

Human Resources Actions Branch
(NGGA-PEA)

Officer Boards

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Georgia Army National
Guard Marietta, GA
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SUMMARY of CHANGE

GAARNG G-1

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- o Separated Enlisted Boards and Officer Boards into two SOPs

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Chapter 1

General

1-1. Purpose

To provide clear procedural guidance for Georgia Army National Guard (GAARNG) Human Resource Actions Branch (HRAB) State Boards process. HRAB will conduct the following boards.

a. Selective Retention Board (SRB). The SRB is intended to consider Officers and Warrant Officers who have reached twenty (20) years of qualifying service for a non-regular retirement for continued service potential in the Army National Guard of the United States (ARNGUS).

b. Career Management Board (CMB). The CMB produces an Order of Merit List (OML) of Officers in the rank of CPT thru LTC who will meet Time-In-Grade (TIG) by the end of the calendar year to be considered for promotion for their next higher grade. This OML does not sequence officers for promotion but is a tool for use by the FGAC in determining which officers to select for promotion.

c. Field Grade Assignment Committee (FGAC). The FGAC is used to assign field grade Officers and to select those Officers previously considered by the CMB for promotion into field grade positions.

d. Senior Service College (SSC) Selection Board. The SSC selection board considers those Officers eligible for either resident or distance education attendance at the SSC as outlined in the annual guidance published by NGB.

e. Senior Warrant Officer Selection Board (SWOSB). The SWOSB is conducted as needed based on actual and projected CW5 vacancies to select qualified CW5s or promotable CW4s to fill CW5 vacancies.

Note: The Officer Personnel Classification Board (OPCB) is defined in the Officer Personnel Management SOP.

1-2. References

Required and related publications and prescribed referenced forms are listed in Appendix A.

1-3. Explanation of Abbreviation and Terms

Abbreviation and special terms used in this SOP are defined in the glossary.

Chapter 2

Selective Retention Board (SRB)

2-1. Overview

a. References. NGR 635-102; AR 623-3; PPOM 22-051

b. Applicability. Applies to all traditional Army National Guard (ARNG) officers and warrant officers including military technicians. Officers who have reached 20 years of creditable service for a non-regular retirement. It is applicable to Soldiers serving under the authority of Title 10/32 United States Code (USC) Active Guard/Reserve (AGR) serving on a One Time Occasional Tour (OTOT) and Active Duty Operational Support (ADOS). This standard operating procedure does not apply to officers in Title 10/32 AGR career programs

2-2. Guidelines

a. The SRB will be conducted annually to consider Officers and Warrant Officers, hereafter referred to as Officers, who have reached twenty (20) years of qualifying service for a non-regular retirement for continued service potential in the ARNGUS.

b. The SRB is designed to review and select the best qualified Officers for retention beyond 20 years of service and provide The Adjutant General (TAG) with a force shaping tool to maintain the health and appropriate growth of the organization. The SRB makes recommendation to TAG regarding which Officers should be either retained and reviewed again in two years, retained but reviewed again next year, or non-retained and discharged from the ARNGUS. TAG uses these recommendations to support future GAARNG force management decisions.

c. The SRB considers Officers by rank. The determination to retain or non-retain Officers will be done for each OML based on board scores. Every effort will be made to be consistent regarding the minimum score required for retention between OMLs.

2-3. Consideration Eligibility

a. All Officers COL and below who have accrued 20-years or more of qualifying service for non-regular retired pay as of 31 December of the preceding year, and are otherwise qualified for consideration, will be considered by the current year's SRB. *(For example, Officers accruing 20-years qualifying service as of 31 December in Calendar Year 2024, will be considered for the first time in Calendar Year 2025).*

b. The following Officers eligible based on years of qualifying service are removed from the initial list and will not be considered on the SRB:

(1) Warrant Officer One (WO1) with less than 36 months time in grade and newly commissioned Officers with less than 36 months of commissioned service.

(2) Officers serving in a Title 10 Active Guard Reserve (AGR) status. Note: M-Day Officers serving on One Time Occasional Tours (OTOT) and Title 10 Active Duty Operational Support (ADOS) will be considered by the SRB.

(3) Officers serving in a Title 32 AGR status. Note: M-Day Officers serving on OTOT and Title 32 ADOS will be considered by the SRB.

(4) Officers mobilized or ordered to active duty Outside Continental United States (OCONUS) under 10 USC 12302 or 12304.

(5) Officers who will reach their mandatory removal date (MRD) and are scheduled to separate or retire (via official orders) within 12 months of the SRB's convene date.

