

# Junior Enlisted Promotion Overview

usarmy.usarc.usarc-hq.mbx.g1-enl-promotions@army.mil

See references for step-by-step process, abbreviation definitions, and timelines

- AR 600-8-19 Enlisted Promotion and Reductions, Chapter 3
- USARC Memo dtd 28APR23 USAR TPU SGT through SGM Promotion and Evaluation Board Policy and Procedures



## BATTALION REQUIREMENT

- Conduct semi-centralized boards (in-person or virtually for board members), outside of IPPS-A, for aspiring E5s and E6s (no appearance for TPU Soldiers) at battalion level or higher at least quarterly to ensure eligible Soldiers are considered for promotion.
- Increase frequency to monthly if unit Soldiers are eligible for promotion consideration IAW Chief of Army Reserve policy.

## INDIVIDUAL SOLDIER

**Promotion Point Worksheet (PPW):** The PPW is based on documents in the system of record. Ensure Personnel Records are updated during month of consideration, and annually thru unit HR Professional/G1/S1.

**Decline Consideration:** Can opt to submit a declination statement through NCO Support Channel to request removal from the PRR.

If slated for promotion and is pin-on eligible, IPPS-A produces reassignment orders with future effective date (40-45 days out).

## HR PROFESSIONAL/G1/S1

Notify CDR to make Soldier election on the PCR by 11th day of the month.

Forward PPW of eligible Soldiers to CSM/SGM board president.

Notify promotion authority to sign board memorandum.

Enter board results onto PCR; promotion authority approves by 26th day.

**\*\*A Soldier's signature is not required on PPW for consideration\*\***

**\*\*The IPPS-A PPW is the only document required for the board\*\***

**\*\*A board can be conducted at any time during the month\*\***

## COMMANDER/CSM/1SG

**CDR (Co)/CSM/1SG:** Soldiers not recommended for promotion will be indicated using IPPS-A and counseled using DA Form 4856, providing recommendations on how to improve promotion eligibility.

**CSM:** Manage JEPB. May provide direct promotion recommendation to promotion authority in lieu of board, at this time. CSM/SGM serve as board president.

**CDR (BN):** Is the promotion authority. Recommend/Not Recommend election and approve eligible Soldiers on the PCR in IPPS-A.

