



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

NGKS-PEZ

01 November 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)

1. References:

- a. Chapter 7, AR 600-8-19 (Enlisted Promotions and Reductions)
- b. NGR 600-200 (Enlisted Personnel Management)
- c. NGR 600-5 (AGR Management)
- d. NGB-HRH Policy Memorandum #10-041 (NGABS-changes for Senior Enlisted Promotion Boards)
- e. NGB HRH Policy Memorandum #12-057 (SWVA Procedures)
- f. The Army National Guard Selected Reserve Incentive (SRIP) Policies (specific policy applicable to each Soldiers contract shall be referenced)
- g. ARNG-HRH Policy Memorandum #14-016 (Expansion of Opportunities of Female Soldiers)
- h. ARNG-HRH Policy Memorandum (Army National Guard Full Gender Integration Implementation and Risk Management Plan for the Assignment of Female Soldiers)
- i. ARNG-HRH Policy Memorandum #15-009 (Exception to Administrative Removal from Enlisted Promotion List for Attendance in Officer Producing Program)
- j. ATAG Policy Letter #22 (Reassignment of KSARNG AGR Soldiers)

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

3. The EPS is designed to fill authorized vacancies in the NCO ranks with the best qualified Soldiers who have demonstrated the potential to serve in the next higher rank. It provides for career progression in line with each Soldier's demonstrated and documented potential.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)

4. The following are notable changes or continuations from the FY16 EPS Board:

a. The NGB Form 4100 has been updated to include CPMOS, 1SG, Recruiting, Instructor and Broadening assignment options. See Annex B.

b. The NGB Form 4101-1-R-E (dated 20160104) is a fillable and auto summing form. Completing it digitally is the preferred method, though hand written forms will still be accepted. See Annex B.

c. 1SG Vacancies will not be filled through an interview process. Soldiers will be selected from the 1SG Best Qualified List. See Annex E.

d. Soldiers selected for assignment and/or promotion must have their DA Form 705 and Ht/Wt documentation in their iPERMS record. See Annex F.

e. Positions with Soldiers who are a pending loss (approved AGO KS Form 602-13 (Discharge Packet) at G1-E) are eligible to request an EPS fill. The Control numbers will be issued and a promotable Soldier will be selected and reassigned. The selected Soldier will not be promoted until the incumbent's discharge date has passed. See Annex F.

f. Selecting Soldiers for 00F/00D positions will be completed using the approved list of applicable MOSs per position. See Annex J.

g. A Standby Advisory Board (STAB) will be conducted after the Super Board to ensure all Soldiers eligible per the Super Board criteria are considered by the board.

h. Soldiers who meet the new TIG/TIS requirements, the new SSD requirements, and the PME qualifications of their current grade; and who hold a qualifying CPMOS, will be eligible for promotion board consideration. See Annex A.

i. Soldiers must complete the appropriate Professional Military Education (PME) requirement within the prescribed time frame for (pin-on) promotion. See Annex J.

j. Soldiers boarded for SGT will be scored with administrative and leadership points. Soldiers boarded for SSG, SFC, MSG, and SGM will be scored with leadership points only. Promotion boards for SSG through SGM will be conducted using the National Guard Automated Board System (NGABS).

k. Removed the requirement to achieve a 3+ board score to be eligible to be placed on the list for SGM or 1SG Best Qualified.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)

l. All AGR promotions will be coordinated with HRO to ensure compliance with reassignment policies following the AGR RFF Checklist. See Annex M

m. Supplemental boards for SGT through MSG are only authorized against exhausted promotion lists. Soldiers boarded by the supplementary boards will be integrated into the annual promotion list. See Annex G.

n. MSCs are required to maintain current, accurate and complete comments for their NCO Vacancies on the SIBx website. G1-E will download the NCO Vacancy Report on the 1<sup>st</sup> and 15<sup>th</sup> of each month for the LC Command Sergeant Major. Comments will be input by the units and reviewed by MSC CSMs prior to G1-E downloading the report.

o. IAW reference a., Soldiers who complete an officer-producing (commissioned or warrant) program and receive a notice of eligibility in lieu of accepting their commission must be administratively removed from the promotion list. IAW reference j, this applies for a period of five years from the date of completion of OCS or WOCS. Exceptions must be requested.

FOR THE ASSISTANT ADJUTANT GENERAL- ARMY:

///original signed\\  
JUDITH D. MARTIN  
COL, GS, USA  
Director of Personnel

DISTRIBUTION:

Cdr, 35<sup>th</sup> Infantry Division  
Cdr, 130<sup>th</sup> Field Artillery Brigade  
Cdr, 635<sup>th</sup> Regional Support Group  
Cdr, 69<sup>th</sup> Troop Command  
Cdr, 235<sup>th</sup> Regiment  
JFHQ-SEL

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)

ANNEXES:

Annex A - Date Quick Reference Guide

Annex B - Eligibility Criteria and pre-board instructions

Annex C - Super Board Instructions

Annex D - Supplemental Board Instructions

Annex E - First Sergeant Instructions

Annex F - Request for Fill Process

Annex G - Special Fill Requests

Annex H - Exhausted Procedures

Annex I - PME Promotion Eligibility Criteria for (Pin-on) Promotion

Annex J - MOS Immaterial Positions 00F/00D

Annex K - Local Supplemental Database EPS Data Capture Sheet

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

Annex M - RFF Checklist - AGR NCO Vacancies

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex A – Date Quick Reference Guide

Initial FY 17 EPS List will be published on 20170317

Board Dates:

EPS Super Board – 24 February 2017 – 26 February 2017

Scheduled STAB – 11 March 2017

Supplemental EPS Board #1 – 03 June 2017

Supplemental EPS Board #2 – 09 September 2017

TIG/TIS/SSD/PME Cutoff Date:

EPS Super Board – 28 February 2017

Scheduled STAB – 28 February 2017

Supplemental EPS Board #1 – 31 May 2017

Supplemental EPS Board #2 – 31 August 2017

NGB Form 4101s Due:

EPS Super Board – 15 February 2017

Scheduled STAB – 08 March 2017

Supplemental EPS Board #1 - 31 May 2017

Supplemental EPS Board #2 - 31 August 2017

NGB Form 4100s Due:

EPS Super Board – 22 February 2017

Scheduled STAB – 08 March 2017

Supplemental EPS Board #1 - 31 May 2017

Supplemental EPS Board #2 - 31 August 2017

Personnel Eligibility Rosters (PERS) Due:

EPS Super Board – 15 February 2017

Board Member List Due:

EPS Super Board – 15 February 2017

Scheduled STAB – 15 February 2017

Supplemental EPS Board #1 - 31 May 2017

Supplemental EPS Board #2 - 31 August 2017

CPMOS Change Requests (DA Form 4187) Due:

EPS Super Board – 01 March 2017

Scheduled STAB – 01 March 2017

Supplemental EPS Board #1 – 31 May 2017

Supplemental EPS Board #2 – 31 August 2017

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex B – Eligibility criteria and pre-board instructions

1. The Criteria Eligibility Date used to determine Time in Grade (TIG), Time in Service (TIS), Structured Self Development (SSD), and Primary Military Education (PME) is 28 February 2017. The 2017 EPS eligibility requirements to be boarded for all personnel are as follows:

a. E9 criteria: 36 months TIG – 16 years TIS – 10 years CES

- (1) DOR of 28 February 2014 and older.
- (2) PEBD of 28 February 2001 older.
- (3) DOB after 28 February 1961.
- (4) Be qualified in a Primary MOS and awarded a skill level of 5.
- (5) Must be eligible to attend and complete the USASMA.

b. E8 criteria: 36 months TIG – 13 years TIS – 8 years CES

- (1) DOR of 28 February 2014 and older.
- (2) PEBD of 28 February 2004 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: 36 months TIG – 9 years TIS – 6 years CES

- (1) DOR of 28 February 2014 and older.
- (2) PEBD of 28 February 2008 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 completed all phases of SLC/ANCOC prior to 1 January 2014 are not required to complete SSD Level 3).

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex B – Eligibility criteria and pre-board instructions

d. E6 criteria: 18 months TIG

(1) DOR of 28 August 2015 or older.

(2) Be qualified in a Primary MOS and awarded a skill level of 2.

(3) BLC / WLC / PLDC Graduate.

(4) Completion of SSD Level 2 (Soldiers who completed any of the 10 legacy courses outlined in Change 2 ALARACT 126-2014 are not required to complete SSD Level 2).

e. E5 criteria: 12 months TIG

(1) DOR of 28 February 2016 or older.

(2) Be qualified in a Primary MOS and awarded a skill level of 1.

(3) Completion of SSD Level 1.

2. Soldiers must assess into the KSARNG with a procurement date of 31 March 2017 to be considered by the 2017 EPS Board. Accessions on 01 March 2017 through 26 May 2017 will be boarded on the 03 June 2017 Supplemental Board. Accessions on 27 May 2017 and after will not be boarded, except for Soldiers that interstate transfer (IST) into the KSARNG. These Soldiers may request a standby advisory board if they had promotion list standing in another state.

3. Soldiers in the following statuses on 28 February 2017 will not be considered for promotion.

a. Barred from immediate reenlistment or extension of enlistment.

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

c. Has an approved retirement.

d. Is assigned to the Inactive National Guard (ING).

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex B – Eligibility criteria and pre-board instructions

e. Enrolled in a commissioned (OCS, ROTC) or warrant officer (WOCS) producing program. This includes Soldiers who complete an officer/warrant officer producing program and receive a notice of eligibility in lieu of accepting their commission.

f. Has a qualifying conviction for domestic violence (Lautenberg) IAW AR 600-20.

g. Does not have a High School diploma or equivalent

4. The Promotion Eligibility Rosters (PER) by unit will be sent on 01 November 2016 to the MSCs. The MSC's are responsible for forwarding to their subordinate units.

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

(1) 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.

(2) 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:

(a) 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 Soldiers who are pending losses. Soldiers pending discharge may be adversely affected by having no promotion list standing.

(b) Line through Soldiers who have been formally counseled by the commander for non-consideration for the Promotion Board. The DA Form 4856 along with DA Form 4187 must be forwarded with the PER.

b. MSCs will submit PERs to G1-E NLT 20170215.



NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex B – Eligibility criteria and pre-board instructions

5. The NGB Form 4100 has been updated to include CPMOS, 1SG, Recruiting and Instructor options. Soldier not being considered by the EPS board, but meet the assignment requirements, will need to complete an NGB Form 4100 if they want to be considered for other assignment opportunities. Any NGB Form 4100 that is not completed by the due date, will show the Soldier as “I DO NOT” want to be considered for promotion, military education or other assignment options.

a. The following instructions are provided to complete NGB Form 4100. After the Soldier has been counseled on promotion and assignment options, they will access the website through a Kansas network computer. The website is located on the state intranet <http://ngksc2-intraweb/ks4100>.

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

c. PROMOTE OPTION: The Soldier will choose “I DO” or “I DO NOT” WANT TO BE CONSIDERED FOR MILITARY EDUCATION AND PROMOTION”. All Soldiers being considered by the board will have this option.

d. DISTANCE OPTION: The Soldier will choose one of the five distance assignment options. All M-Day Soldiers being considered by the board will have this option.

e. CPMOS OPTION: The Soldier will choose “I DO” or “I DO NOT” WANT TO BE CONSIDERED IN AN ALTERNATE MOS. All CPMOS change requests will be for a compelling reason and will be verified through the Incentives Office. If the Soldier is receiving any incentive, they must be counseled on a DA Form 4856 explaining the incentive termination and/or recoupment process. CPMOS change requests will be completed on a DA Form 4187. The DA Form 4187 must be signed by the Soldier, recommended for approval by the 1SG, the Battalion CSM, the Brigade CSM and approved by the Board President. Once the Brigade CSM has recommended approval, the MSCs will submit CPMOS change requests to G1-E. G1-E will forward requests to the Board President for final approval. See Annex A for due dates. All Soldiers being considered by the board will have this option.

f. 1SG ASSIGNMENT: The Soldier will choose “I DO” or “I DO NOT” WANT TO BE CONSIDERED FOR 1SG ASSIGNMENTS. The following Soldiers will have this option:

(1) SFCs being considered by the board that chose “I DO” want to be considered for military education and promotion.

