



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON, DC 20310-0300

DAPE-ZA

12 September 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reinforcement of Select, Train, Educate, Promote (STEP) Policy for Noncommissioned Officer (NCO) Promotions and Limited Application of Temporary Promotions

1. References.

- a. Army Regulation 600-8-19 (Enlisted Promotions and Reductions) 16 May 2019.
- b. Army Directive 2022-06 (Parenthood, Pregnancy, and Postpartum) 19 April 2022.
- c. Headquarters, Department of the Army, DAPE-ZA memorandum (Calendar Year 2023 (CY23) Noncommissioned Officer (NCO) Promotions) 1 December 2022.
- d. Headquarters, Department of the Army, DAPE-ZA memorandum (Supplement to Calendar Year 2023 (CY23) Noncommissioned Officer (NCO) Promotions) 3 January 2023.
- e. Headquarters, Department of the Army, DAPE-ZA memorandum (Exception to Policy (ETP) for 12D Engineer Divers Temporary Promotion to Sergeant First Class Professional Military Education (PME) Requirements) 1 July 2022.

2. Applicability. The provisions below apply to the Regular Army (RA), Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), and the U.S. Army Reserve (USAR).

3. Purpose. The purpose of this is to reinforce existing Army policy concerning the selection, training, education, and promotion (STEP) of our enlisted force and to limit application of the temporary promotion policy.

4. Effective dates.

- a. For RA and USAR Active Guard Reserve (AGR), the reinforcement of STEP and limited application of temporary promotions is effective with the 1 January 2024 promotion month and references 1c and 1d are no longer applicable for this population.

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b. For USAR (other than AGR) and ARNG, the reinforcement of STEP and limited application of temporary promotions is effective with the 1 October 2024 (FY25) promotion month and the provisions set forth in references 1c and 1d are extended through FY24. Additional implementation dates regarding ARNG/ARNGUS will be published by the Director Army National Guard (DARNG).

5. Background.

a. Training and education of our noncommissioned officer (NCO) corps is an essential element of our institutional success. Recognizing the challenges with an individual's availability to attend timely PME courses to comply with the training and education requirement to qualify for promotion, the Army will utilize temporary promotions for a select, limited group of individuals as provided for in the memorandum. The application of temporary promotions provides continue promotion opportunity prior to PME graduation, under certain, specific conditions. This disciplined approach better prepares our NCOs for the complexities of today's operational environment while reinforcing the benefits of a deliberate, continuous, sequential, and progressive professional development strategy.

b. Policy alone does not develop leaders. This effort requires active engagement by leaders across all levels and it is expected all commanders, NCOs, and enlisted members embrace and support this effort. Your deliberate engagement in developing and sustaining a professional NCO Corps is fundamental in achieving mission success. This effort ensures we collectively develop and prepare our NCOs to fight and win in a complex world as adaptive, agile leaders and trusted professionals. In general, because Soldiers are scheduled to attend a requisite PME course based on the order of merit list (OML) number or awarded promotion points, they are expected to attend as scheduled to qualify themselves for promotion.

6. Responsibilities.

a. The Commander, U.S. Army Human Resources Command (AHRC) will establish procedures, update supporting systems, publish specific administrative instructions, and be responsible for managing these provisions for all RA and USAR (AGR) Soldiers to ensure they are properly carried out.

b. Per reference 1a, paragraph 1-4b, I authorize the DARNG to publish specific guidance regarding the applicability of the provisions found in paragraph 7-9 of this memorandum, to include implementation dates, as they relate to promotion for ARNG/ARNGUS Soldiers.

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c. Per reference 1a, paragraph 1-4c, Chief, Army Reserve (CAR) will provide implementing guidance and instructions for USAR (other than AGR) Soldiers. I further authorize the CAR to exercise or further delegate exception authority to temporary promotion eligibility criteria, on a case-by-case basis as needed, consistent with controlling laws and regulations.

