

Thursday, February 03, 2011
1:44 PM

c. Soldiers whose promotion packet was lost and cannot be reconstructed within 90 days of arrival in command must appear before a promotion board to gain valid recommended list status. The promotion work center will notify the promotion authority, in writing, of the suspense date after the Soldier's arrival in the command.

3-39. Steps

The steps for processing promotion packet at in-processing are shown in table 3-18.

Table 3-18

Processing promotion packet at in-processing

Step	Work center	Required action
1	IOPR	Verify recommended list status.
2	IOPR	Submit promotion GRCH or promotion points transaction, if applicable.
3	IOPR	File promotion packet in MPF.

Section XVII

Duty Performance and Board Points

3-40. Duty performance points

Duty performance points are awarded by the Soldier's immediate CDR on DA Form 3355.

3-41. Board points

Board points are awarded on DA Forms 3356 by each voting member. These points are consolidated on DA Form 3357 by the board recorder. The average of the total points on DA Form 3357 is entered on DA Form 3355. Points with fractions will be rounded down.

Section XVIII

Administrative Points

3-42. Military training

a. Weapons qualification will comprise the most recent qualification score (but not older than 24 months) with individual assigned weapon.

(1) The most recent qualification will be used. However, if the Soldier fails to qualify through his or her own fault, the promotion work center will withdraw points reflected in Section A, Item 1b. When the Soldier qualifies, he or she may add the promotion points through reevaluation process. Qualification score will be provided by the CDR. If individual weapon qualification cannot be provided by the CDR and verifying information is not available, zero promotion points will be awarded.

(2) A Soldier's individually assigned weapon will normally be the M16A2 rifle; however, it may be another individually assigned weapon when duty requires (for example, 45 or 38 caliber pistol for military police). The CDR's decision applies.

(3) Weapons qualification charts are shown in table 3-19. Soldiers assigned to an organization without weapons can use their latest qualification. However, once assigned to an organization with weapons, the Soldier will have 12 months to qualify or lose the points. The promotion work center will annotate the promotion packet of Soldiers in this category. (HRC-Alexandria (HRC-St. Louis for USAR) will advise promotion work center of other weapons authorized for qualification with charts not referenced below.)

Paper Targets

Table 3-19

Weapons qualification

DA Form 3595-R (Record Fire Scorecard (LRA))	DA Form 85-R (Scorecard for M249, M60/M240B Machine Guns) M249 MG proposed	DA Form 85-R M240B, M60, M249 proposed	DA Form 5790-R (Record Firing Scorecard - Scaled Target Alternate Course) (M16)	DA Form 88-R (Combat Pistol Qualification Course Scorecard) (pistol)	DA Form 5704-R (Alternate Pistol Qualification Course Scorecard)	DA Form 7304-R (Scorecard for M249 AR) M249 AR	CID Form 85 (practical pistol)	FLVA FORM 19-10 (MP Firearm Qualification Course)
40=50	201=50	227=50	40=50	30=50	40=50	106=50	300=50	50=50
39=49	199=49	225=49	39=49	29=49	39=49	105=49	295=49	49=48
38=48	197=48	223=48	38=48	28=48	38=48	104=48	290=48	48=46
37=47	195=47	221=47	37=44	27=44	37=46	102=47	285=46	47=44
36=46	193=46	218=46	36=40	26=40	36=44	100=46	280=45	46=41
35=43	189=45	215=45	35=37	25=37	35=42	96=45	275=41	45=39
34=40	186=43	212=43	34=34	24=34	34=40	94=43	270=40	44=36
33=37	182=41	209=41	33=30	23=30	33=38	90=41	265=37	43=34
32=34	180=39	206=39	32=26	22=26	32=36	89=39	260=35	42=31
31=31	178=36	203=36	31=24	21=24	31=34	87=36	255=33	41=29
30=28	176=33	201=33	30=22	20=22	30=31	85=33	250=32	40=26
29=26	174=31	198=31	29=20	19=20	29=29	83=31	245=30	39=24
28=24	172=29	196=29	28=18	18=18	28=26	81=29	240=28	38=21
27=22	170=25	193=25	27=16	17=16	27=23	80=25	235=26	37=19
26=20	168=24	191=24	26=14	16=14	26=20	79=24	230=24	36=16
25=18	166=23	188=23			25=17	77=23	225=22	35=14
24=16	164=20	186=20			24=14	75=20	220=18	
23=14	161=17	183=17				73=17	215=16	
	158=14	180=14				70=14	210=14	

b. Physical fitness test (situps, pushups, and 2-mile run) must be done according to applicable regulations and field manuals. To qualify for promotion points, a Soldier must attain a minimum score of 60 points on each event. Each waived event (due to profile) will be granted 60 points.

