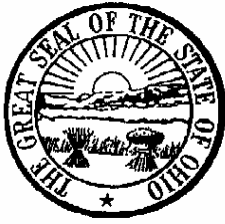


OHIO MILITARY RESERVE

Regulation 624-1



**ENLISTED
PROMOTIONS
AND
REDUCTIONS**

Headquarters, Ohio Military Reserve
Assistant Chief of Staff, Personnel, G1
1000 Lawrence Road
Camp Perry Training Site
Port Clinton, Ohio
43452-9578

01 June 2003

Summary of Changes

The changes noted herein are only those changes of significance or which effect ongoing operations. Changes in terminology, organization or other routine matters are not reflected.

OHMR Regulation 624-1, Enlisted Promotions and Reductions, dated 01 Jun 03

Paragraph	Change
2-1a	The authority to promote to the following grades is changed as follows: (1) Grades: E2, E3, and E4. Promotion Authority: Unit commanders in the grades of O4 and O5 may promote assigned personnel who meet eligibility requirements. (2) Grades: E5 and E6: Promotion Authority: Brigade commanders, or unit commanders in the grade of O6 or above, may promote assigned personnel who meet eligibility requirements.
Appendix B	Appendix B added to incorporate the provisions of former SOP 300.05, Requirements for Enlisted Promotion, so that all information required on the subject is now found in a single regulation.
Appendix C	Enlisted Promotion Matrix added.

OHMR Regulation 624-1

Headquarters
Ohio Military Reserve
Camp Perry Training Site
Port Clinton, Ohio
01 June 2003

ENLISTED PROMOTIONS AND REDUCTIONS

By Order of the Governor:

JAMES A. RIDDELL
Colonel, Ohio Military Reserve
Acting Chief of Staff



Official:
RICHARD B. IOTT
Lieutenant Colonel, Ohio Military Reserve
Secretary to the General Staff

Supersedes. This regulation supersedes OHMR-R 624-1, 01 October 2001.

Applicability. This regulation applies to all enlisted personnel of the OHMR..

Supplementation. Supplementation of this regulation and establishment of command and local policies is prohibited.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of Staff, Personnel, OHMR-G1, Camp Perry Training Site, 1000 Lawrence Avenue, Port Clinton, Ohio, 43452-9578.

Summary. This Regulation prescribes Policies and procedures for the promotion and reduction of enlisted personnel in the Ohio Military Reserve.

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Chapter 1**General**

1-1. Purpose.

This regulation establishes responsibilities for promotion actions and outline procedures to be used. It also details promotion requirements and determines eligibility for promotion.

1-2. References.

AR 600-200
AR 600-20
AR 27-10
ORC 5924.15

1-3. Responsibilities.

Recommendation and promotion under this regulation, within basic policies and procedures prescribed by this regulation, are command responsibilities.

Chapter 2**Promotions**

Section I

Scope

2-1. Authority to promote.

a. The authority to promote to the following grades is as follows:

(1) Grades: E2, E3, and E4. Promotion Authority: Unit commanders in the grades of O4 and O5 may promote assigned personnel who meet eligibility requirements.

(2) Grades: E5 and E6: Promotion Authority: Brigade commanders, or unit commanders in the grade of O6 or above, may promote assigned personnel who meet eligibility requirements.

(3) Grades: E7, E8 and E9: Promotion Authority: HQOHMR.

b. A higher level commander within the chain of command may restrict promotions by a lower level commander. Such restriction must be in writing with the reason for the restriction described, and is limited to a one year period, renewable.

2-2. Restrictions.

Promotions of more than one grade at a time is strictly prohibited under this regulation.

Section II

Eligibility Requirements

2-3. Eligibility.

All enlisted promotions must be made in accordance with the provisions of this regulation and its appendices.

2-4. Advancement to E2.

Advancement to E2 is automatic upon completion of 6 months service. An accelerated advancement is authorized to recognize outstanding performance.

