



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
GEORGIA ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
1000 HALSEY AVENUE
MARIETTA GA 30060-0038**

NGGA-PEZ

1 December 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enlisted Promotion System (EPS) Policy and Procedures for Calendar Year 2015

1. REFERENCES:

- a. AR 600-8-19, Enlisted Promotions and Reductions, 30 APR 10 (RAR 27 Dec 11).
- b. NGR 600-200, Enlisted Personnel Management, 31 JUL 09.
- c. DA PAM 611-21, U.S. Army Human Resources Command (HRC) Enlisted MOS Structure Chart.
- d. NGB-HRH EPS Personnel Policy Memorandums (PPOM); PPOM 05-040A, PPOM 10-007, PPOM 10-041, PPOM 10-083, PPOM 11-029, PPOM 11-061, PPOM 11-082.

2. PURPOSE: To fill verified shortages of personnel (where no excess Soldiers are available for cross-leveling) in order to meet the needs of the organization and increase personnel readiness.

3. POLICY: The G-1 EPS Section will collect documents from MSC's during the first quarter of the calendar year with a final date of 1 March and conduct annual promotion boards based on the below board schedule.

a. Centralized Promotion Boards. The National Guard Automated Board System (NGABS), utilizing the whole Soldier concept, will be used for EPS boards. A centralized promotion board will convene for each grade to evaluate leadership potential. A Soldier's iPERMS performance file will serve as the data base of record for documents to be evaluated using NGABS.

b. Boards are comprised of the following members:

- (1) E-9 board: 15 CSM or SGMs
- (2) E-8 board: 15 CSM, SGM or 1SGs
- (3) E-7 board: 17 MSG or above
- (4) E-6 and E-5 boards: 21 SFC or above on each board.

c. All dates are listed below, and board member taskings for each board are based upon MSC assigned strength. Board member names will be turned in to the G1 **30 days** prior to the board dates. Basic information to include duty status, unit, email address, HOR, etc will be provided with the by-name list in order to publish orders. Adjustments and additional requests may be made to larger MSC's based upon grade, gender, race, title, etc, as needed, in order to meet all board member regulatory requirements. Funding for the EPS board (P&A and travel) will be provided by the G1.

Promotion to	EPS Cut-off	Consolidated Board Conducted	Promotion Lists Published
SGM / E-9	1 Mar 2015	16 Mar 15	15 May 2015
MSG / E-8		17 – 18 Mar 15	
SFC / E-7		23 – 25 Mar 15	
SSG / E-6		30 Mar – 1 Apr 15	
SGT / E-5		6 – 8 Apr 15	

d. Eligibility for Consideration. All Soldiers assigned to the GAARNG on the established cut-off date corresponding to their grade are eligible for consideration to be boarded for promotion (placed on the list). IAW AR 600-8-19, Para 7-30 and NGB PPOM#, 13-037, only Soldiers who have obtained the minimum Time-in-Service (TIS), the minimum Time-in-Grade (TIG), the minimum Cumulative Enlisted Service (CES) and the required level of Self-Structured Development (SSD), as of 1 March 2015, are eligible for promotion consideration. Soldiers in the grade of E-6 and E-7 must complete the requisite SSD course in order to be placed on the EPS list. See table below for consideration cut off dates. NCOES for promotion to the next higher grade is required for consideration. Title 10 AGR Soldiers are not eligible for promotion on the Title 32 list. The day a Soldier transfers over to Title 10 AGR status is the date they become ineligible for promotion from the State Title 32 list. Soldiers, who are on Title 10 ADOS orders or in an OCONUS deployment status, are eligible for promotion on the Title 32 list.

