacancy fill procedures of AR 140-10 has been complied with before proceeding with position vacancy board promotion consideration.

(3) Only JAGC officers selected for JAGC assignments in compliance with AR 140-10, will be submitted for consideration for JAGC position vacancy promotions. TPU commander approval is not required when JAGC officers are approved by TJAG for JAGC assignments or command positions for the grades of LTC and COL. However, commanders must comply with AR 140-10.

(4) Unless otherwise included in an eligible officer's official file, a photocopy of the document establishing the officer's civilian and military educational qualification must be forwarded to the area commander.

d. Submitting names of eligibles.

(1) The area commander will review and submit the names of all eligible unit and available nonunit officers to the selection board. Nonunit officers must voluntarily indicate a willingness to serve in the TPU and live within a reasonable commuting distance as defined by AR 140-10. The submission memorandum will indicate whether the officers are qualified for position vacancy promotion. Examples of disqualifiers for position vacancy promotion are failure to have completed required civilian or military education, or to be failed of selection by a mandatory Reserve of the Army selection board to the grade under consideration. The submission memorandum will indicate the number of officers authorized and assigned in grade for position vacancy promotion consideration. Official photographs, taken per AR 640-30, will be submitted for each officer named in the memorandum that is qualified for position vacancy promotion consideration.

(2) USAR commanders will submit the names of officers who meet the criteria in b, above to fill position vacancies in grades of CW3, CW4, and CPT through COL to their area commander for promotion consideration. USAR commanders must identify all officers who are eligible for consideration. They will also identify those officers who are not qualified and the reason the officers are not qualified. (Examples include an officer not educationally qualified for promotion or, an officer previously not selected by a mandatory promotion board.) Promotion nominations from area commanders to fill position vacancies in grades CW3, CW4, and CPT through COL will be mailed to CDR, HRC St. Louis, ATTN: AHRC-PSV-B, 1 Reserve Way, St. Louis, MO 63132-5200.

2–14. USAR AGR position vacancy selection boards

When authorized by HQDA, DCS, G-1, promotion to fill authorized position vacancies may be made through promotion of the best-qualified officers, including WOs, as prescribed below.

a. Authorized vacancies. The existence of a vacancy for a position described in (1), (2), and (3), below will be determined by counting certain officers against the strength authorization. A position—

(1) Designated to be occupied by an officer of a special branch in the TOE or TDA. Count only officers assigned to that special branch (AMEDD by Corps; CH; or JAGC).

(2) Designated to be occupied by an officer of a basic branch in the TOE or TDA. Count only officers assigned to that basic branch.

(3) Listed as "branch immaterial" for the assignment of basic branch officers. Count all officers, including assigned overstrength, regardless of branch (except AMEDD, CH, and JAGC).

(4) Must be in the next higher grade unless an intermediate grade is not authorized in the table of organization and equipment (TOE) or tables of distribution and allowances (TDA). However, AN or MS officers may be promoted to fill USAR AGR vacancies as described in paragraph b(3)(b), below. This can be done without regard to whether an intermediate grade is authorized in the TOE or TDA. An officer filling a position that is two grades higher than his or her current grade may be recommended for promotion to the next higher grade.

Note. Positions authorized for fill by TPU, Active Army, or IMA officers, will not be considered, even if unoccupied, as vacancies for USAR AGR promotion purposes.

b. Eligibility. The USAR AGR position vacancy promotion system is designed to promote officers to fill vacancies in USAR AGR positions that cannot be filled by qualified USAR AGR officers of the authorized grade currently serving in the USAR AGR program. Send the names of all USAR AGR officers serving in the next lower grade who meet the following promotion eligibility requirements to CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL-P, 9700 Page Avenue, St. Louis, MO 63132-5200:

(1) Have completed the minimum TIG prescribed for promotion to the next higher grade by the day before the convening date of the board.

(2) If required, be retainable by virtue of having been selected for continuation in the AGR program by an AGR continuation board and be able to serve 3 years at the higher grade before reaching a MRD based on the higher grade.

(3) Be of the proper branch and specialty (includes functional area when the position so requires).

(a) Officers considered for position vacancy selection to LTC or COL command positions must be qualified in the basic branch of the unit before consideration.

(b) AMEDD officers are considered for promotion to fill vacancies within their respective branches and other branches within the AMEDD when permitted by regulation. Army Nurse Corps (AN) and Medical Service (MS) officers may be considered for promotion to CPT to valid CPT or MAJ vacancies within their respective corps. This is without regard to AOCs. These officers must be in the grade of 1LT and be otherwise eligible.

(c) Chaplains and JAGC officers may be considered for promotion to fill vacancies only within their respective branches.

(d) Warrant officers and commissioned warrant officers are eligible for consideration in their primary or proponent certified additional MOS.

(4) 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.

(5) Officers who fail to be selected by a mandatory promotion board to the grade of—

(a) CPT through LTC will not be considered for position vacancy promotion.

(b) COL will not be considered unless the SA finds that the officer is the only qualified officer available to fill the vacancy. The SA may not delegate this authority. Any such request must be in strict compliance with the procedures outlined in appendix B.

(c) CW3 and CW4 will not be considered for position vacancy promotion.

c. Promotion consideration. USAR AGR position vacancy promotion consideration to fill an AGR position vacancy is authorized when OCAR requests that a USAR AGR position vacancy board be conducted. OCAR will notify DCS, G-1 (DAPE-MPO) that no qualified AGR officers in the grade and specialty required are currently in the AGR program, or, that none are available for attachment. OCAR will initiate USAR AGR position vacancy promotion procedures by forwarding a memorandum listing all officers in the promotion zone of consideration. The completed memorandum will be sent to DCS, G-1 (DAPE-MPO) for approval.

d. Submitting names of eligibles.

(1) OCAR will review and submit the names of officers eligible for consideration by a USAR AGR position vacancy selection board to DCS, G-1 (DAPE-MPO). Include in the transmittal memorandum the number of officers authorized and attached in grade for position promotion consideration. OCAR will provide the name, SSN, branch, and functional area of each officer eligible for consideration. A list of officers who are not identified as being eligible, but who have the requisite number of years TIG will also be provided. Reasons for their not being considered eligible for consideration will be included with this roster.

(2) Once DCS, G-1 (DAPE-MPO) authorizes conduct of a USAR AGR position vacancy selection board, OCAR will provide necessary information to Commander, HRC St. Louis, ATTN: AHRC-PSV-B, 1 Reserve Way, St. Louis, MO 63132-5200. Included in this information will be the names, SSN, rank, branch, and functional area of all USAR AGR officers who meet the criteria for eligibility and branch qualification as outlined in b, above. OCAR will also provide a certified true copy of documents establishing civilian and military educational qualification if not otherwise contained in an officer's consideration file. Include in the transmittal memorandum a roster of those officers who are not qualified to be selected and the reason why the officer is not qualified. (Examples include an officer not

educationally qualified for promotion (civilian or military education) or, an officer not selected by the preceding mandatory board.)

e. Procedures. After DCS, G-1, DAPE-MPO authorizes the conduct of a USAR-AGR position vacancy board, the MOI, membership, and other board procedures will be staffed by DAPE-MPO under chapters 3 and 4.

2–15. Exceptions

a. Education exceptions. With the exception of the completion of OBC, the following commissioned officers, other than commissioned warrant officers, are not required to meet the military education requirements in table 2-2—

(1) AMEDD officers, except MS with medical functional area (MFA) 70 or AOC 67J, for promotion to MAJ, LTC, and COL.

(2) An officer whose removal from active status has been invalid. CDR, HRC, Chief, Office of Promotions (RC), may waive the education requirements during this period of invalid removal from an active status. To qualify, the officer must have resumed participation in an active status on discovery of the error. If circumstances warrant, CDR, HRC, Chief, Office of Promotions (RC) may grant a waiver for an inactive or retired status period resulting from an invalid removal.

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

(4) Officers who completed the Combined Arms and Services Staff School (CAS3) resident course before 1 November 1984 or CAS3/RC-CAS3 after 1 November 1984 and before 1 September 1989 are considered to have met the educational requirement for promotion to LTC.

b. General exceptions. CDR, HRC, Chief, Office of Promotions (RC), (AHRC-MSL), is approval authority for all requests for exception to nonstatutory promotion requirements. Forward requests for exception to nonstatutory promotion requirements to CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL, 9700 Page Avenue, St. Louis, MO 63132-5200. Requests must contain complete justification, including recommendations of intermediate commanders when applicable.

Table 2–1
Time in grade requirements commissioned officers, other than commissioned warrant officers

From	To	Minimum Years in lower grade	Maximum Years in lower grade
O1 (2LT)	O2 (1LT)	2	42 months
O2 (1LT)	O3 (CPT)	2	5
O3 (CPT)	O4 (MAJ)	4	7
O4 (MAJ)	O5 (LTC)	4	7
O5 (LTC)	O6 (COL)	3	(See note below.)

Notes:
Announced annually. Normal time in grade is 5 years, subject to the needs of the Army.

Table 2–2
Military educational requirements commissioned officers, other than commissioned warrant officers grade

From	To	Requirements
2LT	1LT	Resident officer basic course. (See notes 1, 2, 6, 7, 8.)
1LT	CPT	Resident officer basic course. (See notes 2, 5, 6, 7, 8.)
CPT	MAJ	Any officer advanced course. (See notes 5 and 8.)
MAJ	LTC	Fifty percent of the Command and General Staff Officers Course (CGSOC). (See note 3.)

Table 2–2
Military educational requirements commissioned officers, other than commissioned warrant officers grade—Continued

From	To	Requirements
LTC	COL	The CGSOC. (See note 4.)

Notes:

[1] Officers assigned to Control Group (OADO) (see para 2-8b(1)) and former OADO officers (including Early Commissioning Program (ECP) participants) transferred to the Control Group (Annual Training) or the Selected Reserve preceding their promotion eligibility to 1LT are not required to meet the educational requirement for promotion to 1LT. Promotion under these circumstances does not negate the requirement to complete the resident officer basic course at a subsequent date. Officers enrolled in a resident basic course, who are otherwise eligible, will also be considered to have satisfied the education requirement for promotion to 1LT.

[2] Officers assigned to Control Group (Dual Component) are not required to meet the educational requirement for promotion to 1LT or CPT.

[3] Completion of either the Logistics Executive Development Course (LEDC) or the Associate Logistics Executive Development Course (ALEDC) will satisfy this requirement. To receive credit, the officer must provide evidence of completion of the LEDC or ALEDC to the CDR, HRC, Chief, Office of Promotions, (RC), ATTN: AHRC-MSL-P, 9700 Page Avenue, St. Louis, MO 63132-5200.

[4] LTCs assigned to the Selective Service System (SSS) who completed the Industrial College of the Armed Forces National Security Management Course (ICAF NSMC) before 1 January 1985, are qualified for promotion to COL. LTCs assigned to SSS who were enrolled in the ICAF NSMC before 1 January 1985 who completed the course before 1 January 1986 are qualified for promotion to COL. LTCs assigned to SSS who were enrolled in the ICAF NSMC before 1 January 1985 but did not complete the course by 1 January 1986 must, on completion, request an exception to completion of CGSOC from the Director of the Selective Service. All other officers assigned to SSS must complete CGSOC to qualify for promotion to COL.

[5] JAGC officers appointed with military education stipulations of AR 135-100 will be considered educationally qualified for mandatory promotion consideration if progressing satisfactorily per AR 27-1. This note does not apply for position vacancy promotion consideration.

[6] Basic branch lieutenants to include MS officers with MFA 70 or AOC 67J appointed on and after 1 April 1984 are required to complete a resident officer basic course. Basic branch lieutenants to include MS officers with MFA 70 or AOC 67J appointed before 1 April 1984 who were not AOC qualified as of that date are required to complete a resident OBC.

[7] ROTC cadets appointed under the Early Commissioning Program (ECP) on or after 1 February 1987, are required to complete resident OBC.

[8] AMEDD officers, regardless of grade in which appointed, other than Specialized Training Assistance Program (STRAP) participants and MS officers with MFA 70 or AOC 67J, appointed on and after 1 June 1986 are required to complete the AMEDD resident RC OBC within 3 years after appointment. STRAP participants do not have to complete the AMEDD resident RC OBC until 3 years after the completion of their STRAP training program.

Table 2–3
Warrant officer time in grade and military education requirements

Grade From	Grade To	Position Vacancy Board Minimum Years In Lower Grade	Mandatory Board Maximum Years In Lower Grade	Minimum Military Education Level
WO1	CW2	2	2	WOBC (See note 1.)
CW2	CW3	5	6	(See note 1.)
CW3	CW4	5	6	SWOT/WOAC (notes 2 and 3.)
CW4	CW5	N/A	(See note 4.)	WOSSC (See note 5.)

Notes:

[1] 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). For selection to CW3, officers who possess a WO MOS other than 001A (unqualified in a WO MOS), will be considered to have completed the minimum education level.

[2] WOAC (formerly SWOT) was not a mandatory requirement for promotion until 1 January 1994.

[3] There is no RC WOAC for some MOSs. Those MOSs not having a RC WOAC will be identified in the annual selection board memorandum of instructions. When CW3s possessing these MOSs are selected, the officers must complete WOSC before promotion.

[4] Zone of consideration (TIG) is announced annually, subject to the needs of the Army.

[5] WOSSC (formerly MWOTC) is not required for selection, however, the officer must possess a position vacancy coded W5 and be a WOSC graduate before promotion.

Chapter 3
Board schedules and procedures

Section I
General

3–1. Convening authority

The SA has delegated to the DCS, G-1 the authority to convene mandatory promotion boards and special selection boards for promotion to CW3 through COL, and USAR position vacancy boards for promotion to all authorized grades per 10 USC 12242, 14101, and 14502, as appropriate. For Federal recognition boards, see NGR 600-100 and NGR 600-101.

3–2. Zone of consideration lists

Zone of consideration lists will be prepared according to criteria established by CDR, HRC, Chief, Office of Promotions (RC)(AHRC-MSL).

3–3. Furnishing records

a. Selection boards will be provided a promotion consideration file (PCF) for each eligible officer. The PCF will contain the following items—

(1) The performance portion of the OMPF, which contains the following—

(a) Officer evaluation reports (OERs).

(b) Academic evaluation reports (AERs).

(c) Commendatory information.

(d) Disciplinary information.

(2) An officer record brief (ORB), DA Form 4037, will be included in the PCF of IRR and IMA officers. DA Form 4037 is available from HRC St. Louis (AHRC-OP) by individual request. AMEDD officers of the IRR or IMA may have DA Form 4213 (Supplemental Data for Army Medical Service Reserve Officers) curriculum vitae, and American Medical Association Physician Profile (if applicable) included in the PCF in lieu of an ORB. The Officer Personnel Management Directorate, U.S. Army Human Resources Command St. Louis (HRC St. Louis), will provide these documents. The PCF for USAR AGR officers will contain an ORB provided by the HRC St. Louis Full Time Support Management Directorate.

(3) A Personnel Qualification Record (PQR), DA Form 2-1, will be included in the PCF of the USAR troop program unit and Army National Guard officers. The supporting military personnel offices will provide these forms. Each officer will audit his/her PQR before it is forwarded to the selection board.

(4) A photograph taken per AR 640-30, within the past 5 years. The officer being considered will send photographs directly to the board. The officer's signature, height, and weight must be entered on the back of the photograph.

(5) Communications to the board president submitted per paragraph 3-13. Enclosures of incomplete personnel or administrative actions will not be provided to the board. Third party correspondence will not be included in the PCF, unless authorized for filing in the officer's OMPF, by AR 600-8-104, or when sent as an enclosure by the officer being considered.

(6) AMEDD officers in the IRR and IMA who are subject to licensure or certification will have the status of their civilian credentials included in their PCF. The officer being considered must send this information directly to the board.

b. The service portion of the OMPF and other administrative data concerning service computations, date of rank, current duty status, and so on, will be provided on the board's request.

c. The restricted portion of the OMPF will be provided to the board if requested by the board president and approved by the Director of Military Personnel Management (DMPM), Office of the DCS, G-1 or other general officer designated by him or her.

d. Physical evaluation forms (SF Form 93 (Report of Medical History) and DD Form 2808 (Report of Medical Examination)) will not be provided to the board. Physical examination results are appropriately reflected on the ORB or PQR.

e. Derogatory information will not be presented unless it is processed per AR 600-37.

3–4. Notice of consideration

a. The SA or his or her designee will establish the zone of consideration for each mandatory promotion board (10 USC 14105) for promotion of commissioned officers other than commissioned warrant officers.

b. CNGB and the CDR, HRC, Chief, Office of Promotions (RC), or their respective designees will notify each ARNGUS and USAR officer in the zone of consideration for mandatory selection board consideration. This notice will be dispatched at least 90 days before the convening date of the board, and will include the date on which the board is to convene and the name and date of rank of both the junior officer and senior officer in the primary zone as of the date of the notice. Officers will be directed to—

(1) Review their records and submit copies of missing documents or other corrections to: for ARNGUS, the adjutant general, or, for USAR, the CDR, HRC, Chief, Office of Promotions (RC).

(2) Ensure an official photograph is included in their PCF (para 3-3a(4)). Lack of notification to an officer does not provide an independent basis for the officer to be considered by a special selection board under paragraph 3-19.

c. State adjutants general will ensure that photographs meet the requirements in paragraph 3-3a(4) and are submitted by all ARNGUS personnel under consideration for mandatory promotion. Send photographs to the CNGB, ATTN: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382. Photographs must arrive at least 90 days before the board convening date to be included in the OMPF being sent to the Office of Promotions (RC).

