Promotion Point Worksheet

User Manual

28 April 2011 Version 2

Send recommended changes to:
Junior Enlisted Promotions
hrc.tagd.jr.enlistedpromotions@conus.army.mil
HRC-Fort Knox, KY

Promotion Point Worksheet website: https://www.hrcapps.army.mil/ppw

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Access instructions to the Promotion Point Worksheet (PPW)

Soldiers: Private (E1) – Sergeant (E5) can log into the PPW from the AKO website:
https://www.us.army.mil/

1. Under Army Links click on Enlisted Promotions, see **[Figure 1]**.

FIGURE 1

2. The PPW login screen will appear. Read the warning message. At the bottom of the screen, check the box left of submit, then click the submit button, see **[Figure 2]**.

FIGURE 2

3. Use CAC Login or type in your AKO username and password, then click submit, see **[Figure 3]**.

FIGURE 3

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4. **NOT ELIGIBLE STATUS -** After the Soldier logs in, the PPW records screen will display, see **[Figures 4]**. Soldiers will have view and print privileges only.

5. Select "New Unofficial PPW". The following PPW was selected for a Soldier that has a "NOT ELIGIBLE – STATUS", this Soldier does not meet eligibility requirements per AR 600-8-19, see **[Figure 4]**.
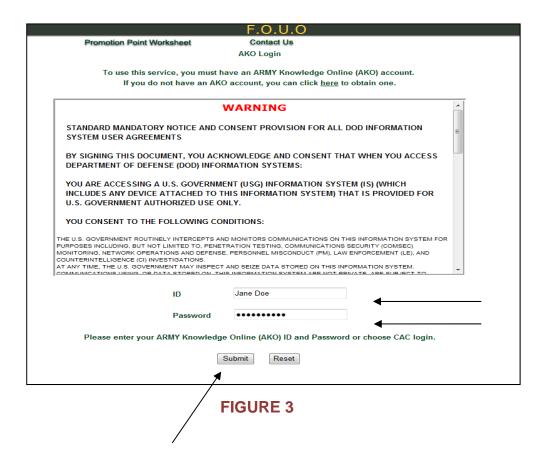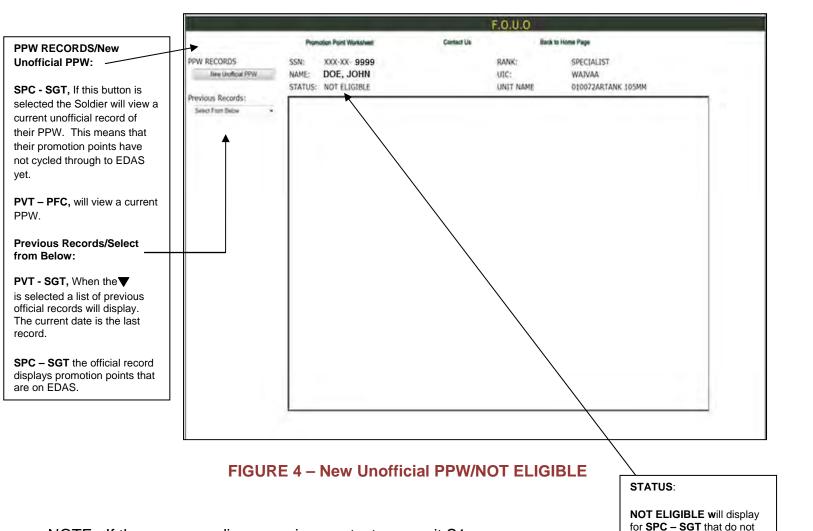
PPW RECORDS/New Unofficial PPW:

SPC - SGT, If this button is selected the Soldier will view a current unofficial record of their PPW. This means that their promotion points have not cycled through to EDAS yet.

PVT – PFC, will view a current PPW.

Previous Records/Select from Below:

PVT - SGT, When the ▼ is selected a list of previous official records will display. The current date is the last record.

SPC – SGT the official record displays promotion points that are on EDAS.

FIGURE 4 – New Unofficial PPW/NOT ELIGIBLE

STATUS:

NOT ELIGIBLE will display for **SPC – SGT** that do not meet eligibility requirements per AR 600-8-19.

NOTE: If there are any discrepancies, contact your unit S1.

6. **NOT ELIGIBLE/NOT RECOMMENDED PPW** - After selecting "New Unofficial PPW", the PPW will display the most up to date points, however, the promotion points have not cycled through to EDAS for SPC - SGT, see **[Figure 5]**.

STATUS:

NOT ELIGIBLE will display for **SPC – SGT** that do not meet eligibility requirements per AR 600-8-19.

Second page of PPW:

Scroll down to view the 2nd page of the PPW.

UNOFFICIAL COPY:

Will display when the PPW is selected from the "New Unofficial PPW" button.

