

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

Personnel – Enlisted

Enlisted Career Management Standard Operating Procedures

**Headquarters
Missouri National Guard
Jefferson City, MO
1 January 2026**

UNCLASSIFIED

SUMMARY of CHANGE

MONGR 600-200

Enlisted Career Management Standard Operating Procedures

This administrative regulation, dated 1 January 2026—

- Updates page numbers for various chapters, paragraphs, appendixes, tables and figures (throughout).
- Updates formatting, spelling and grammar inconsistencies (throughout).
- Updates to the following paragraphs: 2–1, 3–4, 4–3, 4–5, 4–9, 4–10, 5–5, 5–6, 5–7, 5–8, 5–13, 5–14, 5–16, 5–17, 6–2, 6–3, 8–1, 8–2, 9–1, 9–2, 10–2, 14–1 and 14–2.
- Added paragraph 5–9.
- Removed, updated and reorganized the following appendixes: D, E, F, G, H, I and J.

Headquarters
Missouri National Guard
Jefferson City, MO
1 January 2026

MONGR 600-200

Effective Date 1 January 2026

Personnel – Enlisted

Enlisted Career Management Standard Operating Procedures

By Order of The Adjutant General, Missouri

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Major General, MONG
The Adjutant General

History. This publication is certified current on 1 January 2026. 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 MOARNG.

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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- c. The contents of this SOP are effective 1 January 2026 and remain in effect until revoked or superseded.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).

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 Chief, Military Personnel Services Division.

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 rosters 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 preferences. 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 consideration criteria for the next grade.

3-2. New accessions and interstate transfer Soldiers

Soldiers must be accessioned into the MOARNG with a procurement date before the respective board's convening date to be considered for that fiscal year's EPS board. Soldiers accessioned on or after the convening date of that fiscal year's EPS 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-promutable 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 (IAW 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 (IAW 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 EPS consideration criteria.

3-4. Special considerations

Soldiers in the following statuses are in a non-promotable status IAW AR 600-8-19 and NGR 600-200, but if they meet the consideration criteria within the current fiscal year's EPS cycle, they can become eligible for selection to a higher graded position if on a valid EPS list:

- a. Under a Suspension of Favorable Actions (SFPA) IAW AR 600-8-2 or has a circumstance that requires a SFPA. The Soldier is in a non-promotable status whether the SFPA is 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 (IAW 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 assigned to an instructor position with the Regional Training Institute (RTI) (IAW NGR 600-200).
 - 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 IAW 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 vacancy announcements).

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 paragraph 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. AGR OTOT Soldiers (excluding recruiting and retention non-commissioned officers) will compete for traditional (M-Day) vacancies only. AGR OTOT Soldiers accepting a traditional (M-Day) vacancy must REFRAID within 90 days of accepting the position unless the State authorizes continuation on active-duty orders. AGR 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 EPS 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. CDR denials 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 E) to the Enlisted Actions Branch (J-1) office.

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 IAW paragraph 6-47 of AR 600-8-19; 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 submit a DA Form 4187 (see appendix E) to 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 paragraph 3-3).
- f. Senior commands will combine all subordinate PERs and submit one single PER for each rank.

4-5. Consideration preferences

Soldiers will make their preferences in IPPS-A—

- a. Soldiers that are eligible for promotion consideration will make their preferences 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 preferences in IPPS-A by the suspense date enclosed in the annual EPS MOI will be automatically given the following preferences:
 - (1) "Yes" for consideration to the next higher grade.
 - (2) "Current Armory" for the geographical region.
 - (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 "F").
- d. Soldiers that become affected by force structure changes, for example, due to unit reorganization or deactivation, are given the option to update their preferences. Soldiers are allowed to update their preferences by submitting a DA Form 4187 (see appendix E) to the Enlisted Actions Branch (J-1) office no later than (NLT) 60 days after receiving a counseling form regarding the force structure changes.

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 preferences.

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) AFT: IAW paragraph 6-51 in AR 600-8-19 and NGB, ARNG-HRH memorandum (*Execution of Army National Guard Personnel Actions for the Army Fitness Test (PPOM 25-031)*).

(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 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 STAB IAW 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 Fitness Test (AFT) and Army Body Composition Program

a. AFT: Soldiers must validate (with assistance from their FTS) that their most recent AFT data is accurately reflected in IPPS-A and is feeding correctly from the Army Training Information System (ATIS).

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

(2) Traditional (M-Day) Soldiers will take one record AFT 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 AFT data.

(4) If a Soldier's AFT data cannot be updated in ATIS 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 ATIS.

(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 ATIS or IPPS-A, an LPB must explain the discrepancy.

4-10. Unauthorized 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.

4-11. 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/EPSActionsDropbox/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.

5-2. Priority Placement List (PPL)

The PPL consists of Soldiers who are over-grade, displaced due to reorganization/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. 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 a 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 IAW chapter 4 of *NGR 600-200*.

