



**MISSOURI NATIONAL GUARD**  
**JOINT FORCE HEADQUARTERS**  
**IKE SKELTON TRAINING SITE**  
**2302 MILITIA DRIVE**  
**JEFFERSON CITY, MO 65101-1203**

NGMO-PER-AB (AB-100-2)

18 July 2025

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT:** Change 2 to the Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS), dated 1 May 2025

1. The following changes to the 2026 EPS MOI, dated 1 May 2025 are effective immediately:

a. Enclosure 4, paragraph 3a., changed to read: Must score a minimum of "9" total hard points IAW enclosure 6 by each voting board member (five votes). Scoring a "0" in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria.

b. Enclosure 4, paragraph 4a., changed to read: Must score a minimum of "9" total hard points IAW enclosure 6 by each voting board member (five votes). Scoring a "0" in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria.

c. Enclosure 4, paragraph 5a., changed to read: Must score a minimum of "9" total hard points IAW enclosure 6 by each voting board member (five votes). Scoring a "0" in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria.

d. Enclosure 4, paragraph 6a., changed to read: Must score a minimum of "8" total hard points IAW enclosure 5 by each voting board member (five votes). Scoring a "0" in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria.

e. Enclosure 5 changed to read: \*\*The minimum score to make the Enlisted Promotion List for SSG is "8" total hard points by each voting board member (five total votes). Scoring a "0" in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria for inclusion on the EPS list.

f. Enclosure 6 changed to read: \*\*The minimum score to make the Enlisted Promotion List for SFC, MSG and SGM is "9" total hard points by each voting board member (five total votes). Scoring a "0" in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria for inclusion on the EPS list.

NGMO-PER-AB (AB-100-2)

SUBJECT: Change 2 to the Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS), dated 1 May 2025

2. The point of contact is SSG Hunter Gladbach, Enlisted Promotion Manager, at (573) 638-9500 extension 37065 or [hunter.a.gladbach.mil@army.mil](mailto:hunter.a.gladbach.mil@army.mil).

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Director of Manpower and Personnel



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NGMO-PER-AB (AB-100-2)

1 July 2025

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT:** Change 1 to the Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS), dated 1 May 2025

1. The following changes to the 2026 EPS MOI, dated 1 May 2025 are effective immediately:

a. Paragraph 5a(2)(e), changed to read: "Yes" to consideration for only flight (Special Qualification Identifier (SQI) "F") positions (15T MOS who hold the SQI "F").

b. Enclosure 3, paragraph e(2), changed to read: SGM who have successfully served with commensurate level experience of a Battalion CSM for a minimum of 12 months are eligible. Soldiers must include this experience in their consideration packet on an endorsed Commensurate Service Approval Memorandum (see enclosure 8). The approval authority for this endorsement memorandum is the Director of Manpower and Personnel (J-1). The appeal authority is the first General Officer in the Soldier's chain of command. The Enlisted Actions Branch Office (J-1) will deliver an endorsed memo to the Soldier and only needs to be obtained once in a Soldier's career. Soldiers can submit commensurate service approval requests at any time throughout the year up to the EPS board convening date. It is strongly recommended to submit requests in advance of the EPS board meeting to enable timely processing.

c. Removes ACFT as an evaluation metric on the EPS voting rubrics outlined in enclosures 5, 6 and 7.

d. Removes the verbiage "ACFT" throughout the memorandum and enclosures.

e. Adds the "Commensurate Service Approval Memorandum" as enclosure 8.

2. The point of contact is SSG Hunter Gladbach, Enlisted Promotion Manager, at (573) 638-9500 extension 37065 or [hunter.a.gladbach.mil@army.mil](mailto:hunter.a.gladbach.mil@army.mil).

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NGMO-PER-AB (AB-100-2)

1 May 2025

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT:** Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS)

**1. References:**

- a. Army Regulation (AR) 600-8-19 (Enlisted Promotions and Reductions)
- b. Missouri National Guard Regulation (MONGR) 600-200 (Enlisted Career Management Standard Operating Procedures)

**2. Purpose.** To provide guidance and establish the annual promotion consideration criteria for the Missouri Army National Guard (MOARNG) during fiscal year (FY) 2026.

**3. Background.** The MOARNG promotion selection process establishes the means to:

- a. Consider all eligible Soldiers.
- b. Evaluate each Soldier's potential.
- c. Rank the best qualified Soldiers for promotion.
- d. Select Soldiers in sequential order.
- e. Promote those who have completed the required level of professional military education (PME).

**4. Effective dates.** This MOI for the FY26 EPS is effective immediately.

- a. The FY25 EPS lists will expire in accordance with (IAW) the timelines outlined in enclosures 1 and 2.
- b. The FY26 EPS suspense dates, board dates and consideration cutoff dates are outlined in enclosures 1 and 2.
- c. The FY26 EPS lists are effective the dates in which the lists are approved by the Military Personnel Management Office (MPMO) IAW reference 1a.

