Administrative Procedures for Flag Reconciliation

1. REFERENCES:

a. Suspension of Favorable Personnel Actions (Flags), AR 600-8-2, dated 30 October 1987.

b. Enlisted Promotions and Reductions, AR 600-8-19, dated 20 January 2004.

c. Officer Promotions, AR 600-8-29, dated 30 November 1994.

d. MILPER Message 95-111, dated 23 May 1995.

e. Local Guidance.

2. PURPOSE: To outline the **basic standard** procedures fir reconciling the Suspension of Favorable Personnel Actions Management Report (AAA-095). Personnel Support Detachment (PSD) has the responsibility of referring to the regulation for rules and steps at each operating task outside this SOP. This SOP **is not** all-inclusive.

3. RESPONSIBILITIES:

a. The **PSB** PAS will monitor suspension of favorable personnel actions by requiring all Battalion S1s to update and turn-in the AAA-095 Report (Figures 1-1 thru 1-4) for each servicing unit on a bi-monthly basis or at each e-MILPO AAA-162 reconciliation/rodeo. The report is authenticated by the Company Commander.

(1) Upon receipt of AAA-095 Report, the Personnel Automation Section (PAS) will identify any discrepancies and take action to research/resolve them. Supporting documents, such as the Report to Suspend Favorable Personnel Actions (Flag), DA Form 268 (Figure 2), will be brought to the PAS for all suspension of favorable action transactions that can not be completed by the Bn S1.

(2) As a check and balance system, the PSB PAS will monitor Flags by comparing the AAA-095 and ePortfolio (Figures 3-1 thru 3-5) on a monthly basis. Any Flags more than 12-months will be identified and sent to the unit for status check.

(3) Redeployment and Promotions Sections within the PSB are also responsible for checking the status of Soldier Flags when processing various personnel actions.

b. **Bn S1s** manages the unit flagging system by keeping unit leadership and personnel clerks aware of flags and when removing the Flag is appropriate. Bn S1 will review and update the AAA-095 Report. Each flagged Soldier should be listed on the AAA-095 Report. Bn S1 submits the eMILPO transactions and prepares DA Form 268.

(1) The Bn S1 will notify the Promotions Work Section of flagged Soldiers by providing a copy of the DA Form 268 to the PSB. Flagged Soldiers are removed from the Promotions Standing List IAW AR 600-8-19.

(2) The Redeployment Work Section is notified of flagged Soldiers by the Bn S1 to ensure that Soldiers with non-transferable Flags are removed from assignment in a timely manner.

(3) Security managers should be consulted to consider suspending the flagged Soldier's access to classified information.

(4) The Bn S1 will maintain the DA Form 4187, used in lieu of DA Form 268 to initiate a Flag transaction using the PA code for all Soldiers denied automatic promotion to the grades of E2-E4. The Bn S1 ensures that PA Flags are removed not later than the second working day following the date the Soldier would have been automatically promoted. All PA Flags will have an expiration date.

c. **Unit** manages the AAA-095 Report and all flagging actions. Unit will review original copy of the AAA-095 Report, determine which Flags to remove, determine Flags that should be initiated, and return the report with annotations and supporting documents to the Bn S1.

(1) Unit will obtain the AAA-095 Report for review after corrections are made by Bn S1. The Company Commander will authenticate the report.

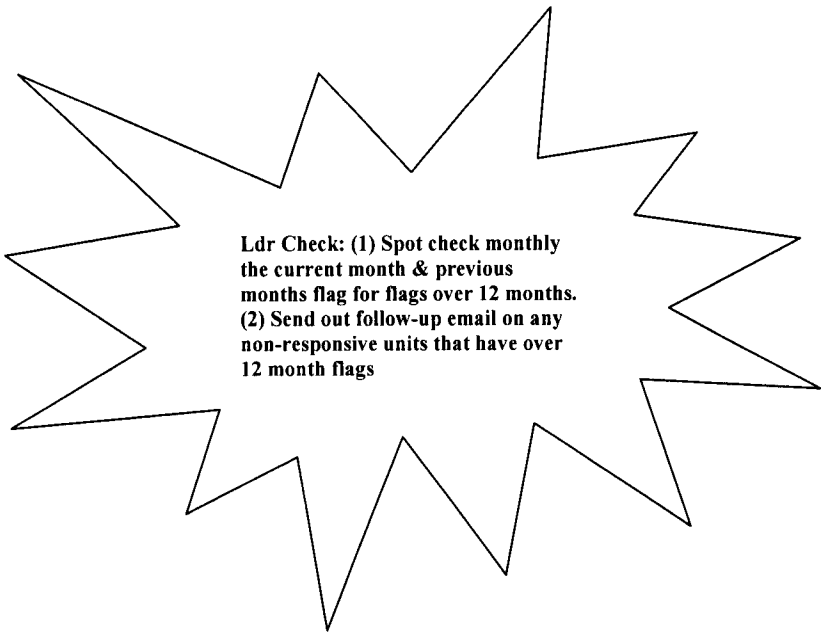
(2) Unit notifies Soldier of Flag and ensures the Soldier receives a copy of DA Form 268 regarding any Suspension of Favorable Personnel Action (SFPA).

