



DEPARTMENT OF THE ARMY
GEORGIA ARMY NATIONAL GUARD
1000 HALSEY AVENUE, BUILDING 447
MARIETTA, GEORGIA 30060-4277

NGGA-JFHQ

13 JUN 2025

MEMORANDUM FOR President, CY27 GAARNG Enlisted Promotion Board

SUBJECT: CY27 GAARNG Enlisted Promotion Letter to the President of the Board

1. I appreciate the opportunity to acknowledge discrepancies in my board file that may impact my rating and standing in the FY26 GAARNG Enlisted Promotion Board Cycle.
2. **ACFT/AFT:** Provide details and explanation for missing or out of date data.
3. **HT/WT:** Provide details and explanation for missing or out of date data.
4. **Weapons Qualification:** Provide details and explanation for missing or out of date data.
5. **NCOER:** Provide details and explanation for missing or out of date data. (Example: I have a gap in my NOCERs due to taking an administrative reduction when hired into the AGR program. I was hired as a Human Resources Specialist with a start date of 17 March 2014. My gap is from 11 January 2014 to 29 November 2015, regained the rank of sergeant. My annual NCOER with a thru date of 30 September 2024 may or may not be in my record by the time of the board convening. My support form is currently up to date as of the day of this memorandum).
6. **The topics listed here are only examples.** This memo should only be used as a template and adjusted to your circumstances after reviewing your "My Board File".
7. The point of contact for this memorandum is the undersigned at 123-456-6036 or joe.j.snuffy.mil@army.mil.

JOE J. SNUFFY
SFC, GAARNG
Human Resource NCO

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