(6) Officers pending retirement. Approval requires formal submission of a “Request to Retire” memorandum forwarded through the Officer’s command and S-1 channels and received by G-1 Retirements prior to the convene date of the SRB.

(7) Officers retained by the previous year’s SRB for two years.

(8) Officers who were promoted within twelve months from the start date of the SRB.

2-4. Procedures

a. HRAB creates a list of all Officers eligible for consideration. HRAB will provide the list of Officers to be considered to Major Subordinate Command (MSC) S1s.

b. HRAB will notify all Officers eligible for consideration via their army.mil email address of the dates and purpose of the board no later than 90 days prior to the convene date of the board.

c. MSC S1s are responsible for validating the list, notifying the Officers that they will be considered by the SRB, updating Officer records, and notifying HRAB of any changes to the list until the SRB convenes. MSC S1s will communicate any discrepancies to HRAB for removal or addition, as needed.

d. HRAB will create a Memorandum of Instruction (MOI) for distribution via the State Fragmentary Order (FRAGORD). This MOI will be sent to the MSC S1s. The MOI will contain specific SRB guidance including key dates, deadlines, and a list of the specific military record items to be viewed by the SRB for each Officer considered. The military records to be reviewed includes, but is not limited to: Officer Evaluation Reports (OERs), Soldier Record Briefs (SRBs), DA 1059 Service School Academic Reports, etc.

e. HRAB will continually refine the list of Officers to be considered by the SRB based on input from the MSCs and will send out an updated list IAW the MOI. A final SRB roster will be submitted to the MSC S1s prior to the cutoff by HRAB.

f. If desired, Officers may submit a memorandum to the President of the Board to clarify missing documents, incomplete schools, etc. from their records. Memorandums must be in accordance with AR 25-50, Preparing and Managing Correspondence p.2-1. Letters to the President of the Board will be succinct, will focus only on the facts, and will contain neither lengthy accounts nor superfluous flummery. If submitting enclosures, they should follow the board letter in one PDF file. Letters to the board must be signed by the Officer.

g. Approximately one week prior to the SRB, HRAB downloads all documents within each considered Officer’s Interactive Personnel Electronic Records Management System (iPERMS) performance folder and the Officer’s SRB. All Officers must review and validate their own SRB. HRAB then loads all the files, including Letters to the President of the Board, onto the board computers. Anything not updated in iPERMS by the published suspense in the MOI will not be included in board files.

2-5. Conduct of the Board

a. Board Composition. The board will be comprised of three officers from outside the GAARNG. The officers will be in the rank of Brigadier General (T10 officers in the rank of Colonel may serve on the board). If it is necessary to utilize a COL as a board member, this board member must be senior in DOR to the most senior COL being considered on the board. The senior officer based on DOR will serve as President of the Board. Every effort will be made to ensure that the board is composed of members that reflect the demographics of the Soldiers being considered.

b. MOI. The G1 will issue a MOI charge to the board with guidance for conducting the board and evaluating officers. The G1 or their designated representative will brief the board members on the important features of the MOI and provide board members an opportunity to ask questions.

c. The SRB screens Officers, generally, in the following areas: Performance, Potential for continued service, Experience in command and Key Development (KD) assignments, Military and civilian education (MILED and CIVED), and physical fitness for continued service. Board members utilize the guidance given by TAG. Each board member assesses these areas and assigns the officer a numerical rating. Once all ratings are tallied, the board results are checked for any issues and then closed. This process is repeated for each rank being boarded.

2-6. Board Results

a. Using the raw scores, the SRB ranks Officers within their respective OML, with the highest total score being best. Once the determination has been made regarding which Officers will be retained or non-retained, the OMLs will be combined into one consolidated OML for the board.

b. The final OML is released only to TAG, the Commanding General (CG), Chief of Staff (COS), and the Command Chief Warrant Officer (CCWO) GAARNG. This OML will not be published or disclosed to any other individual.

c. TAG will approve or disapprove of the board results within 30 days of the board's adjournment date. TAG may modify the board results IAW NGR 635-102.

d. HRAB creates a memorandum of notification signed by the HRAB Chief for each Officer who was retained for a period of one or two years.

e. HRAB creates a memorandum of notification signed by TAG for each Officer who was non-retained.

f. Results of the SRB may not be appealed. Officers may request reconsideration by TAG if all the following conditions have been met:

(1) When their records contain a material error through no fault of their own.

(2) Within 30 days of receipt of the notice of non-selection.

