



Promotion Point Worksheet User Manual

21 June 2012 Version 4

Send recommended changes to:
Junior Enlisted Promotions

usarmy.knox.hrc.mbx.taqd-jr-enlisted-promotions@mail.mil

HRC-Fort Knox, KY




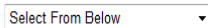

Promotion Point Worksheet website: <https://www.hrcapps.army.mil/ppw>

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Table 1 – Critical Definitions

These definitions and buttons will be used throughout this manual.

| | | |
|---|--|---|
| A | Status | <p>Soldier current status on the promotion standing list - If fully eligible and integrated, the Soldier will show “Recommended E5” or “Recommended E6”. If a Soldier is not eligible for integration or has not been integrated the status will reflect “Not Recommended”. NOT ELIGIBLE will display for SPC – SGT that do not meet eligibility requirements per AR 600-8-19.</p> <p>RECOMMENDED GRADE: Will display “NOT RECOMMENDED” when the status is NOT ELIGIBLE.</p> |
| B | Reason | <p>Soldier’s eligibility reason for integration onto the promotion standing list:</p> <p>If reason is “eligible” then the Soldier is fully qualified for integration upon recommendation by the promotion board.</p> <p>If the reason is other than eligible (i.e. TIS, TIG, RANK, APFT, MIL_TNG) the Soldier cannot be integrated onto the promotion standing list until this disqualifying factor is met.</p> |
| C | Month APFT will Expire: | <p>eMILPO reports the APFT expiration date by year and month. The number of days denotes when the PPW will automatically remove the Soldier from the Promotion Standing List.</p> |
| D | Weapons Expires on: | <p>eMILPO reports the Weapons Qualification expiration date by year, month and day. The number of days denotes when PPW will automatically remove the points from the calculation.</p> |
| E |  | <p>To view most recent data in an unofficial PPW record that is not updated in EDAS.</p> |
| F | <p>Previous Records:</p>  | <p>To View previous Official PPW records. The current date is the last record. This is only available to the Soldier.</p> |
| G |  <p>NEW!</p> | <p>Optional button. Only available to preview point adjustments when changes to policy dictate.</p> |

Soldiers ERB Key Promotion Items

The Promotion Point Worksheet (PPW) is the Army's upgrade to an automated system that supports a paperless promotion point computation. The PPW uses the Soldiers personnel record in The Electronic Military Personnel Office (eMILPO) and the Army Training Requirements and Resources System (ATRRS) to calculate the amount of Promotion Points earned. Under this promotion system, it is imperative that Soldiers ensure that their Enlisted Records Brief (ERB) is accurate. Below is a list of key items that Soldiers should familiarize themselves with regarding their promotion status and applicable points. **[Figure 1(A)-(M)].**

- | | | |
|------------------------|--------------------------|----------------------------|
| (A) Combat Experience | (B) Language | (C) MEL/MES |
| (D) Civilian Education | (E) APFT Score/Date | (F) Promotion Points/Date |
| (G) Promotion MOS | (H) Resident Courses | (I) Awards and Decorations |
| (J) Weapons Qual/Date | (K) Correspondence Hours | (L) Duty Position |
| (M) Flags | | |

| ENLISTED RECORD BRIEF | | | | | | | | | | | | | | | |
|---|-----------|---------------------------|---------|--|----------------------------|-----|-------------|--|--------------------|-----|----------------------|--|--|--|--|
| BRIEF DATE 20111116 | | NAME Doe, John | | | RANK - DOR SGT 20080101 | | PMOS 99A | | SSN XXX-XX-9999 | | COMPONENT REGULAR | | | | |
| SECTION I - Assignment Information | | | | SECTION II - Security Data | | | | SECTION III - Service Data | | | | SECTION IV - Personal/Family Data | | | |
| OS/Deployment Combat Duty | | | | PSI Status T8-4C Fid Det PS Stat NONE | | | | BASD 20010201 PEBD 20040902 BESD 20040902 | | | | Date of Birth 19860913 Birthplace NJ | | | |
| Start-End Date CT MO YR | | | | PSI Invest INIT | | | | ETS 20131023 DIEMS 20040727 Reent Elig/Prohib 10 | | | | Country of Citz US Sex/Race Female/White | | | |
| 20080901-20090827 IZ 12 3 C | | | | PSI Invest Compl 20100916 | | | | # Days Lost | | | | No of Dependent Adults/Children 1/1 | | | |
| 20091205-20091115 IZ 12 1 C | | | | SECTION V - Foreign Language | | | | DOR PVT P/2 PFC SPC - CPL | | | | Religion BAPT CH OTHER | | | |
| C 2 24 | | | | Language Read Listen Speak | | | | 20020101 20040101 20060101 | | | | Marital Status MARRIED | | | |
| O 0 0 | | | | | | | | SGT SSG SFC MSG - 1SG | | | | Spouse Birthplace/Citiz AUS | | | |
| R 1 12 | | | | | | | | DOR 20080101 | | | | PULHES 111111 Height/Weight 72/175 | | | |
| TOT: 36 | | | | | | | | DOR SGM - CSM | | | | MRC2 DR | | | |
| Dwell Time | | | | | | | | SECTION VII - CIVILIAN Education | | | | EFMP Dt | | | |
| Start 20090827 | | | | | | | | Level Completed 4 YRS HS Yr 2004 | | | | #Cmd Sponsored 0 | | | |
| Month - Days 27 Mo 2 Days | | | | | | | | Institution DISG HIGH SCHOOL DIPLOMA | | | | Physical Category A | | | |
| DEROS | | | | | | | | Discipline | | | | Last Physical Exam 20101105 | | | |
| DROS | | | | | | | | Institution Yr | | | | APFT TRF Score 201105/PASS/294 | | | |
| Date Dependents Arrived OS | | | | DLAB | | | | Number Of Semester Hours Completed 33 | | | | MIRB Results/Dt | | | |
| PMOS 99A SOI 0 | | | | SECTION VI - Military Education | | | | Technical Certification | | | | Home of Record COLUMBIA, SC | | | |
| SMOS PDSI/YRMO / | | | | MEL/MES WARRIOR LDR/GRADUATED | | | | Course Name Dt Certified Dt Expires | | | | Mailing Address | | | |
| Bonus MOS ASI 00 | | | | Course ACH Year | | | | ARCOM 3 | | | | MIL Spouse SSN/MPC XXXXX0992/ E | | | |
| Bonus Enlist Elig Dt | | | | DIGITAL TRN MGMT SYS 2011 | | | | AGCM 2 | | | | Svc Comp / DoD R/A | | | |
| Promotion Points/YRMO 530 201111 | | | | BUS DRIVER CRS 2011 | | | | NCSM 2 | | | | Emergency Data / Verified Date 20100804 | | | |
| Prev Promotion Points/YRMO 522 201108 | | | | MNT STD ARMY (SAMS-1) 2010 | | | | ICM-CS 2 | | | | SECTION X - Remarks | | | |
| Prom Seq# Prom Select Dt | | | | MASTER DRIVER TRAINER 2010 | | | | GWTSM 1 | | | | HIV YRMO 201106 | | | |
| Promotion MOS 99A | | | | COMBATIVES LEVEL 1 2010 | | | | NORCR 1 | | | | RGMAT AFL CORPTC | | | |
| ASVAB Test # / Dt ASVAB 10 / 20040902 | | | | COMBAT LIFE SAVERS CRS 2008 | | | | ASR 1 | | | | Date Last Photo | | | |
| GT 113 ELEC 107 FOOD 106 TECH 110 | | | | WARRIOR LEADER CRS 2008 | | | | COA 1 | | | | TRCMBD5 CPO5CD TRCUAD FYCAL | | | |
| ADMIN 115 FA 108 COMMO 109 | | | | DEF MARKING FOR SHIP 2007 | | | | CAB DMB-DWV 1 | | | | | | | |
| CMBT 108 MECH 102 MAINT 105 | | | | DEF BASIC PRESV/PACK 2006 | | | | | | | | | | | |
| Delay Separation Reason | | | | ACTION OFCR DEVRT CRS 2006 | | | | | | | | | | | |
| AEA / Dt | | | | FIELD SAN TEAM CERT 2005 | | | | | | | | | | | |
| Flag Code | | | | BMO 20110428/DA FORM 5790-R (M16)37 | | | | | | | | | | | |
| Flag Start Dt | | | | Correspondence CRS Total # Hrs 235 | | | | | | | | | | | |
| Flag Expiration Dt | | | | | | | | | | | | | | | |
| Date of Loss | | Date of Last PCS 20100406 | | SECTION IX - Assignment Information | | | | Date of Last NCOER 20110410 | | | | | | | |
| ASGT | FROM | MO | UNIT NO | ORGANIZATION | STATION | LOC | COMB | DUTY TITLE | DMOS | ASI | LANG | | | | |
| PROJ | Current | 20110610 | 999999 | 0501CSCO A | FT BLISS | US | FC | HEAVY VEHICLE DRIVER | 99A2PO | 00 | YY | | | | |
| | 1st Prev | 20100515 | 14 | 999999 | FT BLISS | US | FC | SR VEH DRIVER | 99A2PO | 00 | YY | | | | |
| | 2nd Prev | 20070207 | 38 | 999999 | FT HOOD | US | FC | HEAVY VEHICLE DRIVER | 99A2PO | 00 | YY | | | | |
| | 3rd Prev | 20050119 | 26 | 999999 | FT HOOD | US | FC | HET VEHICLE DRIVER | 99A2PO | 00 | YY | | | | |
| | 4th Prev | 20040910 | 4 | 999999 | CS BN QM CO DIV | | | HEAVY VEHICLE DRIVER | 99A2PO | 00 | YY | | | | |
| | 5th Prev | | | | CO E 2-10TH INF | | | | | | | | | | |
| | 6th Prev | | | | | | | | | | | | | | |
| | 7th Prev | | | | | | | | | | | | | | |
| | 8th Prev | | | | | | | | | | | | | | |
| | 9th Prev | | | | | | | | | | | | | | |
| | 10th Prev | | | | | | | | | | | | | | |
| | 11th Prev | | | | | | | | | | | | | | |
| | 12th Prev | | | | | | | | | | | | | | |
| | 13th Prev | | | | | | | | | | | | | | |
| | 14th Prev | | | | | | | | | | | | | | |
| | 15th Prev | | | | | | | | | | | | | | |
| | 16th Prev | | | | | | | | | | | | | | |
| | 17th Prev | | | | | | | | | | | | | | |
| | 18th Prev | | | | | | | | | | | | | | |
| | 19th Prev | | | | | | | | | | | | | | |
| | 20th Prev | | | | | | | | | | | | | | |
| | 21st Prev | | | | | | | | | | | | | | |
| | 22nd Prev | | | | | | | | | | | | | | |
| | 23rd Prev | | | | | | | | | | | | | | |
| | 24th Prev | | | | | | | | | | | | | | |

