



MISSOURI NATIONAL GUARD
JOINT FORCES HEADQUARTERS
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NGMO-PER-AB (AB-100-1)

15 July 2023

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI), 2024 Enlisted Promotion System (EPS)

1. References:

- a. [Army Regulation 600-8-19, \(Enlisted Promotions and Reductions\)](#)
- b. [MOARNG, Standard Operating Procedures: MOARNG Enlisted Promotion System \(EPS\)](#)

2. Purpose: To provide guidance and establish basic criteria for the Missouri Army National Guard Enlisted Promotion System.

a. This MOI is effective immediately. The effective dates for the FY24 EPS lists are the dates in which the lists are approved.

b. The FY23 EPS promotion lists will expire in accordance with the timelines located in enclosures 1 and 2.

c. All FY24 EPS suspense requirements, cut-offs, and action dates are in accordance with enclosures 1 and 2.

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

3. Consideration Criteria and Board Requirements:

- a. Soldiers meeting the criteria outlined in enclosure 3 are eligible to be boarded.
- b. Soldiers who meet the criteria listed in reference 1b chapter 3-3 will not be boarded.

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c. Soldiers who meet the baseline criteria outlined in enclosure 4 should expect to meet the minimum score required to make the promotion list.

d. The FY24 scoring rubrics (enclosure 5) will be provided to board members to use as guidelines for what the MOARNG is looking for when assessing the top, middle, and bottom NCOs within the MOARNG.

4. Missouri EPS Policy Exceptions will be reviewed on a case-by-case basis.

5. Point of contact is MCMB, Actions Branch at 573-638-9500 ext. 37773.

5 Encls

1. FY24 EPS Timeline (to E8-E9)
2. FY24 EPS Timeline (to E5-E7)
3. Eligibility Criteria
4. Baseline Criteria
5. FY24 Scoring Rubrics

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Director of Manpower and Personnel

FY24 EPS Timeline

(Consideration to MSG, SGM, 1SG, and CSM)

- 1 July 2023: G1 Requests EES data from HRC
- 23 July 2023: 90-Day Soldier Loss/Gain Rule
- 15 August 2023: EPS Board Member Nominations due to State
- 1 September 2023: CPMOS Change Requests due to State
- 1 September 2023: Data Cutoff Date (TIG / TIS / DLC / PME)
- 15 September 2023: Board Packets/PERs due to State
- 10 October 2023: Suspense for Denial of Consideration Elections (IPPS-A)
- 10 October 2023: Suspense for Soldiers to make Elections (IPPS-A)
- 22 October 2023: Expiration of FY23 MSG, SGM, 1SG and CSM EPS Lists
- 22 October 2023: Submittal Deadline for FY23 MSG and SGM EPS actions
- 23-27 October 2023: MSG, SGM, 1SG and CSM Centralized Boards Convene
- NLT 15 December 2023: FY24 MSG, SGM, 1SG and CSM EPS Lists Publish
- 5 February 2024: STAB Packets due to State
- 19-23 February 2024: Centralized STAB at State
- 21 October 2024: TIG/TIS Expanded Zone of Consideration

FY24 EPS Timeline

(Consideration to SGT, SSG, and SFC)

- 1 November 2023: G1 Requests EES Data from HRC
- 5 November 2023: 90-Day Soldier Loss/Gain Rule
- 15 November 2023: EPS Board Member Nominations due to State
- 1 December 2023: CPMOS Change Requests due to State
- 1 December 2023: Data Cutoff Date (TIG / TIS / DLC / PME / Promotion Points)
- 15 December 2023: PERs due to State
- 5 January 2024: Suspense for Denial of Consideration Elections (IPPS-A)
- 5 January 2024: Suspense for Soldiers to complete Elections (IPPS-A)
- 5 January 2024: Board Packets due to State
- 4 February 2024: Expiration of FY23 SGT, SSG and SFC EPS Lists
- 4 February 2024: Submittal Deadline for all remaining FY23 EPS actions
- 5-9 February 2024: SSG and SFC Centralized Boards Convene
- NLT 15 March 2024: FY24 SGT, SSG, and SFC EPS Lists Publish
- 24 April 2024: STAB Packets due to State
- 6-10 May 2024: Centralized STAB at State
- 4 February 2025: TIG/TIS Expanded Zone of Consideration

Eligibility Criteria to be Boarded to the Next Higher Grade

1. E9 Criteria:

a. Must meet TIG/TIS/CES requirements by 21 October 2024: 36 months TIG – 16 years TIS – 10 years CES.

(1) TIG: Grade Entry Date must be on or prior to 21 October 2021.

(2) TIS: Pay Entry Base Date (PEBD) must be on or prior to 21 October 2008.

