

**Missouri Army National Guard  
Regulation 600–200**

**Personnel – Enlisted**

# **Enlisted Career Management Standard Operating Procedures**

**Headquarters  
Missouri National Guard  
Jefferson City, MO  
1 May 2025**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

MONGR 600–200

Enlisted Career Management Standard Operating Procedures

This administrative regulation, dated 1 May 2025—

- Changes the formatting of the MOARNG Enlisted Promotion System (EPS) Standard Operating Procedures (SOP) to align with the formatting of other Army and/or National Guard regulations (throughout).
- Adds the Enlisted Career Management (ECMB) program as a chapter to this publication.

Headquarters  
Missouri National Guard  
Jefferson City, MO  
1 May 2025

**MONGR 600–200**

**Effective Date 1 May 2025**

**Personnel – Enlisted**

**Enlisted Career Management Standard Operating Procedures**

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By Order of The Adjutant General, Missouri

CHARLES D. HAUSMAN  
Major General, MONG  
The Adjutant General

**History.** This publication is certified current on 1 May 2025. Aside from the administrative changes listed in the summary of change, no other changes were made to certify the currency of this publication.

Official:

**Summary.** This SOP prescribes policies, procedures, and responsibilities for enlisted career management in the MOARNG.

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COL, GS, MONG  
Director of Manpower and Personnel

**Proponent and exception authority.** The Directorate of Manpower and Personnel (J-1) is the delegated proponent of this SOP from TAG.

**Suggested improvements.** Suggested improvements to this SOP should be forwarded to the Enlisted Actions Branch of the Directorate of Manpower and Personnel (J-1).

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## **Chapter 1**

### **Introduction**

#### **1–1. Purpose**

The purpose of this publication is to—

- a. Provide rules and guidance to the procedures governing enlisted promotions and reductions of the Missouri Army National Guard.
- b. Provide guidance regarding the Enlisted Career Management Board (ECMB).
- c. The contents of this SOP are effective 1 May 2025 and remain in effect until revoked or superseded.
- d. Regulatory and policy guidance will take precedence over this SOP when conflicts exist

#### **1–2. Current forms, checklists, policies and regulations**

Current forms, checklists, policies, and regulations referenced in this document are located on the Missouri National Guard website (<https://www.moguard.ngb.mil/>) or the Missouri National Guard SharePoint ([https://armyeitaas.sharepoint-mil.us/f/r/sites/NGMO-JFHQ-J1/J1\\_Master\\_Library/PER-AB\\_Public/6.%20Enlisted%20Promotion%20System?csf=1&web=1&e=eMc9KN](https://armyeitaas.sharepoint-mil.us/f/r/sites/NGMO-JFHQ-J1/J1_Master_Library/PER-AB_Public/6.%20Enlisted%20Promotion%20System?csf=1&web=1&e=eMc9KN)).

## **Chapter 2**

### **Responsibilities**

#### **2–1. Convening and promotion authorities**

In accordance with (IAW) AR 600-8-19, The Adjutant General (TAG), Missouri (MO) is the convening and promotion authority for all promotions to SGT through SGM. TAG (MO) has delegated the following:

- a. Conduct, management, and signature authority for this program to the Director of Manpower and Personnel (J-1).
- b. Delegated promotion authority to the assistant AG and subordinate commanders (CDRs) as follows:
  - (1) Assistant AG and/or the J-1 for promotion to SGM.
  - (1) CDRs in command positions authorized the rank of COL or higher for promotion to SFC through MSG.
  - (2) CDRs in command positions authorized the rank of LTC or higher for promotion to SGT and SSG.

#### **2–2. Promotion list approval**

The J-1 will review all board findings and sign all EPS lists before distributing them throughout the organization. Under the provision of AR 600-8-19, the AG may disapprove board results when there has been any major compromise of the board's conduct or integrity. Approved EPS lists will have an effective date and will be distributed electronically.

#### **2–3. Levels of command with responsibilities**

All levels of command are responsible for being familiar with the applicable referenced regulations and policies—

- a. Senior commands are responsible for oversight, distribution, and accuracy of EPS documents, suspense timelines, and updates to the Integrated Personnel Pay System-Army (IPPS-A). Senior commands will utilize ASCO "U5" to track Soldiers selected under the Select Train, Educate, Promote (STEP) process and ASCO "C4" for Soldiers selected by Statewide Vacancy Announcement (SWVA) without the required professional military education (PME). Additionally, senior commands will maintain EPS promotion packets and applicable documentation for no less than five years IAW AR 600-8-19.
- b. Senior commands are responsible for oversight and distribution of promotion eligibility rosters (PERs) to subordinate levels. The Enlisted Actions Branch (J-1) office will manually "re-create" (refresh)

the board roster periodically to update individual Soldier eligibility and to add Soldiers to the respective board that meet the eligibility requirements according to IPPS-A. Commands will notify the Enlisted Actions Branch (J-1) office of any Soldiers that are not populating on the board roster to be manually added.

c. Battalion-level (BN) commands are responsible for the oversight, distribution, and accuracy of the EPS process at the BN and unit level.

d. Units will ensure that every Soldier's IPPS-A record is accurate and up to date. IPPS-A is the authoritative data source that captures administrative promotion points and consideration criteria for the next grade. Data quality is paramount.

e. CDRs must validate EPS documentation and recommend or deny promotion board consideration for all eligible Soldiers within their unit. CDR recommendations and denials must be completed in IPPS-A. See chapter 11 for guidance.

f. First Line Leaders (FLL) and Full-Time Support (FTS) personnel will assist Soldiers in reviewing their IPPS-A record and making consideration elections. See chapter 10 for guidance.

## **2–4. Special responsibilities**

a. Recruiters will be moved from their CPMOS on the EPS list to the 79T CPMOS upon submission of their conversion packet to NGB.

b. Recruiting and Retention Battalion (RRBN) will inform the Enlisted Actions Branch (J-1) office upon submission of the conversion packet to NGB. If conversion is denied, the recruiter will revert to their previous CPMOS.

## **Chapter 3**

### **Promotion Considerations**

#### **3–1. Annual EPS MOI**

The annual EPS MOI will include the minimum eligibility criteria for consideration to the next grade.

#### **3–2. New accessions and interstate transfer Soldiers**

Soldiers must be accessed into the MOARNG with a procurement date before the respective board's convening date to be considered for that fiscal year's board. Soldiers accessed on or after the convening date of that fiscal year's board may request a standby advisory board (STAB) IAW AR 600-8-19.

#### **3–3. Not considered Soldiers**

Soldiers in the following statuses are in a non-promotable status and will not be considered for the next grade IAW paragraph 6–19 in AR 600-8-19 and the consideration criteria outlined in the annual EPS MOI (calculate all timeline requirements from the board convene date enclosed in the annual EPS MOI):

- a. Subject of formal proceedings that may result in administrative separation.
- b. A written recommendation has been sent to the promotion authority to reclassify a Soldier for inefficiency or disciplinary reasons.
- c. Without the appropriate security clearance eligibility or favorable background investigation for promotion to the rank and MOS (security clearance cannot have been denied, revoked, withdrawn or loss of jurisdiction).
- d. Ineligible for immediate re-enlistment or extension of enlistment.
- e. A bar to continued service has been approved or initiated.
- f. Denied consideration by their CDR.
- g. Declared an unsatisfactory participant (per AR 135-91).
- h. Absent without leave (AWOL) (mobilized or Title 10 (T10) only).

- i.* Non-selected for retention by a qualitative retention board (QRB) or active service management board (ASMB).
- j.* Selected to attend United States Army Sergeants Major Course (USASMC) and did not complete the course for any reason other than hardship are not eligible to attend the course again and therefore are not eligible for consideration or promotion to SGM.
- k.* Assigned to the Inactive National Guard (ING).
- l.* The current enlistment contract has expired (DD Form 4 including any applicable extension on DA Form 4836).
- m.* Voluntary retirement application has been approved.
- n.* Qualifying conviction for domestic violence under the Lautenberg Amendment (per AR 600-20).
- o.* Not currently qualified in a valid Army MOS.
- p.* T10 AGR (will be considered by the T10 promotion authority).
- q.* Previously selected from a valid EPS list and still in the higher-graded position under the STEP process.
- r.* No high school diploma, home study diploma, GED equivalent, alternate credential, or an associate or higher degree.
- s.* Not meeting the applicable fiscal year's consideration criteria.

### **3–4. Special considerations**

Soldiers in the following statuses are in a non-promotable status IAW AR 600-8-19, but if they meet the criteria within the current fiscal year's EPS cycle, can become eligible for selection to a higher graded position if on a valid EPS list:

- a.* Under a Suspension of Favorable Actions (SFPA) per AR 600-8-2 or has a circumstance that requires a SFPA. The Soldier is in a non-promotable status whether the SFPA is actually initiated and completed or not, for example, for failure of Army Physical Fitness Test, body composition standard, completion of processing and punishment under UCMJ, Article 15, (except for summarized proceedings imposed according to AR 27–10), or comparable State law.
- b.* Serving in the first 18 months of an initial AGR tour and is stabilized in their current position (per NGR 600-5). Soldiers hired into a higher-graded position for their initial AGR tour may be promoted into the position if fully eligible or upon becoming fully eligible but may not be selected for promotion into other positions within the first 18 months.
- c.* Serving in the first 36 months of an initial AGR tour as an ARNG Non-Career Recruiter (per NGR 601-1). Soldiers hired into a higher-graded position for their initial AGR tour may be promoted into the position if fully eligible or upon becoming fully eligible but may not be selected for promotion into other positions within the first 36 months.
- d.* Lack of a qualifying fitness test not within 14 months for traditional (M-Day) Soldiers and 8 months for AGR.
- e.* Semi-annual weigh-in that is more than 8 months old. Soldiers with a valid semi-annual weigh-in within 8 months old, who are placed on a temporary profile, for example, pregnancy, are deemed promotable during the life of the profile.
- f.* Lack of a qualifying periodic health assessment exceeds 15 months or MRC 4.
- g.* Not meeting the time in grade (TIG) and/or time in service (TIS), and/or cumulative enlisted service (CES) at the time of the EPS list publishing.

### **3–5. Officer program Soldiers**

Soldiers in or entering officer programs (09R, 09S or 09W) will be considered for promotion per AR 600-8-19. The Soldier must have been previously promoted to the grade of E-4 or above.

### **3–6. Soldiers selected and serving in higher grade positions other than STEP**

Soldiers selected and serving in higher grade positions, in any capacity other than STEP, must submit a board packet to be considered for promotion (such as a Soldier that is selected by SWVA, or by Military Technician (MT) or AGR positions).

### **3–7. T10 or T32 Active-Duty Operational Support (ADOS) status**

Soldiers who enter T10 or T32 Active-Duty Operational Support (ADOS) outside of the MOARNG will remain under the promotion and orders-issuing authority of the MOARNG. See chapter 5–15 for guidance on selecting Soldiers in an ADOS status.

### **3–8. T10 or T32 Active Guard Reserve (AGR) swaps and One-Time Occasional Tour (OTOT)**

Title 10 or Title 32 AGR swaps to include One-Time Occasional Tour (OTOT) assignments will compete on their parent organization's EPS list for the duration of the assignment tour. OTOT Soldiers (excluding recruiting and retention non-commissioned officers) will compete for traditional (M-Day) vacancies only. OTOT Soldiers accepting a traditional (M-Day) vacancy must REFRAD within 90 days of accepting the position unless the State authorizes continuation on active-duty orders. OTOT Soldiers may decline without penalty.

## **Chapter 4**

### **Consideration Packet Processing**

#### **4–1. Denial of consideration**

CDRs must make a “yes” or “no” recommendation for all Soldiers who meet that fiscal year's consideration criteria. When making recommendations, CDRs will consider reasons including, but not limited to, misconduct, insufficient experience, lack of knowledge, lack of potential to serve in a higher grade, or filed derogatory information. CDRs initiating a denial of promotion consideration will follow procedures IAW paragraph 6–32 in AR 600-8-19.

a. Denial elections must be completed through IPPS-A. To recommend or deny Soldiers from consideration, CDRs must acquire the appropriate IPPS-A role, and this access may be delegated. See chapter 11 for guidance. Board packets will not be submitted for Soldiers denied consideration by the CDR.

b. Denials must be completed by the suspense date enclosed in the annual EPS MOI.

#### **4–2. Declining consideration**

Soldiers may individually request to decline consideration for the annual promotion consideration board. Soldiers must decline consideration through IPPS-A or by submitting the Enlisted Promotion Checklist (see appendix B). See chapter 10 for guidance. Soldiers that are unable to decline consideration through IPPS-A will select “NO” for “EPS List Consideration to the Next Higher Grade” on the appropriate Enlisted Promotion Checklist (see appendix B).