7. Reinforcing STEP and Temporary Promotion Limitations.

a. The Army will identify and select eligible Soldiers for promotion against valid requirements. Selected Soldiers are announced and identified by establishing and using monthly cutoff scores and order of merit (OML) numbers.

b. As an exception to STEP policy, temporary promotions are used to promote Soldiers who are unable to attend PME for reasons outlined below. A temporary promotion (reference 1a, paragraph 1-35) is a promotion to a higher rank, with pay and allowances, until such time a set condition is met, at which point the promotion is permanent or the promotion expires, whichever occurs first. Temporary promotions that expire require the Soldier revert to their former grade. The effective date is the date the temporary promotion expires. The rank entry date will be the original rank entry date to the former grade.

c. I am limiting application of the temporary promotion provisions to RA and USAR Soldiers who are prevented from completing mandatory PME courses to qualify themselves for promotion to the ranks of Sergeant (SGT) through Sergeant Major (SGM), based on their OML or awarded promotion points, without regard to completion of a requisite level of PME under the following conditions:

(1) DEPLOYMENT: While serving in an imminent danger pay or hostile fire pay area, serving on an operational/rotational deployment projected for eight (8) or more months, or on a SECDEF-directed contingency operation, to include overseas mobilizations for USAR TPU Soldiers;

(2) PREGNANCY/POSTPARTUM: While serving on a temporary profile due to pregnancy or postpartum consistent with reference 1b;

(3) TRAINING-BASED.

(a) While enrolled in the non-resident portion of the Sergeants Major Academy following graduation of the corresponding resident course;

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(b) While assigned to Army Futures Command and actively enrolled in the Software Factory or the Artificial Intelligence Integration Center training courses;

(4) READINESS: When a Military Occupational Specialty/grade combination (component-level) drops below an acceptable level of fill to support readiness.

8. Eligibility. Soldiers meeting the conditions above (para 7) must also meet the following criteria to qualify for a temporary promotion:

a. Must be otherwise fully qualified for promotion except for the completion of the requisite level of PME for the grade in which promoted, to include completion of the minimum level of the Distributed Leaders Course (DLC) for the promotion grade;

b. For USAR (other than AGR) and ARNG/ARNGUS, Soldiers must be selected for or serving in the next higher graded position;

c. For USAR Troop Program Unit (TPU) (limited to para 7b(4) above (READINESS)), Soldiers must have an approved reservation within the Army Training Requirements and Resources System (ATTRS) for the requisite level of PME required for the next higher grade. In instances where multiple phases are required to complete PME, the Soldier must have an approved reservation for the final phase.

d. Must not have previously attended and failed to pass (other than for compassionate reasons) the requisite PME course for the promotion grade.

e. For RA and USAR Soldiers enrolled in a non-resident portion of the Sergeants Major Academy (SGM-A), the student must be making satisfactory progress in the course and the corresponding resident graduation date (in ATTRS) must be met. Selection for promotion to SGM will be equally applied to both graduates and students enrolled in any non-traditional SGM-A training path without regard to PME completion.

9. Training Requirements. Soldiers who receive a temporary promotion are required to complete the requisite level of PME for the grade in which promoted as follows:

a. DEPLOYMENT:

(1) For RA and USAR AGR Soldiers, within 365 days of the redeployment date.

(2) For USAR (other than AGR) Soldiers, within 36 months of the redeployment date.

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b. PREGNANCY/POSTPARTUM:

(1) For RA and USAR AGR Soldiers, within 24 months from the expected date of birth as indicated on the Soldier's pregnancy-based profile when a Soldier is promoted while pregnant, or from the child's date of birth or termination of pregnancy when promoted postpartum.

(2) For USAR (other than AGR) Soldiers, within 36 months from the expected date of birth as indicated on the Soldier's pregnancy-based profile when a Soldier is promoted while pregnant, or from the child's date of birth or termination of pregnancy when promoted postpartum.

c. TRAINING-BASED:

(1) Not later than the established graduation date of the non-resident portion of the Sergeants Major Course.

(2) Within 365 days of the graduation date upon completion of the Software Factory or the Artificial Intelligence Integration Center training courses.