Figure 1 - ERB Key Promotion Areas

NOTE: It is the Soldier's Responsibility to ensure that the ERB is accurate and current; Record maintenance is a unit level responsibility. Soldiers should see their S1 for more information on how to read the ERB.

PART ONE – Soldiers Access to the PPW

Section A - Access Instructions to the PPW

1. AKO website: <https://www.us.army.mil/> Located under Army Links in AKO, click on Enlisted Promotions, see [Figure 2].

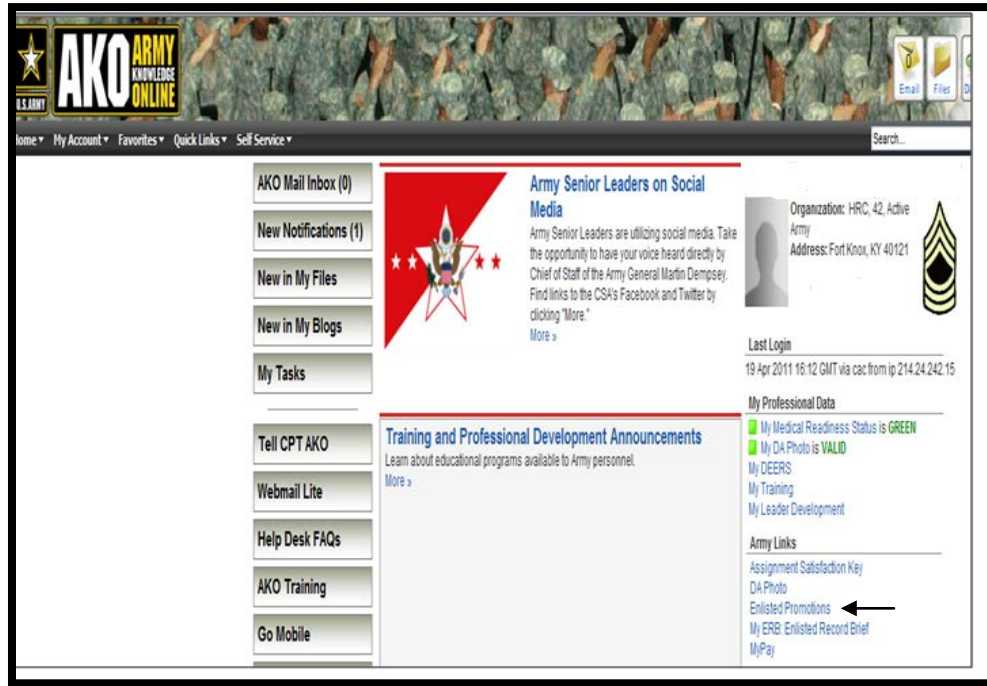


Figure 2- Soldier Log on AKO Portal

2. Soldiers can log in by using the PPW link found on the HRC Promotion's Website: <https://www.hrc.army.mil/site/Active/select/Enlisted.htm> see [Figure 3].

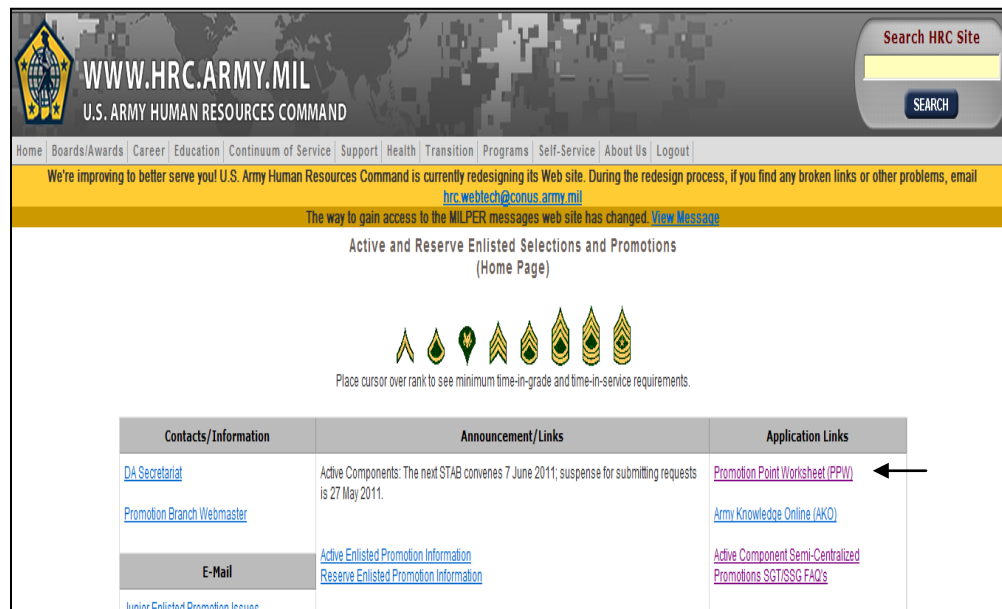


Figure 3 - HRC Promotions Website

3. The PPW login screen will appear. Read the warning message. At the bottom of the screen, check the box left of submit, then click the submit button, see [Figure 4].

