

Human Resources Branch
(NGGA-PEA)

Officer Personnel Management

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
1 October 2025

UNCLASSIFIED

SUMMARY of CHANGE

Procedures for Officer Actions

Release Revision dated 1 October 2025

- o Added instructions for accession packet processing throughout.
- o Added instructions for promotion packet processing throughout.
- o Added PPOM policy #25-023 throughout.
- o Added instructions for Reserve Officer Training Corps processing, 2 – 7.
- o Added guidance for Simultaneous Membership Program (SMP) Cadets, 2 – 8.
- o Added guidance and instructions for Initial Entry Training Waiver requests, 6 – 1.

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Chapter 1 Overview

1-1. Purpose

Prescribes National Guard Bureau (NGB) and Georgia Army National Guard (GAARNG) procedures governing the appointment, assignment, and management of Officers and Warrant Officers of the GAARNG. Provides eligibility requirements, administrative procedures, applications processing, and other related Officer personnel actions to include Branch and MOS change requirements, promotion, and federal recognition (FEDREC).

1-2. References

Required list related to publications, prescribed and referenced forms are in Appendix A.

1-3. Appendices

- a. Appendix A – References
- b. Appendix B – Glossary
- c. Appendix C – Figure List (fillable checklists for all packet types)
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Chapter 2 Officer Accessions

2-1. Applicability

This chapter applies to commissioned officers, warrant officers, civilians, prior service officers, and enlisted personnel seeking appointment in the GAARNG. This chapter does not apply to general officers.

2-2. Actions Required of Officer Strength Manager/ Warrant Officer Strength Manager

- a. Officer Strength Manager (OSM) / Warrant Officer Strength Manager (WOSM) will locate positions for applicants in coordination with Major Subordinate Command (MSC) S1's and Officer Personnel Branch (OPB). Newly commissioned officers will not be projected against vacancies in Joint Force Headquarters (JFHQ). They must be assigned to a MSC. Refer to DA PAM 600-3.
- b. Verify positions in IPPS-A are vacant, non-mobilization related; the position must have an available start date prior to the date of accession.
- c. Coordinate with applicants to complete appointment packets. Inform applicants who are not current GAARNG members that they cannot perform duty until approved by OPB, and initial appointment orders have been issued.

d. Verify all required and supporting documentation is in the system of record. Use the Army Military Human Resources Record (AMHRR) Required Documents List from www.iperms.hrc.army.mil to determine if a document is required to be filed in iPERMS.

e. OSM will use the Reserve Officer Training Corps (ROTC) Tracker on Teams to account for and notify OPB of incoming ROTC personnel. [ROTC | GAARNG G-1 Officer Personnel Branch | Microsoft Teams](#)

2-3. Appearance Boards

Applicants seeking appointments/reappointments in the GAARNG will be required to appear in person before a Federal Recognition Board (FRB). Soldiers currently in the military are required to wear the Army Service Uniform. Civilians will wear appropriate business attire. Warrant Officer Candidates (WOC) and Officer Candidates (OC) must appear before the FRB prior to attending Warrant Officer Candidate School or Officer Candidate School. WOC applicants will submit the documents listed in Figure 2-1 and OC applicants will submit documents listed in Figure 2-2 to OPB to be scheduled for the FRB. All WOC and OC must appear in person before the FRB prior to attending the officer producing course.

2-4. Applications for Appointment/Reappointment - Basic Branch

Applications for appointment as an Officer or Warrant Officer in the GAARNG will adhere to the requirements for each type of accession listed below.

a. Initial appointments/reappointments will include all documents listed on the appropriate checklist in Figure 2-1 through Figure 2-16.

b. All applicants for appointment as an Officer or Warrant Officer must meet the physical standards of fitness as outlined in AR 40-501, Chapter II for Commissioning Physicals or Class 1 Flight Physicals. All applicants must have a current DD Form 2808, Genesis Printout, or DODMERB physical dated within 24 months (18 months for flight status) prior to the accession date. Refer to PPOM 23-044 Army National Guard Medical Standards f or Appointment and Reappointment for examples and guidance.

c. Any required waiver(s) must be approved at the appropriate level and included in application for appointment prior to the Federal Recognition Board. All waivers must be reviewed during the conduct of the board.

2-5. Applications for Appointment/Reappointment - Specialty Branch

Applications for appointment as an Officer in the GAARNG will adhere to the requirements for each type of accession listed below

a. Initial appointments/reappointments will include all documents listed in Figure 2-17 through Figure 2-26.

b. All applicants for appointment/reappointment as an Officer must meet the physical standards of fitness as outlined in AR 40-501, Chapter II for Commissioning Physicals or Class 1 Flight Physicals. All applicants must have a current DD Form 2808, Genesis Printout, or DODMERB physical dated within 24 months (18 months for flight status) prior to the accession date. Refer to PPOM 23-044 Army National Guard Medical Standards f or Appointment and Reappointment for examples and guidance.

c. Any required waiver(s) must be approved at the appropriate level and included in application for appointment prior to the Federal Recognition Board. All waivers must be reviewed during the conduct of the board.

d. Specialty branch applicants must have approval prior to the submission of the FRB packet. OCS graduates must have USAREC Board results prior to graduation for appointments into a Special Branch.

2-6. Application for Direct Commission (DC) Appointment – Cyber and Enlisted

The intent of the ARNG direct commissioning program is to offer an alternate commissioning source to exceptionally qualified individuals. The ARNG Direct Commissioning Program is not intended to replace or adversely affect OCS or other commissioning programs. Initial appointments will include all documents listed in Figure 2-10 and Figure 2-11.

a. The minimum requirements for consideration will be reviewed by the OSM.

(1) Education. A certified transcript must be included in the packet as proof of the applicant's completion of a baccalaureate degree from an accredited college or university.

(2) Service requirement. Applicant must have served at least 24 months as an active drilling member in any ARNG unit. Further, individuals must be in an active status in good standing for the preceding 12 months before applying.

(3) Army Record Physical Fitness Test. Applicants must pass an Army Record Fitness Standard Test per AR 350-1 (Army Training and Leader Development), meeting the same standards required for OCS. A certified DA Form 705 must be dated within six months of application.

(4) Body weight/height. Applicants must meet the height/weight standards prescribed in AR 600-9 (The Army Body Composition Program), to include body composition limitations for enrollment and appointment. Certified height and weight statement must be dated within 90-days of application.

(5) Training requirement. Must be a graduate of the Basic Leader Course (BLC). This does not apply to Specialty Branch accessions.

