



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS  
2800 SOUTHWEST TOPEKA BOULEVARD  
TOPEKA, KS 66611-1287

NGKS-PEZ

1 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for the 2015 EPS Board

1. References:

- a. Chapter 7, AR 600-8-19 (Enlisted Promotions and Reductions)
- b. NGR 600-200 (Enlisted Personnel Management)
- c. NGB HRH Policy Memorandum #10-041
- d. NGB HRH Policy Memorandum #11-025
- e. NGB HRH Policy Memorandum #12-057
- f. Army Directive 2013-15 (Noncommissioned Officer Promotions)
- g. IMMEDIATE EIOM 12-015 Extension and Update to ARNG SRIP Policy Guidance for FY 13 (Policy#13-01)
- h. The Army National Guard Selected Reserve Incentive (SRIP) Policy for FY14 (ARNG-HRZ Policy #14-01)
  - i. ARNG-HRH Policy Memorandum #14-016
  - j. ARNG-HRH Policy Memorandum #14-009
  - k. ATAG Policy Letter #22

2. The purpose of this MOI with annexes is to provide complete instructions for command teams and staff to complete necessary requirements for NCO enlisted promotions.

3. The following are key notes to FY 15 EPS Super Board:

a. Continuing the requirement to achieve a 3+ board score to be eligible to be placed on the list for E9 or 1SG Best Qualified. Soldiers are considered below the zone when they fail to meet minimum board points of 3+ on the National Guard Automated Boards System (NGABS). However, removed Soldiers may be considered for promotion through the exhausted list procedures (SGM only).

b. SPC without SSD 1 and SGT without SSD 2 will be placed on the promotion list but will not be selected for promotion until SSD is complete. Soldier, SSG and above who have not completed the required SSD level for promotion by 1 February 2015 will not be considered for FY15 EPS promotion or supplementary boards.

c. Enlisted Soldiers changing their MOS from their contractual MOS assigned to their Bonus (SRIP) and or Student Loan Repayment Program (SLRP) control number are not authorized to be boarded in an alternate MOS, promoted, and retain their SRIP and or SLRP incentives. If the Soldier elects to be boarded in an alternate MOS, they must be counseled on a DA Form 4856 on the termination due

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process requirements. All requests will be verified through the Education Office.

d. IAW PPOM #14-016, the KSARNG is authorized to assign female Soldiers into previously closed units. This does not include assigning female Soldiers to currently closed occupations in engineer (12B), field artillery (13B/D/F), infantry (11B/C/Z) or armor (19D/K/Z).

e. All AGR promotions will be coordinated with HRO to ensure compliance with reassignment policies following the AGR RFF Checklist (Annex I).

4. No request for Stand-by Board (STAB) for the 1SG Best Qualified Board will be accepted. All requests to be considered for 1SG must be submitted NLT 31 December 2014.

5. MSCs are required to produce a bi-weekly vacancy spreadsheet with comments to G1-Enlisted Personnel due the second and fourth Friday of every month. This report will come from DPRO (Leadership Reports>Vacancy Management>NCO Vacancies). Save to Excel, add comments for every vacancy and EPS control number as to the status and submit. Reports will be reviewed and approved by MSC CSM prior to submission to G1.

6. Board dates and instructions will be announced in a separate MOI. Listed in Annex A and B are the eligibility criteria for each pay grade and instructions for turn-in of the pre-board promotion documents. Promotion boards for Staff Sergeant through Sergeant Major will be conducted using the Automated Board System and Vote Program.

FOR THE ASSISTANT ADJUTANT GENERAL- ARMY:



TONY D. DIVISH  
COL, GS, KSARNG  
Director of Personnel

DISTRIBUTION:

Cdr, 35<sup>th</sup> Infantry Division  
Cdr, 635<sup>th</sup> Regional Support Group  
Cdr, 69<sup>th</sup> Troop Command  
Cdr, 235<sup>th</sup> Regiment  
Cdr, 287<sup>th</sup> Sustainment Brigade  
JFHQ-SCSM  
JFHQ-LC-CSM

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Annex I - RFF Checklist AGR NCO Vacancies

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Annex A – Eligibility criteria and pre-board instructions

