Summary of Changes
(22 August 2023)

- Enclosure 6 of FY24 EPS MOI has replaced Reference 4, “MOARNG, MPPM (Federal/State Awards and Badges Promotion Point Values for Enlisted Promotion Boards), 31 May 2022.”
- Reference 6, changed to read: “NGB, ARNG-HRH memorandum (ARNG Semi-Centralized Promotion System for Sergeant/Staff Sergeant (SGT/SSG) Boards Effective Fiscal Year (FY) 2024 (PPOM 23-029)), 9 August 2023
- Added Reference 8, Army Directive 2023-08 (Army Body Fat Assessment Exemption for Army Combat Fitness Test Score), 15 March 2023
- Added Reference 9, Army Directive 2023-11 (Army Body Fat Assessment for the Army Body Composition Program), 9 June 2023
- Chapter 2–3, changed to read: “All levels of command are responsible for being familiar with the applicable chapters of reference 1, 2, and referenced policies.”
- Reference 4 has replaced Reference 1 within Chapter 4–5a.
- Chapter 4–5a(3)(d), changed to read: “Soldiers flagged for APFT or ACFT failure will not receive promotion points or a minimum passing ACFT score. Soldiers must pass the ACFT to obtain promotion points.”
- Chapter 4–5b(1), changed to read: “Soldiers who desire to decline consideration will complete a DA 4187 (Form Template #11) and will leave preferences unfilled.”
- Chapter 4–6c, changed to read: “EPS packets are not required for Soldiers who are denied consideration by their Commander or who decline consideration. The denials must be completed through IPPS-A and declinations through submitting a DA 4187 (Form Template #11).”
- Chapter 4–11 adds subparagraph “c” which includes: “EPS packets will be uploaded to the respective Senior Command folder within General - EPS Actions Dropbox in accordance with the timelines listed in the annual EPS MOI. Naming convention is as follows: SSN_LASTNAME (example: 123456789_SNUFFY).”
- Chapter 5–12, change to read: “Special Skills Positions: 15T UH-60 Helicopter Repairer (MOS 15T2F, 15T3F, and 15T4F) requires the Special Qualification Identifier (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”. Upon exhaustion of this list, these positions require utilizing the Statewide Vacancy Announcement (SWVA) process to fill the vacancy. Soldiers selected for assignment utilizing the SWVA process must be fully qualified (SQI “F”) prior to promotion. Soldiers who elect to only be considered for flying positions will not be offered non-flying positions.”

- Chapter 5–13, change to read: “Statewide Vacancy Announcement (SWVA): The SWVA process is detailed in reference 2. The following adds clarification, emphasis, and procedures:”.
- Chapter 5–14a, change to read: “Regional Training Institute (RTI) Instructor (reference 2, para 2-23) and Inspector General (AR 20-1).”
- Chapter 5–14d, change to read: “68W Flight Medics (MOS 68W2F, 68W3F, and 68W4F).”
- Chapter 5–15b(2), changed to read: “Commanders will initiate bars to continued service and code Soldiers “W4” when Soldiers become “legacy” in their PME as defined by reference 3. In lieu of a bar to reenlistment, Soldiers may request voluntary administrative reduction to the next lower grade in which they meet the current PME requirements.”
- Chapter 6–3, changed to read: “Filling CSM positions: CSM positions may be filled by either lateraling a CSM currently serving at the same level (BN to BN or BDE to BDE, or by a 'Best Select'' Leadership Board.”
- Chapter 7–1c, changed to read: “SRO (Service remaining obligation) for promotion to SFC through SGM is 36 months. Per reference 3, there is no SRO for promotion to SGT and SSG.”
- Chapter 10 (all figures), removed the display of “Consider for Military Education and Board” toggle.
- Removed from Chapter 13, page 53: “Reference FY24 EPS SOP Annex D and E for additional instruction.”
- Chapter 13, page 56, change to read: “Soldiers entering officer programs (OCS/WOCS) will no longer be administratively removed from the promotion list per reference 3. This modifies reference 1, para 7-44i.”

Standard Operating Procedures (SOP):

MOARNG Enlisted Promotion System (EPS)

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References:

1. Army Regulation 600-8-19, (Enlisted Promotions and Reductions)
2. NGR 600-200, (Enlisted Personnel Management)
3. NGB, ARNG-HRH memorandum (Consolidated Enlisted Promotion Policies (PPOM 21-026)), 13 May 2021

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4. Enclosure 6 of Memorandum of Instruction (MOI), 2024 Enlisted Promotion System (EPS)

5. NGB, ARNG-HRH memorandum (Updated Temporary Promotion Policy) (PPOM 23-003a)), 19 January 2023

6. NGB, ARNG-HRH memorandum (ARNG Semi-Centralized Promotion System for Sergeant/Staff Sergeant (SGT/SSG) Boards Effective Fiscal Year (FY) 2024 (PPOM 23-029)), 9 August 2023

7. NGB, ARNG-HRH memorandum (Execution of Personnel Actions for the Army Combat Fitness Test (PPOM 22-023), 15 June 2022

8. Army Directive 2023-08 (Army Body Fat Assessment Exemption for Army Combat Fitness Test Score), 15 March 2023

9. Army Directive 2023-11 (Army Body Fat Assessment for the Army Body Composition Program), 9 June 2023

Chapter 1 - Introduction

1. Purpose: To prescribe rules and provide guidance to the procedures governing promotions and reductions of Missouri Army National Guard enlisted personnel.

a. The contents of this SOP are effective immediately.

b. Regulatory and policy guidance take precedence over this SOP when conflicts exist.

2. Current forms, checklists, policies and regulations referenced in this document are located in the J1_Master_Library > PER-AB_Public > EPS GKN SharePoint and the MOGUARD website (https://www.moguard.ngb.mil/resources/enlisted-promotion-system/)

Chapter 2: Responsibility

1. Convening and promotion authorities: IAW reference 1, the State AG is the convening and promotion authority for all promotions. The State AG has:

a. Delegated the conduct, management, and signature authority for this program to the Director of Manpower and Personnel.

b. Delegated promotion authority to the assistant AGs and subordinate CDRs as follows:

(1) COL or higher for promotion to SFC through MSG.

(2) LTC or higher for promotion to SGT and SSG.

2. Promotion lists approval: The Military Personnel Management Office (MPMO) will review all board findings and sign all promotion lists before distributing them to Senior Commands. Under the provision of reference 1, the State AG may disapprove board results. Approved promotion lists will have an effective date and will be distributed electronically.

3. All levels of command are responsible for being familiar with the applicable chapters of reference 1, 2, and referenced policies.

a. Senior Commands are responsible for 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 PME. Additionally, Senior Commands will maintain EPS promotion packets and documents for no less than five years.

b. Senior commands are responsible for generating and disseminating PERs to the unit level. See chapter 4 para 3 for details. Step-by-step guidance on how to generate and modify PERs can be found in chapters 13 and 14.

c. BNs are responsible for the oversight of the EPS process at the BN and unit level.

d. Units will ensure that every Soldiers IPPS-A record is accurate and up to date. The Soldier's military education level, located in the Soldier's person profile, must be correct as it is used to determine the Soldier's eligibility to be boarded.

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

f. First line leaders will assist Soldiers in reviewing their IPPS-A record and making elections. See chapter 10 for step-by-step IPPS-A election guidance.

4. Special Responsibilities: Recruiters will be moved from their current CPMOS list to the 79T E6 to E7 list upon submission of their conversion packet to NGB. Recruiting and Retention BN will inform the EPS Manager upon submission of conversion packet to NGB. If conversion is denied, the SM will revert to their current CPMOS.

Chapter 3: Promotion Considerations

1. The annual EPS MOI will include the minimum eligibility criteria for board consideration.

2. New Accessions: Soldiers must be accessed into the MOARNG with a procurement date NLT then the respective board's convening date to be considered by the FY24 EPS Board. Soldiers who are accessed on or after the convening date may request a standby advisory board (STAB). Soldiers that interstate transfer (IST) into the MOARNG on or after the respective boards convening date may request a STAB if they had promotion list standing in another state.

3. Not Considered: Soldiers in the following statuses will not be considered for the promotion board (IAW reference 1, para 7-4 and 7-20):

a. Barred from Continued Service.

b. Non-selected for retention by a board (QRB, ASMB, any administrative separation board other than medical).

c. STEP Soldiers are not required to compete for promotion on subsequent lists per reference 1 para 7-28c.

d. Assigned to the Inactive National Guard (ING).

e. Qualifying conviction for domestic violence (Lautenberg) IAW AR 600-20.

f. No high school diploma or equivalent.

g. No Army MOS.

h. Soldiers who lose their required security clearance eligibility for cause (denied or revoked).

i. AGR Soldiers serving in their initial tour that will not have their first 18 months completed by their respective list's expiration date.

j. Soldiers denied consideration by their Commander.

k. Soldiers currently assigned in a Title 10 AGR status will be considered by the Title 10 promotion authority.

l. Soldiers previously selected to attend USASMA who 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. Waivers and exception to policy requests are not authorized.

4. Soldiers in or entering officer programs (OCS/WOCS) will be considered for promotion per reference 3. This modifies reference 1, para 7-44.

5. Soldiers selected and serving in higher grade positions, in any capacity other than STEP, must submit a board packet to be considered for promotion.

6. Soldiers who enter on T32 or T10 ADOS from the MOARNG will be considered for promotion under the provisions of reference 1 chapter 7. These Soldiers remain under the promotion and orders-issuing authority of the MOARNG.

Chapter 4 - Consideration Packet Processing

1. Denial of Consideration: Unit Commanders must make a “yes” or “no” recommendation for all eligible Soldiers within their commands (see enclosure 3 of the EPS MOI for eligibility criteria). When making recommendations, Commanders will consider reasons including, but not limited to, misconduct, insufficient experience, knowledge, potential to serve in a higher grade, or locally filed derogatory information. Commanders initiating a denial of promotion consideration will follow procedures IAW reference 1 para 7-33.

a. Denial elections must be completed through IPPS-A. To recommend or deny Soldiers from consideration, Commanders must acquire the appropriate IPPS-A role/access. See chapter 11 for how-to guidance. Board packets will not be submitted for Soldiers denied consideration by the Commander.

b. Denials must be completed in IPPS-A NLT the date listed in the timeline enclosed in the annual EPS MOI.

2. Career Progression MOS (CPMOS): Soldiers are considered for promotion based on their CPMOS. CPMOS change requests are an annual requirement and are only approved for the current cycle. The CPMOS will normally be the PMOS 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 (Form Template #11).

b. Soldiers will be moved to their new CPMOS list when their PMOS aligns with their DMOS during the EPS cycle (ie. SM completed MOS re-class course). Senior Commands will notify Actions Branch office after updating the Soldier’s Person Profile tab in IPPS-A and validating the Soldier’s supporting documentation in iPERMS.

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

3. Promotion Eligibility Rosters (PERs):

a. Commands will filter and disseminate PERs to subordinate commands by UIC utilizing the guide located in chapter 13.

b. Units ensure all Soldiers are listed on the PER, in the appropriate grade and CPMOS, regardless of eligibility. Ensure eligibility is annotated in the right margin.

c. Unless the Commander denies consideration, units process EPS packets on all eligible Soldiers assigned, attached, and in the Medical Management Activity (MMA). Units will ensure all Soldiers are listed on the PER. Units with attached personnel are responsible for coordinating with the unit of assignment to ensure each Soldier has a completed packet.

d. Units will use the 90-day rule to process EPS packets. The losing unit will complete packets for Soldiers transferred within 90 days from the board convening date. This date is established in the timeline enclosed in the annual EPS MOI. The gaining unit is responsible for Soldiers transferred prior to 90 days.

e. Annotate unsatisfactory participants, as defined in AR 135-91, on the PER. EPS packets are not required for UNSAT Soldiers.

f. Senior Commands roll-up all PERs within their command and submit one PER for each rank.

4. Board Elections: Soldiers will make their elections in IPPS-A.

a. Soldiers that are eligible for consideration will make their board elections and validate their promotion points (if applicable) in their individual Promotion Board Preferences tab in IPPS-A. 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's do not need to be provided to State. Soldiers unable to validate their preferences and/or points will have their preferences/points validated by the Commander.

b. STEP Soldiers are not required to compete for promotion on subsequent lists per reference 1 para 7-28c and should not make board elections.

c. Soldiers who fail to complete elections will not be considered for promotion.

5. Reviewing Promotion Points in IPPS-A: Soldiers being boarded to SGT and SSG will review their promotion points prior to validating their promotion board preferences.

a. Promotion points validation (Reference 4 chapter 1):

(1) Awards and Decorations: reference 4 tables 6 and 7.

(a) FTUS and Soldier verifies all awards which count towards promotion points are in the Soldier's IPPS-A profile and are accurately calculated on the PER. See reference 4 for federal and state awards and badges promotion point values.

(b) BDEs will manage reviewing awards. Supporting documentation is not required to be submitted to PER-AB.

(2) Weapons Qualification: reference 4 tables 2 and 3.

(3) ACFT/APFT: reference 4 paragraph 2b, tables 4 and 5.

(a) FTUS and Soldier verifies ACFT/APFT data in DTMS and updates the PER with the promotion point value.

(b) Soldiers will use their most recent record APFT (regardless of time) or ACFT (taken after 1 April 2022) for promotion point purposes.

(c) Soldiers who have never taken a record APFT or passed an ACFT since 1 April 2022, will be awarded a minimum passing ACFT score (360 points).

(d) Soldiers flagged for APFT or ACFT failure will not receive promotion points or a minimum passing ACFT score. Soldiers must pass the ACFT to obtain promotion points.

(4) Resident training: reference 4 paragraph 4b.

(5) Primary Military Education (PME): reference 4 paragraph 4a.

(6) Computer Training: reference 4 paragraph 4c.

(7) Civilian Education: reference 4 para 5.

(8) BDEs will manage review and validation of all data. Unless otherwise specified on the checklist, supporting documentation is not required to be submitted to PER-AB.

b. Validating promotion board preferences:

(1) Soldiers who desire to decline consideration will complete a DA 4187 (Form Template #11) and will leave preferences unfilled.

(2) Soldiers input their CPMOS (CPMOS is the Soldiers PMOS unless a CPMOS change request is approved by the MPMO) and make their mileage election. Soldiers not making a mileage election will default to statewide consideration.

(3) Soldiers elect if they wish to be considered for MOS immaterial positions. Soldiers not making an MOS immaterial election will default to "Yes".

(4) Step-by-step guidance to make board preference elections can be located in chapter 10.

c. Soldiers who do not make elections before 6 January 2024 will not be considered for promotion.

6. Missouri Enlisted Promotion Checklist:

a. All eligible Soldiers selecting to be considered for promotion will complete the Enlisted Promotion Checklist. SPCs will utilize the "Missouri Enlisted Promotion Checklist (E4s Only)" (Form Template #2).

b. Soldiers that are unavailable to review and sign his/her documents must have applicable documents annotated with "Soldier unavailable to sign".

c. EPS packets are not required for Soldiers who are denied consideration by their Commander or who decline consideration. The denials must be completed through IPPS-A and declinations through submitting a DA 4187 (Form Template #11).

7. Letter to the President of the Board (LPB):

a. Soldiers, excluding those being considered for SGT, must write to the president of the promotion board to provide any necessary explanations calling attention to any matter concerning any unknowns or documents that are missing, incorrect, or erroneous within their record or packet.

(1) Utilize the Letter to the President of the Board (Form Template #3) to address missing items or inconsistencies and provide explanations.

(2) No one other than the Soldier being considered may correspond with the promotion board (this includes modifying the considered Soldier's LPB).

b. Any letter seen by the promotion consideration board becomes part of the board record. Non-receipt of a letter to the president of the board is not grounds for reconsideration by a STAB, as described in reference 1, para 7-49.

8. APFT, ACFT, and Weight Control History:

a. APFT/ACFT: Soldiers must validate, with assistance from their FTS, that their DTMS record accurately reflects their APFT or ACFT history. The EPS MOI and Enlisted Promotion Checklist directs the timeframe the board may consider.

b. Height/Weight: Soldiers must validate, with assistance from their FTS, that their IPPS-A and DTMS record accurately reflects their weight control event history. The EPS MOI and Enlisted Promotion Checklist directs the timeframe the board may consider.

c. Soldiers who acknowledge/sign their checklists and later find an error within their event history after the board concludes, will NOT be re-considered for a STAB. Material errors must be identified and addressed in the Soldier's LPB.

d. The Soldier's FTUS is responsible for ensuring all APFT, ACFT, and weight control events are up to date and accurate in DTMS and IPPS-A. Soldiers, whose data cannot be fixed, must explain the error in their LPB.

9. Selection Record Brief (SRB):

a. SRBs must be added to each Soldiers consideration packet. SRBs must be current (within 12 months) and validated. Certified SRBs are not acceptable.

b. Soldiers unable to electronically validate due to mitigating circumstances will handwrite their signature and date.

c. Unavailable Soldiers that have out of date and/or un-validated SRBs must have their SRB annotated with “Soldier unavailable to sign”.

d. Soldiers unable to have their SRBs corrected/updated should address and provide the correct/missing information in their letter to the president of the board.

10. The following documents are not authorized to be submitted with a Soldier's promotion consideration packet:

a. Correspondence to the board from anyone other than the individual Soldier.

b. Correspondence that criticizes or reflects on the character, conduct, or motives of any Soldier.

c. Incomplete appeals of items such as NCOERs, 1059s, or Article 15 actions.

d. Incomplete NCOERs. Only NCOERs that are in the iPERMS record will be viewed.

11. Submission of EPS packets: Senior Commands must upload EPS packets with all required documentation.

a. Soldiers assigned to Soldier Recovery Unit (SRU): BN CSMs will coordinate with Soldiers on medical hold in the SRU to determine who is best suited to process their EPS packet.

b. Mobilized Soldiers: Units will process EPS packets for deployed Soldiers using the 90-day rule. Units with attached personnel are responsible for coordinating with the unit of assignment to ensure each Soldier has a completed packet.

c. EPS packets will be uploaded to the respective Senior Command folder within General - EPS Actions Dropbox in accordance with the timelines listed in the annual EPS MOI. Naming convention is as follows: SSN_LASTNAME (example: 123456789_SNUFFY).

Chapter 5 – Filling Vacancies (SGT-SGM)

The following procedures are covered in this chapter. Click any procedure below to skip to its specific clarification/guidance.

Priority Placement List (PPL)
Select, Train, Educate and Promote (STEP)
Lateral assignment (optional)
Enlisted Promotion System Selections
EPS Selection Rules
Statewide Vacancy Announcement (SWVA)
Medical Management Activity (MMA)
00F Promotion List
Selection/Hiring Board (AGR Only)
Accepting/Declining Promotion
SWVA – Special Skills Positions
Excess personnel
ADOS Selections

1. Request for Fill (RFF) memorandum: Filling a vacant position begins with a RFF memorandum (Form Template #4) submitted from the unit level to the respective command level determined by the position rank (see paragraph 6 below). The AGMO 4104 (Form Template #5) is signed and dated on the initial date the attempt is made to contact a Soldier to fill the position.