(3) With the understanding that reconsideration will not change the established date for withdrawal of federal recognition.

g. MSC Commanders will be notified of the results for Officers within their command. Officers who were non-retained must be notified either in person or telephonically by the MSC commander. Officers who were retained may be notified electronically if they cannot be told in person.

h. Following individual notification, HRAB will upload each Officer's memorandum into their iPERMS file.

i. Commissioned branch officers who are not retained by an SRB are not eligible to obtain federal recognition as warrant officers to continue service in the ARNG (NGR 600-101, p.3-3).

j. Officers who are not retained by an SRB are not eligible for accession as an enlisted Soldier in the ARNG (NGR 635-102, p. 3-3d).

k. Officers who are not retained by the SRB who are pending evaluation by a Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB) will not be separated until the final

determination by the Integrated Disability Evaluation System (IDES). The separation date will be determined by IDES, or if retained by IDES, the separation date will be NLT 30-days following the final determination by the IDES (NGR 635-102, p. 3-2b).

I. Officers considered by the SRB are presumed to be fit as of the start date of the board, unless otherwise identified for a MEB/PEB upon notification of consideration. As such, the MEB/PEB must have been ordered prior to the convening date of the SRB. Officers will not be allowed to initiate a MEB/PEB after the SRB concludes (NGR 635-102, p. 3-2b).

Chapter 3 Career Management Board (CMB)

3-1. Overview

- a. References. AR 135-155; AR 623-3; PPOM 23-027
- b. Applicability. CPTs, MAJs, and LTCs who meet the minimum time-in-grade (TIG) for promotion, or who will reach the minimum TIG for promotion to the next rank during the calendar year.

3-2. Guidelines

- a. The CMB will be conducted annually to consider Officers for promotion or assignment to field grade positions in the GAARNG. The CMB will be conducted at the GAARNG Joint Forces Headquarters during the first quarter of the calendar year (second quarter of the FY).
- b. Officers are considered on the CMB in only one of three categories within each rank: M-Day, AGR, and Special Branch. Thus, the CMB will create separate OMLs for each of these categories for each rank for a total of nine OMLs. All AGR Officers will compete on the AGR category, regardless of branch. This OML does not sequence officers for promotion but is a tool for use by the FGAC in determining which officers to select for promotion.

3-3. Consideration eligibility

- a. CPT with date of rank (DOR) on or before 31 December 2021 who are Captains Career Course complete.
- b. MAJ with DOR on or before 31 December 2021 who are ILE Common Core complete.
- c. LTC with DOR on or before 31 December 2021 who are Advanced Operations Course (or equivalent) complete.
- d. As an exception to the above OES requirements, specialty branch officers who do not require subsequent OES levels of completion for promotion will be considered by the board.
- e. The following Officers eligible by time in grade are removed from the initial list and will not be considered on the CMB:
 - (1) Officers previously selected for promotion by an FGAC, but not yet promoted.
 - (2) Officers selected as a “non-retain” by the SRB and pending discharge.
 - (3) Officers who are T10 AGR.
 - (4) Officers with an approved separation packet.

3-4. Procedures

- a. HRAB creates a list of all Officers eligible for consideration. HRAB will provide the list of Officers to be considered to MSC S1s.
- b. MSC S1s are responsible for validating the list, notifying the Officers that they will be considered by the CMB, updating Officer Records, and notifying HRAB of any list changes until the CMB convenes. MSC S1s will communicate any discrepancies or recently transferred Officers to HRAB for removal or addition, as needed.
- c. HRAB will continually refine the list of Officers to be considered by the CMB based on input from the MSCs and will send out updated rosters when indicated in the MOI. A final CMB

roster will be submitted to the MSC S1s prior to the cutoff by HRAB and emailed to the Officers considered via their army.mil.

d. HRAB will create a MOI for distribution via the State FRAGORD. This MOI will be sent to the MSC S1s. The MOI will contain specific CMB guidance including key dates, suspense times, and a list of the specific military record items to be viewed by the CMB for each Officer considered. The military records to be reviewed includes, but is not limited to: Officer Evaluation Reports (OERs), Soldier Record Briefs (SRBs), DA FORM 1059 Service School Academic Reports, etc.

e. If desired, Officers may submit a memorandum to the President of the Board to clarify missing documents, incomplete schools, etc from their records. Memorandums must be in accordance with AR 25-50, Preparing and Managing Correspondence p 2-1. Letters to the President of the Board will be succinct, will focus only on the facts, and will contain neither lengthy accounts nor superfluous flummery. If submitting enclosures, they should follow the board letter in one PDF file. Board letters must be signed by the Officer.

f. Approximately one week prior to the actual CMB, HRAB downloads all documents within each considered Officer's iPERMS performance folder and the Officer's SRB. HRAB then loads all the files, including Letters to the President of the Board, into the board computers. Anything not updated in iPERMS by the published suspense in the MOI will not be included in board files.

