

Standard Operating Procedure

# **Enlisted Promotion System (EPS)**

Promotions and Reductions of  
GAARNG Enlisted Personnel

Joint Force Headquarters  
Georgia Army National Guard  
Marietta, Georgia 30060  
1 October 2016

# SUMMARY of CHANGE

Georgia EPS SOP

Revision dtd 1 October 2016 --

- o Removed UMR scrubs as part of the vacancy fill process. UMR management remains a critical component of personnel and vacancy management, but UMR scrubs are no longer a component specifically tied to the vacancy fill process.
- o Incorporated automated 4100 Soldier Verification Addendum that requires digital signatures for completion and EPS turn-in (paragraph 2-7).
- o Incorporated changes from AR 600-8-19 to remove administrative points from SSG boards, reduce administrative points from 600 to 400 for SGT boards, and replace NGB Form 4100-1-R-E (Army National Guard Enlisted Promotion Point Worksheet, Sergeant/Staff Sergeant Boards) with NGB Form 4100-1A-R-E (paragraphs 3-8 through 3-13).
- o Incorporated revised E4 word picture that requires digital signature for completion and resembles the new E5 NCOER. Adjusts verbiage to read E4s (as opposed to SPC) require an E4 Word Picture (paragraph 3-15 and figure 3-2).
- o Added clarification that command initiated removal from the EPS list of Soldiers already selected for promotion nullifies their selection. They will be transferred back to a position commensurate with their grade (paragraph 5-3).
- o Incorporated the Standard Installation and Division Personnel Reporting System (SIDPERS) as the system of record for Structured Self Development (paragraph 6-2d).
- o Provides additional guidance on SWVA requirements and incorporates SWVA counseling to be completed upon selection (paragraph 6-5 and figure 6-2).
- o Added clarification of authority for commanders to initiate command directive transfers at any point (paragraph 6-8).
- o Changed the suspense for submitting 00F memos from 1 March to 1 November (paragraph 6-13).
- o Changes timeframe for 1SGs/CSMs who have been in their current leadership position under automatic consideration for leadership positions from 24 months or more to 36 months or more. Incorporates Command Sergeant Major and First Sergeant Selection Board Procedures (paragraph 6-14 and figure 6-5).

Clarifies that effective date of promotion for AGR Soldiers fully eligible for promotion upon selection will be the day the Chief of Staff approves filling the position (paragraph 6-15).

This SOP --

- o Supports Chapter 7, Enlisted Promotions and Reductions, effective 18 December 2015. ARNG promotions and reductions have been integrated into Chapter 7, AR 600-8-19.
- o When AR 600-8-19 is referenced, refer to Chapter 7, Enlisted Promotions and Reductions, dated 18 December 2015.

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## **1. Overview**

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

a. To provide clear procedural guidance for the Georgia Army National Guard (GA ARNG) Enlisted Promotion System (EPS). These instructions are intended to provide a reference for all EPS actions including the procedures for use by centralized promotion boards. Instructions are intended to standardize the board criteria and point system used and to ensure that board proceedings are fair and equitable. It also provides additional guidance concerning eligibility criteria.

b. The EPS program is a National Guard Bureau (NGB) directed program designed to provide a fair and equitable promotion process. It identifies the most qualified Soldiers with demonstrated potential and places them into verified vacancies (where no excess Soldiers are available for cross-leveling) in order to meet the needs of the organization and increase personnel readiness. This promotion process affects all Soldiers in the ranks of SPC through SGM within the GA ARNG.

**1-2. References:** References referred to or used in this SOP are identified in Appendix A.

**1-3. Explanation of Abbreviations and Terms:** Abbreviations and special terms used in this SOP are identified in Appendix B.

**1-4. Resources:** Resources associated with this policy can be found on the GAARNG EPS website at <https://ga.ng.mil/eps>.

**1-5. Applicability:** This policy applies to enlisted Soldiers of the Georgia Army National Guard in a Title 32 status and Title 10 ADOS or mobilized status. Promotion of Title 10 AGR Soldiers is not covered in this policy.

**1-6. Proponent:** The proponent for this policy is the GA ARNG Deputy Chief of Staff, G-1. Questions regarding the information contained in this SOP or the EPS process should be referred to the Enlisted Personnel Branch OIC or the EPS NCOIC. Items concerning EPS as it applies to Active Guard and Reserve (AGR) Personnel should be referred to the Human Resources Office (HRO).

## **2. Defining the Program**

**2-1. Program Sequence:** The Enlisted Promotion System is a multi-phase system designed to place the best qualified Soldiers in leadership vacancies. The EPS program is accomplished through four steps. Each step is outlined later in subparagraphs below. The process for EPS is designed to occur in its stated order; however, its sequence may vary due to a variety of reasons.

a. **Select:** Soldiers are "selected" for vacancies based on their overall career performance. This performance is evaluated during annual centralized boards and is reflected by a Soldier's position on the Order of Merit List (OML). The Soldier who is the highest on the OML, if eligible, is selected for the position. Once Soldiers are selected, they are assigned to the unit vacancy. Upon selection, all administrative and training responsibilities rest with the gaining organization.

b. **Train:** Training is conducted at the unit level as Soldiers selected for promotion serve in the position for which selected. Informal training includes Non-Commissioned Officer (NCO) professional development, on the job training, and developmental counseling/mentorship. Formal training includes participation in field training exercises and training rotations.

c. Educate: Non-Commissioned Officer Education System (NCOES) courses are a requirement for promotion and Soldiers selected for promotion should have priority for required NCOES quotas. Soldiers selected for promotion are required to complete NCOES training requirements within the timeframe specified in Personnel Policy Operational Memorandum (PPOM) 15-032.

d. Promote: Soldiers selected and fully qualified will be promoted concurrently with their assignment to the position for which selected. Soldiers selected who are not fully qualified for promotion will be promoted when they meet all promotion requirements. Once all eligibility criteria has been updated in the system of record, units will submit a Department of the Army (DA) Form 4187, Request for Promotion (Figure 2-1) through the S1 Major Support Command (MSC) to the EPS section to initiate the promotion. AGR Soldiers selected for a control grade position, if fully qualified, will be promoted with an effective date and DOR as of the day a controlled grade allocation becomes available. Promotion authorities will establish procedures that ensure Soldiers are fully qualified and meet all criteria prior to promotion.

**2-2. Convening and Promotion Authorities:** The Adjutant General (TAG) is the convening and promotion authority for all promotion boards to SGT through SGM. The Adjutant General has delegated the conduct, management and signature authority to the G1.

**2-3. EPS/Board Cycle Dates:** The EPS program is conducted on an annual cycle from March 1st through February 28th/29th. The last day of February is the eligibility cutoff date for Soldier eligibility for consideration and for records to be updated. The Enlisted Record Brief (ERB) is a vital part of the board evaluation process and every effort should be made to ensure the ERB is updated and correct prior to March 1st. Non-Commissioned Officer Evaluation Reports (NCOERs) are a vital part of the board process and every effort should be made to ensure that all reports are processed by HRC prior the centralized boards. Incomplete, draft, or working copies of NCOERs will not be accepted for board appraisal. Centralized Boards are conducted during March and/or April with dates specified in the G1's Memorandum of Instruction (MOI). The annual EPS OML is published on or around May 15th and is used until the new OML is published the following year.

**2-4. Suspense Dates:** Suspense dates will be announced in the G1's MOI; this applies to submission of the NGB Forms 4100-1-R-E (dated December 2015) the 4100 Soldier Verification Addendum (dated September 2016), and E4 Word Pictures (dated September 2016). Soldiers are considered based on 4100s received and documentation updated into systems of record on or before the suspense date, provided they were otherwise eligible for consideration on 1 March. Systems of record for specific administrative requirements can be found in paragraph 6-2d. Administrative points will not be adjusted based on events or documents dated or received after the respective suspense date. In order to meet State suspense dates, Soldiers must submit substantiating documentation to units in sufficient time to allow for updating into systems of record.

**2-5. Eligibility Criteria:** The below paragraphs outline the eligibility requirements for consideration (placed on the EPS list), selection (selected for and assigned against a higher graded position), promotion (pin-on of the higher rank).

a. Consideration (placed on the EPS list): For consideration, Soldiers must be Military Occupational Specialty Qualified (MOSQ), recommended by their commander for consideration, and meet the below rank specific requirements for Time in Grade (TIG), Time in Service (TIS), Cumulative Enlisted Service (CES), NCOES, and Structured Self Development (SSD).

(1) No additional requirements are authorized for consideration.

(2) Title 10 AGR Soldiers are not eligible for promotion on the Title 32 list. The day a Soldier transfers to Title 10 AGR status is the date they are ineligible for promotion from the State Title 32 list. This does not apply to Soldiers who are Title 10 ADOS or OCONUS deployed.

Promotion to	TIG	TIS	NCOES	SSD
SGM / E-9	36 months	16 years	SLC	None
MSG / E-8	36 months	13 years	SLC	SSD4
SFC / E-7	36 months	9 years	ALC	SSD3
SSG / E-6	18 months	N/A	BLC	SSD2
SGT / E-5	12 months	N/A	None	SSD1

b. Selection (selected for and assigned against a higher graded position): In order to be selected for promotion, Soldiers must not be in a non-promotable status as defined in AR 600-8-19, paragraphs 1-10 and 7-4 at the time of the EPS Vacancy Fill. SPC assigned to a SGT position will be laterally appointed to CPL by the EPS section. Soldiers may verify their eligibility for selection at any time on the Georgia National Guard membership site at <https://gamembership.army.mil/eps> and viewing Enlisted Promotion System Status (CAC enabled). Specific requirements include:

- (1) Be on the EPS list.
- (2) Must not be flagged for any reason.
- (3) Have a current and passing Army Physical Fitness Test (APFT) (within 14 months MDay/8 months AGR) input into SIDPERS and uploaded into Interactive Personnel Electronic Records Management System (iPERMS).
- (4) Minimum civilian education (high school diploma or equivalent) updated in Standard Installation and Division Personnel Reporting System (SIDPERS).
- (5) Have a current and passing height/weight (within 8 months) input into the Reserve Component Automation Systems (RCAS).
- (6) Meet the security clearance requirement for the position and Military Occupational Specialty (MOS).
- (7) Agree to extend, if necessary, in order to be enrolled in the first phase of required NCOES for the higher grade.

c. Promotion (pin-on of the higher rank): In order to be promoted, Soldiers not be in a non-promotable status as defined in AR 600-8-19, paragraphs 1-10 and 7-4 at the time of promotion. Specific requirements include:

- (1) Be on the EPS list and selected for promotion.
- (2) Must not be flagged for any reason.
- (3) Have a current and passing APFT (within 14 months MDay/8 months AGR) input into SIDPERS and uploaded into iPERMS.
- (4) Minimum civilian education (high school diploma or equivalent) updated in SIDPERS.
- (5) Have a current and passing height/weight (within 8 months) input into RCAS.
- (6) Meet the security clearance requirement for the position and MOS.
- (7) Additional rank specific requirements are:

Promotion	Service Obligation	NCOES
SGM / E-9	36 months	*USASMC
MSG / E-8	36 months	SLC
SFC / E-7	36 months	SLC
SSG / E-6	12 months	ALC
SGT / E-5	12 months	BLC

\*Reservation in, but not completion of, US Army Sergeants Major Course (USASMC) required for promotion to SGM/E-9.

(8) Soldiers may verify their eligibility for promotion at any time on the Georgia National Guard membership site at <https://gamembership.army.mil/eps> and view Enlisted Promotion System Status (CAC enabled).

(9) As a clarification to the eligibility criteria for promotion consideration listed in paragraph 7-20, AR 600-8-19, the following Soldiers are not eligible for consideration in accordance with 7-44i, AR 600-8-19: Officer Candidate School (OCS) Cadets, Warrant Officer Candidates (WOC) and Simultaneous Membership Program (SMP) participants. Once an enlisted Soldier accepts and is appointed on orders to OCS, WOC, or SMP, the Soldier is no longer eligible for consideration for EPS. The Soldier will be administratively removed from any promotion list. If the Soldier fails to maintain OCS, WOC, or SMP status, they lose reinstatement rights to any previous promotion list and will not be eligible for training or promotion consideration until the next scheduled promotion board. The only exception to this is Soldiers who receive an approved exception IAW PPOM 15-009, Exception to Administrative Removal from Enlisted Promotion List for Attendance in Officer Producing Program, 24 April 15.

**2-6. Requirements upon selection:**

a. Commanders will ensure that Soldiers selected and assigned to a higher grade position, without the required NCOES for promotion, are enrolled in the required course within 120 days of assignment to meet the requirements of Table 2-2. Commanders must counsel Soldiers that they are required to complete NCOES within the required timeframe (Figure 2-2).

Rank selected for	NCOES	Time to Complete	Waiver Extension Authority	Remarks
SGM / E-9	*USASMC	N/A	N/A	***Conditional promotion to SGM
MSG / E-8	N/A	N/A	N/A	
SFC / E-7	SLC	*24 months	**First GO	
SSG / E-6	ALC	*24 months	**O6 CDR	
SGT / E-5	BLC	24 months	N/A	Lateral to CPL

\*Plus an additional 12 months per phase after the second phase

\*\*PME waiver authority may authorize an additional 12 months extension

\*\*\*ATRRS reservation

b. PME Deferment for Mobilized Soldiers: IAW PPOM 15-032, for Soldiers mobilized after selection and assignment into a higher grade position without the NCOES required for promotion, their timeline in Table 2-2 will stop on the day their mobilization starts and will restart

90 days after the date they were released from active duty (not applicable for conditional promotion to sergeant major).

c. Command Initiated Removal from Position: Soldiers who decline or refuse, fail to apply or enroll, fail to be accepted, fail to attend (no show), or fail to graduate due to an act, omission, or failure of standards (fault of the Soldier) after notification of the training requirements necessary for promotion, will be counseled and reassigned to an available vacancy commensurate with their grade and MOS within their unit of assignment. If no vacancy exists, the Soldier will be slotted excess against a position commensurate with their grade and eligible for transfer during subsequent excess fills. Commanders must follow the notification procedures outlined in paragraph 7-45, AR 600-8-19 and paragraph 5-3 of this SOP before submitting the request through command channels to the EPS section. Soldiers removed from a higher grade position will not be eligible for promotion board consideration until the next scheduled annual board.