(1) *Permanent profiles.*

(a) Those Soldiers with permanent physical profiles for the sit-up and/or push-ups events will be granted 60 points for each event waived and use the actual score for each event taken and must qualify on the 2-mile run or approved alternate test according to FM 21-20.

(b) Effective 1 April 1995, Soldiers taking an alternate event for the 2-mile run and receiving a passing score receive a score for that event equal to the average of the scores for the other two events.

(2) *Temporary profiles.*

(a) Soldiers with a temporary profile that prohibits taking one or more events of the APFT will use their current APFT score provided it is not more than 1 year old at the time of the promotion point computation and the Soldier was not afforded the opportunity to take an APFT or an authorized alternate test.

(b) If the Soldier was afforded the opportunity and failed, or through his or her own negligence (as determined by the unit CDR) failed to take the test, the Soldier will lose the APFT points.

(3) *APFT chart.* This is shown in table 3-20.

Table 3-20
APFT

APFT score	Promotion points		
300=50	289 - 288=39	263 - 261=27	223 - 220=15
299=49	287 - 286=38	260 - 258=26	219 - 216=14
298=48	285 - 284=37	257 - 255=25	215 - 212=13
297=47	283 - 282=36	254 - 252=24	211 - 208=12
296=46	281 - 280=35	251 - 249=23	207 - 204=11
295=45	279 - 278=34	248 - 246=22	203 - 200=10
294=44	277 - 276=33	245 - 243=21	199 - 196=9
293=43	275 - 274=32	242 - 240=20	195 - 192=8
292=42	273 - 272=31	239 - 236=19	191 - 188=7
291=41	271 - 270=30	235 - 232=18	187 - 184=6
290=40	269 - 267=29	231 - 228=17	183 - 180=5
	266 - 264=28	227 - 224=16	179 - 0=0

3-43. Awards, decorations, and achievements (permanent awards)

Multiply the number of points authorized by the number of awards received.

a. Awards.

- (1) Soldier's Medal or higher award, 35.
- (2) Bronze Star Medal, 30.
- (3) Purple Heart, 30.
- (4) Defense Meritorious Service Medal, 25.
- (5) Meritorious Service Medal (MSM), 25.
- (6) Air Medal, 20.
- (7) Joint Service Commendation Medal, 20.
- (8) Army Commendation Medal, 20.
- (9) Joint Service Achievement Medal, 15.
- (10) Army Achievement Medal (AAM), 15.
- (11) Good Conduct Medal, 10.
- (12) Army Reserve Component Achievement Medal, 10.
- (13) Armed Forces Reserve Medal, 10.
- (14) Southwest Asia Medal, 3 (maximum points, 12). Points are based on a 30-day period and only points for Operations *Desert Shield/Storm* and *Provide Comfort* (1990 to 1994) are authorized. Soldier must have served at least 90 consecutive days. The ERB is the source document.

b. Badges.

- (1) Combat Infantry Badge, 15.
- (2) Combat Field Medical Badge, 15.
- (3) Combat Action Badge, 15 (15 additional points will be awarded for each subsequent award).
- (4) Expert Infantry Badge, 10.
- (5) Expert Field Medical Badge, 10.
- (6) Basic US Army Recruiter Badge, 20 (maximum points, 50) (each subsequent award—that is, Gold Achievement Star, Gold Recruiter Badge, Sapphire Achievement Star—receives 10 points).
- (7) Ranger Tab, 10.
- (8) Special Forces Tab, 10.
- (9) Sapper Tab, 10.
- (10) Drill Sergeant Identification Badge, 20 (maximum points, 50) (additional 10 points for company or higher level drill sergeant of the cycle).
- (11) Parachutist Badge, 5.

