

**Active Component Frequently Asked Questions (FAQs), Version 6.5**  
**Semi-Centralized Promotions SGT/SSG**  
**(For use effective 21 July 2014)**  
**Junior Enlisted Promotions (502) 613-9013**

**References:**

- AR 600-8-19, Enlisted Promotions and Reductions, Rapid Action Revision (RAR)  
Issue Date: 27 December 2011 [http://www.apd.army.mil/pdf/files/r600\\_8\\_19.pdf](http://www.apd.army.mil/pdf/files/r600_8_19.pdf)
- MILPER MESSAGE NUMBER: 11-233, Updates and Guidance for the Semi-Centralized Promotion System, [07/28/2011] <https://www.hrc.army.mil/milper/11-233>
- MILPER MESSAGE NUMBER: 11-306, Changes To Point Distribution Under Military Education For The Semi-Centralized Promotion System, [10/04/2011] <https://www.hrc.army.mil/milper/11-306>
- MILPER MESSAGE NUMBER: 12-189 Semi-Centralized Promotions, Computer Based Training Update for Promotion Points. [21 June 2012] <https://www.hrc.army.mil/MILPER/12-189>
- MILPER MESSAGE NUMBER: 13-106, Enlisted Promotion Clarification For Soldiers in the Disability Evaluation System/AR 600-8-19, Paragraph 1-20 [04/18/2013] <https://www.hrc.army.mil/milper/13-106>
- MILPER MESSAGE NUMBER: 12-167 Amendment to MILPER Message 12-143, Active Army (AA) SGT/SSG Board Proceedings Clarification <https://www.hrc.army.mil/milper/12-167>
- MILPER MESSAGE NUMBER: 12-242 Conducting Semi-Centralized Promotions Boards and Processing Results of the Promotion Board <https://www.hrc.army.mil/milper/12-242>
- MILPER MESSAGE NUMBER: 13-106 Enlisted Promotion Clarification for Soldiers in the Disability Evaluation System / AR 600-8-19, Paragraph 1-20 <https://www.hrc.army.mil/milper/13-106>
- Promotion Point Worksheet (PPW) Manual Of Instruction: [https://www.hrc.army.mil/site/Active/select/PPW\\_User\\_Manual\\_Version\\_4.pdf](https://www.hrc.army.mil/site/Active/select/PPW_User_Manual_Version_4.pdf)

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**Note: Changes to the FAQs are denoted with New Question and/or New Answer throughout the FAQs.**

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**Section 1: General Questions**

**a. Question: I honorably separated from the military (active Army or any other Armed Forces) and reentered onto active duty. My date of rank (DOR) is incorrect on my DD Form 1966/1 (Record of Military Processing – Armed Forces of the United States) and in all systems (ie. eMILPO), how do I get it corrected?**

**Answer:** The DOR adjustment information paper can be found at:

<https://www.hrc.army.mil/TAGD/Enlistment%20Date%20of%20Grade%20%20Date%20of%20Rank%20Correction>

**b. Question: As an HR Specialist, how do I obtain access to the Promotion Point Worksheet (PPW)?**

**Answer:** You must complete a PPW access memorandum. The memorandum must be signed by a LTC or above, promotion authority equivalent for civilians is a GS13 or above, or a Military Personnel Division (MPD) Director. Removal requests may be signed by the BN HR/G1 OIC or NCOIC.

Please forward your request via email to HRC, Promotions Branch at:

[usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil)

An example PPW access memorandum can be found at:

[https://www.hrc.army.mil/site/Active/select/New\\_PPW\\_request\\_Example.pdf](https://www.hrc.army.mil/site/Active/select/New_PPW_request_Example.pdf)

An example PPW access removal memorandum can be found at:

[https://www.hrc.army.mil/site/assets/doc/PPW\\_Removal\\_Example.doc](https://www.hrc.army.mil/site/assets/doc/PPW_Removal_Example.doc)

**c. Question: Is there a minimum point requirement to be recommended for promotion?**

**Answer:** There is not a minimum point requirement. At a minimum, SPC/CPL/SGT's must have a current passing APFT. Also, SGT's are required to be graduates of the Warrior Leader Course (WLC).

Note: As of 1 January 2014, E4/SPC/CPL must complete Structured Self Development level 1 (SSD 1).

**d. Question: I have items that should count for promotion points that aren't reflected on my personnel/training records, what should I do?**

**Answer:** Contact your unit S-1 for eMILPO and your unit training NCO for ATRRS updates. Ensure you take your source documents. Your promotion score is based on the data collected and stored in the personnel and training databases. Therefore, it's imperative that you keep your eMILPO and ATRRS information current. It's the only way that promotion points will be added to your PPW.

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**Section 1: General Questions (Cont)**

**e. Question: Why are there differences in the PPW individual section point totals for each grade?**

**Answer:** The Army desires SPC to focus on mastering basic Soldier Skills i.e., Weapons Qualification and APFT. The SGTs focus is geared towards civilian and military education.

**f. Question: What can leaders do to ensure the semi-centralized system works smoothly within their command?**

**Answer:** Unit leaders must continually stress to the BN HR personnel the need to update Soldiers' records, integrate recommended Soldiers by the 8<sup>th</sup> of each month onto the promotion recommended list, and ensure training records, ERB and the PPW are up-to-date at all times.

**g. Question: How can I view my PPW?**

**Answer:** Steps to access your PPW:

- Soldiers (Private (E1) – Sergeant (E5)) can log into the PPW from the AKO website: <https://www.us.army.mil/> . Under the Army Links, click on Enlisted Promotions, on the next screen under the Application Links, click on PPW then check the box and click the Submit button. On the Notifications Page, click the Continue button to get to the PPW Login screen, click CAC Login or type in your AKO username and password, then click submit.

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**Section 2: Adding/Updating Promotion Points**

**a. Question: What is the last day for updates to the PPW for promotion selection?**

**Answer:** The PPW **must** reflect all updates by the **8<sup>th</sup> of the month** to be considered for the next month's promotion selection. Updates to the ERB through eMILPO take 24-48 hours to populate to the PPW. Please plan accordingly.

**b. Question: How are promotion points updated in EDAS?**

**Answer:** An automated calculation of promotion scores is based on a Soldier's personnel and training data maintained in both the Electronic Military Personnel Office (eMILPO) and the Army Training Requirements and Resources System (ATRRS). ATRRS transmits training data to eMILPO (this action can take up to 12 days IAW MILPER Message 12-189), eMILPO transmits promotion data to the PPW and the PPW transmits the promotion points to EDAS. These actions occur after the Soldier is integrated onto the HQDA promotion recommended list (PRL). Promotion points change as data entries are added or subtracted within eMILPO.