#### **4–3. Career Progression Military Occupational Specialty (CPMOS)**

Soldiers are considered for promotion based on their CPMOS. CPMOS change requests are an annual requirement and are only approved for the current fiscal year's EPS cycle. The CPMOS will normally be the Soldier's primary MOS (PMOS), which aligns with the Soldier's duty MOS (position on Unit Manning Report) unless there is a compelling reason for it to be another MOS that the Soldier is qualified in.

a. Soldiers may request consideration for promotion in a different CPMOS for which they are qualified by submitting a DA Form 4187 (see appendix J).

b. Soldiers will be moved to their new CPMOS list when their PMOS aligns with their duty MOS (DMOS) during the fiscal year's EPS cycle; for example, if a Soldier who is qualified in the MOS 11B is reassigned to a 42A MOS position, they will be moved to the 42A portion of the EPS list once the Soldier has completed the MOS reclassification course. Senior commands will notify the Enlisted Actions Branch (J-1) office after adding the Soldier's new MOS in IPPS-A and validating that the supporting documentation is in iPERMS.

c. Soldiers serving in 00F positions will compete for promotion based on the PMOS they held before being placed in their 00F position. Soldiers who desire to compete in a different qualified MOS must have an approved CPMOS change request.

#### **4-4. Promotion Eligibility Rosters (PERs)**

a. Commands will filter and disseminate PERs to subordinate commands. See chapter 9 for guidance.

b. Units will ensure all Soldiers are captured on the PER in the appropriate grade and CPMOS, regardless of eligibility. Ensure eligibility is annotated in the furthest right column.

c. Units will process promotion consideration packets on all eligible Soldiers assigned, attached, mobilized, in the Soldier Recovery Unit (SRU) and the Medical Management Activity (MMA) unless denied consideration by the CDR. Units with attached, mobilized, SRU or MMA Soldiers are responsible for coordinating with the appropriate unit of assignment to ensure each Soldier has a completed packet.

d. Units will use the 90-day rule to process promotion consideration packets. The losing command will complete packets for Soldiers transferred within 90 days from the board convening date. This date is enclosed in the annual EPS MOI as the "90-Day Soldier Loss/Gain Rule". The gaining command is responsible for Soldiers that transferred with more than 90 days from the board convening date.

e. Annotate Soldiers who are not eligible for promotion consideration (see chapter 3-3).

f. Senior commands will combine all subordinate PERs and submit one single PER for each rank.

#### **4-5. Consideration elections**

Soldiers will make their elections in IPPS-A —

a. Soldiers that are eligible for promotion consideration will make their elections and validate their administrative promotion points (if applicable) in the "Self Service" screen in IPPS-A. See chapter 10 for guidance.

b. Soldiers will be counseled regarding their promotion status, how to have changes made to IPPS-A, and how to validate their promotion board preferences. These counseling forms will be filed locally. Soldiers unable to validate their preferences and/or administrative promotion points will have their preferences/points validated by the CDR or delegate.

c. Soldiers that fail to make elections in IPPS-A by the suspense date enclosed in the annual EPS MOI will be automatically given the following elections:

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

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

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

(4) "No" to consideration for secondary MOS (SMOS) and additional MOS (AMOS) consideration.

(5) "Yes" to consideration for only flight (Special Qualification Identifier (SQI) "F") positions (15T MOS who hold the SQI "4").

#### **4-6. Reviewing administrative points in IPPS-A**

Soldiers being boarded to SGT and SSG will review their administrative promotion points with their FLL/FTS before validating their board elections.

a. Administrative promotion points will be validated in IPPS-A with Soldiers viewing their promotion point worksheet (PPW). Any discrepancies regarding promotion point values will require FTS to update the Soldier's IPPS-A profile, which directly feeds the PPW.

(1) Awards and Decorations: IAW paragraph 6–49 in AR 600-8-19. In conjunction with federal awards Soldiers earn points for the following state (MOARNG) awards, up to the maximum point values: Missouri Meritorious Service Medal – 25 points; Missouri Conspicuous Service Medal – 20 points; Missouri Commendation Ribbon – 20 points.

(2) Weapons Qualification: IAW paragraph 6–50 in AR 600-8-19.

(3) ACFT: IAW paragraph 6–51 in AR 600-8-19.

(4) Professional Military Education (PME): IAW paragraph 6–52 in AR 600-8-19.

(5) Resident Training: IAW paragraph 6–52 in AR 600-8-19.

(6) Correspondence Courses: IAW paragraph 6–52 in AR 600-8-19.

(7) Civilian Education: IAW paragraph 6–53 in AR 600-8-19.

b. Senior commands are responsible for the accuracy and validation of all data pertaining to administrative promotion points. Unless otherwise specified on the consideration checklist, supporting documentation is not required to be submitted to the Enlisted Actions Branch (J-1) office.

#### **4–7. Missouri Army National Guard Enlisted Promotion Consideration Checklist**

a. All Soldiers that are requesting to be considered for promotion or wish to decline consideration will complete the Enlisted Promotion Checklist (see appendix B). Soldiers will utilize the appropriate checklist that applies to the grade they are requesting consideration for or are eligible for.

b. Soldiers who acknowledge and sign their checklist and later find a material discrepancy within their record after the board concludes, are not eligible for a STAB, IAW AR 600-8-19.

c. Soldiers who are unavailable to review and sign their checklist must have all applicable documents annotated with “Soldier unavailable to sign” and include the CDRs signature.

#### **4–8. Letter to the President of the Board (LPB)**

a. Soldiers (excluding those being considered for SGT) must write to the president of the promotion consideration board to justify material discrepancies concerning any documents that are missing, incorrect, or erroneous within their record or packet utilizing the Letter to the President of the Board (LPB) (see appendix C).

b. Letters or memoranda (and all enclosures) seen by a promotion board become part of the board record and are not filed in permanent personnel records. Non-receipt of an LPB is not grounds for reconsideration by a STAB as described in AR 600-8-19.

c. 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, as directed in the annual EPS MOI.

#### **4–9. Army Combat Fitness Test (ACFT) and Army Body Composition Program**

a. ACFT: Soldiers must validate (with assistance from their FTS) that their most recent ACFT data is accurately reflected in IPPS-A and is feeding correctly from the Digital Training Management System (DTMS).

(1) AGR Soldiers will take two record ACFTs per calendar year, with no less than 4 months between record tests.

(2) Traditional (M-Day) Soldiers will take one record ACFT per calendar year, with no less than 8 months between record tests.

(3) The annual EPS MOI, EPS Voting Rubrics, and the Enlisted Promotion Checklist (see appendix B) direct the timeframe in which the board will evaluate Soldiers on their record ACFT data.



(4) If a Soldier's ACFT data cannot be updated in DTMS or IPPS-A, an LPB must explain the discrepancy.

b. Army Body Composition Program: Soldiers must validate (with assistance from their FTS) that their most recent weigh-in and (if applicable) body fat assessment data is accurately reflected in IPPS-A and is feeding correctly from the Digital Training Management System (DTMS).

(1) All Soldiers must have weigh-ins and (if applicable) body fat assessments conducted every 6 months, at a minimum IAW AR 600-9.

(2) The annual EPS MOI, EPS Voting Rubrics, and the Enlisted Promotion Checklist (see appendix B) direct the timeframe in which the board will evaluate Soldiers on their weigh-in and (if applicable) body fat assessment data.

(3) If a Soldier's weigh-in and (if applicable) body fat assessment data cannot be updated in DTMS or IPPS-A, an LPB must explain the discrepancy.

#### **4-10. Selection Board Record Brief (SRB)**

a. SRBs must be added to each Soldier's promotion consideration packet to SSG and above. SRBs must be current (within 12 months) and validated by the Soldier. Certified SRBs are not acceptable.

b. Soldiers unable to electronically validate due to mitigating circumstances will include their digital or hand signature.

c. Unavailable Soldiers that have an out-of-date and/or un-validated SRBs must have their SRB annotated with "Soldier unavailable to sign" and include the CDR's signature.

d. Soldiers unable to have their SRBs corrected and/or updated should be identified and addressed in the Soldier's LPB. FTS can update the Soldier's SRB (with the appropriate access) at the Army National Guard G1 Portal (<https://arnngg1.ngb.army.mil/V4/>).

e. Soldiers can view, validate, and download their SRB at the Army National Guard G1 Personnel Gateway (<https://arnngg1.ngb.army.mil/SelfService/>).

#### **4-11. Non-authorized documents**

The following documents are not authorized to be submitted with a Soldier's promotion consideration packet IAW AR 600-8-19:

- a. Correspondence from anyone other than the Soldier concerned.
- b. Correspondence that criticizes or reflects on the character, conduct, or motives of any Soldier.
- c. Incomplete appeals of items such as NCOER, AER, courts-martial, UCMJ, or similar State law, Article 15, criminal conviction(s), and so on.
- d. Incomplete copies of NCOERs or AERs.

#### **4-12. Submission of promotion consideration packets**

Senior commands must upload packets with all required documentation within the timelines outlined in the annual EPS MOI.

a. Packets will be uploaded to the respective senior command folder within the General - EPS Actions Dropbox (<https://armyeitaas.sharepoint-mil.us/:f:/r/teams/EPSEActionsDropbox/Shared%20Documents/General?csf=1&web=1&e=VDgERt>) by the suspense date enclosed in the annual EPS MOI.

b. The name convention will include the DoD ID and last name. The DoD ID is required by the automated board system (GuardSuite) to link the packet to the Soldier's profile. An example of the naming convention is as follows: DoD ID\_LASTNAME (1234567890\_SNUFFY).

## **Chapter 5**

### **Filling Vacancies (SGT-SGM)**

#### **5–1. Sequential order to fill vacancies**

Units will initiate the process to fill NCO positions within 45 days of the vacancy occurring. These steps will be utilized in sequential order to fill vacancies IAW NGR 600-200:

- a. Priority Placement List (PPL).
- b. Excess personnel.
- c. Lateral assignment (optional).
- d. Enlisted Promotion System.
- e. Selection by hiring board (AGR-only) upon exhausting the subparagraphs listed above.
- f. SWVA for traditional Soldier (M-Day) positions.

#### **5–2. Priority Placement List (PPL)**

The PPL consists of Soldiers who are over-grade, displaced due to re-organization/deactivation, and SFC through SGM currently in excess. Senior commands will notify the Enlisted Actions Branch (J-1) office of Soldiers in these categories to add to the PPL. Senior commands will contact Soldiers in order of displacement date from the PPL that meets the grade, MOS, and commuting distance requirements. The PPL is located on the Missouri National Guard SharePoint.

#### **5–3. Excess personnel**

Promotion authorities may not fill positions by promotion if over grade or excess personnel are available within the travel limitations IAW NGR 600-200.

#### **5–4. Lateral assignment**

Soldiers may request for lateral assignment to any unit, provided the chain of command of the current unit of assignment agrees to release the Soldier. However, the losing command must counsel the Soldier regarding possible termination and recoupment of any incentives if the Soldier voluntarily moves out of a position and/or MOS for which currently obligated. The Soldier must be MOS qualified in the position vacancy or can meet the requirements for MOS qualification and agrees to become qualified within 1 year. The Soldier must also meet the other requirements listed in NGR 600-200.

#### **5–5. Enlisted Promotion System**

- a. AGR (All Ranks): The Human Resources Office (HRO) manages the AGR vacancy fill process. When a vacancy exists, a Standard Form 52 (SF-52) is submitted by the senior command to the HRO.
- b. Request for Fill (RFF) memorandum: Filling a vacant position begins with an RFF memorandum (see appendix D) submitted from the unit level to the respective command level determined by the position rank (see chapter 5–6).
- c. SGT and SSG Vacancies: BNs will contact, select, and fill vacancies for SGT and SSG following the rules in chapter 5–6. Senior commands will validate these selections.
- d. SFC and MSG Vacancies: BNs will forward unit RFF memorandums (see appendix D) to their senior command for processing. Senior commands will contact, select, and fill vacancies for SFC and MSG positions following the rules in chapter 5–6. The Enlisted Actions Branch (J-1) office will validate these selections.
- e. SGM Vacancies: Senior commands will submit unit RFF memorandums (see appendix D) to the Enlisted Actions Branch (J-1) office to contact, select, and fill vacancies for SGM.
- f. 1SG and CSM Vacancies: Senior commands will submit unit RFF memorandums (see appendix D) to the Enlisted Actions Branch (J-1) office and vacancies will be filled IAW chapter 6.