1. The Criteria Eligibility Date used to determine Date of Rank (DOR), Time in Grade (TIG), and current APFT is 1 February 2015. The 2015 Enlisted Promotion Board eligibility requirements to be boarded for all personnel are as follows:

a. E9 criteria: 24 months TIG – 16 years TIS – 10 years CES

- (1) Date of Rank (DOR) of 1 February 2013 (130201) and older.
- (2) PEBD of 1 February 1999 (990201) and older.
- (3) DOB after 1 February 1959
- (4) Be qualified in a Primary MOS and awarded a skill level of 5.
- (5) Must be eligible to attend and complete the USASMA (including completion of SSD level 4).

b. E8 criteria: 24 months TIG – 13 years TIS – 8 years CES

- (1) Date of Rank (DOR) of 1 February 2013 (130201) and older.
- (2) PEBD of 1 February 2002 (020201) and older.
- (3) Be qualified in a Primary MOS and awarded a skill level of 4.
- (4) SLC/ANCOC Graduate.
- (5) Completion of SSD level 4

c. E7 criteria: 24 months TIG – 9 years TIS – 6 years CES

- (1) Date of Rank (DOR) of 1 February 2013 (130201) and older.
- (2) PEBD of 1 February 2006 (060201) and older.
- (3) Be qualified in a Primary MOS and awarded a skill level of 3.
- (4) ALC/BNCOC Graduate.
- (5) Completion of SSD level 3 (Soldiers who complete all phases of SLC/ANCOC prior to 1 January 2014 are not required to complete SSD level 3)

d. E6 criteria: 18 months TIG

- (1) Date of Rank (DOR) of 1 August 2013 (130801) or older.
- (2) Be qualified in a Primary MOS and awarded a skill level of 2.
- (3) WLC/PLDC Graduate.

e. E5 criteria: 12 months TIG

- (1) Date of Rank (DOR) of 1 February 2014 (140201) or older.
- (2) Be qualified in a Primary MOS and awarded a skill level of 1.

2. The Promotion Eligibility Roster (PER), initial individual Form 4100-1-R-E for each eligible Soldier, Leadership Appraisal Forms for E4s, and Commander's Instructions will be sent on 1 October 2014 to each MSC. The MSC's are responsible for forwarding to their subordinate units.

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Annex A – Eligibility criteria and pre-board instructions

3. Commanders will ensure the following actions are accomplished prior to signing the PER.

a. All Soldiers are counseled regarding their NGB Form 4100 and how to have changes made to the SIDPERS database. This responsibility may be delegated down to the First Sergeant and First Line Leader.

b. Commanders will line through Soldiers listed on PER who will not be boarded and state why. The following criteria will be used to delete Soldiers from the PER:

(1) Line through Soldiers who are recent losses (i.e. discharge, transferred to another unit). Include the effective date of discharge or transfer. Do not line through Soldier who are pending losses. Soldiers being discharge may be adversely affected by having no promotion list standing.

(2) Line through Soldiers who have been formally counseled by the commander for non-consideration for the Promotion Board. Counseling statement along with DA Form 4187 must be forwarded with the PER. Commanders should only board Soldiers who are ready for promotion; Soldiers are not required to be boarded every year. There is no reason to submit a Soldier before this board if they are not ready and eligible IAW Reference 1a. Use paragraph 7-33 of reference 1a as the guide for this action.

(3) Soldiers who are not available to process their NGB Form 4100 due to the following reasons will not be contacted while in this status:

(a) Unsatisfactory participation.

(b) Absence without leave (AWOL)

(c) Soldiers participating in OCS, WOCS, SMP, or member of the Inactive National Guard (ING).

(d) Civilian confinement

(e) Approved DA Form 368 Conditional Release packet at state

(f) Approved 602-13 Discharge Packet at State

c. Commanders will add Soldiers to the PER who are recent accessions to the KSARNG. Accessions after 31 January 2015 will require a stand by board requested by the Soldier and chain of command. This must be accomplished NLT 90 days after publishing of the list 13 March 2015.