3-5. Conduct of the Board

a. Board Composition. The M-Day basic branch and AGR MAJ and LTC boards will be comprised of three COLs from outside the GAARNG. The M-Day basic branch and AGR CPT boards will be comprised of three MAJs or LTCs from outside the GAARNG. All specialty branch boards will be comprised of three specialty branch officers from outside the GAARNG with the intent of having one AMEDD officer, one JAG, and one Chaplain as board members. The senior Officer based on DOR will serve as President of the Board. Every effort will be made to ensure that the board is composed of members that reflect the demographics of the Officers being considered.

b. MOI. The CG will issue an MOI charge to the board with guidance for conducting the board and evaluating officers. The G1 or their designated representative will brief the board members on the important features of the MOI and provide board members an opportunity to ask questions.

c. The objective of the CMB is to effectively identify the Officers who meet the leadership, competence, professionalism, and management needs of the Army and the Department of Defense. This process identifies those leaders who have the best leadership qualities, effectiveness, and potential for service at a higher level. The board must recognize that each Officer has a unique distribution of skills, knowledge, and behaviors that go beyond the training, education, and experiences provided by the Army. Effective leaders must exhibit resiliency, critical thinking, and the ability to accept risk and adjust to rapidly changing requirements. The board must consider these factors and the demonstrated abilities of future leaders to enhance the readiness their units when reviewing Officer records.

d. The CMB screens Officers, generally, in the following areas: Performance, Potential for continued service, Experience in command and Key Development (KD) assignments, Military and civilian education (MILED and CIVED), and physical fitness for continued service. Each board member assesses these areas and assigns the Officer a numerical rating. Once all ratings are tallied, the board results are checked for any issues and then closed. This process is repeated for each rank and category being boarded.

3-6. Board Results

a. Using the raw scores, the CMB ranks Officers within their respective OML, with the highest total score being best. The OML is split into three categories (Top 20%, Middle 60%, and Bottom 20%). Officers in the Top 20% category will be listed in numerical order. Officers in the Middle 60% and Bottom 20% categories will be listed alphabetically.

b. The finalized OML for CPTs and MAJs is released only to the FGAC Level I members and will neither be published nor disclosed to any other individual. The finalized OML for LTCs will be released only to the CG and COS and will not be released to any other individual.

c. Notification: MSC commanders will notify MAJs and above of their CMB ranking. Battalion commanders will notify CPTs of their CMB ranking.

d. HRAB creates a memorandum of notification for each Officer, signed by the HRAB Chief. HRAB will email a scanned copy of the notification memorandum to each Officer's official Army email address.

e. During each FGAC, names of Officers selected for promotion will remain on the master OML but will be crossed out to show selection for promotion. The OML will continue to be used until either all names are exhausted on that year's OML or another CMB is conducted. The most recent CMB OML supersedes all previous CMB OMLs.

Chapter 4

Field Grade Assignment Committee (FGAC)

4-1. Overview

- a. References. NGR 600-100
- b. Applicability. Field Grade Officers and CPTs considered by the current year CMB.

4-2. Guidelines

- a. The FGAC is conducted twice per year, and as needed, to promote and transfer Officers into and among field grade vacancies for career progression or UMR management based on needs of the GAARNG. The first FGAC of the calendar year is usually following the annual CMB, then as-needed thereafter. The CG is the approval authority on convening FGACs.
- b. Each FGAC, generally, only considers transfers and promotions that are within six months of the Level I convene date. Proposed moves further out than six months will be listed as projected moves on the next FGAC, except in instances of Deployment Manning Document (DMD) establishment for mobilizing units.
- c. Every effort will be made to stabilize Officers in their assignments for at least 24 months for Commanders and 18 months for all other Officers. Situations may arise that necessitate transferring an Officer to another position within this timeframe; however, these should be limited to allow for individual professional development in each field grade assignment.

4-3. Consideration Eligibility

- a. All field grade Officers are eligible to be considered for transfer and reassignment.
- b. LTCs, MAJs, and CPTs who were considered on the current year CMB are eligible to be considered for promotion.

4-4. Procedures

- a. HRAB creates a list of all field grade Officers as well as CPTs considered by the last CMB Process.
- b. HRAB prepares the "FGAC Consolidated Tools" product, which is a spreadsheet that contains key reference data as follows:
 - (1) Position data of all field grade positions in the State. This will include the Officer currently assigned to the position as well as vacant positions.
 - (2) Officer data of all field grade Officers and CPTs considered by the last CMB. This data will be sorted alphabetically by rank on separate tabs.
- c. FGAC template containing initial MSC submissions, sorted by MSC.
- d. The CMB OML is used as a decision support tools by the Level I FGAC. The CMB OML does not sequence officers for promotion but is a tool for use by the FGAC in determining which officers to select for promotion. Note: The Level II and Level III FGAC are not authorized to receive the approved CMB OMLs.