#### **5–6. Enlisted Promotion System selection process (excluding 00F positions)**

a. AGR Selections: The HRO verifies which Soldiers are eligible IAW AR 600-8-19, NGR 600-5, and NGR 600-200. Soldiers must have completed the first 18 months of their initial AGR tour before selection from the list.

b. The respective command will begin to fill a vacancy by going to the master EPS list located on the Missouri National Guard SharePoint. The next step will be to navigate to the CPMOS of the vacant position and contact the first Soldier within the CPMOS of the vacancy, bypassing Soldiers who have a SFPA, fall outside their elected mileage, or are outside of their expanded zone date. Mileage is calculated by using the Defense Table of Official Distances (DTOD) that can be found in the Defense Travel System (DTS). The distance calculator will determine the distance from a Soldier's zip code (found on the EPS list) to the zip code of the vacant position.

c. If the procedures listed above in *paragraph b* result in no selection for the vacancy, the respective command would revert to the top of the list within the vacant position's CPMOS and contact the Soldiers who were previously bypassed due to being outside of their elected mileage. These Soldiers may decline without penalty and will not be removed from the list.

d. Once a selection is made, the following will be forwarded to the senior command and will be submitted to the Enlisted Actions Branch (J-1) office within the General - EPS Actions Dropbox:

(1) AGMO 4104 (see appendix E). The AGMO 4104 is signed and dated on the initial date the attempt is made to contact a Soldier to fill the position.

(2) Correspondence from the Soldier accepting the vacancy (email or text message).

(3) Copy of the current EPS list with remarks.

(4) Enlisted Actions Branch (J-1) office naming convention for the file name. An example of the naming convention is as follows: ACTION TYPE\_LASTNAME (ASSIGN/PROMOTE\_SNUFFY).

#### **5–7. 00F (MOS Immaterial) position selection process**

a. Commands will utilize the applicable (NGMO-DJO-ZA) memorandum for the correct fiscal year of approved feeder MOSs and duty descriptions to determine if the 00F position requires a feeder MOS IAW NGR 600-200. 00F positions that require a feeder MOS will only be offered to Soldiers who are qualified in at least one of the feeder MOSs or Career Management Field(s) (CMF), bypassing Soldiers who are not qualified.

b. Respective commands will begin at the top of the 00F portion of the master EPS list to fill vacancies identified as the MOS: 00F, bypassing Soldiers who have a SFPA, fall outside their elected mileage, or are outside of their expanded zone date. Mileage is calculated by using the Defense Table of Official Distances (DTOD) that can be found in the Defense Travel System (DTS). The distance calculator will determine the distance from a Soldier's zip code (found on the EPS list) to the zip code of the vacant position.

#### **5–8. Accepting or declining vacancies**

a. Upon making positive contact (Soldier acknowledges receipt by phone, text message, or email), Soldiers will have two full working days to accept or decline a position.

b. Soldiers will be given every opportunity to respond in accepting or declining a position.

(1) The respective gaining command will attempt to make positive contact for a minimum of three working days upon offering the vacancy to a Soldier. This must include at least one phone call and email attempt per day.

(2) After three working days with no contact, the respective gaining command will notify the Soldier's current unit of assignment (owning unit) who will then attempt to make positive contact for a minimum of two or more working days. This must include at least one phone call and email attempt per day. For a

deployed Soldier, the Soldier's current leadership (1SG or CDR) under deployment will be responsible for making contact.

(3) After a minimum of three working days from the potential gaining command with no contact and two working days from the current owning unit, the Soldier's unit Readiness NCO (or deployed leadership) will provide a statement (email or memorandum format) confirming the attempts and result of negative contact. This should include an explanation for "no positive contact". The respective gaining senior command will then prepare an affidavit (see appendix F) validating the contact attempts and the result of being unable to contact the Soldier. Once the affidavit has been signed, the respective command may proceed with contacting the next eligible Soldier on the list. Both the statement from the Readiness NCO and the affidavit will be included in the final selection packet.

c. Soldiers who decline a vacancy for which they are eligible and within mileage will do so in writing (email, text, or affidavit). The Soldier's declination will be included in the final selection packet. If a Soldier declines a vacancy, the respective command may continue down the list until the vacancy is filled. If a written declination or a response after positive contact is not received within two days, the unit utilizes the affidavit to confirm the declination. The respective command's S-1 NCOIC or OIC will sign the affidavit.

(1) Soldiers who decline a promotion, or fail to respond after positive contact, that falls within their elected mileage of a vacancy will be removed from the EPS list.

(2) Military Technicians (MTs) may remain on the promotion list when technician management requirements prohibit acceptance of selection or promotion to a specified assignment.

(a) MTs will be contacted and offered promotion opportunities regardless of whether it appears to create a compatibility or grade inversion issue.

(b) Respective commands will ensure that MTs have contacted the HRO for questions concerning compatibility and grade inversion issues.

(3) OTOT Soldiers who decline a promotion because it jeopardizes their individual OTOT status may decline without penalty and will not be removed from the list.

(4) A Soldier who accepts a vacancy while their current unit is within 12 months of deployment, will remain with the deploying unit until REFRAD, unless the Soldier is released (in writing) by the promotion authority from the losing command.

### **5-9. AGR selection board**

Under no circumstances will interviews be conducted to select AGR personnel for higher grade positions against an EPS list (except for AGR positions that require CLASP approval) IAW NGR 600-200. Soldiers that are selected for an AGR position through a hiring board after the EPS list was exhausted of AGR personnel, may be promoted immediately upon assignment to the vacancy, provided the Soldier is fully eligible for promotion and is on a valid EPS list.

### **5-10. AGR allocation upgrade**

AGR Soldiers whose allocated position is changed to a higher grade, may be promoted when fully eligible and ranked at the top of their respective CPMOS EPS list.

### **5-11. Special skills positions**

Special Skills Positions: 15T UH-60 Helicopter Repairer (MOS 15T2F, 15T3F, and 15T4F) requires the SQI "F" (flying status) for placement of qualified Soldiers. These positions will be filled by utilizing the EPS list to select Soldiers who currently hold SQI "F". Soldiers who currently hold SQI "F" and elect "Yes" to consideration for only flight positions will only be considered for flight positions. Soldiers who currently hold SQI "F" and elect "No" to consideration for only flight positions will be considered for both flight and non-flight positions. Upon exhaustion of this list, these positions require utilizing the SWVA process to fill

the vacancy. Soldiers selected for assignment utilizing the SWVA process must be fully qualified (SQI "F") before promotion.

## **5–12. Statewide Vacancy Announcement (SWVA) Procedures**

The SWVA process is detailed in NGR 600-200. The following adds clarification, emphasis, and procedural guidance:

a. Within 10 days of exhausting all EPS steps to fill a vacancy, senior commands will submit an RFF memorandum (see appendix D), identifying the need for a SWVA to the Enlisted Actions Branch (J-1) office within the General - EPS Actions Dropbox. Senior commands will utilize the naming convention for the file name. An example of the naming convention is as follows: ACTION TYPE\_MOS\_UIC (SWVA REQ\_42A4O\_W8AJAA).

b. The Actions Branch office will generate the SWVA and distribute the announcement by email and on the Missouri National Guard website. Requests for an SWVA must be submitted at least 30 days before the expiration of the fiscal year's respective list.

(1) Once SWVAs are announced, they will remain open until a selection is made or the fiscal year's list expires, whichever is earlier. SWVAs must be open for applications for a minimum of 15 days before initial interviews may take place. Specific, further rules and guidance can be found in each published vacancy announcement.

(2) Senior commands will specify on the SWVA request the number of days (minimum of 15) the announcement will be open before the first interview is conducted. If an interview is conducted and a selection is not made, the SWVA will remain open, and the respective command may conduct additional interviews at their discretion until a selection is made or the fiscal year's list expires.

c. The respective command will use the SWVA Interview Board Results (see appendix G) to report the names of the applicants and the interview results. This document will be included with the final selection packet.

d. Interviews may take place in person or via telephone. All attempts will be made to accommodate the needs of the applicants to ensure all Soldiers have an equal opportunity to interview for the SWVA.

e. SWVA interview boards will be comprised of a minimum of three individuals, senior in grade to all applicants, and match applicant diversity as much as possible.

f. The selecting official will be the vacancies' unit CDR. The approval authority will be the appropriate promotion authority based on the vacant position grade.

g. Once a SWVA selection is made, the following will be forwarded to the senior command and will be submitted to the Enlisted Actions Branch (J-1) office within the General - EPS Actions Dropbox:

- (1) AGMO Form 4104 (see appendix E)
- (2) SWVA Interview Board Results (see appendix G)
- (3) SWVA Statement of Agreement (see appendix H)
- (4) Enlisted Actions Branch (J-1) office naming convention for the file name. An example of the naming convention is as follows: ACTION TYPE\_LASTNAME (SWVA SELECTION\_SNUFFY).

h. The respective command is responsible for notifying all interviewed Soldiers of the results upon approval.

i. Soldiers who are in an 18-month stabilization period IAW AR 600-8-19 that are selected for an SWVA position must obtain approval on the 18-Month Voluntary Reassignment Waiver Request (see appendix K) before being processed by the Enlisted Actions Branch (J-1) office.

j. SWVAs can be announced to all sources but priority consideration should be given to Soldiers who hold the respective MOS for the vacancy.

k. Soldiers who are non-MOS qualified must agree to become MOS qualified within 1-year IAW NGR 600-200. The J-1 may approve an extension beyond 1 year based on training seat availability, mobilization, or other administrative processing requirements.

*l.* Soldiers who are placed into higher-grade positions through the SWVA process may be promoted immediately upon assignment to the vacancy, provided the Soldier is fully eligible for promotion and is on a valid EPS list.

### **5–13. Filling special skill positions by SWVA**

The following positions have mission essential requirements or special skill requirements for placement of qualified Soldiers and are considered "best select" positions. These positions require utilizing the SWVA process to fill vacancies. Soldiers selected for assignment and promotion to a special skill position must be fully qualified (for example, holding the required SQI and/or ASI) and fully eligible before promotion. SWVA requests for special skills positions may be submitted year-round without regard to the fiscal year's list expiration dates since the list will not be used to fill the vacancy.

- a.* Regional Training Institute (RTI) instructor positions that require SQI 8.
- b.* Inspector General positions that require SQI B.
- c.* Equal Opportunity positions that require SQI Q.
- d.* Flight medics that require SQI F (68W2F, 68W3F, and 68W4F).
- e.* Command Maintenance Discipline Program (CMDP) inspection team positions that are assigned to the JFHQ-MO.
- f.* SASMO Automation Logistics Specialists assigned to the JFHQ-MO, must be qualified in the MOS 92A with the ASI N8.
- g.* Due to the additional training and security requirements defined in NGB G6 DCOE-E CONOPS and USCYBERCOM Cyber Missions Forces Training Pipeline, positions under the Defensive Cyber Operations Elements (DCO-E) assigned to the JFHQ-MO and Det 1, 179th Cyber Protections Team (CPT) have been identified as "best select" positions.
- h.* Aviation Standardization Instructor/Flight Instructor (positions with the ASI N1) must be DMOSQ and currently have the ASI N1, attending ASI N1 school, or enrolled into ASI N1 school, and be a Nonrated Crewmember Flight Instructor/Standardization Flight Instructor. If the pool for N1 qualified Soldiers is exhausted, the SWVA will be sent out without regard for N1 ASI, pending J-3 school funding approval.

### **5–14. Removal from selection status**

The promotion authority is authorized to remove Soldiers from their higher graded position under the following conditions (not all inclusive) after official notification to Soldier IAW AR 600-8-19:

- a.* Those who decline/refuse or fail to apply/enroll in appropriate PME.
- b.* Fail to be accepted in the appropriate PME.
- c.* Fail to attend the appropriate PME.
- d.* Fail to graduate due to an act, omission, or failure of standards (fault of the Soldier) after having been notified of the training requirements necessary for promotion.
- e.* Voluntary request for transfer out of the position.
- f.* Assignment to the ING.
- g.* Accepted into an officer or warrant officer producing course.
- h.* Notification of separation action, will be counseled and reassigned to the first available vacancy commensurate with their current grade and MOS.
- i.* Currently "flagged" under a SFPA.

*Note:* Soldiers removed from their selection status must compete anew at the next annual promotion board cycle. Soldiers are ineligible for STAB.

### **5–15. Selecting Soldiers on T10 or T32 ADOS status**

a. T10 and T32 ADOS Soldiers selected for a vacancy require a memorandum of approval from both the respective gaining senior command and the Soldier's ADOS chain of command. This approval allows Soldiers to remain on ADOS in the selection status. The memorandum will be included in the final selection packet. If disapproved, the Soldier will not be removed from the list.

b. ADOS personnel on a long-term tour of 90 days or more who decline a promotion because it jeopardizes their individual ADOS status may decline without penalty and will not be removed from the list.

### **5–16. Selecting Soldiers assigned to the Medical Management Activity (MMA)**

Soldiers selected for promotion who are assigned to the MMA will remain in the MMA. Senior commands will notify the Enlisted Actions Branch (J-1) office after selecting a Soldier assigned to the MMA. Once the Enlisted Actions Branch (J-1) office is notified, the respective command may proceed with contacting the next eligible Soldier on the list.