4. The following instructions are provided to complete NGB Form 4100:

a. The website is located on the state intra-web <http://ngksc2-intraweb/ks4100>. After the Soldier has been counseled on assignment option meanings and changes to fill procedures, Soldiers will access the website through a Kansas network computer. Soldiers will be required to digitally sign on a Kansas computer.

b. The Soldier will enter their last name, last four of their social security number, and DOB to access their 4100.

c. All Soldiers must complete Section IV (VERIFICATION) of the NGB Form 4100

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- d. Soldiers will then choose “I DO” or “I DO NOT WANT TO BE CONSIDERED FOR MILITARY PROMOTION AND EDUCATION”.
  - e. Check one of the five assignment options.
  - f. Check box labeled “SIGNATURE ACKNOWLEDGMENT”. Signature acknowledges acceptance of the new process of automatic selection based off of assignment options.
  - g. The Soldier will then click save at the bottom of the form. The 4100 will save in the system and reappear one last time for printing. This is to provide the Soldier with their own copy if they wish.

Note the date and CAC card logged onto the system are recorded in the next line.
  - h. All Soldiers must sign and date NGB Form 4100-1-R-E. Failure to sign will result in removal from the list.
  - i. 4100 for Senior Leaders (E6-E8) will require Commanders approval. Commanders will use the “COMMANDERS LOGIN” to view Senior 4100s that require their signature. Senior 4100s require the Soldier’s signature as well as the Commander’s signature to be considered complete.
  - j. If a Soldier is not present for drill between November and January a member of the Soldier’s unit is required to log into the website and select their option per voco. It is mandatory for full-time staff to keep a log of all Soldiers they mark per voco.
5. When a Soldier is transferred, their new UIC will be reflected on their 4100 after the weekly update. It will also be reflected on the weekly report of Soldiers who have not yet signed their 4100s. If a Soldier is going to be discharged or Interstate Transferred (IST) before 1 February 2015, please ensure that they still log in and sign their 4100. Note that eligibility for board consideration is effective 1 February 2015. This may require the unit and Soldiers to complete additional NGB Form 4100-1-R-E on promotable Soldiers assessed before 1 February 2015.
6. Newly accessed Soldiers will be loaded into the website during the regular scheduled update every Friday.
7. SPC/CPL to SGT Promotion – Units will return 3 each paper copy NGB Form 4101-1-R-E on each eligible SPC/CPL. The First Line Leader, the Platoon Sergeant and the First Sergeant will each complete 1 appraisal worksheet on each eligible SPC/CPL. The average of these scores will determine the board scores for the Soldier. Note that eligibility for board consideration is effective 1 February 2015. This may require the unit to complete additional NGB Form 4101-1-R-E packets on promotable Soldiers assessed before 1 February 2015. It is the unit First Sergeant’s responsibility to ensure that every Soldier assigned to the unit has a completed NGB Form 4101-1-R-E packet or removal from consideration.
8. Soldiers boarded for SSG will be scored using both administrative and leadership points. Commanders must fill out the commander’s validation in block 13. If they wish to deny consideration, this denial must be completed in accordance with paragraph 7-33, AR 600-8-19.
9. Soldiers being boarded for SFC, MSG, and SGM – Soldier responsibilities: verify data in blocks 1-12, make an election to be considered or not considered, elect their assignment option, and sign/date the form (block 13). Commanders must fill out the commander’s validation in block 13. If they wish to deny consideration, this denial must be completed in accordance with paragraph 7-33, AR 600-8-19.

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Annex A – Eligibility criteria and pre-board instructions

10. Soldiers in the ranks of SFC and MSG who want to be considered for the 1SG Best Qualified Board must do so on a DA Form 4187. There will be a sample DA Form 4187 sent with the other pre-board documents via email. The DA Form 4187 must be signed by the Soldier, approved by the unit Commander, and be recommended for approval through the Battalion Commander Sergeant Major, Brigade Command Sergeant Major, and Board President, on a DA 4187-1-R. MSCs will submit consolidated packets to G1-Enlisted Personnel NLT 31 December 2014. G1-Enlisted Personnel will forward to Board President for final approval.

11. Soldiers in all ranks will be considered in their Career Progression MOS (CPMOS). This will be their PMOS as of 1 February 2015. Requests for consideration outside of their PMOS will be completed on a DA Form 4187 signed by the Soldier and the First Sergeant. A DA Form 4187-1-R will accompany the DA Form 4187 through the Command Sergeant Major chain, and the Board President. This request should be received by G1-E prior to 1 February 2015. Those received after 1 February 2015 will be considered on a case by case basis. The Incentives Manager will review all CMPOS changes. Soldiers who voluntary transfer and accept promotion in a MOS outside of their contracted incentive MOS will forfeit any future incentive payment.