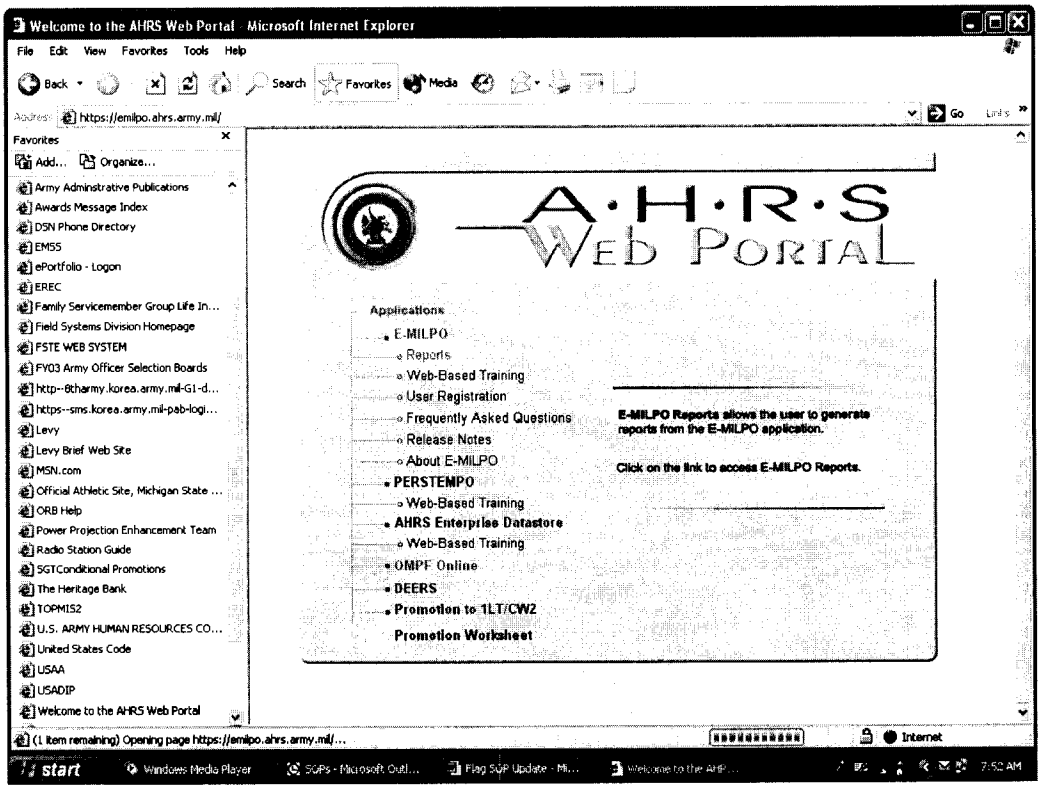
(3) The Unit will ensure once Soldiers enter the punishment phase of an Article 15, a new DA Form 268 is initiated to change the eMILPO code from AA to HA, with an expiration date equal to the punishment time on the Article 15. This will ensure that the Flag is removed in a timely manner. **NOTE**: This action also applies to Soldiers convicted during a court martial and placed in confinement.

(4) The Unit will review DEROS/ETS of each flagged Soldier and determine whether of not the case will be completed before DEROS/ETS date. If the case will not be completed prior to DEROS/ETS, take action to retain Soldier beyond scheduled transition/DEROS date.

