

Human Resources Actions Branch  
(NGGA-PEA)

## **State Boards**

Joint Force Headquarters  
Georgia Army National  
Guard Marietta, GA  
15 October 2020

# **SUMMARY of CHANGE**

GAARNG G-1  
Revision dtd 15 October 2020

- o Incorporated Level III FGAC and instructions

## **Contents**

### **Chapter 1 General**

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Terms and Abbreviations
- 1-4. Enlisted Promotion Boards

### **Chapter 2 Selective Retention Board (SRB)**

- 2-1. Overview
- 2-2. Guidelines
- 2-3. Consideration Eligibility
- 2-4. Procedures
- 2-5. Conduct of the Board
- 2-6. Board Results

### **Chapter 3 Qualitative Retention Board (QRB)**

- 3-1. Overview
- 3-2. Guidelines
- 3-3. Consideration Eligibility
- 3-4. Procedures
- 3-5. Conduct of the Board
- 3-6. Board Results

### **Chapter 4 Career Management Board (CMB)**

- 4-1. Overview
- 4-2. Guidelines
- 4-3. Consideration Eligibility
- 4-4. Procedures
- 4-5. Conduct of the Board
- 4-6. Board Results

### **Chapter 5 Field Grade Assignment Committee (FGAC)**

- 5-1. Overview
- 5-2. Guidelines
- 5-3. Consideration Eligibility
- 5-4. Procedures
- 5-5. Conduct of the Board
- 5-6. FGAC Results

### **Chapter 6 Senior Service College (SSC) Selection**

- 6-1. Overview
- 6-2. Guidelines
- 6-3. Consideration Eligibility
- 6-4. Procedures
- 6-5. Conduct of the Board

6-6. Board Results

## **Chapter 7 Sergeants Major Course (SMC) Selection**

7-1. Overview

7-2. Guidelines

7-3. Consideration Eligibility

7-4. Procedures

7-5. Conduct of the Board

7-6. Board Results

## **Appendixes**

Appendix A: References Appendix B: Glossary

## **Chapter 1**

### **General**

1-1. Purpose: To provide clear procedural guidance for Georgia Army National Guard (GAARNG) Human Resource Actions Branch (HRAB) State Boards process. HRAB will conduct the following boards.

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

b. Qualitative Retention Board (QRB). The QRB is intended to consider enlisted Soldiers who have reached twenty (20) years of qualifying service for a non-regular retirement for continued service potential in the Army National Guard of the United States (ARNGUS).

c. Career Management Board (CMB). The CMB produces an Order of Merit List (OML) for Officers in the rank of CPT thru LTC who meet TIG by the end of the calendar year to be considered for promotion for their next higher grade.

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

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

f. Sergeant Major Course (SMC) Selection Board. The SMC selection board considers those NCOs eligible for either resident or distance education attendance at the SMC as outlined in the annual guidance published by NGB.

1-2. References. Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of Abbreviation and Terms. Abbreviation and special terms used in this SOP are defined in the glossary.

1-4. Enlisted Promotion Boards. The Enlisted Promotion Board process is contained in GAARNG G-1, Enlisted Personnel Management SOP.

## **Chapter 2**

### **Selective Retention Board (SRB)**

#### 2-1. Overview

- a. References. NGR 635-102; AR 623-3; AR 640-30
- b. Applicability. Officers who have reached 20 years of creditable service for a non-regular retirement.

#### 2-2. Guidelines

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

b. The SRB makes recommendations to The Adjutant General (TAG) regarding which Officers should be either retained and reviewed again in two years, retained but reviewed again next year, or non- retained and separated from the ARNGUS. TAG uses these recommendations to support future GAARNG force management decisions.

c. Officers are considered on the SRB based on their current rank. The determination to retain or nonretain Officers will be done for each OML based on board scores. Every effort will be made to be consistent regarding the minimum score required for retention between OMLs. Although each rank is considered separately, the final OML will be combined for all ranks.

#### 2-3. Consideration Eligibility

a. All Officers COL and below who have accrued 20-years or more of qualifying service for non- regular retired pay as of 31 December of the preceding year, and are otherwise qualified for consideration, will be considered by the current year's SRB. (For example, Officers accruing 20-years qualifying service in Calendar Year 2020 will be considered for the first time in Calendar Year 2021).

