Promotion Point Worksheet
User Manual
21 June 2012 Version 4

Send recommended changes to:
Junior Enlisted Promotions
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HRC-Fort Knox, KY

Promotion Point Worksheet website: https://www.hrcapps.army.mil/PPW
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<td>Status</td>
</tr>
<tr>
<td>B</td>
<td>Reason</td>
</tr>
<tr>
<td>C</td>
<td>Month APFT will Expire:</td>
</tr>
<tr>
<td>D</td>
<td>Weapons Expires on:</td>
</tr>
<tr>
<td>E</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Previous Records: Select From Below</td>
</tr>
<tr>
<td>G</td>
<td></td>
</tr>
</tbody>
</table>
Soldiers ERB Key Promotion Items

The Promotion Point Worksheet (PPW) is the Army's upgrade to an automated system that supports a paperless promotion point computation. The PPW uses the Soldiers personnel record in The Electronic Military Personnel Office (eMILPO) and the Army Training Requirements and Resources System (ATRRS) to calculate the amount of Promotion Points earned. Under this promotion system, it is imperative that Soldiers ensure that their Enlisted Records Brief (ERB) is accurate. Below is a list of key items that Soldiers should familiarize themselves with regarding their promotion status and applicable points. [Figure 1(A)-(M)].

(A) Combat Experience  (B) Language  (C) MEL/MES
(D) Civilian Education  (E) APFT Score/Date  (F) Promotion Points/Date
(G) Promotion MOS  (H) Resident Courses  (I) Awards and Decorations
(J) Weapons Qual/Date  (K) Correspondence Hours  (L) Duty Position
(M) Flags

NOTE: It is the Soldier's Responsibility to ensure that the ERB is accurate and current; Record maintenance is a unit level responsibility. Soldiers should see their S1 for more information on how to read the ERB.
PART ONE – Soldiers Access to the PPW

Section A - Access Instructions to the PPW

1. AKO website: https://www.us.army.mil/ Located under Army Links in AKO, click on Enlisted Promotions, see [Figure 2].

![Figure 2- Soldier Log on AKO Portal](image)

2. Soldiers can log in by using the PPW link found on the HRC Promotion’s Website: https://www.hrc.army.mil/site/Active/select/Enlisted.htm see [Figure 3].

![Figure 3 - HRC Promotions Website](image)
3. The PPW login screen will appear. Read the warning message. At the bottom of the screen, check the box left of submit, then click the submit button, see [Figure 4].

4. Use the DoD-Approved Certificate Login or type in your AKO username and password, then click submit, see [Figure 5].
5. The digital certificate screen will appear. Select the appropriate certificate and then click ok, see [Figure 6].

![Figure 6 – Digital Certificate](image)

6. The ActivClient login screen will appear. Type in your pin and then click ok. At the notification screen, press continue.
Section B – Soldiers View

1. After the Soldier logs in, the PPW records screen will be visible. Upon accessing this screen, there are various types of forms, which will be available to the Soldier. The type of form (Official Record or Unofficial Record, see [Table 1] for definitions), accessed is dependent on the option that the Soldier selects from the PPW records screen, see [Figure 8(D)]. If there are any discrepancies, within your PPW record contact your unit S1 for assistance.

A. Unofficial PPW Record: The unofficial PPW copy is a snapshot of Soldiers’ points most commonly used when Soldiers are not eligible or previously eligible and removed. This can be accessed by selecting the “New Unofficial PPW” button, see [Figure 8(A)]. The “Unofficial Copy” identifies a record, which is not part of the Soldiers official promotion point history in EDAS.

B. Previous Record: To access the Official PPW Record use the drop down menu, see [Figure 8(B)]. Upon selecting, a particular effective date PPW will report the official points at that particular period in time. Official Records will only contain the header “Official Copy”, “Previously Transmitted” or “Archived”. These records are part of the Soldiers Official promotion point history recorded in EDAS and become part of the Soldiers official Record.

C. Future Point Adjustment: This option will only be available when changes in policy are forthcoming, which will affect a considerable population on a future date see [Figure 8(C)].