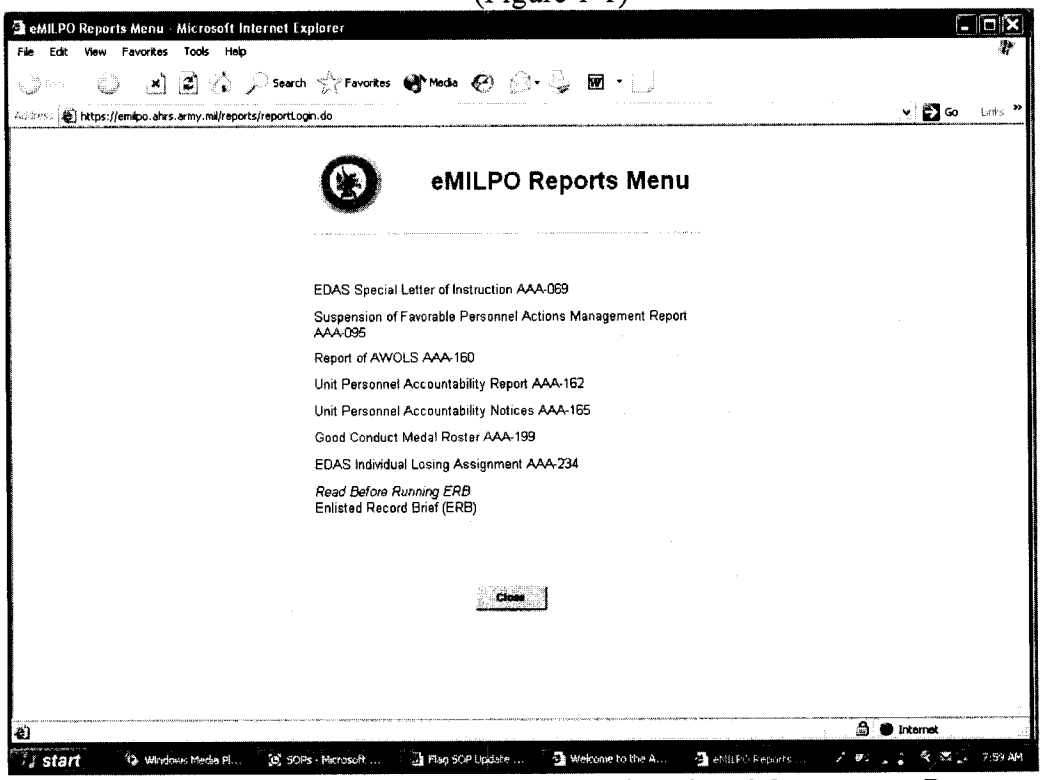
(5) Unit is responsible for forwarding a transfer Flag to the PSB In/Out Processing Center prior to final outprocessing for Soldiers reassigned on permanent change of station (PCS). If the Soldier is reassigned to a unit located on the same installation or servicing area the departing unit will forward the transfer Flag directly to the gaining unit.

(6) Unit will forward a copy of the DA Form 268 to the supporting Finance and Accounting Office, if the Flag is related to UCMJ/AA punishment that includes grade adjustments or financial forfeiture.