(3) CES: Cumulative Enlisted Service must be on or prior to 21 October 2014.

b. Must complete PME requirements (see (1)-(3) below) NLT 1 September 2023.

(1) For those promoted prior to 1 January 2019, MLC and DLC 5 are not required.

(2) For those promoted after 1 Jan 2019, with completion of SSD 4 prior to 30 August 2020, DLC 5 is not required.

(3) For those promoted after 1 January 2019, without SSD 4 completion, MLC and DLC 5 are required.

c. Soldiers who reach the age of 57 before 23 October 2023 that are not currently enrolled in or have not completed the Sergeants Major Academy, are not eligible for SGM consideration.

d. Must be eligible to attend and complete the United States Army Sergeants Major Academy (USASMA). If not eligible, SM will not be considered during the EPS board and will be removed from the EPS list.

2. E8 Criteria:

a. Must meet TIG/TIS/CES requirements by 21 October 2024: 36 months TIG – 12 years TIS – 8 years CES.

(1) TIG: Grade Entry Date must be on or prior to 21 October 2021.

(2) TIS: Pay Entry Base Date (PEBD) must be on or prior to 21 October 2012.

(3) CES: Cumulative Enlisted Service must be on or prior to 21 October 2016.

b. SLC / ANCOC Graduate.

c. Must complete SSD/DLC level 4 NLT 1 September 2023.

3. E7 Criteria:

a. Must meet TIG/TIS/CES requirements by 21 October 2024: 36 months TIG – 8 years TIS – 6 years CES.

(1) TIG: Grade Entry Date must be on or prior to 21 October 2021.

(2) TIS: Pay Entry Base Date (PEBD) must be on or prior to 21 October 2016.

(3) CES: Cumulative Enlisted Service must be on or prior to 21 October 2018.

b. ALC / BNCOC Graduate.

c. Must complete SSD/DLC level 3 NLT 1 September 2023. Soldiers who completed all phases of SLC/ANCOC prior to 1 January 2014 are not required to complete SSD/DLC Level 3.

4. E6 Criteria:

a. Must meet 18-month TIG requirement by 4 February 2025: Grade Entry Date must be on or prior to 4 August 2023.

b. BLC / WLC / PLDC Graduate.

c. Must complete SSD/DLC level 2 or ALC NLT 1 December 2023.

5. E5 Criteria:

a. Grade Entry Date must be on or prior to 1 December 2023 to meet TIG and Data Cutoff Requirements.

b. Must complete SSD/DLC level 1 or BLC NLT 1 December 2023.

6. 1SG Criteria:

a. MSGs who request consideration are eligible.

b. MSGs not meeting TIG/TIS requirements for SGM are still eligible for 1SG consideration.

c. M-Day SFCs who request consideration and are non-selected by the MSG board will not be considered.

d. AGR SFCs:

1. Who hold 11 series, 13 series, or 74D as a PMOS, SMOS, or AMOS may request consideration for 1SG. However, unless promoted to MSG, are only eligible to compete for 1SG positions that have been annotated as AGR and for which they are fully qualified.

2. Who do not hold 11 series, 13 series, or 74D as a PMOS, SMOS, or AMOS may be considered for 1SG but will not compete for 1SG positions unless promoted to MSG within the current EPS cycle.

7. CSM Criteria:

a. Currently serving BDE CSMs at the convening date of the board, 23 October 2023, will not be considered. These Soldiers may be considered for lateral transfer to other CSM positions during the duration of the FY24 EPS cycle.

b. CSMs who request consideration are eligible.

c. Service remaining obligation (SRO):

(1) MSGs/1SGs who reach the age of 57 before 23 October 2023 are not eligible for consideration. Waivers to the age requirement are not authorized.

(2) SGMs who reach the age of 59 before 23 October 2023 are not eligible for consideration. A lateral appointment to CSM requires 12 months SRO.

d. M-Day MSGs/1SGs who request consideration and meet the zone of consideration for SGM are eligible.

e. AGR MSG/1SGs who do not hold 79T as a PMOS, SMOS, or AMOS will be boarded but will not compete for CSM positions unless promoted to SGM within the current EPS cycle.

f. MSGs who desire consideration for both 1SG and CSM and are non-selected by the 1SG board will not be considered.

Minimum Baseline Criteria

1. Soldiers meeting the requirements specified below should expect to meet the minimum score required to make the promotion list for their grade. For 1SG and CSM consideration boards, Soldiers will receive either a “yes” or “no” based on separate criteria determined by the Command Sergeants Major Advisory Committee (CSMAC). For all other boards, the minimum requirements for a Soldier to be placed on their respective enlisted promotion list is as follows:

a. HT/WT (to E6 and above): Must have passed all weigh-ins since 1 October 2022. Must have conducted weigh-ins every 4 to 8 months since 1 October 2022 or provide acceptable justification for missing weigh-ins.

b. ACFT/APFT:

(1) All Ranks (AGR) - Must have met standard on most recent "For Record" ACFT. Most recent ACFT must have been taken after 1 February 2023. Must provide acceptable justification for missing ACFT/APFT.