Block 6 RECOMMENDED GRADE:

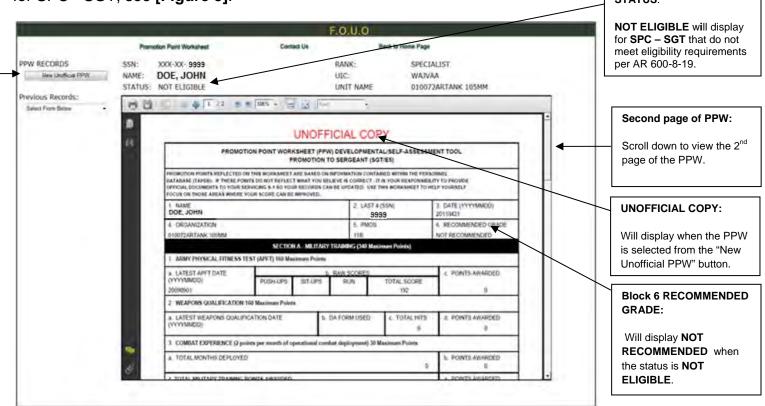Will display **NOT RECOMMENDED** when the status is **NOT ELIGIBLE**.

FIGURE 5 - New Unofficial PPW/ NOT ELIGIBLE/NOT RECOMMENDED

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7. **NOT RECOMMENDED PPW** - After selecting "New Unofficial PPW", the current unofficial PPW will display, see **[Figures 6 and 7]**.

STATUS:

NOT RECOMMENDED – Will display as a default for **SPC - SGT** that have not been recommended by a promotion board and not integrated onto the HQDA promotion standing list through the PPW.
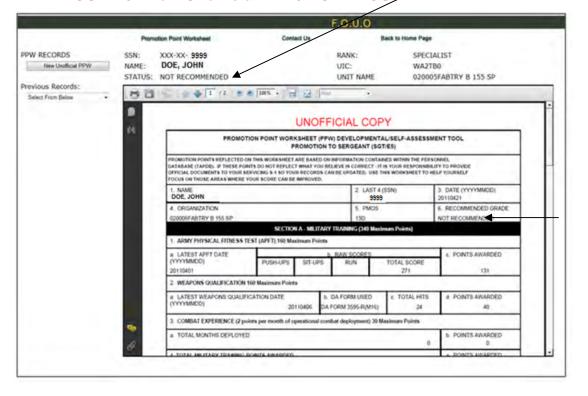
FIGURE 6 - New Unofficial PPW/ NOT RECOMMENDED

Block 6 RECOMMENDED GRADE:

SPC – SGT, NOT RECOMMENDED is displayed as a default when you are not recommended by a promotion board and not integrated onto the HQDA promotion standing list through the PPW.

FIGURE 7 - New Unofficial PPW/NOT RECOMMENDED

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8. **Previous Records, RECOMMENDED E5 PPW** - If a Soldier selects previous records and the current date, the official PPW will display, see **[Figures 8 and 9]**.
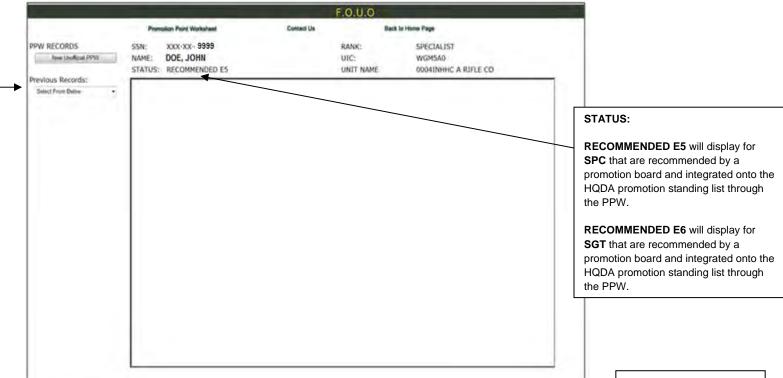

STATUS:

RECOMMENDED E5 will display for **SPC** that are recommended by a promotion board and integrated onto the HQDA promotion standing list through the PPW.

RECOMMENDED E6 will display for **SGT** that are recommended by a promotion board and integrated onto the HQDA promotion standing list through the PPW.

FIGURE 8 – Previous Records/RECOMMENDED E5

OFFICIAL RECORD:

Will display when the PPW is selected from the "Previous Records" pull down menu for the current date only.

PREVIOUS TRANSMITTED:

Will display when the PPW is selected from the "Previous Records" pull down menu for dates selected other than the current date.

Block 6 RECOMMENDED GRADE:

RECOMMENDED E5 will display for **SPC** that are recommended by a promotion board and integrated onto the HQDA promotion standing list through the PPW.

RECOMMENDED E6 will display for **SGT** that are recommended by a promotion board and integrated onto the HQDA promotion standing list through the PPW.

FIGURE 9 - Previous Records/RECOMMENDED E5

9. **New unofficial PPW, RECOMMENDED E5** - If a Soldier selects previous records and chooses the current date the PPW will display a "STATUS" of "RECOMMENDED E5" and block 6 will display "RECOMMENDED E5", see **[Figure 9]**. If a Soldier selects "New unofficial PPW" the PPW will display a "STATUS" of "RECOMMENDED E5" and block 6 will display "NOT RECOMMENDED", see **[Figure 10]**. Block 6 displays "NOT RECOMMENDED" because it is an unofficial PPW.

FIGURE 10 - New Unofficial PPW/RECOMMENDED E5

10. The following is a Soldier view for a PV2, see **[Figures 11 and 12]**. This view will display the same for "New Unofficial PPW" and "Previous Records" for PVT - PFC.