**REMINDER:** It will take 24-48 hrs for data to transmit from eMILPO to the PPW and up to 12 days from ATRRS to eMILPO. Consideration for promotion is based on the promotion points that are reflected on the PPW as of the 8th day of the month.

**c. Question: If a Soldier is prior service other than active Army (ie. Marines), how are military courses converted to receive points on the PPW?**

**Answer:** All items must be added by the BDE/BN S1 or MPD into eMILPO. Military courses must be listed in ATRRS or AR 350-1 in order to receive promotion points. A Soldier must present a source document for addition to the ERB. Use of a DD Form 214, as a source document is authorized for prior service Soldiers. Items not annotated on a DD Form 214 must have a specific source document (i.e. Honor Graduate must have DA Form 1059).

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**Section 3: Administrative Records Correction (ARC)**

**a. Question: Will Soldiers still be able to request exceptions to policy (ETP) to be promoted with documents dated prior to 1 June 2011 that were not previously submitted, processed or input into eMILPO or the DA Form 3355?**

**Answer:** ETPs are no longer authorized effective 1 June 2011. IAW MILPER Message 11-233, Administrative Records Corrections (ARC) replaced the previous ETP process. All actions dated prior to 1 June 2011 will be processed as an ARC.

**b. Question: What is an ARC and do I qualify?**

**Answer:** IAW MILPER Message 11-233, ARCs are authorized for system errors. An ARC will not be approved for failure of a unit/Soldier to update personnel/training records in a timely manner during the promotion cycle. Late entries of personnel/training data and incorrect promotion scores based on missing or inaccurate personnel/training data do not constitute a basis for an ARC. Soldiers may be eligible for a retroactive promotion under the ARC process if he/she would have met the HQDA promotion point cutoff score, but was flagged. If he/she was exonerated or the case was closed favorably, provided the Soldier was otherwise qualified the ARC will be approved. Adjustments to update or correct personnel or training records affect promotion scores forward not retroactively.

**NOTE:** It is imperative that BN HR/MPD personnel input data accurately and in a timely manner. Untimely updates or a failure to update a Soldiers records is a command issue and must be rectified within the command. All data not reflected by the 8<sup>th</sup> of the month on the PPW will be effective the following month. ARCs due to system errors must be fully justified, signed by the promotion authority (first LTC or above in the chain of command), and submitted by the Soldiers BN HR or MPD to HRC, Promotions Branch, ATTN: Junior Enlisted Promotions for approval.

The request must be emailed to:

[usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil)

All supporting documentation specific to the request must be attached.

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**Section 4: Army Physical Fitness Test (APFT)/Profiles**

**a. Question: I am promotable, my last APFT date in eMILPO is 4 October 2013 with a score of 270. I took another APFT on 1 April 2014 and achieved a lower score of 240. Can my APFT from October 2013 remain in eMILPO since it is still current to continue receiving higher promotion points on my PPW?**

**Answer:** No, the most recent APFT must be in eMILPO regardless of the score or promotion points received.

**b. Question: How can Soldiers in the Disability Evaluation System (DES) receive APFT promotion points?**

**Answer:** The Company Commander must sign a memorandum explaining that the Soldier is in the DES program. The APFT score should be updated through eMILPO by the BN HR or MPD prior to the current APFT expiration date. The new effective date for the APFT is the date specified in the memorandum. The DES APFT memorandum must be completed annually while the Soldier is in the DES to prevent the Soldier from being removed from the PRL. If the Soldier does not have an APFT they must be removed from the PRL. The Soldier must maintain a copy of the memorandum with their original APFT card. See MILPER Message 13-106, paragraph 3c.

See template memorandum at the below link:

[https://www.hrc.army.mil/site/assets/doc/Cdrs\\_Memo\\_for\\_APFT-Weapons\\_Template.docx](https://www.hrc.army.mil/site/assets/doc/Cdrs_Memo_for_APFT-Weapons_Template.docx)

**c. Question: What if the Company Commander does not sign my APFT memorandum in time and I am removed from the promotion recommended list?**

**Answer:** Upon completion of the memorandum, the unit will update eMILPO with the new APFT score and reintegrate the Soldier back into the PPW. NOTE: The promotion status begins the date that the Soldier is reintegrated.

**d. Question: How do I calculate APFT scores for those with permanent profiles?**

**Answer:** APFT scores for Soldiers with permanent profiles will be entered into eMILPO for **promotion purposes** IAW AR 600-8-19 as follows:

**Example 1** – A Soldier with an aerobic permanent profile scores 93 points on the push-up event and 95 points on the sit-up event. Average the two scores to get an aerobic event score of 94 points. Add 93, 95, and 94 for a total of 282 points. This score will be entered into eMILPO.

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**Example 2** – A Soldier with a sit-up permanent profile scores 90 points on the push-up event and 95 points on the aerobic event. Award 60 points for the sit-up event. Add 90, 95, and 60 for a total of 245 points. This score will be entered into eMILPO.

**Example 3** – A Soldier with a push-up/sit-up permanent profile scores 100 points on the aerobic event. Award 60 points for the push-up and sit-up event. Add 100, 60, and 60 for a total of 220 points. This score will be entered into eMILPO. IAW AR 600-8-19, paragraph 3-42 b (1) (a) and (b).

**e. Question: My APFT expired and I was removed from the PPW. However, I took an APFT before it expired. What actions should I take?**

**Answer:** You will report to your unit S1 to request verification of your current APFT. If it is a valid record APFT and there were no gaps between your APFT dates your S1 may reintegrate you back onto the PPW.

NOTE: Your promotion status will be effective the date you are reintegrated onto the PRL. Promotion eligibility will not be backdated.

**f. Question: My APFT expired and I was removed from the PRL. I took an APFT but it was after my old APFT expired. What actions should I take?**

**Answer:** Once removed regaining promotion list status requires a new recommendation from the Company Commander.

**g. Question: Can Soldiers with a temporary profile (not combat related), who have a record APFT score that is over one year old, and are unable to take an alternate APFT, remain on the promotion recommended list?**

**Answer:** No, MILPER Message 12-190, Table 3-1, Soldiers must possess a current passing record APFT score in accordance with applicable regulations and field manuals.

**h. Question: What promotion points do Soldiers with an injury that is “Combat-Related” and have a permanent profile use for APFT?**

**Answer:** IAW AR 600-8-19, paragraph 1-32b, Soldiers with permanent profiles resulting from combat related operations who are unable to take an aerobic or alternate APFT event due to a permanent physical profile will use their last record APFT score until the Soldier is medically cleared to take the record APFT. If the Soldier's last score was a failing score, that Soldier will be granted a minimum qualifying score of 60 points for each APFT event. If the permanent physical profile exceeds one year, the Company

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Commander must sign a memorandum extending the APFT. The APFT score must be updated through eMILPO by the BN HR or MPD prior to the current APFT expiration date. The new effective date is the date on the memorandum signed by the Company Commander. The Soldier must maintain a copy of the memorandum with their APFT card.

