

**PROCEDURAL GUIDANCE**  
**for**  
**Selections and Promotions**  
**of Enlisted Soldiers**  
**within the**  
**Illinois Army National Guard**

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Illinois Army National Guard will announce boards for E4 - E8 1 June 2001 with all boards being completed by 1 October 2001. This will assist in the transition to a major change that will be implemented within the Army National Guard 1 January 2002. This document will provide the procedural guidance for transition, implementation and maintenance of that system.

This process will include administrative areas of Awards, APFT, Weapons, Time in Service, Time in Grade, Self-Development, Resident Military Education and Civilian Education. Each of the administrative areas will be updated with ongoing submission of transactions to the SIDPERS database. Each area will be defined with procedures for updating.

The DA Form 2166-7 NCO Evaluation Report will no longer be used for the appraisal points but will be used as a part of the board's review. Boards will convene at the promotion authority level.

The accessed point values for each area will be as indicated below. The 1 October transition changes are that NCOES will no longer be counted and the DA Form 2166-7 NCOER will no longer is used solely as the appraisal or evaluation. The NCOER will be replaced by a convening of boards that will be authorized up to 400 points for each soldier recommended to be reviewed by that board. All other areas will be distributed as instructed by current chapter 11, NGR 600-200 for this transition board. The additional areas that change 1 January 2002 National Guard Bureau will provide programs that will convert those values. The Listing established 1 October 2001 would continue to be used after 1 January 2002 until new board(s) are convened.

Point Table for all Areas

Areas	Current	Transition	
		1Oct01	1Jan02
Awards	75	75	75
APFT	75	75	75
Weapons Qualification	75	75	75
Time in Service (TIS)	75	75	75
Time in Grade (TIG)	50	50	75
Self-Development	100	100	75
NCOES	100	NOT USED	NOT USED
Military Education	100	100	75
Civilian Education	100	100	75
Board (Performance & Potential)	250	400	400
<b>Total</b>	<b>1000</b>	<b>1050</b>	<b>1000</b>

Procedures for Administrative Areas Updating

With the 1 January 2002 change points awarded for the administrative areas will be adjusted to have a maximum of 75 points for each area. This **WILL NOT** effect the transition board results of 1 October 2001. Defined point distribution within each area is at this time being determined and will be forwarded at a later date. All areas loaded in the SIDPERS database will converted with updated program release. Each area as described below will use the current maximum NOT the changed to maximum as of 1 January 2002.

**AWARDS:** The awards for all enlisted soldiers E5 and above are currently being captured by SIDPERS/PSB personnel using the DA 201 files. Therefore it is imperative that all awards be forwarded to the Personnel Service Branch (PSB) for posting, filing and updating the SIDPERS databases. The maintenance of this area will continue to be accomplished by SIDPERS/PSB personnel as each new award is received at the PSB a review will determine if that award has been entered into the database and if not will be forwarded to SIB for entry. (**Maximum - 75 points** no change 1Jan02)

**CIVILIAN EDUCATION:** Civilian education documents "transcripts" will continue to be submitted to the Education Section. There both the level of higher education and number of semester hours will be recorded in the SIDPERS database. (**NOTE: Many soldiers will have added**

semester hours at the end of school year near the end of May to early June) (**Maximum - 100 points** change to 75 1Jan02)

**TIME IN SERVICE:** Time in service (TIS) will give credit for "years completed" and will be based on the Pay Entry Based Date (PEBD). This will be an automatic update as each soldier completes another year of service. (**Maximum 75 points** no change 1Jan02)

**TIME IN GRADE:** Time in grade (TIG) will give credit for "years completed in grade" and will be based on Date of Rank (DOR) of the current grade. This will be an automatic update as each soldier completes another year in grade. (**Maximum - 50 points** change to 75 1Jan02)

