



## NATIONAL GUARD BUREAU

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NGB-ARH

24 December 2009

MEMORANDUM FOR The Adjutants General of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Retention of Administrative Promotion Points for WTU Soldiers (NGB-ARH Policy Memorandum # 09-050)

### 1. References.

a. AR 600-8-19, Enlisted Promotions and Reductions, 20 March 2008.

b. MILPER MESSAGE, 09-239, DA Form 3355 Update-Wounded Soldiers, 16 October 2009.

2. Background. Current NGB enlisted promotion policy awards administrative promotion points for Soldiers' APFT scores and weapons qualification tests conducted within specific timeframes. This policy has been found to adversely impact Soldiers with combat-related injuries.

3. Policy. Effective immediately, Soldiers assigned to Warrior Transition Units (WTUs) and others with profiles stemming from combat-related operations will indefinitely retain the last administrative promotion points for APFT and weapons qualification on record before their incapacitation until they are returned to duty. However, Soldiers who mobilized without a record APFT within 18 months will not be awarded APFT points under this policy. This change impacts both Soldiers on current promotion lists and in consideration for future promotion boards.

### 4. Administration.

a. Commanders and personnel service providers within each State will evaluate current promotion lists to determine if administrative points for these Soldiers were deducted based on the 18 month rule for APFT or the two training years rule for weapons qualification. In cases where the administrative points were deducted; the command will forward a DA Form 4187 to the State MPMO/G1 validating a Soldier's last recorded APFT and weapons qualification scores. Accordingly, the State MPMO/G1 will adjust the WTU Soldier's promotion points and numerical standing on the current promotion list. States will also publish guidance to all subordinate units to ensure compliance with this policy during future promotion board cycles.

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b. States are authorized to administer this change as a board action; thereby allowing commanders 30 days in which to provide the DA Form 4187 validating the administrative promotion points. This policy provides States the ability to compile all changes and issue revised promotion lists.

5. Return to duty procedures. In the event a Soldier is found fit for duty and thereby eligible for the appropriate APFT and weapons qualification tests; future promotion boards will only use administrative points earned after the Soldier has returned to duty.

6. The point of contact for this memorandum is COL Dennis P. Chapman, Chief, Personnel Policy and Readiness Division, at DSN 327-3297, 703-607-3297, or [dennis.chapman@us.army.mil](mailto:dennis.chapman@us.army.mil).



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