FIGURE 11 – PVT - PFC Soldier View

FIGURE 12 - PVT - PFC Soldier View

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Access instructions to the Promotion Point Worksheet (PPW)

Brigade (BDE)/Battalion (BN) S1/Military Personnel Division (MPD) Level

1. BDE/BN S1 and MPD personnel can log in from the eMILPO website https://emilpo.ahrs.army.mil, see **[Figure 13]**. Click on Promotion Worksheet. From the HRC website https://www.hrc.army.mil/site/active/select/Enlisted.htm#ti, see **[Figure 14]**. See figures 2 and 3 for instructions to sign into the PPW.

FIGURE 13

FIGURE 14

Integrate Soldier onto the
Headquarters Department of the Army Promotion Standing List

1. After the BDE/BN S1 or MPD signs into the PPW the Admin Menu screen will display, see **[Figure 15]**. Click promotion point worksheet.

Promotion Point Worksheet   Contact Us   Back to Home Page   Return to Admin Menu

Promotion Point Worksheet

S1 Report (by Soldier UIC)

Control Access Authorizations

FIGURE 15

2. After selecting "Promotion Point Worksheet the following screen displays, see **[Figure 16]**. Click "Begin" to initiate the process.

Promotion Point Worksheet   Contact Us   Back to Home Page   Return to Admin Menu

This activity will allow the S1/MPD to view and print PPW,

as well as integrate or remove Soldiers from the HQDA Promotion List

Click 'Begin' to initiate the process.

Begin

FIGURE 16

3. After clicking "Begin" on the previous screen, the SSN screen displays, see **[Figure 17]**. Enter the Soldier's SSN and click search SSN. Click on the reset button to change the SSN.

FIGURE 17

4. After the SSN is submitted the "Soldier Promotion Points History" screen will display, see **[Figure 18]**. Click on "View" for sequence #1 to view the Soldier's current PPW. If the Soldier has more than one sequence number, the following is an explanation: Sequence #1 – Is the Soldier's current and official PPW, sequence 2 or higher – Is the Soldier's previously submitted PPW's, "PREVIOUS TRANSMITTED" will display at the top of the PPW, see **[Figure 20]**.

Status:

NOT RECOMMENDED – Will display as a default for **SPC - SGT** that have not been recommended by a promotion board and not integrated onto the HQDA promotion standing list through the PPW.

RECOMMENDED E5 will display for **SPC** that are recommended by a promotion board and integrated onto the HQDA promotion standing list through the PPW.

RECOMMENDED E6 will display for **SGT** that are recommended by a promotion board and integrated onto the HQDA promotion standing list through the PPW.

NOT ELIGIBLE - Will display as a default for **PVT – PFC** and will for **SPC – SGT** that do not meet eligibility requirements per AR 600-8-19.

FIGURE 18

Click on "New SSN" to return to the SSN screen.

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5. After you click on "View" for sequence #1, the first page of the Soldier's PPW will appear, see **[Figure 19]**. At the bottom of the screen you will click the "Integrate Soldier onto HQDA Promotion List". (Ensure that you have approved promotion board proceedings before clicking integrate). Click on "New SSN" to return to the SSN screen.

Second page of PPW: Scroll down to view the 2nd page of the PPW.

Block 6 RECOMMENDED GRADE: NOT RECOMMENDED is displayed as a default because SGT Doe has not been recommended by a promotion board.

FIGURE 19

Back to Review: Returns you back to the Soldier Promotion Points History screen, see figure 18.

Integrate Soldier onto HQDA Promotion List: Click to integrate.

FIGURE 20

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6. Second page of PPW, see **[Figure 21]**.

FIGURE 21

7. After clicking "Integrate Soldier onto HQDA Promotion List", the warning screen will display, see **[Figure 22]**. If you do not want to integrate the Soldier onto the HQDA promotion list, click on New SSN. If you do want to integrate a Soldier you will click the "Integrate Soldier onto HQDA Promotion List" button again. Soldiers' promotion points will be sent to the Total Army Personnel Database (TAPDB). After the Soldier is integrated and Soldiers update their personnel and/or training records through eMILPO and/or ATRRS their promotion points will continue to update TAPDB.
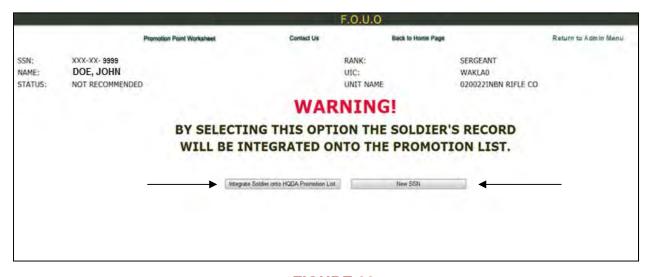

FIGURE 22

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8. After clicking "Integrate Soldier onto HQDA Promotion List", a "Congratulations" screen will display, see **[Figure 23]**. Click "View/Print Record" to display the current PPW, which will display the integrated PPW. Click on "New SSN" to return to the SSN screen.
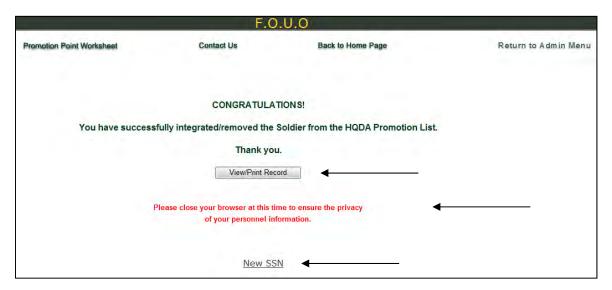

FIGURE 23

9. After clicking "View/Print Record" the current official PPW will display, see **[Figure 24],** scroll down to view page 2.

