



# Promotion Point Worksheet User Manual

## 28 April 2011 Version 2

Send recommended changes to:  
Junior Enlisted Promotions  
[hrc.taqd.jr.enlistedpromotions@conus.army.mil](mailto:hrc.taqd.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].

AKO Mail Inbox (0)

New Notifications (1)

New in My Files

New in My Blogs

My Tasks

Tell CPT AKO

Webmail Lite

Help Desk FAQs

AKO Training

Go Mobile

AKO ARMY KNOWLEDGE ONLINE

Home My Account Favorites Quick Links Self Service Search...

Organization: HRC, 42, Active Army  
Address: Fort Knox, KY 40121

Last Login  
19 Apr 2011 16:12 GMT via cac from ip 214.24.242.15

My Professional Data

My Medical Readiness Status is GREEN

My DA Photo is VALID

My DEERS

My Training

My Leader Development

Army Links

Assignment Satisfaction Key

DA Photo

Enlisted Promotions

My ERB: Enlisted Record Brief

My Pay

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].

The screenshot shows the top navigation bar with 'F.O.U.O.' in yellow, 'Promotion Point Worksheet' on the left, and 'Contact Us' and 'AKO Login' on the right. Below the navigation is a message: 'To use this service, you must have an ARMY Knowledge Online (AKO) account. If you do not have an AKO account, you can click [here](#) to obtain one.' A large warning box is centered, containing the following text: 'WARNING', 'STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DOD INFORMATION SYSTEM USER AGREEMENTS', 'BY SIGNING THIS DOCUMENT, YOU ACKNOWLEDGE AND CONSENT THAT WHEN YOU ACCESS DEPARTMENT OF DEFENSE (DOD) INFORMATION SYSTEMS:', 'YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) (WHICH INCLUDES ANY DEVICE ATTACHED TO THIS INFORMATION SYSTEM) THAT IS PROVIDED FOR U.S. GOVERNMENT AUTHORIZED USE ONLY.', and 'YOU CONSENT TO THE FOLLOWING CONDITIONS:'. Below the warning box, there is a checkbox with a checkmark and the text 'I've read and consent to the above conditions:', followed by a 'SUBMIT' button. Two arrows point from the caption below to the checkbox and the submit button.

FIGURE 2

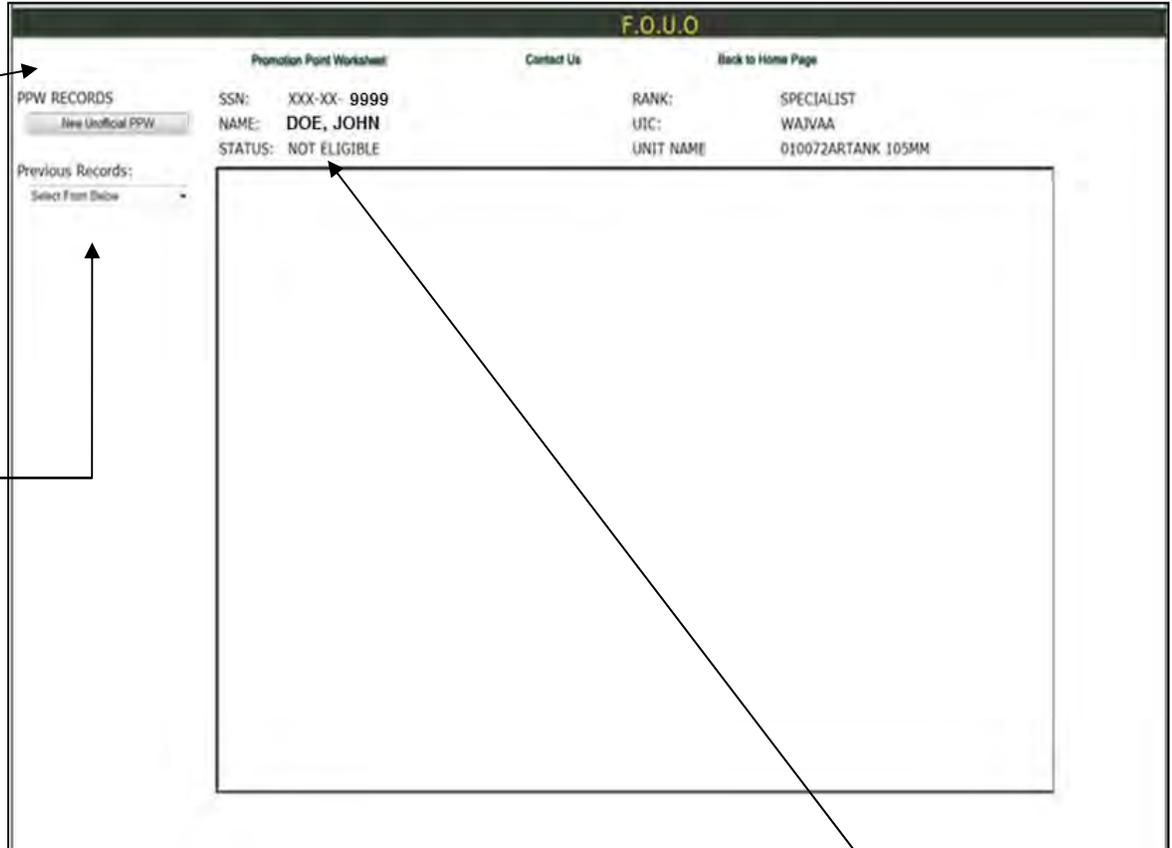
3. Use CAC Login or type in your AKO username and password, then click submit, see [Figure 3].

The screenshot shows the same top navigation bar as Figure 2. Below the navigation is the same message: 'To use this service, you must have an ARMY Knowledge Online (AKO) account. If you do not have an AKO account, you can click [here](#) to obtain one.' The warning box is identical to Figure 2. Below the warning box, there are two input fields: 'ID' with the text 'Jane Doe' and 'Password' with a masked password '.....'. Below the input fields is the text 'Please enter your ARMY Knowledge Online (AKO) ID and Password or choose CAC login.' and two buttons: 'Submit' and 'Reset'. Two arrows point from the caption below to the ID and Password fields, and one arrow points to the Submit button.

FIGURE 3

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].

**PPW RECORDS**  
New Unofficial PPW

Previous Records:  
Select From Below

SSN: XXX-XX-9999  
NAME: **DOE, JOHN**  
STATUS: NOT ELIGIBLE

RANK: SPECIALIST  
UIC: WAWVAA  
UNIT NAME: 010072ARTANK 105MM

**UNOFFICIAL COPY**

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

PROMOTION POINTS REFLECTED ON THIS WORKSHEET ARE BASED ON INFORMATION CONTAINED WITHIN THE PERSONNEL DATABASE (TAPE8). IF THESE POINTS DO NOT REFLECT WHAT YOU BELIEVE IS CORRECT, IT IS YOUR RESPONSIBILITY TO PROVIDE OFFICIAL DOCUMENTS TO YOUR SUPERVISING 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) 20110423
4. ORGANIZATION 010072ARTANK 105MM	5. PMOS 1TB	6. RECOMMENDED GRADE NOT RECOMMENDED

