



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

DAPE-ZA (600-8-19d)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Promotion Point Changes for Promotion to Sergeant and Staff Sergeant

1. References.

- a. Army Directive 2022-05 (Army Combat Fitness Test).
- b. Army Regulation 600-8-19, Enlisted Promotions and Reductions.

2. This applies to the Regular Army (RA) and the United States Army Reserve (USAR).

3. Effective 1 April 2023, award of promotion points are changed as outlined below. Applicable to both the RA and all USAR simultaneously, these changes will inform the selection process for promotion pin-on to Sergeant (SGT) and Staff Sergeant (SSG) beginning with the June 2023 promotion month. With the implementation of the Integrated Personnel and Pay System-Army (IPPS-A), promotion point calculations will be fully automated within that system for both RA and USAR Soldiers.

4. Overview of Promotion Point Categories. The below table summarizes changes to point values (red reflects point reductions, green reflects point increases):

CATEGORY	Promotion to SGT				Promotion to SSG			
	Current Points		1 April 2023 Points		Current Points		1 April 2023 Points	
<b>MILITARY TRAINING</b>	<b>340</b>		<b>280</b>		<b>255</b>		<b>230</b>	
Weapons		160		160		110		110
Physical Fitness		180		120		145		120
<b>AWARDS</b>	<b>125</b>		<b>145</b>		<b>165</b>		<b>165</b>	
<b>MILITARY EDUCATION</b>	<b>200</b>		<b>240</b>		<b>220</b>		<b>245</b>	
PME		40		40		40		40
Resident Training		80		110		90		115
Computer Training		80		90		90		90
<b>CIVILIAN EDUCATION</b>	<b>135</b>		<b>135</b>		<b>160</b>		<b>160</b>	
<b>TOTAL</b>	<b>800</b>		<b>800</b>		<b>800</b>		<b>800</b>	

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5. The enclosure to this memorandum outlines revised regulation language (reference 1b) in support of this effort. This memorandum becomes effective 31 March 2023 and will expire on 31 March 2024, unless extended or terminated sooner. Key highlights from this update include the following:

a. RA and USAR (AGR) Soldiers will continue to use the last record APFT to establish physical fitness promotion points through 31 March 2023, and USAR (less AGR) Soldiers continue through 31 March 2024. During these periods, E-4s and E-5s with no record APFT in the DTMS will be provided the opportunity to take the APFT solely for promotion purposes. No adverse administrative actions, including flags or the initiation of separation, will be taken against Soldiers who fail the APFT under this provision.

b. Effective 1 April 2023, RA and USAR (Active Guard Reserve (AGR)) Soldiers will begin using their record ACFT scores to determine award of promotion points for promotion to SGT and SSG.

c. USAR (less AGR) Soldiers will continue to use their last record Army Physical Fitness Test (APFT) to award promotion points through 31 March 2024. To support transitioning to the revised distribution of promotion points, effective 1 April 2023, all USAR (less AGR) Soldiers will use a transitional APFT-based table (encl) to determine promotion points. Effective 1 April 2024, all USAR (less AGR) Soldiers will use of the ACFT to award promotion points.

d. Reference 1a establishes how to award promotion points for Soldiers who are prohibited from taking the ACFT due to the issuance of a temporary profile while the Army transitions to this new test of record.

6. The U.S. Army Human Resources Command and U.S. Army Reserve Command will ensure this information is fully distributed and are responsible for ensuring these changes are properly carried out.

Encl

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GARY M. BRITO  
Lieutenant General, USA  
Deputy Chief of Staff, G-1

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DAPE-ZA (600-8-19d)

SUBJECT: Promotion Point Changes for Promotion to Sergeant and Staff Sergeant

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## **PROMOTION POINT CHANGES FOR PROMOTION TO SERGEANT AND STAFF SERGEANT**

**REVISED EXTRACT AR 600-8-19 (Effective 1 April 2023)**

### **3 – 15. Computation of promotion points**

Soldiers earn promotion points as a result of information contained in their personnel records. Promotion points are automatically calculated based on informational data contained within the Army's HR system of record. Proper care and diligence are essential to ensure accurate personnel information within a Soldier's record. Every individual Soldier, having been provided access to their personal data, must take personal responsibility for the content of their own information; ensuring all data elements are accurate. Soldiers must take immediate action to correct data inaccuracies. Because promotion scores are automatically calculated for Soldiers and are tied to a promotion cycle, the calculated promotion points reflect a given Soldier's records for a specific promotion month. As such, there will be no consideration given to correct scores outside of the promotion cycle based on missing or incomplete information from/within a Soldier's record. Corrections to promotion points made after previously established timelines will impact scores for the follow-on promotion month (for example, data entries recorded successfully within the system of record during the month of February impacts the Soldier's promotion points for use with the April promotion month). Soldiers earn and are awarded promotion points as indicated within this section.