OFFICIAL RECORD

PROMOTION POINT WORKSHEET (PPW) DEVELOPMENTAL/SELF-ASSESSMENT TOOL PROMOTION TO SERGEANT (SSG/E6)

PROMOTION POINTS REFLECTED ON THIS WORKSHEET ARE BASED ON INFORMATION CONTAINED WITHIN THE PERSONNEL DATABASE (TAPDB). IF THESE POINTS DO NOT REFLECT WHAT YOU BELIEVE IS CORRECT - IT IS YOUR RESPONSIBILITY TO PROVIDE OFFICIAL DOCUMENTS TO YOUR SERVICING S-1 SO YOUR RECORDS CAN BE UPDATED.

1. NAME	2. LAST 4 (SSN)	3. DATE (YYYYMMDD)
DOE, JOHN	9999	20110421
4. ORGANIZATION	5. PMOS	6. RECOMMENDED GRADE
020022INBN RIFLE CO	11B	RECOMMENDED E6

SECTION A - MILITARY TRAINING (255 Maximum Points)

1. ARMY PHYSICAL FITNESS TEST (APFT) 100 Maximum Points

a. LATEST APFT DATE (YYYYMMDD)	b. RAW SCORES				c. POINTS AWARDED
	PUSH-UPS	SIT-UPS	RUN	TOTAL SCORE	
20100601				271	76

2. WEAPONS QUALIFICATION 100 Maximum Points

a. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD)	b. DA FORM USED	c. TOTAL HITS	d. POINTS AWARDED
20090428	DA FORM 5790-R (M16)	39	98

3. COMBAT EXPERIENCE (2 points per month of operational combat deployment) 60 Maximum Points

a. TOTAL MONTHS DEPLOYED	b. POINTS AWARDED
26	52

4. TOTAL MILITARY TRAINING POINTS AWARDED	a. POINTS AWARDED
	226

SECTION B - ADMINISTRATIVE POINTS (545 Maximum Points)

1. AWARDS, DECORATIONS, BADGES, CERTIFICATE OF ACHIEVEMENT (COA) AND AIRBORNE ADVANTAGE 165 Maximum Points:
COA - Awarded 5 points per COA, limited to 20 maximum points.
Airborne Advantage points - Soldiers possessing airborne qualifications, assigned to an authorized airborne position, while receiving Hazardous Duty Incentive Pay (Parachute Duty Pay) associated with that position, receive additional points (WITHOUT REGARD TO THE MAXIMUM POINTS EARNED IN THIS CATEGORY).

AAM(01APR2009) (PTS 10)   AAM(14AUG2008) (PTS 10)
AGCM(09JAN2010) (PTS 10)   ARCOM(20OCT2010) (PTS 20)
CIB(07NOV2007) (PTS 30)   EIB(05JUL2007) (PTS 30)

a. TOTAL POINTS AWARDED	b. POINTS AWARDED
	110

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Block 6 RECOMMENDED GRADE: RECOMMENDED E6 is displayed because SGT Doe was recommended by a promotion board and integrated through the PPW.

FIGURE 24

9. When you go back to the "Soldier Promotion Points History" screen, click on "View" for sequence #1, see **[Figure 25]**, the first page of the Soldier's PPW will appear, see **[Figure 26]**. At the bottom of the screen the option to "Integrate Soldier onto HQDA Promotion List" now displays "Remove Soldier onto HQDA Promotion List".

FIGURE 25

FIGURE 26

Remove Soldier from HQDA
Promotion List

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Remove Soldier from the
Headquarters Department of the Army Promotion Standing List

1. Repeat steps 1-3 see figures 15-17 for integrate Soldier onto the HQDA List.

2. After the SSN is submitted the "Soldier Promotion Points History" screen will display, see **[Figure 27]**. Click on "View" for sequence #1 to view the Soldier's current PPW. If the Soldier has more than one sequence number, the following is an explanation: Sequence #1 – Is the Soldier's current PPW, sequence 2 or higher – Is the Soldier's previous PPW's.

FIGURE 27

3. After you click on "View" for sequence #1, see **[Figure 27]**, the first page of the Soldier's PPW will appear, see **[Figure 28]**. At the bottom of the screen you will click the "Remove Soldier from HQDA Promotion List". (Ensure that you have approved reasons per AR 600-8-19 and supporting documents to remove a Soldier from the promotion standing list). Click on "New SSN" to return to the SSN screen.

FIGURE 28

Back to Review: Returns you back to the Soldier Promotion Points History screen.

Remove Soldier from HQDA Promotion List: Click to remove.

Second page of PPW: Scroll down to view the 2nd page of the PPW.

