



MNC-I
BATTLEFIELD PROMOTIONS
SOP

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**Enlisted Battlefield Promotions
Standing Operating Procedure (1 April 2009)**

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A. Overview

Introduction

The purpose of the enlisted battlefield promotion policy is to accelerate and expeditiously promote courageous and extraordinary Soldiers who willingly and unhesitatingly accept and flawlessly perform at levels of increased responsibility on the battlefield. Battlefield promotions are predicated on extraordinary performance of duties while serving in combat or under combat conditions. Soldiers must display exceptional leadership and performance that clearly distinguishes them from their peers and is expected of the next higher pay grade than currently held.

Promotion Authority

Headquarters, Department of the Army (HQDA) memorandum DAPE-MPE-PD, Enlisted Battlefield Promotions (Staff Sergeant and Below), dated 5 March 2009 designated the Commander, USARCENT as the promotion authority to implement battlefield promotions in support of Operations Enduring and Iraqi Freedom in Iraq and Afghanistan. Further delegation is authorized to the senior Army Combatant Commander for each specified operation.

References

AR 600-8-19, Enlisted Promotions and Reductions, 20 March 2008

AR 600-8-105, Military Orders, 28 October 1994

HQDA memorandum: DAPE-MPE-PD, Promotion Policy Changes – Enlisted Battlefield Promotions, dated 15 December 2008

HQDA memorandum: DAPE-MPE-PD, Enlisted Battlefield Promotions (Staff Sergeant and Below), dated 5 March 2009

Point of Contact

Point of contact for this policy is USARCENT C1, at DSN 318 430-6081/7270.

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B. Purpose and Applicability

1. The purpose of this Standing Operating Procedure (SOP) is to outline the requirements for administering the Enlisted Battlefield Promotions Program for units in support of Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF). This program applies to enlisted Soldiers (all Army Components) assigned or attached, serving in support of the specified campaigns. Enlisted battlefield promotions are limited to promotions to the ranks of SSG and below.

2. Responsibilities:

a. CDR, USARCENT:

1) Preserve the integrity of the Battlefield Promotions Program to ensure meaningful recognition for truly deserving Soldiers.

2) Establish policies and procedures to ensure proper processing in a manner deemed appropriate by Headquarters, Department of the Army (HQDA).

3) Receive and distribute quarterly promotion allocations from HQDA, DCS G1 to the senior Army Combatant Commander of each specified operation.

4) Receive a by-name list of all approved Battlefield Promotions from each Combatant Commander, and verify proper use of quarterly allocations.

5) Forward a by-name listing of approved Battlefield Promotions on a quarterly basis to Commander, U.S. Army Human Resources Command (AHRC-PDV-PAE) no later than 15 calendar days after the last day of the previous quarter.

b. CDR, MNCI (USFOR-I), and CDR, USFOR-A:

1) Preserve the integrity of the Battlefield Promotions Program to ensure meaningful recognition for truly deserving Soldiers.

2) Receive and distribute quarterly promotion allocations from CDR, USARCENT.

3) Receive recommendations from subordinate units, approve/disapprove.

4) For USAR Soldiers. Forward one copy of each approved promotion instrument to the following email address: usarcd1eomb@usar.army.mil (use "Battlefield Promotion – USAR" as the subject line) for USAR Soldiers approved for promotion. The United States Army Reserve Command will cut and publish the appropriate promotion orders.

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5) For ARNGUS Soldiers. Forward one copy of each approved promotion instrument to the following email address: NGB-ARH-S2@ngb.army.mil (use "Battlefield Promotion – ARNGUS" as the subject line) for ARNGUS Soldiers approved for promotion.

a) The National Guard Bureau (NGB) will forward the approved promotion instrument along with a NGB Memorandum to each Soldier's State JFHQ Enlisted Personnel Manager (EPM) to cut and publish the appropriate promotion orders. Upon notification that all transactions have been completed appropriate documentation will be forwarded to the originating office.

b) State EPMs will use the 4187 and the NGB Memorandum as the order to update SIDPERS for E1-E4. The approved promotion instrument along with the NGB Memorandum will authorize the EPMs to cut and publish the appropriate promotion orders for E5-E6. Once the appropriate actions have been taken, the EMPs will notify and forward a copy of the promotion orders to the NGB using the following email address: NGB-ARH-S2@ngb.army.mil.