4-5. Conduct of the Board

The FGAC process consists of three separate levels: the Level III, Level II and Level I FGAC. The Level III FGAC is conducted prior to the Level II FGAC to review all proposed transfers and

to assist in mitigating any issues across MSCs and Brigades. The Level II FGAC is conducted no less than one week prior to the Level I to ensure that the Officers recommended for transfer and/or promotion are eligible, branch qualified, and that there are no other Officers already pending transfer into the proposed positions. The Level I FGAC is the final approval authority for all assignments and transfers.

a. Level III FGAC

(1) The Level III FGAC is the first committee held in the process and is chaired by the G-1.

(2) The Level III FGAC will be composed of the following:

(a) Designated representative(s) of each MSC (MSC S1)

(b) Designated representative from Joint Staff, and each of the G-staff sections

(c) Designated representative(s) from the Chaplain, JAG and MEDCOM

(d) Human Resource Office (HRO) representative

(e) G-1 HRAB Chief and administrative personnel

(3) The Level III FGAC will review all MSC recommendations and de-conflict any identified issues. For those issues that cannot be resolved, recommendations will be generated for the Level II FGAC.

b. Level II FGAC

(1) The Level II FGAC is the second committee held in the process and is chaired by the COS.

(2) The Level II FGAC will be composed of the following:

(a) G1

(b) Designated representative(s) of each MSC commander (usually the MSC DEPCO/AO/XO)

(c) HRO representative

(d) G-1 HRAB Chief and administrative personnel

(3) The Level II FGAC will review the results of the Level III FGAC and recommendations received since the level III. The members will provide resolution to any issues remaining from the Level III FGAC and recommend proposed dates for all transfers and assignments.

c. Following the Level II FGAC, HRAB Chief, in conjunction with HRO when full-time personnel are involved, analyzes the recommendations to ensure all the recommended Officers meet the criteria based on branch, Area of Concentration (AOC), and are in a valid vacancy. HRO ensures technician compatibility when appropriate. Issues are resolved as necessary during and after the Level II FGAC. The final list of recommendations is contained within the revised "FGAC II Output". The G1 sends this product along with the CMB OMLs to the Level I FGAC members for review prior to the convening of the Level I.

d. Level I FGAC

(1) The Level I FGAC is the third and final committee held in the process and is chaired by the CG.

(2) The Level I FGAC will be composed of the following:

- (a) COS
- (b) MSC Commanders
- (c) G1 (advisory role only)
- (d) HRO representative (advisory role only)
- (e) G-1 HRAB Chief and administrative personnel (administrative role only)

(3) The Level I FGAC members receive the “FGAC Consolidated Tools”, “FGAC II Output”, the approved CMB OML, and any other requested supporting files to help aid in their decision-making process. Prior to the convening of the Level I FGAC, the members can send recommendations to HRAB for inclusion in the Level I FGAC discussions. These are in addition to the already reviewed Level II FGAC recommendations. The Level I FGAC members discuss and approve each transfer on the FGAC sheet and identify any additional personnel actions required during the board process. All approved moves have an effective date established on the FGAC Results. HRAB will process Officer actions based on approved effective dates. HRO will review the pending moves for proper full-time manning management purposes and advise of any issues related to with Technician and/or AGR status.

e. The level I FGAC is the only approval authority during the FGAC process. The recommendations from the Level II FGAC are either approved, denied, or changed. The CG is the President of the FGAC and has ultimate approval authority.

4-6. FGAC Results

a. HRAB reviews the FGAC Results for accuracy, saves the document as a .pdf and forwards to the G1.

b. Once the G1 reviews the FGAC Results, they are sent to the CG for final approval. HRAB then sends the final approved FGAC Results to all the Level I FGAC members, who notify each Officer assigned to their command of the upcoming transfer and/or promotion. The window for notifications is typically one week or less. Once notifications are complete, the HRAB Chief submits the FGAC Results to G-3 for publication in the next weekly FRAGORD.

c. HRAB will send a copy of the final approved results to HRO to track all AGR and Technician moves. HRO will publish transfer orders and upload to iPERMS for all AGR Officers. Additionally, HRO publishes any authorized AGR PCS orders. HRAB will publish all orders for M-Day Officers.