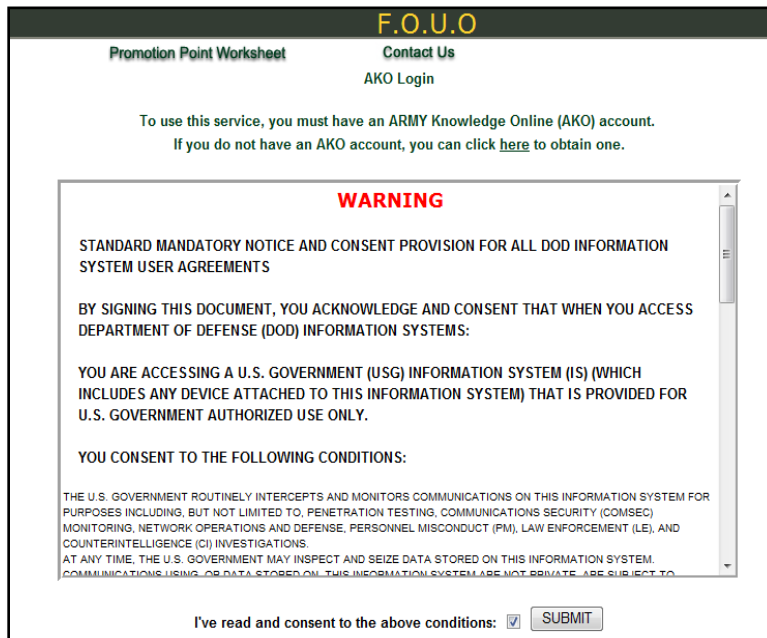


Figure 4 – Warning Message

4. Use the DoD-Approved Certificate Login or type in your AKO username and password, then click submit, see [Figure 5].

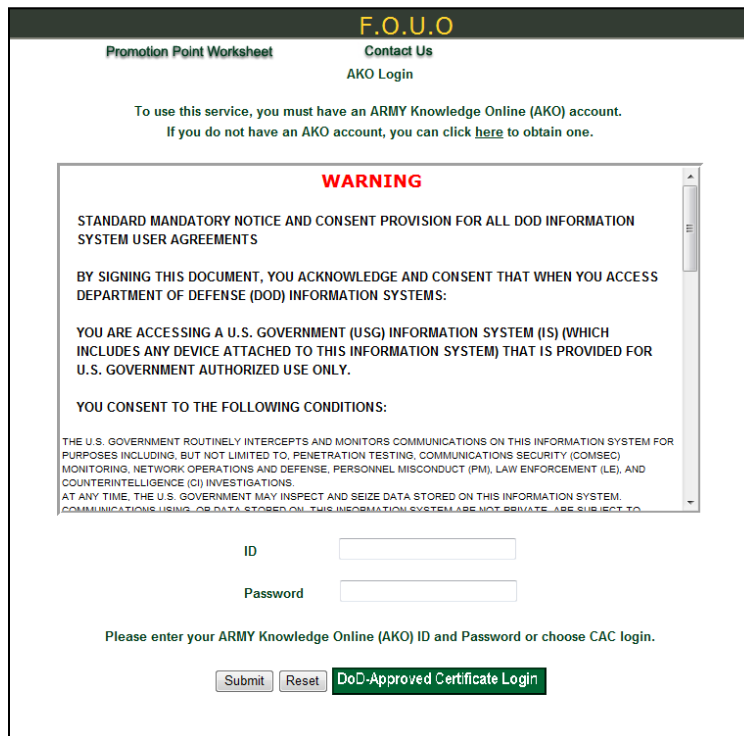


Figure 5 – Login

5. The digital certificate screen will appear. Select the appropriate certificate and then click ok, see **[Figure 6]**.

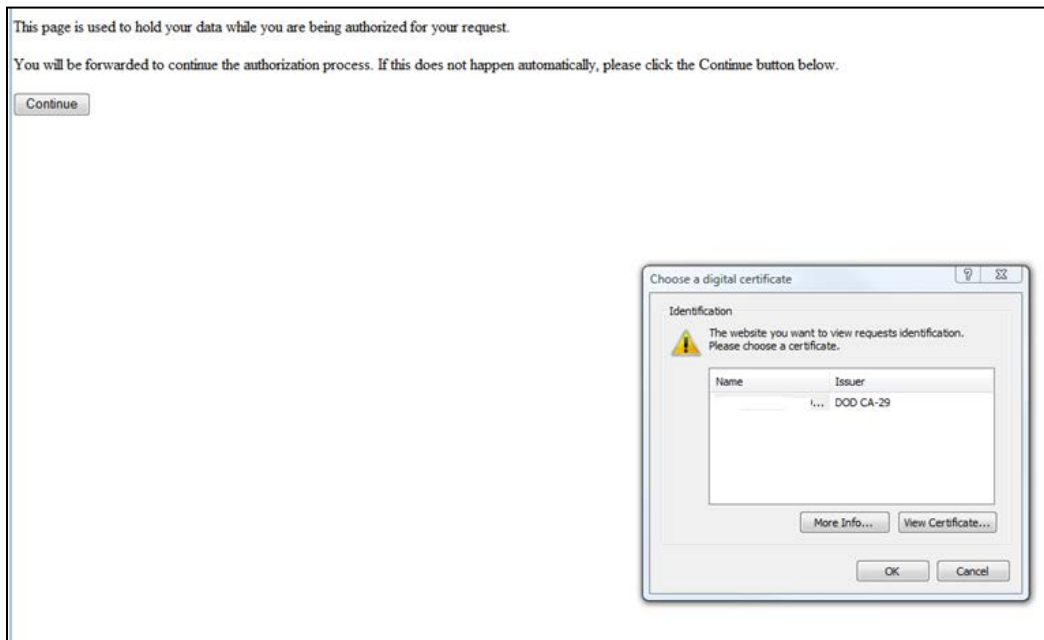


Figure 6 – Digital Certificate

6. The ActivClient login screen will appear. Type in your pin and then click ok. At the notification screen, press continue.

Section B – Soldiers View

1. After the Soldier logs in, the PPW records screen will be visible. Upon accessing this screen, there are various types of forms, which will be available to the Soldier. The type of form (Official Record or Unofficial Record, see [Table 1] for definitions), accessed is dependent on the option that the Soldier selects from the PPW records screen, see [Figure 8(D)]. If there are any discrepancies, within your PPW record contact your unit S1 for assistance.

A. Unofficial PPW Record: The unofficial PPW copy is a snapshot of Soldiers' points most commonly used when Soldiers are not eligible or previously eligible and removed. This can be accessed by selecting the "New Unofficial PPW" button, see [Figure 8(A)]. The "Unofficial Copy" identifies a record, which is not part of the Soldiers official promotion point history in EDAS.

B. Previous Record: To access the Official PPW Record use the drop down menu, see [Figure 8(B)]. Upon selecting, a particular effective date PPW will report the official points at that particular period in time. Official Records will only contain the header "Official Copy", "Previously Transmitted" or "Archived". These records are part of the Soldiers Official promotion point history recorded in EDAS and become part of the Soldiers official Record.

C. Future Point Adjustment: This option will only be available when changes in policy are forthcoming, which will affect a considerable population on a future date see [Figure 8(C)].

