



**DEPARTMENT OF THE ARMY
NATIONAL GUARD OF KANSAS**
LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

NGKS-PEZ

22 August 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)

1. References:

- a. 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 #12-057 (SWVA Procedures).
- e. The Army National Guard Selected Reserve Incentive (SRIP) Policies (specific policy applicable to each Soldiers contract shall be referenced).

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.

4. The following are notable changes or continuations from the FY19 EPS Board Cycle:

- a. The LC CSM will be the approval authority for acting 1SG and SGM selections. Soldiers selected must be in the same MSC as the vacancy. SGM exhausted list procedures are changed to include Soldiers with a different CPMOS. See Annex G.
- b. M-Day promotion distance options on the NGB Form 4100 have been changed to region options. See Annex B and Annex N.
- c. Board Member Funding: Preferred option is to utilize SUTA/TDY unit funds. If unit funds are unavailable, the G-1 has some board funding that is available. Identify board members that need G-1 funds when you submit your board member list.

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d. Expanded Zone of Consideration: All Soldiers that will meet the TIG/TIS requirements during the entire life of the EPS cycle will be boarded during the Super board if they have completed the required NCOPDS/SSD/DLC/PME by the cutoff date. See Annex B.

e. SGM Conditional Promotion: MSGs/1SGs selected for promotion to SGM must have satisfactorily completed Phase 1 of the non-resident (USASMC) as a pin-on requirement. See Annex H.

f. Soldiers boarding for grades SGT thru SGM will be considered Below the Zone if they fail to meet the minimum promotion board score of 15. Soldiers boarding for 1SG and CSM will be considered Below the Zone if they fail to meet the minimum promotion board score is 18. Soldiers that are Below the Zone will not gain promotion list status and will not be eligible for selection or promotion.

g. The website for completing the NGB Form 4100 has changed to <http://ngksc2-intrahub/ks4100>.

h. The board baseline criteria has been set and approved. The requirement for a passing APFT and HT/WT has been added. The board members will review the baseline on the day of the board but it will not change. See Annex L.

i. The NGB Form 4101-1-R-E (dated 20181001) is a fillable and auto summing form. It is required to be completed digitally. See Annex B.

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

k. Soldiers selected for assignment and/or promotion must have their DA Form 705, HT/WT document, SSD/DLC, NCOPDS document in their iPERMS record. See Annex D.

l. Positions with Soldiers who are a pending loss (approved discharge packet at G-1-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 D.

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


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

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o. Soldiers will not be denied board consideration for being enrolled in an officer producing program (OCS/WOCS) and coded 09S or 09W.

FOR THE ASSISTANT ADJUTANT GENERAL - ARMY:



PAUL W. SCHNEIDER
COL, GS, USA
Director of Personnel

DISTRIBUTION:

Cdr, 35th Infantry Division
Cdr, 130th Field Artillery Brigade
Cdr, 635th Regional Support Group
Cdr, 69th Troop Command
Cdr, 235th Regiment
JFHQ-SEL
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ANNEXES:

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Annex A - Date Quick Reference Guide

Initial FY19 EPS List will be published NLT 20200315

Super Board Dates: 04 January 2020 thru 07 January 2020

TIS/TIG Cutoff Date: 31 January 2021

NCOPDS/SSD/DLC/PME Cutoff Date: 10 December 2019

NGB Form 4101s Due: 10 December 2019

NGB Form 4100s Due: 10 December 2019

Board Member List Due: 01 December 2019

CPMOS Change Requests (DA Form 4187) Due: 10 December 2019

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Annex B - Eligibility Criteria and Pre-board Instructions

1. The eligibility date used to determine NCOPDS/SSD/DLC/PME is 10 December 2019. With the Expanded Zone of Consideration, the eligibility date used to determine TIG/TIS is 31 January 2021 (last day of the month the board convenes plus 12 months). Soldiers boarded that do not meet the TIG/TIS requirements will not show up on the EPS List until those requirements are met. This removes the necessity to conduct Supplemental EPS Boards throughout the year. The 2020 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) DOB before 31 January 1968. If the Soldier turns age 53 before they are enrolled in the USASMC, they will be removed from the list unless they have the USASMC completed.

(2) Be qualified in a Primary MOS and awarded a skill level of 5.

(3) Must be eligible to attend and complete the USASMC.

b. E8 criteria: 36 months TIG – 12 years TIS – 8 years CES.

(1) Be qualified in a Primary MOS and awarded a skill level of 4.

(2) SLC / ANCOC Graduate.

(3) Completion of SSD/DLC Level 4.

c. E7 criteria: 36 months TIG – 8 years TIS – 6 years CES.

(1) Be qualified in a Primary MOS and awarded a skill level of 3.

(2) ALC / BNCOC Graduate.

(3) Completion of SSD/DLC Level 3 (Soldiers who completed all phases of SLC/ANCOC prior to 1 January 2014 are not required to complete SSD/DLC Level 3).

d. E6 criteria: 18 months TIG.

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

(2) BLC / WLC / PLDC Graduate.

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

e. E5 criteria: 12 months TIG.

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

(2) Completion of SSD/DLC Level 1.

2. Soldiers must assess into the KSARNG with a procurement date of 10 December 2019 to be considered by the 2020 EPS Board. Accessions on or after 11 December 2019 may request standby advisory board (STAB). Soldiers that interstate transfer (IST) into the KSARNG on or after 11 December 2019 may request a STAB if they had promotion list standing in another state.

3. Soldiers in the following statuses on 10 December 2019 will not be considered for promotion:

a. Barred from Continued Service.

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

c. In the Select, Train, Educate, Promote (STEP) process.

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

e. Enrolled in an ROTC program.

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

g. Does not have a High School diploma or equivalent.

h. Does not hold an army MOS.

i. Is a Title 10 Career AGR Soldier (ASP D).

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4. The NGB Form 4100/PERS includes CPMOS, 1SG and Instructor options. Soldiers not being considered by the EPS board, but meeting 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/PERS. 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 intra-web at <http://ngksc2-intrahub/ks4100>.

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

c. PROMOTE OPTION: The Soldier will type their initials next to either the "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. REGION OPTION: All M-Day Soldiers being considered by the board will have this option. The Soldier will choose one of the assignment options.

(1) Current UIC. Does not include other UICs in the same company.

(2) Current City. Current city for the Soldier's current duty location.