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

- (1) Warrant Officer One (WO1) with less than 36 months time in grade.
- (2) Officers serving in a Title 10 AGR status. Note: M-Day Officers serving on One Time Occasional Tours (OTOT) and Title 10 ADOS will be considered by the SRB.
- (3) Officers serving in a Title 32 AGR status. Note: M-Day Officers serving on One Time Occasional Tours (OTOT) and Title 32 ADOS will be considered by the SRB.
- (4) Officers mobilized or ordered to active duty Outside Continental United States (OCONUS) under 10 USC 12302 or 12304.
- (5) Officers who will reach their mandatory removal date (MRD) and are scheduled to separate or retire (via official orders) within 12 months of the SRB's convene date.
- (6) Approval requires formal submission of a "Request to Retire" memorandum forwarded through the Officer's command and S-1 channels and received by G-1 HRAB prior to the convene date of the SRB.
- (7) Officers retained by the previous year's SRB for two years.
- (8) Officers who were promoted within twelve months from the start date of the SRB.

## 2-4. Procedures

a. HRAB creates a list of all Officers eligible for consideration. HRAB will provide the list of Officers to be considered to MSC S1s.

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

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

d. HRAB will create a Memorandum of Instruction (MOI) for distribution via the State FRAGORD. This MOI will be sent to the MSC S1s. The MOI will contain specific SRB guidance including key dates, suspense, and a list of the specific military record items (OERs, ORBs, etc.) to be viewed by the SRB for each Officer considered.

e. If desired, Officers may submit a memorandum to the President of the Board to clarify missing documents, incomplete schools, etc. from their records. Letters to the President of the Board will be succinct, will focus only on the facts, and will contain neither lengthy accounts nor superfluous flummery. If submitting enclosures, they should follow the board letter in one PDF file. PDF files are preferred, but TIFF files are acceptable. Board letters must be signed by the Officer.

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

## 2-5. Conduct of the Board

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

b. MOI. The G1 will issue a memorandum of instruction (MOI). The G1 or their designated representative will brief the board members on the important features of the MOI and provide board members an opportunity to ask questions.

c. The SRB is designed to review and select the best qualified Officers for retention beyond 20 years of service and provide TAG with a force shaping tool to control Officer inventory and manage career progression. The SRB makes recommendation to TAG regarding which Officers should be either retained and reviewed again in two years, retained but reviewed again next year, or non-retained and discharged from the ARNGUS. TAG uses these recommendations to support future GAARNG force management decisions.

d. The SRB screens Officers, generally, in the following areas: OERs, quality of assignments, military education level, and civilian education level. Board members utilize the guidance given by the TAG. Each board member assesses these areas and assigns a vote of 1-6 to each Officer reviewed. Additionally the board can give each Officer a minus, nothing, or a plus in addition to the number. (6+ is the highest score from one board member). Once all

ratings are tallied the board results are checked for any issues and then closed. This process is repeated for each rank being boarded.

## 2-6. Board Results

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

b. The final OML is released only to the TAG and ATAG.v This OML will not be published or disclosed to any other individual.

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

d. HRAB creates a memorandum of notification signed by TAG for each Officer who was nonr-etained.

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

f. Following individual notification, HRAB will seal each Officer's memorandum in an envelope labeled with the Officer's name and MSC and will provide them to individual MSC S1s for distribution.



## **Chapter 3**

### **Qualitative Retention Board (QRB)**

#### 3-1. Overview

- a. References. AR 135-178; PPOM 18-005
- b. Applicability. Enlisted Soldiers who have reached 20 years of creditable service for a non- regular retirement.

#### 3-2. Guidelines

- a. The QRB will be conducted annually to consider Enlisted Soldiers who have reached twenty (20) years of qualifying service for a non-regular retirement for continued service potential in the Army National Guard of the United States (ARNGUS).
- b. The QRB makes recommendations to The Adjutant General (TAG) regarding which Soldiers should be either retained and reviewed again in two years, retained but reviewed again next year, or non- retained and separated from the ARNGUS. TAG uses these recommendations to support future GAARNG force management decisions.
- c. Soldiers are considered on the QRB based on their current rank. The determination to retain or non-retain Soldiers will be done for each OML based on board scores. Every effort will be made to be consistent regarding the minimum score required for retention between OMLs. Although each rank is considered separately, the final OML will be combined for all ranks.

