



## NATIONAL GUARD BUREAU

1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON VA 22202-3231

ARNG-HRH

6 June 2011

MEMORANDUM FOR The Military Personnel Management Officers of all States, Puerto Rico, the U.S. Virgin Islands, Guam, and the District of Columbia

SUBJECT: Revised Guidance for Posthumous Promotions (ARNG-HRH Policy Memorandum #11-022)

1. References:

- a. AR 600-8-19, Enlisted Promotion and Reduction, 30 April 2010.
- b. AR 600-8-1, Army Casualty Program, 30 April 2007.
- c. AR 614-200, Enlisted Assignments and Utilization Management, 26 February 2009.
- d. NGR 600-200, Enlisted Personnel Management, 31 July 2009.
- e. NGB-ARH Policy Memorandum 07-011, subject: Processing Posthumous Promotion Requests for ARNG Enlisted Soldiers in Support of the Global War on Terrorism (GWOT), 30 March 2007.

2. Purpose. To provide updated administrative procedures for the posthumous promotion for a deceased ARNG Soldier with or without reportable casualty status.

3. Applicability. This policy applies to all ARNG enlisted Soldiers.

4. Policy.

- a. The revised policy guidance is effective immediately.
- b. Reportable casualty categories are defined in reference 1b, chapter 3. States shall provide the local Casualty Assistance Centers (CAC) all required information for reportable casualties.
- c. For instances involving casualties not reportable to Army Casualty and Mortuary Affairs Operations Center (CMAOC), follow the procedural guidance provided in paragraph 7 below.

5. Procedure for preparing and transmitting casualty reports.

- a. Upon being informed of a casualty incident, the unit commander will first, determine if the Soldier is in a reportable or non-reportable status. If the Soldier is in a reportable status, the unit will inform the local CAC and provide all available information regarding the incident as outlined in reference 1b, chapter 4.

ARNG-HRH

SUBJECT: Revised Guidance for Posthumous Promotions (ARNG-HRH Policy Memorandum #11-022)

b. The CAC will immediately generate the casualty report via the Defense Casualty Information Processing System-Forward (DCIPS-FWD). DCIPS-FWD is the casualty database which subordinate reporting commands use in creating casualty reports and to transmit them forward through command channels to CMAOC at the U.S. Army Human Resources Command (HRC).

6. Process/procedure for requesting/awarding posthumous promotions for reportable casualties.

a. States will not publish promotion orders (Format 301/302) for posthumous promotions of Soldiers having reportable status as prescribed in reference 1b.

b. Process.

(1) CMAOC, upon receiving notification of the casualty, will query the National Guard Bureau's Personnel Policy Division (ARNG-HRH) to determine if the deceased ARNG Soldier is eligible for posthumous promotion.

(2) ARNG-HRH will contact the appropriate State G1/MPMO office to determine the deceased ARNG Soldier's eligibility status.

(3) The State will only determine eligibility by using reference 1a, paragraph 1-22 and reference 1c, paragraph 7-33. If eligible, the State will confirm via email to ARNG-HRH-S@ng.army.mil that the Soldier is eligible for posthumous promotion. The time standard for replying to ARNG-HRH is within 48 hours after notification of death. The posthumous promotion documentation will include a copy of the State's current promotion list for all requests to the grades E5-E9.

(4) Upon receipt of the State's confirmation for posthumous promotion and the promotion list where required, ARNG-HRH will notify CMAOC validating the deceased Soldier's eligibility for posthumous promotion.

(5) HRC's Casualty and Mortuary Affairs branch will complete the action by issuing both DD Form 1300 (Report of Casualty) and DA Form 3168 (Posthumous Certificate of Promotion) only to the Soldier's primary next of kin. The approved posthumous promotion is the authorization document for awarding any combat related awards at the higher rank. All completed documents will then be expedited to the Casualty Assistance Officer accompanying the deceased Soldier either on site at the funeral home or at an alternate designated location.

c. Procedure for determining the eligibility criteria for posthumous promotion.

(1) To the ranks of SGT through SGM.

(a) The Soldier must have been officially recommended for promotion and meet the eligibility criteria for consideration as set forth in reference 1a. The Soldier must have been officially boarded and placed on the promotion list (regardless of sequence number).

ARNG-HRH

SUBJECT: Revised Guidance for Posthumous Promotions (ARNG-HRH Policy Memorandum #11-022)

The promotion list, as recommended by a local selection board, was signed by the promotion authority.

(b) Soldier is unable to accept promotion because of their death. The death must not have been due to the Soldier's misconduct and/or occurred during a period of unauthorized absence.

(2) To the ranks of PV2 through SPC.

(a) Evidence of eligibility for promotion must be documented by, but not limited to, the unit enlisted advancement report for Soldiers fully qualified for promotion, or the first-line leader's monthly counseling record, or the unit commander's recommendation for Soldiers not fully qualified for promotion.

(b) Soldier is unable to accept promotion because of their death. The death must not have been due to the Soldier's misconduct or having occurred during a period of unauthorized absence.

d. Posthumous appointments to CSM. Such appointment is authorized for Soldiers who were selected by the HQDA (NGB) board before the date of their death, subject to additional caveats below. For this purpose only, the date of selection is defined as the date on which the promotion board adjourned.