(6) Age. Minimum age of 22-years. Maximum age for appointment is 41-years and 364-days. Waivers are not authorized.

(7) Any required waiver(s) must be approved at the appropriate level and included in application for appointment prior to the Federal Recognition Board. All waivers must be reviewed during the conduct of the board.

b. Applicants who are currently serving in the military must be considered 'exceptional' to participate in the Direct Appointment program. Exceptional applicants must possess:

(1) An advanced degree in their Direct Appointment field of interest.

(2) Credentials or certifications in their Direct Appointment field of interest.

(3) Five or more years of experience in the Direct Appointment field of interest.

(4) Three of the last five performance evaluations reflect 'exceeds standards', 'most qualified,' or equivalent ratings.

(5) The ability to pass the physical fitness test and meet the height and weight standards for their age and gender.

(6) Current Service members must prove their experience, training, and education (that would otherwise warrant a higher-grade appointment) was not financed by any Department of Defense (military) funded programs (e.g., tuition assistance). All experience, training, and education must be funded with private resources, to be considered for this Direct Appointment program.

c. A pre-determination memo is required for each Direct Commission appointment.

2-7. Reserve Officer Training Corps (ROTC)

OSM will refer to Appendix D for tracking and processing ROTC personnel.

2-8. Simultaneous Membership Program (SMP)

a. Enlisted members of the GAARNG cannot contract until they have elected to either participate in the SMP or discharge from Reserve Component to accept campus-based ROTC scholarships and reenlist in the USAR Control Group ROTC.

b. GAARNG Soldiers in an ROTC program who wish to contract, will sign the SMP agreement (NGB Form 594) with the UIC that is patterned with their ROTC program. SMP Soldiers will be assigned to that UIC and perform IDT at the respective locations:

(1) W84EAA – University of North Georgia (Dahlonega, GA)

(2) W90L10 – Georgia Military College (Milledgeville, GA)

(3) W90L11 – Georgia Southern University (Statesboro)

(4) W90L13 – North Detachment (Lawrenceville)

c. Exceptions to policy will be reviewed and processed by the State Officer Strength Manager.

2-9. Actions Required of OSM/WOSM

a. Review all required documents and systems of records to ensure accuracy. OSM will place missing documents in iPERMS prior to packet submission to OPB.

b. Submit all required documents based on the applicable checklists.

c. Submit complete accession packets to OPB via the Customer Relationship Management (CRM) Module in IPPS-A using Appendix G to determine appropriate naming convention.

2-10. Additional Items of Consideration

In addition to the eligibility criteria listed in NGR 600-100/101, the following issues should be taken into consideration prior to acceptance of an applicant into the GAARNG:

a. The applicant's time in grade should be taken into consideration when considering appointment. Officers who are senior in grade may be under Department of the Army Promotion Selection Board (DA PSB) consideration. Active-duty officers not selected for promotion may be considered for appointment in the GAARNG. A waiver from Human Resources Command (HRC) will be required for any active-duty officer twice non-selected for promotion prior to appointment in GAARNG.

b. Other than initial appointments, officers must be placed into branch qualified positions.

c. Field grade officers (Major and above/ CW3 and above) require approval from the Chief of Staff (CoS) prior to being accessed. Acceptance is based solely on the needs of the GAARNG.

d. ROTC Early Commissioning Program (ECP). ECPs may have an active-duty service obligation (ADSO) that will require the officer to leave the National Guard service upon completion of their college degree and attendance of Basic Officer Leader Course (BOLC).

e. Applicants will not perform Inactive Duty Training or Annual Training with a unit until OPB approves the completed packet. Applicants requiring a Federal Recognition Board (FRB) will not perform duty until after the approved FRB results are received by OPB and appointment orders have been issued.

f. Current Active Guard Reserve (AGR) enlisted Soldiers must be approved by the Chief of Staff (CoS) and the Human Resources Office (HRO) prior to being appointed as an AGR officer. They will not be appointed prior to approval.

g. T-32 Technicians must be approved by the CoS and the HRO prior to being appointed to prevent grade inversion and ensure there is a Position Description for an officer assignment.

Chapter 3

Officer Interstate Transfers (ISTs – In & Out) and In-Service Recruits (ISRs – In Only)

3-1. Applicability

Officers and Warrant Officers that are currently serving in Components 1 or 3, the Individual Ready Reserves (IRR) or any other military branch who want to transfer as an In-Service Recruits (ISR) into the GAARNG. Officers and Warrant Officers that are currently serving in the Army National Guard who want to Interstate Transfer (IST) in or out of the GAARNG. All Officers and Warrant Officers require Federal Recognition into the GAARNG, even if it is an IST, change of state. If it is discovered an officer was incorrectly transferred via IPPS-A into a unit position it is imperative the unit work with R&R OSM to obtain the proper documentation expeditiously. GAARNG will not be able to conduct any actions for the officer without proper federal recognition.

Note: Officers and Warrant Officers that are currently serving in the GAARNG that want to be released to the IRR need request through their Chain of Command; Refer to the G-1 Services Transitions Section SOP for further instructions. Transitions Distro: ng.ga.gaarnng.list.ngga-g1-transitions@army.mil.

3-2. Criteria

Officers and Warrant Officers must meet the minimum requirements listed below. Field grade officers (Major and above/ CW3 and above) require approval from CoS or Command Chief Warrant Officer (CCWO) respectively prior to being accessed. Acceptance is based solely on the needs of the GAARNG.

a. In-Service Recruits Transfer (ISR) into the GAARNG (Figure 3-1).

(1) Officers must have a letter of acceptance (LOA). If the officer is a Field Grade Officer, the transfer must first be approved by the CoS or CCWO respectively.

(2) Officers cannot have a break in service.

(3) Officers transferring into the GAARNG are required to obtain federal recognition in the GAARNG.

(4) Officers must not be in the Medical Evaluation Board (MEB/PEB) process.

b. Army Reserve (USAR) and IRR Transfer into GAARNG (Figure 3-2)

(1) Officers must have a LOA. If the officer is a Field Grade Officer, the transfer must first be approved by the CoS or CCWO respectively.

(2) Any applicable waiver must be approved by proper approval authority prior to packet submission to OPB.

(3) Officers transferring into the GAARNG are required to obtain federal recognition in the GAARNG.