Promotion to	DOR (on or before)	TIS (PEBD)	CES
SGM / E-9	1 Mar 2013	1 Mar 1999	10 yrs
MSG / E-8		1 Mar 2002	8 yrs
SFC / E-7		1 Mar 2006	6 yrs
SSG / E-6	1 Sep 2013	N/A	N/A
SGT / E-5	1 Mar 2014		

e. Selection for Promotion. On the day of selection, Soldiers fully qualified for promotion will be considered. Those who do not meet all promotion requirements will not be considered. Soldiers who are on the promotion list, but fail to meet the requirements for promotion consideration, will remain on the list, however they will not be selected until all promotion requirements are satisfied. Disqualifiers include: non-recommendation by chain of command, appropriate level of NCOES or Structured Self Development (required for promotion to E-5 as of 1 January 2014), flags, current passing APFT (within 18 months for M-DAY / 8 months for AGR Soldiers), security clearance as required by the CPMOS and/or rank, and civilian education level equivalent to or higher than High School Diploma. Soldiers who are not promotable due to remaining service obligation will be selected for promotion, and given 45 days to extend their enlistment. Soldiers failing to meet the extension suspense will be removed from the EPS list for the remainder of the current cycle. Any Soldier may verify their promotion eligibility by going to the EPS web site (www.jfhq-ga.com/eps) and clicking on the link to the My EPS Data Page (<https://portal.ganb.army.mil/ad/>)

4. PROCEDURES:

a. NGB Form 4100-1-R-E (dtd 1 January 2002). Units will review all NGB 4100-1-R-E's for Soldiers in the grade of E-4 and E-5. The purpose of verifying the NGB 4100-1-R-E is to inform the Soldiers of their current administrative points. The EPS office will provide the MSC S1s with a copy of NGB 4100-1-R-E during the first week of each month. Soldiers should take immediate action through the chain-of-command to correct their records in order to get proper credit for promotion points that were earned

before the EPS cut-off date. Unit personnel will update SIDPERS as appropriate. Soldiers will be provided an updated copy of the 4100-1-R-E to verify completion of all requested updates and corrections. Final NGB 4100-1-R-E's must be signed by the Soldier and the Verifier prior to being submitted through the proper channels to the EPS Section.

b. SIDPERS Entries. Units are responsible for the input and update of all EPS related data into SIDPERS. Units must validate information input/updates in SIDPERS prior 1 March 2015.

c. Records File Review. Soldiers are expected to review their iPERMS file and ensure it is correct prior to 1 March 2015. Soldiers who have any information that is incorrect or missing can submit a letter to the president of the board at the beginning of the EPS cycle (1 March 2015). Letters to the president of the board must be received during the original EPS packet turn-in. Soldiers must explain in detail what is missing in their file and what actions have been taken to correct these discrepancies. Soldiers must ensure accurate SIDPERS entries and iPERMS file updates have been completed. A validated or certified copy of the Enlisted Record Brief (ERB) must be input into the Soldier's iPERMs record to be reviewed during the centralized board.

d. GANG Form 4100(B) (dtd 1 August 2014) Soldiers Verification Addendum. Unit commanders will provide a completed Soldier Verification Addendum on each assigned enlisted Soldier. The addendum includes:

(1) The Soldier's acknowledgement of understanding.

(2) A "NO" annotation for Soldiers electing not to be included on the current OML. These Soldiers will remain off the EPS list for the duration of the current EPS cycle.

(3) The Soldier's election of geographical consideration and election consideration (Note: lack of selection for Area of Consideration will result in the default selection of "UNIT ONLY").

(4) Request to automatically decline any position that would require completion of Airborne or Instructor qualification course.

(5) Acknowledgement of Soldiers not recommended for promotion by their commander.

e. Non-recommendation for Promotion. Soldiers not recommended for promotion will be counseled IAW AR 600-8-19, Para 7-33. GANG Form 4100(B) and either DA Form 4187 or DA Form 4856 are the only forms required to be sent from the unit to the G-1 EPS Section on Soldiers not recommended for promotion.

f. Flagging Actions. Soldiers flagged for Suspension of Favorable Personnel Action, with the exception of removal from selection list (Flag code C), will be placed on the promotion list, however they will not be available for selection until the flag is lifted by the commander.

g. Publishing the EPS List. The new EPS list will be published on 15 May 2015 to the EPS web site (www.jfhq-ga.com/eps) and copies distributed to the MSC S1s. Monthly updates of the EPS list will be distributed in the same manner and posted to the EPS website during the first week of each month.

h. NCO Fill Procedures. IAW NGR 600-200, paragraph 4-10, all vacant NCO positions will be filled in the following order: transfer from a priority placement list, transfer of excess personnel, lateral assignment, selection from the current EPS list, open announcement and selection by a hiring board. Additional steps and requirements may be utilized to place the highest qualified Soldiers for specific assignments that require additional skills (ASI/SQI) and abilities (specific experience) which are in addition

to standard regulatory non-waiverable requirements. Requests for special exceptions must be approved by the G1, on a case-by-case basis, prior to execution of the exception.