### **3–16. Military training (weapons qualification, and Physical Fitness Test)**

Maximum points: 280 for promotion to SGT and 230 for promotion to SSG.

a. Weapons qualification (160 points maximum - SGT; 110 points maximum - SSG).

(1) Promotion points are awarded based on the most recent qualification score with the Soldier's primary weapon (per TC 3-20.40).

(2) The Soldier's most recent qualification scorecard (with their primary weapon) will be the basis to determine promotion points. Qualification scores exceeding 24 months will not be awarded promotion points.

(3) Soldiers assigned to an organization without an assigned primary weapon will use their latest qualification as an exception to the 24-month requirement.

(4) Per AR 350-1, weapons qualification scorecards are maintained in DTMS which is the official source of data concerning primary weapon qualifications and will be used to transfer data to the HR system of record for use in awarding promotion points.

(a) Within DTMS, a primary weapon must be assigned/associated to the individual Soldier a minimum of one day prior to the qualification date for the system to capture the qualification and transfer it to the HR system of record.

(b) Failure to properly designate a primary weapon defaults to zero promotion points awarded.

(5) Promotion points awarded for levels of proficiency with a Soldier's primary weapon are in table 3-7 for promotion to SGT and table 3-8 for promotion to SSG.

(6) Soldiers assigned to IDES or who are serving with a physical profile resulting from pregnancy or periods of postpartum (unable to qualify with a weapon due to their physical limitation) will use their last weapon qualification score until the Soldier is medically cleared to fire for qualification. The HR system of record will identify these Soldiers based on their status in MODS. In these instances, and prior to the current weapons qualification expiration date, a revised/updated qualification date must be entered into DTMS using the Soldier's last weapon qualification score.

(7) Soldiers assigned to an organization without weapons can use their latest qualification as an exception to the 24-month limit. However, once assigned to an organization with

weapons, the Soldier will have 12 months to qualify with assigned weapon or will lose their most recent score.

**Table 3-7**  
**Weapons qualification for promotion to sergeant (weapons qualification (hits) = promotion points)**

DA FORM 3595-R, 5790-R, 5789-R, 7801		DA FORM 85		DA FORM 88-R		DA FORM 7814		DA FORM 5704		DA FORM 7304-R		CID FORM 85-E-R		DA FORM 7820-1	
HITS	POINTS	HITS	POINTS	HITS	POINTS	HITS	POINTS	HITS	POINTS	HITS	POINTS	HITS	POINTS	HITS	POINTS
40	160	212	160	30	160	30	160	40	160	106	160	300	160	50	160
39	153	208-211	153	29	151	29	146	39	152	105	153	295	153	49	151
38	145	204-207	146	28	142	28	132	38	144	104	146	290	146	48	142
37	138	200-203	139	27	133	27	118	37	136	102	139	285	139	47	133
36	130	196-199	132	26	124	26	104	36	128	100	132	280	132	46	124
35	123	192-195	125	25	115	25	90	35	120	96	125	275	125	45	116
34	115	189-191	118	24	106	24	75	34	112	94	118	270	118	44	108
33	108	186-188	111	23	97	23	61	33	104	90	111	265	111	43	100
32	100	182-185	104	22	88	22	47	32	96	89	104	260	104	42	92
31	93	178-181	97	21	79	21	33	31	88	87	97	255	97	41	84
30	85	174-177	90	20	70			30	80	85	90	250	90	40	76
29	77	170-173	83	19	61			29	72	83	83	245	83	39	68
28	69	166-169	76	18	52			28	64	81	76	240	76	38	60
27	62	162-165	69	17	43			27	56	80	69	235	69	37	51
26	54	157-161	62	16	33			26	48	79	62	230	62	36	42
25	47	153-156	56					25	40	77	55	225	55	35	33
24	40	149-152	50					24	33	75	48	220	48		
23	33	145-148	44							73	41	215	41		
		141-144	38							70	33	210	33		
		139-144	33												