Section II
Selection Board Procedures

3–5. Board schedules

Mandatory Reserve of the Army selection boards and USAR position vacancy selection boards will convene as announced by HQDA DCS, G-1 (DAPE-MP). The SA has delegated the authority to convene special selection boards to DCS, G-1. The DCS, G-1 will convene promotion advisory board/special selection boards (see sect III) on an 'as needed' basis. These boards will be convened to reconsider officers who were either improperly omitted from consideration due to administrative error, or who were non-selected for mandatory promotion as a result of material error. Special selection boards are conducted as an additional duty of regularly scheduled mandatory Reserve of the Army selection boards for the same competitive category.

3–6. Responsibilities

a. The convening authority will appoint mature officers of varied experience to serve as board members. Their records will be reviewed and/or other action taken to ensure that board members are the most capable officers available.

b. The promotion authority will ensure that eligible board members are aware of the general qualifications for selection (paras 2-5, and 2-7 through 2-9).

c. The SA, or the Secretary's designee, will conduct, at random, yearly interviews of board presidents, members, recorders, or administrative support staff to ensure that boards are being conducted according to applicable law, regulations, and guidelines. Interviews will be conducted from among those personnel associated with boards considering officers for promotion to grades MAJ through COL.

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

3–7. Selection

Except as stated elsewhere in this regulation, promotions will be made only on recommendation of a selection board.

3–8. Composition of selection boards

a. RC selection boards will be composed of at least five members. The SA, or his or her designee, will appoint the members of the selection board. The senior member of the board will serve as president of the board. A majority of all selection board members will be Reserve component officers. Each officer must be a LTC or above, serving on either the ADL or the RASL. The president of each position vacancy selection board will be an Army general officer without regard to component.

b. HQDA DCS, G-1 (DAPE-MP) will task HRC, National Guard Bureau (NGB), and Office of the Chief, Army Reserve (OCAR) to nominate soldiers to serve on mandatory Reserve of the Army selection boards. Nominations will be forwarded to HQDA DCS, G-1 (DAPE-MPO) to arrive not later than 35 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 civilian and military experience and education, and certification of compliance with AR 600-9.

c. HQDA DCS, G-1 (DAPE-MP) will task HRC and OCAR to nominate soldiers to serve on USAR position vacancy selection boards. Nominations will be forwarded to HQDA DCS, G-1 (DAPE-MPO) to arrive not later than 35 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 civilian and military experience and education, and certification of compliance with AR 600-9. OCAR will ensure USAR nominees include representation from all area commands and USAR competitive categories of officers being considered by the board.

d. The following additional requirements apply to board membership—

(1) Each selection board will have at least one minority as a voting member. At least one female officer will be appointed as a voting board member whenever there are females being considered. APL selection boards will include at least one member of the combat arms, combat support, and combat service support specialties.

(2) No board member will outrank the board president.

(3) At least one member will be from each RC having officers under consideration.

(4) A selection board may not be impaneled for longer than 1–year. Also, a board member will not serve on consecutive selection boards considering the same grade if the second board considers an officer who was considered and not recommended for promotion by the first of the two boards.

(5) No more than one USAR officer from the same Army Reserve Command, Regional Support Command, or General Officer Command, nor more than one ARNGUS officer from the same State may serve on the same DA convened selection board.

(6) Officers of each AMEDD competitive category being considered for promotion by a mandatory Reserve of the Army, USAR position vacancy, or special selection board promotion consideration will be represented on the selection board by an officer of the same branch or corps.

(a) For USAR position vacancy boards considering officers in the CH or an AMEDD competitive category, alternate members of the same branch or corps as the officer being considered will be appointed to the board.

(b) When special selection boards are convened to consider AMEDD competitive categories, the entire mandatory Reserve of the Army selection board membership will be impaneled to sit as the special selection board membership.

(7) The board will include at least one member of each competitive category considered by the board unless there is no eligible officer of the competitive category on the Reserve active-status list or the active-duty list senior in grade to the officers considered by the board. If no eligible officer of the competitive category is available, the SA may appoint a retired Army officer of that competitive category who is senior in grade to the officers considered by the board.

(8) 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 are not selected 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 (other than AMEDD, except MS with MFA 70 series and AOC 67J; Chaplain; and JAGC) must have credit for the Command and General Staff College or a higher level of military education.

(d) Officers should be college graduates but this is not a mandatory requirement. Officers without a degree must have an exceptionally broad and varied background of military experience.

(e) USAR officers serving on position vacancy promotion boards may be members of any USAR category.

(f) Board members must have a minimum of 1–year remaining on active status from the date the board convenes.

(9) The majority of the board members serving on mandatory Reserve of the Army selection boards considering chaplains will be chaplains. This board will consider only chaplains. The majority membership of chaplains serving on mandatory selection boards will alternate between the ARNGUS and the USAR. A chaplain will be an alternate member of all USAR position vacancy boards considering chaplains for promotion.

e. Each board member must be a LTC or above, except as provided in f, below, and serving in a grade higher than the officers under consideration.

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

g. The SA or the Secretary's designee may change the membership of a promotion selection board before the board recess.

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

3–9. Appointment of recorders

The DMPM, DCS, G-1, will designate officers to serve as recorders for mandatory and USAR position vacancy selection boards. The recorders will be assigned to the CDR, HRC, Office of Promotions, (RC) (AHRC-MSL) and will be sworn to their duties by the CDR, HRC, Chief, Office of Promotions (RC) (AHRC-MSL). At least one board recorder must be present during all board deliberations. Officers designated as board recorders must have completed, within the previous 12 months, a program of instruction approved by the SA or their designee. This program will include the duties and responsibilities of recorders to assist the board president in ensuring that the board complies with the law and applicable directives and regulations. The designation of board recorders is subject to the following restrictions—

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

b. 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 by a selection board may not serve as recorder for that board.

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

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

3–10. Instructions to the board

a. The SA or their designee will issue a memorandum of instructions (MOI) to selection boards prescribing the oath to be taken by board members. The MOI will include the zone of consideration as well as guidance to the board on methods of selection, reports to be furnished, and any other administrative details required.

b. The MOI will direct that the board—

(1) Review the evaluation report file when determining an officer's qualifications.

(2) Select officers using the fully or best-qualified method, as covered in the MOI.

(3) Report the name of any officer whose record indicates a lack of moral or professional qualities which, in the board's determination, warrants that the officer be required to show cause for retention in an active status.

c. The MOI is issued by authority of the SA. Accordingly, the MOI may override certain provisions of this regulation for a particular board, provided such supersession is not contrary to law or other controlling regulation.

d. The following oath will be administered to the members of the board: Board members (administered by the recorder). "Do you, (identify each member by grade and name), solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view the special fitness of officers, the efficiency of the Army, and provisions of the HQDA memorandum of instructions, perform the duties imposed on you; and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority?" (Each member of the board will respond, "I do.")

3–11. Conduct of board members

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

b. Board members will ensure that the selection process is scrupulously fair and will seek guidance from the convening authority (either the SA or the SA designee) if questions concerning proper personal conduct arise. Board members who observe suspected improprieties that may adversely influence board proceedings will report this information to the convening authority. 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.

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

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

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

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

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

d. The board president has no authority to constrain the board from recommending for promotion those fully qualified officers that the majority finds best qualified to meet the needs of the Army.

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

3–12. Information provided to boards

a. MOI. The SA will provide guidance and instructions in an MOI to the board. The SA or his or her designee may modify, withdraw, or supplement the MOI before the board adjourns.

(1) The MOI issued to each promotion selection board will specify the following—

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

(b) Reports to be made.

(c) The method of selection.

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

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

(f) Other information as required.

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

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

(b) The board gives appropriate consideration to the performance of officers who are serving, or have served, in joint duty assignments.

(c) Boards convened to consider officers in a health-professional competitive category for promotion to a grade

below COL consider an officer's clinical proficiency and skill as a health professional at least as much as they do the officer's administrative and management skills.

(3) The text of enclosure 4 of DOD Instruction (DODI) 1320.14 Commissioned Officer Promotion Program Procedures, will be included in the MOI and will be read to all board members, recorders, and administrative support staff on the day the board convenes or the day they are assigned to the board, whichever is later.

(4) The SA may highlight points in the MOI to the selection boards. Boards may also be briefed on personnel management and administration matters as determined by the SA. They will not be further instructed except to clarify board administration, to explain the MOI, or to respond to questions of the board.

b. Other information.

(1) The Secretariat for DA Selection Boards (RC) 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) Information under 10 USC 14107(a)(2) pertaining to officers identified as being under consideration.

(b) The performance portion of the OMPF, including authorized documents not yet entered administratively into the officer's official record, the ORB or PQR, as appropriate, and an official photograph, if available.

(c) Correspondence to the board submitted under paragraph c, below.

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

(a) The restricted portion of the OMPF when directed in the MOI to the board or when requested by the officer concerned in written communication to the board (see para c, below), or when requested by the board and approved by proper authority. The approval authority is DCS, G-1, Deputy for Military Personnel Management

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

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

(d) Adverse information approved for inclusion in the performance portion of the OMPF during the board's deliberations, if the information is of a nature that would warrant submission to a promotion advisory board or special selection board. CNGB; CDR, HRC St. Louis; and area commanders will forward such information to the board through CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL, 9700 Page Avenue, St. Louis, MO 63132-5200.

(e) Administrative information to amplify or clarify the official military records, instructions, and information provided to the board. If a board requests non-administrative information or information reflecting on the conduct or character of a particular officer, the request will be denied.

c. Communications with selection boards.

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

(2) No one may appear in person before a selection board or the SA on their own behalf or in the interest of anyone being considered.

(3) The following items, which are not part of the OMPF of an officer being considered for promotion, will not be given to a board—

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

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

(c) Evaluation reports that have not been processed through the Evaluation Support Division, HRC St. Louis.

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

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

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

d. Evaluation reports. Officer evaluation reports or academic evaluation reports for officers under consideration will be provided to promotion boards under the following conditions—

(1) Except as specified below, evaluation reports must be administratively correct and received at the address at paragraph b(2)(d), above by the due date identified in the selection board notice announcing the zone of consideration and date the board convenes.

(2) As an exception to (1), above, late evaluation reports, promotion reports (Code 11) and referred reports, if administratively correct, will be provided to the appropriate board on receipt at the Office of Promotions (RC), provided the board has not completed its final, formal vote as specified in the MOI. A late evaluation report is defined as any report, other than a "complete the record" OER, which has a "thru" date more than 60 days earlier than the due date established in the selection board notice if the rated officer is AGR, and 90 days earlier than the due date established in the selection board notice, if the rated officer is other than AGR. A Code 11 report is required for an officer who has failed to be selected for promotion by a mandatory Reserve of the Army promotion board and who has not received an evaluation since the date the board convened. Other requirements are outlined in AR 623-105. A referred report is defined in AR 623-105.

3–13. Individual communications with the board

a. No officer is authorized to appear in person before a selection board on his or her own behalf.

b. An officer under consideration may write to the selection board inviting attention to any matter of record deemed vital to his or her consideration. Any written communication considered by a selection board will become a matter of record. It will be maintained with the records of the board. Written communications to boards, including enclosures, are privileged communications and will not be filed in the officer's OMPF.

(1) Written communications with the board will be accepted only from the officer under consideration.

(2) Proper enclosures to a letter to the board include newly acquired diplomas, degrees, professional stature, or information pertaining to civilian occupations. Include length of experience (from-to) and extent of supervisory responsibility.

(3) Communications to the board that contain criticism or reflect adversely on the character, conduct, or motives of any officer will not be given to the board. Also, the selection board will not be given any communication written by other parties on behalf of officers, except when provided as an enclosure to a memorandum from the officer being considered.

c. Appropriate written communications to a selection board will be considered if received not later than the day before the selection board convene date. Communications will be mailed to the President (name of the appropriate board), CDR, HRC, Office of Promotions (RC), ATTN: AHRC-MSL-P, 9700 Page Avenue, St. Louis, MO 63132-5200. Submitted documents will be photocopies. Photocopies of OERs and AERs must be certified true copies containing the original signature of the certifying official. Documents will not be returned to the sender.

d. Appeals of efficiency or evaluation reports will not be included in letters directed to the selection board. Instead, they will be prepared and submitted per AR 623-105.

3–14. Method of selection

The selection board will base their recommendations for promotion on impartial consideration of all personnel being considered. The board will use a method of selection as prescribed below.

a. Fully qualified. To be fully qualified for selection, an officer must be—

(1) Eligible for consideration.

(2) Participating satisfactorily.

(3) Qualified physically, morally, and professionally.

(4) Capable of performing the duties of the next higher grade under mobilization conditions.

(5) Educationally qualified.

(6) Must possess appropriate AOC in specialty fields of aviation, AMEDD, CH, and JAGC (for USAR position vacancy promotion only). AMEDD officers must possess appropriate qualifications as indicated below.

(a) MC—Any 2-digit functional area code 60, 61, or 62.

(b) DE—Any 2-digit functional area code 63.

(c) VC—Any 2-digit functional area code 75.

(d) AN—Any 2-digit functional area code 66.

(e) MS—Appropriate 3-character AOC.

(f) SP—Appropriate 3-character AOC.

b. Best qualified. To select those who are best qualified, the board must first determine which members of a group are fully qualified. The best qualified are then selected from that group.

3–15. Guidance for the board

Board members will use the following general guidance in their deliberations.

a. A majority of the membership of the selection board constituting a quorum present and voting must agree on each officer recommended for promotion by the board.

b. The extent to which an officer has taken advantage of available means to improve professional qualifications will

be considered. (Examples include active and regular participation in scheduled training programs and completion of military education courses.)

3–16. Selection board recommendations

a. Promotion selection boards will do the following—

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

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

(3) For commissioned officers use one of the following methods of selection as directed by the MOI—

(a) The "fully qualified" method to CW3 and CW4, and for all other grades when the maximum number of officers to be selected, as established by the SA, equals or exceeds the number of officers above, in, and below the promotion zone. Although the law requires that officers (other than warrant officers) recommended for promotion be "best qualified" for promotion, when the number to be recommended equals the number to be considered an officer who is fully qualified for promotion is also best qualified for promotion. Under this method, a fully qualified officer is one of demonstrated integrity, who has shown that he or she is qualified professionally and morally to perform the duties expected of an officer in the next higher grade. The term "qualified professionally" means meeting the requirements in a specific branch, functional area, or skill.

(b) The "best qualified" method when the board must recommend fewer than the total number of officers to be considered for promotion. However, no officer will be recommended under this method unless a majority of the board determines that he or she is fully qualified for promotion. As specified in the MOI for the applicable board, officers will be recommended for promotion to meet specific branch, functional area or skill requirements if fully qualified for promotion.

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

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

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

(3) Attempt to coerce or, by any unauthorized means, influence any action of a selection board or any board member in formulating the board's recommendations.

c. Selection board reports will meet the following requirements—

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

(2) The MOI may also request certain boards to provide a list of officers found not 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 SA 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 officers other than those under consideration for promotion to CW3 or CW4) for promotion to meet the needs of the Army.

(4) In addition to the above reporting requirements, the promotion boards will also report to the DMPP, DCS, G-1, the name of any officer who should be required to show cause for his or her retention on active status. (See AR 600-8-24 for officers serving on active duty in the AGR program or for 30 or more consecutive days; and AR 135-175 for all other officers.)

(5) Be signed by all board members.

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

3–17. Removal from a selection board report

If before approval of a Selection Board Report, an officer transfers from the RASL to the ADL, the name of that individual will be recommended for removal from the board report (10 USC 14111).

3–18. Removal from a promotion list

An officer's name will not be removed from a promotion list except as authorized in this paragraph.

a. Authority. The authority for the removal of a name from a promotion list rests with the President for commissioned officers (other than commissioned warrant officers), and the Secretary of the Army for warrant officers (to include commissioned warrant officers).

(1) Before the mandatory or position vacancy promotion board report is approved by the President or their designee, the name of an officer in a grade above second lieutenant, recommended for promotion, may be removed from the report of the board only by the President. A report of a selection board exists after the promotion board issues a signed board report. The board report becomes a promotion list after being approved by the President or their designee or, in the case of warrant officers, after approval by the SA or their designee. The President or their designee may remove the name of an officer in a grade above second lieutenant from a promotion list. The SA or their designee may remove the name of a warrant officer from a report of a selection board or a promotion list.

(2) If the SA 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 allowed a reasonable opportunity to submit comments on that information to the officials making the recommendation and the officials reviewing the recommendation. If the officer cannot be given access to the information for reasons of National security, the officer will, to the maximum extent practicable, be provided with an appropriate summary of the information. An officer who has been provided with 14 days from the date of receipt of such information to submit comments is considered to have been provided a reasonable opportunity, unless good cause is shown. Proof of notification will be included in the file.

(3) Promotion advisory boards will be convened to consider the promotion status of officers who are recommended for removal from a promotion list based on physical, personal or professional disqualification. The board's recommendation for removal will be forwarded through the DCS, G-1 and the SA to the Secretary of Defense. The Office of Promotions (RC) will terminate requests for removal not supported by the promotion advisory board. The next available board convened under chapter 3, section II, meeting all eligibility requirements as determined by the convening authority, will be used for this purpose.

