



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

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

1 January 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2026 Annual MDAY Enlisted Promotion System (EPS) Guidance

1. Purpose. Provide guidance on preparation requirements and suspense dates for the Fiscal Year (FY) 2026 Annual MDAY EPS boards.

2. Administrative (ADMIN) Cut-off Date. The ADMIN cut-off date is **15 July 2025**. Administrators at all echelons will ensure personnel transactions are completed in systems of record on or before the ADMIN cut-off date.

3. Expanded Zone of Consideration (EZOC). The EZOC date is **30 September 2026**. The promotion authority will not select Soldiers within the EZOC until the Soldier has reached the minimum time in grade (TIG) and/or time in service (TIS) required for the promotion grade. Soldiers who are outside of EZOC will be boarded for consideration but will not populate on the EPS list until they have met the required TIG/TIS.

4. Command and Staff Actions. The Illinois Army National Guard (ILARNG) remains committed to the professional development of the noncommissioned officer (NCO) corps by ensuring Soldiers complete institutional education requirements and are prepared for the responsibilities of future leadership positions.

a. Guide to Enlisted Promotions. Commanders and administrators responsible for promotion actions will exercise extreme care in processing documents associated with promotion consideration. Commanders will provide all Soldiers with Enclosure 1, Guide to Enlisted Promotion Boards. This single source details required duties and responsibilities for all leaders and Soldiers throughout the EPS process and contains all documents necessary for promotion consideration.

b. Basic Eligibility Roster. Each Major Support Command (MSC) will submit an eligibility roster by **1 July 2025**. Submission will be made to the G1 Enlisted Personnel Management Branch (EPMB) SharePoint Online (SPO) page in Excel format with the naming convention **MSC\_Eligibility\_Roster** (example: JFHQ\_Eligibility\_Roster). Commanders will review the Basic Eligibility Roster throughout the EPS process to identify all Soldiers eligible for promotion consideration (reference enclosure 1, chapter 3).

c. Higher Grade Deployment Manning Document (HGDMD) Temporary Promotion. Without a valid position, for which the Soldier was selected for, upon release from active

duty (REFRAD), Soldiers with an approved HGDMD temporary promotion will not populate on IPPS-A board eligibility rosters; however, they must still be considered.

d. IPPS-A R3 Leaders Training. Commanders will complete R3 Leaders Hands-on Training Course and request access in IPPS-A **NLT 1 May 2025** to complete required EPS actions for their echelon (reference enclosure 1, chapter 3).

e. Denials of Consideration. Commanders will initiate denials of consideration per 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 a higher rank. Submit denial of consideration packets to the EPMB SPO by **15 July 2025** in PDF format and omit any document images (pictures). Use the naming convention **DODID\_LastNameFirstInitial\_Denial** (example **1234567890\_SmithJ\_Denial**). Additionally, commanders must make the corresponding selection in IPPS-A (reference enclosure 1, chapter 3).

f. SFC – SGM EPS Board Packets. Commanders will ensure all board packets are reviewed and submitted through channels using the applicable checklist (reference enclosure 1, chapter 3). Submit packets to the EPMB SPO by **15 July 2025** in PDF format and omit any document images (pictures). Use the naming convention **DODID\_LastNameFirstInitial\_Promotion** (example **1234567890\_SmithJ\_Promotion**).

g. Board nominees. Commanders will nominate highly qualified MDAY NCOs to serve as voting members on the FY2026 Annual MDAY EPS boards. The EPMB will review the list of nominees to create a diverse pool for board appointments. 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. Nominees will require a government travel card but will not need an Illinois RCAS account. The final MSC Nomination Roster will be submitted to the EPMB by **15 May 2025** in Excel format through the EPMB SPO with the naming convention **MSC\_Member\_Nomination** (example **JFHQ\_Member\_Nomination**).

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 per AR 600-8-19 (maximum 800 points). No board 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 per AR 600-8-

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19 (reference enclosure 1, table 1-1). SGTs without a current NCO evaluation report (NCOER) 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 career management field representation. Board members 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 date of rank (DOR) or MSG/1SG. Board members will be confirmed through the final MSC Nomination Roster. Exceptions may be granted if approved by G1.


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

7. The G1 will post the FY2026 Enlisted Promotion List (EPL) to SPO in sequence for each MOS on or around **1 October 2025**.

8. Questions relating to the FY2026 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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