6) Produce and distribute promotion instruments and/or orders for selected Regular Army Soldiers.

7) Submit updates/ promotion transactions in EDAS/eMILPO. Note, battlefield promotion transactions are to be completed by the G1/CJ1/J1 of the approval authority. Ensure that the correct promotion code of "N" is used to represent battlefield promotion in EDAS.

8) Forward a by-name listing (see Figure 3) of approved Battlefield Promotions on a quarterly basis to USARCENT C1 no later than five calendar days after the last day of the previous quarter. Excel Spread sheets will be uploaded into the commands folder on the ARCENT CFLCC, CFLCC C1, Battlefield Promotions, AKO Collaboration Site (Access provided to a primary and alternate unit representative.)

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C. General Guidance

The following outlines specific guidance for the application of the battlefield promotion policy.

1. Battlefield promotions **will not** be used as a reward when a personal commendation or award would be more appropriate.
2. Quarterly allocations are designated for use within the quarter specified. Unused allocations **will not** be carried over into the next quarter.
3. The effective date of all battlefield promotions will generally be within the designated quarter but no later than the 1st day of the month following the quarter selected (i.e., if selected in the 3rd Quarter (Apr-Jun) of FY 09, the promotion will be effective 1 Jul 09).
4. A Soldier's physical appearance before a promotion board is **not authorized**.
5. Use of the DA Form 3355 (Promotion Point Worksheet) is **not authorized**.
6. All time-in-service (TIS) and time-in-grade (TIG) requirements are otherwise set aside.
7. Soldiers **do not** incur service remaining requirements when promoted under the provisions of a battlefield promotion.
8. All promotions instruments will include the following statement: "This promotion is a result of extraordinary performance of duties while serving in combat or under combat conditions. No additional service-remaining requirements are incurred as a result of this promotion."
9. Promotion to **SSG is conditional for any Soldier who has not completed Warrior Leaders Course (WLC)**. Non-WLC graduates promoted to SSG under the provisions of Battlefield Promotion **must complete WLC within 270 days of their redeployment**. Failure to complete WLC will result in an administrative reduction to SGT unless an extension is approved. The approval authority for extension requests for Soldiers who are beyond the 270 day NCOES requirement is the DMPM, Army G-1, (DAPE-MPE-PD).
10. All conditional promotions will include the following statement on the promotion instrument: "This promotion is conditional pending graduation from the Warrior Leaders Course (WLC). WLC graduation must be completed within 270 days of redeployment or the Soldier will be administratively reduced to the rank of Sergeant." (See Figure 2)
11. A battlefield promotion **will not** be used to qualify a Soldier for posthumous promotion after the date of death.

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D. Battlefield Promotion Eligibility Criteria

The following identifies eligibility criteria for enlisted battlefield promotions:

1. Enlisted Soldiers, in the rank of SGT and below, (all Army Components) assigned, attached, or serving in support of operations in Iraq and Afghanistan are eligible for an enlisted battlefield promotion to the next higher rank based on extraordinary performance of duty in combat or under combat conditions.
2. The Soldier must not be under suspension of favorable personnel actions (FLAG) (AR 600-8-2).
3. Decentralized Promotions. Enlisted battlefield promotions (E-2 thru E-4) are exempt from all existing waiver limits as outlined in chapter 2 of AR 600-8-19 Enlisted Promotions and Reductions.
4. Semi-centralized Promotions. Eligibility criteria established in Table 3-3 and 3-4 of AR 600-8-19 Enlisted Promotions and Reductions apply, except as otherwise provided below.
 - a. For promotion to SGT and SSG, the extraordinary performance of duty must occur while serving in a position at the next higher rank.
 - b. Soldiers are eligible for **only one** battlefield promotion to a NCO. Leaders must consider this when recommending Soldiers for promotion based on performance of duties while serving in combat or under combat conditions.
 - c. Commanders will assess the Soldier's qualities and qualifications, manner of performance, demonstrated integrity, moral standards and demonstrated potential for greater responsibilities.
5. To qualify for posthumous promotion, a battlefield promotion must be approved prior to the date of a Soldier's death.