## **Chapter 6**

### **Filling Vacancies (1SG, BN CSM, BDE CSM)**

#### **6–1. Initiating the process to fill leadership positions**

Units will initiate the process to fill leadership positions within 45 days of the vacancy occurring. Units are authorized to initiate the process to fill leadership positions 1-year out from the projected vacancy. This should not be construed as authority to promote Soldiers over-grade pending loss of an assigned Soldier in the higher grade.

#### **6–2. Filling 1SG positions**

Leadership positions (1SG and/or CSM) may be filled through an interview or record review process of Soldiers found best qualified during the annual board process.

a. Units will initiate an RFF memorandum (see appendix D) when a 1SG vacancy occurs and submit the RFF memorandum to the senior command. The senior command will:

(1) Consider current serving 1SG for a lateral transfer. A current serving 1SG is defined as a Soldier who was serving as 1SG on or after the eligibility cutoff date that is defined in the annual EPS MOI.

(a) The senior command will initiate the transfer if the 1SG for lateral transfer is within the senior command.

(b) 1SG for lateral transfer outside of the Senior Command requires approval from both BN CDRs. Upon approval, the request will be sent to the Enlisted Actions Branch (J-1) office for processing within the General - EPS Actions Dropbox.

(2) When there are no Soldiers identified for lateral transfer, the senior command will submit the RFF memorandum (see appendix D) to the Enlisted Actions Branch (J-1) office for processing within the General - EPS Actions Dropbox.

b. The Enlisted Actions Branch (J-1) office will validate the vacancy and generate a 1SG Selection Certificate for the respective senior command. The certificate will remain open for 45 days allowing all eligible candidates the opportunity to interview by conducting a selection board. Candidates will come from the respective fiscal year's list for 1SG consideration and will be identified on the certificate by the following:

(1) Primary applicants:

(a) Traditional (M-Day) Soldiers who are currently MSG and who hold the respective MOS for the vacancy. The Soldier can hold the MOS as their primary, secondary, or additional MOS.

(b) AGR Soldiers who are currently MSG who hold the respective MOS for the vacancy and are eligible for CLASP (see chapter 6–4). The Soldier can hold the MOS as their primary, secondary, or additional MOS.

(2) Secondary applicants:

(a) Traditional (M-Day) Soldiers who are currently SFC who hold the respective MOS for the vacancy and meet expanded zone eligibility. The Soldier can hold the MOS as their primary, secondary, or additional MOS.

(b) 1SG vacancies that have been annotated as AGR-only (in the CMF of 11, 13, or 74D) will include Soldiers who are currently SFC and who hold the respective MOS for the vacancy and meet expanded zone eligibility. The AGR Soldier can hold the MOS as their primary, secondary, or additional MOS.

c. If there are no Soldiers remaining on the fiscal year's list for 1SG consideration who hold the MOS for the vacancy, the certificate will contain primary and secondary applicants who are not MOS qualified.

d. The primary applicants should be first considered for the position before selecting a Soldier from the secondary applicants IAW AR 600-8-19.

e. 1SG selection boards will consist of the respective BN CDR (board president and selecting official, or their designated representative), the Company CDR, and the BN CSM at a minimum.

f. 1SG vacancies that have been annotated as AGR-only will have selection boards that consist of the respective BN CDR or Brigade (BDE) Administrative Officer (minimum grade of O-5), BN CSM or BDE Operations SGM. The BN CDR may authorize any additional personnel to sit in on the selection board that they deem necessary.

g. The 1SG selection board president will:

(1) Ensure contact is made with all Soldiers listed on the certificate offering the opportunity for consideration. Those who decline to interview will remain on the list.

(2) Ensure every effort is made so that the board consists of a female or minority member when female or minority applicants are considered.

(3) Serve as the selecting official and sign the 1SG Selection Certificate upon selecting a Soldier.

h. If a 1SG Selection Certificate consists of 10 or more eligible Soldiers the board president may take the following steps:

(1) Determine how many Soldiers are interested in interviewing for the vacancy. If 10 or fewer want to interview, the board president will proceed with scheduling and conducting interviews.

(2) If more than 10 Soldiers are interested in interviewing for the vacancy, the board president may conduct a paper board to narrow the pool.

(3) The paper board criteria must be objective and will be developed in conjunction with the State CSM or all personnel that will sit on the selection board.

(4) The paper board may not narrow the pool to less than 7 Soldiers.

i. Once a Soldier is selected and approved, the senior command will submit the completed certificate to the Enlisted Actions Branch (J-1) office for processing within the General – EPS Actions Dropbox.

j. If a selection is not made from the initial 1SG Selection Certificate, a second certificate will be generated and will contain primary and secondary applicants who are not MOS qualified.

k. Soldiers that are selected for 1SG vacancies will be assigned, promoted if necessary, and laterally appointed concurrently.

### **6–3. Filling CSM positions**

Leadership positions (1SG and/or CSM) may be filled through an interview or record review process of Soldiers found best qualified during the annual board process.

a. Senior commands will initiate an RFF memorandum (see appendix D) when a CSM vacancy occurs and submit the RFF memorandum to the Enlisted Actions Branch (J-1) office for processing within the General – EPS Actions Dropbox.



b. The Enlisted Actions Branch (J-1) office will validate the vacancy and generate a CSM Selection Certificate for the respective senior command. The certificate will remain open for 45 days allowing all eligible candidates the opportunity to interview by conducting a selection board. Candidates will come from the respective fiscal year's list for CSM consideration and will be identified on the certificate by the following:

(1) Primary applicants:

(a) Traditional (M-Day) Soldiers who are currently SGM and who hold the respective MOS for the vacancy. The Soldier can hold the MOS as their primary, secondary, or additional MOS.

(b) AGR Soldiers who are currently SGM who hold the respective MOS for the vacancy and are eligible for CLASP (see chapter 6–4). The Soldier can hold the MOS as their primary, secondary, or additional MOS.

(2) Secondary applicants:

(a) Traditional (M-Day) Soldiers who are currently MSG or 1SG who hold the respective MOS for the vacancy and meet expanded zone eligibility. The Soldier can hold the MOS as their primary, secondary, or additional MOS.

(b) CSM vacancies that have been annotated as AGR-only (in the CMF of 79T) will include Soldiers who are currently MSG or 1SG who hold the respective MOS for the vacancy and meet expanded zone eligibility. The AGR Soldier can hold the MOS as their primary, secondary, or additional MOS.

c. If there are no Soldiers who hold the MOS for the vacancy, the certificate will contain primary and secondary applicants who are not MOS qualified.

d. CSM selection boards will consist of:

(1) BN CSM selection boards will consist of the respective BDE CDR (board president and selecting official, or their designated representative), BN CDR, and the BDE CSM at a minimum. The BDE CDR may authorize any additional personnel to sit in on the selection board that they deem necessary.

(2) BDE CSM selection boards will consist of the Assistant Adjutant General (AG) (board president and selecting official, or their designated representative), BDE CDR, BDE CSM, and/or the State CSM at a minimum. The assistant AG may authorize any additional personnel to sit in on the selection board that they deem necessary.

(3) BN CSM selection boards for the AGR-only RRBN CSM position will consist of the J-1 (board president and selecting official, or their designated representative), RRBN CDR, and the State CSM at a minimum.

e. The CSM selection board president will:

(1) Ensure contact is made with all Soldiers listed on the certificate offering the opportunity for consideration. Those who decline to interview will remain on the list.

(2) Ensure every effort is made so that the board consists of a female or minority member when female or minority applicants are considered.

(3) Serve as the selecting official and sign the CSM Selection Certificate upon selecting a Soldier.

f. If a CSM Selection Certificate consists of 10 or more eligible Soldiers the board president may take the following steps:

(1) Determine how many Soldiers are interested in interviewing for the vacancy. If 10 or fewer want to interview, the board president will proceed with scheduling and conducting interviews.

(2) If more than 10 Soldiers are interested in interviewing for the vacancy, the board president may conduct a paper board to narrow the pool.

(3) The paper board criteria must be objective and will be developed in conjunction with the State CSM or all personnel that will sit on the selection board.

(4) The paper board may not narrow the pool to less than 7 Soldiers.

g. Once a Soldier is selected and approved, the senior command will route the signed CSM Selection Certificate to their respective assistant AG (selecting official) for approval. The senior command will

submit the completed certificate to the Enlisted Actions Branch (J-1) office for processing within the General – EPS Actions Dropbox.

*h.* If a selection is not made from the initial CSM Selection Certificate, a second certificate will be generated and will contain primary and secondary applicants who are not MOS qualified.

*i.* Soldiers that are selected for CSM vacancies will be assigned, promoted if necessary, and laterally appointed concurrently if officially selected by the Headquarters Department of the Army (HQDA) CSM selection board. The AG will nominate the selected Soldier for the next scheduled HQDA CSM board if required.

#### **6–4. T32 Military Technician and AGR Command Leadership Assignment Policy (CLASP)**

The CLASP process is detailed in NGR 600-5. The following adds clarification, emphasis, and procedural guidance:

*a.* CLASP requests, when required, are completed by the senior command in which the Soldier is assigned for their FTS position and are submitted to the HRO. The documents required to acquire a CLASP are contained in appendix I.

*b.* The CLASP assignment for MTs must not result in a grade inversion.

*c.* AGR Soldiers may not exceed their full-time authorized grade position. Promotions based on CLASP assignments are not authorized.

*d.* AGR Soldiers assigned to a CSM or 1SG billet must also be assigned to an equally graded FTS position at the JFHQ-MO, TDA, or higher headquarters in the chain of command. The CLASP assignment must be within the supported chain of command. Soldiers assigned to the JFHQ-MO may be assigned to any unit.

*e.* FTS Soldiers must not have had similar leadership assignments at the same level regardless of duty status.

*f.* CLASP assignments will not exceed three years, except for Soldiers who reach the three-year time limit while mobilized. Soldiers in this category may remain in the CLASP assignment six months beyond demobilization.

*g.* Senior commands must obtain approval from the Chief of Staff (COS) with advisement from the Command Senior Enlisted Leader (CSEL) before initiating an RFF memorandum on an enlisted vacancy created by a CLASP. The request for approval will be in memorandum format and sent through the HRO.

## **Chapter 7**

### **Eligibility Criteria for (Pin-On) Promotion**

#### **7–1. Requirements**

The pin-on rank requirements are detailed in AR 600-8-19 and NGB, ARNG-HRZ memorandum (ARNG Implementation Guidance for Suspension of Temporary Promotions and STEP Policy and the Reduction of the On-Line Training (PPOM 24-014)), 7 June 2024. The following adds clarification, emphasis, and procedural guidance:

*a.* PME requirements:

(1) MSG/1SG must complete Term 1 of Phase 1 of the non-resident USASMC as a pin-on requirement to the rank of SGM. Soldiers attending the resident USASMC must graduate from the course to meet pin-on requirements. Soldiers must have completed the Master Leader Course (MLC) before attending USASMC, unless the Soldier was promoted to MSG prior to 1 January 2019. Temporary promotion to SGM is authorized if the Soldier has a confirmed reservation in ATRRS or is currently enrolled in the USASMC.

(2) SFC must graduate from the Senior Leader Course (SLC) for promotion to MSG.

(3) SSG must graduate from the Advanced Leader Course (ALC) for promotion to SFC.

(4) SGT must graduate from the Basic Leader Course (BLC) for promotion to SSG.

(5) SPC/CPL does not have an NCOPDS requirement for promotion to SGT.

**b. Security clearance:**

(1) Soldiers without the appropriate security clearance eligibility or favorable background investigation for promotion to the rank and CPMOS are non-promotable.

(2) Soldiers will regain selection status the day they receive the appropriate level security clearance eligibility, provided they are still qualified.

(3) Soldiers who lose their required security clearance eligibility for cause will be removed from the promotion list.

**c. Service remaining obligation (SRO):**

(1) There are no promotion SROs for promotion to SSG and below.

(2) A 3-year (36 month) promotion SRO applies for promotion to SFC and above.

(3) Other eligible timeframes, clarification on multiple obligations and waivers are further detailed in AR 600-8-19.

**d.** The Soldier must report for duty in the position to which selected, comply with a reassignment order, if issued, and serve at least 18 months in the duty position before voluntary reassignment. An exception to this policy may occur when the Soldier has a change of residence or civilian employment or incurs an extreme hardship requiring such reassignment. The 18-month rule does not prohibit an MSG or SGM from seeking or being approved for a 1SG or CSM command leadership position. DARNG/AGs have the authority to waive the 18-month requirement which may be delegated to the J-1.

