

Human Resources Actions Branch  
(NGGA-PEA)

**Enlisted Personnel  
Management  
(EPM) Part B –  
Selection,  
Promotion, and  
other EPM  
Policies**

Joint Force Headquarters  
Georgia Army National Guard  
Marietta, GA, 30060  
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**UNCLASSIFIED**

# SUMMARY of CHANGE

## **Enlisted Personnel Management (EPM) Part B – Selection, Promotion, and other EPM Policies Revision dtd 1 October 2024**

- o Supports Chapter 6, Enlisted Promotions and Demotions, effective 21 July 2024
- o Updated timeline for CY25 Enlisted Personnel Services (EPS)
- o Updated guidance on Selection/promotion approvals
- o Termination guidance for Temporary Promotions (SGT through MSG)
- o Termination of leadership list Standby Advisory Board (STAB)
- o Personnel Action Request Creating Operational Readiness (PARCOR) implementation in Priority, Excess, and Vacancy Fills
- o Updated selection process for Deployment Manning Document (DMD) Temporary Promotion Soldiers
- o Distributed Leader Course (DLC) termination in accordance with (IAW) ALARACT 030/2024

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## **Glossary**

## **Chapter 1 Overview**

### **1-1. Purpose**

To provide clear procedural guidance for the Georgia Army National Guard (GAARNG) for the Calendar Year 2025 (CY25) Enlisted Personnel Management (EPM) Cycle. This will consist of; Order of Merit List (OML), Excess/Vacancy Fills, Standby Advisory Board (STAB), Mobilization, Senior Non-commissioned officer Assignment Board (SNAB), Junior Enlisted promotions, Assignments, and Inactive National Guard (ING).

### **1-2. References**

References. References referred to or used in this Standard Operating Procedure (SOP) are identified in Appendix A.

### **1-3. Explanation of Abbreviations and Terms**

Explanation of Abbreviations and Terms. Abbreviations and special terms used in this SOP are identified in Appendix B.

### **1-4. Applicability**

This policy applies to Enlisted Soldiers of the GAARNG in a Title 32 status and Title 10 Active Duty Operational Support (ADOS) or mobilized status. Promotion of Title 10 Active Guard Reserve (AGR) Soldiers is not covered in this policy.

### **1-5. Proponent**

The proponent for this policy is the GAARNG Deputy Chief of Staff, Personnel G1. Questions regarding the information contained in this SOP or the EPM process should be referred to the Human Resources Actions Branch HR Tech, G-1 Sergeant Major, or the EPM Non-Commissioned Officer In Charge (NCOIC).

## **Chapter 2 Order of Merit Lists (OML)**

### **2-1. Creation of Order of Merit List**

- a. SSG to SGM OMLs are created based on the centralized board scores. OMLs are separated by Career progression Military Occupational Specialty (CPMOS) and ranked from highest board score to lowest board score regardless of eligibility for selection or promotion.
- b. SGT OMLs take the sum of the board score based on leadership (converted to reflect points on a 0-250 scale) plus the Soldier's administrative points (0-1200 points). OMLs are separated by CPMOS and ranked from highest overall score to lowest overall score regardless of eligibility for selection or promotion.
- c. SPC OMLs are created based on the Soldier's administrative points (0-900 points). OMLs are separated by CPMOS and ranked from highest overall score to lowest overall score regardless of eligibility for selection or promotion.
- d. Soldiers in the rank of Specialist and Sergeant can refer to Army Regulation (AR) 600-8-19 Chapter 6 Section XII to see the administrative point categories and values.

## **2-2. Distribution of Lists**

a. Upon completion of the board and data processing, G-1, EPM team will generate an OML by ranking and MOS.

b. OMLs will be reviewed by the Chief, Human Resources Action Branch (HRAB), and G1 CSM prior to G1 approval. After the lists have been approved, they will be posted on the Guard Knowledge Online (GKO) G1 Personnel, EPS tab and EPS Forum. [GAARNG G1 Enlisted Personnel Branch](#) |

(3) Command initiated removal for MSG and Leadership Positions: GAARNG, Commanding General.

(4) Approval authority for Command initiated removal cannot be delegated.

(5) The Adjutant General (TAG) is the appeal authority for all ranks.

e. Removal from the EPS list for Soldiers already selected for promotion nullifies their selection. The EPM section will be responsible for assigning the Soldier into a position that is commensurate to their rank.

#### **2-5. Updates to the Order of Merit List**

Updates and administrative corrections will be posted to the OML monthly.

Refer to Figure 2-2 for EPS list locations.

### **Chapter 3**

#### **Using the Order of Merit List**

##### **Section I**

##### **Filling Position Vacancies**

#### **3-1. Personnel Reassignments**

Personnel Reassignments. Commanders will fill unit Non-Commissioned Officer (NCO) vacancies utilizing the sequence listed in Chapter 4, National Guard Regulation (NGR) 600-200 and AR 600-8-19 paragraph 6-38 before requesting Soldiers from promotion lists.

#### **3-2. Vacancy Fill Process**

Vacancy fills will be conducted at least three times a year to include back fills to stabilize units across the organization using the digital system Personnel Action Request Creating Operational Readiness (PARCOR). PARCOR will track enlisted Soldiers, promotion eligibility per policy and regulations, allowing creation of vacancy fill events, offer quick note functionality, for decision making, and providing status tracking for leadership. The vacancy fill process will consist in order of Unit Manning Report (UMR) Management workshop, priority placement, transfer of Soldiers excess in their current position, OML fill and request to fill 00F/D positions.

#### **3-3. Request for Fill**

The EPM Team will monitor the vacancy report utilizing PARCOR and MSC S-1s will annotate remarks for each excess Soldier and vacant position for each vacancy fill. All timelines with suspense dates will be published via Memorandum of Instruction (MOI).

a. Excess Soldiers, not including E9, will be eligible for transfer to a vacant slot that is within a 50-mile radius of their home of record (HOR), closer to their HOR than current assignment, or within their same UIC unless there is a reason not to move the Soldier. The comment "Do not Move" along with the specific reason will be annotated in PARCOR on the remarks column for NCOs who should not be moved. In addition, Soldiers on the excess report who are assigned in an over-grade or under-grade position will be considered excess (i.e., an E6 assigned to an E5 position without a valid reason or an E5 assigned to an E6 position who has not been selected for promotion).

b. MSCs will identify excess NCOs to fill vacancies within their MSC.

c. For each vacancy that will not be filled, MSC S-1s will add a comment explaining why vacancies will not be filled (i.e. AGR Position, IST Incoming, etc.).

e. The G-1 is the approval authority for "do not move" and/or "do not fill" request.

d. NCO assignment changes will not be authorized during the vacancy fill period. Refer to the MOI for specific dates when transactions will cease and resume.

**3-4. UMR Management**

The first stage of filling approved vacancies is the UMR Management Workshop. The G-1 will provide a designated room to allow MSCs to scrub their completed vacancy/excess rosters and NCO mismatch report. This will consist of executing excess moves internally/externally to ensure remarks were annotated correctly for each Soldier.

**3-5. Priority Placement/Excess Fill**

a. The second stage of filling approved vacancies is the priority placement/excess fill. All vacancies will be compared against the priority placement list and the excess Soldier list. If an available Soldier exists on either list, that Soldier will be transferred into the vacant position.

b. The Priority Placement list consists of Soldiers who were promoted against an invalid vacancy and are not the primary slot holders for a position of the commensurate rank. These Soldiers are eligible for involuntary reassignment based on their Primary Military Occupational Specialty (PMOS) within their area of consideration (AOC) (Figure 3-1) specified on their Promotion Board Preferences when selected for promotion.

c. The excess Soldier list consists of all Soldiers within the state that are not slotted in an authorized position as annotated on the unit manning roster and those Soldiers who are assigned in an over-grade or under-grade position. These Soldiers are excess and available for involuntary reassignment IAW paragraph 3-3a above.