**SECTION A. MILITARY TRAINING (30 Maximum Points)**

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

a. LATEST APFT DATE (YYYYMMDD) 20090601	b. SUB SCORES			c. POINTS AWARDED
	PUSH-UPS	SIT-UPS	RUN	TOTAL SCORE 192

2. WEAPONS QUALIFICATION 100 Maximum Points

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

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

a. TOTAL MONTHS DEPLOYED	b. POINTS AWARDED
0	0

4. TOTAL MILITARY TRAINING POINTS AWARDED

5. POINTS AWARDED

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

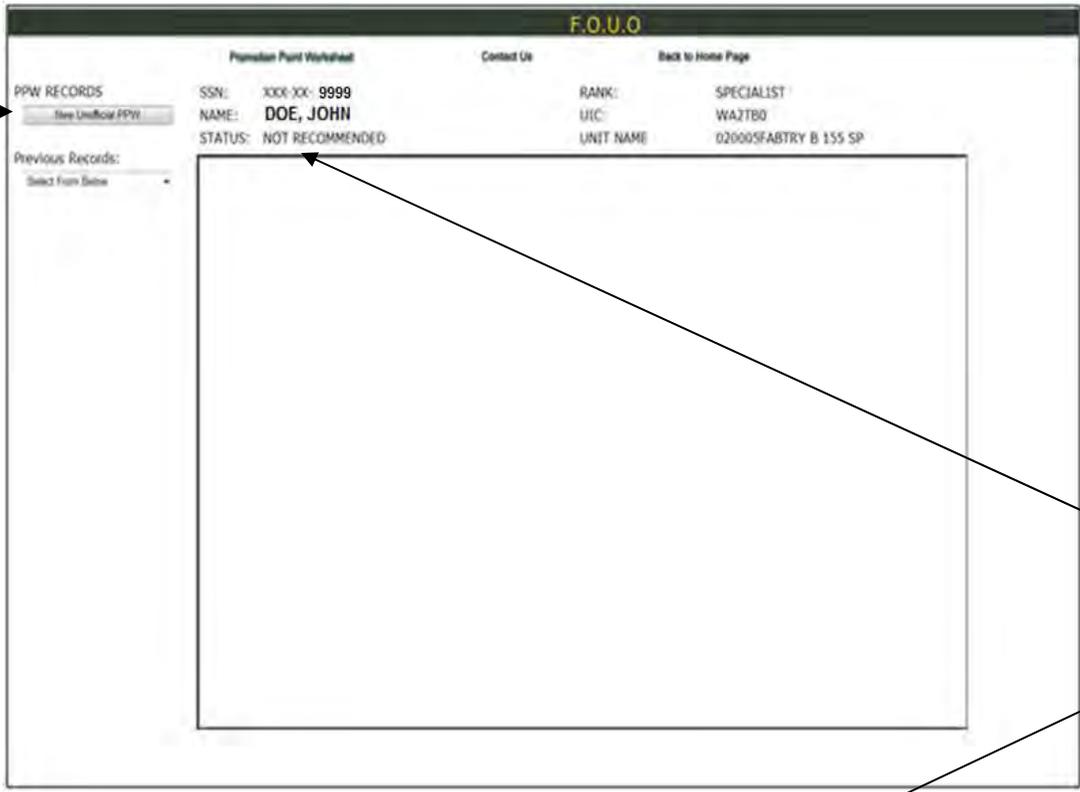
**Second page of PPW:**  
Scroll down to view the 2<sup>nd</sup> page of the PPW.

**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**.

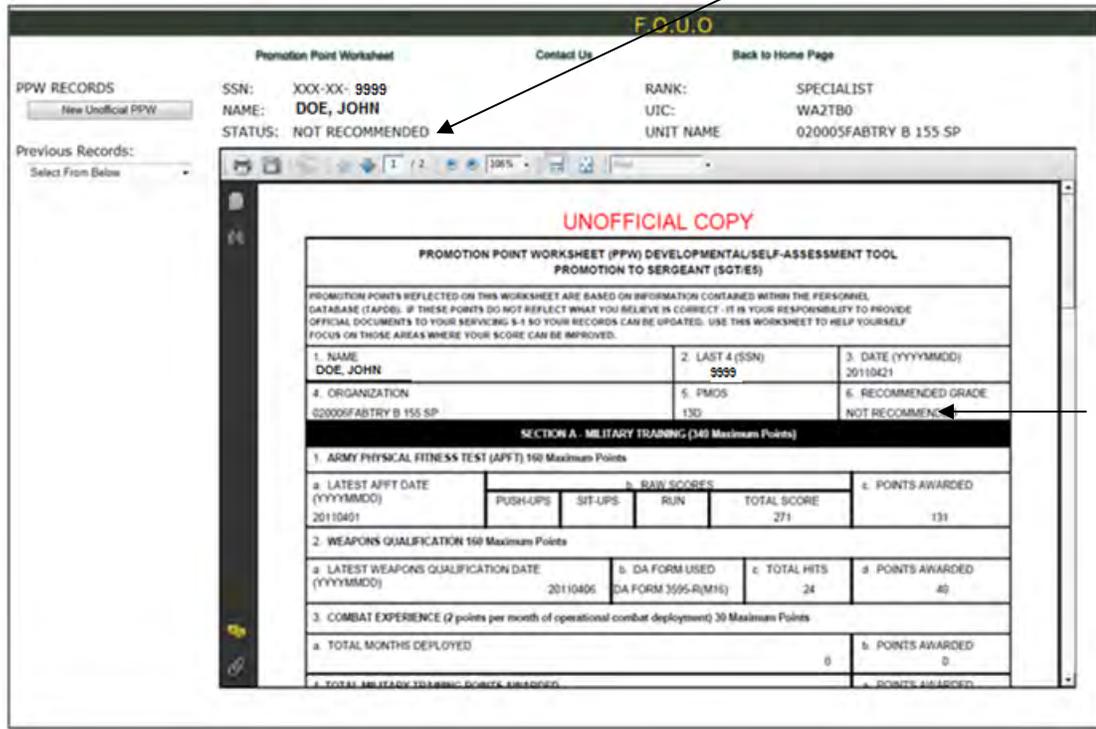
**FIGURE 5 - New Unofficial PPW/ NOT ELIGIBLE/NOT RECOMMENDED**

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**

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].

The screenshot shows the 'Promotion Point Worksheet' interface for a Soldier named JOHN DOE. The status is 'RECOMMENDED E5'. The 'Previous Records' dropdown menu is open, showing 'Select From Below'.

**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**

The screenshot shows the 'Official Record' form for the same Soldier. The status is 'RECOMMENDED E5'. The form includes sections for 'MILITARY TRAINING' and 'ARMY PHYSICAL FITNESS TEST'.

SECTION A: MILITARY TRAINING (340 Maximum Points)					
1. ARMY PHYSICAL FITNESS TEST (APFT) 160 Maximum Points					
a. LATEST APFT DATE (YYYYMMDD)		b. RAW SCORES		c. POINTS AWARDED	
20110301		PUSH-UPS	SIT-UPS	RUN	TOTAL SCORE
					247
				107	
2. WEAPONS QUALIFICATION 160 Maximum Points					
a. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD)		b. DA FORM USED		c. TOTAL HITS	
20100901		DA FORM 5790-8 (M1)		35	
				123	
3. COMBAT EXPERIENCE (2 points per month of operational combat deployment) 50 Maximum Points					
a. TOTAL MONTHS DEPLOYED				b. POINTS AWARDED	
0				0	
4. TOTAL MILITARY TRAINING POINTS AWARDED					
0					

**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**

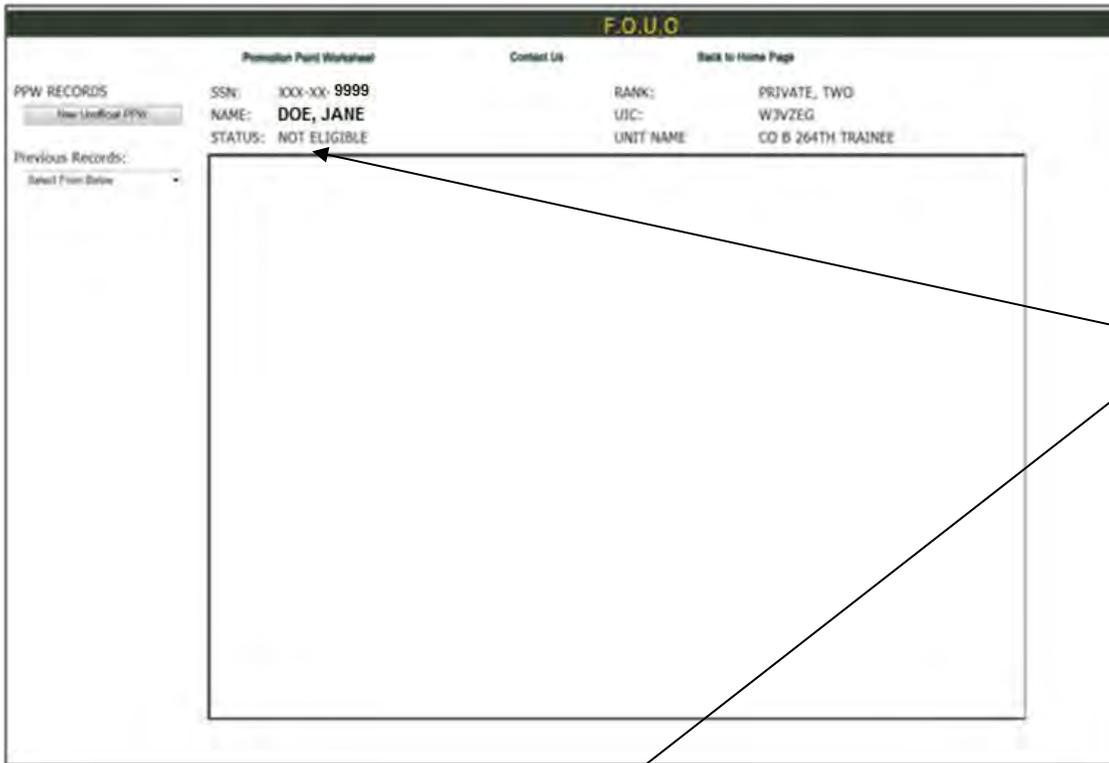
9. **New unofficial PPW, RECOMMENDED E5** - If a Soldier selects previous records and chooses the current date the PPW will display a “STATUS” of “RECOMMENDED E5” and block 6 will display “RECOMMENDED E5”, see [Figure 9]. If a Soldier selects “New unofficial PPW” the PPW will display a “STATUS” of “RECOMMENDED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