**Table 3-8**  
**Weapons qualification for promotion to staff sergeant (weapons qualification (hits) = promotion points)**

DA FORM 3595-R, 5790-R, 5789-R, 7801		DA FORM 85		DA FORM 88-R		DA FORM 7814		DA FORM 5704		DA FORM 7304-R		CID FORM 85-E-R		DA FORM 7820-1	
HITS	POINTS	HITS	POINTS	HITS	POINTS	HITS	POINTS	HITS	POINTS	HITS	POINTS	HITS	POINTS	HITS	POINTS
40	110	212	110	30	110	30	110	40	110	106	110	300	110	50	110
39	106	208-211	106	29	104	29	101	39	105	105	105	295	105	49	105
38	101	204-207	102	28	98	28	92	38	100	104	100	290	100	48	100
37	96	200-203	97	27	92	27	83	37	94	102	95	285	95	47	94
36	91	196-199	92	26	86	26	74	36	89	100	90	280	90	46	88
35	86	192-195	87	25	80	25	65	35	84	96	85	275	85	45	82
34	81	189-191	82	24	74	24	55	34	78	94	80	270	80	44	76
33	76	186-188	77	23	68	23	46	33	73	90	75	265	75	43	70
32	71	182-185	72	22	62	22	37	32	68	89	70	260	70	42	64
31	66	178-181	67	21	56	21	28	31	62	87	65	255	65	41	58
30	61	174-177	62	20	50			30	57	85	60	250	60	40	53
29	56	170-173	58	19	44			29	52	83	56	245	56	39	48
28	51	166-169	54	18	38			28	46	81	52	240	52	38	43
27	46	162-165	50	17	33			27	43	80	48	235	48	37	38
26	41	157-161	46	16	28			26	38	79	44	230	44	36	33
25	36	153-156	42					25	33	77	40	225	40	35	28
24	32	149-152	38					24	28	75	36	220	36		
23	28	145-148	34							73	32	215	32		
		141-144	30							70	28	210	28		
		139-144	28												

b. Physical Fitness Test (120 points maximum for promotion to both SGT and SSG). A record physical fitness test must be performed according to applicable Army training regulations and field manuals. To qualify for promotion points, a Soldier must attain a minimum passing score in each required event taken. Soldiers must use the last record physical fitness test score administered, even if it is lower than a previous score that is within the previous 12 month period. Promotion points for Soldiers with waived events are outlined below:

(1) Permanent profiles. Soldiers with permanent physical profiles must take and pass a record physical fitness test according to applicable Army training regulations and field manuals within the limits of their profile. Soldiers will be awarded 60 points for each fitness test event waived or for passing an alternate event and will use their actual score for each fitness test event performed. These modified fitness test scores will be applied towards award of promotion points.

(2) Temporary profiles. Because Soldiers with temporary profiles are prohibited from taking a record physical fitness test, they will use their most current record physical fitness test score to determine promotion points provided it is not more than 1 year old.

(a) If the Soldier is pregnant or enrolled into the Army Pregnancy Postpartum Physical Training Program, they will use their current (last) record physical fitness test score provided it is not more than 2 years old. If the record physical fitness test exceeds one year, the unit CDR must sign a memorandum to extend their current physical fitness test prior to the expiration date to prevent the Soldier from being removed from the Promotion Recommended Report. Units will update the record physical fitness test date and/or score prior to the current physical fitness test expiration date in DTMS. The effective date for the physical fitness test score is the date specified on the memorandum.

(b) For Soldiers who have never taken a record ACFT test (in DTMS) by 31 March 2025 (RA/USAR (AGR)) and by 31 March 2026 (USAR (less AGR)), Soldiers will be awarded an ACFT score equal to twice the total previously achieved on their last record Army Physical Fitness Test (APFT) (APFTx2) or a minimum passing ACFT score (360 points) if they have never taken a record Army Physical Fitness Test (APFT). In these instances, the revised ACFT scores will be entered in DTMS with effective dates of 31 March 2023 (RA/USAR (AGR)) and 31 March 2024 (USAR (less AGR)).