2-5. Advancement to private first class E3.

Advancement to pay grade E3 may be made under this paragraph.

a. Normal. Commanders may, without constraint, advance personnel who qualify.

(1) Four months time in grade (TIG).

(2) 10 months time in service (TIG).

(3) Completion of training requirements described in Appendix B of this regulation.

b. Accelerated. To recognize outstanding performance, commanders may advance personnel to E3 who have six months but less than 12 months TIS and have completed training requirements.

2-6. Promotion to pay grade E4.

Personnel must meet the following criteria for promotion to E4:

a. Six months TIG: may be waived to three months.

b. 24 months TIS may be waived to 12 months.

c. Completion of training requirements described in Appendix B of this regulation.

2-7. Promotion to pay grade E5.

Promotion to pay grade E5 will be in accordance with the following:

a. 12 months TIG: may be waived to nine months.

b. 31 months TIS; may be waived to 28 months.

c. Completion of training requirements described in Appendix B of this regulation.

d. Be recommended or have concurrence in recommendation from brigade commander.

2-8. Promotion to pay grade E6.

Promotion to pay grade E6 will be in accordance with the following:

a. 15 months TIG.

b. 46 months TIS; may be waived to 42 months.

c. Completion of training requirements described in Appendix B of this regulation.

d. Be recommended or have concurrence in recommendation from brigade commander

2-9. Promotion to pay grade E7.

Promotion to pay grade E7 will be in accordance with the following:

a. 21 months TIG.

b. 67 months TIS; may be waived to 60 months.

c. Completion of training requirements described in Appendix B of this regulation.

d. Be recommended and have concurrence in recommendation from battalion and brigade commander.

2-10. Promotion to pay grade E8.

Promotion to pay grade E8 will be in accordance with the following:

a. 24 months TIG.

- b. 6 years TIS. Service in any U.S. Armed Forces may be used to compute TIS.
- c. Completion of training requirements described in Appendix B of this regulation.
- d. Must be serving in an E8 position on the TO&E.
- e. Be recommended and have concurrence in recommendation from battalion and brigade commander.

2-11. Promotion to pay grade E9.

Promotion to pay grade E9 will be in accordance with the following:

- a. 28 months TIG.
- b. 10 years TIS. Service in any U.S. Armed Forces may be used to compute TIS.
- c. Completion of training requirements described in Appendix B of this regulation.
- d. Must be serving in an E9 position on the TO&E.
- e. Be recommended and have concurrence in recommendation from battalion and brigade commander.

Section III

Administrative Procedures

2-12. Waivers.

Waivers will be granted in accordance with the following:

- a. Only one waiver will be granted during a career in the OHMR. The only exceptions being paragraphs 2-3. and 2-4.
- b. Commanders exercising promotion authority under paragraph 2-1. have waiver authority.
- c. Waivers of TIG will not be considered or promotion to E8 and E9.
- d. When requesting any waiver, the request must be in writing and will accompany the Recommendation for Promotion (OHMR Form 30).

2-13. Recommendations.

OHMR Form 30 will be used for promotion recommendations. The OHMR Form 30 will be prepared in accordance with the following:

- a. All forms will be typed in triplicate, and all blocks completed. If a block is not applicable, so indicate by typing "N/A" in that block.
- b. The signature blocks will contain the name, rank, and title of the endorsing officer.
- c. Upon completion of the form, it will be distributed as follows:
 - (1) Original to the appropriate Review Board.
 - (2) One copy retained by the recommending unit.
 - (3) One copy to the individual's 201 file.

2-14. Procedure.

- a. Promotion recommendations will be forwarded through personnel channels until reaching the level wherein the promotion authority is resident. At that point a Review Board will be established by the Sergeant Major or Command Sergeant Major who has direct responsibility at that level.

- b. All enlisted promotions require the action of a Review Board; the depth of the board's review process should correspond to the level of the promotion.

c. The Board's recommendation will be forwarded with the promotion recommendation to the promotion authority for action.