(2) All MSGs.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex B – Eligibility criteria and pre-board instructions

g. RECRUITING ASSIGNMENT: The Soldier will choose “I DO” or “I DO NOT” WANT TO BE CONSIDERED FOR RECRUITING ASSIGNMENTS. The following Soldiers will have this option:

- (1) All SPCs, CPLs and SGTs.
- (2) SSGs not being considered by the board.

h. INSTRUCTOR ASSIGNMENT: The Soldier will choose “I DO” or “I DO NOT” WANT TO BE CONSIDERED FOR INSTRUCTOR ASSIGNMENTS. The following Soldiers will have this option:

- (1) All SGTs.
- (2) All SSGs.

i. BROADENING ASSIGNMENT: The Soldier will choose “I DO” or “I DO NOT” WANT TO BE CONSIDERED FOR BROADENING ASSIGNMENTS. The following Soldiers will have this option:

- (1) M-Day SPCs, CPLs.
- (2) All SGTs.
- (2) All SSGs.

j. The Soldier will check the box labeled “SIGNATURE ACKNOWLEDGMENT”. The date and CAC card logged onto the system are recorded in the next line

k. The Soldier will then click save at the bottom of the form. The NGB Form 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.

l. NGB Form 4100s for Senior Leaders (E6-E8) will require commander’s approval. Commanders will use the “COMMANDERS LOGIN” to view Senior NGB Form 4100s that require their signature. Senior NGB Form 4100s require the Soldier’s signature as well as the commander’s signature to be considered complete.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex B – Eligibility criteria and pre-board instructions

m. If a Soldier is not present for drill between November and February 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.

n. 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) Civilian confinement
- (d) Approved enlistment into another component
- (e) Approved 602-13 Discharge Packet at State

o. When a Soldier is transferred within the state, their new UIC will be reflected on the NGB Form 4100 after the weekly update. It will also be reflected on the weekly report of Soldiers who have not yet signed their NGB Form 4100.

7. NGB Form 4101-1-R-E (dated 20160104) – New form is fillable and auto summing. Completing it digitally is the preferred method, though hand written forms will still be accepted. Units will return three each copies of NGB Form 4101-1-R-E on each eligible SPC/CPL. The preferred rating should be from the First Line Leader, the Platoon Sergeant and the First Sergeant will each complete one NGB Form 4101-1-R-E. It is the unit First Sergeant's responsibility to ensure that every SPC/CPL assigned to the unit has three completed NGB Form 4101-1-R-Es. The average of these scores will determine the administrative score for the Soldier. SPCs and CPLs with permanent profiles, that prevent them from doing all three APFT events, need to have their profiles included with their NGB Form 4101-1-R-Es. See Annex A for due dates.

8. Denying Soldiers consideration for promotion. 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 these boards if they are not ready and eligible IAW AR 600-8-19. Use AR 600-8-19 paragraph 7-33 as the guide for this action.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex C – Super Board Instructions

1. The Kansas Army National Guard will conduct the annual EPS Board at the KSARNG Regional Training Institute, Eckert Hall, 2850 Scanlan Avenue, Salina, KS on 24-26 February 2017. Conduct of the board is governed by AR 600-8-19.

2. All SSD completions and NCOES graduation dates must be prior to 01 March 2017.

3. This single “super board” will review files of Soldiers eligible for promotion to the ranks of Staff Sergeant, Sergeant First Class, Master Sergeant, First Sergeant and Sergeant Major.

a. 24 February 2017:

(1) SGM Board, board member report time is 0745.

(2) 1SG Board, board member report time is 1245.

b. 25 February 2017:

(1) MSG Board, board member report time is 0745.

(2) SFC Board, board member report time is 0915.

c. 26 February 2017: SSG Board, board member report time is 0745.

4. Voting board members will be made up of both full-time (technician and AGR) and traditional Soldiers. No more than 50% will be Technician or AGR. The board will have female and minority membership on each panel.

5. MSCs will provide a list of assigned board members to G1-E NLT 10 February 2017.

6. Eligibility requirements for EPS Board Membership are as follows:

a. Must meet height/weight standards IAW AR 600-9.

b. Must have a current passing APFT in SIDPERS within 14 months for traditional Soldiers and 8 months for AGR Soldiers.

c. Must not be flagged in SIDPERS for any reason.

d. Must read AR 600-8-19 Chapter 7, with emphasis on paragraph 7-35.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex C – Super Board Instructions

7. MSC Responsibilities:

a. The MSC/Brigade CSM is responsible for verifying and ensuring all Soldiers who are voting board members meet the minimum requirements. Support personnel are exempt from these requirements. However, support personnel must be willing and highly motivated to facilitate the board process. Board members that do not meet the minimum requirements will be released. If MSCs are unable to secure the required board members, they must coordinate with other MSCs.

b. 35<sup>th</sup> Infantry Division:

(1) SGM Board: Provide three board members (two of which must be AGR or Technician, one minority, and one female)

(2) 1SG Board: Provide one board member

(3) MSG Board: Provide two board members

(4) SFC Board: Provide three board members (one of which must be AGR or Technician)

(5) SSG Board: Provide two board members (one of which must be female)

c. 235<sup>th</sup> Regiment:

(1) SGM Board: N/A

(2) 1SG Board: Provide two board members

(3) MSG Board: Provide two AGR or Technician board members (both must be female)

(4) SFC Board: Provide two board members (one of which must be female)

(5) SSG Board: Provide one board member

d. 635<sup>th</sup> Regional Support Group:

(1) SGM Board: Provide two board members (one of which must be AGR or Technician, one female, and one minority)

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex C – Super Board Instructions

(2) 1SG Board: Provide three board members (two of which must be AGR or Technician)

(3) MSG Board: Provide eight board members (three of which must be AGR or Technician, one minority, and one female)

(4) SFC Board: Provide 10 board members (five of which must be AGR or Technician, one minority, and one female)

(5) SSG Board: Provides 15 board members (seven of which must be AGR or Technician, one minority, and two female)

e. 130<sup>th</sup> Field Artillery Brigade:

(1) SGM Board: Provide one AGR or Technician board member

(2) 1SG Board: Provide five board members (two of which must be AGR or Technician)

(3) MSG Board: Provide eight board members (three of which must be AGR or Technician and one female)

(4) SFC Board: Provide 10 board members (five of which must be AGR or Technician, one minority, and two female)

(5) SSG Board: Provide 13 board members (six of which must be AGR or Technician, two minority, and two female)

f. 69<sup>th</sup> Troop Command:

(1) SGM Board: Provide three board members (two of which must be AGR or Technician)

(2) 1SG Board: Provide two board members (one of which must be AGR or Technician and one minority)

(3) MSG Board: Provide three AGR or Technician board members (one of which must be a minority)

(4) SFC Board: Provide three AGR or Technician board members (one must be a minority and one female)

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex C – Super Board Instructions

(5) SSG Board: Provide four AGR or Technician board members (E6) (two must be a minority and one must be female)

8. Super Board STAB: Since the Criteria Eligibility Date used to determine TIG, TIS, SSD and PME is after the convening date of the board, a STAB will be conducted on 11 March 2017 to ensure all Soldiers eligible per the Super Board criteria are considered by the board before the EPS list is published on 17 March 2017.

a. Board will be held at Topeka, KS, Forbes Field, Building #2005, room #A108. Report time for this board is 1000. Board members must have served as a board member on the FY17 EPS Super Board and meet APFT and HT/WT requirements.

b. MSC Responsibilities: The MSC/Brigade CSM is responsible for verifying and ensuring all Soldiers who are voting board members meet the minimum requirements. Support personnel are exempt from these requirements. However, support personnel must be willing and highly motivated to facilitate the board process. Board members that do not meet the minimum requirements will be released. If MSCs are unable to secure the required board members, they must coordinate with other MSCs.