NGMO-PER-AB (AB-100-2)

SUBJECT: Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS)

5. Consideration Criteria:

a. Soldiers must elect to be considered for the next grade and meet the minimum consideration criteria outlined in enclosure 3 to be considered for evaluation during FY26. Soldiers must elect to be considered in either IPPS-A or with the Enlisted Promotion Checklist (see reference 1b).

(1) Soldiers must make their elections for location consideration, 00F positions (MOS immaterial), secondary MOS (SMOS) and additional (AMOS) consideration, flight positions, and leadership positions (if applicable).

(2) Soldiers that fail to make elections in IPPS-A by the suspense dates outlined in enclosures 1 and 2 will be automatically given the following elections:

(a) "Yes" for consideration to the next higher grade.

(b) "Current Armory only" for the consideration mileage.

(c) "No" to consideration for 00F (immaterial MOS) positions.

(d) "No" to consideration for SMOS and AMOS consideration.

(e) "Yes" to consideration for only flight (Special Qualification Identifier (SQI) "F") positions (15T MOS who hold the SQI "F").

b. Soldiers who do not meet the criteria outlined in enclosure 3 or are in a non-promotable status IAW paragraph 6–19 of reference 1a, will not be considered for the next grade during FY26.

c. Soldiers who meet the criteria within the FY26 EPS cycle and are on a valid EPS list but are not eligible for selection due to time in grade (TIG), time in service (TIS) and/or cumulative enlisted service (CES), will be included in the "expanded zone" of consideration.

d. Soldiers who fall into the "special considerations" category IAW chapter 3–4 of reference 1b may be considered for the next grade, however, they must meet the criteria within the FY26 EPS cycle. If on a valid EPS list, these Soldiers will be included but may receive a comment under the remarks section of the list annotating their status.

NGMO-PER-AB (AB-100-2)

SUBJECT: Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS)

6. Scoring Criteria and Board Procedures. Soldiers must meet the minimum scoring criteria outlined in enclosure 4 to make the FY26 EPS list.

a. The FY26 EPS Voting Rubrics for consideration to SSG, SFC, MSG and SGM are in enclosures 5 and 6. These rubrics will be utilized by voting board members to evaluate and rate each Soldier using the whole Soldier concept for hard score values and soft score values.

b. Soldiers that are being considered for SGT will be ranked utilizing administrative points only (maximum of 800 points) IAW paragraphs 6–49 through 6–53 of reference 1a. Administrative points are awarded by the HR system of record data (IPPS-A), and updates to these fields must be made IAW reference 1b on or before the eligibility criteria date outlined in enclosure 2.

(1) Soldiers will be ranked accordingly by the total sum of administrative points within their Career Progression MOS (CPMOS).

(2) Soldiers that request consideration for 00F positions (MOS immaterial) will be ranked accordingly by the total sum of administrative points.

c. Soldiers that are being considered for SSG will be ranked utilizing administrative points (maximum of 800 points) IAW paragraphs 6–49 through 6–53 of reference 1a, and leadership points (maximum of 250 points) IAW enclosure 5. Administrative points are awarded by the HR system of record data (IPPS-A), and updates to these fields must be made IAW reference 1b on or before the eligibility criteria date outlined in enclosure 2.

(1) Soldiers that meet the minimum scoring criteria by each voting board member (five votes) will earn leadership points on a scale that is determined by total hard score values and soft score values. For example, 55 total hard points and 0 total soft points (minimum scoring criteria from five votes) will earn 1 leadership point. Leadership points will be awarded on a slope of 0.252 up to the maximum number of points being awarded at 100 total hard points and 20 total soft points.

(2) Soldiers will be ranked accordingly by the total sum of administrative and leadership points within their CPMOS.

(3) Soldiers that request consideration for 00F positions (MOS immaterial) will be ranked accordingly by the total sum of administrative and leadership points.

d. Soldiers that are being considered for SFC, MSG or SGM will be ranked utilizing board points only IAW enclosure 6.

NGMO-PER-AB (AB-100-2)

SUBJECT: Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS)

(1) Soldiers that meet the minimum scoring criteria by each voting board member (five votes) will be ranked accordingly by total hard score values within their CPMOS. Soft score values will be utilized when there is a tie-breaker situation that occurs between two or more Soldier's with the same total hard score value.

(2) Soldiers that request consideration for 00F positions (MOS immaterial) will be ranked accordingly by total hard score values. Soft score values will be utilized when there is a tie-breaker situation that occurs between two or more Soldier's with the same total hard score value.

e. Soldiers that are being considered for 1SG, BN CSM and BDE CSM will be listed in alphabetical order if identified as "best qualified" IAW enclosure 7.