2-15. Acting non-commissioned officers.

The appointment of acting non-commissioned officers is prohibited. Commanders may designate a particular individual to hold a particular position on the TO&E or place them in charge of a specific duty; however, this does not authorize that person to wear the insignia of rank inherent to that position.

2-16. Announcing promotions.

All promotions will be announced in orders in accordance with the following:

- a. An order for advancement to E2 is not required.
- b. Promotions from E3 to E6 will be announced in orders from the promotion authority.
- c. Promotions from E7 to E9 will be announced in orders from HQOHMR.
- d. Copies of the promotion order, and any attachments or proofs of training, will be immediately forwarded to OHMR-G1 for inclusion in the individual's Corps MPRJ.
- e. Official date of rank (DOR) will be the date cited in the orders issued at the promotion authority level.

2-17. Auditing of promotions.

- a. It is the responsibility of the ACS of Personnel and Administration (G1), to randomly audit promotions on a regular basis to ensure compliance with all current standards for promotion. A report of audit findings will be submitted to the Commander, OHMR not less than annually.
- b. Promotions found to have been approved in contradiction to standards will be revoked by G1 and the person authorizing the promotion subject to administrative disciplinary action.

Section IV

Reductions

2-18. Authority.

The ability to reduce is inherent in the authority to promote. Any commanding officer may, in addition to or in lieu of admonition or reprimand, impose a reduction as a disciplinary punishment for minor offenses, including failure to perform assigned duties, without the intervention of a court-martial.

2-19. Type of Reductions.

There are two types of reductions, voluntary and involuntary.

- a. Voluntary. A voluntary reduction can only occur as a response to an administrative situation, such as a change in Table of Organization authorization. In this case a soldier is reduced by his own choice (versus transferring to another unit or

some other solution) due to circumstances beyond his control and without prejudice. Voluntary reductions are subject to the following restrictions:

(1) Soldiers may not voluntarily be reduced more than one pay grade.

(2) Voluntary reductions may not be applied in cases of disciplinary action, performance failure, or assignment dissatisfaction.

b. Involuntary. An involuntary reduction is the result of disciplinary administrative action and is subject to the following restrictions:

(1) Enlisted personnel may be reduced to the lowest or any intermediate pay grade, if the grade from which demoted is within the promotion authority of the officer imposing the reduction or any officer subordinate to the one who imposes the reduction.

(2) No enlisted person above the grade of E4 may be reduced more than two grades.

2-20. Procedure.

a. Voluntary reduction. The soldier will be advised of the situation and of his options other than reduction (e.g., transfer, different assignment based on his skills, etc.). If he chooses reduction, the circumstances and his choice will be described in a memorandum for record (MFR) which the soldier will sign. The reduction authority will issue the reduction order. The order will note that the reduction is voluntary and a copy of the MFR will be attached to all copies of the order distributed.

b. Involuntary reduction. This will be made following the procedure described in Section 5924.15 of the Ohio Code of Military Justice (OCMJ) of the Ohio Revised Code. OHMR Form 2627, Record of Proceedings Under Section 5924.15 (Article 15), OCMJ, will be used as the communication and recording tool throughout the proceedings (see sample in Appendix A). (IMPORTANT: Personnel can be charged under the OCMJ only after the OHMR has been called to active duty by the governor. However, the procedures described therein for administrative disciplinary action, and the offenses to which it is applicable, described in Article 15 of the OCMJ, will be deemed to apply at all times under this regulation.) The following steps will be taken:

(1) The individual to be considered for reduction will be advised in writing of the proceedings to be conducted and the offense(s) of which he is accused. This document will be delivered by the accused's First Sergeant or Sergeant Major (Section 1 of OHMR Form 2627).