(1) A Soldier is eligible for posthumous appointment to CSM, provided:

(a) The death was not the result of the Soldier's own misconduct.

(b) The death did not occur during a period of unauthorized absence.

(c) The Soldier had not been removed from the CSM program for cause.

(2) Soldiers that voluntarily withdrew from the CSM program to enter into an AGR status and where death occurred while on AGR status as a SGM are also eligible for posthumous reappointment to CSM.

(3) Soldiers previously selected by the HQDA (NGB) board and subsequently laterally reassigned from a CSM position to a SGM position through no fault of the Soldier remain eligible for posthumous reappointment to CSM.

e. Ineligibility for posthumous promotion.

(1) A Soldier without promotion list status is ineligible for posthumous promotion consideration and standby advisory boards are not authorized.

(2) A Soldier who is a member of the ING is not eligible for posthumous promotion.

ARNG-HRH

SUBJECT: Revised Guidance for Posthumous Promotions (ARNG-HRH Policy Memorandum #11-022)

7. Procedure for requesting/awarding posthumous promotion for non-reportable casualties. The following guidance is provided concerning posthumous promotion of an ARNG Soldier who dies outside of a reportable duty status as defined in reference 1b, chapter 3. Such a Soldier can be considered by the State Adjutant General IAW reference 1a, chapter 1-22, for posthumous promotion as follows.

a. The Soldier must meet eligibility criteria as outlined in paragraph 6b and 6c above.

b. Any Soldier so authorized and approved for a State posthumous promotion will be promoted utilizing a DA Form 4187 (see enclosure 1) issued by the MPMO.

c. State posthumous promotion issued under this authority only recognize the Soldier at the higher grade within the State in which they were a member of the ARNG.

d. Such a State posthumous promotion does not authorize any Federal military awards or the annotation of a head stone in a Federal cemetery at the higher grade.

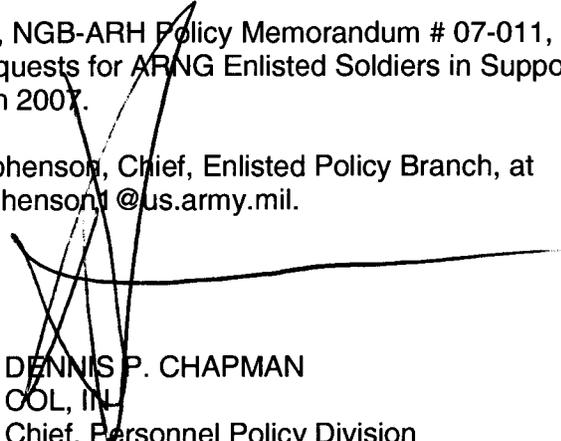
e. Posthumous appointments to CSM will be managed IAW the provisions of paragraph 6d(1)-(3) above.

8. Additional monetary benefits derived from posthumous promotion. No Soldier (reportable or non-reportable casualty) is entitled to additional financial benefits (i.e.: additional pay and allowances) based on posthumous promotion.

9. This revised policy supersedes reference 1e, NGB-ARH Policy Memorandum # 07-011, subject: Processing Posthumous Promotion Requests for ARNG Enlisted Soldiers in Support of the Global War on Terrorism (GWOT), 30 March 2007.

10. The point of contact is LTC Charles G. Stephenson, Chief, Enlisted Policy Branch, at DSN 329-2686, (703) 601-2686, or charles.stephenson1@us.army.mil.

Encl  
as



DENNIS P. CHAPMAN  
COL, INF  
Chief, Personnel Policy Division

**PERSONNEL ACTION**

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 5, Section 3012; Title 10, USC, E.O. 9397.

**PRINCIPAL PURPOSE:** Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).

**ROUTINE USES:** To initiate the processing of a personnel action being requested by the soldier.

**DISCLOSURE:** Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code) Higher HQs of Deceased Soldier	2. TO (Include ZIP Code) JFHQ-State, Attn: G1/MPMO	3. FROM (Include ZIP Code) Command of Deceased Soldier
--	---	---

**SECTION I - PERSONAL IDENTIFICATION**

4. NAME (Last, First, MI) XXXXXX, XXXX X	5. GRADE OR RANK/PMOS/AOC SGT	6. SOCIAL SECURITY NUMBER 000-00-0000
---	----------------------------------	--

**SECTION II - DUTY STATUS CHANGE (AR 600-8-6)**

7. The above soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> State Posthumous Promotion

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
---	---------------------

**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

This authorizes the state posthumous promotion of Sergeant (full name of deceased Soldier) to the rank of Staff Sergeant effective (date of death).

Authority: ARNG-HRH Policy Memorandum #11-022, dated 6 June 2011.

Special Instruction: Additional monetary benefits derived from this state posthumous promotion are not authorized. No Soldier is entitled to additional benefits (i.e.: additional pay and allowances) based on posthumous promotion.

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED  RECOMMEND APPROVAL  RECOMMEND DISAPPROVAL  IS APPROVED  IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
---	---------------	---------------------