

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

Battalions, Brigades/Group will conduct Selection Boards for Specialist (SPC)/Corporal (CPL) through Sergeant First Class (SFC). SIDPERS will publish all consideration lists NLT 10 January 2004. The convening authority will appoint Boards IAW Figure 11-3, NGR 600-200. This document will provide the procedural guidance for conducting, updating and maintenance of the State Selection System.

KEY POINTS

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Soldiers must meet the below requirements by 1 January 2004 to be eligible for consideration by these boards.

<u>CURRENT GRADE</u>	<u>FOR</u>	<u>TIME IN GRADE DOR PRIOR TO:</u>	<u>TIME IN SERVICE PEBD PRIOR TO:</u>
E4 	E5 	1 Jul 03	N/A
E5 	E6 	1 May 03	N/A
E6 	E7 	1 Feb 03	1 Jan 95
E7 	E8 	1 Jan 03	1 Jan 91

(Waivers are not authorized for Time in Grade or Time in Service requirements)

This board process will include the updated administrative areas of Awards, APFT, Weapons Qualification, Time in Service, Time in Grade, Self-Development, Resident Military and Civilian Education.

Units will update each of the administrative areas for all soldiers with ongoing submission of transactions to the SIDPERS database. This guidance defines each area with procedures for updating.

The accessed point values for each area is as indicated below. Distribution of points in all areas is as instructed by current chapter 11, NGR 600-200 and adjusted by NGB-ARH Memorandum, dated 8 February 2002, Subject: Enlisted Promotion System.

Point Table for all Areas

<u>Areas</u>	
Awards	75
APFT	75
Weapons Qualification	75
Time in Service (TIS)	75
Time in Grade (TIG)	75
Self-Development	75
NCOES (Do not award resident weeks from NCOES)	NOT USED
Military Education (Resident Weeks)	75
Civilian Education	75
Board (Performance & Potential)	400
Total	1000

Procedures for Administrative Areas Updating

All administrative areas will have a maximum of 75 points available for each area.

AWARDS: The awards for all enlisted soldiers SPC/CPL and above are currently being captured by 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 database. The PSB personnel will accomplish the maintenance of this area. 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 PSB will enter into SIDPERS. Promotion points for awards will be IAW chapter 11, NGR 600-200 and NGB-ARH Memorandum, dated 8 February 2002, Subject: Enlisted Promotion System. **(Maximum - 75 points)**

CIVILIAN EDUCATION: Soldiers or Units will continue to submit an original Civilian education document "transcripts" to DMAIL-PR-EA. There, update of the SIDPERS database will occur of higher education and number of semester hours. (NOTE: Many soldiers will have added semester hours at the end of school year, see NGB-ARH Memorandum, dated 8 February 2002, Subject: Enlisted Promotion System.) **(Maximum - 75 points)**

TIME IN SERVICE: Time-in-service (TIS) will give credit for "years completed" and is based on the Pay Entry Basic Date (PEBD). TIS is automatically calculated as of 1 January 2004. **(Maximum 75 points)**

TIME IN GRADE: Time in grade (TIG) will give credit for "years completed in grade" is based on Date of Rank (DOR) of the current grade. TIG is an automatically calculated as of 1 January 2004. **(Maximum - 75 points)**

ARMY PHYSICAL FITNESS TEST (APFT): The Army Physical Fitness Test (APFT) is required for each M-Day soldier annually and semi-annually for Active Guard/Reserve (AGR) soldiers. **Units will update SIDPERS database with current APFT results.** The primary method to update is by Internet. The SIDPERS web site is located at <http://sidpers.il.ngb.army.mil>. Units may request update from SIDPERS by calling SIDPERS. If approved, submit a DA Form 3815 with a roster attached that includes soldier's name, SSN, date of test, total APFT score and Pass/Fail indicated.