The screenshot shows the 'Promotion Point Worksheet' interface. At the top, it says 'F.O.U.O.' and has links for 'Promotion Point Worksheet', 'Contact Us', and 'Back to Home Page'. On the left, there are 'PPW RECORDS' and 'Previous Records' sections. The main area displays a record for 'DOE, JOHN' with SSN 'XXX-XX-9999', RANK 'SPECIALIST', and UNIT NAME '00041NHHC A RIFLE CO'. The status is 'RECOMMENDED E5'. Below this is a 'New Unofficial PPW' button. The main content is a worksheet titled 'UNOFFICIAL COPY' with the following table:

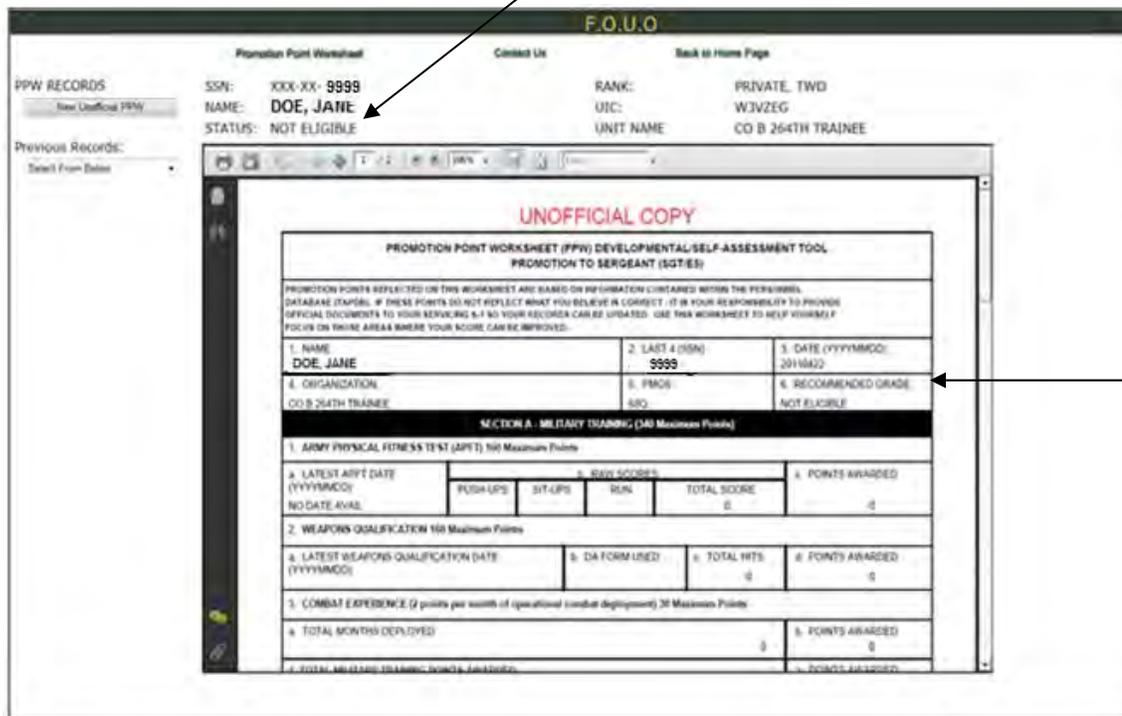
PROMOTION POINT WORKSHEET (PPW) DEVELOPMENTAL/SELF-ASSESSMENT TOOL PROMOTION TO SERGEANT (SGT/E5)					
PROMOTION POINTS REFLECTED ON THIS WORKSHEET ARE BASED ON INFORMATION CONTAINED WITHIN THE PERSONNEL DATABASE (TAPEX). IF THESE POINTS DO NOT REFLECT WHAT YOU BELIEVE IS CORRECT - IT IS YOUR RESPONSIBILITY TO PROVIDE OFFICIAL DOCUMENTS TO YOUR SUPERVISOR & IF 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	6. RECOMMENDED GRADE NOT RECOMMENDED		
4. ORGANIZATION 00041NHHC A RIFLE CO					
5. PMOS 11B					
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	
	PUSHUPS	SIT UPS	RUN	TOTAL SCORE	
				247	107
2. WEAPONS QUALIFICATION 160 Maximum Points					
a. LATEST WEAPONS-QUALIFICATION DATE (YYYYMMDD) 20100921	b. DA FORM USED OR FORM 570-R (M16)	c. TOTAL HITS 35	d. POINTS AWARDED 123		
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 SCORE AWARDED					
c. POINTS AWARDED					

**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**

## 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

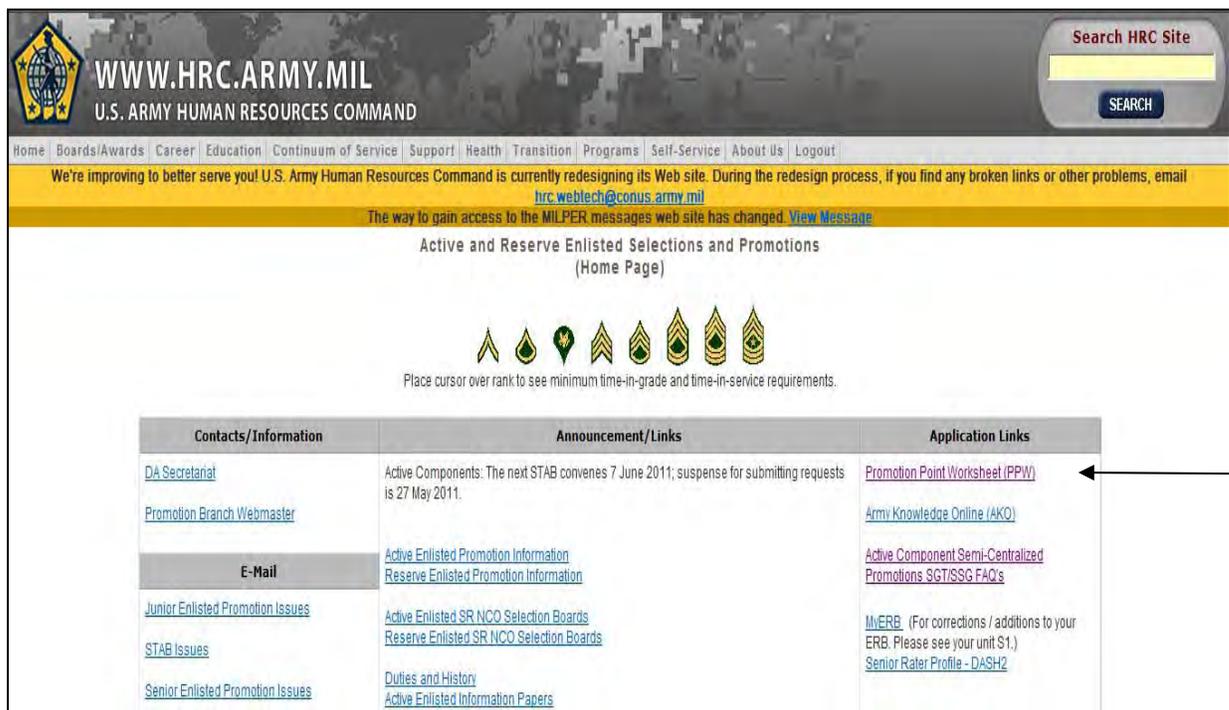


FIGURE 14

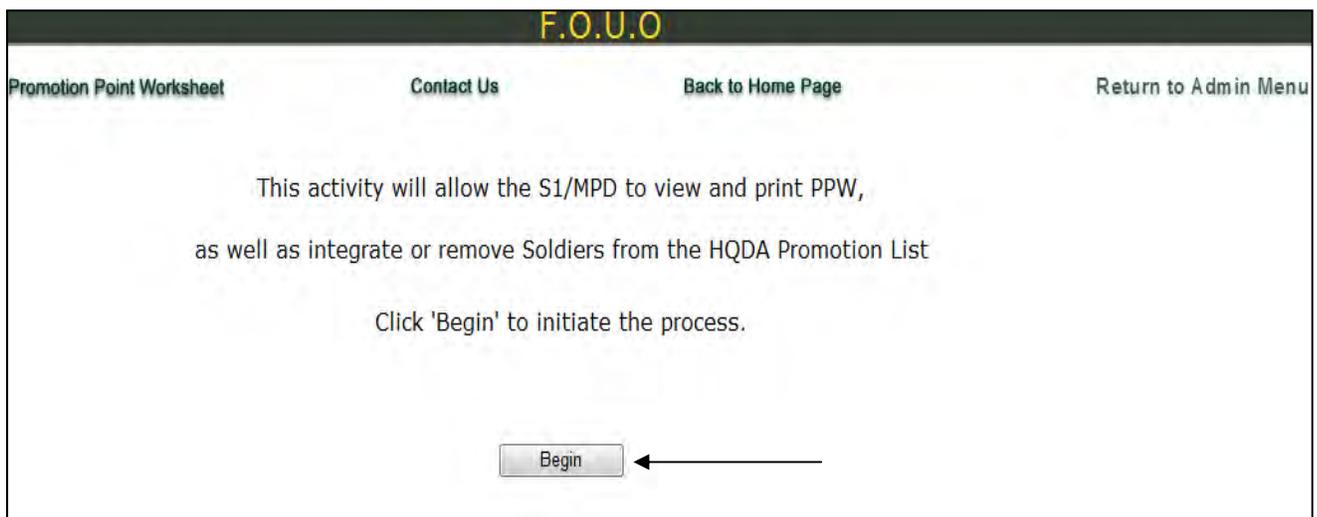
## Integrate Soldier onto the Headquarters Department of the Army Promotion Standing List

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.



