



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TEXAS 78234-1223

IMHR-M

MAR 13 2015

**MEMORANDUM FOR ALL U.S. ARMY INSTALLATION MANAGEMENT COMMAND
(IMCOM) PERSONNEL**

**SUBJECT: IMCOM Policy Memorandum 600-8-19-29 Centralized Promotions Board
Results Notification Process**

1. REFERENCES.

- a. AR 600-8-19, Enlisted Promotions & Reductions, 2 February 2015.
- b. AR 600-8-29, Officer Promotions, 25 February 2005.

2. PURPOSE. To provide guidance to all IMCOM personnel on the procedures to process military personnel centralized promotions board results.

3. APPLICABILITY. This policy applies to all Soldiers assigned to IMCOM who are considered by a Department of the Army centralized promotion board.

4. POLICY.

a. This policy memorandum provides guidance on the notification procedures of centralized promotion board results.

b. Human Resources Command (HRC) posts promotion board results to a separate secure portal. Personnel in receipt of pre-positioned promotion board results will maintain security over all lists. Centralized promotion board results are close hold until receipt of the official release date.

c. The IMCOM deputy commanding generals and garrison commanders, as specified under the enclosure, will notify Soldiers of their selection or non-selection for promotion.

d. Soldiers who are not selected for promotion will be informed no earlier than one day prior to the official release date.

5. PROCEDURES. The notification procedures of this policy will be implemented as specified in the Centralized Promotions Board Results Notification Process enclosure.

IMHR-M

SUBJECT: IMCOM Policy Memorandum 600-8-19-20 Centralized Promotions Board Results Notification Process

6. PROPONENT. IMCOM G-1, Military Personnel Division is the proponent for this policy. The point of contact is Chief, Military Personnel Manning Branch at commercial (210) 466-0343.



DAVID D. HALVERSON
Lieutenant General, USA
Commanding

Encl
as

Centralized Promotions Board Results Notification Process

1. Processing Centralized Promotions Boards Results and Notification:

a. IMCOM G-1 will download a copy of the prepositioned list in a timely manner and forward prepositioned lists as "CLOSE HOLD" to the IMCOM Region Directors of Human Resources (DHRs).

b. IMCOM G-1 will review prepositioned lists to identify IMCOM personnel considered/selected based on data available through the Total Officer Personnel Management Information System (TOPMIS), Enlisted Distribution and Assignment System (EDAS), and Electronic Military Personnel Office (eMILPO). IMCOM G-1 will forward pre-screened results to Region DHRs.

c. IMCOM G-1 will consolidate and provide analysis of results to IMCOM Commanding General (CG) and prepare congratulatory letters, as required, for submission to CG IMCOM for signature.

d. For non-commissioned officers non select, the Garrison Commander (GC) will inform them of their non selection for promotion the day prior to the official release date of the board results. Once notified, the GC will notify Region/IMCOM G-1 that notification action is complete. The GC/CSM will also conduct follow-on sessions with the Soldiers to address any questions/concerns about career implications.

e. For officers non select for promotion, the IMCOM Deputy Commanding General-Chief of Staff (DCG/CofS) and/or the IMCOM Deputy Commanding General-Support (DCG-S) will contact each officer directly and make notification the day prior to the official release date of the board results.

2. IMCOM G-1 will track completion of notifications to non-selectees.