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 Title 5 USC, Section 301 To establish packet format and member elections and preferences PRINCIPAL PURPOSE 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) 3. CURRENT GRADE: SOLDIER'S ADDRESS: 7. ZIP CODE: 5. CITY: 6. STATE: 8. SOLDIER'S E-MAIL ADDRESS: 9. SOLDIER'S DAYTIME CONTACT NUMBER: 11. UIC: 10. UNIT: 13. COMMAND CONVENING BOARD: 12 OFTS Command: 14. UNIT POC: 15. UNIT PHONE:: 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/FILE 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 DA Form 3355 Jan 2015 Version, Promotion Points Worksheet (Junior Promotion Board only) 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. Official Photograph. (See AR 640-30. Exempt if deployed into area where official facilities are unavailable.) Affix the photo to a blank sheet of white paper. Omit HT/WT info and Commander's Signature. DA Form 2A will be Α used to validate height/weight. (Senior Promotion Board only) Current copy of DA Forms 2A and 2-1 (all pages) or Record Brief. Data must be updated in the automated system. Manual changes are authorized only where the data entry permissions level is beyond that authorized for В unit level maintenance. Each page must be "Certified True and Correct" by records custodian. (File 1-5 below in sequential order under the last page of this form. Do not insert numerical tabs). (Signed by the Soldier.) Most recent DA Form 705 (for record within 12 months or less of the board convening date), current DA (1) Form 5500-R/5501-R (within 12 months) or DA Forms 3349 exempting Soldier from APFT, as applicable. (2)Weapons Qualification (Authorized Forms are listed in AR 600-8-19 Table 3-7)(Junior Promotion Board only) The following items will be incorporated into the Soldier Promotion Packet if not filed in the Soldiers Army Military (3) Human Resouce Record (AMHRR). Current or pending Mobilization/Deployment Orders (file in sequential order with most current on top). 3.A 3.B Copy of all DD Forms 214/215, or NGB 22, as applicable. Proof of all civilian education (Junior) / highest level Obtained (Senior). 3.C Provide security clearance and date of investigation. (Memorandum) Copies of NCOERs and/or signed memo from current commander explaining missing report(s). Must include as 3.E a minimum, the last 5 (Copy single sided and file most recent on top in descending order). (Junior) Military Academic Reports for all military courses (DA Forms 1059/Certificates of Training). Include proof of all 3.F NCOES completion or waiver as applicable. (All) As last document, include DA Form 7432 Sergeants Major Academy Administrative Data Sheet for SGM Promotion packets. (Senior) Military awards/decorations (letters and/or certificates of commendation, appreciation, or achievement). 3.G **SECTION C - MOBILIZED/DEPLOYED SOLDIERS** Complete this portion only if currently mobilized/deployed. 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: My expected release from active duty (REFRAD) date is: 3 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. 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

the time of release from voluntary active duty.

responsibility to locate a position for which I am qualified or I will be subject to the overstrength policy in effect at

		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.					
		SECTION E - EXCEPTIONS					
INITIALS		DESCRIPTION I understand the provisions in Chapter 5, Section II 5-22 and 5-23 - 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					
	AGE, A	SSIGNMENT & OBLIGATION					
INITIALS	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 position obligation to report to and serve in the duty position into which promoted before voluntary reassignment. I understand that the first General Officer of the position to which I am promoted is the only authority to waive any portion of the 12-month position obligation and can only do so after I have been reassigned to the position into which promoted. (Junior Promotions only) I also understand that I incur a 12 month service remaining requirement which is calculated from the effective date of promotion. (SSG Only)					
	e.1	I understand that I incur a 36 month service remaining requirement from the effective date of promotion. I understand I must report for the duty position to which promoted and comply with any reassignement orders issued. Promotion and reassignment will be revoked if I fail to decline a promotion based on a concurrent reassignment and refuse to comply with the reassignment order or fail to meet the service remaining requirement. Transfers of TPU Soldiers serving under a promotion service remaining requirement must be approved by the first general officer in the chain of command to preclude reduction or revocation of the promotion. (Senior					
	f.	Promotions) 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.					
	POSI1	TIONS 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 if not already qualified. Initial beside each special duty position type below for which you request consideration.					
Initials/Nun		rding to preference Initials/Number according to preference					
7	(1)	Drill Sergeant - SQI "X"					
/							
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 positio is available at my sequence number, I do or do not (Circle one) wish to be promoted into a non instructor or dr 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.					
	I understand that if I have not already completed the required training, I must complete the appropriate within the timeframe prescribed by current policy from my promotion effective date, I may be required the required training in lieu of annual training, and unless a waiver is approved by the promotion author to do so will result in involuntary reassignment and/or reduction in grade as applicable in accordance vergulatory 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 considered for promotion into any positions requiring additional training.						
3. SOLDIE	R'S PRIN	TED NAME:	4. SOLDIER'S SIGNATURE:	5. DATE SIGNED:		