(1) 35<sup>th</sup> Infantry Division:

(a) SGM Board: Provide one board member

(b) 1SG Board: Provide one board member

(c) MSG Board: Provide one board member

(d) SFC Board: Provide one board member

(e) SSG Board: Provide one female board member

(2) 235<sup>th</sup> Regiment:

(a) SGM Board: Provide one board member

(b) 1SG Board: Provide one board member

(c) MSG Board: Provide one female AGR or Technician board member

(d) SFC Board: Provide one board member

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex C – Super Board Instructions

(e) SSG Board: Provide one board member

(3) 635<sup>th</sup> Regional Support Group:

(a) SGM Board: Provide one board member

(b) 1SG Board: Provide one board member

(c) MSG Board: Provide one minority board member

(d) SFC Board: Provide one female board member

(e) SSG Board: Provide two board members (one of which must be female)

(4) 130<sup>th</sup> Field Artillery Brigade:

(a) SGM Board: Provide one board member

(b) 1SG Board: Provide one board member

(c) MSG Board: Provide one AGR or Technician board member

(d) SFC Board: Provide one AGR or Technician board members

(e) SSG Board: Provide two board members (one of which must be a minority)

(5) 69<sup>th</sup> Troop Command:

(a) SGM Board: Provide one board member

(b) 1SG Board: Provide one board member

(c) MSG Board: Provide one AGR or Technician minority board member

(d) SFC Board: Provide one AGR or Technician female minority board member

(e) SSG Board: Provide one AGR or Technician board member

9. Unit responsibilities: Unit FTM personnel will request appropriate orders for all Soldiers of their unit supporting the board. RMA/SUTA with IDT travel funding will be used for M-Day personnel or AGR travel as appropriate.



NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex D - Supplemental Board Instructions

1. Purpose. Conduct Supplemental Boards for MSG, SFC, SSG and SGT who have become eligible for board consideration and/or promotion. Supplemental boards are only authorized against an exhausted promotion list. A list is exhausted for a particular rank and CPMOS when the list no longer contains any eligible or available Soldiers. MDAY and AGR exhausted lists by MOS and Grade will be tracked on the EPS list that is distributed weekly.

2. Concept. The Kansas Army National Guard will conduct two Supplemental Boards in Topeka, KS, Forbes Field, Building #2005, room #A108. Conduct of the boards are governed by AR 600-8-19. NGB Form 4100s will be provided and validated prior to the conduct of the boards. An additional Supplemental Board may be conducted at the discretion of the board president.

a. Board #1, 03 June 2017. This Supplemental Board will review files for Soldiers who have become eligible from 01 March 2017 through 31 May 2017. All SSD completions and NCOES graduation dates must be prior to 01 June 2017. SSD and NCOES completions from 26 May 2017 through 31 May 2017; should have their completion documents forwarded to G1 Enlisted Personnel via the G1-E distribution list; NG KS KSARNG LIST Enlisted Personnel to ensure they are boarded.

b. Board #2, 09 September 2017. This Supplemental Board will review files for Soldiers who have become eligible from 01 June 2017 through 31 August 2017. All SSD completions and NCOES graduation dates must be prior to 01 September 2017. SSD and NCOES completions from 24 August through 31 August 2017; should have their completion documents forwarded to G1 Enlisted Personnel via the G1-E distribution list; NG KS KSARNG LIST Enlisted Personnel to ensure they are boarded.

3. MSG criteria:

- a. #1, DOR of 31 May 2014 and older and PEBD of 31 May 2004 and older.
- b. #2, DOR of 31 August 2014 and older and PEBD of 31 August 2004 and older.
- c. Qualified in a Primary MOS and awarded a skill level of 4.
- d. SLC/ANCOC Graduate.
- e. Completion of SSD Level 4.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex D - Supplemental Board Instructions

4. SFC criteria:

- a. #1, DOR of 31 May 2014 and older and PEBD of 31 May 2008 and older.
- b. #2, DOR of 31 August 2014 and older and PEBD of 31 August 2008 and older.
- c. Qualified in Primary MOS and awarded skill level of 3.
- d. ALC/BNCOC Graduate.
- e. Completion of SSD Level 3.

5. SSG criteria:

- a. #1, DOR of 30 November 2015 and older.
- b. #2, DOR of 29 February 2016 and older.
- c. Qualified in a Primary MOS and awarded a skill level of 2.
- d. BLC/WLC/PLDC graduate.
- e. Completion of SSD 2.

6. SGT criteria:

- a. #1, DOR of 31 May 2016 and older.
- b. #2, DOR of 31 August 2016 and older.
- c. Qualified in a Primary MOS and awarded a skill level of 1.
- d. Completion of SSD Level 1.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex D - Supplemental Board Instructions

7. NGB Form 4100-1-R-E for each eligible Soldier will be made available online for Soldier's signature on:

- a. Board #1, 01 May 2017. Due on 31 May 2017.
- b. Board #2, 01 August 2017. Due on 31 August 2017.

8. Units will complete three NGB Form 4101-1-R-Es (dated 20160104) for each SPC/CPL being boarded. NGB Form 4101-1-R-E packets will be consolidated at the MSC level and forwarded to G1 Enlisted Personnel at NG KS KSARNG LIST Enlisted Personnel. The appraisals are due:

- a. Board #1, 31 May 2017.
- b. Board #2, 31 August 2017.

9. Soldiers will be integrated into the existing list rather than placed at the bottom of the list.

10. Board members must have served as a board member on the FY17 EPS Board. They must still meet APFT and HT/WT requirements.

