

## Centralized Promotions FAQs

**Q: Where can I find the monthly promotion list?**

A: Monthly promotions are posted o/a the 20<sup>th</sup> of each month. Active component can be found at [SENIOR ENLISTED PROMOTIONS](#) and Active Guard Reserve (RC) can be found under Active Guard Reserve/Reserve Senior Enlisted Promotions at [Enlisted Promotions](#).

**Q: Why does the “Thru OML” on the monthly OML Report fluctuate so much?**

A: Each month Soldiers are skipped for a multitude of reasons (ex. TIG/TIS, HQDA Flags, Security Clearance). The intent behind the Evaluation Board process is to promote off merit. To do that, we go back to the top of the list each month and promote the first fully eligible Soldiers based on the requirement for that MOS. One month we may have to go down to OML 50 in order to reach the requirement. The next month we may only need to go down to OML 20 to reach that months requirement which is why you will see the thru OML fluctuate.

**Q: When will I receive my promotion orders?**

A: Promotion orders will be available within IPPS-A on the effective date of promotion and are automatically sent to iPERMS.

**Q: When are Evaluation Boards held?**

A: For predictability purposes, boards are held around the same time each year. They may shift 1-2 weeks left or right depending on board member availability.

SSG= Feb

SFC= Nov

MSG= May

SGM= Aug

Special Bands= Sep

**Q: When are Soldiers eligible to get evaluated by the board?**

A: Soldiers are evaluated in their current grade and must have the minimum Time in Grade (TIG) at the time the board convenes:

SSG= 36 months, 24 months (CMF 18, 37, 38 only)

SFC= 24 months

MSG= 18 months

**Q: When are Evaluation Board announcements released?**

A: MILPER messages are released 120 days prior to board convene date.

**Q: Where do I find the board eligibility roster?**

A: Eligibility rosters are published approximately 7 days prior to the “My Board File” opening and can be found at: [Tools and Applications Directory](#)

**Q: If I get a Retention Control Point (RCP) extension, can I get evaluated by the board?**

A: If a Soldier does not meet the board eligibility based on the Basic Active Service Date (BASD) and is able to submit a RCP extension which subsequently gets approved, the Soldier is still required to submit an exception to policy (ETP) to Senior Enlisted Promotions using a PAR via IPPS-A in order to be evaluated by the board. The ETP would be an exception to the BASD requirement, not the new RCP and is not automatic if RCP is extended.

**Q: What do I do if I don't have access to My Board File?**

A: First verify you met the board eligibility established in the MILPER message, then check the board eligibility roster published to the HRC website. If your name appears on the eligibility roster but no board file is available, follow the instructions listed at the bottom of the MILPER message.

**Q: When will the Evaluation Board results be released?**

A: The MQ/FQ list is released the same time each year as indicated below. Lists will be published on the 20<sup>th</sup> of the release month unless that falls on a weekend. OMLs are available within ACT the following day.

Release months:

SSG= May

SFC= Jan

MSG= July

SGM= Release dates determined by Sergeants Major Management Division.

**Q: If I received an MQ on the Evaluation Board, does that mean I will get promoted?**

A: MQ only indicates Soldiers that received an average board score of 5.5 or higher. Promotion requirements are determined by current and projected strength in the Soldiers progression MOS and a rating of MQ does not guarantee a promotion.

**Q: Why was my name not on the MQ/FQ list, but I have an OML in ACT?**

A: Those Soldiers found to be NFQ and NFQ-R will still receive an OML within ACT but will not be listed on the MQ/FQ list. Those found to be NFQ-R will be notified through their chain of command prior to board results being released.

**Q: When will they start promoting off the most recent evaluation board OMLs?**

A: MILPER messages announcing the release of board results will tell you when that list will be used for promotion purposes. If a list is released in January, we will promote beginning in March. If a list is released in May, we will begin promoting in July. These are just general rules and are subject to change.

**Q: Why do I have a HQDA (Code F) flag on my record?**

A: Any Soldier on an approved OML that is subsequently flagged by their unit, will have an HQDA flag placed on their record to prevent erroneous promotion selection.

**Q: My unit flag has been removed; how do I get the HQDA flag removed?**

A: Instructions for flag removal can be found at [AC Senior Enlisted Promotion Information Link](#). Soldier/unit will submit all required documents through IPPS-A utilizing a PAR-Administrative Records Correction.

**Q: What is the cutoff day for any changes to promotion eligibility?**

A: All changes must be made by the 26<sup>th</sup> day of the month prior to promotion. For example: For a 1 August promotion, it is based on eligibility as of 30 June. This would require any external systems such as ATRRS to be updated NLT the 26<sup>th</sup> to allow for all systems to reflect the update.