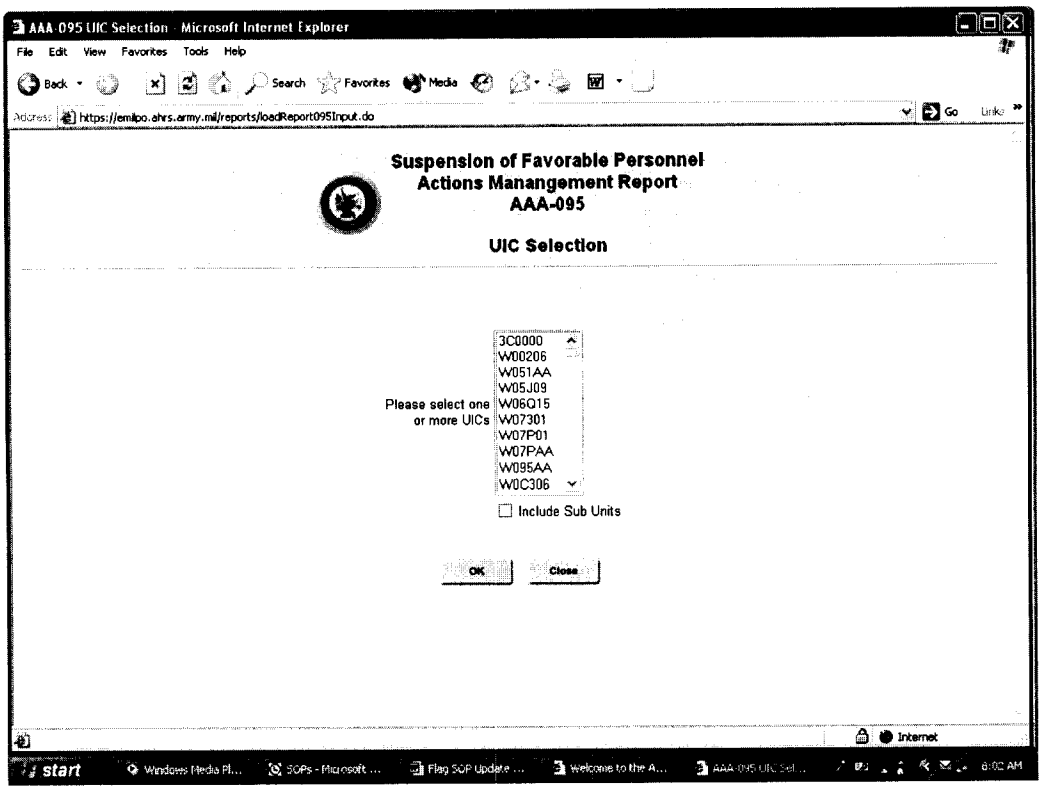




Step 1: Login to eMILPO; Select eMILPO Reports
(Figure 1-1)

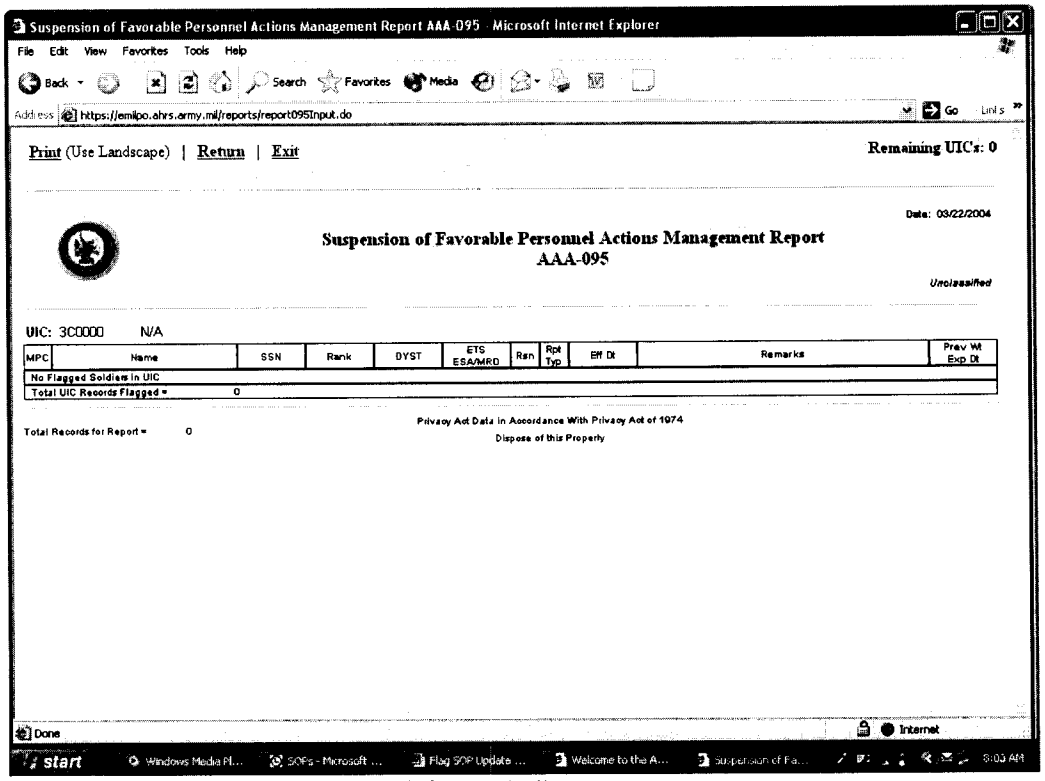


Step 2: Select Suspension of Favorable Personnel Actions Management Report AAA-095. (Figure 1-2)