(4) Officers must not be in the Medical Evaluation Board (MEB/PEB) process.

c. Interstate Transfer (IST) into the GAARNG (Figure 3-3)

(1) Officers must have a Letter of Acceptance (LOA). If the officer is a Field Grade Officer, the transfer must first be approved by the CoS or CCWO respectively.

(2) Officers will not receive a LOA if there is a non-transferable flag.

(3) Officers must not be within 120 days of their Mandatory Removal Date.

(4) Officers must not be pending involuntary separation.

(5) Officers who are 2xNS, must first be approved by the CoS.

(6) Officers transferring into the GAARNG are required to obtain change of state federal recognition in the GAARNG.

d. ISTs and ISRs do not require prior FRB action for acceptance so long as the officer is being accessed as the same grade and same branch as when departing previous assignment.

*Note: If a traditional officer is accepted into the GAARNG as a Warrant Officer this transaction requires the Federal Recognition Board prior to the accession with the grade change. If the officer is requesting a different branch this transaction requires the Federal Recognition Board prior to the accession.

e. Interstate Transfer (IST) out of the GAARNG (Figure 3-4)

(1) All officers must have a written request to transfer out of the GAARNG, routed through the Chain of Command.

(2) All officers must have an approved release memo from the GAARNG.

(3) Officers will not receive approval if there is a non-transferable flag.

(4) Officers must not be within 120 days of their Mandatory Removal Date.

(5) Officers must not be pending involuntary separation.

(6) Officers must not be in the Medical Evaluation Board (MEB/PEB) process.

3-3. Actions Required of the Officer

- a. Officers that are ISR or IST into GAARNG will work with Recruiting and Retention (R&R) Officer Strength Manager to complete the required checklist. Units in the GAARNG other than R&R are not authorized to accept Officers into the State.
- b. Officers requesting IST out of the GAARNG will start the transfer process at the company level. Officers are encouraged to find a unit in the state where they are moving to obtain the LOA.

3-4. Actions Required of Unit (IST Outgoing)

- a. Complete all Officer Evaluation Reports prior to the transfer to the gaining state.
- b. Verify the officer turns in all equipment prior to the transfer.
- c. Complete the checklist and add documents as a PDF portfolio. All individual documents in the portfolio will follow naming convention" Last Name_Document Name.

3-5. Actions Required of Battalion S1 (IST Outgoing)

- a. Review checklist and supporting documentation for accuracy.
- b. Verify all supporting documentation is in the appropriate systems of record.
- c. Submit for Battalion Commander signature on required documents.
- d. Forward reviewed packet to Brigade S1 for review, signature, and submission to OPM.

3-6. Actions Required of Brigade S1 (IST Outgoing)

- a. Review checklist and supporting documentation for accuracy.
- b. Verify all supporting documentation is in the appropriate systems of record.
- c. Submit for Brigade Commander signature on required documents.
- d. Submit complete IST outgoing packets to OPB via the Customer Relationship Management (CRM) Module in IPPS-A with the following naming convention: "IST- OUTGOING MSC RANK LAST NAME, FIRST NAME."

Note: Individuals will have IPPSA access revoked for completing transactions accepting officers or warrant officers into the GAARNG without following proper procedures. All incoming officers must be routed through R&R and Field Grade Officers require CoS approval.

3-7. Actions Required of OSM/WOSM (ISR/IST Incoming)

- a. Review all ISR incoming and IST incoming packets for completeness and accuracy. Include all documents listed in Figures 3-1 – Figure 3-3.
- b. Coordinate with the losing unit or component to correct all packet issues that may hinder transfer.
- c. Review all supporting documentation for accuracy.

d. Submit complete incoming IST or ISR packets to OPB via the CRM module in IPPS-A with the following naming convention: "IST- INCOMING RRB RANK LAST NAME, FIRST NAME" or "ISR RRB RANK LAST NAME, FIRST NAME".

3-8. ROTC transfer into GAARNG from Another State

ROTC graduates from another state who have not been appointed in that State will be processed for separation or transferred to the IRR by the losing State. Georgia will subsequently provide the appointment order and newly completed NGB Form 337.

Chapter 4 Officer Promotions

4-1. Applicability

Currently serving GAARNG officers and warrant officers recommended for promotion and federal recognition in the next higher grade. Promotions for officers and warrant officers are actioned IAW NGR 600-100 and NGR 600-101. Promotions from First Lieutenant (1LT) to Captain (CPT) are managed by Commander recommendations and boarded through the monthly FRB or Department of the Army Promotion Selection Boards (DA PSB). Promotions to Major (MAJ) through Colonel (COL), promotions are managed at the State level through the utilization of the Career Management Board (CMB) and the Field Grade Assignment Committee (FGAC). All promotions are based on the needs of the organization as determined by existing requirements and guidance from senior leadership.

4-2. Minimum Requirements for Officer and Warrant Officer Promotion

a. To be considered for promotion to fill a unit vacancy an ARNG commissioned officer must:

(1) Be in an active status for a minimum of one consecutive year immediately preceding promotion consideration.

(2) Be medically fit in accordance with AR 40-501. Must have a Periodic Health Assessment (PHA) within 12 months and not be a Medical Readiness Classification (MRC) code of 4.

(3) Meet the height and weight standards prescribed in AR 600-9.

(4) Have completed the minimum years of TIG indicated in NGR 600-100 ch 8.

(5) Have completed the minimum MILED requirements indicated in NGR 600-100 ch 8.

(6) Have completed the minimum CIVED requirements indicated in NGR 600-100 ch 8.

(7) Have passed a physical fitness test within the time frame dictated by AR 350-1. An officer who has failed the physical fitness test should be flagged in accordance with AR 600-8-2 and is not eligible for federal recognition.

(8) Must have a valid security clearance verified by the G-2 or their unit Security Manager using the system of record. The memorandum verifying the security clearance must include the date the officer was entered into the continuous evaluation (CE) program. The CE date must be within 5 years of packet submission.

b. To be considered for promotion to fill a unit vacancy, an ARNG warrant officer must:

(1) Be in an active status; for a minimum of one consecutive year immediately preceding promotion consideration.

(2) Be medically fit in accordance with AR 40-501. Must have a Periodic Health Assessment (PHA) within 12 months and not be a Medical Readiness Classification (MRC) code of 4.

(3) Meet the height and weight standards prescribed in AR 600-9.

(4) Have completed the minimum years of TIG indicated in NGR 600-101 ch 7.

(5) Have completed the minimum MILED requirements indicated in NGR 600-101 ch 7.