**2-7. 4100 Soldier Verification Addendum:** The 4100 Soldier Verification Addendum has been revised. The new version can be digitally signed. Soldiers will make the following elections on the 4100 Soldier Verification Addendum digitally (Figure 2-3):

- a. Whether or not to be considered for promotion.
- b. Whether or not to be considered for positions requiring specific additional training/qualification.
- c. Females have the option of electing whether or not to be considered for positions in historically all-male units recently opened to females.
- d. Technicians have the option to accept or decline positions that are incompatible with their technician position. Technicians who accept an incompatible position may be terminated from the technician program.
- e. E7s and above have the option to elect whether or not to be considered for 1SG and CSM positions. Only Soldiers electing to be considered for 1SG and CSM positions on the 4100 Soldier Verification Addendum will be eligible for leadership positions during the duration of the EPS cycle.
- f. All Soldiers have the opportunity to select areas of consideration for OML. A map depicting EPS regions is found in Figure 2-4. The travel options provided are:
  - (1) Unit only, BN only, MSC only, Regions and statewide
  - (2) AGR Soldiers will be considered statewide only.
  - (3) Soldiers who do not select an area of consideration will be considered unit only.
- g. The 4100 Soldier Addendum Verification needs to be digitally signed by the Soldier and 1SG or CDR.
- h. If the Soldier is unavailable to sign, the Readiness Non-Commissioned Officer (RDNCO), Personnel Staff Non-Commissioned Officer (PSNCO), First Sergeant (1SG) or Commander (CDR) can fill out and sign the 4100 Soldier verification Addendum. A memorandum of justification will be turned in during the EPS packet turn in. The memorandum of explanation will (1) explain why the Soldier was unavailable to sign and (2) verify the elections made are the Soldier's preferences.

**2-8. Career Progression MOS (CPMOS):** The CPMOS will be the Primary Military Occupational Specialty (PMOS) unless there is a compelling reason for it to be another MOS. Soldiers may submit a request to change their CPMOS on DA Form 4187 (Figure 2-5) during EPS turn-in or as a Standby Advisory Board (STAB). Requests to change CPMOS must be IAW AR 600-8-19, paragraph 7-30 and must include a memorandum with justification for the requested change. The G1 is the approval for all requests to change CPMOS. Requests for CPMOS change to 79T (recruiting) must be approved by the Recruiting and Retention Battalion Commander prior to G1 approval.

**2-9. EPS Briefing:** Commanders will ensure a semi-annual briefing is conducted to keep Soldiers informed and updated on EPS. Briefings should be conducted by the battalion CSM, unit 1SG or First Line Leader. The EPS section will provide slides and references for briefings on the G1 EPS SPORTAL page and on the EPS website at <https://ga.ng.mil/eps>.

### **3. Preparation for the Board**

#### **Section I General Processing**

##### **3-1. G1 Processing:**

a. The G1 will initiate an MOI on or after October 1st of each year outlining the board procedures and requirements for the following year's EPS Centralized Boards. The MOI will be disseminated via the State Fragmentary Order (FRAGORD) and emailed directly to the MSC S1 representatives. It will announce the date of the boards and include guidance as to how units can obtain the following enclosures to the MOI: Promotion Eligibility Roster (PER), 4100s for all eligible Soldiers by Time in Grade (TIG) and Time in Service (TIS), and any special administrative instructions. MSCs will forward the MOI to subordinate units at least two months prior to the due date.

b. MSC S1 Representatives are responsible for disseminating the PER and 4100s to subordinate units.

c. G1 EPS personnel will review EPS packets for accuracy during the MSC turn-in.

**3-2. MSC S1 Process:** Administrative personnel at each major command will receive the MOI and complete the following actions, as a minimum:

a. Provide the CDR and CSM a copy of the MOI.

b. Retrieve and disseminate 4100s to subordinate units.

c. If a 4100 Soldier Verification Addendum or the NGB 4100-1-R-E (Army National Guard Enlisted Promotion Point Worksheet) cannot be retrieved, contact EPS for assistance.

d. Forward the MOI with pertinent enclosures to subordinate commands for action.

e. Ensure deployed units under their command receive their PER and 4100s and issue guidance on completing and returning them to the MSC.

f. Provide administrative assistance to subordinate commands.

g. Conduct MSC turn-in where subordinate units turn in all required EPS documentation to the MSC. It is highly suggested that the NCOIC for the subordinate unit (CSM for battalions, 1SG for companies) participate in the turn in.

h. Review PERs and 4100s for completeness.

i. The MSC will individually save all of their new automated Soldier's 4100 Soldier Verification Addendum by last name, first initial, and last four of Soldier's SSN (i.e. Smith, A 1234) on a Disc or SD Card to turn in to EPS.

j. Conduct MSC turn-in to the EPS section on the date specified in the annual MOI. It is required that the MSC CSM, or the E9 delegate, be present during the EPS turn in.

(1) During EPS packet turn-in, a hard copy of the following documents will be turned in:

(a) DA Form 4187 and Memorandum for CPMOS change.

(b) DA Form for 4187 Denial of consideration for promotion.

(c) DA Form 4856 Counseling for Denial of consideration for promotion.

(d) Orders for Soldiers not eligible for consideration for promotion (09S, 09R, 09W, discharges, retirements, reductions, etc.).

(2) During EPS packet turn-in, the following will be turned in digitally on either a disc or SD card:

- (a) Completed PER
- (b) 4100 Soldier Verification Addendum
- (c) 4100-1A-R-E
- (d) E4 Word Picture

**3-3. Battalion (BN) Process:** Administrative personnel at battalion level will complete the following actions as a minimum:

- a. Provide the CDR and CSM with a copy of the MOI.
- b. Disseminate 4100s to subordinate units. If a 4100 Soldier verification Addendum or NGB Form 4100-1A-R-E (Army National Guard Enlisted Promotion Point Worksheet) cannot be retrieved, contact your MSC for assistance.
- c. Forward the MOI with appropriate enclosures to subordinate unit(s) for action.
- d. Provide administrative assistance to subordinate units.
- e. Review returned PERs and 4100 Soldier Verification Addendums for accuracy and completeness. Update systems of record as necessary based on supporting documentation provided.
- f. Ensure deployed units under their command receive their PER and 4100s, and issue guidance on completing and returning them to the battalion.
- g. The BN will individually save all of their new automated Soldier's Verification Addendums by last name, first initial, and last four of Soldier's SSN (i.e. Smith, A 1234) on a Disc or SD Card to turn in to the MSC.
- h. Turn in completed PERs, 4100s and/or substantiating documents to MSC by the established suspense date. It is highly suggested that the NCOIC for the subordinate unit (CSM for battalions, 1SG for companies) participate in the turn in.

**3-4. Unit/First Line Leader (FLL) Process:**

- a. Administrative or full-time personnel at the unit level will complete the following actions:
  - (1) Provide a copy of the MOI to the CDR and 1SG.
  - (2) Receive an initial PER and the 4100s for the unit. Review the PER and inventory 4100s to ensure a form was received for each eligible Soldier assigned or attached to the unit. If a 4100 Soldier Verification Addendum and 4100-1-R-E (Army National Guard Enlisted Promotion Point Worksheet) is missing, contact your higher command for assistance. Obtain additional forms from higher command, if necessary, and add those personnel to the PER. Forward the 4100s to the gaining unit for processing when a Soldier has transferred to another unit.
  - (3) Highlight Soldiers listed on the PER who are not eligible for promotion consideration or are no longer a member of the unit and add a comment in the remarks column. Use paragraph 7-20, AR 600-8-19 and paragraph 2-5 of this SOP to determine eligibility. Supporting documentation must be provided for any Soldier on the PER that a packet is not submitted. The only authorized supporting documents for ineligible Soldiers are:
    - (a) Discharge/Retirement Orders
    - (b) Promotion Orders
    - (c) MOS Orders awarding an officer producing MOS (09R, 09S, etc.). Submit the initiated packet if the Orders have not been published.
    - (d) Reduction Orders. Submit the initiated packet if the Orders have not been published.
    - (e) ING Orders. Submit the initiated packet if the Orders have not been published.
  - (4) After completion of all counseling and unit processing, secure a final PER to verify all Soldiers are accounted for, then forward the annotated PER with 4100s and substantiating documents to the next higher command for submission by the suspense date indicated.
- b. The 1SG and/or FLL will complete the following actions:

(1) Review the PER and ensure all eligible Soldiers are accounted for. This includes Soldiers on medical hold and assigned to the JFHQ and attached back to the unit.

(2) Review the NGB Form 4100-1A-R-E (Enlisted Promotion Point Worksheet) with each E4 and explain the administrative points calculated, providing an opportunity for submission of additional documents.

(3) Review the 4100 Soldier Verification Addendum with each Soldier and counsel Soldiers on the election(s) or declination decisions.

(4) The RDNCO, PSNCO, 1SG or CDR can fill out and sign the 4100 Soldier verification Addendum if the Soldier is unavailable to sign. A Memorandum of justification will be turned in to the EPS (see paragraph 2-7i).

### **3-5. Soldier Processing:**

a. E4s will verify the accuracy of entries and will annotate (hand write) incorrect data on the NGB Form 4100-1A-R-E (Army National Guard Promotion Point worksheet SGT Board). The following will be verified:

(1) Weapons Qualification: The latest weapons qualification (N-Not Qualified, M-Marksman, S-Sharpshooter, E-Expert, and date) will auto-populated from SIDPERS. Weapons qualifications are good for the two years from date of last qualification.

(2) DA Form(s) 705. The latest APFT score and date will auto-populate from SIDPERS. APFT score is valid for 14 months (8 months for AGR).

(3) Other resident training hours will auto-populate from SIDPERS.

(4) Self-development course hours will auto-populate from SIDPERS.

(5) Current NCOES & SSD highest level will auto-populate from SIDPERS. This represents the highest NCOES (SSD and resident completed in order).

(6) Postsecondary semester hours will auto-populate from SIDPERS.

(7) Substantiate administrative points in (1) through (6) above and NCOERs must be input into SIDPERS and on file in iPERMS prior to 1 March. If there is no data in SIDPERS and documents in iPERMS, promotion points will not be granted. Soldiers must meet the unit's suspense date and submit any point substantiating documentation so that it may be updated into systems of record in sufficient time to meet the chain of command and State suspense dates.

b. Soldiers will complete and digitally sign the 4100 Soldier Verification addendum.

## **Section II**

### **Completing the NGB Form 4100-1A-R-E (Army National Guard Promotion Point Worksheet SGT Board) and Personnel Eligibility Roster (PER)**

**3-6.** Determine Eligibility: See AR 600-8-19 para 7-7 for computation of TIG, TIS, and CES.

**3-7.** Annotate the Personnel Eligibility Roster (PER): Highlight the Soldier's name and add a comment on the remarks column if the Soldier does not meet the eligibility requirement consideration for promotion (i.e. 09S, 09R, 09W, DSCH, etc.). Add names of eligible Soldiers at the bottom of the PER. When forwarding 4100s for consideration, each and every Soldier on the PER must be accounted for; the PER must be annotated with the status of each Soldier. If a Soldier on the PER has been transferred prior to 1 October the gaining unit will be responsible for turning in their EPS packet. If a Soldier on the PER is transferred after 1 October the losing unit will be responsible for turning in their EPS packet. Gaining and losing units are required to work together to complete the required packet.

**3-8.** Section I, NGB Form 4100-1A-R-E, Personnel System Data (SGT Board): Soldiers are to review the administrative data in this section for accuracy.

**3-9.** Section II, NGB Form 4100-1A-R-E, Awards: Points are pre-calculated from SIDPERS. See Table 3-1 for point values, maximum of 50 points. Only Federal and State awards that are worth points should be listed on the NGB 4100; up to 10 awards.

Table 3-1 Award Admin Point Values	
Award	Point Value
Soldier Medal (and higher)	35 points each award
Bronze Star Medal/Purple Heart	30 points each award
Meritorious Service Medal (federal and state)	25 points each award
Commendation Medal (federal, state, joint, and other services)	20 points each award
Achievement Medal (federal, joint, and other services)	15 points each award
Prisoner of War, CIB, CAB, CMB, EIB, EFMB	10 points each badge
Driver and Mechanic Badges, Tomb Guard Identification Badges	5 points each badge
Campaign Medals and Stars	5 points each campaign medal and 5 additional points for each star
GWOTEM	5 points

**3-10.** Section III NGB Form 4100-1A-R-E, Training and Education Data (SGT Board).

a. Weapons Qualification: The score is only good for two years, and must be current as of 1 March. Pre-calculated from SIDPERS for a maximum of 75 points. Expert = 75, Sharpshooter = 50, Marksman = 25. The only acceptable or authorized means of qualification will be on the standard U.S. Army rifle, the M16A1, M16A2, M4, M249 Squad Assault Weapon, or the U.S. Army M9 pistol. Do not attach a copy of the Qualification.

b. APFT: Pre-calculated from SIDPERS for a maximum of 75 points. Do not attach DA Form 705. Update in SIDPERS if there is a more current APFT. There are several rules regarding Soldiers who have no APFT, alternate APFT, or profiles. (Refer to AR 600-8-19, Paragraph 7-52 and Table 7-7).

c. Other Resident Training: Pre-calculated from SIDPERS for a maximum of 50 points. (Refer to AR 600-8-19, Chapter 7). Calculated IAW AR 600-8-19, paragraph 7-53. Soldiers receive 5 points per full week for non-NCOES military resident training. Courses must be successfully completed and be at least 5 days or 40 or more hours to be recorded.

d. Self-Development Course Hours: Pre-calculated from SIDPERS for a maximum of 75 points. Calculated IAW AR 600-8-19, paragraph 7-54. This consists of ACCP and other service sub-course program credits (including Army Smart Force Program and FEMA courses through the Emergency Management Institute) which are documented in the AMHRR or through individual course completion notices provided by the Soldier. Award 1 point for every 5 credit hours completed and an additional 5 points for each diploma issued for completing an entire correspondence course program of instruction, provided it was at least 5 sub courses or 25 hours

e. Post-Secondary Semester Hours: Pre-calculated from SIDPERS for a maximum of 75 points. Substantiating documentation must be included in iPERMS. Points will be awarded based on an original (official) transcript. Grade reports and course of study plans are not acceptable. Points are not awarded for course recommendations listed on DD Form 295 or similar documents. These are credit recommendations based on ACE evaluations and are not

considered until accepted by the state Education Services Officer (ESO). Refer to Table 3-1 for further clarification.

Table 3-1 Civilian Education		
Type	Semester Hours	Points Awarded
High School/GED	N/A	0
College/Trade School	1-60	1 point for each hour
	60+	0
For 61 or more semester hours, but less than a baccalaureate degree, no additional points will be awarded		
Degrees:		
Bachelor of Arts (BA)		75
Bachelor of Science (BS)		75
Post Graduate Work		75

**3-11.** Section IV, NGB Form 4100-1A-R-E, Verification: Soldiers verify whether or not they want to be considered for military education and promotion. Soldiers acknowledge the stipulations associated with being considered for promotion and subsequently declining a position.