12. SIDPERS will run new PERS on 1 December 2014 to ensure that all Soldiers are accounted for. Units are required to turn in the PERS with the run date of 1 December 2014, SPC/CPL appraisal worksheets, and First Sergeant Best Qualified Board paperwork to G1- E no later than 31 December 2014.

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Annex B – Local Supplemental Database EPS Data Capture Sheet

LOCAL SUPPLEMENTAL DATABASE KSARNG  
EPS DATA CAPTURE

1. Prepare one capture sheet for each E4 through E8 in the unit. (E1 thru E3 are not required but it is recommended to have the capture sheet done on all enlisted unit members).
2. Type or print (ink) name and SSAN.
3. The following entries should be made in pencil as they are subject to change from time to time:
  - a. Latest Wpns Qual
  - b. Yr-Mo-Last Wpns Qualification
  - c. Weapon Fired
  - d. Civilian Ed Sem Hrs
  - e. Mil Ed Hrs Comp
  - f. Other Resident Courses
  - g. NCOES Level
  - h. End Date Last NCO School
  - i. Date Last APFT
  - j. APFT Score
  - k. Pass – Fail
4. The award column entries should contain the required code for the particular award. The code should be done in ink or typed as it will never change. The “Date of Last” and “how many” columns should be completed in pencil as they are subject to change.
5. The “Military Education Capture” column and the “WEEKS” column should be in ink or typed as they will never change.
6. It is important to read the instructions in small print beneath each entry and at the bottom of the capture sheet.
7. Do the capture sheets once. Store them in a notebook or a file until an update is needed. When a change occurs, make the entry on your file copy, make copies of the supporting document and capture sheet. Highlight the change(s) on the capture sheet copy. Attach the supporting document(s) and forward to SIDPERS using iPERMS. Do not make copies of items already in iPERMS. Annotate on the LSDB data capture the item name and date.

LOCAL SUPPLEMENTAL DATABASE KSARNG  
EPS DATA CAPTURE

Acceptable supporting documentation and entry instruction (Note: information to be updated must be highlighted or marked with an asterisk (\*) next to the entry)

1. WEAPONS QUALIFICATION – completed by unit full time manning via the DBIW website; must be in accordance with AR 350-1 with the correct assigned weapon.

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Annex B – Local Supplemental Database EPS Data Capture Sheet

2. CIVILIAN EDUCATION SEMESTER HOURS – Figure 7-6 (field 28) AR 600-8-19. Legible copies of Official Transcripts are the best evidence. Official College Diplomas are acceptable. Trade, business, or Vocational School Completion Certificates are acceptable as long as the numbers of clock, classroom or quarter hours are listed on the certificate. Any questions, please call PISB.
3. MILITARY EDUCATION HOURS COMPLETED (Correspondence Courses) – Figure 7-6 (field 27) AR 600-8-19. LEGIBLE copies of sub course or course completion certificates, ACCP (including Army Smart Force Program and Federal Emergency Management Agency courses through the Emergency Management Institute). Ensure the submitted data does not duplicate previous submissions.
4. OTHER RESIDENT COURSES – Figure 7-6 (field 26) AR 600-8-19. First complete the Column titled MILITARY EDUCATION CAPTURE on the bottom half of the Capture Sheet. List course name, month and year completed as well as hours, days, or weeks completed. List ONLY those military resident courses that are one week or 40 hours or longer in duration. Do not combine courses of a shorter duration to equal the acceptable course length and do not list Soldiers first AIT course or equivalent and do not list NCOES (WLC/PLDC, ALC/BNCOC, SLC/ANCOC and USASMC) courses (exception: when the Soldier has, for some reason graduated twice from same course and has documentation). Acceptable supporting documentation includes DA Form 1059, school certificates containing dates or total hours of course and ATRRS RS screen (must be expanded view which shows beginning and end dates).
5. DATE LAST APFT/APFT/PASS-FAIL - Self explanatory – requires only the last APFT DATE, SCORE and whether the individual passed or failed. Special cases, i.e.; scores obtained as a result of permanent and temporary profiles are explained in Figure 7-6 (field 25) AR 600-8-19. Use DBIW for input.
6. AWARDS – Figure 7-6 (Section II) AR 600-8-19. List all awards (Federal and State) the Soldier is entitled to. Use only the approved SIDPERS AWARD CODE as indicated in KS Reg 600-8-22. ie; MILDECMA (Army Commendation Medal), DATE OF LATEST 061025, HOW MANY 02. State awards from other states are currently not able to be input into SIDPERS. Points will need to be added manually before the list is released.