5-5. Enlisted Promotion System

- a. AGR: 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. Vacancies between the ranks of SGT through SGM that are available for Traditional (M-Day) and Military Technician (MT) Soldiers will be filled by the Enlisted Actions Branch (J-1) office. A monthly vacancy roster (see appendix D) will be distributed to the senior commands on the 1st day of each month and will be due back to the Enlisted Actions Branch (J-1) office NLT the 15th of the month. This vacancy roster serves as the CDR's, staff and HR professional's notification to the Enlisted Actions Branch (J-1) office to fill the vacancies that currently exist on the roster. Comments are required for each vacancy that the CDR, staff and HR professionals do not wish to fill. Senior commands will submit the vacancy roster within the General - EPS Actions Dropbox.
- c. 1SG and CSM Vacancies: Senior commands will submit authorization or comments for these positions on the monthly vacancy roster (see appendix D). These positions may be deferred to the Enlisted Career Management Board (ECMB) action (see chapter 14).
- d. Soldiers that are selected for higher graded vacancies, leadership vacancies, or AGR vacancies will be given an EPS control number. These control numbers are internal to the MOARNG. Examples of these control numbers are listed below:
 - (1) 26-0001 STEP: Traditional (M-Day) or Military Technician (MT) Soldier STEP selected from the EPS list.
 - (2) 26-0002 SWVA: Soldier selected for SWVA.
 - (3) 26-0003 ECMB: Soldier selected from ECMB action.
 - (4) 26-0004 1SG CERT: Soldier selected from 1SG certificate.
 - (5) 26-0005 CSM CERT: Soldier selected from CSM certificate.
 - (6) 26-0006 AGR SEL (SOL): AGR Soldier selected from the EPS list.
 - (7) 26-0007 AGR SEL (INT): Traditional (M-Day), Military Technician (MT), or AGR Soldier selected for an AGR job announcement.
 - (8) 26-0008 SOY: Soldier selected as the MOARNG Soldier of the Year.
 - (9) 26-0009 TECH: Soldier selected for a Military Technician (MT) job announcement.

- (10) 26-0010 TEMP (MOB): Soldier selected for a higher-grade position on the Deployment Manning Document (DMD).
- (11) 26-0011 REDUCTION: Soldier is being demoted.

5-6. Enlisted Promotion System selection process (excluding 00F positions)

a. AGR: 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, to include the first 36 months as an instructor.

(1) Due to the unique requirements of WMD-CST duties and their FADII designation, WMD-CST Soldiers are allowed the opportunity to be promoted immediately when eligible, regardless of OML standing on the EPS list (IAW NGR 600-200). See CNGBI 35001.00 (Weapons of Mass Destruction Civil Support Team Management), for additional guidance.

(2) The MOS of the AGR vacancy will be used to reference the first AGR Soldier that is eligible on the EPS list based on their (order of merit list) OML standing and CPMOS. AGR Soldiers are required to be considered statewide IAW AR 600-8-19. If the procedure listed above results in no selection for the AGR vacancy, the HRO will generate an AGR vacancy announcement.

b. The Enlisted Actions Branch (J-1) will utilize the monthly vacancy roster (see appendix D) to determine which vacancies are eligible to be filled from the EPS list. The monthly vacancy roster will contain the respective region in which the vacancy is located and the MOS.

(1) The MOS and respective region for the vacancy will be used to reference the first Soldier that is eligible on the EPS list in this specific order: OML standing, CPMOS, and their elected region(s), statewide, or current armory only preferences. The Enlisted Actions Branch (J-1) will skip Soldiers on the EPS list that fall under paragraph 3-4 of this SOP and do not meet the eligibility IAW paragraph 6-19 of AR 600-8-19.

(2) The Enlisted Actions Branch (J-1) will process the promotion effective date, rank entry date (RED) and grade entry date (GED) as the current day of processing, regardless of the date that the monthly vacancy roster was submitted.

c. If the procedure listed above in *paragraph b* does not result in a selection for the vacancy, the Enlisted Actions Branch (J-1) reverts to the top of the EPS list, and contacts through phone or email, Soldiers with the CPMOS who were previously bypassed due to being outside of their preferences. See paragraph 5-8b for additional details.

d. If the procedures listed above in *paragraphs b & c* result in no selection for the vacancy, the Enlisted Actions Branch (J-1) will generate a Statewide Vacancy Announcement (SWVA). See paragraph 5-12 for additional information regarding SWVAs.

e. Once a selection is made from the EPS list, the Enlisted Actions Branch (J-1) office will process the promotion and notify both the gaining and losing senior commands through the group mailbox (ng.mo.moarng.mbx.enlisted-actions-branch@army.mil). This notification will include the gaining and losing CDR's, senior command's HR professionals, and Readiness NCOs.

f. Soldiers who are selected from the EPS list are required to conduct a final closeout drill with the losing unit (the unit they are being promoted from, if this is different from the unit they are being promoted to). This final closeout drill will allow the Soldier and the losing unit to conduct any supply handovers, enlistment contract extension (if applicable for service remaining obligation), personnel records review, contact information for the new unit, etc.

5-7. 00F (MOS Immortal) position selection process

The Enlisted Actions Branch (J-1) 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 available to Soldiers

who are qualified in at least one of the feeder MOSs or Career Management Field (CMF), bypassing Soldiers on the EPS list who are not qualified and made the preference of "No" to consideration for 00F positions.

5-8. Accepting or declining vacancies

- a. AGR: Soldiers that are contacted will be given two business days to decide on the offer. Soldiers that fail to respond or cannot be contacted within two business days will be bypassed and will be removed from the EPS list. Soldiers that decline an offer will be removed from the EPS list, to include Soldiers who accept consideration for 00F positions and decline the offer.
- b. Traditional (M-Day) and Military Technician (MT): Soldiers that are eligible for selection within their preferences IAW paragraph 5-6 will be reassigned and promoted. Soldiers that are offered one vacancy outside of their preferences IAW paragraph 5-6 will be contacted by the Enlisted Actions Branch (J-1) through phone or email. These Soldiers may decline without penalty and will not be removed from the list. If a Soldier decides to decline the one offer outside of their preferences without penalty, this will be annotated on the EPS list. Soldiers that are contacted will be given two business days to decide on the offer. Soldiers that fail to respond or cannot be contacted within two business days will be bypassed and will not receive any additional offers outside of their preferences.
- c. AGR OTOT and Soldiers who are currently employed through T10 or T32 ADOS are the only excepted Soldiers that will be offered vacancies from the EPS list. AGR OTOT and T10 or T32 ADOS Soldiers who decline a promotion because it jeopardizes their individual employment status may decline without penalty and will not be removed from the list. Soldiers that are contacted will be given two business days to decide on the offer. Soldiers that fail to respond or cannot be contacted within two business days will be bypassed and will not receive any additional offers outside of their preferences.
- d. Military Technicians (MTs) may remain on the promotion list when technician management requirements prohibit acceptance of selection or promotion to a specified assignment.
- e. 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. Hardship affecting promotion and assignment