**3-12.** Section V, NGB Form 4100-1A-R-E, Appraisal (Sergeant Board). This section is not used. Board Member points will be calculated through NGABS.

**3-13.** Section VI, NGB Form 4100-1A-R-E, Total Score and Verification (Sergeant Board). This section will be pre-calculated with Promotion Board Score left blank. The maximum Administrative points that can be obtained is 400. The maximum Promotion Board Score is 600.

**3-14.** EPS Packets. EPS turn in packets will include:

- a. GA ARNG Form 4100-B, Soldier Verification Addendum (all ranks, turn in digitally)
- b. Enlisted Promotion Point Worksheet NGB Form 4100-1A-R-E (E4 only, turn in digitally)
- c. GA ARNG Form 2166-2, E4 Word Picture (E4s only, turn in digitally)
- d. Soldier's memorandum to the board (optional) IAW AR 600-8-19 paragraph 7-32 (turn in hardcopy).
- e. DA Form 4187 for CPMOS change (turn in hardcopy)
- f. Denial of Consideration for promotion (DA Form 4187 and DA Form 4856, turn in hardcopy)

**3-15.** E4 Word Picture: For Soldiers in the rank of E4, a GA ARNG Form 2166-2-R-E dated September 2016, (See Figure 3-2) will be prepared at unit level. The E4 Word Picture will provide valuable information to board members as they review files that do not contain NCOER(s). E4 Word Pictures will be completed IAW the requirements for the corresponding blocks on the NCOER. DA Pam 623-3 outlines how to complete the NCOER and can be used as a reference for completing the E4 Word Picture. It will need to be digitally signed by the Soldier, Rater and Reviewer. The Reviewer will be an E8, E9, or officer in the Soldiers chain of command. The E4 Word Picture will be individually saved by the Soldier's full SSN with a lower case x at the end (012345678x).

**3-16. GA ARNG 4100-B, Soldier Verification Addendum (See Figure 2-2):**

a. Unit Commanders, First Sergeants, and/or Fulltime Unit Support Personnel will verify GA ARNG Form 4100-B, Soldier Verification Addendum with each Soldier. The First Line Leader will review the form with the Soldier, explain the standard options available to the Soldier and the consequences of their choices. The Soldier will accept or decline consideration for promotion, military education, assignment preference, and will digitally sign and date the form. If the Soldier elects not to be considered for promotion, the Soldier will not be boarded and will not be placed on the EPS list. If an Area of Consideration is not selected, the Soldier will be defaulted "unit only." In the event the Soldier is not available to sign in person, the Commander or S1 representative will go over the form with the Soldier by telephone, and accomplish all required actions. The Commander or S1 representative can digitally sign and date. A memorandum of justification will need to be submitted by the CDR (or delegate) who signed for the Soldier.

b. Commander's Recommendation: The Commander will mark Recommend or Non-Recommended, digitally sign and date the form. Any Soldier not recommended must be IAW AR 600-8-19 para 7-33. DA Form 4187 and DA Form 4856 (Figure 3-3) must be forwarded for all Soldiers that are not recommended. Soldiers who are not recommended for promotion and/or leadership positions will be afforded 30 days to submit appeal requests through the chain of command to the EPS section. Approval authority for Soldiers not recommended are as follows:

(1) For promotion to SGT/SSG: Commander in the rank of Lieutenant Colonel (See Figure 3-4)

(2) For promotion to SFC/MSG/1SG: Commander in the rank of Colonel (See Figure 3-5) (For JFHQ and R&R will be the G1).

(3) For promotion to SGM/CSM: TAG (See Figure 3-6)

(4) Approval authority for non-recommendation cannot be delegated

(5) TAG is the appeal authority for all ranks

## **4. Boards**

### **Section I General**

#### **4-1. Centralized Board Concept:**

a. The centralized board will be conducted for the purpose of evaluating individual Soldier performance and the potential for Soldiers being considered for promotion to SGT-SGM. This Board will utilize the National Guard Automated Boards System (NGABS).

b. Centralized boards are conducted at GAARNG JFHQ with each command providing board members. Specific requirements for board members, date, time and place of the board will be established and published by EPS annually; but no later than 30 days prior to the scheduled board date.

c. Centralized boards will evaluate Soldiers using the Whole Soldier Concept using a baseline that is established by the board members based on guidance received from the Adjutant General, Commander GAARNG, and/or CSM GAARNG. Baselines will not be published as they will change from year to year.

d. Leadership boards (1SG and CSM):

(1) Leadership boards are conducted as centralized boards at GAARNG Joint Forces Headquarters. Specific requirements for board members, the date, time, and place of the board will be established and published by the G1 annually, but no later than 30 days prior to the scheduled board date.

(2) Leadership boards will have access to the documents listed in paragraph 4-5. Upon completion of the board's review of all records submitted for consideration, the recorder will close the board. EPS will then generate a CSM and 1SG Leadership List. The leadership list is an eligibility list and is not an OML. All Soldiers on the Leadership List are eligible for selection into a leadership position.

**4-2. Board Members and Responsibilities at Centralized Promotion Boards using NGABS.** The board is appointed by memorandum from the G1. The board will be comprised of a president, members, and recorders. MSC requirements for providing members for centralized boards will be published in the annual MOI.

a. **Members:** Members consist of selected Soldiers from each MSC. Each board will have a mix of NCOs who are senior to the boarded Soldiers, i.e. for the SFC Board, the board members can be E7 and above, with a senior member serving as the board president. The minimum grade of a board member will be a SFC. The board will be composed of maximum diversity to include duty status, combat/support MOSs, gender, race/ethnicity, duty positions.

(1) The board will include female and/or minority members if Soldiers of that group are to be considered.

(2) Members of the board will review the records and documents available for each Soldier and award points using the Whole Soldier Concept. Board members will not confer with each other regarding Soldiers they are boarding.

(3) Members will review each Soldier until each applicant receives a total of 5 votes regardless of the number of board members.

b. **Centralized Board Recorders.** Board recorders will be provided by EPS.

(1) The recorder will manage the lists/packets of Soldiers being considered for promotion and ensure that training is given to board members on how to evaluate Soldiers being considered for promotion.

(2) Upon completion of the board's review of all records submitted for consideration, the recorder will close the board. The recorder will then generate any reports that are needed and generate an OML by CPMOS.

**4-3. Standby Advisory Boards (STAB):** STAB will be conducted at the discretion of the G1. There is typically one STAB conducted each EPS cycle, generally in September. The Annual MOI will specify specific STAB dates. Requests for STAB (Figure 4-1) will be conducted IAW AR 600-8-19, paragraph 7-49, will be submitted through command channels with supporting documentation, and a letter to the president of the board (IAW AR 25-50) to the G1 EPS section for consideration. Letters to the president of the board in cases of CPMOS change should address specific reasons for the change and how the requested change will benefit the organization. Soldiers in the rank of SFC and above, requests to change CPMOS should include recent documented experience in the MOS requested in their letter to the president. The suspense for STAB request packets will be specified in the annual MOI.

## **Section II**

### **Conducting the Board**

**4-4. Board Guidance:**

a. **General:** It is essential that the ARNG has Soldiers who are outstanding troop leaders as well as those who can provide leadership skills in other areas, such as specialist career fields and supporting staff and units. The board must evaluate and rate each Soldier, recognizing that various assignments and MOSs require different strengths, techniques and backgrounds.

b. Centralized boards will board Soldiers using the Whole Soldier Concept using the baseline established by the board members.

c. Appraisal: During the proceedings, each board member considers the Soldier's career. This process ensures that no one success or failure, by itself, would be an over-riding factor in determining the Soldier's standing in relation to his or her peers.

(1) Board members will not disclose the results of the board or board findings or take any notes of any type from the board. Board members may discuss the general promotion selection process to help their Soldiers and others better understand the process. They may also counsel their Soldiers on the data in their records and how their qualifications compare to the criteria in Chapter 7, AR 600-8-19.

(2) Board members will review available records, Academic Evaluation Reports, NCOERs, E4 Word Pictures, and authorized memorandums. NCOERs containing excellence marks that are not substantiated should be judged accordingly. Individual Soldiers may submit a memorandum to the president of the board to highlight any area, which may not otherwise be apparent from the Soldier's record.

d. Derogatory Information: The weight of given information will be determined by the collective judgment of the board.

**4-5. Board Documents:** Board members will review the following documents on each Soldier:

a. Enlisted Record Brief (ERB): The ERB is the primary document used to evaluate Soldiers based on the Whole Soldier Concept. It is imperative for Soldiers to ensure their ERB is updated and accurate. Criteria evaluated may include Assignment History, Deployment History, Military Education, Civilian Education, Weapons Qualification, Awards, and DA Photo (E6 and above). Missing and outdated information on the ERB may negatively affect a Soldier's evaluation.

b. NCOERs/E4 Word Pictures: NCOERs or E4 Word Pictures will be used to evaluate the responsibilities and job performance of the Soldier. The NCOER or E4 Word Picture is the primary means of evaluating performance, leadership skills, and potential.

c. DA Form 1059s: Soldiers who exceed course standards, have already completed NCOES required for promotion, and have current training experience will be weighed most favorably.

d. Award Certificates: Used to verify awards listed on the ERB and provide the context for the award.

e. DA Form 705, APFT: Used to verify current and passing APFT. Outdated or failing APFTs may negatively affect a Soldier's evaluation. A memorandum to the president of the board may be submitted to explain extenuating circumstances causing an outdated APFT, such as a profile or deployment.

f. DA Photo (promotion to E7 and above): Used to verify a current DA Photo that presents a professional military appearance. Missing or outdated DA Photos (E6 and above) may negatively affect a Soldier's evaluation.

g. Other iPERMS documents may be used to verify information contained in one of the above categories.

h. Memorandum to the president of the board (if applicable) IAW AR 600-8-19, paragraph 7-32.

## **5. Order of Merit Lists (OML)**

**5-1. Distribution of Lists:** Upon completion of the board and data processing, EPS will generate the OML. OMLs will be reviewed by the G1 before TAG approval. After the lists have been approved, they will be distributed through the state FRAGORD, emailed to each MSC S1, and posted to the EPS website at <https://ga.ng.mil/eps>. OMLs are published on or after 15 May of each year. Soldiers should review their eligibility on the EPS list when published to ensure their

information is reflected correctly. If there is an administrative error, Soldiers should submit supporting documentation through the chain of command to the EPS section to ensure corrections are made.

**5-2. Administrative Removal:** When it is found that a Soldier should be removed from the list for administrative reasons as stated in paragraph 7-44, AR 600-8-19, the unit will submit a DA Form 4187, request for removal from EPS List (Figure 5-1) along with supporting documentation through the MSC to the EPS section. Soldiers requesting removal for personal reasons will complete DA Form 4187, request removal for personal reasons (Figure 5-2). Soldier and command signature are required, but no supporting documentation is required. If substantiated, the G1 will remove the Soldier from the list and update the OML. Removal from the EPS list of Soldiers already selected from promotion nullifies their selection. They will be transferred back to a position commensurate with their grade.

**5-3. Command Initiated Removal:** When a Commander elects to remove a Soldier from the list for reasons stated in paragraph 7-45, AR 600-8-19, the Commander must submit a recommendation for removal through MSC to the G1. Requests include a DA Form 4187 (Figure 5-1), memorandum of justification, and any necessary supporting documentation. Such requests require approval of the G1. Command initiated removal from the EPS list of Soldiers already selected for promotion nullifies their selection. They will be transferred back to a position commensurate with their grade.

**5-4. Changes to Order of Merit Lists (OML) Changes:** Corrections and updates will be posted to the OML located on the EPS website on a monthly basis. STAB results will be incorporated into the October version of the OML.

## **6. Using the OML**

### **Section I Filling Position Vacancies**

**6-1. Personnel Reassignments:** Commanders will fill unit NCO vacancies utilizing the sequence listed in chapter 4, NGR 600-200 and chapter 7, AR 600-8-19.

**6-2. Vacancy Fill Process:**

a. Vacancy Fills will be conducted five times during the EPS cycle: June, August, October, December, and February. The dates of the vacancy fills will be published in the annual MOI. The vacancy fill process will consist of request for fill, approval, priority placement, excess, and OML Fill.

b. Request for Fill: On the first Wednesday of a Vacancy Fill month (June, August, October, December, February), the MSC will submit a consolidated spreadsheet of the vacancies to be filled and an excess roster to the EPS section.

(1) Vacancy Reports are pulled from SIBX using the vacancy report. Units will annotate which vacancies are true vacancies that need to be filled. Units will add a comment explaining why non-true vacancies will not be filled.

(2) Excess rosters are pulled from SIBX using the excess management tool. Excess Soldiers will be eligible for transfer IAW the Guidance for Unit Manning Roster (UMR) memorandum dated 15 June 2016 (figure 6-1). In addition to Soldiers on the excess report, Soldiers who are assigned in an over grade or under grade position will be used as excess (i.e.

an E6 assigned to an E5 position without a valid reason or an E5 assigned to an E6 position who has not been selected for promotion).

c. Priority placement/ Excess fill: The first step in filling approved vacancies is the priority placement/excess fill. All vacancies will be compared against the priority placement list and the excess Soldier list. If an available Soldier exists on either list, that Soldier will be transferred into the vacant position.

(1) Priority Placement list: consists of Soldiers who were promoted against an invalid vacancy and are not the primary slot holders for a position of the commensurate rank. These Soldiers are eligible for involuntary reassignment based on their PMOS within the area of consideration specified on their 4100 Soldier Verification Addendum.

(2) Excess Soldier list: consists of all Soldiers within the state coded 9993 or 9994 in SIDPERS and those Soldiers who are assigned in an over grade or under grade position (i.e. an E6 assigned to an E5 position without a valid reason or an E5 assigned to an E6 position who has not been selected for promotion). These Soldiers are excess and available for involuntary reassignment to a position for which they are qualified (PMOS, SMOS, or AMOS) within a 50 mile radius of their home of record (HOR) (calculated via HOR zip code and unit zip code).

d. EPS Vacancy Fill: If there are no eligible Soldiers on the priority placement or excess lists, the position will be available for EPS fill. The EPS Section will:

(1) Identify the highest ranked Soldiers on the OML fully eligible and available for selection. Eligibility is verified against the systems of record. Soldiers not fully eligible in the system of record will be bypassed for selection. As a reminder, Soldiers may verify their eligibility for selection at any time on the Georgia National Guard membership site at <https://gamembership.army.mil/eps> and viewing Enlisted Promotion System Status (Common Access Card required). The system of record for each promotion requirement is below:

(a) MOS Qualified: based on CPMOS, verified through SIDPERS.