In some circumstances soldiers may not take the APFT because of a temporary profile issued on a DA Form 3349. The points received on the last APFT are credited for 18 months from date of test for M-Day soldiers or 8 months for AGR. If medical personnel extend the temporary profile and the unit commander signs the profile, current procedures will award promotion points based on their latest APFT beyond these limits. **You must forward the DA Form 3349 with a copy DA Form 705 to DMAIL-PRE so that credit can be given, by system override.**

For soldiers with permanent physical profiles for the pushup or sit up events, grant 60 points for each strength event waived. Use the actual score for each strength event taken. The soldier must qualify on the 2-mile run or alternate aerobic event per FM 21-20 to receive any promotion points. Award soldiers who receive a GO on the alternate aerobic event an administrative score in the aerobic event that is the average of the other events. For example, for a soldier with a profile against pushups, who scores 80 on sit-ups, and does the 2 ½ mile walk, enter 60 for the pushups, 80 for the sit-ups, 70 for the aerobic event, and a total for 210, which awards 23 promotion points. **Do not enter any of this administrative information on the DA Form 705 under any circumstances per FM 21-20, chapter 14. (Maximum - 75 points)**

Soldiers who fail to take or pass the latest APFT for other than valid physical profile on a complete DA Form 3349 will not receive promotion points in this area.

APFT					
SCORE	POINTS	SCORE	POINTS	SCORE	POINTS
0-179	0	220-222	36	262-264	62
180-183	5	223-225	39	265-267	63
184-186	6	226-228	42	268-270	64
187-189	8	229-231	44	271-273	65
190-192	10	232-234	46	274-276	66
193-195	12	235-237	48	277-279	67
196-198	14	238-240	50	280-282	68
199-201	16	241-243	52	283-285	69
202-204	18	244-246	54	286-288	70
205-207	20	247-249	56	289-291	71
208-210	23	250-252	58	292-294	72
211-213	27	253-255	59	295-297	73
214-216	30	256-258	60	298-299	74
217-219	33	259-261	61	300	75

WEAPONS QUALIFICATION: Weapons Qualification is another area that is considered a timed area. Soldiers must qualify at least biennially. This is a required item to update in the SIDPERS database. Methods of updating is much the same as APFT except rosters would need the type of weapon, date of Qualification and level (marksman, sharpshooter or expert). This is updated by the units on the Internet site <http://sidpers.il.ngb.army.mil/>. **If a soldier is on profile and can not qualify. Units must forward the DA Form 3349 with Type of weapon, date of last qualification and level (marksman, sharpshooter or expert) to DMAIL-PRE so that credit can be given, by system override.**
(Maximum - 75 points)

SELF-DEVELOPMENT: Self-development or correspondence courses. This is an Intranet input area with update authority at battalion for unit soldiers and at brigade for battalion and brigade headquarters soldiers <http://sidpers.il.ngb.army.mil/>.

Enter all Army Correspondence Course Program and other service subcourse program credits (including Federal Emergency Management Agency [FEMA] course through the Emergency Management Institute [EMI]). Which are documented in the MPRJ (on DA Form 2-1, item 17 or through individual course completion notices provided by the soldier, except subcourse hours that are part of AC-or RC-NCOES courses. For example, do not include credit for subcourses in Phase I-B of Army Band RC-BNCOC and RC-ANCOC, or the U.S. Army Sergeants Major Course (USASMC) Nonresident Course.

Enter number of hours (or EMI hours) soldier completed. Enter number of courses completed for each diploma, completion notice, or comparable document that shows of a subcourse series designated for enlisted soldiers (and those which enlisted soldiers require for their positions), such as an Enlisted Professional Development Course or Basic Level Sustainment Training Technical Course. To be eligible for Course completion points, for each course credit, a subcourse series must have at least 5 subcourses or 25 credit hours and be entered in DA Form 2-1, item 17. Absent a diploma, soldiers may prove eligibility for the credit, through letter or memorandum from the training institution, completion notices of all subcourses listed in a service catalog dated at the time the soldier took the courses showing all the subcourses, similar documents, or Academic Evaluation Report (DA Form 1059) or other service equivalent, including web based systems.

Do not award any hours for courses designed for officer programs that are closed to enlisted soldiers.