(c) If the Soldier was afforded an opportunity to take a record physical fitness test and failed, or through his or her own negligence (as determined by the unit CDR) failed to take a record test, the Soldier will be removed from the recommended list.

(3) The promotion point chart for use in determining promotion points for a record physical fitness test (for both promotion to SGT and SSG) is at table 3–9. The modified APFT-based promotion point chart for use by USAR (less AGR) Soldiers to award promotion points during the period 1 April 2023 through 31 March 2024 is at table 3-10. On 1 April 2024, all Soldiers (RA and USAR) will use table 3-9 in determining promotion points.

**Table 3-9  
Record Fitness Test for promotion to sergeant and staff sergeant (aggregate score = promotion points)**

Table 3-9 ACFT PROMOTION POINT SCORES							
ACFT SCORE	POINTS	ACFT SCORE	POINTS	ACFT SCORE	POINTS	ACFT SCORE	POINTS
600	120	544-540	96	484-480	72	424-420	48
599-595	118	539-535	94	479-475	70	419-415	46
594-590	116	534-530	92	474-470	68	414-410	44
589-585	114	529-525	90	469-465	66	409-405	42
584-580	112	524-520	88	464-460	64	404-400	40
579-575	110	519-515	86	459-455	62	399-395	38
574-570	108	514-510	84	454-450	60	394-390	36
569-565	106	509-505	82	449-445	58	389-385	34
564-560	104	504-500	80	444-440	56	384-380	32
559-555	102	499-495	78	439-435	54	379-375	30
554-550	100	494-490	76	434-430	52	374-370	28
549-545	98	489-485	74	429-425	50	369-365	26
						364-360	24

**Table 3-10**

**Record Fitness Test for promotion to sergeant and staff sergeant (aggregate score = promotion points) for USAR (less AGR) only during the period 1 April 2023 through 31 March 2024**

TABLE 3-10 APFT-BASED PROMOTION POINT SCORES (USAR less AGR) 1 Apr 23 – 31 Mar 24							
APFT SCORE	POINTS	APFT SCORE	POINTS	APFT SCORE	POINTS	APFT SCORE	POINTS
300	120	272-270	96	242-240	72	212-210	48
299-298	118	269-268	94	239-238	70	209-208	46
297-295	116	267-265	92	237-235	68	207-205	44
294-293	114	264-263	90	234-233	66	204-203	42
292-290	112	262-260	88	232-230	64	202-200	40
289-288	110	259-258	86	229-228	62	199-198	38
287-285	108	257-255	84	227-225	60	197-195	36
284-283	106	254-253	82	224-223	58	194-193	34
282-280	104	252-250	80	222-220	56	192-190	32
279-278	102	249-248	78	219-218	54	189-188	30
277-275	100	247-245	76	217-215	52	187-185	28
274-273	98	244-243	74	214-213	50	184-183	26
						182-180	24

### 3-17. Awards, decorations, and achievements (permanent awards)

Maximum points: 145 for promotion to SGT; and 165 for promotion to SSG.

a. Awards and decorations (table 3-11). Multiply the number of points authorized by the number of awards received. Only awards and badges listed below qualify for award of promotion points (not all inclusive). Awards and decorations earned from DOD, Joint, or other U.S. Uniformed Services receive the same points as corresponding and/or equivalent Army awards.

**Table 3-11**

### Awards and Decorations

**Table 3-11**

#### Awards and decorations

Award or decoration	Promotion points
Soldier's Medal or higher award and/or decoration	35
Bronze Star Medal with "V" device	35
Bronze Star Medal	30
Purple Heart	30
Defense Meritorious Service Medal	25
Meritorious Service Medal	25
Air Medal with "V" device	25
Army Commendation Medal with "V" device	25
Air Medal	20
Joint Service Commendation Medal	20
Army Commendation Medal	20
Joint Service Achievement Medal	10

**Table 3-11  
Awards and decorations**

Army Achievement Medal	10
Good Conduct Medal	10
Army Reserve Components Achievement Medal	10
Armed Forces Reserve Medal (with or without "M" device)	10
Military Outstanding Volunteer Service Medal	10

b. Badges (table 3 –12). Award of a higher-level badge increases a promotion score only by the difference established between the badges as provided for in table 3-12; they are not cumulative. For example, a Soldier who earns the Master Recruiter Badge receives a total of 20 promotion points and not 35 (Basic Recruiter Badge (15) + Master Recruiter Badge (20) = 35 points). This provision applies to the following badges: Parachute, Explosive Ordnance Disposal, Recruiter, Diver, Aviation, Free Fall Parachutist, and Special Operations Diver.