## **Chapter 8**

### **EPS List Content**

#### **8–1. General**

EPS lists are published digitally by each promotion consideration rank and can be found on the Missouri National Guard SharePoint. The EPS lists will each have multiple tabs to annotate promotion consideration lists by CPMOS, 00F positions, Soldiers that have been actioned from the list, and Soldiers that were boarded or not boarded for that respective fiscal year (see figure 8–1).

#### **8–2. Use**

Senior commands will use the most recent version of the EPS lists that can be found on the Missouri National Guard SharePoint. These lists are often updated daily as EPS actions are processed. It is of utmost importance that the most recent version of the EPS list be utilized to contact, select and fill vacancies. Changes to a Soldier's status, zip code and selection/declination of a vacancy may be updated at any time which may affect the sequential order of the list, or which Soldiers may be eligible for the next available vacancy.

FY25 ENLISTED PROMOTION/SELECTION LIST TO SFC (M-DAY & TECHNICIAN)									
UIC	EMPL ID	NAME	CPMOS	STATUS	MILEAGE	FLIGHT CONSIDERATION	ZIP CODE	EXPANDED ZONE	REMARKS
WQFZB0	0123456789	FULL NAME	11B	MDAY	150 Miles	No	64863		
WPN7B0	0123456789	FULL NAME	11B	MDAY	Statewide	No	63125	5/19/2025	
WQFZA0	0123456789	FULL NAME	11B	MDAY	Statewide	No	65559	5/4/2025	
WQFZA0	0123456789	FULL NAME	11B	MDAY	150 Miles	No	64083		
WPN7C0	0123456789	FULL NAME	11B	MDAY	Statewide	No	63357	4/6/2025	
WQFZT0	0123456789	FULL NAME	11B	MDAY	150 Miles	No	64506	4/12/2025	
WPN7B0	0123456789	FULL NAME	11B	MDAY	Statewide	No	63640	8/7/2025	
WQFZB0	0123456789	FULL NAME	11B	MDAY	150 Miles	No	65714	5/4/2025	
WPN7C0	0123456789	FULL NAME	11B	MDAY	100 Miles	No	63111	1/20/2026	
WQFZB0	0123456789	FULL NAME	11B	MDAY	100 Miles	No	64157	9/10/2025	
WQFZB0	0123456789	FULL NAME	11B	MDAY	100 Miles	No	64720		
WP11AA	0123456789	FULL NAME	12B	MDAY	100 Miles	No	64484		
WP2PAA	0123456789	FULL NAME	12B	TECH	150 Miles	No	65583	1/19/2026	
WX2JAA	0123456789	FULL NAME	12B	MDAY	Statewide	No	63129		
WX2HAA	0123456789	FULL NAME	12B	MDAY	Statewide	No	64133	3/24/2025	
WXAHAA	0123456789	FULL NAME	12B	MDAY	Statewide	No	36869		
WX2HAA	0123456789	FULL NAME	12B	MDAY	50 Miles	No	64117	4/14/2025	
WX2HAA	0123456789	FULL NAME	12B	MDAY	Statewide	No	76539		
WX2JAA	0123456789	FULL NAME	12B	MDAY	Statewide	No	63701	11/5/2025	
WP8CA1	0123456789	FULL NAME	12C	MDAY	Statewide	No	65240	9/11/2025	
WP8CA1	0123456789	FULL NAME	12C	MDAY	Statewide	No	63552		
WP8CAA	0123456789	FULL NAME	12C	MDAY	Statewide	No	63026	6/5/2025	24-1032 SWVA
W916A1	0123456789	FULL NAME	12H	MDAY	150 Miles	No	65656	3/14/2025	
WX2MAA	0123456789	FULL NAME	12H	MDAY	100 Miles	No	63383	4/10/2025	
W916A1	0123456789	FULL NAME	12H	MDAY	50 Miles	No	65708		
WX2LAA	0123456789	FULL NAME	12H	MDAY	Statewide	No	65734		
WX2KAA	0123456789	FULL NAME	12H	MDAY	100 Miles	No	65770	11/3/2025	
WX7KAA	0123456789	FULL NAME	12H	MDAY	100 Miles	No	64507	3/24/2025	21-0584 SWVA
WX2MAA	0123456789	FULL NAME	12N	MDAY	100 Miles	No	63701	4/19/2025	24-0713 SWVA
WP8CAA	0123456789	FULL NAME	12N	MDAY	Statewide	No	65338	3/28/2025	
WX2KAA	0123456789	FULL NAME	12N	MDAY	50 Miles	No	64855	3/14/2025	
WXALT0	0123456789	FULL NAME	12N	TECH	Statewide	No	72714	1/16/2026	
W8GGA1	0123456789	FULL NAME	12N	MDAY	150 Miles	No	63023		
WX2KAA	0123456789	FULL NAME	12N	MDAY	150 Miles	No	72751	4/28/2025	

Figure 8–1. Sample EPS list for consideration to SFC (CPMOS list)

## Chapter 9

### Promotion Eligibility Rosters (PERs) Content

#### 9–1. General

PERs are published digitally by each promotion consideration rank and can be found on the Missouri National Guard SharePoint. The PERs will each have multiple tabs that annotate different dates when the roster was generated (see figure 9–1).

#### 9–2. Use

Senior commands will use the most recent version of the PERs that can be found on the Missouri National Guard SharePoint. These rosters are often updated monthly as data is updated in IPPS-A. It is of utmost importance that the most recent version of the PERs is utilized to calculate Soldier's promotion eligibility and/or administrative point scores. Updates that are properly made in IPPS-A will feed updates that will be reflected on the PERs. Soldiers that are being considered for promotion to SGT and SSG will also have administrative point value calculations on the PERs.

Personnel Eligibility Roster (PER) - 20241216									
Board ID	Empl ID	Current Rank	Current Grade	Display Name	Promotion Date	Grade Entry Date	UIC	ALC Completion	Comments (Declined Consideration, CDR Denied Consideration, Retirement, Etc)
3882	0123456789	SSG	E6	FULL NAME			W8AJAA		
3882	0123456789	SSG	E6	FULL NAME			WXGHAA		
3882	0123456789	SSG	E6	FULL NAME			WPTJAA		
3882	0123456789	SSG	E6	FULL NAME			WPN7T0		
3882	0123456789	SSG	E6	FULL NAME			W8FKA3		
3882	0123456789	SSG	E6	FULL NAME			WP11AA		
3882	0123456789	SSG	E6	FULL NAME			WQRKAA		
3882	0123456789	SSG	E6	FULL NAME			WQFZT0		
3882	0123456789	SSG	E6	FULL NAME			W8AJAA		
3882	0123456789	SSG	E6	FULL NAME			WX2MAA		
3882	0123456789	SSG	E6	FULL NAME			WVBZB0		
3882	0123456789	SSG	E6	FULL NAME			WPTJAA		
3882	0123456789	SSG	E6	FULL NAME			WXARAA		
3882	0123456789	SSG	E6	FULL NAME			W9820Y		
3882	0123456789	SSG	E6	FULL NAME			WQKRAA		
3882	0123456789	SSG	E6	FULL NAME			WPN7C0		
3882	0123456789	SSG	E6	FULL NAME			W97NA1		
3882	0123456789	SSG	E6	FULL NAME			WY3VT0		
3882	0123456789	SSG	E6	FULL NAME			WPF1T0		
3882	0123456789	SSG	E6	FULL NAME			WY3VA0		
3882	0123456789	SSG	E6	FULL NAME			WVBZT0		
3882	0123456789	SSG	E6	FULL NAME			WV21A1		
3882	0123456789	SSG	E6	FULL NAME			WY3VT0		
3882	0123456789	SSG	E6	FULL NAME			WPU5AA		
3882	0123456789	SSG	E6	FULL NAME			WPDVAA		
3882	0123456789	SSG	E6	FULL NAME			WPN7A0		
3882	0123456789	SSG	E6	FULL NAME			WP8TAA		
3882	0123456789	SSG	E6	FULL NAME			WXALT0		
3882	0123456789	SSG	E6	FULL NAME			WQCOAA		
3882	0123456789	SSG	E6	FULL NAME			WQFZT0		
3882	0123456789	SSG	E6	FULL NAME			WP6VAA		
3882	0123456789	SSG	E6	FULL NAME			WY3VA0		
3882	0123456789	SSG	E6	FULL NAME			WXARAA		
3882	0123456789	SSG	E6	FULL NAME			WP8TAA		

Figure 9–1. Sample PER for consideration to SFC

## Chapter 10

### Making Consideration Elections in IPPS-A

#### 10–1. General

Soldiers that are eligible for promotion consideration will make their elections in the “Self Service” screen in IPPS-A (see figure 10–1). Soldiers that wish to decline consideration may do so through IPPS-A or by submitting the Enlisted Promotion Checklist (see appendix B).

#### 10–2. Guidance

Soldiers will select their preference for location consideration, flight positions, 00F positions, SMOS and AMOS consideration, and leadership positions (if applicable). Soldiers can select all or a variety of geographical regions (10 total regions that encompass the state of Missouri, see appendix L), or their current armory only. Soldiers that are currently in the rank of SGM or CSM are unable to make elections in IPPS-A and must do so by submitting the Enlisted Promotion Checklist (see appendix B). To make elections, Soldiers must login to IPPS-A, navigate to the “Self Service” screen, and then click on the “Board Preference USAR/ARNG” tile. Soldiers that receive the following message are not considered as eligible for promotion to the next grade, according to IPPS-A: “You are not on any promotion roster or your promotion roster does not allow preferences.”

**Figure 10–1. Board Preferences screen in IPPS-A**

## Chapter 11

### Commander's Making Consideration Elections in IPPS-A

#### 11–1. General

CDRs must recommend or deny promotion board consideration for all eligible Soldiers within their unit in the “Board Roster” section in IPPS-A (see figure 11–1). CDRs initiating a denial of promotion consideration will follow procedures IAW paragraph 6–32 in AR 600-8-19.

#### 11–2. Guidance

To make elections, CDRs must login to IPPS-A, click the “NavBar” (compass icon in the top right corner), click on “Menu”, click on “Workforce Administration”, click on “Boards”, and click on “Board Roster”. Once the page loads with search criteria, input the current fiscal year under the “Year”, and click on “Search”. Once the page loads with search results, click on the applicable promotion consideration. Once the page loads with the applicable promotion consideration board, click on “Filter” under the filter criteria to view all Soldiers. Once the candidates (Soldiers) populate on the board roster, CDRs will make one of the following elections under “Board Results”: Recommend for Consideration (Y), or Withhold from Consideration (N) board (see figure 11–2).

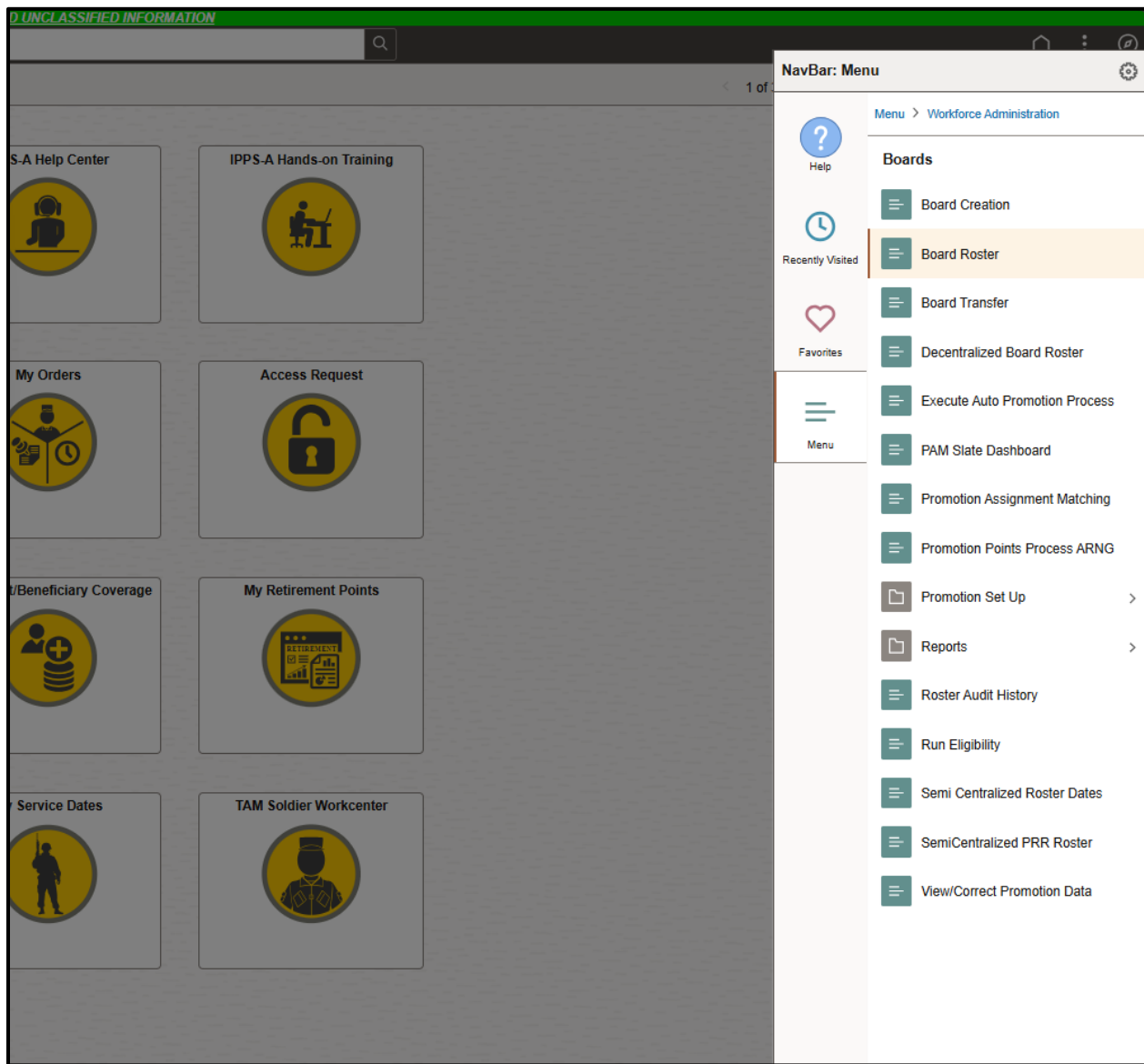


Figure 11–1. Board roster navigation in IPPS-A





b. Once the required training courses are completed, a new access request must be initiated by logging into IPPS-A, navigate to the “Self Service” screen, and then click on the “Access Request” tile.