(a) Awards of higher skill badge count as subsequent awards and will receive points. For example, a Soldier awarded the Senior Parachutist Badge and the Parachutist Badge will be credited with two parachutist badges (10 points).

(b) Soldiers who have been awarded the parachutist badge, are currently serving in an approved tables of organization and equipment (TOE)/table of distribution and allowances (TDA) or paid parachutist position and are entitled to receive incentive pay for parachute duty will be awarded extra points as follows: Parachutist, 20 points; Senior, 25 points; Master, 30 points.

(c) Soldiers who receive additional points under these provisions and whose status is terminated either voluntarily or for cause will be subject to an immediate adjustment of their promotion points.

(d) For Soldiers who are reassigned, the following actions will be taken:

1. Losing CDR will ensure the promotion points are reduced prior to departure (this can be accomplished during out processing).

2. The officer in charge of in-processing will ensure that if the Soldier is assigned to an airborne position, the promotion points are increased. This will be accomplished during in-processing.

(12) Parachute Rigger Badge, 5.

(13) Divers Badge, 5.

(14) Explosive Ordnance Disposal Badge, 5.

(15) Pathfinder Badge, 5.

(16) Aircraft Crewman Badge, 5.

(17) Nuclear Reactor Operator Badge, 5.

(18) Driver or Mechanic Badge, 5 (maximum 5 points).

(19) Air Assault Badge, 5.

(20) Campaign Service Star, 5.

(21) Tomb Guard Identification Badge, 5.

c. *Achievements*. The board proceedings, award certificate, or DA Form 1059 (Service School Academic Evaluation Report) may be used as source documents:

(1) Soldier/NCO of the Quarter, BDE Level, 10.

(2) Soldier/NCO of the Quarter, Installation/Division, 15.

(3) Soldier/NCO of the Year, Major Army command, 25.

(4) Distinguished Honor Graduate, 15.

(5) Distinguished Leadership Award, 10.

(6) Commandant's List, 5.

d. *The Good Conduct Medal*. The Good Conduct Medal ending date (period of service) will be used to determine eligibility for promotion points. The ending period on the order will be used to determine eligibility for promotion points on all remaining awards (for example, Army Achievement Medal, Army Commendation Medal, and Meritorious Service Medal).

e. *Foreign awards*. Promotion points are not authorized for foreign awards, decoration(s) or badges.

f. *Awards and decorations earned in other U.S. uniformed services*. Awards and decorations earned in other U.S. uniformed services receive the same points as corresponding/equivalent Army awards.

g. *DA Form 2442 (Certificate of Achievement)*. This is awarded by CDRs/deputy CDRs serving in positions authorized the grade of LTC or higher or any general officer. CSMs at the brigade level may award certificates of achievement, 5 (maximum 20 points).

3-44. Military education

a. Promotion points will be awarded based on the following criteria:

(1) *NCOES course*. Completion of WLC merits 16 points. Points are authorized for WLC equivalency based on the courses approved by HRC-A NCOES Branch. Equivalency must be granted prior to awarding promotion points. Completion of BNCOC merits 40 points, regardless of a Soldier's MOS. For Soldiers with multiple BNCOCs, 40 points are awarded for the most recently completed BNCOC course and 4 points per week are awarded for any additional BNCOC courses completed. All phases of BNCOC must be completed prior to awarding promotion points.

(2) *Ranger and Special Forces qualification courses*. Four points per week are awarded for Ranger and Special Forces Qualification courses. All phases of the courses must be completed prior to awarding promotion points.

(3) *All other military resident training courses*. For training, 4 points per week or 4 points for each 40 hours of training are awarded. However, when a Soldier has two or more copies of DA Form 87 (Certificate of Training) (must be signed by a LTC or above) that indicate fewer than 40 hours, the forms may be combined. If the total is 40 or more, promotion points will be granted. Promotion points are authorized for all courses coordinated, consolidated and conducted at battalion level or higher. This includes resident National Cryptological School (NCS) Courses, and Army Community Service courses approved for promotion points. Refer to DA PAM 351-4 for active component schools duration and to www.perscomonline.army.mil/select/NCSCourseList.xls for resident and nonresident NCS courses.