**3-6. EPS Vacancy Fill**

a. During the third stage, if there are no eligible Soldiers on the priority placement or excess lists, the position will be available for EPS fill. PARCOR will identify the highest ranked Soldier on the OML who is fully eligible and available for selection. Eligibility is verified against the systems of record. Soldiers' ineligible in the system of record, will be bypassed for selection.

b. Selection Requirements

- (1) Must be MOS Qualified
- (2) Must have required security clearance for specified rank and MOS
- (3) Must have a passing ACFT within 8 months (AGR)/14 months (MDAY)
- (4) Must have a passing Height/Weight within 8 months
- (5) Must not be Medical Readiness Code (MRC) 4

**Table 2-1 EPS Eligibility Criteria**

<b>Rank</b>	<b>TIG</b>	<b>TIS</b>	<b>CES</b>	<b>PME</b>
SGT	12 months	NA	NA	NA
SSG	18 months	NA	NA	BLC
SFC	36 months	8 years	6 years	ALC
MSG	36 months	12 years	8 years	SLC
SGM	36 months	16 years	10 years	MLC*

c. Pregnancy/Post-partum Requirements:

Soldiers will need to obtain a pregnancy profile determining the start date of exemption from ACFT/HTWT. Soldiers must have a passing ACFT/HTWT prior to profile. IAW with Army Directive 2022-06 Soldiers are exempt from taking a record physical fitness test while pregnant and for 365 days after the conclusion of pregnancy. Soldiers are also exempt from body composition for 365 days after the conclusion of pregnancy. They will not be penalized for selection of promotion. EPM



Team will monitor MEDPROS at each vacancy fill to ensure Soldiers are not being bypassed for pregnancy profiles.

d. Systems of Record

- (1) MOS Qualified: Based on CPMOS, verified through IPPS-A
- (2) PME Qualification: IPPS-A
- (3) Security Clearance: Defense Information System for Security (DISS)
- (4) ACFT: Digital Training Management System (DTMS)
- (5) Height/Weight: DTMS
- (6) MRC: MODS
- (7) TIG: IPPS-A
- (8) TIS: IPPS-A
- (9) Technician Compatibility: Human Resource Office (HRO)

### **3-7. Prioritization of Fill**

Vacancies will be prioritized based on the unit's position on the State Logistic Personnel Prioritization Roster (SLPPR) which is produced quarterly by the G-3 and approved by the CG, GAARNG. Units with a higher priority will have their vacancies filled prior to units with a lower prioritization. Vacancies will be filled in a manner to ensure the highest ranked Soldiers on the OML eligible for selection are selected if there is a position within their area of consideration. As a result, the highest ranked Soldier on the OML may not be assigned to the highest priority vacancy on the SLPPR.

### **3-8. Post Vacancy Fill**

Following the vacancy fill, official results will be submitted to the MSC S-1s. EPM will initiate reassignment transfers and if eligible, promote the Soldier via IPPS-A. Transfers will begin the day after official results are published. EPM will publish all promotion orders. The effective date of transfer and Date of Rank (DOR) for Soldiers fully eligible for promotion will be the day the official vacancy fill results are published by the EPM section. Soldiers will be attached to their losing units for 45 days allowing for Change of Rater (COR)/Annual NCOERs, clearing supply, and Promotion Ceremonies.

### **3-9. Promotion Remaining Service Obligation**

For Soldiers who were not fully eligible for promotion (lacking Service Remaining Obligation, AR 600-8-19 para 6-8) at the time of selection will be required to extend within 45 days after the results are published. If an extension is not received after 90 days Soldiers are required to submit a DA FORM 4187 requesting administrative removal. The EPM section will be responsible for assigning the Soldier into a position that is commensurate to their rank (This does not pertain to AGR New Hires or E9s pending USASMA Phase 1). The effective date of promotion will be the date the Soldier gained full promotion eligibility.

### **3-10. Bypassed Soldiers**

a. EPM will not promote or select a Soldier who was ineligible for selection during a vacancy fill because the system of record was not updated, which resulted in a Soldier lower on the OML being selected for promotion. However, on a case-by-case basis, MSCs can request exceptions to policy (ETP) for Soldiers who were bypassed. These ETPs will be reviewed and approved by the G1. Units will submit a DA FORM 4187 (Figure 3-2) through their chain of command to the EPM section explaining why the Soldier's eligibility criteria was not updated in the system of record prior to the vacancy fill. The MSC will forward the DA FORM 4187 and counseling form (if applicable) to the G-1, EPM section through IPPS-A (see IPPS-A Manual).

b. Soldiers fully eligible for promotion in the system of record on the date of the vacancy fill and erroneously bypassed by EPM will be selected and placed on the Priority Placement List.

c. Soldiers with an MOS requiring a security clearance will be bypassed unless they acquire the necessary clearance within 120-days of their clearance expiration date.

### **3-11. Erroneously Selected Soldiers**

Soldiers that were erroneously selected because of incorrect information in the required system of record will be administratively reduced to their former grade and reassigned to a position commensurate with their grade within commuting distance when possible.

### **3-12. Non-standard EPS Vacancy Fills**

IAW NGR 600-200, National Guard Bureau (NGB) authorizes processes to fill higher grade positions outside the standard EPS procedures announced in AR 600-8-19, chapter 6. During the last vacancy fill of the cycle, after Priority Placement/Excess Fill and EPS Vacancy Fill. If a MOS list is exhausted (all Soldiers within the CPMOS have been selected or none are available or eligible) the following priority may be utilized:

a. Using the existing list in sequential order, offer vacancies to those Soldiers originally bypassed because of their area of consideration elections on the Promotion Board Preference.

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 IPPS-A. Soldiers will not be considered for an MOS they possess that is not listed as an SMOS or AMOS within IPPS-A. Soldiers will not be bypassed based on the area of consideration elections on the Promotion Board Preferences.

c. There will be no Statewide Vacancy Announcement (SWVA) fill conducted during EPS cycle year 2025.

### **3-13. Declination Procedures**

a. M-Day Soldiers selected for a position outside of their elected AOC or MOS, may decline without penalty. The Soldier will submit a CRM ticket to the EPM Team via IPPS-A within 14 days of the results being published explaining the reason for declination. Naming convention CY25Declination\_MSC\_EMPLID.

b. Soldiers must decline selection or promotion, using CRM ticket via IPPS-A with a signed declination form (Figure 3-3), NLT 14 days after the official vacancy fill has been published. They will not be reinstated on the list under any circumstances and will not be eligible for consideration until the next scheduled annual promotion board. Per AR 600-8-19 para 6-41 (d).

c. If outside of the 14-day requirement Soldiers are required to submit a DA Form 4187 requesting administrative removal.

d. IAW AR 600-8-19 para 6-41 (c), AGR Soldiers are not authorized to decline promotions.

### **3-14. Hardship Requests (AGR and M-Day)**

a. Soldiers who decline due to hardship must submit a CRM ticket with a naming convention: Hardship Request, MSC name (Example Hardship Request, 648th MEB) (Figure 3-4) through channels to the EPM office with supporting documentation. Hardship is not in effect until the final G1 Approval.

b. If approved, the Soldier will remain on the current and future promotion list but will not be eligible for selection or promotion until the hardship no longer exists.

c. Soldiers will submit a CRM ticket to remove hardship (Figure 3-5) when the hardship no longer exists. Once approved the Soldier will be considered eligible for selection and or promotion.

d. For AGR Soldiers, Hardship Requests are submitted through HRO to the Chief of Staff for approval.

### **3-15. Stabilization upon Promotion**

a. Soldiers will not be voluntarily transferred for 18 months following the effective date of selection, IAW AR 600-8-19 paragraph 6-39. The 18-month rule does not prohibit a MSG or SGM from seeking or being approved for a 1SG or CSM command leadership position. Exception in AR 600-8-19 paragraph 6-39g.

b. The G1 may waive the requirements of this paragraph for the needs of the Organization.

c. Stabilization will not stop a Soldier's career progression and does not prohibit a Command directed transfer.