(3) Region Options. Choose any combination or all of the regions. See Annex N.

e. Career Progression MOS (CPMOS) OPTION: The Soldier will choose "I DO" or "I DO NOT" WANT TO BE CONSIDERED IN AN ALTERNATE MOS. CPMOS change requests must be for a compelling reason.

(1) All requests will be verified through the Incentives Office prior to approval. If the Soldier is receiving any incentive, they must be counseled on a DA Form 4856 explaining the incentive termination and/or recoupment process.

(2) Requests will be completed on a DA Form 4187 and must be signed by the Soldier, recommended for approval by the 1SG, the Battalion CSM, the MSC CSM and approved by the Board President. The MSCs will submit the CPMOS change requests to G-1-E for review and approval or disapproval by Board President. See Annex A for due dates. All Soldiers being considered by the board will have this option.

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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.

g. INSTRUCTOR ASSIGNMENT: The Soldier will choose "I DO" or "I DO NOT" WANT TO BE CONSIDERED FOR INSTRUCTOR ASSIGNMENTS. This will only produce a list that will give commanders a pool of Soldiers to contact if there is a vacancy. The following Soldiers will have this option:

(1) All SGTs.

(2) All SSGs.

h. 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.

(3) All SSGs.

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

j. The Soldier will then click submit query at the bottom of the form. The NGB Form 4100/PERs 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.

k. NGB Form 4100s/PERs for Senior Leaders (E6-E8) will require commander's approval. Commanders will use the "COMMANDERS LOGIN" to view Senior NGB Form 4100s/PERs that require their signature. Senior NGB Form 4100s/PERs require the Soldier's signature as well as the commander's signature to be considered complete.

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l. If a Soldier is not present for drill between September and December 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.

m. Soldiers who are not available to process their NGB Form 4100/PERs due to the following reasons will not be contacted while in this status:

- (1) Unsatisfactory participation.
- (2) Absence without leave (AWOL).
- (3) Civilian confinement.
- (4) Approved enlistment into another component.
- (5) Approved Discharge Packet at State.

n. When a Soldier is transferred within the state, their new UIC will be reflected on the NGB Form 4100/PERs after the weekly update. It will also be reflected on the weekly 4100 report pushed out by G-1-E.

7. NGB Form 4101-1-R-E (dated 20181001) is fillable and auto summing. It is required to be completed digitally. It is the unit First Sergeant's responsibility to ensure that NGB Form 4101-1-R-Es are completed for every SPC/CPL.

(1) Units will return three each copies of NGB Form 4101-1-R-E on each eligible SPC/CPL. The preferred rating should be the First Line Leader, the Platoon Sergeant and the First Sergeant each completing one NGB Form 4101-1-R-E. The average of these scores will determine the administrative score for the Soldier.

(2) SPC/CPL with permanent profiles, that prevent them from doing all three APFT events, will 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. See Annex M.

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Annex C – Super Board Instructions

1. The Kansas Army National Guard will conduct the annual EPS Board at the KSARNG Heartland Preparedness Center, 2808 N. New York St., Wichita, KS on 04-07 January 2020. Conduct of the board is governed by AR 600-8-19.

2. All SSD/DLC completions and NCOPDS graduations must be prior to 11 December 2019.

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, Sergeant Major and Command Sergeant Major.

a. 04 January 2020: SSG Board, board member report time is 0745.

b. 05 January 2020:

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

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

c. 06 January 2020:

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

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

d. 07 January 2020: CSM 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. Every effort will be made to ensure that all boards are composed of members that reflect the demographics of the Soldiers being considered. The board will have female and minority membership on each panel.

5. MSCs will provide a list of assigned board members to G-1-E NLT 01 December 2019.

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.

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c. Must not be flagged for any reason.

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

7. MSC Responsibilities:

a. The MSC 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 are required to coordinate with other MSCs for assistance.

b. 35th Infantry Division:

(1) CSM Board: Provide every available CSM.

(2) SGM Board: Provide every available CSM and SGM.

(3) 1SG Board: Provide every available CSM.

(4) MSG Board: Provide one MSG/1SG (must be M-Day).

(5) SFC Board: Provide two SFC (one M-Day, one AGR) (one must be female).

(6) SSG Board: Provide two SSG (two M-Day) (one must be female, one must be a minority).

c. 235th Regiment:

(1) CSM Board: Provide every available CSM.

(2) SGM Board: Provide every available CSM and SGM.

(3) 1SG Board: Provide every available CSM.

(4) MSG Board: Provide three MSG/1SG (one M-Day, one AGR and one Technician).

(5) SFC Board: Provide five SFC (two M-Day, two AGR and one Technician) (one must be female, one must be a minority).

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(6) SSG Board: Provide four SSG. (two M-Day, one AGR and one Technician)
(one must be female, one must be a minority).

d. 635th Regional Support Group:

(1) CSM Board: Provide every available CSM.

(2) SGM Board: Provide every available CSM and SGM.

(3) 1SG Board: Provide every available CSM.

(4) MSG Board: Provide six MSG/1SG (three M-Day, one AGR and two
Technician) (one must be female, one must be a minority).

(5) SFC Board: Provide six SFC (three M-Day, two AGR and one Technician)
(one must be a minority).

(6) SSG Board: Provide fifteen SSG (ten M-Day, three AGR and two Technician)
(one must be female, three must be a minority).

e. 130th Field Artillery Brigade:

(1) CSM Board: Provide every available CSM.

(2) SGM Board: Provide every available CSM and SGM.

(3) 1SG Board: Provide every available CSM.

(4) MSG Board: Provide six MSG/1SG (two M-Day, one AGR and three
Technician).

(5) SFC Board: Provide seven SFC (three M-Day, two AGR and two Technician)
(one must be female).

(6) SSG Board: Provide thirteen SSG (eight M-Day, three AGR and two
Technician) (one must be female, two must be a minority).

f. 69th Troop Command:

(1) CSM Board: Provide every available CSM.

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(2) SGM Board: Provide every available CSM and SGM.

(3) 1SG Board: Provide every available CSM.

(4) MSG Board: Provide nine MSG/1SG (two M-Day, five AGR and two Technician) (two must be female, two must be minority).

(5) SFC Board: Provide eleven SFC (two M-Day, seven AGR and two Technician) (two must be female, two must be minority).

(6) SSG Board: Provide sixteen SSG (eight M-Day, seven AGR and one Technician) (three must be female, three must be minority)

8. Board Member Funding: Preferred option is to utilize SUTA/TDY unit funds. If unit funds are unavailable, the G-1 has some board funding that is available. Identify board members that need G-1 funds when you submit your board member list.