(b) NCOES Qualification: SIDPERS

(c) SSD Qualification: SIDPERS

(d) Civilian Education: SIDPERS

(e) Security Clearance: SIDPERS

(f) APFT: SIDPERS

(g) Height/Weight: RCAS

(h) Remaining Service Obligation: SIDPERS

(i) Flagged: SIDPERS

(j) Listed on EPS List: EPS List

(k) TIG: SIDPERS

(l) TIS: SIDPERS

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

(3) The EPS vacancy fill will typically be conducted the second week of the month. Specific dates will be specified in the annual MOI. Following the vacancy fill, initial results will be submitted to the MSCs for a 48 hour review. Following the review, the EPS section will make any necessary adjustments. Once the EPS section has verified all information, the EPS section will initiate a PAR to Transfer and Promote the Soldier. If the Soldier is selected against a vacancy within the same unit, EPS will initiate a reassignment. If the Soldier is fully eligible for promotion, the EPS section will publish a promotion order. The effective date of transfer and Date of Rank (DOR) for Soldiers fully eligible for promotion will be the third Wednesday of the month. Soldiers will be authorized to split with the losing unit for one drill following transfer.

e. Promotion: For Soldiers who were not fully eligible for promotion (lacking NCOES or Remaining Service Obligation) at the time of selection, units will submit a DA 4187 request for promotion (Figure 2-1) through the MSC to the EPS section. DOR will be the date the Soldier gained full promotion eligibility but will not be backdated more than 60 days. Exceptions are approved by the CG and require a memorandum of explanation, signed by the MSC commander, and a DA Form 4856 Counseling Statement for whoever was responsible for the request not being submitted within a timely manner.

### **6-3. Bypassed Soldiers**

a. The EPS Section will not go back and promote a Soldier who was bypassed for selection because the system of record was not updated. Soldiers have the ability to verify eligibility for selection and are encouraged to verify eligibility frequently, especially immediately prior to a Vacancy Fill. Any exceptions to this policy must be approved by the CG and requires a memorandum of explanation signed by the MSC commander and a DA Form 4856 Counseling Statement for whoever was responsible for the eligibility criteria not being updated in the system of record prior to the Vacancy Fill.

b. Soldiers fully eligible for promotion in the system of record and erroneously bypassed by the EPS section will be selected and placed on the Priority Placement List. The current unit is responsible for ensuring the Soldier is enrolled in the required NCOES for the next grade if required.

**6-4. Erroneously selected Soldiers:** Soldiers that were erroneously selected because of incorrect information in the system of record will have their orders revoked and will be reassigned to a position commensurate with their grade.

**6-5. Exception to Policy (ETP) Fills:** During the October and February vacancy fills, ETPs will be authorized after Priority Placement/Excess Fill and EPS Vacancy Fill. If an MOS list is exhausted (all Soldiers within the CPMOS have been selected or none are available or eligible) the following priority will be followed:

a. Using the existing list in sequential order, offer vacancies to those Soldiers originally bypassed because of their area of consideration elections on the 4100 Soldier Verification Addendum.

b. Using the entire existing promotion list in sequential order, offer vacancies in order as they appear to those Soldier who hold the vacancy MOS as a secondary (SMOS) or alternate (AMOS) within SIDPERS. Soldier will not be considered for an MOS they possess that is not listed as an SMOS or AMOS within SIDPERS. Soldiers will not be bypassed based on the area of consideration elections on the 4100 Soldier Verification Addendum.

c. If the vacancy still cannot be filled, the unit can request EPS publish a Statewide Vacancy Announcement (SWVA) following the October Vacancy Fill. There will not be an SWVA following the February Vacancy Fill. Soldiers that are accepted using the SWVA will be placed in the position but not promoted until all conditions in the SWVA are met. SWVA applicants must be NCOES qualified for the current rank. SWVA selectees will be required to meet the NCOES training requirements upon selection specified in paragraph 2-6. The only exception to these training requirements is Soldiers will be afforded an additional 12 months to complete training if they require MOS training in addition to NCOES. Commanders must counsel Soldiers that they are required to complete training within the required timeframe (Figure 6-2). Once Soldiers are accepted for a SWVA position, they will not be considered in the CPMOS for which they are on the OML. If they fail to meet the requirements of the SWVA position, they will again be considered in the CPMOS for which they are on the OML.

**6-6. Declination Procedures:** MDay Soldiers must submit MDay Declination of Promotion (Figure 6-3) to decline a promotion or leadership position. Soldiers who decline positions that are within their elected area of consideration will be removed from the OML and will not be reinstated until the next board cycle. Soldiers who were promoted will have promotion orders revoked. Soldiers who decline within 45 days will have the transfer order revoked. Soldiers who decline more than 45 days from the effective date of transfer will be reassigned to a commensurate position within the gaining unit and coded excess (9993) if necessary. Soldiers who decline positions offered outside their CPMOS or area of consideration will not be removed from the OML.

**6-7. Hardships:** MDay Soldiers and technicians who decline due to hardship must submit the MDay Hardship Request (Figure 6-4) with supporting documentation. If approved, the Soldier will remain on the OML, but will be ineligible for selection for any other positions until the G1 is informed that the hardship no longer exists. For AGR Soldiers see paragraph 6-14.

**6-8. Stabilization upon Promotion:** Soldiers will not be voluntarily transferred for 12 months following the effective date of selection.

- a. The CG may waive the requirements of this paragraph for the needs of the service.
- b. Commanders may initiate command directed transfers that don't create excess. These include transfers into a vacant position or one for one swaps.
- c. Stabilization will not stop a Soldier's Career Progression.

## **Section II**

### **Positions with special promotion requirements:**

**6-9. 122<sup>d</sup> Regional Training Institute (RTI) Vacancies.** When a request for vacancy fill is requested for an instructor position at the RTI that is MOS specific, the OML for that MOS will be utilized. The EPS section will provide a list of Soldiers who acknowledged willingness on the 4100 Soldier Verification Addendum to accept instructor positions in RTI. RTI will prescreen the candidates to ensure they meet the eligibility requirements for the instructor course and the additional requirements (Figure 6-5) for instructors. Soldiers who cannot meet the requirements for proponent certification will not be considered for RTI positions, but will remain on the OML and eligible for selection in non-instructor positions. Once they meet the requirements of the proponent school house, they will be considered for the next vacancy. This may be just a matter of gaining time in the MOS or serving as a squad leader or platoon sergeant. RTI will provide a list of Soldiers meeting the eligibility requirements to the EPS section, and the highest ranked eligible Soldiers will be selected. RTI will provide a selection memorandum detailing which requirements those found ineligible for selection did not meet. This selection memorandum will be provided to the EPS section and to the individual Soldier. RTI instructors are required to gain instructor certification. Soldiers will be required to complete the Total Army Instructor training Course within one year and be awarded Skill Qualification Identifier (SQI) 8.

**6-10. Recruiting Positions.** Recruiter positions are MOS 79T and only Soldiers from the 79T OML will be considered for promotion into these positions. Soldiers who are recruiter qualified (SQI 4) but do not hold the 79T MOS are authorized to submit a CPMOS change request to compete on the 79T OML. CPMOS change requests to 79T require approval by the Recruiting and Retention Battalion Commander prior to G1 approval. 00F30 positions: Soldiers who are not on the 79T EPS List will be offered the position. Soldiers will not lose their position on the EPS List for their CPMOS by declining a recruiter position.

**6-11. Additional Skill Identifiers (ASI).** IAW AR 600-8-19, paragraph 7-39, Soldiers are considered for selection to position regardless to SQI, ASI, and language identification code of the position. For positions with additional qualifications that are indispensable to performance, a commander may submit a memorandum to the G1 for approval requesting to either (1) only consider Soldiers who are willing to attend the required training, or (2) only consider Soldiers who are currently fully qualified for the position. Requests must be submitted through the MSC to the G1 no later than 1 March. The G1 is the approval authority for these requests. A consistent standard must be used for each MOS, grade, functional area, and type of unit.

a. For approved requests to only consider Soldiers who are willing to attend the required training, Soldiers who are interested in accepting positions requiring the specialized training will be selected in order as they appear on the OML. Soldiers that decline these positions will remain on the OML and are eligible for selection for non-ASI required positions. Soldiers that are selected will be assigned and will have 1 year from the date of assignment to obtain the proper SQI/ASI. If a Soldier fails to obtain the proper certification, the unit can submit a DA 4187 requesting the Soldier be placed on the priority placement list. The unit will code the Soldier excess code 9993, and the Soldier will be reassigned to the next available position commensurate with their grade.

b. For approved requests to only consider Soldiers who are fully qualified, only Soldiers that are fully qualified for the position will be considered. If there are no fully qualified Soldiers for the position, the position will not be filled. These positions will not subsequently be offered via ETP to Soldiers who are not fully qualified for the position.

**6-12. Critical/Low Density Positions.** Units may request to promote excess against critical/low density positions. Requests must be submitted in memorandum format through the MSC to the G1 no later than 1 March. Requests must fully explain the criticality for these positions and the number of excess required for mission accomplishment. The G1 is the approval authority for these requests. For approved exceptions, Soldiers will be promoted against the existing position and will be coded in SIDPERS YYYY even through there are more Soldiers currently in the position than the MTOE allows. Examples include:

a. Low density MOS positions with an inverted career progression. For example, if an MOS only has one E6 position statewide but three E7 positions, the unit could request approval to overfill the E6 position to facilitate adequate personnel to fill the higher level positions.

b. Organizational changes that will create additional authorizations. For example, if an MTOE change creates an additional 10 positions of a low density MOS, the unit could request authorization to promote excess against the future vacancies.

c. Critical skill sets: If a unit has a training requirement it is unable to accomplish without a qualified Soldier in a low density MOS, the unit could request authorization to promote excess against that position. This would enable the unit factor in personnel turnover and still conduct required training.

**6-13. 00F Positions:** In an effort to fill the most qualified Soldiers by job classification and duty description in MOS immaterial vacancies; MSCs and O6 staff directorates should provide a memorandum specifying the group of MOSs that they feel best to select from and the duty description for each 00F vacancy to the EPS section no later than 1 November for consideration during that year's EPS cycle. A copy of the memorandum will be uploaded to the EPS website. When a request for vacancy fill is requested for a position that is MOS immaterial (00F), EPS will fill the vacancy with the highest ranked Soldier possessing one of the approved MOSs for that position. This provides flexibility for job specific skills based on duty description while ensuring the highest ranked Soldier is selected from the chosen list of MOSs on the OML. IAW NGR 600-200, para 2-21C, in the event there is no submission of duty description and MOS consideration list submitted to the EPS section prior to 1 May, selection for a qualified vacancy

will be the highest ranked Soldier on the OML among all MOSs regardless of applicability to the specific vacant position.

**6-14. CSM/1SG Fills:** CSMs and 1SGs will be selected and promoted utilizing the CSM/1SG Leadership List. Promotable E7s and all E8s and E9s will annotate on the 4100 Soldier Verification Addendum (Figure 2-3) whether or not they desire to compete for CSM and 1SG. Commander non-recommendations for leadership consideration will be annotated on the 4100 Soldier Verification Addendum and will be processed the same as non-recommendation for promotion (see paragraph (3-15)).

a. E7s promotable and E8s who have not reached promotion eligibility will not be eligible for consideration for CSM positions, they will only be eligible for 1SG leadership positions.

b. Fill procedures: RFFs will be submitted to EPS for CSM and 1SG vacancies. Positions will be announced for 30 days with an email sent to all Soldiers eligible to apply outlining the application process. The MSC is responsible for conducting the board IAW the Command Sergeant Major and First Sergeant Selection Board Procedures memorandum (Figure 6-6). Any Soldier on the leaders list may be chosen, however, Commanders will consider MSGs and serving 1SG's with the MOS under automatic consideration before selecting a SFC or a non-MOSQ MSG/1SG. If the unit selects a SFC or non-MOSQ MSG/1SG for the position, the commander will submit a memorandum of justification explaining why a qualified E8 was not chosen. The EPS section will send a list to the MSC of all Soldiers under automatic consideration. Eligibility for leadership positions is:

(1) MSGs/SGMs already possessing the position MOS and rank commensurate with the position will be automatically considered.

(2) 1SGs/CSMs who have been in their current leadership position 36 months or more already possessing the position MOS and rank commensurate with the position will be automatically considered.

(3) 1SGs/CSMs who have been in their current leadership position between 12 and 36 months, regardless of MOS, may apply for the position.

(4) 1SGs/CSMs who have been in their current leadership position less than 12 months are ineligible to apply.

(5) AGRs and Technicians who have already served a CLASP assignment will be ineligible to apply.

(6) SFCs/MSGs/CSMs on the Leadership List, regardless of MOS, may apply for the position.

c. CSM are conditional promotions. Soldiers must complete the USASMC within the prescribed time as appropriate. Failure to complete the USASMC in accordance with AR 600-8-19 paragraph 1-28 will result in reduction to E8.

d. Units selecting AGRs or Technicians for 1SG/CSM positions will submit a Command Leadership Assignment (CLASP) agreement memo (Figure 6-7) to the EPS office with the selection packet for G1 approval. The approved CLASP memo will be submitted with the SF Form 52 to HRO to process the transfer. CLASP assignments will not exceed 3 years and are only allowed within the supported chain of command. AGRs and Technicians are not allowed more than one command or leadership assignment at the same level, regardless of duty status. Technicians must find a slot commensurate with their grade and technician compatibility upon assignment completion. AGR Soldiers are not authorized to be frocked into leadership positions. Refer to NGR 600-5 (SEP 2015) for additional information.

e. Declinations and hardship requests of leadership positions are handled in accordance paragraphs 6-5 and 6-6. Declination of a leadership position will result in the Soldier being removed from the leadership list.

### **Section III AGR/Technician Positions**

**6-15. AGR Vacancies:** Units with AGR vacancies will submit a Standard Form 52 through the Chief of Staff's office to HRO. HRO will validate the vacancy and submit to the EPS section to identify the next available AGR Soldier eligible for selection from the OML. HRO will process any required transfers and promotions. Effective date of promotion for AGR Soldiers fully eligible for promotion upon selection will be the day the Chief of Staff approves filling the position.

a. Declining AGR Positions: IAW para 7-42, AR 600-8-19, AGR Soldiers are not authorized to decline positions.

b. Declination Hardships: AGR Soldiers who decline due to hardship must submit the AGR Hardship Request (Figure 6-8) with supporting documentation. If approved, the Soldier will remain on the OML, but will be ineligible for selection for any other positions until the G1 is informed that the hardship no longer exists.

