



DEPARTMENT OF THE ARMY
U.S. TOTAL ARMY PERSONNEL COMMAND
200 STOVALL STREET
ALEXANDRIA VA 22332-0443

AHRC-MSP-E

25 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Promotion List to Master Sergeant

1. Reference. MILPER Message number 04-006, TAPC-MSP-E, dated 10 OCT 03, Subject: CY04 MSG Promotion Board Announcement Message.

2. General.

a. In accordance with the above reference, a Department of the Army promotion selection board convened on 03 February 2004 and recessed on 27 February 2003 to consider eligible soldiers for promotion to Master Sergeant.

b. Board membership and instructions furnished to the board by the Secretary of the Army are contained in enclosure 1.

3. Summary of Board Actions by Zones for Promotion to Master Sergeant. Military Occupational Specialty (MOS) and Career Management Field (CMF) summaries are contained under separate cover.

	<u>PRIMARY</u>		<u>SECONDARY</u>	<u>TOTAL</u>
<u>PREV</u> <u>CONS/SEL</u>	<u>1ST TIME</u> <u>CONS/SEL</u>	<u>TOTAL</u> <u>CONS/SEL</u>	<u>TOTAL</u> <u>CONS/SEL</u>	<u>TOTAL</u> <u>CONS/SEL</u>
9,449/878 (9.3%)	6,588/551 (8.4%)	16,037/1,429 (8.9%)	3,665/251 (6.8%)	19,702/1,680 (8.5%)

4. Promotion Considered/Selected List.

a. Commanders will inform soldiers who were recommended as well as those soldiers who were not recommended for promotion. Soldiers should also be informed that because selectees are sequenced and promoted within MOS, promotions will occur as vacancies exist and budgetary constraints allow.

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b. The promotion list is subject to additional administrative review and is not to be construed as promotion orders. Accordingly, soldiers listed herein should not assume that the structure of the list or the presence of a name on the list constitutes a firm forecast for promotion. Promotions will be announced by U.S. Total Army Personnel Command orders.

c. To preclude the promotion of soldiers who are ineligible or who are in a non-promotable status, Commanders or their designated representative will scrub this promotion list IAW with AR 600-8-19, paragraph 1-10. Required documents will be faxed to this headquarters at DSN 221-0742 or COMM 703-325-0742 or mailed to Commander, AHRC-Alexandria, ATTN: AHRC-MSP-E, 200 Stovall Street, Alexandria, Virginia 22332-0443.

d. Promotion to MSG requires a favorable National Agency Check, Local Agency Check, and Credit Check (NACLC) or a security clearance of secret or higher.

5. Standby Advisory Board (STAB). Request the PSB promptly report to this headquarters, ATTN: TAPC-MSP-E, the names of any eligible soldier who were omitted from consideration, IAW AR 600-8-19, paragraph 4-14d. Additionally, if a nonselected soldier meets the conditions outlined in paragraph 4-14g, promotion reconsideration may be warranted. Each request must be fully documented and verified by the PSB prior to submission to this headquarters. Cases not meeting these guidelines will be disapproved and returned by the PSB. STABs are convened at EREC in conjunction with regularly scheduled boards. Those soldiers receiving STAB consideration will be notified of the selection board results under separate cover through their chain of command.

6. Profile Analysis and Summary of Board Actions.

a. The profile analysis by MOS of those soldiers who were considered and selected for promotion is contained under separate cover. While the specific reasons for selection or nonselection are not recorded and cannot be divulged by the board, the profile analysis should provide some insight and may

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answer the pertinent questions relative to some of the areas which might have influenced the board's recommendations. It should be emphasized to everyone using these statistics that only items which can be extracted from automated records are included. Selection boards consider the entire Official Military Personnel File and Personnel Qualification Record. Information such as Noncommissioned Officer Evaluation Reports, variety of assignments to include manner of performance of duty in leadership positions, military education, and physical fitness are also important considerations during board deliberations.

b. When counseling soldiers concerning nonselection, the summary of board actions should be checked first. Nonselection is often a direct result of limited or no opportunity for selection in an MOS due to an overstrength status. Soldiers may request an evaluation of the promotion potential from their respective PERSCOM career branch professional development noncommissioned officer. Addresses for the appropriate career management branches are listed in AR 614-200, Table 1-1.

7. Declination of Promotion. A soldier who declines promotion must forward a letter of declination through command channels to the PSB ASAP, however, not later than 30 days after the effective date indicated in the PERSCOM promotion orders. Failure to decline promotion within 30 days of the effective date constitutes acceptance of the promotion and the 24-month service remaining requirement. Procedures governing declinations are contained in AR 600-8-19, paragraph 1-24, dated 15 April 2003.

BY ORDER OF THE SECRETARY OF THE ARMY:



LOUISA W. SCOTT
Sergeant Major, USA
Chief, Enlisted Promotions
Promotions Branch

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1 - Proposition Recipients