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Annex D - Request for Fill (RFF) Process

1. NCO Vacancies are authorized for fill as long as there are not excess Soldiers of the same grade in the UIC.
2. After procedures in reference b. chapter 4 have been completed without the vacant NCO position being filled, the unit will request a fill through their Chain of Command to G-1-E using the RFF worksheet or on the bi-weekly NCO Vacancy report pushed out by G-1-E.
3. Once an RFF worksheet is received by G-1-E, the vacancy will be validated and if it is eligible for fill through EPS, a control number will be issued and the RFF worksheet with the control number and the list of eligible Soldiers from the EPS list will be returned to the MSC.
4. The unit/BN/MSA will identify the highest promotable Soldier on the worksheet using APFT, HT/WT, profiles or other flagging criteria as of the date of the control number.
5. When a Soldier is identified for selection and/or promotion from the RFF worksheet, they will not require a letter of acceptance for the selection and/or promotion.
6. The MSC will forward all relevant documents and PARs to G-1-E for selection and/or promotion. Before the selected Soldier's packet is sent to state, the unit will ensure the Soldier is not flagged in SIDPERS. The selected Soldier's DA Form 705, HT/WT document, SSD/DLC certificate and NCOPDS documents must be in their iPERMS record or the unit will send the iPERMS batch number with the supporting documents.
7. If a Soldier decides they did not want the selection and/or promotion, they will decline the position and they will be administratively reduced and reassigned back to their previous position. All declinations must be in writing.
8. M-DAY positions with Soldiers who are a pending loss (approved discharge packet at G-1-E) are eligible to request an EPS fill up to one year out. Control numbers will be issued and an eligible Soldier will be selected and reassigned. The selected M-Day Soldier will not be promoted until the incumbent's discharge date has passed. AGR positions are eligible to request an EPS fill once the incumbent Soldiers HRO retirement order has been published. Control numbers will be issued and an eligible Soldier will be selected and reassigned. The selected AGR Soldier will not be promoted until the incumbent's terminal leave begins.
9. Soldiers selected must be promotable on the day the control number is issued and on the effective date of the promotion.

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10. G-1-E will auto fill any position open for 30 days without action or proper coordination from the MSC.

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Annex E - First Sergeant Fill 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. MSGs will be sorted above SFCs by MOS.
2. IAW NGR 600-5, AGR promotions based on CLASP (command waiver for 1SG) are not authorized. Thus, AGR SFCs on the 1SG Best Qualified List are not eligible for selection unless they resign their AGR job. If they do not want to resign their AGR job they must deny in writing.
3. Any Soldier that declines a 1SG position will be removed from the list.
4. If the 1SG list is exhausted, the MSC will conduct a board to select a MSG or SFC from within their MSC to assume the duties on a temporary basis. The approval authority for the selection is the LC CSM. 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. Once the board is complete, the MSC will forward the board documents to G-1-E for approval by the LC CSM.

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Annex F – Special Fill Requests

1. Instructor positions at the Kansas Regional Training Institute (KSRTI). G-1-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 OML number to those holding "8" SQI.

b. Second priority will be Soldiers that have requested to be an instructor on their NGB Form 4100/PERs, but lacking the "8" SQI.

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 (92Y, 68W, etc). For non-MOS specific instructors it would be MOS non-specific ranked by OML number.

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. Officer Candidate School (OCS) instructor positions at the KSRTI will only be filled with Soldiers who are able to take the regular three event APFT. Soldiers that have a profile that does not allow them to take the regular three event APFT will not be selected or promoted into these positions.

3. Soldiers assigned to Weapons of Mass Destruction Civil Support Teams (WMD-CST) are governed by CNGBI 3501-00. 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.

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4. 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 or to another available vacancy and will remain on the EPS list.

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

5. Sniper positions in the 2-137th CAB. G-1-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.

6. 11CMF Master Gunner Positions in 2-137th CAB: G-1-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 J3).

b. Second priority is to Soldiers holding the MOS, but lacking the J3 ASI.

7. 68W Flight Paramedic Positions in the 108th AV BN: G-1-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 F2).

b. Second priority is to Soldiers holding the 68W MOS, but lacking the F2 ASI.

8. Soldiers assigned to the KSARNG Recruiting and Retention Battalion are governed by NGR 601-1 dated 01 January 2019.

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

10. 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.

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Annex G - Exhausted List 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. Units must request exhausted list names through their MSC to G-1-E.

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

b. In a Soldier is not selected from the exhausted the EPS list is exhausted and the control number will be cancelled.

c. State Wide Vacancy Announcement. IAW reference d, G-1-E will advertise a vacancy through a SWVA for selection/promotion consideration. Open SWVAs can be seen at <http://kansastag.gov/OPP.asp?PageID=557>.

2. If the 1SG list is exhausted, the MSC will conduct a board to select an MSG or SFC within their MSC to assume the duties on a temporary basis. The approval authority for the selection is the LC CSM. 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. Once the board is complete, the MSC will forward the board documents to G-1-E for approval by the LC CSM.

3. If the SGM list is exhausted, the following procedures will be used to fill the vacant position.

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

b. Soldiers on the list with a different CPMOS but have the position MOS as their SMOS or AMOS. List will be followed in sequence. Soldiers who decline (in writing) will not be removed from the list.

c. The MSC will conduct a board to select a MSG within their MSC to assume the duties on a temporary basis. The approval authority for the selection is the LC CSM. 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. Once the board is complete, the MSC will forward the board documents to G-1-E for approval by the LC CSM.

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex H – 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. Specialists/Corporals must complete the Basic Leader Course (BLC) for promotion to Sergeant.

b. Sergeants must complete all phases of Advanced Leader Course (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. Sergeants First Class must complete the Master Leaders Course (MLC) for promotion to Master Sergeant.

e. Master Sergeants/First Sergeants must have satisfactorily completed Phase 1 of the non-resident (USASMC) for promotion to SGM.

f. Required timelines for PME completion. Soldier selected and assigned into a higher grade position without 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 G-1-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.

2. 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.

3. "U5" Assignment Consideration Code (ASCO) initiation and tracking. G-1-E will input all U5 ASCOs into SIDPERS upon a Soldiers' selection and will track PME timeframes, extensions, waivers and deferments.