- a. Soldiers may decline an assignment for which they are otherwise fully eligible based on hardship that develops after they select their IPPS—A board preferences accepting consideration for promotion IAW AR 600-8-19.
- b. Soldiers must submit a hardship request that affects promotion and assignment on a DA Form 4187 (see appendix E). Soldiers ideally should submit the request before a promotion or assignment action from the EPS list is processed by the Enlisted Actions Branch (J-1). The hardship request must be submitted to the Enlisted Actions Branch (J-1) office no later than (NLT) 60 days after Soldier is promoted or reassigned. Soldiers with approved hardships will stay on the EPS list but are not eligible for an assignment or promotion until the hardship no longer exists.
- c. Some examples of hardship are increased demands based on family or personal medical problems, civilian education, and civilian employment.

5-10. 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 selected for an AGR position, after the promotion list was exhausted of AGR personnel, may be promoted immediately upon assignment to the vacancy, provided the Soldier is fully eligible IAW paragraph 6-19 of AR 600-8-19, is on the EPS list and holds the position's MOS as either primary, secondary, or additional.

5-11. 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.

5-12. 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.

5-13. Statewide Vacancy Announcement (SWVA) Procedures

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

- a. The Enlisted Actions Branch (J-1) office will generate the SWVA upon exhausting the EPS list for the vacancy and distribute the announcement by email and on the Missouri National Guard website.
 - (1) Once SWVAs are announced, they will have a first suspense date after 30 days. The first suspense date will be for interviews. Soldiers will apply by submitting their application to the Enlisted Actions Branch (J-1) office group mailbox (ng.mo.moarnq.mbx.enlisted-actions-branch@army.mil). If there are no Soldiers that applied for the SWVA, the announcement will remain open for additional applicants and the respective command may conduct additional interviews at their discretion until a selection is made or the EPS list expires. SWVAs remain open until a selection is made or the EPS list expires, whichever is earlier.
 - (2) Senior commands may request an expedited SWVA (minimum of 15-day announcement) on an individual case-by-case basis.
- b. The respective command will use the SWVA Interview Board Results (see appendix F) to report the names of the applicants and the interview results. This document will be included with the final selection packet.
- c. 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.
- d. 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.
- e. The selecting official will be the vacancies' unit CDR. The approval authority will be the Enlisted Actions Branch (J-1) office.
- f. 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) DA Form 4187 (see appendix E)
 - (2) SWVA Interview Board Results (see appendix F)
 - (3) SWVA Statement of Agreement (see appendix G)
 - (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).
- g. The respective command is responsible for notifying all interviewed Soldiers of the results upon approval.

h. 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 a DA Form 4187 (see appendix E) before being processed by the Enlisted Actions Branch (J-1) office.

i. SWVAs can be announced to all Soldiers but priority should be considered to Soldiers who hold the respective MOS for the vacancy.

j. 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.

k. 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.

5-14. Filling special skill positions by SWVA or AGR vacancy announcement

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 or AGR vacancy announcement 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. Requests for special skills positions may be submitted year-round without regard to the EPS list expiration dates since the list will not be used to fill the vacancy.

- a.* RTI instructor positions that require SQI 8.
- b.* Recruiting and retention positions that require SQI 4.
- c.* Inspector General positions that require SQI B.
- d.* Equal Opportunity positions that require SQI Q.
- e.* Flight medics that require SQI F (68W2F, 68W3F, and 68W4F).
- f.* Command Maintenance Discipline Program (CMDP) inspection team positions that are assigned to the JFHQ-MO.
- g.* SASMO Automation Logistics Specialists assigned to the JFHQ-MO, must be qualified in the MOS 92A with the ASI N8.

h. 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.

i. Aviation Standardization Instructor/Flight Instructor (positions with the ASI N1) must be DMOSQ and currently have the ASI N1, or attending ASI N1 school, or enrolled into ASI N1 school, and be 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.

5-15. 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.

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

5–16. Selecting Soldiers on T10 or T32 ADOS status

- a. T32 ADOS Soldiers who decline a promotion because it jeopardizes their individual employment status may decline without penalty and will not be removed from the list.
- b. T10 ADOS Soldiers remain under promotional authority within MOARNG. T10 ADOS Soldiers who decline a promotion because it jeopardizes their individual employment status may decline without penalty and will not be removed from the list.

5-17. Selecting Soldiers assigned to the Medical Management Activity (MMA)

Soldiers selected for promotion who are assigned to the MMA will remain in the MMA. Soldiers pending a medical retention decision or medical separation will not be removed from a pro-motion list or OML until promoted or until after being determined fit for duty and afforded 180 days to retain promotion eligibility, provided they are otherwise qualified and eligible IAW AR 600-8-19.

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 of 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. Senior commands will submit authorization or comments for these positions on the monthly vacancy roster (see appendix D). These positions may be deferred to the Enlisted Career Management Board (ECMB) action (see chapter 14). 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 vacancy roster (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 EPS 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 paragraph 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 EPS 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 submit authorization or comments for these positions on the monthly vacancy roster (see appendix D). These positions may be deferred to the Enlisted Career Management Board (ECMB) action (see chapter 14).