**FIGURE 15**

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



**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].

RANK	UIC	SUBMISSION TYPE	PPW POINTS	CALCULATION DATE	PPW RECORD ID	SEQUENCE	
SERGEANT	WAKLAD	NOT RECOMMENDED	344	20110421	0	1	VIEW

**FIGURE 18**

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.

Click on “New SSN” to return to the SSN screen.

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.

**F.O.U.O.**

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

SSN: XXX-XX-9999      RANK: SERGEANT  
 NAME: DOE, JOHN      UFC: WAKLAD  
 STATUS: NOT RECOMMENDED      UNIT NAME: 0200221NBN RIFLE CO

**UNOFFICIAL COPY**

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 DOE, JOHN	2. LAST 4 (SSN) 9999	3. DATE (YYYYMMDD) 20110421
4. ORGANIZATION 0200221NBN RIFLE CO	5. PMOS 11B	6. RECOMMENDED GRADE NOT RECOMMENDED

**SECTION A - MILITARY TRAINING (255 Maximum Points)**

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

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

**2. WEAPONS QUALIFICATION 100 Maximum Points**

a. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD) 20090428	b. DA FORM USED DA FORM 5706-R (M16)	c. TOTAL HTS 39	d. POINTS AWARDED 98
---	---	--------------------	-------------------------

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

a. TOTAL MONTHS DEPLOYED 26	b. POINTS AWARDED 52
--------------------------------	-------------------------

**4. TOTAL MILITARY TRAINING POINTS AWARDED**

	a. POINTS AWARDED 226
--	--------------------------

**Second page of PPW:**  
 Scroll down to view the 2<sup>nd</sup> 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.

**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 19**

PREVIOUS TRANSMITTED

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	2. LAST 4 (SSN)	3. DATE (YYYYMMDD)
---------	-----------------	--------------------

**FIGURE 20**

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

The screenshot shows the 'Promotion Point Worksheet' for a soldier named JOHN DOE. The interface includes a header with 'F.O.U.O' and navigation links. The soldier's details are: SSN: XXX-XX-9999, RANK: SERGEANT, NAME: DOE, JOHN, UIC: WAKLAD, STATUS: NOT RECOMMENDED, and UNIT NAME: 0200221NBN RIFLE CO.

SECTION C: TOTAL POINTS	
1. TOTAL MILITARY TRAINING POINTS EARNED (Section A, Boxes A4) 255 Maximum Points	276
2. TOTAL ADMINISTRATIVE POINTS EARNED (Section B, Boxes 18+26+36) 545 Maximum Points	118
3. TOTAL PROMOTION POINTS EARNED - 800 Maximum Points (Section C, Boxes 18+26)	344

At the bottom of the page, there are three buttons: 'Back to Review', 'Integrate Soldier onto HQDA Promotion List', and 'New SSN'.

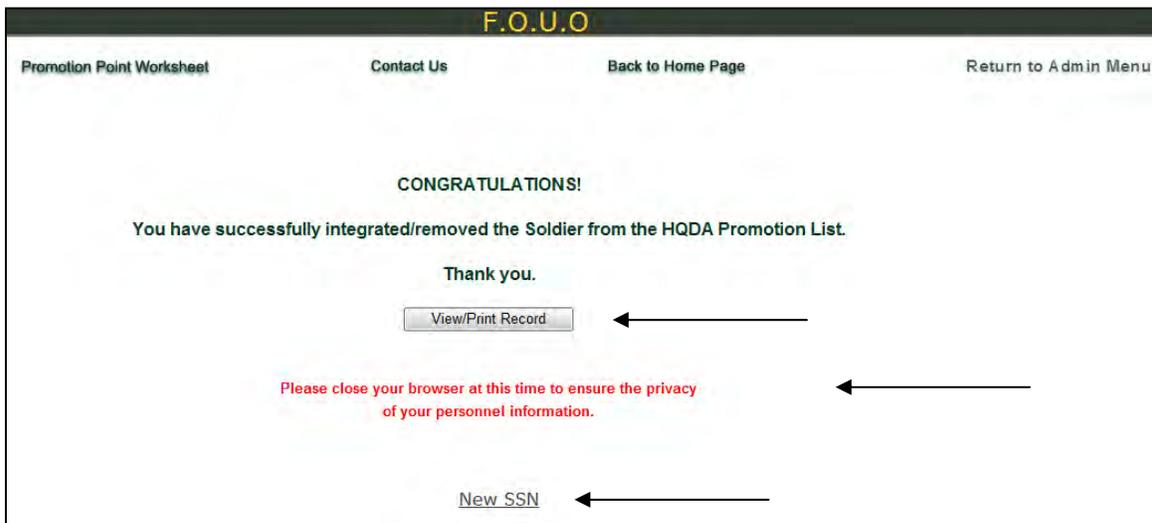
FIGURE 21

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.

The screenshot shows a warning screen with the following text: 'WARNING! BY SELECTING THIS OPTION THE SOLDIER'S RECORD WILL BE INTEGRATED ONTO THE PROMOTION LIST.' Below the text are two buttons: 'Integrate Soldier onto HQDA Promotion List' and 'New SSN'. Arrows point from the text towards the buttons.

FIGURE 22

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**

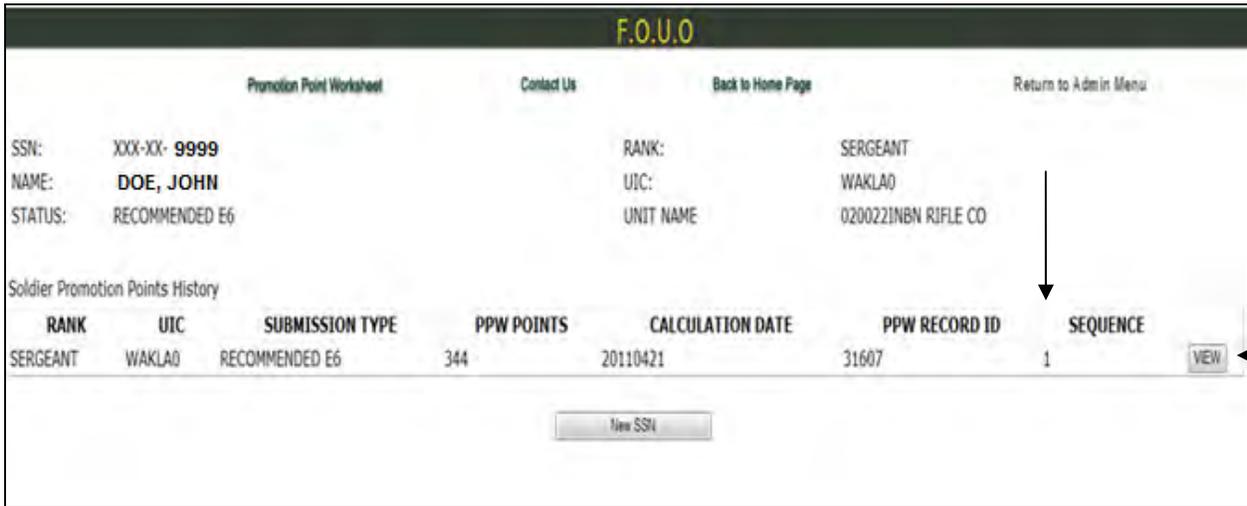
9. After clicking "View/Print Record" the current official PPW will display, see [Figure 24], scroll down to view page 2.