(2) In Section 2 of OHMR Form 2627, the individual will be advised that:

(a) No decision has been yet made as to whether or not he will be punished and punishment will only be made if the commander is convinced beyond a doubt of his/her guilt;

(b) He may request an open or closed hearing;

(c) He may present persons to speak on his behalf and may present evidence as to why he should not be punished or should receive only a light punishment;

(d) He may, if he does not want to dispose of this matter under Section 5924.15, demand a formal court-martial;

(e) He has 48 hours to respond with his decision.

(3) The accused will respond by completing Section 3 of OHMR Form 2627 and returning it to the issuing officer within 48 hours. The issuing officer will advise the accused of the time and place the proceedings will be conducted.

(4) At the conclusion of the hearing, the commanding officer will make his determination and complete Sections 4, 5 and 6 of OHMR Form 2627.

(5) The accused will complete Section 7 of OHMR Form 2627.

(a) If the individual accepts his punishment without appeal, the proceedings are closed.

(b) If an appeal is requested, the OHMR Form 2627 and related material will be forwarded to the Corps Staff Judge Advocate who will complete Section 8 and forward it to the Corps Commander. The Corps Commander will review the case and complete Section 9 of the form, forwarding it back to the issuing commander with a copy to the individual. The issuing commander will review the decision with the accused and the accused will sign Section 10, verifying his having been told of the appeal results.

(6) The issuing commander will determine the location of the permanent record of the proceedings. He may direct it to be placed in one or more of the following places:

(a) The unit's record file of Section 5924.15 (Article 15) proceedings;

(b) The individual's local Military Personnel Records Jacket (MPRJ) with a suspense date for removal;

(c) The individual's local and Corps MPRJ for permanent inclusion.

2-21. Effect of reductions.

a. A reduction in grade has no effect on time in service (TIS) calculations.

b. Time in grade (TIG) requirement for promotion from the grade to which one is reduced, and until the original grade is reached again, shall be one-half that specified in Section II of this regulation for normal promotions, except in the case of voluntary reductions. The TIG requirement is waived in voluntary reductions and the soldier is immediately promotable should an opening be available in the required grade.

2-22. Announcing reductions.

All reductions will be announced in orders from the reduction authority in accordance with OHMR Regulation 310-10, Military Orders.

2-23. Auditing reductions.

a. It is the responsibility of the ACS of Personnel and Administration (G1), to randomly audit reductions on a regular basis to ensure compliance with all current procedures. A report of audit findings

will be submitted to the Commander, OHMR not less than annually.

b. Reductions found to have been processed in contradiction to these standards will be re-

voked by G1 and the person authorizing the reduction subject to administrative disciplinary action.

APPENDIX A (OHMR Form 2627) to OHMR Regulation 624-1 (Enlisted Promotions and Reductions)