**Q: As a SSG, if I reach 48 months TIG on 1 June, am I eligible for a 1 June promotion or do I have to wait until the following month?**

A: Soldiers are eligible for promotion the same month they meet the TIG requirement if they are otherwise fully eligible, and a requirement exists.

**Q: Why did my OML get skipped?**

A: OMLs are skipped when Soldiers are not fully eligible for promotion. It can be for many reasons such as not meeting the minimum TIS/TIG requirements, not having the required PME, not having the minimum security clearance, current MOS not reflecting the same as the boarded MOS (reclassification), and having an active flag or IMREPR code.

**Q: If I was previously skipped for promotion, will I be promoted once I become fully eligible?**

A: No. We do not promote Soldiers simply because they were skipped. There must be a requirement for the MOS and that requirement must reach that Soldiers OML. Also must keep in mind that it depends on when the Soldiers eligibility changed which will determine what month they become eligible for.

(Note: If a Soldier was erroneously skipped, submit a CRM via IPPS-A and a retroactive promotion will be processed if warranted.)

**Q: If my MOS does not require a security clearance, does that effect my promotion eligibility to MSG?**

A: All SFCs must obtain at minimum an Interim Secret security clearance in order to be eligible for promotion to MSG. You should contact your S2 to resolve any security clearance issues. Once a clearance is granted, we do not retroactively promote Soldiers; they can only be promoted off of a future requirement.

**Q: If I received an OML but have since reclassified, what do I need to do?**

A: Soldier/HR Professional will submit a PAR-Administrative Records Correction with MOS orders attached to the request. Soldier will be resequenced at the same percentile in the new MOS. The Soldier will receive an email from the Enlisted Promotions Branch containing their new OML.

**Q: When is the soonest I can decline a promotion?**

A: Soldiers cannot decline a promotion until they are announced on the monthly promotion list.

**Q: How long do I have to decide if I want to accept the promotion?**

A: Declinations must be submitted within 30 days from the date of promotion. Failure to decline promotion constitutes an acceptance and Soldier will incur a 3-year Service Remaining Requirement (SRR).

**Q: Are there any repercussions if I decline promotion?**

A: Soldiers will not be barred or flagged due to promotion declination. If the Soldier declines, they are considered NFQ for the remainder of that list and it is irrevocable. If announced for promotion on a future list, Soldier is required to submit a new declination if they do not wish to accept it.

**Q: How do I submit a declination?**

A: Soldier will submit a PAR-Administrative Records Correction via IPPS-A. It requires 2 memorandums to be attached (1 from the Soldier and 1 from the Bn Commander). Example memorandums can be found at [AC Senior Enlisted Promotion Information Link](#).

**Q: How long do I have to reenlist to meet the SRR for my promotion?**

A: All Soldiers have 30 days from the date of promotion to meet the SRR or their rank will be revoked.

**Q: If I received a PME Exception to Policy, how long do I have to complete the required PME?**

A: Depending on the category of the ETP, will determine the amount of time allowed. Currently temporary promotions were extended to all Soldiers giving them 12 months from the date of promotion to complete PME. If they rescind/amend the policy, Soldiers that are deployed will have 12 months from date of redeployment. Pregnant/postpartum Soldiers will have 24 months from expected date of delivery or from actual date of delivery.

**Q: What happens if I am unable to complete PME in the required amount of time?**

A: Soldier will be reduced to the previous rank if PME is not completed on time. Soldier can submit a PAR-Administrative Records Correction requesting an extension when a Soldier is unable to attend school due to reasons outside of the Soldiers control such as medical reasons. Extensions will not be approved if a Soldier becomes flagged for any adverse reason. Further temporary promotion guidance can be found at [Enlisted Promotions](#). Soldier that have a reservation for school within ATRRS, have to follow procedures set forth by Military Schools Branch (MSB) to request a deferment.

**Q: What UDL/Template ID do PARs get routed to within IPPS-A?**

A:

	<b>UDL</b>	<b>UDL ID</b>
AC SR Enlisted	HRC_TAGD_ESPD_PROM_SR_ENLISTED_UDL	00000000000557
AGR SR Enlisted	HRC_TAGD_ESPD_AGR_SR_ENLISTED_PROMO_UDL	00000000041634
IMA SR Enlisted	HRC_TAGD_ESPD_IMA_SR_ENLISTED_PROMO_UDL	00000000041634
SR Enlisted HQDA Flags	HRC_TAGD_ESPD_PROMO_SR_ENLISTED_FLAGS	00000000040722