2. In addition to the type of form, Soldiers may see two different versions of the PPW form. See [Figure 9] and [Figure 10] for an example of the PPW forms used for promotion effective dates of 1 June 2011 - 1 December 2011. See [Figure 11] and [Figure 12] for an example of PPW forms used for promotions effective 1 January 2012 and thereafter.
OFFICIAL RECORD

PROMOTION POINT WORKSHEET (PPW) DEVELOPMENTAL/SELF-ASSESSMENT TOOL
PROMOTION TO SERGEANT (SGT/E5)

PROMOTION POINTS REFLECTED ON THIS WORKSHEET ARE BASED ON INFORMATION CONTAINED WITHIN THE PERSONNEL DATABASE (TAPDS). IF THESE POINTS DO NOT REFLECT WHAT YOU BELIEVE IS CORRECT - IT IS YOUR RESPONSIBILITY TO PROVIDE OFFICIAL DOCUMENTS TO YOUR SERVICING S-1 SO YOUR RECORDS CAN BE UPDATED. USE THIS WORKSHEET TO HELP YOURSELF FOCUS ON

1. NAME  
2. LAST 4 (SSN)  
3. DATE (YYYY-MM-DD)

4. ORGANIZATION  
5. PMOS  
6. RECOMMENDED GRADE

SECTION A - MILITARY TRAINING (340 Maximum Points)

1. ARMY PHYSICAL FITNESS TEST (APFT) 160 Maximum Points

<table>
<thead>
<tr>
<th>a. LATEST APFT DATE (YYYY-MM-DD)</th>
<th>b. RAW SCORES</th>
<th>c. POINTS AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PUSH-UPS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SIT-UPS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RUN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL SCORE</td>
<td></td>
</tr>
</tbody>
</table>

2. WEAPONS QUALIFICATION 160 Maximum Points

<table>
<thead>
<tr>
<th>a. LATEST WEAPONS QUALIFICATION DATE (YYYY-MM-DD)</th>
<th>b. DA FORM USED</th>
<th>c. TOTAL HITS</th>
<th>d. POINTS AWARDED</th>
</tr>
</thead>
</table>

3. COMBAT EXPERIENCE (2 points per month of operational combat deployment) 30 Maximum Points

<table>
<thead>
<tr>
<th>a. TOTAL MONTHS DEPLOYED</th>
<th>b. POINTS AWARDED</th>
</tr>
</thead>
</table>

4. TOTAL MILITARY TRAINING POINTS AWARDED

SECTION B - ADMINISTRATIVE POINTS (460 Maximum Points)

1. AWARDS, DECORATIONS, BADGES, CERTIFICATE OF ACHIEVEMENT (COA) AND AIRBORNE ADVANTAGE 125

Maximum Points:
COA - Awarded 5 points per COA, limited to 25 maximum points.
Airborne Advantage points - Soldiers possessing airborne qualifications, assigned to an authorized airborne position, while receiving Hazardous Duty Incentive Pay (Parachute Duty Pay) associated with that position, receive additional points (WITHOUT REGARD TO THE MAXIMUM POINTS

<table>
<thead>
<tr>
<th>a. TOTAL POINTS AWARDED</th>
<th>b. POINTS AWARDED</th>
</tr>
</thead>
</table>

PPW Developmental/Self-Assessment Tool, JUNE 2011

Figure 9 – Version 1 PPW Form [1 June 2011 - 4 Dec 2011] (Front)
## OFFICIAL RECORD

### NAME

### LAST 4 (SSN)

#### SECTION B - ADMINISTRATIVE POINTS (continued)

2. MILITARY EDUCATION - 260 Maximum Points  
   Non-Commissioned Officer Education System (NCOES) Courses, Army Correspondence Course Program (ACCP), and Formal Military Training  
   a. Non-Commissioned Officer Education System (NCOES) Courses (including achievements)  
      **GRADUATES OF NCOES EARN 80 PROMOTION POINTS**

   b. Formal Military Training (Courses formally listed in ATRRS, DA Form 87 limited to Soldier Training Courses in AR 350-1, Tab-producing courses)

   c. Army Correspondence Course Program (ACCP), Distance Learning and Army e-Learning courses. No points awarded until courses are complete (no sub-courses).

   d. **TOTAL MILITARY EDUCATION POINTS EARNED**

#### SECTION C - TOTAL POINTS

3. CIVILIAN EDUCATION - 75 Maximum Points  
   Semester Hour (SH) earned is 1 point (refer to AR 690-6-19 for determination of conversion to SH)  
   Degree Completion - 10 maximum points  
   College Level Examination Program (CLEP) - 1 pt per credit hour  
   Technical Certifications - 10 points per certification, limited to 50 maximum points

   a. **TOTAL CIVILIAN EDUCATION POINTS EARNED**

   b. **POINTS AWARDED**

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PPW Developmental/Self-Assessment Tool, JUNE 2011

Figure 10 - Version 1 PPW Form [1 June 2011 - 4 Dec 2011] (Back)
Figure 11 – Version 2 PPW Form [as of 5 December 2011] (Front)
**UNOFFICIAL COPY**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Points Effective Date:</th>
</tr>
</thead>
</table>

**SECTION C - MILITARY EDUCATION (260 Maximum Points)**

Professional Military Education (NCOES), Resident Military Training and Computer Based Training

1. Professional Military Education (NCOES + Academic and or Leadership Achievements) 154 Maximum Points

   Points Awarded

2. Resident Military Training (ARTRRS Courses; DA Form 87 limited to Soldier Training Courses in AR 360-1; Tab-producing courses) 76 Maximum Points

