



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: Policy Memorandum #38, Promotion Board Attendance

1. Reference: AR 600-8-19
2. Purpose. The purpose of the memorandum is to define the procedures for attendance to a promotion board and to address requirements for those Soldiers that are not recommended.
3. In order to ensure that the most qualified Soldiers are recommended for promotion, we will follow these procedures:
 - a. Any Soldier that is in the Primary Zone and fully eligible will be able to compete for the next higher grade. If the Soldier is not recommended to attend the promotion board, first line supervisor will counsel them on DA Form 4856. Counseling must include the specific reasons why the Soldier was not recommended and what the Soldier must do to correct the deficiencies or qualities that reflect a lack of promotion potential.
 - b. Staff heads will forward a copy of initial counseling on Soldiers that were not recommended with the AAA-294 and subsequently every quarter until the shortcoming(s) have been corrected and the Soldier attends the Promotion Board.
 - c. Soldiers that attend the Promotion Board and are not recommended by a majority of the voting board members will not be eligible to appear before the Promotion Board again for 90 days. This directive ensures that the Soldier has had adequate time to fix the shortcomings noted during the board proceedings. The Commandant will counsel all Soldiers in writing that appear and are not recommended.
4. This policy ensures the assigned cadre who are fully eligible for promotions to SGT/SSG have clear guidance concerning what is expected of them after they have shown the potential to excel at the next higher rank.
5. The point of contact for this memorandum is the undersigned at 442-2417.


BRYAN A. PINKNEY
CSM, USA
Commandant