(4) *Military correspondence courses and computer-based training (e-learning courses)*. For each 5 credit hours completed, 1 promotion point is awarded. This includes nonresident NCS courses. To determine promotion points, total

the credit hours completed then divide by 5. The result is the number of promotion points to be awarded; fractions will be dropped. Course completion with credit hours must be reflected in ATRRS prior to awarding promotion points.

(5) *Armor certification.* Fifty promotion points for military education are authorized for successful completion of the level II CDR certification test (TCCT-II and SCCT-11). This test will serve as the proponent certification for MOS 19D, 19E and 19K.

b. The following courses are not valid for the awarding of promotion points under military education:

- (1) Completion of BCT, AIT, and new equipment training.
- (2) ASI, SQI, or language identification codes (LIC) course required to hold qualification in or be awarded an MOS.
- (3) ASI, SQI, or LIC received because of MOS restructuring instead of successful completion of the required course.
- (4) Attendance at the USMAPS or the United States Military Academy.
- (5) On-the-job training and on-the-job experience, including Sergeants Time Training.
- (6) OCS, WOC Course, and ANCOC.
- (7) Duplicate military correspondence and military education courses (For example, a Soldier attends Combat Lifesaver Course and completes the Army Correspondence Course Program Combat Lifesaver Course. The Soldier receives points for the one completed first.)
- (8) Military courses completed in the other Armed Forces that were required to hold qualification in or be awarded a MOS/rate.
- (9) Federal Emergency Management Agency courses (see DA PAM 350-59, para 4-54).

3-45. Civilian education

a. Civilian education valid for 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 listed in the American Council on Education (ACE) published Accredited Institutions of Postsecondary Education Guide or those institutions listed on the US Department of Education website at <http://ope.ed.gov/accreditation>.

(1) *College/university/business/trade schools.* Points are awarded using the Soldier's most current transcript that includes the institution's name and address. The transcript must be in the English language and show the courses taken by title and, if applicable, include course number, (student copies are acceptable). Transcripts showing block credit for military experience and training must be broken down into courses. Grade slips or reports may be used provided they contain the institutions complete mailing address and hours completed. Business/Trade school completion certificates may be used provided the total number of course hours are listed. It is recommended that Soldiers consolidate all credits earned from various crediting sources, for example, national examinations such as The College Level Examination Program tests/Defense Activity for Non-Traditional Education Support (DANTES) tests, or educational institutions onto one transcript. Soldiers that have multiple transcripts 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 the Total Army Personnel Database (TAPDB) with the total number of credit hours. The total number of credits an accredited institution grants towards a degree will be the basis for granting promotion points.

(2) *Foreign transcripts.* Soldiers with college credits from foreign colleges or universities (except those countries listed in AR 601-210, paragraph 2-8i) must have those credits evaluated by an accredited college/university or one of the agencies listed in the Accredited Institutions of Postsecondary Education Guide published by the American Council of Education or any organization who is a member of the National Association of Credential Evaluation Services.

(3) *Degree completion.* Award 10 promotion points to any Soldier who completes a degree on active duty. If recommended for promotion to SSG, the Soldier must have completed the degree while in the grade of SGT to receive these points.

(4) *College-Level Entrance Program /Defense Activity for Nontraditional Education Support courses.* For College-Level Entrance Program general and subject examinations, Defense Activity for Nontraditional Education Support, Subject Standardized Tests, and American College Test proficiency examinations, 1.5 promotion points per credit hour are awarded. Foreign language for College Level Entrance Program examinations will be awarded promotion points based on the Soldiers total score. The score is then converted to semester hours of credit based on the conversion table listed in the "Explanation of Asterisks" section of the College Level Entrance Program/Defense Activity for Nontraditional Education Support report.