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex H – PME Promotion Eligibility Criteria for (Pin-on) Promotion / Required timelines
for PME completion

Ranks Selected For	PME	Time to Complete	PME Waiver Extension Authority
Sergeant	BLC	12 Months	ATAG
Staff Sergeant	ALC	24 Months*	ATAG
Sergeant First Class	SLC	24 Months*	ATAG
Master Sergeant	MLC	24 Months*	ATAG
Sergeant Major	USASMC NR**	N/A	N/A

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

** Must complete Phase 1 of the non-resident course (USASMC).

4. 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. See Annex M.

5. 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.

6. PME Deferment for Mobilized Soldiers. Soldiers mobilized after assignment, their timeline will stop and restart 90 days post the date they were released from active duty (not applicable for conditional promotion to Sergeant Major).

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex I – 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 their OML number.

3. Selected Soldiers who decline (in writing) will be removed from the EPS list.

MSC	UIC	PARA	LINE	POSC	Auth Grade	POSN Title	MOSs
635TH REG SPT GROUP	PWHT0	101	03	00R60	E9	COMMAND SERGEANT MAJOR	11,19
635TH REG SPT GROUP	X6HAA	101	03	00L60	E9	COMMAND SERGEANT MAJOR	36,42,68,88,89,91,92,94
635TH REG SPT GROUP	X6HAA	104	02	00D60	E9	SR OPS SERGEANT	ANY
635TH REG SPT GROUP	X6HAA	105	06	00D50	E8	OPERATIONS SERGEANT	ANY
635TH REG SPT GROUP	X6HAA	112	02	00D5M	E8	FIRST SERGEANT	ANY
635TH REG SPT GROUP	X6HAA	105	08	00D40	E7	ASST OPERATIONS SGT	ANY
69TH TROOP COMMAND	78EAA	100	04	00F60	E9	COMMAND SERGEANT MAJOR	Any
69TH TROOP COMMAND	78EAA	103	11	00F60	E9	OPNS SGM	Any
69TH TROOP COMMAND	78EAA	113	05	00F40	E7	OPNS NCO	Any
69TH TROOP COMMAND	78EAA	103	14	00F48	E7	ASST OPNS NCO	Any
69TH TROOP COMMAND	78EAA	100	05	00F30	E6	OPNS NCO	42A
69TH TROOP COMMAND	78EAA	103	16	00F30	E6	ASST OPNS NCO	Any
69TH TROOP COMMAND	78EAA	103	19	00F30	E6	ASST OPERATIONS SGT	Any
69TH TROOP COMMAND	78EAA	103	17	00F20	E5	ASST OPNS NCO	42A
69TH TROOP COMMAND	8A1AA	200	12	00F60	E9	SENIOR ENL ADVISOR	Any
69TH TROOP COMMAND	8A1AA	217	03	00F60	E9	G3 SERGEANT MAJOR	Any
69TH TROOP COMMAND	8A1AA	230	04	00F60	E9	G4 SERGEANT MAJOR	Any
69TH TROOP COMMAND	8A1AA	301	06	00F60	E9	USPFO SGM	Any
69TH TROOP COMMAND	8A1AA	015	04	00F5Q	E8	EEO/EO ADVISOR	Any
69TH TROOP COMMAND	8A1AA	210A	09	00F50	E8	EDUCATION NCO	42A
69TH TROOP COMMAND	8A1AA	213	21	00F50	E8	VICTIM ADVOCATE	Any
69TH TROOP COMMAND	8A1AA	219	08	00F50	E8	OPNS/EXER/TRNG NCO	Any
69TH TROOP COMMAND	8A1AA	241A	14	00F50	E8	SAFETY NCO	Any
69TH TROOP COMMAND	8A1AA	243	03	00F5M	E8	FIRST SERGEANT	Any
69TH TROOP COMMAND	8A1AA	001	09	00F40	E7	EXECUTIVE ASSISTANT	Any
69TH TROOP COMMAND	8A1AA	210A	10	00F40	E7	COUNSELOR	42A
69TH TROOP COMMAND	8A1AA	219	12	00F40	E7	JOINT OPNS CTR NCO	Any
69TH TROOP COMMAND	8A1AA	228D	04	00F40	E7	SR MARKSMANSHIP COORD	Any
69TH TROOP COMMAND	8A1AA	243	08	00F40	E7	TRAINING/OPNS NCO	Any
69TH TROOP COMMAND	8A1AA	220A	12	00F30	E6	PLANS/OPNS NCO	Any
69TH TROOP COMMAND	8A1AA	219	13	00F20	E5	JOINT OPNS CTR NCO	Any
69TH TROOP COMMAND	8A1AA	223	06	00F20	E5	OPNS NCO	Any
69TH TROOP COMMAND	8A1AA	302	09	00F20	E5	POLICY NCO	Any
69TH TROOP COMMAND	8Z6AA	102	02	00F5M	E8	FIRST SERGEANT	Any
69TH TROOP COMMAND	90TA3	008C	01	00F4X	E7	SR RSP NCO	Any
69TH TROOP COMMAND	90TA4	008C	02	00F30	E6	RSP NCO	Any
69TH TROOP COMMAND	90TA5	009C	01	00F4X	E7	SR RSP NCO	Any
69TH TROOP COMMAND	90TA6	009C	02	00F30	E6	RSP NCO	Any
69TH TROOP COMMAND	90TAA	005	01	00F40	E7	SR HR/MKT & EDU NCO	Any
69TH TROOP COMMAND	90TAA	005A	01	00F40	E7	EDU SPT NCO	Any
69TH TROOP COMMAND	90TAA	001B	02	00F30	E6	RES MGMT NCO	Any
69TH TROOP COMMAND	QFDAA	101	03	00L60	E9	COMMAND SERGEANT MAJOR	36,42,68,88,89,91,92,94

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex I – MOS Immaterial Positions 00F/00D