(1) Transfer from a Priority Placement List: In the event a position must be filled by an available NCO, Soldiers above them on the EPS list who are not available, due to being deployed or medically incapacitated, will be promoted in sequence and placed on a priority placement list. The selecting authority will maintain the priority placement list and transfer these NCOs once they become available to NCO vacancies commensurate with their grade and MOS.

(2) Transfer of Excess Personnel: NCOs, who are above the required grade in a position and/or excess to the authorized strength of their unit, will be reassigned as soon as an appropriate position becomes vacant. The primary goal here is MOS and grade compatibility IOT maximize personnel readiness and reduce excess Soldiers. Promotions are not authorized when excess NCOs are available in the organization.

(3) Lateral Assignments: Transfers of NCOs currently serving at the required grade of a vacancy will be the primary means of managing NCO leadership experience and filling positions that require the highest quality NCOs. Potential transfers may be interviewed to determine their suitability to fill these type positions. Grade equivalent Soldiers will be notified, interviewed, and properly screened to ensure their fitness to serve in these duty positions and that they meet all regulatory requirements. Enclosure 1 (additional requirements for instructors) contains the primary screening criteria for instructor vacancies. Units hiring for these positions will conduct screening for their respective positions for grade equivalent fills. Evaluation of these Soldiers will be standardized for all being considered. Potential transfers who do not fully meet the criteria listed in Enclosure 1 will submit substantial documentation outlining why they should remain in consideration. Quantitative assessments are best; however, qualitative measures may be used. Instructors are a priority fill and (except for mobilization) the highest quality NCOs will be transferred to these positions. Follow on requests for fills will be sent forward for the vacancies created by these priority moves.

(4) Selection from the Current EPS List: The EPS Vacancy Fill process is the primary mechanism for filling immediate unit vacancies and ensuring readiness. During the selection process, all NCO vacancies in the state are compared with the EPS list. Priority of fill for vacant positions is based on the State Logistic and Personnel Prioritization Roster. Soldiers are selected based on the best fit in regards to current unit of assignment and distance from HOR, in accordance with their Area of Consideration. Positions will be filled from the highest grade down, starting with E9 slots. When selected NCOs create an NCO vacancy in their original slot, that vacancy will be added to the next lower grade level vacancy list and will be filled using the EPS Vacancy Fill process.

i. Below are the EPS Fill Days and Stand by Board (STAB) dates for the 2015 EPS cycle. Day one of each EPS Fill will consist of priority placement, excess transfers, and lateral assignments. The EPS vacancy fill will be conducted on day two and day three. Travel and P&A for all participants is the responsibility of the MSCs.

(1) 16 - 18 Jun 2015

(2) 16 Sep 2015 (STAB)

(3) 13 - 15 Oct 2015

(4) 16 - 18 Feb 2016

j. Notification of Selection. The list of Soldiers selected for promotion will be disseminated through S1 channels and the State FRAGO. AGR Soldiers will be notified by HRO. Promoted Soldiers are transferred 45 days after selection. Mobilized Soldiers will be given a report date of 90 days after the REFRAAD date of the mobilizing unit. Soldiers with delayed transfer dates will be listed in SIBX as position claimants in the gaining unit until transferred. A list of EPS selected Soldiers will be published on the EPS web site.

k. Declining promotion.

(1) M-Day Soldiers.