**ARMY PHYSICAL FITNESS TRAINING:** Army Physical Fitness Training (APFT) is required for each soldier annually and semi-annually for Army Guard Reserve (AGR) soldiers. In some situations a soldier may not complete the APFT due to temporary profile. The points received will be credited for 1 year from date of test for M-day personnel and 6 months for AGR. Soldiers in a profile status WILL lose any points they have had in the area if they do not complete a new APFT within their respective 6 or 12 month window of time. This is a required item to be updated in the SIDPERS database and may be completed in a number of ways. The first is the conventional method of a DA Form 3815 with a roster attached that would include soldier's name, SSN, date of test, total APFT score and Pass/Fail indicated. The second method could be a DA Form 3815 with a copy of the DA Form 705 attached. This would not be the preferred method if the complete unit has been tested but a small number of soldiers. The third method is by Internet. The web site is located within the state Intranet at <http://dpi.il.ngb.army.mil/>. This method will become the preferred method of updating a number of items within the SIDPERS database. (NOTE: Permanent profiled soldiers are to receive points in the APFT providing they pass their authorized test and that test contains an aerobic event and at least one other event. The only profiled soldier that is not to receive points is one who does only an alternate aerobic event where only a GO or NO GO is given. Points are to be given to the alternate or event not authorized as the average of the standard events completed.) (**Maximum - 75 points** no change 1Jan02)

**WEAPONS QUALIFICATION:** Weapons Qualification is another area that would be considered a timed area. M-day soldiers must qualify at least biannually while AGR soldiers must qualify annually to receive points in the event. This is a required item to update in the SIDPERS database. Methods of updating is much the same as APFT except rosters would need type weapon, number of hits and level (marksman, sharpshooter or expert). This is available to update on the Intranet site <http://dpi.il.ngb.army.mil/>. (**Maximum - 75 points** no change 1Jan02)

**MILITARY EDUCATION:** Resident weeks is any course that is of at least 1 week or 40 hours duration after the first 8 weeks of Basic Combat Training/Advanced Individual Training (BCT/AIT). This is an Intranet input area with update authority at battalion for unit soldiers and at brigade for battalion headquarters soldiers <http://dpi.il.ngb.army.mil/>. (**Maximum - 100 points** change to 75 1Jan02)

**SELF-DEVELOPMENT:** Self development or corespondent courses. This is an Intranet input area with update authority at battalion for unit soldiers and at brigade for battalion headquarters soldiers <http://dpi.il.ngb.army.mil/>. (**Maximum - 100 points** change to 75 1Jan02)

## Boards "Appraisals" Points

**Administrative Procedures:** Boards will convene annually or more often if no soldier(s) are available for selection from battalion, brigade or state list to fill a projected or current vacancy. An announcement of annual boards will be made at least 90 to 120 days prior to the convening of that board. Upon the announcement of the board SIDPERS will provide to that convening authority a roster of ALL soldiers that are to be considered by that authority. This roster will be alphabetic and contain some additional administrative data. Some of the considerations used to determine the number of soldiers to recommend are current vacant NCO positions, "known" projected loss of NCOs and expected E5 and above promotions. Commanders will identify soldiers to recommend and any not recommended will be counseled using General Counseling Statement as to why not. Any soldier(s) disapproved are to have the next higher command approve the disapproval. Army Guard Reserve (AGR) soldiers will be recommended or not recommended both by the commander and the battalion/brigade OIC. When an AGR is not recommended both the commander and the OIC will issue Counseling Statements and have the disapproval reviewed at the next higher command using both the military and full time chain. A copy of the roster and copy of counseling statements with approval from next higher level are to be returned to SIDPERS. An example of a reason not to recommend is if a soldier will not commit to an extension that would satisfy the promotion obligation requirement. Initially SIDPERS will provide the unit(s) involved NGB 4100s for each eligible soldier to review and update prior to the convening of the board. Once all administrative changes have been made and prior to the board updated NGB 4100s will be available at the Intranet web site <http://dpi.il.ngb.army.mil/>. SIDPERS will provide updated NGB4100 for the board use. Annually the determination will be made as to the eligible E4s being reviewed by their authority boards. The interim board **WILL** consider current eligible E4s.