2. Units will fill NCO vacancies utilizing the following the steps in sequence order as they appear below:

a. Priority Placement List (PPL)

b. Excess personnel

c. Lateral assignment (optional)

d. Enlisted Promotion System

e. Selection/Hiring Board (AGR Only)

f. Statewide Vacancy Announcement (SWVA)

3. Priority Placement List (PPL): The PPL consists of Soldiers who are over-grade, displaced due to re-organization/deactivation, and SFCs through SGMs currently in excess. Senior Commands send notice to the MPMO of personnel in these categories to add to the PPL. MSCs will contact Soldiers in order of the displacement date from the PPL that meet grade, MOS, and commuting distance criteria. The PPL is located on the GKN SharePoint site in the following location: *J1_Master_Library > PER-AB_Public > EPS.*

4. Excess Personnel: Promotion authorities may not fill positions by promotion if over grade or excess personnel are available within the travel limitations of AR 135-91.

5. Lateral Assignment (optional): Soldiers who are concurrent in grade and are duty MOS qualified may be reassigned to the vacancy.

6. Enlisted Promotion System Selections:

a. SGT and SSG: BNs will contact, select, and fill vacancies for SGT through SSG following the rules in paragraph 7. MSCs will validate these selections.

b. SFC and MSG: BNs will forward units RFF memorandum (Form Template #4) to their Senior Command. MSCs will contact, select, and fill vacancies for SFC through MSG positions following the rules in paragraph 7. PER-AB will validate these selections.

c. SGM: MSCs will forward RFFs for SGM vacancies to PER-AB to contact, select, and fill.

d. 1SG and CSM: Will be filled IAW chapter 6.

e. AGR (All Ranks): Human Resource Office (HRO) manages the AGR vacancy fill process. When a vacancy exists, an SF 52 is submitted through the chain of command to the HRO.

7. Selections are made off the EPS list using the rules in the order listed below:

a. Commands will begin at the top of the list and work their way down, bypassing Soldiers who are flagged or fall outside their elected mileage. Mileage is calculated by using the Defense Travel System (DTS) mileage calculator to determine distance from a Soldier's HOR to a particular armory.

b. AGR Only: The AGR Manager verifies which Soldiers are eligible IAW reference 1 para 7-4t, NGR 600-5, and the Missouri AGR Handbook. Soldiers must have their first 18 months of their initial AGR tour complete prior to selection.

c. If the selection criteria in paragraph 7a results in no selections, the Command will start back at the top of the list and contact those previously bypassed due to being outside of their elected mileage.

d. After a selection is made, the AGMO 4104, acceptance correspondence (email or text message), and a copy of the utilized EPL with remarks will be forwarded through the chain of command to the EPS Actions Dropbox Teams channel. Naming convention is as follows: *Action Type_Last Name_Date accepted _UIC (examples: PROM/TRF_SNUFFY_20230505_ W8AJAA or TRF ONLY_SNUFFY_20230505_W8AJAA).*

8. Accepting/Declining promotion and assignment: Upon making positive contact (Soldier acknowledges receipt by phone, text or email), Soldiers will have two full working days to accept or decline a position.

a. Soldiers will receive every opportunity for a position.

(1) The gaining Command will attempt to make positive contact for a minimum of three working days. This must include at least one phone call and email attempt per day. After three working days with no contact, the gaining Command will notify the unit of assignment (owning unit) who will then attempt to make positive contact for a minimum of two more working days. This must include at least one phone call and email attempt per day. For a deployed Soldier, the owning deployed leadership (1SG or Commander) will be responsible for making contact.

(2) After a minimum of five workings days, if no positive contact is made, the owning Readiness NCO or deployed leadership will provide a statement (email or memorandum format) confirming the attempts and result of negative contact. This should include an explanation for "no positive contact." The gaining Command S-1 will then prepare an affidavit validating the contact attempts and result of negative contact. Both the statement from the owning unit and the affidavit will be included in the final selection packet. The Command may proceed down the promotion list to the next eligible Soldier.

b. Declination of an assignment for which eligible and available will be in writing (email or text is acceptable). The Soldier's declination will be included in the selection packet. If a Soldier declines an offer for a promotion, the Command may continue down the list until the vacancy is filled. If written declination or a response after positive contact is not received within two days, the unit utilizes

the Declination Affidavit (Form Template #6) to confirm declination. Include documentation in the selection packet. The S-1 NCOIC or OIC will sign the affidavit.

(1) Soldiers who decline a promotion, or fail to respond after positive contact, that fall within the area of declination are removed from the promotion list.

(2) Military Technicians (MT) who decline promotion because of a compatibility or grade inversion will remain on the promotion list.

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

(b) Commands will ensure all MTs have been recommended to contact the Human Resource Office (HRO) for questions concerning compatibility and grade inversion issues.

(3) MDAY (excluding dual status) Soldiers offered positions with a mobilizing unit reporting to MOB site within 120 days, may decline the position and remain on the promotion list.

(4) ADOS/OTOT personnel on a long-term tour of 90 days or more who decline a promotion because it jeopardizes individual ADOS/OTOT status will be removed from the list until the condition that prevented the acceptance has expired. MSCs notify Actions Branch when the condition no longer exists.

(5) A Soldier who accepts a promotion and assignment to a unit 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.

9. Selecting from 00F promotion list (MOS immaterial positions): Selecting authorities utilize the 00F promotion list and follow the same rules outlined in paragraph 7 above. Soldiers who are contacted will be informed of possible bonus recoupment/termination conflicts. Soldiers with bonus recoupment/termination conflicts are authorized to decline without being removed from the CPMOS list but will be removed from 00F list.

10. AGR Selection/Hiring Board: Under no circumstances will interviews be conducted to select AGR personnel for higher grade positions against a promotion list. M-Day and AGR 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 on a valid promotion list and holds the position's MOS as either primary, secondary, or additional.

11. AGR Allocation Upgrade: AGRs, whose allocation is changed to a higher grade, may be promoted when fully eligible and on top of their respective promotion list.

12. Special Skills Positions: 15T UH-60 Helicopter Repairer (MOS 15T2F, 15T3F, and 15T4F) requires the Special Qualification Identifier (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". Upon exhaustion of this list, these positions require utilizing the Statewide Vacancy Announcement (SWVA) process to fill the vacancy. Soldiers selected for assignment utilizing the SWVA process must be fully qualified (SQI "F") prior to promotion. Soldiers who elect to only be considered for flying positions will not be offered non-flying positions.

13. Statewide Vacancy Announcement (SWVA): The SWVA process is detailed in reference 2. The following adds clarification, emphasis, and procedures:

a. Within 10 days of exhausting all EPS steps to fill a vacancy, BNs will submit a RFF (Form Template #4), identifying the need for a SWVA, through channels to the respective Senior Command's EPS Actions Dropbox Teams channel. Naming convention is as follows: *SWVA Request_Date Requested_DMOS_UIC (SWVA Request_20230505_42A4O_W8AJAA).*

b. PER-AB will generate the SWVA. RFFs must be submitted NLT 30 days prior to the expiration of the respective EPS list. Opening/closing rules are as follows:

(1) SWVAs are announced and open until filled or the expiration of the respective EPS list, whichever is earlier. SWVAs must be open for a minimum of 15 days before initial interviews may take place. Specific, further rules and guidance can be found on published vacancy announcements.

(2) Commands will specify on the SWVA request the number of days (minimum of 15) the announcement will be open before the first interview is conducted. If a selection is not made, the SWVA will remain open and commands may conduct additional interviews at their discretion until the date listed above (para 11b(1)), or a selection is made.

c. Selecting commands will use the SWVA Interview Board Results document (Form Template #7), to report the names of the applicants and the interview results. This document will be included with the final selection packet.

d. Interviews will 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.

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

f. The selecting official will be the unit Commander. The approval official will be the appropriate promotion authority based upon the vacant position grade.

g. The SWVA Interview Board Results Document, AGMO Form 4104-R, and the SWVA Statement of Agreement will be forwarded to the respective Senior Command's EPS Actions Dropbox Teams channel NLT 14 days from the date the interview resulting in selection adjourns. The selecting command is responsible for notifying all interviewed Soldiers of the results upon approval. Naming convention is as follows: *SWVA Selection_Date accepted_Last Name_DMOS _UIC (SWVA Selection_20230505_SNUFFY_42A4O_W8AJAA).*

h. Soldiers selected for an SWVA position, who are in a stabilization period, must obtain a BDE release memo to accept the position.

i. While SWVAs can be announced to all sources, priority consideration should be given to DMOSQ Soldiers. If the selection is a non-DMOSQ Soldier and other applicants are DMOSQ, the BN/BDE CSM will provide justification for the selection to the promotion authority. The BN CSM will provide justification for E5-E6 positions, and the BDE CSM will provide justification E7-E8 positions.

j. Soldiers must agree to become duty MOS qualified within one year. The MPMO may approve an extension beyond the one-year period.

k. Soldiers who are placed into higher-grade positions through the SWVA process must be on the current promotion list and be otherwise fully eligible to be promoted.

14. SWVA process to fill special skills positions**:** The following positions have mission essential requirements or special skills as a requirement for placement of qualified Soldiers. These positions require utilizing the SWVA process to fill vacancies. Soldiers selected for assignment and promotion of a special skill position must be fully qualified (ie. SQI and/or ASI) prior to promotion. Filling this position requires Senior Commands to work directly with PER-AB. RFFs for special skills positions may be submitted year-round without regard to EPS list expiration dates as the list is not utilized to fill these positions. The following positions have been identified as “Best Select” positions:

a. Regional Training Institute (RTI) Instructor (reference 2, para 2-23) and Inspector General (AR 20-1).

b. 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 JFHQ and Det 1, 179th Cyber Protections Team (CPT) have been identified as "Best Select" positions.

c. Command Maintenance Discipline Program (CMDP) inspection team positions and the 00F Executive Assistant positions within UIC W8AJAA.

d. 68W Flight Medics (MOS 68W2F, 68W3F, and 68W4F).

e. Aviation Standardization Instructor/Flight Instructor (positions with the N1 Additional Skill Identifier (ASI)) must be DMOSQ and currently have the ASI N1, attending ASI N1 school, or enrolled into ASI N1 school, 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 G3 School funding approval.

f. The SASMO Automation LOG Specialist, UIC W8AJAA, must currently have the primary MOS 92A with the award of ASI N8.

g. The EEO/EO Advisor NCO, UIC W8AJAA, must currently have the SQI Q, Equal Opportunity Advisor.

15. Select, Train, Educate, and Promote (STEP): Soldiers who are selected from the promotion list and assigned into a higher graded position without the required NCOPDS level.

a. Upon selection, Soldiers without the required NCOPDS will be coded “U5” and counseled on the requirement to complete NCOPDS IAW reference 1, Table 7-4.

b. Removal from selection status: Soldiers who exceed the timeline and meet one of the conditions outlined in reference 1, Table 7-4 and para 7-39e, may be removed from their higher graded position by the promotion authority.

(1) Commanders must follow the removal process outlined in the Removal from Selection Status policy, MPPM 18-001 located in the following location: *J1 Master Library > PER-AB Public > EPS GKN SharePoint folder.*

(2) Commanders will initiate bars to continued service and code Soldiers “W4” when Soldiers become “legacy” in their PME as defined by reference 3. In lieu of a bar to reenlistment, Soldiers may request voluntary administrative reduction to the next lower grade in which they meet the current PME requirements.

(3) Soldiers will be reassigned to the first available vacancy commensurate with their current grade and MOS.

16. Selecting Soldiers on Active Duty Operational Support (ADOS):

a. T32 and T10 ADOS Soldiers selected for promotion require a memorandum of approval from both Senior Command and ADOS chain of commands. This approval allows Soldiers to remain on ADOS in the promotable status. The memorandum will be included in the selection packet. If disapproved, the Soldier will remain on the list and be available for selection.

b. T32 and T10 ADOS/OTOT personnel on a long-term tour of 90 days or more who decline a promotion because it jeopardizes individual ADOS/OTOT status will be removed from the list until the condition that prevented the acceptance has expired. Senior commands notify PER-AB when the condition no longer exists.

17. Selecting Soldiers assigned to MMA: Soldiers selected for promotion who are in the MMA will remain in the MMA. Senior Commands will notify PER-AB after selecting a Soldier in the MMA. Selecting authorities will then continue executing the EPS process to fill the position with a Soldier not in the MMA.

Chapter 6 – Filling Vacancies (1SG, BN CSM, BDE CSM)

1. Clarification and emphasis to the following procedures covered in this chapter are as follows:

a. 1SG Fill Procedures

b. CSM Fill Procedures

d. AGR/MT Command Leadership Assignment Program (CLASP)

2. Filling 1SG positions: The selection process for filling 1SG positions will be by a 'Best Qualified' Leadership Board. The respective Brigade Commander (selecting official) is the approval authority.

a. Units will initiate an RFF (Form Template #4) when a unit 1SG vacancy occurs and submit the RFF through their chain of command to their MSC. The MSC will:

(1) Consider current 1SGs statewide for a lateral transfer. Current serving 1SGs are defined as those who were serving as a 1SG on the day the EPS board convened, 23 October 2023.

(a) The MSC S-1 will initiate transfer if the 1SG identified is within the Senior Command.

(b) 1SGs selected from outside the MCS require approval from both MSC commanders (in the form of an LOA and LOR), as well as concurrence from the State CSM. Upon approval, the request will be sent to MCMB, Actions Branch. Upon receipt, Actions Branch will initiate the transfer.

(2) If no 1SGs are identified for lateral transfer, the MSC will forward the RFF to Actions Branch.

b. Actions Branch will validate the vacancy and generate a 1SG Selection Certificate for the MSC to action. The certificate will remain open for 45 days allowing all candidates the opportunity to interview. Certificate candidates include:

(1) MDAY SFCs and MSGs: The certificate will only include those MSGs and SFCs, listed alphabetically, who hold the respective MOS as a PMOS, SMOS, or AMOS. If no selection is made from the first certificate, a second certificate will be generated to include all eligible Soldiers on the 1SG Consideration List.

(2) AGR Soldiers are eligible for a 1SG position when their MTOE assignment is within the supported chain of command. For example, AGR Soldiers serving at the Battalion level could serve as a First Sergeant in subordinate companies within the Battalion; AGR Soldiers serving at the Brigade level could serve as a 1SG in subordinate companies within the Brigade; or AGR Soldiers serving at JFHQ, or any TDA unit, could serve statewide.

(a) AGR MSGs: Eligible for 1SG CLASP (see para 4 below).

(b) AGR SFCs: SFCs who were boarded for 1SG and meet the Zone of Consideration may only fill 1SG positions that have been annotated as AGR. (Only AGR SFCs who hold 11 series, 13 series, or 74D as a PMOS, SMOS, or AMOS are to be considered for 1SG.)

c. 1SG Selection Boards will consist of the BN CDR (Board President), the CO Commander and the BN CSM at a minimum.

d. 1SG Selection Boards for AGR 1SG positions will consist of BN CDR or BDE AO (minimum grade O5), BN CSM or BDE Ops SGM, and the SCSM/ CSEL. The BN CDR may authorize any additional personnel he/she deems necessary.

e. The 1SG Selection Board President (BN CDR) 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 boards consist of a female or minority member when female or minority applicants are considered.

(3) Serve as the selecting supervisor and sign the 1SG Selection Certificate upon making a selection.

f. Once a Soldier is selected and approved, the Senior Command will forward the completed certificate to their EPS Actions Dropbox Teams channel.

g. A Soldier selected for 1SG will be assigned, promoted if necessary, and laterally appointed concurrently.

3. Filling CSM positions: CSM positions may be filled by either lateraling a CSM currently serving at the same level (BN to BN or BDE to BDE, or by a 'Best Select" Leadership Board.

a. CSM laterals will be worked between MSC Commander(s) and CSM(s), ATAG(s), and SCSM/CSEL.

b. To fill via 'Best Select' leadership board, the MSC will initiate a RFF.

(1) Actions Branch will validate the vacancy and generate a CSM Selection Certificate for the MSC to action. The certificate will remain open for 45 days allowing all candidates the opportunity to interview. Certificate candidates include:

(a) All CSMs, and Soldiers on the respective CSM list, who hold the respective MOS as a PMOS, SMOS, or AMOS. If no SMs meet this criteria, the certificate will include all currently serving CSMs and Soldiers on the respective CSM Consideration List.

(b) AGR Soldiers are eligible for CSM consideration within their respective Senior Command or statewide if assigned to a TDA unit.

c. Board Makeup:

(1) BN CSM Selection Boards will consist of the BDE CDR (Board President), BN CDR, BDE CSM, and the SCSM/CSEL. The BDE CDR may authorize any additional personnel he/she deems necessary. The MPMO will identify O6 Board Presidents for those O5 commands lacking an O6 in their chain of command.

(2) BDE CSM Selection Boards will consist of the Assistant AG (Board President), BDE CDR, and the SCSM/CSEL. The Assistant AG may authorize any additional personnel he/she deems necessary.

(3) The Selection Board for the AGR BN CSM position with the Recruiting and Retention BN will consist of the Director of Manpower and Personnel (selecting official), the SCSM/CSEL, and the RRBN CDR.

d. The CSM Selection Board President will:

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

(2) Ensure boards consist of a female or minority member when female or minority applicants are considered.

(3) Serve as the selecting supervisor and sign the CSM Certificate upon making a selection.

e. If a certificate consists of 20 or more eligible Soldiers the board president may take the following steps.

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

(2) If more than 10 Soldiers want to interview, the 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 CSEL or all personnel that will sit on the interview board.

(4) The paper board may not narrow the pool to less than 5 Soldiers.

f. Once a Soldier is selected, the Senior Command will forward the signed CSM Certificate to their respective Assistant AG (selecting official) for final review and approval. Approved certificates will then be forwarded to Actions Branch for processing.

g. If no selection is made from the initial certificate, a second certificate will be generated and will include all currently serving CSMs and Soldiers on the respective CSM Consideration List.

h. The Adjutant General will nominate the selected Soldier for the next scheduled NGB (DA) CSM selection board, if required.

4. Military Technician and AGR Command Leadership Assignment Program (CLASP). NGR 600-5 addresses this topic. Key points include:

a. CLASP packets, when required, are completed by the Senior Command in which the Soldier will be assigned and are submitted to the HRO. The required documents to acquire a CLASP are contained in Form Template #9.

b. A military technician leadership assignment must not result in a grade inversion.

c. AGR Soldiers may not exceed their full-time authorized grade position. Promotions based on CLASP assignment are not authorized. AGR Soldiers assigned to a CSM or 1SG billet must also be assigned to an equally graded FTS position at the JFHQ, TDA, or higher headquarters in the chain of command.

d. CLASP leadership assignments are not to exceed three years.

e. An ARNG full time support member is not allowed more than one CLASP assignment per level as 1SG, BN CSM, or BDE CSM.

f. Senior Commands must obtain approval by the Chief of Staff (COS) with advisement from the CSEL prior to initiating an RFF on an enlisted vacancy created by a CLASP. The request for approval will be in memorandum format and sent through the HRO.

Chapter 7 – Eligibility Criteria for (Pin-on) Promotion

1. Requirements:

a. NCOPDS:

(1) MSGs/1SGs 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.

(2) SFCs must graduate Master Leader Course (MLC) for promotion to MSG.

(3) SSGs must complete all phases of the Senior Leader Course (SLC) for promotion to SFC.

(4) SGTs must complete all phases of the Advanced Leader Course (ALC) for promotion to SSG.

(5) SPC/CPLs must complete Basic Leader Course (BLC) for promotion to SGT.

