

Posthumous Promotion for an Enlisted Soldier Process: Requesting and awarding posthumous promotion to an Enlisted Soldier in a reportable status

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Go to Active Duty Casualty Notification In-Theatre Process, steps 1-11	<p>Casualty occurs In-Theatre, go to Active Duty Casualty Notification In-Theatre Process: When a Soldier is a casualty while on active duty, steps 1-11.</p> <p>These steps include:</p> <ul style="list-style-type: none"> - Casualty occurring In-Theatre - Collecting casualty information - Creating the Casualty Report (CR) and Serious Incident Report (SIR) - Submitting the CR and SIR through appropriate channels 	Please see Active Duty Casualty Notification In-Theatre Process for more details.	Please see Active Duty Casualty Notification In-Theatre Process for more details.	Please see Active Duty Casualty Notification In-Theatre Process for more details.	
2	Go to Active Duty Status Casualty Notification Process, steps 1-13	<p>Casualty occurs Stateside, go to Active Duty Status Casualty Notification Process: When a Soldier is a casualty while on active duty, steps 1-13.</p> <p>These steps include:</p> <ul style="list-style-type: none"> - Casualty occurring Stateside - Collecting casualty information - Creating the Casualty Report (CR) - Submitting the CR through appropriate channels 	Please see Active Duty Status Casualty Notification Process for more details.	Please see Active Duty Status Casualty Notification Process for more details.	Please see Active Duty Status Casualty Notification Process for more details.	
3	Receive notification of casualty	Personnel Policy and Readiness Division (ARNG-HRH) receives notification of a casualty from Casualty and Mortuary Affairs Operation Center (CMAOC) and determines if the casualty is eligible for a posthumous promotion.	ARNG-HRH Policy Memorandum 11-022			

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4	Determine if casualty is eligible for a posthumous promotion?	<p>ARNG-HRH contacts the appropriate State G1/Military Personnel Management Officer (MPMO) to determine if the casualty is eligible for a posthumous promotion. State determines eligibility by referencing AR 600-8-19 (Enlisted Promotion and Reduction), Paragraph 1-22 and AR 614-200 (Enlisted Assignments and Utilization Management), Paragraph 7-33.</p> <p>If the casualty is not eligible, go to step 5.</p> <p>If the casualty is eligible, go to step 8.</p>	<p>AR 600-8-19, Paragraph 1-22</p> <p>AR 614-200, Paragraph 7-33</p> <p>ARNG-HRH Policy Memorandum 11-022</p>			
5	Inform ARNG-HRH on the reason why the casualty is not eligible	If the casualty is not eligible for a posthumous promotion, the appropriate State G1/MPMO informs ARNG-HRH via email on the reason why the casualty is not eligible for a posthumous promotion.	ARNG-HRH Policy Memorandum 11-022			
6	Prepare and send official memorandum	ARNG-HRH prepares official memorandum stating the reason why the casualty is not eligible for a posthumous promotion and sends the official memorandum to CMAOC via email.	ARNG-HRH Policy Memorandum 11-022			
7	Receive official memorandum	CMAOC receives official memorandum from ARNG-HRH which states the reason why the casualty is not eligible for a posthumous promotion. CMAOC keeps the official memorandum for their records.	ARNG-HRH Policy Memorandum 11-022			
8	Send confirmation email	If the casualty is eligible for a posthumous promotion, the appropriate State G1/MPMO sends a confirmation email to ARNG-HRH at ARNG-HRH-S@ng.army.mil. The standard time for replying to ARNG-HRH is within 48 hours after notification of death.	<p>AR 600-8-1</p> <p>ARNG-HRH Policy Memorandum 11-022</p>			<p>The posthumous promotion document includes a copy of the State's current promotion list for all requests to the grades E5-E9.</p> <p>States will not publish promotion orders (Format 301/302) for posthumous promotions of Soldiers having a reportable status IAW AR 600-8-1 (Army Casualty Program).</p>
9	Receive confirmation email	ARNG-HRH receives a confirmation email from the appropriate State G1/MPMO stating the casualty is eligible for a posthumous promotion.	ARNG-HRH Policy Memorandum 11-022			

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10	Prepare and send official memorandum	ARNG-HRH prepares and sends official memorandum validating that the casualty is eligible for a posthumous promotion via email.	ARNG-HRH Policy Memorandum 11-022			
11	Receive official memorandum	CMAOC receives official memorandum from ARNG-HRH via email.	ARNG-HRH Policy Memorandum 11-022			
12	Complete DA Form 3168 and DD Form 1300	CMAOC completes DA Form 3168 (Posthumous Certificate of Promotion) and DD Form 1300 (Report of Casualty).	ARNG-HRH Policy Memorandum 11-022	DA Form 3168 DD Form 1300		
13	Send DA Form 3168 and DD Form 1300	CMAOC sends DA Form 3168 (Posthumous Certificate of Promotion) and DD Form 1300 (Report of Casualty) to the casualty's primary next of kin (PNOK).	ARNG-HRH Policy Memorandum 11-022	DA Form 3168 DD Form 1300		
14	Receive DA Form 3168 and DD Form 1300	PNOK receives DA Form 3168 (Posthumous Certificate of Promotion) and DD Form 1300 (Report of Casualty) from CMAOC.	ARNG-HRH Policy Memorandum 11-022	DA Form 3168 DD Form 1300		All completed documents are expedited to the Casualty Assistance Office (CAO) accompanying the casualty either on site at the funeral home or at an alternate designated location.