To determine credit hours when the only available record of subcourse credit hours is the NGB Form 23 from the Retirement Points Accounting System or Model (or comparable records from other Armed Services), multiply the sum of the ACCP points by 3 and enter the result as credit hours. Do not award course completion credit unless soldier has a document as above.

System awards One point for every 5 hours plus five bonus points for each course (not sub-course) completed. (Maximum - 75 points)

OTHER RESIDENT TRAINING: This is an Internet input area with update authority at battalion for unit soldiers and at brigade for battalion and brigade headquarters soldiers <http://sidpers.il.ngb.army.mil/>.

Enter Number of weeks per full week for all other military resident courses, other than required NCOES courses, or civilian equivalent funded by the Army of ARNG, recorded in DA Form 2-1,

item 17. Courses must be successfully completed and be five days, one week or 40 or more hours to be recorded. When a course is listed only with the total academic hours, determine the actual number of days covered. For instance, if a soldier attended the Phase II of an MOS-producing course that contained 132 academic hours, and the DA Form 1059 stated the course was conducted 1-12 May 98, that is a two-week course. Do not divide the total hours by 40 or the total days by 5 to determine course length for promotion points purposes; you must determine the actual days that the course covered to determine promotion points. Do not include any computation of the remaining hours or days from basic computations, or one-day, two-day, three-day or four-day courses for promotion points purposes. These last courses are not authorized for entry on DA Form 2-1, item 17, per AR 600-8-104, table 2-2 and thus, cannot be used to award promotion points.

Convert days, and RC courses conducted in IDT mode, into weeks: each calendar day on which training is conducted in IDT mode equals one day. For instance UTA and MUTA-2 = 1 day; MUTA-3 and MUTA-4 = 2 days; MUTA-5 and MUTA-6 = 3 days; etc. For courses conducted in IDT mode, divide the number of days by 5 for total number of weeks, and count only the full weeks in each course. Do not add the days "left over" from the courses. For example, for a 2-weeks, 4-days course, enter 2-weeks. Do not add the four remaining days from any other course to award more weeks. Also, for promotion points purposes, a course that runs 14 or 17 straight days is a two-week course. One that runs 21 straight days is a three-week course.

Include MOS Reclassification courses after the soldiers first AIT or comparable school in another Armed Service.

Do not include BT, the first AIT (up to 8 weeks) or OSUT (up to 13 weeks, you can include number of weeks over 8 or 13 if applicable); officer basic course, USMA Prep School, and service academy or officer course which earns equivalent credit for NCOES, and the required course for each of the four levels in the NCOES formula.

When a soldier has completed more than one NCOES course at a level, credit the soldier with the weeks for the additional NCOES courses at each level. For example, an AGR soldier with RC-BNCOC and an AC-BNCOC will count the RC course here. Include here other service NCO courses that are not creditable per policies in paragraphs 11-28 through 11-31 of NGR 600-200. Do not award any weeks for partially completed courses of any type unless that was the soldier's total training requirement at that level. Do not award weeks for parts of courses from which soldiers are eliminated for any reason other than completion, such as a phase of a course when the soldier failed a required phase of that course.

When a soldier fails to complete a NCOES course within the prescribed time limits and must start over, do not award credit anywhere for any portion of the incomplete course.

System awards 5 points for each week (Maximum - 75 points)

Boards "Appraisals" Points

Administrative Procedures: Boards will convene annually or more often if no soldier(s) are available for selection from the battalion, the brigade or the state Consideration List to fill projected or current vacancies. An announcement of annual boards will be made 90 to 120 days prior to the convening of that board. Upon the announcement of the board SIDPERS will provide to the convening authority a roster of ALL soldiers for consideration. This roster will be alphabetic and contain some additional administrative data. Commanders will identify soldiers to recommend and counsel any not recommended using General Counseling Statement stating reason. Those not recommended will have the next higher command as approval. The commander and the battalion/brigade OIC will recommend or not recommended Active Guard/Reserve (AGR) soldiers. 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. Units return a copy of the roster and copy of counseling statements with approval from next higher level to DMAIL-PRE. An example of not to recommend is the soldier will not commit to an extension that would satisfy the promotion obligation requirement. Initially SIDPERS will provide the unit(s) with a Personnel Eligibility Roster (PER) 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://sidpers.il.ngb.army.mil/>. SIDPERS will provide updated PER's for the board use. The updated PER's provided the board excludes those soldiers purged by units (soldiers; not assigned, not recommended, or declined consideration). Soldiers flagged will be awarded performance and potential points by the board. Annually the determination will be made as to the eligible E4s being reviewed by their authority boards. The interim board **WILL** consider current eligible SPC's/CPL's.