(a) Declination. In accordance with AR 600-8-19, paragraph 7-42a, a Soldier in an M-Day traditional guard status may request to decline promotion by completing and submitting a declination statement (see Encl. 3) through command channels to the G1 Enlisted Promotion Section, no later than 45 days from the promotion date. M-Day Soldiers that decline promotion will be removed from the EPS promotion list for the duration of the promotion cycle.

(b) Hardship Affecting Promotion. In accordance with AR 600-8-19, paragraph 7-43, an M-Day Soldier may request a personal hardship waiver by submitting a request (see Encl. 4), along with supporting documentation, through command channels to the G1, no later than 45 days from the promotion date. If approved, Soldiers will remain on the list but are not eligible for an assignment or promotion until submitting documentation that demonstrates the hardship no longer exists.

(2) Active Guard Reserve (AGR) Soldiers.

(a) Declining Promotion. In accordance with AR 600-8-19, para 7-41b, AGR Soldiers selected for higher priority units or positions than those in which they currently serve may not decline assignment. Also, they may not decline any other management directed move under AGR program management policies. These are conditions of remaining in an active duty status, and refusal is grounds for relief from active duty and from the promotion list (see NGR 600-5 or NGR 600-10). All previous written GAARNG guidance concerning T32 AGR promotion declinations is superseded by this policy, effective immediately.

(b) Hardship affecting promotion. In accordance with AR 600-8-19, para 7-43, an AGR Soldier may request a waiver due to personal hardship. The waiver request (see Encl. 5) will be submitted thru HRO to the G1, no later than two working days after EPS notification from HRO. If approved, Soldiers will remain on the list but are not eligible for an assignment or promotion until submitting documentation that the hardship no longer exists.

(3) Military Technicians. In accordance with AR 600-8-19, para 7-41a., Soldiers assigned as dual status military technicians may decline a promotion to a non-compatible position that would jeopardize their full-time employment, without adversely affecting their standing on the current EPS promotion list. There is no limit to how many times a technician may do this during the life cycle of an EPS list.

l. Standby Advisory Board (STAB). Standby advisory boards will be conducted at the discretion of the G1. Currently, one STAB is scheduled for 16 September 2015. Three original board members from the initial centralized promotion board will serve as members of any STAB that requires leadership appraisal re-evaluation. Requests for STAB consideration IAW AR 600-8-19, Para 7-48 will be submitted through command channels with supporting documentation and a letter to the president of the board, (IAW AR 25-50) to the G-1 EPS section for consideration. Letters to the STAB board in cases of CPMOS change should address specific reasons for the change and how the requested change will benefit the organization. Soldiers, in the rank of SFC and above, requesting change to CPMOS will include recent documented experience in the MOS requested in their letter to the president. The suspense for STAB

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request packets will be 21 August 2015. 30 days notice will be given before conducting any additional STAB.

m. Career Progression MOS. Soldiers must be qualified in the CPMOS or a feeder MOS for the position in which assigned and promoted. Soldiers may request a change of their CPMOS by submitting a STAB packet. Requests to change CPMOS must be IAW AR 600-8-19, Para 7-47 and must include justification for the requested change, as outlined in Para l. above.

5. UNIT MOBILIZATION PROMOTION PROCESS:

a. Upon official notification of mobilization, units will have their NCO vacancies filled at M -210 by a special unit-specific EPS fill process. Soldiers will be offered assignment to available vacancies in the mobilizing unit based on the EPS list, their eligibility, and their availability, as defined in NGB-HRH Policy Memorandum #11-082. AGR Soldiers will be subject to REFRAD requirements and may not be eligible to keep their promotion, upon demobilization, based upon the maximum grade of the position they are returning to.

b. Soldiers assigned "under grade" in a position coded for the next higher grade based on the GAARNG UMR assigned for OCONUS contingency operations, may be submitted for promotion. Soldiers must meet minimum mobilization requirements (SRP, PTAE, etc) and be on the current EPS list for promotion to the next higher grade. Requests will be submitted through channels to the G-1 EPS Section and promotion orders will be effective on the date of mobilization.

6. The point of contact for this policy and procedures is the G-1 EPS Section at ng.ga.gaarng.list.ngga-g1-eps-office@mail.mil. This policy and other pertinent information pertaining to the Enlisted Promotion System are posted on the EPS website: <http://www.jfhg-ga.com/eps>.