11. MSC Responsibilities:

a. The MSC/Brigade CSM is responsible for verifying and ensuring all Soldiers who are voting board members meet the minimum requirements. Support personnel are exempt from these requirements. However, support personnel must be willing and highly motivated to facilitate the board process. Board members that do not meet the minimum requirements will be released. If MSCs are unable to secure the required board members, they must coordinate with other MSCs. Report time for both boards is 1000.

b. 235th Regiment:

(1) Board #1, 31 May 2017. Provide three board members, one MSG, one SFC and one SSG.

(2) Board #2, 31 August 2017. Provide three board members, one MSG, one SFC and one SSG.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex D - Supplemental Board Instructions

c. 635th Regional Support Group:

(1) Board #1, 31 May 2017. Provide five board members, one female MSG, two SFCs (one must be female) and two SSGs (one must be a minority).

(2) Board #2, 31 August 2017. Provide five board members, one female MSG, two SFCs (one must be female) and two SSGs (one must be a minority).

d. 130<sup>th</sup> Field Artillery Brigade:

(1) Board #1, 31 May 2017. Provide six board members, two MSGs, two SFCs (one must be a minority) and two SSGs (one must be female).

(2) Board #2, 31 August 2017. Provide six board members, two MSGs, two SFCs (one must be a minority) and two SSGs (one must be female).

e. 69th Troop Command:

(1) Board #1, 31 May 2017. Provide six board members, two MSG (one must be minority), two SFCs (one must be female), and three SSGs (one must be female).

(2) Board #2, 31 August 2017. Provide six board members, two MSG (one must be minority), two SFCs (one must be female), and three SSGs (one must be female).

12. Unit responsibilities: Unit FTM personnel will request appropriate orders for all Soldiers of their unit supporting the board. RMA/SUTA with IDT travel funding will be used for M-Day personnel or AGR travel as appropriate.

13. Uniform. The uniform for all board members and support staff is ACU/OCP and patrol cap.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex E - First Sergeant Instructions

1. 1SG Vacancies will not be filled through an interview process. Soldiers will be selected from the 1SG Best Qualified List based upon their CMPOS.
2. IAW NGR 600-5 AGR promotions based on CLASP (command waiver for 1SG) are not authorized. Thus, AGR SFC on the 1SG Best Qualified List are not eligible for selection unless they resign their AGR job.
3. If the 1SG list is exhausted, the BDE will conduct a board to select an MSG or SFC to assume the duties on a temporary basis. This Soldier will not be eligible for promotion/lateral to 1SG and will not be reassigned into the vacant 1SG position. This acting assignment will be annotated on the Soldier's NCOER.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex F- Request for Fill Process

1. NCO Vacancies are authorized for fill as long as there is not an excess Soldier of the same grade in the same UIC.
2. After procedures in NGR 600-200 chapter 4 have been completed without the vacant NCO position being filled, the unit will request a fill through channels. After a Request for Fill worksheet with an EPS control number 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.
3. When a Soldier is identified for selection and/or promotion from the Request for Fill worksheet, they will not require a letter of acceptance for the selection and/or promotion.
4. The unit will forward all relevant documents and PARs to G1-E for selection and/or promotion. Before the selected Soldier's 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. The selected Soldier's DA Form 705 and Ht/Wt document must be in their iPERMS record or the unit will send the iPERMS batch number with the supporting documents.
5. If a Soldier decides they did not want the selection and/or promotion, they will be instructed on the process of requesting an administrative reduction and movement back to their previous position.
6. Positions with Soldiers who are a pending loss ((approved AGO KS Form 602-13 (Discharge Packet) at G1-E) are eligible to request an EPS fill up to one year out. The Control numbers will be issued and a promotable Soldier will be selected and reassigned. The selected Soldier will not be promoted until the incumbent's discharge date has passed. Soldiers pending retirement need to have their approved (approved AGO KS Form 602-13, minus their property clearance, at G1-E in order to request an EPS fill.
7. Soldiers selected must be promotable on the day the control number is issued and on the effective date of the promotion
8. G1-E will auto fill any position open for 30 days without action or proper coordination from unit.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex G – Special Fill Requests

1. Instructor positions at the Kansas Regional Training Institute (KSRTI). G1-E 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). For non-MOS specific instructors it would be MOS non-specific ranked by points to those holding "8" SQI.

b. Second priority will be Soldiers that have requested to be an instructor on their NGB Form 4100.

c. Third 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.

d. Soldiers assigned to Instructor positions are governed by AR 614-200, TRADOC regulations and proponent policies. Soldiers selected for instructor positions will be stabilized for 36 months. Instructors may be reassigned and or promoted within the RTI to other instructor positions with less than 36 months to fill higher priority assignments.

e. If a Soldier meets the qualifications but does not wish to perform instructor duties, they will decline the position/promotion (in writing) and will be removed from the EPS list.

2. Soldiers assigned to Weapons of Mass Destruction Civil Support Teams (WMD-CST) are governed by NGR 500-5/ANGI 10-208 dated 09 May 2011. 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. The 1SG position in the WMD-CST can be filled with an MSG or SFC. If a Soldier meets the qualifications but does not wish to perform CST duties, they will decline the position/promotion (in writing) and will not be removed from the EPS list.

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

a. Soldiers 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 request control number was issued. 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 return to the unit in which they came from and will remain on the EPS list.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex G – Special Fill Requests

c. If a Soldier does not wish to perform flight duties, they will decline the position/promotion (in writing) and will not be removed from the EPS list.

4. Sniper positions in the 2-137<sup>th</sup> CAB. G1-E will use the following criteria for fill requests:

a. First priority will be given to Soldiers holding the 7-character MOS (already qualified and holding an ASI of B4).

b. Second priority is to Soldiers holding the MOS, but lacking the B4 ASI.

5. Soldiers assigned to the KSARNG Recruiting and Retention Battalion are governed by NGR 601-1 dated 28 April 2006.

6. Promotion of personnel selected for an AGR position after the promotion list was exhausted of AGR personnel will be managed IAW reference c. and reference i.

7. AGR Promotions:

a. Soldiers on their Initial T32 AGR Tour (One Time Occasional Tours (OTOT) do not count as a Soldier's Initial AGR Tour):

(1) Enlisted Soldiers initially hired into a higher grade position and AGR requirement may be promoted in that position if fully eligible or upon becoming fully eligible regardless of placement on the current promotion list (e.g. an E5 who has been hired into an E6 position, both military and full-time requirement, may be promoted once eligible).