See template memorandum at the below link:

[https://www.hrc.army.mil/site/assets/doc/Cdrs\\_Memo\\_for\\_APFT-Weapons\\_Template.docx](https://www.hrc.army.mil/site/assets/doc/Cdrs_Memo_for_APFT-Weapons_Template.docx)

**i. Question: What is a “Combat-Related” Injury?**

**Answer:** Soldiers with physical profiles resulting from combat-related operations are defined in DODI 1332.38. Combat related covers injuries and diseases attributable to the special dangers associated with armed conflict or the preparation or training for armed conflict. The injuries or diseases must be found to be in the line of duty under the provisions of AR 600-8-4.

**j. Question: What promotion points do Soldiers with an injury that is “Combat-Related” and have a temporary profile use for APFT?**

**Answer:** IAW AR 600-8-19, Chapter 1, paragraph 1-32c(1), Soldiers with a temporary profile that prohibit taking one or more events of the APFT will use their current APFT score provided it is not more than two years old at the time of the promotion point computation. The Company Commander must sign a memorandum extending the APFT for the 2<sup>nd</sup> year. The APFT score must be updated through eMILPO by the BN HR or MPD prior to the current APFT expiration date. The new effective date is the date on the memorandum signed by the Company Commander. The Soldier must maintain a copy of the memorandum with their APFT card.

See template memorandum at the below link:

[https://www.hrc.army.mil/site/assets/doc/Cdrs\\_Memo\\_for\\_APFT-Weapons\\_Template.docx](https://www.hrc.army.mil/site/assets/doc/Cdrs_Memo_for_APFT-Weapons_Template.docx)

**k. Question: Can a Soldier with a temporary profile (not combat related), who has an expired record APFT, but is able to take an alternate event for the record APFT get promotion points under the same rules as someone with a permanent profile?**

**Answer:** IAW AR 350-1, Chapter 1, paragraph 1-24e (4), Soldiers with temporary profiles of long duration (more than 3 months) may take an alternate test if approved by the commander and health care personnel. Soldiers must be given 3 months to prepare for the alternate test from either the date of the profile or the date recommended by health care personnel.

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**Section 4: Army Physical Fitness Test (APFT)/Profiles (Cont)**

**I. Question: What promotion points do “Wounded Warriors” use for APFT?**

**Answer:** For “Combat Related Wounded Warriors” see questions f and g in this section. A “Wounded Warrior” (not combat-related) that does not have a current APFT is not eligible for promotion. A current, passing APFT is a requirement to be in a promotable status.

**m. Question: Who is considered a “Wounded Warrior”?**

**Answer:** A "Wounded Warrior" is a term in popular use typically referring to the entire population of wounded, ill, and injured Soldiers. The special provisions established in AR 600-8-19, paragraph 1-32 applies to a smaller group of Soldiers defined as "Combat Related Wounded Warriors" which is a term referring to the population of Soldiers who incurred a wound, illness, or injury for which the member was awarded the Purple Heart or whose wound, illness, or injury was incurred:

- As a direct result of armed conflict or
- While engaged in hazardous service or
- In the performance of duty under conditions simulating war, or
- Through an instrumentality of war

Also see the approved DOD wounded definitions on S1 NET for further information.

**n. Question: Can pregnant Soldiers receive promotion points for an APFT that is over one year old?**

**Answer:** Yes, The Company Commander must sign a memorandum explaining that the Soldier is pregnant or has a post partum profile. The APFT score must be updated through eMILPO by the BN HR or MPD prior to the current APFT expiration date. The new effective date is the date on the memorandum signed by the Company Commander. The Soldier must maintain a copy of the memorandum with their APFT card.

See template memorandum at the below link:

[https://www.hrc.army.mil/site/assets/doc/Cdrs\\_Memo\\_for\\_APFT-Weapons\\_Template.docx](https://www.hrc.army.mil/site/assets/doc/Cdrs_Memo_for_APFT-Weapons_Template.docx)

**o. Question: What promotion points do deployed Soldiers use for an expired APFT?**

**New Answer:** The Company Commander must sign a memorandum explaining that the Soldier is deployed. The APFT score must be updated through eMILPO by the BN HR or MPD prior to the current APFT expiration date. The new effective date is the date on the memorandum signed by the Company Commander. Upon return from

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deployment Soldiers will be administered a record APFT no earlier than three months for Active Army and six months for Reserve Component Soldiers, IAW AR 350-1, paragraph 1-24 f(3)(b).

See template memorandum at the below link:

[https://www.hrc.army.mil/site/assets/doc/Cdrs\\_Memo\\_for\\_APFT-Weapons\\_Template.docx](https://www.hrc.army.mil/site/assets/doc/Cdrs_Memo_for_APFT-Weapons_Template.docx)

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**Section 5: Army Correspondence Course Program (ACCP)**

**a. Question: Do courses completed on the skillport website count as correspondence courses?**

**Answer:** Yes, courses completed on the skillport website can be used for correspondence courses and receive promotion points. The skillport website does not replace the Army Learning Management System (ALMS) website. Skillport is an additional website to complete correspondence courses.

**b. Question: Are Army Correspondence Courses still eligible for promotion points?**

**Answer:** Yes, IAW MILPER Message 12-189, Soldiers can earn promotion points for completed correspondence courses listed in ATRRS.

**c. Question: What is the maximum number of promotion points a Soldier can earn for ACCP?**

**Answer:** As of 5 December 2011, the maximum promotion points allowed for ACCP is 78 points for promotion to SGT and 84 points for promotion to SSG. For every 5 credit hours earned 1 promotion point is awarded. See MILPER Message 11-306 for additional guidance.

**d. Question: How long does it take for correspondence courses to update from ATRRS to the PPW?**

**Answer:** It can take up to 12 days from the date of course completion for promotion points to populate onto the PPW. See MILPER Message 12-189 for additional guidance.

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**Section 6: Audits**

**a. Question: Can a Soldier be promoted to SGT/SSG without promotion board proceedings after being selected on the HQDA By-Name selection list?**

**Answer:** Yes, upon a Soldier's selection on the HQDA By-Name list, Soldiers will be promoted. It is a unit's responsibility to audit Soldier's promotion records or request board proceedings prior to appearing on the by-name list. If there is suspected fraud, an audit/investigation must be conducted.

See MILPER MSG 12-167 for additional information.

Additional Information reference Board Proceedings:

1. When a Soldier in processes into a new duty station and is already on the PRL, board proceedings do not need to be requested, however, suspected fraud and/or questions of PRL legitimacy would require a Soldier to produce their board proceedings.