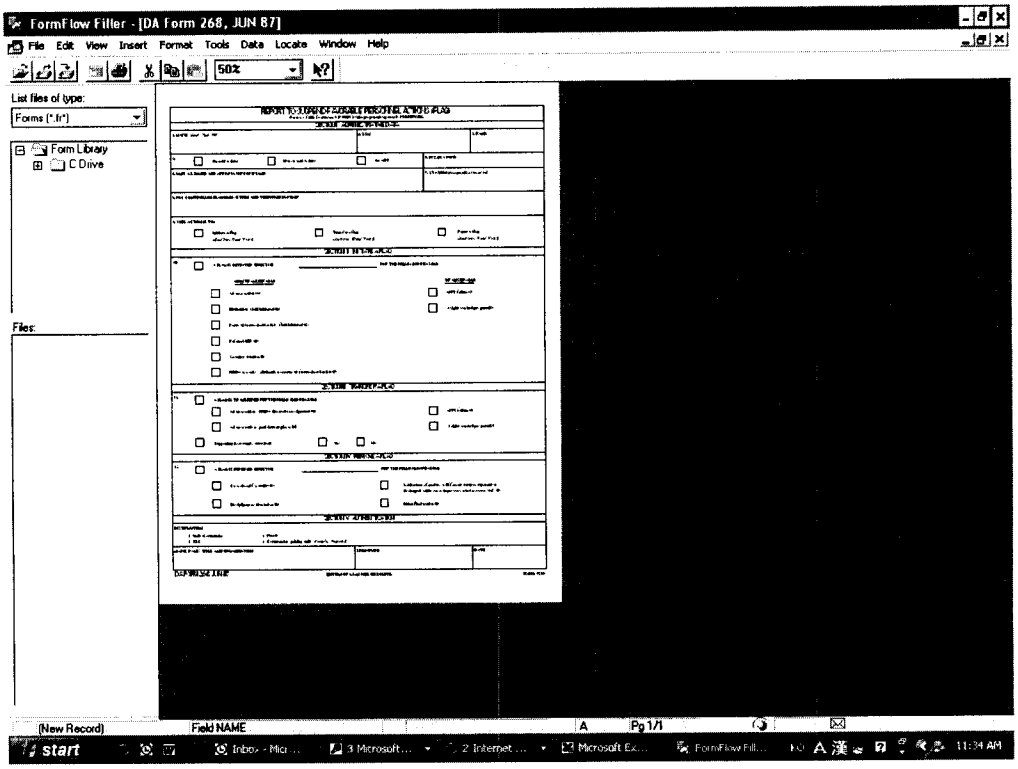


Step 3: Select UIC. Click OK.

(Figure 1-3)