#### 3-3. Consideration Eligibility

- a. Enlisted Soldiers of any rank who have accrued 20-years or more of qualifying service for non- regular retired pay as of 31 December of the preceding year, and are otherwise qualified for consideration, will be considered by the current year's QRB. (For example, Soldiers accruing 20-years qualifying service in Calendar Year 2020 will be considered for the first time in Calendar Year 2021).
- b. The following Soldiers eligible based on years of qualifying service are removed from the initial list and will not be considered on the QRB:
  - (1) Soldiers within 12 months of reaching age 60 on the QRB convene date.
  - (2) Soldiers promoted to current grade within 24 months of the QRB convene date.
  - (3) Soldiers enrolled and making satisfactory progress in the United States Army Sergeants Major Course.
  - (4) Soldiers serving in a Title 10 AGR status. Note: M-Day Soldiers serving on One Time Occasional Tours (OTOT) and Title 10 ADOS will be considered by the QRB.
  - (5) Soldiers serving in a Title 32 AGR status. Note: M-Day Soldiers serving on One Time Occasional Tours (OTOT) and Title 32 ADOS will be considered by the QRB.
  - (6) Soldiers mobilized or ordered to active duty Outside Continental United States (OCONUS) under 10 USC 12302 or 12304.
  - (7) Soldiers retained by the previous year's QRB for two years.

#### 3-4. Procedures

- a. HRAB creates a list of all Soldiers eligible for consideration. HRAB will provide the list of Soldiers to be considered to MSC S1s.

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

c. HRAB will continually refine the list of Soldiers considered by the QRB based on input from the MSCs and will send out updated list when indicated in the MOI. A final QRB roster will be submitted to the MSC S1s prior to the cutoff by HRAB.

d. HRAB will create a Memorandum of Instruction (MOI) for distribution via the State FRAGORD. This MOI will be sent to the MSC S1s. The MOI will contain specific QRB guidance including key dates, suspense, and a list of the specific military record items (NCOERs, SRBs, etc.) to be viewed by the QRB for each Soldier considered.

e. If desired, Soldiers may submit a memorandum to the President of the Board to clarify missing documents, incomplete schools, etc. from their records. Letters to the President of the Board will be succinct, will focus only on the facts, and will contain neither lengthy accounts nor superfluous flummery. If submitting enclosures, they should follow the board letter in one PDF file. Board letters must be signed by the Soldier.

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

### 3-5. Conduct of the Board

a. Board Composition. The board will be comprised of three Command Sergeants Major and two Officers in the rank of LTC or COL from outside the GA ARNG. CSM board members must be senior in DOR to the most senior CSM being considered on the board. The senior Officer based on DOR will serve as President of the Board. Every effort will be made to ensure that the board is composed of members that reflect the demographics of the Soldiers being considered

b. MOI. The G1 will issue a memorandum of instruction (MOI). The G1 or their designated representative will brief the board members on the important features of the MOI and provide board members an opportunity to ask questions.

c. The QRB is designed to review and select the best qualified enlisted Soldiers for retention beyond 20 years of service and provide TAG with a force shaping tool to control enlisted personnel inventory and manage career progression. The QRB makes recommendation to TAG regarding which enlisted Soldiers should be either retained and reviewed again in two years, retained but reviewed again next year, or non-retained and discharged from the ARNGUS. TAG uses these recommendations to support future GAARNG force management decisions.

d. The QRB screens enlisted Soldiers, generally, in the following areas: NCOERs, quality of assignments, military education level, and civilian education level. Board members utilize the guidance given by the TAG. Each board member assesses these areas and assigns a vote of 1-6 to each enlisted Soldier reviewed. Additionally the board can give each Soldier a minus or a plus in addition to the number (6+ is the highest score from one board member). Once all ratings are tallied the board results are checked for any issues and then closed. This process is repeated for each rank being boarded.

### 3-6. Board Results

- a. Using the raw scores, the QRB ranks Soldiers within their respective OML, with the highest total score being best. This process is repeated for each rank being boarded.
- b. The final OML is released only to the TAG and ATAG. This OML will not be published or disclosed to any other individual.
- c. HRAB creates a memorandum of notification signed by the HRAB Chief for each Soldier who was retained for a period of one or two years.
- d. HRAB creates a memorandum of notification signed by TAG for each Soldier who was non-retained.
- e. MSC Commanders will be notified of the results for Soldiers within their command. Soldiers who were non-retained must be notified either in person or telephonically by the commander. Soldiers who were retained may be notified electronically if they cannot be told in person.
- f. Following individual notification, HRAB will seal each Soldier's memorandum in an envelope labeled with the Soldier's name and MSC and will provide them to individual MSC S1s for distribution.