### **3-16. Standby Advisory Board (STAB)**

a. STAB will be conducted once each EPS cycle on dates specified in the annual Memorandum of Instruction (MOI).

b. Requests for STAB (Figure 3-6) will be conducted IAW AR 600-8-19, paragraph 6-48. STAB requests will be submitted via IPPS-A CRM Ticket through command channels with supporting documentation to the G1 consideration.

c. Only Soldiers who would have been eligible per the original eligibility roster announcement as of 1 October 2024 may be considered.

d. STABs are convened to consider the records of Soldiers:

(1) Who are eligible per the original promotion board announcement and because of a material error, records were not reviewed by the regular board. This would include erroneous TIG and/or erroneous TIS.

(2) Who are on the EPS list and whose records contained a material error that may have negatively impacted a Soldier's OML status.

(3) Who inter-State transferred from another Army National Guard (ARNG) State after 1 October 2024 and were fully eligible for consideration prior to 1 October 2024.

e. STAB reconsideration normally will be granted when the following conditions existed by 1 October 2024.

(1) Derogatory Information. Information that was filed erroneously in a Soldier's record that was viewed by the board members.

(2) Civilian Education. A record of 30 or more college semester hours. Degrees and transcripts must have been filed after 1 July 2024.

(3) Awards. State or Federal Commendation Medal or higher presented after 1 July 2024. Awards presented prior to 1 July 2024 and AAMs do not constitute reconsideration by the STAB.

(4) NCOER. An annual or change of rater NCOER that was submitted prior to 1 October 2024 through HQDA, not placed in Individual Personnel Electronic Records System (iPERMS), and not reviewed by the board members. Evaluations received in time but returned for administrative reasons may also be considered. "Complete the Record" NCOERs and NCOERs submitted after 1 October 2024 do not constitute reconsideration by the STAB.

(5) CPMOS. Soldiers must have been qualified in requested CPMOS change via DA Form 4187 with G1 Approval before 1 October 2024.

(6) AOC. Areas of consideration that administratively were incorrect at time of list publication. Soldiers must have made elections prior to 1 October 2024.

f. AR 600-8-19 paragraph 6-48j. contains additional information on what does and does not qualify for consideration by the STAB.

g. The suspense for STAB request packets will be specified in the MOI.

h. STAB request packets will be submitted via IPPS-A by submitted via CRM ticket as "STAB Packet, MSC name, EMPLID." Example: STAB Packet, 648th MEB, EMPLID. (Refer to How to CRM Ticket on EPS forum).

i. STABs will not be approved for integration onto the Leadership List unless at no fault of the Soldier prior to 1 October 2024.

## **Section II Positions with Special Qualifications**

### **3-17. Additional Skill Identifiers (ASI)**

Additional Skill Identifiers (ASI). IAW AR 600-8-19, paragraph 6-38, Soldiers are considered for selection to position requiring specific ASIs, SQIs and language identification codes without regard to SQI, ASI, and language identification code of the position. Only Soldiers with the necessary ASI/SQI will be considered for approved ASI and SQI positions.

### **3-18. MOS Immaterial Positions (00F/00D)**

a. When a request for vacancy fill is requested for a position that is MOS immaterial, EPM will fill the vacancy with the highest ranked Soldier possessing one of the approved MOSs for that position. This provides flexibility for job specific skills based on duty description while ensuring the highest ranked Soldier is selected from the chosen list of MOSs on the OML.

b. IAW NGR 600-200, para 2-21C, in the event there is no submission of duty description and MOS consideration list submitted to EPM prior to the specified BDE EPS submission date, selection for a qualified vacancy will be the highest ranked Soldier on the OML among all MOSs regardless of applicability to the specific vacant position.

### **3-19. 68WF (E-5 to E-6) Critical Care Flight Paramedics (CCFP) Over-Grade**

a. IAW PPOM# 23-004, Authorization to Promote 68WF (E-5 to E-6) Critical Care Flight Paramedics (CCFP) Over-Grade.

b. In order to qualify for over-grade promotion, Soldiers must meet the condition of AR 600-8-19 (specifically (1)-(4) below) and also requirements as set forth in (5):

(1) Soldier must be in a promotable status

(2) Have a promotion list standing

(3) Graduate of Advanced Leader Course or granted temporary exception per reference PPOM 23-004.

(4) Qualified in military occupation specialty for the duty position in which assigned and promoted

(5) Be Special Qualification Identifier (SQI)/ASI qualified for the duty position. Soldiers who are not fully ASI F2 transitioned with annotation in the system of record will not be considered for an over-grade promotion.

### **3-20. Recruiting Positions**

a. Recruiter positions are MOS 79T, and only Soldiers from the 79T OML will be considered for promotion into these positions. Soldiers who are recruiter qualified, Special Qualifications Identifier (SQI) 4, but do not hold the 79T MOS are authorized to submit a CPMOS change request to compete on the 79T OML. CPMOS change requests to 79T require approval by the Recruiting and Retention Battalion Commander prior to G1 approval.

b. SSG/00F30 recruiting positions: Soldiers who are not on the 79T EPS List will be offered the position. Soldiers will not lose their position on the EPS List for their CPMOS by declining a recruiter position.

### **3-21. Security Force Assistance Battalion (SFAB)**

a. The SFAB will fill vacant positions IAW with Chapter 3 of this SOP.

b. Soldiers should make SFAB selection on Board Roster elections.

c. SFAB will not submit E7 vacancies. SQIs not required to be used for vacancy fills.

d. Soldiers selected for SFAB that become disqualified during the processing will be moved to excess and placed on the priority placement list per Chapter 3.

e. Once SFAB vacancies are filled by duty MOS the EPM team will then fill based upon MOS substitutions in OML order from MILPER message 24-085.

### **3-22. Instructor Positions**

a. Service members must already be awarded the SQI of "8" to perform instructor duties prior to each EPS fill to be considered for promotion.

b. All Soldiers who are authorized the SQI "8" will be verified and awarded the SQI in IPPS-A prior to every EPS fill.

### **3-23. Flight Positions**

a. Service members must already be awarded the SQI of "F" to perform flight duties prior to each EPS fill to be considered for promotion.

b. All Soldiers who are authorized the SQI "F" will be verified and awarded the SQI in IPPS-A prior to every EPS fill.

### **3-24. Special MOS Alignment Promotion Program (SMAPP) for 25D and 25E**

a. IAW Personnel Policy Operational Memorandum (PPOM) #19-037, Integration of Special MOS Alignment Promotion Program for MOS 25D and 25E.

b. GAARNG Soldiers may be promoted from Sergeant (SGT) to Staff Sergeant (SSG) upon completion of the Cyber Network Defender (25D) or Electromagnetic Spectrum Manager (25E) courses. Listed are additional instructions of the promotion order:

(1) Must be a Sergeant.

(2) Soldier must be on a current promotion list.

(3) Soldier must be serving in a 25E or 25D duty position.

(4) Soldier must meet all qualifications for selection to E6.

c. Soldiers without Advanced Leaders Course (ALC) credit must complete school pre-reqs before attending 25E or 25D MOS reclassification training. The 25E or 25D course is approved as the resident phase ALC equivalent for the MOS.

d. Soldiers not on a current promotion list upon completion of the 25E or 25D course must wait until boarded by the next regularly scheduled board or through supplemental board procedures authorized by AR 600-8-19. Soldiers that meet the zone of consideration on the next board and populate on the promotion list may be promoted.

### **3-25. Low Density MOS**

a. Units may request Soldiers to be considered for assignment and promotion in low density MOSs under the following conditions:

(1) Soldier is two grades under the authorized grade

(2) There is no authorized position in the unit or immediate geographic area for the intermediate grade for the low-density MOS

(3) There are no other qualified Soldiers available in the unit or immediate geographic area

b. As an example of this situation, if a Chemical, Biological, Radiological, and Nuclear (CBRN) company has an Modified Table of Organization and Equipment (MTOE) position for a Chemical Sergeant authorized in the rank of SSG that is not filled and a position for a Nuclear Specialist authorized in the rank of SPC, the SPC, if promotable (must be considered, on the EPS list, and in the selection objective of the current promotion list) and otherwise eligible for the assignment per section IX (AR 600- 8-19, Chapter 6), may be promoted to SGT against the SSG requirement.

c. Requests will be submitted on the vacancy/excess rosters that are submitted to EPM IAW Chapter 3 of this SOP. Approval and denials are made by the promotion authority.

d. Selection to a position two grades up is only considered a selection for the next higher grade.