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 EPS 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 paragraph 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 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 H.
- 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 advice from the Command Senior Enlisted Leader (CSEL) before initiating the filling of 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 has no 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 they were selected for, 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 and can be found on the Missouri National Guard SharePoint or through Power BI (https://app.mil.powerbigov.us/links/mrww11ctqW?ctid=fae6d70f-954b-4811-92b6-0530d6f84c43&pbi_source=linkShare). The EPS lists will each have multiple tabs to annotate promotion consideration lists by each grade and Soldiers that were boarded for that respective fiscal year EPS cycle (see figure 8-1).

8-2. Use

Soldiers and senior commands will view the most recent digital version of the EPS lists. These lists are often updated daily as EPS actions are processed, and data is fed to Power BI. Changes to Soldiers information must be updated within IPPS-A so that it will properly feed to Power BI, such as MOS data, SFPA data, etc.

The screenshot shows a Power BI dashboard titled "Power BI NGMO-PER-A8". The main content area is a table titled "EPS Lists" with the subtitle "Controlled - Collaborati...". The table has several columns: OML, EMPID, Name, Rank, Grade, Status, UIC, CPMOS, Flagged, Expanded Zone, Statewide Election, Current Army, OOF Positions, Region 1, Region 2, and Region 3. The table is filled with data for various soldiers, including their names, ranks (E7), grades (AGR), and UICs. The "Flagged" column shows "No" for most entries, while some entries like "REYNA REYES" and "MOORE JARED PRESTON" show "Yes". The "Current Army" column shows "Yes" for most entries, while some like "REYNA REYES" show "No". The "OOF Positions" column shows "Yes" for most entries, while some like "REYNA REYES" show "No". The "Region" columns show "No" for most entries, while some like "REYNA REYES" show "Yes". The table has a red header and a red footer. The dashboard also features a navigation menu on the left with items like "Pages", "Menu", "EPS Regions", "NCO Vacancies", "SWVA Announcements", "BDE CSM", "BN CSM", "1SG", "SGM", "MSG", and "Boarded List".

Figure 8-1. Sample EPS list for consideration to MSG

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 or through Power BI

(https://app.mil.powerbigov.us/links/qOtU_N7X9b?ctid=fae6d70f-954b-4811-92b6-0530d6f84c43&pbi_source=linkShare). Changes to Soldiers information must be updated within IPPS-A so that it will properly feed to Power BI, such as Soldier preferences, awards, civilian education, etc. (see figure 9-1).

9-2. Use

Soldiers and senior commands will use the most recent version of the PERs. These rosters are often refreshed 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.

Figure 9-1. Sample PER for consideration to MSG

Chapter 10

Making Consideration Preferences in IPPS-A

10-1. General

Soldiers that are eligible for promotion consideration will make their preferences 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 preferences 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 (see appendix I for the 10 total regions that encompass the state of Missouri), or their current armory only. Soldiers that are currently in the rank of MSG (that are not eligible for SGM), SGM or CSM are unable to make preferences in IPPS-A and must do so by submitting the Enlisted Promotion Checklist (see appendix B). To make preferences, 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.”

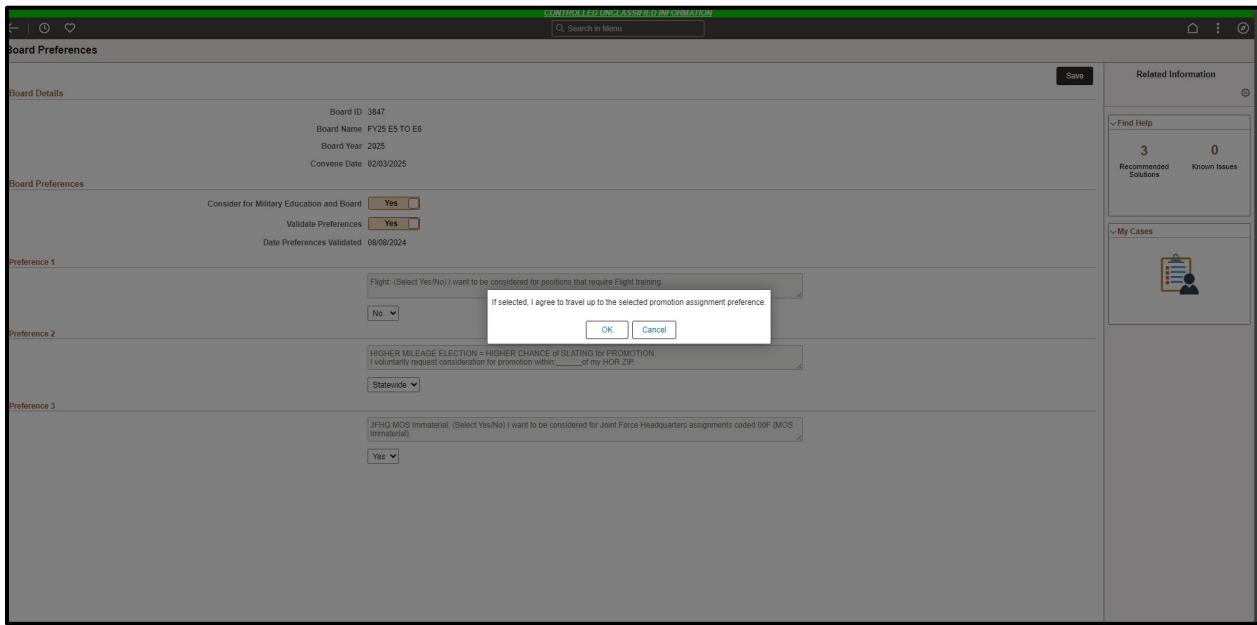


Figure 10–1. Board preferences screen in IPPS-A

Chapter 11

Commander's Making Consideration Preferences 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 preferences, 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 preferences under “Board Results”: Recommend for Consideration (Y) or Withhold from Consideration (N) board (see figure 11–2).