## **Chapter 4 Career Management Board (CMB)**

### 4-1. Overview

- a. References. NGR 635-100; AR 135-155; AR 623-3; AR 640-30
- b. Applicability. CPTs, MAJs, and LTCs who meet the minimum time-in-grade (TIG) for promotion, or who will reach the minimum TIG for promotion to the next rank during the calendar year.

### 4-2. Guidelines

- a. The CMB will be conducted annually to consider Officers for promotion or assignment to field grade positions in the GAARNG. The CMB will be conducted at the GAARNG Joint Forces Headquarters during the first quarter of the calendar year.
- b. Officers are considered on the CMB in only one of three categories within each rank: M-Day, AGR, and Special Branch. Thus, the CMB will create separate OMLs for each of these categories for each rank for a total of nine OMLs. AGR Officers will all compete on the AGR category, regardless of branch.

### 4-3. Consideration eligibility

- a. CPTs who have a Date of Rank (DOR) on or before 31 December 2017.
- b. MAJs who have a DOR on or before 31 December 2017.
- c. LTCs who have a DOR on or before 31 December 2018.
- d. The following Officers eligible by time in grade are removed from the initial list and will not be considered on the CMB:
  - (1) Officers previously selected for promotion by a Field Grade Assignment Committee (FGAC) but not yet promoted.
  - (2) Officers selected as a “non-retain” by the SRB and pending discharge.
  - (3) Officers who are DA non-select in the current year.
  - (4) Officers who are T10 AGR.
  - (5) Officers with an approved separation packet.

### 4-4. Procedures

- a. HRAB creates a list of all Officers eligible for consideration. HRAB will provide the list of Officers to be considered to MSC S1s.
- b. MSC S1s are responsible for validating the list, notifying the Officers that they will be considered by the CMB, updating Officer records, and notifying HRAB of any list changes until the CMB convenes. MSC S1s will communicate any discrepancies or recently transferred Officers to HRAB for removal or addition, as needed.
- c. HRAB will continually refine the list of Officers considered by the CMB based on input from the MSCs and will send out updated rosters when indicated in the MOI. A final CMB roster will be submitted to the MSC S1s prior to the cutoff by HRAB.
- d. HRAB will create a Memorandum of Instruction (MOI) for distribution via the State FRAGORD. This MOI will be sent to the MSC S1s. The MOI will contain specific CMB

guidance including key dates, suspenses, and a list of the specific military record items (OERs, ORBs, etc) to be viewed by the CMB for each Officer considered.

e. If desired, Officers may submit a memorandum to the President of the Board to clarify missing documents, incomplete schools, etc from their records. Letters to the President of the Board will be succinct, will focus only on the facts, and will contain neither lengthy accounts nor superfluous flummery. If submitting enclosures, they should follow the board letter in one PDF file. PDF files are preferred, but TIFF files are acceptable. Board letters must be signed by the Officer.

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

#### 4-5. Conduct of the Board

a. Board Composition. The board will be comprised of three COLs from outside the GA ARNG. The senior Officer based on DOR will serve as President of the Board. Every effort will be made to ensure that the board is composed of members that reflect the demographics of the Officers being considered.

b. MOI. The G1 will issue a memorandum of instruction (MOI). The G1 or their designated representative will brief the board members on the important features of the MOI and provide board members an opportunity to ask questions.

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

d. The CMB screens Officers, generally, in the following areas: OERs, quality of assignments, military education level, civilian education level, and fitness. Each board member assesses these areas and assigns a vote of 1-6 to each Officer reviewed. Additionally the board can give each Officer a minus or a plus in addition to the number (6+ is the highest score from one board member; 1- is the lowest possible score). Once all ratings are tallied, the board results are checked for any issues and then closed. This process is repeated for each rank and category being boarded.

#### 4-6. Board Results

a. Using the raw scores, the CMB ranks Officers within their respective OML, with the highest total score being best. Lines are placed on the OML spreadsheet to separate the top 20%, middle 60%, and bottom 20%. HRAB modifies the OML to display the numerical ranking for each Officer in the top 20% the bottom 20%, but deletes ranking numbers for the middle 60% and sorts the middle 60% alphabetically by last name.