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E. Processing Procedures

1. Nomination allocations will be distributed directly from USARCENT to the CDR, MNCI (USFOR-I) and CDR, USFOR-A at the beginning of each quarter. All allocations must be used within the specified quarter. If there are allocations that are not used, they will not roll over to the next quarter. Those allocations will be lost.
2. It is the responsibility of the leadership of each organization to determine what process will be used to select Soldiers for Battlefield Promotions. NOTE: no promotion boards are to be held at any level to make this determination. Administrative boards may be conducted at the appropriate levels.
3. Each packet must contain the following:
 - a. Letter of Recommendation signed by the TF/BCT or similar activity's commander and Command Sergeant Major.
 - b. DA Form 4187 signed by the CDR, MNCI (USFOR-I) or CDR, USFOR-A as the approving authority. The 4187 will also be signed by the Soldier's commander, (insert signature block in Section IV) identifying that the Soldier is fully qualified for promotion (see Figure 1a).
 - c. DA Form 4187-1-R routed through the NCO Support Channel, if applicable (see Figure 1b).
 - d. Enlisted Record Brief (2A or 2-1/PQR for NG/Res).
4. Battlefield Promotion Instruments will be maintained by the orders issuing headquarters in accordance with established promotions disposition guidelines established in AR 600-8-19, one year active and for one year inactive.
5. A memorandum to CDR, USARCENT signed by the Commander of the organization will verify the number of allocations used and the number unused. The memorandum along with the excel spread sheet will be uploaded into the commands folder on the ARCENT CFLCC, CFLCC C1, Battlefield Promotions, AKO Collaboration Site NLT 5 calendar after the last day of the quarter.

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Determining Theater Promotion Allocation

1. Allocations will be distributed by Headquarters, Department of the Army (HQDA) G1 on quarterly basis and announced no later than the 15th day of the month before the new quarter begins.
2. HQDA G1 will provide The CDR, USARCENT, via an authority memorandum, the number of allocations for the quarter each quarter.
3. CDR, USARCENT will determine what percentage of the overall allocations will go to each of the authorized campaigns. The personnel strength of each location, on the day the calculations are made will determine allocation distribution. The theater allocation distribution plan will then be staffed for approval by the CDR, USARCENT and a memorandum will be sent to the commanders of MNCI (USFOR-I), and USFOR-A with their respective allocations for the quarter.

THEATER PROMOTION ALLOCATIONS

	(strength) TOTAL OIF DEPLOYED (all Components)	% Deployed OIF	(strength) TOTAL OEF DEPLOYED (all Components)	% Deployed OEF	(strength) TOTAL DEPLOYED (all Components)
E3	1700	56.7%	1300	43.3%	3000
E4	15000	57.0%	11300	43.00	26300
E5	21000	53.8%	18000	46.2%	39000
	HQDA Approved Allocations		OIF Allocation		OEF Allocation
To E4	150		85		65
To E5	100		57		43
To E6	50		27		23

Example Only – Data shown is not real

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Instructions for Completing Letters of Recommendation

Each packet must contain a Letter of Recommendation signed by the TF/BCT or similar activity's CDR, and CSM or Senior Enlisted Service Member. Each recommendation letter must stand-alone. There should be no cookie cutter recommendation letters. The recommendation letter must depict specific reasons as to why the Soldier has been selected to receive a battlefield promotion.

