



**DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
FORT SILL, OKLAHOMA 73503-5600**

ATSF-W

7 June 2011

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter #34, Promotions and Promotion Ceremonies

1. Based on the potential for Soldiers to request outside promotion officials and hold impromptu Promotion Ceremonies the following procedures/guidelines will be implemented upon receipt of this policy letter:

a. At no time will any cadre member contact a Flag Grade Officer to attend a Promotion Ceremony without requesting approval from the Commandant/Deputy Commandant for guidance.

b. At no time will a Cadre member make the decision to pin on the next higher rank without a proper ceremony IAW AR 600-8-19 para 1-23.

c. All Promotions and Promotion Ceremonies will be coordinated with the Commandant/Deputy Commandant thru the Academy S-1. There will be no impromptu Promotion Ceremonies allowed in the Academy. All ceremonies will be in accordance with AR 600-8-19 Enlisted Promotions & FM 3-21.5 Drill and Ceremonies.

2. Promotion Ceremonies are designed to acknowledge the Soldier for that accomplishment. This is a highlighted event in a Soldiers career.

A handwritten signature in black ink, appearing to read "Bryan A. Pinkney".

**BRYAN A. PINKNEY
CSM, USA
Commandant**