### **3-26. Senior Non-commissioned Officer Assignment Board (SNAB)**

Procedures for selecting NCOs for CSM and 1SG positions are found in the GAARNG State Boards SOP.

## **Section III**

### **Active Guard Reserve (AGR)/Technician Positions/ADOS**

#### **3-27. AGR Positions**

a. AGR Vacancies. Units with AGR vacancies will submit a Standard Form 52 through the Chief of Staff's office to HRO. AGR Vacancies are filled year-round and do not have to wait for a vacancy fill. HRO will validate the vacancy and submit to the EPS section via IPPS-A CRM case to identify the next available AGR Soldier eligible for selection from the OML. Naming convention, SF52 Request to fill/Promotion. HRO will process any required transfers and promotions. Effective date of promotion for AGR Soldiers fully eligible for promotion upon selection will be the date the G-1 EPB receives the SF 52 from HRO.

b. Declining AGR Positions: IAW para 6-41, AR 600-8-19, AGR Soldiers are not authorized to decline positions.

c. Declination Hardships: Refer to paragraph 3-13 on how to submit a hardship.

d. AGR Soldiers are considered statewide for all vacancies.

#### **3-28. Technician Personnel/Compatibility**

a. The Promotion Board Preferences offers technicians the opportunity to decline assignments that are incompatible with their technician position. Technicians who decline assignments due to compatibility requirements will remain on the OML and will only be considered for compatible positions.

b. IAW AR 600-8-19, PARA 6-41 (a), Military Technicians may be allowed to decline an assignment to a non-compatible position without jeopardy to their standing on the promotion list. There is no limit to how many times a technician may do this on one list.

c. IAW Technician Personnel Regulation (TPR) 303 Military Technician Compatibility, paragraph 2-2e, technicians may request compatibility waivers through HRO for TAG approval.

#### **3-29. Promotion upon Mobilization**

a. Mobilized Soldiers will remain on the EPS list during their active-duty period. Soldiers can be selected or promoted during the vacancy fill process. Soldiers will not be released from mobilization; however, Soldiers will be transferred into the new higher grade permanent assignment. These Soldiers will be promoted, if fully eligible, in their mobilized assignment for the duration of the deployment and upon Release from Active Duty (REFRAD) will be released from attached mobilized unit to their new selected assignment.

b. The State of Georgia is authorizing DMD temporary promotions IAW Georgia's DMD temporary promotion policy dated October 2023. The effective date of promotion is the first day of arrival at deployment location. AGR are only authorized during mobilization; if Soldier is not EPS selected for promotion in the mobilization period they will be reduced immediately upon arrival of demobilization station. MDAYs, will be reduced if not EPS selected in period of mobilization by the separation date on 12b on the DD214. See EPS Steps on Temporary Deployment Promotion Information for submission instructions in Figure 3-7.

### 3-30. ADOS Declinations

Soldiers on ADOS will report to the unit they are selected to for promotion. If a Soldier is selected for promotion and their ADOS unit does not approve the new rank, the Soldier will need to decline the promotion. Soldiers will not be removed from the current EPS List.

## Chapter 4

### Additional EPM Policies and Procedures

#### 4-1. Junior Enlisted Promotions

a. Advancement to PV2, PFC, and SPC will be managed at unit level and processed automatically in IPPS-A. It is the Commander and First Sergeant's responsibility to manage all Junior Enlisted promotions daily.

b. The advancement rosters can be located under HR Professional Role in IPPS-A and by selecting the promotion roster tile. Units will select the applicable board identifier to access the promotion rosters. Soldiers that are fully eligible will be promoted based on effective date of promotion when fully eligible but will not exceed 90 days from the eligibility date.

c. Soldiers with any flagging actions or have not met the promotion eligibility requirements will default to Promotion Non-Select. Soldiers currently flagged must have their flag removed in IPPS-A to be eligible for promotion. Flags may be initiated or removed by selecting the view flag tab or by using the restrictions tab IAW AR 600-8-2. All flagging actions are processed at Battalion level and must have proper supporting documentations (DA 268) for removal or initiation of any flagging actions. Once the flag is removed, the commander or the designated representative must change the status to Promotion Select on the promotion roster and select the appropriate eligibility date on the Promotion effective Date, Grade Entry Date and Rank Entry Date.

d. Promotion with waiver for TIS and TIG will be processed in IPPS-A. The Commander or the commander's designated representative must select a status of Promotion Select to promote a Soldier with a waiver and select the appropriate eligibility date on the Promotion effective Date, Grade Entry Date and Rank Entry Date.

<b>RANK</b>	<b>TIG</b>	<b>TIG WAIVER</b>	<b>TIS</b>	<b>TIS WAIVER</b>
PV2	NA	NA	6 mos	4 mos
PFC	4 mos	2 mos	12 mos	6 mos
SPC	6 mos	3 mos	24 mos	18 mos

#### 4-2. Awarding a MOS or ASI

Awarding MOS or ASI are approved at Battalion or Brigade level. The Unit will submit all requests through IPPS-A by creating a Qualifications and Skills PAR for awarding PMOS, SMOS, AMOS or ASI and route to the proper chain of command. (Refer to IPPS-A Manual). The Unit will ensure all supporting documents are uploaded in the Soldier's iPERMs record.

#### 4-3. Permanent Change of Assignment

a. Enlisted Soldiers who want to voluntarily change assignments to another major subordinate command (MSC) or Soldier's whose assignment is involuntary changed due to command directive and/or Army requirements. Soldiers may be assigned between GAARNG units within the state. Change of assignments for Soldiers within the state can be either requested voluntarily through their unit, or reorganization according to procedures established by the G-1 and IAW NGR 600-200.

b. Voluntary assignment. A request for assignment requires approval from losing and gaining unit commands. Soldiers promoted into current position are stabilized for 18 months before requesting a voluntary transfer. Transfers may be accepted provided:

(1) There is an MTOE/ Table of Distribution and Allowances (TDA) authorized position vacancy.

(2) The Soldier is MOS qualified in the position vacancy or can meet the requirements for MOS qualification per DA Pam 611-21 and agrees to become qualified within time period given.

c. Involuntary assignment. Soldiers who are obligated by statute or contract may be involuntarily assigned to unit MTOE/TDA position vacancies providing the involuntary travel conditions in AR 135-91, paragraph 5-5, are met. However, Soldiers may voluntarily accept assignments beyond those limits.

d. The only authorized Assignment Requests to be actioned by MSC and below are Permanent Change of Assignment (PCA), Duty Position Change (POS), and Attachment (ATC) within MSC.

e. Losing MSC will create a CRM Ticket using the following naming convention, MSC name to MSC name Transfer, Gaining UIC, Position number. Example: 48th IBCT to 648th MEB Transfer, WPQUT0, Position #: 03051325. Attached letter of acceptance from gaining unit and route to G-1 EPM section.

f. Units will ensure the Soldier is informed in writing when a command directed transfer is processed.

g. Leaders should consider an achievement award for all Soldiers when a permanent change of station occurs.

#### **4-4. Transfer to Inactive National Guard**

a. Enlisted Soldiers requesting to transfer into the Inactive National Guard (ING). All enlisted Georgia Army National Guard Soldiers in active drilling status may request transfer to the Inactive National Guard (ING) for the following reasons IAW NGR 614-1.

(1) Change of residence.

(2) Incompatibility with civilian employment.

(3) Temporary overseas or out-of-state residency for education, employment, or a missionary obligation.

(4) Temporary medical disqualification, not due to line-of-duty injury, that can be corrected in less than one year. Both transfer to the ING and back to active status will require verification of medical status. Transfer to the ING is not authorized for injuries that occur while an ING Soldier is temporarily on active status on a Culminating Training Event (CTE) or Active-duty Training (ADT) orders or at annual muster.