d. AGRs approved for promotion are placed on the AGR controlled grade authorization queue. This queue is managed by the HRAB Chief in coordination with the COS’s office and HRO. If no controlled grade authorization is available, Top 20% officers are placed in the queue based on the CMB OML. The COS determines the sequence in which Highly Qualified and Qualified Officers are placed in the queue. Qualified Officers will not be placed on the control grade queue above Highly Qualified Officers. Effective dates are sequenced appropriately to provide clarity on the sequence of controlled grade authorizations.

e. The COS’s office representative, in conjunction with HRO, will advise HRAB when to submit AGR Officer promotion packets. Note: the exact number of controlled grade authorizations is based on the fulltime authorizations granted to Georgia by NGB on the annual voucher.

f. HRAB maintains a digital record of all previous FGACs for three years and tracks approved actions to ensure completion. The HRAB Chief manages the working version of the FGAC Results and adds/modifies any interim approved changes (effective date, position, etc) to a previously approved move. These items are subject to review at the next Level I FGAC. The

COS will approve any urgent actions for consideration between FGACs. These are referred to as 'out-of-cycle' FGACs and require the electronic approval of all FGAC members. These moves are placed onto the next Level I FGAC sheet and will be published for record at the next Level I FGAC.

Chapter 5

Senior Service College (SSC)

5-1. Overview

a. References. AR 135-155; AR 623-3; NGB G3 Annual Memorandum SSC Announcement

b. Applicability. Officers in the ranks of LTC and COL who meet the criteria established in NGB's annual SSC announcement memorandum.

5-2. Guidelines

a. The SSC selection process will be conducted annually to select Officers for attendance at the United States Army War College or an equivalent fellowship that will provide the same military education credit.

b. The selection process is primarily focused on basic branch Officers; however, special branch Officers are eligible for consideration on state level boards as well. Special branch Officers are generally considered for SSC on a consolidated board conducted by NGB. Special branch Officers may only be considered by one board each year.

c. Unlike traditional school calendars that list their school year as "2024-2025", the SSC academic year (AY) is known as throughout the AY by the calendar year in which the term begins. For example, the SSC Selection Board held in the first quarter of 2024 recommends Officers for AY 2024 SSC, which begins in August 2025. This can be confusing to Officers and should be clarified explicitly in communications.

5-3. Consideration Eligibility

a. Eligibility criteria is subject to change each AY. Generally, Officers must meet the below eligibility requirements:

- (1) Be in the rank of COL or LTC
- (2) Have completed Intermediate Level Education-Advanced Operations Course (ILE-AOC)
- (3) Have at least two years from anticipated completion of SSC before reaching MRD
- (4) Have successfully completed at least 12 months as a battalion commander
- (5) Any other requirements listed in the guidance provided by NGB

b. Officers who meet the above eligibility requirements will be removed from consideration for the below reasons:

- (1) Officers who are SSC/USAWC graduates
- (2) Officers who have been previously selected for SSC or are currently attending SSC
- (3) Officers whose MRD dates are prior to the date(s) specified in NGB's announcement memorandum
- (4) T10 AGR Officers

5-4. Procedures

a. HRAB pulls a list of all Officers eligible to be considered based on the initial guidance and sends that list to the G1. Officers who will not be considered are removed from the list and placed on an additional tab of Officers not eligible for consideration.

b. HRAB briefs the G1 on criteria and suspense dates. The G1, in conjunction with the COS, determines the board date as well as any additional selection criteria to add at the CG's discretion.

c. HRAB refines the initial list of eligible Officers based on any additional criteria from the CG.

d. HRAB contacts eligible Officers to advise them that they are eligible for SSC and request their attendance preferences – either resident, distance education, or fellowship.

e. HRAB then creates a new spreadsheet, which will later become the OML, with the following information: Name, Rank, DOR, TIG, BN Command (# of times held), MRD, AFS, Highest CIVED, (OCONUS deployments those directly related to the Global War on Terrorism–Afghanistan, Iraq, etc.), MSC, Officer preference (resident, fellowship, or distance learning), and whether or not the Officer would attend the other version if they are not selected for their first choice (i.e. Resident & DL).

f. HRAB will provide the updated roster to the G1 for review and approval.

5-5. Conduct of the Selection Board

a. The SSC selection board will consist of the following members:

(1) CG

(2) COS

(3) MSC Commanders

(4) G1 (non-voting member)

(5) Note: In order to vote, board members must be enrolled in or complete with SSC.

b. HRAB provides the approved roster of eligible Officers to the voting members of the selection board.

c. Each voting member is asked to fill out a vote delineating an OML of 1 to 12. The sheets from each voting member are consolidated and a total score for each Officer is calculated. Those officers not scored in the top 12 by a given voting member will receive a score of 15. Once the sheet is complete a copy is normally provided to the CG prior to the board convene date.

d. The initial consolidated score sheet provides a starting point for the board to consider. Board members may alter the OML based on board discussion and the individual Officer's career path.

e. The available school seats are filled with the Officers highest on the OML.

f. The board will determine who will attend the resident course and who will attend distance learning.

