

ARNG G1 Personnel Gateway – Process Package

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Posthumous Promotion for an Enlisted Soldier

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

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

Description

The appropriate State G1/Military Personnel Management Officer (MPMO) determines if the casualty is eligible for a posthumous promotion. According to AR 600-8-19 (Enlisted Promotion and Reduction), a Soldier must have been officially boarded, placed on the promotion list (regardless of sequence number), and the promotion authority signed the promotion list before the date of death. If eligible, the Casualty and Mortuary Affairs Operation Center (CMAOC) completes DA Form 3168 (Posthumous Certificate of Promotion) and DD Form 1300 (Report of Casualty) and sends the completed forms to the casualty's primary next of kin (PNOK). This process only applies to Enlisted Soldiers in a reportable status.

Regulations and Supporting Resources

[AR 600-8-1, Army Casualty Program](#)

[AR 600-8-19, Enlisted Promotion and Reduction](#)

[AR 614-200, Enlisted Assignments and Utilization Management](#)

[ARNG-HRH Policy Memorandum 11-022, Revise Guidance for Posthumous Promotions](#)

Documents and Forms

DA Form 3168, Posthumous Certificate of Promotion

[DD Form 1300, Report of Casualty](#)

Related Processes

[Active Duty Casualty Notification In-Theatre Process](#)

[Active Duty Status Casualty Notification Process](#)

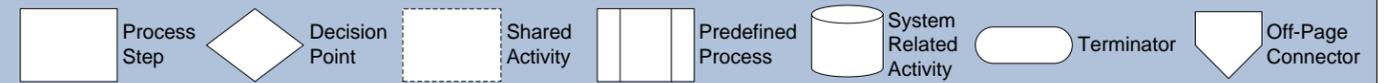
Points of Contact

Division: Personnel Policy and Readiness Division (ARNG-HRH)

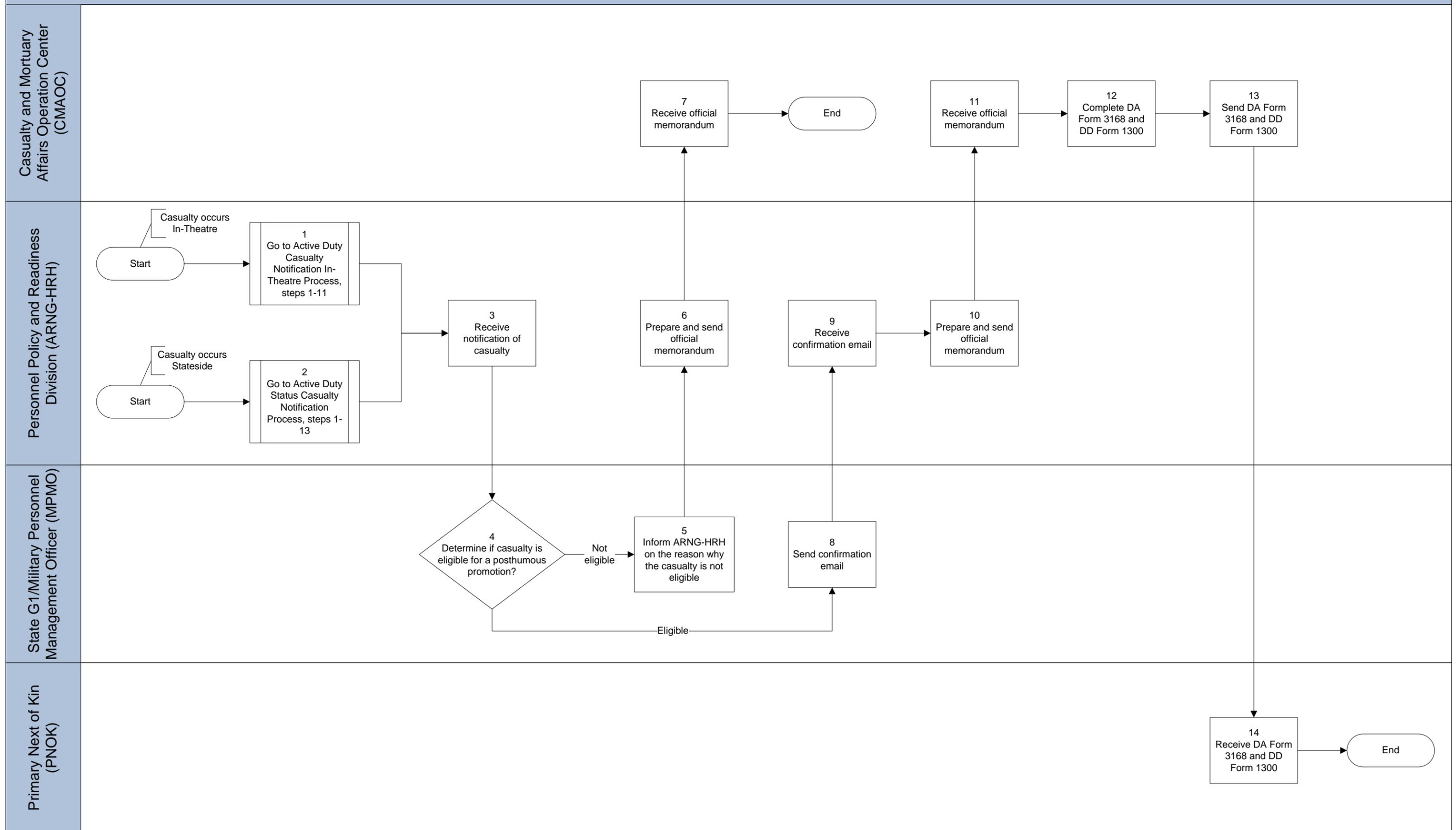
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Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



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| 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 | | | |

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|-----|--|--|--------------------------------------|------------------------------|---------|--|
| 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. |