<b>OFFICIAL RECORD</b>					
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 (TAPOB). 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 <b>DOE, JOHN</b>		2. LAST 4 (SSN) <b>9999</b>		3. DATE (YYYYMMDD) 20110421	
4. ORGANIZATION 020022INBN RIFLE CO		5. PMOS 11B		6. RECOMMENDED GRADE RECOMMENDED E6	
SECTION A - MILITARY TRAINING (235 Maximum Points)					
1. ARMY PHYSICAL FITNESS TEST (APFT) 100 Maximum Points					
a. LATEST APFT DATE (YYYYMMDD) 20100601		b. RAW SCORES			c. POINTS AWARDED
		PUSH-UPS	SIT-UPS	RUN	TOTAL SCORE
					271
					76
2. WEAPONS QUALIFICATION 100 Maximum Points					
a. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD) 20090428		b. DA FORM USED DA FORM 5790-R (M16)		c. TOTAL HITS 39	d. POINTS AWARDED 98
3. COMBAT EXPERIENCE (2 points per month of operational combat deployment) 60 Maximum Points					
a. TOTAL MONTHS DEPLOYED 26				b. POINTS AWARDED 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).					
JAN (01APR2009) (PTS 10)		JAN (14AUG2008) (PTS 10)			
AGCS (09JAN2010) (PTS 10)		ARCOM (20OCT2010) (PTS 20)			
CSB (07NOV2007) (PTS 30)		ESB (08JUL2007) (PTS 30)			
a. TOTAL POINTS AWARDED					b. POINTS AWARDED 110

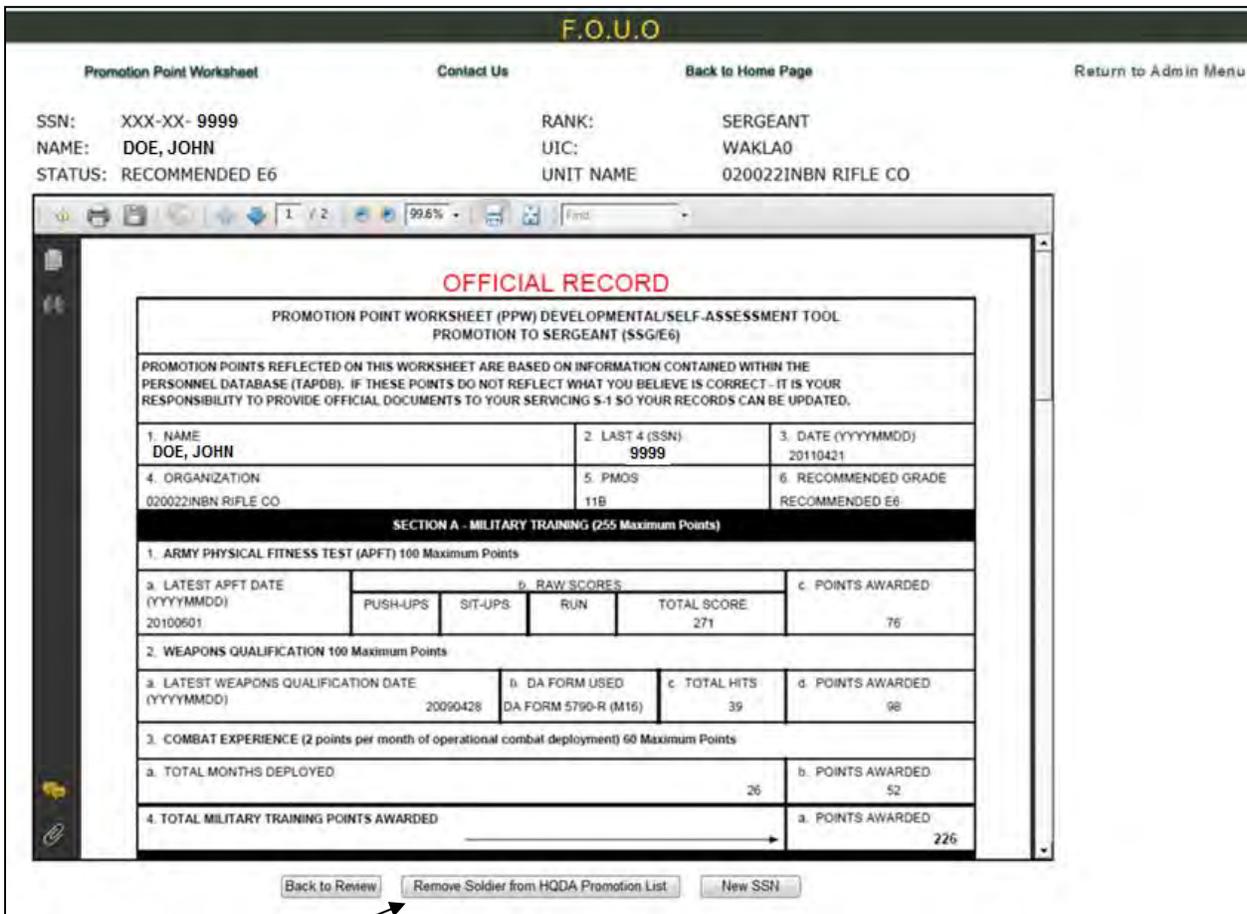
**Block 6 RECOMMENDED GRADE: RECOMMENDED E6** is displayed because SGT Doe was recommended by a promotion board and integrated through the PPW.

**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

## 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.

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

SSN: XXX-XX-9999      RANK: SPECIALIST  
NAME: DOE, JOHN      UIC: WE35C0  
STATUS: RECOMMENDED E5      UNIT NAME: 0002 CS BDE SPT MED

Soldier Promotion Points History

RANK	UIC	SUBMISSION TYPE	PPW POINTS	CALCULATION DATE	PPW RECORD ID	SEQUENCE	VIEW
SPECIALIST	WE35C0	RECOMMENDED E5	427	20110419	24	1	VIEW

New SSN

**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.

**F.O.U.O.**

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

SSN: XXX-XX- 9999      RANK: SPECIALIST  
 NAME: DOE, JOHN      UIC: WE35C0  
 STATUS: RECOMMENDED E5      UNIT NAME: 0002 CS BDE SPT MED

**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) 20110419
4. ORGANIZATION 0002 CS BDE SPT MED	5. PMOS 88W	6. RECOMMENDED GRADE RECOMMENDED E5