(5) Pregnancy.

(6) Valid reason for delay from entering on active duty with their unit when mobilized.

(7) Released from active duty with a mobilized unit before the release of the unit from its mobilization status.

(8) As an alternative to serving in the Individual Ready Reserve (IRR) of the United States Army Reserve (USAR) to complete the second portion (two, four, or five years) of the 6x2, 4x4, or 3x5 enlistment option, or of another residual commitment to serve in the Ready Reserve of the Army, after an initial period of service on active status with ARNG. Soldiers must execute a DA Form 4836 for the remaining period.

(9) Leaving active status and eligible for and desires to maintain a connection with the ARNG in inactive status by extending term of service to be placed in the ING instead of being discharged.

b. For a reason other than those cited in this paragraph, a request must be approved by the G1.



c. Unit will assist Soldier in submitting a DA Form 4187 signed by the Soldier and commander requesting transfer to the ING, including a letter from party of interest (such as an employer letter for employment overseas) through their chain of command. (Refer to Figure 4-1 Transfer to Inactive National Guard checklist).

d. Unit will have the Soldier sign the ING checklist and muster letter; the Soldier and/or unit will contact the Education Services Officer (ESO) for information on the impacts to the Soldier's educational benefits and/or incentives.

e. Unit will create a CRM Ticket via IPPS-A to request a transfer to the Inactive National Guard (TING) and route through command channels to EPM.

f. Unit will use the following naming convention in the ticket description: Transfer to Inactive National Guard (TING) Request, MSC name. example TING Request, 648th MEB

g. Unit will attach applicable packet and route through command channels

h. The MSC S-1s will route the ticket to the GA EPM workflow for further processing (Refer to IPPS-a manual)

i. The MSC must forward the complete packet to GA EPM through IPPS-A at least 90 days (before the request date).

j. Soldiers will remain in a primary position during their ING assignment. ING Soldiers will not be moved into excess positions, nor will the assignment extend past 12 months.

j. All Transfers to the Inactive National Guard must be approved by the G1.

#### **4-5. Return from Inactive National Guard**

a. All enlisted GAARNG Soldiers in inactive status may request transfer from the ING to active status.

(1) When transferring ING Soldiers to active status: Bonus-related questions may be located in AR 135-178 and NGR 600-7. Suspension and reinstatement policy is explained in NGR 614-1 paragraph 2-21.

(2) All Soldiers transferring from the ING to an active status must have a current periodic health assessment (PHA), performed annually per AR 40-502, and meet the body composition standards of AR 600-9 prior to transfer.

b. Soldier submits memorandum/ letter requesting return from ING to active status with effective date through their chain of command.

c. Unit will complete a DA Form 4187 signed by the Soldier and commander and schedule the Soldier for a PHA and HIV test within 12 months. (Refer to Figure 4-2 Return from Inactive National Guard (RING) checklist).

d. Unit will create a CRM Ticket via IPPS-A to request a return from Inactive National Guard (RING) and route through command channels to EPM.

e. Unit will use the following naming convention in the CRM description: RING Request, MSC name. Example RING Request, 648th MEB

f. The MSC S-1s will review the packet and route the CRM to the GA EPM workflow for further processing (refer to IPPS-A manual).

#### **4-6. ING Annual Muster**

a. Units will send a muster memorandum to each Soldier required to attend annual muster at least one month before the annual muster by certified mail with a return receipt request.

b. Units will conduct the annual muster concurrently with a regularly scheduled unit training assembly.

c. Memorandum returned as undeliverable will be maintained at the unit, in an appropriate suspense file, for further action.

d. After the Soldier has mustered, the unit will include a muster attendance roster when returning the Soldier to an active status for pay purposes.

e. Soldiers in ING will be returned to an active status after 364 days in the ING if no TING packet has been submitted through the chain of command to extend the Soldier's initial request date. A RING packet will also be submitted if a Soldier request to return from the ING before the expiration date.

#### **4-7. Reduction Request Procedures**

- a. An administrative reduction, reduction due to misconduct, and reduction for inefficiency are processed at state level by GA EPM Section IAW AR 600-8-19 Chapter 7.
- b. Units will submit all administrative reduction packets through IPPS-A by creating a Demotion PAR and route through command channels to EPM.
- c. Units will submit all reductions due to misconduct and inefficiency reductions IAW GAARNG JAG SOP. EPM will be the final approval authority for all reduction PARs.
- c. Units will use the following naming convention in the PAR description: Reduction, Rank, MSC name. Example: Reduction to SPC, 648th MEB.

#### **4-8. Bar to Reenlistments**

- a. A Soldier's commander may initiate or recommend initiating a BAR for any untrained Soldier whose time in grade (TIG) is 36 months or more, and the Soldier has failed or refused to attend the requisite PME for their current grade, provided the PME course was available. Revert to NGR 600-200, 25 March 2021 8-23.
- b. Unit will create an CRM Ticket via IPPS-A to request a BAR to Reenlistment, Immediate Reenlistment or Extension and route through command channels to EPM.
- c. Unit will use the following naming convention in the CRM Ticket description: BAR Request, MSC name. Example BAR Request, 648th MEB.
- d. Unit will attach applicable supporting documentation (BAR Packet) and route to the GA EPM.

#### **4-9. Age Waiver**

- a. Units may submit waivers for Soldiers to continue service beyond the age of 60 IAW NGB-ARH-Policy-Memo 09-026, dated 13 August 2009.
- b. Units will utilize enclosure (Figure 4-3), DA Form 4187 and Age 60 Waiver Checklist when submitting age waiver request.
- c. Unit will use the following naming convention via CRM case: Age Waiver Request, MSC name.

## **Appendix A References**

### **AR 25-50**

Preparing and Managing Correspondence, 10 October 2020

### **AR 40-502**

Medical Readiness, 27 June 2019

### **AR 135-178**

Enlisted Administrative Separations, 21 June 2024

### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 14 March 2016

### **AR 350-1**

Army Training and Leader Development, 10 December 2017

### **AR 600-8-19**

Promotions and Reductions, 21 June 2024

### **AR 600-9**

The Army Body Composition Program, 16 July 2019

### **ARNG-IPPG**

Army National Guard IPPS-A Personnel Policy Guidance, 20 November 2020

### **DA PAM 611-21**

Military Occupational Classification and Structure, 20 December 2022

### **DMD Temporary Promotions**

GAARNG Guidance on Deployment Temporary Promotions Policy, 10 October 2023

### **DoD Manual 5200.02**

Procedures for the DoD Personnel Security Program (PSP), 29 October 2020

### **NGR 600-5**

The Active Guard Reserve Program Title 32, Full Time National Guard Duty, 12 May 2023

### **NGR 600-7**

Selected Reserve Incentive Program, 12 August 2014

### **NGR 600-200**

EPM, 25 March 2021

### **NGR 614-1**

Inactive Army National Guard, 18 March 2010

**PPOM 19-037**

Integration of Special MOS Alignment Promotion Program for MOS 25D and 25E, 13 August 2019

**PPOM 21-026**

Consolidated Enlisted Promotion Policies, 13 May 2021

**PPOM 22-046**

Army National Guard (ARNG) Maternity Leave Program Implementing Guidance, 02 December 2022

**PPOM 23-004**

Revised Authorization to Promote 68WF (E-5 to E-6) Critical Care Flight Paramedics (CCFP) Over-Grade, 25 January 2023

**PPOM 23-006a**

Update to Stripes for Buddies, 06 March 2023

**PPOM 23-023**

Revised Modification to CSM Program, 10 August 2023

**PPOM 23-029**

ARNG Semi-Centralized Promotion System for Sergeant/Staff Sergeant (SGT/SSG) Boards Effective Fiscal Year (FY) 2024, 09 August 2023

**PPOM 24-011a**

ARNG Personnel Policy Supplementary Guidance on Actions Required for Failure to Meet Security Requirements, 16 May 2024