(6) Have passed a physical fitness test within the time frame dictated by AR 350-1. An officer who has failed the physical fitness test should be flagged in accordance with AR 600-8-2 and is not eligible for federal recognition.

(7) Must have a valid security clearance verified by the G-2 or their unit Security Manager using the system of record. The memorandum verifying the security clearance must include the date the officer was entered into the CE program. The CE date must be within 5 years

4-3. Officer/Warrant Officer Promotion Packet Requirements

Officer promotions will adhere to the requirements in the appropriate checklists. See Figure 4-1 to 4-7 for detailed requirements.

4-4. Time in Grade Promotions

TIG is an ARNG Officer's years of service for purposes of promotion and federal recognition computed from the date of rank for 2LT to 1LT and WO1 to CW2. NGB Form 78 must be submitted when an officer reaches minimum TIG regardless of whether the officer is recommended for promotion. If Officer is not recommended for promotion, a non-recommendation or extension request must be submitted.

a. The following considerations must be reviewed for promotion from 2nd Lieutenant (2LT) to 1st Lieutenant (1LT):

(1) 2LT (minus ECP/Aviation/Chaplain Candidate 2LTs) must complete BOLC and have 18 months TIG.

(2) All 2LTs must be awarded their Initial Appointment prior to submitting a promotion request.

(3) ECP 2LTs must have 24 months TIG and are not required to have BOLC completed. A civilian education (CIVED) waiver of up to 12 months will be routed through OPB and The Adjutant General (TAG) for review by the Commander, HRC, Fort Knox for completion of baccalaureate degree requirements.

(4) Aviation 2LTs who have not graduated from BOLC may be promoted at 24 months of commissioned service if currently enrolled in Flight School XXI/BOLC and not flagged.

(5) IAW PPOM 21-055, Chaplain Candidate (56X) 2LTs who have 18 months or more TIG will be considered eligible for promotion to 1LT regardless of CHBOLC completion status. Chaplain candidates (56X) are not eligible for promotion to CPT until appointed as a Chaplain (56A).

(6) IAW AR 135-155, Army Medical Department (AMEDD) officers, regardless of grade in which appointed, other than Specialized Training Assistance Program (STRAP) participants and Medical Services (MS) officers with Medical Functional Area (MFA) 70 or Area of Concentration (AOC) 67J, are required to complete the AMEDD resident RC Officer Basic Course (BOLC) within 3 years after appointment. STRAP participants do not have to complete the AMEDD resident RC BOLC until 3 years after the completion of their STRAP training program.

b. The following considerations must be reviewed for promotion from Warrant Officer (WO1) to Chief Warrant Officer 2 (CW2):

(1) Enlisted applicants in the grade of E7 with a minimum of two-years TIG on the date of appointment as a WOC, may be appointed to WO1 upon completion of WOCS, and upon completion of WOBC may be promoted to CW2. The date of rank will be the day after the completion of WOBC (NGR 600-101 p.2-10). See NGR 600-101 for additional rules for early appointments and promotion.

(2) All WO1s must be awarded their Initial Appointment and their primary MOS prior to submitting a promotion request.

c. The promotion eligibility date (PED) for 2LT's and WO1's is the earliest date on which the officer meets all eligibility requirements. Note: The PED will be 1 day after BOLC/WOBC as that is the last factor.

4-5. Time in Grade Extensions for Promotion

Recommendations for Promotion to 1LT and CW2 must be completed when the officer reaches minimum TIG regardless of whether the officer is qualified for promotion or not. If the officer is not qualified for promotion for any reason other than noncompletion of Individual Entry Training (IET), an extension request must be submitted. See Figure 4-3 and Figure 4-4. Refer to Chapter 6-1 for IET waiver requests.

4-6. Time in Grade Non-Recommendations

Recommendation for Promotion to 1LT must be completed when the officer reaches minimum TIG regardless of whether the officer is qualified for promotion or not. If the officer is not qualified for promotion, a non-recommendation request must be submitted. DA Form 78 will be submitted. Once approved by the approval authority, please use the appropriate G1 Transitions checklist to submit for discharge.

4-7. Unit Vacancy Promotions

a. UVPs consist of Officers who are eligible to be promoted to the ranks of CPT through COL and CW3 through CW5. This action requires a Federal Recognition Board.

b. Field grade promotions will be submitted according to the CMB and FGAC results.

c. Commissioned Officers must be Branch qualified and the primary slot holder of a higher-grade position or the primary slot holder for an officer immaterial position. Warrant officers can remain in lower grade positions up to CW4. For promotion to CW5, a CW4 must be in a higher-grade position.

c. UVP packets will not be accepted for officers who are within the zone of consideration for DA PSB.

d. If required, submit a Branch Transfer packet that requires proponent approval well in advance of the UVP packet. See Appendix E of this SOP for branches which require proponent approval. If the branch transfer is denied by the proponent, the officer should be transferred to a slot for which they are qualified for their promotion. Note: G1 is the approval authority for award of officer branches via IPPS-A.

e. AMEDD and Chaplain (CH) Officers may be able to hold positions one grade above and up to two grades below their current rank depending on their branch and Area of Consideration (AOC) per PPOM 17-004.

f. All UVP packets must be completed (see Figure 4-5 and Figure 4-6) and submitted to OPB prior to the cutoff date for each month's FRB. For the current list of cut-off dates, follow the link to the OPB team's Teams page: [FY26 FEDREC Board Schedule As of 20250529.pdf](#)

4-8. Department of the Army Promotion Selection Boards (DA PSB)

a. Commissioned Officers will be considered by DA PSB the year prior to reaching maximum time in grade. The zones of consideration are published in the DA Reserve Component Board Schedule.

b. Officers who are being considered by the DA PSB are not eligible for unit vacancy promotions.

c. Officers who will be considered by the DA PSB will receive notification from Human Resources Command (HRC) with specific board information to their .mil email address. This is the only notification Officers will receive. Preparation for the DA PSB is an individual responsibility. If assistance is needed, Officers should see their S1. Officers should review the Military Personnel (MILPER) message specific to their DA PSB and prepare accordingly. Review MILPER messages here: <https://www.hrc.army.mil/Milper>

d. Board results are generally released four to six months from the date the board adjourned. Board results can be reviewed at: <https://www.hrc.army.mil/content/Selection%20Boards>.

e. Officers selected by the DA PSB who are not assigned to a higher-grade position must submit a promotion delay memo to OPB or transfer to and accept a position in the United States Army Reserve (USAR). The promotion may be delayed for up to three years for M-day officers. The promotion may be delayed indefinitely for AGR officers. Note: If an AGR resigns, DA PSB MDAY rules apply.

f. Officers who are selected by the DA PSB, are assigned to a higher-grade position, and are otherwise fully eligible for promotion, will submit a DA Select promotion packet (Figure 4-7).

g. Officers who have been considered and not selected by the DA PSB are not eligible for promotion.

h. The DA Boards schedule can be found here: [FY26 DA Board \(ARNGUS\) Schedule.pdf](#)

4-9 Actions Required of Unit for TIG Promotion and Extension/ UVP/ DA Promotions

a. Verify the Officer meets all requirements for promotion.

b. Prepare the packet in accordance with the appropriate checklist.

c. Complete checklist and add documents as a PDF portfolio. All individual documents in the portfolio will follow naming convention" Last Name_Document Name"

d. Submit packet to Battalion S1 for review and Battalion Commander signature.