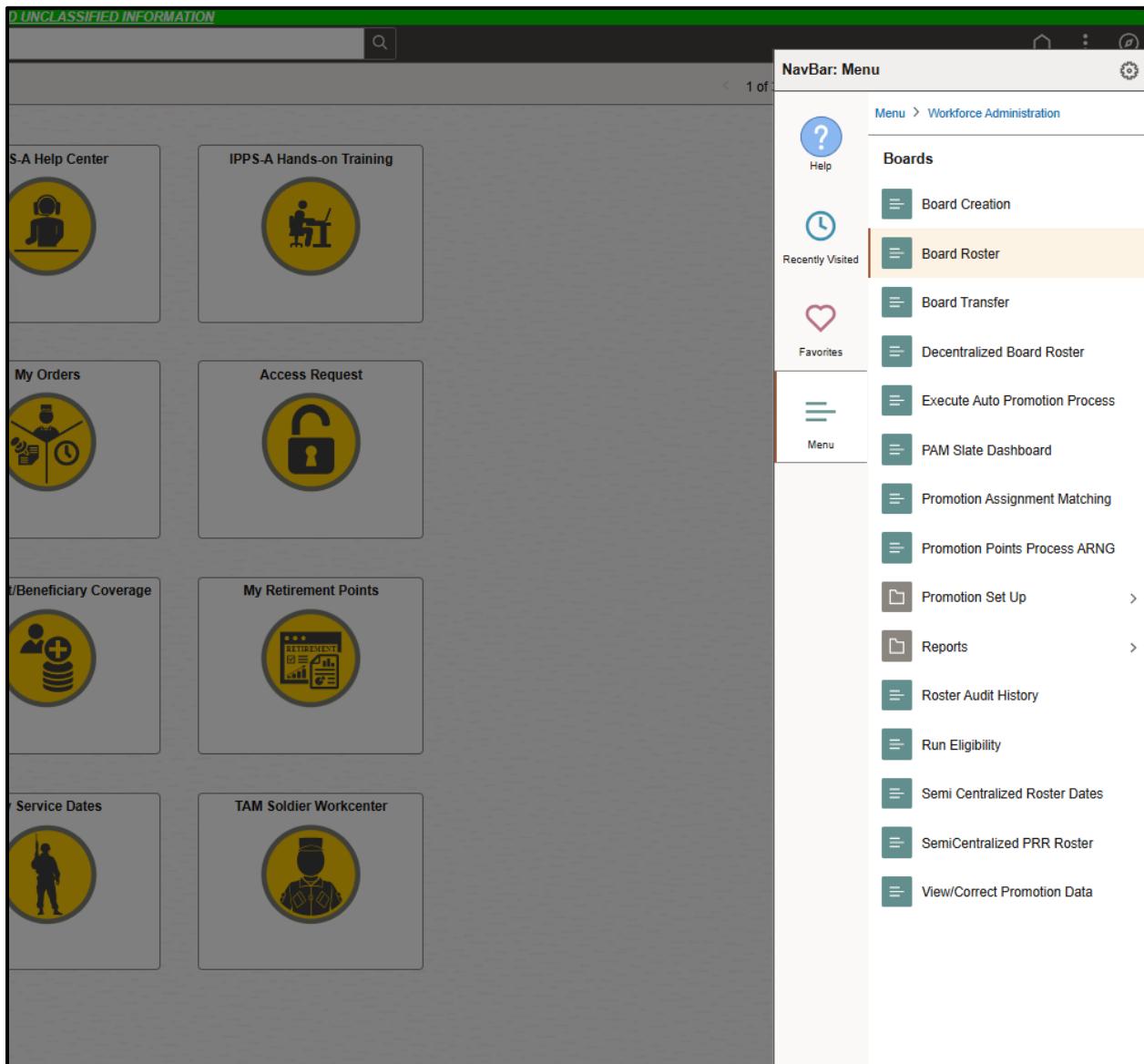


Figure 11–1. Board roster navigation in IPPS-A

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

<input checked="" type="checkbox"/> All Service Members	<input type="checkbox"/> Promotion Processed
Eligible	All
Board Action	<input type="button" value="Filter"/>
UIC	
PMOS	CPMOS
Job Code	
Seq From	To
Pref Action	
Pref Reason	

[① Roster Instructions](#)

Board Roster

Candidates	Job Info	MOS Info	Preferences	ID	Eligible	Waiver Needed	Waiver Reason	Sequence	Prior Promo Stat Cd	Prior Prom Status Dt	Board Results
0	SSG	SSG			<input type="checkbox"/>	<input type="checkbox"/>	None		NOT IN ZONE OF CONSIDERATION		
0	SSG	SSG			<input type="checkbox"/>	<input type="checkbox"/>	None		NOT IN ZONE OF CONSIDERATION		Recommend for Consideration(Y)
0	SSG	SSG			<input type="checkbox"/>	<input type="checkbox"/>	None		NOT IN ZONE OF CONSIDERATION		
0	SSG	SSG			<input type="checkbox"/>	<input type="checkbox"/>	None		NOT IN ZONE OF CONSIDERATION		Withhold from Consideration(N)

Figure 11–2. CDR preferences in IPPS-A board roster

Chapter 12

Viewing Soldier's Consideration Preferences in IPPS-A

12–1. General

To view Soldier's consideration preferences in IPPS-A, the proper access is required, along with the appropriate training courses.

