

Da 3355 Promotion Point Worksheet

REQUEST FOR RECOUPMENT WAIVER					
For use of this form, see AR 621-5; the proponent agency is DCS, G-1.					
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
AUTHORITY: 10 USC 2007, Payment of tuition for off-duty training or education; 10 USC 2015, Program to assist members in obtaining professional credentials; AR 621-5, Army Continuing Education System.					
PRINCIPAL PURPOSE: To process an individual's request for waiver of recoupment for Army Tuition Assistance (TA) or Credentialing Assistance (CA). See the System of Records Notice A0621-1-AHWC, https://oig.dod.defense.gov/Privacy/SORN/index/DOD-wide-SORN-Article-View/Article/570092/a0621-1-ahwc.aspx .					
ROUTINE USES: To Academic Institutions who need to verify the approval of a TA Recoupment Waiver.					
DISCLOSURE: Voluntary; however, failure to provide information may result in a delay or error in processing the request for waiver of TA or CA recoupment.					
REQUESTING SOLDIER INFORMATION					
1. SOLDIER NAME (Last, First, MI)		2. RANK		3. TA/CA Portal ID	
4. SOLDIER SIGNATURE				5. DATE (YYYYMMDD)	
COURSES REQUESTED					
6 a. VENDOR/SCHOOL NAME	b. COURSE NUMBER	c. COURSE TITLE	d. START DATE	e. END DATE	f. COST
g. TOTAL COST:					
JUSTIFICATION					
7. Provide justification to support this recoupment waiver request (include relevant details and start/end dates of each event; use additional sheets, if necessary):					
8. List substantiating documentation attached and/or uploaded with this form:					
COMMANDER'S RECOMMENDATION					
9. I recommend approval of this Recoupment Waiver <input type="checkbox"/> YES <input type="checkbox"/> NO, explain					
a. NAME (Last, First, MI)		b. RANK/BRANCH	c. TITLE		
d. EMAIL				e. PHONE NUMBER	
f. SIGNATURE		g. DATE (YYYYMMDD)	h. UNIT (Unit, Installation, State, ZIP Code)		

DA FORM 7793, JAN 2023

PREVIOUS EDITIONS ARE OBSOLETE.

APD AEM v1.0003

DA 3355 Promotion Point Worksheet is an essential tool for soldiers in the U.S. Army who are seeking to advance their military careers. This worksheet plays a crucial role in the promotion process, helping soldiers track their accomplishments and the points they have earned toward promotion. Understanding how to effectively utilize the DA 3355 can make a significant difference in a soldier's journey toward achieving the next rank. In this article, we will delve into the details of the DA 3355 promotion point worksheet, its components, how to fill it out, and tips for maximizing your promotion points.

What is the DA 3355 Promotion Point Worksheet?

The DA 3355 Promotion Point Worksheet is a standardized form used by soldiers in the U.S. Army to record and calculate their promotion points. It is particularly important for those competing for promotion to the ranks of Sergeant (E-5) and Staff Sergeant (E-6). The worksheet takes into consideration various factors, including:

- Military education
- Civilian education
- Military awards and decorations
- Time in service
- Time in grade
- Performance evaluations

By accurately filling out the DA 3355, soldiers can ensure that all their accomplishments are documented and counted toward their promotion eligibility.

Components of the DA 3355 Promotion Point Worksheet

Understanding the various sections of the DA 3355 is essential for effective completion. The worksheet is divided into several key components, each designed to capture specific information about the soldier's qualifications.

1. Personal Information

The first section of the DA 3355 requires basic personal information. Soldiers should ensure that the following details are accurately filled out:

- Name
- Rank
- Social Security Number
- Unit of assignment
- Date of birth
- Date of rank

2. Military Education

This section accounts for formal training and courses completed by the soldier. It includes:

- Basic Combat Training (BCT)
- Advanced Individual Training (AIT)
- Any other military schools attended (e.g., Warrior Leader Course, Non-Commissioned Officer Academy)

Each course has a specific point value associated with it, and soldiers should list all completed courses to maximize their points.

3. Civilian Education

Soldiers can earn additional points for civilian educational achievements. This includes:

- High school diploma or GED
- College degrees (Associate, Bachelor, Master's)
- Certifications and vocational training

Points are awarded based on the highest level of education completed, making this section vital for those with advanced degrees.

4. Awards and Decorations

Recognition for service is a significant contributor to promotion points. Soldiers should list all awards and decorations received, including:

- Army Achievement Medal
- Army Commendation Medal
- Meritorious Service Medal
- Good Conduct Medals

Each award has a predetermined point value, so it's crucial to ensure all accomplishments are documented.

