

SGT/SSG Promotion Packet Composition, Elections and Preferences

For use of this form, see AR 600-8-19; the proponent agency is DCS, G-1

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5 USC, Section 301.
 PRINCIPAL PURPOSE: To establish packet format and member elections and preferences.
 ROUTINE USES: To specify and certify as correct, the details of a promotion packet format, avenue of elections, preferences, and agreements for an individual member of the Army Reserve.
 DISCLOSURE: Voluntary; however, failure to provide the requested information may result in a delay or otherwise adversely impact upon the promotion packet eligibility.

SECTION A - SOLDIER AND UNIT INFORMATION

1. NAME (LAST, FIRST MI)		2. SSN:		3. CURRENT GRADE:	
4. SOLDIER'S ADDRESS:		5. CITY:		6. STATE:	
7. ZIP CODE:		8. SOLDIER'S E-MAIL ADDRESS:			
9. SOLDIER'S DAYTIME CONTACT NUMBER:					
10. UNIT: 786TH QM CO		11. UIC: WQW5A2		12.O&F Command: 191ST CSSB	
13. COMMAND CONVENING BOARD: 191ST CSSB					
14. UNIT POC:			15. UNIT PHONE::		UNIT FAX:

NOTE: THIS DOCUMENT MUST BE INCLUDED AS THE COVER SHEET FOR THE PROMOTION PACKET. FIX FORM TO TOP OF DOCUMENTS INSIDE A MANILA FOLDER.

SECTION B - PROMOTION PACKET FORMAT

File the specific items and forms listed below/under the specified tab. All documents should be filed in descending date order with the most current on top. Relative dates are calculated as of the convene date of the board. Documents with dated requirements such as APFT, Ht/Wt, physicals, etc., must be current as of the convene date of the board. Documents with data on the reverse side should be photocopied either as two separate pages or as a two-sided, head-to-foot copy.

Initials	TAB	DESCRIPTION/INSTRUCTIONS
	TOP	This Checklist and Letter to President of the Board (if applicable) should be filed following the last page of this checklist. Letters may address missing information such as NCOER's/Awards and only be signed by the Soldier. No letters of recommendation from the chain of command are authorized.
	A	DA Form 3355, Promotion Points Worksheet (Junior Promotion Board only)
	B	Current copy of DA Forms 2A and 2-1 (all pages). Data must be updated in the automated system. Manual changes are authorized only where the data entry permissions level is beyond that authorized for unit level maintenance. Each page must be "Certified True and Correct" by records custodian. (File 1-7 below in sequential order under the last page of this form. Do not insert numerical tabs). (Signed by the Soldier)
	(1)	Most recent DA Form 705 (for record within 12 months or less), current DA Form 5500-R/5501-R (within 6 months) or DA Forms 3349 exempting Soldier from APFT, as applicable.
	(2)	Weapons Qualification (DA Form 3595-R or DA Form 5790)(Junior Promotion Board only)
	(3)	Current promotion order, documentation of MOS(s) awarded, and if required, current certifications and/or professional license for MOS qualification or copy of current DA Form 330 (Language Proficiency Questionnaire).
	(4)	Current of pending Mobilization/Deployment Orders (file in sequential order with most current on top).
	(5)	Copy of all DD Forms 214/215, or NGB 22, as applicable
	(6)	Proof of all Civilian Education (Junior) / highest level Obtained (Senior)
	(7)	Provide JPAS screen view verifying security clearance and date of investigation.
	C	Copies of NCOERs and/or signed memo from current commander explaining missing report(s). Must include as a minimum, the last 5, as applicable (Copy single sided and file most recent on top in descending order).
	D	Military Academic reports for all military courses (DA Forms 1059/Certificates of Training). Include proof of NCOES completion or waiver as applicable. As last document, include DA Form 7432 Sergeants Major Academy Administrative Data Sheet for SGM Promotion packets .
	E	Military awards/decorations (letters and/or certificates of commendation, appreciation, or achievement).

SECTION C - MOBILIZED/DEPLOYED SOLDIERS

Complete this portion only if currently mobilized/deployed.

1	I am currently mobilized/deployed. A copy of my orders are provided in tab B.
2	My duty location is located in - list state or country:
3	My expected release from active duty (REFRAD) date is:
4	I understand that if promoted, I must advise the commander of the position into which I am promoted of any change in my status or expected REFRAD date.
5	I understand that if I am released from mobilization under U.S.C. Title 10, Section 12302 and accept a consecutive extended voluntary active duty for operational support (ADOS) assignment under U.S.C. Title 10, Section 12301, the position into which I am promoted may be released for fill by another qualified Soldier. Failure to obtain authorization from the gaining commander may result in a revocation of my promotion (de facto status not authorized). I also understand that when released from the concurrent voluntary active duty, it is my responsibility to locate a position for which I am qualified or I will be subject to the over strength policy in effect at the time of release from voluntary active duty.