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4. After clicking "Remove Soldier from HQDA Promotion List", the warning screen will display, see **[Figure 29]**. If you do not want to remove the Soldier from the HQDA promotion list, click on New SSN. If you do want to remove a Soldier you will click the "Remove Soldier from HQDA Promotion List" button again. Soldiers' promotion points will be removed from TAPDB and will be maintained through the PPW for view purpose.

FIGURE 29

5. After clicking "Remove Soldier from HQDA Promotion List", a "Congratulations" screen will display, see **[Figure 30]**. Click "View/Print Record" to display the current PPW, which will display the updated PPW. Click on "New SSN" to return to the SSN screen.

FIGURE 30

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6. After clicking "View/Print Record" the current official PPW will display, see **[Figure 31],** scroll down to view page 2.

OFFICIAL RECORD

PROMOTION POINT WORKSHEET (PPW) DEVELOPMENTAL/SELF-ASSESSMENT TOOL
PROMOTION TO SERGEANT (SGT/E5)

PROMOTION POINTS REFLECTED ON THIS WORKSHEET ARE BASED ON INFORMATION CONTAINED WITHIN THE PERSONNEL DATABASE (TAPDB). IF THESE POINTS DO NOT REFLECT WHAT YOU BELIEVE IS CORRECT - IT IS YOUR RESPONSIBILITY TO PROVIDE OFFICIAL DOCUMENTS TO YOUR SERVICING S-1 SO YOUR RECORDS CAN BE UPDATED. USE THIS WORKSHEET TO HELP YOURSELF FOCUS ON THOSE AREAS WHERE YOUR SCORE CAN BE IMPROVED.

1. NAME DOE, JOHN	2. LAST 4 (SSN) 9999	3. DATE (YYYYMMDD) 20110421
4. ORGANIZATION 0002 CS BDE SPT MED	5. PMOS 68W	6. RECOMMENDED GRADE NOT RECOMMENDED

Block 6 RECOMMENDED GRADE: NOT RECOMMENDED is displayed because SPC Doe was removed from the HQDA promotion standing list through the PPW.

SECTION A - MILITARY TRAINING (340 Maximum Points)

1. ARMY PHYSICAL FITNESS TEST (APFT) 160 Maximum Points

a. LATEST APFT DATE (YYYYMMDD) 20110301	b. RAW SCORES				c. POINTS AWARDED
	PUSH-UPS	SIT-UPS	RUN	TOTAL SCORE 300	160

2. WEAPONS QUALIFICATION 160 Maximum Points

a. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD) 20101013	b. DA FORM USED DA FORM 3595-R(M16)	c. TOTAL HITS 38	d. POINTS AWARDED 145

3. COMBAT EXPERIENCE (2 points per month of operational combat deployment) 30 Maximum Points

a. TOTAL MONTHS DEPLOYED	0	b. POINTS AWARDED	0

4. TOTAL MILITARY TRAINING POINTS AWARDED	a. POINTS AWARDED 305

SECTION B - ADMINISTRATIVE POINTS (460 Maximum Points)

1. AWARDS, DECORATIONS, BADGES, CERTIFICATE OF ACHIEVEMENT (COA) AND AIRBORNE ADVANTAGE 125 Maximum Points:
COA - Awarded 5 points per COA, limited to 20 maximum points.
Airborne Advantage points - Soldiers possessing airborne qualifications, assigned to an authorized airborne position, while receiving Hazardous Duty Incentive Pay (Parachute Duty Pay) associated with that position, receive additional points (WITHOUT REGARD TO THE MAXIMUM POINTS EARNED IN THIS CATEGORY).

AAM(03MAR2011) (PTS 10)   AAM(07JAN2010) (PTS 10)
COA(14FEB2011) (PTS 5)   COA(31MAR2010) (PTS 5)

a. TOTAL POINTS AWARDED	b. POINTS AWARDED 30

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FIGURE 31

Promotion Points Notification Email

1. After integrating or removing a Soldier from the HQDA promotion standing list through the PPW you will receive an email notification within two hours, see **[Figure 32]**.

FIGURE 32

Not Eligible to be Integrated

1. If a Soldier's status is NOT ELIGIBLE you will not be able to integrate the Soldier onto the HQDA promotion standing list, **[Figures 33 and 34]** display screens that will appear if an attempt is made to integrate a Soldier with a NOT ELGIBLE status. Integrate/Remove Soldier from HQDA Promotion List is disabled.
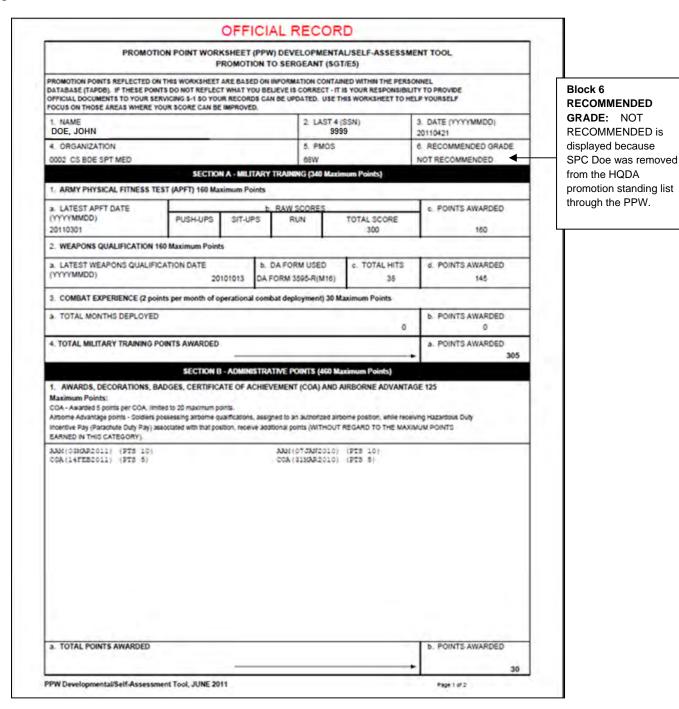
FIGURE 33