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

c. HRAB creates a memorandum of notification for each Officer, signed by the HRAB Chief. HRAB seals each memorandum in an envelope labeled with the Officer's name and MSC. HRAB hands each MSC's envelopes to the MSC S1 for distribution HRAB will email a scanned copy of the notification memorandum to each Officer's official Army email address.

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

e. HRAB maintains AARs and CMB records of the previous two years at a minimum. Lessons learned are implemented into future CMB processes.

## **Chapter 5**

### **Field Grade Assignment Committee (FGAC)**

#### 5-1. Overview

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

#### 5-2. Guidelines

- a. The FGAC is conducted twice per year, and as-needed, to promote and transfer Officers into and among field grade vacancies for career progression or UMR management based on needs of the GAARNG. The first FGAC of the calendar year is usually following the annual CMB, then as-needed thereafter. The ATAG is the approval authority on convening FGACs.
- b. Each FGAC, generally, only considers transfers and promotions that are within 6 months of the Level I convene date. Proposed moves further out than 6 months will be listed as projected moves on the next FGAC, except in instances of Deployment Manning Document (DMD) establishment for mobilizing units.
- c. Every effort will be made to stabilize Officers in their assignments for 24 months. Situations may arise that necessitate transferring an Officer to another position within this timeframe; however, these should be limited to allow for individual professional development in each field grade assignment.

#### 5-3. Consideration Eligibility.

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

#### 5-4. Procedures

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

5-5. Conduct of the Board. The FGAC process consists of three separate levels: the Level III, Level II and Level I FGAC. The Level III FGAC is conducted prior to the Level II FGAC to review all proposed transfers and to assist in mitigating any issues across MSCs and Brigades. The Level II FGAC is conducted no less than one week prior to the Level I to ensure that the Officers recommended for transfer and/or promotion are eligible, branch qualified, and that there are no

other Officers already pending transfer into the proposed positions. The Level I FGAC is the final approval authority for all assignments and transfers.

a. Level III FGAC

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

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

(a) Designated representative(s) of each MSC commander (usually the MSC DEPCO/AO/XO and the MSC S1);

(b) Designated representative(s) from Joint Staff, if required;

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

(d) Branch Officer Assignment Committee representatives;

(e) HRO representative;

(f) G-1 HRAB Chief and administrative personnel.

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

b. Level II FGAC

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

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

(a) G1

(b) Designated representative(s) of each MSC commander (usually the MSC DEPCO/AO/XO and the MSC S1);

(c) Designated representative(s) from Joint Staff, if required;

(d) HRO representative;

(e) G-1 HRAB Chief and administrative personnel.

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

c. Following the Level II FGAC, HRAB Chief, in conjunction with HRO when full-time personnel are involved, analyzes the recommendations to ensure all of the recommended Officers meet the criteria based on branch, AOC and are in a valid vacancy. HRO ensures technician compatibility when appropriate. The reviewed and consolidated list is sent back electronically to the Level II FGAC members for final review and acknowledgement that their recommendations are properly captured. Issues are resolved as necessary during and after the Level II FGAC. The final list of recommendations is contained within the revised FGAC Consolidated Tools. The G1 sends this product along with the CMB OMLs to the Level I FGAC members for review prior to the convening of the Level I.

d. Level I FGAC



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

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

(a) COS

(b) MSC Commanders;

(c) Director of the Joint Staff or Chief of the Joint Staff;

(d) G1 (advisory role only)

(e) HRO representative (advisory role only);

(f) IG (advisory role only);

(g) G-1 HRAB Chief and administrative personnel (administrative role only).

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

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

#### 5-6. FGAC Results

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

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

c. HRAB will send a copy of the final approved results to HRO to track all AGR and Technician moves. Losing MSCs will generate SF 52s and send them to HRO, who publishes transfer orders and uploads to iPerms for all AGRs and Technicians. Additionally, HRO publishes any authorized AGR PCS orders. HRAB will publish all orders for M-Day Officers.

d. AGRs approved for promotion are placed on the AGR controlled grade authorization queue. This queue is managed by the Chief of Staff's office. If no controlled grade authorization is available, the FGAC members determine the sequence in which Officers are placed in the queue. Effective dates are sequenced appropriately to provide clarity on the sequence of controlled grade authorizations.