**6-16. Technician Personnel:** The following applies to Federal employees who are required to be a military member as a condition of employment. The Human Resource Office will be contacted to verify compatibility and non-grade inversion prior to filling unit vacancies with technician personnel.

a. Compatibility: The 4100 Soldier Verification Addendum offers technicians the opportunity to decline assignments that are incompatible with their technician position. Technicians who decline assignments due to compatibility requirements will remain on the OML and will only be considered for compatible positions.

b. IAW TPR 303 Military Technician Compatibility, paragraph 2-2c, technicians may request compatibility waivers through HRO for TAG approval. Technicians who declined consideration for incompatible positions on the 4100 Soldier Verification Addendum will only be considered for these positions after a compatibility waiver is granted. Consideration is not retroactive.

### **Section IV NCOES Requirements**

**6-17. NCOES Requirements for Promotion and Board Consideration.**

a. SSD:

(1) SSD 1: Required as a prerequisite for Basic Leaders Course (BLC) and for consideration to be on the E5 OML. Soldiers who successfully completed WLC prior to 1 January 2014 are not required complete SSD level 1 and are eligible for promotion consideration to be placed on the OML.

(2) SSD 2: Required as a prerequisite for Advanced Leader Course (ALC) and for consideration to be on the E6 OML. Soldiers who successfully completed all phases of the Advanced Leader Course prior to 1 June 2014 do not need to complete SSD 2.

(3) SSD 3: Required as a prerequisite for Senior Leader Course (SLC) and for consideration to be on the E7 OML. Soldiers who successfully completed the Senior Leader Course prior to 1 January 2014 do not need to complete SSD 3.

(4) SSD 4: Required as a prerequisite for consideration to be on the E8 OML. MSGs/1SGs must complete SSD 4 as a prerequisite to enroll into the United States Army Sergeants Major Course (USASMC).

b. Resident NCOES:

(1) BLC is a requirement for promotion to E5 and for OML consideration to E6.

(2) ALC is a requirement for promotion to E6 and for OML consideration to E7.

(3) SLC is a requirement for promotion to E7 and for OML consideration to E8.

(4) USASMC enrollment is a requirement for conditional promotion to E9.

**6-18.** Courses creditable for NCOES. See paragraph 7-24 and 7-25, AR 600-8-19.

## **Section V Mobilization**

**6-19.** Promotion upon Mobilization: Soldiers mobilized under Title 10 USC 12301(d) in support of a contingency operation, and Title 10 USC 12302 or 12304 may be promoted one grade on the basis of an actual unit vacancy within their mobilized unit or to positions in non-mobilized units. Soldiers will not be released from mobilized units to accept a position in a non-mobilized unit. These Soldiers will be reassigned to those units upon REFRAD. These vacancies must be held for the deployed Soldier (PPG paragraph 13-8).

a. Soldiers mobilizing with another unit and who were EPS selected, will be promoted to the grade for which selected.

b. Mobilized Soldiers who hold a higher grade position, and are fully eligible for EPS promotion at the time of mobilization may be promoted.

c. Soldiers will not be promoted against an active Army TDA position.

d. Soldiers that decline transfer upon REFRAD to the unit they accepted the promotion in will have their promotion orders revoked. These soldiers may apply thru USPFO to DFAS for de facto status to keep any pay and allowances received at the higher grade.

e. AGR soldiers are considered statewide and must accept reassignment upon REFRAD.

**6-20.** During Dwell Time: All Soldiers will be eligible for promotion into units regardless of dwell time.

## **Section VI Key Points**

**6-21.** Bullets to Remember:

a. Promotions to Master Sergeant and above require at least an Interim Secret Clearance. Units are responsible for submitting promotion packets for Soldiers who are on temporary Title 10 orders (WTU, Title 10 ADOS, MOB Augmentees, etc).

b. Major Commands are responsible for ensuring deployed units under their command receive their PER and 4100s and that they are received prior to any suspense date. (SGT-CSM Boards).

c. Units must fill their vacancies in a timely manner (60 days or less).

d. Units must hold a position for Soldiers who accept an EPS promotion while deployed.

e. Units may not fill positions of Soldiers who volunteered for deployment or who were command directed.

f. The PER must be verified when it is received. Losing units will notify gaining units of Soldiers no longer assigned to them and forward 4100s on those Soldiers. Contact the EPS section for assistance, if necessary.

g. Requests for consideration in another CPMOS must be sent through appropriate channels and approved by the G1 prior to the board date. Previously approved requests may be attached to the packet. Orders awarding a PMOS are also acceptable.

h. Once Soldiers are accepted for a SWVA position, they will not be considered in the CPMOS for which they are on the OML. If they fail to meet the requirements of the SWVA position, they will again be considered in the CPMOS for which they are on the OML.

i. Once Soldiers complete training and get fully qualified for promotion, documentation will be forwarded to the EPS section who will then initiate the PARS.

j. IAW AR 640-30 para 6 DA Photos are required within 60 days of promotion to SSG or higher.

## **Appendix A**

### **References**

AR 25-50, Preparing and Managing Correspondence, 17 MAY 13

AR 350-1, Army Training and Leader Development, 19 AUG 14

AR 600-8-19, Enlisted Promotions and Reductions, 18 DEC 15

AR 640-30, Photographs for Military Human Resources Records, 18 SEP 08

Army Directive 2015-31, Requirements for Noncommissioned Officer Promotions, 13 AUG 15

ALARACT 143/2015, Noncommissioned Officer Promotion Requirements, 20 AUG 15

Department of the Army Pamphlet 623-3, Evaluation Reporting System, 10 NOV 15

Department of the Army Personnel Policy Guidance for Overseas Contingency Operations, 28 JUN 2011

NGR 600-5, The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management, 21 SEP 15

NGR 600-200, Enlisted Personnel Management, 31 JUL 09

PPOM 14-016, ARNG Expansion of Opportunities for Female Soldiers, 17 SEP 14

PPOM 12-057, State Wide Vacancy Announcement (SWVA), 24 JUL 12

PPOM 10-083, Clarification of Civilian Education Requirements for Enlisted Promotion to Sergeant E5 and Above, 20 DEC 10

PPOM 10-041, Announcement of Changes for Senior Enlisted Promotion Boards, 6 AUG 10

PPOM 15-009, Exception to Administrative Removal from Enlisted Promotion List for Attendance in Officer Producing Program, 24 April 15

PPOM 15-032, Implementation of the Army National Guard Select, Train, Educate, and Promote (STEP) Career Management Model for the Enlisted Force, 6 October 2015

## **Appendix B**

### **Glossary—Acronyms**

1SG  
First Sergeant

4100  
NGB Form 4100-1A-R-E

4100 Soldier Verification Addendum  
GA ARNG Form 4100-B

ADOS  
Active Duty Operational Support

AGR  
Active Guard Reserve

AKO  
Army Knowledge Online

ALC  
Advanced Leaders Course

AMOS  
Alternate Military Occupational Specialty

APFT  
Army Physical Fitness Test

AR  
Army Regulation

ARNG  
Army National Guard

ASI  
Additional Skill Identifier

BLC  
Basic Leaders Course

BN  
Battalion

CAB  
Combat Action Badge

CDR  
Commander

CES  
Cumulative Enlisted Service

CIB  
Combat Infantryman Badge

CLASP  
Command, Leadership, and Staff Assignment Policy

CMB  
Combat Medical Badge

CPL  
Corporal

CPMOS  
Career Progression Military Occupational Specialty

CSM  
Command Sergeant Major

DA  
Department of the Army

DFAS  
Defense Finance and Accounting Service

DOR  
Date of Rank

DPRO  
Director's Personnel Readiness Overview

EFMB  
Expert Field Medical Badge

EIB  
Expert Infantryman Badge

EPS  
Enlisted Promotion System

ERB  
Enlisted Record Brief

ESO  
Education Services Officer

ETP  
Exception to Policy

FLL  
First Line Leader

FRAGORD  
Fragmentary Order

GAARNG  
Georgia Army National Guard

GWOTEM  
Global War on Terrorism Expeditionary Medal

HRO  
Human Resources Office

IAW  
In accordance with

iPERMs  
Individual Personnel Electronic Records Management System

JFHQ  
Joint Forces Headquarters

MDay  
Mobilization Day (Traditional Soldier)

MOI  
Memorandum of Instruction

MOS  
Military Occupational Specialty

MOSQ  
Military Occupational Specialty Qualified

MSC  
Major Support Command

MSG  
Master Sergeant

MTOE  
Modified Table of Organization and Equipment

MUTA  
Multiple Unit Training Assembly

NCO  
Noncommissioned Officer

NCOER  
Noncommissioned Officer Evaluation Report

NCOES  
Noncommissioned Officer Education System

NCOIC  
Noncommissioned Officer in Charge

NGABS  
National Guard Automated Boards System

NGB  
National Guard Bureau

NGR  
National Guard Regulation

OCONUS  
Outside Continental United States

OCS  
Officer Candidate School

OML  
Order of Merit List

PEBD  
Pay Entry Basic Date

PAR  
Personnel Action Request

PER  
Personnel Eligibility Roster

PMOS  
Primary Military Occupational Specialty

PPG  
Personnel Policy Guidance

PPOM  
Personnel Policy Operational Memorandum

RCAS  
Reserve Component Automation Systems

REFRAD  
Release from Active Duty

RTI  
Regional Training Institute

SFC  
Sergeant First Class

SGM  
Sergeant Major

SGT  
Sergeant

SIDPERS  
Standard Installation Division Personnel System

SLC  
Senior Leaders Course

SMOS  
Secondary Military Occupational Specialty

SMP  
Simultaneous Membership Program

SOP  
Standard Operation Procedure

SPC  
Specialist

SPORTAL  
SharePoint Portal

SQI  
Skill Qualification Identifier

SSD  
Structured Self Development

SSG  
Staff Sergeant

STAB  
Standby Advisory Board

SWVA  
Statewide Vacancy Announcement

TAG  
The Adjutant General

TDA  
Table of Distribution and Allowances

TIG  
Time in Grade

TIS  
Time in Service

TPR  
Technician Personnel Regulation

USASMC  
US Army Sergeants Major Course

UMR  
Unit Manning Roster

USC  
United States Code

USPFO  
United States Property and Fiscal Office

WLC  
Warrior Leaders Course

WOC  
Warrant Officer Candidate

<b>PERSONNEL ACTION</b>		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b> Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
<b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
<b>ROUTINE USES:</b> The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
<b>DISCLOSURE:</b> Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU <i>(Include ZIP Code)</i> COMMANDER, MSC NAME STREET ADDRESS CITY, GA ZIP	2. TO <i>(Include ZIP Code)</i> TAG-GA: ATTN: G1 1000 HALSEY AVENUE MARIETTA, GA 30060	3. FROM <i>(Include ZIP Code)</i> COMMANDER, UNIT NAME STREET ADDRESS CITY, GA ZIP
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME <i>(Last, First, MI)</i> SOLDIER'S NAME	5. GRADE OR RANK/PMOS/AOC CURRENT GRADE/RANK/PMOS	6. SOCIAL SECURITY NUMBER 123-45-6789
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: <i>(Check as appropriate)</i>		
<input type="checkbox"/> Service School <i>(Enl only)</i>	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training <i>(Enl only)</i>	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment <i>(Enl only)</i>	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other <i>(Specify)</i> <b>REQUEST FOR PROMOTION</b>
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER <i>(When required)</i>		10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
<p style="text-align: center;">Authority: AR 600-8-19, Chapter 7</p> <p>Soldier has met all requirements for promotion- (completion of NCOES, EXTENSION) and supporting documentation has been updated into SIDPERS and iPERMS as required.</p> <p>Soldier promotion eligibility has been verified on the GA Membership site at <a href="https://gamembership.army.mil/eps/">https://gamembership.army.mil/eps/</a>.</p>		
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change <i>(Section II)</i> or that the request for personnel action <i>(Section III)</i> contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE Unit CDR, CPT, IN, CDR	13. SIGNATURE	14. DATE (YYYYMMDD)

<b>DEVELOPMENTAL COUNSELING FORM</b> For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b>	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
<b>PRINCIPAL PURPOSE:</b>	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
<b>ROUTINE USES:</b>	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
<b>DISCLOSURE:</b>	Disclosure is voluntary.	
<b>PART I - ADMINISTRATIVE DATA</b>		
Name (Last, First, MI)	SMITH, SNUFFY A.	Rank/Grade SGT/E6
		Date of Counseling 1 November 2016
Organization HHC 1-123 IN	Name and Title of Counselor UNIT COMMANDER'S NAME, Commander	
<b>PART II - BACKGROUND INFORMATION</b>		
<b>Purpose of Counseling:</b> (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)		
PERFORMANCE/PROFESSIONAL COUNSELING.		
SGT Smith, the purpose of this counseling is to inform you of the training requirements associated with your selection for promotion and assignment into a higher graded position.		
<b>PART III - SUMMARY OF COUNSELING</b> Complete this section during or immediately subsequent to counseling.		
<b>Key Points of Discussion:</b>		
SGT Smith, IAW FFOM 15-032, Implementation of the Army National Guard Select, Train, Educate and Promote (STEP) Career Management Model for Enlisted Force, you do not currently meet the NCOES requirements for promotion pin-on. You must be enrolled in at least the first phase of the required NCOES within 120 days of selection and you must complete the required NCOES training in the time frame specified below:		
Promotion to:		
SGT: must complete BLC within 24 months of selection		
SSG: must complete ALC within 24 months of selection*		
SFC: must complete SLC within 24 months of selection*		
*plus an additional 12 months per phase after the second phase		
You were selected for promotion on _____, and must be enrolled in the first phase of your NCOES NLT _____.		
Based on your MOS, the NCOES required for your promotion has _____ phases. Therefore, you must complete all phased of your NCOES NLT _____.		
NCOES Extension Waiver. An NCOES extension waivers may be requested by your chain of command, if they deem circumstances warrant an extension. Extension approvals are not guaranteed, and are at the discretion of the command.		
Extensions beyond the above suspense are not authorized for promotion to SGT.		
Extensions beyond the above suspense require O6 commander approval for promotion to SSG.		
Extensions beyond the above suspense require GO commander approval for promotion to SFC.		
If you deploy after your selection, your time line will stop on the day their mobilization starts and will restart 90 days after the date they were released from active duty.		
<b>OTHER INSTRUCTIONS</b>		
This form will be destroyed upon: reassignment ( <i>other than rehabilitative transfers</i> ), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

**Plan of Action** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

You will enroll in at least the first phase of your required NCOES NLT \_\_\_\_\_.  
You will extend, if necessary, in order to enroll in the first phase of your NCOES.  
You will complete your NCOES requirement within the time frame specified.