NOTE: Letters should be limited to one page, 12pt, and double-spaced.

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Instructions for filling out DA Form 4187, Personnel Action

BLOCK 1: THRU: In this block, the highest command before the Combatant Commander is typed in this block.

BLOCK 2: TO: Commander, CDR, MNCI (USFOR-I) or CDR, USFOR-A, APO AE 01234

BLOCK 3: FROM: The lowest level where the action was initiated.

BLOCK 4: NAME: Type Soldier's name here.

BLOCK 5: Type Soldier's Pay Grade or Rank/PMOS.

BLOCK 6: SSN: Type Soldier's SSN here.

BLOCK 7: No information will be typed in block 7.

BLOCK 8: Put an X in other and in the box type "Battlefield Promotion".

BLOCK 9: No signature is required from the Soldier.

BLOCK 10: No date is required in this box.

REMARKS Section: Type the following information:

1. Request the above Soldier receive a Battlefield Promotion to the Rank of _____.
2. This Soldier is a member of the (Regular Army, US Army Reserve, or National Guard).
3. The following information is provided: a. This Soldier is NOT Flagged, b. This Soldier has NOT received a prior Battlefield Promotion, c. The Soldier is currently serving in an authorized (E5, E6, E7) position (for promotions to SGT and SSG).
4. Packet includes a. Letter of Recommendation, b. DA Form 4187-1-R, c. ERB

Under the above mentioned statement, type the signature block of the Soldier's Commander, allowing them enough room for their required signature.

BLOCK 11: The CG will select is approved or is disapproved.

BLOCK 12: Type the Commanding General's signature block:

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Circle the appropriate copy designation
 Copy 1 Copy 2 Copy 3 Copy 4

PERSONNEL ACTION			
For use of this form, see AR 600-8-6 and DA PAM 500-8-21; the proponent agency is ODCSPER			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 5, Section 5512; Title 10, USC, E.O. 9397			
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 500-8-21 when requesting a personnel action on his/her own behalf (Section III)			
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.			
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.			
1. TO (Include ZIP Code) CDR, CTF-101 APO, AR 09354	2. TO (Include ZIP Code) CDR, MNCI APO, AR 01234	3. FROM (Include ZIP Code) CDR, HHC, STP APO, AR 09354	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) BUSSIE, CHARLE		5. GRADE OR RANK/PFOS/AFSC SGT/11B2P	6. SOCIAL SECURITY NUMBER 123-45 6789
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. request the following action. (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Overseas Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) BATTLEFIELD PROMOTION	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> DATE (YYYYMMDD)	
9. SIGNATURE OF SOLDIER (When required, _____)			
SECTION IV - REMARKS (Applies to Sections II, III, and VI) (Continue on separate sheet)			
<p>1. Request the above Soldier receive a Battlefield Promotion to the Rank of SSGT.</p> <p>2. This Soldier is a member of the (Regular Army, U.S. Army Reserve, or National Guard).</p> <p>3. The following information is provided: a. This Soldier is NOT FLAGGED. b. This Soldier has NOT received a prior battlefield promotion. c. The Soldier is currently serving in an authorized (E5, E6, or E7) position. (for promotions to SGT and SSGT)</p> <p>4. Packet includes: a. Letter of Recommendation (one page, 12 pt, double spaced) b. DA Form 4187-1-R c. ERB</p> <p style="text-align: right;">JOHN Q. DOUGLAS LTC, IN Commanding</p> <p>This promotion is a result of extraordinary performance of duties while serving in combat or under combat conditions. No additional service remaining requirements are incurred as a result of this promotion.</p>			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein:			
<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL	<input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED
12. COMMANDER/AUTHORIZED REPRESENTATIVE J.C. STARS, GEN, Commanding		13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

