



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202



SFIM-HR

JUL 10 2003

MEMORANDUM FOR US Army Installation Management Agency Personnel

**SUBJECT: US Army Installation Management Agency Policy Memorandum #6,
Processing Centralized Promotion Board Results and Monthly Officer/Senior Enlisted
Promotions**

1. REFERENCES.

- a. AR 600-8-19, Enlisted Promotions and Reductions, 9 December 2002.
- b. AR 600-8-29, Officer Promotions, 30 November 1994.

2. PURPOSE. To provide guidance to US Army Installation Management Agency (IMA) personnel on processing centralized promotion board results and monthly officer/senior enlisted promotions.

3. APPLICABILITY. These procedures are applicable to military personnel assigned to and/or under the operational control of IMA.

4. POLICY.

a. The references above provide guidance on processing promotion board results. Military Personnel Divisions (MPD)/Personnel Services Detachments (PSD) in receipt of pre-positioned promotion board results will maintain security over all promotion lists. Promotion board results are close hold until receipt of an official release date.

b. IMA Regions in coordination with the MPDs/PSDs will ensure all eligible soldiers were considered for promotion.

c. Region Directors/Garrison Commanders, as appropriate, will notify soldiers of selection or nonselection for promotion. Soldiers who are not selected for promotion may, at the commander's discretion, be so informed not earlier than one day prior to the official release date.

5. PROCEDURES.

- a. Processing Centralized Promotions Boards Results:

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(1) IMA Headquarters and MPDs/PSDs will download pre-positioned promotion lists in a timely manner. IMA Headquarters will email pre-positioned promotion lists to IMA Region Offices.

(2) Each MPD/PSD will accurately process board results in a timely manner. MPDs/PSDs must screen newly arrived personnel against promotion lists in order to verify soldier's promotion eligibility and selection status.

(3) All IMA Regions will provide a consolidated statistical report and a list of IMA soldiers' selected and/or non-selected for promotion to IMA Headquarters, Human Resources Division, no later than three working days after receipt of the pre-positioned list using the below format:

OFFICERS

Above Zone

	(OP) Army/IMA	(OS) ARMY/IMA	(IO) ARMY/IMA	(IS) ARMY/IMA
Eligible	XXX X	XXX X	XXX X	XXX X
Selected	XX X	XX X	XX X	XX X
Rate	XX% X%	XX% X%	XX% X%	XX% X%

Primary Zone

	(OP) Army/IMA	(OS) ARMY/IMA	(IO) ARMY/IMA	(IS) ARMY/IMA
Eligible	XXX X	XXX X	XXX X	XXX X
Selected	XX X	XX X	XX X	XX X
Rate	XX% X%	XX% X%	XX% X%	XX% X%

Below Zone

	(OP) Army/IMA	(OS) ARMY/IMA	(IO) ARMY/IMA	(IS) ARMY/IMA
Eligible	XXX X	XXX X	XXX X	XXX X
Selected	XX X	XX X	XX X	XX X
Rate	XX% X%	XX% X%	XX% X%	XX% X%

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Officers Selected

Seq # NAME ZONE BR AREA UNIT UIC

Officer Non-Selected

GRD NAME ZONE BR AREA UNIT UIC

ENLISTED

	Above Zone	Primary Zone	Secondary Zone
	<u>Army/IMA</u>	<u>ARMY/IMA</u>	<u>ARMY/IMA</u>
Eligible	XXX X	XXX XX	XXX X
Selected	XX X	XX X	XX X
Rate	XX% X%	XX% XX%	XX% XX%

Enlisted Selected

Seq # NAME ZONE BR UNIT UIC

Enlisted Non-Selected

GRD NAME ZONE BR AREA UNIT UIC

(4) For officer, special branch boards not organized under OPMS III, provide statistical reports based on zones of considerations (same as enlisted format).

(5) All MPDs/PSDs will process board results and notify local commanders in accordance with local policies.

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b. Processing Officers/Senior Enlisted Monthly Promotions:

(1) IMA Regions will establish procedures to identify IMA soldiers' monthly promotion based on PERSCOM's monthly-published sequence numbers and by-name listing.

(2) IMA Regions will consolidate and forward soldier's information to include name, SSN, rank, promotion rank and unit of assignment to IMA Headquarters not later than the 20th of the month for the upcoming month.

6. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is Chief, Military Personnel Branch at commercial (703) 602-7443, DSN 332-7443.



ANDERS B. AADLAND
Major General, GS
Director