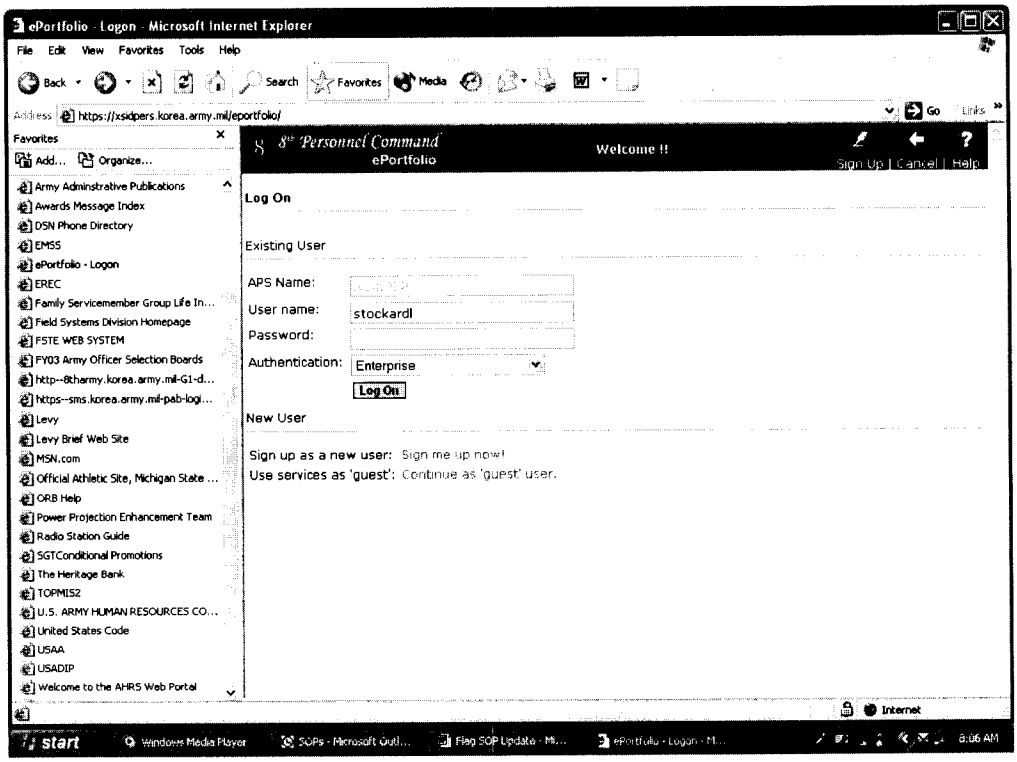


Step 4: Print Report. (Figure 1-4)



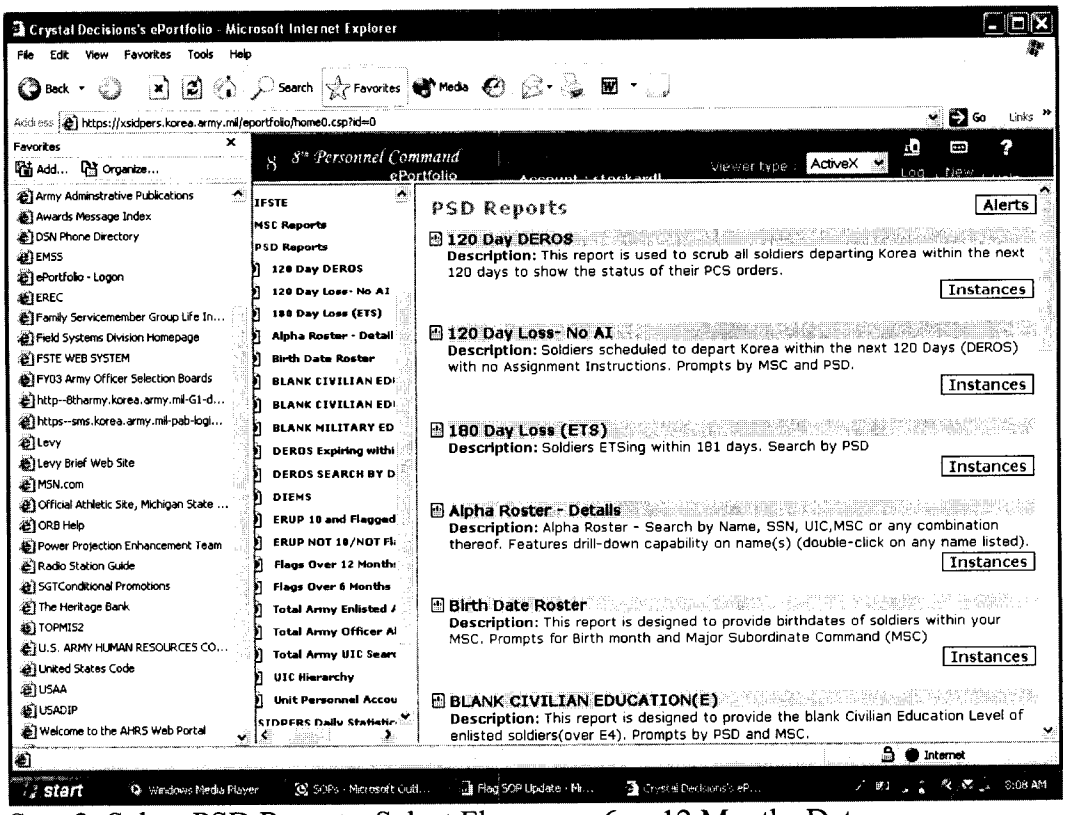
DA Form 268

(Figure 2)