FIGURE 1a

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PERSONNEL ACTION FORM ADDENDUM		
For use of this form see AR 600-8-6 and DA PAM 600-8-21, the proponent agency is ODCSPER		
1. NAME OF INDIVIDUAL BUSSIE, CHARLIE	2. SSN 123-45-6789	
3. RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL		
a. (1) ORGANIZATION HQ, STB	(2) OFFICE SYMBOL CJTF-OPS	(3) DATE 01 JUN 09
(4) ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> RETURNED		
(5) COMMENTS SUPER SOLDIER, VERY DESERVING		
(6) NAME SARGENT, TIM O	(7) TITLE/POSITION/RANK FIRST SERGEANT 1SG	
(8) SIGNATURE	(9) HEADQUARTERS POC TELEPHONE NUMBER 312-430-1234	
(10) FORWARDED TO HQ, CTF-101	(11) ENCLOSURES <input type="checkbox"/> ADDED <input type="checkbox"/> WITHDRAWN <input checked="" type="checkbox"/> NO CHANGE	
b. (1) ORGANIZATION HQ, STB	(2) OFFICE SYMBOL CJTF-STB-CSM	(3) DATE 15 JUN 09
(4) ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> RETURNED		
(5) COMMENTS TOP SGT IN THE BATTALION; WORKS TWO LEVELS ABOVE HIS GRADE		
(6) NAME WILLIAMS, MARK	(7) TITLE/POSITION/RANK BN COMMAND SERGEANT MAJOR CSM	
(8) SIGNATURE	(9) HEADQUARTERS POC TELEPHONE NUMBER 312-430-1234	
(10) FORWARDED TO HQ, CTF-101	(11) ENCLOSURES <input checked="" type="checkbox"/> ADDED <input type="checkbox"/> WITHDRAWN <input type="checkbox"/> NO CHANGE	
c. (1) ORGANIZATION HQ, CTF-101	(2) OFFICE SYMBOL CTF-AS-CSM	(3) DATE 05 JAN 09
(4) ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> RETURNED		
(5) COMMENTS FULLY SUPPORT THIS RECOMMENDATION		
(6) NAME MILES, MARSHALL M	(7) TITLE/POSITION/RANK COMMAND SERGEANT MAJOR CSM	
(8) SIGNATURE	(9) HEADQUARTERS POC TELEPHONE NUMBER 318.222.0000	
(10) FORWARDED TO CJTF-101 APO, AF 00152	(11) ENCLOSURES <input checked="" type="checkbox"/> ADDED <input type="checkbox"/> WITHDRAWN <input type="checkbox"/> NO CHANGE	
4. DISTRIBUTION (List all organizations to receive copy)		

DA FORM 4187-1-R, APR 1995

FIGURE 1b

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DEPARTMENT OF THE ARMY
UNITED STATES ARMY CENTRAL
COALITION FORCES LAND COMPONENT COMMAND
APO AE 09306

The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of [Name]. In view of these qualities and [Name]'s demonstrated leadership potential and dedicated service to the U.S. Army, [Name] is, therefore, promoted from [Rank] MOS [MOS] is awarded as [Rank] primary MOS effective [Date]. Promotion is effective [Date] with a date of rank of [Date]. The promotion is not valid and this order will be revoked if [Name] is not in a promotable status on the effective date of promotion. The authority for this promotion is AR 600-8-19 and HQDA Memorandum, DAPE-MPE-PD; Promotion Policy Changes- Enlisted Battlefield Promotions, dated 15 December 2008.

Additional Instructions: (a) This promotion is a result of extraordinary performance of duties while serving in combat or under combat conditions. No additional service remaining requirements are incurred as a result of this promotion.

(Use (b) ONLY if the promotion is a conditional promotion).

Format: 302

FOR THE COMMANDER:

* OFFICIAL *
* USARCENT/CFLCC *
*

JAY B. JOHNSON
COL, GS
ACofS, C1

DISTRIBUTION:

FIGURE 2

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