FIGURE 34

Block 6
RECOMMENDED GRADE:

NOT RECOMMENDED – Will display as a default for **SPC - SGT** that have not been recommended by a promotion board and not integrated onto the HQDA promotion standing list through the PPW.

NOT ELIGIBLE is the default for PVT - PFC. The PPW is for view purpose only.

Back to Review: Returns you back to the Soldier Promotion Points History screen.

Integrate/Remove Soldier from HQDA Promotion List is disabled.

Click on **"New SSN"** to return to the SSN screen.

Second page of PPW: Scroll down to view the 2nd page of the PPW.

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Private through Private First Class PPW

1. Repeat steps 1-3, see figures 15-17 for integrate Soldier onto the HQDA List.

2. After the SSN is submitted the "Soldier Promotion Points History" screen will display, see **[Figure 35]**. Click on "View" for sequence #1 to view the Soldier's current PPW. PVT – PFC will not have more than one sequence number.

STATUS: NOT ELIGIBLE is the default for PVT - PFC. The PPW is for view purpose only.

FIGURE 35

Click on "New SSN" to return to the SSN screen.

3. After you click on "View" for sequence #1, the first page of the Soldier's PPW will appear, see **[Figure 36]** below. Click on "New SSN" to return to the SSN screen.

Promotion Point Worksheet	Contact Us	Back to Home Page	Return to Admin Menu

SSN: XXX-XX- 9999   RANK: PRIVATE FIRST CLASS
NAME: DOE, JANE   UIC: WG2KHD
STATUS: NOT ELIGIBLE   UNIT NAME   010006ARPROV REAR DE

UNOFFICIAL COPY

PROMOTION POINT WORKSHEET (PPW) DEVELOPMENTAL/SELF-ASSESSMENT TOOL
PROMOTION TO SERGEANT (SGT/E5)

PROMOTION POINTS REFLECTED ON THIS WORKSHEET ARE BASED ON INFORMATION CONTAINED WITHIN THE PERSONNEL DATABASE (TAPDB). IF THESE POINTS DO NOT REFLECT WHAT YOU BELIEVE IS CORRECT - IT IS YOUR RESPONSIBILITY TO PROVIDE OFFICIAL DOCUMENTS TO YOUR SERVICING S-1 SO YOUR RECORDS CAN BE UPDATED. USE THIS WORKSHEET TO HELP YOURSELF FOCUS ON THOSE AREAS WHERE YOUR SCORE CAN BE IMPROVED.

1. NAME DOE, JANE	2. LAST 4 (SSN) 9999	3. DATE (YYYYMMDD) 20110421
4. ORGANIZATION 010006ARPROV REAR DE	5. PMOS 25U	6. RECOMMENDED GRADE NOT ELIGIBLE

SECTION A - MILITARY TRAINING (340 Maximum Points)

1. ARMY PHYSICAL FITNESS TEST (APFT) 160 Maximum Points

a. LATEST APFT DATE (YYYYMMDD) NO DATE AVAIL	b. RAW SCORES				c. POINTS AWARDED
	PUSH-UPS	SIT-UPS	RUN	TOTAL SCORE 0	0

2. WEAPONS QUALIFICATION 160 Maximum Points

a. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD)	b. DA FORM USED	c. TOTAL HITS 0	d. POINTS AWARDED 0

3. COMBAT EXPERIENCE (2 points per month of operational combat deployment) 30 Maximum Points

a. TOTAL MONTHS DEPLOYED	0	b. POINTS AWARDED 0

4 TOTAL MILITARY TRAINING POINTS AWARDED	a. POINTS AWARDED 0

[Back to Review]   [Remove Soldier from HQDA Promotion List]   [New SSN]

Block 6 RECOMMENDED GRADE: NOT ELIGIBLE is the default for PVT - PFC. The PPW is for view purpose only.

FIGURE 36

Back to Review: Returns you back to the Soldier Promotion Points History screen.

Integrate/Remove Soldier from HQDA Promotion List is disabled.

Click on **"New SSN**" to return to the SSN screen.

Second page of PPW: Scroll down to view the 2nd page of the PPW.

S1 Report (by Soldier UIC)

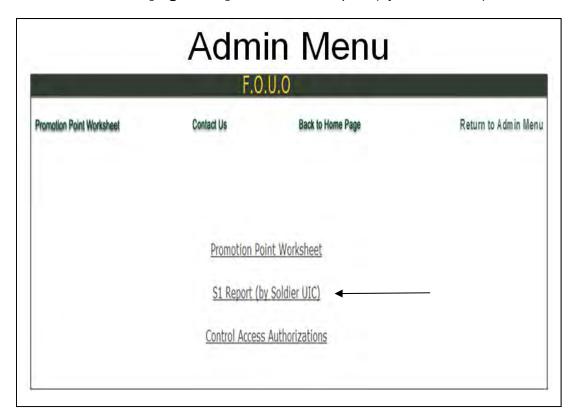1. From the Admin Menu, see **[Figure 37],** click on S1 Report (by Soldier UIC).