(A) → New Unofficial PPW

(B) → Previous Records: Select From Below

(C) → View Upcoming PPW Pts Adjustment

(D) → UNOFFICIAL COPY

Attention:

Updates to eMilpo normally process to PPW within 24-48 hours.
*The PPW will automatically remove you from the Promotions Standing List on the last day of the month that your APFT expires. It is your responsibility to ensure that your record is correct and it is a unit level responsibility to update your record. See your S1 for assistance.

| | | | | |
|--|-------------------|--------------------|---|--------------------------------------|
| 1. Name Doe, John | 2. Last 4 9999 | 3. DOR 20080901 | 4. BASD 20060523 | 5. Points Effective Date 20111115 |
| 6. Organization 193 INF BDE TNG HHD | | 7. PMOS 42A | 8. Status (Reason) UNOFFICIAL RECORD | |

SECTION A - MILITARY TRAINING (255 Maximum Points)

Army Physical Fitness Test (APFT), Weapons Qualification, Combat Experience

| | | | |
|--|------------------|----------------|----|
| 1. Army Physical Fitness Test (APFT) (must be within 12 months) 100 Maximum Points | | | |
| Latest Date: 20110501 | Total Score: 280 | Points Awarded | 85 |
| 2. Weapons Qualification (must be within 24 months) 100 Maximum Points | | | |
| DA Form Used: DA FORM 5790-R (M16) | | | |
| Latest Date: 20110430 | Total Hits: 29 | Points Awarded | 52 |

3. Combat Experience (2 pts per month) 60 Maximum Points

Figure 8 - Soldier View

2. In addition to the type of form, Soldiers may see two different versions of the PPW form. See [Figure 9] and [Figure 10] for an example of the PPW forms used for promotion effective dates of 1 June 2011 - 1 December 2011. See [Figure 11] and [Figure 12] for an example of PPW forms used for promotions effective 1 January 2012 and thereafter.

OFFICIAL RECORD

| PROMOTION POINT WORKSHEET (PPW) DEVELOPMENTAL/SELF-ASSESSMENT TOOL PROMOTION TO SERGEANT (SGT/E5) | | | | | |
|---|-----------------|----------------------|-------------------|-------------|-------------------|
| PROMOTION POINTS REFLECTED ON THIS WORKSHEET ARE BASED ON INFORMATION CONTAINED WITHIN THE PERSONNEL DATABASE (TAPDB). IF THESE POINTS DO NOT REFLECT WHAT YOU BELIEVE IS CORRECT - IT IS YOUR RESPONSIBILITY TO PROVIDE OFFICIAL DOCUMENTS TO YOUR SERVICING S-1 SO YOUR RECORDS CAN BE UPDATED. USE THIS WORKSHEET TO HELP YOURSELF FOCUS ON | | | | | |
| 1. NAME | 2. LAST 4 (SSN) | 3. DATE (YYYYMMDD) | | | |
| 4. ORGANIZATION | 5. PMOS | 6. RECOMMENDED GRADE | | | |
| SECTION A - MILITARY TRAINING (340 Maximum Points) | | | | | |
| 1. ARMY PHYSICAL FITNESS TEST (APFT) 160 Maximum Points | | | | | |
| a. LATEST APFT DATE (YYYYMMDD) | b. RAW SCORES | | | | c. POINTS AWARDED |
| | PUSH-UPS | SIT-UPS | RUN | TOTAL SCORE | |
| 2. WEAPONS QUALIFICATION 160 Maximum Points | | | | | |
| a. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD) | b. DA FORM USED | c. TOTAL HITS | d. POINTS AWARDED | | |
| 3. COMBAT EXPERIENCE (2 points per month of operational combat deployment) 30 Maximum Points | | | | | |
| a. TOTAL MONTHS DEPLOYED | | | | | b. POINTS AWARDED |
| 4. TOTAL MILITARY TRAINING POINTS AWARDED | | | | | a. POINTS AWARDED |
| SECTION B - ADMINISTRATIVE POINTS (460 Maximum Points) | | | | | |
| 1. AWARDS, DECORATIONS, BADGES, CERTIFICATE OF ACHIEVEMENT (COA) AND AIRBORNE ADVANTAGE 125 | | | | | |
| Maximum Points: COA - Awarded 5 points per COA, limited to 20 maximum points. Airborne Advantage points - Soldiers possessing airborne qualifications, assigned to an authorized airborne position, while receiving Hazardous Duty Incentive Pay (Parachute Duty Pay) associated with that position, receive additional points (WITHOUT REGARD TO THE MAXIMUM POINTS) | | | | | |
| a. TOTAL POINTS AWARDED | | | | | b. POINTS AWARDED |

Figure 9 – Version 1 PPW Form [1 June 2011 - 4 Dec 2011] (Front)

OFFICIAL RECORD

| | |
|---|-------------------|
| NAME | LAST 4 (SSN) |
| SECTION B - ADMINISTRATIVE POINTS (continued) | |
| 2. MILITARY EDUCATION - 260 Maximum Points Non-Commissioned Officer Education System (NCOES) Courses, Army Correspondence Course Program (ACCP), and Formal Military Training | |
| a. Non-Commissioned Officer Education System (NCOES) Courses (Including achievements) GRADUATES OF WLC EARN 80 PROMOTION POINTS | |
| b. Formal Military Training (Courses formally listed in ATRRS; DA Form 87 limited to Soldier Training Courses in AR 350-1; Tab-producing courses) | |
| c. Army Correspondence Course Program (ACCP), Distance Learning and Army e-Learning courses. No points awarded until courses are complete (no sub-courses). | |
| d. TOTAL MILITARY EDUCATION POINTS EARNED → | e. POINTS AWARDED |
| 3. CIVILIAN EDUCATION - 75 Maximum Points Semester Hour (SH) earned is 1 point (refer to AR 600-8-19 for definition/conversion to SH) Degree Completion - 10 maximum points College Level Examination Program (CLEP) - 1 pt per credit hour Technical Certifications - 10 points per certification, limited to 50 maximum points | |
| a. TOTAL CIVILIAN EDUCATION POINTS EARNED → | b. POINTS AWARDED |
| SECTION C - TOTAL POINTS | |
| 1. TOTAL MILITARY TRAINING POINTS EARNED (Section A, Box 4a) 340 Maximum Points | b. POINTS AWARDED |
| 2. TOTAL ADMINISTRATIVE POINTS EARNED (Section B, Boxes 1b+2e+3b) 460 Maximum Points | b. POINTS AWARDED |
| 3. TOTAL PROMOTION POINTS EARNED - 800 Maximum Points (Section C, Boxes 1b+2b) | b. POINTS AWARDED |

Figure 10 - Version 1 PPW Form [1 June 2011 - 4 Dec 2011] (Back)

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PROMOTION POINT WORKSHEET (PPW) DEVELOPMENTAL/SELF-ASSESSMENT TOOL PROMOTION TO SERGEANT (SGT/E5)

Reference AR 600-8-19

All data used in PPW comes from eMILPO. Updates from eMILPO may take up to 24-48 hours to hit PPW.

It is the Soldier's responsibility to ensure this data is correct and report errors to the S1 for correction or update immediately.

| | | | | |
|--|-----------|--------------|--------------------|--------------------------|
| 1. Name | 2. Last 4 | 3. DOR | 4. BASD | 5. Points Effective Date |
| 6. Organization | | 7. PMOS | 8. Status (Reason) | |
| SECTION A - MILITARY TRAINING (340 Maximum Points) | | | | |
| Army Physical Fitness Test (APFT), Weapons Qualification, Combat Experience | | | | |
| 1. Army Physical Fitness Test (APFT) <i>(must be within 12 months)</i> 160 Maximum Points | | | | |
| Latest Date: | | Total Score: | Points Awarded | |
| 2. Weapons Qualification <i>(must be within 24 months)</i> 160 Maximum Points | | | | |
| DA Form Used: | | | | |
| Latest Date: | | Total Hits: | Points Awarded | |
| 3. Combat Experience (2 pts per month) 30 Maximum Points | | | | |
| Months Deployed: | | | | |
| Section A - Total Military Training Points —————→ | | | | |
| SECTION B - AWARDS AND DECORATIONS (155 Maximum Points Including Airborne Advantage) | | | | |
| Awards, Decorations, Badges, Certificate of Achievement (COA) And Airborne Advantage | | | | |
| 1. Awards, Decorations, Badges and COA's (limit 4 COA) 125 Maximum Points | | | | |
| | | | | |
| 2. Airborne Advantage - <i>Soldiers possessing airborne qualifications, assigned to an authorized airborne position, while receiving Hazardous Duty Incentive Pay (Parachute Duty Pay)</i> 30 Maximum Points | | | | |
| | | | | Points Awarded |
| Section B - Total Awards and Decorations Points —————→ | | | | |

Figure 11 – Version 2 PPW Form [as of 5 December 2011] (Front)