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled:  I agree  disagree with the information above.  
Individual counseled remarks:

I understand and agree with the requirements associated with my selection. I will complete the NCOES required for my promotion within the specified time frame. I understand that failure to comply with any portion of these requirements will result in my command initiating removal from my position and that I will be placed in a position commensurate with my current grade and I will ineligible for selection for the duration of the EPS cycle.

Signature of Individual Counseled: \_\_\_\_\_ Date: \_\_\_\_\_

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action.)

Ensure that SGT Smith is enrolled in, prepared for, and completes the required NCOES within the time frame specified.  
Request an extension for SGT Smith to complete NCOES requirements if circumstances warrant an extension.  
Notify the EPS section (through the chain of command) if SGT Smith fails to comply with the training requirements.

Signature of Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: \_\_\_\_\_ Individual Counseled: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

**Note: Both the counselor and the individual counseled should retain a record of the counseling.**

**SOLDIER VERIFICATION ADDENDUM – GA ARNG 4100-B**

NAME (Last, First MI)	RANK	SSN (Last 4)
UNIT OF ASSIGNMENT		UIC

➤ **By completing and signing this addendum, I understand the following:**

- I am expected to verify my iPERMs documents and review my Soldier Record Brief (ERB). I understand at a minimum the following documents will be reviewed by the consolidated board:

Enlisted Record Brief	NCOERs/E4 Word Picture	DA 1059s	MILED
Award Certificates	DA 705	DA Photo	CIVED

- If I decline the promotion/assignment, I will be removed from the promotion list for the remainder of the current EPS cycle but will be reinstated on to the next EPS cycle.

➤ **Circle and initial your choice for the following:**

- I want to be considered for promotion. YES NO N/A  
**\* If no is circled skip questions below and sign. You will not be on the EPS list.**

➤ **for questions 4 thru 8 Soldier will not lose their position on the list by declining consideration** YES NO N/A

- I want to be considered for a 1SG/CSM Position (E7 promotable and above) YES NO N/A
- I want to be considered for positions in historically all-male unit recently opened to females. (Females Only) YES NO N/A
- I decline positions that are incompatible with my technician position. YES NO N/A

- I want to be considered for positions that require the following training; (Check all applicable)

Airborne      Air Assault      Ranger      Instructor      Recruiting      Flight

- I want to be considered within the following area: (Check One)

*\*Not selecting an option will default to "Unit Only."*

Unit Only      BN Only      MSC Only      Statewide      or      Geographical Area (1, 2, 3, 4, 5, 6, 7, 8)

1    2    3    4    5    6    7    8

Soldier's Signature / Date

1SG or Commander's Signature / Date

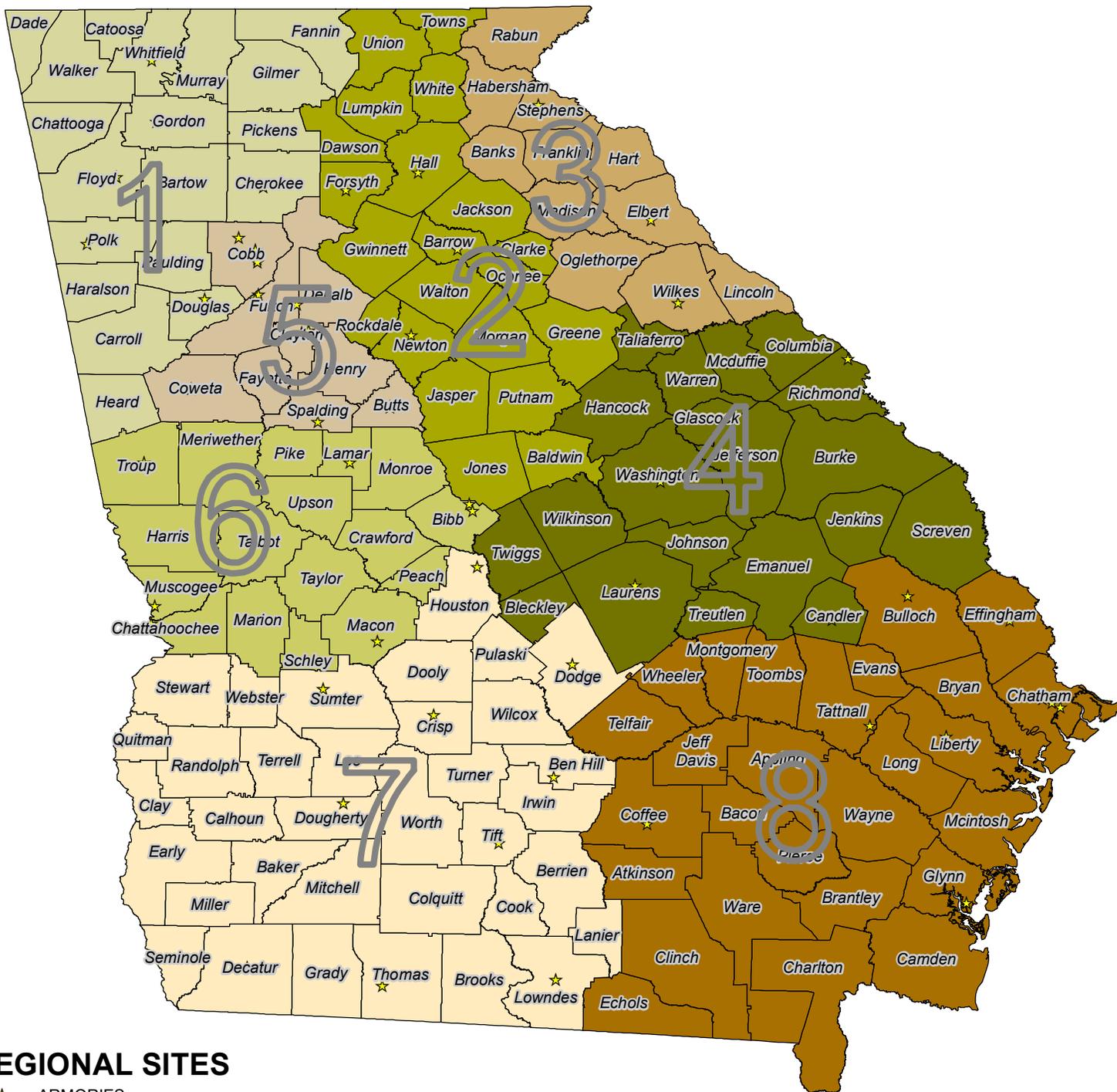
(Check One) Recommendation for Promotion:    Yes    No    N/A

(Check One) SFC - SGM: Recommendation for Leadership:    Yes    No    N/A

- If the Soldier is **NOT RECOMMENDED** for promotion or leadership supporting documentation is require (DA 4187 and DA 4856).

Figure 2-4

# EPS REGIONS



## REGIONAL SITES

★ ARMORIES

<p><b>1</b> CALHOUN CANTON CEDARTOWN DALTON DOUGLASVILLE ROME</p>	<p><b>3</b> ELBERTON HARTWELL TOCCOA WASHINGTON</p>	<p><b>5</b> ATLANTA CLAY NGC DECATUR DOBBINS ARB FT GILLEM KENNESAW MARIETTA OGLETHORPE CHARLIE BROWN GRIFFIN JACKSON NEWNAN</p>	<p><b>6</b> BARNESVILLE COLUMBUS FORSYTH FT BENNING HENRY D RUSSELL LAGRANGE MACON MONTEZUMA</p>	<p><b>7</b> ALBANY AMERICUS BAINBRIDGE CORDELLE EASTMAN FITZGERALD ROBINS AFB TIFTON THOMASVILLE VALDOSTA</p>	<p><b>8</b> BRUNSWICK DOUGLAS FT STEWART GGTC GLENNVILLE HINESVILLE HUNTER AAF SPRINGFIELD STATESBORO</p>
<p><b>2</b> COVINGTON CUMMING GAINESVILLE LAWRENCEVILLE MILLEDGEVILLE MONROE WINDER AIRPORT WINDER</p>	<p><b>4</b> AUGUSTA DUBLIN FT GORDON METTER SANDERSVILLE SWAINSBORO THOMSON WAYNESBORO</p>				

<b>PERSONNEL ACTION</b>		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b>	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended	
<b>PRINCIPAL PURPOSE:</b>	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.	
<b>ROUTINE USES:</b>	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.	
<b>DISCLOSURE:</b>	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.	
1. THRU <i>(Include ZIP Code)</i>	2. TO <i>(Include ZIP Code)</i> G1 1000 HALSEY AVE MARIETTA, GA 30067	3. FROM <i>(Include ZIP Code)</i> COMMANDER HHC 48th IBCT MACON, GA 31211
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME <i>(Last, First, MI)</i> SMITH, JAMES F.	5. GRADE OR RANK/PMOS/AOC E8/MSG/19Z	6. SOCIAL SECURITY NUMBER 123-45-6789
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: <i>(Check as appropriate)</i>		
<input type="checkbox"/> Service School <i>(Enl only)</i>	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training <i>(Enl only)</i>	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment <i>(Enl only)</i>	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other <i>(Specify)</i> CPMOS CHANGE
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER <i>(When required)</i>		10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
Duty MOS and Primary MOS - 19Z  Request Career Progression MOS change to SMOS - 11Z  I understand that if I request a CPMOS change, and do not have current relevant experience in the requested MOS, it is possible my position on the OML may decrease.		
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change <i>(Section II)</i> or that the request for personnel action <i>(Section III)</i> contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE NEAL, REGINALD, COL, G1-MILPO		13. SIGNATURE
		14. DATE (YYYYMMDD)

Figure 3-1

<b>ARMY NATIONAL GUARD ENLISTED PROMOTION POINT WORKSHEET</b> <b>SERGEANT BOARDS</b> The proponent agency is ARNG-HRH. The prescribing directive is ARNG-HRH ASM dated December 17 2015. <i>(This form is referenced in AR 600-8-19)</i>		
<b>PRIVACY ACT STATEMENT</b>		
1. <b>AUTHORITY:</b> Title 5 USC Section 301, Executive Order 9397, (SSN), as amended. 2. <b>PURPOSE:</b> Used to determine eligibility for promotion and validity of points granted. 3. <b>ROUTINE USES:</b> None. 4. <b>DISCLOSURE:</b> Voluntary; However, failure to provide social security number may result in a delay or error in processing of this form for promotion consideration.		
<b>SECTION I - PERSONNEL SYSTEM DATA</b>		
1) Name:		2) SSN:
4) Unit:		3) Rank:
5) CPMOS:	6) PMOS:	
7) DOB:	8) DOR:	9) PBED:
10) BESD:		11) ETS:
12) Active status program:		13) Technician/Selective Service code:
<b>SECTION II - AWARDS</b>		
14) Award:		15) Award:
16) Award:		17) Award:
18) Award:		19) Award:
20) Award:		21) Award:
22) Award:		23) Award:
<b>SECTION III - TRAINING AND EDUCATION DATA</b>		
24) Weapons qualification:		25) APFT score:
26) Other resident training weeks:		27) Self-development course hours:
28) Post-secondary semester hours:		
<b>SECTION IV - VERIFICATION</b>		
29) I do <input type="checkbox"/> I do not <input type="checkbox"/> want to be considered for military education and promotion. a. I have verified this information. b. (For state use to insert advance declination of positions.) _____		
<b>SOLDIER'S SIGNATURE:</b>		<b>DATE:</b>
<b>SECTION V - APPRAISAL</b>		
30) Board Member:		31) Board Member:
32) Board Member:		33) Board Member:
34) Board Member:		
<b>SECTION VI - TOTAL SCORE AND VERIFICATION</b>		
a. Field 14-23: Awards		50 Points Maximum
b. Field 24: Weapons Qualification		75 Points Maximum
c. Field 25: APFT		75 Points Maximum
d. Field 26: Other resident courses		50 Points Maximum
e. Field 27: Self-development courses		75 Points Maximum
f. Field 28: Post-secondary courses		75 Points Maximum
g. Field 29: Promotion Board Score		600 Points Maximum
Total Score		1000 Points Maximum
<b>RECORDER SIGNATURE:</b>		<b>DATE:</b>
<b>VERIFIER SIGNATURE:</b>		<b>DATE:</b>

Figure 3-2

**E-4 WORD PICTURE**

RATED SOLDIER'S NAME <i>(Last, First, Middle Initial)</i>	SSN	PMOS	DATE	UNIT NAME, UIC
<b>PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES</b> <i>(Rater)</i>				
a. APFT Pass/Fail/Profile: _____ Date: _____ b. Height: _____ Weight: _____ Within Standard? _____				
<i>(Comments required for "Failed" APFT, "No" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards.)</i>				
c. <b>CHARACTER</b> : (Include bullet comments addressing Rated Soldier's performance as it relates to adherence to Army Values, Empathy, Warrior Ethos/Service Ethos, and Discipline. Fully supports SHARP, EO, and EEO.) MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>	COMMENTS:			
d. <b>PRESENCE</b> : (Military and professional bearing, Fitness, Confidence, Resilience) MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>	COMMENTS:			
e. <b>INTELLECT</b> : (Mental agility, Sound judgment, Innovation, Interpersonal tact, Expertise) MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>	COMMENTS:			
f. <b>LEADS</b> : (Leads others, Builds trust, Extends influence beyond the chain of command, Leads by example, Communicates) MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>	COMMENTS:			
g. <b>DEVELOPS</b> : (Creates a positive command/workplace environment, Fosters esprit de corps, Prepares self, Develops others, Stewards the profession) MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>	COMMENTS:			
h. <b>ACHIEVES</b> : (Gets results) MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>	COMMENTS:			
<b>RATER OVERALL PERFORMANCE</b>				
i. COMMENTS:				
<b>SENIOR RATER OVERALL POTENTIAL</b>				
a. Select one box representing Rated Soldier's overall potential compared to others in the same grade whom you have rated in your career. I currently senior rate ____ Soldiers in this grade.  <input type="checkbox"/> MOST QUALIFIED <input type="checkbox"/> HIGHLY QUALIFIED <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED	b. COMMENTS:			
_____ Printed Name/Signature Rated Soldier      _____ Printed Name/Signature Rater      _____ Printed Name/Signature Sr Rater      _____ Printed Name/Signature Reviewer      _____ Date				

**DEVELOPMENTAL COUNSELING FORM**

For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.  
**PRINCIPAL PURPOSE:** To assist leaders in conducting and recording counseling data pertaining to subordinates.  
**ROUTINE USES:** The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.  
**DISCLOSURE:** Disclosure is voluntary.