**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
-------------------	-----

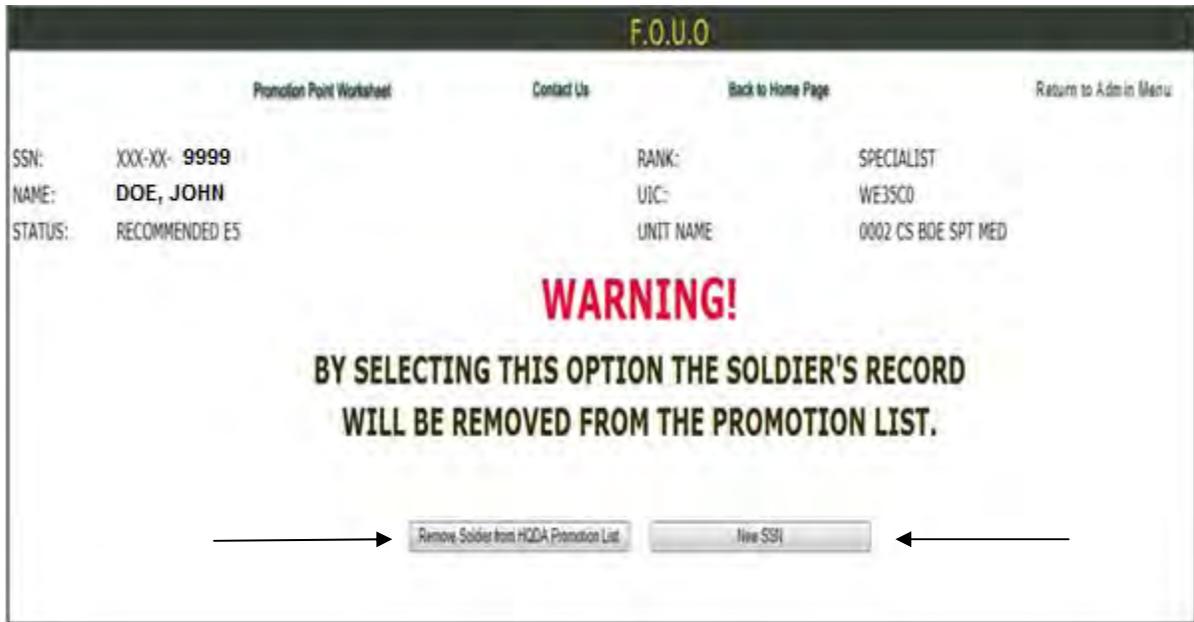
**FIGURE 28**

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

**Remove Soldier from HQDA Promotion List:** Click to remove.

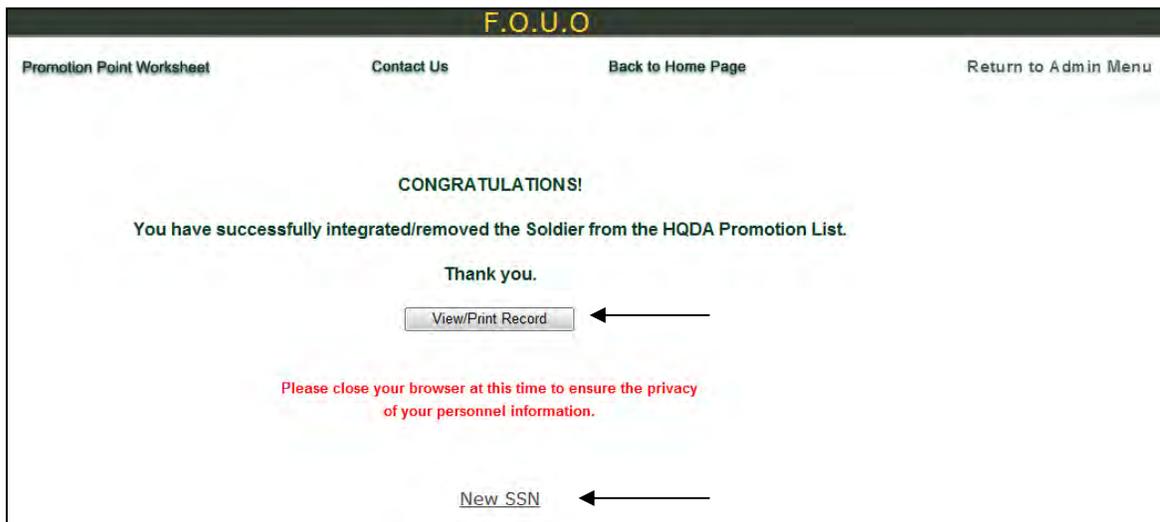
**Second page of PPW:** Scroll down to view the 2<sup>nd</sup> page of the PPW.

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**

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 66W	6. RECOMMENDED GRADE NOT RECOMMENDED

**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 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).

AAJ(03HQP2011) (PTS 10)	AAJ(07JAF2010) (PTS 10)	
COA(14FEB2011) (PTS 5)	COA(21HQP2010) (PTS 5)	

a. TOTAL POINTS AWARDED	b. POINTS AWARDED 30
-------------------------	-------------------------

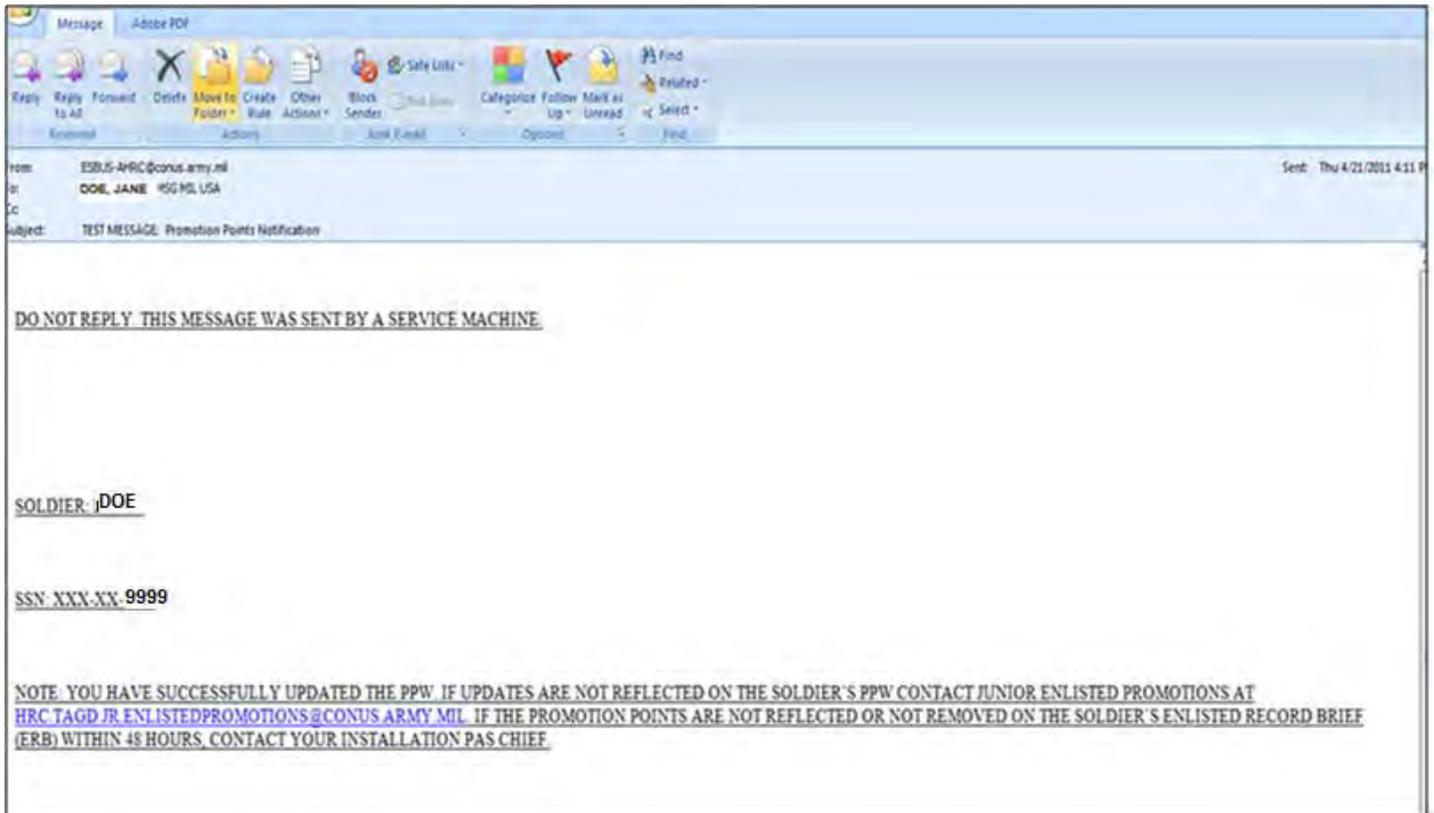
PPW Developmental/Self-Assessment Tool, JUNE 2011 Page 1 of 2

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

**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 ELIGIBLE status. Integrate/Remove Soldier from HQDA Promotion List is disabled.

**F.O.U.O.**

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

SSN: XXX-XX- 9999      RANK: SPECIALIST  
 NAME: DOE, JOHN      UIC: WH3ECO  
 STATUS: NOT ELIGIBLE      UNIT NAME: 0407CSMED CO BSB

Soldier Promotion Points History

RANK	UIC	SUBMISSION TYPE	PPW POINTS	CALCULATION DATE	PPW RECORD ID	SEQUENCE	
SPECIALIST	WH3ECO	NOT ELIGIBLE	437	20110425	0	1	<a href="#">VIEW</a>

[New SSN](#)

**FIGURE 33**

**F.O.U.O.**

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

SSN: XXX-XX- 9999      RANK: SPECIALIST  
 NAME: DOE, JOHN      UIC: WH3ECO  
 STATUS: NOT ELIGIBLE      UNIT NAME: 0407CSMED CO BSB

1 / 2      61.2%

Find

**UNOFFICIAL COPY**

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

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) 20110425
4. ORGANIZATION 0407CSMED CO BSB	5. FMOS 69W	6. RECOMMENDED GRADE NOT RECOMMENDED

**SECTION A - MILITARY TRAINING (348 Maximum Points)**

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

a. LATEST APFT DATE (YYYYMMDD) 20110201	b. RAW SCORES	c. POINTS AWARDED
	PUSH-UPS    SIT-UPS    RUN    TOTAL SCORE	133
		273

2. WEAPONS QUALIFICATION 160 Maximum Points

a. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD) 20100417	b. DA FORM USED DA FORM 3595-R(M15)	c. TOTAL HTS 40	d. POINTS AWARDED 160
---	--	--------------------	--------------------------

3. COMBAT EXPERIENCE (2 points per month of operational combat deployment) 90 Maximum Points

a. TOTAL MONTHS DEPLOYED 0	b. POINTS AWARDED 0
-------------------------------	------------------------

4. TOTAL MILITARY TRAINING POINTS AWARDED  
293

**SECTION B - ADMINISTRATIVE POINTS (480 Maximum Points)**

1. AWARDS, DECORATIONS, BADGES, CERTIFICATE OF ACHIEVEMENT (COA) AND AIRBORNE ADVANTAGE 126

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

**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.**

**FIGURE 34**

Click on “**New SSN**” to return to the SSN screen.