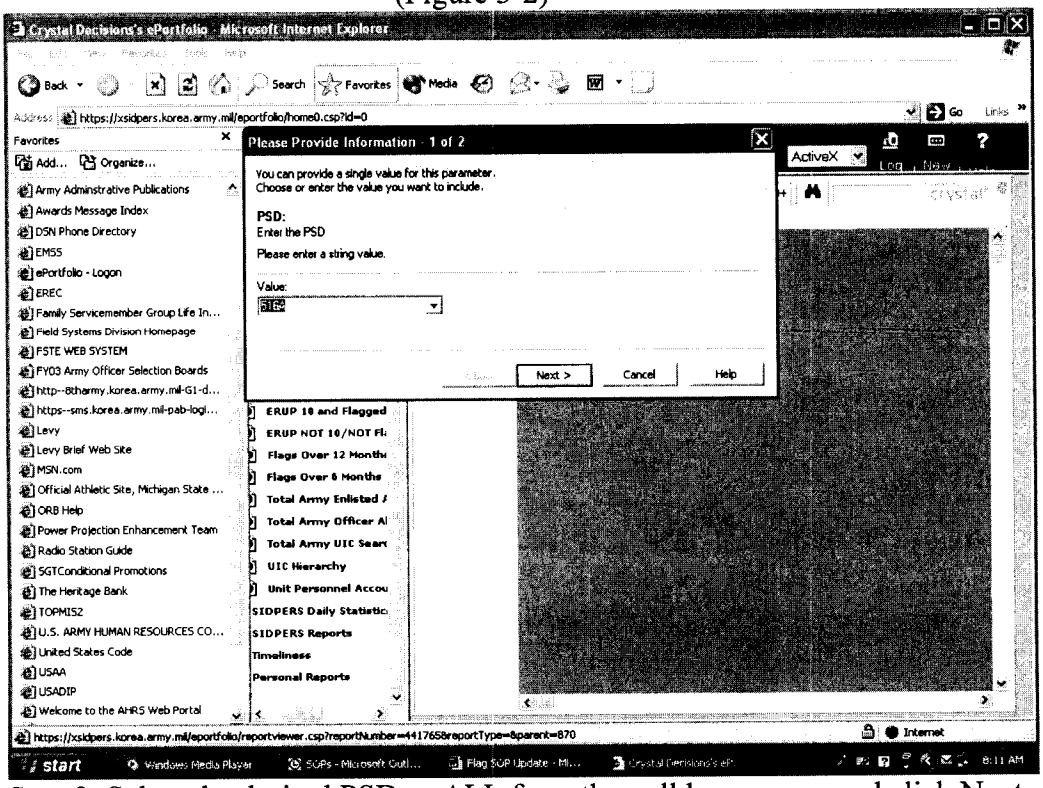


Step 1: Login to ePortfolio

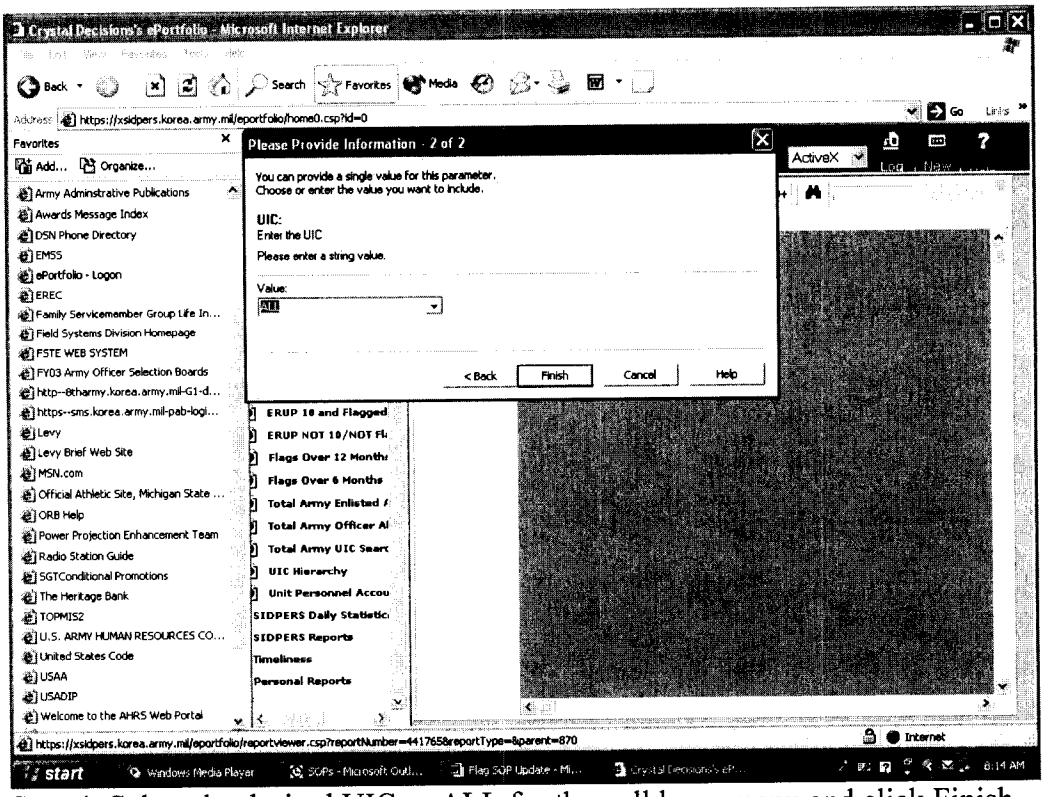
(Figure 3-1)