**PPOM 24-014**

Army National Guard (ARNG) Implementation Guidance for Suspension of Temporary Promotions and Select/Train/Educate/Promote (STEP) Policy and the Reduction of the On- Line Training, 07 June 2024

## **Appendix B**

### **Section I Tables**

**Table 2-1**  
EPS Eligibility Criteria

**Table 4-1**  
Waivers for Time in Service and Time in Grade

### **Section II Figures**

**Figure 2-1**  
DA Form 4187, Request for Administrative/ Command initiated removal from EPS List

**Figure 2-2**  
EPS List Locations

**Figure 3-1**  
EPS Geographical Locations Map

**Figure 3-2**  
DA Form 4187, EPS Exception to Policy

**Figure 3-3**  
M-Day Declination of Promotion

**Figure 3-4**  
Hardship Waiver Request (DA Form 4187 included)

**Figure 3-5**  
DA Form 4187, Hardship Removal Request

**Figure 3-6**  
Request for Standby Advisory Board (STAB)

**Figure 3-7**  
DA Form 4856, Exception to Policy, Temporary Promotion Counseling Statement-for higher grade DMD-MARRS (NIPER-net)

**Figure 4-1**  
Transfer to Inactive National Guard Checklist (DA Form 4187 and counseling checklist included)

**Figure 4-2**  
Return from Inactive National Guard Checklist (DA Form 4187 included)

**Figure 4-3**  
Age Waiver Checklist (DA Form 4187 and Age Waiver Checklist included)

## **Glossary**

### **Section I Abbreviations**

#### **ACFT**

Army Combat Fitness Test

#### **ADMINCRCTN**

Administrative Correction

#### **ADOS**

Active duty operational support

#### **AGR**

Active Guard Reserve (also Active Guard/Reserve)

#### **ALC**

Advanced Leader Course

#### **AMOS**

Alternate Military Occupational Specialty

#### **AOC**

Area of Consideration

#### **AR**

Army Regulation

#### **ARNG**

Army National Guard

#### **ASI**

Additional Skill Identifier

#### **CCFP**

Critical Care Flight Paramedic

#### **CPMOS**

Career Progression Military Occupational Specialty

#### **CTE**

Culminating Training Event

#### **DA**

Department of the Army

#### **DCSPER**

Deputy Chief of Staff, Personnel

**DTMS**  
Digital Training Management System

**EPM**  
Enlisted Promotion Manager

**EPS**  
Enlisted Personnel Services

**ETP**  
Exception to policy

**FRAGORD**  
Fragmentary order

**GA**  
Georgia

**GAARNG**  
Georgia Army National Guard

**HOR**  
Home of Record

**HRAB**  
Human Resources Actions Branch

**HRO**  
Human Resources Office

**IAW**  
In Accordance With

**ING**  
Inactive National Guard

**iPERMS**  
Individual Personnel Electronic Records System

**IPPS-A**  
Integrated Personnel and Pay System - Army

**M-Day**  
Mobilization Day (Traditional Soldier)

**MOS**  
Military Occupational Specialty

**MSC**  
Major Subordinate Command

**MTOE**  
Modified Table of Organization and Equipment

**NCO**  
Non-Commissioned Officer

**NCOIC**  
Non-Commissioned Officer In Charge

**NGR**  
National Guard Regulation

**OML**  
Order of Merit List

**PAR**  
Personnel Action Request

**PHA**  
Periodic Health Assessment

**PME**  
Professional Military Education

**PMOS**  
Primary Military Occupational Specialty

**POS**  
Duty Position Change

**PPOM**  
Personnel Policy Operational Memorandum

**REFRAD**  
Release from Active Duty

**RING**  
Return from Inactive National Guard

**SFAB**  
Security Force Assistance Brigade

**SLPRR**  
State Logistic Personnel Prioritization Roster

**SMAPP**  
Special MOS Alignment Promotion Program

**SMOS**  
Secondary Military Occupational Specialty



**SNAB**  
Senior Non-Commissioned Officer Assignment Board

**SOP**  
Standard Operating Procedure

**SQI**  
Skill Qualification Identifier

**STAB**  
Standby Advisory Board

**TAG**  
The Adjutant General

**TDA**  
Table of Distribution and Allowances

**TIG**  
Time In Grade

**TING**  
Transfer to Inactive National Guard

**TIS**  
Time In Service

**USASMC**  
US Army Sergeants Major Course

## **Section II** **Terms**

**G1**  
Deputy Chief of Staff, Personnel (DCSPER); the senior military personnel officer (MILPO) at division and above

**G-1**  
The office and staff of the G1

**M-Day**  
The common term used to describe traditional drilling Guardsmen. The term refers to that unnamed date in the future upon which a traditional drilling Guardsman is called into active service under Presidential authority for a mobilization.

**Unit**  
A company, troop, or battery.



<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice AD600-8-104 AHRC. <a href="https://dpoid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/AD08-8-104-AHRC.pdf">https://dpoid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/AD08-8-104-AHRC.pdf</a>		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code) MSC/BDE Commander Company Street address City, State, Zip Code	2. TO (Include ZIP Code) G1 Deputy Chief of Staff, Personnel Attention: HR Actions Branch 1000 Halsey Avenue, Building 447 Marietta, GA 30060	3. FROM (Include ZIP Code) Company Commander Address City, State, Zip Code
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC CURRENT GRADE/RANK/PMOS	6. DOD ID NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Administrative / Command Initiated Removal from CY25 EPS list
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required) 		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
Authority: AR 600-8-19, PARA 6-43 & 6-44 (Administrative/Command Initiated Removal)		
1. Request removal from EPS OML for the reasons below. Supporting documentation is attached.		
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE Unit CDR, CPT, IN, CDR	13. SIGNATURE 	14. DATE (YYYYMMDD)

Figure 2-1 DA Form 4187, Request for Removal from EPS List



Figure 2-1 DA Form 4187, Request for R

**DO YOU KNOW WHERE YOU ARE  
ON THE PROMOTION LIST?**

**SCAN & SEE NOW!**

**DON'T SEE YOUR NAME BUT THINK YOU SHOULD??? SUBMIT A STAB!**

STANDBY ADVISORY BOARD (STAB) WILL BE HELD IN MARCH; IT'S FOR SOLDIERS WHO HAVE ERRORS IN THEIR RECORDS OR ARE MISSING FROM THE LIST THAT SHOULD BE ELIGIBLE FOR PROMOTION THIS YEAR.

**PLEASE CONTACT YOUR UNIT FOR QUESTIONS REGARDING THE PROMOTION LIST AND/OR THE STAB.**






G1 SOPS      G1 Personnel Sharepoint Link:      EPS Forum Link:      G1 NCO Corps Link:

**Figure 2-2 EPS List Locations**



Figure 2-2. EPS List Locations.pdf

# ▼ Geographical Locations

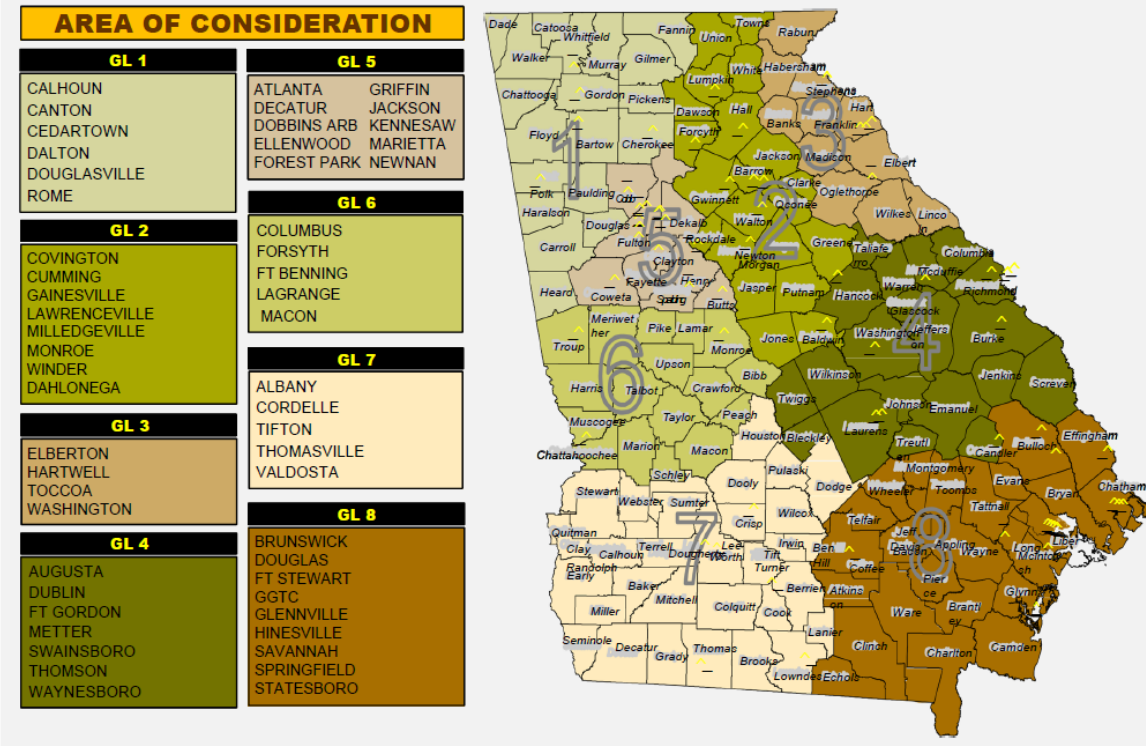


Figure 3-1 EPS Geographical Locations Map



Figure 3-1 EPS Geographical Locations

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
<b>AUTHORITY:</b> 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. <b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. <b>NOTE:</b> For additional information see the System of Records Notice AD600-8-104 AHRC. <a href="https://rpoid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://rpoid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a> <b>ROUTINE USE(S):</b> There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. <b>DISCLOSURE:</b> Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
1. THRU (Include ZIP Code) MSC/BDE Commander Company Street address City, State, Zip Code	2. TO (Include ZIP Code) G1 Deputy Chief of Staff, Personnel Attention: HR Actions Branch 1000 Halsey Avenue, Building 447 Marietta, GA 30060	3. FROM (Include ZIP Code) Company Commander Address City, State, Zip Code
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC CURRENT GRADE/RANK/PMOS	6. DOD ID NUMBER
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting In Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Exception to Policy
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V)</b>		
1. Request an ETP for reason. 2. Provide justification for ETP and source documentation.		
<b>SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE Unit CDR, CPT, IN, CDR	13. SIGNATURE	14. DATE (YYYYMMDD)

Figure 3-2 DA Form 4187, EPS Exception to Policy



Figure 3-2 DA Form 4187, EPS Exception

Declination of Promotion \*\*\*For M-Day Soldiers Only\*\*\*

[Redacted]  
(Date)

MEMORANDUM FOR:

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

SUBJECT: DECLINATION OF PROMOTION

Full Name: [Redacted] Employee ID: [Redacted]  
Rank: [Redacted] EPS Fill Soldier is Selected on (Month/Year): [Redacted]

RETURNING UNIT INFO:

Unit Name: [Redacted] UIC: [Redacted]  
Position Number: [Redacted]

Reason for Declination \_\_\_\_\_

M-Day Soldiers who decline a promotion within 14 days for which they are fully eligible and concurrent with their selected AOC and MOS will be removed from the promotion list for the remainder of the cycle. Promotion/Lateral orders will be revoked. The Soldier will transfer back to their previous unit. They will not be reinstated on the list under any circumstances and will not be eligible for consideration until the next scheduled annual promotion board. Per AR 600-8-19 para 6-41 (d).

[Redacted Signature Line]

\_\_\_\_\_  
Signed by Soldier

Figure 3-3 Declination of Promotion (M-Day only)



Figure 3-3 M-Day  
Declination of Prom

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a>		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code) Brigade/MSC Commander Address City, State, Zip Code	2. TO (Include ZIP Code) The Adjutant General - Georgia 1000 Halsey Avenue Marietta, GA 30060	3. FROM (Include ZIP Code) Company Commander Address City, State, Zip Code
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC CURRENT GRADE/RANK/PMOS	6. DOD ID NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Hardship Request
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
Detailed Reason for hardship. Soldier must sign DA 4187.		
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE COMPANY COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, DEC 2022

PREVIOUS EDITIONS ARE OBSOLETE.

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**Figure 3-4 DA Form 4187, Hardship Waiver Request**



Figure 3-4 DA 4187 Figure 3-4 Hardship  
Hardship Request.p Waiver Request.pdf

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a>		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code) Brigade/MSO Commander Address City, State, Zip Code	2. TO (Include ZIP Code) The Adjutant General - Georgia 1000 Halsey Avenue Marietta, GA 30060	3. FROM (Include ZIP Code) Company Commander Address City, State, Zip Code
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC CURRENT GRADE/RANK/PMOS	6. DOD ID NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Hardship Removal Request
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
Explanation on reason for removing hardship request. Soldier must sign DA 4187.		
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE UNIT COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, DEC 2022

PREVIOUS EDITIONS ARE OBSOLETE.

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**Figure 3-5 DA Form 4187, Hardship Removal Request**



Figure 3-5 DA 4187  
Hardship Removal R



**REQUEST FOR STANDBY ADVISORY BOARD CONSIDERATION**  
IAW AR 600-8-19, Chapter 6-48 (dtd 21 June 2024)

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**SECTION I – SOLDIER IDENTIFICATION**

NAME \_\_\_\_\_ SSN \_\_\_\_\_ RANK \_\_\_\_\_  
(Last, First, MI)

CPMOS \_\_\_\_\_ UNIT OF ASSIGNMENT \_\_\_\_\_

---

**SECTION II – REQUEST FOR CONSIDERATION**

I request the below be considered by the Board:

Reason for Request[s] All must be completed prior to 1 October 2024	Attached Supporting Documentation (if needed)	IPPS-A Verified

\*ALL packets will be submitted via IPPS-A /CRM Case to State EPM Team. EPM Team will verify iperms for documents  
 \*NAMING CONVENTION: "MSC STAB SFC John Doe 123456789X"  
 \*Supporting documents and Letter to president of the boards are optional (example missing NCOER explanation)  
 I am requesting Standby Advisory Board consideration as described above.

\_\_\_\_\_  
Signature of requesting Soldier

\_\_\_\_\_  
Date

---

**SECTION III – AUTHORIZATION**

I have reviewed this STAB request, verified documents are attached within the Administrative Correction PAR, and verified supporting documents have been submitted into iPERMS.

\_\_\_\_\_  
Printed Name of Commander

\_\_\_\_\_  
Signature of Commander

\_\_\_\_\_  
Date

---

**SECTION IV – RECEIPT CONFIRMATION** *(for State use only)*

I certify that EPS has received this Standby Advisory Board request packet, and the Standby Advisory Board roster is updated.