**PART I - ADMINISTRATIVE DATA**

Name (Last, First, MI)	SMITH, SNUFFY A.	Rank/Grade	SFC/E7	Date of Counseling	1 November 2016
Organization	HHC 1-123 IN	Name and Title of Counselor	UNIT COMMANDER'S NAME, Commander		

**PART II - BACKGROUND INFORMATION**

**Purpose of Counseling:** (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

PERFORMANCE/PROFESSIONAL COUNSELING.

SFC SMITH, THE PURPOSE OF THIS COUNSELING IS TO INFORM YOU THAT I AM RECOMMENDING/REQUESTING THAT YOU NOT BE CONSIDERED FOR PROMOTION AND/OR LEADERSHIP POSITIONS FOR THE UPCOMING 2017 EPS BOARD.

**PART III - SUMMARY OF COUNSELING**

Complete this section during or immediately subsequent to counseling.

**Key Points of Discussion:**

SPC SMITH, IAW AR 600-8-19, CHAPTER 7, PARAGRAPH 7-33, I AM RECOMMENDING/REQUESTING THAT YOU NOT BE CONSIDERED FOR PROMOTION AND/OR LEADERSHIP POSITIONS OR PLACEMENT ON THE UPCOMING EPS AND LEADERSHIP LISTS DURING THE UPCOMING 2016 EPS BOARD.

THE REASON I AM RECOMMENDING/REQUESTING THIS ACTION IS...STATE REASON FOR NON-CONSIDERATION, i.e.; CONTINUED APFT FAILURE, CONTINUED INABILITY TO MEET ARMY WEIGHT STANDARDS, POOR DUTY PERFORMANCE, SPECIFIC INCIDENT OF MISCONDUCT, INSUFFICIENT EXPERIENCE AND KNOWLEDGE IN PERSONAL AND PROFESSIONAL QUALITIES, FAILURE TO SHOW POTENTIAL TO PERFORM AT THE NEXT HIGHER RANK, ETC... (TYPICALLY, THERE SHOULD BE SOME COUNSELING/NCOER(S) SHOWING THESE FACTS).

YOU NEED TO UNDERSTAND THAT I AM NOT THE APPROVAL AUTHORITY FOR THIS ACTION. DENIAL OF PROMOTION CONSIDERATION TO SGT WILL BE APPROVED BY THE FIRST COMMANDER AUTHORIZED IN RANK OF LTC OR HIGHER. DENIAL OF PROMOTION CONSIDERATION TO SSG AND SFC WILL BE APPROVED BY THE FIRST COMMANDER AUTHORIZED IN RANK COL OR HIGHER. DENIAL OF PROMOTION CONSIDERATION TO MSG OR SGM WILL BE APPROVED BY THE STATE ADJUTANT GENERAL. DENIAL OF LEADERSHIP POSITION CONSIDERATION FOR 1SG/CSM WILL BE APPROVED BY THE STATE ADJUTANT GENERAL. THESE COMMANDERS WILL PERSONALLY APPROVE OR DISAPPROVE THESE ACTIONS, AND WILL NOT DELEGATE THIS AUTHORITY.

IF APPROVED, THE DENIAL OF CONSIDERATION WILL BE MAINTAINED ONLY WITH, AND WILL EXPIRE WITH, THE PROMOTION LIST FOR WHICH IT WAS INITIATED (2016 EPS LIST). YOU MAY REBUT (APPEAL) THIS RECOMMENDATION/REQUEST AND SUBMIT STATEMENTS THAT DIRECTLY AFFECT YOUR CIRCUMSTANCES. YOU HAVE UP TO ONE MONTH TO PREPARE COMMENTS AND CONSULT WITH A JUDGE ADVOCATE, IF DESIRED. AFTER ONE MONTH HAS PASSED, THIS RECOMMENDATION/REQUEST WILL BE SUBMITTED FOR FINAL APPROVAL/DISAPPROVAL, REGARDLESS OF WHETHER OR NOT YOU HAVE SUBMITTED DOCUMENTATION ON YOUR BEHALF. THE FINAL APPEAL AUTHORITY IS THE STATE AG OR APPROPRIATE DESIGNEE.

**OTHER INSTRUCTIONS**

This form will be destroyed upon: reassignment (*other than rehabilitative transfers*), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Figure 3-3

**Plan of Action** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

- IF THIS RECOMMENDATION/REQUEST IS APPROVED, YOU WILL NOT BE CONSIDERED FOR PROMOTION AND/OR LEADERSHIP ASSIGNMENTS OR PLACEMENT ON THE UPCOMING EPS AND/OR LEADERSHIP LISTS DURING THE UPCOMING 2017 EPS BOARD.

- IN ORDER FOR ME TO CONSIDER YOU FOR PROMOTION AND/OR LEADERSHIP POSITIONS ON FUTURE EPS BOARDS, YOU MUST...(SET CONDITIONS, GOALS, AND/OR PLAN OF ACTION THAT THE SOLDIER NEEDS TO STRIVE FOR AND SUCCESSFULLY ACCOMPLISH IN ORDER TO BE CONSIDERED FOR PROMOTION ON FUTURE EPS BOARDS).

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled:  I agree  disagree with the information above.

Individual counseled remarks:

I (AGREE) or (DISAGREE) WITH THIS ACTION/REQUEST AND I (DO) or (DO NOT) REQUEST TO APPEAL THIS ACTION. IF I REQUEST TO APPEAL THIS ACTION, I UNDERSTAND THAT I HAVE NO MORE THAN 30 DAYS TO PROVIDE ANY STATEMENTS AND/OR DOCUMENTATION ON MY BEHALF TO BE CONSIDERED BY THE APPEAL AUTHORITY.

Signature of Individual Counseled: \_\_\_\_\_ Date: \_\_\_\_\_

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action.)

ENSURE SFC SUFFICIENTLY UNDERSTANDS THE REASON FOR THIS RECOMMENDATION/REQUEST, AND THAT HE/SHE UNDERSTANDS THE APPEAL PROCESS IF APPEAL IS DESIRED.

Signature of Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: \_\_\_\_\_ Individual Counseled: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

**Note: Both the counselor and the individual counseled should retain a record of the counseling.**

<b>PERSONNEL ACTION</b>		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b>	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended	
<b>PRINCIPAL PURPOSE:</b>	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.	
<b>ROUTINE USES:</b>	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.	
<b>DISCLOSURE:</b>	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.	
1. THRU <i>(Include ZIP Code)</i>	2. TO <i>(Include ZIP Code)</i> COMMANDER, BN NAME STREET ADDRESS CITY, GA ZIP	3. FROM <i>(Include ZIP Code)</i> COMMANDER, UNIT NAME STREET ADDRESS CITY, GA ZIP
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME <i>(Last, First, MI)</i> SOLDIER'S NAME	5. GRADE OR RANK/PMOS/AOC CURRENT GRADE/RANK/PMOS	6. SOCIAL SECURITY NUMBER 123-45-6789
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: <i>(Check as appropriate)</i>		
<input type="checkbox"/> Service School <i>(Enl only)</i>	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training <i>(Enl only)</i>	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment <i>(Enl only)</i>	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other <i>(Specify)</i> Denial of Promotion Consideration
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER <i>(When required)</i>	10. DATE (YYYYMMDD)	
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
Authority: AR 600-8-19, PARA 7-33. Commander's counseling for denial of promotion consideration is attached.		
_____ Company/Troop/Battery First Sergeant signature/date		Concur    Nonconcur
_____ Company/Troop/Battery Commander signature/date		Concur    Nonconcur
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change <i>(Section II)</i> or that the request for personnel action <i>(Section III)</i> contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE BN/SQDN Cdr's Name, LTC, Branch, GAARNG	13. SIGNATURE	14. DATE (YYYYMMDD)

<b>PERSONNEL ACTION</b>		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b>	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended	
<b>PRINCIPAL PURPOSE:</b>	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.	
<b>ROUTINE USES:</b>	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.	
<b>DISCLOSURE:</b>	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.	
1. THRU (Include ZIP Code) COMMANDER, BN NAME STREET ADDRESS CITY, GA ZIP	2. TO (Include ZIP Code) COMMANDER, MSC NAME STREET ADDRESS CITY, GA ZIP	3. FROM (Include ZIP Code) COMMANDER, UNIT NAME STREET ADDRESS CITY, GA ZIP
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK/PMOS/AOC CURRENT GRADE/RANK/PMOS	6. SOCIAL SECURITY NUMBER 123-45-6789
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Denial of Promotion Consideration
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
Authority: AR 600-8-19, PARA 7-33. Commander's counseling for denial of promotion and/or leadership position consideration is attached.		
Company/Troop/Battery First Sergeant signature/date	Concur	Nonconcur
Company/Troop/Battery Commander signature/date	Concur	Nonconcur
Battalion/Squadron CSM signature/date	Concur	Nonconcur
Battalion/Squadron Commander signature/date	Concur	Nonconcur
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE MSC Cdr's Name, COL, Branch, GAARNG	13. SIGNATURE	14. DATE (YYYYMMDD)

### PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

#### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended  
**PRINCIPAL PURPOSE:** To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.  
**ROUTINE USES:** The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.  
**DISCLOSURE:** Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code) COMMANDER, MSC NAME STREET ADDRESS CITY, GA ZIP	2. TO (Include ZIP Code) TAG-GA: ATTN: G1 1000 HALSEY AVENUE MARIETTA, GA 30060	3. FROM (Include ZIP Code) COMMANDER, UNIT NAME STREET ADDRESS CITY, GA ZIP
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#### SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK/PMOS/AOC CURRENT GRADE/RANK/PMOS	6. SOCIAL SECURITY NUMBER 123-45-6789
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#### SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_

#### SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Deny Consideration for Promotion and/or Leadership Position
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
---	---------------------

#### SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

Company/Troop/Battery First Sergeant signature/date	Concur	Nonconcur	Authority: AR 600-8-19, PARA 7-33. Commander's counseling for denial of promotion and/or leadership position consideration is attached.
Company/Troop/Battery Commander signature/date	Concur	Nonconcur	
Batallion/Squadron CSM signature/date	Concur	Nonconcur	
Batallion/Squadron Commander signature/date	Concur	Nonconcur	
MSC CSM signature/date	Concur	Nonconcur	
MSC Commander signature/date	Concur	Nonconcur	

#### SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED  
  RECOMMEND APPROVAL  
  RECOMMEND DISAPPROVAL  
  IS APPROVED  
  IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE JOSEPH JARRARD, BG, TAG	13. SIGNATURE	14. DATE (YYYYMMDD)
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# REQUEST FOR STANDBY ADVISORY BOARD CONSIDERATION

IAW AR 600-8-19 chapter 7(dtd 18 December 2015)

## SECTION I – SOLDIER IDENTIFICATION

**NAME** LOWRY, ROBBY T **SSN** 259 - 75 - 1435 **RANK** E5  
(Last, First, MI)

**CPMOS** 42A20 **UNIT OF ASSIGNMENT** JFHQ

## SECTION II – REQUEST FOR CONSIDERATION

I request the following be considered by the Board: *(Check all that apply and list all supporting documentation attached)*

Request(s)	Attached Supporting Documentation	SIDPERS Verified
<input type="checkbox"/> NCOER/Word Picture		<input type="checkbox"/>
<input type="checkbox"/> Area of Consideration Change		<input type="checkbox"/>
<input type="checkbox"/> CPMOS Change		<input type="checkbox"/>
<input type="checkbox"/> Weapons Qualification		<input type="checkbox"/>
<input type="checkbox"/> Awards		<input type="checkbox"/>
<input type="checkbox"/> SSD/NCOES		<input type="checkbox"/>
<input type="checkbox"/> APFT		<input type="checkbox"/>
<input type="checkbox"/> Other Resident Training Courses		<input type="checkbox"/>
<input type="checkbox"/> Self-Development Courses		<input type="checkbox"/>
<input type="checkbox"/> Post-Secondary Courses		<input type="checkbox"/>
<input type="checkbox"/> Other <i>(Specify):</i> IST, SMP/OCS/WOC		<input type="checkbox"/>

\*ALL requests require source documents for verification (SSD Certificate, DA Form 1059, DA Form 705, College transcript, etc.)

\*ALL requests require a letter to the President of the Board from the Soldier IAW AR 600-8-19 (dtd 18 December 2015) to justify action after the initial publication of the EPS list.

I am requesting Standby Advisory Board consideration as described above.

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

\_\_\_\_\_  
Date

## SECTION III – AUTHORIZATION

I have reviewed and verified this Standby Advisory Board request, and authorize this request.