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| | |
|--|--|
| Name: | Points Effective Date: |
| SECTION C - MILITARY EDUCATION (260 Maximum Points) | |
| Professional Military Education (NCOES), Resident Military Training and Computer Based Training | |
| 1. Professional Military Education (NCOES + Academic and/or Leadership Achievements) 104 Maximum Points | |
| Points Awarded | |
| 2. Resident Military Training (ATRRS Courses; DA Form 87 limited to Soldier Training Courses in AR 350-1; Tab-producing courses) 78 Maximum Points | |
| Points Awarded | |
| 3. Computer Based Training (Army Correspondence Course Program (ACCP), Distance Learning (DL) & Army e-Learning courses -No Sub-Courses) | |
| Completed Hours: | Points Awarded |
| Section C - Total Military Education Points → | |
| SECTION D - CIVILIAN EDUCATION (75 Maximum Points) | |
| College Credit, College Level Examination Program (CLEP), Technical Certifications, Defense Language Proficiency Test (DLPT) and Degree Completion Credit | |
| 1. Completed Semester Hour (SH) and CLEP (1 pt each SH) (refer to AR 600-8-19 for definition/conversion to SH) | |
| Points Awarded | |
| 2. Technical Certifications (limit 5 - 10 pts each) | |
| Points Awarded | |
| 3. Defense Language Proficiency Test (DLPT) (10 pts) (Must Recertify Annually) | |
| Test Date: | Points Awarded |
| 4. Degree Completion (10 pts) | |
| Degree Completion Date: | Points Awarded |
| Section D - Total Civilian Education Points → | |
| SECTION E - TOTAL POINTS | |
| Section A - Military Training Points | 340 Maximum Points |
| Section B - Awards and Decorations Points | 155 Maximum Points (w/ Airborne Advantage) |
| Section C - Military Education Points | 260 Maximum Points |
| Section D - Civilian Education Points | 75 Maximum Points |
| Total Promotion Points | 800 Maximum Points |

PPW Developmental/Self-Assessment Tool, Replaces previous version as of 5 Dec 2011

Page 2 of 2

This is an 'Unofficial Record' and does not represent an entry on the promotion standing list

Last login date not found.

Figure 6 - Version 2 PPW Form [as of 5 December 2011] (Back)

PART TWO – Brigade (BDE)/Battalion (BN) S1/Military Personnel Division (MPD) Level Access to the Promotion Point Worksheet (PPW)

Section A- Access instructions to the Promotion Point Worksheet (PPW)

1. BDE/BN S1 and MPD personnel can log in from the eMILPO website <https://emilpo.ahrs.army.mil>, see **[Figure 13(A)]**. Click on Promotion Worksheet.



Figure 7- AHRs Web Portal

2. From the HRC website <https://www.hrc.army.mil/site/active/select/Enlisted.htm>, see **[Figure 14(A)]**. See **[Figure 4-7]** for instructions to sign into the PPW.

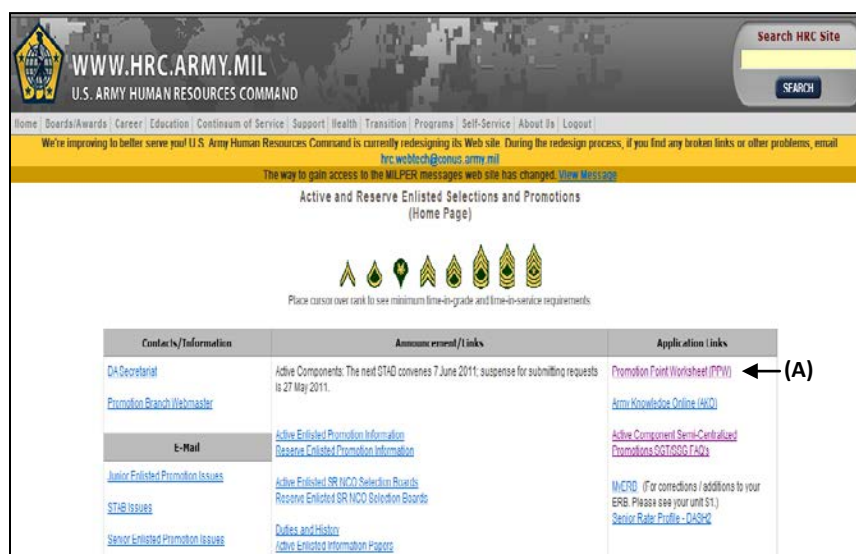


Figure 8 - HRC Website Portal

Section B - Types of View's and Purpose

1. After the BDE/BN S1 or MPD signs into the PPW the Admin Menu screen will display with the following options described below, see **[Figure 15]**.

(A) Promotion Point Worksheet (PPW): Primarily used to see the most recent official or unofficial records on an individual Soldier. Through this view you can use the integrate or remove function used to integrate or remove a Soldier from the HQDA Semi-Centralized Promotion Standing List.

(B) *View Upcoming PPW Pts Adjustment: Optional and will only be available when applicable or when needed to preview upcoming changes to PPW. This will become active primarily when there are upcoming changes to promotion policy expected to affect a high number of records.

(C) Soldier PPW Record: Display the Soldiers Official Promotion Point History and allows access to view archived official records.

(D) S1 Report (by Soldier UIC): Generates a comprehensive S1 report which can be exported to Excel and used to view current and previous points on all Soldiers under one UIC. Includes some added features and additional data (i.e. individual eligibility reasons, APFT expiration, sorting features) necessary in promotion management.

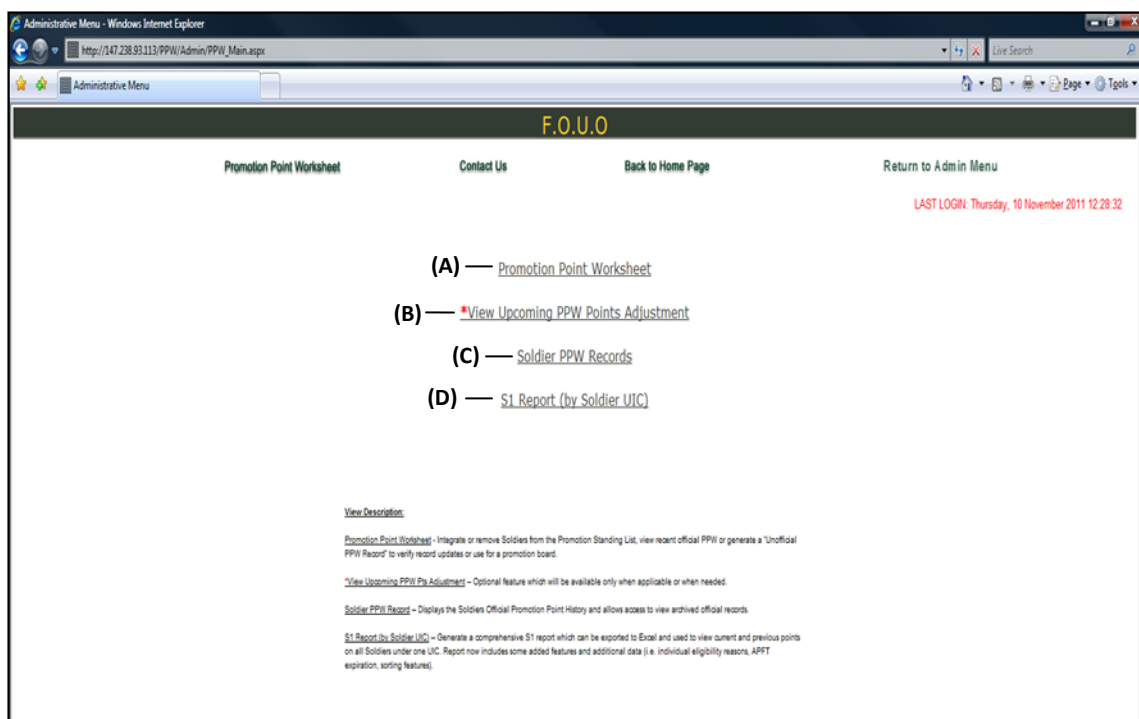
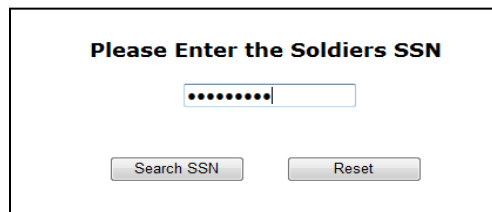


Figure 9 - Admin Menu

Section C - Integrate a Soldier from the HQDA Promotion Standing List

1. From the Menu shown above, see [Figure 15], select “Promotion Point Worksheet” follow the informational screen prompts until prompted to enter an SSN see [Figure 16].