7. Standby Advisory Board (STAB). The STAB is used when a Soldier meets the conditions IAW paragraph 6–48 of reference 1a.

a. STAB dates are outlined in enclosures 1 and 2. Additional STAB requests may be considered on a case-by-case basis by the MPMO.

b. Soldiers who did not meet or could not have met the consideration criteria by the eligibility cutoff date will not be considered.

c. When a Soldier is referred to a STAB, justification and supporting documentation must be included with the documents.

8. Additional Guidance:

a. Regulatory and policy guidance will take precedence over this MOI and reference 1b when conflicts exist.

b. Exceptions to this MOI that meet regulatory, and policy guidance will be considered on a case-by-case basis by the MPMO.

9. The point of contact is SSG Hunter Gladbach, Enlisted Promotion Manager, at (573) 638-9500 extension 37065 or [hunter.a.gladbach.mil@army.mil](mailto:hunter.a.gladbach.mil@army.mil).

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**FY26 EPS Timeline**  
**(Consideration to MSG, SGM, 1SG and CSM)**

- 21 July 2025:
  - EPS Voting Board Member Nominations Due to Enlisted Actions Branch Office (J-1)
  - 90-Day Soldier Loss/Gain Rule (Packet Suspense)
- 1 September 2025:
  - CPMOS Change Requests Due to Enlisted Actions Branch Office (J-1)
  - NCOERs Submitted to HQDA (Prioritization Date by HRC for EPS Boards)
- 19 September 2025:
  - Consideration Board Packets & Rosters Due to Enlisted Actions Branch Office (J-1)
  - CDR Denial of Consideration Elections Due in IPPS-A
- 19 October 2025:
  - Soldier's Elections Due in IPPS-A
  - Expiration of FY25 EPS Lists to MSG, SGM, 1SG and CSM
  - Submittal Deadline for FY25 EPS Actions to MSG, SGM, 1SG and CSM
  - Eligibility Criteria Date (Cutoff Date for ~~ACFT~~, NCOERs, etc.)
- 20-24 October 2025: MSG, SGM, 1SG and CSM EPS Boards Convene
- (NLT) 5 December 2025: FY26 EPS Lists to MSG, SGM, 1SG and CSM Publish
- 2 March 2026: STAB Requests & Packets Due to Enlisted Actions Branch Office (J-1)
- 9-13 March 2026: EPS STAB Convene
- 18 October 2026: TIG/TIS/CES Expanded Zone of Consideration Cutoff Date



**FY26 EPS Timeline**  
**(Consideration to SGT, SSG and SFC)**

- 3 November 2025:
  - EPS Voting Board Member Nominations Due to Actions Branch Office
  - 90-Day Soldier Loss/Gain Rule (Packet Suspense)
- 1 December 2025:
  - CPMOS Change Requests Due to Enlisted Actions Branch Office (J-1)
  - NCOERs Submitted to HQDA (Prioritization Date by HRC for EPS Boards)
- 1 January 2026:
  - Consideration Board Packets & Rosters Due to Enlisted Actions Branch Office (J-1)
  - CDR Denial of Consideration Elections Due in IPPS-A
- 1 February 2026:
  - Soldier's Elections Due in IPPS-A
  - Expiration of FY25 EPS Lists to SGT, SSG and SFC
  - Submittal Deadline for FY25 EPS Actions to SGT, SSG and SFC
  - Eligibility Criteria Date (Cutoff Date for Administrative Points, NCOERs, etc.)
- 2-6 February 2026: SSG & SFC EPS Boards Convene
- (NLT) 13 March 2026: FY25 EPS Lists to SGT, SSG and SFC Publish
- 1 June 2026: STAB Requests & Packets Due to Enlisted Actions Branch Office (J-1)
- 8-12 June 2026: EPS STAB Convene
- 31 January 2027: TIG/TIS/CES Expanded Zone of Consideration Cutoff Date

## **FY26 EPS Consideration Criteria**

### **1. CSM Criteria:**

a. Currently serving CSM at the convening date of the board (20 October 2025) will be included on the FY26 EPS List to CSM. These Soldiers may be considered for lateral transfer to other CSM vacancies at their assigned command-level (Battalion or Brigade) for the duration of the FY26 EPS cycle.

b. Must be eligible to attend and complete the U.S. Army Sergeants Major Course (USASMC). Soldiers that are not eligible for the USASMC will not be considered. If eligibility is lost during the FY26 EPS cycle the Soldier will be removed from the FY26 EPS List to CSM.

c. Service remaining obligation (SRO):

(1) MSG/1SG who reach the age of 57 prior to 5 December 2025 are not eligible.