**Table 3-12  
Badges**

Table 6  
**Badges**

<b>Badge</b>	<b>Promotion points</b>
Expert Infantryman Badge	60
Expert Field Medical Badge	60
Expert Soldier Badge	60
Combat Infantryman Badge	30
Combat Medical Badge	30
Combat Action Badge	30
Master Parachute Badge	20
Master Explosive Ordnance Disposal Badge	20
Master Recruiter Badge	20
Master Gunner Badge	20
Gold Recruiter Badge	20
Divers Badge (First Class)	20
Aviation Badge (Master)	20
Master Army Instructor Badge	20
Basic Army Instructor Badge	15
Senior Army Instructor Badge	15
Senior Parachute Badge	15



Table 6  
Badges

Senior Explosive Ordnance Disposal Badge	15
Presidential Service Badge	15
Vice President Service Badge	15
Drill Sergeant Badge	15
Basic U.S. Army Recruiter Badge	15
Divers Badge (Salvage)	15
Parachute Combat Badge with bronze service star (Senior)	15
Aviation Badge (Senior)	15
Military Free Fall Parachutist Badge (Master)	15
Special Operations Diver Badge (Supervisor)	15
Senior Space Badge	15
Parachute Badge	10
Parachute Combat Badge with bronze service star (Basic)	10
Parachute Rigger Badge	10
Divers badge (Second-Class)	10
Divers Badge (Scuba)	10
Basic Explosive Ordnance Disposal Badge	10
Pathfinder Badge	10
Air Assault Badge	10
Aviation Badge (Basic)	10
Secretary of Defense Service Badge	10
Joint Chiefs of Staff Identification Badge	10
Army Staff Identification Badge	10
Space Badge	10
Military Free Fall Parachutist Badge (Basic)	10
Special Operations Diver Badge (Basic)	10
Tomb Guard Identification Badge	10
Military Horseman Identification Badge	10
Driver and Mechanic Badge	10

c. Tabs. See military education.

d. DA Form 2442 (Certificate of Achievement (COA)). This is awarded by CDRs and/or deputy CDRs serving in positions authorized the rank of LTC or higher or any general officer (or equivalent civilian counterpart (general schedule (GS)–13 or above)). CSMs at the BDE level may award certificates of achievement. In accordance with AR 600-8-22, COA of local design is authorized. 5 points each award (maximum 20 points).

e. Airborne advantage. In addition to points awarded for attainment of the airborne qualification badge, Soldiers possessing airborne qualifications (associated with the badge awarded) who are assigned to an authorized airborne position (special qualification identifier of P, S, U, or V in the duty MOS) receive an additional number of promotion points, without regard to the maximum point rules (table 3 –13).

**Table 3-13**  
**Airborne Advantage**

Scenario	Additional Points
Parachutists serving in TOE/TDA position	20
Senior Parachutists serving in TOE/TDA position	15
Master Parachutists serving in TOE/TDA position	15

### **3–18. Military education**

Maximum points: 240 for promotion to SGT; and 245 for promotion to SSG.

a. Professional military education (Noncommissioned Officer Professional Development System).

(1) Distributed Leader Course courses. Soldiers competing for selection to SGT/SSG will not receive promotion points for completion of DLC 1 or 2 (DLC 1/DLC 2 completion is a requirement in order to be recommended to SGT/ SSG).