4-10. Actions Required of Battalion S1 for TIG/ UVP/ DA Promotions

a. Review checklist and supporting documentation for accuracy.

b. Verify all supporting documentation is in the appropriate systems of record.

c. Submit for Battalion Commander signature on required documents.

d. Forward packet and supporting documentation to Brigade S1 for review, signature, and submission to OPM.

4-11. Actions Required of Brigade S1 for TIG Promotion and Extension/ UVP/ DA Promotions

a. Review checklist and supporting documentation for accuracy.

b. Verify all supporting documentation is in the appropriate systems of record.

c. Submit to Brigade Commander signature on required documents.

d. Submit complete and accurate promotion/extension packets to OPB via the Customer Relationship Module in IPPS-A with the following naming conventions.

(1) DA Promotions: DAPM_RANK LAST NAME

(2) UVP: FRB_UVP-O_RANK LAST NAME/FRB_UVP-W_RANK LAST NAME

(3) TIG: TIG-P_MSC_RANK LAST NAME

(4) TIG-Extension: TIG-E_MSC_RANK LAST NAME

4-12. Additional Items of Consideration

Officers must be fully qualified for promotion IAW AR 135-155, NGR 600-100, and NGR 600-101 prior to being recommended for promotion. In addition to these qualifications, the following issues should be taken into consideration when recommending officers for promotion:

a. Field grade promotions. Officers being promoted to MAJ through COL must be selected by the FGAC prior to submitting a promotion packet. OPB will not process field grade promotion packets for an officer who has not been approved by the FGAC.

b. AGR Officers recommended by the FGAC for promotion to MAJ through LTC must have a control grade authorized prior to submitting a promotion packet.

c. Warrant Officers must be within 120 days of meeting minimum TIG eligibility and Professional Military Education (PME) requirements at the time the FRB convenes in accordance with PPOM #19-042 and PPOM #19-029.

d. The CCWO will review and validate all warrant officer promotion recommendations prior to consideration by the FRB.

e. AMEDD promotions. Refer to PPOMs 17-004 Army National Guard (ARNG) Specialty Branch Commissioned Officer Over-Grade Policy & PPOM 23-048 AMEDD Officer Personnel Management Guidance for additional information on AMEDD promotions and assignments.

f. Promotion to Colonel, will only occur after approval by GAARNG TAG and confirmation from the Senate. https://www.senate.gov/legislative/nominations_new.htm

g. AGR officers who resign after 3 years from the initial DA PSB selection will require a new DA PSB selection prior to submitting a promotion packet.

Chapter 5

Officer Personnel Classification Board

5-1. Applicability

The Officer Personnel Classification Board (OPCB) is a state board conducted by the HRAB Chief, which reviews assignments of Commissioned Officers to branch substitutable positions in other than their initial or additional Area of Concentration (AOC) / Functional Area (FA) Designation as well as requests for the award of additional AOC/FA. Officers currently serving in the GAARNG seeking branch change, MOS change, award of AOC/FA, and additional skill identifiers (ASI) no longer require federal recognition but do require NGB approval. All Warrant Officers seeking a MOS change need the Proponent Pre-Determination (PDP) Memo prior to the OPCB. The PDP memo is obtained through the WOSM.

5-2. Officer Branch Transfer Request

a. IAW PPOM 22-035 a branch transfer permanently changes the commissioned officer's branch. Officers are usually not transferred without their consent. Branch transfers generally affect the ranks of lieutenant and captain; majors will be considered on a case-by-case basis.

b. Branch transfers will be initiated by the officer concerned in writing through command channels and will clearly state the reasons for the transfer and will provide all supporting documentation or graduate certificates.

c. GAARNG will conduct the OPCB in accordance with PPOM 23-035 paragraph 6-5. The OPCB will require that an officer has completed the appropriate specific military education (MILED) per DA PAM 600-3 prior to approval of a branch transfer, and if applicable, a predetermination approval.

(1) Prepare packet in accordance with Figure 5-1 (Branch Transfer Checklist).

(2) Submit complete packet to OPB via the CRM Module in IPPS-A with the following naming convention: "MISC BRCH XXX RANK LAST NAME, FIRST NAME."

(3) Branch transfers and name changes must be finished in IPPS-A at least 120 days before the convening date of a DA PSB.

(4) NGB is the final approval authority for all AOC/FA and MOS redesignations.

(5) State OPB completes all PARs after OPCB approval.

d. Refer to Appendix E (Branch Transfer Predetermination Requests by Proponent) of this SOP for predetermination requirements by branch.

e. Branch transfers for specialty branch personnel (AMEDD, Judge Advocate General (JAG), and Chaplain) are not authorized. To transfer to or from any of these branches requires reappointment (see chapter 2 of this SOP).

f. 2LTs who have been extended federal recognition or temporary federal recognition and who have not yet completed BOLC are exempt from the requirement for an OPCB. These exemptions do not apply to any Officer requesting reappointment from a Basic Branch into one of the Specialty Branches or a Specialty Branch to a Basic Branch, this action requires an FRB.

Note: Officers must have a commissioning source to request reappointment.

5-3. Award of Area of Concentration (AOC) / Functional Area (FA) Designation / Additional Skill Identifiers (ASI)

a. Award of initial appointment AOC Personnel Action Request (PAR) will be initiated at the MSC level and submitted to OPM for approval in IPPS-A.

b. Award of FA, AOC, ASI, and Language Indicator Code (LIC) after the requisite testing, will be processed at the state level IAW NGR 600-100 and NGR 600-101.

c. Withdrawal of AOC, FA, ASI, and LIC (if the periodic testing is not completed) may be accomplished on the recommendation of the commander, OPM, or the request of the officer concerned. Reviews should be accomplished annually to determine whether AOC, FA, ASIs, or LIC are valid or should be withdrawn. Officers should only retain those AOC, FA, ASIs, and LIC in which they are currently qualified. For officers who have not been assigned to an appropriate position or received related training (either military or civilian) within five years, consideration should be given to withdraw the AOC, FA, ASI, or LIC.

