



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
GEORGIA ARMY NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
1000 HALSEY AVENUE  
MARIETTA GA 30060-0038

NGGA-PEE

15 June 2016

MEMORANDUM FOR Company Commanders, First Sergeants, and Readiness NCOs

SUBJECT: Guidance for Unit Manning Roster (UMR) Management

1. The purpose of this memorandum is to provide guidance regarding UMR management. These guidelines are based on the principles found in the following references:
  - a. AR 600-8-19, Enlisted Promotions and Reductions, 18 DEC 15
  - b. GA EPS SOP, 1 OCT 15
  - c. NGR 600-200, Enlisted Personnel Management, 31 JUL 09
  - d. SIDPERS Data Reference Manual, 5 JAN 16
2. Units will utilize the attached UMR management guidelines for guidance on slotting and coding Soldiers on the UMR. The EPB section will look at these guidelines as part of the UMR scrubs in conjunction with EPS vacancy fills. IAW GA EPS SOP dated 1 OCT 15, UMRs with more than 8% errors compared to the number of assigned Soldiers will have their UMRs returned for correction and that unit's vacancies will not be filled.
3. The POC for this memorandum is CPT Luke Gurley at 678-569-5310 or [luke.e.gurley.mil@mail.mil](mailto:luke.e.gurley.mil@mail.mil).

Encl

  
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## UMR Management Guidelines

### Slotting:

- Ensure the correct number of Soldiers are assigned primary for each position
- Ensure Soldiers are assigned to a position commensurate with their rank
- Ensure Soldiers in officer producing programs (09R, 09S, 09W) are assigned to an officer position (transfers completed by R&R). For AGR Soldiers not transferred to officer positions, include a SIBX comment.
- Ensure Soldiers in a higher ranked position due to selection for promotion have a SIBX comment
- Ensure technicians assigned to a position not commensurate to their rank (with HRO approval) have a SIBX comment

### MOSQ:

- Ensure Soldiers are accurately coded as MOSQ if they possess the DMOS
- PMOS matches DMOS if the Soldier is qualified
- Ensure Soldiers are coded either "S" (School) or "N" (non-MOSQ) if they do not possess the DMOS
- An "S" code indicates the unit intends to send the Soldier to school to become MOSQ
- An "N" indicates the unit does not intend to send the Soldier to school to become MOSQ
- Soldiers coded "N" should be assigned excess (only exceptions are officers and 1SGs that will not be sent to school to get qualified for the position or should include a SIBX comment).

### Excess Management

- Ensure there are no excess Soldiers of a specific rank and MOS in one slot and vacancies in a different slot for the same rank and MOS (only exceptions are 10 level positions to support recruiting requirements) Units will utilize the following guidelines for Excess Codes:
- 9991: Used when an excess Soldier has a published discharge/retirement order. These Soldiers will be ineligible for transfer during Excess Fills and ARIPs without unit approval.
- 9993: General excess. These Soldiers will be available for transfer without unit approval during Excess Fills and ARIPs as long as the Soldier does not have a non-transferrable flag.
- 9994: Used when Soldiers are excess due to an MTOE change. This code should be utilized for no more than 1 year from the date of the MTOE change and then be changed to 9993. These Soldiers will be available for transfer without unit approval during Excess Fills and ARIPs as long as the Soldier does not have a non-transferrable flag.
- 999J: Used for mobilized Soldiers who are on medical hold (WTU). These Soldiers will be ineligible for transfer during Excess Fills and ARIPs.
- 999X: Used for officers and NCOs assigned to JFHQ on Title 10 tours. These Soldiers will be ineligible for transfer during Excess Fills and ARIPs.
- 997X: Used for excess Soldiers in the medical evaluation process to determine retention in the Guard. These Soldiers will be ineligible for transfer during Excess Fills and ARIPs.
- In general the above codes should sufficiently cover most circumstances. Enter a SIBX comment if using other SIBX codes.

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