(2) All Ranks (M-Day) - Must have met standard on most recent "For Record" APFT or ACFT, on or after 31 January 2019. Must provide acceptable justification for missing ACFT/APFT.

c. Character:

(1) to E6 – Must not have any founded EO or SHARP complaints, Letters of Reprimand, Civil Convictions, Article 15s or other derogatory information after 1 January 2019.

(2) to E7 and above - Must not have any founded EO or SHARP complaints, Letters of Reprimand, Civil Convictions, Article 15s or other derogatory information after 1 January 2017.

d. NCOERs:

(1) to E6 – Must have “Met Standard” in all evaluation areas of DA Form 2166-9-1 and a minimum of “Qualified” in the Senior Rater’s overall potential for the last 2 years. Senior Rater’s overall potential must not contain “Do Not Promote” or similar verbiage in the past 2 years. Must address NCOERs not in the record with a thru date of 1 December 2023 or before.

(2) to E7 – Must have “Met Standard” in all evaluation areas of DA Form 2166-9-1 and a minimum of “Qualified” in the Senior Rater’s overall potential for

the last 3 years. Senior Rater's overall potential must not contain "Do Not Promote" or similar verbiage in the past 3 years. Must address NCOERs not in the record with a thru date of 1 December 2023 or before.

(3) to E8 – Must have "Met Standard" in all evaluation areas of DA Form 2166-9-1 and a minimum of "Qualified" in the Senior Rater's overall potential for the last 4 years. Must have "Exceeded Standard" in at least one area of the Raters evaluation or a minimum of "Highly Qualified" in the Senior Rater's overall potential on the most recent NCOER. Senior Rater's overall potential must not contain "Do Not Promote" or similar verbiage in the past 3 years. Must address NCOERs not in the record with a thru date of 1 September 2023 or before.

(4) to E9 – Must have "Met Standard" in all evaluation areas of DA Form 2166-9-1 and a minimum of "Qualified" in the Senior Rater's overall potential for the last 5 years. Must have exceeded standard in at least one area or in the Senior Rater's overall potential on each NCOER for the past 3 years. Senior Rater's overall potential must not contain "Do Not Promote" or similar verbiage in the past 3 years. Must address NCOERs not in the record with a thru date of 1 September 2023 or before.

e. DA 1059s:

(1) to E6-E7 – Most recent PME DA Form 1059 prior to March 2020 must have a minimum of "Marginally Achieved Course Standards". Most recent PME DA Form 1059 after March 2020 must have a minimum "Marginally Achieved Course Standards" and no ratings of "Did Not Meet Standard" in demonstrated competencies.

(2) to E8-E9 – Most recent PME DA Form 1059 prior to March 2020 must have a minimum of "Achieved Course Standards". Most recent PME DA Form 1059 after March 2020 must have a minimum "Achieved Course Standards" and no ratings of "Did Not Meet Standard" in demonstrated competencies.

f. Missing Documents: Failure to address missing documents/information, specifically NCOERs, Weigh-ins, and APFT/ACFT, in a letter to the president of the board could result in not making the EPS list.

2. Publishing approved promotion lists: Approved FY24 promotion lists will have an effective date and will be distributed electronically.

a. Each list will be available on the GKN SharePoint in the following location:
[J1_Master_Library](#) > [PER-AB_Public](#) > [EPS](#).

b. Expanded Zone: Soldiers in the expanded zone, to include AGR Soldiers serving in their first 18 months of an initial tour, will be incorporated into the list at the beginning of the month they meet eligibility requirements.

3. Standby Advisory Board (STAB): STABs are conducted IAW reference 1a, para 7-49. The data cutoff date will be the same as the primary boards.

a. STAB referrals are submitted through the chain of command in memorandum format to the respective commands EPS Actions Dropbox Teams folder. Referral packets must contain justification and supporting documentation.

b. Soldiers who did not meet or could not have met the criteria at the time of the original board's data cutoff date will not be considered.

c. The timeline for packet deadlines and STAB convening dates can be found in enclosure 1 and 2 of the EPS MOI; an additional STAB may be considered on a case-by-case basis.

