



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

DAPE-MPO-S

MEMORANDUM THRU COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND,
AHRC-ZA-S, 200 STOVALL ST, ALEXANDRIA, VA 22332

FOR COMMANDER, ARMY HUMAN RESOURCES COMMAND, AHRC-MSL, 1 RESERVE
WAY, ST. LOUIS, MO 63132-5200

CHIEF, NATIONAL GUARD BUREAU, NGB-ARP, 111 SOUTH GEORGE MASON,
ARLINGTON, VA 22204

SUBJECT: Amendment to Policy - Promotion of Second Lieutenants (2LT) to First
Lieutenant (1LT) and Warrant Officer One (WO1) to Chief Warrant Officer Two (CW2)

1. References:

- a. 10 U.S.C., Title 10 U.S.C., §12641, 14303(a) (c), 14316.
- b. AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers, 13 July 2004.
- c. AR 600-8-29, Officer Promotions, 30 November 1994.
- d. NGR 600-100, Commissioned Officers – Federal Recognition and Related Personnel Actions, 15 April 1994 and NGR 600-101, Warrant Officer Federal Recognition and related personnel actions.
- e. The Reserve Officer Personnel Management Act (ROPMA), A Guide for Personnel Managers of the Army National Guard, 11 September 1996.

2. All Reserve Component (RC) officers (United States Army Reserve and Army National Guard of the United States) in the rank 2LT will be promoted by the Human Resources Command (HRC) – Office of Promotions (Reserve Components) or the National Guard Bureau, as appropriate, to 1LT when they meet the 24 month time in grade requirement for promotion and complete the Officer Basic Course. This would also apply to WO1, which would be promoted to CW2 when they meet the time in grade requirements (24 months) for promotion, and complete the Warrant Officer Basic Course. In the case of ARNG officers, the State will publish a State promotion order and forward it to NGB-ARP no earlier than 90

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days prior to the officer meeting the minimum time in grade requirement provided the officer has completed the Officer/Warrant Officer Basic Course and is otherwise eligible for promotion.

3. This change is not intended to circumvent the authority of unit commanders or State Adjutant Generals, rather, it is intended to remove the administrative burden. Commanders and State Adjutant Generals retain the authority to disapprove promotions. In order to disapprove a promotion, unit commanders must follow the guidance below:

a. Prepare and forward to HRC Office of Promotions (Reserve Components) or the National Guard Bureau a DA Form 78-R not later than the promotion effective date if an officer is disapproved for promotion. In accordance with DODD 1320.10, a 2LT not recommended for promotion will be retained for evaluation six months after promotion eligibility date (PED), unless their retention is inconsistent with good order and discipline. If, after the six month retention period, the officer is still not qualified for promotion to 1LT, then the officer may be discharged in accordance with AR 135-175 or NGR 635-100, not later than 90 days after notification of pending separation. If a WO1 is found not qualified for promotion, a determination of whether the warrant officer will be discharged or retained in an active status will be made. A memorandum of non-selection, to include a discussion of eligibility for further consideration while being retained in an active status, will be sent to each officer determined not qualified for promotion. The WO1 may be reconsidered for promotion if the reason for disqualification is resolved.

b. During the period of retention, the DA Form 78-R will be held in a suspended action status at the unit level and at HRC Office of Promotions (Reserve Components) or the National Guard Bureau while the officer's duty performance is evaluated. If the officer is found qualified for promotion during any part of the retention period, the PED will be the date the decision is made by the approval authority to promote the officer.

c. If the officer is found not qualified for promotion after the retention period, the approval authority will recommend disapproval of the promotion and forward the action to the HRC St. Louis or the National Guard Bureau for final decision.

d. HRC Office of Promotions (Reserve Components) or the National Guard Bureau may take the following actions: (1) further extend the period of retention if desired, but the officer must be separated no longer than 18 months after the officer's original PED in cases when promotion is denied (lieutenants only); (2) promote the officer, or (3) deny the promotion and direct that the officer be separated in accordance with AR 135-175, NGR 635-100 or NGR 635-101. The decision from HRC Office of Promotions (Reserve Components) or the National Guard Bureau is final.

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4. HRC Office of Promotions (Reserve Components) or the National Guard Bureau will not promote an officer if the officer is under suspension of favorable personnel actions (AR 600-8-2).

5. HRC Office of Promotions (Reserve Components) and the National Guard Bureau will institute procedures to effectuate this policy change. This policy change is effective 1 February 2005, and will be reflected in the next revision to the appropriate regulations.

6. Point of contact for this action is LTC Emma Fristoe at (703) 695-6603 or LTC Wanda Walker at (703) 695-6610.

SEAN J. BYRNE
Brigadier General, GS
Director of Military
Personnel Management