2. Promotion board proceedings must be requested when a Soldier needs to be integrated or reintegrated onto the PRL.

3. Soldiers **must** be provided a copy of their promotion board proceedings. It is a Soldier's responsibility to maintain their promotion board proceedings.

4. Soldiers that attended a promotion board prior to May 2011 were automatically migrated into the new promotion system. However, as stated above if there is suspected fraud and/or questions of PRL legitimacy promotion board proceedings must be provided by the Soldier.

**b. Question: Should monthly promotion audits be conducted?**

**Answer:** It is at the Commander's discretion to have a Soldier's promotion documents audited. However, they are not required to do so by policy but it is recommended that they conduct a 10% audit. It is highly encouraged to ensure promotion points are validated. HQDA will conduct random promotion score audits.

**c. Question: If HQDA audits a Soldier's promotion records and the Soldier cannot substantiate entries on their ERB with supporting documentation (i.e. missing an award), what steps do we take?**

**Answer:** Initially, HQDA will input a removal from selection list flag (FA code) which will appear on the AAA-095 (Suspension of Favorable Personnel Actions Management Report) and the Soldier's ERB. The Soldier and the unit will be notified of this action and a request for documentation will be sent via email. If a Soldier cannot substantiate their points, HQDA will instruct the BN HR to remove unsubstantiated point entries through eMILPO. After the entry is removed HQDA will verify that the points within the

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**Section 6: Audits (Cont)**

PPW are reflected correctly. The flag will be removed upon HQDA verification of the point adjustments.

**d. Question: If the unit audits a Soldier's promotion records and the Soldier cannot substantiate entries on their ERB with supporting documentation (i.e. COA's), what steps do we take?**

**Answer:** The unit will remove the entry through eMILPO and ensure the PPW is reflected correctly. The unit will notify the Soldier and chain of command of the findings and adjusted points. Commanders will determine what actions toward the Soldier are appropriate based on the promotion audit results.

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**Section 7: Awards/Certificates of Achievement (COA)**

**a New Question: Does the pathfinder course receive promotion points?**

**New Answer:** Promotion points are not authorized for all badge-producing courses. Points are awarded only for the badge under military awards.

**b. Question: Is a COA issued by a Command Sergeant Major (CSM) who is a Commandant of an NCO Academy (NCOA) valid for promotion points?**

**Answer:** Yes, NCOA Commandants are considered Brigade level CSL units.

**c. Question: Will Soldiers with multiple Driver and Mechanic Badges be able to get points for more than one?**

**Answer:** Yes, Soldiers can receive 10 points each for one of the following badges:

1. Driver & Mechanic Badge
2. Driver and Mechanic Badge With Mechanic
3. Driver and Mechanic Badge With Operator
4. Driver and Mechanic With Driver - Wheeled Vehicles
5. Driver and Mechanic Badge With Driver - Amphibious
6. Driver and Mechanic Badge With Driver - Motorcycles
7. Driver and Mechanic Badge With Driver -Tracked Vehicles

**d. Question: Do the Drill SGT, Recruiter, Parachute, and Air Assault badges receive promotion points?**

**Answer:** Yes, points are awarded for the above badges under the award section.

**e. Question: Are the promotion points for the recruiting badges cumulative?**

**Answer:** No. It is important to note that award of promotion points for levels of proficiency (in this case, recruiting) are not cumulative. Promotion points for award of the Master Recruiter Badge are not added to points awarded for the Basic Recruiter Badge. For example, a Soldier who earns the Master Recruiter Badge receives a maximum total of 20 promotion points (Basic Recruiter Badge (15) + Master Recruiter Badge (20) = maximum 20 points).

**f. Question: I earned numerous awards and decorations during my prior service in the Marine Corps, will those awards qualify for Army promotion points?**

**Answer:** Yes, awards and decorations earned in other U.S. Uniformed Services receive the same points as corresponding/equivalent Army awards. See the awards equivalent chart at: <https://www.hrc.army.mil/TAGD/Awards%20Conversion%20Chart> for additional information.

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**Section 8: Airborne Advantage Points**

**a. Question: Can Soldiers receive promotion points for airborne advantage while deployed under a derivative unit identification code (UIC)?**

**Answer:** Soldiers deployed under a derivative UIC do not receive promotion points due to there are no parachutist (P, S, V, or U) positions within a derivative UIC.

**b. Question: I am currently assigned to an Airborne unit, I have an airborne badge, I am receiving “Jump pay” but I am not receiving Airborne Advantage points, why not?**

**Answer:** Soldiers must be slotted on a Table of Distribution and Allowances/Modified Table of Organization and Equipment (TDA/MTOE) within a position that reflects P, S, V, or U SQI positions (i.e. 92R1P). If the TDA/MTOE does not reflect a P, S, V, or U SQI promotion points cannot be awarded. To verify TDA/MTOE information, please contact your unit S-1.

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**Section 9: Civilian Education/Certifications**

**a. Question: What do I do if my defense language proficiency test (DLPT) appears on my ERB and NOT on my PPW?**

**Answer:** BN HR/MPD personnel will verify page 9 of the PE screen in EDAS. If the language data area is updated with the language code, the BN HR/MPD must contact the PAS Chief or Installation eMILPO office and submit a trouble ticket.

**b. Question: What do I do if my DLPT does not appear on my ERB and PPW?**

**Answer:** BN HR/MPD personnel will verify page 9 of the PE screen in EDAS. If the language data area was not updated with the language code by the Education Center, send a copy of the DA Form 330 to one of the following email addresses:

[anthony.s.hall18.civ@mail.mil](mailto:anthony.s.hall18.civ@mail.mil)

[ricky.e.skoog@us.army.mil](mailto:ricky.e.skoog@us.army.mil)

[alexie.robles@us.army.mil](mailto:alexie.robles@us.army.mil)

**c. Question: Where do I go to see if my technical certification is worth promotion points?**

**Answer:** You can access the TRADOC approved technical certification by MOS spreadsheet on the HRC Promotion Branch website at <https://www.hrc.army.mil/TAGD/Technical%20Certification%20Matrixes> or the COOL Website at <https://www.cool.army.mil/> for further assistance.

**d. Question: I have a technical certification that is not listed on the TRADOC approved technical certification by MOS spreadsheet, what should I do?**

**Answer:** The proponent for your Corp (i.e. Quartermaster Corp) is responsible for updating certifications to TRADOC. Contact your unit S-1 for further assistance.

**e. Question: What is the policy for receiving promotion points for technical certifications?**

**Answer:** 10 promotion points are granted for each TRADOC-approved technical/industry/ professional certification earned, not to exceed five certifications or 50 promotion points. Technical recertification will not result in the duplicate award of promotion points.