The required roles for viewing board rosters in IPPS-A are as follows:

- (1) IP\_HCMHR\_PBR\_QUERY
- (2) IP\_HCMHR\_BOARD\_NG\_DECENTRL\_ENL
- (3) IP\_HCMHR\_BOARD\_NG\_SEMICENTRAL
- (4) IP\_HCMHR\_BOARD\_NG\_CENTRAL\_ENL

## **12–2. Guidance**

To view Soldier’s consideration elections login to IPPS-A, click the “NavBar”, click on “Menu”, click on “Workforce Administration”, click on “Boards”, and click on “Board Roster” (see figure 11–1). Once the page loads with search criteria, input the current fiscal year under the “Year”, and click on “Search”. Once the page loads with search results, click on the applicable promotion consideration. Once the page loads with the applicable promotion consideration board, click on “Filter” under the filter criteria to view all Soldiers. Once the candidates (Soldiers) populate on the board roster, click on the “Preferences” tab under the board roster criteria (see figure 12–1).

Board Roster

Board ID 3882

FY25 E6 TO E7

Board Process Centralized

Year 2025

Template ID ARNG E7 T32

SSG to SFC Promotion (E6 - E7)

Convene Date 02/03/2025

Business Unit NGDMO

Missouri Army Natl Guard

Adjourn Date 02/07/2025

Grade To E7

Board Status Complete

Add Member to Roster

Filter Criteria

☒ All Service Members

☐ Promotion Processed

Filter

Eligible All

Board Action

UIC

PMOS CPMOS

Job Code

Seq From To

Pref Action

Pref Reason

Roster Instructions

Board Roster

1-100 of 531

View 50

Candidates

Job Info

MOS Info

Preferences

Empl ID	Empl Record	Rank	Display Name	Validate Preferences	Consider	Flight	Mileage (V & G M-Day Only)	JFHQ MOS Immaterial	Update Preferences
	0	SSG	SSG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	50 Miles	Yes	Preferences
	0	SSG	SSG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	150 Miles	No	Preferences
	0	SSG	SSG	<input type="checkbox"/>	<input checked="" type="checkbox"/>				Preferences
	0	SSG	SSG	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Preferences
	0	SSG	SSG	<input type="checkbox"/>	<input checked="" type="checkbox"/>				Preferences
	0	SSG	SSG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	Statewide	Yes	Preferences
	0	SSG	SSG	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Preferences

Figure 12–1. Viewing Soldier’s consideration elections in IPPS-A

## Chapter 13

### Updating Soldier’s Administrative Promotion Points

#### 13–1. General

The data that updates Soldier’s administrative promotion points and feeds the point calculations in the board rosters is either manually updated directly in IPPS-A or fed into IPPS-A from other systems of record, such as ATMS, DTMS, ATRRS, etc. If the correct data has not fed from the appropriate system of record, the first step should be to delete the original data and reenter it in the system of record. Allow the systems to update overnight and check to see if the feed was successful. If the feed was not successful after reentering the data, and the data cannot be manually updated within the senior command, an “Admin Records Corrections” personnel action request (PAR) is required (see chapter 13–3).

### 13–2. Guidance

FTS (with the appropriate access) can manually update Soldier's administrative promotion values through IPPS-A, or by creating an "Admin Records Corrections" PAR (see chapter 13–3). The following paragraphs explain how each administrative promotion point category may be manually updated with the appropriate access:

a. Awards and decorations: FTS must manually update this data by logging into IPPS-A, click the "NavBar", click on "Menu", click on "Workforce Development", click on "Profile Management", and click on "Person Profile". Once the page loads, enter the Soldier's employee ID under "Empl ID" and click on "Search". Once the Soldier populates, click on the "Awards" tab.

(1) When a Soldier receives a federal service award, it can be updated by clicking "Add New Campaign and Service Awards".

(2) When a Soldier earns a badge, it can be updated by clicking "Add New Combat & Skill Badges" or "Add New Identification Badges".

(3) When a Soldier receives a decoration or COA, it can be updated by clicking "Add New Military Decorations".

(4) When a Soldier receives a state award, it can be updated by clicking "Add New State Awards".

b. Weapons qualification: ATMS/DTMS will feed this data into IPPS-A. This data can be found by logging into IPPS-A, click the "NavBar", click on "Menu", click on "Workforce Development", click on "Profile Management", and click on "Person Profile". Once the page loads, enter the Soldier's employee ID under "Empl ID" and click on "Search". Once the Soldier populates, click on the "Qualifications" tab.

c. ACFT: Weapons qualification: ATMS/DTMS will feed this data into IPPS-A. This data can be found by logging into IPPS-A, click the "NavBar", click on "Menu", click on "Workforce Development", click on "Profile Management", and click on "Person Profile". Once the page loads, enter the Soldier's employee ID under "Empl ID" and click on "Search". Once the Soldier populates, click on the "Physical Profiles" tab.

d. PME: ATRRS/IPPS-A Batch Processing will feed this data into IPPS-A. This data can be found by logging into IPPS-A, click the "NavBar", click on "Menu", click on "Workforce Development", click on "Profile Management", and click on "Person Profile". Once the page loads, enter the Soldier's employee ID under "Empl ID" and click on "Search". Once the Soldier populates, click on the "Education" tab.

e. Resident training: ATRRS/IPPS-A Batch Processing will feed this data into IPPS-A. This data can be found by logging into IPPS-A, click the "NavBar", click on "Menu", click on "Workforce Development", click on "Profile Management", and click on "Training". Once the page loads, enter the Soldier's employee ID under "Empl ID" and click on "Search". Once the Soldier populates, click on the "Resident Courses" tab.

f. Correspondence courses: ATRRS/IPPS-A Batch Processing will feed this data into IPPS-A. This data can be found by logging into IPPS-A, click the "NavBar", click on "Menu", click on "Workforce Development", click on "Profile Management", and click on "Training". Once the page loads, enter the Soldier's employee ID under "Empl ID" and click on "Search". Once the Soldier populates, click on the "Correspondence courses" tab.

g. Civilian education: FTS must manually update this data by logging into IPPS-A, click the "NavBar", click on "Menu", click on "Workforce Development", click on "Profile Management", and click on "Person Profile". Once the page loads, enter the Soldier's employee ID under "Empl ID" and click on "Search". Once the Soldier populates, click on the "Education" tab to view college degree(s) or click on the "Qualifications" tab to view technical certifications.

(1) When a Soldier has the appropriate technical certification(s) filed in iPERMS, the certificate can be updated under the "Qualifications" tab and by clicking "Add New Technical Certification".

(2) When a Soldier has the appropriate college transcript(s) filed in iPERMS, the degree can be updated under the "Education" tab and by clicking "Add New CIV – Degrees".

(a) Ensure that the "Effective Date" matches the date on the appropriate college transcript in iPERMS.

(b) Choose a degree that the Soldier is working towards if they have not graduated. Do not choose "NO DEGREE" as this will cause IPPS-A to not award any administrative promotion points for each semester hour. Updating the "Major" field is optional.

(c) Make the "Effective Status", "Active".

(d) Add the school code, which can be found on the appropriate college transcript.

(e) Ensure that "Credit Hours Type" is "1", annotating "Semester Hours".

(f) Ensure that the "Credit Hours" field reflects the correct amount of semester hours on the appropriate college transcript. This must be updated manually to ensure that administrative promotion points are awarded for each hour completed.

(g) Ensure that the "Graduated?" field says "YES" or "NO". If the Soldier has "YES" annotated, they will receive the additional 20 administrative promotion points for degree completion while in service IAW AR 600-8-19.

### **13–3. Admin records corrections personnel action request (PAR)**

If a Soldier's data has not correctly fed to IPPS-A from other systems of record and the data cannot be manually updated within the senior command, an "Admin Records Corrections" personnel action request (PAR) is required. This PAR can be input by logging into IPPS-A, navigate to the "HR Professional" screen, and then click on the "HR Personnel Action Requests" tile. Once the page loads, click on "Create Personnel Action". Once the page loads, enter the Soldier's employee ID under "Empl ID" and click on "Search". Once the Soldier populates, input the current date under "Effective Date", select "Admin Records Corrections" under "Action, and then select "Other" under the "Reason" (see figure 13–1).

a. Under "Other Type", type in "EPS".

b. Ensure that the "More Information" field within the PAR has an explanation/reasoning for the request. This field should clarify any potential questions as to why the data was not updated, or why the data could not be updated.

c. Include the appropriate documentation to justify the administrative correction under "Step 2 of 4: Attachments".

d. Once all information has been completed with the PAR, click through to "Step 4 of 4: Transaction Summary" and click "Submit".

e. Once the PAR has been submitted, the following User-Defined List (UDL) must be inserted into the PAR as the "Approver":

(1) User List ID: 000000000058343.

(2) User List Name: NGDMO\_EPS\_CORRECTIONS.

(3) Description: ADMIN POINTS CORRECTIONS.

**Personnel Action Requests**

My Personnel Actions ▾

Search for All Members ▴

Employee ID

Last Name

Name

UIC

Search for All PARs ▾

**Personnel Actions Summary**

4 results found.

Soldier	Soldier Summary	PAR ID/Sequence	Effective Date/Date Created	Action
[Redacted]	⊙	[Redacted]	03/04/2025 03/04/2025	Award Recommendation
[Redacted]	⊙	[Redacted]	07/30/2024 08/08/2024	Service Dates
[Redacted]	⊙	[Redacted]	07/15/2024 07/15/2024	Award Recommendation
[Redacted]	⊙	[Redacted]	08/25/2023	

**Request Details**

Selected Soldier: SGT

\*Effective Date: 03/31/2025

\*Action: Admin Records Corrections ▾

\*Reason: Other ▾

**Figure 13–1. Creating admin records corrections personnel action request (PAR)**

## Chapter 14

### Enlisted Career Management Board (ECMB)

#### 14–1. Purpose

The purpose of the Enlisted Career Management Board (ECMB) is to conduct NCO management through a process that enables career and vacancy management and supports individual and organizational growth. The goal is to prevent stagnation that creates roadblocks to upward mobility for NCOs and creates retention challenges. Soldiers should be given the opportunity to be career managed through both operational and staff assignments to fully develop throughout their career. The ECMB decision making process should balance organization force structure requirements, mobilization requirements, Soldier development needs and Soldier preferences. Per regulation, Enlisted promotions will only be selected from the Enlisted Promotion System (EPS) Order of Merit List (OML) and will not be managed by the ECMB.

#### 14–2. Method

a. The ECMB will be conducted twice a year with the intent of facilitating the fill of projected or anticipated FTS and traditional (M-Day) vacancies by lateral only. Additionally, CDRs should consider the career management of their Soldiers and recommend consideration of any Soldier that needs additional career development in an alternate position.

b. CDRs and their Senior NCOs should be prepared to discuss their recommended moves at the ECMB to advocate for their Soldiers and collaborate with the representatives

from other senior commands. Recommendations for moves/fills should be submitted to the Enlisted Actions Branch (J-1) office NLT the suspense provided to enable appropriate preparation and communication for the ECMB.

### 14–3. Composition

Board composition can be found in Table 14–1 and Table 14–2. All efforts should be made to ensure the board members include female and minority representation.

