



DEPARTMENT OF THE ARMY  
ILLINOIS ARMY NATIONAL GUARD  
1301 NORTH MACARTHUR BOULEVARD  
SPRINGFIELD, ILLINOIS 62702-2317

NGIL-PRZ-PO (600-8-19b2)

5 March 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of FY2025 Annual MDAY EPS Guidance

1. Purpose. Provide guidance on preparation requirements and suspense dates for the Fiscal Year (FY) 2025 Annual MDAY Enlisted Promotion System (EPS) boards.
2. Administrative (ADMIN) Cut-off Date. The ADMIN cut-off date is **15 July 2024**. All echelons will ensure all transactions are completed in all systems of record on or before the ADMIN cut-off date.
3. Expanded Zone of Consideration (EZOC). The EZOC date is **30 September 2025**. The promotion authority may not select Soldiers within the EZOC until the Soldier has reached the minimum TIG and/or TIS required for the promotion grade.
4. Command and Staff Actions. The ILARNG remains committed to the professional development of the noncommissioned officer corps, specifically the assurance that Soldiers obtain institutional knowledge by completing formal military educational requirements commensurate to their assigned duty positions and levels of responsibility prior to promotion.
  - a. Commanders and administrators charged with responsibility for promotion actions must exercise **extreme care** in processing documents associated with this board. Commanders will provide all Soldiers with enclosure 1, Guide to Enlisted Promotion Boards. This is a single source for all leaders and Soldiers, for each echelon, on duties and responsibilities to follow throughout the EPS process and contains all required documents.
  - b. Commanders will review the Basic Eligibility Roster throughout the EPS process to identify all Soldiers eligible for EPS board consideration (reference enclosure 1 Chapter 3). Soldiers with an approved Higher Grade Deployment Manning Document (HGDMD) Temporary Promotion without a valid position upon REFRAD may not populate on IPPS-A board eligibility rosters; however, they must still be considered. The final, MSC-rollup, roster will be submitted to the EPMB through ILSPO by **1 July 2024** in Excel format with the naming convention **MSC\_Eligibility\_Roster** (example **JFHQ\_Eligibility\_Roster**).

c. Commanders will complete R3 Leaders Hands-on Training Course and request access in IPPS-A **NLT 1 May 2024** to complete required EPS actions for their echelon (reference enclosure 1 Chapter 3).

d. Commanders will initiate denials of consideration IAW AR 600-8-19, paragraph 6-32. 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 higher rank. Submit denial of consideration packets to the EPMB through ILSPO by **15 July 2024** in PDF format omitting any document images (pictures) with the naming convention **DODID\_LastNameFirstInitial\_Denial** (example **1234567890\_SmithJ\_Denial**). Additionally, commanders must make appropriate selection in IPPS-A (reference enclosure 1 Chapter 3).

e. Commanders will ensure all SFC-SGM EPS board packets are reviewed and submitted through channels using the applicable checklist (reference enclosure 1 Chapter 3). Packets will be submitted to the EPMB through ILSPO by **15 July 2024** in PDF format omitting any document images (pictures) with the naming convention **DODID\_LastNameFirstInitial\_Promotion** (example **1234567890\_SmithJ\_Promotion**).

f. Commanders will nominate highly qualified MDAY Noncommissioned Officers (NCO) to serve as voting members on the FY2025 Annual MDAY EPS boards. The EPMB will review the list of nominees to create a diverse pool for board appointment. AGR NCOs will be added to the nominee pool only if the board requires minority or female representation and all MDAY nominees have been exhausted. The final MSC Nomination Roster will be submitted to the EPMB by **15 May 2024** in Excel format through ILSPO with the naming convention **MSC\_Member\_Nomination** (example **JFHQ\_Member\_Nomination**).

g. All FY2025 Annual SFC-SGM MDAY EPS board-related documents will be submitted to the EPMB via ILSPO in the appropriate MSC board document folder. Images of documents (i.e. a picture of an NCOER converted to PDF) will not be accepted.

5. SGT Boards. Soldiers requesting consideration for SGT must meet a **minimum of 75 administrative points**. Consideration for promotion to SGT is strictly based on administrative points IAW AR 600-8-19 (maximum 800 points) no packet is required (reference enclosure 1 Table 1-1).

6. SSG Boards. Soldiers requesting consideration for SSG must meet a **minimum of 125 administrative points**. Consideration for promotion to SSG is based on a combination of administrative points (maximum 800 points) and a semi-centralized board by the Soldier's MSC (maximum 250 leadership points) conducted IAW AR 600-8-19 (reference enclosure 1 Table 1-1). SGTs without a current evaluation in their iPERMS file will submit an NGIL Form 2166, Promotion Evaluation Report.

a. MSCs will meet the board member composition requirements of AR 600-8-19 and will seek a variety of CMF representation. Board member makeup will primarily be M-Day SFCs within the Soldier's MSC, with a minimum of two but no more than three board members from outside the MSC to meet the intent of board decentralization. The President of the Board will be the senior SFC by DOR or MSG/1SG. Board members are verified through the final MSC Nomination Roster. Exceptions may be granted if approved by G1.


b. Enclosure 2 contains MSC board convene dates and the number of board members required. Individual MSCs will publish internal guidance to include packet deadlines.

7. The G1 will post the FY2025 Enlisted Promotion List (EPL) to SharePoint in sequence for each MOS on or around **1 October 2024**.

8. Questions relating to the FY2025 Annual MDAY EPS Guidance will be directed to the EPMB through channels at [ng.il.ilarng.list.g1-specialty-actions@army.mil](mailto:ng.il.ilarng.list.g1-specialty-actions@army.mil).

FOR THE ADJUTANT GENERAL:

Encls

  
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Military Personnel Officer (G1)