(3) In the event a Soldier serving in military occupational specialty 12D (Engineer Divers) receives a temporary promotion, within 24 months of the temporary promotion date of rank.

d. READINESS: For RA and USAR Soldiers, not later than 365 days from the effective date of the temporary promotion.

10. Enclosed is additional temporary promotion guidance.

11. Exceptions to Policy Centered on the Coronavirus (COVID-19) Outbreak.

a. Both RA and USAR battalion commanders serving as promotion authorities may utilize virtual promotion boards or rely on input from the battalion command sergeant major to make recommendations regarding promotion of enlisted Soldiers.

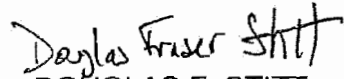
b. Across all Army components, effective with the January 2024 promotion month, all previous suspensions to meet expiration dates for award of promotion points for weapons qualifications, civilian certifications and/or re-certifications, and the Defense Language Aptitude Test are rescinded. To qualify for promotion points, Soldiers must meet regulatory timeframe requirements.

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12. These provisions incorporated within remain in effect for 12 months from the date of this memorandum, unless superseding guidance is published, or they are otherwise extended or rescinded.

Encl
as


DOUGLAS F. STITT
Lieutenant General, GS
Deputy Chief of Staff, G-1

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Temporary Promotion Guidance

1. Soldiers must be otherwise fully qualified for promotion except for the completion of the required PME to qualify for a temporary promotion and be selected for promotion pin-on.
2. For USAR (other than AGR) and Army National Guard, promotions will only be made against a current position vacancy to which the Soldier is or will be assigned.
3. All promotion instruments must include the special instructions established in reference 1a, paragraph 1-36 as follows: "This promotion is temporary and will terminate on <insert date> unless the following condition is met before the termination is made: <insert PME requirement> (as an example for a temporary promotion to SFC: Graduation of the Senior Leaders Course), unless otherwise lawfully extended."
4. Promotion-based service remaining requirements (SRR) are not incurred until PME is complete. Once incurred, the SRR (when applicable) begins on the effective date of the promotion.
5. Only one temporary promotion to any paygrade is authorized.
6. Scheduling for PME attendance is merit-based; informed by a Soldier's status on their respective Order of Merit List stemming from an NCO Evaluation Board, or their accumulated promotion points.
 - a. Soldiers scheduled for PME attendance following a temporary promotion who are subsequently identified as ineligible (during a quality control check) to attend, will be reduced to their former rank. There will be no recoupment of pay and allowance, and the Soldier's original date or rank and effective date will be restored. The following flag codes (AR 600-8-2) form the basis for PME ineligibility:

A	ADVERSE ACTION
B	INVOLUNTARY SEPARATION OR DISCHARGE (FIELD INITIAT
D	REFERRED OER, AER, OR RELIEF FOR CAUSE NCOER
E	SECURITY VIOLATION OR LOSS OF SECURITY CLEARANCE (
H	PUNISHMENT PHASE (ADVERSE ACTION)
J	ARMY FITNESS TEST FAILURE
K	ARMY BODY COMPOSITION PROGRAM
Q	LAUTENBERG AMENDMENT
R	ADMIN NON-DEPLOYABLE RETENTION POLICY FOR NON-DEPL
S	NO APPROVED FAMILY CARE PLAN
U	DRUG ABUSE ADVERSE ACTION
V	ALCOHOL ABUSE ADVERSE ACTION
W	HQDA INITIATED INVOLUNTARY SEPARATION OR DISCHARGE

Temporary Promotion Guidance

b. Soldiers scheduled to attend a PME course who fail to qualify themselves to attend as scheduled will be demoted to their previous rank effective the date they disqualify themselves from attending (i.e., signing a declination of continued service statement).

c. When a flag is later determined to be erroneous or is closed favorably following a reduction for being identified as ineligible for PME attendance, that Soldier's temporary promotion will be restored to the previous date of the temporary promotion.