(4) If an officer is determined to be ineligible for consideration for a reason listed in paragraphs (a) through (g), below, CDR, HRC, Office of Promotions (RC) (AHRC-MSL) will verify the officer's ineligibility, explain the basis for the officer's ineligibility to the SA, and advise the SA 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 is not required for a determination that an officer was ineligible for consideration for reasons listed in paragraphs (a) through (g), below. An officer is ineligible if he or she —

(a) Was removed from an active status before promotion was finalized (para 2-6).

(b) Was not in an active status or was in an active status in error at the time of consideration (paras 2-5 through 2-7).

(c) Was not participating satisfactorily in Reserve training (para 2-7).

(d) Had not completed the minimum military educational requirements before the selection board convened (except for selection to CW5) (para 2-8).

(e) Had not completed the minimum civilian educational requirements before the selection board convened (except for warrant officers) (para 2-9).

(f) Was not in the zone of consideration (tables 2-1 and 2-3).

(g) Was appointed to or from assignment to a special branch (AMEDD, CH, or JAGC) before effective date of promotion (para 1-1b).

(5) If an officer selected for a position vacancy promotion is determined to be ineligible for promotion for a reason listed in paragraphs (a) through (e), below, the Office of Promotions (RC) will, after verification explain the basis for the officer's ineligibility and advise the SA 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 is not required for a determination that an officer was ineligible for selection for reasons listed in paragraphs (a) through (e), below. 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 in paragraphs 2-13b and 2-14b.

(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.

(6) CDR, HRC, Office of Promotions, (RC) (AHRC-MSL) may administratively delete a name from a not-recommended report of an officer who—

(a) Was not eligible for consideration for one of the reasons in paragraphs a(4)(b), (f) or (g), above.

(b) Is considered eligible for and later selected by a special selection board (para 3-19).

(7) CDR, HRC, Office of Promotions (RC) (AHRC-MSL) will remove the name of an officer from a promotion list if he or she delays promotion and at the end of the delay period, declines promotion.

(8) CDR, HRC, Office of Promotions (RC) (AHRC-MSL) will remove the name of an officer from a promotion list if he or she declines promotion.

(9) An officer, serving in the grade of CW2, CW3, 1LT, CPT, MAJ, or LTC who was not eligible for mandatory promotion selection under subparagraphs a(4),(c),(d), or (e), above or who declined mandatory promotion will be considered to have failed of selection for promotion. An officer in an above grade who is removed from a mandatory promotion list based on a promotion advisory board recommendation or failure to receive Senate confirmation will be considered to have twice failed of selection for promotion if the officer —

(a) Is not recommended by the next mandatory or special selection board for the officer's grade and competitive category.

(b) The officer's name is again removed from the promotion list or from the promotion board report (para 4-30).

(10) Commanders and CDR, HRC, Office of Promotions (RC) (AHRC-MSL) will continuously review promotion lists to ensure that no officer is promoted who has become mentally, physically, morally, or professionally disqualified after being selected. Commanders and CDR, HRC, Chief, Office of Promotions (RC) may recommend officers for removal for the following reasons—

(a) A referred evaluation or academic report. Evaluation and academic reports referred under AR 623-1 or AR 623-105 will be used as a basis for removal action only if forwarded to CDR, HRC, Office of Promotions (RC) (AHRC-MSL) under separate memorandum of recommendation.

(b) Punishment under Article 15, UCMJ (if filed in OMPF).

(c) A courts-martial conviction (if filed in OMPF).

(d) A memorandum of reprimand placed in the OMPF.

(e) Adverse material filed in the OMPF by the DA Suitability Evaluation Board (AR 600-37).

(f) Any adverse documentation being placed in the OMPF.

(g) An officer subject to discharge as a result of an approved resignation in lieu of involuntary separation.

(11) If not submitted earlier, commanders must submit a recommendation for removal for officers who are nonpromotable due to being overweight (para 4-11a(5)) if—

(a) After 6 months in a weight control program, the officer still exceeds the maximum allowable body composition/weight control standards and, has not made satisfactory progress toward his/her standard, and there is no underlying or associated disease found to cause the overweight condition (AR 600-9).

(b) After 12 months in a weight control program, the officer still exceeds the maximum allowable body composition/weight control standards (even if he/she has made satisfactory progress toward the standard) and there is no underlying or associated disease found to cause the overweight condition (AR 600-9).

b. Procedures. Recommendations for removal for reasons shown in a(4), (5), (6), (7), and (8) may be submitted at any time before promotion. Send recommendations to CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL-N, 9700 Page Avenue, St. Louis, MO 63132-5200. ARNGUS and USAR commanders may recommend removal of officers for reasons in paragraphs 3-18a(10) and (11).

(1) Send recommendations through channels to the address at paragraph b, above. Recommendations may be submitted at any time and must contain substantial justification for proposed action.

(2) The Office of Promotions (RC) will initiate and control Suspension of Favorable Personnel Action per AR 600-8-2. A DA Form 268 (Report to Suspend Favorable Personnel Actions) will be prepared by CDR, HRC, Chief, Office of Promotions (RC) on favorable closing of a previous DA Form 268 that was or should have been imposed while an officer is on a promotion list or when an officer is recommended for removal.

(3) The officer will be informed by letter of action and given 45 days to respond. Personal appearance before the board is not authorized. The officer is subject to the restrictions of paragraph 3-13.

(4) A promotion advisory board will convene to consider the promotion status of each officer. The promotion advisory board will consider an officer's record as it exists when the review board convenes.

(5) Requests for removal not supported by the promotion advisory board will be terminated. The Office of Promotions (RC) will remove the Suspension of Favorable Personnel Action and inform the officer of their promotion status.

(6) All recommendations for removal by the promotion advisory board will be forwarded through the DCS, G-1, the SA, the Secretary of Defense, to the President.

(7) The Office of Promotions (RC) will notify each officer of the final decision and will remove or retain an officer's name on the recommended list based on the final decision.

c. Defacto status. If an officer's promotion is declared void and if the authority who revokes the promotion memorandum 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 they will be deemed to have served in the higher grade in a de facto status. This period of de facto status will be from the date of the erroneous promotion until the date the officer received notice that it was void. This will allow the officer to keep any pay and allowances received at the

higher grade. Service during the period of de facto status is not creditable for retirement purposes. Officers may apply for such credit from the Army Board for Correction of Military Records (ABCMR). Such application, however, does not guarantee that relief will be granted. If it is proper to promote the officer at any time after the erroneous promotion, a memorandum will be issued announcing the promotion.

(1) An officer whose promotion has been announced will be notified immediately on preliminary determination that the promotion was unauthorized for a reason shown in a above. The notification will be sent by certified mail for delivery to the addressee only. A return receipt will be requested using PS Form 3800 (Receipt for Certified Mail). An equivalent form of notice may be used if such service is not available by the U.S. mail at an address outside the United States. The notice will inform the officer of the basis for the preliminary determination. The notice will further advise the officer that he or she may submit matters in rebuttal in writing within 30 days from the date of delivery. Coordination with the servicing Staff Judge Advocate is necessary if the preliminary determination indicates that a promotion was unauthorized and involves possible underlying criminal misconduct by the officer. This is to ensure compliance with Article 31, UCMJ. This must be done before notifying the officer of the preliminary determination and of his or her opportunity to submit rebuttal matters. HQDA will review any rebuttal materials submitted by the officer. HQDA will then make the final determination regarding the validity of the promotion and if the officer served in a de facto status in the grade to which invalidly promoted. Revocation of promotion orders, if appropriate will occur after these final HQDA determinations.

(2) A promoted officer who occupied the higher grade and actually discharged the functions of that grade in good faith from the date of promotion to the date notified of the invalid promotion may be deemed to have served in a de facto status.

(3) If an officer is deemed to have served in the higher grade in a de facto status and later attains promotable status during the period served in a de facto status, the promotion will be announced in orders of current date. The officer's date of rank will be as of the date eligibility was attained under this regulation.

Section III
Promotion Reconsideration Boards

3–19. General

a. Officers and warrant officers who have either failed of selection for promotion, or who were erroneously not considered for promotion through administrative error may be reconsidered for promotion by either a promotion advisory board or a special selection board, as appropriate.

(1) Promotion advisory boards are nonstatutory boards, and are convened to reconsider all warrant officers, to include commissioned warrant officers. These boards will also reconsider commissioned officers (other than commissioned warrant officers) who were either non-selected or were erroneously not considered for promotion by a mandatory promotion board convened before 1 October 1996.

(2) Special selection boards, convened under the Reserve Officer Personnel Management Act (ROPMA) on and after 1 October 1996, will reconsider commissioned officers, (other than commissioned warrant officers) who were wrongly not considered and reconsider commissioned officers (other than commissioned warrant officers) who were considered but not selected by mandatory promotion boards that convened on or after 1 October 1996. These boards do not reconsider officers who were not considered or not selected by mandatory promotion boards that convened before 1 October 1996.

b. Promotion advisory boards/special selection boards will convene as noted in paragraph 3-5.

c. These boards are convened to correct/prevent an injustice to an officer or former officer who was eligible for promotion but whose records—

(1) Through error, were not submitted to a mandatory promotion selection board for consideration.

(2) Contained a material error when reviewed by the mandatory selection board.

d. Records of officers or former officers will be referred for special selection board action when the Office of Promotions (RC) determines the following—

(1) An officer was eligible for promotion consideration; however, the officer's records were, through error, not submitted to a mandatory promotion selection board.

(2) A review of a mandatory selection board finds that an officer's records contained a material error.

(3) The Army Board for Correction of Military Records (ABCMR) requests such a referral.

e. CDR, HRC, Office of Promotions (RC) (AHRC-MSL) may find that a "material error" (see glossary) caused the nonselection of an officer by a promotion board. That agency must first determine that there is a fair risk that one or more of the following circumstances was responsible—

(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 OMPF.

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

(4) One or more existing evaluation reports as seen by the board in an officer's OMPF were later modified.

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

(6) An adverse document, required to be removed from an officer's OMPF 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 OMPF.

(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.

f. CDR, HRC, Office of Promotions (RC) (AHRC-MSL) will normally not determine that a material error existed under the following conditions—

(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 OMPF. Also, the officer could have taken timely corrective action such as notifying the Office of Promotions (RC) of the error and providing any relevant documentation that they had.

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

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

g. Application for promotion reconsideration will be sent through command channels to CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL, 9700 Page Avenue, St. Louis, MO 63132-5200. As an exception, area commanders will disapprove applications for special selection board consideration under subparagraph d(2), above from officers not meeting the minimum military education requirements (para 2-8) or civilian education requirements (para 2-9), without referral to the above agency. Applications submitted per paragraph 3-23, must be processed for approval/disapproval.

h. Nonselection by a special selection board will be considered a failure of selection for promotion if the officer, or former officer through administrative error, had not been considered for selection for promotion by the appropriate regularly convened mandatory board. Nonselection by a special selection board of an officer or former officer who was a previous failure of selection by a mandatory board will be considered confirmation of the action of the regularly convened board. Such an officer or former officer will not incur an additional failure of selection for promotion from the action of the special selection board.

i. A promotion advisory board will consider the removal of an officer's name from a recommended list when a recommendation for removal is received under paragraph 3-18b.

3–20. Information provided to special selection boards

A promotion reconsideration board will consider the record of the officer as it should have been considered by the original board.

a. Commissioned officers considered by a mandatory promotion board on or after 1 October 1996 will be considered by a special selection board. The records of officers being reconsidered by a special selection board will be compared with a sampling of those officers of the same competitive category who were recommended and who were not recommended for promotion by the original mandatory Reserve of the Army selection board.

b. A promotion advisory board will consider commissioned officers considered for promotion before 1 October 1996, and all warrant officers.

3–21. Processing requests for special selection board consideration for all Reserve officers nonselected under statutory procedures on or after 1 October 1996 (not applicable to warrant officers)

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

b. Send requests to CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL-NS, 9700 Page Avenue, St. Louis, MO 63132-5200.

c. Reconsideration will normally not be granted when the error is minor or when the officer, by exercising reasonable care, could have detected and corrected the error (see para 3-19f).

d. Officers being reconsidered are not allowed the opportunity to correspond with the special selection board. The officer's file will be constructed as it should have appeared on the convening date of the promotion board that failed to select the officer for promotion, or did not consider the officer because of administrative error.

e. To determine if there is an error in the promotion file, the officer may request, within 2 years of the board recess date, a copy of his or her file, as considered by the mandatory Reserve of the Army selection board. Send requests to

CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL-NS, 9700 Page Avenue, St. Louis, MO 63132-5200.

3–22. Correction of military records as a result of a special selection board action

If the report of a special selection board, approved by the President, recommends for promotion to the next higher grade an officer not currently eligible for promotion, or a former officer whose name was referred to it, the SA may act through the Army Board for Correction of Military Records (ABCMR) to correct the military record of the officer or former officer to correct an error or remove an injustice resulting from not being selected for promotion by the board which should have considered, or which did consider, the officer (10 USC 14502(e)(3)).

3–23. Processing requests for promotion advisory board consideration

a. Paragraphs 3-19 through 3-21 also apply to all Reserve officers nonselected for mandatory promotion before 1 October 1996 and all warrant officers, regardless of the date nonselected for promotion to CW3, CW4 or CW5. Promotion consideration and promotion selection requires ABCMR action. A DD Form 149 (Application for Correction of Military Record per Title 10, U.S. Code, Section 1552) will be used to request promotion advisory board consideration.

(1) ARNGUS officers may obtain the DD Form 149 from the Chief, National Guard Bureau, ATTN: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382. The completed DD Form 149 will be forwarded through the Chief, National Guard Bureau for further processing and referral to the CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL-NS, 9700 Page Avenue, St. Louis, MO 63132-5200.

(2) USAR officers may obtain the DD Form 149 from their unit of assignment or by writing to CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL-NS, 9700 Page Avenue, St. Louis, MO 63132-5200. Forward the completed DD Form 149 to the above address for further processing and referral to the ABCMR.

b. Nonselection by a promotion advisory board 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 promotion advisory board will be considered confirmation of the action of the regularly convened board.

Chapter 4
Processing Selection Board Recommendations

Section I
General

4–1. Promotion lists

a. The names of those officers recommended and approved for promotion are placed on promotion lists published by the Office of Promotions (RC). Separate lists will be published and retained for each mandatory and USAR position vacancy board.

b. Only the President may remove from a promotion board report or promotion list the name of an officer erroneously considered and selected for promotion. For warrant officers, the approval authority is the SA.

c. An officer who is on a promotion list and is removed from the RASL before the effective date of promotion will not be promoted. A subsequent return to the RASL does not warrant a return to the promotion list. This does not apply if the officer has been placed on the ADL.

4–2. Release of selection board reports

a. The names of the officers recommended for promotion may be disseminated on or anytime after, the transmittal of the report to the President for approval.

b. On final approval of the promotion board report and before the report's formal release, the Office of Promotions (RC) will provide advance notice of the results of mandatory Reserve of the Army promotion selection boards. These reports may be sent to selected Pentagon officials, commanders of major Army commands, and other commands/agencies as appropriate. Premature disclosure of promotion selection board results, except as expressly approved by the SA, is prohibited. Recipients are advised to retain the board results as "close-hold" information until the official established release date. The release date will be announced in an Army-wide message.

c. Promotion lists are subject to additional administrative review and are not to be construed as promotion orders. Accordingly, individuals will not assume that the structure of a list or the presence of a name on a list constitutes a firm forecast for promotion.

4–3. Change of address or Reserve component status

An officer whose name has been submitted to a mandatory selection board (para 2-10), and who changes residence from one area command to another, or changes status from unit to nonunit, or who moves from ARNGUS to USAR or

USAR to ARNGUS, or who transfers from the RASL to the ADL, will be monitored by the promotion authority submitting his or her name until board consideration is concluded. The losing command will notify the gaining command of the selection board results so that the officer may be informed at the proper time. The names of selected officers will be furnished in the format outlined in figure 4-1. The names of nonselected officers will be furnished in the format outlined in figure 4-2.

4–4. Entry on active duty during promotion consideration

a. The area commander or the Office of Promotions (RC) will monitor an ARNGUS or USAR officer who enters on the ADL subsequent to mandatory promotion selection (para 2-10). Area commanders will submit the name of the officer and the findings of the selection board to CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL, 9700 Page Avenue, St. Louis, MO 63132-5200 for further action.

b. An officer who is not on the ADL and who is ordered to active duty in time of war or national emergency may, if eligible, be considered for promotion by a mandatory Reserve of the Army selection board or a special selection board 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).

4–5. Army National Guard of the United States promotion

a. An ARNGUS officer extended Federal recognition in a higher grade will be appointed in the same grade as a Reserve commissioned officer of the Army by memorandum published by the Chief, National Guard Bureau.

b. ARNGUS commissioned officers (other than commissioned warrant officers) 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.

4–6. Promotion on transfer

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

4–7. Posthumous promotion

a. The SA may posthumously promote an officer, to include warrant officer, in the Reserve of the Army. The officer must have been officially recommended for appointment or promotion and approved for promotion by the promotion authority but was unable to accept the appointment or promotion because of death in the line of duty. Therefore, a posthumous promotion may be issued only if the officer was serving on AD, ADT, or engaged in inactive duty training (IDT) at the time of death.

b. The SA is the approving authority for posthumous Reserve of the Army promotions. Commanders will furnish the following information through channels and CDR, HRC, Chief, Office of Promotions (RC), (AHRC-MSL), to the SA—

(1) Date and cause of death.

(2) A statement that death was or was not in the line of duty.

(3) The date of official recommendation and selection for promotion.

c. No person 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 on the burial marker in recognition of the officer's lifetime accomplishments and contributions to the nation.

