



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG, NORTH CAROLINA 28310

AFRC-PRP (600-8-19d)

25 May 22

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation Guidance for U.S. Army Reserve (USAR) Troop Program Unit (TPU) Temporary Promotion (Sergeant (SGT) through Sergeant Major (SGM))

1. References:

a. Office of the Deputy Chief of Staff, G-1, DAPE-ZA memorandum (Consolidated and Updated Application of Non-Commissioned Officer Temporary Promotions), 1 November 2021.

b. Office of the Deputy Chief of Staff, G-1, DAPE-ZA memorandum (Noncommissioned Officer Temporary Promotions – Additional Guidance), 13 December 2021.

c. Army Regulation 600-8-19, Enlisted Promotions and Reductions.

2. This memorandum provides guidance for temporary promotions for USAR TPU Soldiers as it relates to references 1a and 1b in the categories of deployment, pregnancy/postpartum, and Sergeants Major Course (SMC) non-resident students.

3. Definitions and Conditions.

a. A temporary promotion is a promotion to a higher rank (Sergeant (SGT) through Sergeant Major (SGM)), with all pay and allowances until such time a set condition is met, at which point the promotion is permanent or the promotion expires, whichever occurs first.

b. Soldiers will be reduced to their former grade upon expiration of temporary promotion by the appropriate servicing Readiness Division (RD).

c. The effective date the temporary promotion expires is the date of the reduction. The Soldier's date of rank will be the original date of rank of the former grade. Soldiers will not incur any debt if they are reduced to the previous rank.

d. Soldiers must be fully promotable except for Professional Military Education (PME) completion to qualify for the promotion. Only one temporary promotion to any grade is authorized. Soldiers must not have any record within the Army Training

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Resource and Reservation System (ATRRS) of being a no-show, failing to attend without proper authority, or previous failure for the requisite course.

e. The date of rank for all temporary promotion orders under this implementation guidance will be the 3d day of the promotion month.

f. Soldiers must be on the Permanent Promotion Recommend List (PPRL) or Order of Merit List (OML); however, integration onto the PPRL/OML does not need to be prior to start date of deployment or pregnancy/postpartum based profile.

4. Temporary promotions are authorized for TPU Soldiers who are prevented from completing mandatory PME courses to qualify themselves for promotion to the ranks of SGT through SGM when they are unable to attend PME for any of the following:

a. While deployed Outside Continental United States (OCONUS) where there is no training opportunity otherwise available.

b. While serving on a temporary profile due to pregnancy or postpartum.

c. While enrolled in the non-resident Sergeants Major Course (SMC) following graduation of the corresponding resident course.

(1) Soldier must be on the current CSM/SGM standing OML.

(2) Soldier must complete all three phases of SMC by the established graduation date in ATRRS, at which point the promotion becomes permanent. If the Soldier fails to complete the course, the Soldier will be reduced to their former grade without exception.

5. PME completion requirement.

a. Soldiers will have 36 months from their redeployment date or from the end date of the pregnancy-based profile or the start of the post-partum profile (whichever is applicable) to complete the required level of PME. Soldiers who do not complete their required PME will be reduced in rank to their former grade without exception.

b. Soldiers deployed or on a pregnancy/post-partum profile must provide supporting documentation showing they were provided the opportunity to attend the required PME. Supporting documentation may consist of the following: email from training NCO to Soldiers showing the PME opportunity with course details; ATRRS screen shot showing scheduled PME; or a memorandum for record signed by the unit First Sergeant/Command Sergeant Major (CSM) capturing PME opportunity provided to the Soldier.

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6. Procedures.

a. All Soldiers requesting temporary promotions to SGT through MSG must be slotted and serving in the higher-grade position prior to submission of the temporary promotion request. All Soldiers requesting a temporary promotion will submit Personnel Action Packet T-6-E-4 within the Personnel Actions Guide (PAG) and the appropriate Personnel Action DA Form 4187 (Personnel Action) provided as enclosures to this implementation guidance. Temporary promotion requests to SGT through MSG will be endorsed by the first CSM in the NCO support channel. Requests for temporary promotion to SGM will be endorsed by the first nominative CSM in the NCO support channel.

b. Deployed Soldiers. Deployed Soldiers will submit a temporary promotion packet through their chain of command to their servicing RD utilizing personnel action packet checklist T-6-E-4 within the PAG.

c. Pregnancy.