   Points Awarded

3. Computer Based Training (Army Correspondence Course Program (ACCP), Distance Learning (DL) & Army e-Learning courses - No Sub-Courses) Completed Hours: Points Awarded

   Section C - Total Military Education Points

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**SECTION D - CIVILIAN EDUCATION (75 Maximum Points)**

College Credit, College Level Examination Program (CLEP), Technical Certifications, Defense Language Proficiency Test (DLPT) and Degree Completion Credit

1. Completed Semester Hour (SH) and CLEP (1 pt each SH) refer to AR 600-8-19 for definition/conversion to SH

   Points Awarded

2. Technical Certifications (limit 5 - 10 pts each)

   Points Awarded

3. Defense Language Proficiency Test (DLPT) (10 pts) (Must Recently Annually)

   Test Date: Points Awarded

4. Degree Completion (10 pts)

   Degree Completion Date: Points Awarded

   Section D - Total Civilian Education Points

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**SECTION E - TOTAL POINTS**

<table>
<thead>
<tr>
<th>Section A - Military Training Points</th>
<th>340 Maximum Points</th>
</tr>
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<tbody>
<tr>
<td>Section B - Awards and Decorations Points</td>
<td>155 Maximum Points (w/Airborne Advantage)</td>
</tr>
<tr>
<td>Section C - Military Education Points</td>
<td>260 Maximum Points</td>
</tr>
<tr>
<td>Section D - Civilian Education Points</td>
<td>75 Maximum Points</td>
</tr>
<tr>
<td>Total Promotion Points</td>
<td>800 Maximum Points</td>
</tr>
</tbody>
</table>

PPW Developmental/Self-Assessment Tool, Replaces previous version as of 5 Dec 2011

This is an 'Unofficial Record' and does not represent an entry on the promotion standing list. Last login date not found.

Figure 6 - Version 2 PPW Form [as of 5 December 2011] (Back)
Section A- Access instructions to the Promotion Point Worksheet (PPW)

1. BDE/BN S1 and MPD personnel can log in from the eMILPO website https://emilpo.ahrs.army.mil, see [Figure 13(A)]. Click on Promotion Worksheet.

2. From the HRC website https://www.hrc.army.mil/site/active/select/Enlisted.htm, see [Figure 14(A)]. See [Figure 4-7] for instructions to sign into the PPW.
Section B - Types of View’s and Purpose

1. After the BDE/BN S1 or MPD signs into the PPW the Admin Menu screen will display with the following options described below, see [Figure 15].

(A) Promotion Point Worksheet (PPW): Primarily used to see the most recent official or unofficial records on an individual Soldier. Through this view you can use the integrate or remove function used to integrate or remove a Soldier from the HQDA Semi-Centralized Promotion Standing List.

(B) *View Upcoming PPW Pts Adjustment: Optional and will only be available when applicable or when needed to preview upcoming changes to PPW. This will become active primarily when there are upcoming changes to promotion policy expected to affect a high number of records.

(C) Soldier PPW Record: Display the Soldier’s Official Promotion Point History and allows access to view archived official records.

(D) S1 Report (by Soldier UIC): Generates a comprehensive S1 report which can be exported to Excel and used to view current and previous points on all Soldiers under one UIC. Includes some added features and additional data (i.e. individual eligibility reasons, APFT expiration, sorting features) necessary in promotion management.

![Figure 9 - Admin Menu](image-url)
Section C - Integrate a Soldier from the HQDA Promotion Standing List

1. From the Menu shown above, see [Figure 15], select “Promotion Point Worksheet” follow the informational screen prompts until prompted to enter an SSN see [Figure 16].

![Figure 10 – PPW SSN Prompt]

2. Like in the Soldiers view, the current record is dependent on the Soldiers individual promotion status. There may be various types of forms “Official and Unofficial” available. For more information and definitions on the types of forms, see [Table 1].

3. PPW will only show functions or activities actively available on an individual Soldier therefore, “Integrate” will only be available on Soldiers records who are fully eligible for integration and “Remove” is only accessible on Soldiers who were boarded and previously integrated. If attempting one of these functions and the option is not available make sure you review the Soldiers record to determine the reason. PPW will list the reasons a Soldier is ineligible for integration and/or why a Soldier was automatically removed. In cases, where there is no clear reason a function (“Integrate” or “Remove”) is not available contact HRC Jr. Promotions either by email at usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil or by phone at 502-613-9013.

4. As the BDE/BN S1 or MPD it is critical to ensure that these functions are done correctly and in a timely manner. Failure to integrate a Soldier properly could lead to a Soldier not being selected for promotion. NOTE: It is a unit responsibility to ensure that Soldiers are integrated in the PPW before the cut-off (8th of the board month) or they will not be considered for the next month’s promotions. PPW records when a Soldier is integrated or removed from the promotion standing list and by whom.