5. Time in Service and Time in Grade

This section accounts for the length of service and the time spent at the current rank. Soldiers earn points based on:

- Total time in service (TIS)
- Total time in current rank (TIG)

Accurate records of service can significantly impact the total points available for promotion.

6. Performance Evaluations

Performance evaluations, also known as NCOERs (Non-Commissioned Officer Evaluation Reports), play a critical role in determining promotion eligibility. This section allows soldiers to include their most recent evaluations, which can yield significant points.

How to Fill Out the DA 3355 Promotion Point Worksheet

Filling out the DA 3355 requires attention to detail and accuracy. Here are steps to help soldiers effectively complete the worksheet:

1. **Gather Documentation:** Collect all necessary documentation, including educational certificates, awards, and evaluation reports.
2. **Complete Personal Information:** Fill in all personal details accurately.
3. **List Military Education:** Include all relevant military courses and training, ensuring to note the completion dates and point values.
4. **Document Civilian Education:** Record all civilian educational achievements, including degrees and certifications.
5. **Catalog Awards and Decorations:** Accurately list all awards and their corresponding point values.
6. **Calculate Time in Service and Time in Grade:** Ensure that the lengths of service and time in the current rank are accurately reflected.
7. **Include Performance Evaluations:** Document the latest evaluations and any notable comments that may contribute positively to the promotion points.
8. **Review and Verify:** Double-check all entries for accuracy and completeness before submission.

Tips for Maximizing Promotion Points

To increase the chances of promotion, soldiers should consider the following tips:

1. Pursue Additional Education

Engaging in further education can yield significant points. Soldiers should consider taking college courses, attending professional development training, or obtaining certifications that are relevant to their military career.

2. Seek Leadership Opportunities

Active participation in leadership roles within the unit can enhance performance evaluations. Soldiers should volunteer for additional responsibilities or projects that demonstrate leadership capabilities.

3. Stay Engaged with the Chain of Command

Maintaining an open line of communication with superiors can provide valuable insights into what is needed for promotion. Soldiers should seek feedback and advice on areas for improvement.

4. Keep Records Updated

Regularly updating the DA 3355 worksheet with new accomplishments, courses, and evaluations ensures that soldiers are always prepared for promotion boards.

5. Be Proactive About Awards

Soldiers should actively seek out opportunities for awards and recognitions. This could include going above and beyond in duties or volunteering for challenging assignments.

Conclusion

The **DA 3355 Promotion Point Worksheet** is an invaluable resource for soldiers seeking promotion in the U.S. Army. By understanding its components and how to effectively utilize it, soldiers can ensure that all their achievements are recognized and counted. Through diligent record-keeping, pursuing further

education, and seeking leadership roles, soldiers can maximize their promotion points and enhance their chances of climbing the ranks in their military careers.

Frequently Asked Questions

What is the purpose of the DA 3355 Promotion Point Worksheet?

The DA 3355 Promotion Point Worksheet is used by U.S. Army soldiers to calculate their promotion points based on various criteria such as military education, civilian education, awards, and performance.

How can soldiers access the DA 3355 Promotion Point Worksheet?

Soldiers can access the DA 3355 Promotion Point Worksheet through the Army's electronic systems, such as the Army Knowledge Online (AKO) portal or the Integrated Personnel and Pay System – Army (IPPS-A).

What are the key components that contribute to promotion points on the DA 3355?

Key components include military education (such as completion of required courses), civilian education (degrees and certifications), awards and decorations, and performance evaluations.

How often should soldiers update their DA 3355 Promotion Point Worksheet?

Soldiers should update their DA 3355 Promotion Point Worksheet regularly, especially after completing any relevant courses, receiving new awards, or undergoing performance evaluations to ensure their point total is accurate.

What happens if a soldier's DA 3355 Promotion Point Worksheet is incorrect?

If a soldier's DA 3355 Promotion Point Worksheet is incorrect, they should address the discrepancies with their chain of command and provide supporting documentation to rectify the errors and ensure an accurate point calculation.

Are there any recent changes to the DA 3355 Promotion Point Worksheet process?

Yes, recent updates may include changes to point allocations for certain achievements or adjustments in the scoring system, so soldiers should regularly check Army regulations or their unit's guidance for the latest

information.

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Unlock your potential with our DA 3355 promotion point worksheet. Streamline your promotion process and maximize your points. Learn more today!

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