4–8. Promotion after initially being found not qualified

An officer found not qualified for promotion to 1LT or CW2 who was retained in an active status (para 4-30) may be promoted if later determined qualified. The promotion will not be earlier than the date the officer is determined qualified for promotion. A memorandum for record will be prepared to explain the later promotion date. A copy of the promotion notice and the memorandum for record will be placed in the officer's Official Military Personnel File (OMPF). A copy of each will be sent to CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL, 9700 Page Avenue, St. Louis, MO 63132-5200.

4–9. Officers selected for promotion

a. A USAR TPU officer who is considered and selected by a mandatory promotion board will be promoted and transferred from the unit to the IRR. The officer will be promoted within 60 days of receipt of promotion notification or the normal established promotion eligibility date, whichever is later. Transfer to the IRR will not occur when the officer—

(1) Fills a vacancy in the unit in a higher grade.

(2) Is an officer, other than an AMEDD officer (except Medical Corps or Dental Corps officers), retained in the unit in an overstrength status as authorized by AR 140-1.

(3) Is an authorized position per AR 140-10, and—

(a) Is an AMEDD officer of either the Medical Corps or Dental Corps assigned to a position up to two grades below the grade to which promoted.

(b) Is a Chaplain or Judge Advocate General Corps officer assigned to a position up to one grade below the grade to which promoted.

(4) Requests delay of promotion (para 4-22).

(5) Declines promotion (para 4-28).

b. A TPU (or AGR, when authorized) officer who is considered and selected by a position vacancy selection board will not be promoted if he or she transferred from the assignment or attachment before the promotion is accomplished. 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 will be deleted from the recommended list (para 3-18), and will not be considered to have failed of selection for promotion.

c. A USAR AGR officer considered and selected by a mandatory promotion board, but who cannot be promoted due to strength and/or position limitations will be forwarded a memorandum from the Chief, Army Reserve that will give the officer two options. The officer can voluntarily leave the AGR program and accept promotion in the higher grade (but not before the date of completion of maximum TIG in the current grade); 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.

4–10. Promotion requiring U.S. Senate confirmation

Officers selected for promotion to the grade of COL will require Senate confirmation (10 USC 12203(a)).

a. The Office of Promotions (RC) will produce lists of officers recommended for appointment or promotion to COL by mandatory, position vacancy, special selection, or promotion advisory boards (see chap 3, sec III), or those nominated for promotion to colonel based on selection by a Federal Recognition Board for Federal recognition in that grade. The lists will be forwarded through channels to the U.S. Senate for confirmation.

b. HQDA DCS, G-1 (DAPE-MPO) will notify the Office of Promotions (RC) on Senate confirmation. That agency will in turn notify area commanders and CNGB.

Section II
Selected for Promotion

4–11. General

a. An officer who has been recommended for promotion to the next higher grade must meet the requirements listed below before being promoted in the Reserve components. 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 2-3, 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 2-7.

b. The effective date of the promotion will be computed as prescribed in section III.

c. An officer's promotion is automatically delayed 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 line of duty.

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

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

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

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

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

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

(8) The recipient of a referred academic evaluation report, a referred OER, or a memorandum of reprimand (directed for filing in the official military personnel file before the date he or she would otherwise have been promoted) which was not considered by the board that selected them for promotion.

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

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

d. A promotion will not be delayed under this paragraph unless the officer is given written notice of the grounds for delay before the intended date of promotion or as soon as possible thereafter. If promotion is delayed, the officer must be given an opportunity to make a written statement to the Secretary of the Army for their consideration.

e. Automatic delays under this provision will be resolved within 6 months of the date the officer would have been promoted. An officer's promotion will not be delayed more than 6 months unless the SA, or the Secretary's designee, grants a further delay. The Office of Promotions (RC) will monitor cases involving delay and will grant a further period of delay in cases involving nonpromotable overweight officers and in extraordinary cases. Additionally, a "further period of delay" is deemed to have been granted in any case that has been referred to a promotion advisory board; the delay in such cases extends until final action. In no case may an officer's promotion be delayed more than 90 days after final action in any courts-martial or criminal case against the officer in Federal or State court, or more than 18 months after the date on which the officer would otherwise have been appointed, whichever is later.

f. If within 6 months after the effective date of promotion, new information results in a determination by CDR, HRC, Chief, Office of Promotions (RC) that an officer was, on the effective date of the promotion, in a nonpromotable status, that promotion will be deemed to have been automatically involuntarily delayed. In such a case, the officer's promotion is voided and the memorandum 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 involuntary delay had not been imposed. This is unless the officer possessed a nonwaivable statutory disqualification for promotion consideration or selection.

4–12. Medical examination

Each Ready Reserve officer is required to undergo a medical examination (AR 40-501) at least once every 5 years. A partial or temporary physical disability resulting from a disease, wound, or injury will not disqualify an officer for promotion.

4–13. Security screening

Promotion authorities will ensure that a favorable security screening is completed before announcing a promotion.

a. Screening.

(1) The military personnel records Jacket (MPRJ) or Personnel Electronic Management System (PERMS) will be screened to ensure that derogatory or unfavorable suitability information is not contained therein. If the results of this screening are favorable, final promotion action may proceed.

(2) If the screening of the MPRJ or PERMS reveals derogatory or suitability information, the promotion authority will cause a National Agency Check (NAC) to be conducted. Final action of the promotion will be withheld until the results of the NAC are received.

b. Processing unfavorable information.

(1) The following procedures apply when suitability or unresolved derogatory information is found in the MPRJ or PERMS, or is received from any other reliable source.

(a) Process cases involving unresolved derogatory information of a security nature as prescribed per AR 604-10 and NGR 604-10. The area commander with jurisdiction over the USAR officer will take appropriate action.

(b) Cases involving suitability information will be resolved by the CNGB (NGR 604-10) or, for USAR officers, per AR 600-37.

(2) If the information bars promotion, decisions of the CNGB or the evaluation board will be processed as prescribed per AR 135-175 or NGR 635-100. If the information is not a bar to promotion and the officer is otherwise qualified, they will be promoted.

4–14. Promotion announcement

Promotion authorities will complete the promotion memorandums (figs 4-3 through 4-15) and distribute them as shown below—

a. USAR officers. Send the original copy of the promotion memorandum to the officer through command channels and file copies in the OMPF and the MPRJ. Furnish an additional copy to—

(1) CDR, HRC St. Louis, ATTN: AHRC-PRO-D, 1 Reserve Way, St. Louis, MO 63132-5200 for officers not in the Active Army end strength.

(2) CDR, HRC St. Louis, ATTN: AHRC-OPM-PD, 1 Reserve Way, St. Louis, MO 63132-5200, and Commander,

U.S. Army Enlisted Records Center, ATTN: PCRE-R, Fort Benjamin Harrison, IN 46249-5301 for dual component soldiers (AR 600-39).

b. ARNGUS officers. Send the original and two copies of the promotion memorandum to the officer through the adjutant general. Furnish an additional copy to—

(1) Chief, National Guard Bureau, ATTN: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382;

(2) CDR, HRC St. Louis, ATTN: AHRC-PRD-MP, 1 Reserve Way, St. Louis, MO 63132-5200; or

(3) Commander, Total U.S. Army Human Resources Command, ATTN: AHRC-PDI, 200 Stovall Street, Alexandria, VA 22332-0400, for officers in the Active Army end strength.

Section III
Dates of Promotion

4–15. General

Procedures in section IV will be followed for officers who delay promotion. Follow the procedures in this section in computing effective promotion dates for all other RC commissioned officers serving on the RASL and WOs. do not antedate effective dates of promotion unless required by law.

a. Except as noted in subparagraph c below, or in parts of this regulation, the effective date of promotion for commissioned officers (except commissioned warrant officers) may not precede the date on which the promotion memorandum is issued. Do not issue the promotion memorandum before the date the promotion board results are approved and confirmed by the Senate (if required). In addition, the officer must already be assigned/attached to a position in the higher grade or, if an IRR/IMA officer selected by a mandatory promotion board, have completed the maximum years of service in grade in the current grade.

b. For warrant officers. 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 paragraph a, above. A USAR WO, who received AUS promotion while on active duty, will be promoted the day after release from AD to a permanent Reserve grade. The grade will be equal to the highest temporary AUS grade satisfactorily held on AD.

c. For commissioned officers and warrant officers serving in an AGR status. Officers serving on AD in an AGR status may be promoted to or extended Federal recognition in a higher grade provided the duty assignment/attachment of the officer requires a higher grade than that currently held by the officer. Effective date of promotion of AGR officers will be as shown in paragraph 4-21. AGR officers who have been selected for promotion and are not assigned/ attached to a position calling for a higher grade will receive a delay of promotion without requesting such action. AGR officers will remain on the promotion list and serve on AD in the AGR program until they are—

(1) Removed from the promotion list under paragraph 3-18.

(2) Promoted to the higher grade following assignment/ attachment to an AGR position calling for the higher grade.

(3) Promoted to the higher grade, if eligible, following release from AD.

4–16. Promotion to first lieutenant

A qualified 2LT will not be promoted before the date of completion of 2 years of promotion service. Promotion service of ROTC graduates who accept appointment in May or June of any year is computed from the date of graduation of cadets of the United States Military Academy for that year.

4–17. Promotion eligibility date and date of rank

a. Promotion eligibility date (PED). The date a WO or 2LT meets the eligibility criteria for promotion to the next higher grade.

(1) WO must meet the mandatory service requirements (table 2-3) and promotion eligibility requirements (chap 2).

(2) In computing the PED for a WO, 1 day will be added to the date established.

(3) 2LTs must meet the TIG requirements (table 2-1) and promotion eligibility requirements (para 2-5).

b. Date of rank (DOR). The DOR is the date the officer actually or constructively was appointed or promoted to a specific grade. It is the date used to determine the relative seniority for officers holding the same grade.

(1) A WOs DOR will be used to establish the PED to the next grade.

(2) An officer's DOR will be used to establish TIG requirements to the next grade.

4–18. Date of rank and effective date of promotion after an involuntary delay

a. Except as provided in paragraph 4-18c below, only the Secretary of the Army is authorized to determine whether an officer was unqualified for promotion during any part of an involuntary delay of promotion. Accordingly, except as provided herein, only the Secretary of the Army may determine whether an adjustment must be made to an officer's date of rank and effective date of promotion.

b. Forward requests for an adjustment to date of rank and/or effective date of promotion **through** HRC St. Louis, CDR, HRC, Chief, Office of Promotions (RC), (for AGR and nonunit officers), or CDR, HRC St. Louis, ATTN:

AHRC-PSP-A (for unit officers, to include ARE officers), **to** the Office of the Secretary of the Army. Include the following information as appropriate for requests for adjustment—

(1) Full explanation of the basis for the delay.

(2) Disposition of the underlying basis. If basis is misconduct/alleged misconduct, include information such as the date the case was closed, type of punishment received, date all punishment will be completed (including all periods of suspension and date all fines were paid).

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

c. HRC St. Louis, CDR, HRC, Chief, Office of Promotions (RC), is authorized to adjust the date of rank and effective date of promotion for an officer whose promotion has been delayed. This is only if the basis for the officer's delay of promotion is as found in paragraphs (1) through (5) below, and a determination is made that the basis for delay no longer exists. Adjustment to the officer's date of rank and effective date must be per the guidance established below. Under paragraph a above, if the basis for an officer's delay of promotion is not as established below, the determination regarding adjustment may only be made by the Secretary of the Army.

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

(2) Failure to pass the most recent APFT or failure to take and pass the APFT within the period required by AR 350-1 because of the fault of the officer concerned. The DOR and effective date will be the day the officer passes the APFT.

(3) Disciplinary action under Article 15 of the UCMJ; The DOR and effective date will be the day after all punishment is complete, to include the expiration of any period of suspension.

(4) Any adverse administrative action (for example, memoranda of reprimand). The date of rank and effective date will be the day after the date a filing of determination is made.

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

d. For commissioned officers (other than commissioned warrant officers), the DOR and effective date of promotion following an involuntary delay may be earlier than the date of the promotion memorandum. However, it cannot be earlier than the approval date of the board that selected the officer. For warrant officers (including commissioned warrant officers), the DOR and effective date may not be earlier than the date of the promotion memorandum. That is unless the officer concerned obtains correction of his or her records from the Army Board for Correction of Military Records.

4–19. Selection after first nonselection

The promotion of an officer selected after having been failed of selection on a first mandatory consideration cannot be earlier than the approval date of the second mandatory board by which the officer is considered (para 4-21).

4–20. Selection and transfer to the Retired Reserve

A Reserve officer (other than a commissioned warrant officer), on transfer to the Retired Reserve, will be transferred in the highest grade in which he or she served satisfactorily, as determined by the Secretary of the Army per 10 USC 1370.

4–21. Effective dates

Except as provided elsewhere in this regulation, the effective date of promotion may not precede the date of the promotion memorandum. An officer is promoted after selection if all qualifications for promotion are met (chap 2 and para 4-11). When an officer does not meet the qualifications for promotion (para 4-11), the effective date of promotion will not be earlier than the later date all qualifications are met. In no case, will the date of rank or effective date of promotion be earlier than the date the board is approved, or, if required, the date of Senate confirmation.

a. Promotion of nonunit 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. (See d, below for AGR officers.)

b. Promotion of unit officers.

(1) Promotion to fill USAR position vacancies (para 2-13). 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.

(2) 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 become the date of assignment to the higher graded position.

c. Promotion of unit officers selected by mandatory boards who transfer to a nonunit status to accept promotion.

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

(2) 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 nonunit status.

(3) Officers who transfer from the ARNGUS to USAR nonunit status before reaching maximum TIG are promoted effective on attaining maximum TIG.

(4) Officers who transfer from the ARNGUS to USAR nonunit status on or after reaching maximum TIG are promoted effective on the date of transfer to a nonunit status.

(5) Officers who transfer from the ARNGUS to USAR nonunit status at the expiration of an approved period of delay are promoted effective on the date of transfer.

d. Promotion of AGR officers. AGR officers selected by a mandatory board will be promoted provided they are assigned/attached to a position in the higher grade. An AGR officer who is selected for promotion by a mandatory promotion board, but who is not assigned/attached to a position in the higher grade will be promoted on the date of assignment/attachment to a higher graded position or the day after release from AGR status. The date of rank will be the date the officer attained maximum TIG or the date on which assigned/attached to a position in the higher grade, whichever is earlier.

e. Promotion of officers with maximum TIG before the date of the board.

(1) If an officer selected by a mandatory promotion board has a maximum TIG date that is before the approval date of the board, the officer's promotion date and effective date will be no earlier than the date of approval of the mandatory board by which recommended or the date of Senate confirmation (if required).

(2) If an officer is selected by a promotion advisory board/special selection board, the officer's date of rank and effective date for pay and allowances would be the same as if the officer had been recommended for promotion to the grade by the mandatory board that should have considered, or that did consider, the officer. Therefore, the officer may have a maximum TIG date that is before the approval date of the promotion advisory board/special selection board that recommended the officer for promotion. Example: Provided Senate confirmation of the 1998 mandatory board result would, if required, have been obtained by that date, an officer with a PED of 4 June 1999, recommended under 1998 mandatory selection board criteria by a 2000 promotion advisory board/special selection board would have a DOR and effective date not later than 4 June 1999.

Section IV
Voluntary Delay of Promotion

4–22. Policy

Officers who are selected for promotion to the next higher grade may voluntarily request delay of the 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 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 (see para 4-15c), to officers selected through the Federal recognition process, or to officers selected by USAR position vacancy boards.

4–23. Approval authority

Authority to approve delays of promotion is assigned to—

a. Area commanders for USAR unit officers.

b. The CDR, HRC St. Louis for nonunit USAR officers.

c. State adjutants general for ARNGUS officers.

4–24. Period of voluntary delay

a. Unless an exception is authorized (see para b, below), the period of delay will not exceed 1–year. The period will be computed from the date on which the officer would otherwise be promoted.

b. The period of delay may be extended, in 1-year increments, to a maximum of 3 years from the date on which 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.

4–25. 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.

4–26. 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. Nonunit USAR officers. The reason and approval date of the delay will be entered on the memorandum of promotion. A copy will be sent to CDR, HRC, Chief, Office of Promotions (RC), ATTN: AHRC-MSL-NP, 9700 Page Avenue, St. Louis, MO 63132-5200 (fig 4–17).

b. Unit USAR officers. A copy of the notification, together with the approved endorsement (fig 4-16) delaying the promotion will be sent to CDR, HRC St. Louis, ATTN: AHRC-PAP-A, 1 Reserve Way, St. Louis, MO 63132-5200. The area data processing activity (SIDPERS or equivalent) will be notified of the officer's delay.

c. ARNGUS 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, ATTN: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382, to CDR, HRC, Chief, Office of Promotions (RC) at the address noted in paragraph a, above.

4–27. 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. Nonunit 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).

4–28. General

a. The names of officers declining mandatory promotion to the grade of CW5 or COL will be removed from the promotion list (the procedures of para 3-18 do not apply). These officers will continue to be considered by subsequent boards provided they remain eligible. However, LTCs will no longer be considered for position vacancy promotion without the approval of the Secretary of the Army (see app B). 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 (the procedures of para 3-18 do not apply). The officer will be considered to have failed of selection for promotion if—

(1) The SA has not authorized voluntary delays of promotion to the grade concerned and the officer declines to accept an appointment to a higher grade.