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Annex C – Special Fill Requests

1. Instructor positions at Kansas Regional Training Institute (KSRTI) – KSRTI/Enlisted Personnel will use the following criteria for fill requests:

a. First priority will be given to Soldiers holding the 5-character MOS (already qualified and holding a SQI of 8). This would be for specific MOS instructor positions for classes taught (88M, 68W, etc) that hold the "8". For non- MOS specific instructors it would be MOS non-specific ranked by points to those holding "8".

b. Second priority is to Soldiers holding the MOS, but lacking the 8 SQI. This would be for specific MOS instructor positions for classes taught (88M, 68W, etc). For non-MOS specific instructors it would be MOS non-specific ranked by points.

c. Soldier assigned to Instructor positions are governed by AR 614-200, TRADOC regulations and proponent polices. Soldiers selected for instructor positions will be stabilized for 36 months. Instructors may be reassignment with less than 36 months to fill higher priority assignments.

2. Soldiers assigned to Weapons of Mass Destruction Civil Support Teams (WMD-CST) are governed by NGR 500-5/ANGI 10-208 dated 18 August 2010. Soldiers selected for WMD-CST positions may not be promoted until they are both MOS and SQI qualified for the CST position. WMD-CST position priority of fill will be to Soldiers awarded the "R" SQI.

3. Promotion of Title 32 AGR personnel (both traditional and Title 32AGR) selected for an AGR position after the promotion list was exhausted of AGR personnel will be managed IAW ATAG Policy Letter #22 and PPOM #14-009.

4. For flight company positions, the following will apply:

a. If a Soldier accepts an EPS letter for a flight position, they will not be promoted until a qualifying flight physical is approved. Once a flight physical is approved, however, the date of rank will be the date the acceptance letter was signed. It may take up to three months before a qualifying flight physical is approved.

b. If a Soldier fails to attain a qualifying flight physical, they will not be removed from the current EPS list.

c. If a Soldier does not wish to perform flight duties, they can decline the position without being removed from the EPS list.

5. For KSARNG Recruiting and retention Battalion positions, the following will apply:

a. Soldiers assigned to the KSARNG R&R BN are governed by NGR 601-1 dated 28 April 2006.

b. Soldiers assigned to R&R NCO 00F34 (Para/Lin 008B/04) positions will be boarded under CMF 79T regardless of their respective PMOS to comply with NGR 601-1.

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Annex D- First Sergeant Fill Request

1. In accordance with para 7-41, AR 600-8-19, the KSARNG will fill all First Sergeant (1SG) positions using the interview process of Soldiers found best qualified in the annual board process.
2. The COL (O6) commander that has the vacancy within their command will direct the interview process in conjunction with their CSM. The MSC with the vacancy will coordinate with G1-E to announce the vacancy via statewide announcement to eligible Soldiers. The following items will be adhered to during this process:
  - a. Composition of the Board- the board will be comprised of three current sitting CSMs which will come from within the Brigade and Battalion in which the vacancy exists. Brigade CSM will be the selection board president.
  - b. The unit Commander with the 1SG vacancy is encouraged to advise the board of any specific qualities or qualifications desired. However, this criteria cannot add to the requirements of AR 600-8-19.
  - c. The outgoing 1SG can sit as a non-voting member of the board if the Brigade CSM so desires.
    - (1) The board will consider all qualified candidates as long as they are on the current 1SG Best Qualified List.
    - (2) IAW PPOM #11-028, AGR promotions based on CLASP (command waiver for 1SG) are not authorized. Thus, AGR SFC on the 1SG Best Qualified List are not eligible and will not be interviewed for traditional (M-day) 1SG positions.
    - (3) The interview board president will submit the results and recommended selection thru the O6 Commander for the promotion authority. The O6 Commander must concur or non-concur with the recommendation in writing. The Land Component CSM will work with the O6 Commander and their CSM to resolve a non-concur by the O6 Commander.
3. Upon selection of the qualified applicant, the MSC will notify G1-E and coordinate for promotion/lateral orders. See Annex E Request for Fill.
4. Any deviation from this will have written approval from the Land Component CSM prior to taking any action to fill a 1SG position.
5. Soldiers who request to be boarded for the 1SG Best Qualified Board and who do not submit an application for 1SG position in their CMF/assignment option will be removed from the First Sergeant List.
6. There will be no Stand-by Board Request (STAB) requests entertained for 1SG Best Qualified Board. All requests must be turned in by 31 December 2014.