**Second page of PPW:** Scroll down to view the 2<sup>nd</sup> page of the PPW.

## 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.

**F.O.U.O.**

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

Soldier Promotion Points History

RANK	UIC	SUBMISSION TYPE	PPW POINTS	CALCULATION DATE	PPW RECORD ID	SEQUENCE	
PRIVATE FIRST CLASS	WG2KHD	NOT ELIGIBLE	12	20110420	0	1	<input type="button" value="VIEW"/>

**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.

**F.O.U.O**

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

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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 (TAPOB). 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

2. WEAPONS QUALIFICATION 160 Maximum Points

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

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

a. TOTAL MONTHS DEPLOYED	b. POINTS AWARDED
	0

4. TOTAL MILITARY TRAINING POINTS AWARDED

a. POINTS AWARDED
0

**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.

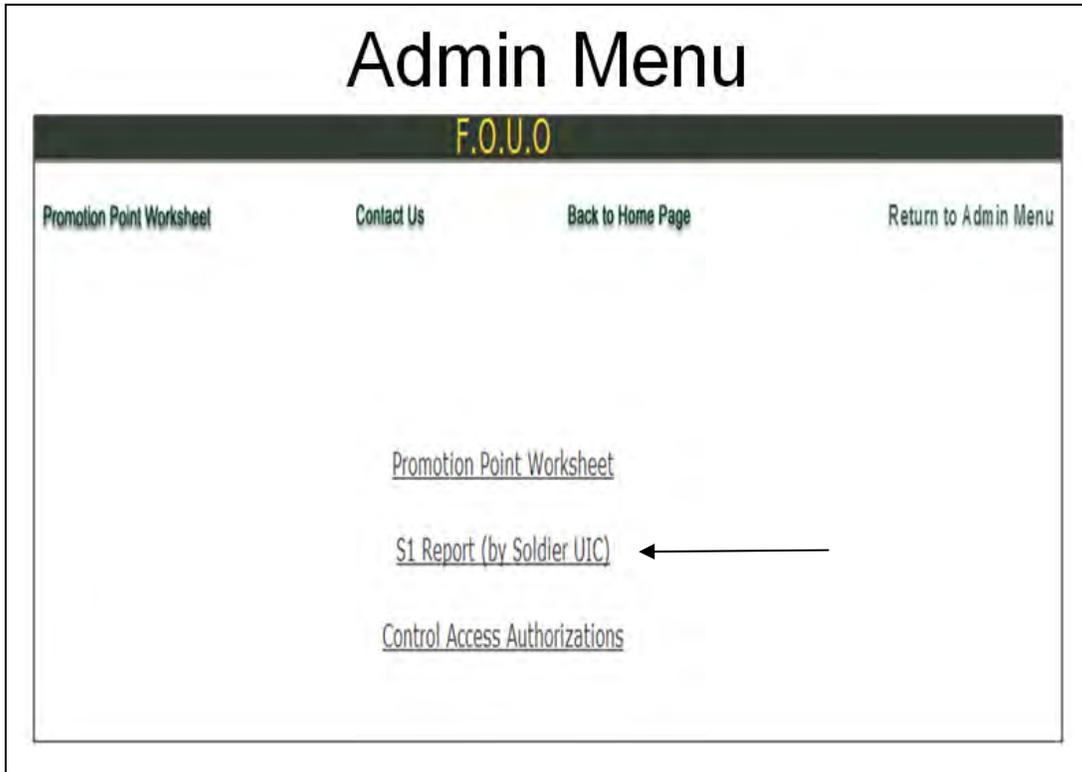
**Integrate/Remove Soldier from HQDA Promotion List is disabled.**

Click on “**New SSN**” to return to the SSN screen.

**Second page of PPW:** Scroll down to view the 2<sup>nd</sup> page of the PPW.

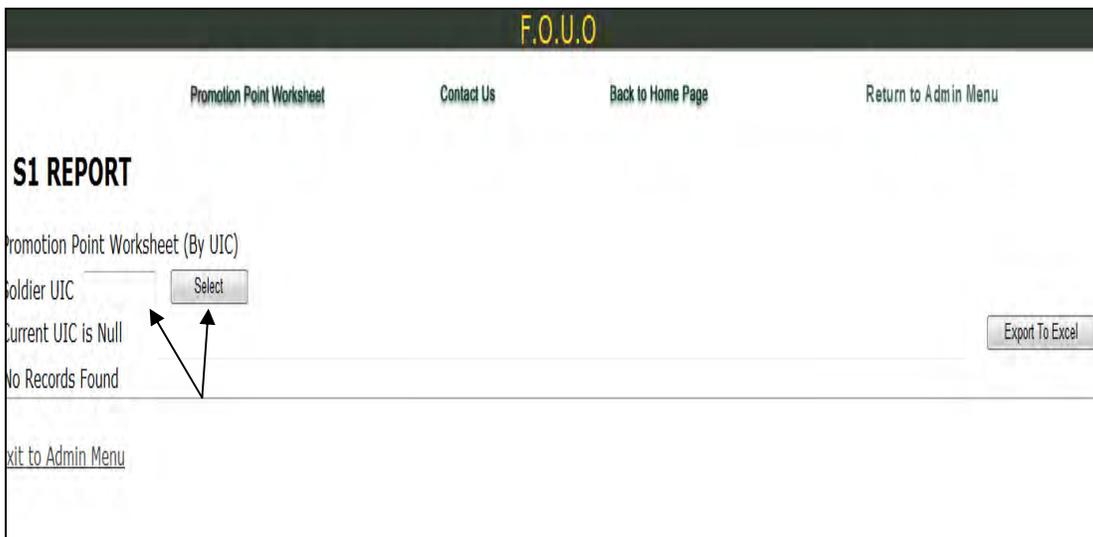
## S1 Report (by Soldier UIC)

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**

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

**S1 REPORT**

Promotion Point Worksheet (By UIC)

Soldier UIC: WCN6AA

Current UIC: WCN6AA

NAME	RANK	IND_SSN	TOTAL POINTS	LAST UPDATE CODE	LAST UPDATE	PREV_POINTS	PREV_POINT_DATE	PPW
DOE, JANE	CORPORAL	999999999	410	RECOMMENDED E5	20110414	NA	NA	<input type="button" value="VIEW"/>
DOE, JOHN	SPECIALIST	999999999	321	RECOMMENDED E5	20110414	NA	NA	<input type="button" value="VIEW"/>
DOE, JOHN	SERGEANT	999999999	508	RECOMMENDED E6	20110414	NA	NA	<input type="button" value="VIEW"/>
DOE, JOHN	SERGEANT	999999999	248	RECOMMENDED E6	20110414	NA	NA	<input type="button" value="VIEW"/>
DOE, JANE	CORPORAL	999999999	260	RECOMMENDED E5	20110414	NA	NA	<input type="button" value="VIEW"/>

1 2 3

[Exit to Admin Menu](#)

**FIGURE 39**

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

**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.

**S1 REPORT**

Promotion Point Worksheet (By UIC)

Soldier UIC: WCN6AA

Current UIC: WCN6AA

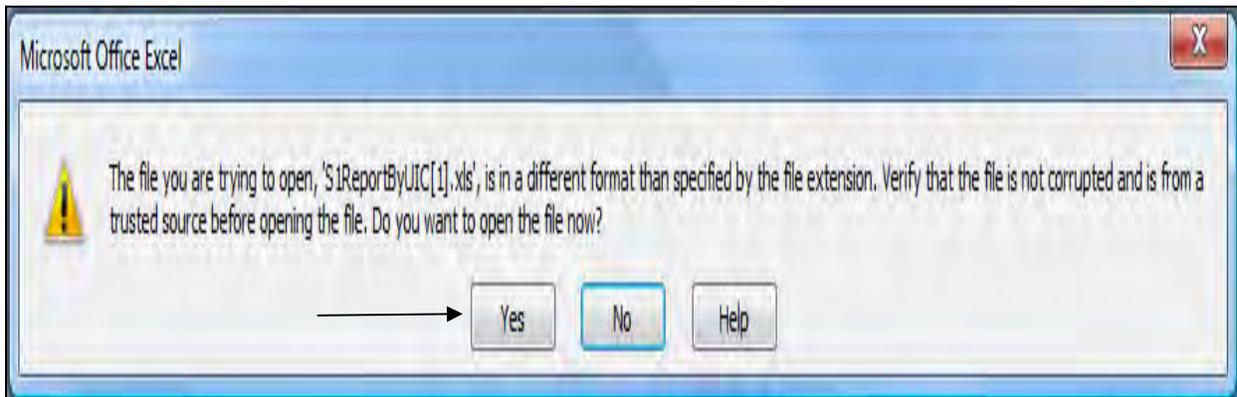
NAME	RANK	IND_SSN	TOTAL POINTS	LAST UPDATE CODE	LAST UPDATE	PREV_POINTS	PREV_POINT_DATE	PPW
DOE, JANE	CORPORAL	999999999	410	RECOMMENDED E5	20110414	NA	NA	<input type="button" value="VIEW"/>
DOE, JOHN	SPECIALIST	999999999	321	RECOMMENDED E5	20110414	NA	NA	<input type="button" value="VIEW"/>
DOE, JOHN	SERGEANT	999999999	508	RECOMMENDED E6	20110414	NA	NA	<input type="button" value="VIEW"/>
DOE, JOHN	SERGEANT	999999999	248	RECOMMENDED E6	20110414	NA	NA	<input type="button" value="VIEW"/>
DOE, JANE	CORPORAL	999999999	260	RECOMMENDED E5	20110414	NA	NA	<input type="button" value="VIEW"/>