(2) SGM who reach the age of 59 prior to 5 December 2025 are not eligible.

(3) The SRO for promotion to SGM is 36 months and the SRO for lateral appointment to CSM is 12 months. If a Soldier incurs more than one SRO, set the later date, do not combine them.

(4) Soldiers are exempt from this requirement if they meet the criteria IAW paragraph 6–8c of reference 1a.

### **d. Battalion CSM:**

(1) MSG/1SG who request consideration and meet the scoring criteria for SGM are eligible.

(2) SGM who request consideration are eligible.

(3) Active Guard Reserve (AGR) MSG/1SG who hold 79T as a primary, secondary, or additional MOS may be considered and interview for vacancies that have been designated as AGR in the MOS of 79T.

(4) AGR MSG/1SG who do not hold 79T as a primary, secondary, or additional Military Occupational Specialty (MOS) may be considered but are not eligible to interview for Battalion CSM vacancies unless promoted to SGM within the FY26 EPS cycle.

(5) AGR and Title 32 (T32) Technician assigned as a Battalion CSM fall under the Command, Leadership, and Staff Assignment Policy (CLASP). CLASP assignments may not exceed three years and must be approved by the Human Resources Office (HRO). T32 Technician CLASP must not result in a grade inversion within their technician hierarchy. AGR must be assigned to a full-time position at the JFHQ, TDA unit, or higher headquarters to the CLASP assignment.

e. **Brigade CSM:**

(1) SGM or currently serving Battalion CSM who have successfully served as a Battalion CSM for a minimum of 12 months are eligible.

(2) SGM who have successfully served with commensurate level experience of a Battalion CSM for a minimum of 12 months are eligible. Soldiers must include this experience in their consideration packet on an endorsed Commensurate Service Approval Memorandum (see enclosure 8). The approval authority for this endorsement memorandum is the Director of Manpower and Personnel (J-1). The appeal authority is the first General Officer in the Soldier's chain of command. The Enlisted Actions Branch Office (J-1) will deliver an endorsed memo to the Soldier and only needs to be obtained once in a Soldier's career. Soldiers can submit commensurate service approval requests at any time throughout the year up to the EPS board convening date. It is strongly recommended to submit requests in advance of the EPS board meeting to enable timely processing.

(3) AGR and T32 Technician assigned as a Brigade CSM fall under the CLASP. CLASP assignments may not exceed three years and must be approved by the HRO. T32 Technician CLASP must not result in a grade inversion within their technician hierarchy. AGR must be assigned to a full-time position at the JFHQ, TDA unit, or higher headquarters to the CLASP assignment.

2. **1SG Criteria:**

a. Currently serving 1SG at the convening date of the board (20 October 2025) will be included on the FY26 EPS List to 1SG. These Soldiers may be considered for lateral transfer to other 1SG vacancies for the duration of the FY26 EPS cycle.

b. MSG who requests consideration are eligible. Soldiers that do not meet the consideration criteria for SGM can still request consideration for 1SG.

c. Traditional (M-Day) and T32 Technician SFC who request consideration and meet the scoring criteria for MSG are eligible.

d. AGR SFC Soldiers:

(1) AGR SFC who hold a Career Management Field (CMF) of 11, 13 or 74 as a primary, secondary, or additional MOS may be considered for vacancies that have been

designated as AGR in the CMF of 11, 13 or 74. Soldiers that fall under this category are not eligible to interview for vacancies that are not designated as AGR unless promoted to MSG within the FY26 EPS cycle.

(2) AGR SFC who do not hold a CMF of 11, 13 or 74 as a primary, secondary, or additional MOS may be considered but are not eligible to interview for 1SG vacancies unless promoted to MSG within the FY26 EPS cycle.

e. AGR and T32 Technician assigned as a 1SG fall under the CLASP. CLASP assignments may not exceed three years and must be approved by the HRO. T32 Technician CLASP must not result in a grade inversion within their technician hierarchy. AGR must be assigned to a full-time position at the JFHQ, TDA unit, or higher headquarters to the CLASP assignment.

### 3. **SGM Criteria:**

a. Must meet TIG / TIS / CES requirements by 18 October 2026 (36 months TIG / 16 years TIS / 10 years CES):

(1) TIG: Grade Entry Date (GED) to MSG must be on or prior to 18 October 2023.

(2) TIS: Pay Entry Base Date (PEBD) must be on or prior to 18 October 2010.

(3) CES: Cumulative Enlisted Service (CES) of 10 years must be met on or prior to 18 October 2026.

b. Must complete PME requirements (see (1)–(2) below) on or prior to 19 October 2025.

(1) For those promoted to MSG prior to 1 January 2019, Master Leader Course (MLC) is not required.