5-4. Warrant Officer MOS Change Request

WOSM will initiate a CRM case for Warrant Officer MOS changes and route them to OPB. OPB will then verify source documentation. All Warrant Officer MOS Change PARs will be done at the State level. MOS redesignation requires proponent approval.

5-5. Actions Required of Unit for Branch Change/ Award of AOC/FA

a. Verify that the officer has met all eligibility requirements for the requested branch in DA PAM 600-3 Officer Talent Management or other applicable policies for each branch.

b. Complete checklist and add documents as a PDF portfolio. All individual documents in the portfolio will follow naming convention" Last Name_Document Name".

c. Submit packet to Battalion S1 for review and Battalion Commander signature.

5-6. Actions Required of Battalion S1 Branch Change/ Award of AOC/FA

a. Review checklist and supporting documentation for accuracy.

b. Verify all supporting documentation is in the appropriate systems of record

c. Submit for Battalion Commander signature on required documents.

d. Forward packet and supporting documentation to Brigade S1 for review, signature, and submission to OPM.

5-7. Actions Required of Brigade S1 Branch Change/ Award of AOC/FA

- a. Review checklist and supporting documentation for accuracy.
- b. Verify all supporting documentation is in the appropriate systems of record.
- c. Submit to Brigade Commander signature on required documents.
- d. Submit complete and accurate branch change packets to OPB via the CRM Module in IPPS-A with the following naming convention: "MISC BRCH XXX RANK LAST NAME, FIRST NAME.

Chapter 6 Other Officer Actions

6-1. Initial Entry Training Waiver

ARNG members are required to complete the minimum training required for deployment within 24 months of appointment or enlistment, or they must be discharged. This applies to all ARNG enlistees and appointees pending the completion of IET to become qualified for deployment. This training includes basic combat training, one station unit training, advanced individual training, Basic Officer Leader Course A and B, and Warrant Officer Basic Course (WOBC). Waiver authority for an extension beyond 24 months is not delegable below the Secretary of the Army.

a. The 24-month IET requirement is waived by the Secretary of the Army without formal action for healthcare providers (to include medical students) and in the following cases:

(1) Officers actively attending training with a completion date beyond 24 months from the date of appointment or enlistment.

(2) Officers with a reserved training seat, split option trainees, or those experiencing training delays due to seat nonavailability resulting in a timeline exceeding the 24-month IET requirement.

(3) Officers currently in the Early Commissioning Program and Chaplain Candidates.

b. IET waiver requests must be received by OPB at the beginning of the 18th month from appointment along with the NGB Form 78 to meet NGB timelines for waiver requests. The request must include a memorandum which cites the reasons why training cannot be completed in accordance with the 24-month training requirement and must provide the projected date of completion. Waivers granted on a case-by-case basis.

c. Officers not trained or reserved for IET within 24 months must be discharged. By statute, no extensions beyond 24 months are authorized. This process is required regardless of the reason for the officer being found not IET qualified. TAG may separate the officer rather than request an extension for IET or promotion at any time after 18 months from the date of appointment per 10 USC 14503. Separation proceedings will be initiated no later than the completion of 24 months of commissioned service per AD 2025-04 and PPOM 25-023.

d. Initiation of separation for failure to complete IET will be processed by the officer's commander through G-1 Services for separation approval and publication of separation order and in accordance with AR 135-175. Separation of Officers. Discharge requests are accomplished with or without the officer's consent.

e. TAG may request a waiver to NGB to reappoint an officer previously separated for failure to complete IET. OPB may further request Federal recognition only after NGB approves reappointment.

6-2. Officer Name Change

- a. Officer Name Change no longer requires federal recognition or approval from NGB.
- b. Legal documentation providing the name change must be provided and be in iPERMS.
- c. Units may approve name change requests with proper documentation via PARs in IPPSA.
- d. If name change request is routed to OPB see Figure 6-1 for the checklist.

6-3. Officer Mandatory Removal Date (MRD) Exception to Policy

- a. Officers in the categories below may request an MRD exception to policy (ETP):
 - (1) Military technicians may be retained up to two years to qualify for an unreduced annuity
 - (2) Military technicians may be retained up to two years for essentiality
 - (3) AGR officers with 18 or more years but less than 20 years Active Federal Service (AFS) may be retained until they reach 20 years AFS
 - (4) M-day officers with 18 or more years but less than 20 years of federal service may be retained until they reach 20 years of service creditable towards a non-regular retirement
 - (5) Fully qualified AMEDD and Chaplain officers
 - (6) Officers serving as the United States Property and Fiscal Officer (USPFO)
 - (7) For a mobilization (Voluntary Selective Continuation)
 - (8) Officers pending a Medical Evaluation Board or Physical Evaluation Board
- b. MRD ETP requests will be initiated by the officer concerned in writing through command channels. Refer to PPOM 23-014 Mandatory Removal Date (MRD) Handbook for Army National Guard (ARNG) Officers.
- c. MRD ETP requests must be submitted no later than six months prior to the officer's MRD. Officers are encouraged to submit requests 12 months prior to the MRD.
- d. MRD packets will be prepared in accordance with Figure 6-2.
- e. If the request is not the first ETP request, copies of ALL previous MRD retention approvals must be included in the request packet.
- f. MRD ETPs must include Command endorsement containing the State's overall strength by grade with an explanation for excess and vacancies for the requested branch of the ETP.
- g. Officers requesting ETP must be assigned to a primary position in IPPS-A (exception for T10 AGR / ADOS assignments).

6-4. Officer Transfers

a. Commissioned Officers (CPT and below) and Warrant Officers may be voluntarily transferred to another MSC or are involuntary transferred due to command directive and/or Army requirements. Officers may request to be assigned to a qualified position in any GAARNG unit provided Chain of Commands agree to the request.

b. Transfers between units within a MSC for Company Grade Officers should be approved and actioned within that MSC if there is an authorized vacant position. Units are authorized to create and approve Duty Position Change and Attachments.

c. MAJ and above transfers are only sanctioned by the FGAC. Process will be complete when OPB transfers the officer in IPPS-A.