(6) IAW reference 5, until superseded or rescinded, Commanders may request to waive the above PME completion requirements for temporary, conditional promotions. Soldiers are eligible provided they are otherwise fully qualified.

b. Security Clearance:

(1) Per the FY24/FY25 MTOE, all NCO positions require a minimum of a secret security clearance or higher. To be eligible for selection, Soldiers must not have a denied or revoked security clearance.

(a) Upon selection, Soldiers who do not have the required security clearance must be counseled by their current command stating that they have 30 days to initiate the security clearance application. The counseling will state that if the Soldier fails (not the unit) to initiate the security clearance application then he/she will be reduced and removed from selection status. Approval authority for this reason is the MPMO. All requests must include the counseling statement.

(b) If all other promotion eligibility criteria is met, Soldiers may be conditionally promoted after the counseling has been signed and completed.

(2) In addition to the FY23 and FY24 MTOE, the DA PAM 611-21 provides MOS specific security clearance requirements.

(3) Soldiers who lose their required clearance for cause (denied or revoked) will be removed from the promotion list IAW reference 1, para 7-4c.

c. SRO (Service remaining obligation) for promotion to SFC through SGM is 36 months. Per reference 3, there is no SRO for promotion to SGT and SSG.

d. Stabilization: The Soldier must report for duty in the position to which promoted, comply with a reassignment order, if issued, and serve at least 18 months in the duty position from the effective date of promotion before becoming eligible for voluntary reassignment. If the stabilization period differs because of a special skill, it will be annotated in the job announcement IAW the correlating regulation.

Chapter 8 – EPS List Content Guidance

EPS Lists are published digitally by rank and can be found on the GKN SharePoint site in the following location: *J1_Master_Library > PER-AB_Public > EPS*. The lists are in excel format and have 3 tabs ("CPMOS EPS List", "00F List", and "Actioned from List"). The following examples provide guidance and clarification to the contents of the EPS lists.

Figure 1-1

Soldiers are listed and selected in order from highest to lowest in their particular MOS

Soldiers who elect to ONLY be considered for flying positions. These Soldiers are ineligible to be selected for any other positions.

Soldiers with EPS Control Numbers in the "Remarks" column are already in higher graded positions and are ineligible for selection.

Soldier is not added to promotion list until reaching expanded zone date

Soldiers current UIC

AGR Soldier pending completion of all pin-on eligibility requirements

Technician incumbency. Soldier in higher graded slot waiting to be at the top of the list in his/her CPMOS to be promoted.

SWVA selected Soldier awaiting completion of all pin-on eligibility requirements.

Soldier moved to higher graded slot due to AGR allocation position change. Soldier eligible for promotion pending completion of pin-on requirements.

EXAMPLE EPS LIST

UIC	NAME	CPMOS	STATUS	MILEAGE	ZIP CODE	EXPANDED ZONE	SQI "F"	REMARKS
WV21C0	SNUFFY JOE MIKE	15T	TECH	50	65084			
WV21C0	Last First Middle	15T	AGR	SW	64501	14-Apr-24	X	
WP52AA	Last First Middle	31B	MDAY	SW	66224			
WPN7T0	Last First Middle	31B	AGR	SW	64063	15-Sep-22		
WV21A1	Last First Middle	35M	AGR	SW	64155			20-0780 AGR
W97NA1	Last First Middle	35T	MDAY	SW	65747			
W8AJAA	Last First Middle	36B	MDAY	100	65109			21-0182 STEP
WY3VT0	Last First Middle	42A	TECH	150	65536			17-0703 INCUMBENT
WPF1T0	Last First Middle	42A	MDAY	100	65583			20-0640 SWVA
WP1PAA	Last First Middle	42A	AGR	SW	63640			
WP8TAA	Last First Middle	42A	AGR	SW	63801			20-0380 AGR
W8AJAA	Last First Middle	42A	TECH	SW	65556			
W8AJAA	Last First Middle	42A	TECH	50	65203	2-Jun-22		
WX7KAA	Last First Middle	42A	AGR	SW	64086			19-0419 NO FILL
WQKRAA	Last First Middle	42R	MDAY	SW	65251			
WXAHAA	Last First Middle	56M	MDAY	SW	62305			20-0916 SWVA
WP5ZAA	Last First Middle	68K	MDAY	150	63146			
WVBZT0	Last First Middle	68W	AGR	SW	64093			20-0069 AGR
WP4NT0	Last First Middle	68W	MDAY	100	64118			21-0399 STEP
W8ZEAA	Last First Middle	68W	MDAY	150	63301			

Soldier status (AGR/Tech/M-Day). AGR Soldiers are not eligible for selection for Tech and M-Day positions.

Mileage is calculated by using the DTS mileage calculator to determine distance from a Soldiers zip code to a particular armory

Soldier previously selected off EPS list without having qualifying PME for the next higher grade.

Figure 1-2

Soldiers are selected off of the 00F list based off of specific position criteria identifying the eligible CPMOS(s) in the FY23 00F Memorandum located in the EPS shared drive folder

EXAMPLE 00F EPS LIST

UIC	NAME	CPMOS	STATUS	MILEAGE	ZIP CODE	EXPANDED ZONE	REMARKS
Y3VT0	SNUFFY JOE MIKE	92Y	TECH	SW	65804		
8AJAA	Last First Middle	91B	AGR	SW	65109		
Y3VT0	Last First Middle	42A	TECH	150	65536		21-0177 AGR
PN7T0	Last First Middle	42A	MDAY	SW	64055		
VBZE0	Last First Middle	91B	AGR	SW	65556		
VBZT0	Last First Middle	68W	AGR	SW	64093		20-0069 AGR
QRKAA	Last First Middle	92Y	MDAY	SW	64089		
PN7D0	Last First Middle	11B	AGR	SW	65301		20-0774 AGR
90203	Last First Middle	92F	AGR	SW	65613		19-0372 AGR
QC0AA	Last First Middle	91D	MDAY	SW	64081		
QKRAA	Last First Middle	42R	MDAY	SW	65251		
97NA1	Last First Middle	25U	MDAY	SW	62221		18-0970 SWVA
8AJAA	Last First Middle	91H	MDAY	50	65063		17-0703 INCUMBENT

Figure 1-3

Information regarding reason Soldier is taken off of EPS list (Action_EPS Number_Action Type)

EXAMPLE "ACTIONED FROM LIST"

UIC	NAME	CPMOS	STATUS	MILEAGE	ZIP CODE	EXPANDED ZONE	REMARKS
Y3VA0	SNUFFY JOE MIKE	15R	MDAY	SW	65101		PROMOTED 19-0609 SWVA
PSZAA	Last First Middle	42A	AGR	SW	65109		PROMOTED 21-0092 AGR
TQVG2	Last First Middle	68W	MDAY	50	64029		DECLINED 21-0126
TQVG2	Last First Middle	68W	TECH	100	65552		DECLINED 21-0126
X2MAA	Last First Middle	91L	TECH	150	63701		PROMOTED 19-0126 SWVA

Chapter 9: Personnel Eligibility Rosters (Example)

To SGT and SSG:

SPC/CPL to SGT Consideration Eligibility Criteria:	To SGT/SSG Personnel Eligibility Report	SGT to SSG Consideration Eligibility Criteria:
TIG <= 1DEC21		TIG <= 4AUG21
Must complete SSD/DLC 1 NLT 1DEC21		Must Complete BLC/WLC and SSD/DLC 2 NLT 1DEC21

Emplid	Member Name	UIC	ATCH UPC	Current Organization	DMOS	PMOS	RANK	DOR	PEBD	ETS Date	Active ASCOs	Remarks
1234567890	LAST FIRST MIDDLE NAME	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20180412	20090212	20240211	B7	Not Eligible; DLC 1 not complete
1234567891	LAST FIRST MIDDLE NAME	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20190402	20071130	20250328	B7	Eligible
1234567892	LAST FIRST MIDDLE NAME	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20190402	20110324	20220323	B7	Not Eligible; UNSAT
1234567893	LAST FIRST MIDDLE NAME	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13J1	13J1	SPC	20180404	20160404	20250404	W5	Eligible
1234567894	LAST FIRST MIDDLE NAME	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20021207	20010329	20250328	B7	Eligible
1234567895	LAST FIRST MIDDLE NAME	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20180523	20160909	20250908	B7	Eligible
1234567896	LAST FIRST MIDDLE NAME	WP4NA0		BATTERY A, 1ST BATTALION 129TH	92Y1	92Y1	SPC	20131204	20090205	20270204		Not Eligible; DLC 1 not complete
1234567897	LAST FIRST MIDDLE NAME	WP4NA0		BATTERY A, 1ST BATTALION 129TH	92Y1	92Y1	SPC	20121017	20040927	20260326	P1	Eligible
1234567898	LAST FIRST MIDDLE NAME	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20131204	20120131	20240130	B7	Not Eligible; DLC 1 not complete

To SFC and Above:

Soldier Grade	Mil Rank	Member Name	UIC	ATCH UPC	Jobcode	PMOS_AOC	Highest Military Education Leve	Active ASCOs	Remarks
E6	SSG	LAST FIRST MIDDLE NAME	WP4NA0		13B4	13B3	U	B7, C4	
E6	SSG	LAST FIRST MIDDLE NAME	WP4NA0		13B3	13B3	U	B7, C3	
E6	SSG	LAST FIRST MIDDLE NAME	WP4NA0		13B3	13B3	W		
E6	SSG	LAST FIRST MIDDLE NAME	WP4NA0		13B3	13B3	V	B7	
E6	SSG	LAST FIRST MIDDLE NAME	WP4NA0		13J2	13J3	W	B7, C3, U5	
E6	SSG	LAST FIRST MIDDLE NAME	WP4NA0		13B4	13B3	U	B7, C4	
E6	SSG	LAST FIRST MIDDLE NAME	WP4NA0		13J3	13J3	U	B7	
E6	SSG	LAST FIRST MIDDLE NAME	WP4NA0		13B3	13B3	U	B7, U5	
E6	SSG	LAST FIRST MIDDLE NAME	WP4NA0		13B3	13B3	W		
E6	SSG	LAST FIRST MIDDLE NAME	WP4NA0		92Y3	92Y3	U	W5	

TAB 2 (Individual SM Promotion Points) of the E4 and E5 Personnel Eligibility Rosters (Example)

E4 to E5:

						Max: 160	Max: 120	Max: 145	Max: 40	Max: 110	Max: 90	Max: 135	Max: 800	
SR_CMD	Emplid	Member Name	UIC	ATCH UPC	RANK	Weapon Points	ACFT/APFT Points	Awards Points	PME Points	Resident Training Points	Computer Training Points	Civilian Education Points	TOTAL POINTS	Remarks (manual input)
110th MEB	1234567891	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1212121212	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1313131313	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1414141414	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1515151515	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1616161616	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1717171717	LAST FIRST MIDDLE	WP4NA0		SPC									

E5 to E6:

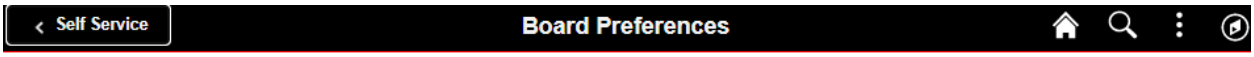
						Max: 110	Max: 120	Max: 165	Max: 40	Max: 115	Max: 90	Max: 160	Max: 800	
SR_CMD	Emplid	Member Name	UIC	ATCH UPC	RANK	Weapon Points	ACFT/APFT Points	Awards Points	PME Points	Resident Training Points	Computer Training Points	Civilian Education Points	TOTAL POINTS	Remarks (manual input)
110th MEB	1234567891	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1212121212	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1313131313	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1414141414	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1515151515	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1616161616	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1717171717	LAST FIRST MIDDLE	WP4NA0		SGT									

MAKING YOUR EPS ELECTIONS IN IPPS-A

1. Login to IPPS-A (link provided below) and select the Self Service homepage.

https://hr.ippsa.army.mil

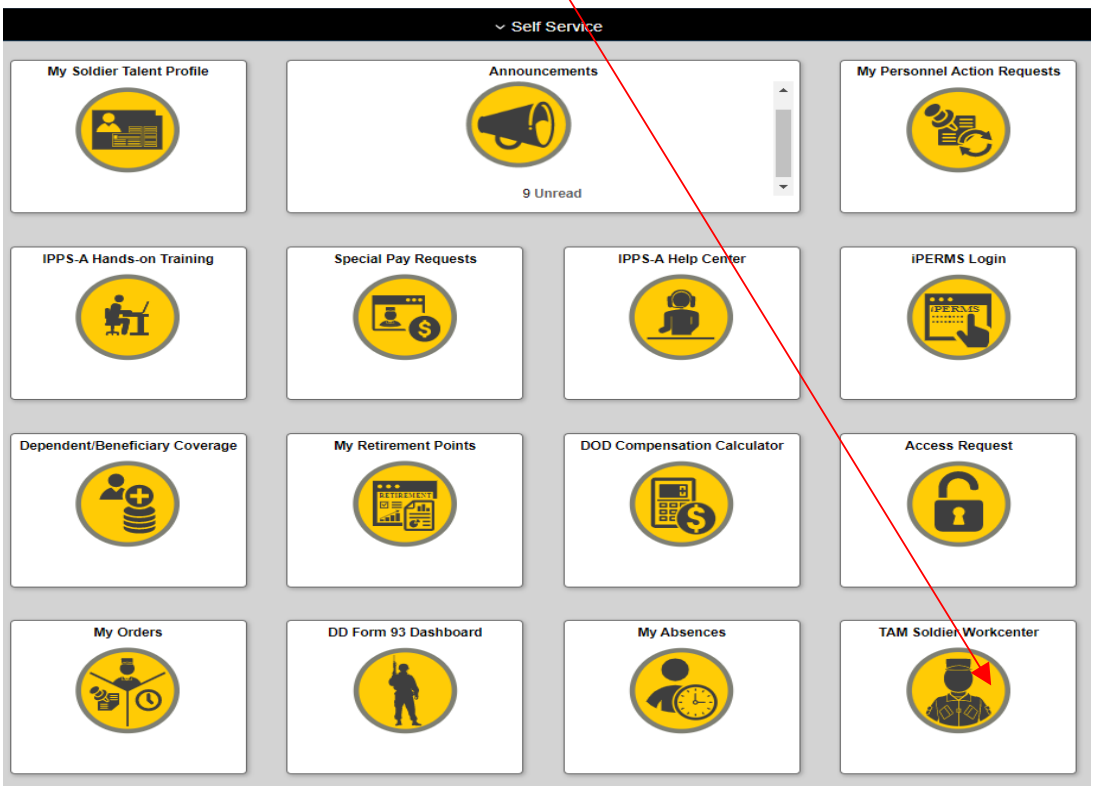
2. **E8s ONLY:** Select "Promotion Board Preferences". If you receive the screen displayed below, you are not currently eligible for consideration to E9. E8s that are not eligible for E9 must make their 1SG elections by submitting a NGB Form 4100-1B along with the required documentation in the FY24 EPS Checklist.



You are not currently on any active promotion boards.

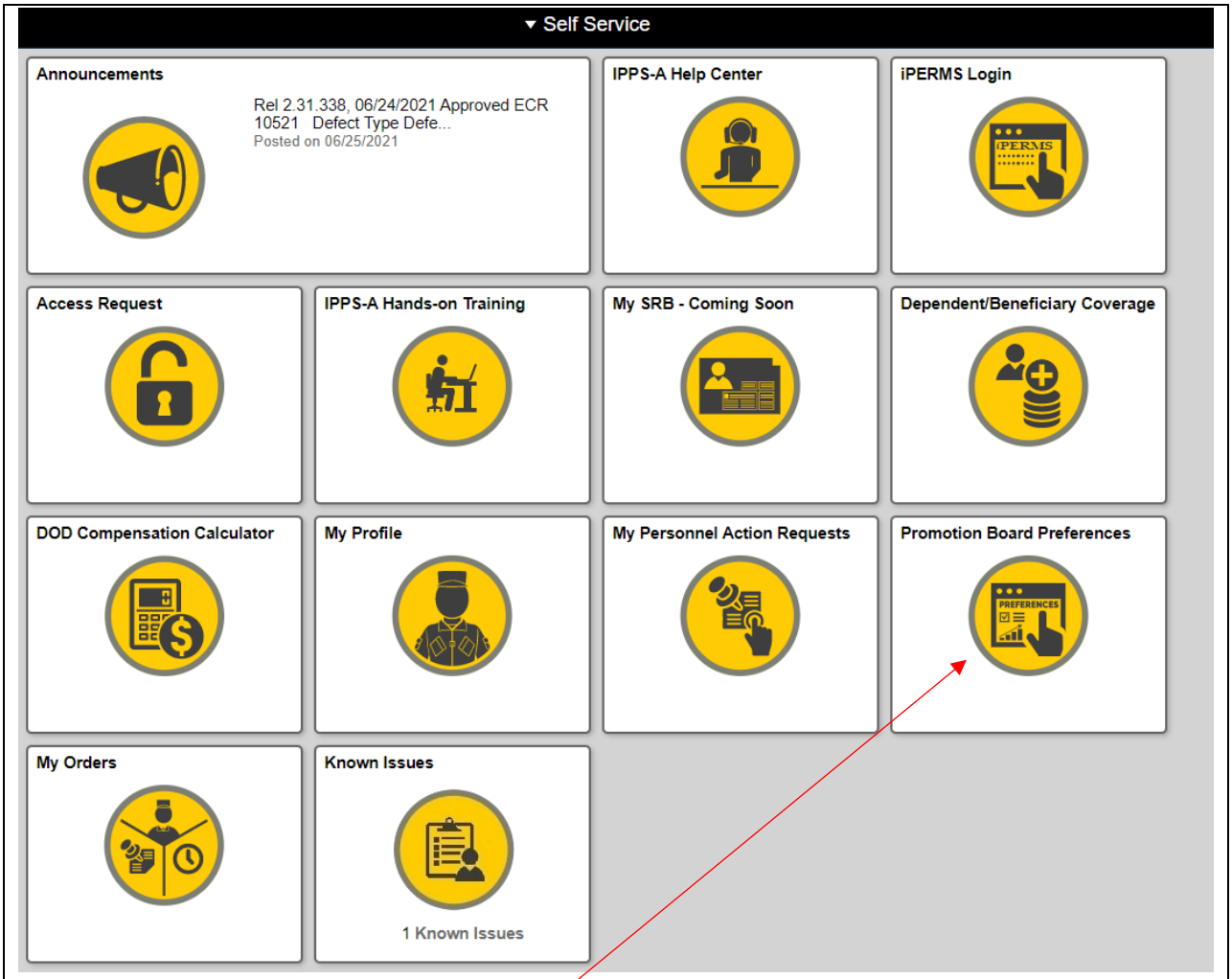
3. **E9s ONLY:** SGMs must make their BN and/or BDE CSM elections by submitting a NGB Form 4100-1B along with the required documentation in the FY24 EPS Checklist.

4. Prior to making elections, ensure your administrative data is current and correct by clicking the "TAM Soldier Workcenter" tile.