FY24 EPS Voting Rubric
(for consideration to SFC and above)

Hard Points							
	Area of Evaluation:	Performance	Potential	Character/Whole Soldier	Standards	Mil Ed	Experience
	Supporting Docs:	NCOER	NCOER	NCOER/iPERMS	DTMS ITR	Transcripts	SRB
Hard Score Value	6	Far Exceeded Standards or comments that would warrant the rating	Most Qualified or comments that would warrant the rating	No Derog/Met Standard on NCOER w/strong bullets	Passing Ht/Wt	Completed for next higher grade/Honor Grad/Not stagnant (completed military school or DL training within last 18 mos)	3 (+) years in CPMOS (E8-E9 boards) 2(+) years (E7 boards)
	5	Exceeded Standard or comments that would warrant the rating	Highly Qualified or comments that would warrant the rating	No Derog/Met Standard	Passing Ht/Wt	Not stagnant (completed military school or DL training within last 24 months)	2-3 Years in CPMOS (E8-E9 boards) 1 (+) years (E7 boards)
	4	Met Standard w/Strong Comments	Qualified w/Higher Graded successive assignment recommendations	Derog more than 5 years old/Met Standard	Passing Ht/Wt	Not seeking knowledge - no schools or DL/correspondence courses for more than 2 years.	1-2 Years in CPMOS (E8-E9 boards) Less than 1 year in CPMOS (E7 board)
	3	Met Standard	Qualified	Derog 3-5 years old/Met Standard	Passing Ht/Wt		
	2	Did not Meet Standard	Not Qualified	Derog in last 3 years/Did Not Meet Standard	Failing Ht/Wt		

Soft Points					
	Area of Evaluation:	Civilian Ed	Leadership	Diversity	Awards
	Supporting Docs:	iPERMS	SRB	SRB/iPERMS	SRB/iPERMS
Soft Score Value	2	Degree or professional certificate awarded	Documented service in leadership or broadening assignments w/positive comments or award	Diversity of assignments (CO/BN/BDE or COs across multiple BDEs, or multiple positions within a command, T-10 Tours, Deployments)	Recognition during current/last rating period
	1	Some college, or working toward professional certification (w/supporting docs)	Leadership or broadening assignments or recommended for leadership in successive assignments	Diversity of assignments (CO/BN/BDE or COs across multiple BDEs, or multiple positions within a command)	Recognition in the last 2-3 years
	0	No College or Professional Certs	No leadership or broadening assignments or not recommended for leadership in successive assignments	No diversity of assignments	Not recognized in last 3 years

***Failure to address and provide justification for missing weigh-ins, NCOERs, or other material discrepancies within the iPERMS record could result in the hard score being reduced by 1 point.

**FY24 EPS Voting Rubric
(for consideration to SSG)**

Hard Points							
	Area of Evaluation:	Performance	Potential	Character/Whole Soldier	Standards	Mil Ed	Experience
	Supporting Docs:	NCOER	NCOER	NCOER/iPERMS	DTMS ITR	Transcripts	SRB
Hard Score Value	6	Rater's comments annotate far above standard performance with strong/qualifiable comments	Most Qualified	No Derog/Met Standard on NCOER w/strong bullets	Passing Ht/Wt	Completed for next higher grade/Honor Grad/Not stagnant (completed military school or DL training within last 18 mos)	2(+)- Year in CPMOS
	5	Rater's comments annotate above standard performance with strong/qualifiable comments	Highly Qualified	No Derog/Met Standard	Passing Ht/Wt	Not stagnant (completed military school or DL training within last 24 months)	1-2 Years in CPMOS
	4	Met Standard w/Strong Comments	Qualified w/Higher Graded successive assignment recommendations	Derog more than 5 years old/Met Standard	Passing Ht/Wt	Not seeking knowledge - no schools or DL/correspondence courses for more than 2 years.	Less than 1 Year in CPMOS
	3	Met Standard	Qualified	Derog 3-5 years old/Met Standard	Passing Ht/Wt		
	2	Did not Meet Standard	Not Qualified	Derog in last 3 years/Did Not Meet Standard	Failing Ht/Wt		

Soft Points					
	Area of Evaluation:	Civilian Ed	Leadership	Diversity	Awards
	Supporting Docs:	iPERMS	SRB	SRB/iPERMS	SRB/iPERMS
Soft Score Value	2	Degree or professional certificate awarded	Documented service in leadership or broadening assignments w/positive comments or award	Diversity of assignments (CO/BN/BDE or COs across multiple BDEs, or multiple positions within a command, T-10 Tours, Deployments)	Recognition during current/last rating period
	1	Some college, or working toward professional certification (w/supporting docs)	Leadership or broadening assignments or recommended for leadership in successive assignments	Diversity of assignments (CO/BN/BDE or COs across multiple BDEs, or multiple positions within a command)	Recognition in the last 2-3 years
	0	No College or Professional Certs	No leadership or broadening assignments or not recommended for leadership in successive assignments	No diversity of assignments	Not recognized in last 3 years

****Failure to address and provide justification for missing weigh-ins, NCOERs, or other material discrepancies within the iPERMS record could result in the hard score being reduced by 1 point.