Please Enter the Soldiers SSN

.....

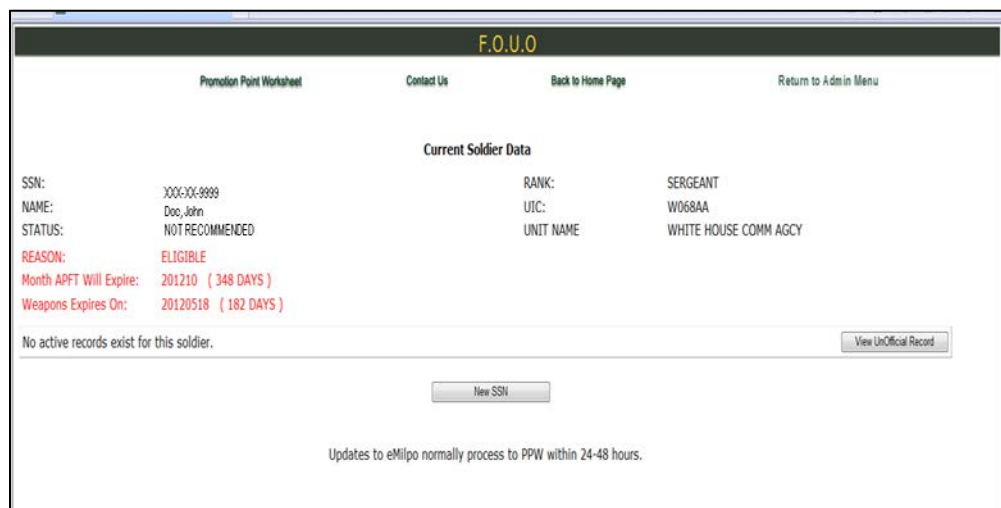
Figure 10 – PPW SSN Prompt

2. Like in the Soldiers view, the current record is dependent on the Soldiers individual promotion status. There may be various types of forms “Official and Unofficial” available. For more information and definitions on the types of forms, see [Table 1].

3. PPW will only show functions or activities actively available on an individual Soldier therefore, “Integrate” will only be available on Soldiers records who are *fully eligible* for integration and “Remove” is only accessible on Soldiers who were boarded and previously integrated. If attempting one of these functions and the option is not available make sure you review the Soldiers record to determine the reason. PPW will list the reasons a Soldier is ineligible for integration and/or why a Soldier was automatically removed. In cases, where there is no clear reason a function (“Integrate” or “Remove”) is not available contact HRC Jr. Promotions either by email at usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil or by phone at 502-613-9013.

4. As the BDE/BN S1 or MPD it is critical to ensure that these functions are done correctly and in a timely manner. Failure to integrate a Soldier properly could lead to a Soldier not being selected for promotion. NOTE: It is a unit responsibility to ensure that Soldiers are integrated in the PPW before the cut-off (8th of the board month) or they will not be considered for the next month’s promotions. PPW records when a Soldier is integrated or removed from the promotion standing list and by whom.

5. Use the “View Unofficial Record” to integrate a Soldier, see [Figure 17].



F.O.U.O

Promotion Point Worksheet Contact Us Back to Home Page Return to Admin Menu

Current Soldier Data

| | | | |
|-------------------------|-----------------------|------------|-----------------------|
| SSN: | XXXXXX-XXXX-XXXX | RANK: | SERGEANT |
| NAME: | Doc, John | UIC: | W068AA |
| STATUS: | NOT RECOMMENDED | UNIT NAME: | WHITE HOUSE COMM AGCY |
| REASON: | ELIGIBLE | | |
| Month APFT Will Expire: | 201210 (348 DAYS) | | |
| Weapons Expires On: | 20120518 (182 DAYS) | | |

No active records exist for this soldier.

Updates to eMilpo normally process to PPW within 24-48 hours.

Figure 11 - Currently not Recommended

6. After you select the appropriate record the first page of the Soldier's PPW will appear, see **[Figure 18]**. Scroll down to the bottom of the screen and click the "Integrate Soldier onto HQDA Promotion List". (**Ensure that you have approved promotion board proceedings before clicking integrate**). Click on "New SSN" to return to the SSN screen.

| SECTION C - TOTAL POINTS | | 0 |
|--|-------------------|-----|
| 1. TOTAL MILITARY TRAINING POINTS EARNED (Section A, Box 4a) 255 Maximum Points | b. POINTS AWARDED | 226 |
| 2. TOTAL ADMINISTRATIVE POINTS EARNED (Section B, Boxes 1b+2e+3b) 545 Maximum Points | b. POINTS AWARDED | 118 |
| 3. TOTAL PROMOTION POINTS EARNED - 800 Maximum Points (Section C, Boxes 1b+2b) | b. POINTS AWARDED | 344 |

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Figure 12 - Integrate Option

7. After clicking "Integrate Soldier onto HQDA Promotion List", the warning screen will display, see **[Figure 19]**. If you do not want to integrate the Soldier onto the HQDA promotion list, click on New SSN. If you do want to integrate a Soldier you will click the "Integrate Soldier onto HQDA Promotion List" button again. Soldiers' promotion points will be sent to the Total Army Personnel Database (TAPDB). After the Soldier is integrated and Soldiers update their personnel and/or training records through eMILPO and/or ATRRS their promotion points will continue to update TAPDB.



Figure 13 - Integrate Warning

8. After clicking "Integrate Soldier onto HQDA Promotion List", a "Congratulations" screen will display, see **[Figure 20]**. Click "View/Print Record" to display the current PPW, which will display the integrated PPW. Click on "New SSN" to return to the SSN screen.

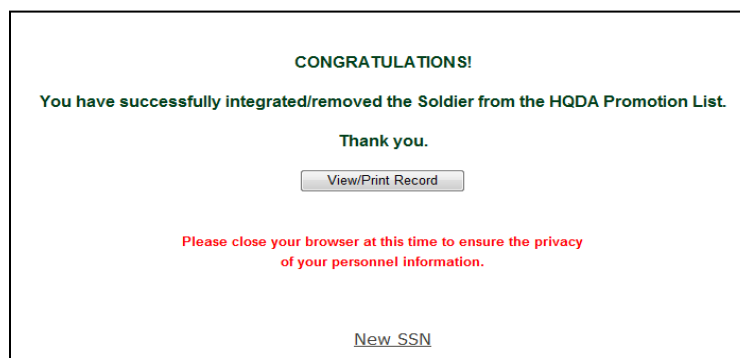


Figure 20 - View/Print

9. After clicking "View/Print Record" the current official PPW will display. Make sure the Soldiers Status has changed to recommended.

Remove a Soldier from the HQDA Promotion Standing List

1. PPW will remove Soldiers who are no longer eligible for promotion IAW AR 600-8-19 but there may be cases where the BDE/BN S1 or MPD is required to manually remove a Soldier through PPW.
2. The steps to remove a Soldier from the Promotion Standing List are similar to the steps used to integrate. Repeat steps 1-5 as stated under the integrate function.
3. After entering the SSN [Figure 16] the Soldiers record will display. Click “View” to the right of sequence #1 to view the Soldier’s current PPW, see [Figure 21].