(1) Soldiers seeking a temporary promotion must initiate a DA Form 4187 and include a copy of a valid, pregnancy/post-partum based DA Form 3349 (Physical Profile) and submit to their unit for processing to the servicing RD.

(2) The termination date of the temporary promotion will be 36 months from the end date of the pregnancy-based profile or 36 months from the start date of the post-partum profile (whichever is applicable). Failure to complete the required level of PME within the specified 36 month timeframe will result in an NCO reverting to their former grade, without exception.

d. SMC non-resident students.

(1) MSG requesting a temporary promotion will submit a DA Form 4187 (Encl 3) through the first nominative (Major Support Command) CSM in the NCO support channel to their servicing RD for additional processing.

(2) The Senior Leader Development Office (SLDO) will verify SGM vacancy upon temporary promotion request and provide satisfactory SMC progress status to the approval authority. In addition, SLDO will monitor promotion order compliance to ensure temporarily promoted SGMs meet their PME requirement by the established time in the promotion order. If the Soldier is found non-complaint, SLDO will notify and coordinate with the RD, 7th Mission Support Command, 9th Mission Support Command, and 311th Signal Command (Theater) (SC(T)) to generate the reduction order.

7. RD, 7th and 9th Mission Support Commands, and 311th SC(T) responsibilities.

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a. Serve as the approval/disapproval authority for temporary promotions under this implementation guidance.

b. Match all deployment, pregnancy/post-partum and SMC promotion requests a valid vacancy based on the Soldier's placement on the OML in order to issue a temporary promotion.

c. **Deployment.** Produce temporary promotion order and add the following additional instructions to the orders: "This temporary promotion has taken place under Office of the Deputy Chief of Staff, G-1, DAPE-ZA memorandum (Consolidated and Updated Application of Non-Commissioned Officer Temporary Promotions), 1 November 2021. By accepting this promotion, I understand I must coordinate with unit training personnel to enroll in the required Professional Military Education (PME) as soon as possible and as required by STEP. Failure to complete the required PME within 36 months of the completion of my mobilization will result in reverting to my previous grade effective the date of expiration of this order."

d. **Pregnancy/Postpartum.** Produce temporary promotion order and add the following additional instruction: "This temporary promotion has taken place under Office of the Deputy Chief of Staff, G-1, DAPE-ZA memorandum (Consolidated and Updated Application of Non-Commissioned Officer Temporary Promotions), 1 November 2021. By accepting this promotion, I understand I must coordinate with unit training personnel to enroll in the required PME as soon as possible and as required by STEP. Failure to complete required PME within 36 months from the end date of the pregnancy-based profile or 36 months from the start date of the post-partum profile (whichever is applicable) will result in reverting to my previous grade effective the date of expiration of this order."

e. **Non-resident SMC.** Produce the temporary promotion order and add the following additional instructions: "This temporary promotion has taken place under Office of the Deputy Chief of Staff, G-1, DAPE-ZA memorandum (Consolidated and Updated Application of Non-Commissioned Officer Temporary Promotions), 1 November 2021. By accepting this promotion, I understand I must complete the Sergeants Major Course by the projected ATRRS completion date. Failure to complete required PME by the projected completion date (insert date here) will result in reverting to my previous grade effective the date of expiration of this order."

f. Distribute promotion and transfer orders (if applicable) to the Soldier, the gaining unit, and the losing unit (if applicable) to ensure communication across all parties involved. RDs will ensure orders are uploaded to the Interactive Personnel Electronic Records Management System (iPERMS). Temporary promotion orders to SGM will be copied furnished to SLDO.

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g. Develop and implement tracking mechanism(s) to ensure Soldiers meet the conditions for which their temporary promotion is based upon and automatically reduce the Soldiers to their former grade if the conditions of the temporary promotion are not met by the established date.

8. Major Subordinate Command (MSC) responsibilities. MSCs will also develop tracking mechanisms to ensure Soldiers within their command temporarily promoted under this implementation guidance meet their PME requirement by the expiration date on their promotion orders.

9. Commander/Unit Leadership Teams and Soldier responsibilities:

a. Soldiers should review their iPERMS record to ensure it is accurate. Soldiers should contact their unit Human Resource Professional or administrative personnel for any corrections required. Soldiers may increase their mileage election in accordance with their servicing RD's standard operating procedures.

b. Soldiers are required to comply with any reassignment order and contact their gaining unit as soon as possible (as applicable). Soldiers will coordinate with their unit's training personnel to enroll the first available required PME course. Units will follow current United States Army Reserve Command (USARC) G-3/7 Select, Train, Educate, Promote (STEP) guidance when enrolling Soldiers for the required PME. When scheduling and enrolling Soldiers with a DOR of the 3d day of the month for PME, unit training personnel will consider these Soldiers in the priority specified in the STEP guidance.

