

Semi-Centralized (SGT and 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:	
11. UIC:		12. OFTS Command:		13. COMMAND CONVENING BOARD:	
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/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 DEC 2015 Version, Promotion Point 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.
		Current copy of ARB/ERB/SRB. 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 1-5 below in sequential order under the last page of this form. Do not insert numerical tabs). (Signed by the Soldier.)
	A	<u>The following items will be incorporated into the Soldiers Promotion Packet if not filed in the Soldiers Army Military Human Resource Record (AMHRR).</u>
	1.A	Current or pending Mobilization/Deployment Orders (file in sequential order with most current on top).
	1.B	Copy of all DD Forms 214/215, or NGB 22, as applicable.
	1.C	Proof of all civilian education.
	1.D	Provide security clearance and date of investigation. (Memorandum)
	1.E	Copies of NCOERs and/or signed memo from current commander explaining missing report(s). Must include as a minimum, the last 5 (Copy single sided and file most recent on top in descending order).
	1.F	Military Academic Reports for all military courses (DA Forms 1059/Certificates of Training). Include proof of all NCOES completion or waiver as applicable.
	1.G	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 overstrength 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	DESCRIPTION
	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 - SOLDIERS ON ADOS

INITIALS	DESCRIPTION
	I understand the provisions in Chapter 1, 1-29 which states Soldiers on an ADOS tour must REFRAD within 90 days to accept the promotion predicated on a TPU vacancy. The gaining TPU CDR may waive this requirement.

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 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. I also understand that I incur a 12 month service remaining requirement which is calculated from the effective date of promotion. (SSG Only)
	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	DESCRIPTION
	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/Number according to preference		Initials/Number according to preference	
/	(1)	/	(2)
	Drill Sergeant - SQI "X"		Instructor - SQI "8"
/	(3)		
	Observer Controller		

Initials are mandatory for each item below if selections were made in 2b above.

	(1)	I prefer assignment in a drill sergeant position . If no drill sergeant position is available at my sequence number, I do or do not (Circle one) wish to be promoted into a non drill sergeant position. If I elected "do not" I will not be offered a non 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:
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SECTION G - WAIVERS

1. Waivers.

Initials	Waiver Required for consideration:	To the rank of:	
	(1) BLC	SGT	NO WAIVERS AUTHORIZED
	(2) ALC	SSG	

2. Noncommissioned Officer Education System Requirement.

Initials	I have completed (circle highest level applicable):		BLC or ALC
	(1)	I understand that as a minimum, completion of Structured Self Development (SSD) 1 is a requirement for promotion consideration to SGT. Completion of SSD 1 and BLC are required for promotion pin on to SGT. I understand that as a minimum SSD 2 is a requirement for promotion consideration to SSG. Completion of SSD 2 and all phases of ALC are required for promotion pin on to SSG.	
	(2)	I understand that if recommended by the promotion board, I will remain on the promotion list unless administratively removed or promoted. 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 remain on the permanent promotion recommended list until a vacancy becomes available, I am administratively removed, or I am promoted.	

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 and agree to 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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DA 3355/PROMOTION POINT WORKSHEET

Enlisted Record Brief (ERB)

Personnel Qualification Record (PQR)

DA 705/APFT CARD

WEAPON QUALIFICATION (DA 3595, DA 85-R,
DA 88-R, DA 5704-R, DA 7304-R)

TAB A.
Current or Pending Mobilization Orders

N/A

TAB B.

DD Form 214, 215, and/or NGB 22

TAB C.
Civilian Education

TAB D.
Security Clearance Verification

TAB E.
NCOERS

TAB F.
Military Education

TAB G.
Military Awards