e. The Chief of Staff's office representative will advise HRAB when to submit AGR Officer promotion packets. Note: the exact number of controlled grade authorizations is based on the full time authorizations granted to Georgia by NGB on the annual voucher.

f. HRAB maintains a digital record of all previous FGACs for two years and tracks approved actions to ensure completion. The HRAB Chief manages the working version of the FGAC Results and adds/modifies any interim approved changes (effective date, position, etc) to a previously approved move. These items are subject to review at the next Level I FGAC. The Chief of Staff will approve any urgent actions for consideration between FGACs. These are referred to as 'out-of-cycle' FGACs and require the electronic approval of all FGAC members. These moves are placed onto the next Level I FGAC sheet and will be published for record at the next Level I FGAC.

## **Chapter 6**

### **Senior Service College (SSC)**

#### 6-1. Overview

- a. References. NGR 635-100; AR 135-155; AR 623-3; AR 640-30.
- b. Applicability. Officers in the ranks of LTC and COL who meet the criteria established in NGB's annual SSC announcement memorandum.

#### 6-2. Guidelines

- a. The SSC selection process will be conducted annually to select Officers for attendance at the United States Army War College or an equivalent fellowship that will provide the same military education credit.
- b. The selection process is primarily focused on basic branch Officers; however, special branch Officers are eligible for consideration on state level boards as well. Special branch Officers are generally considered for SSC on a consolidated board conducted by NGB. Special branch Officers may only be considered by one board each year.
- c. Unlike traditional school calendars that list their school year as "2020-2021", the SSC academic year (AY) is known as throughout the AY by the calendar year in which the term begins. For example, the SSC Selection Board held in the first quarter of 2021 recommends Officers for AY 2022 SSC, which begins in August 2022. This can be confusing to Officers and should be clarified explicitly in communications.

#### 6-3. Consideration Eligibility

- a. Eligibility criteria is subject to change each AY. Generally, Officers must meet the below eligibility requirements:
  - (1) Be in the rank of COL or LTC;
  - (2) Have completed ILE-AOC;
  - (3) Have at least two years from anticipated completion of SSC before reaching MRD;
  - (4) Any other requirements listed in the guidance provided by NGB.
- b. Officers who meet the above eligibility requirements will be removed from consideration for the below reasons:
  - (1) Officers who are SSC/USAWC graduates;
  - (2) Officers who have been previously selected for SSC or are currently attending SSC;
  - (3) Officers whose MRD dates are prior to the date(s) specified in NGB's announcement memorandum;
  - (4) T10 AGR Officers.

#### 6-4. Procedures

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

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

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

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

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

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

#### 6-5. Conduct of the Selection Board

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

(1) ATAG

(2) COS

(3) Chief of the Joint Staff

(4) MSC Commanders

(5) G1 (non-voting member)

(6) IG (non-voting member)

(7) Note: In order to vote, board members must be SSC complete.

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

c. Each voting member is asked to fill out a vote based on a scale of 1 to the total number of Officers eligible. The sheets from each voting member are consolidated and a total score for each Officer is calculated. Once the sheet is complete a copy is normally provided to the ATAG prior to the board convene date.

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

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

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

#### 6-6. Board Results

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

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

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

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

e. HRAB will send the approved board documents to NGB via e-tracker for NGB approval.

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

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

## **Chapter 7**

### **Sergeants Major Course (SMC)**

#### 7-1. Overview

- a. References. AR 600-8-19; NGR 600-200; AR 135-91
- b. Applicability. NCOs in the ranks of 1SG or MSG who meet the criteria established in NGB's annual SMC announcement memorandum.

#### 7-2. Guidelines

- a. The SMC selection process will be conducted annually to select NCOs for attendance at the United States Army Sergeants Major Course.
- b. The selection process is open to all eligible 1SGs and MSGs in the GA ARNG

#### 7-3. Consideration Eligibility

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

- (1) Be in the rank of 1SG or MSG;
- (2) Have completed MLC or been exempted from MLC based on DOR;
- (3) Will not reach age 53 prior to the start of the course; Soldiers may request an age requirement waiver up to age 56 IAW NGB SM-A FY21 Enrollment Criteria Memorandum;
- (4) Any other requirements listed in the guidance provided by NGB.