(2) For those promoted to MSG after 1 January 2019, must have graduated MLC.

c. MSG/1SG who reach the age of 59.5 on or after 18 April 2026 that have completed the USASMC are not eligible.

d. Must be eligible to attend and complete the USASMC. Soldiers that are not eligible for the USASMC will not be considered. If eligibility is lost during the FY26 EPS cycle the Soldier will be removed from the FY26 EPS List to SGM.

**4. MSG Criteria:**

a. Must meet TIG / TIS / CES requirements by 18 October 2026 (36 months TIG / 12 years TIS / 8 years CES):

(1) TIG: Grade Entry Date (GED) to SFC must be on or prior to 18 October 2023.

(2) TIS: Pay Entry Base Date (PEBD) must be on or prior to 18 October 2014.

(3) CES: Cumulative Enlisted Service (CES) of 8 years must be met on or prior to 18 October 2026.

b. Must have graduated Advanced NCO Course (ANCOC) or Senior Leader Course (SLC).

**5. SFC Criteria:**

a. Must meet TIG / TIS / CES requirements by 31 January 2027 (36 months TIG / 8 years TIS / 6 years CES):

(1) TIG: Grade Entry Date (GED) to SSG must be on or prior to 31 January 2024.

(2) TIS: Pay Entry Base Date (PEBD) must be on or prior to 31 January 2019.

(3) CES: Cumulative Enlisted Service (CES) of 6 years must be met on or prior to 31 January 2027.

b. Must have graduated Basic NCO Course (BNCOC) or Advanced Leader Course (ALC).

**6. SSG Criteria:**

a. Must meet TIG requirement by 31 January 2027 (18 months TIG). Grade Entry Date (GED) to SGT must be on or prior to 31 July 2025.

b. Must have graduated Primary Leadership Development Course (PLDC), Warrior Leader Course (WLC) or Basic Leader Course (BLC).

**7. SGT Criteria:**

a. Grade Entry Date (GED) to SPC must be on or prior to 1 February 2026. The TIG requirement to SGT is 12 months.

b. There is no PME requirement for promotion board eligibility or pin-on.

## FY26 EPS Scoring Criteria

### 1. **CSM** Criteria:

#### a. **Battalion CSM**:

(1) Must score a “Yes” in each evaluation category IAW enclosure 7 by each voting board member (five votes). If a Soldier does not meet the listed criteria for scoring a “Yes”, they will default to scoring a “No”. Scoring a “No” in any evaluation category will result in the Soldier not meeting the minimum scoring criteria.

(2) Failure to address and provide justification for material discrepancies within the Soldier’s record could result in the evaluation category score being changed to “No”.

#### b. **Brigade CSM**:

(1) Must score a “Yes” in each evaluation category IAW enclosure 7 by each voting board member (five votes). If a Soldier does not meet the listed criteria for scoring a “Yes”, they will default to scoring a “No”. Scoring a “No” in any evaluation category will result in the Soldier not meeting the minimum scoring criteria.

(2) Failure to address and provide justification for material discrepancies within the Soldier’s record could result in the evaluation category score being changed to “No”.

### 2. **1SG** Criteria:

(1) Must score a “Yes” in each evaluation category IAW enclosure 7 by each voting board member (five votes). If a Soldier does not meet the listed criteria for scoring a “Yes”, they will default to scoring a “No”. Scoring a “No” in any evaluation category will result in the Soldier not meeting the minimum scoring criteria.

(2) Failure to address and provide justification for material discrepancies within the Soldier’s record could result in the evaluation category score being changed to “No”.

### 3. **SGM** Criteria:

a. Must score a minimum of “9” total hard points IAW enclosure 6 by each voting board member (five votes). Scoring a “0” in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria.

b. Failure to address and provide justification for material discrepancies within the Soldier’s record could result in the hard score evaluation category rating being reduce by “1” point.

4. **MSG** Criteria:

- a. Must score a minimum of “9” total hard points IAW enclosure 6 by each voting board member (five votes). Scoring a “0” in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria.
- b. Failure to address and provide justification for material discrepancies within the Soldier’s record could result in the hard score evaluation category rating being reduce by “1” point.

5. **SFC** Criteria:

- a. Must score a minimum of “9” total hard points IAW enclosure 6 by each voting board member (five votes). Scoring a “0” in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria.
- b. Failure to address and provide justification for material discrepancies within the Soldier’s record could result in the hard score evaluation category rating being reduce by “1” point.

6. **SSG** Criteria:

- a. Must score a minimum of “8” total hard points IAW enclosure 5 by each voting board member (five votes). Scoring a “0” in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria.
- b. Failure to address and provide justification for material discrepancies within the Soldier’s record could result in the hard score evaluation category rating being reduce by “1” point.
- c. A maximum of 800 administrative points and 250 leadership points may be awarded. Administrative points are earned IAW paragraphs 6–49 through 6–53 of reference 1a. Leadership points are earned IAW enclosure 5.