5. Use the “View Unofficial Record” to integrate a Soldier, see [Figure 17].

![Figure 11 - Currently not Recommended]
6. After you select the appropriate record the first page of the Soldier’s PPW will appear, see [Figure 18]. Scroll down to the bottom of the screen and click the “Integrate Soldier onto HQDA Promotion List”. (Ensure that you have approved promotion board proceedings before clicking integrate). Click on “New SSN” to return to the SSN screen.

![Figure 12 - Integrate Option](image)

7. After clicking “Integrate Soldier onto HQDA Promotion List”, the warning screen will display, see [Figure 19]. If you do not want to integrate the Soldier onto the HQDA promotion list, click on New SSN. If you do want to integrate a Soldier you will click the “Integrate Soldier onto HQDA Promotion List” button again. Soldiers’ promotion points will be sent to the Total Army Personnel Database (TAPDB). After the Soldier is integrated and Soldiers update their personnel and/or training records through eMILPO and/or ATRRS their promotion points will continue to update TAPDB.

![Figure 13 - Integrate Warning](image)

8. After clicking “Integrate Soldier onto HQDA Promotion List”, a “Congratulations” screen will display, see [Figure 20]. Click “View/Print Record” to display the current PPW, which will display the integrated PPW. Click on “New SSN” to return to the SSN screen.

![Figure 20 - View/Print](image)

9. After clicking “View/Print Record” the current official PPW will display. Make sure the Soldiers Status has changed to recommended.
Remove a Soldier from the HQDA Promotion Standing List

1. PPW will remove Soldiers who are no longer eligible for promotion IAW AR 600-8-19 but there may be cases where the BDE/BN S1 or MPD is required to manually remove a Soldier through PPW.

2. The steps to remove a Soldier from the Promotion Standing List are similar to the steps used to integrate. Repeat steps 1-5 as stated under the integrate function.

3. After entering the SSN [Figure 16] the Soldiers record will display. Click “View” to the right of sequence #1 to view the Soldier’s current PPW, see [Figure 21].

4. After you click on “View” the first page of the Soldier’s PPW will appear, see [Figure 22]. Scroll down to the bottom of the screen and click the “Remove Soldier from HQDA Promotion List”. (Ensure that you have approved reasons per AR 600-8-19 and supporting documents to remove a Soldier from the promotion standing list).
5. After clicking “Remove Soldier from HQDA Promotion List”, the warning screen will display, see [Figure 23]. If you do not want to remove the Soldier from the HQDA promotion list, click on New SSN. If you do want to remove a Soldier you will click the “Remove Soldier from HQDA Promotion List” button again. Soldiers' promotion points will be removed from TAPDB and will be maintained through the PPW for view purpose.

![Figure 15- Warning](image)

6. After clicking “Remove Soldier from HQDA Promotion List”, a “Congratulations” screen will display, see [Figure 24]. Click “View/Print Record” to display the current PPW, which will display the updated PPW. Click on “New SSN” to return to the SSN screen.

![Figure 16 – Congratulations](image)

7. After clicking “View/Print Record” the current official PPW will display. Make sure the Soldiers Status has changed to Not Recommended.
Section D - Promotion Points Notification Email

1. After integrating or removing a Soldier from the HQDA promotion standing list through the PPW you will receive an email notification within two hours, see [Figure 25].

[Figure 17 - Notification Email]
Section E – S1 Report By UIC

1. The S1 Report is a snapshot of all Soldiers one unit identification code UIC. The report captures the most current data and status of a group of Soldiers in one UIC.

2. From the Main Admin Menu, see [Figure 15], select S1 Report (by UIC) and follow any informational screen prompts until prompted to enter an UIC, see [Figure 26]. Minimum UIC length is two (2) characters.

3. This report will display Name, Rank, SSN, Date APFT Expires, Current Status, Eligibility Reason, Current Total Promotion Points, Last Update Date, Previous Points, Previous Points Date and an Option to open a Soldier most recent PPW by using the “View” button, see [Figure 27]. Soldier’s data will turn Red when APFT is within 30 days of expiring or is expired.
4. If you select “Export To Excel” a file download box will appear, see [Figure 28]. Click on Open to view the PPW by UIC in an excel spreadsheet.

![Figure 28 – Download Box]

5. After clicking Open, a Microsoft Office Excel box will appear, see [Figure 29]. Click on Yes to view the PPW by UIC in an excel spreadsheet.

![Figure 29 – Warning]

6. After clicking Yes, the PPW by UIC excel spreadsheet will display, see [Figure 30].

![Figure 30 – Sample Exported S1 Report]