(5) *Technical certifications.* For each TRADOC-approved technical/industry/professional certification earned, 10 promotion points are awarded, not to exceed award for five certifications or 50 promotion points. Recertification will not result in duplicate award of promotion points. Certifications must meet the following requirements to be valid for the awarding of promotion points:

- (a) They must be current as required by the certifying authority.
- (b) The original certification documents must be provided prior to the awarding of promotion points.

b. Invalid civilian education. Promotion points are not authorized for the following civilian education courses/documents:

- (1) Transcripts/courses from nonaccredited education institutions (see para 3-45a).
- (2) American or Army Council on Education Registry Transcript System transcripts.
- (3) Continuing education units.
- (4) Foreign transcripts (except from those countries listed in AR 601-210, paragraph 2-8i).
- (5) Basic Skills Education Program, Advanced Skills Education Program, English as a Second Language and GT Improvement.

c. Calculating points. For the purpose of awarding promotion points, all college credits must be converted to semester hours. For each semester hour of college credit, 1.5 promotion points are awarded. The PROM will total the number of semester hours of college credit earned or converted, then multiply by 1.5. When the total promotion points result in a fraction, the fraction is dropped.

d. Converting quarter and clock hours to semester hours. The following procedures will be used to convert quarter, clock, classroom and contact hours into semester hours for the awarding of promotion points:

(1) *Quarter hours.* To convert quarter hours to semester hours, divide total quarter hours by 1.5, the result is the number of semester hours to be used to calculate promotion points.

(2) *Clock hours.* To convert classroom, clock or contact hours to semester hours, divide the total hours by 16, the result is the number of semester hours to be used to calculate promotion points.

Section XIX

Instructions for completing DA Forms 3355, 3356, and 3357

3-46. Instructions for completing DA Form 3355 (figure 3-1)

The OIC PROM may at any time require the unit or Soldier to obtain additional information when the validity of a document is in question. A new DA Form 3355 (fig 3-1) will be filled out to calculate promotion points conducted pursuant to a request for a total reevaluation. A promotion point adjustment will be made to the current DA Form 3355 under the provisions of paragraph 3-20.

Note. DD Form 214 is a valid promotion point source document.

a. Top of form.

- (1) 1. TYPE. Place a check mark in appropriate block.
- (2) 2. DATE. Enter date (YYYYMMDD).
- (3) 3. NAME. Enter last name, first name, middle initial (or NMI if none).
- (4) 3. SSN. Enter complete social security number.
- (5) 5. RECOMMENDED GRADE. Enter promotion recommended grade.
- (6) 6. ORGANIZATION. Enter current organization recommending Soldier for promotion.
- (7) 7. PMOS. Enter promotion recommended MOS. Must be Soldier's PMOS or career progression MOS.

b. SECTION A – RECOMMENDATION.

(1) MILITARY TRAINING (see para 3-44).

(a) 1a. LATEST APFT DATE (YYYYMMDD). Enter the latest APFT date and score as required. Award the appropriate number of promotion points from the APFT scale in this regulation (see table 3-20).

(b) 1b. LATEST WEAPON QUALIFICATION (YYYYMMDD). Enter the latest weapon qualification date, score card used, and the total number of hits. Award the appropriate number of promotion points from the weapons qualification scale in this regulation (see table 3-19).

(c) 1c. POINTS AWARDED. Add items 1a and 1b and enter score.

(d) 1d. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD).

(e) 1e. DA FORM USED.

(f) 1f. TOTAL HITS.

(g) 1g. POINTS AWARDED.

(h) 1h. TOTAL POINTS AWARDED. Add items 1c and 1g.

(2) 2. Duty Performance Evaluation.

(a) 2a through 2e. CDR must enter from 1 to 30 (with 30 being highest) in each category.

(b) 2f. Total points for performance evaluation. Add items 2a through 2e and enter score.

(c) 2h through 2j. Self-explanatory. A complete date must be entered (YYYYMMDD).

c. SECTION B – ADMINISTRATIVE POINTS. Hard copy original documents are required to verify the award of all promotion points unless otherwise indicated. All items in this section must be authenticated by a promotion work center official (SSG/GS-6 or above) prior to initial board appearance or total reevaluation. All entries are deemed permanent once the original document(s) supporting the award of promotion points are presented and authenticated.