10. For additional information contact MSG Oscar Orellana or MSG Kelli Stovell, USARC G-1 Enlisted Management Branch at 910-570-8706/910-570-9517 or usarmy.usarc.usarc-hq.mbx.g-1-enl-promotions@mail.mil.

FOR THE COMMANDER:

- 4 Encls
1. T-6-E-4 Checklist
2. 4187- deployment
3. 4187- preg/postpartum
4. 4187- SMC

DISTRIBUTION:
(See next page)

AKERLUND.THOMAS.CHRISTOPHER.1087652315
Digitally signed by
AKERLUND.THOMAS.CHRISTOPHER.1087652315
Date: 2022.05.25 13:01:32 -0400

THOMAS C. AKERLUND
COL, AG
Deputy Chief of Staff, G-1

AFRC-PRP (600-8-19d)

SUBJECT: Implementation Guidance to Troop Program Unit (TPU) Temporary Promotion (Sergeant (SGT) through Sergeant Major (SGM))

DISTRIBUTION: A (MSCs)

7 MSC

9 MSC

311 SC (T)

ARECs:

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USARPAC

USARSOUTH

ARA:

I CORPS

III CORPS

XVIII ABC

USARJ

CF:

USARC XOs

USARC DIR/DEP/CH/ASST

OCAR Directors & Deputies

Personnel Action Packet Checklist

T-6-E-4 Process ETP for Promotion to SGT- SGM for Deferment of PME

1. SOLDIER'S NAME (Last, First MI) 2. RANK 3. EMAIL ADDRESS 4. DATE INITIATED

5. UNIT NAME 6. UIC 7. UNIT/RPAC POC RANK/TITLE NAME 8. RPAC NAME

9. POC CONTACT INFORMATION 10. GFC 11. RD 12. POC SIGNATURE

a. Phone: _____
b. Email: _____

13. REQUIRED PROCESS FLOW

a. Intermediate: _____ b. Intermediate: _____ c. Final Approval Auth: _____

14. Required Forms and Documents

1. Copy of this checklist
2. DA Form 4187 (Personnel Action)
3. Copy of current DA Form 705 and DA Form 5500/5501 (if applicable)
4. Copy of Unit Manning Roster (UMR), Deployment Manning Document (DMD), or Joint Manning Document (JMD) showing that the Soldier is currently serving in a higher grade position
5. Soldier does not have a record within ATRRS of being a no-show or failing to attend (without proper authority) the requisite PME course
6. Supporting documents showing training opportunity provided to Soldier (Deployment / Pregnancy only)

15. CERTIFYING HR STAFF MEMBER

16. HR STAFF SIGNATURE

SOLDIER'S NAME (Last, First MI) RANK

17. REMARKS

PERSONNEL ACTION

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

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code) Commander 1st CSM in NCO Support Channel	2. TO (Include ZIP Code) Readiness Division	3. FROM (Include ZIP Code) Soldier's Company Commander ENTER FULL ADDRESS
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) LAST, FIRST, MI	5. GRADE OR RANK/PMOS/AOC CURRENT RANK / MOS	6. SOCIAL SECURITY NUMBER 999-99-9999
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from _____ to _____
 _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Temporary Promotion - DEPLOYMENT
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
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SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. IAW AR 600-8-19, paragraph 1-36, request TEMPORARY promotion to (insert rank) as an exception to the provisions set forth in AR 600-8-19; specifically, without having completed mandatory Professional Military Education (PME) training set forth in paragraphs 1-11a(1), 1-29, and Table 3-3. TEMPORARY promotion is requested as it relates to DEPLOYMENT.

2. Soldier has/has not (circle or cross out one) been scheduled for PME course for next higher rank. (must list any occasions (dates) and reasons for non-attendance).

3. Soldier Statement: "I understand that upon accepting this temporary promotion, I must complete my PME requirement within 36 months after re-deployment." Redeployment date is (enter the YYMMDD).

