



# Department of Defense

## INSTRUCTION

NUMBER 1320.13  
July 22, 2009

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USD(P&R)

SUBJECT: Commissioned Officer Promotion Reports (COPRs)

- References:
- (a) DoD Instruction 1320.13, "Commissioned Officer Promotion Reports (COPRs) and Procedures," June 21, 1996 (hereby canceled)
  - (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
  - (c) Section 101 and chapters 36, 1403, and 1405 of title 10, United States Code
  - (d) Secretary of Defense Memorandum, "Redelegation of Authority Under Executive Order 13358, "Assignment of Functions Relating to Certain Appointments, Promotions, and Commissions in the Armed Forces," November 17, 2008
  - (e) DoD Instruction 1320.14, "Commissioned Officer Promotion Program Procedures," September 24, 1996
  - (f) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998

1. PURPOSE. This Instruction:

- a. Reissues Reference (a) in accordance with the authority in Reference (b).
- b. Establishes policy, assigns responsibilities, and prescribes procedures for officer promotions pursuant to chapters 36, 1403, and 1405 of Reference (c). Implements annual reporting of race, gender, and ethnic statistics and posthumous reporting pursuant to Reference (d).

2. APPLICABILITY. This Instruction applies to:

- a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense.

b. The selection of commissioned officers for promotion on the Active-Duty List and the Reserve Active-Status List to the grades of First Lieutenant through Colonel in the Army, the Air Force, and the Marine Corps and Lieutenant Junior Grade through Captain in the Navy.

### 3. DEFINITIONS

a. COPRs. For the purpose of this Instruction, annual reports submitted by the Secretaries of the Military Departments to provide information to the Secretary of Defense about the commissioned officer promotion program pursuant to DoD Instruction 1320.14 (Reference (e)) and Military Service promotion opportunity and timing.

b. Other terms used in this Instruction are defined in sections 101(b) and (c) of Reference (c) and in Reference (e).

### 4. POLICY. It is DoD policy to:

a. Provide an adequate officer inventory to meet projected manpower and skill requirements for each competitive category and grade. That inventory should reflect the appropriate distribution of officers by grade, experience, and skill.

b. Provide relatively similar promotion opportunities over a period of the next 5 years in each grade and competitive category.

### 5. RESPONSIBILITIES

a. Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)). The PDUSD(P&R), under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, shall:

(1) Oversee the preparation of COPRs.

(2) Retain information in Military Department COPRs.

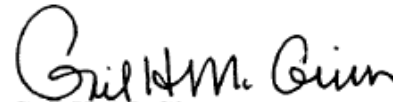
b. Secretaries of the Military Departments. The Secretaries of the Military Departments shall:

(1) Ensure compliance with this Instruction and References (c) and (e).

(2) Develop and issue written procedures, including regulations, to implement this Instruction.

(3) Submit COPRs according to the enclosure to this Instruction by January 15 of each year.

6. PROCEDURES. The purpose, procedures, and formats for COPRs are provided in the enclosure to this Instruction.
  
7. INFORMATION REQUIREMENTS. The annual reporting requirement in paragraph 5.b.(3) of the front matter of this Instruction has been assigned Report Control Symbol DD-P&R(A)1621 in accordance with DoD 8910.1-M (Reference (f)).
  
8. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.
  
9. EFFECTIVE DATE. This Instruction is effective immediately.



Gail H. McGinn  
Deputy Under Secretary of Defense (Plans)  
Performing the Duties of the  
Under Secretary of Defense  
(Personnel and Readiness)

Enclosure  
Procedures

ENCLOSURE

PROCEDURES

1. COPRs

a. Purpose. COPRs are designed to:

(1) Provide narrative descriptions of Military Service promotion policy issues and report results of certain actions required by Reference (e).

(2) Provide a statistical summary of Service promotion opportunity and timing compared to DoD guidelines in paragraph 1.c of this enclosure; race, gender, and ethnic promotion rates; and use of posthumous commission authority.

b. Format

(1) Narrative Summary

(a) The Military Department concerned shall provide an overview of commissioned officer promotion policy and its relationship to projected commissioned officer requirements. The various competitive categories established by the Secretary of the Military Department concerned shall be identified and described. The report shall include separate sections for officers on the Active-Duty List and the Reserve Active-Status List.