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

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

\_\_\_\_\_  
Date

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

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

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

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

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

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

13 September 2017

Date of the Board

<b>PERSONNEL ACTION</b>		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b>	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended	
<b>PRINCIPAL PURPOSE:</b>	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.	
<b>ROUTINE USES:</b>	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.	
<b>DISCLOSURE:</b>	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.	
1. THRU (Include ZIP Code) COMMANDER, MSC NAME STREET ADDRESS CITY, GA ZIP	2. TO (Include ZIP Code) TAG-GA: ATTN: G1 1000 HALSEY AVENUE MARIETTA, GA 30060	3. FROM (Include ZIP Code) COMMANDER, UNIT NAME STREET ADDRESS CITY, GA ZIP
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK/PMOS/AOC CURRENT GRADE/RANK/PMOS	6. SOCIAL SECURITY NUMBER 123-45-6789
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) <b>REMOVAL FROM EPS LIST</b>
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
Authority: AR 600-8-19, PARA 7-44 (Administrative Removal) and 7-45 (Command Initiative Removal).		
1. Request removal from EPS OML for the below reasons. Supporting documentation is attached.		
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE Unit CDR, CPT, IN, CDR	13. SIGNATURE	14. DATE (YYYYMMDD)

<b>PERSONNEL ACTION</b>		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b>	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended	
<b>PRINCIPAL PURPOSE:</b>	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.	
<b>ROUTINE USES:</b>	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.	
<b>DISCLOSURE:</b>	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.	
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) G1 1000 HALSEY AVE MARIETTA, GA 30067	3. FROM (Include ZIP Code) COMMANDER HHC 48th IBCT MACON, GA 31211
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME (Last, First, MI) SMITH, JAMES F.	5. GRADE OR RANK/PMOS/AOC E8/MSG/19Z	6. SOCIAL SECURITY NUMBER 123-45-6789
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Soldier request for removal from EPS list
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
Authority: AR 600-8-19, PARA 7-44 (Administrative Removal).		
1. I request removal from the EPS list.		
2. I have been counseled in accordance with AR 600-8-19, PARA 7-44, and I understand I will not be reinstated on this year's EPS list under any circumstances.		
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE NEAL, REGINALD, COL, G1	13. SIGNATURE	14. DATE (YYYYMMDD)



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

  
LUKE GURLEY  
CPT, AG  
Enlisted Personnel Branch OIC

## 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.

Encl

<b>DEVELOPMENTAL COUNSELING FORM</b>		
For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b>	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
<b>PRINCIPAL PURPOSE:</b>	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
<b>ROUTINE USES:</b>	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
<b>DISCLOSURE:</b>	Disclosure is voluntary.	
<b>PART I - ADMINISTRATIVE DATA</b>		
Name (Last, First, MI)	Rank/Grade	Date of Counseling
SMITH, SNUFFY A.	SGT/E6	1 November 2016
Organization	Name and Title of Counselor	
HHC 1-123 IN	UNIT COMMANDER'S NAME, Commander	
<b>PART II - BACKGROUND INFORMATION</b>		
<b>Purpose of Counseling:</b> (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)		
PERFORMANCE/PROFESSIONAL COUNSELING:		
SGT Smith, the purpose of this counseling is to inform you of the training requirements associated with your selection for an SWVA (Statewide Vacancy Announcement) position.		
<b>PART III - SUMMARY OF COUNSELING</b>		
<b>Complete this section during or immediately subsequent to counseling.</b>		
<b>Key Points of Discussion:</b>		
SGT Smith, ISO PPOM 12-057, State Wide Vacancy Announcement (SWVA) Procedures and 15-032, Implementation of the Army National Guard Select, Train, Educate and Promote (STEP) Career Management Model for Enlisted Force, you do not currently meet the training requirements for promotion pin-on. Once you are selected for a SWVA position, you will not be considered in the CPMOS for which you are on the OML.		
You must be enrolled in at least the first phase of the required training within 120 days of selection and you must complete the required training in the time frame specified below:		
Promotion to:		
SGT: must complete BLC within 24 months of selection		
SSG: must complete ALC within 24 months of selection*		
SFC: must complete SLC within 24 months of selection*		
*plus an additional 12 months per phase after the second phase		
*plus an additional 12 months if you require MOS training		
You were selected for promotion on _____, and must be enrolled in the first phase of your training NLT _____.		
Based on your MOS, the NCOES required for your promotion has _____ phases. You Do _____ or Do Not _____ require MOS training; therefore, you must complete all phases of your training NLT _____.		
NCOES Extension Waiver. An NCOES extension waivers may be requested by your chain of command, if they deem circumstances warrant an extension. Extension approvals are not guaranteed, and are at the discretion of the command.		
Extensions beyond the above suspense are not authorized for promotion to SGT.		
Extensions beyond the above suspense require O6 commander approval for promotion to SSG.		
Extensions beyond the above suspense require GO commander approval for promotion to SFC.		
MOSQ Extension Waiver. A 12 month MOS qualification extension waiver may be requested by your chain of command, if they deem circumstances warrant an extension. Extension approvals are not guaranteed, and are at the discretion of the command. The approval authority for MOS qualification is the G1.		
Soldiers are only authorized one extension (NCOES or MOSQ).		
If you deploy after your selection, your time line will stop on the day the mobilization starts and will restart 90 days after the date you were released from active duty.		
If you fail to meet the requirements of the SWVA position in the allotted time frame, you will again be considered in the CPMOS for which you were on the OML.		
<b>OTHER INSTRUCTIONS</b>		
This form will be destroyed upon: reassignment ( <i>other than rehabilitative transfers</i> ), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

**Plan of Action** *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below))*

You will meet all requirements of the SWVA position withing the allotted time frame.

**Session Closing:** *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled:  I agree  disagree with the information above.

Individual counseled remarks:

I understand that I will meet all requirements for the SWVA position. If I do not meet all requirements I will be considered in the CPMOS for which I were on the OML.

Signature of Individual Counseled: \_\_\_\_\_ Date: \_\_\_\_\_

**Leader Responsibilities:** *(Leader's responsibilities in implementing the plan of action.)*

Signature of Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

Counselor: \_\_\_\_\_ Individual Counseled: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

**Note: Both the counselor and the individual counseled should retain a record of the counseling.**

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

\_\_\_\_\_  
(Date)

**MEMORANDUM FOR:**

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

**SUBJECT: DECLINATION OF PROMOTION / TRANSFER**

**I have received promotion and transfer orders to the following unit/position and wish to decline the promotion and transfer.**

ORDER #: \_\_\_\_\_ GAINING UNIT: \_\_\_\_\_

Para/Lin: \_\_\_\_\_ / \_\_\_\_\_ ~~MOS~~: \_\_\_\_\_

M-Day Soldiers that decline promotion will be removed and not be re-instated on the EPS promotion list for duration of the current promotion cycle (For example: A Soldier is selected in July 2015 and they decline the promotion. They will then not be eligible for promotion for the remainder of the 2015 list, but may complete documents in January 2016 to compete on the 2016 EPS List, scheduled to be published on 15 May 2016).

\_\_\_\_\_

**Signed by Soldier**

\_\_\_\_\_  
**(Print Name/Rank/SSN/of Soldier)**

Hardship Waiver Request \*\*\*for M-Day Soldiers Only\*\*\*

(Date)

**MEMORANDUM FOR:**

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

**SUBJECT: HARDSHIP WAIVER REQUEST**

**I have received promotion and transfer orders to the following unit/position and wish to decline the promotion and transfer.**

ORDER # \_\_\_\_\_ GAINING UNIT \_\_\_\_\_

Para/Lin: \_\_\_\_ / \_\_\_\_ MOS: \_\_\_\_\_

M-Day Soldiers may request a hardship waiver by submitting a waiver request (along with attached documentation demonstrating the personal hardship) through command channels to the G1, no later than 30 days from the promotion date. If approved, Soldiers will remain on the list but are not eligible for an assignment or promotion until submitting documentation that the hardship no longer exists.

---

**Signed by Soldier**

---

**(Print Name/Rank/SSN/of Soldier)**

**Encl (Supporting Hardship Documentation)**

#### Additional Requirements for Instructors.

1. Enlisted Instructors at Regional Training Institutes (RTI). Only the highest quality Soldiers will be assigned to RTI. Soldiers assigned to instructor positions must hold SQI "8" or meet proponent prerequisites to attend.
2. The initial selection criteria for RTI instructor duty are:
  - a. Have no personal habits or character traits that are questionable from a security clearance or background check standpoint.
  - b. Possess mature judgment and initiative.
  - c. Have a minimum of three years remaining time-in-service upon assignment or agree to reenlist or extend to meet the requirement.
  - d. Have a security clearance consistent with that required to attend the requisite instructor course.
  - e. Meet minimum Reading Grade Level (RGL) and Language Grade Level (LGL) required for attendance to the requisite instructor course.
  - f. Display outstanding military bearing.
  - g. Be fully qualified in the MOS for which instructor duty is desired and have at least one year of experience in that MOS.
  - h. Have recently held a relevant leadership assignment.
  - i. Have a demonstrated ability to be an instructor.
  - j. Does not have a speech impediment.
  - k. Meet all other minimum regulatory requirements to serve as an NCO Instructor at an RTI.



REPLY TO  
ATTENTION OF

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

NGGA-CSM

31 May 2016

MEMORANDUM FOR All Georgia Army National Guard Commanders, Command Sergeant Majors, and First Sergeants

SUBJECT: Command Sergeant Major and First Sergeant Selection Board Procedures

1. Leadership positions, Command Sergeant Major (CSM) and First Sergeant (1SG), can be filled in one of two ways. With the approval of the State Command Sergeant Major, commanders may appoint someone to the position who is on the leadership list and has previously served in that capacity. Or, commanders may elect to use the vacancy announcement process.
2. Vacancy announcements will be posted on the Enlisted Promotions System (EPS) website at <http://ga.ng.mil/eps>. In addition to posting the announcement, the G1-EPS section will email all Soldiers under automatic consideration and send a second email to all Soldiers eligible to apply. The vacancy announcement will remain open for a minimum of 30 calendar days. Any M-Day or Technician Soldier on the respective leadership list may apply. AGR Soldiers on the leadership list and already the rank of the position may apply. Soldiers under automatic consideration are not required to submit a packet. Other Soldiers eligible to apply must complete and submit their selection packets in accordance with the approved packet checklist.
3. Boards will only consider applicants who are eligible for selection on the date of the board. Selection criteria can be found on the Georgia Membership Site at <https://gamembership.army.mil>. Selection boards will be conducted as soon as possible, but NLT 45 days of the announcement closing. Any exceptions require approval of the State CSM. The selection board will forward results through the chain of command to the G1-EPS section.
4. Boards will consist of the following members:
  - a. At a minimum, Battalion CSM Selection Boards will consist of the following:
    - (1) One field-grade officer: The Battalion Commander or designee who will serve as the President of the Board.
    - (2) The MSC CSM or his CSM designee. The State CSM will approve the designee.
    - (3) One additional CSM or field grade officer.
    - (4) One recorder in the rank of Sergeant or above.
  - b. At a minimum, 1SG Selection Boards will consist of the following:

NGGA-CSM

SUBJECT: Command Sergeant Major and First Sergeant Selection Board Criteria

(1) One field-grade officer: The Battalion Commander or designee who will serve as the President of the Board.

(2) The Battalion CSM or designee. Designee must be a CSM, Sergeant Major, or 1SG.

(3) One additional board member, 1SG or above, or commissioned officer.

(4) One recorder in the rank of Sergeant or above.

c. Board membership will reflect overall demographics of the applicants, with emphasis on minority representation in the board panel members in correlation with board applicants. Boards that consider female applicants will include a female board member if possible. Membership will be extended if necessary to meet the diversity requirements. The State CSM will approve any deviation from the diversity requirements prior to the board commencement. Selection of board members outside of the command is encouraged to provide additional diversity.

5. Board Process:

a. The G1-EPS section will submit a list of Soldiers who are under automatic consideration for the position. The MSC or Battalion will build selection packets for those Soldiers under automatic consideration. The G1-EPS section will review and forward packets of applicants not under automatic consideration.

b. The President of the board in conjunction with the Brigade CSM (for Battalion CSM positions) or the Battalion CSM (for 1SG Positions) is authorized to conduct a paper board to identify at least three Soldiers who are "best qualified" for the position. At a minimum, boards will consider the ERB and last three years of NCOERs to determine those "best qualified." The president will conduct an appearance board for the "best qualified" Soldiers. The board members will determine the selection criteria for the appearance board. Requests for exemption from conducting an appearance board requires State CSM approval. The President of the Board or designee is responsible for notifying each applicant of the board's date, time, location and uniform prior to the scheduled board date.

c. The board president may approve a telephonic interview for applicants unable to appear before the board due to extenuating circumstances such as deployment, military school, or unavoidable work conflict. These instances must be fully documented as to the reason for the applicant's inability to make a personal appearance and the date the telephonic interview was conducted.

6. Notifications:

a. The G1-EPS section will notify MSCs if applicants are not authorized for consideration. MSCs will ensure applicants are notified they do not meet requirements for consideration.

b. Following the paper board, the board president or his designee will notify Soldiers not deemed "best qualified" that they are not under further consideration.

NGGA-CSM

SUBJECT: Command Sergeant Major and First Sergeant Selection Board Criteria

c. Following the interview board, once the G1-EPS section has verified the selectee's eligibility, the board president or his designee will notify the selectee of their selection and those not selected. The notifications will occur within 14 days of selectee approval.

7. Point of contact for this policy and procedures is the Georgia Army National Guard State CSM. This policy and other pertinent information pertaining to the Enlisted Promotion System is posted on the EPS website at <http://ga.ng.mil/eps>.



PHILLIP A. STRINGFIELD  
CSM, GAARNG  
8<sup>th</sup> SCSM, GAARNG/SEA GaDOD

**Certificate of Agreement and Understanding**  
**Command Leadership and Staff Assignment Policy (CLASP)**

1. As of 1 October 2015 all CLASP assignments will be processed in accordance with NGR 600-5, paragraph 4-6 dated 21 September 2015.

1. Georgia Army National Guard Active Guard Reserve (AGR) and Military Technician (Dual-Status) Officers and Noncommissioned officers applying for entry into the Command Leadership Assignment Program (CLASP), must sign this certificate of understanding and agreement prior to issuance of orders.

2. A copy of this agreement will be given to the individual and one copy will be filed permanently in the Soldier's Army Military Human Resource Record (iPERMS).

**Conditions and Obligations**

\_\_\_\_\_ As an AGR or Military Technician in the Georgia Army National Guard, I am applying for a CLASP assignment. I understand that I will be placed in a leadership position IAW the guidelines of NGR 600-5, paragraph 4-6 dated 21 September 2015.

\_\_\_\_\_ To ensure continuity and stability within the organization's fulltime force, I understand that I will not be assigned to a leadership position for a period exceeding 3 years.

\_\_\_\_\_ I understand that if serving in an MTOE unit that mobilizes, I will mobilize with that unit, and my full-time AGR or Military Technician position will not be backfilled.

\_\_\_\_\_ If promoted upon mobilization to Title 10, I understand that upon REFRAD, I will have 1 year to be either EPS selected for the grade in which promoted, or to find a valid and vacant AGR or compatible Military Technician position for that grade. Failure to do so will result in reduction to my original grade prior to mobilization.

\_\_\_\_\_ I understand that while serving in a CLASP assignment outside the normal commuting area of my assigned AGR duty location I may be entitled to applicable Temporary Duty (TDY) travel and certain transportation allowances IAW the Joint Travel Regulation (JTR).

\_\_\_\_\_  
Soldier's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Battalion Admin Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MACOM Admin Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HRO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
G1 Signature

\_\_\_\_\_  
Date

Hardship Waiver Request \*\*\*for AGR Soldiers Only\*\*\*

(Date)

**MEMORANDUM THRU JFHQ-HRO (Attn: AGR Management Branch)**

**FOR JFHQ, G1-EPB (Attn: EPS Section)**

**SUBJECT: HARDSHIP WAIVER REQUEST**

**I just received an EPS notification from HRO for a promotion and transfer on:**  
\_\_\_\_\_, **however due to personal circumstances, I request a hardship waiver.**

In accordance with AR 600-8-19, para 7-43, AGR Soldiers may request a waiver due to personal hardship. This waiver request will be submitted thru HRO to the G1, no later than two working days after EPS notification from HRO. If approved, AGR Soldiers will remain on the list but are not eligible for an assignment or promotion until submitting documentation that the hardship no longer exists.

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**Signed by Soldier**

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**(Print Name/Rank/SSN/of Soldier)**