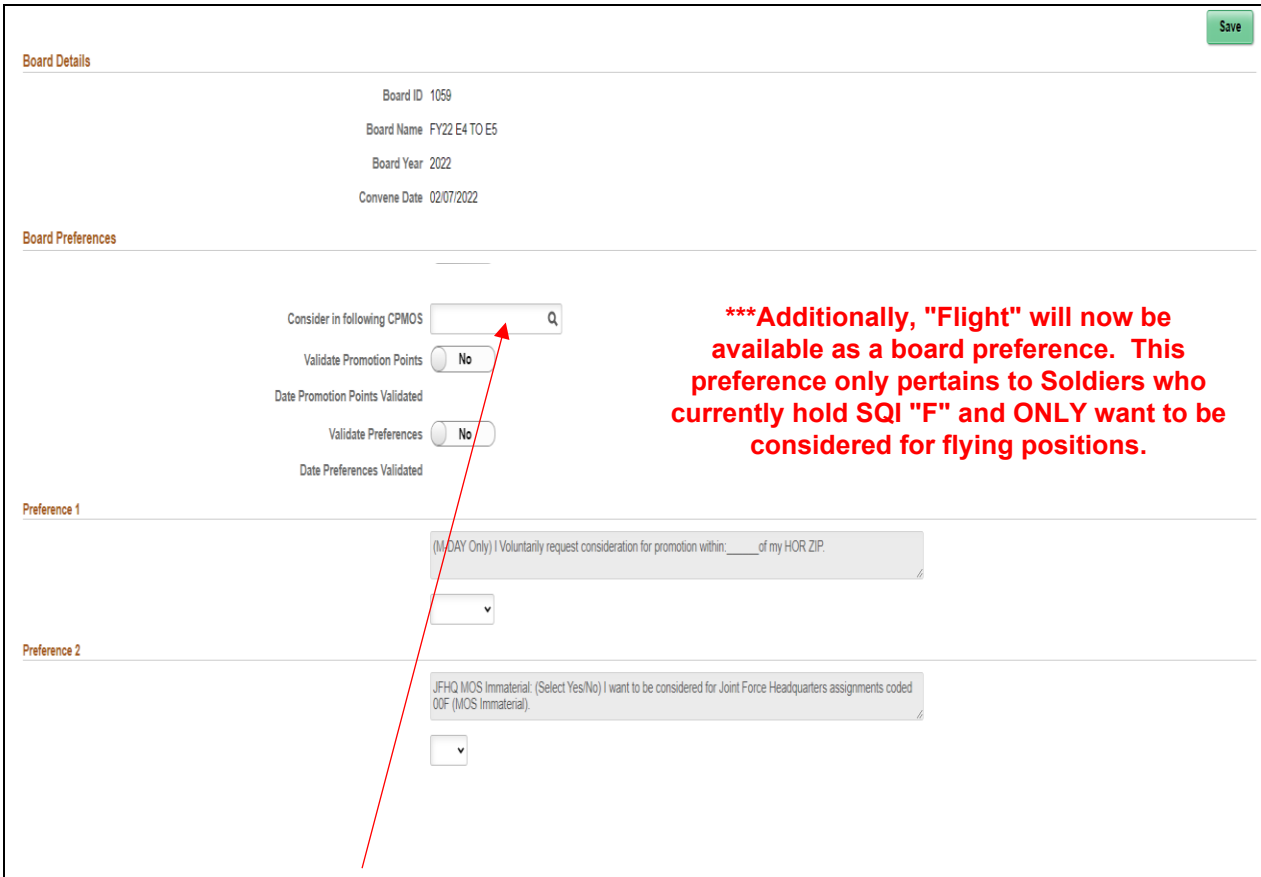


5. Select “My Profile” and validate that your profile is accurate and up to date (ie. education, qualifications, awards, etc.).

6. After validating that your data is current and correct, return to the “Self Service” homepage by hitting the home button.

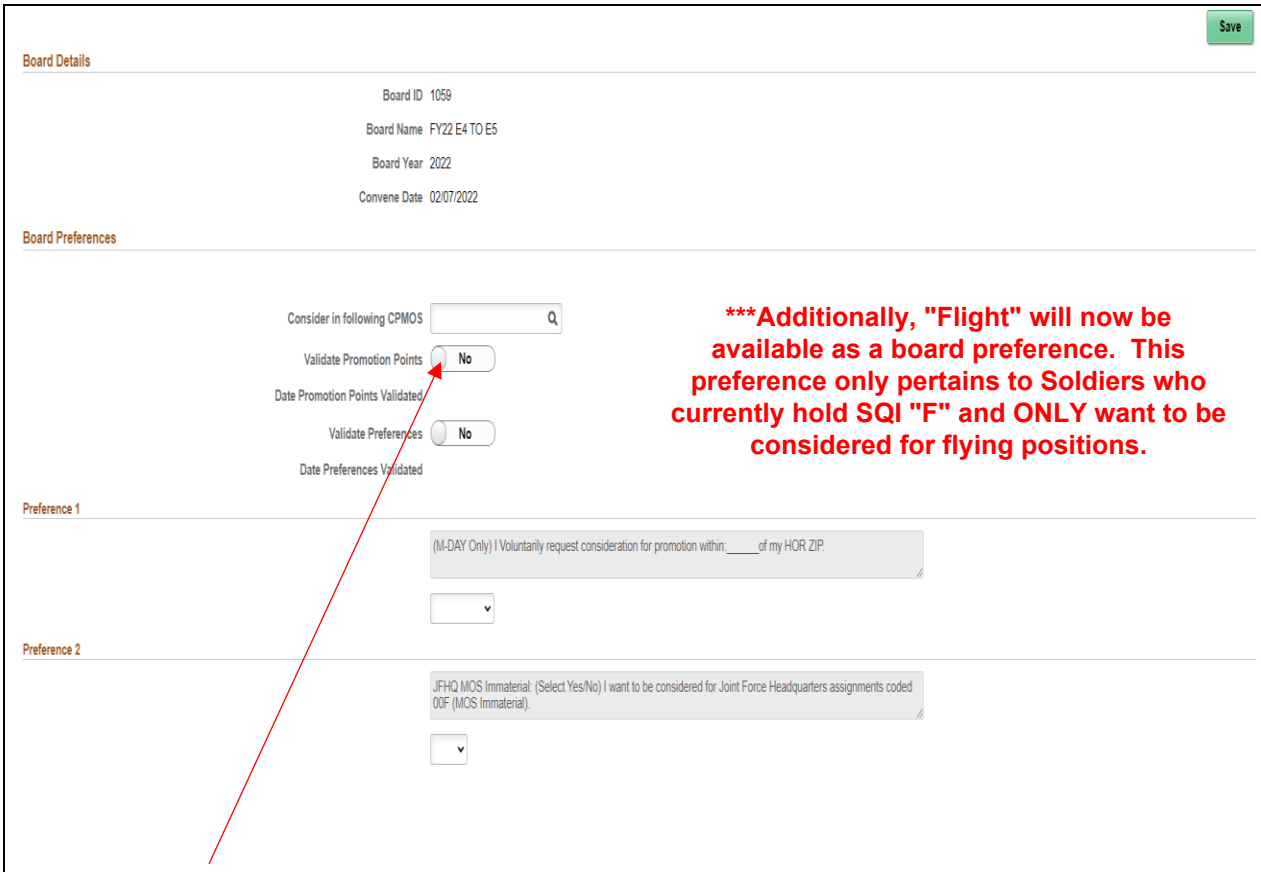


7. Select the “Promotion Board Preferences” tile.



8. **Consider in the following CPMOS:**

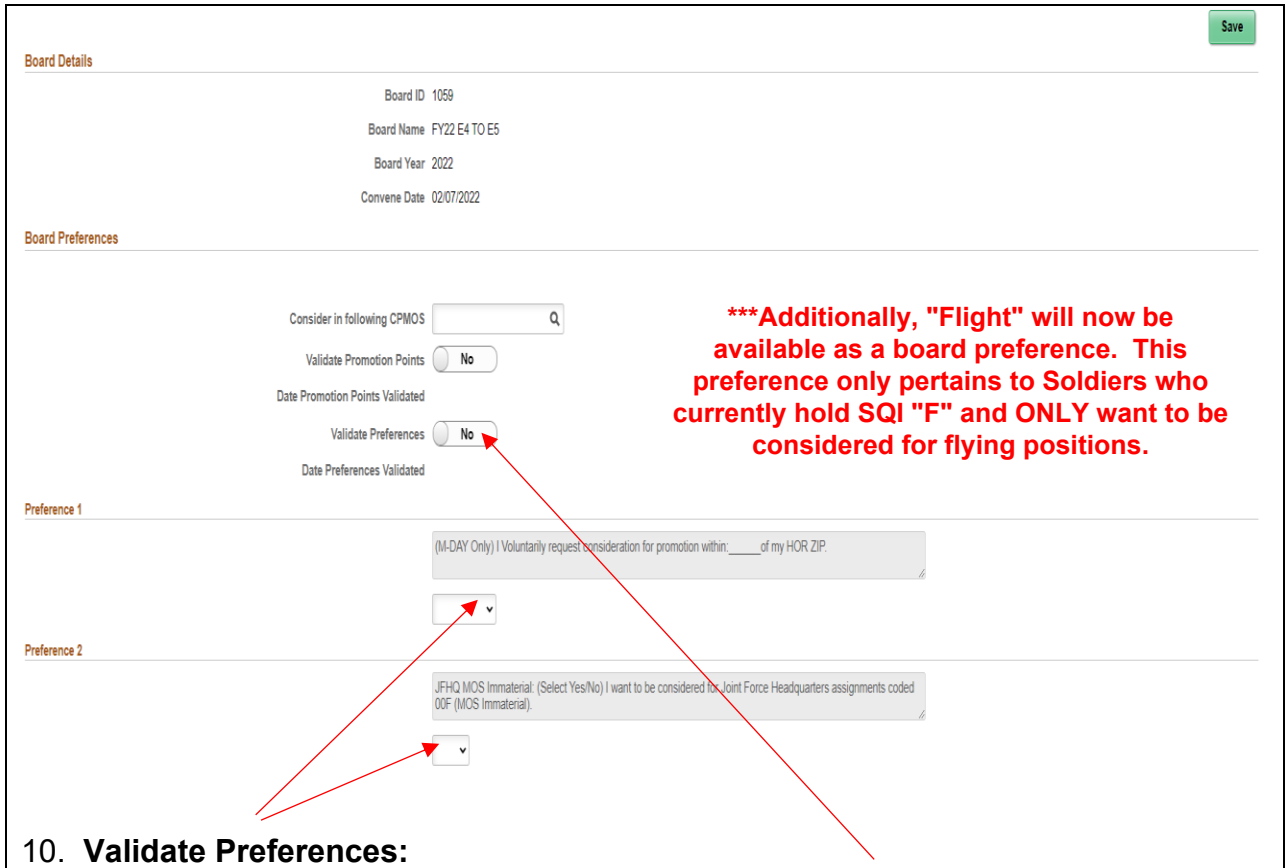
This is your current PMOS unless you have an approved CPMOS Change Request for the FY24 EPS Cycle. This request is routed through your chain of command and approved by the MPMO.



9. **Validate Promotion Points:**

After validating your promotion points using the “My Profile” tile (steps 4-6), select “Yes”.

**This only applies E4s and E5s. E6s and above will not receive administrative promotion points and will not be given this option.

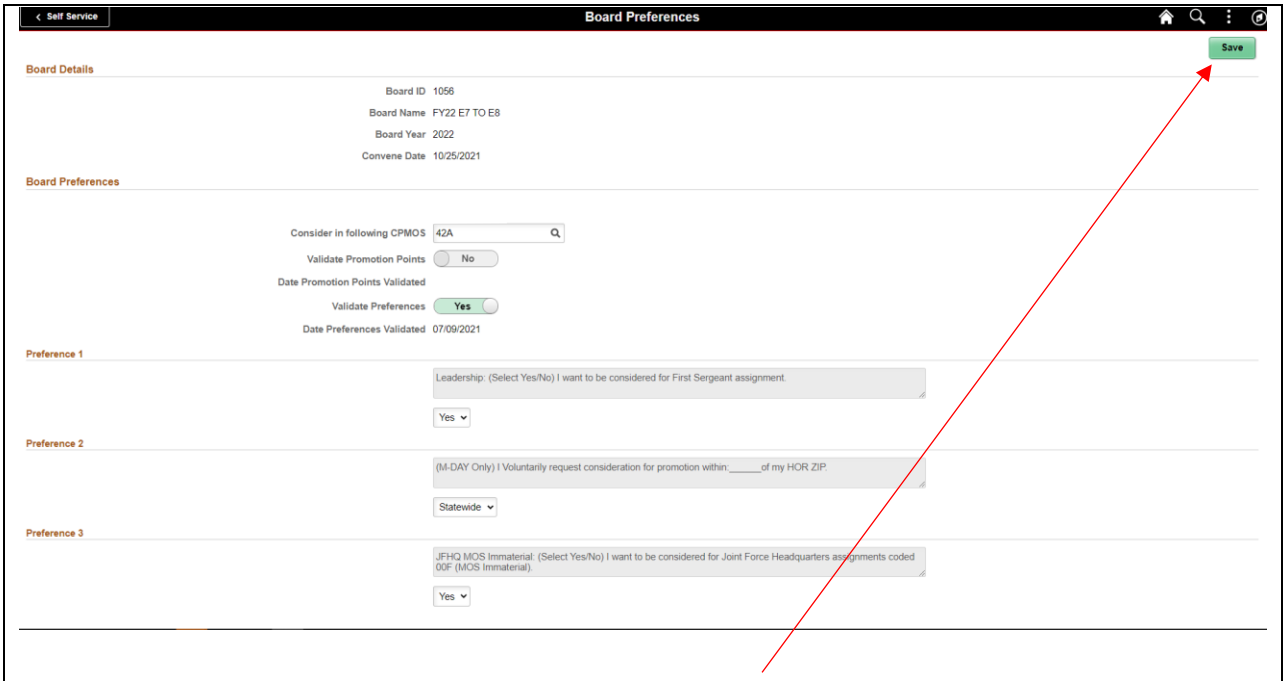


10. **Validate Preferences:**

<u>E4s, E5s and E6s:</u> Select your preferences to mileage and 00F. After making both elections, select “Yes” next to “Validate Preferences”.

<u>E7s:</u> Select your preferences to mileage, 00F, and 1SG consideration. After making elections, select “Yes” next to “Validate Preferences”.

<u>E8s:</u> Select your preferences to mileage, 00F, 1SG, and BN CSM consideration. After making elections, select “Yes” next to “Validate Preferences”.



11. When you are finished making your elections, click the “Save” button in the right hand corner of the screen and log out.

12. DO NOT include NGB Form 4100s in EPS packets for those Soldiers making elections through IPPS-A.

COMMANDERS RECOMMENDATION OF CONSIDERATION ELECTIONS IN IPPS-A

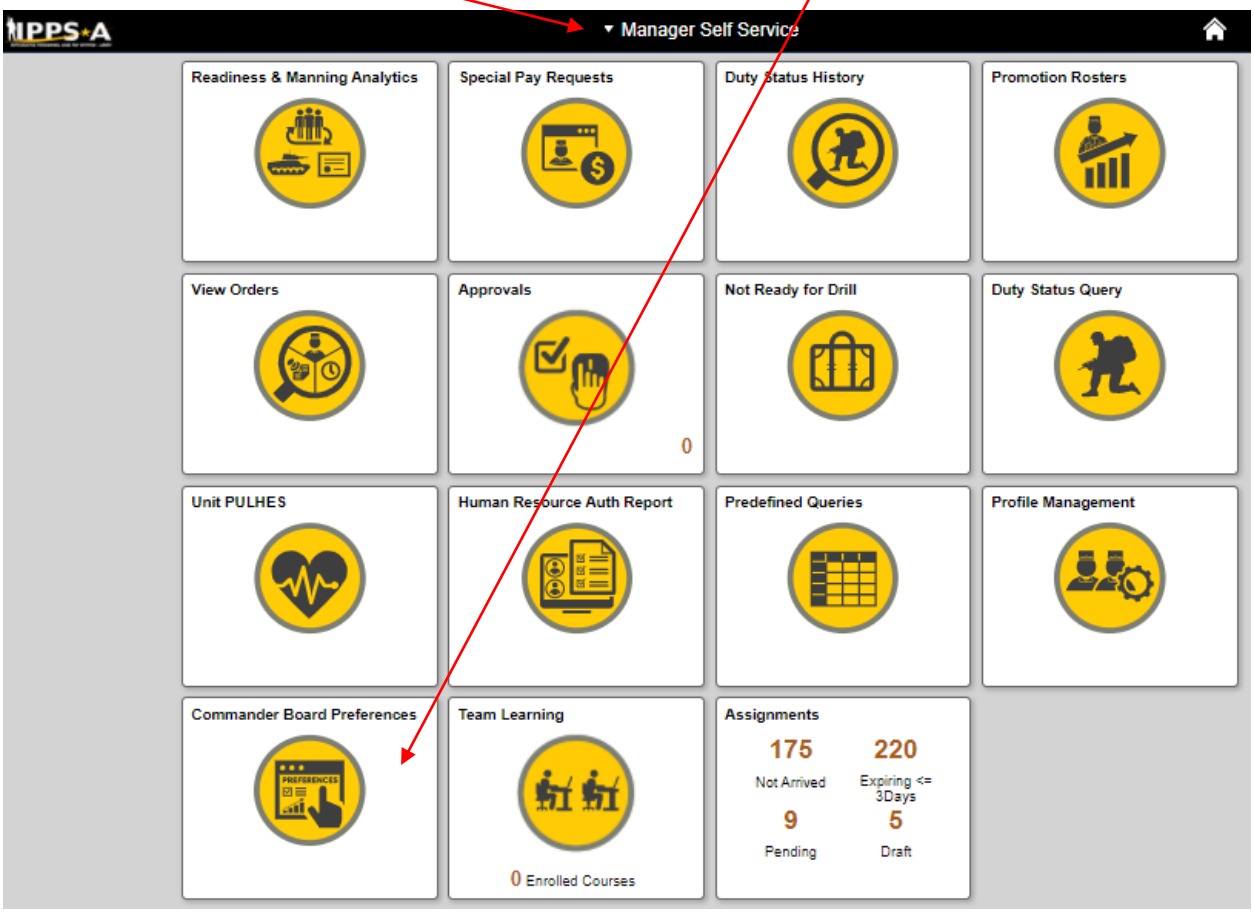
There are 2 ways that Commanders or their delegates can make recommendations. Procedure 1 shows how to make recommendations without the additional promotion role (slower process) and procedure 2 with the additional promotion role (faster process). Delegates have to use procedure 2 in order to make recommendations for their Commander.