(2) Basic Leader Course. Soldiers competing for selection to SGT do not receive promotion points for completion of BLC (BLC completion is a requirement to fully qualify for promotion to SGT). For Soldiers in possession of a DA Form 1059, and no course graduate entry in ATRRS or the HR system of record, a copy of the DA Form 1059 must be sent to the Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407 (or the appropriate RD for TPU Soldiers) or email [usarmy.knox.hrc.mbx.epmd-ncoes-operations@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-operations@army.mil) for validation, inclusion into ATRRS, and update of appropriate military education level and military education status in the HR system of record. Graduation of BLC must be made a matter of record no later than the 26th calendar day of each board month in order to fully qualify the Soldier, and ensure consideration, for promotion pin-on to SGT. In recognition of academic excellence, graduates of BLC:

(a) Receive 20 promotion points when recognized as having achieved commandant's list status (verified on DA Form 1059) when competing for promotion to SGT.

(b) Receive 40 promotion points when recognized as having achieved Distinguished Honor Graduate or as the Distinguished Leadership Graduate (verified on DA Form 1059) when competing for promotion to SGT.

(3) Advance Leaders Course. Soldiers competing for selection to SSG do not receive promotion points for completion of ALC (ALC completion is a requirement to fully qualify for promotion to SSG). For Soldiers in possession of a DA Form 1059 and no course graduate entry in the ATRRS, or the HR system of record, a copy of the DA Form 1059 must be sent to the Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 (or the appropriate RD for TPU Soldiers) or email [usarmy.knox.hrc.mbx.epmd-ncoes-operations@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-operations@army.mil), for validation and inclusion into ATRRS and update of appropriate MEL and MES codes in the HR system of record. Graduation

of ALC must be made a matter of record no later than the 26th calendar day of each board month in order to fully qualify the Soldier, and ensure consideration, for promotion to SSG. In recognition of academic excellence, graduates of ALC:

(a) Receive 20 promotion points when recognized as having achieved commandant's list status (verified on the DA Form 1059) when competing for promotion to SSG.

(b) Receive 40 promotion points when recognized as having achieved Distinguished Honor Graduate status or as the Distinguished Leadership Graduate (verified on DA Form 1059) when competing for promotion to SSG.

b. Resident military training. Maximum points: 110 for promotion to SGT; and 115 for promotion to SSG (these point ceilings are inclusive of the maximum points established above for the overall military education category).

(1) Army Training Requirements and Resources System. Courses formally listed in ATRRS are authorized promotion points (exceptions follow) at the rate of four promotion points per week (defined as 40 training hours) of military training. Soldiers receive these points without regard to mandatory training requirements for award of the Soldier's MOS. If a resident course is missing from a Soldier's ATRRS transcript, Soldiers must contact the school that administered the course and request an update to their ATRRS records (DA Form 87 (Certificate of Training) will not be used as a source document when updating military resident training within the HR system of record). School contact information is in the ATRRS course catalog at <https://www.atrrs.army.mil/atrrdc/>.

(2) Noncommissioned Officer Professional Development System. Promotion points are not authorized for NCOPDS Courses (except as indicated in para 3-18a), MOS-producing courses, all badge-producing courses, BCT, advanced individual training, new equipment training, USMAPS/U.S. Military Academy, language training, OCS, and Warrant Officer Candidate Course. No promotion points are granted for on-the-job training and on-the-job experience, including Sergeant's Time Training. Military courses (in ATRRS) completed while serving in other Armed Forces that were required to hold qualification in or be awarded an MOS and/or rate are not authorized promotion points. Federal Emergency Management Agency (FEMA) courses and course completions recorded on a DA Form 87 are not authorized promotion points.

(3) Ranger, Special Forces, and Sapper qualification courses. Soldiers will be awarded 40 promotion points for completion of these courses. All phases of the courses must be completed prior to awarding promotion points.

c. Computer-based training (nonresident training). Maximum points: 90 for promotion to SGT and SSG (these point ceilings are inclusive of the maximum points established above for the overall military education category).

(1) Military correspondence courses and computer-based training provided through ATRRS Self-development or Army e-Learning (<https://www.atrrs.army.mil>). Soldiers will be granted promotion points based on one (1) point per 5 hours of completed Army Correspondence Course Program (ACCP) training - restricted to courses completed in their entirety. Courses may take up to 12 days to populate from the date of course completion to the automated promotion point worksheet for promotion points. Completed correspondence course hours and/or distance learning and Army e-Learning courses that were completed prior to 22 December 2010 must be updated through the HR system of record. The Soldier must have record of full course completion and the total credit hours for the entire course will be divided by five to determine promotion points. No points will be awarded for sub-course completion. The goal is to finish, in its entirety, a formal course of instruction, at which time the Soldier will be granted promotion points.