Advisors to the board will consist of Command Senior Enlisted Leader (CSEL), State Command Sergeants Major (SCSM), BDE CSM, Administrative Officers and/or Staff Directorate (or Deputy). BDE CDRs may delegate their vote to their BDE XO/AO if unavailable for the board. Staff for the board will include a board recorder and an HRO representative. Voting and non-voting (advisors) members and the Board President must be senior in rank or position to the Soldiers being considered. Board member appointment memorandums will be completed and approved by the Director of Manpower and Personnel (J-1). Board member appointment memorandums and ECMB recommendations for moves for all positions must be submitted for approval by TAG or a delegate. AGR recommendations must also be reviewed and approved by the HRO.

E-9 Enlisted Career Management Board (ECMB) Composition*	
President:	General Officer Appointed By TAG
Voting Member:	35 <sup>th</sup> CAB Commander
Voting Member:	35 <sup>th</sup> Engr BDE Commander
Voting Member:	70 <sup>th</sup> TC Commander
Voting Member:	110 <sup>th</sup> MEB Commander
Voting Member:	35 <sup>th</sup> MP BDE Commander
Voting Member:	TASMG Commander
Voting Member:	35 <sup>th</sup> INF DIV Commander
Voting Member:	RRBN Commander
Voting Member:	140 <sup>th</sup> RTI Commander
Voting Member:	MED DET Commander
Voting Member:	635 <sup>th</sup> FEST-M Commander
Advisor w/o Vote:	MSCs BDE CSM (or DRU SNCO)
Advisor w/o Vote:	Special Staff Representative
Advisor w/o Vote:	Director of Manpower and Personnel
Advisor w/o Vote:	State Command Sergeant Major (Army)
Advisor w/o Vote:	JFHQ Administrative Officer
Advisor w/o Vote:	Recorder
<b>*Note</b>	<b>Must have minority and female representation</b>

Table 14–1. E-9 Enlisted Career Management Board (ECMB) Composition

**E-8  
Enlisted Career Management Board (ECMB) Composition\***

President:	General Officer Appointed By TAG
Voting Member:	35 <sup>th</sup> CAB Commander
Voting Member:	35 <sup>th</sup> Engr BDE Commander
Voting Member:	70 <sup>th</sup> TC Commander
Voting Member:	110 <sup>th</sup> MEB Commander
Voting Member:	35 <sup>th</sup> MP BDE Commander
Voting Member:	TASMG Commander
Voting Member:	35 <sup>th</sup> INF DIV Commander
Voting Member:	RRBN Commander
Voting Member:	140 <sup>th</sup> RTI Commander
Voting Member:	MED DET Commander
Voting Member:	635 <sup>th</sup> FEST-M Commander
Advisor w/o Vote:	MSCs BDE CSM (or DRU SNCO)
Advisor w/o Vote:	Special Staff Representative
Advisor w/o Vote:	Director of Manpower and Personnel
Advisor w/o Vote:	State Command Sergeant Major (Army)
Advisor w/o Vote:	JFHQ Administrative Officer
Advisor w/o Vote:	Recorder
<b>*Note</b>	<b>Must have minority and female representation</b>

**Table 14–2. E-8 Enlisted Career Management Board (ECMB) Composition**

## **Appendix A**

### **References**

#### **Required Publications**

Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/> and all National Guard publications are available on the National Guard Bureau Publications & Forms Library website at <https://www.ngbpmc.ng.mil/>.

#### **AR 27-10**

Military Justice (Cited in chapter 3–4a)

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions (Cited in chapter 3–3g)

#### **AR 600-9**

The Army Body Composition Program (Cited in chapter 4–9b(1))

#### **AR 600-20**

Army Command Policy (Cited in chapter 3–3n)

#### **AR 600-8-19**

Enlisted Promotions and Demotions (Cited in multiple chapters)

#### **NGR 600-5**

The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management (Cited in multiple chapters)

#### **NGR 600-200**

Enlisted Personnel Management (Cited in multiple chapters)

#### **NGR 601-1**

Army National Guard Strength Maintenance Program (Cited in chapter 3–4c)



## Appendix B

### Example MOARNG Enlisted Promotion Checklists

#### FY26 MOARNG Enlisted Promotion Checklist (Consideration to SFC)

RANK	FULL NAME	DOD ID
------	-----------	--------

1. Promotion Consideration:

\_\_\_\_\_ - EPS List Consideration to the Next Higher Grade

2. The following (most recent) personnel data is accurately reflected in my IPPS-A record:

\_\_\_\_\_ - Grade Entry Date (GED) to SSG

\_\_\_\_\_ - Weapons Qualification

\_\_\_\_\_ - Army Combat Fitness Test (ACFT)

\_\_\_\_\_ - Awards

\_\_\_\_\_ - Professional Military Education (PME)

\_\_\_\_\_ - Civilian Education

3. Any discrepancies regarding the personnel data listed above will require my Full-Time Support (FTS) to update my IPPS-A profile.

4. The following documents will be included with this checklist in preparation for the EPS board:

a. Letter to the President of the Board (LPB) (see paragraph 5 below, if applicable).

b. DTMS Individual Training Report (ITR) containing current ACFT, weigh-in and (if applicable) body fat assessment data, and current weapons qualification.

c. Current and Validated Selection Board Record Brief (SRB) (current within the last 12 months)

d. Any documents that are not in your iPERMS record.

5. Letter to the President of the Board (LPB): A letter will be written by the Soldier to the President of the promotion consideration board to provide justification for material discrepancies concerning any documents that are missing, incorrect, or erroneous within their record. Failure to address and provide justification for material discrepancies within the Soldier's record could result in their score being reduced in accordance with (IAW) the Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS). The letter will not include any correspondence that criticizes or reflects on the character, conduct, or motives of any Soldier.

6. I understand that the consideration board will evaluate and rate using the whole Soldier concept IAW enclosure 6 of the Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS). Voting board members will evaluate myself utilizing this packet and the following folders from my iPERMS record:

- a. Evaluation (NCOER, DA Form 1059, AER, etc.)
- b. Education (Course Certificate, College Transcript, Trade Certification, etc.)
- c. Commendatory (Award, Badges, Tabs, Certificate of Achievement, etc.)
- d. Disciplinary (Article 15, Letter of Reprimand, etc.)

7. By signing below, I acknowledge that I've educated myself on the MONGR 600-200 and the Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS). Also, I've made my promotion consideration elections in IPPS-A. Further, I understand that if I fail to make my elections in IPPS-A by the suspense date, I will be automatically given:

- 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 secondary MOS (SMOS) and additional MOS (AMOS) consideration.
- e. "Yes" to consideration for only flight (Special Qualification Identifier (SQI) "F") positions (15T MOS who hold the SQI "4").

\_\_\_\_\_  
SOLDIER'S SIGNATURE

\_\_\_\_\_  
DATE

8. By signing below, I confirm that the Soldier was awarded every opportunity to update any discrepancies in IPPS-A, DTMS or iPERMS with their FTS. Also, they were provided the appropriate mentorship when making their promotion consideration elections in IPPS-A.

\_\_\_\_\_  
1SG FULL NAME

\_\_\_\_\_  
1SG SIGNATURE

\_\_\_\_\_  
DATE

## Appendix C

### Example Letter to the President of the Board

(UIC)

(Date)

Letter to the President of the Board

SUBJECT: Missing Items in my Record – (example: NCOER(s), APFT, HT/WT)

1. Short description of why you are writing a letter to the President of the EPS board. Provide the facts. This letter should include mitigating circumstances. **DETAILS MATTER!**

2. **Key points could be:**

- Missing NCOER - currently with my rating chain.
- Missing APFT – I was on profile or turned in medical documentation to my unit for a profile that is currently pending.
- Missing HT/WT – I was away at a school – I was in an accident that kept me from drilling for 8 months.

3. POC xxx-xxx-xxxx, or email at email.address.com

I AM SOLDIER  
RANK, MOARNG  
DUTY POSITION

## Appendix D

### Example Request for Fill Memorandum



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

NGMO-XXXX

(Date)

MEMORANDUM THRU Commander, BDE, ATTN: PSNCO/S-1, City, Missouri Zip  
Code (must be lined thru, concur/non-concur or approved/disapproved, initialed and  
dated)

FOR The Adjutant General of Missouri, (NGMO-PER-AB), 2302 Militia Drive, Jefferson  
City, Missouri 65101-1203

SUBJECT: Request for (EPS Fill) or (SWVA) or (1SG/CSM Certificate)

1. The following vacancy has been verified against the UMR and AUVS.
2. Position Data:
  - a. Position Number:
  - b. Position Title:
  - c. Authorized Grade:
  - d. DMOS:
  - e. UIC:
  - f. Unit Name:
  - g. Unit Location:
3. (Projected or Actual) vacancy to occur on (DATE); Reason (Soldier is retiring,  
Soldier was reassigned to UIC, Soldier has ETS, etc.).
4. Point of contact is MSG Joe Snuffy, NCOIC, at 573-638-9500 extension 12345.

IAM N. CHARGE  
CPT, EN, MOARNG  
Commanding

## Appendix E

### Example AGMO 4104

<b>EPS Selection Checklist</b> <small>For use of this form, see Annex C to MOARNG Pamphlet 600-8; the proponent is the MPMO, J-1.</small>				
<b>SECTION I - CERTIFICATION</b>			<b>DATE THE EPS LIST WAS PULLED:</b>	
1. PRIOR TO THE EPS FILL, I CERTIFY THE COMMAND EXHAUSTED PRIORITY PLACEMENT, EXCESS, AND LATERAL FILL PROCEDURES:				
<b>SECTION II – VACANT POSITION INFORMATION</b>				
2. EPS TRANSACTION TYPE: REASSIGN / PROMOTE		3. EPS FILL TYPE: STEP SELECTION		4. RANK: SGT
5. MOS: 42A				
6. UIC:	7. UNIT:	8. IPPS-A POSITION #:		
<b>SECTION III – SOLDIER INFORMATION</b>				
9. NAME:		10. IPPS-A EMPLID:		11. RANK SPC
12. UNIT:		13. UIC:		14. STATUS MDAY
15. DEPLOYED: NO	16. NCOES COMPLETED: NONE		17. NCOES REQUIRED: NONE (SGT)	
18a. ETS:		18b. SERVICE REMAINING OBLIGATION (SRO)*: SSG & BELOW (N/A)		<small>*Soldier must have the required SRO (block 18b) within 90 days of promotion</small>
19. FLAGGED: NO		20. PHA:		21. RECENT ACFT: PASSED: YES
22. RECENT HT/WT: PASSED: YES		23. TIS:		24. TIG:
25. SECURITY CLEARANCE: SECRET		26. SECURITY CLEARANCE DATE:		
<b>SECTION IV – BN/MSc VERIFICATION</b>				
27. SOLDIER ACCEPTANCE DATE:		28. SUPPORTING DOCUMENTS ATTACHED (DA FORM 1059, ETC.):		
29. SOLDIER OFFERING POSITION:		30. SOLDIER NOTIFIED AT LOSING UNIT:		
31. REMARKS:				
AGMO 4104, FEB 2025 <div style="float: right;">PREVIOUS EDITIONS ARE OBSOLETE</div>				

## Appendix F

### Example Affidavit of Position Declination

#### Affidavit of Position Declination

State of Missouri

County of (name)

(Name of Battalion or Brigade S-1 NCOIC or OIC), being duly sworn, deposes and says: I am the (Battalion or Brigade NCOIC or OIC) of (organization) and on (Day)(Month)(Year) (Rank and name of Soldier) was offered an EPS position in (name of organization position was located) and failed to provide a written declination within 2 days of being offered the EPS position. This Affidavit serves as official documentation verifying the non-receipt of the written declination by (Rank and name of Soldier)

OR

(Name of Battalion or Brigade S-1 NCOIC or OIC), being duly sworn, deposes and says: I am the (Battalion or Brigade NCOIC or OIC) of (organization) and on (Day)(Month)(Year) contact was attempted with (Rank and name of Soldier) to offer an EPS position in (name of organization position was located). The following is a summarization of the attempts to make positive contact (include date, time, and method from both gaining and owning unit in a list format). Enclosed is a statement from the owning unit's 1SG.

This Affidavit serves as official documentation verifying the contact attempt of (Rank and name of Soldier).

(signature)

IAM A. NCOIC  
SFC, MOARNG  
Senior Personnel Services NCO

Sworn and subscribed before me this (Day)(Month)(Year).

