



DoD INSTRUCTION 1320.13

COMMISSIONED OFFICER PROMOTION REPORTS

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Approved by:	Virginia S. Penrod, Acting Under Secretary of Defense for Personnel and Readiness

Purpose: In accordance with the authority in DoD Directive 5124.02, this issuance establishes policy, assigns responsibilities, and prescribes procedures for the annual reporting of commissioned officer promotion information dealing with the selection of commissioned officers for promotion on the:

- Active-duty list (ADL), pursuant to Chapter 36 of Title 10, United States Code (U.S.C.), to the grades of:
 - First lieutenant through colonel in the Army, the Air Force, the Marine Corps, and the Space Force.
 - Lieutenant (junior grade) through captain in the Navy.
- Reserve active-status list (RASL), pursuant to Chapters 1403 and 1405 of Title 10, U.S.C., to the grades of:
 - First lieutenant through colonel in the Army, the Air Force, the Marine Corps, and the Space Force.
 - Lieutenant (junior grade) through captain in the Navy.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD.

1.2. POLICY.

The DoD will provide an adequate officer inventory to meet projected manpower and skill requirements for each competitive category and grade. That inventory should reflect the appropriate distribution of officers by grade, experience, and skill.

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(M&RA) provides oversight on the preparation of commissioned officer promotion reports (COPRs).

2.2. SECRETARIES OF THE MILITARY DEPARTMENTS.

The Secretaries of the Military Departments:

- a. Ensure compliance with:
 - (1) This issuance.
 - (2) Title 10, U.S.C.
 - (3) DoD Instruction (DoDI) 1320.14.
- b. Develop and publish the guidance necessary to implement this issuance within their respective Military Department.
- c. Submit COPRs to Officer and Enlisted Personnel Management (OEPM), Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)), in accordance with the procedures in Section 3, by February 15 of each year.

SECTION 3: PROCEDURES

3.1. GENERAL.

COPRs are designed to provide:

a. Narrative descriptions of Service promotion policy issues and results of actions, pursuant to Section 3 of DoDI 1320.14. The Secretaries of the Military Departments will each report to OEPM, OUSD(P&R), their Military Services' authorized use of:

(1) Opt out provisions pursuant to Sections 619 and 14301 of Title 10, U.S.C., and DoDI 1320.14. The report will list the officers who have been approved to opt out of promotion selection board consideration by:

- (a) Board.
- (b) Grade.
- (c) Name.

(2) Order of merit-based selection pursuant to Sections 616 and 14108 of Title 10, U.S.C., and DoDI 1320.14. The report will include the:

- (a) Procedures used.
- (b) Percentages of selectees, by board.

(3) Temporary promotion pursuant to Section 615 of Title 10, U.S.C., and DoDI 1320.14. The report will list the officers authorized for temporary promotion by:

- (a) Board.
- (b) Grade.
- (c) Number.

(d) Critical skill for which the Secretary of the Military Department concerned has identified a shortage.

(4) Alternate promotion authority pursuant to Sections 649a through 649k of Title 10, U.S.C., and DoDI 1320.14. The report will include the alternate provisions exercised by:

- (a) Grade.
- (b) Competitive category.

b. A statistical summary of the results of promotion selection boards and promotion selection processes of Service promotion timing and opportunity, in comparison to the objectives

detailed in Paragraph 3.3. The statistical summary also includes race, gender, and ethnicity promotion rates.

- c. A posthumous commission report.

3.2. FORMAT.

a. Narrative Summary.

- (1) The COPR will include:

- (a) An overview of commissioned officer promotion policy and its relationship to projected commissioned officer requirements. The various competitive categories established by the Secretary of the Military Department concerned will be identified and described.

- (b) Separate sections for officers on the ADL and the RASL.

- (2) This narrative summary will:

- (a) Contain comments on the promotion timing and opportunity for each competitive category, in comparison to the objectives in Paragraph 3.3.a.

- (b) Include:

- 1. The results of the interviews conducted.

- 2. The reviews of administrative briefings conducted by the Secretary of the Military Department concerned during that fiscal year, pursuant to DoDI 1320.14.