FOR THE COMMANDER:



KEVIN BERKMAN
COL, AV, GAARNG
Deputy Chief of Staff, Personnel

Encl

1. Additional Requirements for Instructors
2. FY2015 EPS Taskings
3. Declination of Promotion (M-Day)
4. Hardship Waiver Request (M-Day)
5. Hardship Waiver Request (AGR)

DISTRIBUTION:
Individual Soldier
MSC Commanders
MSC AOs
MSC S1s
G3 Weekly FRAGO

CF:
Commanding General, GAARNG
Chief of Staff, GAARNG
Command Sergeant Major, GAARNG

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Enclosure 1. Additional Requirements for Instructors.

1. Enlisted Instructors at Regional Training Institutes (RTI). Only the highest quality Soldiers will be assigned to RTI. Soldiers assigned to instructor positions must hold SQI "8" or meet proponent prerequisites to attend.

2. The initial selection criteria for RTI instructor duty are:

- a. Have no personal habits or character traits that are questionable from a security clearance or background check standpoint.
- b. Possess mature judgment and initiative.
- c. Have a minimum of three years remaining time-in-service upon assignment or agree to reenlist or extend to meet the requirement.
- d. Have a security clearance consistent with that required to attend the requisite instructor course.
- e. Meet minimum Reading Grade Level (RGL) and Language Grade Level (LGL) required for attendance to the requisite instructor course.
- f. Display outstanding military bearing.
- g. Be fully qualified in the MOS for which instructor duty is desired and have at least one year of experience in that MOS.
- h. Have recently held a relevant leadership assignment.
- i. Have a demonstrated ability to be an instructor.
- j. Does not have a speech impediment.
- k. Meet all other minimum regulatory requirements to serve as an NCO Instructor at an RTI.

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Enclosure 2. FY2015 EPS Taskings.

1. The CY2015 EPS taskings to each MSC are listed below. All MSCs are required to provide the number of board members as indicated.

2. Vacancy Fill Day. All MSC PSNCOs must be present. Validated vacancy lists and a list of all board members must be submitted from each MSC PSNCO to the EPS office NLT 01 December 2014. MSC and BN level CSMs, 1SGs, and company level full-time personnel are encouraged to attend. Funding (P&A and travel) will be the responsibility of each MSC.

a. Vacancy Fill dates are scheduled as follows:

(1) 16 - 18 June 2015

(2) 13 - 15 October 2015

(3) 16 - 18 February 2016

b. All vacancy fill dates will be at Clay National Guard Center, Bldg 447 and will begin at 0800 hours.

3. EPS Packet Turn-In.

a. EPS Packet turn in will consist of E4 word pictures, 4100s, 4100Bs, Non-recommendation documents, and if appropriate, letters to the board. The dates of the EPS packet turn-in is 20 - 30 January 2015. The G-1 EPB Section has designated the below listed dates for each MSC to turn-in their EPS packets.

(1) 20 January 2015: 78th TRP CMD

(2) 21 January 2015: 78th TRP CMD and 201st RSG

(3) 22 January 2015: 201st RSG

(4) 23 January 2015: 78th ATC and R&R

(5) 26 January 2015: 648th MEB

(6) 27 January 2015: 560th BFSB

(7) 28 - 29 January 2015: 48th IBCT

(8) 30 January 2015: HHD, JFHQ

b. All EPS Packet turn-in dates will be at Clay National Guard Center, Bldg 447 and will begin at 0900 hours. EPS packets are not required for Soldiers with a 09R or 09S MOS.

4. Centralized Boards: The table below provides dates and guidance for the conduct of each Centralized Board. Funding for the Centralized Boards and STAB (P&A and travel) will be provided by the G1. All MSC PSNCOs will submit a by-name roster of the board attendees to the EPS office, no later than the

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roster suspense shown below. Each board will be held at Clay National Guard Center, Bldg 447 and will begin at 0800 hours.