RECORD OF PROCEEDINGS - NON JUDICIAL DISCIPLINARY ACTION <small>For use of this form, see OHMR Regulation 624-1; the proponent agency is OHMR-SJA</small> <i>See Notes on Reverse Before Completing Form</i>				
NAME	GRADE	SSN	UNIT	RATE OF PAY
1. I am considering whether you should be punished under Section 5924.15 (Article 15), OCMJ, or its provisions as authorized by OHMR Regulation 624-1, for the following misconduct: (1)				
2. You are not required to make any statements, but if you do, they may be used against you in this proceeding or at a trial by court-martial. You have several rights under this Article 15 proceeding. First I want you to understand I have not yet made a decision whether or not you will be punished. I will not impose any punishment unless I am convinced beyond a reasonable doubt that you committed the offense(s). You may ordinarily have an open hearing before me. You may request a person to speak on your behalf. You may present witnesses or other evidence to show why you shouldn't be punished at all (<i>matter of defense</i>) or why punishment should be very light (<i>matters of extenuation and mitigation</i>). I will consider everything you present before deciding whether I will impose punishment or the type and amount of punishment I will impose. (2) If you do not want me to dispose of this report of misconduct under Article 15, you have the right to demand trial by court-martial instead. (3) In deciding what you want to do you have the right to consult with legal counsel located at _____. You now have 48 hours to decide what you want to do. (4)				
DATE	NAME, GRADE, AND ORGANIZATION OF COMMANDER		SIGNATURE	
3. Having been afforded the opportunity to consult with counsel, my decisions are as follow: (<i>Initial appropriate blocks, date, and sign</i>) a. <input type="checkbox"/> I demand trial by court-martial. b. <input type="checkbox"/> I do not demand trial by court martial and in the Article 15 proceedings: (1) I request the hearing be <input type="checkbox"/> Open <input type="checkbox"/> Closed. (2) A person to speak in my behalf <input type="checkbox"/> is <input type="checkbox"/> is not requested. (3) Matters in defense, mitigation, and/or extenuation: <input type="checkbox"/> are not presented <input type="checkbox"/> will be presented in person. <input type="checkbox"/> Are attached.				
DATE	NAME AND GRADE OF SERVICEMEMBER		SIGNATURE	
4. In a(n) <input type="checkbox"/> Open <input type="checkbox"/> Closed hearing (5) all matters presented in defense, mitigation, and/or extenuation, having been considered, the following punishment is imposed: (5) (6)				
5. I direct the original OHMR Form 2627 be filed in the <input type="checkbox"/> local MPRJ with a suspense removal date of _____ <input type="checkbox"/> local and Corps MPRJ for permanent inclusion <input type="checkbox"/> in the unit Article 15 Proceedings record file.				
6. You are advised of your right to appeal to the Corps Staff Judge Advocate within five calendar days. An appeal made after that time may be rejected as untimely. Punishment is effective immediately unless otherwise stated above.				
DATE	NAME, GRADE, AND ORGANIZATION OF COMMANDER		SIGNATURE	
7. (<i>Initial appropriate block, date, and sign</i>) a. <input type="checkbox"/> I do not appeal. b. <input type="checkbox"/> I appeal and do not submit additional matters (8) (9) <input type="checkbox"/> I appeal and submit additional matters (8) (9)				
DATE	NAME AND GRADE OF SERVICEMEMBER		SIGNATURE	
8. I have considered the appeal and it is my opinion that:				
DATE	NAME AND GRADE OF STAFF JUDGE ADVOCATE		SIGNATURE	
9. After consideration of all matters presented in appeal, the appeal is: <input type="checkbox"/> Denied <input type="checkbox"/> Granted as follows: (10)				
DATE	NAME AND GRADE OF CORPS COMMANDER		SIGNATURE	
10. I have seen the action taken on my appeal.		DATE	SIGNATURE OF SERVICE MEMBER	
11. ALLIED DOCUMENTS AND/OR COMMENTS (11) (12) (13)				

APPENDIX A (OHMR Form 2627) to OHMR Regulation 624-1 (Enlisted Promotions and Reductions)