PROCEDURE 1:

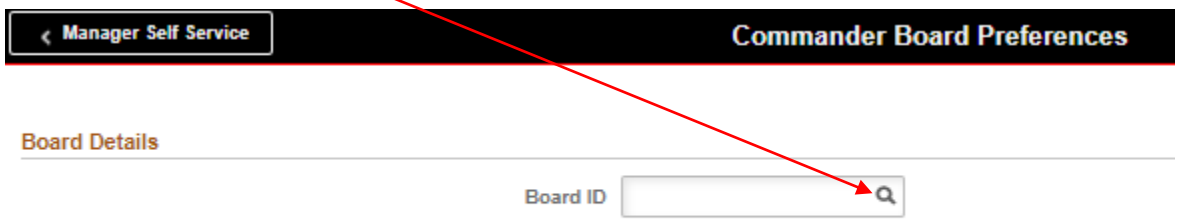
1. Login to IPPS-A (link provided below) and select the Manager Self Service homepage.

https://hr.ippsa.army.mil

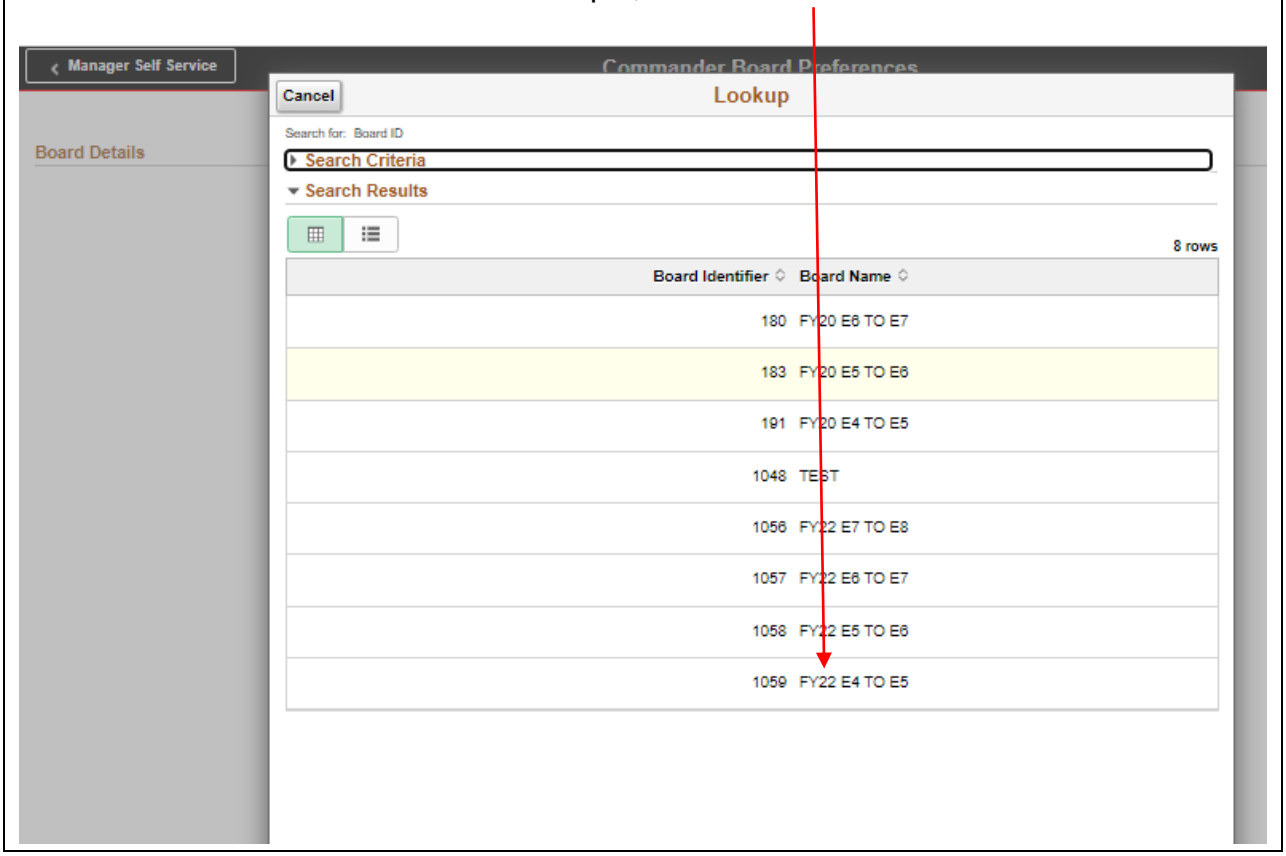
2. Under Manager Self Service, click the "Commander Board Preferences" tile.

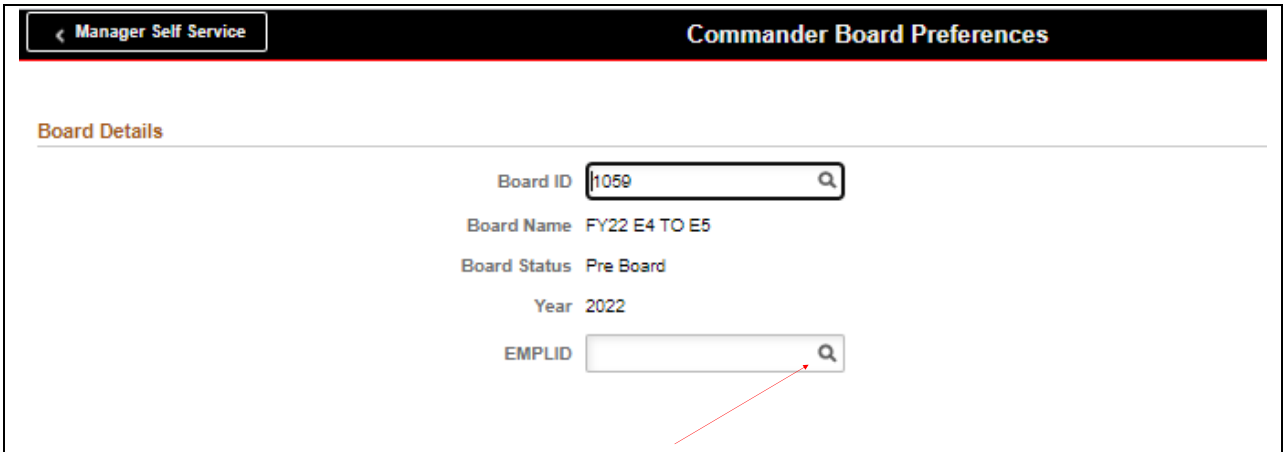


3. Click the magnify glass



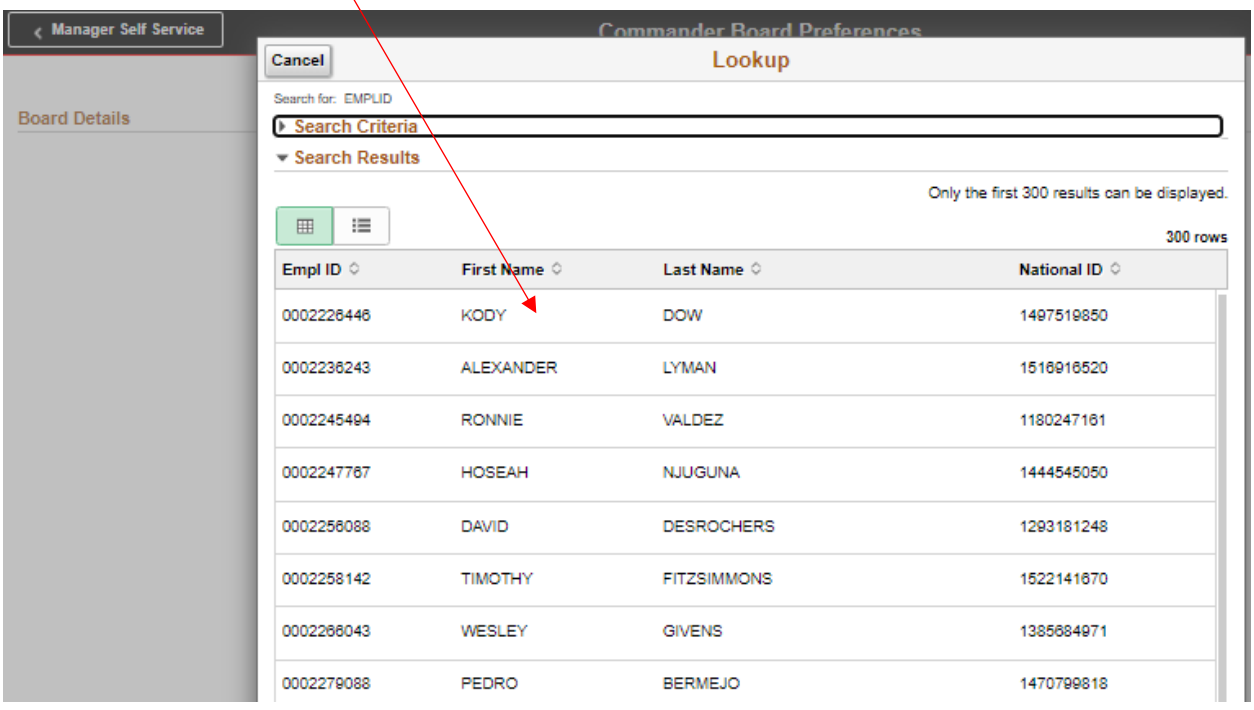
4. Click the desired board. In this example, the FY24 E4 to E5 board is used.

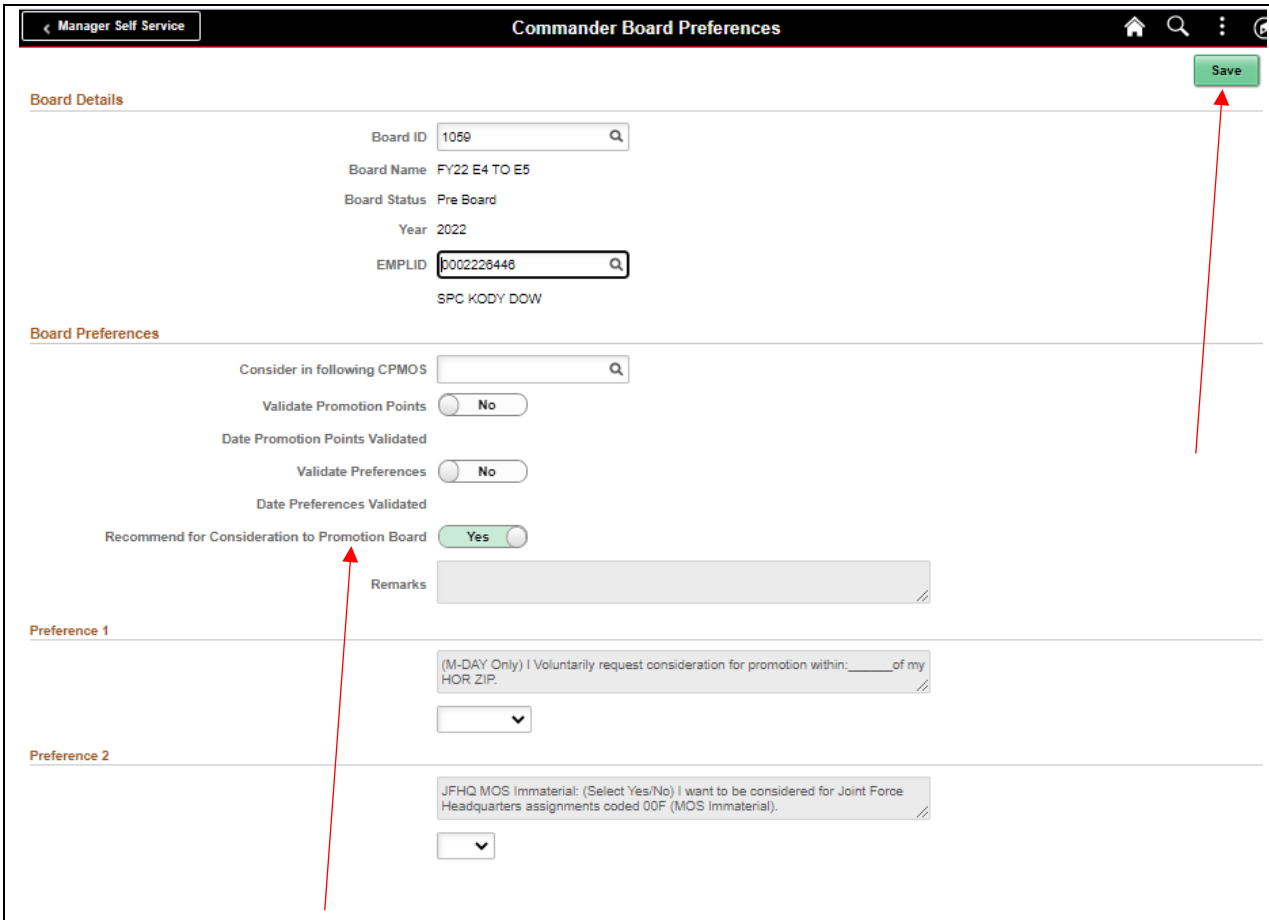




5. Click the magnify glass next to EMPLID

6. Click Soldier name (if Commander has statewide access then the Commander will have to search all of his/her Soldiers individually. Utilization of unit Personnel Eligibility Roster to assist is recommended.)





7. Commanders or their delegate will drag button left or right to make a “Yes” or “No” recommendation for consideration. Every Soldier is a “Yes” by default. After making this recommendation, click “Save”.

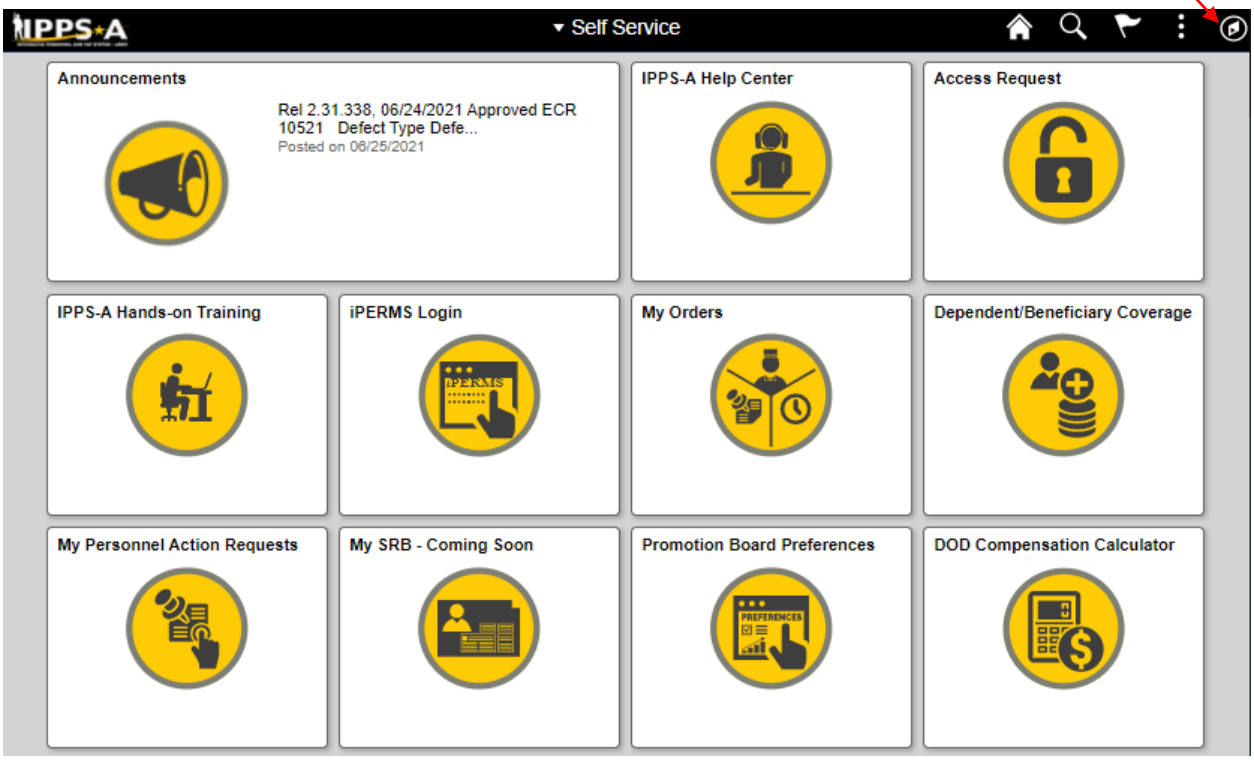
PROCEDURE 2:

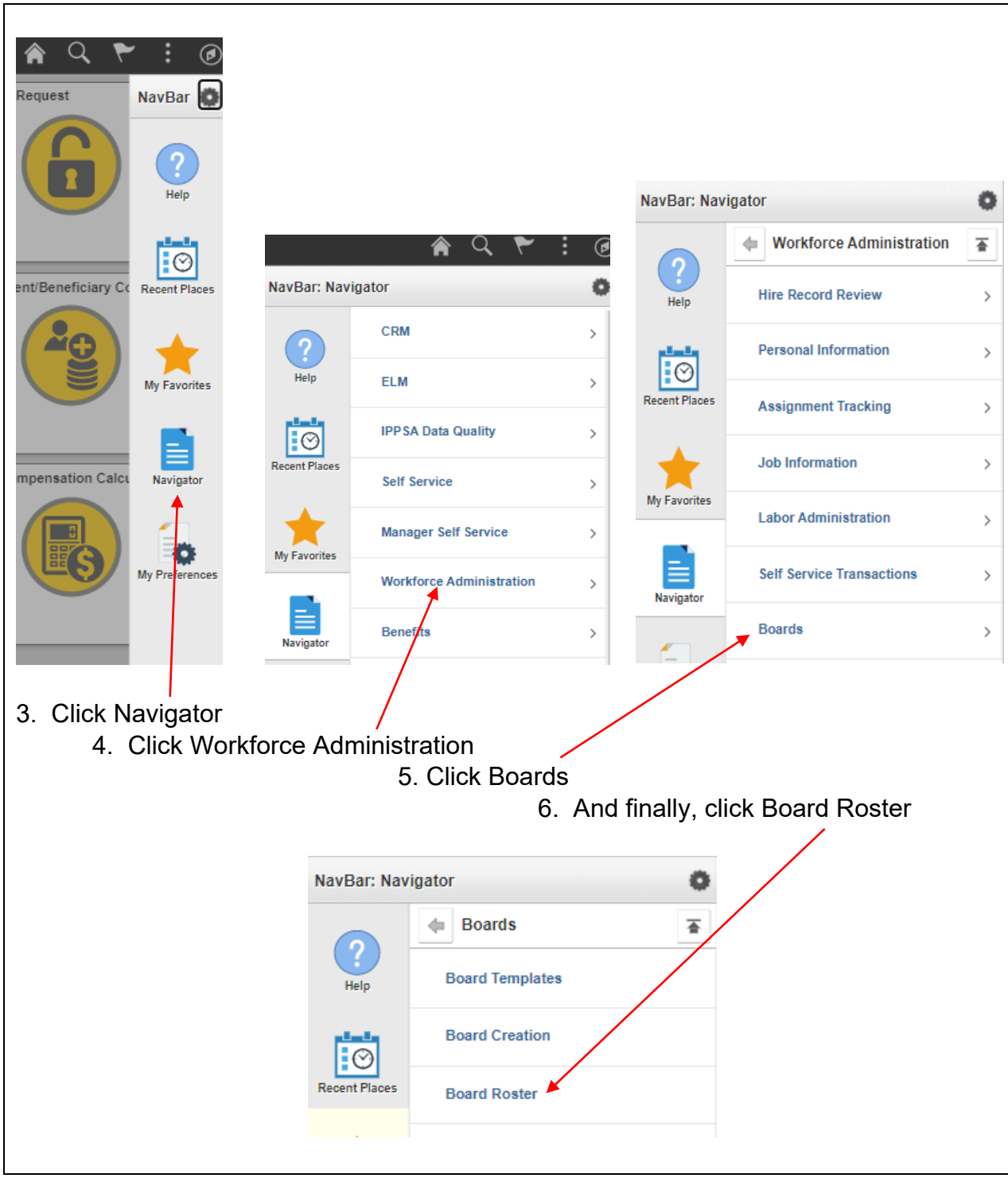
This procedure requires the additional promotion role (with board edit access) to make changes to your Soldiers board report data. To request the promotion role, see the guidance following this procedure.