(b) The summary shall contain comments on the promotion opportunity and timing for each competitive category in the Military Department concerned in comparison to the objectives in paragraph 1.c.(1) of this enclosure.

(c) The summary shall include a report of the results of the interviews conducted and the reviews of administrative briefings conducted by the Secretary of the Military Department concerned as required by Reference (e).

(d) The summary shall include a verification that all officers who serve as board recorders for boards during that fiscal year (FY) have completed the program of instruction required by Reference (e).

(2) Report of Statistics. The Military Department concerned shall provide commissioned officer selection and promotion statistics in the format prescribed in DD Forms 2942-1, "Commissioned Officer Selection and Promotion Statistics – Promotions By Competitive Category;" 2942-2, "Commissioned Officer Selection and Promotion Statistics – Promotions By Race, Gender, and Ethnicity;" and 2942-3, "Commissioned Officer Selection and Promotion Statistics – Posthumous Commission Report." (See appendixes to this enclosure for samples.) Each shall be provided as a separate attachment to the Military Department forwarding memorandum.

c. Objectives

(1) While the process of promoting to fill requirements in the grades identified in the table in this enclosure by competitive category may result in different promotion timing and opportunity for certain competitive categories, promotion opportunity in a category shall be relatively similar over a period of the next 5 years. Promotion of officers serving on the Active Duty List under the promotion timing and minimum opportunity provided in the table in this enclosure is desirable.

(2) It is recognized that promotion opportunity and timing, as determined by the Secretary of the Military Department concerned, may vary from those targets based on needs. For Reserve Component officers, promotions are based on force requirements; the Secretary of the Military Department concerned shall determine the timing and opportunity variables for promotion.

d. Reporting

(1) All material in COPRs shall be unclassified.

(2) COPRs shall be submitted to the Office of the Deputy Under Secretary of Defense (Military Personnel Policy) (Officer and Enlisted Personnel Management).

**2. PROCEDURES FOR PROVIDING FACTUAL SUMMARIES TO PROMOTION SELECTION BOARDS**

a. Besides the information permitted by subparagraph 6.1.3.2.1. of Reference (e), selection boards may consider automated computer summaries of information in an eligible officer's official military personnel record, as defined in regulation by the Secretary of the Military Department concerned.

b. Selection boards are also authorized to consider factual summaries of information permitted by subparagraph 6.1.3.2.4. of Reference (e) to ease the work of the board. The Secretary of the Military Department concerned shall establish procedures to govern the preparation of such summaries, including the requirement for the Secretary to designate in writing those persons or offices who may prepare the summaries.

Table. Desired Active Duty List Promotion Timing and Opportunity

DESIRED ACTIVE-DUTY LIST PROMOTION TIMING AND OPPORTUNITY		
TO GRADE	TIMING <sup>1,2</sup>	OPPORTUNITY <sup>1</sup>
O-4	10 Years +/- 1 Year	80 Percent
O-5	16 Years +/- 1 Year	70 Percent
O-6	22 Years +/- 1 Year	50 Percent
<sup>1</sup> Promotion timing and opportunity are defined in Reference (e). <sup>2</sup> Years of commissioned military service plus all entry grade credit.		

## Appendixes

1. DD Form 2942-1, "Commissioned Officer Selection and Promotion Statistics – Promotions By Competitive Category"
2. DD Form 2942-2, "Commissioned Officer Selection and Promotion Statistics – Promotions By Race, Gender, and Ethnicity"
3. DD Form 2942-3, "Commissioned Officer Selection and Promotion Statistics – Posthumous Commission Report"

APPENDIX 1 TO ENCLOSURE

SAMPLE DD FORM 2942-1, "COMMISSIONED OFFICER SELECTION AND PROMOTION STATISTICS - PROMOTIONS BY COMPETITIVE CATEGORY"