5-6. Board Results

a. The board members will provide AAR comments regarding the SSC process prior to the conclusion of the board.

b. HRAB will prepare the report of proceedings memorandum and other documents required to be submitted to NGB.

c. The selection memorandum will contain the primary list and the alternate list of Officers. The alternate list consists of Officers in sequential order that were not selected to fill a seat for which Georgia is authorized a quota. In the event that an Officer selected for attendance cannot attend or another state has an unfilled school quota, Officers on the alternate list may be given the opportunity to attend SSC. If an Officer's name is not on this memorandum, then they will not be selected by NGB for SSC even if additional seats come available for the respective academic year.

d. HRAB in conjunction with the G3 will route the board documents through JAG for review to TAG for his approval and signature.

e. HRAB will send the approved board documents to NGB.

f. Selected Officers are notified by their MSC commander of their selection and packet requirements for enrollment. Packet requirements will be specified in the SSC instructions sent by NGB and may vary from year to year.

g. Officers will provide completed packets to G3 for enrollment in SSC.

h. Officers selected as an alternate, and officers not selected for SSC will be notified by Chief HRAB of their status.

Chapter 6

Senior Warrant Officer Selection Board (SWOSB)

6-1. Overview

- a. References. NGR 600-101, AR 135-155; AR 623-3, PPOM 19-029; PPOM 19-042
- b. Applicability. CW4s who meet the minimum time-in-grade (TIG) for promotion, and CW5s.

6-2. Guidelines

- a. This policy applies to all CW5 positions within the GAARNG regardless of location and type (M-Day, AGR, technician).
- b. The SWOSB will be conducted as needed based on actual and projected CW5 vacancies to select qualified CW5s or promotable CW4 to fill CW5 vacancies.

6-3. Consideration eligibility

- a. CW5s who are MOS qualified for the position.
- b. CW4s with 5 years TIG who are MOS qualified for the position. An applicant may be examined for promotion no earlier than 120-days in advance of completing the prescribed TIG requirements and all other requirements must be met by the time the FRB convenes.
- c. Aviation warrant officers meeting the above grade criteria are authorized to apply for aviation warrant officer positions if they possess a 150 series MOS, even if they are not MOSQ for the specific position.

6-4. Procedures

- a. Upon determination of a projected vacancy, units will coordinate with the CCWO and G1 HRAB (for M-Day positions) or HRO-AGR (for AGR positions) to announce the position. Requests may be submitted up to 180 days prior to the projected date the position will be vacated. Requests to fill projected vacancies resulting from voluntary separations, such as resignation or retirement prior to the CW5 reaching age 60, must be accompanied by the vacating officer's written request to resign or retire.
- b. Upon receipt of the Request for Fill (RFF), the G1 HRAB will notify the State or Aviation Command Chief Warrant Officer (CCWO) and provide a list of eligible candidates. Eligible candidates must be duty MOS qualified (except Aviation) for the position being filled, be a CW4 with at least 5 years' TIG or a CW5 and be complete with Warrant Officer Senior Service Education (WOSSE) and any MOS specific "follow-on" courses. If selected, eligible Aviation candidates must enroll (within 1 year) in any additional required duty MOS qualifying courses if available. HRAB will coordinate with HRO to verify consideration eligibility for technician and AGR officers based on the position.
- c. The SWOSB process will not be used to fill AGR warrant officer positions with non-AGR warrant officers. Requests to fill AGR warrant officer vacancies, allowing non-AGR warrant officers to apply, must be requested through the HRO-AGR office.
- d. The State or Aviation CCWO (or designee) will send an email to all eligible candidates army.mil and their MSC S1s with a MOI announcing the position and application procedures. Positions will be announced for no less than 7 days and no more than 30 days.
- e. Once notified, eligible candidates will submit an application IAW the MOI announcement. In addition to the application packet, applicants may submit a memorandum of

record for the president of the board to explain any discrepancies or missing information in their official military records. Those officers not submitting applications will not be considered.

f. The Commanding General (CG), GAARNG may fill selected positions without regard to the provisions of this policy.