Packet Composition & Preference Proposed USARC Form

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	SECTION G - WAIVERS									
1. Wai	vers.									
Initials		Required for consideration:	To the rank of:							
	(1) WL	C	SSG							
	(2) BN(COC (ALC)	SFC	NO WAIVERS AUTHORIZED						
	(3) ANG	COC (SLC)	MSG							
	(4) SMA		SGM	May be conditionally promoted based upon completion of the Sergeant Major Academy (SMA).						
2. Non	commi	issioned Officer Education	n System Requirer	ment.						
Initials		I have completed (circle high	ghest level applicab	ole): WLC(BLC) BNCOC(ALC) A	NCOC(SLC) SMC					
	I understand that as a minimum completion of Structured Self Development(SSD) 1 is a requirement for Promotion Consideration and Pin on to SGT. WLC or BLC and SSD 2 or WLC and Advanced Leaders Course Common Core is a requirement for promotion consideration and pin on to SSG./ ALC or BNCOC and SSD3 is a requirement for Promotion Consideration and Pin on to SFC/ANCOC or SLC and SSD4 is a requirement for Promotion Consideration and Pin on to MSG.									
	,	I understand that if recommended by the promotion board, I will remain on the promotion list unless administatively removed (Junior Promotions) or 24 months from the board date (Senior Promotions Only). 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 (Seniors Only).								
		•		DIAN AND COMMANDER VERIFIC	CATION					
1. SOL	DIER UN	NAVAILABLE/STATUS/REMAI	RKS:							
promotion accurated posted t	on packe e accordi to iPERM	et to the appropriate promotion ling to the records that I have a Ms, and all data elements reflec	authority. I have enso vailable. I have also cted in this packet with	ibility to compile, review, complete and sured this Soldier's data, records and pensured the contents of the packet are h permissions at this level are current	oromotion packet are e accurate, complete and and accurate.					
a. RECOR	≀DS CUST	TODIAN'S PRINTED NAME:	b. RANK/GRADE:	c. SIGNATURE:	d. DATE:					
complet accurate indicates all electi	eviewed se and po e. I have s I under ions will	osted to iPERMs, and all data e e verified that each applicable it rstand and agree to the obligati	elements reflected in to tem has been initialed ions incurred if promo geographic region wi	best of my knowledge, the contents of this packet with permissions at this level and each page of this document is stoted. I also understand that without mill be limited to the maximum authorized.	vel are current and igned. My signature y signature on this form,					
a. SOLDIE	R'S PRIN	ITED NAME:	b. RANK:	c. SIGNATURE:	d. DATE:					
I have re complet accurate	e and po	the entire promotion packet an osted to iPERMs, and all data e	elements reflected in t tem has been initialed	Lest of my knowledge, the contents of this packet with permissions at this lew d and each page of this document is sirred if promoted.	el are current and					
		IT'S PRINTED NAME:	b. RANK:	c. SIGNATURE:	d. DATE:					
I have re complet accurate indicates	e and po e. I have s that I v	the entire promotion packet an osted to iPERMs, and all data e	elements reflected in t tem has been initialed	best of my knowledge, the contents of this packet with permissions at this lev d and each page of this document is sirred if promoted. c. SIGNATURE:	el are current and					
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