



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON KAISERSLAUTERN  
UNIT 23152  
APO AE 09227-3152

IMEU-KAI-ZA

SEP 28 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter # 3 -  
Procedures for Processing Recommendations for Decentralized and Semi-Centralized Enlisted  
Promotions and Reductions

1. References:

- a. AR 600-8-19 , Enlisted Promotions and Reductions, 30 April 2010
- b. MILPER Message # 10-326, Procedures Required to Update Correspondence Course for Promotion Points in Preparation for the New Semi-Centralized Promotion System, 16 December 2010
- c. MILPER Message # 11-084, Guidance for the Revised Semi-Centralized Promotions Systems, Implementation date 1 June 2011, dated 15 March 2011
- d. MILPER Message # 11-160, Suspension of Access to the PP Screen, Read Access to the PT Screen and C10 Report Retrieval for May 2011, dated 25 May 2011
- e. Promotion Point Worksheet User Manual, Version 2, 28 April 2011
- f. eMILPO Field User's Guide, 16 May 2011

2. Purpose: To establish procedures concerning Enlisted Promotions and Reductions for the ranks of PV2 through SSG in order to prevent exceptions to policies and delay of Soldiers' promotions.

3. Policy: Commanders at all levels are responsible for ensuring they promote the best and fully qualified Soldiers assigned to their command. Additionally, Commanders and leader at all levels must protect the integrity of the Army's promotion system.

a. PV2-SPC Promotions, AAA-117 Enlisted Advancement Report:

(1) General Guidance: This report lists Soldiers eligible for promotion through the rank of SPC, along with the Unit Waiver Allocation percentages. It is a management tool to assist commanders in the timely promotion of Soldiers. Each company and battalion should create the report on the 2nd and NLT the 5th each month. The annotated and signed AAA-117 is the source document for each approved and disapproved promotion. Note: For each Deny Promotion transaction that is submitted, attach the required counseling form (DA form 4856, Developmental Counseling Form) to the AAA-117 report.

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b. SGT/SSG Promotions, AAA-294 Enlisted Promotion Report:

(1) General Guidance: This report lists Soldiers eligible for promotion considerations to ranks SGT/SSG and Soldiers eligible for Automatic List Integration for Active Component. The report is generated for each unit and is created for the following month's promotion board. This is a management tool to assist commanders in the timely submission for consideration, recommendation, and counseling for fully eligible Soldiers not recommended. The report must be created on the 2nd and NLT 5th each month.

c. Promotion Board: S1 will hold promotion boards NLT 4<sup>th</sup> day of the month, approve board results NLT 8<sup>th</sup> day of the month and establish recommendation with automated system NLT 8<sup>th</sup> day of the month (see Promotion Point Worksheet (PPW) User Manual on how to Integrate and Remove Soldiers within the HQ Department of the Army (HQDA) Promotion Standing list using the PPW System). Provide a copy of Promotion Board Proceedings to all Promotable Soldiers after approval by the promotion authority.

d. Command List Integration (CLI): Formerly referred to as Automatic List Integration (ALI). Soldiers who have met the time-in-service (TIS) and time-in-grade (TIG) requirements will be automatically integrated into the promotion standing list unless the unit commander denies the Soldier integration. S1 will follow guidance of AAA -117 and AAA- 294 on how to integrate or deny Promotion List Auto Integration. Failure to deny integration by the 15<sup>th</sup> of the month will result in Soldier integration in the promotion standing list. If Soldiers were integrated into the promotion standing list through Automatic List Integration, Soldier must attend the promotion board prior to adding additional Promotion points. Commanders must ensure Soldiers denied automatic integration are counseled in writing IAW paragraph 1-26, AR 600-8-19.

e. Updating Promotion Points: BDE/BN S1 and unit HR Specialist will assist Soldiers with updating their Personnel Records through eMILPO and updating Training Records through S3/G3 ATTRS representative. Soldiers should verify their PPW for correct promotion points by comparing their PPW with their ERB and training records. Soldiers will be responsible for maintaining and safeguarding their own promotion related documents.

f. Exception to Policy (ETP): Commanders of organizations in the grade of COL or higher are the promotion authority for ETPs. ETPs should be rare events. ETPs should only be submitted if the circumstances surrounding processing of the packet could not be avoided under normal circumstances. ETPs are not for failure to update ERB, failure to validate points, etc. Once ETP has been identified, unit Commanders will carefully examine the circumstances surrounding each case and establish procedures to prevent such in the future. All ETP requests will have a complete promotion packet which includes: Board Memorandum, current PPW, Memorandum of Understanding, C-10 (identifying Soldier appeared in recommended list for promotion), and all

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supporting documents awarding promotion points as well as memorandum through the Commanders explaining why an ETP is being requested.

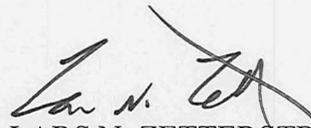
g. C-10 (Recommended List for Promotion of Enlisted Personnel): MPD or BDE/BN S1 will retrieve the C10 report from AKO using the "Junior Enlisted Promotions" folder by the 10<sup>th</sup> day of the month. If it is not received within a timely manner, it should be requested. The HR Specialist will print, review, and have eligible Soldiers initial the C-10 verifying their promotion points. The HR Specialist will return a copy of the C-10 to the MPD by the 20<sup>th</sup> of the month. If there are any discrepancies, the soldier will contact the HR Specialist to resolve discrepancies. Failure to review and initial the C-10 may result in disapproval of ETP.

h. Audits: HQDA may conduct random promotion score audits.

i. Promotion Orders Publication: Promotion orders are published by BDE S1 or MPD (for non PSDR units) prior to the 1<sup>st</sup> day of promotion month. Once HRC has released the by-name list, the Promotion Work Centers will verify Soldier's current APFT, weapons qualification and promotion points data prior to publication of promotion orders. If there are any discrepancies, the BDE S1 or MPD must be notified immediately.

j. In/Out Processing of Promotable Soldiers: The HR Specialist is responsible for verifying a Soldier's status and promotion points upon inprocessing. The Soldier should provide, at a minimum, a copy of his/her board proceedings for local unit files. When a Soldier departs the command, the HR Specialist will verify the Soldier's points and update eMILPO with new points using source documentation only. Soldiers will be responsible for maintaining and safeguarding their own promotion related documents.

4. Point of contact for this memorandum is the Directorate of Human Resources at 493-4345.

  
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Commanding

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