

# US ARMY PROMOTION POINT WORKSHEET

**US ARMY PROMOTION POINT WORKSHEET** IS A CRUCIAL TOOL FOR SOLDIERS AIMING TO ADVANCE THEIR MILITARY CAREERS. IT SERVES AS A COMPREHENSIVE RECORD OF A SOLDIER'S QUALIFYING FACTORS THAT CONTRIBUTE TO THEIR PROMOTION ELIGIBILITY. UNDERSTANDING HOW TO EFFECTIVELY USE THE PROMOTION POINT WORKSHEET CAN SIGNIFICANTLY ENHANCE A SOLDIER'S CHANCES OF ATTAINING A HIGHER RANK AND ACHIEVING THEIR PROFESSIONAL GOALS. THIS ARTICLE WILL DELVE INTO THE ESSENTIALS OF THE US ARMY PROMOTION POINT WORKSHEET, ITS COMPONENTS, AND TIPS FOR MAXIMIZING PROMOTION POINTS.

## WHAT IS THE US ARMY PROMOTION POINT WORKSHEET?

THE US ARMY PROMOTION POINT WORKSHEET (DA FORM 3355) IS A FORM USED BY NON-COMMISSIONED OFFICERS (NCOs) TO DOCUMENT AND CALCULATE PROMOTION POINTS FOR SOLDIERS IN THE ARMY. THE WORKSHEET ACCOUNTS FOR VARIOUS FACTORS, INCLUDING MILITARY EDUCATION, CIVILIAN EDUCATION, AWARDS AND DECORATIONS, AND TIME IN SERVICE. THE POINTS ACCUMULATED THROUGH THESE COMPONENTS INFLUENCE A SOLDIER'S POSITION ON THE PROMOTION LIST, ULTIMATELY DETERMINING THEIR ELIGIBILITY FOR ADVANCEMENT.

## COMPONENTS OF THE PROMOTION POINT WORKSHEET

TO UNDERSTAND HOW TO MAXIMIZE YOUR PROMOTION POINTS, IT IS ESSENTIAL TO KNOW THE SPECIFIC COMPONENTS THAT MAKE UP THE PROMOTION POINT WORKSHEET. EACH CATEGORY CONTRIBUTES TO THE TOTAL SCORE, WHICH IS PIVOTAL FOR PROMOTIONS.

### 1. MILITARY EDUCATION

MILITARY EDUCATION IS ONE OF THE PRIMARY FACTORS INFLUENCING PROMOTION POINTS. SOLDIERS CAN EARN POINTS FOR COMPLETING VARIOUS COURSES AND CERTIFICATIONS.

- BASIC LEADER COURSE (BLC): 50 POINTS
- ADVANCED LEADER COURSE (ALC): 80 POINTS
- SENIOR LEADER COURSE (SLC): 100 POINTS
- SPECIALIZED TRAINING: POINTS VARY BASED ON THE COURSE ATTENDED.

### 2. CIVILIAN EDUCATION

CIVILIAN EDUCATION ALSO PLAYS A SIGNIFICANT ROLE IN EARNING PROMOTION POINTS. SOLDIERS RECEIVE POINTS BASED ON THEIR HIGHEST LEVEL OF EDUCATION COMPLETED:

- HIGH SCHOOL DIPLOMA OR GED: 5 POINTS
- ASSOCIATE DEGREE: 15 POINTS
- BACHELOR'S DEGREE: 20 POINTS
- MASTER'S DEGREE OR HIGHER: 25 POINTS

### 3. AWARDS AND DECORATIONS

RECOGNITION IN THE FORM OF AWARDS AND DECORATIONS CAN ENHANCE A SOLDIER'S PROMOTION POINT TOTAL. NOTABLE AWARDS INCLUDE:

- ARMY COMMENDATION MEDAL: 10 POINTS
- ARMY ACHIEVEMENT MEDAL: 5 POINTS
- GOOD CONDUCT MEDAL: 10 POINTS (MAXIMUM OF 30 POINTS)
- UNIT AWARDS: VARYING POINTS DEPENDING ON THE LEVEL AND SIGNIFICANCE.

## 4. TIME IN SERVICE AND TIME IN GRADE

BOTH TIME IN SERVICE (TIS) AND TIME IN GRADE (TIG) ARE ESSENTIAL FOR PROMOTION ELIGIBILITY.

- TIME IN SERVICE: POINTS ARE AWARDED BASED ON THE TOTAL YEARS OF SERVICE.
- TIME IN GRADE: POINTS ARE AWARDED BASED ON THE TIME SPENT IN THE CURRENT RANK.

## 5. PHYSICAL FITNESS AND WEAPONS QUALIFICATION

PHYSICAL FITNESS AND WEAPONS PROFICIENCY ARE ALSO KEY COMPONENTS OF THE PROMOTION POINT WORKSHEET.

