



REPLY TO
ATTENTION OF

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

NGGA-PEE

1 October 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: EPS Cycle 2017 Statewide Vacancy Announcement Procedures

1. References:

- a. Enlisted Promotion System (EPS) Policy and Procedures for Calendar Year 2017, 1 Oct 16.
- b. AR 600-8-19, Enlisted Promotions and Reductions, 18 Dec 15.
- c. NGR 600-200, Enlisted Personnel Management, 31 Jul 09.
- d. DA PAM 611-21, U.S. Army Human Resources Command (HRC) Enlisted MOS Structure Chart, 22 Jan 07.
- e. NGB-HRH EPS Personnel Policy Memorandums (PPOM); PPOM 12-057, 24 Jul 12.

2. The purpose of this memorandum is to provide the framework and opportunity to fill vacant positions using open announcement and selection by the hiring board procedure after all other mechanisms have been exhausted. IAW NGR 600-200, paragraph 4-10(d), all vacant NCO positions will be filled using these steps in order of precedence: 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.

3. Statewide Vacancy Announcements (SWVA) will be used to fill NCO vacancies that cannot be filled by the normal EPS selection processes. Prior to announcing SWVA, the following priority will be used:

- a. Using the existing EPS list in sequential order, offer vacancies to those Soldiers originally bypassed because of their area of consideration elections on the 4100 Soldier Verification Addendum.
- b. Using the entire existing promotion list in sequential order, offer vacancies in order as they appear to those Soldiers who hold the vacancy MOS as a secondary (SMOS) or alternate (AMOS) within SIDPERS. Soldiers will not be considered for an MOS they possess that is not listed as an SMOS or AMOS within SIDPERS.
- c. Remaining unfilled NCO slots approved for SWVA will be listed on the EPS web site where Soldiers can apply to be considered for selection by board action. Applicants who do not meet the minimum promotion requirements (i.e. APFT, Height/Weight, Flags) will not be considered. The SWVA board will determine if there is a suitable Soldier candidate for the slot

NGGA-PEE

SUBJECT: EPS Cycle 2016 Statewide Vacancy Announcement Procedures

and choose the best Soldier to fill the position taking into consideration MOS specific qualification requirements such as ASVAB Scores, PULHES, security clearance, and state requirements for their current MOS. Applicants applying for a position requiring a TOP SECRET security clearance must have at least an INTERIM TOP SECRET clearance or a letter of acknowledgement and acceptance for consideration from the organization to which the vacant position belongs. Statewide Vacancy Announcements (SWVA) are posted at <http://www.jfhq-ga.com/eps>.

4. Below is the timeline for the 2017 EPS Cycle SWVA:

a. 4 Oct 17: Units identify vacancies for SWVA in conjunction with the regularly scheduled vacancy verification for the October EPS Vacancy Fill. Units will add a comment to the vacancy report for each vacancy deemed eligible and necessary to fill via the SWVA process.

b. 11-13 Oct 17: EPS Vacancy Fill. Following the normal vacancy fill procedures, for all positions identified by units for SWVA, vacant positions will be offered to Soldiers who have been bypassed due to their elections on the 4100(B) Soldier Verification Addendum (region, unit, school requirement). Filled positions will be removed from SWVA consideration. Remaining vacancies will continue through SWVA process.

c. 20 Oct 17: Approved SWVA positions will be posted to the EPS website at <https://ga.ng.mil/eps/> with packet submission suspense of 20 NOV 17.

d. 4 Dec 17: The G1 Enlisted Promotions Services (EPS) section will conduct the Selection board for SWVAs. Boards will consist of the following members:

- (1) Board will consist of at least one voting member from each MSC.
- (2) The highest ranking board member will serve as the president of the board.
- (3) At a minimum there will be one board member from the G1 section to provide oversight and input from the personnel perspective.
- (4) At a minimum there will be one board member from the G3 section to provide oversight and input from the training perspective.
- (5) One recorder in the rank of Sergeant or above.

e. Board membership will reflect overall demographics of the applicants, with emphasis on minority representation in the board panel members in correlation with boards' applicants. Boards that consider female applicants will include a female board member if possible. Membership will be extended if necessary to meet the diversity requirements.

f. 11 Dec 17: EPS section will notify Soldiers selected for SWVA positions via phone and email. Soldiers have 48 hours to confirm acceptance. EPS section will send a roster to each MSC who submitted SWVA vacancies with the board's outcome.

NGGA-PEE

SUBJECT: EPS Cycle 2016 Statewide Vacancy Announcement Procedures

g. 18 Dec 17: Publication of updated EPS list to EPS website. SWVA selection confirmation submitted to each MSC.

5. 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.

6. This policy and other pertinent information pertaining to the Enlisted Promotion System are posted on the EPS website: <https://ga.ng.mil/eps/>.

////ORIGINAL SIGNED////

LUKE GURLEY

CPT, AG

Enlisted Personnel Branch OIC

DISTRIBUTION:

Individual Soldier
MSC Commanders
MSC AO
MSC S1s
G3 Weekly FRAGO

CF:

Commander, GAARNG
Chief of Staff, GAARNG
Command Sergeant Major, GAARNG