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Annex E- Request for Fill process

1. After procedures out of NGR 600-200 chapter 4 have been completed without the vacant position being filled, the unit will request a fill through channels. After a Request for Fill worksheet is received by a unit they will identify the highest promotable Soldier on the worksheet using APFT, height/weight, profiles or other flagging criteria. The unit must contact Soldiers that do not meet remaining service obligations for their consideration to extend.
2. When a Soldier is identified for promotion from the Request for Fill worksheet, they will not require a letter of acceptance for the promotion unless exhausted list procedures are used or they are a special fill request (see Annex C).
3. The unit will forward all relevant document and PARs to G1-E for promotion. Before the selected Soldiers packet is sent to state, the unit will ensure that the Soldier is not flagged in SIDPERS and their ETS in SIDPERS meets the remaining service obligation.
4. If a Soldier decides they did not want the promotion, they will be instructed on the process of requesting an administrative reduction and movement back to their previous position.
5. Positions with Soldiers who have a 602-13 (Discharge Packet) are eligible to have control numbers issued against their position as long as there are no other excess positions in that grade and UIC. Positions are not eligible until the completed discharge packet and PAR are at statewide totals. Control numbers will be issued and a promotable Soldier will be selected.
  - a. Soldier selected must remain promotable from the day the control number issued, until the effective date of the promotion.
  - b. The Soldier must remain in a promotable status, counseling is imperative as to the requirement they must continue to meet.
6. MSCs are required to produce a bi-weekly vacancy spreadsheet with comments to G1-Enlisted Personnel due the second and fourth Friday of every month. This report will come from DPRO (Leadership Reports>Vacancy Management>NCO Vacancies). Save to Excel, add comments for every vacancy and EPS control number as to the status and submit.
7. G1-E will auto fill any position open for 30 days without action or proper coordination from unit.

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Annex F- Exhausted Procedures

1. If all eligible and available Soldiers on the current EPS list are exhausted, we will then use the following procedures to fill the vacant position. Unit must request exhausted list names through their Brigade to G1.

a. Identify Soldiers that were rated below the zone for selection with the correct assignment option selection. List will be followed in sequence. Soldiers who decline will be removed from the list.

b. Soldiers on the list with CPMOS that have chosen a different option. List will be followed in sequence. Soldiers who decline will not be removed from the list.

c. EPS list is exhausted and the control number will be cancelled.

d. State Wide Vacancy Announcement. IAW ARNG-HRH State Wide Vacancy Announcement (SWVA) Procedures (PPOM#12-057), the G1 will advertise a vacancy through a SWVA for promotion consideration.

2. Exhausted procedures are not applicable to 1SG fill requests.

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Annex G- Supplemental Board Instructions

1. A supplemental board will be held during the month of August for Soldiers in the grade of SPC and SGT. There will be a separate LOI released for this board detailing the time and location. Soldiers that have become promotable between 1 February and 1 August 2015 will be boarded on the supplemental board. This includes Soldier that previously did not meet TIG, TIS, NCOES, and other various promotion requirements.

a. E7 criteria:

- (1) Date of Rank (DOR) or 1 August 2013 (130801) and older
- (2) PEBD of 1 August 2006 (060801) and older
- (3) Be qualified in Primary MOS and awarded skill level of 3
- (4) Completion of SSD3

b. E6 criteria: 18 months DOR

- (1) Date of Rank (DOR) of 1 February 2014 (140201) or older.
- (2) Be qualified in a Primary MOS and awarded a skill level of 2.
- (3) WLC/PLDC Graduate.

c. E5 criteria: 12 months DOR

- (1) Date of Rank (DOR) of 1 August 2014 (140901) or older.
- (2) Be qualified in a Primary MOS and awarded a skill level of 1.