Enclosures

1. TCS Orders/DD FM 1610
2. Soldier Record Brief (most recent)
3. Copy of UMR page/DMD page showing Soldier assigned to higher grade position

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -
 HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE COMPANY COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)
--	---------------	---------------------

15. NAME OF INDIVIDUAL		16. SSN	
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL			
AUTHORITY	a. TO Readiness Division	b. FROM Commander 1st CSM in NCO Support Channel	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS I have verified the justification for the TEMPORARY promotion; the Soldier is prepared for duties at the next higher rank. Soldier will be scheduled for PME. Through no fault of the Soldier he/she was never afforded the opportunity to attend PME and he/she meets all course prerequisites for attendance for (insert PME here).			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO Soldier's Company Commander ENTER FULL ADDRESS	b. FROM Readiness Division	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

PERSONNEL ACTION

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

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
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DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code) Commander 1st CSM in NCO Support Channel	2. TO (Include ZIP Code) Readiness Division	3. FROM (Include ZIP Code) Soldier's Company Commander ENTER FULL ADDRESS
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) LAST, FIRST, MI	5. GRADE OR RANK/PMOS/AOC CURRENT RANK / MOS	6. SOCIAL SECURITY NUMBER 999-99-9999
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from _____ to _____
 effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Temporary Promotion - Pregnancy / Postpartum
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
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SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. IAW AR 600-8-19, paragraph 1-36, request TEMPORARY promotion to (insert rank) as an exception to the provisions set forth in AR 600-8-19; specifically, without having completed mandatory Professional Military Education (PME) training set forth in paragraphs 1-11a(1), 1-29, and Table 3-3. TEMPORARY promotion is requested as it relates to pregnancy/post-partum.

2. Soldier has/has not (circle or cross out one) been scheduled for PME course for next higher rank. (must list any occasions (dates) and reasons for non-attendance).

3. Soldier Statement: "I understand that upon accepting this promotion under temporary promotions, I must complete my PME requirement 36 months after my pregnancy/ post-partum profile expires."

Enclosures

1. Soldier's DA Form 3349 (Physical Profile)
2. Soldier Record Brief (most recent)
3. UMR page showing Soldiers position of assignment to the requested grade

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -
 HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE COMPANY COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)
--	---------------	---------------------

15. NAME OF INDIVIDUAL		16. SSN	
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL			
AUTHORITY	a. TO Readiness Division	b. FROM Commander 1st CSM in NCO Support Channel	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS I have verified that the justification for the TEMPORARY promotion; the Soldier is prepared for duties at the next higher rank. Soldier will be scheduled for PME. Through no fault of the Soldier he/she was never afforded the opportunity to attend PME and he/she meets all course prerequisites for attendance for (insert PME here).			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO Soldier's Company Commander ENTER FULL ADDRESS	b. FROM Readiness Division	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

PERSONNEL ACTION

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DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code) Commander 1st Nom CSM (MSC)	2. TO (Include ZIP Code) Readiness Division	3. FROM (Include ZIP Code) Soldier's Company Commander ENTER FULL ADDRESS
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) LAST, FIRST, MI	5. GRADE OR RANK/PMOS/AOC CURRENT RANK / MOS	6. SOCIAL SECURITY NUMBER 999-99-9999
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from _____ to _____
 _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Temporary Promotion - Non-Resident SMC enrollment
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
---	---------------------

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. IAW AR 600-8-19, paragraph 1-36, request TEMPORARY promotion to (insert rank) as an exception to the provisions set forth in AR 600-8-19; specifically, without having completed mandatory Professional Military Education (PME) training set forth in paragraphs 1-11a(1), 1-29, and Table 3-3. TEMPORARY promotion is requested as it relates to Non Resident Sergeants Major Course (SMC) enrollment.

2. Soldier was integrated on the Order of Merit List on (YYMMDD). Soldier is currently enrolled/attending SMC Class XX. For example, resident class 73 starts Aug 23 and graduates Jun 24 at which point, non-resident SMC enrolled Soldiers are eligible for a temporary promotion.

3. Soldier Statement: "I understand that upon accepting this temporary promotion, I must successfully complete all phases of the SMC by the projected ATRRS completion date of (YYMMDD).

Enclosures

1. Soldier Record Brief (most recent)

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -
 HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE COMPANY COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)
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15. NAME OF INDIVIDUAL		16. SSN	
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL			
AUTHORITY	a. TO Readiness Division	b. FROM Commander 1st General Officer	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS I have verified the justification for the TEMPORARY promotion; the Soldier is prepared for duties at the next higher rank.			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO Soldier's Company Commander ENTER FULL ADDRESS	b. FROM Readiness Division	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			