MSC	UIC	PARA	LINE	POSC	Auth Grade	POSN Title	MOSs
130TH FIELD ARTILLERY BRIGADE	PHRAA	101	03	00L60	E9	COMMAND SERGEANT MAJOR	36,42,68,88,89,91,92,94
235TH REGIMENT (MTB)	7XFAA	001	14	00F38	E6	INSTRUCTOR	91 CMF
235TH REGIMENT (MTB)	7XFAA	001	15	00F38	E6	INSTRUCTOR	91 CMF
235TH REGIMENT (MTB)	7XFAA	001	16	00F38	E6	INSTRUCTOR	91 CMF
235TH REGIMENT (MTB)	7XFAA	001	17	00F38	E6	INSTRUCTOR	91 CMF
235TH REGIMENT (MTB)	7XFAA	001	18	00F38	E6	INSTRUCTOR	91 CMF
235TH REGIMENT (MTB)	8GBA1	005	02	00F58	E8	CH INSTRUCTOR/OPS NCO	Any
235TH REGIMENT (MTB)	8GBA1	005	05	00F40	E7	QA OPNS NCO	Any
235TH REGIMENT (MTB)	8GBA1	005B	03	00F40	E7	QA OPNS NCO	Any
235TH REGIMENT (MTB)	8GBA1	005A	06	00F48	E7	SR INSTRUCTOR/WRITER	Any
235TH REGIMENT (MTB)	8GBA1	005A	07	00F48	E7	SR INSTRUCTOR/WRITER	Any
235TH REGIMENT (MTB)	8GBA2	002	02	00F58	E8	CHIEF INSTRUCTOR	92G, 92Y
235TH REGIMENT (MTB)	8GBA2	002G	01	00F58	E8	BRANCH CHIEF	Any
235TH REGIMENT (MTB)	8GBA2	002G	02	00F48	E7	SR INSTRUCTOR/SSGL	Any
235TH REGIMENT (MTB)	8GBA2	003	05	00F48	E7	QA NCO/CRS DVLPR/WRTR	92G, 92Y
235TH REGIMENT (MTB)	8GBA2	002G	03	00F38	E6	INSTRUCTOR/SGL	Any
235TH REGIMENT (MTB)	8GBA2	002G	04	00F38	E6	INSTRUCTOR/SGL	Any
235TH REGIMENT (MTB)	8GBAA	001	03	00F60	E9	CSM/NCOES CMDT	Any
235TH REGIMENT (MTB)	8GBAA	001	04	00F50	E8	QA OPNS NCO	92G, 92Y
235TH REGIMENT (MTB)	8GBAA	001C	02	00F50	E8	OPNS NCO	Any
235TH REGIMENT (MTB)	8GBAA	001E	04	00F50	E8	SME OPNS NCO	92G, 92Y
235TH REGIMENT (MTB)	8GBAA	001A	02	00F5M	E8	FIRST SERGEANT	Any
235TH REGIMENT (MTB)	8GBAA	001C	03	00F40	E7	TRAINING NCO	Any
235TH REGIMENT (MTB)	8GBAA	001C	04	00F40	E7	TRAINING NCO	Any
235TH REGIMENT (MTB)	8GBAA	001E	05	00F40	E7	SME ASST OPNS NCO	92G, 92Y
235TH REGIMENT (MTB)	911AA	001	02	00F60	E9	GARRISON CSM	Any
235TH REGIMENT (MTB)	911AA	020	02	00F50	E8	SR OPS NCO	Any
235TH REGIMENT (MTB)	911AA	021	01	00F50	E8	RANGE OPS SR NCO	Any
235TH REGIMENT (MTB)	911AA	002	01	00F40	E7	OPERATIONS NCO	Any
235TH REGIMENT (MTB)	911AA	002	02	00F40	E7	TRAINING/READINESS NCO	Any
235TH REGIMENT (MTB)	911AA	020	03	00F40	E7	OPS NCO	Any
235TH REGIMENT (MTB)	911AA	020A	01	00F40	E7	OPS NCO	Any
235TH REGIMENT (MTB)	911AA	020B	02	00F40	E7	OPS & TNG NCO	Any
235TH REGIMENT (MTB)	911AA	021	02	00F40	E7	RANGE OPS NCO	Any
235TH REGIMENT (MTB)	911AA	021	03	00F40	E7	RANGE CONTROL NCO	Any
235TH REGIMENT (MTB)	911AA	021	04	00F40	E7	RFMSS OPERATOR	Any
235TH REGIMENT (MTB)	911AA	021	05	00F30	E6	RANGE CONTROL NCO	Any
235TH REGIMENT (MTB)	911AA	021	06	00F30	E6	RANGE MAINT NCO	Any
235TH REGIMENT (MTB)	911AA	021	07	00F30	E6	RANGE MAINT NCO	Any
235TH REGIMENT (MTB)	911AA	021A	01	00F30	E6	RANGE SAFETY/INSPECTOR	Any
235TH REGIMENT (MTB)	911AA	021A	02	00F30	E6	RANGE SAFETY/INSPECTOR	Any
235TH REGIMENT (MTB)	911AA	021C	01	00F30	E6	TRAINING DEVICE NCO	Any
235TH REGIMENT (MTB)	911AA	021	08	00F20	E5	RANGE MAINT SGT	Any
235TH REGIMENT (MTB)	911AA	021	09	00F20	E5	RANGE CONTROL NCO	Any
235TH REGIMENT (MTB)	911AA	021A	03	00F20	E5	RANGE SAFETY/INSPECTOR	Any

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex J - RFF Checklist-Traditional (M-day) NCO Vacancies

<u>Checklist/Timeline for Request for Fill</u>	
1. Commanders will fill unit NCO vacancies utilizing the following priority sequence in order as listed below	
<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
2. Request for Fill (RFF) Procedures	
<input type="checkbox"/>	a. Unit may request fills via an RFF through channels. <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>
3. State issues control number and list with eligible Soldiers. <i>Within three days.</i>	
<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.
<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.
4. Unit determines eligible Soldiers from the Request for Fill list (given by G1-E). NO LETTERS ARE REQUIRED. <i>Within three days.</i>	
<input type="checkbox"/>	a. Is the Soldier without appropriate security clearance or favorable security investigation?
<input type="checkbox"/>	b. Is the Soldier an unsatisfactory participant? Nine or more declared unexcused absences?
<input type="checkbox"/>	c. Did the Soldier have an unexcused absence from annual training?
<input type="checkbox"/>	d. Is the Soldier AWOL?
<input type="checkbox"/>	e. Has the Soldier been selected for elimination by the Enlisted Qualitative Retention Board (QRB)?
<input type="checkbox"/>	f. Is the Soldier Flagged?
<input type="checkbox"/>	g. Is the Soldier assigned to or in the processed into the ING?
<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).
<i>If yes, on any of the questions above, Soldier is not eligible for promotion. Skip and annotate on the RFF</i>	
<input type="checkbox"/>	i. SGM, MSG, SFC will incur a 36-month service obligation upon accepting promotion
<input type="checkbox"/>	j. SSG, SGT will incur a 12-month service obligation upon accepting promotion
<input type="checkbox"/>	k. If Soldier does not wish to extend for promotion annotate on the Request for Fill worksheet. Soldier will decline in writing and will be removed from the list for declination of promotion.
5. Promotion packet sent to state via Battalion/MS. <i>Within three days</i>	
<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 14 Months of the date the control number was issued.
<input type="checkbox"/>	c. DA 5500 /5501. Only needed if Soldier has failed height and weight.
<input type="checkbox"/>	d. Semi-Annual Weigh in. Use if the Soldier's DA 705 is more than eight months old. Must be dated within eight months of the date The 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.
6. Orders Published <i>Within three days</i>	
<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.
<i>The timeline from start to finish should be less than 30 days.</i>	