1 2 3

[Exit to Admin Menu](#)

**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]**.

	A	B	C	D	E	F	G	H	I
1	NAME	RANK	IND_SSN	TOTAL POINTS	LAST UPDATE CODE	LAST UPDATE	PREV_POINTS	PREV_POINT_DATE	PPW
2	DOE, JOHN	SERGEANT	999999999	454	NOT RECOMMENDED	20110420	NA	NA	VIFW
3	DOE, JANE	SPECIALIST	999999999	221	RECOMMENDED E5	20110419	NA	NA	VIFW
4	DOE, JOHN	SPECIALIST	999999999	288	RECOMMENDED E5	20110419	NA	NA	VIFW
5	DOE, JANE	SPECIALIST	999999999	331	RECOMMENDED E5	20110419	NA	NA	VIFW
6	DOE, JOHN	SPECIALIST	999999999	184	RECOMMENDED E5	20110419	NA	NA	VIFW
7	DOE, JANE	SERGEANT	999999999	443	RECOMMENDED E6	20110419	NA	NA	VIFW
8	DOE, JOHN	SERGEANT	999999999	186	RECOMMENDED E6	20110419	NA	NA	VIFW
9	DOE, JANE	SERGEANT	999999999	412	RECOMMENDED E6	20110419	NA	NA	VIFW
10	DOE, JOHN	CORPORAL	999999999	281	RECOMMENDED E5	20110419	NA	NA	VIFW
11	DOE, JANE	SERGEANT	999999999	238	RECOMMENDED E6	20110419	NA	NA	VIFW
12	DOE, JOHN	SPECIALIST	999999999	185	RECOMMENDED E5	20110419	NA	NA	VIFW
13	DOE, JANE	SPECIALIST	999999999	309	RECOMMENDED E5	20110419	NA	NA	VIFW
14	DOE, JOHN	SPECIALIST	999999999	385	RECOMMENDED E5	20110419	NA	NA	VIFW
15	DOE, JANE	SERGEANT	999999999	186	RECOMMENDED E6	20110419	NA	NA	VIFW
16	DOE, JOHN	CORPORAL	999999999	324	RECOMMENDED E5	20110420	NA	NA	VIFW
17	DOE, JANE	SERGEANT	999999999	430	RECOMMENDED E6	20110426	NA	NA	VIFW
18	DOE, JOHN	SPECIALIST	999999999	229	RECOMMENDED E5	20110419	NA	NA	VIFW
19	DOE, JANE	CORPORAL	999999999	410	RECOMMENDED E5	20110419	NA	NA	VIFW
20	DOE, JOHN	SERGEANT	999999999	358	RECOMMENDED E6	20110419	NA	NA	VIFW
21	DOE, JANE	SERGEANT	999999999	248	RECOMMENDED E6	20110419	NA	NA	VIFW
22	DOE, JOHN	CORPORAL	999999999	260	RECOMMENDED E5	20110419	NA	NA	VIFW

**FIGURE 42**

## Control Access Authorizations

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

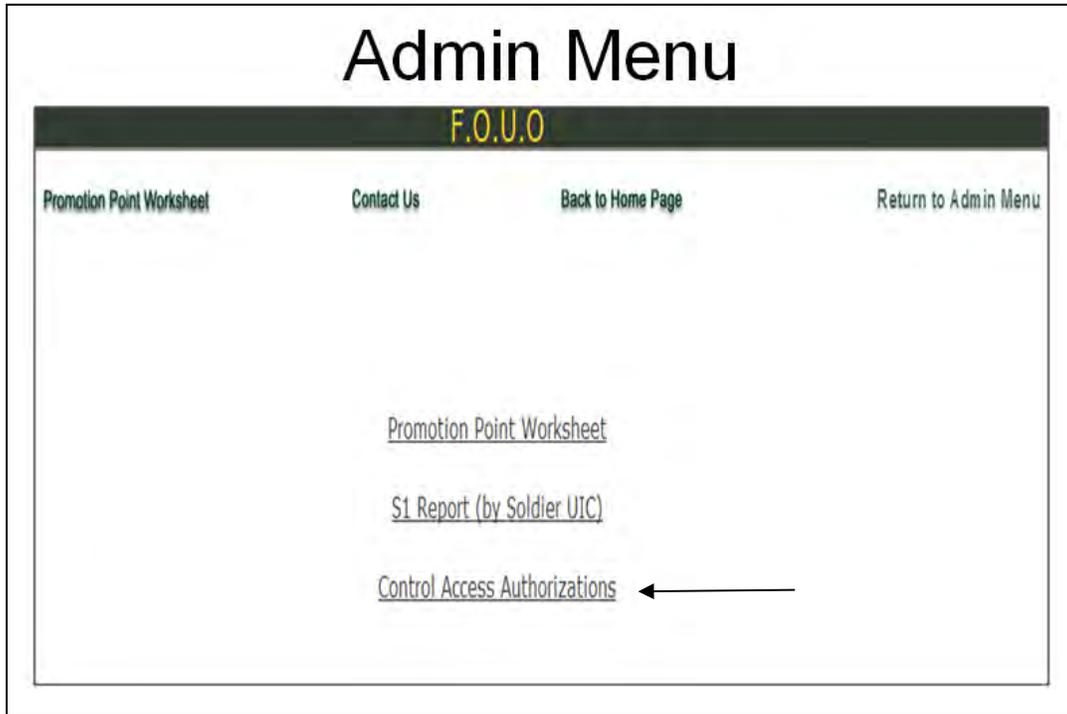


FIGURE 43

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

The screenshot shows the 'Control Access Authorizations' screen. At the top, there is a dark header with 'F.O.U.O' in yellow. Below the header, there are four navigation links: 'Promotion Point Worksheet', 'Contact Us', 'Back to Home Page', and 'Return to Admin Menu'. The main content area is titled 'Account Details' and contains a search form with three input fields: 'Search By SSN', 'AND/OR Name', and 'AND/OR UIC'. There are 'Search' and 'New Account' buttons. Below the search form is a table with the following data:

	NAME	PPW ADMIN	UIC
Select	DOE, JANE	N	WWWWW
Select	DOE, JOHN	N	WBMNAA
Select	DOE, JANE	N	WNBFX1
Select	DOE, JOHN	N	W03JAA
Select	DOE, JANE	N	W03JAA

At the bottom of the table, there is a pagination control with the numbers '1 2 3 4 5 6 7 8 9 10 ...' and an 'Export To Excel' button. Below the table, there is a link 'Exit to Admin Menu'. Three callout boxes provide additional information:

- Search By SSN AND/OR NAME AND/OR UIC:** Search by different categories to verify account status. (Points to the search form)
- Select:** View individual account status. (Points to the 'Select' links in the table)
- New Account:** Grant access to the PPW, HRC personnel only. (Points to the 'New Account' button)

FIGURE 44

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

The screenshot shows the F.O.U.O. Promotion Point Worksheet interface. At the top, there are navigation links: "Promotion Point Worksheet", "Contact Us", "Back to Home Page", and "Return to Admin Menu". Below these are search fields for "Search By SSN", "AND/OR Name", and "AND/OR UIC", along with "Search" and "New Account" buttons. A table lists several accounts with columns for "NAME", "PPW ADMIN", and "UIC". The second row, "DOE, JOHN" with UIC "WBMNAA", is selected. To the right, the "Account Details" for this user are displayed, including name, phone, DSN phone, PPW admin status (N), unit admin status (Y), UIC, last update, and expiration date. Callout boxes provide definitions for "Account Details", "PPW ADMIN", and "UNIT ADMIN". A callout box at the bottom left points to an "Export To Excel" button, with a note: "Export to Excel: PPW excel spreadsheet by UIC".

**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].

A	B	C	D
1	NAME	PPW ADMIN	UIC
2	DOE JOHN	Y	W6E5AA
3	DOE JANE	Y	W6E4AA
4	DOE JOHN	N	W6E6AA
5	DOE JANE	N	W6E9AA
6	DOE JOHN	N	W6EZAA
7	DOE JANE	N	W6E7AA
8	DOE JOHN	N	W6E6AA

**FIGURE 46**



## 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.

```
EPP2 - PROMOTION POINT UPDATE  PRIVACY ACT INFO      11:23  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
                               -----> 124          -----> 201103

      PREVIOUS PROMOTION POINTS          YR/MONTH PREVIOUS
      POINTS                               PROMOTION POINTS

      PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT.          WHERE NEXT -
      0165 PPP2  EDIT IS OK.  PRESS PF2 TO UPDATE.
```

**FIGURE 48**

## Promotion Point Update Screen

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**