1. Login to IPPS-A (link provided below) and select the Self Service homepage.

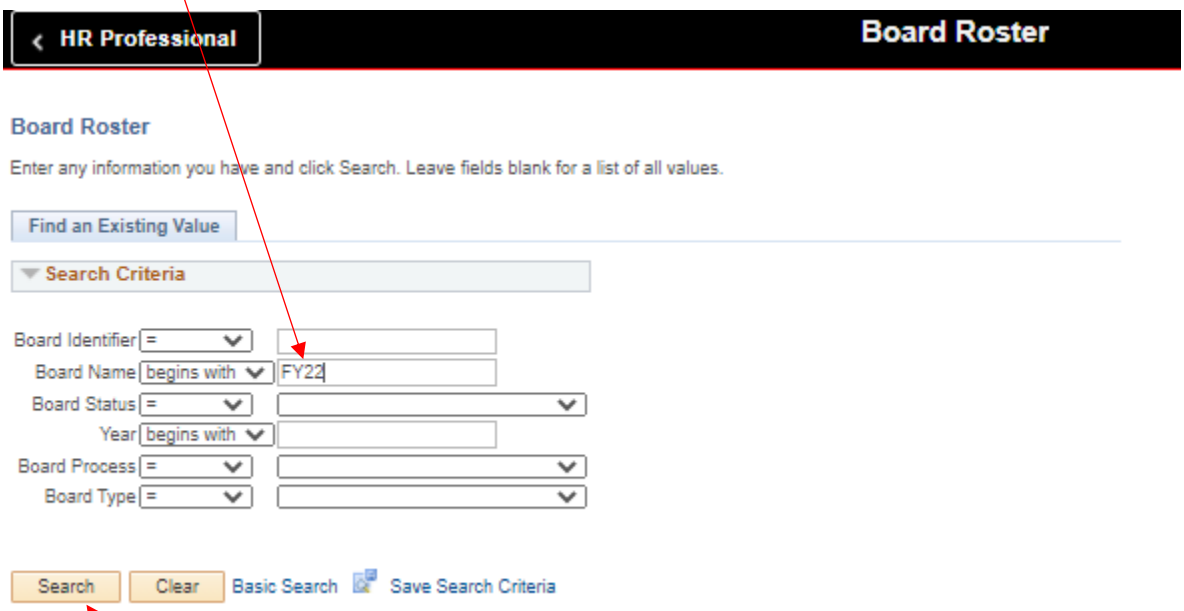
https://hr.ippsa.army.mil

2. Click the "Navbar" icon at the top right hand side of the main IPPS-A screen.



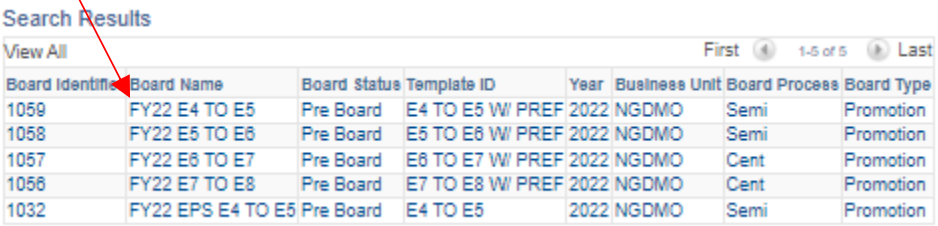

Request
NavBar
Help
Recent Places
My Favorites
Navigator
My Preferences
NavBar: Navigator
CRM
ELM
IPPSA Data Quality
Self Service
Manager Self Service
Workforce Administration
Benefits
NavBar: Navigator
Workforce Administration
Hire Record Review
Personal Information
Assignment Tracking
Job Information
Labor Administration
Self Service Transactions
Boards
3. Click Navigator
4. Click Workforce Administration
5. Click Boards
6. And finally, click Board Roster
NavBar: Navigator
Boards
Board Templates
Board Creation
Board Roster

7. Type “FY24” in the box next to Board Name.



8. Click Search.

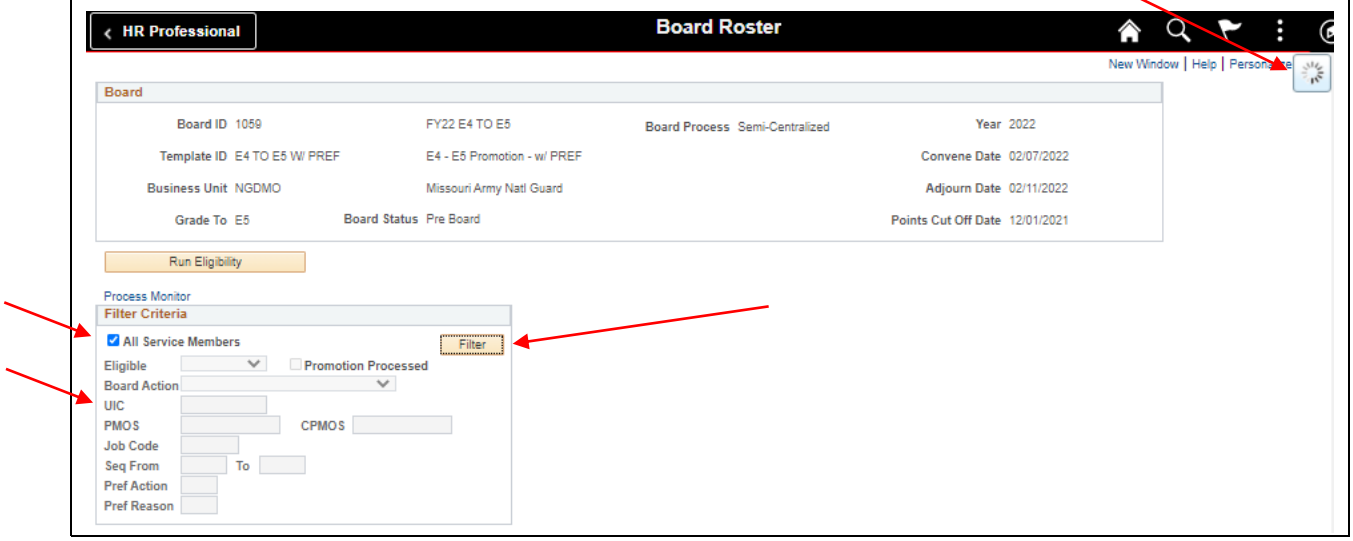
9. Click on the specific board in which you desire to view. In this example, we will view the FY24 E4 to E5 board.



Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Process	Board Type
1059	FY22 E4 TO E5	Pre Board	E4 TO E5 W/ PREF	2022	NGDMO	Semi	Promotion
1058	FY22 E5 TO E6	Pre Board	E5 TO E6 W/ PREF	2022	NGDMO	Semi	Promotion
1057	FY22 E6 TO E7	Pre Board	E6 TO E7 W/ PREF	2022	NGDMO	Cent	Promotion
1056	FY22 E7 TO E8	Pre Board	E7 TO E8 W/ PREF	2022	NGDMO	Cent	Promotion
1032	FY22 EPS E4 TO E5	Pre Board	E4 TO E5	2022	NGDMO	Semi	Promotion

**Board ID 1032 is a mock practice board that will soon be deleted by NGB

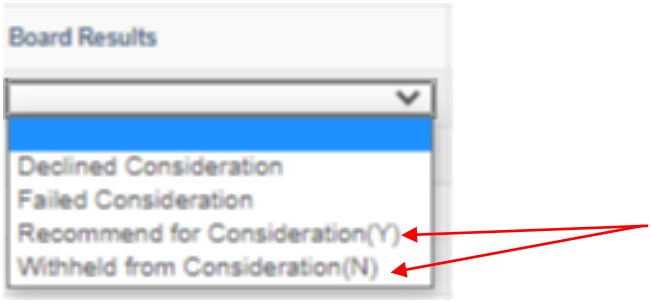
10. Uncheck “All Service Members” and type in your UIC. Then click “Filter”. If these options are grayed out for you, simply click “Filter”. The board roster will populate after the loading icon disappears. This can take a few minutes.



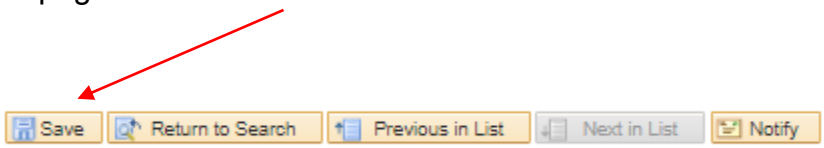
11. Scroll down to near the bottom of the page and you will see the current board roster. At the top of the roster you will find various column headers as shown below.

12. In the Board Results column, you can choose whether you would like to recommend or deny (withheld) the particular Solider for promotion consideration.

Do not select Declined Consideration or Failed Consideration.



13. After finishing making recommendations, scroll down to the bottom left hand side of the page and click “Save”.



How to Acquire the Promotion Role:

In order to be able to update promotions points you will need to self-enroll in the Promotions D/L. Go to the IPPS-A Hands on Learning Tab in the Self-Service and type "Promotions Program-DL" in the search bar. The training shouldn't take more than 15-20 minutes (there are 3 modules but 1 of them should already be completed because of the HR Pro training). After you have completed the training, click on the access request tile on the self-service menu and create an access request (no SAAR is required).

When creating the request you will see a plus sign next to the roles that you currently possess. On the bottom role, click the plus sign and a new row will appear. For that role, put HR Professional in the role column and Promotions in the sub-role column. VERY IMPORTANT: In the comments section at the bottom, include the UIC you need access to and the role that you hold in the organization. If you are a commander’s delegate, you HAVE to add specify this in the comment section.

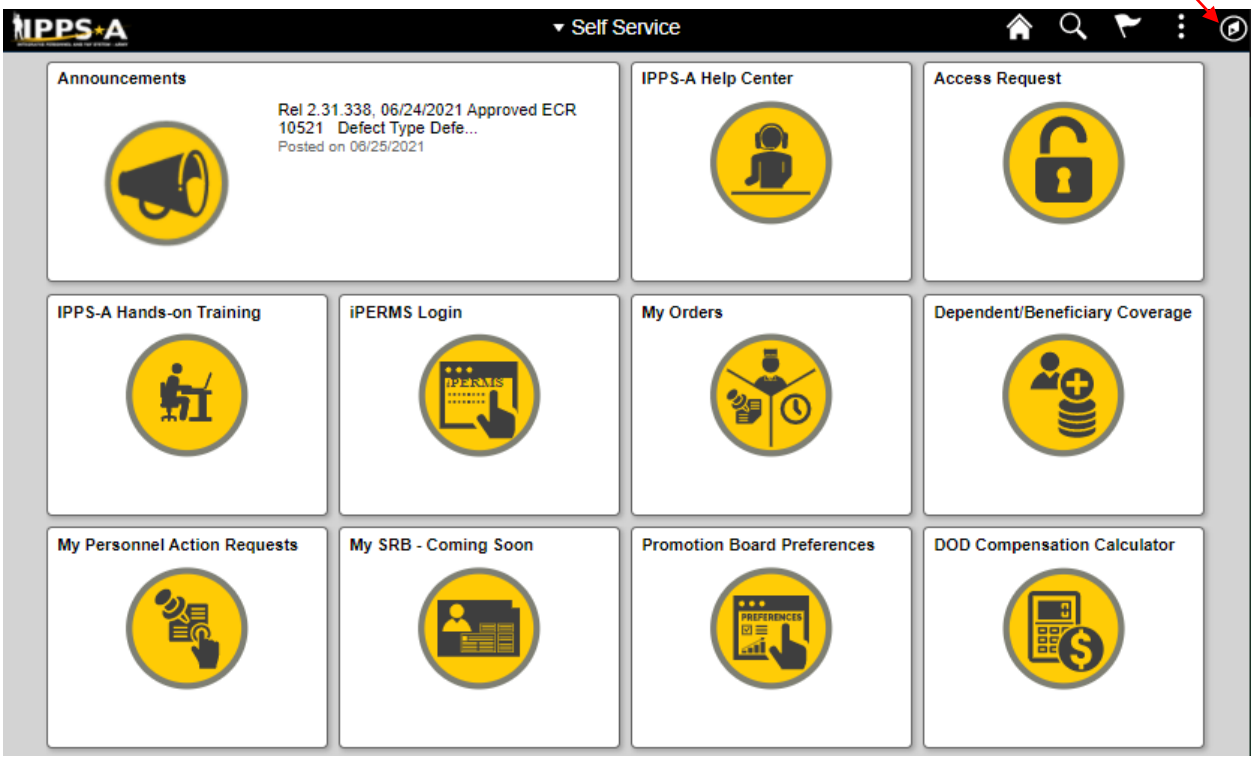
After your training has been completed and your access request has been submitted, notify 1LT Cavelli Thompson by email at cavelli.a.thompson.mil@army.mil, or the PER-PS office at (573) 638-9500 ext 37666.

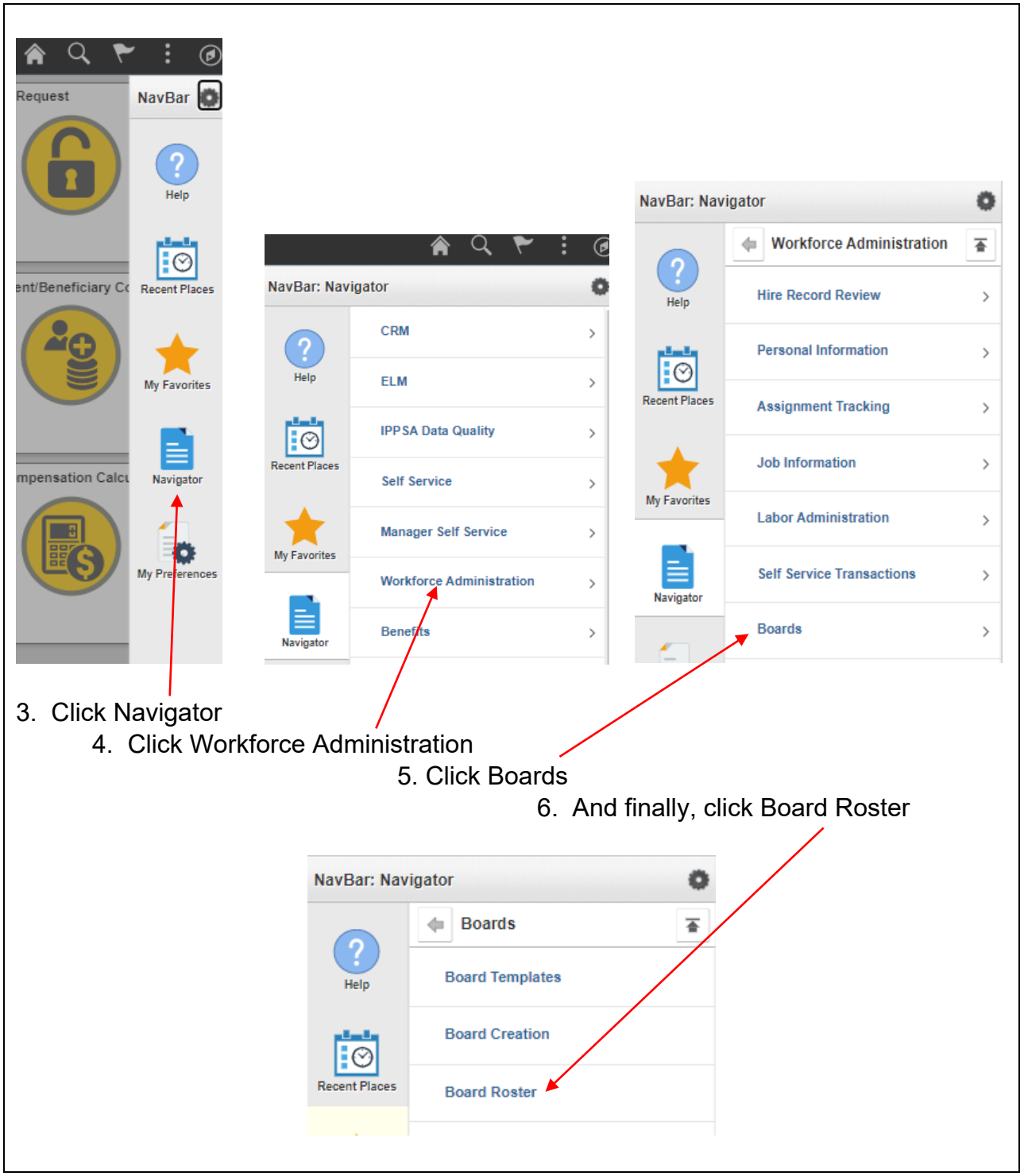
HR PROs: HOW TO VIEW YOUR SOLDIERS ELECTIONS

1. Login to IPPS-A (link provided below) and select the Self Service homepage.

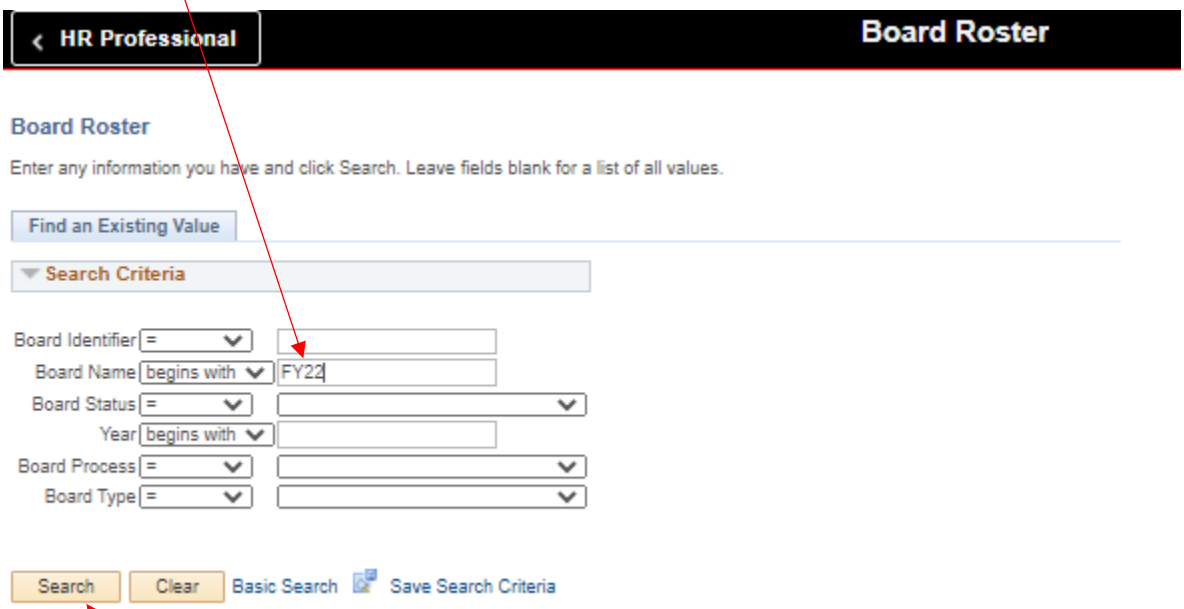
https://hr.ippsa.army.mil

2. Click the “Navbar” icon at the top right hand side of the main IPPS-A screen.



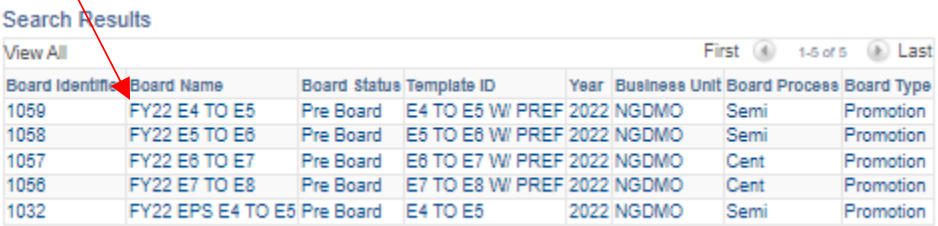

Request
NavBar
Help
Recent Places
My Favorites
Navigator
My Preferences
NavBar: Navigator
CRM
ELM
IPPSA Data Quality
Self Service
Manager Self Service
Workforce Administration
Benefits
Workforce Administration
Hire Record Review
Personal Information
Assignment Tracking
Job Information
Labor Administration
Self Service Transactions
Boards
Boards
Board Templates
Board Creation
Board Roster
3. Click Navigator
4. Click Workforce Administration
5. Click Boards
6. And finally, click Board Roster