2. IAW with NGB guidance, Soldiers will be added to the bottom of the list effective the first Friday of September. Their administrative points will be as of 1 February. Soldiers being boarded on the supplemental board will be required to log in and sign their 4100 on the 4100 website between 1 June and 31 July 2015.

3. Board members must have served as a board member on the FY15 EPS Board. They must still meet APFT and HT/WT requirements.

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Annex H- RFF Checklist-Traditional (M-day) NCO Vacancies

**Checklist/Timeline for Request for Fill**

1. Commanders will fill unit NCO vacancies utilizing the following priority sequence in order as listed below *IAW NGR 600-200 4-10d*

- a. Priority Placement List (Soldiers displaced by reorganization/deactivation)
- b. Excess Personnel (unit will use Brigade PSNCO to verify excess)
- c. Lateral assignment
- d. Enlisted Promotion System

2. Unit processes request.

- a. Request forwarded to Battalion or higher headquarters. (No specific format) *Within two days*
- b. Request forwarded from Battalion to MSC. (Using official request format). *Within two days.*
- c. MSC forwards request to state. *Within two days.*

3. State issues control number and list with eligible Soldiers. *Within three days.*

*Soldiers will only receive letters if:*

- a. If Soldier is sent a special fill request. If declined the Soldier will not be removed from list. *See Annex C.*
- b. If the list is exhausted, unit will send out an exhausted letter. If declined the Soldier will not be removed from list. *See Annex F.*

4. Unit determines eligible Soldiers from the Request for Fill list (given by G1-E). **NO LETTERS ARE REQUIRED.** *Within three days.*

- a. Is the Soldier without appropriate security clearance or favorable security investigation? *AR 600-8-19 para 7-4 (c)*
- b. Is the Soldier an unsatisfactory participant? Nine or more declared unexcused absences? *AR 600-8-19 para, 7-4 (e)*
- c. Did the Soldier have an unexcused absence from annual training? *AR 600-8-19, para 7-4 (g)*
- d. Is the Soldier AWOL? *AR 600-8-19, para 7-4*
- e. Has the Soldier been selected for elimination by the Enlisted Qualitative Retention Board (QRB)? *AR 600-8-19, para 7-4 2i*
- f. Is the Soldier Flagged? *AR 600-8-1-19, para 7-4 2l*
- g. Is the Soldier assigned to or in the processed into the ING? *AR 600-8-19, para 7-4 2m*
- h. Is Soldier a technician? If so, written approval from HRO is required to verify no full-time conflicts (i.e., grade inversion).  
*If yes, on any of the questions above, Soldier is not eligible for promotion. Skip and annotate on the RFF*
- i. SGM, MSG, SFC will incur a 36-month service obligation upon accepting promotion *ARNG-HRH Policy #11-029*
- j. SSG, SGT will incur a 12-month service obligation upon accepting promotion *AR 600-8-19, para 7-8*
- k. If Soldier does not wish to extend for promotion annotate on the Request for Fill worksheet. Soldier will be removed from the list for declination of promotion.

6. Promotion packet sent to state via Battalion/MS. *Within three days*

*Promotion Packet contents:*

- a. Signed letter from Soldier (only for special fills in block 3).
- b. DA 705/APFT. Dated within one year of a Soldier signing the letter and before the control number was issued.
- c. DA 5500 /5501 dtd Jun 2010-Body Fat Composition. Only needed if Soldier has failed height and weight on the DA 705.
- d. Semi-Annual Weigh in. Use if the Soldier's DA 705 is more than six months old. Must be dated within six months of Soldier signing the letter and before control number was issued.
- e. Profile. Required if Soldier takes alternate event or is exempt from an APFT event. Profile cannot exceed five years from date that Soldier signed the acceptance letter.
- f. Other Soldier's declination letters. Use when applicable. Used when a Soldier declines a promotion and is above the Soldier on the EPS list accepting the position.
- g. Request for fill sheet. If Soldier is not number one on EPS list, then annotate as to why other Soldier(s) were skipped.

7. Orders Published *Within three days*

*PARS are submitted by the losing unit and are submitted on the same day as the packet*

- a. If the Soldier is promoted in the same unit, submits a reassignment and promotion PAR.
- b. If the Soldier is promoted in a different unit, their assigned unit submits promotion and transfer PAR.
- c. If the Soldier is promoted during mobilization, Soldier's assigned unit submits deployed promotion PAR.