**f. Question: Do Soldiers receive promotion points for Continuing Education Units (CEU)?**

**Answer:** CEU is not authorized for promotion points.

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**Section 9: Civilian Education/Certifications (Cont)**

**g. Question: How is civilian education verified with transcripts?**

**Answer:** The total number of credits an accredited institution grants towards a degree will be the basis for granting promotion points. Promotion points are authorized for civilian education conducted at a U.S. Department of Education recognized nationally or regionally accredited institution. Recognized educational institutions are those institutions listed on the U.S. Department of Education Web site at <http://ope.ed.gov/accreditation>. Transcripts will be used to award promotion points for colleges or universities. Soldiers currently enrolled in a college or university are required to provide a single transcript from their current college and/or university consolidating all past civilian education. Soldiers that have multiple transcripts who are not currently enrolled in a college and/or university may take these transcripts and grade slips to the local education center for assistance. The local education center will provide only an assessment of the total number of non-duplicated postsecondary credit for submission to the unit as the source document to update eMILPO and/or personnel records with the total number of credit hours. Continuing education units (CEUs) are not authorized promotion points. The total Semester hours earned must be updated in eMILPO and/or personnel records and reflected on the Soldier enlisted records brief (ERB) or DA Form 2-1 which will be the source in determining promotion points.

**h. Question: Explain the conversion of Classroom, Clock, Contact Hours (CH) and Quarter Hours (QH)**

**Answer:** Soldiers will receive one (1) promotion point for each semester hour (SH) completed. All quarter/contact/clock hours will be converted to SH. SH are defined as 15 hours of classroom contact hours plus 30 hours of outside preparation. 1 SH = 1.5 Quarter Hours (QH); 1 SH = 15 Classroom, Clock, or Contact Hours (CH).

**Example** - If a Soldier earns 312 clock hours, award 20 promotion points (312 divided by 15 = 20). For 28 quarter hours, award 18 promotion points (28 divided by 1.5 = 18).

**i. Question: Can Soldiers get promotion points for multiple languages?**

**Answer:** No, only one language receives a maximum of 10 promotion points.

**j. Question: Are Federal Emergency Management Agency (FEMA) courses worth promotion points?**

**Answer:** FEMA courses are not authorized promotion points.

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**Section 10: Command List Integration (CLI)**

**a. Question: How are Soldiers integrated onto the SGT/SSG promotion recommended list via the CLI process?**

**Answer:** Soldiers who meet the established criteria (TIG/TIS) IAW MILPER Message 12-191 and are recommended on the Enlisted Advancement Report (AAA-294) by their Company Commander will be integrated onto the SGT/SSG recommended list and awarded 39 or 14 points respectively.

**b. Question: Why are promotion points for CLI Soldiers reflected as 39 promotion points for SGT and 14 promotion points for SSG on the C10 Report?**

**Answer:** The CLI points are one point less than the lowest point on the APFT table so that we can easily ensure all Soldiers who were boarded are promoted before a CLI promotion takes place. Soldiers must have a current record passing APFT.

**c. Question: What are the steps to deny CLI when a Soldier's name appears on the Enlisted Advancement Report (AAA-294)?**

**Answer:**

Step 1. The Company Commander must circle NO on the AAA-294.

Step 2. BN HR/MPD personnel must submit the 'deny promotion list auto integration' transaction on the eMILPO main menu NLT the 19th of the current month.

\*\*Failure to complete this transaction by the 19th of the current month will result in the Soldier being integrated onto the PRL.

**d. Question: My Company Commander circled "No" on the AAA-294 report and the Soldier was still integrated as CLI. How do I remove the CLI Soldier from the C10 report?**

**Answer:** If the Company Commander circled "No" on the AAA-294 report to deny list integration and the BN HR failed to deny integration through eMILPO by the 19<sup>th</sup> of the month the Soldier's points must be removed in EDAS by HRC, Jr. Enlisted Promotions section. Requests for removals must be signed by the promotion authority (LTC or above). All requests with the original AAA-294 report must be forwarded to [usarmy.knox.hrc.mbx.jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.jr-enlisted-promotions@mail.mil).

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**Section 10: Command List Integration (CLI) (Cont)**

**e. Question: How do I remove a CLI Soldier from the C10 report after the Company Commander has granted integration onto the Promotion Recommended List (PRL)?**

**Answer:** A removal board must be conducted IAW AR 600-8-19, paragraph 3-26 to remove the Soldier from the PRL or a condition must exist as outlined in AR 600-8-19, paragraph 1-10 or Table 3-10. If a removal board is conducted and removal is recommended or a condition exists as outlined in AR 600-8-19, paragraph 1-10 or Table 3-10, a request for removal must be signed by the promotion authority (LTC or above). All requests with the board proceedings must be forwarded to [usarmy.knox.hrc.mbx.jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.jr-enlisted-promotions@mail.mil).

**f. Question: A CLI Soldier was removed from the PRL due to an APFT failure. After the flag is removed, when will the Soldier reappear on the AAA-294 report?**

**Answer:** The Soldier will reappear on the next AAA-294 report after the flag is lifted. It is up to the Company Commander whether they will reintegrate the Soldier by circling "YES" or "NO" on the AAA-294.

**g. Question: Can CLI Soldiers add promotion points to the PPW?**

**Answer:** No, in order to add promotion points a CLI Soldiers must appear before a promotion board and be recommended for promotion.

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**Section 11: Deployments**

**a. Question: While deployed can I receive combat promotion points?**

**Answer:** No, Soldiers are not credited combat promotion points until they are redeployed and the Combat tour is reflected in Section I OS/Deployment Combat Duty of the ERB with a code of "C".

**b. Question: I have combat deployments while from another service (Air Force, Marines, etc.). Can these deployments count for promotion points?**

**Answer:** Yes, if the Soldier brings in a DD Form 214 which reflects a combat deployment while they were a member of another service, the ability to include those months in the deployment counter on the ERB does exist.

**c. Question: I have 12 months and 7 days of deployment time, do I get credit for 12 months or 13 months for combat promotion points?**

**Answer:** You will receive combat promotion points for 12 months. Seven days of deployment time does not constitute a deployment month. You must have at least 15 days or more to receive credit for a complete month. Deployment months for promotion points will be determined by the number of months placed on your ERB in section I - Assignment Information - OS/Deployment Combat Duty.

**d. Question: Why do Soldiers receive points for deploying? What about Soldiers who do not have the opportunity to deploy?**

**Answer:** Soldiers receive two promotion points per month in order to recognize the invaluable experiences gained while deployed in a combat zone. These experiences shape their overall professional development in a positive manner – this simply recognizes it. Promotion points are limited to 15 combat months to SGT and 30 combat months to SSG. Soldiers who max their APFT and Weapons Qualification cannot max out the Military Training category without having deployed. If you cannot deploy, shift your focus to education opportunities (both military and civilian).

