

Posthumous Promotion Process: Awarding of posthumous promotions

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Go to Casualty Assistance Process, steps 1-12	<p>Go to Casualty Assistance Process: Ensuring the next of kin (NOK) and beneficiaries receive support after a death occurs, steps 1-12.</p> <p>These steps involve:</p> <ul style="list-style-type: none"> - Identifying the Casualty Assistance Officer (CAO) - Inputting Casualty Notification Officer (CNO) team and CAO team into Casualty Mission Management (CMM) - CAO receiving orders and briefing - CAO conducting first visit with next of kin (NOK) 	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	
2	Eligible to receive promotion?	<p>To be eligible for a posthumous promotion, an Enlisted Soldier must have been placed on their State Promotion List before the date of death.</p> <p>To be eligible for a posthumous promotion, an Officer must be DA selected.</p>	DA PAM 600-8-21			
3	Complete DA Form 4187	State Casualty Operations Manager or designated personnel completes DA Form 4187 (Personnel Action).	DA PAM 600-8-21	DA Form 4187		Designated personnel is determined by State policy.
4	Send DA Form 4187	State Casualty Operations Manager or designated personnel sends DA Form 4187 (Personnel Action) to State Approving Authority via email for approval.	DA PAM 600-8-21	DA Form 4187		Designated personnel is determined by State policy.
5	Receive DA Form 4187	State Approving Authority receives DA Form 4187 (Personnel Action) from CAO via email.	DA PAM 600-8-21	DA Form 4187		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
6	Approve DA Form 4187?	State Approving Authority approves or disapproves DA Form 4187 (Personnel Action). If DA Form 4187 is disapproved, this process ends.	DA PAM 600-8-21	DA Form 4187		
7	Cut State Promotion Order	If DA Form 4187 (Personnel Action) is approved, State Approving Authority cuts State Promotion Order.	DA PAM 600-8-21	DA Form 4187		
8	Status of casualty?	If the casualty is an Officer, Fed Rec Promotion Order must be cut within 21 business days. If the casualty was enlisted, Fed Rec Promotion Order is not required.	DA PAM 600-8-21			
9	Create Promotion Packet	If the casualty is an Officer, State Approving Authority creates Promotion Packet which may include the following: - DA Form 2-1 (Personnel Qualification Record) - DA Form 4187 (Personnel Action) - State Promotion Order	DA PAM 600-8-21	DA Form 2-1 DA Form 4187		Promotion Packets vary from State to State.
10	Send Promotion Packet	State Approving Authority sends Promotion Packet to Officer and Enlisted Policy Branch (ARNG-HRH-P) via email. Promotion Packet may include the following: - DA Form 2-1 (Personnel Qualification Record) - DA Form 4187 (Personnel Action) - Promotion Order	DA PAM 600-8-21	DA Form 2-1 DA Form 4187		Promotion Packets vary from State to State.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
11	Receive Promotion Packet	Officer and Enlisted Policy Branch (ARNG-HRH-P) receives Promotion Packet from State Approving Authority via email. Promotion Packet may include the following: - DA Form 2-1 (Personnel Qualification Record) - DA Form 4187 (Personnel Action) - State Promotion Order	DA PAM 600-8-21	DA Form 2-1 DA Form 4187		Promotion Packets vary from State to State.
12	Create e-packet	Officer and Enlisted Policy Branch (ARNG-HRH-P) creates e-packet and includes the following documents in the Promotion Packet: - DA Form 2-1 (Personnel Qualification Record) - DA Form 4187 (Personnel Action) - State Promotion Order	DA PAM 600-8-21	DA Form 2-1 DA Form 4187		Promotion Packets vary from State to State.
13	Cut Fed Rec Promotion Order	Officer and Enlisted Policy Branch (ARNG-HRH-P) cuts Fed Rec Promotion Order within 21 days.	DA PAM 600-8-21			Timeframe varies.
14	Input promotion information (iPERMS, SIDPERS)	State Approving Authority inputs promotion information into Interactive Personnel Electronic Records Management System (iPERMS) and Standard Installation/Division Personnel System (SIDPERS).	DA PAM 600-8-21		iPERMS SIDPERS	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
15	Send promotion information	State Approving Authority sends promotion information to Casualty Assistance Center (CAC) via email.				<p>If the casualty occurred In-Theatre, promotion information is sent to Dover, as well.</p> <p>If the casualty was in a non-duty status, promotion information is not sent to CAC.</p> <p>If the casualty was Enlisted, promotion information is sent to Officer and Enlisted Policy Branch (ARNG-HRH-P) for courtesy reasons.</p>
16	Receive promotion information	CAC receives promotion information from State Approving Authority via email.				
17	Go to Casualty Assistance Process, steps 14-end	<p>Go to Casualty Assistance Process: Ensuring the next of kin (NOK) and beneficiaries receive support after a death occurs, steps 14-end.</p> <p>These steps involve:</p> <ul style="list-style-type: none"> - Conducting the funeral - Ensuring NOK and beneficiaries receive eligible benefits 	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	