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS) Annex K – RFF Checklist AGR NCO Vacancies

<u>Timeline for AGR Request for Fill/Checklist</u>	
<input type="checkbox"/>	
1. Commanders will fill unit AGR NCO vacancies utilizing the following priority sequence:	
<input type="checkbox"/>	a. Priority Placement List (AGR only and G1-E will verify with HRO)
<input type="checkbox"/>	b. Lateral assignment
<input type="checkbox"/>	c. Enlisted Promotion System
<input type="checkbox"/>	d. Hiring Board (only after exhausting a thru c above)
2. HRO receives and processes request for fill (RFF)	
<input type="checkbox"/>	a. AGR Request for Fill forwarded to HRO from unit.
<input type="checkbox"/>	b. HRO approves/disapproves Request for Fill.
<input type="checkbox"/>	c. If disapproved, HRO will provide justification and request will be returned to unit without action.
<input type="checkbox"/>	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.
<input type="checkbox"/>	e. If a qualified applicant is selected, HRO will process Soldier's transfer and new AGR order.
<input type="checkbox"/>	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	
<input type="checkbox"/>	a. HRO will offer the EPS Opportunity for promotion in sequence.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<u>AGR Soldiers Promotion Process/Checklist</u>	
1. Commanders will fill unit AGR NCO vacancies utilizing the following priority sequence:	
<input type="checkbox"/>	a. Unit verifies Soldier meets promotion eligibility criteria
<input type="checkbox"/>	b. Unit forwards request for fill (RFF) with following supporting documentation to HRO. Signed acceptance letter from Soldier. DA 705/APFT. Within eight 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 eight 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	
<input type="checkbox"/>	a. HRO will validate AGR vacancy and check Soldier's eligibility for promotion
<input type="checkbox"/>	b. HRO will forward RFF and supporting documentation to G1-E and request EPS control number
<input type="checkbox"/>	c. If disapproved, G1-E will notify HRO and provide justification; HRO will notify the unit
<input type="checkbox"/>	d. If approved, G1-E will send EPS control number to HRO
<input type="checkbox"/>	e. HRO will submit promotion PAR in MILPO
<input type="checkbox"/>	f. After promotion order is published, HRO will forward promotion order to the Soldier's Commander

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex L – Board Baseline Criteria by Rank

1. The following baseline criteria have been approved for use during the 2020 EPS cycle. The board members will review them on the day of the board, but they will not be changed.

2020 SSG (BZ <15)		
SCORE	LINE	VERBIAGE
6	1	Promote Immediately
	2	Justifying excellence annually for last 2 years
	3	Senior Rater comments quantify superior potential annually for last 2 years
	4	1059 exceeds course standards NCOPDS
	5	
	6	
5	1	Promote ahead of Peers
	2	Superior Quantifiable Leadership Comments
	3	Senior Rater supports 2 / highly qualified annually for last 2 years
	4	Documented Additional Duties
	5	
	6	
4	1	Promote with Peers
	2	Meets standards / successful annually for last 2 years
	3	Senior Rater supports 3 block / qualified annually for last 2 years
	4	Current Passing APFT (14 mo MDAY, 8 mo AGR) and HT/WT (8 mo)
	5	
	6	
3	1	Promote if Room
	2	Needs more experience
	3	1 needs improvement / did not meet standards within last 2 years
	4	Needs more quantifiable leadership experience
	5	Marginal NCOPDS 1059 within last 2 years
	6	
2	1	Do Not Promote
	2	Multiple needs improvement / did not meet standards within last 2 years
	3	Justified No Values / did not meet standard (character) within last 5 years
	4	Senior Rater supports 4/5 block / not qualified within last 2 years
	5	Fail 1059 on last NCOPDS
	6	

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex L – Board Baseline Criteria by Rank

2020 SFC (BZ <15)

SCORE	LINE	VERBIAGE
6	1	Promote Immediately
	2	2 excellence / 2 far exceeds annually for last 3 years
	3	Senior Rater comments quantify superior potential annually for last 3 years
	4	1059 exceed course standards last NCOPDS any phase
	5	
	6	
5	1	Promote ahead of Peers
	2	1 excellence / exceeds annually for last 3 years
	3	Senior Rater supports 2 / highly qualified annually for last 3 years
	4	
	5	
	6	
4	1	Promote with Peers
	2	Meets standards / successful annually for last 3 years
	3	Senior Rater supports 3 block / qualified annually for last 3 years
	4	Current DA Photo
	5	Current Passing APFT (14 mo MDAY, 8 mo AGR) and HT/WT (8 mo)
	6	
3	1	Promote if Room
	2	Needs more experience
	3	1 needs improvement / did not meet standards within last 3 years
	4	No quantifiable leadership or staff experience within last 3 years
	5	Marginal NCOPDS 1059 within last 3 years
	6	
2	1	Do Not Promote
	2	Multiple needs improvement / did not meet standards within last 3 years
	3	Justified No Values / did not meet standard (character) within last 5 years
	4	Senior Rater supports 4/5 block / not qualified within last 3 years
	5	Fail 1059 on last NCOPDS any phase
	6	

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex L – Board Baseline Criteria by Rank