FIGURE 37

2. Enter the UIC code and press the select button, see **[Figure 38]**. Minimum UIC length is 2 characters. This report will display name, rank, SSN, current total promotion points, last update code, last update date, previous points, previous points date and PPW view button, see **[Figure 39]**.
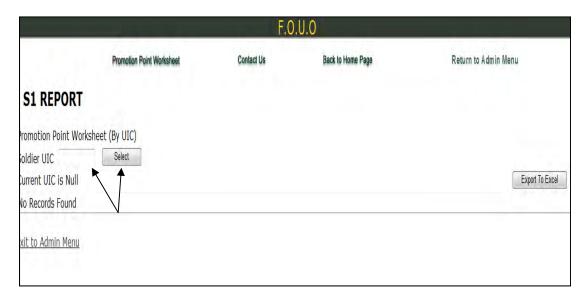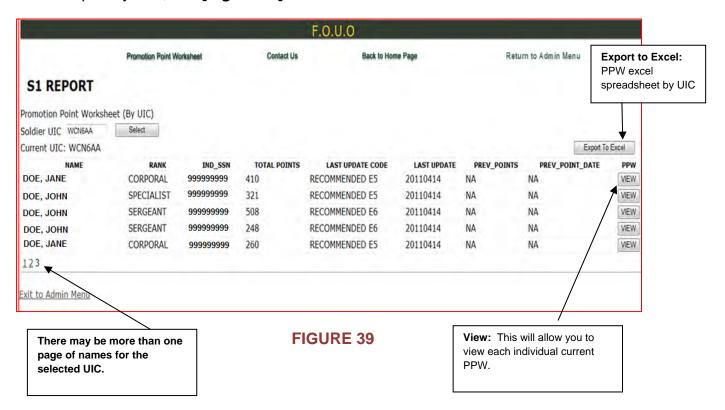

FIGURE 38

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3. S1 Report by UIC, see **[Figure 39]**.

Export to Excel: PPW excel spreadsheet by UIC

There may be more than one page of names for the selected UIC.

FIGURE 39

View: This will allow you to view each individual current PPW.

4. If you select "Export To Excel" a file download box will appear, see **[Figure 40]**. Click on Open to view the PPW by UIC excel spreadsheet.
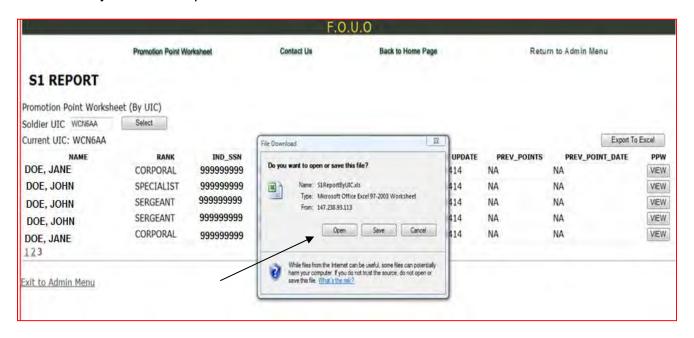

FIGURE 40

5. After clicking Open, a Microsoft Office Excel box will appear, see **[Figure 41]**. Click on Yes to view the PPW by UIC excel spreadsheet.
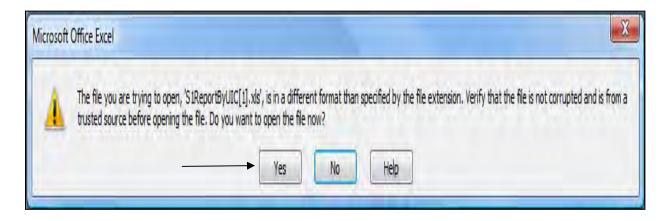

FIGURE 41

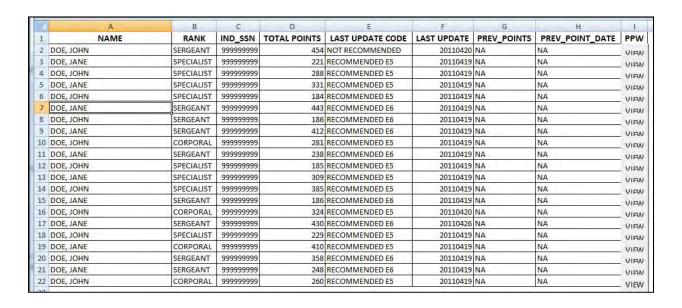6. After clicking Yes, the PPW by UIC excel spreadsheet will display, see **[Figure 42]**.