NOTES

- (1) Insert a concise statement of each offense in terms stating a specific violation and the Section of the OCMJ (Section 5924, ORC). If additional space is needed, use item 11 or continuation sheets as described in note 11 below.
- (2) Inform the member of the maximum punishment which may be imposed under Section 5924.15 (Article 15).
- (3) Inform the member that if he demands trial by court-martial, trial could be by SCM, SPCM, or GCM. Additionally, inform the member that he may object to trial by SCM and that at SPCM or GCM he or she would be represented by qualified military counsel, or by civilian counsel at no at no expense to the State.
- (4) Give the member a copy of this form.
- (5) Offenses determined not to have been committed will be lined out. If the imposing commander decides not to impose any punishment, the member will be notified and all copies of this form and record destroyed.
- (6) Amounts of forfeitures of pay will be rounded off to the next lower whole dollar. Is a punishment is suspended, the following statement should be added after it." To be automatically remitted if not vacated before (date)." If punishment includes a written admonition or reprimand, it will be attached to this form and listed in item 11.
- (7) The imposing commander will initial the appropriate block.
- (8) If the member appeals, this form and all written evidence considered by the imposing commander will be forwarded to OHMR-SJA.
- (9) Before acting on an appeal, it must be reviewed by the SJA for advice when the punishment, whether or not suspended, includes reduction of one or more pay grades from the fourth pay grade, or is in excess of one of the following: 7 days arrest in quarters, 7 days correctional custody, 7 days forfeiture of pay or 14 days of either extra duties or restriction. (See Section 5924.15, paragraph e, (1) to (7), OCMJ)
- (10) The Corps Commander will initial the appropriate block. If the appeal is granted, the specific relief granted will be stated according to note 12.
- (11) In this space indicate the number of pages attached as follows: "Allied documents on appeal consist of _____ pages." Allied documents include all written matters considered by the imposing commander submitted by the member on appeal and the commander's rebuttal, if applicable. If additional space is needed for completion of any item(s), use plain bond paper headed "Continuation Sheet 1", etc.
- (12) Applicable portions of the following format may be used to record action taken on appeal. Appropriate language should be entered in item 11 or, if necessary, on a continuation sheet.

Suspension, Mitigation, Remission or Setting Aside

On (date), the punishment(s) of _____ NAME _____, imposed on (date of punishment) (was) (were) (suspended and will be automatically remitted if not vacated by before (date)) (mitigated to) (set aside, and all rights, privileges, and property affected restored) (by my order) (by order of) (the officer who imposed the punishment) (the successor in command to the imposing commander) (as superior authority).

(Typed name, grade, and organization of commander)

/s/ _____

- (13) Racial, ethnic which are pertinent will be placed in item 11.

APPENDIX B (Requirements for Enlisted Promotion) to OHMR Regulation 624-1 (Enlisted Promotions and Reductions)

Requirements for Enlisted Promotion

1. PURPOSE

The purpose of this appendix is to ensure that enlisted personnel promoted are trained in the mission oriented and leadership skills which they will be required to use through a uniform set of standards which will set goals for advancement and rewards for training accomplished.

2. TRAINING STANDARDS

In addition to the time in grade and time in service requirements of this regulation, the following training standards must be met to be eligible for enlisted promotion :

<u>TO BE PROMOTED TO:</u>	<u>AN INDIVIDUAL MUST:</u>
E-2	Meet Time in Service (TIS) and Time in Grade (TIG) requirements
E-3	Meet TIS and TIG requirements; Complete BELT School
E-4	Meet TIS and TIG requirements; Complete FEMA Emergency Preparedness USA course, IS-2; Complete MOS 31B10 training requirements
E-5	Meet TIS and TIG requirements; Complete FEMA Citizens' Orientation to Hazardous Materials, IS-5; Complete MP Civil Disturbance Course; Complete AIPD subcourses: IS 7034 Role of NCO Part 1 IS 7035 Role of NCO Part 2 MP 1006 MP Law Enforcement Operations; Complete OHMR PLDC Resident Course*; Demonstrate proficiency in appropriate 95B Level 2/3 tasks; Demonstrate ability to plan, prepare, and conduct training
E-6	Meet TIS and TIG requirements; Complete FEMA Radiological Emergency Management, IS-3; Complete MP Physical Security Course; Complete U.S. Army BNCOC Correspondence Course, 191-M15* or Complete OHMR Resident BNCOC Course*; Complete AIPD subcourses: MP 2003 Provost Marshal Operations; MP 2000 MP Operations and Traffic Enforcement;

TR1009 Convoy Security Escorts, Clearance, and Security Requirements;
Demonstrate ability to assume leadership;
Demonstrate ability to counsel subordinates;
Demonstrate ability to prepare operations orders

E-7	Meet TIS and TIG requirements; Complete FEMA Emergency Response to Terrorism, IS-534; Complete AIPD subcourse: TR1030 Supervise Land Transport of Hazardous Materials; Complete U.S. Army ANCOC Correspondence Course, 191-M11* or Complete OHMR ANCOC Resident Course*
E-8	Meet TIS and TIG requirements; Complete U.S. Army or OHMR First Sergeant Course (FSC)*
E-9	Meet TIS and TIG requirements; Complete U.S. Army or OHMR Sergeant Major Course (SMC)*

* These courses must be enrolled in and completed after having been promoted to the rank in which they appear, and before promotion to the next rank. Failure to successfully complete these courses within 18 months of promotion will result in a reduction to the previous rank.