(2) Enlisted Soldiers who were not initially hired into a higher grade military position will not be eligible for promotion within the first 18 months (e.g. an E5 who has been hired into an E5 position). Enlisted Soldiers currently on the M-day EPS list will be removed from the EPS list. Soldiers will be considered by the EPS board in the year they will complete their 18 month requirement and will be placed on the AGR EPS list once the 18 months is complete.

b. Career AGR Soldiers will remain eligible for promotion opportunities regardless of time served in their current position.



NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex H - Exhausted Procedures

1. If all eligible and available Soldiers on the current EPS list are exhausted, the following procedures will be used to fill the vacant position. Unit must request exhausted list names through their MSC to G1-E.

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

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

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

2. If the 1SG list is exhausted, the BDE will conduct a board to select an MSG or SFC to assume the duties on a temporary basis. This Soldier will not be eligible for promotion/lateral to 1SG and will not be reassigned into the 1SG position. This acting assignment will be annotated on the Soldier's NCOER.

3. If the SGM list is exhausted, the BDE will conduct a board to select a MSG to assume the duties on a temporary basis. This Soldier will not be eligible for promotion to SGM and will not be reassigned into the SGM position. This acting assignment will be annotated on the Soldier's NCOER.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex I – PME Promotion Eligibility Criteria for (Pin-on) Promotion / Required timelines for PME completion

1. Once Soldiers have been selected and assigned to a new position they must meet the following PME requirements in order to be eligible for (pin-on) promotion.

a. Specialist and Corporals must complete the Basic Leader Course (BLC), formerly the Warrior Leader Course (WLC), for promotion to Sergeant.

b. Sergeants must complete all phases of ALC for promotion to Staff Sergeant.

c. Staff Sergeants must complete all phases of Senior Leader Course (SLC) for promotion to Sergeant First Class.

d. Sergeant First Class promotions to Master Sergeant require no additional PME training, provided Soldiers previously completed SSD Level 4 and SLC.

e. Master Sergeants must have Army Training Requirements and Resources System (ATRRS) confirmation of enrollment in USASMC for promotion to Sergeant Major.

f. Required timelines for PME completion. Soldier selected and assigned into a higher grade position within the required PME level must complete the requirement as outlined below. Specialists assigned to a Sergeant position will be laterally appointed to Corporal, this action will be completed by G1-E at time of assignment. The timeline for both ALC and SLC may be extended through the waiver process for 12 months per phase after the second phase. Soldiers will not be at a disadvantage when the State quota source manager validates the PME course as non-available, or in rare cases, when funding is unavailable. In these two cases, waivers are not required.

<b>Ranks Selected For</b>	<b>PME</b>	<b>Time to Complete</b>	<b>PME Waiver Extension Authority</b>	<b>Remarks</b>
Sergeant	BLC	24 Months	N/A	Lateral to CPL
Staff Sergeant	ALC	* 24 Months	** O6 CDR	N/A
Sergeant First Class	SLC	* 24 Months	** First GO	N/A
Master Sergeant	N/A	N/A	N/A	N/A
Sergeant Major	**USASMC	N/A	N/A	*** Conditional Promotion to SGM

\* Plus an additional 12 months per phase after the second phase.

\*\* PME waiver authority may authorize an additional 12 months extension.

\*\*\* ATRRS Confirmation of enrollment.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex I – PME Promotion Eligibility Criteria for (Pin-on) Promotion / Required timelines  
for PME completion

7. PME Training Requirement. Commanders will ensure Soldiers selected and assigned to a higher grade position, without the required PME for promotion, are enrolled within 120 days (provided PME course is available) of assignment in the required course, to meet the PME timelines above. Commanders must also counsel Soldiers that they are required to complete PME within the required timeframe.
8. "U5" Assignment Consideration Code (ASCO) initiation and tracking. G1-E will input all U5 ASCOs into SIDPERS upon a Soldier's selection and will track PME timeframes, extensions, waivers and deferments. Approved PME waivers for any Staff Sergeant or below need to be sent to G1-E for tracking.
9. Command Initiated Removal from Position. Soldiers who decline or refuse, fail to apply or enroll, fail to be accepted, fail to attend (no show), or fail to graduate due to an act, omission, or failure of standards (fault of the Soldier) after notification of the training requirements necessary for promotion, will be counseled and reassigned to the first available vacancy commensurate with their current grade and MOS. Commanders must follow the notification procedures outlined in reference 1a, paragraph 7-45f before submitting the request through command channels to the promotion authority for final action. The next higher promotion authority will serve as the appeal authority. In cases, where the promotion authority is the Adjutant General, the appeal authority rests with the DARNG. Soldiers who were removed from their higher grade position will not be eligible for promotion board consideration until the next scheduled annual board.
10. PME Deferment Policy. Commanders must monitor those Soldiers enrolled in PME courses, and consider deferments only in the most extreme hardship cases. Soldiers unable to attend their initial scheduled PME course must request a deferment through their chain of command from the first general officer. The Adjutant General must approve a second deferment for the same PME course. All deferments must include alternate dates for the required course. A deferment is required when a Soldier is unable to report their original scheduled PME course. States are authorized to substitute personnel in PME courses when the originally scheduled Soldier is unable to attend.
11. PME Deferment for Mobilized Soldiers. Soldiers selected and assigned into a higher grade position without the new required PME level must complete the requirement within the prescribed timeline above. For Soldiers mobilized after assignment, their timeline will stop and restart 60 days post the date they were released from active duty (not applicable for conditional promotion to Sergeant Major).

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex J – MOS Immaterial Positions 00F/00D

1. IAW reference b, the list of 00F/00D positions below have been identified with all the MOSs that will be considered to fill a vacancy using EPS. Soldiers moving laterally into these positions can be from any MOS.
2. Soldiers boarded in eligible CPMOSs for the vacancy will be considered and selection will be determined by the total number of promotion points, from highest to lowest.
3. Selected Soldiers who decline (in writing) will be removed from the EPS list.