2020 MSG (BZ <15)

SCORE	LINE	VERBIAGE
6	1	Promote Immediately
	2	3 excellence / 3 far exceeds annually for last 5 years
	3	Senior Rater comments quantify superior potential annually for last 5 years
	4	Exceed standards or majority superior last NCOPDS any phase
	5	
	6	
5	1	Promote ahead of Peers
	2	2 excellence / 2 exceeds annually for last 5 years
	3	Senior Rater supports 2 / highly qualified annually for last 5 years
	4	
	5	
	6	
4	1	Promote with Peers
	2	Meets standards / successful annually for last 5 years
	3	Senior Rater supports 3 block / qualified annually for last 5 years
	4	Current DA Photo
	5	Current Passing APFT (14 mo MDAY, 8 mo AGR) and HT/WT (8 mo)
	6	
3	1	Promote if Room
	2	Needs more experience
	3	1 needs improvement / did not meet standards within last 5 years
	4	No quantifiable leadership or staff experience within last 5 years
	5	Marginal NCOPDS 1059 within last 5 years
	6	
2	1	Do Not Promote
	2	Multiple needs improvement / did not meet standards within last 5 years
	3	Justified No Values / did not meet standard (character) within last 5 years
	4	Senior Rater supports 4/5 block / not qualified within last 5 years
	5	Fail 1059 on last NCOPDS any phase
	6	

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex L – Board Baseline Criteria by Rank

2020 SGM (BZ <15)

SCORE	LINE	VERBIAGE
6	1	Promote Immediately
	2	3 excellence / far exceeds annually for last 5 years
	3	Senior Rater comments quantify superior potential annually for last 5 years
	4	Active Duty Leadership Experience
	5	
	6	
5	1	Promote ahead of Peers
	2	3 excellence / 3 exceeds annually for last 5 years
	3	Senior Rater supports 2 / highly qualified annually for last 5 years
	4	
	5	
	6	
4	1	Promote with Peers
	2	Meets standards / successful annually for last 5 years
	3	Senior Rater supports 3 block / qualified annually for last 5 years
	4	Current DA Photo
	5	Current Passing APFT (14 mo MDAY, 8 mo AGR) and HT/WT (8 mo)
	6	
3	1	Promote if Room
	2	Needs more experience
	3	Marginal 1059 past 5 years
	4	Marginal 1059 at last NCOPDS (ANCOC/SLC/MLC)
	5	No quantifiable leadership or staff experience within last 5 years
	6	
2	1	Do Not Promote
	2	Multiple needs improvement / did not meet standards within last 5 years
	3	Justified No Values / did not meet standard (character) within last 5 years
	4	Senior Rater supports 4/5 block / not qualified within last 5 years
	5	Fail 1059 within last 5 years
	6	Uncorrected Fail 1059 Last NCOPDS

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex L – Board Baseline Criteria by Rank

2020 1SG (BZ <18)

SCORE	LINE	VERBIAGE
6	1	Promote Immediately
	2	Senior Rater supports 1 block / 1 most qualified on 4 of last 5 NCOERS
	3	Superior leadership / leads comments on 4 of the last 5 NCOERS
	4	1059 exceed course standards on last 2 NCOPDS
	5	
	6	
5	1	Promote ahead of Peers
	2	Highly Qualified
	3	3 excellence / 3 exceeds annually for last 5 years
	4	Senior Rater supports superior leadership potential
	5	Senior Rater supports 2 / highly qualified annually for last 5 years
	6	Documented leadership assignments
4	1	Promote with Peers
	2	2 excellence / exceeds annually for last 5 years
	3	Senior Rater supports 3 block / qualified annually for last 5 years
	4	Current DA Photo
	5	Current Passing APFT (14 mo MDAY, 8 mo AGR) and HT/WT (8 mo)
	6	
3	1	Promote if Room
	2	1 excellence / exceeds annually for last 5 years
	3	No 1SG recommendation on any of last 5 NCOERS
	4	No PSG or Equivalent Experience
	5	No Quantifiable Leadership Comments
	6	1 needs improvement / did not meet standards within last 5 years
2	1	Do Not Promote
	2	Multipule needs improvement / did not meet standards within last 5 years
	3	Justified No Values / did not meet standard (character) within last 5 years
	4	Senior Rater supports 4/5 block / not qualified within last 5 years
	5	Fail/Marginal 1059 at last NCOPDS
	6	

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex L – Board Baseline Criteria by Rank

2020 CSM (BZ <18)		
SCORE	LINE	VERBIAGE
6	1	Promote Immediately
	2	Doc Progressive Leadership Skills
	3	Bach Degree or equivalent hours (120)
	4	SMC Exceed Standard
	5	Active Duty Leadership Experience
	6	
5	1	Promote ahead of Peers
	2	Associate Degree or equivalent hours (60)
	3	SMC Graduate
	4	SR recommends CSM on last 2 NCOERs
	5	
	6	
4	1	Promote with Peers
	2	NCOER Majority Exceed Standard
	3	Current DA Photo
	4	Current Passing APFT (14 mo MDAY, 8 mo AGR) and HT/WT (8 mo)
	5	
	6	
3	1	Promote if Room
	2	Needs improvement in an NCOER within last 5 years
	3	No Quantifiable Leadership Comments
	4	Pass all APFT&HT/WT for the last 5 years
	5	NCOER Majority Success
	6	Documented on NCOER Prior 1SG Time/Acting 1SG Time
2	1	Do Not Promote
	2	Documented Misconduct
	3	Marginal/Fail 1059 NCOPDS other than BLC
	4	Needs Improvement on an NCOER in a leadership position
	5	Rater/Senior Rater does not recommend CSM
	6	Justified No Values / did not meet standard (character) within last 5 years

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex M – Denying Soldiers Board Consideration / Removing from EPS List

1. Denying Soldiers Board Consideration: IAW chapter 7-33 of reference a. Soldiers who are eligible for selection/promotion may be denied board consideration. Denial may be based on the Soldier's misconduct, lack of sufficient experience and knowledge in personal and professional qualities and qualifications, or lack of potential to serve at the higher rank. This action generally will be taken when the individual deficiency is not sufficient to warrant a bar to continued service or extension or elimination from service. When approved, the denial of consideration will be maintained only with, and will expire with, the promotion list for which it was initiated.

a. Commanders responsibilities. These actions will take place in time to allow the Soldier 1 month to prepare comments and consult with a judge advocate, if desired, and to allow the approval authority to take final action before the board process is complete. Holding them until the completion of the evaluation cycle may require STAB action when a recommendation is disapproved.

(1) Personally counsel Soldier, on DA Form 4856, on the reason(s) for recommending denial.

(2) Initiate a DA Form 4187 recommending denial of consideration and route to appropriate approval authority.

b. Approval Authority:

(1) For Soldiers in the grades of E-4 and E-5 the approval authority is the first commander in the rank of LTC or higher.