***The timeline from start to finish should be less than 30 days.***

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2015 EPS Board  
Annex I – RFF Checklist AGR NCO Vacancies

### Timeline for AGR Request for Fill/Checklist

**1. Commanders will fill unit AGR NCO vacancies utilizing the following priority sequence: IAW NGR 600-200 4-10d**

- a. Priority Placement List ( AGR only and G1-E will verify with HRO)
- b. Lateral assignment
- c. Enlisted Promotion System
- d. Hiring Board (only after exhausting a thru c above)

**2. HRO receives and processes request for fill (RFF)**

- a. AGR Request for Fill forwarded to HRO from unit.
- b. HRO approves/disapproves Request for Fill.
- c. If disapproved, HRO will provide justification and request will be returned to unit without action.
- d. If approved, request will be advertised in a Job Announcement laterally to current qualified Title 32 AGR members of the KSARNG.  
To be eligible individual must possess the advertised MOS as a valid PMOS, SMOS, or AMOS IAW DA PAM 611-21.
- e. If a qualified applicant is selected, HRO will process Soldier's transfer and new AGR order.
- f. If there is no qualified applicant, HRO will request an EPS Control number and list of Soldiers eligible for promotion from G1-E.

**3. State issues control number and list with eligible Soldiers**

- a. HRO will offer the EPS Opportunity for promotion in sequence. Ineligible personnel will be bypassed IAW ATAG Policy Letter #22.
- b. If an eligible Soldier accepts, Soldier will return acceptance memo and supporting documents to HRO for processing; HRO will forward supporting documents to G1-E and submit PARs for promotion and transfer in MILPO.
- c. If the list is exhausted, HRO will notify the requesting unit and re-advertise the AGR NCO vacancy in a Job Announcement.

**4. Re-Advertisement**

- a. HRO will re-advertise the position MOSQ to include on board Title 32 AGR Soldiers eligible to become qualified within one year of assignment and on board Title 32 AGR Soldiers one grade below the vacant AGR position.
- b. If the Job Announcement closes without applicants and/or no applicant is selected, HRO will announce the AGR position to include qualified traditional KSARNG Soldiers eligible to become AGR Soldiers one grade below vacant AGR position.
- c. If the Job Announcement closes without applicants and/or no applicant is selected, HRO will announce the AGR position to include non-qualified traditional KSARNG Soldiers eligible to become AGR Soldiers one grade below vacant AGR position.
- d. If the Job Announcement closes without applicants and/or no applicant is selected, HRO will advertise the AGR position nationwide to include traditional Soldiers eligible to become a member of the KSARNG.

### AGR Soldiers Promotion Process/Checklist

**1. Commander recommends AGR Soldier for promotion**

- a. Unit verifies Soldier meets promotion eligibility criteria
- b. Unit forwards request for fill (RFF) with following supporting documentation to HRO.
  - \_\_\_ Signed acceptance letter from Soldier.
  - \_\_\_ DA 705/APFT. Dated within six months of Soldier signing letter and before control number was issued.
  - \_\_\_ DA 5500/5501 - Body Fat Composition. Only required if Soldier exceeds screening table weight per AR 600-9.
  - \_\_\_ Semi-Annual Weigh-in. Must be dated within six months of Soldier signing letter and before control number was issued.
  - \_\_\_ Profile. Required if Soldier takes alternate event or is exempt from an APFT event. Profile cannot exceed five years from date Soldier signed acceptance letter.
  - \_\_\_ Other Soldier's declination letters. Use when applicable. Used when a Soldier declines a promotion and is above the Soldier on the EPS list accepting the position.
  - \_\_\_ Request for Fill Sheet. If Soldier is not number one on EPS list, then annotate as to why other Soldier(s) were skipped.

**2. HRO receives and processes request for AGR promotion**

- a. HRO will validate AGR vacancy and check Soldier's eligibility for promotion
- b. HRO will forward RFF and supporting documentation to G1-E and request EPS control number
- c. If disapproved, G1-E will notify HRO and provide justification; HRO will notify the unit
- d. If approved, G1-E will send EPS control number to HRO
- e. HRO will submit promotion PAR in MILPO
- f. After promotion order is published, HRO will forward promotion order to the Soldier's Commander