7. Type “FY24” in the box next to Board Name.



8. Click Search.

9. Click on the specific board in which you desire to view. In this example, I will view the FY24 E4 to E5 board.



Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Process	Board Type
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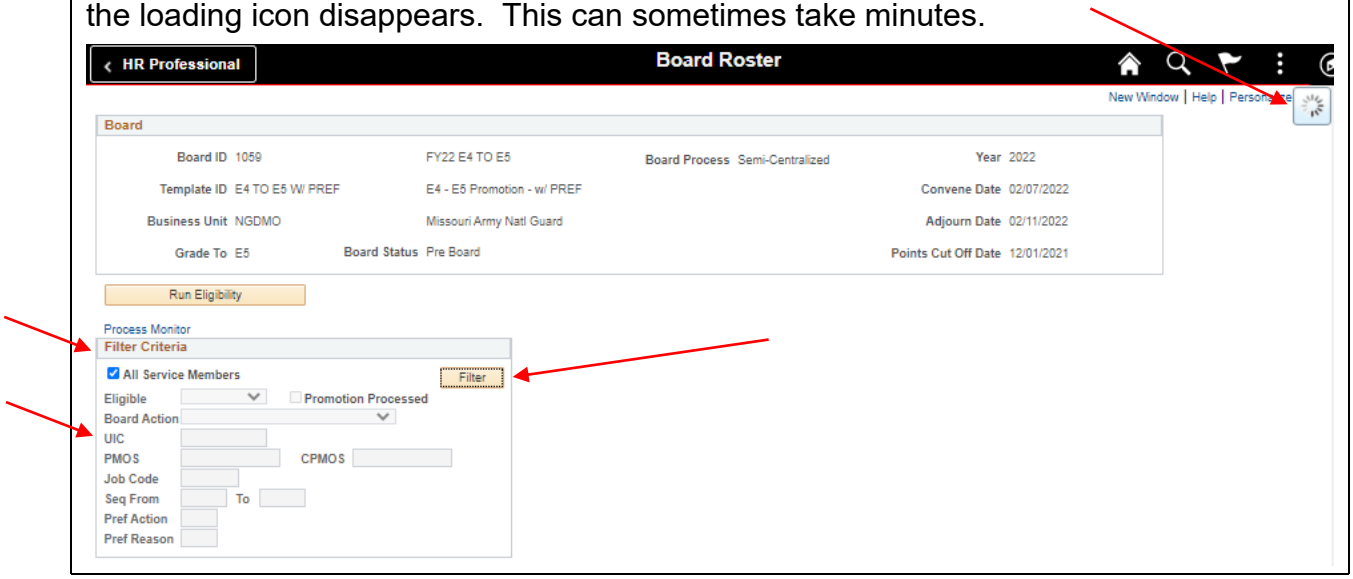
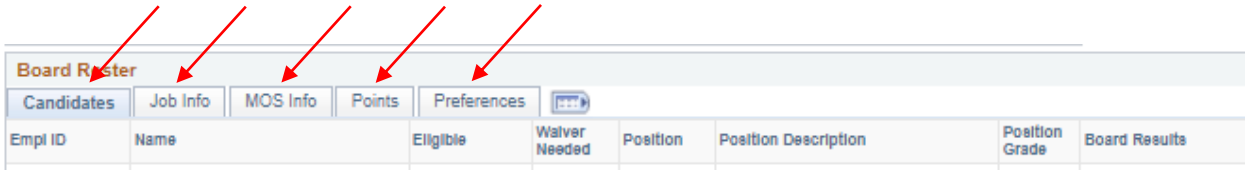
1057	FY22 E6 TO E7	Pre Board	E6 TO E7 W/ PREF	2022	NGDMO	Cent	Promotion
1056	FY22 E7 TO E8	Pre Board	E7 TO E8 W/ PREF	2022	NGDMO	Cent	Promotion
1032	FY22 EPS E4 TO E5	Pre Board	E4 TO E5	2022	NGDMO	Semi	Promotion

**Board ID 1032 is a mock practice board that will soon be deleted by NGB

10. Uncheck “All Service Members” and type in your UIC. Then click “Filter”. If these options are grayed out for you, simply click “Filter”. The board roster will populate after the loading icon disappears. This can sometimes take minutes.



11. Scroll down to near the bottom of the page and you will see the current board roster. At the top left hand side of the roster you will find various tabs.



Candidates tab: View consideration eligibility, TIG, TIS, flags and more.

Job Info tab: View UIC, unit name and rank.

MOS Info tab: View CPMOS, PMOS, SMOS, and ZMOS.

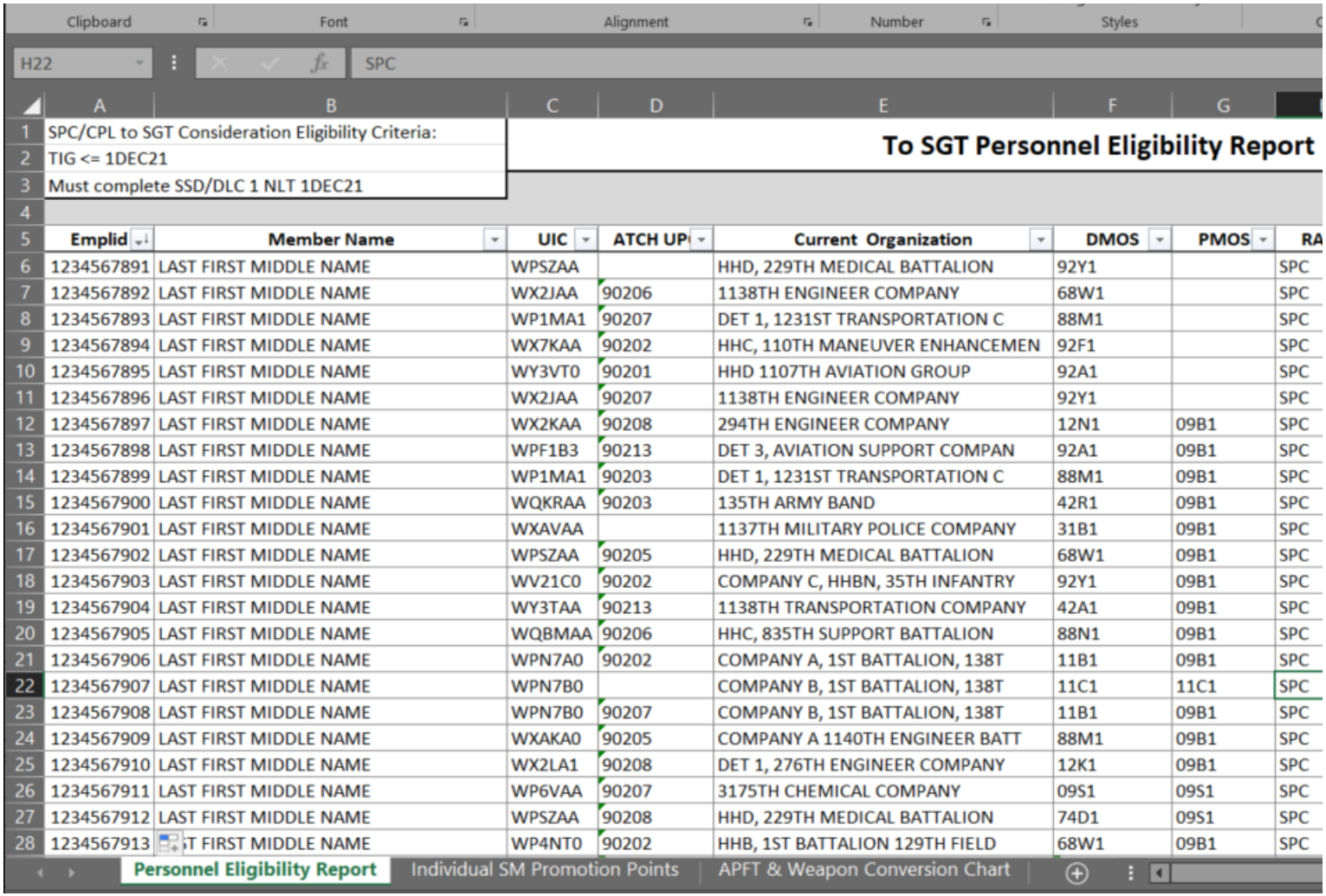
Points tab: View all promotion points according to Soldiers IPPS-A record. Promotion points can be updated/corrected in the Soldiers profile management tile by HR Pros with the additional promotion role.

Preferences tab: View which of your Soldiers have or have not made elections and what they elected.

12. The board roster does not automatically update with any new changes to Soldiers IPPS-A records (ie. PME completion). PER-AB will manually “re-create” (in other words - refresh) the board roster every week in order to update Soldier eligibility and display any changes to Soldiers records that have taken place.

To SGT and SSG
Personnel Eligibility Report (PER) Guidance

PER-AB office updates and drops the E4 to E5 and E5 to E6 PERs bi-weekly. PERs can be found in the FY24 public EPS folder.



	A	B	C	D	E	F	G	
1	SPC/CPL to SGT Consideration Eligibility Criteria:				To SGT Personnel Eligibility Report			
2	TIG <= 1DEC21							
3	Must complete SSD/DLC 1 NLT 1DEC21							
4								
5	Emplid	Member Name	UIC	ATCH UP	Current Organization	DMOS	PMOS	RA
6	1234567891	LAST FIRST MIDDLE NAME	WPSZAA		HHD, 229TH MEDICAL BATTALION	92Y1		SPC
7	1234567892	LAST FIRST MIDDLE NAME	WX2JAA	90206	1138TH ENGINEER COMPANY	68W1		SPC
8	1234567893	LAST FIRST MIDDLE NAME	WP1MA1	90207	DET 1, 1231ST TRANSPORTATION C	88M1		SPC
9	1234567894	LAST FIRST MIDDLE NAME	WX7KAA	90202	HHC, 110TH MANEUVER ENHANCEMEN	92F1		SPC
10	1234567895	LAST FIRST MIDDLE NAME	WY3VT0	90201	HHD 1107TH AVIATION GROUP	92A1		SPC
11	1234567896	LAST FIRST MIDDLE NAME	WX2JAA	90207	1138TH ENGINEER COMPANY	92Y1		SPC
12	1234567897	LAST FIRST MIDDLE NAME	WX2KAA	90208	294TH ENGINEER COMPANY	12N1	09B1	SPC
13	1234567898	LAST FIRST MIDDLE NAME	WPF1B3	90213	DET 3, AVIATION SUPPORT COMPAN	92A1	09B1	SPC
14	1234567899	LAST FIRST MIDDLE NAME	WP1MA1	90203	DET 1, 1231ST TRANSPORTATION C	88M1	09B1	SPC
15	1234567900	LAST FIRST MIDDLE NAME	WQKRAA	90203	135TH ARMY BAND	42R1	09B1	SPC
16	1234567901	LAST FIRST MIDDLE NAME	WXAVAA		1137TH MILITARY POLICE COMPANY	31B1	09B1	SPC
17	1234567902	LAST FIRST MIDDLE NAME	WPSZAA	90205	HHD, 229TH MEDICAL BATTALION	68W1	09B1	SPC
18	1234567903	LAST FIRST MIDDLE NAME	WV21C0	90202	COMPANY C, HHBN, 35TH INFANTRY	92Y1	09B1	SPC
19	1234567904	LAST FIRST MIDDLE NAME	WY3TAA	90213	1138TH TRANSPORTATION COMPANY	42A1	09B1	SPC
20	1234567905	LAST FIRST MIDDLE NAME	WQBMAA	90206	HHC, 835TH SUPPORT BATTALION	88N1	09B1	SPC
21	1234567906	LAST FIRST MIDDLE NAME	WPN7A0	90202	COMPANY A, 1ST BATTALION, 138T	11B1	09B1	SPC
22	1234567907	LAST FIRST MIDDLE NAME	WPN7B0		COMPANY B, 1ST BATTALION, 138T	11C1	11C1	SPC
23	1234567908	LAST FIRST MIDDLE NAME	WPN7B0	90207	COMPANY B, 1ST BATTALION, 138T	11B1	09B1	SPC
24	1234567909	LAST FIRST MIDDLE NAME	WXAKA0	90205	COMPANY A 1140TH ENGINEER BATT	88M1	09B1	SPC
25	1234567910	LAST FIRST MIDDLE NAME	WX2LA1	90208	DET 1, 276TH ENGINEER COMPANY	12K1	09B1	SPC
26	1234567911	LAST FIRST MIDDLE NAME	WP6VAA	90207	3175TH CHEMICAL COMPANY	09S1	09S1	SPC
27	1234567912	LAST FIRST MIDDLE NAME	WPSZAA	90208	HHD, 229TH MEDICAL BATTALION	74D1	09S1	SPC
28	1234567913	ST FIRST MIDDLE NAME	WP4NT0	90202	HHB, 1ST BATTALION 129TH FIELD	68W1	09B1	SPC

Personnel Eligibility Report | Individual SM Promotion Points | APFT & Weapon Conversion Chart

These PERs have 3 tabs, "Personnel Eligibility Report", "Individual SM Promotion Points", and “APFT & Weapon Conversion Chart” which can all be located on the bottom of the excel workbook

TAB 1: Personnel Eligibility Report

The 1st tab, "Personnel Eligibility Report", shows all Soldiers in the respective grade whether eligible for consideration or not. Units ensure all Soldiers are listed on the PER, in the appropriate grade and CPMOS, regardless of eligibility.

E4s must meet these requirements in order to be eligible to board

E5s must meet these requirements in order to be eligible to board

SPC/CPL to SGT Consideration Eligibility Criteria:	To SGT Personnel Eligibility Report	SGT to SSG Consideration Eligibility Criteria:
TIG <= 1DEC22		TIG <= 4AUG22
Must complete BLC or SSD/DLC 1 NLT 1DEC22		Must complete BLC and SSD/DLC 2 NLT 1DEC22

SR_CMD	Emplid	Member Name	UIC	ATCH UPC	Current Organization	DMOS	PMOS	RANK	DOR	PEBD	ETS Date	Active ASCOs	Remarks
110TH MEB	1234567891	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	09U1	SPC	20220104	20190105	20240408		Not Eligible; No PMOS
110TH MEB	1212121212	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20210731	20190709	20230918	B7, C2, UP	Not Eligible; UNSAT
110TH MEB	1313131313	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20210308	20190325	20260907	C2	Eligible
110TH MEB	1414141414	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20190825	20180801	20250708	B7, C2	Not Eligible; DLC 1/BLC not completed
110TH MEB	1515151515	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20200604	20180908	20240708	B7, C2	Eligible
110TH MEB	1616161616	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20210407	20180705	20240408	W5	Eligible
110TH MEB	1717171717	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20210809	20176999	20230918	B7, C2	Eligible
110th MEB	1818181818	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20220505	20174544	20240408	B7, C2	Not Eligible; Denied Security Clearance
110th MEB	1919191919	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20220406	20172089	20230918	B7, C2	Eligible
110th MEB	2020202020	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B1	13B1	SPC	20211225	20169634	20260907		Declined Consideration
110th MEB	2121212121	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13B2	13B1	CPL	20220809	20167179	20250708	U5	Not Eligible; STEP 22-0158
110th MEB	2323232323	Full Name	WP4NA0		BATTERY A, 1ST BATTALION 129TH	13J1	13J1	SPC	20220402	20164724	20240708		Eligible

Commands will filter and disseminate PER to subordinate commands by UIC

SPC and SGT PERs are submitted separately

Remarks are required. (Different examples of how remarks are to be input is displayed above)

Ensure eligibility is annotated in the right margin. Annotate unsatisfactory participants, as defined in AR 135-91, on the PER. EPS packets are not required for UNSAT Soldiers.

Units with attached personnel are responsible for coordinating with the unit of assignment to ensure each Soldier has a completed packet. Units will use the 90-day rule to process EPS packets.

Soldiers whom meet the following criteria are **not eligible** to be considered for the promotion consideration board:

a. Barred from Continued Service.

b. Non-selected for retention by a board (QRB, ASMB, any administrative separation board other than medical).

c. In the STEP process (Soldiers who have been selected for promotion off a previous selection board list).

d. Assigned to the Inactive National Guard (ING).

e. Qualifying conviction for domestic violence (Lautenberg) IAW AR 600-20.

f. No high school diploma or equivalent.

g. No Army MOS.

h. Soldiers who lose their required security clearance eligibility for cause.

i. AGR Soldiers serving in their initial tour that will not have their first 18 months completed by their respective lists expiration date.

j. Soldiers denied consideration by their Commander.

k. Soldiers currently assigned as a NGB AGR Title 10.

l. Soldiers previously selected to attend USASMA who 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. Waivers and exception to policy requests are not authorized.

***REMINDER:** Soldiers entering officer programs (OCS/WOCS) will no longer be administratively removed from the promotion list per reference 3. This modifies reference 1, para 7-44i.

TAB 2: Individual SM Promotion Points

Commands will modify the 2nd tab, "Individual SM Promotion Points", to display the amount of points that each of your Soldiers have earned for each scoring category based off of current IPPS-A / DTMS data.

E4 to E5 example:

						Max: 160	Max: 120	Max: 145	Max: 40	Max: 110	Max: 90	Max: 135	Max: 800	
SR_CMD	Emplid	Member Name	UIC	ATCH UPC	RANK	Weapon Points	ACFT/APFT Points	Awards Points	PME Points	Resident Training Points	Computer Training Points	Civilian Education Points	TOTAL POINTS	Remarks (manual input)
110th MEB	1234567891	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1212121212	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1313131313	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1414141414	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1515151515	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1616161616	LAST FIRST MIDDLE	WP4NA0		SPC									
110th MEB	1717171717	LAST FIRST MIDDLE	WP4NA0		SPC									

ALL promotion point values are manually inserted, calculated, and verified by Unit/BN/BDE FTS.

The remarks column will be utilized to explain any unusual circumstances

E5 to E6 example:

						Max: 110	Max: 120	Max: 165	Max: 40	Max: 115	Max: 90	Max: 160	Max: 800	
SR_CMD	Emplid	Member Name	UIC	ATCH UPC	RANK	Weapon Points	ACFT/APFT Points	Awards Points	PME Points	Resident Training Points	Computer Training Points	Civilian Education Points	TOTAL POINTS	Remarks (manual input)
110th MEB	1234567891	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1212121212	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1313131313	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1414141414	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1515151515	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1616161616	LAST FIRST MIDDLE	WP4NA0		SGT									
110th MEB	1717171717	LAST FIRST MIDDLE	WP4NA0		SGT									

TAB 3: APFT & Weapon Conversion Chart

The 3rd tab, “APFT & Weapon Conversion Chart", is a useful tool for commands to convert their Soldiers APFT and weapons qualification scores to promotion points.