7. **SGT** Criteria:

- a. There is no minimum score required to make the FY25 EPS List to SGT.
- b. A maximum of 800 administrative points may be awarded. Administrative points are earned IAW paragraphs 6–49 through 6–53 of reference 1a.

**EPS Voting Rubric  
(Consideration to SSG)**

Hard Points*						
Evaluation Categories	0**	1	2	3	4	Score
<u>Performance</u> (NCOERs – Last 24 Months)	"Did Not Meet Standard" in any block of Part IV contained in any NCOER	No NCOER in record	"Met Standard" in all blocks of Part IV on each NCOER	"Met Standard" in all blocks of Part IV with comments that support exceeding the standard on each NCOER	"Met Standard" in all blocks of Part IV with comments supporting performance at a higher grade on each NCOER	
<u>Potential</u> (NCOERs – Last 24 Months)	"Not Qualified" in senior rater overall potential contained in any NCOER	No NCOER in record	"Qualified" in senior rater overall potential on each NCOER	"Highly Qualified" in senior rater overall potential on each NCOER	"Most Qualified" in senior rater overall potential on each NCOER  <u>OR</u>  "Highly Qualified" with verbiage that would support "promoting immediately" on each NCOER	
<u>Character</u> (NCOERs & iPERMS – Last 24 Months)	Derogatory information  <u>OR</u>  "Did Not Meet Standard" in any NCOER character block of Part IV	N/A			No derogatory information  <u>AND</u>  "Met Standard" in character block of Part IV on each NCOER	
<u>Standards</u> (DTMS Individual Training Record – Most Current)***	Failing Height & Weight  <u>AND/OR</u>  <del>Failing Record-ACFT</del>	Outdated Height & Weight  <u>AND/OR</u> <del>Outdated-ACFT</del>  <u>AND</u>  Not justified in LPB	N/A	N/A	Passing Height & Weight  <u>AND</u> <del>Passing Record-ACFT</del>  <u>OR</u>  Justified in LPB	
<u>Experience</u> (NCOERs & SRB – Entire Record)	N/A	< 12 cumulative months in CPMOS	12-18 cumulative months in CPMOS	18-24 cumulative months in CPMOS	24(+) cumulative months in CPMOS	
						/20

Soft Points				
Evaluation Categories	0	1	2	Score
<u>Leadership</u> (NCOERs & SRB – Most Recent)	No leadership or broadening assignments; or not recommended for leadership in successive assignments	Documented satisfactory performance in leadership or broadening assignment within current grade	Documented service in leadership or broadening assignments of a higher graded position	
<u>Additional Duties</u> (NCOERs – Most Recent)	No listed additional duties	One listed additional duty	Two or more listed additional duties	
				/4

\*Failure to address and provide justification for material discrepancies within the Soldier's record could result in the hard score evaluation category rating being reduced by 1 point.

\*\*The minimum score to make the Enlisted Promotion List for SSG is "8" total hard points by each voting board member (five total votes). Scoring a "0" in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria for inclusion on the EPS list.

\*\*\*Most current Height & Weight and ~~ACFT~~ will only be considered for EPS boards. Current Height & Weight must be within 8 months from the Eligibility Cutoff Date IAW Enclosure 1 for all Soldiers. ~~Current ACFT must be within 14 months from the Eligibility Cutoff Date IAW Enclosure 1, and 8 months for AGR Soldiers.~~