COMMISSIONED OFFICER SELECTION AND PROMOTION STATISTICS - PROMOTIONS BY COMPETITIVE CATEGORY												REPORT CONTROL SYMBOL DD-P&R(A)1621			
1. SERVICE				2. COMPONENT				3. FOR FISCAL YEAR							
S A M P L E															
4. BOARD/COMPETITIVE CATEGORY (See Note 1)															
a. PAY GRADE		b. PROMOTION OPPORTUNITY %	c. IN THE PROMOTION ZONE (See Note 2)			d. BELOW THE PROMOTION ZONE (See Note 2)			e. ABOVE THE PROMOTION ZONE (See Note 2)			f. NO. SELECTED FOR CONTINUATION (See Note 2)			g. PROMOTION TIMING (See Note 3) IN THE PROMOTION ZONE (Years - Months)
FROM	TO		NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	
O-5	O-6														
O-4	O-5														
O-3	O-4														
O-2	O-3														
5. BOARD/COMPETITIVE CATEGORY (See Note 1)															
FROM	TO	b. %	c.			d.			e.			f.			g. (Years - Months)
FROM	TO	%	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	
O-5	O-6														
O-4	O-5														
O-3	O-4														
O-2	O-3														
6. BOARD/COMPETITIVE CATEGORY (See Note 1)															
FROM	TO	b. %	c.			d.			e.			f.			g. (Years - Months)
FROM	TO	%	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	
O-5	O-6														
O-4	O-5														
O-3	O-4														
O-2	O-3														
7. BOARD/COMPETITIVE CATEGORY (See Note 1)															
FROM	TO	b. %	c.			d.			e.			f.			g. (Years - Months)
FROM	TO	%	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	
O-5	O-6														
O-4	O-5														
O-3	O-4														
O-2	O-3														
<p><b>Note 1.</b> To be completed for each competitive category. Show data for selection boards convened during the fiscal year.</p> <p><b>Note 2.</b> Show the number considered for promotion in the "No. Con" column, the number selected for promotion in the "No. Sel" column, and the number selected divided by the number considered (expressed as a percentage) in the "% Sel" column.</p> <p><b>Note 3.</b> Show promotion timing for promotions that occurred during the fiscal year. For competitive categories not authorized constructive service credit, show the 12-month average of the total Federal commissioned service of the last "due-course" officer promoted during each month of the FY. For competitive categories authorized constructive service credit, show the 12-month average of the total commissioned service plus constructive service credit of the last "typical" officer promoted during each month of the FY. The Active Components use total active Federal commissioned service and the Reserve Components use total Federal commissioned service.</p>															

APPENDIX 2 TO ENCLOSURE

SAMPLE DD FORM 2942-2, "COMMISSIONED OFFICER SELECTION AND PROMOTION STATISTICS – PROMOTIONS BY RACE, GENDER, AND ETHNICITY"

COMMISSIONED OFFICER SELECTION AND PROMOTION STATISTICS - PROMOTIONS BY RACE, GENDER AND ETHNICITY						REPORT CONTROL SYMBOL DD-P&R(A)1621			
1. SERVICE		2. COMPONENT				3. FOR FISCAL YEAR			
<p>Note 1. To be completed for each competitive category and grade. Show data for selection boards convened during the fiscal year.</p> <p>Note 2. Race, gender and ethnic statistics will be reported by minority categories as specified in DoD Directive 1350.2 or other categories as specified by the Under Secretary of Defense for Personnel and Readiness or the Office of the Under Secretary of Defense for Personnel and Readiness. Race and ethnic categories will be broken out separately.</p>									
4. BOARD/COMPETITIVE CATEGORY						S A M P L E			
5. RACE	a. FEMALE			b. MALE			c. TOTAL FEMALE AND MALE		
	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL
(1) AMERICAN INDIAN/ALASKA NATIVE									
(2) ASIAN									
(3) BLACK OR AFRICAN AMERICAN									
(4) NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER									
(5) WHITE									
(6) MULTIPLE RACE CODES									
(7) TOTAL									
6. ETHNICITY	a. FEMALE			b. MALE			c. TOTAL FEMALE AND MALE		
	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL
(1) HISPANIC/LATINO									
(2) NOT HISPANIC/LATINO									
(3) TOTAL									
7. BOARD/COMPETITIVE CATEGORY									
8. RACE	a. FEMALE			b. MALE			c. TOTAL FEMALE AND MALE		
	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL
(1) AMERICAN INDIAN/ALASKA NATIVE									
(2) ASIAN									
(3) BLACK OR AFRICAN AMERICAN									
(4) NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER									
(5) WHITE									
(6) MULTIPLE RACE CODES									
(8) TOTAL									
9. ETHNICITY	a. FEMALE			b. MALE			c. TOTAL FEMALE AND MALE		
	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL	NO. CON	NO. SEL	% SEL
(1) HISPANIC/LATINO									
(2) NOT HISPANIC/LATINO									
(3) TOTAL									



