



Department of Defense **INSTRUCTION**

NUMBER 1320.13
October 30, 2014

USD(P&R)

SUBJECT: Commissioned Officer Promotion Reports (COPRs)

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction reissues DoD Instruction (DoDI) 1320.13 (Reference (b)) to establish policy, assign responsibilities, and prescribe procedures for the annual reporting of commissioned officer promotion information.

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 DoD.

b. The selection of commissioned officers for promotion on the active-duty list (ADL) pursuant to chapter 36 of title 10, United States Code (Reference (c)) 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.

c. The selection of commissioned officers for promotion on the reserve active-status list (RASL) pursuant to chapters 1403 and 1405 of Reference (c) 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. **POLICY.** It is DoD policy to 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.

4. **RESPONSIBILITIES.** See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. INFORMATION REQUIREMENTS. The COPR, referred to in paragraph 2c of Enclosure 2 and in Enclosure 3, of this instruction, has been assigned report control symbol DD-P&R(A)1621 in accordance with the procedures in Volume 1 of DoD Manual 8910.01 (Reference (d)).

7. RELEASABILITY. **Cleared for public release**. This instruction is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This instruction is effective October 30, 2014.


Jessica L. Wright
Under Secretary of Defense for
Personnel and Readiness

Enclosure

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1320.13, "Commissioned Officer Promotion Reports (COPRs)," July 22, 2009 (hereby cancelled)
- (c) Title 10, United States Code
- (d) DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014
- (e) DoD Instruction 1320.14, "Commissioned Officer Promotion Program Procedures," December 11, 2013

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(R&FM) provides advice and guidance on the preparation of COPRs:

2. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:
 - a. Ensure compliance with this instruction, Reference (c), and DoDI 1320.14 (Reference (e)).

 - b. Develop and publish guidance necessary to implement this instruction within their Department.

 - c. Submit COPRs in accordance with Enclosure 3 of this instruction by January 15 of each year.

ENCLOSURE 3

PROCEDURES

1. GENERAL. COPRs are designed to provide:

a. Narrative descriptions of Military Service promotion policy issues and results of actions pursuant to section 4 of Enclosure 2 in Reference (e).

b. A statistical summary of results of promotion selection board and promotion selection processes of Military Service promotion opportunity and timing compared to DoD guidelines in section 3 of this enclosure. The statistical summary also includes race, gender, and ethnic promotion rates.

c. A posthumous commission report.

2. FORMAT

a. Narrative Summary

(1) The Military Department will 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 will be identified and described. The report will include separate sections for officers on the ADL and the RASL.

(2) The narrative summary will:

(a) Contain comments on the promotion opportunity and timing for each competitive category in the Military Department in comparison to the objectives in paragraph 3a of this enclosure.

(b) Include the results of the interviews conducted and the reviews of administrative briefings conducted by the Secretary of the Military Department concerned during that fiscal year (FY) pursuant to Reference (e).

(c) Include a verification that all officers who serve as recorders for promotion boards during that FY have completed the program of instruction required by Reference (e).

(3) The Military Department transmittal memorandum forwarding the COPRs and the narrative summary may be provided electronically in Adobe portable document format (PDF).

b. Report of Statistics. The Military Department will 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.” These forms are located at <https://www.dtic.mil/whs/directives/infomgt/forms/index.htm>. Each DD form will be provided as a separate attachment by the Military Department forwarding memorandum.

(1) Statistics may be provided electronically in an Microsoft Excel spreadsheet or Adobe PDF format.

(2) The promotion statistics will be provided for promotion selection boards to the grades of captain through colonel in the Army, the Air Force, and the Marine Corps and lieutenant through captain in the Navy. Promotion statistics will also be provided for those promotion selection processes to the grade of captain in the Army, the Air Force, and the Marine Corps and lieutenant in the Navy.

(3) The race, gender, and ethnicity summaries will be provided by promotion zone for each promotion selection board. In addition to race, gender, and ethnicity summaries provided by promotion zone for each promotion selection board, summary sheets will be provided with Military Department totals for ADL boards and for RASL boards. Sheets for intermediate totals will also be provided.

3. OBJECTIVES

a. While the process of promoting to fill requirements in the grades identified in the Table by competitive category may result in different promotion timing and opportunity for certain competitive categories, promotion opportunity in a category will be relatively similar over any 5-year period. The promotion timing and minimum opportunity provided in the Table is desirable for promotion of officers serving on the ADL.

Table. Desired Active Duty List Promotion Timing and Opportunity

DESIRED ACTIVE-DUTY LIST PROMOTION TIMING AND OPPORTUNITY		
TO GRADE	TIMING ^{1,2}	OPPORTUNITY ^{1,3}
O-4	10 Years +/- 1 Year	80 Percent
O-5	16 Years +/- 1 Year	70 Percent
O-6	22 Years +/- 1 Year	50 Percent
1. Promotion timing and opportunity are defined in Reference (e). 2. Years of commissioned military service plus all entry grade credit. 3. Promotion opportunities will comply with Reference (c), section 623(b)(4).		

b. 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 will determine the timing and opportunity variables for promotion.

4. REPORTING

- a. All material in COPRs will be unclassified.
- b. COPRs will be submitted to the Office of the ASD(R&FM), Deputy Assistant Secretary of Defense (Military Personnel Policy/Officer and Enlisted Personnel Management).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ADL	active-duty list
ASD(R&FM)	Assistant Secretary of Defense for Readiness and Force Management
COPR	Commissioned Officer Promotion Report
DoDI	DoD Instruction
FY	fiscal year
PDF	portable document format
RASL	reserve active-status list

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

ADL. Defined in section 101 of Reference (c).

COPR. An annual report submitted by the Secretaries of the Military Departments to provide information and statistics to the ASD(R&FM) about the commissioned officer promotion program pursuant to Reference (e).

promotion selection board. Defined in Reference (e).

promotion zone. Defined in section 645 of Reference (c).

RASL. Defined in section 101 of Reference (c).