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**Section 12: Flags/Removal from the Promotion Recommended List (PRL)**

**a. Question: Are boarded Soldiers who are flagged automatically removed from the PPW E5/E6 PRL?**

**Answer:** Yes. If a boarded Soldier is flagged the PPW system will automatically remove the Soldier from the PRL and place the Soldier into an “Ineligible” status reflected on the PPW.

**b. Question: A boarded Soldier was automatically removed from the PRL for a flag. They later received a CO/BN Article 15 (not summarized), what do I do?**

**Answer:** If the Soldier is flagged and receives an Article 15 (not summarized), they must reappear before a promotion board.

**c. Question: A boarded Soldier was automatically removed from the PRL for a flag. They later received a summarized CO/BN Article 15, what do I do?**

**Answer:** If the Soldier is flagged and receives a summarized Article 15 the BN HR will reintegrate the Soldier back onto the PRL after the flag is removed. To reintegrate the Soldier, follow the steps in the PPW user manual on pages 14-15.

**d. Question: A boarded Soldier was automatically removed from the PRL for a flag. The Soldier was later exonerated/case closed favorably from the initial flag, what do I do?**

**Answer:** If the Soldier is exonerated/case closed favorably from an initial flag, the BN HR will re-integrate the Soldier back onto the PRL. To re-integrate the Soldier, follow the steps in the PPW user manual on pages 14-15. If the Soldier would have made the HQDA Promotion Point Cutoff Score while the flag was in effect, provided otherwise qualified, the BN HR can submit a request for an administrative record correction to the following email:

[usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil)

**e. Question: A Soldier was selected for promotion but a flag was effective prior to the first of the month and not entered into eMILPO, what do I do?**

**Answer:** The BN HR is ultimately responsible for ensuring flagged Soldiers are not promoted. Soldiers records must be individually reviewed prior to the proposed promotion date to ensure promotion eligibility criteria are met IAW MILPER Message 12-191.

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**Section 12: Flags/Removal from the Promotion Recommended List (PRL) (Cont)**

**f. Question: I am a SGT (P) and want to reenlist/reclassify for another MOS. I can't be promotable. Is there any way I can be removed from the PRL without making it seem like this is a negative action?**

**Answer:** If the Soldier is requesting to be removed from the promotion recommended list to concur with a reenlistment/reclassification action, several steps should be completed.

1. Soldiers must submit a request to be removed from the list, stating the circumstances, through their Chain of Command.
2. The Company Commander with the assistance of the Retention NCO, will endorse the Soldier's request with all pertinent information, i.e. MOS requested, details of reclassification, and the Company Commander will make a recommendation to the promotion authority.
3. The promotion authority (LTC or above) will approve/disapprove the action and forward to the BN HR for action.
4. If the action is approved, the BN HR or MPD will remove the Soldier from the PRL through the PPW. (See section 10f for CLI removal). If the action is disapproved or withdrawn, no action is taken.
5. Once complete, the BN HR will complete a memorandum notifying the Soldier of the action completion date and include all enclosures (i.e. Soldier request, command endorsements).
6. A copy will be given to the Soldier and kept with the Soldier's Personnel File within the BN HR.

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**Section 13: Meeting Cutoff Scores/Promotion Orders**

**a. Question: I have made the HQDA by-name list, who cuts my promotion orders?**

**Answer:** Promotion orders are completed by the promotion work center (BDE S1 or MPD).

**b. Question: As the BN HR, am I required to conduct an audit/verify the promotion points once a Soldier within my unit makes the HQDA by-name list?**

**Answer:** An audit/verification of promotion points after the HQDA by-name list is published is not required. To verify promotion points at this time would indicate that something was not initially entered into the system correctly or a follow up audit was never conducted. However, IAW MILPER Message 12-191, Table 3-3, unit's are still required to ensure that Soldiers meet all eligibility criteria.

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**Section 14 : Military Education**

**a. Question: How can I find out if a resident course is worth promotion points?**

**Answer:** A list is published on the HRC website and S1 Net. 'Resident Military Training Promotion Point Yes/No Status'  
HRC website - [https://www.hrc.army.mil/site/assets/pdf/Mil\\_Ed\\_Yes\\_No.pdf](https://www.hrc.army.mil/site/assets/pdf/Mil_Ed_Yes_No.pdf)  
milSuite - <https://www.milsuite.mil/book/docs/DOC-52677>

**b. Question: How many promotion points do I receive for each resident course?**

**Answer:** Promotions points are awarded at the rate of 4 (four) promotion points per week (defined as 40 training hours) of military training.

**c. Question: I completed a Soldier Training Course that is listed in AR 350-1, paragraph 4-14c. The duration of the course was three days long. My S1 will not submit the course into eMILPO because the transaction requires the duration to be at least one week in duration. How can I obtain promotion points for this course?**

**Answer:** Soldier Training Courses listed in AR 350-1, paragraph 4-14c must be submitted into eMILPO by the BN HR or MPD as 1 week or more regardless of the dates on the training certificate. Soldiers will be granted 10 promotion points upon successful completion of each course. No other military training annotated on a DA Form 87, except those listed in AR 350-1 as Soldier Training Courses, are authorized promotion points.

**d. Question: I graduated WLC/ALC, my BN HR updated my military education on my ERB. Why am I not receiving promotion points?**

**Answer:** In order to receive promotion points the following must be listed on your ERB under section VI – Military Education: Military Education Level (MEL) and Military Education Status (MES) codes must reflect 'WARRIOR LDR/GRADUATE' and 'WARRIOR LEADER CRS'. BN HR personnel cannot update the MEL/MES codes. Refer all MEL/MES update questions to the Military Schools Branch at:  
[usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil)

**e. Question: I had my MEL/MES updated yesterday by the Military Schools Branch and my PPW is still not reflecting my WLC/ALC.**

**Answer:** Updates from EDAS to eMILPO to the PPW can take up to 11 days to reflect on the PPW.

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**Section 14 : Military Education (Cont.)**

**f. Question: Are NCOES waivers still authorized?**

**Answer:** All NCOES waiver questions should be directed to the Army Human Resources Command EPMD Schools Branch at:  
[usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil)

**g. Question: I am preparing to compete for SSG at the next promotion board. The PPW system will not grant me 80 points for completion of WLC, Why not?**

**Answer:** WLC is a requirement for attendance to the SSG promotion board and not worth promotion points.

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**Section 15 : Promotion Boards/Promotion Packets**

**a. New Question:** SPC with four months and SGT with 5 months time in grade and meet the time in service requirement with a date of rank of the 1<sup>st</sup> of the month appear on the Enlisted Advancement Report (AAA-294) under 'not eligible for promotion' for the next promotion board month, shouldn't they be eligible to appear before the promotion board next month with five months for SPC or 6 months for SGT time in grade as of the 1<sup>st</sup> day of the board month?