SECTION D - ARMY RESERVE MILITARY TECHNICIANS

Indicate below if employed as an Army Reserve civilian employee with a dual status condition of employment.

INITIALS		Military Technician (MT) (excludes MTs with a hire date before 2 Dec 95, AMSA, ECS & ASF personnel).
	1	I understand that it is my responsibility to verify that the gaining duty position is within the boundaries established by the conditions of my civilian employment. If not, it is my responsibility to notify my promotion authority immediately.
	2	I understand that if I do not decline promotion within 90 days of the effective date of promotion and/or do not request reassignment orders to report within 90 days of release from mobilization, my orders will be revoked, all funds based on the higher grade will be recouped and I will be removed from the promotion list.
	3	Promotion to SGT or SSG. A MT on the PPRL may be promoted off the list without regard to sequence against a position in the TPU to which he or she is assigned that requires the MOS in which he or she was recommended by the board.

SECTION E - EXCEPTIONS

INITIALS	DESCRIPTION
	I understand the provisions in Chapter 5, Section IV - Special Promotions, the exception to decline promotion based on civilian employment or instructor/drill sergeant status does not apply for promotion outside my normal convening authority area under the No Geographic Limits policy.

SECTION F - PROMOTION PREFERENCES, AGREEMENTS AND UNDERSTANDING

1. MILEAGE, ASSIGNMENT & OBLIGATION

INITIALS	DESCRIPTION
	a I agree to travel _____ (50, 75, 100, 125, 150, etc.) miles from my residence to serve in the duty position to which I am promoted. I understand that I may be promoted and reassigned into any duty position for which I am qualified within the distance of miles selected based on the needs of the Army. Failure to list mileage, initial statement, and sign this document means I will only be promoted if a position for which I qualify is available within 50 miles (limited to 90 minutes total one way commuting time) from my home of residence (See AR 140-10).
	b I understand that if promoted into an MOS immaterial position, I will not be awarded the duty MOS, but will be considered MOS qualified based on my primary MOS.
	c I understand that I will be considered for promotion in my Primary, Secondary and Additional MOS based on qualification and needs of the Army. If I am no longer qualified to perform in either MOS, I understand I must initiate action to withdraw the MOS prior to promotion consideration.
	d I understand that if I accept promotion, I agree to comply with a reassignment order or my promotion orders may be revoked, funds based on the higher rank recouped, and I will be removed from the promotion list.
	e I understand that I incur a 1 year obligation to report to and serve in the duty position into which promoted before voluntary reassignment. I understand that the commander of the position to which I am promoted is the only authority to waive any portion of the 12-month obligation and can only do so after I have been reassigned to the position into which promoted. I also understand that I incur a 24-month service remaining obligation (12-month obligation for junior promotions) which is calculated from the effective date of promotion.
	f I understand that if I am mobilized or deployed and cannot be immediately reassigned to the gaining unit, I must ensure reassignment orders are published and I must report to the gaining position no later than the 91st day after release from mobilization. Failure to do so, may be deemed as a declination in which case my promotion orders may be revoked and all funds received based on the higher rank may be recouped.

2. DUTY POSITIONS WITH ADDITIONAL TRAINING OBLIGATION

Initials	
	a I do not wish to be promoted into positions requiring additional training identified below.
	b I request consideration for promotion into duty positions I have initialed below. I understand that while this will increase my chance of getting promoted, I will also incur an additional training obligation. Initial beside each special duty position type below for which you request consideration.

Initials/Number according to preference		Initials/Number according to preference	
/	(1) Drill Sergeant - SKI "X"	/	(4) Other ASSISI (Other than Nominative)
/	(2) Instructor - SKI "8"	/	(5) Observer/Controller
/	(3) First Sergeant - SKI "M"	/	(6) Nominative (I, EON, SORT etc.)

Initials	c	Initials are mandatory for each item below if selections were made in 2b above.
	(1)	I prefer assignment in an instructor or drill sergeant (Circle one) position. If no instructor/drill sergeant position is available at my sequence number, I do or do not (Circle one) wish to be promoted into a non instructor or drill sergeant position. If I elected "do not" I will not be offered a non instructor/drill sergeant position and will remain on the promotion list until promoted or administratively removed.
	(2)	I understand that if I have not already completed the required training, I must complete the appropriate training within the timeframe prescribed by current policy from my promotion effective date. I may be required to attend the required training in lieu of annual training, and unless a waiver is approved by the promotion authority failure to do so will result in involuntary reassignment and/or reduction in grade as applicable in accordance with regulatory guidance and current policy.
	(3)	I understand that if I made elections above, but did not initial items in this section and sign below, I will not be considered for promotion into any positions requiring additional training.