6-5. Conduct of the Board

a. Board Composition. The SWOSB will consist of five voting members and a nonvoting recorder. The voting members will be the President of the Board (MSC Commander/G-Staff OIC (or designee)), State or Aviation Command Chief Warrant Officer (CCWO) (or designee), and three other board members. All board members must be LTC or above or a CW5, with preference for CW5 board members. The senior officer based on grade and DOR will serve as the President of the Board.

b. MOI. The MSC Commander/G-Staff OIC will issue a (MOI) charge to the board with guidance for conducting the board and evaluating officers. The State or Aviation CCWO or their designated representative will brief the board members on the important features of the MOI and provide board members an opportunity to ask questions.

c. The objective of the SWOSB is to identify those officers recognized as best qualified based on technical competence, performance, achievement, and potential. The SWOSB screens Officers, generally, in the following areas: Performance, Potential, Experience, Military and civilian education (MILED and CIVED), and fitness. Each board member assesses these areas and assigns the Officer a numerical rating, with the highest total score being best. All board scores are added together. Based on the final score, the President of the Board will make the final selection. Selection will be forwarded to the CG for final approval.

6-6. Board Results

a. Notification: Once the selection is approved, the selecting command and losing command will be notified. The MSC Commander/G-Staff OIC (or designee) will notify the selectee and those not selected for the position of the board results.

b. Transfer:

(1) If the selected warrant officer is a member of another unit, they will be transferred effective 15 days following board approval (but not earlier than 120 days prior to the position being vacated).

(2) If the selected warrant officer is a member of the same unit, they will be reassigned effective the date of board approval (but not earlier than 120 days prior to the position being vacated).

(3) Transfers of AGR officers will be processed by HRO. MSCs will process transfers for M-Day officers selected from their command. HR Actions will process cross MSC M-Day officer transfers.

c. Promotion: CW4s selected for promotion to CW5 must be "five-digit" MOS qualified for the CW5 position to which assigned and have completed all required phases of WOSSE, to include "follow-on" courses. An applicant may be examined for promotion no earlier than 120-days in advance of completing the prescribed TIG requirements and all other requirements must be met by the time the FRB convenes. Promotion packets will be prepared and submitted IAW GAARNG G1 Officer Personnel Management SOP.

Appendix A: References

NGR 600-100

Commissioned Officers – Federal Recognition and Related Personnel Actions, 22 November 2022

NGR 600-101

Warrant Officers – Federal Recognition and Related Personnel Actions, 10 September 2018

NGR 635-100

Termination of Appointment and Withdrawal of Federal Recognition, 8 September 1978

NGR 635-102

Officers and Warrant Officers Selective Retention, 1 September 2018

AR 40-501

Standards of Medical Fitness, 27 June 2019

AR 135-155

Promotion of Commissioned Officers and Warrant Officers, 13 December 2022

AR 623-3

Evaluation Reporting System, 14 June 2019

DA Pam 611-21

Military Occupational Classification and Structure, 20 December 2022

DA Pam 600-3

Officer Talent Management, 14 April 2023

PPOM 19-029

Modification to National Guard Regulation (NGR) 300-101, Chapter 7, Table 7-1, Minimum Time-in-Grade (TIG) for Promotion Eligibility, 4 June 2019

PPOM 19-042

Revision of Minimum Warrant Officer Education System (WOES) Requirements for Promotion Eligibility, 22 November 2019

PPOM 22-051

Officer and Warrant Officer Selective Retention Board (SRB Implementation Guidance, 19 December 2022

PPOM 23-027

Revision of Time in Grade (TIG) Criteria for Promotion from Lieutenant Colonel (LTC) to Colonel (COL)

Appendix B: Glossary

ADOS

Active Duty Operational Support

AGR

Active Guard/Reserve

AOC

Area of Concentration

ACFT

Army Combat Fitness Test

ARNG/ARNGUS

Army National Guard / Army National Guard of the United States

AY

Academic Year

CIVED

Civilian Education

CG

Commanding General

CMB

Career Management Board

COS

Chief of Staff

DMD

Deployment Manning Document

DOR

Date of Rank

FGAC

Field Grade Assignments Committee

GAARNG

Georgia Army National Guard

HRAB

Human Resource Actions Branch

HRO

Human Resource Office

ILE-AOC

Intermediate Level Education-Advanced Operations Course

iPERMS

Interactive Personnel Electronic Records Management System

KD

Key Development

MILED

Military Education

MOI

Memorandum of Instruction

MRD

Mandatory Removal Date

MSC

Major Subordinate Command

NGB

National Guard Bureau

OCONUS

Outside Continental United States

OML

Order of Merit List

OTOT

One Time Occasional Tours

QRB

Qualitative Retention Board

SSC

Senior Service College

SRB

Selective Retention Board

TAG

The Adjutant General

TIG

Time in Grade