

**DA Select Process: When a mobilized Officer elects to accept a DA Board promotion**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Identify projected position	Officer, Unit (forward/rear), and State OPM identifies projected position for Officer to be promoted into.				Varies by State.
2	Verify eligibility (FMS Web, RCAS, SIDPERS)	Unit reviews Officer's qualifications in SIDPERS to validate eligibility IAW NGR 600-100. Unit reviews Unit Manning Report (UMR) in RCAS and FMS Web to validate authorization of position.	NGR 600-100, Chapter 8  NGB Policy Memo		FMS Web  SIDPERS	Varies by State.
3	Is Officer eligible?	Unit determines if Officer is eligible for promotion. If Officer is eligible, process will continue. If Officer is not eligible, Unit/Chain of Command (CoC) will notify Unit of ineligibility. If ineligible for promotion, process ends.				
4	Prepare Promotion Packet	If Officer is eligible, Unit/CoC prepares Officer Promotion Packet.	NGR 600-100, Chapter 8			<p>The Chain of Command (CoC), when initiating the Promotion Packet, utilizes a promotion process guide/checklist that clearly and concisely states the Officer documentation required in the Fed Rec Promotion Packet and shows an example of a successfully completed Promotion Packet.</p> <p>Promotion Packet includes Fed Rec required documents as well as State documents.</p>

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5	Send Promotion Packet	Unit/CoC sends Promotion Packet to State via email or certified mail.				Varies by State.
6	Receive and validate Promotion Packet	State OPM receives the Promotion Packet from Unit/CoC and reviews to ensure completeness/correctness IAW NGR 600-100 and State policy. If necessary, corrective action is taken between State OPM and Unit to correct and complete Promotion Packet.	NGR 600-100, Chapter 8			
7	Officer status prior to Mob?	State OPM determines if Officer status is Title 10 AGR, Title 32 AGR, or M-Day prior to mobilization.				
8	Determine if controlled grade and position exist	If Officer is Title 10 AGR or Title 32 AGR, State OPM determines if Officer will have a controlled grade and position upon REFRAD.				Officer cannot be promoted unless there is a controlled grade and position.  Coordination process varies by State.
9	Controlled grade and position available?	State OPM determines if the Officer will have a controlled grade and position upon REFRAD. If there is not a controlled grade and position (must have both) Officer cannot be promoted.				
10	Inform Officer of non-promote	If no controlled grade and position exist, State OPM informs Officer through CoC that he/she cannot be promoted via phone or email.				
11	Prepare TAG memo	State OPM prepares memo for TAG recommendation. State OPM submits TAG memo to TAG or designated authority for approval signature.				Standard TAG memo format is being drafted by ARNG-HRH.  To designate signature authority, State TAG must create written memo.

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12	TAG recommend?	State TAG concurs or disagrees with Promotion. If State TAG concurs, standard process continues. Otherwise, Promotion Packet is returned.				
13	Return Promotion Packet without action	If Promotion Packet is not approved, CoC returns to Unit without action.				
14	Cut State Promotion Order (MILPO Order System)	State cuts State Promotion Orders in MILPO Order System in RCAS and adds to Promotion Packet.			MILPO Order System RCAS	State Promotion Order must reflect the projected promotion position in Additional Instructions (Unit Name, UIC, Paragraph, Line, and Duty Position).
15	Track Promotion Packet status (GKO)	State OPM tracks Promotion Packet status via GKO Packet Status Tool throughout the process.			GKO	Varies by State
16	Refine and submit Promotion Packet (Fed Rec System)	State OPM refines (removes unnecessary information) and submits Promotion Packet in Fed Rec System.	Fed Rec System SOP		Fed Rec System	
17	Validate Fed Rec history (Fed Rec System)	ARNG-HRP-R Fed Rec Section reviews Fed Rec history to determine if: 1) Soldier's Initial Appointment Packet has been completed and loaded to Fed Rec System and 2) Federally Recognized Orders have not already been cut for Soldier.			Fed Rec System	
18	Complete Fed Rec history?	If complete and correct, ARNG-HRP-R Fed Rec Section continues Promotion Packet review. If not correct, ARNG-HRP-R Fed Rec Section sends State OPM information request via Fed Rec System.			Fed Rec System	