---

IAM N. CHARGE  
CPT, MOARNG  
S-1

## Appendix G

### Example SWVA Interview Board Results

#### STATEWIDE VACANCY ANNOUNCEMENT INTERVIEW BOARD RESULTS

SWVA #: \_\_\_\_\_ POSITION TITLE: \_\_\_\_\_ RANK: \_\_\_\_\_  
UNIT / LOCATION: \_\_\_\_\_ UIC: \_\_\_\_\_  
POSITION #: \_\_\_\_\_ MOS: \_\_\_\_\_

DATE OF INTERVIEW: \_\_\_\_\_

1. Report your selection: "Decision" Column  
S - Selected  
NS - Not Selected

APPLICANTS	RANK/ MOS	*TECH/Yes No	DECISION
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

2. Results of the interview board conducted in accordance with the current Memorandum of Instruction (MOI), are attached. The following required documentation will be sent to NGMO-PER-AB for the selected individual:

- SWVA Interview Board Results Document
- AGMO Form 4104-R, Request for Promotion/Transfer
- SWVA Statement of Agreement

3. This certificate must be signed by the selecting supervisor and sent to NGMO-PER-AB with all other required documents.

SELECTING SUPERVISOR: NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

4. If the selected individual is a technician, they will have to be approved by Human Resources (HR) prior to final approval. Guidelines for technician's military assignments can be found in TPR 303, Military Technician Compatibility, dated 24 August 2005.

5. Point of contact for this action is (PSNCO, phone, email).

JOE B. SOLDIER  
MSG, MOARNG  
Personnel Services NCO



## Appendix H

### Example SWVA Statement of Agreement

#### STATEWIDE VACANCY ANNOUNCEMENT (SWVA) STATEMENT OF AGREEMENT

1. I understand that promotion is dependent on MOS qualification. If I am not MOS qualified at the time of selection, I must meet the minimum training requirements for attendance at the service school prior to being selected and become duty MOS qualified within 1 year. The State MPMO may approve an extension beyond the 1-year period based on training seat availability, mobilization, or other administrative processing requirements.
2. If I am on the current EPS list (regardless of Career Progression MOS (CPMOS)) at the time of selection, I will not be considered for promotion until I become MOS qualified. If I am not on the current EPS list, I will not be considered for promotion until I become MOS qualified and appear before the next scheduled enlisted promotion board. Once I appear on the EPS list in the new CPMOS (sequence number is irrelevant), and meet all other promotion eligibility criteria, a request for promotion can be approved.
3. I understand that if I do not hold the requisite PME for promotion to the next grade, I agree to complete all PME requirements within the prescribed timeframe outlined in AR 600-8-19, table 6-4. Upon completion of the required NCOPDS for the next higher grade, I must appear before the next scheduled enlisted promotion board. Once I appear on the EPS list in the new CPMOS (sequence number is irrelevant), and meet all other promotion eligibility criteria, a request for promotion can be approved.
4. I understand that I must meet the required time in grade (TIG) and time in service (TIS) for promotion to the next grade. Upon meeting the TIG and TIS requirements, I must appear before the next scheduled enlisted promotion board. Once I appear on the EPS list in the new CPMOS (sequence number is irrelevant), and meet all other promotion eligibility criteria, a request for promotion can be approved.
5. I understand that if within the past 18 months I accepted a position from the EPS list, I am required to serve at least 18 months in the duty position before voluntary reassignment. If I am still within this 18-month requirement, I must receive an approved waiver from the State MPMO and through my Chain of Command before reassignment to the position that I was selected for.
6. I understand that the position that I was selected for is outside of the reasonable commuting distance from my home of record (if applicable).
7. I understand that reassignment to the position I was selected may cause termination or recoupment of any incentives for which I am currently obligated (if applicable).
8. Failure to meet or agree to any of the above requirements will result in reassignment to a position commensurate with my current grade and CPMOS. Soldiers who are removed from selection status will be removed from the promotion list for the duration of the current EPS cycle IAW MPPM 18-001.

Soldier's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SWVA Control #: \_\_\_\_\_

## Appendix I

### Example CLASP Documentation (1SG/CSM)



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

NGMO-XXXX

(Date)

MEMORANDUM THRU The Adjutant General, ATTN: NGMO-HRD, 2302 Militia Drive,  
Jefferson City, MO 65101-1203

FOR The Adjutant General, ATTN: NGMO-PER-AB, 2302 Militia Drive, Jefferson City, MO  
65101-1203

SUBJECT: Command Leadership and Staff Assignment Policy (CLASP) Waiver – **RNK LAST,**  
**FIRST MI.**

1. Reference: NGR 600-5, The Active Guard Reserve (AGR) Program Title 32, Full time National Guard Duty (FTNGD) Management.
2. Purpose: Request a three-year CLASP waiver for **RNK Last** to fill the **Unit Name, 1SG/CSM** position, **WXXXXX** (UIC), Position Number **1111111** (IPPS-A Pos #), DMOS: **XXX5M**. The effective date of this CLASP position is **DD MMM YYYY**. **RNK Last** is currently assigned to **WXXXXX** (UIC), **Unit Name, Position Title**, Position Number **2222222** (IPPS-A Pos #), DMOS: **XXXXX**.
3. Justification: **RNK Last** was interviewed and selected for the **1SG/CSM** position but is currently on Active Duty orders in the AGR program. **RNK Last's** knowledge and dedication to duty will serve the **Unit Name** well and provide **RNK Last** with career progression and knowledge that **he/she** will be able to pass on for years to come.
4. Reintegration plan: **RNK Last** has been counseled and understands that this CLASP will expire upon the 3-year anniversary of their leadership position assignment. **RNK Last** is required to perform the duties as the **1SG/CSM** with **Drill Unit Name** during drill weekends and performs the duties of **his/her** AGR position with **AGR Unit** during normal weekday duty hours. Based on **RNK Last's** effective date of assignment as **1SG/CSM (date)**, this waiver will expire on **(3 years after effective date – enter date)**, at which time **he/she** will be reassigned to the AGR position **he/she** left to assume this **1SG/CSM** position. Any interim vacancy fills or deviations from this plan will be coordinated with the CSEL, through the J-1 SGM, prior to assigning/filling the position.
5. Point of contact is the below at **(573) 638-9500 x 3XXXX** or at **first.m.last.mil@army.mil**.

**FIRST MI. LAST**  
**RNK, BR, MOARNG**  
**Position Title**

## Appendix J

### Example CPMOS Change Request

PERSONNEL ACTION		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
<b>AUTHORITY:</b> 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. <b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. <b>NOTE:</b> For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpcl.dod.mil/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpcl.dod.mil/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a> <b>ROUTINE USE(S):</b> There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. <b>DISCLOSURE:</b> Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
1. THRU (Include ZIP Code) Unit Address City, Missouri Zip Code	2. TO (Include ZIP Code) NGMO-TAG, Attn: MPMO (NGMO-PER-MSV) 2302 Militia Drive Jefferson City, Missouri 65101-1203	3. FROM (Include ZIP Code) Unit Address City, Missouri Zip Code
4. NAME (Last, First, MI)	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER
<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): Career Progression MOS (CPMOS) Change Request for FY25 EPS
<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)</b>		
Soldier's CPMOS will be their primary MOS (PMOS) that aligns with their current duty MOS (DMOS) (as reads in IPPS-A person profile and assignment) unless there is a compelling reason for it to be another MOS that the Soldier is qualified in.  Current CPMOS: (Soldier's current PMOS) Desired CPMOS: (The MOS the Soldier would like to be considered for. Soldier must already be fully qualified in this MOS)  Reason: (Must contain detailed justification and reasoning as to why Soldier is requesting the change)          (Commander signs off below, recommending Approval or Disapproval)  (Units will add Battalion and Brigade Commander to page 2 of this DA Form 4187 and route through their chain of command for approval/disapproval recommendations)  (Military personnel management office (MPMO) information has already been added for final approval/disapproval)		
<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 checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, DEC 2022
PREVIOUS EDITIONS ARE OBSOLETE.
APD AEM v1.01ES
Page 1 of 2

ADDENDUM - RECOMMENDATIONS FOR APPROVAL / DISAPPROVAL					
15. NAME (Last, First, MI)			16. DOD ID NUMBER		
<b>AUTHORITY</b>	a. TO Unit Address City, Missouri Zip Code		b. FROM Unit Address City, Missouri Zip Code		
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, MI)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE / POSITION Battalion Commander			h. SIGNATURE		
i. COMMENTS					
<b>AUTHORITY</b>	a. TO NGMO-TAG, Attn: MPMO (NGMO-PER-MSV) 2302 Militia Drive Jefferson City, Missouri 65101-1203		b. FROM Unit Address City, Missouri Zip Code		
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, MI)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE / POSITION Brigade Commander			h. SIGNATURE		
i. COMMENTS					
<b>AUTHORITY</b>	a. TO		b. FROM NGMO-TAG, Attn: MPMO (NGMO-PER-MSV) 2302 Militia Drive Jefferson City, Missouri 65101-1203		
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, MI) Decker, Lindsey H		e. RANK COL		f. DATE (YYYYMMDD)	
g. TITLE / POSITION Director of Manpower and Personnel			h. SIGNATURE		
i. COMMENTS					
<b>AUTHORITY</b>	a. TO		b. FROM		
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, MI)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE / POSITION			h. SIGNATURE		
i. COMMENTS					



## Appendix K

### Example 18-Month Voluntary Reassignment Waiver Request

<b>PERSONNEL ACTION</b> <small>For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.</small>		
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.</p> <p><b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.</p> <p><b>NOTE:</b> For additional information see the System of Records Notice A0600-8-104 AHRC.  <a href="https://dpoid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpoid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a></p> <p><b>ROUTINE USE(S):</b> There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.</p> <p><b>DISCLOSURE:</b> Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.</p>		
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
<b>1. THRU (Include ZIP Code)</b> Unit Address City, Missouri Zip Code	<b>2. TO (Include ZIP Code)</b> NGMO-TAG, Attn: MPMO (NGMO-PER-MSV) 2302 Militia Drive Jefferson City, Missouri 65101-1203	<b>3. FROM (Include ZIP Code)</b> Unit Address City, Missouri Zip Code
<b>4. NAME (Last, First, MI)</b> _____	<b>5. GRADE OR RANK / PMOS / AOC</b> _____	<b>6. DOD ID NUMBER</b> _____
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
<b>7. The above Soldier's duty status is changed from</b> _____ <b>to</b> _____ _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
<b>8. I request the following action: (Check as appropriate)</b>		
<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): Request to Waive 18-month Voluntary Reassignment Rule
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
<b>9. SIGNATURE OF SOLDIER (When required)</b> _____		<b>10. DATE (YYYYMMDD)</b> _____
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V)</b>		
I, _____ wish to have the 18-month rule waived IAW AR 600-8-19 para 6-39I.  Losing Command MSC: Unit: MOS: PARA/LINE: IPPS-A POSN#:  Gaining Command MSC: Unit: MOS: PARA/LINE: IPPS-A POSN#:  Reason: I wish to advance my career and have applied for a statewide vacancy with the _____. I applied for this announcement for a _____ position and have been selected, contingent on this waiver being approved.		
<b>SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL</b>		
<b>11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -</b> <input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
<b>12. COMMANDER / AUTHORIZED REPRESENTATIVE</b> _____	<b>13. SIGNATURE</b> _____	<b>14. DATE (YYYYMMDD)</b> _____

ADDENDUM - RECOMMENDATIONS FOR APPROVAL / DISAPPROVAL						Attachments Menu
15. NAME (Last, First, MI)			16. DOD ID NUMBER			
<b>AUTHORITY</b>	a. TO Unit Address City, Missouri Zip Code		b. FROM Unit Address City, Missouri Zip Code			
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL						
d. NAME (Last, First, MI)		e. RANK		f. DATE (YYYYMMDD)		
g. TITLE / POSITION Battalion Commander			h. SIGNATURE			
i. COMMENTS						
<b>AUTHORITY</b>	a. TO NGMO-TAG, Attn: MPMO (NGMO-PER-MSV) 2302 Militia Drive Jefferson City, Missouri 65101-1203		b. FROM Unit Address City, Missouri Zip Code			
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL						
d. NAME (Last, First, MI)		e. RANK		f. DATE (YYYYMMDD)		
g. TITLE / POSITION Brigade Commander			h. SIGNATURE			
i. COMMENTS						
<b>AUTHORITY</b>	a. TO		b. FROM NGMO-TAG, Attn: MPMO (NGMO-PER-MSV) 2302 Militia Drive Jefferson City, Missouri 65101-1203			
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL						
d. NAME (Last, First, MI)		e. RANK		f. DATE (YYYYMMDD)		
Osiier, Tabitha D		MAJ				
g. TITLE / POSITION Chief, Military Personnel Services Division			h. SIGNATURE			
i. COMMENTS						
<b>AUTHORITY</b>	a. TO		b. FROM			
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL						
d. NAME (Last, First, MI)		e. RANK		f. DATE (YYYYMMDD)		
g. TITLE / POSITION			h. SIGNATURE			
i. COMMENTS						

## MOARNG Geographical Regions