- 3. Verification that all officers who serve as recorders for promotion boards during that fiscal year have completed the program of instruction, pursuant to DoDI 1320.14.

- (3) The Military Departments will provide the transmittal memorandum forwarding the COPRs and the narrative summary in portable document format.

b. Report of Statistics.

The Military Departments will provide commissioned officer selection and promotion statistics in the sample format prescribed in Department of Defense (DD) Form 2942-1, “Commissioned Officer Selection and Promotion Statistics – Promotions By Competitive Category;” DD Form 2942-2, “Commissioned Officer Selection and Promotion Statistics – Promotions By Race, Gender, and Ethnicity;” and DD Form 2942-3, “Commissioned Officer Selection and Promotion Statistics – Posthumous Commission Report.” These forms are located at <https://www.esd.whs.mil/Directives/forms/>.

- (1) Statistics will be provided electronically using either a spreadsheet or the applicable DD Form 2942.

(2) The promotion statistics will be provided for:

(a) Promotion selection boards to the grades of:

1. Captain through colonel in the Army, the Air Force, the Marine Corps, and the Space Force.

2. Lieutenant through captain in the Navy.

(b) Those promotion selection processes to the grade of:

1. Captain in the Army, the Air Force, the Marine Corps, and the Space Force.

2. Lieutenant in the Navy.

(3) The race, gender, and ethnicity summaries will be provided by promotion zone for each promotion selection board. In addition to the race, gender, and ethnicity summaries provided by promotion zone for each promotion selection board, summary sheets will be provided with Military Department totals for each ADL and RASL board. Summary sheets for intermediate totals will also be provided.

3.3. PROMOTION TIMING AND OPPORTUNITY OBJECTIVES.

a. While the process of promoting to fill requirements in the grades identified in Table 1 by competitive category may result in different promotion timing and opportunity for certain competitive categories, promotion opportunity in a category will be relatively similar over any 5- year period. The promotion timing and minimum opportunity provided in Table 1 are desirable for the promotion of officers serving on the ADL. Promotion timing and opportunity, as determined by the Secretary of the Military Department concerned, may vary from those specified in Table 1 based on need(s).

Table 1. Desired ADL of Promotion Timing and Opportunity

DESIRED ADL PROMOTION TIMING AND OPPORTUNITY		
TO GRADE	TIMING^{1,2}	OPPORTUNITY^{1,3}
O-4	10 Years +/- 1 Year	80 Percent
O-5	16 Years +/- 1 Year	70 Percent
O-6	22 Years +/- 1 Year	50 Percent
1. Promotion timing and opportunity are defined in DoDI 1320.14. 2. Years of commissioned military service plus all entry-grade credit. 3. Promotion opportunities will comply with Section 623(b)(4) of Title 10, U.S.C.		

b. For Reserve Component officers, promotions are based on force requirements. The Secretary of the Military Department concerned will determine the timing and opportunity variables for promotion.

3.4. REPORTING.

- a. All material in COPRs will be Unclassified.
- b. COPRs will be submitted to OEPM, OUSD(P&R).

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
ADL	active-duty list
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
COPR	commissioned officer promotion report
DD	Department of Defense (form)
DoDI	DoD instruction
OEPM	Officer and Enlisted Personnel Management
OUSD(P&R)	Office of the Under Secretary of Defense for Personnel and Readiness
RASL	reserve active-status list
U.S.C.	United States Code

G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
ADL	Defined in Section 101 of Title 10, U.S.C.
COPR	An annual report submitted by the Secretaries of the Military Departments to provide information and statistics to the ASD(M&RA) about their commissioned officer promotion programs, pursuant to DoDI 1320.14.
promotion selection board	Defined in DoDI 1320.14.
promotion selection process	Defined in Sections 611 and 14101 of Title 10, U.S.C.
promotion timing and opportunity	Defined in DoDI 1320.14.

TERM	DEFINITION
promotion zone	Defined in Section 645 of Title 10, U.S.C.
RASL	Defined in Section 101 of Title 10, U.S.C.

REFERENCES

DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008

DoD Instruction 1320.14, “Commissioned Officer Promotion Program Procedures,” December 16, 2020

United States Code, Title 10