Chapter 7

IPPSA Process Steps

7-1. Creating a Customer Relationship Management (CRM) Case

- a. Click the "Case Management" Tile from the HR Professional screen.
- b. Select "Member 360 View/Create Case".
- c. Enter SM's last name and first name then click "search".
- d. Once the SM's name appears, click on their name.
- e. On the top right, Actions should read Add IPPS-A Help Center Case in the drop-down box.
- f. Click "GO" button.

Appendix A

References

Army Regulation 135-155

Promotion of Commissioned Officers and Warrant Officers

Army Regulation 135-175

Separation of Officers

Army Regulation 350-1

Army Training and Leader Development

Army Regulation 40-501

Standards of Medical Fitness

Army Regulation 600-8-2

Suspension of Favorable Actions

Army Regulation 600-9

Army Composition Body Program

DA PAM 600-3

Officer Talent Management

DA PAM 611-21

Military Occupational Classification and Structure

National Guard Regulation 600-100

Commissioned Officers – Federal Recognition and Related Personnel Actions

National Guard Regulation 600-101

Warrant Officers – Federal Recognition and Related Personnel Actions

PPOM 17-004

Army National Guard (ARNG) Specialty Branch Commissioned Officer Over-Grade Policy

PPOM 19-029

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

PPOM 19-042

Revision of Minimum Warrant Officer Education System (WOES) Requirements for Promotion Eligibility

PPOM 21-055

Chaplain Candidate (56X) Appointments, Promotions, and Separations Supplemental Guidance

PPOM 22-035

Federal Recognition - Elimination of Requirement for Certain Personnel Actions

PPOM 23-014

Mandatory Removal Date (MRD) Handbook for Army National Guard (ARNG) Officers

PPOM 23-044

Medical Standards for Appointment and Reappointment

PPOM 23-048

AMEDD Officer Personnel Management Guidance

PPOM 25-023

Policy Update on the Requirement to Complete Initial Entry Training Within 24-Months and Waiver Request Process

Appendix B

Glossary

ADSO

Active Duty Service Obligation

AGR

Active Guard Reserve

ASI

Additional Skill Identifier

AOC

Area of Concentration

ABCP

Army Body Composition Program

AMEDD

Army Medical Detachment

AMHRR

Army Military Human Resources Record

BOLC

Basic Officer Leader Course

CMB

Career Management Board

CoS

Chief of Staff

CIVED

Civilian Education

DA PSB

Department of Army Promotion Selection Board

ECP

Early Commissioning Program

FEDREC

Federal Recognition

FRB

Federal Recognition Board

FGAC

Field Grade Assignment Committee

FA
Functional Area

GAARNG
Georgia Army National Guard

HRC
Human Resources Command

IRR
Individual Ready Reserve

IST
Interstate Transfer

JFHQ
Joint Force Headquarters

LoA
Letter of Acceptance

MSC
Major Subordinate Command

MRD
Mandatory Removal Date

MFA
Medical Functional Area

MRC
Medical Readiness Classification

MS
Medical Services

MILED
Military Education

MOS
Military Occupational Skills

NGB
National Guard Bureau

OC
Officer Candidate

OPB

Officer Personnel Branch

OSM

Officer Strength Manager

PHA

Periodic Health Assessment

PAR

Personnel Action Request

ROTC

Reserve Officer Training Corps

TIG

Time In Grade

USAR

United States Army Reserve

USPFO

United States Property and Fiscal Officer

WOBC

Warrant Officer Basic Course

WOC

Warrant Officer Candidates

WOSM

Warrant Officer Strength Manager

Appendix C

Figure List

Figure 2-1

Warrant Officer Candidate - Appearance

Figure 2-2

Officer Candidate - Appearance

Figure 2-3

Warrant Officer Candidate - Appointment

Figure 2-4

Officer Candidate - Appointment

Figure 2-5

Warrant Officer – Reappointment

Figure 2-6

Warrant Officer – Initial Appointment <12m Break

Figure 2-7

Warrant Officer – Initial Appointment >12m Break

Figure 2-8

Warrant Officer – Retired Regular Army Appointment

Figure 2-9

Reserve Officer Training Corps – Initial Appointment

Figure 2-10

Direct Commission – Enlisted

Figure 2-11

Direct Commission -- Cyber/Signal

Figure 2-12

Officer Appointment - <12m Break

Figure 2-13

Officer Appointment - >12m Break

Figure 2-14

Officer Appointment - Other than Army

Figure 2-15

Officer Reappointment - Other than AMEDD

Figure 2-16

Officer Reappointment- 67J-15A (No Break)

Figure 2-17

Specialty Branch- JAG Corps

Figure 2-18

Specialty Branch - Chaplain Corps

Figure 2-19

Specialty Branch - Reappointment- 56X>56A

Figure 2-20

Specialty Branch - ROTC AMEDD

Figure 2-21

Specialty Branch - AMEDD- Initial/ >12m Break

Figure 2-22

Specialty Branch - AMEDD- Reappointment/ <12m Break

Figure 2-23

Specialty Branch - AMEDD- Medical Student to Doctor

Figure 2-24

Specialty Branch - AMEDD- IPAP

Figure 2-25

Specialty Branch - AMEDD- Reappointment- 15A-67J (No Break)

Figure 2-26

Specialty Branch - AMEDD Transfer

Figure 3-1

Active Duty to NG- Other than AMEDD

Figure 3-2

USAR/IRR to NG- Other than AMEDD

Figure 3-3

Interstate Transfer- Incoming

Figure 3-4

Interstate Transfer- Outgoing

Figure 4-1

Time-in-Grade Promotion - 1LT

Figure 4-2

Time-in-Grade Promotion - CW2

Figure 4-3

Time-in-Grade Extension - 1LT

Figure 4-4

Time-in-Grade Extension - CW2

Figure 4-5

Unit Vacancy Promotion - CPT - COL

Figure 4-6
Unit Vacancy Promotion - CW3- CW5

Figure 4-7
DA PSB Promotion

Figure 5-1
Branch Transfer

Figure 2-2
Amendments

Figure 6-1
Initial Entry Training Waiver

Figure 6-2
MRD Extension Request

Appendix D
ROTC Tracking and Processing

ROTC	OPM Tasks
PH1- 60 DAYS PRIOR TO GRADUATION	
NGB62E (unsigned)	1. Add names to shared ROTC Tracker
Approved Waivers	2. Review submitted documents IAW approved timeline
SSN Card	3. Notify OSM of any corrections needed.
Birth Certificate	4. Upload correct documents to internal ROTC Teams folder.
Security Clearance	5. Update shared ROTC tracker as appropriate.
Physical w/ DODMERB	6. Verify documents have been placed in the appropriate system of record.
PH2- 30 DAYS PRIOR TO GRADUATION	7. Compile packet for NGB submission.
Prior Service Records	8. Update shared ROTC tracker as appropriate.
PH3- WEEK OF GRADUATION	
Demotion Order	
Discharge Memo	
ROTC Delegation Memo	
Statement of Understanding	
NGB 62E (signed)	
DA 71	
NGB 337	
DA 597-4/DA 597	
Prior Service Records	
FINAL- 10-14 DAYS AFTER GRADUATION	
Certified Civilian Education Transcripts	
COMPLETED PACKET TO OPB	