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

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

c. After two failures of selection for promotion, officers in the grades of CW2, CW3, 1LT, CPT, and MAJ will be removed from active status per paragraph 4-33 unless placed on a promotion list or selectively continued or retained under any other provision of law.

Section V
Nonselection for Promotion

4–29. General

Nonselection by a promotion board is administratively final. If law requires removal from active status, the officer must be removed within the prescribed time limits.

4–30. Mandatory consideration nonselection policy

a. First nonselection. An initial nonselection for promotion to the next higher Reserve 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 board considering that grade and competitive category.

(1) 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 (para 4-31).

(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 again be considered by the next regularly scheduled board for promotion to CW5.

(3) A nonselection for promotion to the grade of COL constitutes 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 for the officer's grade and competitive category.

b. Second nonselection.

(1) An officer who twice fails to be selected for promotion to the grade of CW3 or CW4 will not be considered again for promotion, and will be removed from active status unless subsequently placed on a promotion list, selected for continuation, or retained under any other provision of law.

(2) An officer who twice fails to be selected for promotion to the grade of CPT, MAJ, or LTC will be removed from active status (see para 4-33) unless subsequently placed on a promotion list, selected for continuation, or retained under any other provision of law.

4–31. Not qualified for promotion

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 (para 2-1). If found not qualified for promotion to the grade of CW2 or 1LT, a final determination will be made by the following—

(1) Area commanders for unit officers and overseas residents.

(2) CDR, HRC St. Louis 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 (see para a, above). A memorandum of nonselection, to include eligibility for further consideration while being retained in an active status, will be sent to each officer determined not qualified for promotion. A copy of the memorandum of nonselection will be placed in the officer's MPRJ and OMPF. The officer must be retained on the RASL for a minimum of 6 months after the date he/she 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 he/she will be discharged per AR 135-175 for USAR officers, or NGR 635-100 for ARNG 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. An officer disqualified for promotion and later determined qualified will be promoted (para 4-8). 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 military 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 (see a above). A determination of whether the WO will be discharged (AR 135-175) or retained in an active status will be made. A memorandum of nonselection, to include a discussion of eligibility for further consideration while being retained in an active status, will be sent to each officer determined not qualified for promotion. A copy of the memorandum of nonselection will be placed in the officer's MPRJ and OMPF. 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. A WO disqualified for promotion and later determined qualified will be promoted (para 4-8).

4–32. Nonselection notification procedures

The CDR, HRC, Office of Promotions, (RC), (AHRC-MSL), notifies area commanders, CNGB and adjutants general, and CDR, HRC St. Louis of mandatory selection board results. The area commanders (except CDR, HRC St. Louis), CNGB and adjutants general issue and distribute mandatory selection board notification memorandums (figs 4-20 through 4-27) to officers who are not recommended for promotion.

a. Officers nonselected will be sent notification on public release of the approved board recommendations.

b. The original copy of the memorandum will be sent to an officer through command channels or directly to the officer if he/she is in a nonunit status.

(1) One copy will be filed in the officer's MPRJ.

(2) One copy will be filed in the officer's OMPF.

4–33. Action resulting from nonselection

Area commanders, CNGB and adjutants general, and CDR, HRC St. Louis will take necessary removal action as prescribed in this paragraph.

a. USAR warrant officers in grades CW2 and CW3. A USAR WO who twice fails to be selected for mandatory promotion to CW3 or CW4 will not again be considered for promotion. Twice nonselected WOs will be transferred to the Retired Reserve (AR 140-10), or discharged (AR 135-175).

b. First lieutenants. A 1LT on the RASL who has failed of selection for promotion to CPT for the second time and whose name is not on a list of officers recommended for promotion to CPT, will be removed from active status not 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, 12647, or 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.

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 not 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 SA 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 of selection 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 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 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 SA 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, 14702, or 14703, or can be credited with 18 or more but less than 20 years of qualifying service for retired pay (10 USC 12646, 12647, 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 SA 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.

4–34. 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 pending separation because of having twice failed to be selected for promotion to MAJ or LTC, may be selectively continued on the RASL in their present grade. The SA may direct a selective continuation board to consider officers for continuation when required by the needs of the Reserve of the Army. A selective continuation board must recommend the officers for continuation and the SA must approve the recommendation before officers may be continued.

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

c. Continuation for CPT and MAJ will normally be for 3 years from the approval date of the selective continuation 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) or 24 years of commissioned service (MAJ). The SA may adjust the period of selective continuation.

d. An officer described in a above who has not been 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 c, above, unless on or before that date one of the following has occurred—

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

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

(3) The officer is within 2 years of being eligible to retire under 10 USC 3911 or 12732.

(4) The officer has 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 Secretary of the Army 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 d(3), above 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 selective continuation period expires, he or she may voluntarily request such action. Such a request will be considered voluntary for all purposes.

g. Subject to the needs of the Army, officers in the grade of LTC or COL, pending separation for reason of years of service may be selectively continued in an active status in their present grade, but not beyond the date on which the officer completes 33 years of commissioned service (LTC) or 35 years of commissioned service (COL).

(Type on appropriate headquarters letterhead.)

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Commander concerned*)

SUBJECT: Reserve Selection Board Results

1. The below named individual who was under consideration for promotion at the time of transfer to your command has been recommended for promotion by the (full name of) selection board. If otherwise qualified, request that the officer be promoted to the grade for which recommended (AR 135-155).

2. Specify individual's:

Name, present grade, grade for which recommended, date of transfer, status or organization at time of transfer, social security number, and branch.

(Signature block)

Figure 4–1. Format For Furnishing Reserve Selection Board Results To Gaining Command (Selection)

(*Type on appropriate headquarters letterhead.)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Commander concerned*)

SUBJECT: Reserve Selection Board Results

1. The below named individual who was under consideration for promotion at the time of transfer to your command has not been recommended for promotion by the (full name of) selection board.

2. Specify individual's:

Name, present grade, grade for which not recommended, date of transfer, status or organization at time of transfer, social security number, branch, and whether this was the officer's first or second nonselection.

(*Signature block)*

Figure 4–2. Format For Furnishing Reserve Selection Board Results To Gaining Command (Nonselection)

(*Type on appropriate headquarters letterhead.)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM THRU: (*Commander concerned*) A:*(Insert date.)*

((1*), (2*))

FOR: (*Officer concerned)*

SUBJECT: Promotion as a Reserve Commissioned Officer of the Army (AR 135-155)

1. The President of the United States has reposed special trust and confidence in your patriotism, valor, fidelity and abilities. In view of these qualities and your demonstrated potential for increased responsibility, you are, therefore, promoted in the United States Army Reserve to the grade of (*Insert grade*) in the (*Insert branch.*) branch.

2. Your promotion, pay and allowances, and time in grade for promotion to the next grade will be effective on the date shown after A, above.

3. No acceptance or oath of office is required. This promotion is not valid and will be revoked if you are not in a promotable status on the effective date of promotion. Unless you expressly decline, or request delay of this promotion within 60 days, your promotion will be effective as shown after A, above. If a request for delay of promotion beyond the

Figure 4–3. Format For Promotion Memorandum (IRR And IMA Officers, Excluding Commissioned Warrant Officers)

date shown in A above is approved, the effective date of promotion will be the date you accept promotion during or at the end of the period of authorized delay.

(authority line)

(Signature block)

(1*) Effective date is date of the promotion memorandum, or the date the officer meets the maximum TIG, whichever is later.

(2*) If this promotion is the result of promotion advisory board/special selection board action, the effective date for pay and allowances, date of rank, and position on the RASL are the same as if the officer had been recommended for promotion to the grade by the mandatory selection board which should have considered, or which did consider, the officer (10 USC 14502(e)(2)).

Figure 4–3. Format For Promotion Memorandum (IRR And IMA Officers, Excluding Commissioned Warrant Officers) — Continued

(*Type on appropriate headquarters letterhead.)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM THRU: (*Commander concerned)* A:*(Insert date*)

FOR: (*Officer concerned)*

Subject: Promotion as a Reserve Commissioned Officer of the Army (AR 135-155)

1. The President of the United States has reposed special trust and confidence in your patriotism, valor, fidelity, and abilities. In view of these qualities and your demonstrated potential for increased responsibility, you are, therefore, promoted in the United States Army Reserve to the grade of (*Insert grade*) in the (*Insert branch*) branch.

2. Your promotion, pay and allowances, and time in grade for promotion to the next grade will be effective on the date shown after A, above.

3. No acceptance or oath of office is required. This promotion is not valid and will be revoked if you are not in a promotable status on the effective date of promotion. Unless you expressly decline, or request delay of this promotion within 60 days, your promotion will be effective as shown after A, above. If a request for delay of promotion beyond the

Figure 4–4. Format For Promotion Memorandum (Unit Officers, Excluding Commissioned Warrant Officers)

date shown in A above is approved, the effective date of promotion will be the date you accept promotion during or at the end of the period of authorized delay.

(*authority line*)

(*Signature block)*

(1*) Effective date is date of the promotion memorandum, or date the officer is assigned to a position requiring the grade for which selected, whichever is later.

(2*) If the officer elects to transfer from a unit status to a nonunit status, the effective date is the transfer date, the date of the promotion memorandum, or the date on which the officer has attained maximum TIG for the current grade, whichever is later.

(3*) If this promotion is the result of promotion advisory board/special selection board action, the effective date for pay and allowances, date of rank, and position on the RASL are the same as if the officer had been recommended for promotion to the grade by the mandatory selection board that will have considered, or that did consider, the officer, but with material error (10 USC 14502(e)(2)).

Figure 4–4. Format For Promotion Memorandum (Unit Officers, Excluding Commissioned Warrant Officers) — Continued

(*Type on appropriate headquarters letterhead.*)

Office Symbol (*Marks Number*) *Date*

MEMORANDUM THRU: (*Commander concerned)* A:(*Insert date*)

((1*), (2*))

B:*(Insert date*)

FOR: (*Officer concerned)*

Subject: Promotion as a Reserve Commissioned Officer of the Army (AR 135-155)

1. The President of the United States has reposed special trust and confidence in your patriotism, valor, fidelity, and abilities. In view of these qualities and your demonstrated potential for increased responsibility, you are, therefore, promoted in the United States Army Reserve to the grade of (*Insert grade*) in the (*Insert branch*) branch.

2. Your promotion, pay and allowances, and time in grade for promotion to the next grade will be effective on the date shown after A, above. Time in grade for the promotion to the next grade will be computed from the date shown after B above. If there is no date shown after B, the date after A will be used.

3. No acceptance or oath of office is required. This promotion is not valid and will be revoked if you are not in a promotable status on the effective date of promotion. Unless

Figure 4–5. Format for Promotion Memorandum (AGR Officers, Excluding Commissioned Warrant Officers)

you expressly decline within 60 days, your promotion will be effective as shown after A, above.

(*authority line*)

(*Signature block)*

(1*) Effective date is date of the promotion memorandum or date on which the officer is assigned/attached to a position requiring the grade for which selected, whichever is later. If promotion was delayed solely due to the strength in grade limitations of 10 USC 12011 or the limitation on promotion pending assignment/ attachment to a position requiring the higher grade, the date of rank is the date on which the officer attained maximum TIG in the current grade and will be reflected at B above.

(2*) If the officer elects to transfer from an AGR status to a nonunit status, the effective date is the later of the day after release from AGR duty, the date of the promotion memorandum, or the date the officer has attained maximum TIG for the current grade.

Figure 4–5. Format for Promotion Memorandum (AGR Officers, Excluding Commissioned Warrant Officers) — Continued

(*Type on appropriate headquarters letterhead.)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM THRU: (*Command channels*) A:(*Insert date*)

(DOR)

FOR: (*Warrant Officer concerned*)

Subject: Promotion as a Reserve Commissioned Warrant Officer of the Army (AR 135-155)

1. The Secretary of the Army has reposed special trust and confidence in your patriotism, valor, fidelity and abilities. In view of these qualities and your demonstrated potential for increased responsibility, you are, therefore, promoted in the United States Army Reserve to the grade of (*Insert grade*).

2. Your promotion and pay and allowances is effective on the date of this memorandum or the date shown after A, above, whichever is later. Time in grade for promotion to the next grade will be computed from the date shown after A, above.

3. No acceptance or oath of office as a Reserve commissioned warrant officer is required if one has been previously executed. If you have not previously executed an oath of office

Figure 4–6. Format for Promotion Memorandum as a Reserve Commissioned Warrant Officer of the Army: CW2, CW3, or CW4

as a Reserve commissioned warrant officer, you must execute the oath on DA Form 71 (Oath of Office, Military Personnel). Check the block for "Reserve Commissioned Officer" since section 101, title 10, United States Code, states "commissioned officer" includes a commissioned warrant office. Submit the original and one copy to the Commander, AR-PERSCOM, ATTN: ARPC-ARO-R, 1 Reserve Way, St. Louis, MO 63132-5200. Also, provide a copy of the DA Form 71 to Cdr, PERSCOM, Chief, Office of Promotions (Reserve Components), ATTN: TAPC-MSL-N, 9700 Page Avenue, St. Louis, MO 63132-5200. Future USAR chief warrant officer promotions do not require execution of another oath of office.

4. This promotion is not valid and will be revoked if you are not in a promotable status on the effective date of promotion. Unless you expressly decline or request delay of this promotion within 60 days, your promotion will be effective as shown after A, above. If a request for delay of promotion beyond the date shown in A above is approved, the effective date of promotion will be the date you accept promotion during or at the end of the period of authorized delay.

5. If you were selected by a promotion advisory board, you may apply to the Army Board for Correction of Military Records to request adjustment of your effective date of promotion.

(*authority line*)

(*Signature block)*

Figure 4–6. Format for Promotion Memorandum as a Reserve Commissioned Warrant Officer of the Army: CW2, CW3, or CW4 — Continued

(*Type on appropriate headquarters letterhead.)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM THRU: (Command channels) A: *(Insert date*)

(DOR)

FOR: (*Warrant Officer concerned)*

Subject: Promotion as a Reserve Commissioned Warrant Officer of the Army (AR 135-155)

1. The Secretary of the Army has reposed special trust and confidence in your patriotism, valor, fidelity, and abilities. In view of these qualities and your demonstrated potential for increased responsibility, you are, therefore, promoted in the United States Army Reserve to the grade of CW5.

2. Your promotion and pay and allowances is effective on the date of this memorandum or the date shown after A, above, whichever is later.

3. No acceptance or oath of office as a Reserve commissioned warrant officer is required if one has been previously executed. If you have not previously executed an oath of office as a Reserve commissioned warrant officer, you must execute the oath on DA Form 71,

Figure 4–7. Format for Promotion Memorandum as a Reserve Commissioned Warrant Officer of the Army: CW5

(Oath of Office, Military Personnel). Check the block for "Reserve Commissioned Officer" since section 101, title 10, United States Code, states "commissioned officer" includes a commissioned warrant office. Submit the original and one copy to the Commander, AR-PERSCOM, ATTN: ARPC-ARO-R, 1 Reserve Way, St. Louis, MO 63132-5200. Also, provide a copy of the DA Form 71 to Cdr, PERSCOM, Chief, Office of Promotions (Reserve Components), ATTN: TAPC-MSL-N, 9700 Page Avenue, St. Louis, MO 63132-5200. Future USAR chief warrant officer promotions do not require execution of another oath of office.

4. This promotion is not valid and will be revoked if you are not in a promotable status on the effective date of promotion. Unless you expressly decline or request delay of this promotion within 60 days, your promotion will be effective as shown after A, above. If a request for delay of promotion beyond the date shown in A above is approved, the effective date of promotion will be the date you accept promotion during or at the end of the period of authorized delay.

5. If you were selected by a promotion advisory board, you may apply to the Army Board for Correction of Military Records to request adjustment of your effective date of promotion.

(*authority line)*

(*Signature block)*

Figure 4–7. Format for Promotion Memorandum as a Reserve Commissioned Warrant Officer of the Army: CW5 — Continued

(*Type on appropriate headquarters letterhead.)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned)*

SUBJECT: Notification of Promotion Status

1. Congratulations! A Department of the Army Reserve Components Selection Board has selected you for promotion.

2. To be promoted, you must remain in an active status, be medically qualified for retention, meet the standards of the Army Body Composition Program in AR 600-9, and otherwise meet the promotion eligibility criteria shown in AR 135-155. As an Active Guard Reserve (AGR) officer, you must also be assigned/attached to a duty position authorized a grade equal to or higher than the grade in which selected.

3. Promotion

a. If, on approval of the board you are assigned/attached to a duty position authorized a grade equal to or higher than the grade to which selected, you will be promoted. Your date of rank and effective date of promotion will be the date of promotion.

Figure 4–8. Memorandum Format for Notification of Selection for Promotion—AGR Officers to the Grade of CPT, MAJ and LTC

b. If, on approval of the board you are not assigned/attached to a duty position authorized a grade equal to or higher than the grade to which selected, your promotion will be delayed until you are so assigned/attached, or either on transfer from the AGR program to a troop unit position of the higher grade or on transfer to the Individual Ready Reserve provided you have reached or exceeded your maximum time-in-grade date.

4. Address any questions pertaining to your promotion to this Headquarters, ATTN: TAPC-MSL-N.

5. Best wishes for continued success.

(*authority line*)

(*Signature block)*

Figure 4–8. Memorandum Format for Notification of Selection for Promotion—AGR Officers to the Grade of CPT, MAJ and LTC — Continued

(*Type on appropriate headquarters letterhead.)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned)*

SUBJECT: Notification of Promotion Status

1. Congratulations! A Department of the Army Reserve Components Selection Board has selected you for promotion to the grade of colonel. However, the law requires that you be confirmed by the United States Senate before issuing you a promotion memorandum.