3. PHYSICAL FITNESS STANDARDS

Candidate for promotion must meet the physical fitness standards of OHMR Regulation 40-1.

4. DRILL ATTENDANCE STANDARDS

To be eligible for promotion recommendation an individual must maintain a 75% attendance rate at monthly drill or have achieved the equivalent number of hours of duty during the previous twelve months.

5. VACANCY REQUIREMENT

To be eligible for promotion, an individual must currently fill, or be moved to, a position on the Table of Organization which is authorized the new pay grade.

6. EXCEPTIONS

a) The unit Sergeant Major may recommend consideration of prior service skills to the Corps Command Sergeant Major on an individual basis.

b) The Army Correspondence Course program continuously changes and updates courses, often renumbering, renaming or replacing individual

APPENDIX B (Requirements for Enlisted Promotion) to OHMR Regulation 624-1 (Enlisted Promotions and Reductions)

subcourses. While every effort should be made to complete the required courses as specified above,

substitution due to changes and availability is permissible.

c) Deviation from this policy is not authorized except by prior written approval Assistant Chief of Staff, Personnel. The reason(s) and authorization for deviation will be attached to the promotion recommendation (OHMR Form 30) filed in the individual's MPRJ.

APPENDIX C (Enlisted Promotion Matrix) to OHMR Regulation 624-1 (Enlisted Promotions and Reductions)

ENLISTED PROMOTION MATRIX

Effective 01 Jun 03

Training required to be promoted to	TIG and TIS	BELT Training	FEMA Emergency Preparedness Course IS-2	31B10 or other basic MOS Training	FEMA Citizen's HAZMAT Course IS-5	AIPD Civil Disturbance Course 191 G13	AIPD NCO Leadership Pt 1&2 Courses	OHMR PLDC School	FEMA Radiological Emergency Mgmt Course IS-3	AIPD Physical Security Course 191 G11	AIPD BNCOOC or OHMR BNCOOC
E-2	X										
E-3	X	X									
E-4	X	X	X	X							
E-5	X	X	X	X	X	X	X	X*			
E-6	X	X	X	X	X	X	X	X	X	X	X*
E-7	X	X	X	X	X	X	X	X	X	X	X
E-8	X	X	X	X	X	X	X	X	X	X	X
E-9	X	X	X	X	X	X	X	X	X	X	X

Training required to be promoted to	AIPD PM Opns & MP Ops/Traff	AIPD Convoy Security Requirements	FEMA IS-534 Emergency Response to Terrorism	AIPD ANCOOC or OHMR ANCOOC	Army or OHMR FSC (E8) or SMC (E9)	Meet Fitness Standard	Attendance 75% in last twelve months	Vacancy must exist	Demonstrate skill in level 2/3 MOS tasks	Show ability to plan, prepare, conduct training	Show leadership, ability to counsel, prepare operations order
E-2						X	X	X			
E-3						X	X	X			
E-4						X	X	X			
E-5						X	X	X	X	X	
E-6	X	X				X	X	X	X	X	X
E-7	X	X	X	X*		X	X	X	X	X	X
E-8	X	X	X	X	X*	X	X	X	X	X	X
E-9	X	X	X	X	X*	X	X	X	X	X	X

*These courses must be enrolled in and completed after having been promoted to their respective ranks and before promotion to the next rank. Failure to successfully complete courses within 18 months of promotion will result in reduction to the previous rank.