(2) Promotion points are not granted for duplicate military correspondence or military education courses.

### **3–19. Civilian education**

Maximum points: 135 for promotion to SGT and 160 for promotion to SSG.

a. Civilian education (valid for promotion points). The total number of credits an accredited institution grants towards a degree will be the basis for granting promotion points. Promotion points are authorized for civilian education conducted at institutions recognized nationally, or regionally accredited, by the U.S. Department of Education. Recognized educational institutions are those institutions listed on the U.S. Department of Education Web site at <http://ope.ed.gov/accreditation>. Transcripts will be used to award promotion points for colleges or universities. Soldiers currently enrolled in a college or university are required to provide a single transcript from their current college and/or university consolidating all past civilian education. Soldiers that have multiple transcripts who are not currently enrolled in a college and/or university may take these transcripts and grade slips to the local education center for assistance. The local education center will provide only an assessment of the total number of non-duplicated post-secondary credits for submission to the unit as the source document to update the HR system of record and/or personnel records with the total number of credit hours. Continuing education units are not authorized promotion points. The total semester hours earned must be updated in the HR system of record and/or personnel records and reflected on the Soldier's enlisted record brief (ERB)/Soldier record brief (SRB), which will be the source in determining promotion points. Soldiers will receive two (2) promotion points for each semester hour completed. All quarter, contact, and/or clock hours will be converted to semester hours. For conversion of semester hours see DODI 1322.25. When a college is not listed in the HR system of record, requests to have the college added must be emailed to [usarmy.knox.hrc.mbx.tagd-aces-edcodes@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-edcodes@army.mil), with a copy of the Soldier's transcript and verification of the college accreditation. Accreditation can be verified at <http://ope.ed.gov/accreditation>.

b. Foreign transcripts. Soldiers with college credits from foreign colleges or universities (except those countries listed in AR 601 – 210) must have those credits evaluated by any organization who is a member of the National Association for Credential Evaluation Services (<http://www.naces.org/>). The Defense Activity for Non-traditional Education Support (DANTES) Web site has a listing of transcript evaluation services. The foreign transcript evaluation is required to establish the commensurate U.S. level of education and institutional legitimacy.

c. Degree completion. Twenty promotion points will be granted to any Soldier who completes a degree while on active duty. If recommended for promotion to SSG, the Soldier must have completed the degree while in the rank of SGT to receive these points. If recommended for SGT, the degree must have been awarded after enlistment in the Army, USAR, or ARNG prior to being promoted to the rank of SGT.

d. College Level Examination Program and Defense Activity for Non-traditional Education Support courses. For Soldiers who have not completed any post-secondary courses and chose to test-out through these programs or who have not had the College Level Examination Program (CLEP) and/or DANTES credit recommendations consolidated on one college transcript, may receive two promotion point per credit hour for CLEP general and subject examinations, DANTES Subject Standardized Tests, and American College Test proficiency examinations. Points will not be awarded for credit recommendations that duplicate already earned credit in that subject area or discipline. Education center personnel may assist with the review or assessment of credit awards for possible credit duplication. Foreign language CLEP examinations will be awarded promotion points based on the Soldier's total score. The score is then converted to semester hours of credit based on the conversion table listed in the "Explanation of Asterisks" section of the CLEP and/or DANTES report.

e. Technical certifications. Fifteen promotion points are granted for each HRC, HQ Army Continuing Education System-approved MOS-enhancing credentialing (directly related to a

Soldier's PMOS. Ten promotion points are granted for each professional development credential (functional/cross-functional, related to military training and skills) earned. Five promotion points are granted for all nationally recognized personal credentials. Any combination of credential types may be earned to receive a maximum of 50 promotion points. Recertification will not result in duplicate award of promotion points. Mandatory credentials as part of a Soldier's MOS will not result in promotion points.

f. Defense Language Proficiency Test. Twenty-five promotion points are granted to Soldiers who achieve a minimum limited working proficiency rating of 1/1 (listening, reading, or speaking) on the Defense Language Proficiency Test. Promotion points remain valid provided the Defense Language Proficiency Test proficiency standards do not exceed 1 year (year/month) as of the point compilation month.