(2) For Soldiers in the grades of E-6 and E-7 the approval authority is the first commander in the rank of COL or higher.

(3) For Soldiers in the grade of E-8 the approval authority is the ATAG.

(4) These commanders will personally approve or disapprove these actions, and will not delegate this authority. The final appeal authority is the TAG.

c. Approved DA Form 4187s for Soldiers in the grades of E-4 thru E-7 need to be sent to the G-1-E inbox so they can be removed from the board consideration list. DA Form 4187s that need the ATAGs or TAGs approval/disapproval, need to be sent to the G-1-E inbox for submission to the ATAG or TAG.

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex M – Denying Soldiers Board Consideration / Removing from EPS List

2. Removing Soldiers from the published EPS List.

a. Administrative Removal. IAW chapter 7-44 of reference a, commanders will promptly notify G-1-E and forward supporting documents for administrative removal from the EPS list for any of the reasons below. Soldiers must be notified of removal action in writing and once a Soldier is removed the action is final.

- (1) Reduction.
- (2) Discharge.
- (3) Reduction board recommendation to remove from EPS list.
- (4) Barred from Continued Service.
- (5) Nonselected by retention board: Includes but is not limited to the Enlisted Qualitative Retention Board (EQRB) and Active Service Management Board (ASMB).
- (6) Failed to extend to meet a service remaining requirement.
- (7) Approved Retirement.
- (8) ING.
- (9) Enrolls in an ROTC program.
- (10) Fails to apply for, fails to show for, enroll, be accepted into, or graduate training due to an act, omission or failure of standards.
- (11) Refuse to reclass after REORG, if Soldier's MOS has been eliminated.
- (12) Fails to qualify, for cause, the security clearance required by the MOS in which considered for promotion.
- (13) Declines an offered EPS position.
- (14) Enrolled in the Army Body Composition Program per AR 600-9.
Commanders may waive removal of Soldiers who are making satisfactory progress.
- (15) Fails a record APFT. Commanders may waive removal of Soldiers making progress and allowing the Soldier time to meet the standards.
- (16) Refuses to obtain and provide a valid required physical or medical documentation required for medical fitness evaluation.
- (17) Requests removal for personal reasons without penalty. This is strictly an individual request. Soldiers will not be asked to remove themselves for any reason.
- (18) Qualifying DV Conviction (Lautenberg).
- (19) Soldier declined extension to meet mobilization requirements.
- (20) Soldiers from sister Services who has failed to complete Army BCT.

b. Command Initiated Removal. IAW chapter 7-45 of reference a, any commander in a Soldier's chain of command may recommend that the Soldier be removed from a published EPS List at any time. Recommendations will not be submitted on isolated acts based on short-term supervision. To ensure a fair and impartial decision, each case must be investigated thoroughly. Recommendations for removal may be submitted for substandard performance. If the commander determines over a

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex M – Denying Soldiers Board Consideration / Removing from EPS List

reasonable period of time (at least 6 months) that the Soldier's work is such that promotion to the next higher rank would not be in the best interest of the KSARNG or has declined to such a degree that the Soldier no longer has the potential to perform in the higher rank.

(1) When recommending a Soldier for removal, the following must be considered:

(a) Punishment under UCMJ or criminal conviction or nonpunitive measures will not automatically be the sole basis to suggest that a Soldier's name be removed from the list.

(b) The Soldier's conduct before and after the punishment or nonpunitive measures and facts and circumstances leading to and surrounding the misconduct must be considered.

(c) To remove a Soldier based solely on a minor or isolated incident of misconduct may be unfair to the Soldier. Removal from a promotion list has far-reaching, long-lasting effects on the Soldier.

(d) Commanders will evaluate the circumstances to ensure that all other appropriate actions have been taken (training, supervision, and formal counseling have not helped) or the basis for considering removal is serious enough to warrant denying the individual's promotion.

(2) The commander may submit a recommendation for removal for one or more of the following reasons:

(a) Punishment under UCMJ, Article 15, or criminal conviction, whether directed for filing in the performance or restricted portion of the Soldier's AMHRR.

(b) Any court-martial conviction.

(c) A memorandum of reprimand, signed by a general officer, placed in the Soldier's AMHRR.

(d) Adverse documentation directed for filing in the Soldier's AMHRR.

(e) Other derogatory information received in official channels, but not filed in the Soldier's official records, if it is substantiated, relevant and reasonably and materially affects a promotion.

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Annex M – Denying Soldiers Board Consideration / Removing from EPS List

(2) Removal Actions:

(a) Before sending a removal action to G-1-E for action for consideration, the commander will deliver it, in writing, to the affected Soldier. Include all documents that will be submitted to the TAG in the notification to the Soldier. The Soldier will be allowed 1 month, or until 5 days after the unit's next regularly scheduled training assembly or annual training period, whichever is first, to respond in writing to the proposed action after receipt of the written notice. The maximum period will be limited to 60 days to ensure that the Soldier is notified and has the time to prepare, but that the process continues to move forward. The Soldier may include the opinion and statements of third persons in their response. The commander may extend this time for reasons beyond the Soldier's control.

(b) A Soldier who elects not to respond will review the entire action, state the election not to respond in writing, sign the statement, and return the action to the commander.

(c) The commander will submit the action (memo) for review through command channels to the promotion authority. A copy of the Soldier's ERB, personnel qualification record, and DA Form 268, if in Flag status, will be included with the recommendation.

(d) A commander at any level may disapprove the recommendation, include the reason for disapproval, and return the action through command channels to the originator.

(e) On recommendations processed through the chain of command and not disapproved at a lower level, the promotion authority will make the final decision based on results and recommendations of the chain of command. With the next higher promotion authority serving as the appeal authority.

(1) Approval Authority:

(a) For Soldiers in the grades of E-4 the approval authority is the first commander.

(b) For Soldiers in the grades of E-5 and E-6 the approval authority is the first commander in the rank of LTC or higher.

(c) For Soldiers in the grade of E-7 thru E-9 the approval authority is the first commander in the rank of COL or higher.

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(4) These commanders will personally approve or disapprove these actions, and will not delegate this authority. The next higher promotion authority serves as the appeal authority.

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SUBJECT: Memorandum of Instruction for the 2020 Enlisted Promotion System (EPS)
Annex N – M-Day Regions Options Map