a. The required training courses can be found by logging into IPPS-A, navigate to the "Self Service" screen, and then click on the "IPPS-A Hands-on Training" tile. The required course titles are as follows:

- (1) R3 Promotions
- (2) R3 Promotions Decentralized
- (3) R3 Promotions Centralized

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 preferences 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 ID: 3882 FY25 E6 TO E7 Board Process: Centralized

Template ID: ARNG E7 T32 SSG to SFC Promotion (E6 - E7)

Business Unit: NGDMO Missouri Army Natl Guard

Grade To: E7 Board Status: Complete

Year: 2025 Convene Date: 02/03/2025

Adjourn Date: 02/07/2025

[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

Candidates	Job Info	MOS Info	Preferences	
				1-100 of 531
				View 50
				< < > >

Figure 12-1. Viewing Soldier's consideration preferences 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 ATIS, ATRRS, etc. If the correct data has not fed from the appropriate system, 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 paragraph 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 paragraph 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: ATIS 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. AFT: ATIS 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 Clear

Search for All PARs

Create Personnel Action

Personnel Actions Summary

4 results found.

Soldier	Soldier Summary	PAR ID/Sequence	Effective Date/Date Created	Action
[REDACTED]	...	[REDACTED]	03/04/2025	Award Recommendation
[REDACTED]	...	[REDACTED]	07/30/2024	Service Dates
[REDACTED]	...	[REDACTED]	08/08/2024	
[REDACTED]	...	[REDACTED]	07/15/2024	
[REDACTED]	...	[REDACTED]	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. IAW AR 600-8-19, a record review process (ECMB) of Soldiers found best qualified through the annual board process can be promoted into leadership positions (1SG and CSM). AGR Soldiers must follow the rules of CLASP (see paragraph 6–4).

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 utilizing lateral assignments and the EPS lists (see chapter 5). 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 Sergeant 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 th CAB Commander
Voting Member:	35 th EN BDE Commander
Voting Member:	70 th TC Commander
Voting Member:	110 th MEB Commander
Voting Member:	35 th MP BDE Commander
Voting Member:	TASMG Commander
Voting Member:	35 th INF DIV Commander
Voting Member:	RRBN Commander
Voting Member:	140 th RTI Commander
Voting Member:	MED DET Commander
Voting Member:	635 th FEST-M Commander
Advisor w/o Vote:	Senior Command 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
*Note	Must have minority and female representation

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 th CAB Commander
Voting Member:	35 th EN BDE Commander
Voting Member:	70 th TC Commander
Voting Member:	110 th MEB Commander
Voting Member:	35 th MP BDE Commander
Voting Member:	TASMG Commander
Voting Member:	35 th INF DIV Commander
Voting Member:	RRBN Commander
Voting Member:	140 th RTI Commander
Voting Member:	MED DET Commander
Voting Member:	635 th FEST-M Commander
Advisor w/o Vote:	Senior Command 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
*Note	Must have minority and female representation

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)

Appendix B

Example MOARNG Enlisted Promotion Checklists

RANK	FULL NAME	DOD ID
<p style="text-align: center;">FY26 MOARNG Enlisted Promotion Checklist (Consideration to SFC)</p> <p>1. Promotion Consideration: <input type="checkbox"/> - EPS List Consideration to the Next Higher Grade</p> <p>2. The following (most recent) personnel data is accurately reflected in my IPPS-A record: <input type="checkbox"/> - Grade Entry Date (GED) to SSG <input type="checkbox"/> - Weapons Qualification <input type="checkbox"/> - Army Combat Fitness Test (ACFT) <input type="checkbox"/> - Awards <input type="checkbox"/> - Professional Military Education (PME) <input type="checkbox"/> - Civilian Education</p> <p>3. Any discrepancies regarding the personnel data listed above will require my Full-Time Support (FTS) to update my IPPS-A profile.</p> <p>4. The following documents will be included with this checklist in preparation for the EPS board:<ol style="list-style-type: none">Letter to the President of the Board (LPB) (see paragraph 5 below, if applicable).DTMS Individual Training Report (ITR) containing current ACFT, weigh-in and (if applicable) body fat assessment data, and current weapons qualification.Current and Validated Selection Board Record Brief (SRB) (current within the last 12 months)Any documents that are not in your iPERMS record.</p>		

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 OOF (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)
<p>Letter to the President of the Board</p> <p>SUBJECT: Missing Items in my Record – (example: NCOER(s), APFT, HT/WT)</p> <p>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. <u>DETAILS MATTER!</u></p> <p>2. <u>Key points could be:</u></p> <ul style="list-style-type: none">- 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. <p>3. POC xxx-xxx-xxxx, or email at email.address.com</p> <p style="text-align: center;">I AM SOLDIER RANK, MOARNG DUTY POSITION</p>	

