

ENLISTED PROMOTIONS

Proponent For Inspection: MILPO

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

- REFERENCES:
- a. AR 600-8-19, Enlisted Promotions and Reductions, 13 Sep 02
 - b. DA PAM 600-8, Management and Administrative Procedures, Aug 86
 - c. AR 25-400-2, The Modern Army Record Keeping System, 1 Oct 00

STANDARD: The standard is "T" = 90% success rate of evaluated tasks with no failed critical task. "P" = 70% success rate of evaluated task with no failed critical tasks. "U" = less than 70% success rate of evaluated task or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
1. Is a copy of AR 600-8-19, DA PAM 600-8, and AR 25-400-2 available?	All			
2. CRITICAL: Is S-1 properly screening the AAA-117 and AAA-294 and annotating the report with corrections? (DA PAM 600-8, para 3-45).	Battalion/ Brigade			
3. CRITICAL: Is S-1 accurately computing and signing waiver allocations (AAA-119) and providing data to the company commander? (AR 600-8-19, para 2-5 & 2-6, DA PAM 600-8, para 3-45)	Battalion/ Brigade			
4. Is the Battalion Commander (Promotion Authority) signing the AAA-117/119 as the reviewing authority for soldiers who are recommended for promotion to SPC with waiver(s)? (AR 600-8-19, para 2-5)	Battalion/ Brigade			
5. CRITICAL: Is the unit commander properly annotating (YES or NO), initialing and signing the AAA-117 and AAA-294 reports and returning to S-1 NLT 2 working days after receipt? (AR 600-8-19, para 2-4 & 3-13, DA PAM 600-8, para 3-45)	Company			
6. Is S-1 preparing DA Form 4187 for waiver advancements and denied automatic advancements? (AR 600-8-19, para 2-5 & DA PAM 600-8, para 3-45)	Battalion/ Brigade			
7. CRITICAL: Is S-1 submitting GRCH or flag transaction codes for those soldiers advanced with waivers and denied automatic advancement? (AR 600-8-19, para 2-3 & DA PAM 600-8, para 3-45)	Battalion/ Brigade			
8. CRITICAL: Is S-1 reviewing AAA-650 to determine completion of all transactions? (AR 600-8-19, para 2-4, DA PAM 600-8, para 3-45)	Battalion/ Brigade			
9. Is S-1 forwarding two copies of the DA Forms 4187 and one copy of the reports (AAA-117, AAA-119, AAA-294) to the MILPO by the 10 th of the month? (AR 600-8-19, para 2-4 & DA PAM 600-8, para 3-45)	Battalion/ Brigade			
10. Is the unit commander counseling soldiers who meet promotion criteria without waiver but are not recommended for promotion to SSG/SGT and forwarding to the Promotion Authority for filing? (AR 600-8-19, para 1-23, 1-26, 2-4 & 3-12)	Company			
11. Is S-1 preparing promotion certificates? (AR 600-8-19 para 1-23 & 2-4, DA Pam 600-8, para 3-45)	Battalion/ Brigade			
12. Is S-1 filing and retaining a copy of all documents (AAA-117, AAA-119, AAA-294, 4187s) IAW retention periods? (AR 600-8-19, para 2-3 & AR 25-400-2, Table B75-2)	Battalion/ Brigade			
13. CRITICAL: Is S-1 posting the AAA-242 on the bulletin board for soldiers to review monthly and is the initialed AAA-242 retained IAW retention periods? (AR 600-8-19, para 3-2)	Battalion/ Brigade			
14. CRITICAL: Are the original promotion board proceedings filed at promotion authority level? (AR 600-8-19, para 3-18)	Battalion/ Brigade			
15. CRITICAL: Are approved promotion board documents forwarded to the MILPO? (AR 600-8-19, para 3-18 & 3-19)	Battalion/ Brigade			
16. Are soldiers who are not recommended or who have not attained enough points to obtain list status counseled by the promotion authority or board president? (AR 600-8-19, para 3-18 & 3-19)	Battalion/ Brigade			