Board	E8 to E9	E7 to E8	E6 to E7	E5 to E6	E4 to E5
Date	16 Mar 15	17-18 Mar 15	23-25 Mar 15	30 Mar - 1Apr 15	6-8 Apr 15
Board Member Rank	CSM or SGM	1SG or higher	MSG or higher	SFC or higher	SFC or higher
Roster Suspense	15 Feb 15	15 Feb 15	22 Feb 15	22 Feb 15	1 Mar 15
78 th TC	2	2	3	3	3
201 st RSG	2	2	2	2	2
78 th ATC	1	1	1	2	2
48 th IBCT	3	3	4	5	5
560 th BFSB	2	2	2	2	2
648 th MEB	2	2	2	2	2
JFHQ	2	2	2	2	2
R&R BN	1	1	1	1	1

5. Standby Advisory board. The Standby Advisory board will be 16 September 2015. Three original members from each 2015 EPS Centralized Board will be required to attend the STAB. Additional requirements concerning board membership will be emailed from the G1-EPS Section to the MSCs, NLT 7 August 2015.

a. Suspense for STAB packet turn-in to the G-1 EPS Section will be 21 August 2015.

b. Specific requirements concerning board member demographics will be emailed to the MSC, based on an analysis of the actual STAB packet submissions. Board members will be emailed from the G-1 EPS Section to the MSCs NLT 15 August 2015.

c. The Standby Advisory Board will be held at Clay National Guard Center, Bldg 447 and will begin at 0800 hours. All funding for the STAB (P&A and travel) will be provided by the G1.

(Date)

MEMORANDUM FOR:

**JFHQ, G1-EPB
Attn: EPS Section
1000 Halsey Ave., Bldg. 447
Marietta, Georgia 30060**

SUBJECT: DECLINATION OF PROMOTION / TRANSFER

I have received promotion and transfer orders to the following unit/position and wish to decline the promotion and transfer.

ORDER #: _____ GAINING UNIT: _____

Para/Lin: _____ / _____ **MOS:** _____

M-Day Soldiers that decline promotion will be removed and not be re-instated on the EPS promotion list for duration of the current promotion cycle (For example: A Soldier is selected in July 2015 and they decline the promotion. They will then not be eligible for promotion for the remainder of the 2015 list, but may complete documents in January 2016 to compete on the 2016 EPS List, scheduled to be published on 15 May 2016).

Signed by Soldier

(Print Name/Rank/SSN/of Soldier)

(Date)

MEMORANDUM FOR:

**JFHQ, G1-EPB
Attn: EPS Section
1000 Halsey Ave., Bldg. 447
Marietta, Georgia 30060**

SUBJECT: HARDSHIP WAIVER REQUEST

I have received promotion and transfer orders to the following unit/position and wish to decline the promotion and transfer.

ORDER # _____ GAINING UNIT _____

Para/Lin: ____ / ____ MOS: _____

M-Day Soldiers may request a hardship waiver by submitting a waiver request (along with attached documentation demonstrating the personal hardship) through command channels to the G1, no later than 30 days from the promotion date. If approved, Soldiers will remain on the list but are not eligible for an assignment or promotion until submitting documentation that the hardship no longer exists.

Signed by Soldier

(Print Name/Rank/SSN/of Soldier)

Encl (Supporting Hardship Documentation)

Encl 5: Hardship Waiver Request ***for AGR Soldiers Only***

(Date)

MEMORANDUM THRU JFHQ-HRO (Attn: AGR Management Branch) FOR

JFHQ, G1-EPB (Attn: EPS Section)

SUBJECT: HARDSHIP WAIVER REQUEST

**I just received an EPS notification from HRO for a promotion and transfer on: _____,
however due to personal circumstances, I request a hardship waiver.**

In accordance with AR 600-8-19, para 7-43, AGR Soldiers may request a waiver due to personal hardship. This waiver request will be submitted thru HRO to the G1, no later than two working days after EPS notification from HRO. If approved, AGR Soldiers will remain on the list but are not eligible for an assignment or promotion until submitting documentation that the hardship no longer exists.

Signed by Soldier

(Print Name/Rank/SSN/of Soldier)