- ARMY PHYSICAL FITNESS TEST (APFT): POINTS ARE AWARDED BASED ON THE SCORE ACHIEVED.
- WEAPONS QUALIFICATION: POINTS ARE GIVEN FOR ACHIEVING A QUALIFYING SCORE ON THE WEAPONS RANGE.

## HOW TO FILL OUT THE PROMOTION POINT WORKSHEET

COMPLETING THE PROMOTION POINT WORKSHEET ACCURATELY IS VITAL FOR ENSURING YOU RECEIVE THE CORRECT NUMBER OF POINTS. HERE'S A STEP-BY-STEP GUIDE TO FILLING OUT THE WORKSHEET:

1. **GATHER DOCUMENTATION:** COLLECT ALL NECESSARY DOCUMENTATION, SUCH AS TRANSCRIPTS, CERTIFICATES, AND RECORDS OF AWARDS.
2. **LIST EDUCATION:** ENTER YOUR MILITARY AND CIVILIAN EDUCATION ACHIEVEMENTS IN THE RESPECTIVE SECTIONS, ENSURING YOU RECORD THE CORRECT POINTS.
3. **DOCUMENT AWARDS:** INCLUDE ALL AWARDS AND DECORATIONS RECEIVED, ALONG WITH THE CORRESPONDING POINTS.
4. **TIME IN SERVICE AND GRADE:** ACCURATELY RECORD YOUR TIS AND TIG, WHICH IS ESSENTIAL FOR POINT CALCULATION.
5. **RECORD PHYSICAL AND WEAPONS SCORES:** INPUT YOUR APFT AND WEAPONS QUALIFICATION SCORES TO RECEIVE ADDITIONAL POINTS.
6. **REVIEW FOR ACCURACY:** DOUBLE-CHECK ALL ENTERED INFORMATION TO ENSURE IT IS ACCURATE BEFORE SUBMISSION.

## TIPS FOR MAXIMIZING PROMOTION POINTS

TO ENHANCE YOUR CHANCES OF PROMOTION, CONSIDER THE FOLLOWING STRATEGIES FOR MAXIMIZING YOUR POINTS:

### 1. PURSUE ADDITIONAL MILITARY EDUCATION

ENROLL IN COURSES THAT WILL NOT ONLY ENHANCE YOUR SKILLS BUT ALSO PROVIDE ADDITIONAL POINTS FOR YOUR WORKSHEET. COMPLETING HIGHER-LEVEL LEADER COURSES CAN SIGNIFICANTLY BOOST YOUR SCORE.

## 2. ADVANCE CIVILIAN EDUCATION

CONSIDER PURSUING HIGHER EDUCATION DEGREES. AN ASSOCIATE'S OR BACHELOR'S DEGREE CAN PROVIDE SUBSTANTIAL POINTS, GIVING YOU A COMPETITIVE EDGE.

## 3. AIM FOR AWARDS AND RECOGNITIONS

ACTIVELY SEEK OPPORTUNITIES TO EARN AWARDS AND DECORATIONS. THIS MAY INCLUDE PARTICIPATING IN COMMUNITY SERVICE, LEADERSHIP ROLES, AND EXCELLING IN YOUR CURRENT POSITION.

## 4. MAINTAIN PHYSICAL FITNESS

REGULARLY TRAIN TO IMPROVE YOUR APFT SCORES AND MAINTAIN YOUR WEAPONS QUALIFICATION. HIGHER SCORES WILL CONTRIBUTE POSITIVELY TO YOUR PROMOTION POINTS.

## 5. STAY INFORMED

KEEP ABREAST OF CHANGES TO THE PROMOTION POINT SYSTEM. THE ARMY PERIODICALLY UPDATES REGULATIONS, AND STAYING INFORMED WILL ENSURE YOU ARE AWARE OF ANY NEW OPPORTUNITIES TO EARN POINTS.

## CONCLUSION

THE **US ARMY PROMOTION POINT WORKSHEET** IS AN ESSENTIAL TOOL FOR SOLDIERS SEEKING ADVANCEMENT IN THEIR MILITARY CAREERS. BY UNDERSTANDING ITS COMPONENTS, ACCURATELY FILLING OUT THE WORKSHEET, AND IMPLEMENTING STRATEGIES TO MAXIMIZE POINTS, SOLDIERS CAN SIGNIFICANTLY ENHANCE THEIR CHANCES OF PROMOTION. CONTINUOUS PROFESSIONAL DEVELOPMENT, PHYSICAL FITNESS, AND DEDICATION TO SERVICE WILL NOT ONLY BENEFIT INDIVIDUAL SOLDIERS BUT ALSO CONTRIBUTE TO THE OVERALL STRENGTH AND EFFECTIVENESS OF THE ARMY. USE THE RESOURCES AVAILABLE TO YOU, SEEK MENTORSHIP, AND REMAIN PROACTIVE IN YOUR QUEST FOR CAREER ADVANCEMENT.