F.O.U.O

Promotion Point Worksheet Contact Us Back to Home Page Return to Admin Menu

Current Soldier Data

SSN: Doe, John RANK: SERGEANT
 NAME: Xxx-xx-9999 UIC: W0Q337
 STATUS: RECOMMENDED E6 UNIT NAME: WT CO HHC CADRE
 REASON: ELIGIBLE
 Month APFT Will Expire: 201210 (355 DAYS)
 Weapons Expires On: 20130303 (478 DAYS)

Soldier Promotion Points History

| RANK | UIC | STATUS | REASON | POINTS | EFFECTIVE DTE | UPDATED BY | SEQUENCE | |
|------|--------|-----------------|-----------------|--------|---------------|----------------------|----------|-------------------------------------|
| SGT | W0U202 | RECOMMENDED E6 | ELGIBLE | 614 | 20111205 | John.Doe2@usarmy.mil | 1 | <input type="button" value="VIEW"/> |
| SGT | W0U202 | NOT RECOMMENDED | APFT/FLAG | 603 | 20111011 | | 2 | <input type="button" value="VIEW"/> |
| SGT | W0U202 | RECOMMENDED E6 | ELGIBLE | 602 | 20111007 | | 3 | <input type="button" value="VIEW"/> |
| SGT | W0Q337 | RECOMMENDED E6 | ELGIBLE | 601 | 20111003 | | 4 | <input type="button" value="VIEW"/> |
| SGT | W0Q337 | NOT RECOMMENDED | TIS/TIG/MIL_TNG | 593 | 20110929 | | 5 | <input type="button" value="VIEW"/> |
| SPC | W0Q337 | RECOMMENDED E5 | ELIGIBLE | 592 | 20110922 | | 6 | <input type="button" value="VIEW"/> |
| SPC | W0Q337 | RECOMMENDED E5 | ELIGIBLE | 590 | 20110921 | | 7 | <input type="button" value="VIEW"/> |
| SPC | W0Q337 | RECOMMENDED E5 | ELIGIBLE | 586 | 20110919 | | 8 | <input type="button" value="VIEW"/> |
| SPC | W0Q337 | RECOMMENDED E5 | ELIGIBLE | 584 | 20110917 | | 9 | <input type="button" value="VIEW"/> |
| SPC | W0Q337 | NOT RECOMMENDED | ELGIBLE | 583 | 20110829 | | 10 | <input type="button" value="VIEW"/> |

12

Figure 21 - Remove a Soldier

4. After you click on “View” the first page of the Soldier’s PPW will appear, see [Figure 22]. Scroll down to the bottom of the screen and click the “Remove Soldier from HQDA Promotion List”. (Ensure that you have approved reasons per AR 600-8-19 and supporting documents to remove a Soldier from the promotion standing list).

3. COMBAT EXPERIENCE (2 points per month of operational combat deployment) 30 Maximum Points

| | | | |
|---|---|-------------------|-----|
| a. TOTAL MONTHS DEPLOYED | 0 | b. POINTS AWARDED | 0 |
| 4. TOTAL MILITARY TRAINING POINTS AWARDED | | a. POINTS AWARDED | 305 |

Figure 14 - Remove Soldier

5. After clicking “Remove Soldier from HQDA Promotion List”, the warning screen will display, see **[Figure 23]**. If you do not want to remove the Soldier from the HQDA promotion list, click on New SSN. If you do want to remove a Soldier you will click the “Remove Soldier from HQDA Promotion List” button again. Soldiers’ promotion points will be removed from TAPDB and will be maintained through the PPW for view purpose.



Figure 15- Warning

6. After clicking “Remove Soldier from HQDA Promotion List”, a “Congratulations” screen will display, see **[Figure 24]**. Click “View/Print Record” to display the current PPW, which will display the updated PPW. Click on “New SSN” to return to the SSN screen.

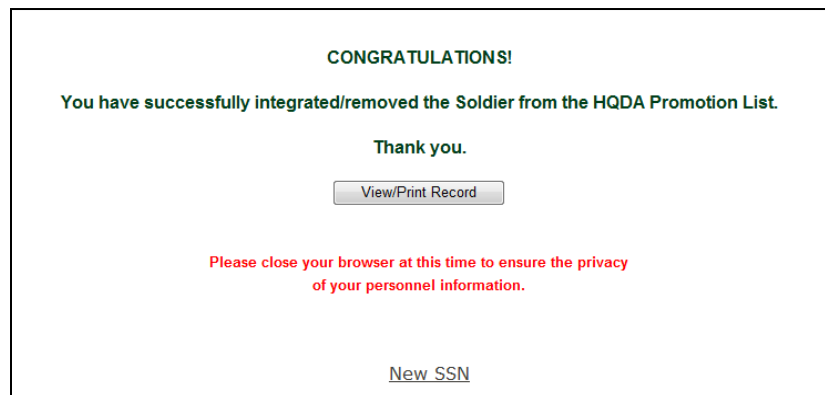


Figure 16 – Congratulations

7. After clicking “View/Print Record” the current official PPW will display. Make sure the Soldiers Status has changed to Not Recommended.

Section D - Promotion Points Notification Email

1. After integrating or removing a Soldier from the HQDA promotion standing list through the PPW you will receive an email notification within two hours, see **[Figure 25]**.

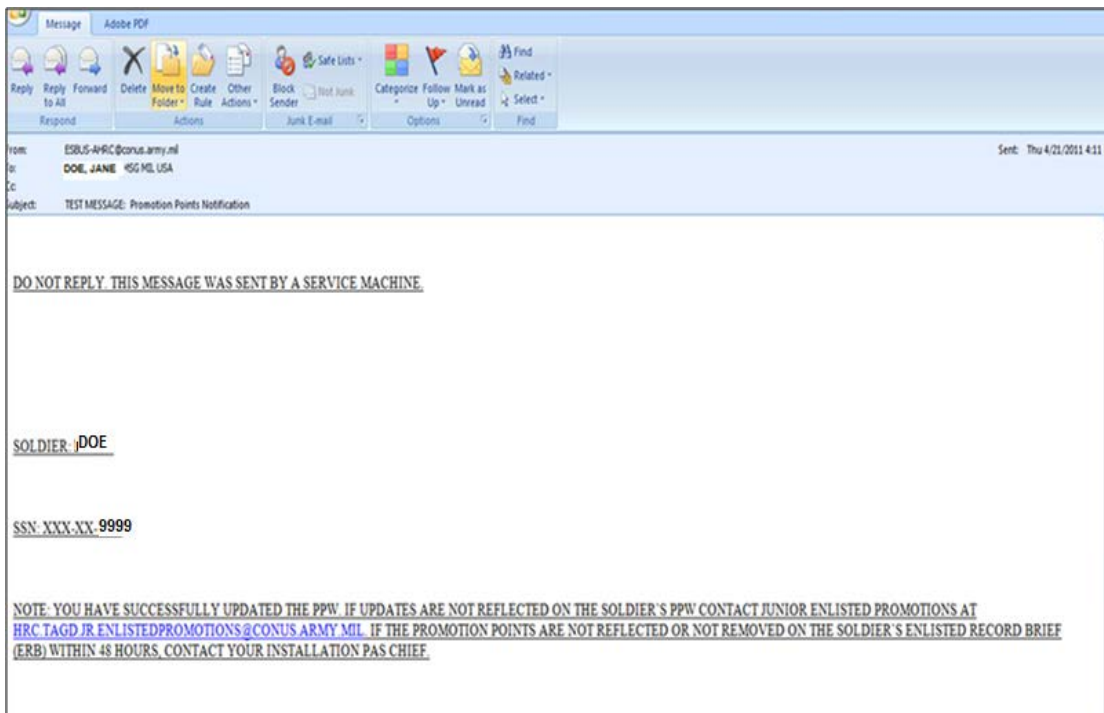


Figure 17 - Notification Email

Section E – S1 Report By UIC

1. The S1 Report is a snapshot of all Soldiers one unit identification code UIC. The report captures the most current data and status of a group of Soldiers in one UIC.
2. From the Main Admin Menu, see **[Figure 15]**, select S1 Report (by UIC) and follow any informational screen prompts until prompted to enter an UIC, see **[Figure 26]**. Minimum UIC length is two (2) characters.