SUMMARY:

PER-AB office updates and drops the E4 to E5 and E5 to E6 PERs bi-weekly. PERs can be found in the FY24 public EPS folder.

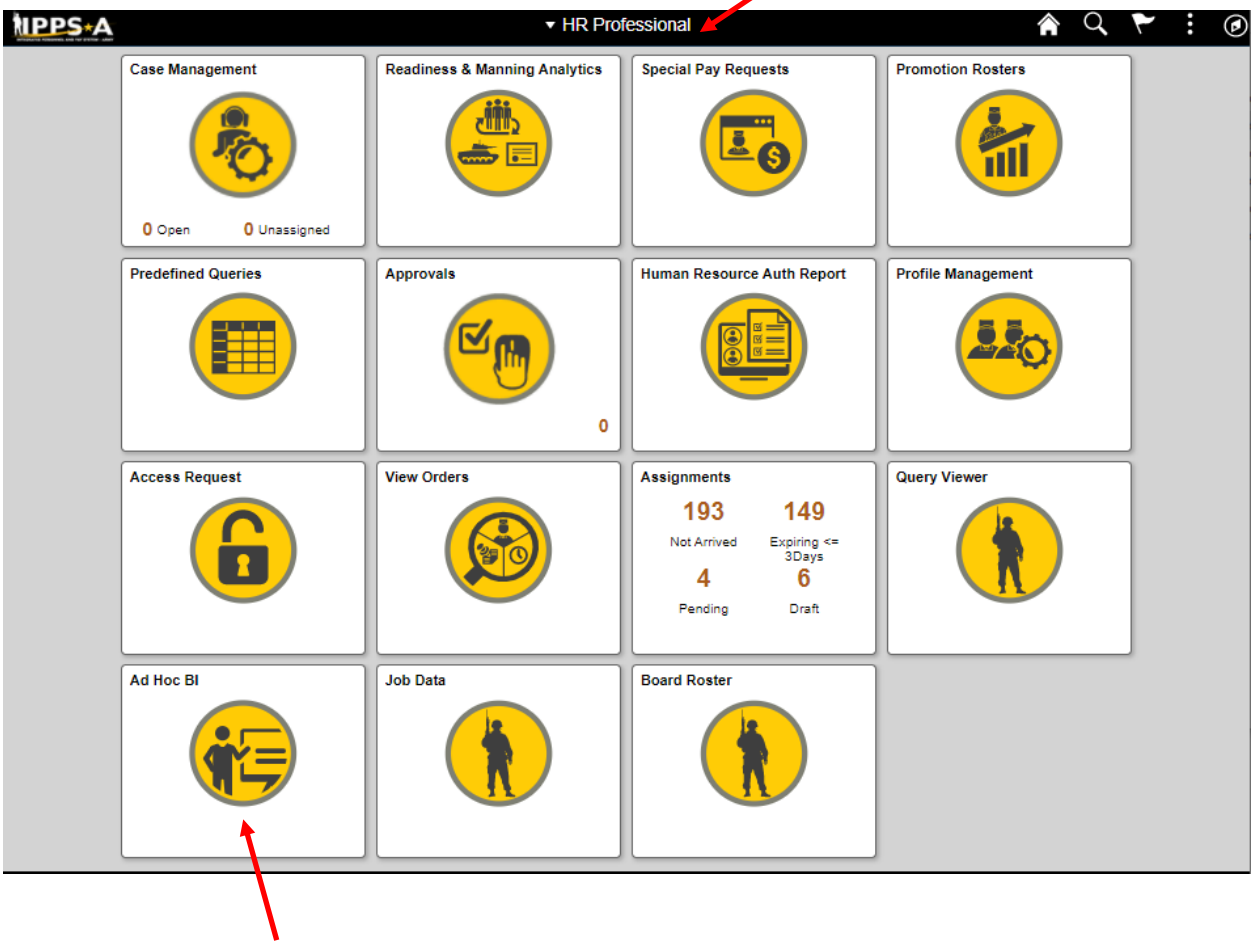
Personnel Eligibility Rosters (with tab 2 included) are due IAW the timeline enclosed in the current EPS MOI in the "PERs" folder located in your respective commands EPS drop folder. Please ensure that submitted PERs contain an accurate reflection of each Soldiers promotion points as reads in IPPS-A.

*****REMINDER:** Ensure that E4 to E5 PERs "Individual SM Promotion Points" report (tab 2) is filled out with any additional points needing to be added to the Soldiers point total.

Creating Personnel Eligibility Rosters in IPPS-A for Consideration to SFC and Above

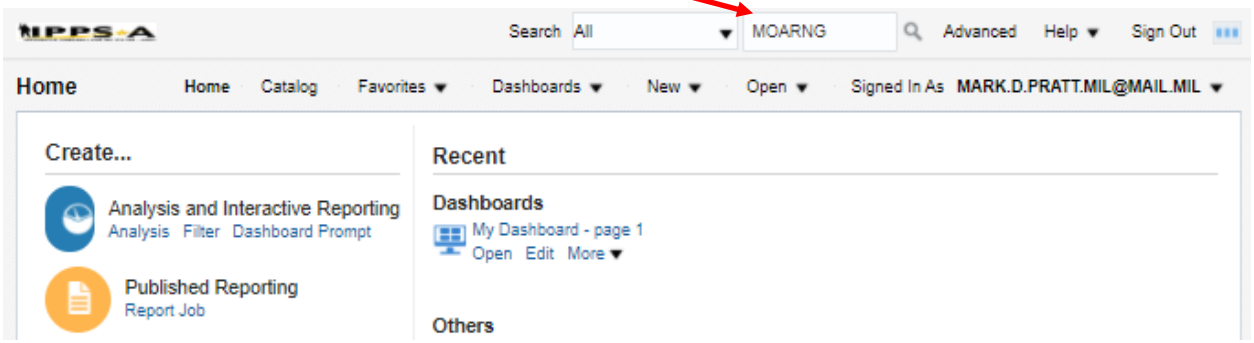
1. Login to IPPS-A (link provided below) and select the HR Professional homepage.

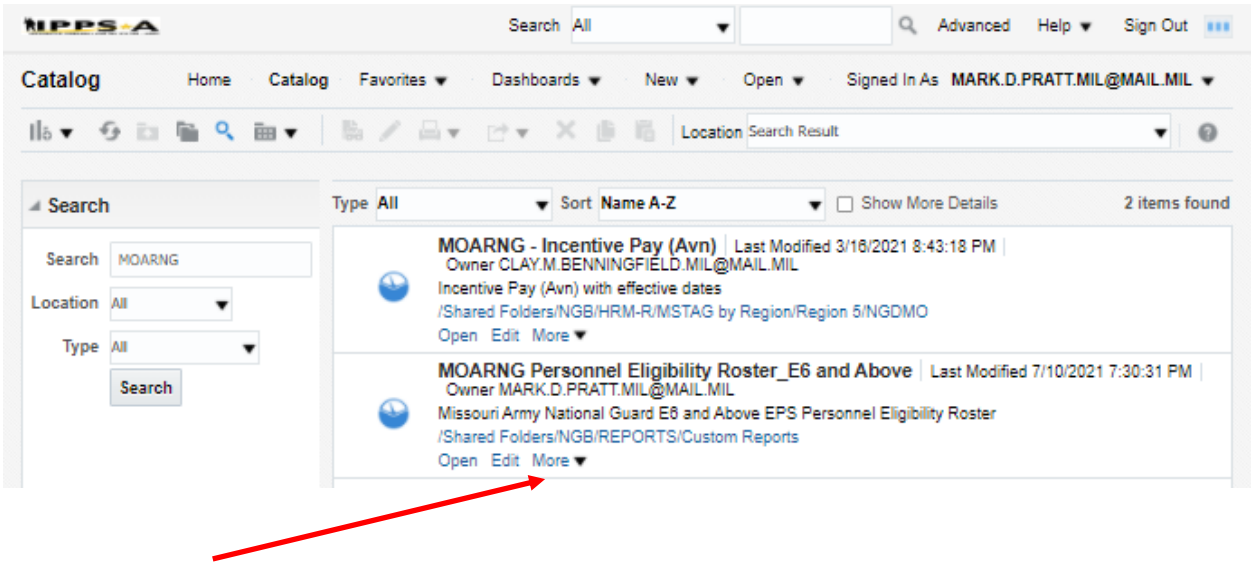
https://hr.ippsa.csd.disa.mil/psp/hcpdc/?cmd=login



2. Select the “Ad Hoc BI” tile.

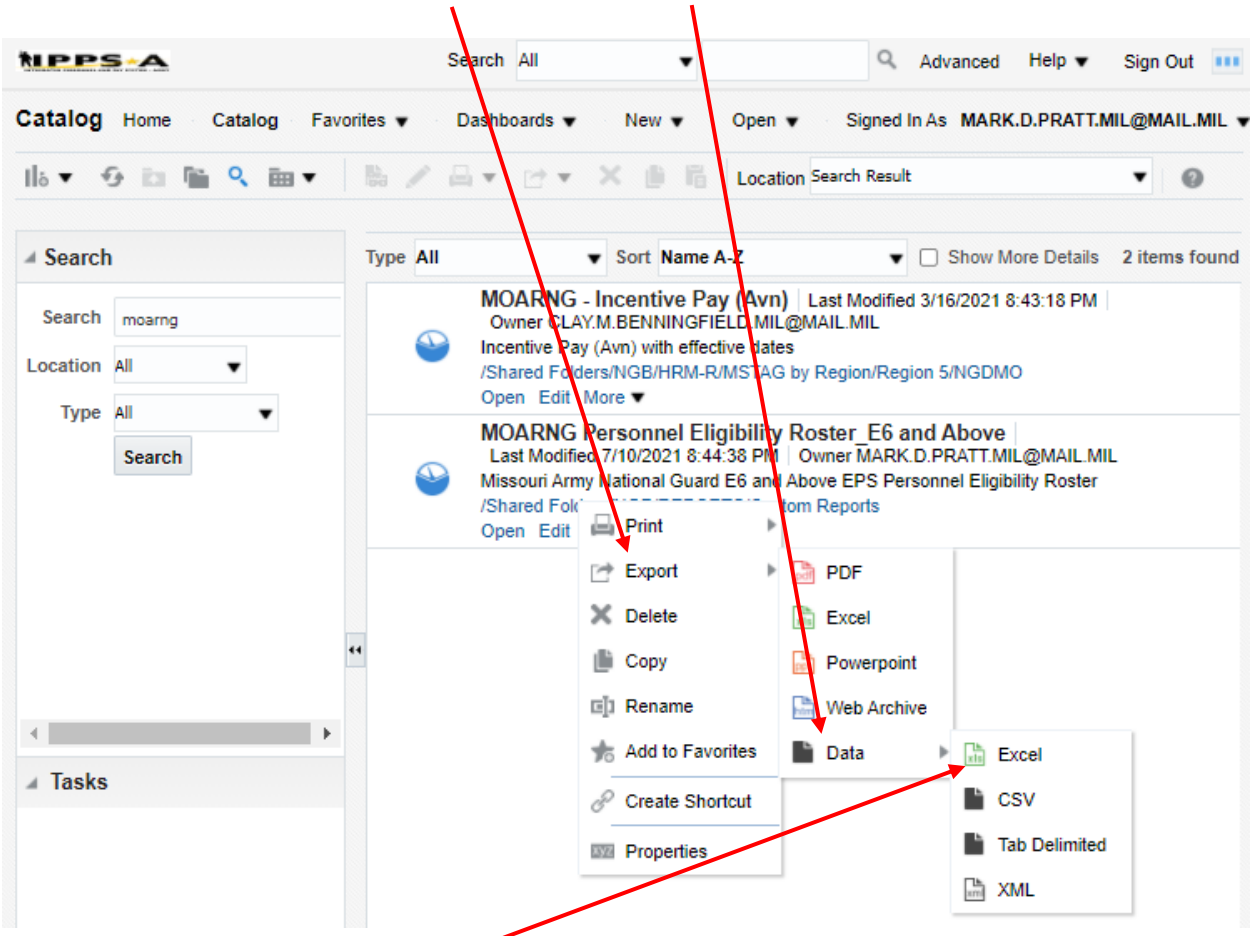
3. Click in the search box and type “MOARNG”. Hit Enter.





4. Click “More” under “MOARNG Personnel Eligibility Roster_E6 and Above”

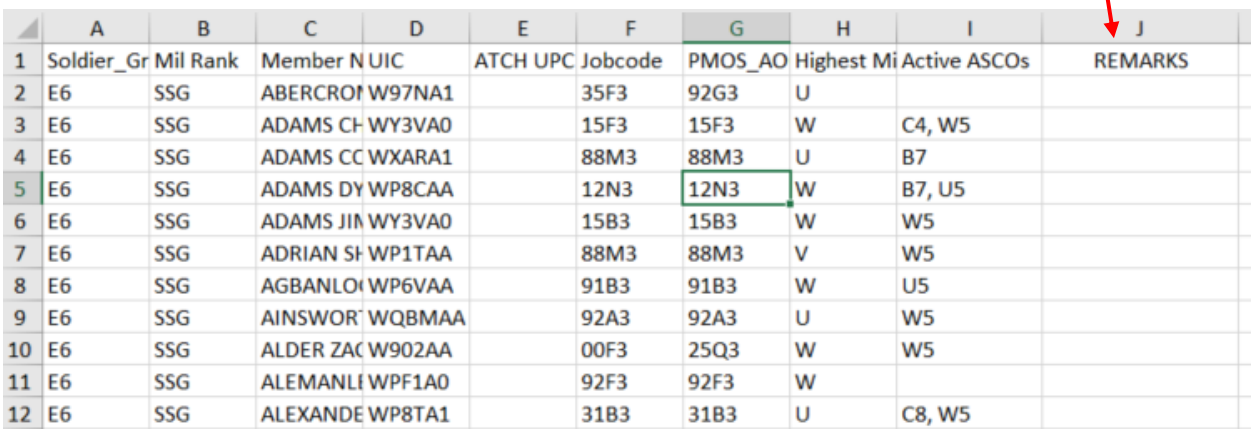
5. Hover your pointer over “Export” and then “Data”



6. Finally, click “Excel”

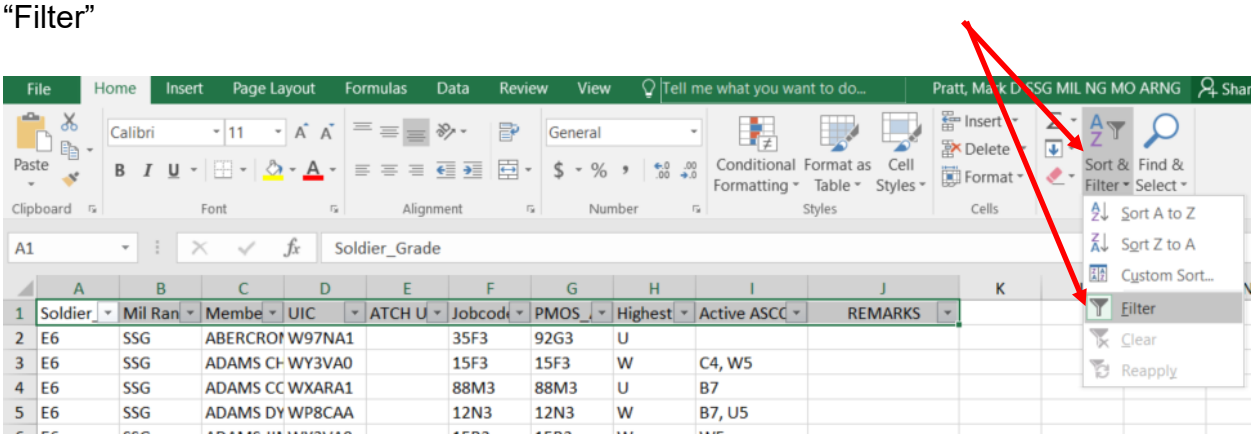
7. Save and open the exported excel roster.

8. The PER displays 9 columns, A through I. In column J, add the header "REMARKS"



	A	B	C	D	E	F	G	H	I	J
1	Soldier_Gr	Mil Rank	Member N	UIC	ATCH UPC	Jobcode	PMOS_AO	Highest Mi	Active ASCOs	REMARKS
2	E6	SSG	ABERCRON	W97NA1		35F3	92G3	U		
3	E6	SSG	ADAMS CH	WY3VA0		15F3	15F3	W	C4, W5	
4	E6	SSG	ADAMS CC	WXARA1		88M3	88M3	U	B7	
5	E6	SSG	ADAMS DY	WP8CAA		12N3	12N3	W	B7, U5	
6	E6	SSG	ADAMS JIN	WY3VA0		15B3	15B3	W	W5	
7	E6	SSG	ADRIAN SH	WP1TAA		88M3	88M3	V	W5	
8	E6	SSG	AGBANLO(	WP6VAA		91B3	91B3	W	U5	
9	E6	SSG	AINSWOR	WQBMAA		92A3	92A3	U	W5	
10	E6	SSG	ALDER ZAC	W902AA		00F3	25Q3	W	W5	
11	E6	SSG	ALEMANLI	WPF1A0		92F3	92F3	W		
12	E6	SSG	ALEXANDE	WP8TA1		31B3	31B3	U	C8, W5	

9. Highlight cells A1 through J1 as shown below and click "Sort and Filter". Then click "Filter"



10. Filter column A by the respective pay grade in which you are submitting the PER for.

11. Column H is the highest military education level that IPPS-A is tracking for each individual Soldier. If this data is incorrect, see the "Education" tab in the Soldiers Person Profile in the "Profile Management" tile. Highest military education code table is provided below:

MIL_ED CODE	DESCRIPTION
Y	None (No applicable course)
Z	Structured Self-Development (SSD) Level 1
X	Basic Leader Course
W	Structured Self-Development (SSD) Level 2
V	Advanced Leaders Course
U	Structured Self-Development (SSD) Level 3
T	Senior Leaders Course
S	Structured Self-Development (SSD) Level 4
R	Master Leader Course
O	Structured Self-Development (SSD) Level 5
K	Sergeant Major Course
J	Structured Self-Development (SSD) Level 6

12. Annotations in column J are required for every Soldier regardless of eligibility. If the Soldier is qualified and would like to be considered for the next higher grade, type "Qualified". If the Soldier is ineligible or will not be considered for the next higher grade, annotate the reason (ie. TIS, TIG, UNSAT, Denial, Soldier Declined, etc.) in column J.

13. Units will use the 90-day rule to process EPS packets.

a. For SSGs, the losing units will complete packets for Soldiers transferred on or after 5 November 2023. The gaining units are responsible for Soldiers transferred prior to the 5 November 2023.

b. For SFCs and above, the losing units will complete packets for Soldiers transferred on or after 23 July 2023. The gaining units are responsible for Soldiers transferred prior to the 23 July 2023.

14. Soldiers entering officer programs (OCS/WOCS) will no longer be removed from consideration. EPS packets are not required for UNSAT (unsatisfactory participant) Soldiers.

15. Brigades will combine ALL unit PERs into one (for each rank) and drop them into the respective commands "PERs" drop folder IAW the timeline in the FY24 EPS MOI.