RRB Tasks
1. Add appropriate Phase documents to OPB ROTC Teams channel.
2. Review ROTC tracker for updates
3. Acknowledge and correct requested updates.
4. Update documents in the appropriate system of record.
5. Verify documents have been placed in the appropriate system of record.
6. Compile packet for OPB submission.

Appendix E
Branch Transfer Predetermination Requests by Proponent

PDP REQUIRED	PDP NOT REQUIRED
AIR DEFENSE ARMOR ARMY AQUISITIONS AVIATION CHEMICAL CIVIAL AFFARIS CYBER WARFARE ELECTRONIC WARFARE FIELD ARTILLERY FINANCIAL MANAGEMENT INFANTRY NON-LOGISTICS → LOGISTICS MILITARY INTELLIGENCE MILITARY POLICE PSYCHOLOGICAL OPERATIONS SPACE OPERATIONS	ENGINEER OD, QM, TC → LOGISTICS SPECIAL FORCES SIGNAL ADJUTANTS GENERAL - The HRMQC-RC is not a substitute for any BR CCC. To attend the HRMQC-RC, CCC must be complete. No memo required from HRH. Per PPOM 22-035, Branch Transfers DO NOT require a FEDREC action, but ALL Branch Transfers DO require HRH approval. This guidance is still applicable to Branch Transfers conducted at the State level. IAW NGR 600-100 APPENDIX M Per SMOM 22-026 - Marine to Guard Transfers FA, IN, MP, and PA do not require PDP

Appendix F

Instructional and Fillable Form Examples

Figure 1-1

Fillable Example NGB Form 62E

Figure 1-2

Instructions for NGB Form 78

Figure 1-3

Fillable Example NGB Form 78 – TIG Promotion Recommendation 18-24 Months

Figure 1-4

Fillable Example NGB Form 78 – TIG Promotion Recommendation 24-36 Months

Figure 1-5

Fillable Example NGB Form 78 – TIG Promotion Aviator Recommendation 24 Months

Figure 1-6

Fillable Example NGB Form 78 – TIG Promotion Chaplain Candidate Recommendation 24 Months

Figure 1-7

Fillable Example NGB Form 78 – TIG Promotion ECP Recommendation 24 Months

Figure 1-8

Fillable Example NGB Form 78 – TIG Extension Request

Figure 1-9

Fillable Example Security Clearance Memo

Figure 1-10

Fillable Example Letter of Recommendation for Promotion

Appendix G Naming Conventions

Appendix G - Naming Conventions

IPPS-A CRM	
OPM Provider Group = NGGA G-1 OFFICER PERSONNEL BRANCH	
MMM = MONTH MSC = MSC NAME	EXAMPLES
Name = Soldier's Lname, Fname, Mname	TIG-P-78TH TC_2LT ROBERTS JOHN
INITIAL APPOINTMENTS	
<u>Problem Summary Format</u>	<u>Description Format</u>
FRB_MMM_SPEC_AMEDD_INT	Initial Appointment_AMEDD
FRB_MMM_SPEC_AMEDD_REAPPT	Reappointment_AMEDD
FRB_MMM_SPEC_JAG_INT	Initial Appointment_JAG
FRB_MMM_SPEC_REAPPT	Reappointment_JAG
FRB_MMM_SPEC_CH_INT	Initial Appointment_CH
FRB_MMM_SPEC_CH_REAPPT	Reappointment_CH
FRB_MMM_WOCS_APPEAR_LAST FIRST	Appearance - WOC
FRB_MMM_WOCS_INT_LAST FIRST	Appointment, WOCS graduate
FRB_MMM_REAPPT_WO_LAST FIRST	Reappointment- WO
FRB_MMM_INT_WO_LAST FIRST	Initial Appointment-WO
FRB_MMM_OCS_APPEAR_LAST FIRST	Appearance- OCS
FRB_MMM_OCS_INT_LAST FIRST	Initial Appointment, OCS graduate
FRB_MMM_DC_ENL_INT	Direct Commission - Enlisted
FRB_MMM_DC_CY_INT	Direct Commission - CY
FRB_MMM_INT_O_LAST FIRST	Initial Appointment- Officer
FRB_MMM_REAPPT_O_LAST FIRST	Reappointment from Specialty Branch to Basic Branch
FRB_MMM_INT_O_LAST NAME	Initial Appointment after BIS
ISR_RANK LAST NAME, FIRST NAME	AC to RC/USAR/IRR to ARNG
ROTC_BASIC_INT	Initial Appointment- ROTC
PROMOTION and MISCELLANEOUS CHANGES	
<u>Problem Summary Format</u>	<u>Description Format</u>
TIG-P_RANK LAST NAME	Time in Grade Promotion O1 to O2/W1 to W2
TIG-E_RANK LAST NAME	Extension Request for Promotion O1 to O2/W1 to W2
TIG-NR_RANK LAST NAME	Non-Recommendation for Promotion O1 to O2/W1 to W2
FRB_UVP-O_RANK LAST NAME FIRST NAME	Unit Vacancy Promotion- O
FRB_UVP-W_RANK LAST NAME FIRST NAME	Unit Vacancy Promotion- W
DAPM_RANK LAST NAME	AGR DA Promotion after selection and assignment
DAPM_RANK LAST NAME	MDAY DA Promotion after selection and assignment
BRANCH_RANK LAST NAME	Officer Branch Transfer to.... / WO MOS Change to...
IST- O_RANK LAST NAME, FIRST NAME	InterState Transfer
AMENDMENT_LAST FIRST	Orders Revocation or Amendment
Updated as of October 2025	