7. A Soldier who previously attended and failed to pass (other than for compassionate reasons) their PME course is not eligible for a temporary promotion and will be skipped for promotion until such time the Soldier attends and passes the required course of instruction for the next higher grade.

8. In all instances, a Soldier who is retired, separated/discharged, or transferred to the Individual Ready Reserve (IRR) from any Army component, after having received a temporary promotion and, without having met the required level of PME for their promotion, will be reduced to their previous grade effective the day prior to their approved retirement and/or separation, discharge, or transfer date.

9. Soldiers who transfer from one Army component to another, or transfer from one Reserve component status to another (e.g., Troop Program Unit to AGR), will do so with their temporary promotion, retaining their originally established date to meet the required level of PME. In instances when Soldiers transition to a different Army component or Reserve component status where additional time was established to meet the required level of PME, the appropriate Career Counselor will annotate the contract establishing and identifying the adjusted timeline to complete the required level of PME.

10. Army transition centers will verify the last promotion order to determine if the NCO was promoted on a temporary basis and confirm whether the NCO has met the PME requirement for their promotion. Instructions pertaining to preparation of the Department of Defense Form 214 (Certificate of Uniformed Service) for Soldiers who were promoted on a temporary basis:

a. Block 5a. *Grade or Rate*. Pursuant to reference 1c, enter the authorized rank.

b. Block 13j. *Effective Date of Pay Grade*. From the most recent promotion/reduction order, enter the effective date of promotion or reduction to the current grade (not the date of rank).

c. Block 20. *Remarks*. A mandatory entry will be made as follows:

(1) For Soldiers who are transferring to the reserve components with a temporary promotion: "Soldier received a temporary promotion to the rank identified in block 4 as

Temporary Promotion Guidance

authorized by AR 600-8-19 and is being transferred to a reserve component where completion of the required level of training must be met not later than <insert temp promotion termination date from promotion instrument>.”

(2) For Soldiers who are reduced prior to retirement or separation without first meeting the temporary promotion provisions: “Soldier received a temporary promotion as authorized by AR 600-8-19 and did not complete required level of training to qualify in the new rank and was, therefore, reduced to their former rank effective the date indicated in block 13j.”

11. Soldiers transferring from the AC to RC or from one RC status to another (Except for transferring to Individual Mobilization Augmentee (IMA)). Pursuant to reference 1e, Army Career Counselors will make a required entry on the DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment), Section XII (Annual Orientation), item 2 (Remarks), as follows: “The Soldier is/is not transferring with a temporary promotion (circle as appropriate).” When a temporary promotion is applicable, the following sentence will be added to this entry: “The Soldier is required to complete PME for their temporary promotion rank not later than <insert date>”. Failure to complete PME by the required date will result in the Soldier being reduced to their previous grade.

12. Soldiers transferring to the IMA. Pursuant to reference 1a, Army Career Counselors will make a required entry on the DA Form 4651 (Request for Reserve Component Assignment or Attachment), item 8 (Remarks), as follows: “The Soldier is/is not transferring with a temporary promotion (circle as appropriate).” When a temporary promotion is applicable, the following sentence will be added to this entry: “The Soldier is required to complete PME for their temporary promotion rank not later than <insert date>”. Failure to complete PME by the required date will result in the Soldier being reduced to their previous grade.

13. Soldiers transferring to the Army National Guard (ARNG). Pursuant to reference 1a, Army Career Counselors will make a required entry on the DA Form 7249 (Certificate and Acknowledgment of Service Requirements and Methods of Fulfillment for Individuals Enlisted or Transferring into Units of the Army National Guard upon REFRAD/Discharge from Active Federal Service), Section VII (Certification by Career Counselor), item 2 (Remarks), as follows: “The Soldier is/is not transferring with a temporary promotion (circle as appropriate).” When a temporary promotion is applicable, the following sentence will be added to this entry: “The Soldier is required to complete PME for their temporary promotion rank not later than <insert date>”. Failure to complete PME by the required date will result in the Soldier being reduced to their previous grade.