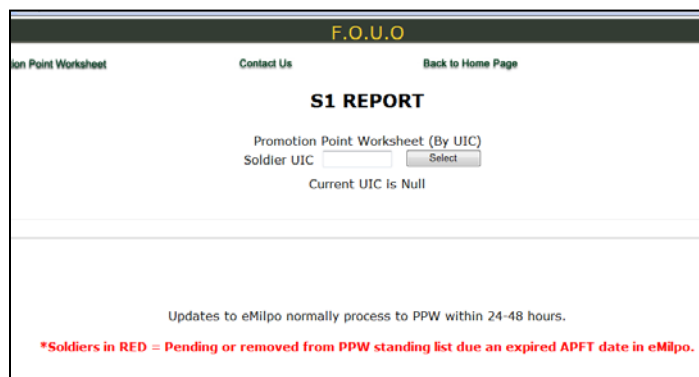


Figure 18 - UIC Screen

3. This report will display Name, Rank, SSN, Date APFT Expires, Current Status, Eligibility Reason, Current Total Promotion Points, Last Update Date, Previous Points, Previous Points Date and an Option to open a Soldier most recent PPW by using the “View” button, see **[Figure 27]**. Soldier’s data will turn Red when APFT is within 30 days of expiring or is expired.

The screenshot shows the 'S1 REPORT' table with the following columns: NAME, RANK, SSN, DTE APFT EXP, STATUS, REASON, CUR PTS, EFF DTE, PREV PTS, PREV EFF DTE, and PPW. The table contains 12 rows of data. The first row, 'John, Doe', is highlighted in red. The table also includes an 'Export To Excel' button and a 'Current UIC: W0' label. At the bottom, there is a note: 'Updates to eMilpo normally process to PPW within 24-48 hours.'

| NAME | RANK | SSN | DTE APFT EXP | STATUS | REASON | CUR PTS | EFF DTE | PREV PTS | PREV EFF DTE | PPW |
|--------------|------|-------------|--------------|-----------------|----------|---------|----------|----------|--------------|------|
| John, Doe | SPC | 999-99-9999 | EXPIRED | NOT RECOMMENDED | APFT | 260 | 20110606 | 369 | 20110516 | VIEW |
| Jane, Doe | SPC | 999-99-9999 | 201210 | RECOMMENDED E5 | ELIGIBLE | 521 | 20111108 | 427 | 20110712 | VIEW |
| Jon, Doe | SGT | 999-99-9999 | 201111 | RECOMMENDED E6 | ELIGIBLE | 300 | 20110805 | 292 | 20110707 | VIEW |
| Johnnie, Doe | SPC | 999-99-9999 | 201204 | RECOMMENDED E5 | ELIGIBLE | 489 | 20111108 | 373 | 20110928 | VIEW |
| John, Doe | SPC | 999-99-9999 | 201204 | RECOMMENDED E5 | ELIGIBLE | 487 | 20111108 | 564 | 20111107 | VIEW |
| Jane, Doe | SPC | 999-99-9999 | 201208 | RECOMMENDED E5 | ELIGIBLE | 544 | 20111108 | 509 | 20111011 | VIEW |
| Jon, Doe | SPC | 999-99-9999 | EXPIRED | NOT RECOMMENDED | APFT | 243 | 20110501 | 377 | 20110430 | VIEW |
| Johnnie, Doe | SPC | 999-99-9999 | 201210 | RECOMMENDED E5 | ELIGIBLE | 471 | 20111108 | 564 | 20111011 | VIEW |
| Jon, Doe | SPC | 999-99-9999 | 201201 | RECOMMENDED E5 | ELIGIBLE | 613 | 20111007 | 610 | 20111003 | VIEW |
| Johnnie, Doe | SPC | 999-99-9999 | 201210 | RECOMMENDED E5 | ELIGIBLE | 476 | 20111108 | 579 | 20111107 | VIEW |

Figure 19 - S1 Report

4. If you select “Export To Excel” a file download box will appear, see [Figure 28]. Click on Open to view the PPW by UIC in an excel spreadsheet.

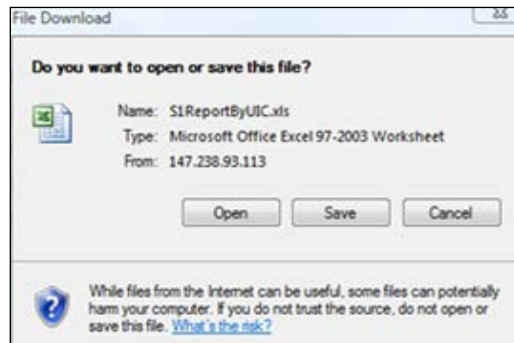


Figure 208 – Download Box

5. After clicking Open, a Microsoft Office Excel box will appear, see [Figure 29]. Click on Yes to view the PPW by UIC in an excel spreadsheet.

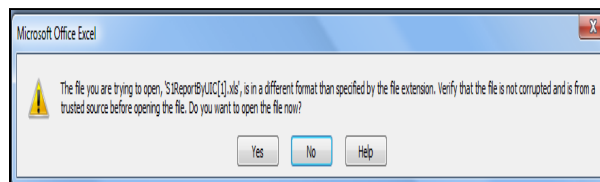


Figure 21 - Warning

6. After clicking Yes, the PPW by UIC excel spreadsheet will display, see [Figure 30].

| | A | B | C | D | E | F | G | H | I | J | K |
|----|-------------|------|-----------|--------------|-----------------|----------|---------|----------|----------|--------------|-----|
| 1 | NAME | RANK | SSN | DTE APFT EXP | STATUS | REASON | CUR PTS | EFF DTE | PREV PTS | PREV EFF DTE | PPW |
| 2 | DOE, JOHN 1 | SPC | 999999999 | EXPIRED | NOT RECOMMENDED | APFT | 260 | 20110606 | 369 | 20110516 | |
| 3 | DOE, JANE 3 | SGT | 999999999 | EXPIRED | NOT RECOMMENDED | APFT | 293 | 20110606 | 338 | 20110516 | |
| 4 | DOE, JON | SGT | 999999999 | 201204 | RECOMMENDED | ELIGIBLE | 286 | 20111024 | 286 | 20111024 | |
| 5 | DOE, JANE | SGT | 999999999 | 201204 | RECOMMENDED | ELIGIBLE | 397 | 20110501 | 416 | 20110430 | |
| 6 | DOE, JOHN 4 | SGT | 999999999 | 201204 | NOT RECOMMENDED | ELIGIBLE | 312 | 20111002 | 406 | 20110613 | |
| 7 | DOE, JANE | SGT | 999999999 | EXPIRED | NOT RECOMMENDED | APFT | 406 | 20110501 | 500 | 20110430 | |
| 8 | DOE, JON | SGT | 999999999 | EXPIRED | NOT RECOMMENDED | APFT | 292 | 20110904 | 323 | 20110516 | |
| 9 | DOE, JANE | SGT | 999999999 | 201208 | NOT RECOMMENDED | ELIGIBLE | 560 | 20111024 | 560 | 20111024 | |
| 10 | DOE, JOHN 5 | SGT | 999999999 | EXPIRED | NOT RECOMMENDED | APFT | 397 | 20111002 | 428 | 20110601 | |
| 11 | DOE, JANE | SGT | 999999999 | EXPIRED | NOT RECOMMENDED | APFT | 374 | 20111002 | 406 | 20110527 | |
| 12 | DOE, JON | SGT | 999999999 | EXPIRED | NOT RECOMMENDED | APFT | 244 | 20110606 | 274 | 20110516 | |
| 13 | DOE, JANE | SGT | 999999999 | EXPIRED | NOT RECOMMENDED | APFT | 292 | 20111002 | 319 | 20110516 | |
| 14 | DOE, JOHN | SGT | 999999999 | EXPIRED | NOT RECOMMENDED | APFT | 536 | 20110723 | 532 | 20110720 | |

Figure 30 - Sample Exported S1 Report