\_\_\_\_\_  
Printed Name of Receiver

\_\_\_\_\_  
Signature of Receiver

\_\_\_\_\_  
Date Received

This packet will be going before the Standby Advisory Board for consideration on following date:

\_\_\_\_\_  
Date of the Board

1 June 2024 Edition

**Figure 3-6 Request for Standby Advisory Board (STAB)**



Figure 3-6. Request for Standby Advisory

DEVELOPMENTAL COUNSELING FORM		
For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
<b>PRIVACY ACT STATEMENT</b>		
<p><b>AUTHORITY:</b> 5 USC 301, Departmental Regulations, 10 USC 3013, Secretary of the Army.</p> <p><b>PRINCIPAL PURPOSE:</b> These records are created and maintained to manage the member's Army and Army National Guard service effectively, to document historically a member's military service, and safeguard the rights of the member and the Army.</p> <p><b>NOTE:</b> For additional information, see the System of Records Notice A0600-8-104b AHRC, <a href="https://oigis.defense.gov/Privacy/SORN/index/DOD-wide-SORN-Article-View-Article:570051/a0600-8-104b-ahrc/">https://oigis.defense.gov/Privacy/SORN/index/DOD-wide-SORN-Article-View-Article:570051/a0600-8-104b-ahrc/</a>.</p> <p><b>ROUTINE USE(S):</b> There are no specific routine uses anticipated for this form; however, it may be subject to a number of proper and necessary routine uses identified in the system of records notice specified in the purpose statement above.</p> <p><b>DISCLOSURE:</b> Disclosure is voluntary.</p>		
<b>PART I - ADMINISTRATIVE DATA</b>		
Name (Last, First, MI) <b>SOLDIER'S NAME</b>	Rank/Grade	Date of Counseling
Organization <b>UNIT</b>	Name and Title of Counselor <b>UNIT COMMANDER'S NAME, Commander</b>	
<b>PART II - BACKGROUND INFORMATION</b>		
<p><b>Purpose of Counseling:</b> (Leader states the reason for the counseling, e.g. Performance/Professional/Event-Oriented counseling, and include the leader's facts and observations prior to the counseling.)</p> <p>Approach: <input type="checkbox"/> Non Directive <input type="checkbox"/> Combined <input type="checkbox"/> Directive</p> <p>Type of Counseling: <input type="checkbox"/> General Form <input type="checkbox"/> Professional Growth <input type="checkbox"/> Performance <input checked="" type="checkbox"/> Event Oriented</p> <p>Events: <input type="checkbox"/> Superior Performance <input type="checkbox"/> R &amp; I Counseling <input checked="" type="checkbox"/> Promotion <input type="checkbox"/> Crisis <input type="checkbox"/> Referral <input type="checkbox"/> Transition  <input type="checkbox"/> Substandard Performance <input type="checkbox"/> Adverse Separation</p> <p><b>Purpose of Counseling:</b> DMD Temporary Promotion</p>		
<b>PART III - SUMMARY OF COUNSELING</b>		
Complete this section during or immediately subsequent to counseling.		
<b>Key Points Discussion:</b>		
<p><b>Key Point 1 - Service member meets eligibility</b></p> <p><b>SOLDIER'S NAME</b>, with the implementation of the Army National Guard Temporary Promotion Policy, PPOM 23-003a, you are being considered for temporary promotion due to your higher grade assignment on the Deployment Manning Document (DMD).</p> <p>You have verified you are on the current and/or meet the eligibility for the next EPS CY List.</p>		
<p><b>Key Point 2 - DMD Promotions</b></p> <p>If approved, your effective date of temporary promotion will be the arrival at deployment location (not the MOB station).</p> <p>You must be fully eligible for selection/promotion on the effective date of the temporary promotion.</p>		
<p>SM is <input checked="" type="checkbox"/> / is not <input type="checkbox"/> recommended for promotion.</p> <p><b>Key Point 3 - REFRAD Process</b></p> <p>You will not be assigned to the priority placement list, however you will remain on the EPS list at the lower grade.</p> <p>If subsequently selected for promotion during an EPS vacancy fill, your temporary promotion will become permanent (except for AGR Soldiers awaiting a control grade).</p> <p>AGR Soldiers not selected for a valid vacancy at the higher grade during the deployment you will be administratively reduced to your former grade effective the day immediately upon arrival to DE-MOB station if Soldiers are not EPS selected.</p>		
<b>OTHER INSTRUCTIONS</b>		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		
<p>DA FORM 4856, MAR 2023 <span style="float: right;">APD AEM v1.0088 Page 1 of 3</span></p> <p>PREVIOUS EDITIONS ARE OBSOLETE.</p>		

Figure 3-7 DA Form 4856, DMD Temporary Promotion



Figure 3-7 DA Form 4856, Exception to Po Temporary Deploym

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice A0000-8-104 AHRC. <a href="https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A008-8-104-AHRC.pdf">https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A008-8-104-AHRC.pdf</a>		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
1. THRU (Include ZIP Code) MSC/BDE Commander Company Street address City, State, Zip Code	2. TO (Include ZIP Code) G1 Deputy Chief of Staff, Personnel Attention: HR Actions Branch 1000 Halsey Avenue, Building 447 Marietta, GA 30060	3. FROM (Include ZIP Code) Company Commander Company Street address City, State, Zip Code
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Request Transfer to Inactive Guard
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required) _____		10. DATE (YYYYMMDD) _____
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V)</b>		
1. I, RANK FIRST NAME MIDDLE NAME LAST NAME (LAST FOUR OF SSN) hereby apply for transfer to the Inactive Army National Guard (ING) of Georgia as of (EFFECTIVE DATE). My current assignment data is: a. IPPS-A Position Number: _____ b. PMOS: _____ DMOS: _____ 2. This request is based on the provisions of NGR 614-1. The specific reason for requesting transfer is (see paragraph 2-1 a):  3. I understand and agree to the following while a member of the ING: a. I will be available to report for State or Federal mobilization. b. I will be required to report for a specified annual muster day during each training year or fiscal year. c. I will be required to maintain a current periodic (performed annually) health assessment (see AR 40-501, paragraph 8-20). d. I will immediately report any changes to my current address and contact information (as set out below) to my unit commander or designated representative. e. I will immediately report to my unit commander or designated representative any change in my status, such as physical condition or family situation, which could affect my availability for mobilization. 4. My current contact information is: Mailing Address: _____ Phone Number: _____ Personal Email Address: _____		
<b>SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE Unit Commander	13. SIGNATURE _____	14. DATE (YYYYMMDD)

**Figure 4-1 DA Form 4187, Request for Transfer to Inactive Guard**



Figure 4-1. DA Form 4187, Request for Transfer to Inactive Guard



Figure 4-1. ING



Figure 4-1. Transfer to Inactive Guard Checklist

PERSONNEL ACTION		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNS/Army/A006-8-104-AHRC.pdf">https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNS/Army/A006-8-104-AHRC.pdf</a>		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code) Brigade Commander Street address City, State, Zip Code	2. TO (Include ZIP Code) G1 Deputy Chief of Staff, Personnel Attention: HR Actions Branch 1000 Halsey Avenue, Building 447 Marietta, GA 30060	3. FROM (Include ZIP Code) Unit Commander Street address City, State, Zip Code
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Request Return from Inactive Guard
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
I request transfer from the Inactive Guard as of YYYYMMDD		
Current unit of assignment is:		
MSC: _____		
Unit Name: _____		
IPPS-A Position Number: _____		
Primary MOS: _____		
Duty MOS: _____		
Last PHA Date: _____		
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE Unit Commander	13. SIGNATURE	14. DATE (YYYYMMDD)

Figure 4-2 DA Form 4187, Return from Inactive Guard



Figure 4-2 DA 4187 Request Return from Inactive Guard

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a>		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code) MSC/BDE Commander Company Street address City, State, Zip Code	2. TO (Include ZIP Code) TAG-GA: ATTN: G1 1000 HALSEY AVENUE MARIETTA, GA 30060	3. FROM (Include ZIP Code) Company Commander Company Street address City, State, Zip Code
4. NAME (Last, First, MI) Last Name, First Name, MI	5. GRADE OR RANK / PMOS / AOC E-7/ SFC/ 68W40	6. DOD ID NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify):
<input type="checkbox"/> Aliborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
Request for waiver for extension of enlistment for: 1. _____ Retention beyond the age of 60 (Table 2 Rule B) Soldier is not qualified for retirement at age 60 2. Current ETS Date: _____ Projected ETS Date: _____ 3. Number of Months for which extension waiver is requested: _____ All waivers, unless otherwise indicated, will be for one-year 4. Number of waivers previously granted: _____ Reason: _____ 5. Authority: NGB-ARH Policy #09-026, 13 Aug 2009, GAARNG G-1 SOP 7-1, 01 Oct 2021  Waivers for retention beyond the age of 60 requires a memo stating reason/ justification.		
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE Company Commander	13. SIGNATURE	14. DATE (YYYYMMDD)

Figure 4-3 DA Form 4187, Age 60 Waiver



Figure 4-3 Age 60 Waiver Checklist.pdf



Figure 4-3 DA 4187, Age 60 Waiver.pdf