**EPS Voting Rubric**  
(Consideration to SFC, MSG and SGM)

Hard Points*						
Evaluation Categories	0**	1	2	3	4	Score
<u>Performance</u> (NCOERs – Last 36 Months)	"Did Not Meet Standard" in rater overall performance block contained in any NCOER	"Met Standard" in rater overall performance block on each NCOER	One "Exceeded Standard" in Part IV on each NCOER <u>OR</u> "Exceeded Standard" in rater overall performance block on each NCOER	Multiple "Exceeded Standard" in Part IV and "Exceeded Standard" in rater overall performance block on each NCOER	Multiple "Far Exceeded Standard" in Part IV and "Far Exceeded Standard" in rater overall performance block on each NCOER	
<u>Potential</u> (NCOERs – Last 36 Months)	"Not Qualified" in senior rater overall potential contained in any NCOER	"Qualified" in senior rater overall potential on each NCOER	"Highly Qualified" with verbiage that would support "promoting with peers" in senior rater overall potential on each NCOER <u>OR</u> "Qualified" with verbiage that would support "promoting ahead of peers" on each NCOER	"Highly Qualified" with verbiage that would support "promoting ahead of peers" in senior rater overall potential on each NCOER	"Most Qualified" in senior rater overall potential on each NCOER <u>OR</u> "Highly Qualified" with verbiage that would support "promoting immediately" on each NCOER	
<u>Character</u> (NCOERs & iPERMS – Last 36 Months)	Derogatory information <u>OR</u> "Did Not Meet Standard" in any NCOER character block of Part IV	N/A			No derogatory information <u>AND</u> "Met Standard" in character block of Part IV on each NCOER	
<u>Standards</u> (DTMS Individual Training Record – Most Current)***	Failing Height & Weight <u>AND/OR</u> <del>Failing Record ACFT</del>	Outdated Height & Weight <u>AND/OR</u> <del>Outdated ACFT</del> <u>AND</u> Not justified in LPB	N/A	N/A	Passing Height & Weight <u>AND</u> <del>Passing Record ACFT</del> <u>OR</u> Justified in LPB	
<u>Military Education</u> (DA Form 1059 & AER-R – Most Recent)	N/A	"Failed to Achieve Course Standards" from most recent PME in Part III	"Achieved Course Standards" from most recent PME in Part III	"Superior Academic Achievement" from most recent PME (top 21-40%) in Part III	Completed PME for the next higher grade <u>OR</u> Commandant's List from most recent PME (top 20%) in Part II <u>OR</u> 3(+) "Far Exceeded Standards" in Part III	
<u>Experience</u> (NCOERs & SRB – Entire Record)	N/A	< 3 cumulative years in CPMOS	3(+) cumulative years in CPMOS	4(+) cumulative years in CPMOS	5(+) cumulative years in CPMOS	
						/24

**EPS Voting Rubric**  
**(Consideration to SFC, MSG and SGM)**

Soft Points				
Evaluation Categories	0	1	2	Score
<u>Civilian Education</u> (iPERMS – Entire Record)	No college semester hours or professional/trade certification	Some college (< 60 college semester hours) <u>OR</u> Working towards professional/trade certification	Associate degree or higher <u>OR</u> 60+ college semester hours <u>OR</u> Professional/trade certification	
<u>Leadership</u> (NCOERs & SRB – Last 36 Months)	No leadership or broadening assignments; or not recommended for leadership in successive assignments; or involuntarily removed from leadership assignment	Recommended for leadership roles (i.e., SQD LDR, PSG, 1SG, CSM); or recommended for broadening assignments in positions of trust (i.e., IG, EO, CMD GRP, Recruiter, Retention NCO, etc.)	Currently serving or served in leadership role (i.e., SQD LDR, PSG, 1SG, CSM); and/or broadening assignment in positions of trust (i.e., IG, EO, CMD GRP, Recruiter, Retention NCO, etc.)	
<u>ACFT</u> (DTMS Individual Training Record – Most Current)	<del>479 or below on current record ACFT</del>	<del>480 – 539 on current record ACFT</del>	<del>540 or higher on current record ACFT</del>	
<u>Weapons Qualification</u> (DTMS Individual Training Record – Most Current)****	Marksman or failed to meet standard in current weapon qualification	Sharpshooter in current weapon qualification	Expert in current weapon qualification	
<u>Awards</u> (iPERMS & SRB – Last 36 Months)	Not recognized within the last 36 months	Recognized within the last 36 months (AAM/MOCOM)	Recognized within the last 36 months (ARCOM or higher)	
				/8

\*Failure to address and provide justification for material discrepancies within the Soldier's record could result in the hard score evaluation category rating being reduced by 1 point.

\*\*The minimum score to make the Enlisted Promotion List for SFC, MSG and SGM is "9" total hard points by each voting board member (five total votes). Scoring a "0" in any hard score evaluation category will result in the Soldier not meeting the minimum scoring criteria for inclusion on the EPS list.

\*\*\*Most current Height & Weight ~~and ACFT~~ will only be considered for EPS boards. Current Height & Weight must be within 8 months from the Eligibility Cutoff Date IAW Enclosures 1 & 2 for all Soldiers. ~~Current ACFT must be within 14 months from the Eligibility Cutoff Date IAW Enclosure 1 & 2, and 8 months for AGR Soldiers.~~

\*\*\*\*Most current weapons qualification will only be considered for EPS boards. Current weapons qualification must be within 24 months from the Eligibility Cutoff Date IAW Enclosures 1 & 2 for all Soldiers. Soldiers assigned to an organization without weapons can use their latest qualification as an exception to the 24-month limit.