Board Composition: The respective CSMs are the presidents of the boards. The appropriate command authority will appoint the board on orders.

Battalion authority reviewing SPC/CPL's and SGT's.

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

Brigade authority reviewing SSG's and SFC's.

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

If Board(s) are conducted in Camp Lincoln, Springfield; MILPO can have personnel 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 soldier's board points. Selection/Promotion Authority will ensure recorder(s) update the Leadership Points and Mileage website located at <http://sidpers.il.ngb.army.mil> .

Board Requirements: Each voting member will complete NGB Form 4101-1-R for each soldier they review. They will provide the completed form to the recorder to consolidate, average and record the results of that soldier's board points and update the Leadership Points and Mileage using the website located at <http://sidpers.il.ngb.army.mil> .

Tools of the Board: NGB 4100-1-R-E (updated), copies of annotated PER's, and DA 201 file. Updating of all 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. Complete NGB 4101-1-R-E for each soldier recommended making fair and subjective determinations using guidance by the CSM (president) of that board. Render board report that will define board members, date, and number of records by grade reviewed, and other comments that could be helpful to future boards. *The board report will be filed, at the command, IAW MARKS AR 25-400-2 (as indicated below).

- * Promotion Eligibility Roster Files 600-200b
- * Promotion Board Proceedings Files 600-200c
- * Promotion Board Eligibility Determination 600-200d

After the board awards performance and potential points SIB purges soldiers flagged. The PER becomes the Consideration List.

Selection Procedure

The Consideration Listing will use Career Progression MOS (CPMOS) ascending and total points descending. Brigade/Group and Battalion Listings will also be available in the same format.

Using a de-centralized system will allow the battalion to maintain the consideration list for current E4s and E5s. The brigade will have available a copy of their subordinate commands list for use if inner-battalion transfers are needed. The Brigade will also maintain the consideration list for current E6s and E7s.

Priority of Fill

Priorities of fill for any vacant or 365 day projected vacant NCO E5 - E8 position is as follows:

First Priority A soldier who is considered over grade or excess if their current grade is equal to the vacant position and the soldier has a PMOS equal to the duty of the position and from within selection authority and 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.

Selection authority will use the consideration list if after priority option soldiers (Overgrade or Excess [Laterals]) have not filled the position. The soldier with the **most** total promotion points for that MOS within the promotion 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 are then promoted with the effective date same as date of new assignment.

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

REQUEST FOR FILL (Use Selection/Promotion Review and applicable portion of consideration list, if needed)

Selection authority will request Transfer/Reassignment fill for Soldiers selected for next higher grade position and/or promotion by forwarding to DMAIL-PRE a Selection/Promotion Review that is available at the Intranet web site <http://sidpers.il.ngb.army.mil/> (see attachment 1) and if soldier IS NOT Number 1 on the consideration list, attach the applicable portion of consideration list that shows soldiers with smaller sequence number, with annotated reason for non selection. DMAIL-PRE will request promotion orders if soldier is fully qualified and ensure the soldier is removed from the consideration list.

Leadership "First Sergeant" Board

The leadership board is 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 will be identified for leadership consideration by selecting yes for leadership when updating the Leadership Points and Mileage website located at <http://sidpers.il.ngb.army.mil>. First Sergeant Selection will then come from points received from the Leadership Points awarded only. SIDPERS will publish a Leadership List of selected soldiers.

An E7 identified as possible First Sergeant selection could also be considered for a staff master sergeant position, but only by using the selection and promotion total points.