## FREQUENTLY ASKED QUESTIONS

### WHAT IS A US ARMY PROMOTION POINT WORKSHEET?

THE US ARMY PROMOTION POINT WORKSHEET IS A DOCUMENT USED BY SOLDIERS TO TRACK THEIR PROMOTION POINTS AND ELIGIBILITY FOR ADVANCEMENT IN RANK. IT INCLUDES CATEGORIES SUCH AS MILITARY EDUCATION, CIVILIAN EDUCATION, AWARDS, AND SERVICE TIME.

### HOW DO I FILL OUT A PROMOTION POINT WORKSHEET?

TO FILL OUT A PROMOTION POINT WORKSHEET, SOLDIERS SHOULD GATHER THEIR RELEVANT DOCUMENTATION FOR MILITARY AND CIVILIAN EDUCATION, AWARDS, AND OTHER QUALIFYING CRITERIA. EACH CATEGORY HAS SPECIFIC POINT VALUES, WHICH NEED TO BE CALCULATED AND ENTERED IN THE APPROPRIATE SECTIONS.

## WHERE CAN I FIND THE PROMOTION POINT WORKSHEET?

THE PROMOTION POINT WORKSHEET CAN TYPICALLY BE FOUND ON THE ARMY'S OFFICIAL WEBSITES, SUCH AS THE ARMY HUMAN RESOURCES COMMAND (HRC) WEBSITE, OR THROUGH UNIT ADMINISTRATORS. MANY SOLDIERS ALSO USE DIGITAL VERSIONS AVAILABLE THROUGH MILITARY SOFTWARE.

## WHAT ARE THE KEY COMPONENTS THAT CONTRIBUTE TO PROMOTION POINTS?

KEY COMPONENTS THAT CONTRIBUTE TO PROMOTION POINTS INCLUDE MILITARY EDUCATION (SUCH AS COURSES COMPLETED), CIVILIAN EDUCATION (DEGREES EARNED), AWARDS AND DECORATIONS, PHYSICAL FITNESS TEST SCORES, AND TIME IN SERVICE AND TIME IN GRADE.

## HOW OFTEN SHOULD I UPDATE MY PROMOTION POINT WORKSHEET?

IT IS RECOMMENDED TO UPDATE YOUR PROMOTION POINT WORKSHEET REGULARLY, ESPECIALLY AFTER COMPLETING ANY TRAINING, RECEIVING NEW AWARDS, OR GAINING ADDITIONAL EDUCATION. KEEPING IT CURRENT WILL ENSURE AN ACCURATE POINT TOTAL WHEN IT'S TIME FOR PROMOTION CONSIDERATION.

## WHAT HAPPENS IF I MAKE AN ERROR ON MY PROMOTION POINT WORKSHEET?

IF YOU MAKE AN ERROR ON YOUR PROMOTION POINT WORKSHEET, IT IS IMPORTANT TO CORRECT IT AS SOON AS POSSIBLE. ERRORS CAN AFFECT YOUR TOTAL POINTS AND PROMOTION ELIGIBILITY. YOU SHOULD CONSULT YOUR UNIT'S PROMOTION BOARD OR ADMINISTRATION FOR GUIDANCE ON HOW TO RECTIFY THE MISTAKE.

## ARE THERE ANY DEADLINES FOR SUBMITTING THE PROMOTION POINT WORKSHEET?

YES, THERE ARE TYPICALLY DEADLINES FOR SUBMITTING THE PROMOTION POINT WORKSHEET, WHICH COINCIDE WITH THE PROMOTION BOARDS. SOLDIERS SHOULD CHECK WITH THEIR UNIT FOR SPECIFIC DEADLINES AND ENSURE THEIR WORKSHEET IS SUBMITTED ON TIME TO BE CONSIDERED FOR PROMOTION.

## HOW DO I CALCULATE MY PROMOTION POINTS?

TO CALCULATE YOUR PROMOTION POINTS, YOU NEED TO ASSIGN POINT VALUES TO EACH QUALIFYING CATEGORY ON YOUR PROMOTION POINT WORKSHEET BASED ON ARMY REGULATIONS. ADD THE POINTS FROM ALL CATEGORIES TOGETHER TO DETERMINE YOUR TOTAL PROMOTION POINTS.

## WHAT RESOURCES ARE AVAILABLE FOR UNDERSTANDING PROMOTION POINTS BETTER?

RESOURCES FOR UNDERSTANDING PROMOTION POINTS INCLUDE ARMY REGULATION PUBLICATIONS (SUCH AS AR 600-8-19), UNIT PROMOTION BOARDS, MENTORSHIP FROM SUPERIORS, AND ONLINE FORUMS OR MILITARY SUPPORT WEBSITES THAT OFFER GUIDANCE ON THE PROMOTION PROCESS.

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