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

- (1) NCOs who are SMC graduates;
- (2) NCOs who have been previously selected for SMC or are currently attending SMC;
- (3) NCOs who have previously been enrolled in SMC and withdrew prior to graduation;
- (4) T10 AGR NCOs;
- (5) NCOs who will not be able to start the SMC prior to reaching age 53; Soldiers may request an age requirement waiver up to age 56 IAW NGB SM-A FY21 Enrollment Criteria Memorandum;
- (6) NCOs who are not able to fulfill remaining service requirements upon completion of SMC.

#### 7-4. Procedures

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

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

c. HRAB refines the initial list of eligible NCOs based on any additional criteria from the ATAG.

d. G1 SGM contacts eligible NCOs to advise them that they are eligible for SMC and request confirmation that they wish to be considered and, if so, their attendance preferences – either resident or distance learning.

e. HRAB then creates a new spreadsheet with the following information: Name, Rank, DOR, TIG, AFS, Highest CIVED, (OCONUS deployments those directly related to the Global War on Terrorism– Afghanistan, Iraq, etc.), MSC, NCO preference (resident or distance learning), and whether or not the NCO would attend the other version if they are not selected for their first choice.

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

#### 7-5. Conduct of the Board

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

- (1) G1
- (2) SCSM
- (3) MSC CSMs
- (4) G1 SGM (non-voting member)
- (5) IG (non-voting member)

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

c. The selection board will consider current CSM vacancies and known CSM losses for the upcoming year. It is critical that these current and pending vacancies are identified to ensure NCOs in the appropriate career fields are considered for SMC attendance.

d. Board members will use the list of eligible NCOs and the list of current and pending vacancies to determine the best qualified candidates to attend SMC and meet the future leadership needs of the GA ARNG.

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

f. The board will recommend who will attend the resident course and who will attend distance learning. NGB will determine who will attend the resident course based on State's recommendation.

#### 7-6. Board Results

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

b. HRAB will prepare the selection memorandum.

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

d. HRAB will route the board documents through JAG for review to ATAG for his approval and signature.

e. Selected NCOs are notified by the SCSM of their selection and packet requirements for enrollment. Packet requirements will be specified in the SMC instructions sent by NGB and may vary from year to year.

f. NCOs selected for attendance will provide completed packets to G1 SGM for submission to NGB and enrollment into SMC.



## **Appendix A**

### **References**

#### **Section I Publications**

##### **NGR 600-100**

Commissioned Officers – Federal Recognition and Related Personnel Actions

##### **NGR 600-101**

Warrant Officers – Federal Recognition and Related Personnel Actions

##### **NGR 635-100**

Termination of Appointment and Withdrawal of Federal Recognition

##### **NGR 635-102**

Officers and Warrant Officers Selective Retention

##### **AR 40-501**

Standards of Medical Fitness

##### **AR 135-155**

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

##### **AR 135-178**

Enlisted Administrative Separation

##### **AR 623-3**

Evaluation Reporting System

##### **AR 140-10**

Assignments, Attachments, Details, and Transfers

##### **DA Memo 600-4**

Policies and Procedures for Reserve Components Officer Selection Boards

##### **DA Pam 611-21**

Military Occupational Classification and Structure

##### **DA Pam 600-3**

Officer Professional Development and Career Management

##### **PPOM 17-053**

Updated Enlisted Qualitative Retention Board (QRB) Implementation Guidance

## **Glossary**

### **Section I Abbreviations**

#### **AGR**

Active Guard/Reserve

#### **AMHRR**

Army Military Human Resource Record

#### **APFT**

Army Physical Fitness Test

#### **ARNG/ARNGUS**

Army National Guard / Army National Guard of the United States

#### **BOLC**

Basic Officer Leader Course

#### **CIVED**

Civilian Education

#### **CG**

Commanding General

#### **CMB**

Career Management Board

#### **FGAC**

Field Grade Assignments Committee

#### **HRAB**

Human Resource Actions Branch

#### **IRR**

Inactive Ready Reserve

#### **iPERMS**

Interactive Personnel Electronic Records Management System

#### **IPPS-A**

Integrated Personnel and Pay System-Army

#### **MILED**

Military Education

#### **MSC**

Major subordinate command

#### **OPB**

Officer Personnel Management

#### **PME**

Professional military education

**QRB**

Qualitative Retention Board

**SSC**

Senior Service College

**SRB**

Senior Retention Board

**TAG**

The Adjutant General

**TIG**

Time in grade