MSC	UPC	Para	Line	Grade	POSC	POSN Title	MOSs
235th	7XFAA	2	18	E6	00F38	INSTRUCTOR/WRITER	91B,91C,91E
235th	7XFAA	2	19	E6	00F38	INSTRUCTOR/WRITER	91B,91C,91E
235th	7XFAA	2	20	E6	00F38	INSTRUCTOR/WRITER	91B,91C,91E
235th	7XFAA	2	6	E7	00F48	INSTRUCTOR/WRITER	91X
235th	7XFAA	2	7	E7	00F48	INSTRUCTOR/WRITER	91X
235th	7XFAA	2	8	E7	00F48	INSTRUCTOR/WRITER	91X
235th	7XFAA	2	9	E7	00F48	INSTRUCTOR/WRITER	91X
235th	7XFAA	2	10	E7	00F48	INSTRUCTOR/WRITER	91X
235th	7XFAA	2	11	E7	00F48	INSTRUCTOR/WRITER	91X
235th	7XFAA	2	12	E7	00F48	INSTRUCTOR/WRITER	91X
235th	7XFAA	2	13	E7	00F48	INSTRUCTOR/WRITER	91X
235th	7XFAA	2	3	E8	00F58	CH INSTR/WRITER	91Z
235th	8GBA1	5	5	E7	00F40	QA SGT/CRS DEV/WRITE	ANY
235th	8GBA1	5	2	E8	00F58	CH INSTRUCTOR/OPS SGT	ANY
235th	8GBA1	005A	4	E7	00F48	INSTRUCTOR/WRITER	ANY
235th	8GBA2	2	2	E8	00F58	CHIEF INSTRUCTOR	92G, 92Y, 88M, 68W
235th	8GBA2	3	3	E7	00F40	QA SGT/CRS DEVEL/WRTR	92CMF, 68CMF
235th	8GBA2	002G	3	E6	00F38	INSTRUCTOR/SGL	91B, 91C, 91E
235th	8GBA2	002G	2	E7	00F48	SR INSTRUCTOR/SSGL	92G, 92Y, 88M, 68W
235th	8GBA2	002G	1	E8	00F58	BRANCH CHIEF	88M, 68W, 92G, 92Y
235th	8GBAA	1	3	E9	00F60	COMMAND SERGEANT MAJOR	ANY
235th	8GBAA	001A	2	E7	00F40	HUMAN RESOURCES SGT	ANY
235th	8GBAA	001A	1	E8	00F5M	FIRST SERGEANT	ANY
235th	8GBAA	001C	4	E7	00F40	TRAINING SERGEANT	ANY
235th	8GBAA	001C	2	E8	00F50	OPERATIONS SGT	ANY

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)

Annex J – MOS Immaterial Positions 00F/00D

MSC	UPC	Para	Line	Grade	POSC	POSN Title	MOSs
235th	8GBAA	001C	3	E8	00F50	QA OPNS SGT	ANY
235th	8GBAA	001E	6	E7	00F40	QA SERGEANT	ANY
235th	8GBAA	001E	4	E8	00F50	SR QA SERGEANT	ANY
235th	911AA	1	2	E9	00F60	COMMAND SERGEANT MAJOR	ANY
235th	911AA	2	2	E7	00F40	OPS NCO	ANY
235th	911AA	70	3	E7	00F40	OPS NCO	ANY
235th	911AA	70	2	E8	00F50	SR OPS NCO	ANY
235th	911AA	71	4	E6	00F30	RANGE SAFETY INSP	ANY
235th	911AA	71	5	E6	00F30	TRNG DEVICE NCO	ANY
235th	911AA	71	6	E6	00F30	RANGE MAINT NCO	ANY
235th	911AA	71	2	E7	00F40	RNG OPS/TRNG SR NCO	ANY
235th	911AA	71	3	E7	00F40	RANGE CONTROL NCO	ANY
235th	911AA	070B	2	E7	00F40	RANGE SCHEDULING NCO	ANY
35th	V21T0	109	4	E7	00D4B	INSPECTOR GENERAL NCO	ANY
35th	V21T0	109	3	E8	00D5B	INSPECTOR GENERAL NCO	ANY
635th	X6HAA	104	2	E9	00D60	SR OPERATIONS SERGEANT	ANY
635th	X6HAA	105	8	E7	00D40	ASST OPERATIONS SGT	ANY
635th	X6HAA	105	6	E8	00D50	OPERATIONS SERGEANT	ANY
635th	X6HAA	112	2	E8	00D5M	FIRST SERGEANT	ANY
69th	78EAA	100	5	E6	00F30	OPNS NCO	ANY
69th	78EAA	100	4	E9	00F60	COMMAND SERGEANT MAJOR	ANY
69th	78EAA	103	17	E5	00F20	ASST OPNS NCO	ANY
69th	78EAA	103	16	E6	00F30	ASST OPNS NCO	ANY
69th	78EAA	103	14	E7	00F48	ASST OPNS NCO	ANY
69th	78EAA	103	11	E9	00F60	OPNS SGM	ANY
69th	78EAA	108	26	E6	00F30	SUPPLY NCO	92Y
69th	78EAA	113	5	E7	00F40	OPNS NCO	ANY
69th	7MLAA	2	3	E6	00F3R	ASST OPNS/TRNG NCO	ANY
69th	7MLAA	2	2	E7	00F4R	OPNS NCO-MODELING	ANY
69th	8A1AA	200	13	E9	00F60	COMMAND SERGEANT MAJOR	ANY
69th	8A1AA	203	14	E8	00F50	SAFETY NCO	ANY
69th	8A1AA	210	5	E9	00F60	G1 SGM	42A
69th	8A1AA	230	3	E9	00F60	G3 SGM	ANY
69th	8A1AA	240	4	E9	00F60	G4 SGM	92CMF, 88CMF

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex J – MOS Immaterial Positions 00F/00D