2. To be promoted, you must remain in an active status, be medically qualified for retention, meet the standards of the Army Body Composition Program in AR 600-9, and otherwise meet the promotion eligibility criteria shown in AR 135-155. As an Active Guard Reserve (AGR) officer, you must also be assigned/attached to a duty position authorized a grade equal to or higher than the grade in which selected.

3. Promotion

Figure 4–9. Memorandum Format for Notification of Selection for Promotion—AGR officers to the grade of COL

a. If, on Senate confirmation, you are assigned/attached to a duty position authorized a grade equal to or higher than the grade to which selected, you will be promoted. Your date of rank and effective date of promotion will be the date of promotion.

b. If, on Senate confirmation, you are not assigned/attached to a duty position authorized a grade equal to or higher than the grade to which selected, your promotion will be delayed until you are so assigned/attached, transferred from the AGR program to a troop unit position of the higher grade or, on transfer to the Individual Ready Reserve provided you have reached or exceeded your maximum time-in-grade date.

4. Address any questions pertaining to your promotion to this Headquarters, ATTN: TAPC-MSL-N.

5. Best wishes for continued success.

(*authority line*)

(*Signature block)*

Figure 4–9. Memorandum Format for Notification of Selection for Promotion—AGR officers to the grade of COL — Continued

(*Type on appropriate headquarters letterhead.)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned)*

SUBJECT: Notification of Promotion Status

1. Congratulations! A Department of the Army Reserve Components Selection Board has selected you for promotion.

2. To be promoted, you must remain in an active status, be medically qualified for retention, meet the standards of the Army Body Composition Program in AR 600-9, and otherwise meet the promotion eligibility criteria shown in AR 135-155.

3. No acceptance or oath of office as a Reserve commissioned warrant officer is required if one has been previously executed. If you have not previously executed an oath of office as a Reserve commissioned warrant officer, you must execute the oath on DA Form 71 (Oath of Office, Military Personnel). Check the block for "Reserve Commissioned Officer" since section 101, title 10, United States Code, states "commissioned officer" includes a commissioned warrant office. Submit the original and one copy to the Commander, AR-PERSCOM, ATTN: ARPC-ARO-R, 1 Reserve Way, St. Louis, MO 63132-5200. Also,

Figure 4–10. Memorandum Format for Notification of Selection for Promotion—AGR Warrant Officers to the Grade of CW3, CW4

provide a copy of the DA Form 71 to Cdr, PERSCOM, Chief, Office of Promotions (Reserve Components), ATTN: TAPC-MSL-N, 9700 Page Avenue, St. Louis, MO 63132-5200. Future USAR chief warrant officer promotions do not require execution of another oath of office.

4. This promotion is not valid and will be revoked if you are not in a promotable status on the effective date of promotion. Unless you expressly decline or request delay of this promotion within 60 days, your promotion will be effective as shown after A, above. If a request for delay of promotion beyond the date shown in A above is approved, the effective date of promotion will be the date you accept promotion during or at the end of the period of authorized delay.

5. Address any questions pertaining to your promotion to this Headquarters, ATTN: TAPC-MSL-N.

8. Best wishes for continued success.

(*authority line*)

(*Signature block)*

Figure 4–10. Memorandum Format for Notification of Selection for Promotion—AGR officers to the grade of COL — Continued

(*Type on appropriate headquarters letterhead.*)

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned*)

SUBJECT: Notification of Promotion Status

1. Congratulations! A Department of the Army Reserve Components Selection Board has selected you for promotion.

2. To be promoted, you must remain in an active status, be medically qualified for retention, meet the standards of the Army Body Composition Program in AR 600-9, and otherwise meet the promotion eligibility criteria shown in AR 135-155.

3. As a troop program unit (TPU) officer, to be promoted, you must be assigned to a duty position as required by AR 135-155 for your area of concentration. Your servicing headquarters will notify you of any further actions required on your part.

4. Date of rank.

a. Your effective date of promotion and date of rank will be the date you are in a duty position as required by AR 135-155 for your area of concentration, but not earlier than the approval date of the board that selected you for promotion.

Figure 4–11. Memorandum Format for Notification of Selection for Promotion—TPU Officers to the Grade of CPT, MAJ, LTC

b. If no position is available to you that would permit your promotion before reaching your maximum TIG date, you must select from one of the following options:

(1) Accept the promotion and transfer to the Individual Ready Reserve (IRR);

(2) Request a delay of promotion as permitted in AR 135-155. Your name will remain on the promotion list and if assigned into an approved position at any time during the period of delay, you may be promoted with an effective date of the day you are assigned into the position;

(3) Decline the promotion. Under this option, your name will be removed from the promotion list, you will be considered a non-select, and, unless sooner removed from active status, you will go before the next promotion board to consider officers of your grade.

c. If no option in subparagraph b above is selected by you, on reaching your maximum TIG date you will be promoted and involuntarily transferred to the IRR.

5. Address any questions pertaining to your promotion through your chain of command to Commander, AR-PERSCOM, ATTN: ARPC-PSP-A, 1 Reserve Way, St. Louis MO, 63132-5200.

6. Best wishes for continued success.

(*authority line*)

(*Signature block)*

Figure 4–11. Memorandum Format for Notification of Selection for Promotion—TPU Officers to the Grade of CPT, MAJ, LTC — Continued

(Type on appropriate headquarters letterhead.)

Office Symbol *(Marks Number)* *Date*

MEMORANDUM FOR: *(Officer concerned)*

SUBJECT: Notification of Promotion Status

1. Congratulations! A Department of the Army Reserve Components Selection Board has selected you for promotion. However, the law requires that you be confirmed by the United States Senate before issuing you a promotion memorandum.

2. To be promoted, you must remain in an active status, be medically qualified for retention, meet the standards of the Army Body Composition Program in AR 600-9, and otherwise meet the promotion eligibility criteria in AR 135-155.

3. To be promoted as a troop program unit (TPU) officer, you must be assigned to a duty position as required by AR 135-155 for your area of concentration. Your servicing headquarters will notify you of any further actions required on your part.

4. Date of rank.

a. Your effective date of rank will be the date you are in a duty position as required by AR 135-155 for your area of concentration, but not earlier than the date of Senate confirmation.

Figure 4–12. Memorandum Format for Notification of Selection for Promotion—TPU Officers to the Grade of COL

b. If no position is available that would permit your promotion before reaching your maximum time-in-grade (TIG) date, you must select from one of the following options:

(1) Accept the promotion and transfer to the Individual Ready Reserve (IRR);

(2) Request a delay of promotion as permitted in AR 135-155. Your name will remain on the promotion list and if assigned into an approved position at any time during the period of delay, you may be promoted with an effective date on the day assigned into the position;

(3) Decline the promotion. Under this option, your name will be removed from the promotion list, you will be considered a non-select, and, unless sooner removed from active status, you will go before the next promotion board to consider officers of your grade.

c. If you do not select any of the options listed in subparagraph b above, on reaching your maximum TIG date, you will be promoted and involuntarily transferred to the IRR.

5. Address any questions pertaining to your promotion through your chain of command to Commander, AR-PERSCOM, ATTN: ARPC-PSP-A, 1 Reserve Way, St. Louis MO, 63132-5200.

6. Best wishes for continued success.

(*authority line*)

(*Signature block)*

Figure 4–12. Memorandum Format for Notification of Selection for Promotion—TPU Officers to the Grade of COL — Continued

(*Type on appropriate headquarters letterhead.)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned)* A:*(Insert date)*

SUBJECT: Notification of Promotion Status

1. Congratulations! A Department of the Army Reserve Components Selection Board has selected you for promotion.

2. To be promoted, you must remain in an active status, be medically qualified for retention, meet the standards of the Army Body Composition Program in AR 600-9, and otherwise meet the promotion eligibility criteria shown in AR 135-155.

3. As a troop program unit (TPU) warrant officer, to be promoted, you must be assigned to a duty position as required by with AR 135-155. Your servicing headquarters will notify you of any further actions required on your part.

4. No acceptance or oath of office as a Reserve commissioned warrant officer is required if one has been previously executed. If you have not previously executed an oath of office as a Reserve commissioned warrant officer, you must execute the oath on DA Form 71 (Oath of Office, Military Personnel). Check the block for "Reserve Commissioned Officer"

Figure 4–13. Memorandum Format for Notification of Selection for Promotion—TPU Warrant Officers to the Grade of CW3, CW4

since section 101, title 10, United States Code, states "commissioned officer" includes a commissioned warrant office. Submit the original and one copy to the Commander, AR-PERSCOM, ATTN: ARPC-ARO-R, 1 Reserve Way, St. Louis, MO 63132-5200. Also, provide a copy of the DA Form 71 to Cdr, PERSCOM, Chief, Office of Promotions (Reserve Components), ATTN: TAPC-MSL-N, 9700 Page Avenue, St. Louis, MO 63132-5200. Future USAR chief warrant officer promotions do not require execution of another oath of office.

5. This promotion is not valid and will be revoked if you are not in a promotable status on the effective date of promotion. Unless you expressly decline or request delay of this promotion within 60 days, your promotion will be effective as shown after A, above. If a request for delay of promotion beyond the date shown in A above is approved, the effective date of promotion will be the date you accept promotion during or at the end of the period of authorized delay.

6. Address any questions pertaining to your promotion through your chain of command to Commander, AR-PERSCOM, ATTN: ARPC-PSP-A, 1 Reserve Way, St. Louis MO, 63132-5200.

7. Best wishes for continued success.

(*authority line)*

(*Signature block)*

Figure 4–13. Memorandum Format for Notification of Selection for Promotion—TPU Warrant Officers to the Grade of CW3, CW4 — Continued

(*Type on appropriate headquarters letterhead.*)

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned)*

SUBJECT: Notification of Promotion Status

1. Congratulations! A Department of the Army Reserve Components Selection Board has selected you for promotion.

2. To be promoted you must remain in an active status, be medically qualified for retention, meet the standards of the Army Body Composition Program in AR 600-9, and must meet the promotion eligibility criteria shown in AR 135-155.

3. As a Dual Component soldier, the selection for promotion does not change your status on active duty. You will continue to serve on active duty in your current status.

4. Address all questions pertaining to your promotion to this Headquarters, ATTN: TAPC-MSL-N.

5. Best wishes for continued success.

(*authority line*)

(*Signature block)*

Figure 4–14. Memorandum Format for Notification of Selection for Promotion—Officers Assigned to Control Group (Dual Component)

(*Type on appropriate headquarters letterhead*)

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: *(Officer concerned)* A:(*Insert date*)

SUBJECT: Notification of Promotion Status

1. Congratulations! A Department of the Army Reserve Components Selection Board has selected you for promotion to Chief Warrant Officer Five (CW5).

2. To be promoted you must remain in an active status, meet time-in-grade (TIG) requirements, be medically qualified for retention, meet the standards of the Army Body Composition Program in AR 600-9, and be otherwise eligible for promotion under AR 135-155.

3. You must be assigned to a duty position authorized the grade of CW5. Additionally, you must have completed the Warrant Officer Senior Staff Course (WOSSC).

4. Your date of rank and effective date of promotion will be the later of the date you: 1) meet TIG, military education, and vacancy requirements for promotion; or 2) the date of this memorandum.

Figure 4–15. Memorandum Format for Notification of Selection for Promotion—CW5

5. No acceptance or oath of office as a Reserve commissioned warrant officer is required if one has been previously executed. If you have not previously executed an oath of office as a Reserve commissioned warrant officer, you must execute the oath on DA Form 71 (Oath of Office, Military Personnel). Check the block for "Reserve Commissioned Officer" since section 101, title 10, United States Code, states "commissioned officer" includes a commissioned warrant office. Submit the original and one copy to the Commander, AR-PERSCOM, ATTN: ARPC-ARO-R, 1 Reserve Way, St. Louis, MO 63132-5200. Also, provide a copy of the DA Form 71 to Cdr, PERSCOM, Chief, Office of Promotions (Reserve Components), ATTN: TAPC-MSL-N, 9700 Page Avenue, St. Louis, MO 63132-5200. Future USAR chief warrant officer promotions do not require execution of another oath of office.

6. This promotion is not valid and will be revoked if you are not in a promotable status on the effective date of promotion. Unless you expressly decline or request delay of this promotion within 60 days, your promotion will be effective as shown after A, above. If a request for delay of promotion beyond the date shown in A above is approved, the effective date of promotion will be the date you accept promotion during or at the end of the period of authorized delay.

7. Address any questions pertaining to your promotion to this Headquarters, ATTN: TAPC-MSL-N.

8. Best wishes for continued success.

(authority line)

(Signature block)

Figure 4–15. Memorandum Format for Notification of Selection for Promotion—CW5 — Continued

(*Letterhead*)

1st End

Office Symbol (*Marks Number*) *Date*

MEMORANDUM THRU: (*Command channels*)

FOR: Promotion Authority

SUBJECT: Promotion as a Reserve Officer of the Army (Under sections 12242, 14309, and 14312, title 10, U.S. Code and AR 135-I55)

(*Name, Grade, Branch, SSN, Organization*)

1. Under AR 135-I55, paragraph 4-22, I hereby elect to delay promotion to the grade of (*Insert grade*) in the Reserve of the Army. I understand that if I delay this promotion, my name will be retained on the appropriate promotion list for the maximum period authorized, unless I am promoted to the grade for which selected or my name is removed from the list for some other reason.

Figure 4–16. Format for voluntary promotion delay endorsement—TPU Officer CW2, CW3, CW4, 1LT, CPT, MAJ, LTC

2. I understand that if I am not promoted by the end of the maximum authorized period of delay, I must accept or decline the promotion. If I accept assignment to a higher graded position and am otherwise qualified, I will be promoted. If there is no higher graded position, and I am otherwise qualified, I may accept promotion and transfer to the Individual Ready Reserve (IRR). If I decline promotion, my name will be removed from the promotion list and I will be considered a nonselect by the board that selected me.

3. If I do not expressly decline promotion at the end of the delay period, I will be promoted and transferred to the IRR if I am otherwise qualified.

(Signature)

(SSN)

(Grade, Branch, and Organization)

Figure 4–16. Format for voluntary promotion delay endorsement—TPU Officer CW2, CW3, CW4, 1LT, CPT, MAJ, LTC — Continued

(*Letterhead*)

1st End

Office Symbol (*Marks Number*) *Date*

MEMORANDUM THRU: (*Command channels*)

FOR: Promotion Authority

SUBJECT: Promotion as a Reserve Officer of the Army (Under sections 12242, 14309, and 14312, title 10 U.S. Code, and AR 135-I55)

(*Name, Grade, Branch, SSN, Organization*)

1. Under AR 135-I55, paragraph 4-22, I hereby elect to delay promotion to the grade of (*Insert grade*) in the Reserve of the Army. I understand that if I delay this promotion my name will be retained on the appropriate promotion list for the maximum period authorized, unless I am promoted to the grade for which selected or my name is removed from the list for some other reason.

Figure 4–17. Format for voluntary promotion delay endorsement—IRR/IMA Officer CW2, CW3, CW4, 1LT, CPT, MAJ, LTC

2. I understand that if I am not promoted by the end of the maximum authorized period of delay, I must accept or decline the promotion. If I decline promotion, my name will be removed from the promotion list and I will be considered a nonselect by the board that selected me. If I accept the promotion and am otherwise qualified I will be promoted.

(*Signature)*

(SSN)

(Grade, Branch, and Organization)

Figure 4–17. Format for voluntary promotion delay endorsement—IRR/IMA Officer CW2, CW3, CW4, 1LT, CPT, MAJ, LTC — Continued

(Letterhead)

Endorsement format

MEMORANDUM THRU: (*Command channels*)

FOR: Promotion Authority

SUBJECT: Promotion as a Reserve Officer of the Army (Under sections 12242, 14309, and 14312, title 10, U.S. Code, and AR 135-I55)

(Name, Grade, Branch, SSN, Organization)

1. Under AR 135-I55, I hereby elect to decline promotion to the grade of (*Insert grade*) in the Reserve of the Army.

2. I understand that my name will be removed from the promotion list and I will be considered a nonselect by the board that selected me.

(Signature)

(SSN)

(Grade, Branch, and Organization)

Figure 4–18. Format for Promotion Declination Endorsement CW2, CW3, 1LT, CPT, MAJ

(Letterhead)

Endorsement format

MEMORANDUM THRU: (*Command channels)*

FOR: Promotion Authority

SUBJECT: Promotion as a Reserve Officer of the Army (Under sections 12242, 14309, and 14312, title 10, U.S. Code, and AR 135-I55)

(*Name, Grade, Branch, SSN, Organization*)

1. Under AR 135-I55, paragraph 4-28, I hereby elect to decline promotion to the grade of *(Insert grade)* in the Reserve of the Army.

2. I understand that my name will be removed from the promotion list of the board that selected me.

(Signature)

(SSN)

(Grade, Branch, and Organization)

Figure 4–19. Format for Promotion Declination Endorsement CW4 and LTC

(*Type on appropriate headquarters letterhead)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: *(Officer concerned)*

SUBJECT: Notification of Promotion Status

1. A Department of the Army Reserve Components Mandatory Selection Board was convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instructions provided by the Secretary of the Army.