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19	Send Fed Rec information request (Fed Rec System)	If not correct and complete, ARNG-HRP-R Fed Rec Section emails State OPM via Fed Rec System to request completion of Initial Appointment Packet or to make them aware that Federally Recognized Orders have already been cut for Soldier.			Fed Rec System	If Orders have already been cut, the Fed Red packet is removed from Fed Rec System and the State is notified.
20	Correct Fed Rec history (Fed Rec System)	State OPM corrects the Fed Rec history and resubmits Promotion Packet. Once resubmitted, Fed Rec System emails ARNG-HRP-R Fed Rec Section indicating Promotion Packet has been modified.			Fed Rec System	
21	Validate State Promotion Order (Fed Rec System, FMS Web, TAPDB-G)	<p>ARNG-HRP-R Fed Rec Section reviews Promotion Packet to verify that the projected position on State Promotion Order exists and Officer meets qualifications:</p> <ul style="list-style-type: none"> <li>-ARNG-HRP-R Fed Rec Section utilizes FMS Web to confirm projected position has been Federally Recognized at the same Grade and Branch listed on the State Promotion Orders.</li> <li>-ARNG-HRP-R Fed Rec Section utilizes Total Army Personnel Database-Guard (TAPDB-G) to confirm Officer's current Grade and Branch qualify him/her for projected position.</li> </ul>			Fed Rec System  FMS Web  TAPDB-G	

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22	Correct State Promotion Order?	If State Promotion Order contains a valid projected position and Officer is qualified, ARNG-HRP-R Fed Rec Section continues Promotion Packet review. Otherwise, ARNG-HRP-R Fed Rec Section removes Promotion Packet from Fed Rec System, sends State OPM message within Fed Rec System indicating why Packet was removed, and process ends.			Fed Rec System	To correct error, State OPM will need to make SIDPERS update and resubmit Promotion Packet.  State Promotion Order must reflect the projected promotion position in Additional Instructions (Unit Name, UIC, Paragraph, Line and Duty Position).
23	Validate TAG Memo (Fed Rec System)	ARNG-HRP-R Fed Rec Section reviews Promotion Packet to verify that the TAG Memo exists and is accurate. The TAG Memo is checked to ensure position matches Orders, Officer is currently mobilized, and TAG signature is included.			Fed Rec System	Position will be blank if Officer is at maximum time in grade.
24	Correct TAG Memo?	If complete and correct, ARNG-HRP-R Fed Rec Section continues Promotion Packet review. If not correct, ARNG-HRP-R Fed Rec Section sends State OPM information request via Fed Rec System.				
25	Send Fed Rec information request (Fed Rec System)	If TAG Memo is missing information, ARNG-HRP-R Fed Rec Section emails State OPM via Fed Rec System to request completion of TAG Memo.			Fed Rec System	
26	Correct TAG Memo (Fed Rec System)	State OPM corrects TAG Memo and resubmits Promotion Packet. Once resubmitted, Fed Rec System emails ARNG-HRP-R Fed Rec Section indicating Promotion Packet has been modified.			Fed Rec System	