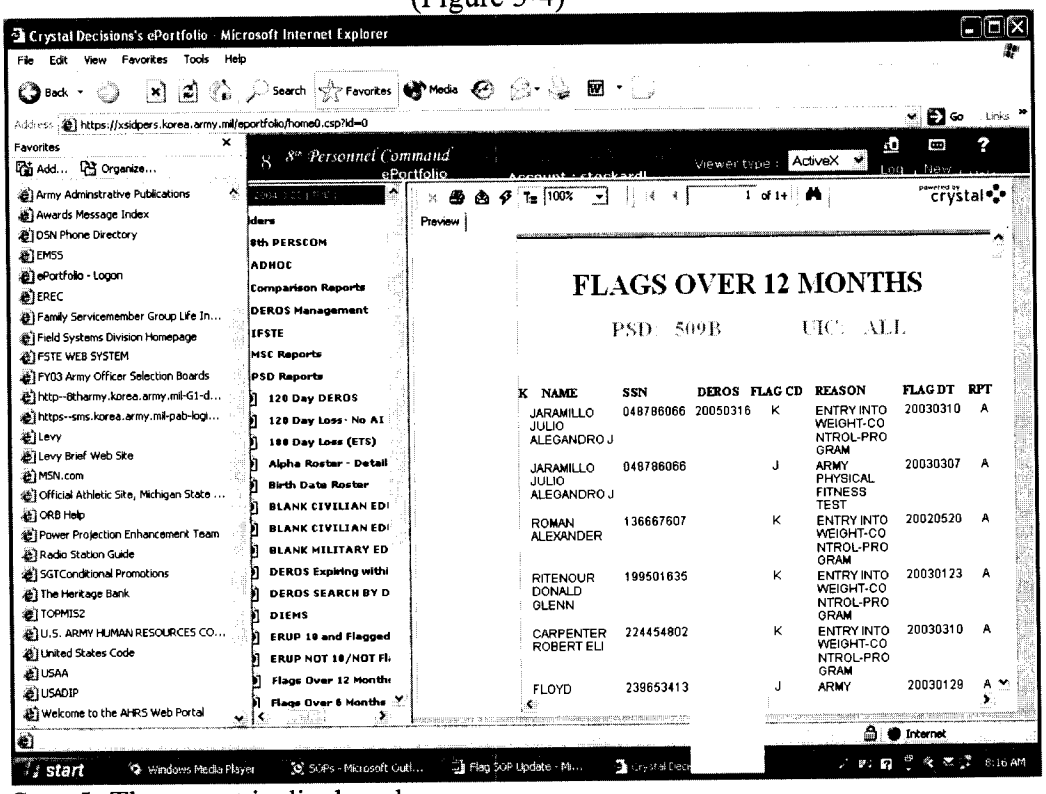
Step 2: Select PSD Reports. Select Flags over 6 or 12 Months Data.
(Figure 3-2)



Step 3: Select the desired PSD or ALL from the pulldown menu and click Next.
(Figure 3-3)



Step 4: Select the desired UIC or ALL for the pulldown menu and click Finish.
(Figure 3-4)



Step 5: The report is displayed.
(Figure 3-5)