**New Answer:** Soldiers can appear before the promotion board, however the board must be held between the 1<sup>st</sup> thru the 4<sup>th</sup> day of the board month. Soldiers must be fully eligible for board appearance as of the 1<sup>st</sup> day of the board month. The unit must attach a memorandum signed by the promotion authority (LTC or above) to the AAA-294 if any written changes are made to the report.

**b. Question:** I just attended the promotion board; do I receive a copy of my board proceedings?

**Answer:** Each Soldier must receive a copy of their promotion board proceedings, no exceptions. The BN HR is required to maintain a copy as well. See MILPER Message 12-240 for additional information.

**c. Question:** A Soldier arrived at my unit six months ago and has now made the HQDA By-Name list. During inprocessing, no one requested promotion board proceedings and now he/she cannot produce them, what do I do?

**Answer:** IAW MILPER Message 12-167, units will not request a copy of promotion board proceedings or other documents to validate a Soldiers list status or promotion score upon being selected by-name for promotion by HRC. In the event of suspected fraud, Commanders always reserve the right to fully investigate and take action as otherwise necessary to preserve the integrity of the process.

**d. Question:** Are there exceptions for Soldiers to appear before the promotion board while deployed?

**Answer:** AC and USAR AGR. As an exception provision, when the operational environment dictates, the Brigade Commander may seek an Exception to Policy. The exception will encompass the recommendation of the BN CSM - who can make validating recommendations based on one-on-one interaction with the recommended Soldier. The intent of this exception is to mitigate excessive risk on the battlefield and to ensure Soldiers are not placed in harm's way solely to satisfy an administrative requirement. To initiate a request and receive additional processing guidance, contact [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil)

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**Section 15 : Promotion Boards/Promotion Packets (Cont)**

**e. Question: When should the Battalion Sergeant Major (SGM) conduct the monthly promotion board?**

**Answer:** Promotion boards can be conducted as early as the 20<sup>th</sup> day of the month preceding the board month and no later than the 4<sup>th</sup> day of the board month. See MILPER MSG 12-242 for additional information.

Note: Promotion boards conducted outside of the prescribed timeframe are invalid. The Brigade Commander may seek an exception to policy. To initiate a request and receive additional processing guidance, email [usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil)

**f. Question: Can Soldiers that are geographically separated from their parent unit attend a promotion board with their unit of attachment?**

**Answer:** Parent units should make every effort to board eligible Soldiers prior to their departure for duty at a different geographical location/organization. Soldiers who obtain eligibility after departure may be recommended for promotion board consideration only with the concurrence of the parent organization (promotion authority).

**g. Question: What do I do with my old promotion packet, does the MPD keep any documentation?**

**Answer:** Promotion scores are a function of an automated process, there is no promotion packet. It is a Soldiers responsibility to maintain all promotion documentation to verify promotion points, if needed. The MPD is not required to maintain a Soldier's supporting promotion documentation.

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**Section 16: Reclassification/Retention Control Points (RCP)**

**a. Question: Can a Soldier approaching their RCP get promoted to SSG without regard to SRR?**

**Answer:** The Soldier can be promoted to SSG if they are going to retire as a SSG upon attainment of 20 years of service; unless the Soldier already had an approved retirement (in which case, the Soldier would no longer be eligible for the SSG promotion).

**b. Question: Can a Soldier that was selected for promotion in their current MOS be promoted in that MOS, if they voluntarily reclassify into another MOS before the 1<sup>st</sup> of the month?**

**Answer:** Soldiers that voluntarily reclassify prior to the 1<sup>st</sup> of the month are not eligible to be promoted in their previous MOS unless otherwise stated in AR 600-8-19. Between the 1<sup>st</sup> and 8<sup>th</sup> of the month they are still considered in their old MOS. They are selected for promotion for the 1<sup>st</sup> of the next month in their current MOS. If this Soldier's MOS changes prior to the 1<sup>st</sup> of the next month, the Soldier is no longer eligible for the promotion in the old MOS.

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**Section 17: Reports**

**a. Question: What do I do if I am experiencing issues with pulling our unit C-10 reports?**

**Answer:** See the following link below: (Note – You must be registered on milSuites and have an S1NET account) or call (502) 613-9013 for further assistance.

<https://www.milsuite.mil/book/docs/DOC-52709>

**b. Question: Who maintains the Enlisted Promotion Report (AAA- 294)?**

**Answer:** The BN HR and MPD.

**c. Question: What are the steps for indentifying and processing recommendation for promotion to SGT/SSG utilizing the AAA-294 report?**

**New Answer:** Below are the steps:

The unit must attach a memorandum signed by the promotion authority (LTC or above) and/or memorandum received from the Jr. Enlisted Promotion section, HRC to the AAA-294 if any written changes are made to the report for inspection purposes.

1. **BN HR** - By the second duty day of the month prior to the board month, print the Enlisted Promotion Report (AAA-294) using the automated system (eMILPO).
  2. **BN HR** - Review the AAA-294 report for accuracy and forward the report to the appropriate Company Commander no later than the third duty day of the month.
  3. **Unit Commander** - Review the report for accuracy and identify Soldiers to be recommended for promotion. Review all remarks listed for ineligible Soldiers on the AAA-294. These Soldiers are ineligible to be recommended for promotion board appearance or integrated through CLI.
    - a. If there are eligible Soldiers listed on the AAA-294 report under 'SPC/CPL Eligible for Command List Integration' or 'SGT Eligible for Command List Integration', the Company Commander will circle YES for those recommended for CLI or NO for those not recommended for CLI.
- Note: Soldiers who are not recommended for CLI will not appear on the AAA-294 for 90 days.