2. You were considered but, unfortunately, were not among those selected for promotion by the board.

3. All eligible officers will receive two opportunities for promotion. If you remain eligible, you will be considered for promotion next year. Selection boards do not record the reason for selection or nonselection of individual officers. Your personnel management officer

Figure 4–20. Memorandum Format: First Nonselection for Promotion to CW3, CW4, CPT, MAJ and LTC—Reasons Other Than Not Educationally Qualified

(PMO) may be able to assist you in improving your official file and to advise you regarding specific actions that may increase your potential for promotion.

4. Your service in the U.S. Army is fully appreciated.

(*authority line*)

(Signature block)

Figure 4–20. Memorandum Format: First Nonselection for Promotion to CW3, CW4, CPT, MAJ and LTC—Reasons Other Than Not Educationally Qualified — Continued

(*Type on appropriate headquarters letterhead*)

Office Symbol (*Marks Number*) *Date*

A:(*Insert date*)

MEMORANDUM FOR: *(Officer concerned)*

SUBJECT: Notification of Promotion Status

1. A Department of the Army Reserve Components Mandatory Selection Board was convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instructions provided by the Secretary of the Army.

2. You were considered but, unfortunately, were not among those selected for promotion by the board. The records reviewed by the Department of the Army Selection Board did not indicate that you had completed the required civilian and/or military education by the day before the date the board convened, shown after A, above. Your attention is invited

Figure 4–21. Memorandum Format: First Nonselection for Promotion to CW3, CW4, CPT, MAJ and LTC—Not Educationally Qualified

to the mandatory education requirements for promotion as specified in AR 135-155, paragraphs 2-8 and 2-9, and table 2-2 or table 2-3. If you completed the education requirements not later than the day before the selection board convened, you may request reconsideration by applying through command channels to Cdr, PERSCOM, Chief, Office of Promotions (Reserve Components), ATTN: TAPC-MSL-N, 9700 Page Avenue, St. Louis, MO 63132-5200.

3. All eligible officers will receive two opportunities for promotion. If you remain eligible, you will be considered for promotion next year. Other than for failing to complete required civilian and/or military education, selection boards do not record the reason for selection or nonselection of individual officers. Your personnel management officer (PMO) may be able to assist you in improving your official file and to advise you regarding specific actions that may increase your potential for promotion.

4. Your service in the U.S. Army is fully appreciated.

(authority line)

(Signature block)

Figure 4–21. Memorandum Format: First Nonselection for Promotion to CW3, CW4, CPT, MAJ and LTC—Not Educationally Qualified — Continued

(*Type on appropriate headquarters letterhead*)

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned)*

SUBJECT: Notification of Promotion Status

1. A Department of the Army Reserve Components Mandatory Selection Board was convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instructions provided by the Secretary of the Army.

2. You were considered but, unfortunately, were not among those selected for promotion by the board. As a result of this second nonselection, and unless sooner separated for reasons of age, physical disability, or for cause, you must be discharged unless you--

a. Are eligible for and request transfer to the Retired Reserve;

b. Have a remaining service obligation; or

c. Have been credited with 18 or more but less than 20 years of qualifying Federal service for retired pay; or,

Figure 4–22. Memorandum Format for Second Nonselection for Promotion to CW3 and CW4

d. Are transferred to an inactive status if determined by the Secretary of the Army to have skills, which are required to meet mobilization needs.

3. Your service in the U.S. Army Reserve is fully appreciated by your fellow Americans and service members. It has contributed immeasurably to the strength of the Armed Forces that defend our country and way of life. You have good reason to be proud of your participation and accomplishments in the Reserve program.

4. On behalf of a grateful nation, I wish you the best in all your future endeavors.

(*authority line*)

(Signature block)

Figure 4–22. Memorandum Format for Second Nonselection for Promotion to CW3 and CW4 — Continued

(*Type on appropriate headquarters letterhead)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned)*

SUBJECT: Notification of Promotion Status

1. A Department of the Army Reserve Components Mandatory Selection Board was convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instructions provided by the Secretary of the Army.

2. You were considered but, unfortunately, were not among those selected for promotion by the board. As a result of this second nonselection, and unless sooner separated for reasons of age, physical disability, or for cause, you must be discharged unless you--

a. Are eligible for and request transfer to the Retired Reserve;

b. Are a captain or major and have a remaining service obligation; or

c. Have been credited with 18 or more but less than 20 years of qualifying Federal service for retired pay; or,

Figure 4–23. Memorandum Format for Second Nonselection for Promotion to CPT, MAJ, and LTC—Continuation Not Authorized

. d. Are transferred to an inactive status if determined by the Secretary of the Army to have skills that are required to meet mobilization needs.

3. Your service in the U.S. Army Reserve is fully appreciated by your fellow Americans and service members. It has contributed immeasurably to the strength of the Armed Forces that defend our country and way of life. You have good reason to be proud of your participation and accomplishments in the Reserve program.

4. On behalf of a grateful nation, I wish you the best in all your future endeavors.

(*authority line)*

(Signature block)

Figure 4–23. Memorandum Format for Second Nonselection for Promotion to CPT, MAJ, and LTC—Continuation Not Authorized — Continued

(Type on appropriate headquarters letterhead)

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned*)

SUBJECT: Notification of Promotion Status

1. A Department of the Army Reserve Components Mandatory Selection Board was convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instructions provided by the Secretary of the Army.

2. You were considered but, unfortunately, were not among those selected for promotion by the board. As a result of this second nonselection, and unless sooner separated for reasons of age, physical disability, or for cause, you must be discharged unless you--

a. Are eligible for and request transfer to the Retired Reserve;

b. Have a remaining service obligation; or

c. Have been credited with 18 or more but less than 20 years of qualifying Federal service for retired pay; or,

Figure 4–24. Memorandum Format for Second Nonselection for Promotion to MAJ and LTC—Continuation Authorized, Officer Not Recommended

d. Are transferred to an inactive status if determined by the Secretary of the Army to have skills that are required to meet mobilization needs.

3. A Selective Continuation Board was conducted in conjunction with the Department of the Army Reserve Components Mandatory /Selection Board that considered officers of your grade for promotion. Because the Selective Continuation Board did not recommend your continuation, you must be discharged unless one of the options discussed in paragraph 2 applies.

4. Your service in the U.S. Army Reserve is fully appreciated by your fellow Americans and service members. It has contributed immeasurably to the strength of the Armed Forces that defend our country and way of life. You have good reason to be proud of your participation and accomplishments in the Reserve program.

5. On behalf of a grateful nation, I wish you the best in all your future endeavors.

(authority line)

(*Signature block*)

Figure 4–24. Memorandum Format for Second Nonselection for Promotion to MAJ and LTC—Continuation Authorized, Officer Not Recommended — Continued

(Type on appropriate headquarters letterhead)

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned)*

SUBJECT: Notification of Promotion Status

1. A Department of the Army Reserve Components Mandatory Selection Board was convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instructions provided by the Secretary of the Army.

2. You were considered but, unfortunately, were not among those selected for promotion by the board.

3. A Selective Continuation board was conducted in conjunction with the Department of the Army Reserve Components Mandatory Selection Board that considered officers of your grade for promotion. The Selective Continuation Board recommended you for continuation on the Reserve Active Status List. The period of continuation in your current grade and competitive category will be for 2 years from the approval date of the Selective Continuation Board, not to exceed the maximum years service allowed by law. During the

Figure 4–25. Memorandum Format for Second Nonselection for Promotion to MAJ and LTC — Continuation Authorized, Officer Recommended

continuation period, you will, if otherwise eligible, be considered by Department of the Army Reserve Components Mandatory Promotion Selection Boards along with other officers of your grade and competitive category.

4. Selection boards do not record the reason for selection or nonselection of individual officers. Your personnel management officer (PMO) may be able to assist you in improving your official file and advising you regarding specific actions that may increase your potential for promotion.

5. Your service in the U.S. Army is fully appreciated.

(*authority line*)

(Signature block)

Figure 4–25. Memorandum Format for Second Nonselection for Promotion to MAJ and LTC — Continuation Authorized, Officer Recommended — Continued

(*Type on appropriate headquarters letterhead)*

Office Symbol (*Marks Number*) *Date*

MEMORANDUM FOR: (*Officer concerned)*

SUBJECT: Notification of Promotion Status

1. A Department of the Army Reserve Components Selection Board was convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instructions provided by the Secretary of the Army.

2. You were considered but, unfortunately, were not among those selected for promotion by the board.

3. If you remain eligible, you will be considered for promotion by the next mandatory selection board for your grade and competitive category. Selection boards do not record the reason for the selection or nonselection of individual officers. Your personnel management officer (PMO) may be able to assist you in improving your official file and to advise you regarding specific actions that may increase your potential for promotion.

4. Your service in the U.S. Army is fully appreciated.

(*authority line*)

(Signature block)

Figure 4–26. Memorandum Format for Nonselection for Promotion to CW5 and COL—Reasons Other Than Not Educationally Qualified

(Type on appropriate headquarters letterhead)

Office Symbol (*Marks Number*) *Date(Insert date)*

A:*(Insert date)*

MEMORANDUM FOR: (*Officer concerned)*

SUBJECT: Notification of Promotion Status

1. A Department of the Army Reserve Components Selection Board was convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instructions provided by the Secretary of the Army.

2. You were considered but, unfortunately, were not among those selected for promotion by the board. The records reviewed by the Department of the Army Selection Board did not indicate that you had completed the Command and General Staff Officers Course, as required, before the date the board convened, shown after A, above. If you completed the education requirements not later than the day before the selection board convened, you may request reconsideration by applying through command channels to Cdr, PERSCOM,

Figure 4–27. Memorandum Format for Nonselection for Promotion to COL—Not Educationally Qualified

Chief, Office of Promotions (Reserve Components), ATTN: TAPC-MSL-N, 9700 Page Avenue, St. Louis, MO 63132-5200.

3. If you remain eligible, you will be considered for promotion by the next mandatory selection board for your grade and competitive category. Selection boards do not record the reason for the selection or nonselection of individual officers. Your personnel management officer (PMO) may be able to assist you in improving your official file and to advise you regarding specific actions that may increase your potential for promotion.

4. Your service in the U.S. Army is fully appreciated.

(*authority line*)

(Signature block)

Figure 4–27. Memorandum Format for Nonselection for Promotion to COL—Not Educationally Qualified — Continued

Chapter 5
Issuance of Promotion Commission Certificates

5–1. General

This chapter prescribes procedures for requesting promotion commission certificates (DD Form 1A, Officer's Commission) after 1 January 1963. It applies to—

a. Retired and discharged commissioned officers and WOs of the Army.

b. Reserve of the Army commissioned officers and WOs not on the ADL.

c. Regular Army enlisted personnel holding concurrent USAR commissions or warrants.

d. Regular Army WOs holding concurrent USAR commissions (other than commissioned warrant officers).

5–2. Procedures for requesting certificates

a. Soldiers desiring DD Form 1A will submit a written request to include full name (first name— middle name— last name). Include SSN or service number, current mailing address, and current military status. The request will include a copy of the pertinent promotion memorandum or order, if available.

b. On completion of processing, documents supporting the promotion and the certificate will be returned. Allow about 120 days for processing and mailing of a commission certificate. Requests from the officer concerned, or next of kin for deceased personnel, will be sent to the addresses shown below.

(1) Regular Army enlisted personnel holding concurrent USAR commissions and warrants:

Commander U.S. Army Enlisted Records and Evaluation Center
ATTN: PCRE-R
Fort Benjamin Harrison,, IN 46249-5301

(2) Retired and former commissioned officers and WOs, Reserve of the Army commissioned officers, and WOs not on the ADL (excluding current ARNGUS commissioned and WOs). Also, USAR commissioned officers and WOs serving on AGR status, and discharged personnel:

CDR, HRC, Chief, Office of Promotions (Reserve Components)
ATTN: AHRC-MSL-N
9700 Page Avenue
St. Louis,, MO 63132-5200

(3) Current ARNGUS commissioned and WOs:

Chief, National Guard Bureau
ATTN: NGB-ARP-CO (Federal Recognition Section)
111 South George Mason Drive
Arlington,, VA 22204-1382

5–3. Promotion ceremonies

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

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

b. When the officer will be on leave or enroute to a new duty station (not including temporary duty) on the effective date of promotion, a ceremony may be conducted not earlier than 30 calendar days before the effective date. The ceremony will normally take place on the last duty day that the officer is present before the effective date.

c. Pay, seniority, and placement on the RASL will be determined by the effective date of promotion cited in the promotion memorandum and the officer's date of rank, and not by the promotion ceremony.

5–4. Frocking

Frocking is not authorized for officers on the Reserve active-status list who are subject to this regulation.

The following format is recommended for use during promotion ceremonies.

QUOTE:

Attention to orders: Headquarters, Department of the Army, Washington, DC, dated (use effective date of promotion).

(1*) (2*) has reposed special trust and confidence in the patriotism, valor, fidelity, and abilities of (name). In view of these qualities and (his or her) demonstrated potential for increased responsibility, (he or she) is therefore promoted to (grade) with date of rank (day, month, year).

By Order of the Secretary of the Army:

(Name)

General, United States Army

Chief of Staff.

(1*) The President of the United States - for all officers other than warrant officers.

(2*) The Secretary of the Army - for all warrant officers including commissioned warrant officers.

Figure 5–1. Recommended format for promotion ceremonies

Appendix A
References

Section I
Required Publications

AR 27–1
Legal Services, Judge Advocate Legal Services. (Cited in table 2-2.)

AR 40–501
Standards of Medical Fitness. (Cited in para 4-12.)

AR 135–100
Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 2–2, 2–4, and table 2-2.)

AR 135–175
Separation of Officers. (Cited in paras 3-16, 4–13, 4-31, and 4-33.)

AR 140–1
Mission, Organization, and Training. (Cited in para 4-9.)

AR 140–10
Assignments, Attachments, Details, and Transfers. (Cited in paras 2-13, 3-18, 4-9, and 4-33.)

AR 350–1
Army Training and Education. (Cited in para 4–18c(2).)

AR 600–9
The Army Weight Control Program. (Cited in paras 3-8, 3-18, 4-11, and 4-18, figs 4-8 through fig 4-15.)

AR 600–37
Unfavorable Information. (Cited in paras 3-3, 3-18, and 4-13.)

AR 640–30
Photographs for Military Personnel Files. (Cited in paras 2-13, 3-3, and 3-12.)

NGR 604–10
Military Personnel Security Program. (Cited in para 4-13.) www.ngbpdc.ngb.army.mil/arngfiles.asp

NGR 635–100
Termination of Appointment and Withdrawal of Federal Recognition. (Cited in paras 4-13, 4–31, and 4-33.) www.ngbpdc.ngb.army.mil/arngfiles.asp

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

AR 135–18
The Active Guard Reserve (AGR) Program.

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

AR 600–39
Dual Component Personnel Management Program.

AR 600–8–2
Suspension of Favorable Personnel Actions (FLAGS).

AR 600–8–24
Officer Transfers and Discharges.

AR 600–8–29
Officer Promotions.

AR 600–8–104
Military Personnel Information Management/Records.

AR 623–1
Academic Evaluations Reporting System.

AR 623–105
Officer Evaluation Reporting System.

NGR 600–100
Commissioned Officers— Federal Recognition and Related Personnel Actions. (www.ngbpdc.ngb.army.mil/arngfiles.asp)

NGR 600–101
Warrant Officer— Federal Recognition and Personnel Actions. (www.ngbpdc.ngb.army.mil/arngfiles.asp)

Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced Forms
Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the APD Web site, www.apd.army.mil. DD Forms are available from the OSD Web site, www.dior.whs.mil.

DA Form 2–1
Personnel Qualification Record

DA Form 71
Oath of Office - Military Personnel

DA Form 268
Report to Suspend Favorable Actions

DA Form 4037
Officer Record Brief

DA Form 4213
Supplemental Data for Army Medical Service Reserve Officers

DD Form 1A
Officers Commission

DD Form 149
Application for Correction of Military Record Under Provisions of Title 10, U.S. Code, Section 1552

DD Form 2808
Report of Medical Examination

PS Form 3800 (Post Office)
Receipt for Certified Mail

SF 93
Medical Record- - Report of Medical History (www.gsa.gov)

Appendix B
Position Vacancy Promotion to the Grade of Colonel of Lieutenant Colonels Previously Not Selected for Promotion by a Mandatory Promotion Board

B–1. General

a. Under section 14315(e), Title 10, United States Code (10 USC 14315(e)), a U.S. Army Reserve officer 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 Secretary of the Army determines that the officer is the "only qualified officer available to fill the vacancy." Under section 14316(c), a National Guard officer 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 Secretary of the Army determines that the officer is the "only qualified officer available to fill the vacancy." The Secretary may not delegate this authority.

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

c. A lieutenant colonel who has failed of selection and who has been continued beyond his or her mandatory removal date, regardless of reason, is not eligible for position vacancy promotion under this policy. Waiver of this provision is not authorized.

d. If the request pertains to a U.S. Army Reserve judge advocate position, the request must indicate whether the Judge Advocate General's Corps officer recommended is/was designated to fill the position by The Judge Advocate General. If the request pertains to an Army National Guard of the United States judge advocate, the request must indicate whether The Judge Advocate General concurs/concurred in the determination that the officer designated by the State is the only qualified officer available to fill the vacancy.

e. A request must be submitted in strict compliance with the instructions contained in section II of this appendix. Those requests not in compliance with these instructions or that contain administrative errors will be returned without action.

Note. Section B–2 of this appendix must be included, in its entirety, with any request for promotion submitted under this appendix.