**Board Composition:** The composition of the board should be similar to the following. The respective CSM's are to be the presidents of the boards.

**Battalion authority reviewing E4s and E5s.**

- President - Battalion CSM
  - Members - 2 to 4 First Sergeants or representatives
- Board must contain a voting minority member if any minority is being considered**

MILPO personnel will be available to provide DA 201 files and as needed, to act as recorder and points collector as each soldier is completed and using web input update each soldiers board points. Once board is completed would provide listing of those reviewed by that board.

**Brigade authority reviewing E6s and E7s.**

- President - Brigade CSM
  - Members - 2 to 4 Battalion CSMs or representatives
- Board must contain a voting minority member if any minority is being considered**

MILPO personnel will be available to provide DA 201 files and as needed, to act as recorder and points collector as each soldier is completed and using web input update each soldiers board points. Once board is completed would provide listing of those reviewed by that board.

**Board Requirements:** Each voting member will complete NGB Form 4101-1-R for each soldier they review. They will provide the completed NGB Form 4101-1-R to the recorder/MILPO representative to consolidate, average and record the results of that soldier's board points.

**Tools of the Board:** NGB 4100-1-R-E (updated) and DA 201 file. Updating of the administrative items is necessary to make fair and subjective determinations. This updating is the commands responsibility to monitor and make sure it is accomplished.

**Duties of the Board:** Report not later than 0730 on date of board to designated location at Camp Lincoln. Complete NGB 4101-1-R-E for each soldier recommend making fair and subjective determinations using guidance by the CSM (president) of that board. Render board report that will define board members, date, number of records by grade reviewed, listing of the results (provided by reporter/MILPO representative) and other comments that could be helpful to future boards.

## **Selection Procedure**

The Listing will use PMOS ascending and total points descending.

Using a de-centralized system will allow the battalion to maintain the listing for current E4s (if used) and E5s. The brigade will have available a copy of those list for use if inter battalion transfers are needed. They will also maintain the order of merit for current E6s and E7s.

## **Priority of Fill**

Any vacant or 365 day projected vacant NCO E5 - E8 position will first be filled by:

A soldier who is considered over grade or excess if current grade equal to the position and having a PMOS equal to the duty of the position and from within selection authority. There is no grade change involved.

A soldier with current grade equal to the position and having a PMOS equal to the duty of the position and from within selection authority. There is no grade change involved.

Career progression may be used within a unit, battalion, brigade but must be the soldier with the highest points within that unit, battalion, brigade and be qualified in the feeder MOS and available for NCOES if needed. The promotion authority prior to that selection will approve career progression selections.

The listing will be used once other options have not filled the position. The soldier with the **most** total promotion points within the authority is offered the position. If this soldier accepts the position and is fully qualified they are then promoted with the same effective date as the assignment to the position. If the soldier with the most points does not accept the position the soldier with the second most points is then offered the position. If soldier number two accepts the position and is fully qualified they would be promoted with the effective date same as date of new assignment.

If no selection can be made from this authority's listing request for fill from the next higher command listing.

Any soldier selected from any level list must be reported through channels to this headquarters so all list may be annotated and that soldier would not continue to be viewed as a possible selection.

### Leadership "First Sergeant" Board

The leadership board will be in conjunction with the selection and promotion board. These will be the E7s and staff E8s that the commanders have recommended for First Sergeant consideration. Soldiers identified for the leadership consideration will be evaluated twice, once for selection and promotion list and second for "First Sergeant" consideration. First Sergeant selection will then come from total points received from selection and promotion list **PLUS** points received from leadership board. An E7 identified as possible first sergeant selection could also be considered for staff master sergeant position but would then use only the selection and promotion total points.