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**Section 17: Reports cont.**

- b. If there are eligible Soldiers listed on the AAA-294 report under 'SPC/CPL Eligible' or 'SGT Eligible', the Company Commander will circle YES for those recommended or NO for those not recommended for promotion board appearance.
- c. If there are eligible Soldiers listed on the AAA-294 report under 'SPC/CPL Eligible with CLI Points' or 'SGT Eligible with CLI Points', the Company Commander will circle YES for those recommended or NO for those not recommended for promotion board appearance. **Circling No will not remove Soldiers from CLI or their promotable status.**
- d. The commander will initial by each Yes/No entry and sign the AAA-294 report. If a Soldier is fully eligible and circled NO, they must be counseled by their first line supervisor using a DA Form 4856 IAW AR 600-8-19, paragraph 1-26.
4. **Unit Commander** - Return completed AAA-294 report to the BN S1 within five duty days with appropriate counselings.
5. **BN HR** - Review AAA-294 report and submit denial CLI transactions by the 19<sup>th</sup> of the month in eMILPO for Soldiers circled NO by the Company Commander. See eMILPO user guide for denial transaction.
6. **BN HR** - Review the unofficial PPW for each Soldier's board appearance and ensure that their status is eligible.
7. **BN HR** - Prepare board Memorandum of Instruction (MOI) for the monthly promotion board and appoint board members. Do not add Soldiers that were previously listed on the AAA-294 report as ineligible.
8. **BN HR** - Schedules a promotion board as early as the 20<sup>th</sup> of the month proceeding the board month such that all Soldiers recommended for board appearance will be completed no later than the 4<sup>th</sup> day of the board month.
9. **BN HR** - Conduct promotion boards. Prepare promotion board proceedings for approval after completion of the board. Obtain promotion authority signature. Integrate Soldiers immediately through the promotion point worksheet and no later than 8<sup>th</sup> day of the board month.

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**Section 17: Reports cont.**

10. **BN HR** - Prepare a removal memorandum for all CLI Soldiers who were not recommended by the promotion board. Forward a copy of the removal memorandum and the promotion board proceedings to HRC Jr. Enlisted Promotions for promotion recommended list removal. [usarmy.knox.hrc.mbx.jr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.jr-enlisted-promotions@mail.mil).

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**Section 18 : Source Documents for Points**

**a. Question: Can my ERB be used as a source document to verify promotion points?**

**Answer:** No, you must produce a source document for all promotion points to be valid.

**b. Question: How can I add technical certifications that are listed under the Credentialing Opportunities On-Line (COOL) website towards promotion points?**

**Answer:** You must go to your BN HR or MPD office with your supporting documents. Your technical certifications will be added through eMILPO under certification.  
Note: The transfer of these certifications to the PPW could take 24-48 hours.

**c. Question: Can my DD Form 214 or NGB Form 22 be used as a source document for verification of my awards for promotion points?**

**Answer:** Yes, you can use your DD Form 214 or NGB Form 22 for verification of awards for promotion points.

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**Section 19: Weapons Qualification**

**a. Question: Can Soldiers in the Disability Evaluation System (DES) with an expired weapons qualification receive promotion points ?**

**Answer:** The Company Commander must sign a memorandum explaining that the Soldier is in the DES. The weapons score should be updated through eMILPO by the BN HR or MPD prior to the current weapons expiration date to prevent removal from the PRL. The new effective date for the weapon score is the date on the memorandum. The DES weapons memorandum must be completed every two years while the Soldier is in the DES. Soldiers in the DES due to combat-related operations who failed to qualify with a weapon or failed their last APFT will be granted the minimum qualifying score. The Soldier should maintain a copy of the memorandum with their original weapons card. See MILPER Message 13-106 paragraph 3c.

See template memorandum at the below link:

[https://www.hrc.army.mil/site/assets/doc/Cdrs\\_Memo\\_for\\_APFT-Weapons\\_Template.docx](https://www.hrc.army.mil/site/assets/doc/Cdrs_Memo_for_APFT-Weapons_Template.docx)

**b. Question: Currently, the system is not calculating promotion points for weapons qualification scores older than two years. How can we update eMILPO for Soldiers who are assigned to units without weapons, physically unable to qualify, pregnant or on a post partum profile?**

**Answer:** Weapons qualification will comprise of the most recent qualification score (but not older than 24 months) with the Soldier's assigned weapon. The Company Commander must sign a memorandum explaining one of the reasons listed below to establish a new weapons qualification date. The weapons qualification score must be updated through eMILPO by the BN HR or MPD **prior** to the current weapons qualification expiration date. The new effective date is the date on the memorandum. The Soldier must maintain a copy of the memorandum with their original weapons qualification card.

**Example One** - Soldiers assigned to an organization without weapons can use their last weapons qualification as an exception to the 24-month limit. However, once assigned to an organization with weapons, the Soldier will have 12 months to qualify with an assigned weapon or will lose their most recent score.

**Example Two** - Soldiers with physical profiles resulting from combat related operations who are unable to qualify with a weapon due to a physical limitation will use their last weapon qualification score until the Soldier is medically cleared to fire for qualification. If the Soldier's last qualifying score was a failing score, that Soldier (regardless of primary weapon assigned) will be granted a minimum qualifying score of 23 hits for the M16 on DA Form 5790-R.

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**Section 19: Weapons Qualification (Cont)**

**Example Three** - Soldiers that are pregnant or have a post partum profile will use their last weapon qualification as the exception to the 24-month limit.

See template memorandum at the below link:

[https://www.hrc.army.mil/site/assets/doc/Cdrs\\_Memo\\_for\\_APFT-Weapons\\_Template.docx](https://www.hrc.army.mil/site/assets/doc/Cdrs_Memo_for_APFT-Weapons_Template.docx)

**c. Question: Can the Engagement Skills Trainer (EST 2000) system be used as an authorized weapons qualification?**

**Answer:** No, the EST 2000 cannot be used as an authorized weapons qualification for promotion points.

**d. Question: Does qualifying with an M4 with Optics count as a record qualification for promotion points?**

**Answer:** Yes. According to the Army G3 Directorate of Training SGM, Soldiers are authorized to qualify for record with an M4, Close Combat Optic (CCO)/ Advanced Combat Optical Gun-sight (ACOG) utilizing the same qualification record form as the M16 (DA Form 3595-R & 5790-R, dated SEP 08). DA Pam 350-38, paragraph 5-6 states, "Only Soldiers assigned additional optics/NVDs are authorized to conduct qualification event listed."

**e. Question: I have a DA Form 5790-R (M16/M4) with 31 hits, dated 5 May 2012, and a DA Form 85-R (M249, M60, M240B), dated 7 July 2012, with 210 hits. For some reason, my PPW is pulling the score from my DA Form 5790-R, even though it is not my most recent qualification. Why does this happen?**

**Answer:** To ensure the correct weapon score is credited for promotion points on the PPW, units must only submit one weapons score which must be (the primary assigned weapon) into eMILPO. If multiple weapons are listed for a Soldier in eMILPO, the PPW will default to and pull the M16/M4. When inputting weapons qualification scores it is important to ensure the correct form is used to calculate the number of hits and points associated with the qualification score. If a Soldier does not have a DA Form 3595-R or DA Form 5790-R (M16/M4) and has one of the below weapons, they will receive promotion points based on the most points.

DA Form 85-R, M240B, M60, M249, DA Form 88 (pistol), DA Form 5704/5705-R alternate pistol, DA Form 7304-R (M249 AR), CID Form (practical pistol), and FLVA Form 19-10 (MP Firearm Qualification Course). IAW MILPER Message 11-233.