3. SOLDIER'S PRINTED NAME:	4. SOLDIER'S SIGNATURE:	5. DATE SIGNED:

SECTION G - WAIVERS

1. Waivers. A copy of the approved waiver, if required, must be filed under the military education, Tab D.

Initials	Waiver Required for consideration:	To the rank of:	
	(1) WLC	SSG	Waiver approved by Us Army Reserve Command and provided at Tab D.
	(2) BNCOC (ALC)	SFC	
	(3) ANCOC (SLC)	MSG	
	(4) SMA	SGM	May be conditionally promoted based upon completion of the Sergeant's Major Academy within a designated time from the effective date of promotion.

2. Noncommissioned Officer Education System Requirement.

Initials	I have completed (circle highest level applicable): WLC BNCOC(ALC) ANCOC(SLC) SMC		
	(1)	I understand that as a minimum completion of WLC/BNCOC/ANCOC/SMC is a requirement for consideration and promotion to SSG/SFC/MSG/SGM respectively. If I am not a graduate of the appropriate NCOES course or higher, complete remaining items in this section.	
	(2)	I understand that only US Army Reserve Command is the waiver approval authority. No one below that level may authorize (verbal or written) any action including promotion consideration or promotion based on a pending request. I understand the approved waiver must be included in my promotion packet in order to be eligible for promotion consideration (file under Academic Reports tab).	
	(3)	I understand that if recommended by the promotion board, I will remain on the promotion list unless administratively removed until I am a graduate of the appropriate NCOES or 24 months from the board date (whichever occurs first). Upon successful completion of WLC/ALC/SLC, as applicable, I will be promoted within my sequence number into the next vacancy for which I am qualified provided I am in a promotable status. If no vacancy becomes available, I will be administratively removed from the selection list 24 months from the board date. I understand that if I am deployed, I may be conditionally promoted in sequence upon availability of a vacancy. If conditionally promoted, I must complete all phases of the ALC/SLC within 24 months of redeployment from theater or WLC within 270 days of redeployment from theater. Failure to complete the required NCOES will result in administrative reduction.	

SECTION H - SOLDIER, RECORDS CUSTODIAN AND COMMANDER VERIFICATION

1. SOLDIER UNAVAILABLE/STATUS/REMARKS:

2. RECORDS CUSTODIAN.

I understand that according to regulatory guidance, it is my responsibility to compile, review, complete and submit this Soldier's promotion packet to the appropriate promotion authority. I have ensured this Soldier's data, records and promotion packet are accurate according to the records that I have available. I have also ensured the contents of the packet are accurate, complete and posted to iPERMs, and all data elements reflected in this packet with permissions at this level are current and accurate.

a. RECORDS CUSTODIAN'S PRINTED NAME:	b. RANK/GRADE:	c. SIGNATURE:	d. DATE:
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3. SOLDIER.

I have reviewed the entire promotion packet and I certify that to the best of my knowledge, the contents of the packet are accurate, complete and posted to iPERMs, and all data elements reflected in this packet with permissions at this level are current and accurate. I have verified that each applicable item has been initialed and each page of this document is signed. My signature indicates I understand the obligations incurred if promoted. I also understand that without my signature on this form, all elections will be considered as "No" and my geographic region will be limited to the maximum authorized for involuntary assignments (Limited to 50 miles/90 minutes).

a. SOLDIER'S PRINTED NAME:	b. RANK:	c. SIGNATURE:	d. DATE:
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4. FIRST SERGEANT

I have reviewed the entire promotion packet and I certify that to the best of my knowledge, the contents of the packet are accurate, complete and posted to iPERMs, and all data elements reflected in this packet with permissions at this level are current and accurate. I have verified that each applicable item has been initialed and each page of this document is signed. My signature indicates that I verified this Soldier understands the obligations incurred if promoted.

a. FIRST SERGEANT'S PRINTED NAME:	b. RANK:	c. SIGNATURE:	d. DATE:
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5. COMMANDER.

I have reviewed the entire promotion packet and I certify that to the best of my knowledge, the contents of the packet are accurate, complete and posted to iPERMs, and all data elements reflected in this packet with permissions at this level are current and accurate. I have verified that each applicable item has been initialed and each page of this document is signed. My signature indicates that I verified this Soldier understands the obligations incurred if promoted.

a. COMMANDER'S PRINTED NAME:	b. RANK:	c. SIGNATURE:	d. DATE:
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