MSC	UPC	Para	Line	Grade	POSC	POSN Title	MOSs
69th	8A1AA	280	13	E7	00F4O	TRAINING/OPNS NCO	ANY
69th	8A1AA	280	8	E8	00F5M	FIRST SERGEANT	ANY
69th	8A1AA	300	6	E9	00F6O	USPFO SGM	25B,36B,51C
69th	8A1AA	008B	5	E7	00F4O	EMPLOYER SUPPORT NCO	ANY
69th	8A1AA	130A	13	E8	00F5O	OPERATIONS NCO	ANY
69th	8A1AA	212A	10	E7	00F4O	INCENTIVES GUID CNSL	42A
69th	8A1AA	212A	9	E8	00F5O	EDUCATION NCO	42A
69th	8A1AA	212C	7	E5	00F2O	CSLTY AST/MIL HNR NCO	ANY
69th	8A1AA	212F	20	E8	00F5O	VICTIM ADVOCATE	ANY
69th	8A1AA	232A	2	E8	00F5O	TRAINING NCO/NCOIC	ANY
69th	8A1AA	232D	6	E5	00F2O	MARKSMANSHIP TRAINER	ANY
69th	8A1AA	232D	4	E7	00F4O	SR MARKSMANSHIP COORD	ANY
69th	8A1AA	233A	9	E8	00F5O	FORCE MOD NCO/NET/DET	ANY
69th	8A1AA	242B	6	E7	00F4O	MAINTENANCE SUPERVISOR	92CMF, 91CMF, 88CMF
69th	8A1AA	242B	3	E8	00F5O	MECHANICAL MAINT SUPV	92CMF, 91CMF, 88CMF
69th	8A1AA	242C	7	E8	00F5O	MECHANICAL MAINT SUPV	92CMF, 91CMF, 88CMF
69th	8Z6AA	102	2	E8	00F5O	SR MEDICAL NCO	68W
69th	90TA1	008C	2	E6	00F3X	RSP NCO	ANY
69th	90TA1	008C	1	E7	00F4X	SR RSP NCO	ANY
69th	90TA2	009C	2	E6	00F3X	RSP NCO	ANY
69th	90TA2	009C	1	E7	00F4X	SR RSP NCO	ANY
MTC	856AA	1	1	E8	00F5O	OPNS NCO	ANY

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex K – Local Supplemental Database EPS Data Capture Sheet

LOCAL SUPPLEMENTAL DATABASE KSARNG  
EPS DATA CAPTURE

1. Prepare one capture sheet for each E4 in the unit.
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.

NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex K – Local Supplemental Database EPS Data Capture Sheet

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 IAW AR 350-1 with the correct assigned weapon.
2. CIVILIAN EDUCATION SEMESTER HOURS – Figure 7-6 (field 28) AR 600-8-19. Legible copies of Official Transcripts are the best evidence. 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, 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.



NGKS-PEZ

SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS)  
Annex L - RFF Checklist-Traditional (M-day) NCO Vacancies

<b>Checklist/Timeline for Request for Fill</b>	
<b>1. Commanders will fill unit NCO vacancies utilizing the following priority sequence in order as listed below IAW NGR 600-200 4-10d</b>	
<input type="checkbox"/>	a. Priority Placement List (Soldiers displaced by reorganization/deactivation)
<input type="checkbox"/>	b. Excess Personnel (unit will use Brigade PSNCO to verify excess)
<input type="checkbox"/>	c. Lateral assignment
<input type="checkbox"/>	d. Enlisted Promotion System
<b>2. Unit processes request.</b>	
<input type="checkbox"/>	a. Request forwarded to Battalion or higher headquarters. (No specific format) <i>Within two days</i>
<input type="checkbox"/>	b. Request forwarded from Battalion to MSC. (Using official request format). <i>Within two days.</i>
<input type="checkbox"/>	c. MSC forwards request to state. <i>Within two days.</i>
<b>3. State issues control number and list with eligible Soldiers. <i>Within three days.</i></b>	
<i>Soldiers will only receive letters if:</i>	
<input type="checkbox"/>	a. If Soldier is sent a special fill request. If declined the Soldier will not be removed from list. <i>See Annex C.</i>
<input type="checkbox"/>	b. If the list is exhausted, unit will send out a exhausted letter. If declined the Soldier will not be removed from list. <i>See Annex F.</i>
<b>4. Unit determines eligible Soldiers from the Request for Fill list (given by G1-E). NO LETTERS ARE REQUIRED. <i>Within three days.</i></b>	
<input type="checkbox"/>	a. Is the Soldier without appropriate security clearance or favorable security investigation? <i>AR 600-8-19 para 7-4 ( c )</i>
<input type="checkbox"/>	b. Is the Soldier an unsatisfactory participant? Nine or more declared unexcused absences? <i>AR 600-8-19 para, 7-4 (e)</i>
<input type="checkbox"/>	c. Did the Soldier have an unexcused absence from annual training? <i>AR 600-8-19, para 7-4 (g)</i>
<input type="checkbox"/>	d. Is the Soldier AWOL? <i>AR 600-8-19, para 7-4</i>
<input type="checkbox"/>	e. Has the Soldier been selected for elimination by the Enlisted Qualitative Retention Board (QRB)? <i>AR 600-8-19, para 7-4 2i</i>
<input type="checkbox"/>	f. Is the Soldier Flagged? <i>AR 600-8-1-19, para 7-4 2l</i>
<input type="checkbox"/>	g. Is the Soldier assigned to or in the processed into the ING? <i>AR 600-8-19, para 7-4 2m</i>
<input type="checkbox"/>	h. Is Soldier a technician? If so, written approval from HRO is required to verify no full-time conflicts (i.e., grade inversion). <b><i>If yes, on any of the questions above, Soldier is not eligible for promotion. Skip and annotate on the RFF</i></b>
<input type="checkbox"/>	i. SGM, MSG, SFC will incur a 36-month service obligation upon accepting promotion <i>ARNG-HRH Policy #11-029</i>
<input type="checkbox"/>	j. SSG, SGT will incur a 12-month service obligation upon accepting promotion <i>AR 600-8-19, para 7-8</i>
<input type="checkbox"/>	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.
<b>6. Promotion packet sent to state via Battalion/MS. <i>Within three days</i></b>	
<i>Promotion Packet contents:</i>	
<input type="checkbox"/>	a. Signed letter from Soldier (only for special fills in block 3).
<input type="checkbox"/>	b. DA 705/APFT. Dated within one year of a Soldier signing the letter and before the control number was issued.
<input type="checkbox"/>	c. DA 5500 /5501 dtd Jun 2010-Body Fat Composition. Only needed if Soldier has failed height and weight on the DA 705.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	g. Request for fill sheet. If Soldier is not number one on EPS list, then annotate as to why other Soldier(s) were skipped.
<b>7. Orders Published <i>Within three days</i></b>	
<i>PARS are submitted by the losing unit and are submitted on the same day as the packet</i>	
<input type="checkbox"/>	a. If the Soldier is promoted in the same unit, submits a reassignment and promotion PAR.
<input type="checkbox"/>	b. If the Soldier is promoted in a different unit, their assigned unit submits promotion and transfer PAR.
<input type="checkbox"/>	c. If the Soldier is promoted during mobilization, Soldier's assigned unit submits deployed promotion PAR.
<b><i>The timeline from start to finish should be less than 30 days.</i></b>	

# NGKS-PEZ

## SUBJECT: Memorandum of Instruction for the 2017 Enlisted Promotion System (EPS) Annex M – 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 advertisted 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