Appendix D

Example Vacancy Roster

A	B	C	D	E	F	G	H	I	J
UIC	Position Grade	Position MOS	Position Number	Position Paragraph/Line	Position Title	Location	EPS Region	Enlisted Actions Branch (I-1) Fill	Comments
2	W78PAA	E-8	00F	03319341	103-10	OPERATIONS/INTEL NCO	Lebanon	Region 3	YES
3	W8JAA	E-5	00F	03221522	230-04	#2 OPNS NCO	Jefferson City	Region 6	YES
4	W8AJAA	E-5	00F	04655486	001-08	#3 EXECUTIVE ASSISTANT	Jefferson City	Region 6	YES
5	W8JAA	E-5	00F	06405578	243-11	#2 TRAINING/OPNS NCO	Jefferson City	Region 6	YES
6	W8JAA	E-6	00F	03221548	302-03	#2 AGENCY PROGRAM MGR	Jefferson City	Region 6	NO
7	W8AJAA	E-6	00F	04571898	243-07	#1 TRAINING/OPNS NCO	Jefferson City	Region 6	YES
8	W8JAA	E-6	00F	04597445	212-01	SAPP NCO	Jefferson City	Region 6	YES
9	W8JAA	E-7	00F	04525561	001-06	#1 EXECUTIVE ASSISTANT	Jefferson City	Region 6	YES
0	W8AJAA	E-7	00F	04684627	210E-02	#1 FAM RDNS SPT ASST COOR	Jefferson City	Region 6	YES
1	W8JAA	E-8	00F	03174172	228A-01	TRAINING NCOIC	Jefferson City	Region 6	YES
2	W8JAA	E-8	00F	03221507	015-02	#1 EEO/EO ADVISOR	Jefferson City	Region 6	YES
3	W8AJAA	E-8	00F	04601608	210A-03	EDUCATION NCO	Jefferson City	Region 6	YES
4	W8JAA	E-8	00F	04637891	215-01	#1 YLW RBN REINTEG NCO	Jefferson City	Region 6	YES
5	W89GAA	E-8	00F	03180288	001C-02	OPNS NCO	Fort Leonard Wood	Region 6	YES
6	W90212	E-6	00F	04850024	009B-35	#8 REC & RET NCO	Fulton	Region 8	YES
7	W90213	E-6	00F	04850040	009C-09	#5 RSP NCO	Festus	Region 7	YES
8	W90214	E-6	00F	04849991	008C-06	#2 RSP NCO	Carthage	Region 10	YES
9	W902AA	E-6	00F	03184484	008A-03	RES MGMT NCO	Jefferson City	Region 6	YES
10	W902AA	E-6	00F	04849975	008B-33	#5 REC & RET NCO	Jefferson City	Region 6	YES
11	W902AA	E-6	00F	04849979	008B-37	#9 REC & RET NCO	Jefferson City	Region 6	YES
12	W902AA	E-6	00F	04850027	009B-38	#11 REC & RET NCO	Jefferson City	Region 6	YES
13	W902AA	E-6	00F	04850028	009B-39	#12 REC & RET NCO	Jefferson City	Region 6	YES
14	W902AA	E-6	00F	06720973	009B-46	#19 REC & RET NCO	Jefferson City	Region 6	YES
15	W902AA	E-7	00F	00055069	002-01	RES MGMT NCO	Jefferson City	Region 6	YES
16	W916AA	E-6	00F	03186150	021A-01	RANGE SAFETY/INSPECTOR	Nevada	Region 10	YES
17	W933AA	E-9	00F	08832058	100-15	J3/JDOMS SGM	Jefferson City	Region 6	YES
18	W8JAA	E-9	00Z	06908579	001-04	COMMAND SR ENL LEADER	Jefferson City	Region 6	YES
19	WPN7A0	E-5	11B	03011441	201-05	Senior Radio Telephone Operator	Mexico	Region 8	YES
20	WPN7A0	E-5	11B	03011444	203-03	#2 Fire Team Leader	Mexico	Region 8	YES
21	WPN7B0	E-5	11B	03011596	203-03	#2 Fire Team Leader	Saint Louis	Region 7	YES
22	WPN7C0	E-5	11B	03011675	203-02	#1 Fire Team Leader	Perryville	Region 5	YES
23	WPN7C0	E-5	11B	03011741	206-02	#1 Fire Team Leader	Perryville	Region 5	YES
24	WPN7C0	E-6	11B	03011747	206-01	Squad Leader	Perryville	Region 5	YES
25	WQFZ40	E-5	11B	08344612	203-02	#1 Fire Team Leader	Boonville	Region 8	YES
26	WQFZ40	E-5	11B	08345091	203-03	#2 Fire Team Leader	Boonville	Region 8	YES
27	WQFZ40	E-5	11B	08345112	203-03	#2 Fire Team Leader	Boonville	Region 8	YES
28	WQFZ40	E-6	11B	08345105	204-01	Squad Leader	Boonville	Region 8	YES
29	WQFZB0	E-5	11B	08345732	203-03	#2 Fire Team Leader	Lamar	Region 10	YES
30	WQFZB0	E-6	11B	08345210	203-01	Squad Leader	Lamar	Region 10	

Appendix E

Example DA Form 4187 for various requests

Attachments Menu

PERSONNEL ACTION

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

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.

NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC.

<https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A0600-8-104-AHRC.pdf>

ROUTINE USE(S): 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.

DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.

SECTION I - PERSONAL IDENTIFICATION

1. THRU (Include ZIP Code) Unit Address City, Missouri Zip Code	2. TO (Include ZIP Code) NGMO-PER-AB Enlisted Actions Branch (J-1) 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
---------------------------	-------------------------------	------------------

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from to

effective hours,

SECTION III - REQUEST FOR PERSONNEL ACTION

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

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Career Progression MOS (CPMOS) Change Request for FY26 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)

SECTION IV - REMARKS (Applies to Sections II, III, and V)

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)

SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL

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

<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

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Page 1 of 2

PERSONNEL ACTION		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
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AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A0600-8-104-AHRC.pdf		
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from to effective hours. 		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only) <input type="checkbox"/> ROTC or Reserve Component Duty <input type="checkbox"/> Volunteering For Oversea Service <input type="checkbox"/> Ranger Training <input type="checkbox"/> Reassignment Extreme Family Problems <input type="checkbox"/> Exchange Reassignment (Enl only) <input type="checkbox"/> Airborne Training	<input type="checkbox"/> Special Forces Training/Assignment <input type="checkbox"/> On-the-Job Training (Enl only) <input type="checkbox"/> Retesting in Army Personnel Tests <input type="checkbox"/> Reassignment Married Army Couples <input type="checkbox"/> Reclassification <input type="checkbox"/> Officer Candidate School <input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Identification Card <input type="checkbox"/> Identification Tags <input type="checkbox"/> Separate Rations <input type="checkbox"/> Leave - Excess/Advance/Outside CONUS <input type="checkbox"/> Change of Name/SSN/DOB <input checked="" type="checkbox"/> Other (Specify): Promotion Consideration Election Changes Due to Force Structure Changes
9. SIGNATURE OF SOLDIER (When required) 		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
Soldiers that become affected by force structure changes, for example, due to unit reorganization or deactivation, are given the option to update their promotion consideration elections. Soldiers are allowed to update their elections by submitting a DA Form 4187 no later than (NLT) 60 days after receiving a counseling form regarding the force structure changes. I request the following updates to my promotion consideration elections:		
Statewide: Yes / No Current Armory: Yes / No 00F (MOS Inmaterial) Positions: Yes / No 1SG Consideration (if applicable): Yes / No / N/A CSM Consideration (if applicable): Yes / No / N/A MOARNG EPS Region 1: Yes / No MOARNG EPS Region 2: Yes / No MOARNG EPS Region 3: Yes / No MOARNG EPS Region 4: Yes / No MOARNG EPS Region 5: Yes / No MOARNG EPS Region 6: Yes / No MOARNG EPS Region 7: Yes / No MOARNG EPS Region 8: Yes / No MOARNG EPS Region 9: Yes / No MOARNG EPS Region 10: Yes / No		
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<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		
DA FORM 4187, DEC 2022		PREVIOUS EDITIONS ARE OBSOLETE.
		AFD AEM v1.01E8 Page 1 of 3

PERSONNEL ACTION																							
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9. SIGNATURE OF SOLDIER (When required) 		10. DATE (YYYYMMDD) _____																					
SECTION IV - REMARKS (Applies to Sections II, III, and V)																							
Soldier requests to decline an assignment for which they are otherwise fully eligible based on hardship that develops after they select their IPPS -A board preference accepting consideration for promotion IAW Chapter 6-42 of AR 600-8-19. Soldiers with hardships approved by the AG (MPMO) will stay on the list but are not eligible for an assignment or promotion until the hardship no longer exists. Whenever the hardship no longer exists, the Soldier must request re-instatement on the EPS list by submitting a new DA Form 4187. Some examples of hardship are increased demands based on family or personal medical problems, civilian education, and civilian employment.																							
(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)																							
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DA FORM 4187, DEC 2022		PREVIOUS EDITIONS ARE OBSOLETE.																					
		APD AEM v1.01E8 Page 1 of 3																					

PERSONNEL ACTION		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
PRIVACY ACT STATEMENT		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A0600-8-104-AHRC.pdf		
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4. NAME (Last, First, MI)	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from [REDACTED] to [REDACTED] [REDACTED] effective [REDACTED] hours, [REDACTED] [REDACTED]		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only) <input type="checkbox"/> ROTC or Reserve Component Duty <input type="checkbox"/> Volunteering For Oversea Service <input type="checkbox"/> Ranger Training <input type="checkbox"/> Reassignment Extreme Family Problems <input type="checkbox"/> Exchange Reassignment (Enl only) <input type="checkbox"/> Airborne Training	<input type="checkbox"/> Special Forces Training/Assignment <input type="checkbox"/> On-the-Job Training (Enl only) <input type="checkbox"/> Retesting in Army Personnel Tests <input type="checkbox"/> Reassignment Married Army Couples <input type="checkbox"/> Reclassification <input type="checkbox"/> Officer Candidate School <input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Identification Card <input type="checkbox"/> Identification Tags <input type="checkbox"/> Separate Rations <input type="checkbox"/> Leave - Excess/Advance/Outside CONUS <input type="checkbox"/> Change of Name/SSN/DOB <input checked="" type="checkbox"/> Other (Specify): SWVA Promotion Request
9. SIGNATURE OF SOLDIER (When required) 		10. DATE (YYYYMMDD) 
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
Soldier's EPS Control Number: <u>26-001 SWVA</u> Reason: (Soldier completed MOS qualification, meets TIG/TIS requirements, completed PME, etc.)		
(Commander, Readiness NCO, Administrative NCO, HR NCOIC, etc. signs off below, recommending approval or disapproval) (Units are not required to add Battalion and Brigade routing on page 2 of this DA Form 4187, unless internal SOP dictates differently)		
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <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		

PERSONNEL ACTION																							
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<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members																						
9. SIGNATURE OF SOLDIER (When required) 		10. DATE (YYYYMMDD) _____																					
SECTION IV - REMARKS (Applies to Sections II, III, and V)																							
I, _____ wish to have the 18-month rule waived IAW AR 600-8-19 para 6-391.																							
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.																							
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL																							
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> HAS BEEN VERIFIED</td> <td><input checked="" type="checkbox"/> RECOMMEND APPROVAL</td> <td><input type="checkbox"/> RECOMMEND DISAPPROVAL</td> <td><input type="checkbox"/> IS APPROVED</td> <td><input type="checkbox"/> IS DISAPPROVED</td> </tr> </table>			<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																
<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 v1.01E8 Page 1 of 2																							

Appendix F

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:			
a. SWVA Interview Board Results Document			
b. AGMO Form 4104-R, Request for Promotion/Transfer			
c. 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 G

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 H

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 I

MOARNG EPS Geographical Regions