**EPS Voting Rubric**  
**(Consideration to 1SG, BN CSM and BDE CSM)**

1SG Voting Rubric*			
Evaluation Categories	No**	Yes	Yes/No
<u>Performance</u> (NCOERs – Last 36 Months)	"Did Not Meet Standard" in any block of Part IV contained in any NCOER	Minimum of 1 "Exceeds Standard" or Higher <u>AND</u> Minimum of 2 "Far Exceeded Standard" and 4 "Exceeded Standard" in Part IV	
<u>Potential</u> (NCOERs – Last 36 Months)	"Not Qualified" in senior rater overall potential contained in any NCOER	Verbiage that would support "promoting ahead of peers" or recommended for leadership positions	
<u>Character</u> (NCOERs & iPERMS – Last 60 Months)	Derogatory information <u>OR</u> "Did Not Meet Standard" in any NCOER character block of Part IV	No derogatory information <u>AND</u> "Met Standard" in character block of Part IV on each NCOER	
<u>Standards</u> (DTMS Individual Training Record – Most Current)***	Failing Height & Weight <u>AND/OR</u> Failing Record ACFT	Passing Height & Weight and <u>AND</u> Passing Record ACFT	

BN CSM Voting Rubric*				
Evaluation Categories	No**	Yes		Yes/No
<u>Performance</u> (NCOERs – Last 36 Months)	"Did Not Meet Standard" in any block of Part IV contained in any NCOER	<b>E-8 Evaluations:</b> Minimum of 2 "Exceeded Standard" in rater overall performance <u>AND</u> Minimum of 4 "Far Exceeded Standard" and 5 "Exceeded Standard" in Part IV	<b>E-9 Evaluations:</b> Minimum of 2 "Exceeded Standard" in rater overall performance	
<u>Potential</u> (NCOERs – Last 36 Months)	"Not Qualified" in senior rater overall potential contained in any NCOER	<b>E-8 Evaluations:</b> Minimum of 2 "Highly Qualified" or higher in senior rater overall potential <u>AND</u> Verbiage that would support "promoting ahead of peers" or recommended for leadership positions	<b>E-9 Evaluations:</b> Minimum of 2 "Highly Qualified" or higher in senior rater overall potential <u>AND</u> Verbiage that demonstrates success in a leadership position or recommended for leadership positions	
<u>Character</u> (NCOERs & iPERMS – Last 60 Months)	Derogatory information <u>OR</u> "Did Not Meet Standard" in any NCOER character block of Part IV	No derogatory information <u>AND</u> "Met Standard" in character block of Part IV on each NCOER		
<u>Standards</u> (DTMS Individual Training Record – Most Current)***	Failing Height & Weight <u>AND/OR</u> <del>Failing Record ACFT</del>	Passing Height/Weight <u>AND</u> <del>Passing Record ACFT</del>		
<u>Experience</u> (NCOERs & SRB – Entire Record)	< 1 year in CPMOS	Demonstrated success in E-8 or E-9 leadership position		

BDE CSM Voting Rubric*			
Evaluation Categories	No**	Yes	Yes/No
<u>General</u>	Did not meet any requirement of the BN CSM voting rubric	Met all requirements of BN CSM voting rubric	
<u>Experience</u> (NCOERs & SRB – Entire Record)	< 12 months successfully serving as a BN CSM <u>OR</u> < 12 months of commensurate level experience or commensurate service memorandum disapproved	≥ 12 months successfully serving as a BN CSM or approved commensurate service memorandum	

\*Failure to address and provide justification for material discrepancies within the Soldier's record could result in the evaluation category rating being changed to a "No".

\*\*Soldiers not meeting the above criteria for scoring a "Yes", will have their score automatically defaulted to a "No". Scoring a "No" in any evaluation category will result in the Soldier not meeting the minimum scoring criteria for inclusion on the EPS list.

\*\*\*Most current Height & Weight and ACFT will only be considered for EPS boards. Current Height & Weight must be within 8 months from the Eligibility Cutoff Date IAW Enclosure 2 for all Soldiers.  
~~Current ACFT must be within 14 months from the Eligibility Cutoff Date IAW Enclosure 2, and 8 months for AGR Soldiers.~~

(UIC)

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Commensurate Service Approval Request

1. Provide a description of the period(s) of service that should be considered for commensurate service. Include position, duties, supervisory/rater/SR data that help the approval authority understand what is being considered. Include NCOER rating periods below that cover the period(s) that should be reviewed. This can be articulated by one summary narrative of duties or multiple narratives with one per rating period. Letters of Input from the Rater or Senior Rater may be submitted with this memorandum for consideration.

- a. NCOER from date – NCOER thru date; position title from NCOER
  - b. NCOER from date – NCOER thru date; position title from NCOER
  - c. Letter of Input, Dated
2. POC xxx-xxx-xxxx, or email at email.address.com

I AM SOLDIER  
RANK, MOARNG  
DUTY POSITION

APPROVE \_\_\_\_ DISAPPROVE \_\_\_\_

DATE: \_\_\_\_\_

FIRST NAME MI. LAST NAME  
COL, GS, MONG  
Director of Manpower and Personnel