FIGURE 42

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Control Access Authorizations

1. From the Admin Menu, see **[Figure 43],** click on Control Access Authorizations.

<div align="center">

FIGURE 43

</div>

2. The Control Access Authorizations screen will display, see **[Figure 44]**.
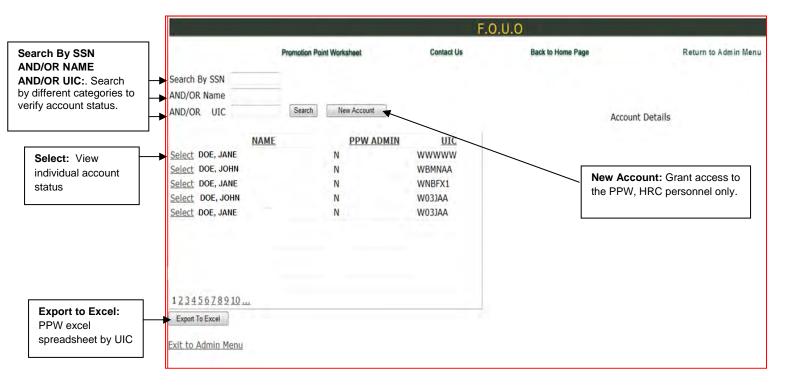

<div align="center">

FIGURE 44

</div>

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3. If you clicked select, account details will display for the individual selected, see **[Figure 45]**.

Account Details: The account for the individual selected will display here.

PPW ADMIN:
Y – Allows users to give access to the PPW, HRC only.
N – Users will not be able to authorize other user's access to the PPW.

UNIT ADMIN:
Y – Allows users to integrate/remove Soldiers PPW,

Export to Excel: PPW excel spreadsheet by UIC

FIGURE 45

3. If export to excel is selected, the following spreadsheet will display, see **[Figure 46]**.

FIGURE 46

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Enlisted Distribution and Assignment System (EDAS) – Promotion Point Update (PP) Function Screen

1. When Soldier's promotions points do not update TAPDB, BDE S1 and MPD personnel will have access to enter promotion points on the PP screen in EDAS. Enter the Soldier's SSN on the primary entry screen, see **[Figure 47]**. Press Enter to go to the Promotion Point Update Screen.

2. The PP screen is also used to update promotion points for eligible command list integrated (CLI) Soldiers. When the system does not update after the Company Commander recommends "Yes" on the Enlisted Promotion Report, AAA-294, BDE S1 and MPD personnel will have access to enter the CLI promotion points on the PP screen in EDAS. Soldiers integrated onto the SGT promotion list as a result of CLI will receive a total of 39 promotion points (one point less than the minimum passing score on the APFT). Soldiers integrated onto the SSG promotion list as a result of CLI will receive a total of 14 promotion points (one point less than the minimum passing score on the APFT). No additional promotion points, regardless of qualifications or achievements will be granted unless the Soldier goes through the formal board process.

3. **CLI Soldier, appears before the promotion board -** BDE/BN S1 will use the "Integrate Soldier onto HQDA Promotion List" steps on pages 13 - 18 in this manual. **The BDE S1 and MPD personnel must ensure that the CLI promotion points are removed from the PP screen prior to the promotion board points update.**

FIGURE 47

AHRC-PDV-PE

Promotion Point Update Screen

2. Enter Promotion Points and YYYYMM (year and month), see **[Figure 48]**.   Press enter.   An instructional message will display, press F2 to update. This applies to boarded and CLI Soldiers.

FIGURE 48

3. The "update complete" message will display at the bottom of the screen, see **[Figure 49].** The progression MOS will update on the screen.
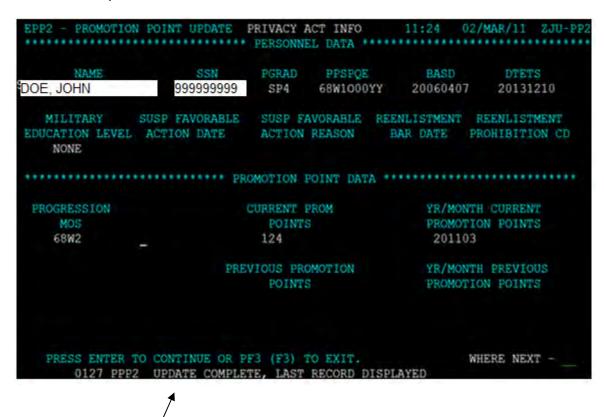
```
EPP2 - PROMOTION POINT UPDATE   PRIVACY ACT INFO      11:24   02/MAR/11  ZJU-PP2
*********************************** PERSONNEL DATA ****************************

      NAME              SSN        PGRAD    PPSPQE         BASD         DTETS
 DOE, JOHN           999999999      SP4    68W1000YY     20060407      20131210

    MILITARY      SUSP FAVORABLE    SUSP FAVORABLE   REENLISTMENT   REENLISTMENT
 EDUCATION LEVEL  ACTION DATE       ACTION REASON     BAR DATE      PROHIBITION CD
     NONE

 *************************** PROMOTION POINT DATA ****************************

  PROGRESSION                  CURRENT PROM           YR/MONTH CURRENT
     MOS                         POINTS               PROMOTION POINTS
    68W2          _               124                    201103

                            PREVIOUS PROMOTION        YR/MONTH PREVIOUS
                                POINTS                PROMOTION POINTS


   PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT.              WHERE NEXT - __
       0127 PPP2  UPDATE COMPLETE, LAST RECORD DISPLAYED
```

FIGURE 49