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27	Validate historical documents (Fed Rec System)	ARNG-HRP-R Fed Rec Section reviews Promotion Packet to ensure correctness of historical documents, to include GPFM-1791 Personnel Qualification Record (PQR) or approved substitute documents.		GPFM-1791	Fed Rec System	
28	Correct historical documents?	If correct, ARNG-HRP-R Fed Rec Section continues Promotion Packet review. If not complete, ARNG-HRP-R Fed Rec Section sends State OPM information request via Fed Rec System.				
29	Send Fed Rec information request (Fed Rec System)	If not complete, ARNG-HRP-R Fed Rec Section emails State OPM via Fed Rec System to request completion.			Fed Rec System	
30	Correct historical documents (Fed Rec System)	State OPM corrects the historical documents and resubmits Promotion Packet. Once resubmitted, Fed Rec System emails ARNG-HRP-R Fed Rec Section indicating Promotion Packet has been modified.			Fed Rec System	
31	Validate Board Select List and Delay Memo (Fed Rec System)	ARNG-HRP-R Fed Rec Section validates Board Select List and Delay Memo (if applicable) to ensure Officer was DA Select.		Board Select List	Fed Rec System	Board Select List is located on GKO and should be included in Promotion Packet.
32	Correct Board Select List and Delay Memo?	ARNG-HRP-R Fed Rec Section determines if Board Select List and Delay Memo (if appropriate) are included in Promotion Packet. ARNG-HRP-R Fed Rec Section validates Board Select information against NGB-ARNG-HRP-R Boards Section historical data.		Board Select List		
33	Send Fed Rec information request (Fed Rec System)	If Board Select List and Delay Memo are not included and/or incorrect, ARNG-HRP-R Fed Rec Section requests correction from State OPM.		Board Select List	Fed Rec System	

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34	Correct Board Select List and Delay Memo (Fed Rec System)	State OPM corrects or includes Board Select List and Delay Memo and returns to ARNG-HRP-R Fed Rec Section.		Board Select List	Fed Rec System	
35	Enter promotion effective date (Fed Rec System)	ARNG-HRP-R Fed Rec Section enters promotion effective date into Fed Rec System and clicks save button.			Fed Rec System	
36	Review Promotion Packet (Fed Rec System)	ARNG-HRP-R Fed Rec Administrative Section reviews the Promotion Packet to ensure that the Federally Recognized Orders will print complete and correct.			Fed Rec System	
37	Complete Promotion Packet?	ARNG-HRP-R Fed Rec Admin Section determines whether Promotion Packet is complete. If complete, process continues. If not complete, requests that ARNG-HRP-R Fed Rec Section makes adjustments.				
38	Correct Promotion Packet (Fed Rec System)	If not complete or correct, ARNG-HRP-R Fed Rec Section corrects Promotion Packet and re-submits.			Fed Rec System	
39	Publish Federally Recognized Orders (Fed Rec System)	Once complete, Fed Rec Admin Section publishes Federally Recognized Orders into Fed Rec System. Once published, Fed Rec System emails pre-selected contacts including State, HRC, and ARNG-HRP-R iPERMS Section. ARNG-HRP-R iPERMS Section adds Federally Recognized Orders to iPERMS record.			Fed Rec System iPERMS	
40	Conduct tasks	HRC conducts administrative tasks to promote Officer.				
41	Receive Federally Recognized Orders and forward to CoC (Fed Rec System)	State OPM receives Federally Recognized Orders from Fed Rec System and forwards to Unit/CoC.			Fed Rec System	Varies by State.

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42	Update Record (SIDPERS)	State OPM updates Officer Record Brief (ORB)/DA Form 2-1 and SIDPERS record.		DA Form 2-1	SIDPERS	Varies by State.
43	Send Federally Recognized Orders to Officer via CoC	State OPM sends Federally Recognized Orders to Officer via CoC.				Varies by State.
44	Receive Federally Recognized Orders	Officer receives Federally Recognized Orders from CoC.				Varies by State.
45	Monitor placement	ARNG-HRP-R Fed Rec Section monitors Officer status to ensure placement in new position within 180 if days if M-Day or 365 if AGR.				
46	Position identified?	ARNG-HRP-R Fed Rec Section and State OPM monitors Officer position.				
47	Process separation	If position is not identified, separation process to Inactive Ready Reserve (IRR) begins.				
48	Conduct promotion ceremony	Unit conducts promotion ceremony for Officer.				Varies by State.