B–2. Required Information Secretarial Guidance Implementing 10 USC 14315(e) and 14316(c)

a. This section establishes Secretarial policy implementing 10 USC 14315(e) for the USAR and 10 USC 14316(c) for the ARNGUS. The purpose of this section is to obtain data necessary to process requests for Secretarial determination that the officer recommended is the "only qualified officer available to fill the vacancy."

(1) The Secretary of the Army is the sole approval or disapproval authority.

(2) Only requests pertaining to officers in the grade of lieutenant colonel, who have failed of selection to the grade of colonel by a mandatory board, will be considered. Officers failed of selection to the grade(s) of captain, major, or lieutenant colonel will not be considered by a position vacancy board or, if selected, promoted to the higher grade or extended Federal recognition in the higher grade.

(3) A failed of selection lieutenant colonel who has been continued beyond his or her mandatory removal date (MRD), 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 Secretary of the Army.

(5) Unless otherwise indicated, this section and tabs A through G must be completed in full and forwarded to the Secretary of the Army with the transmittal memorandum. Requests that do not provide all required information will be returned without action.

b. The following named officer is recommended for promotion:

(1) Nominated officer (Last, First MI):

(2) 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 colonel:

(3) Using the duty position description you provide at tab B (per paragraph C5, below), describe why the above named officer's qualifications make him/her 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 judge advocate, the JAGC officer recommended must be designated/have been designated to fill the position by The Judge Advocate General. If the position requires an ARNGUS judge advocate, indicate that The

Judge Advocate General concurs that the officer designated by the State is the only qualified officer available to fill the vacancy. (**Insert at tab A**)

c. Position Vacancy for Which Officer is Recommended.

(1) TDA/TOE/MTOE number.

(2) Document E-date.

(3) Paragraph & line number.

(4) The position is a (mark one).

(a) Current vacancy.

(b) Projected vacancy.

(c) The projected vacancy date is. *(**The projected vacancy date must be within 6 months of the date of this request.)*

(5) Include the reason for the vacancy or projected vacancy in the transmittal memorandum to the Secretary of the Army. Also, include the name of the officer who last held the position and the reason for that officer vacating the position (e.g., 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.

(6) Provide a description of the duty position. 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. (**Insert at tab B**) *(** 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.)*

(6) Colonels:

(a) Total authorized:

(b) Total assigned:

(c) Number of additional valid temporary authorizations:

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

d. Officers Not Recommended for Assignment. At the designated tab (see subparas 1 through 4 below) provide information justifying the absence of any other qualified, available officers. For branch immaterial positions, all colonels and/or lieutenant colonels 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 colonels and/or lieutenant colonels 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 USAR judge advocate, the JAGC officer recommended must be designated to fill the position by The Judge Advocate General. If the position requires an ARNGUS judge advocate, indicate that The Judge Advocate General concurs that the officer designated by the State is the only qualified officer available to fill the vacancy.

(1) *Colonels.* Provide a by-name list of all officers in the grade of colonel in the competitive category(ies) authorized to fill the position vacancy who were considered to fill the position described at tab B (see para C5, above), 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 colonel available to fill the position, state so. (**Insert at tab C**)

(2) *Promotable lieutenant colonels.* Provide a by-name list of all officers in the grade of lieutenant colonel 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 B (see para C5, above), 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 lieutenant colonel in this category, state so. (**Insert at tab D**)

(3) *ARNGUS lieutenant colonels holding Certificates of Eligibility.* For ARNGUS positions, provide a by-name list of all officers of the grade of lieutenant colonel 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 B (see para C5, above), 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 lieutenant colonel in this category, state so. (**Insert at tab E**)

(4) *Failed of selection lieutenant colonels.* Provide a by-name list of all failed of selection officers in the grade of lieutenant colonel of the competitive category(ies) authorized to fill the position vacancy who were considered to fill the position described at tab B (see para C5, above), 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 lieutenant colonel in this category, state so. (**Insert at tab F**)

(5) *Lieutenant colonels meeting minimum time-in-grade requirements.* Provide a by-name list of all other lieutenant colonels of the competitive category(ies) authorized to fill the position vacancy who:

(a) Meet the minimum time-in-grade requirements for position vacancy promotion, and

(b) Were not recommended to fill the position described at TAB B (see para c5, above). Explain the reason why each officer was determined not to be qualified or available. If there are no officers in the grade of lieutenant colonel in this category, state so. (**Insert at TAB G**)

e. Required Time in Service for Failed of Selection Officers in the Grade of Lieutenant Colonel. A failed of selection officer in the grade of lieutenant colonel who is nominated and approved for a position vacancy promotion must be able to serve a minimum of three (3) years in the vacant position, from:

(1) *ARNGUS.* 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) *USAR.* The date of the memorandum from the area commander requesting Secretary of the Army action per 10 USC 14315(e).

f. Judge Advocate General's Corps Officers.

(1) If the recommended officer is a member of the USAR, indicate whether the officer has been designated/was designated for placement in the vacant position by The Judge Advocate General.
Yes No

(2) If the recommended officer is a member of the ARNGUS, indicate whether The Judge Advocate General concurs that the officer designated by the State is the only qualified officer available to fill the vacancy.
Yes No

B–3. Returned Requests

Language to be Included in Responses to Requests for Promotion to Colonel Through the Position Vacancy Board Process of Lieutenant Colonels 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 section 14315(e) or 14316(c). "Although the Reserve Officer Personnel Management Act (ROPMA) provides for the position vacancy promotion of officers 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 implementing policy."

b. Paragraph to be used when returning a request that does not include section II of this appendix. "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). Requests that do not fully comply with this policy will be returned without action. Return of your request without action does not constitute disapproval of the request."

c. Paragraph to be used when returning a request that does not contain all information required by Section II of this Appendix. "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.). Requests that do not fully comply with this policy will be returned without action. Return of your request without action does not constitute disapproval of the request."

Glossary

Section I
Abbreviations

ABCMR
Army Board for Correction of Military Records

AD
active duty

ADL
active duty list

ADT
active duty for training

AGR
Active Guard Reserve

ALEDC
Associate Logistics Executive Development Course

AMEDD
Army Medical Department

AOC
area of concentration

APFT
Army Physical Fitness Test

APL
Army Promotion List

ARCOM
Army Reserve Command

ARE
Army Reserve Element

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

HRC St. Louis
U.S. Army Human Resources Command St. Louis

ASA
Assistant Secretary of the Army

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

AUS
Army of the United States

CAR
Chief, Army Reserve

CAS3
Combined Arms and Services Staff School

CDR
commander

CG
commanding general

CGSOC
Command and General Staff Officers Course

CH
Chaplain

CNGB
Chief, National Guard Bureau

COL
colonel

CPT
captain

DCS, G-1
Deputy Chief of Staff, G-1

DOD
Department of Defense

DOR
date of rank

ECP
Early Commissioning Program

HQDA
Headquarters, Department of the Army

IMA
individual mobilization augmentee; Individual Mobilization Augmentation

IRR
Individual Ready Reserve

JAGC
Judge Advocate General's Corps

LEDC
Logistics Executive Development Course

LTC
lieutenant colonel

M&RA
Manpower and Reserve Affairs

MAJ
major

MC
Medical Corps

MOI
memorandum of instructions

MPRJ
Military Personnel Records Jacket, U.S. Army

MRD
mandatory removal date

NAC
National Agency Check

NGB
National Guard Bureau

NGR
National Guard regulation

OADO
officer active duty obligor

OBC
officer basic course

OCAR
Office of the Chief, Army Reserve

DCS, G-1
Office of the Deputy Chief of Staff for Personnel

OER
officer evaluation report

OMPF
official military personnel file

PCF
promotion consideration file

PED
promotion eligibility date

PERMS
Personnel Electronic Management System

HRC
U.S. Total Army Personnel Command

PMO
personnel management officer

RASL
Reserve Active-Status List

RC
Reserve component

SA
Secretary of the Army

SSN
social security number

SSS
Selective Service System

STRAP
Specialized Training Assistance Program

TIG
time in grade

TJAG
The Judge Advocate General

TPU
troop program unit

UCMJ
Uniform Code of Military Justice

USAR
U.S. Army Reserve

USARC
United States Army Reserve Command

USC
United States Code

VC
Veterinary Corps

WO
warrant officer

WOAC
Warrant Officer Advance Course

WOBC
Warrant Officer Basic Course

WOSSC
Warrant Officer Senior Staff Course

WOCS/WOCS-RC
Warrant Officer Candidate School (Reserve components)

1LT
first lieutenant

2LT
second lieutenant

Section II
Terms

(The following terms have been tailored to fit this regulation and as such may not be completely applicable to other regulations. AR 310-25 is the official Dictionary of Army Terms.)

Active Army

a. The Active Army consists of (1) Regular Army soldiers on active duty; (2) Army Reserve soldiers on active duty except as excluded below; (3) Army National Guard soldiers in the service of the United States pursuant to a call; and (4) all persons appointed, enlisted, or inducted into the Army without component.

b. Excluded are soldiers serving on (1) active duty for training (ADT); (2) Active Guard Reserve (AGR) status; (3) active duty for special work (ADSW); (4) temporary tours of active duty for not more than 180 days; and (5) active duty pursuant to a national emergency declared by the President.

Active duty

Full-time duty in the active military service of the United States. As used in this regulation, the term is applied to all Army National Guard of the United States and U.S. Army Reserve soldiers ordered to duty other than for training. It does not include AGR personnel in a full-time National Guard (FTNGD) duty status.

Active duty list (ADL)

An order of seniority list of commissioned officers on active duty in the U.S. Army other than those listed below.

a. Reserve officers.

(1) On active duty for training

(2) Serving on active duty:

(a) As Chief of Army Reserve.

(b) At the seat of government, and at headquarters responsible for reserve affairs, to participate in preparing and administering the policies and regulations affecting the Army National Guard or Army Reserve.

(c) On the Reserve Forces Policy Board.

(d) On the Army Reserve Forces Policy Committee.

(e) At the National Guard Bureau.

(f) As a property fiscal officer.

(3) On active duty in connection with organizing, administering, recruiting, instructing, or training Reserve Components.

(4) On active duty to pursue special work.

(5) Involuntarily ordered to active duty other than during war or national emergency to augment the active forces for an operational mission, or to provide support for responses to a use or threatened use of a weapon of mass destruction or a terrorist attack or threatened terrorist attach, as a member of the Selected Reserve or the Individual Ready Reserve Mobilization category.

(6) On active duty for the administration of the Selective Service System.

(7) Reserve officers ordered to active duty for 3 years or less on or after 30 October 2000.

b. The Director of Admissions, Dean, and permanent professors at the United States Military Academy.

c. Warrant officers.

d. Retired officers on active duty.

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

Active Guard Reserve (AGR)

Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) personnel serving on active duty (AD)and Army National Guard of the United States (ARNGUS) personnel serving on full-time National Guard (FTNGD). These personnel are FTNGD or AD (other than for training or AD in the Active Army) for 180 days or more for the purpose or organizing, administering, recruiting, instructing, or training the Reserve components and are paid from National Guard personnel, Army, or Reserve personnel Army appropriations. Exceptions are personnel ordered to AD as—

a. General officers.

b. United States Property and Fiscal Officers.

c. Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act.

d. Members of the Reserve Forces Policy Board.

e. Members of Reserve components on active duty to pursue special work.

Active status

For the purpose of this regulation, all soldiers of the Army National Guard of the United States (ARNGUS) or U.S.

Army Reserve (USAR) who are not in the inactive Army National Guard, in the Standby Reserve (Inactive Status List), or in the Retired Reserve.

Adjutant General
The adjutant general of each of the States, the Commonwealth of Puerto Rico, the territories of the Virgin Islands and Guam, and the Commanding General of the District of Columbia National Guard.

Area command
A geographic area of command with RC functions and responsibilities.

Area commands
The following are defined as area commands: United States Army, Europe.
a. United States Army Pacific Command.
b. United States Army South (USARSO)..
c. United States Army Special Operations Command.
d. United States Army Reserve Command (USARC).
e. Eighth United States Army (EUSA), Korea.
f. Continental United States Armies (CONUSAs), for Army National Guard matters only.

Area commanders
Commanders of area commands.

Army
The Regular Army, Army of the United States, Army National Guard of the United States, and the U.S. Army Reserve.

Army Medical Department (AMEDD)
Includes all its branches. These are the Army Nurse Corps (AN), Dental Corps (DC), Medical Corps (MC), Medical Service Corps (MS), Army Medical Specialist Corps (SP), and Veterinary Corps (VC).

Army promotion list (APL)
A promotion list of officers under consideration which includes all branches except Army Medical Department (AMEDD) and Chaplain (CH).

Competitive Category
A group of officers who compete among themselves for promotion and, if selected, are promoted in order of rank, unless otherwise provided by law, as additional officers in the higher grade are needed. Competitive categories among warrant officers have not been designated as a matter of policy and are not required by law. Competitive categories for commissioned officers (other than commissioned warrant officers) are listed below.
a. Army Promotion List (includes officers in branches AD, AG, AR, AV, CA, CM, EN, FA, FI, IN, JA, MI, MP, OD, QM, SC, SF, SS, TC).
b. Chaplains
c. Army Nurse Corps (AN)
d. Dental Corps (DC)
e. Medical Corps (MC)
f. Medical Service Corps (MS)
g. Army Medical Specialist Corps (SP)
h. Veterinary Corps (VC)

Failed of selection/failure of selection/nonselected
A commissioned officer who was in the promotion zone or above the promotion zone for mandatory promotion consideration and who was not selected by the mandatory promotion board convened to select the officer for promotion in his/her grade and a competitive category.

Full-Time National Guard Duty (FTNGD)
Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States in the member's status as a member of the National Guard of a State, the Commonwealth of Puerto Rico, a territory, or the District of Columbia for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

Full-Time Support (FTS) Program
This program encompasses personnel assigned on a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve. These personnel include civilian personnel, military technicians, members of the Active Army, and personnel serving on Active Guard Reserve (AGR) status. The AGR Program is a component of the FTS program.

Individual Ready Reserve (IRR)
Soldiers who are assigned to the following Ready Reserve USAR Control Groups: Annual Training, Reinforcement (Reinf), and Officer Active Duty Obligor (OADO).

Material error
One or more errors of such a nature that in the judgment of the reviewing official (or body) may have caused an individual's nonselection by a promotion selection board. Had such errors been corrected at the time the individual was considered, a reasonable chance would have resulted that the individual would have been recommended for promotion

Minority
Includes the following racial/ethnic groups: Asian/Pacific Islander, Black, Hispanic, American Indian, and other/ unknown.

Officer
Includes commissioned officers, warrant officers (WO1), and commissioned warrant officers (CW2-CW5), unless otherwise specified.

Officer active duty obligor
An officer appointed in the U.S. Army Reserve from the ROTC program, or under programs monitored by the Chief of Chaplains, The Judge Advocate General, or The Surgeon General who is obliged to serve on AD or ADT and does not enter on AD at the time of the appointment.

Overstrength
Assigned strength which exceeds that authorized by the TOE and TDA. Assignment of a soldier as overstrength may be the result of unit reorganization, inactivation, relocation, or existing policy. It may also be as a result of an assignment error, or as an authorized exception to policy to correct an injustice.

Position vacancy
A position authorized by paragraph and line number of a TOE or TDA which is unoccupied or is filled by an officer of a lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as overstrength.

Promotion eligibility date (PED)
The earliest date on which an officer who is recommended and selected may be promoted to the next higher grade.

Promotion review board
Either a special selection board or a promotion advisory board convened to reconsider the promotion of officers and warrant officers not selected for promotion to the next higher grade.

a. Special selection boards - reconsider commissioned officers (except commissioned warrant officers) who were improperly not considered, or who were considered but not selected for promotion to the next higher grade by a mandatory promotion board that convened on or after 1 October1996.

b. Promotion advisory boards - reconsider warrant officers (to include commissioned warrant officers) who were improperly not considered, or who were considered but not selected for promotion to the next higher grade by a mandatory promotion board at any time, and commissioned officers who were improperly not considered, or who were considered but not selected for promotion to the next higher grade by a mandatory promotion board prior to 1 October 1996

Promotion to fill officer position vacancies
An authorized promotion to fill an officer position vacancy with an officer of the appropriate grade.

Regional Readiness Command (RRC)
A major subordinate command of the U.S. Army Reserve Command (USARC) that reports directly to the USARC.

Reserve active-duty list (RASL)
A list, required to be maintained that contains the names of all officers, except warrant officers (including commissioned warrant officers) who are in an active status in a Reserve component of the Army and are not on an active duty list.

Reserve Components of the Army
The Army National Guard of the United States (ARNGUS) and the U.S. Army Reserve (USAR).

State
The term "State," when pertaining to the Army National Guard includes the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, and Guam.(10 USC 10001)

Troop program unit (TPU)
A TOE or TDA unit of the U.S. Army Reserve organization that serves as a unit on mobilization or one that is assigned a mobilization mission. The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

U.S. Army Reserve (USAR)
A Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime, and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a mobilization.

U.S. Army Human Resources Command St. Louis (HRC-St. Louis)
A field operating agency of the Chief, Army Reserve (CAR) which manages the professional career development of individual USAR soldiers to provide trained individual USAR soldiers for mobilization. This agency commands the IRR and Standby Reserve, and administers the USAR AGR, and IMA programs.

Warrant officers
All Army National Guard of the United States and U.S. Army Reserve warrant officers, including commissioned warrant officers, not on the Active Duty List.

Section III
Special Abbreviations and Terms
This section contains no entries.