LEADER AND SOLDIER GUIDE FOR BOARD ACTIONS

Issue Date 1 October 2020

SUMMARY OF CHANGES

FY 2021

1. Structured Self Development (SSD) is now referred to as Distributed Leader Course (DLC).

2. Promotion points are now considered for Soldiers competing for promotion from Sergeant to Staff Sergeant per PPOM 20-001.

3. References added in Appendix C

4. Chapter 5 added "Consolidated Changes due to COVID-19".

5. Removal of DA photo requirement.

6. Checklist Updated

7. NCODP "IPPS-A Guide to board actions" created for units to use alongside of the Soldier leader guide.

8. NGB Form 4100-1A and NGB Form 4100-1B replace the old 4100.

FY 2020

1. Updated Enclosure 4 to allow for capturing the Soldiers current APFT / ABCP data.

2. Promotion consideration options will not be captured via DBIW but rather a PDF document.

3. Updated E9 EPS list to allow for sequencing. NCOs that complete Sergeants Majors Academy will be sequenced over Soldiers who have not.

4. Updated Time in Service (TIS) requirements for Soldiers being considered for SFC & MSG. TIS is changed to 9 years for SFC and 13 years for MSG

5. PIR/PER are currently not available via DBIW and will be available from PAB via PDF.

FY 2019

1. Updated to reflect Expanded Zones of Consideration from PPOM 18-001 dated 07 February 2018. Allows the promotion authorities to consider Soldiers who have not met the time in grade and time in service (TIG/TIS) requirements. However, they cannot select Soldiers until they reach minimum TIG/TIS requirements during the life of the promotion list.

2. Updated the Completion of Master Leader Course is a pin-on requirement for Promotion to Master Sergeant. (Effective 01 January 2019.

3. Updated MSG/1SG selected for Sergeant Major (SGM) must have satisfactorily completed Module 2 of Phase 1 on the non-resident USASMC as a pin-on requirement, resident course attendees are eligible for pin-on 01 January of the year the course is conducted.

FY 2018

1. Updated to reflect the requirements of PPOM 18-001 except for the Expanded Zones of Consideration. Added the Professional Military Education (PME) completion for pin-on requirements, Modified selection procedures are outlined for SGT through Master Sergeant.

2. Updated Time in Service (TIS) requirements for Soldiers being considered for SFC & MSG. TIS is changed to 8 years for SFC and 12 years for MSG.

3. Updated Soldiers that are selected for SGT positions without the required Basic Leader Course must complete the course within 12 months of the date assigned to the higher graded position. If they do not complete, they are subject to removal from the position. This is a change from the previous 24 months authorized to complete.

4. Updated "U5" coded Soldiers will be removed from selection when they exceed the Assignment Consideration Code timeline outlined in Table 7-4.

FY 2017

1. Updated MLC requirement for E8 pin-on effective 1 January 2019.

2. Requirement for Memorandum to president of the board for 1SG consideration on the BQLB.

FY 2016

1. Updated NGIL Form 2166-9 to reflect implementation of DA 2166-9 for NCOs and the guidance on the completion of the document.

2. Soldiers will now annotate the selected Career Progression Military Occupation Specialty on the 2017 Checklist.

3. Updated NGB Form 4100-1A-R-E to reflect administrative point changes in accordance with AR 600-8-19. Clarification of the point distribution.

4. Included reference to the "F" additional option on NGIL 4100A.

FY 2015

1. Added guidance and explanation concerning January 2016 implementation of Select, Train, Educate, Promote (STEP) Career Management Model.

2. Inclusion of new functionality within Database Input Website (DBIW) for Personnel Eligibility Report.

3. Update to 2016 version of NGIL 4100A for all ranks.

4. Creation of Biographical Sketch section.

5. Appendix B added with the inclusion of the Enlisted Promotion Data Brief

6. Reorganization of entire document to provide ease of use and consolidation of key functional areas.

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CHAPTER 1: Select, Train, Education, Promote (STEP) Career Management Model

Section 1.1 STEP Career Management Model

1.1.1 What is STEP?

    As of January 1, 2016, the Army National Guard Professional Military Education (PME) requirements and Distributed Leader Course (DLC) have undergone dramatic changes concerning promotions.   Over the past decade, National Guard Soldiers have received an unprecedented amount of combat experience; however leaders must also possess the requisite formal institutional professional development training and associated skills to meet further challenges to the National Guard.

    The STEP Career Management Model has four primary changes to highlight:
1. Time in Grade (TIG) requirement for Senior Grade Promotions (E7-E9) has been increased to 36 months.
2. DLC requirements from E5 and E6 promotions increased
3. PME requirements for "Pin-On" promotion created

1.1.2 Promotion Consideration Requirements

    In the below table, the requirements for promotion consideration (to be included in the Enlisted Promotion System board process) are listed:

Rank	Min Admin Points	TIG	TIS	CES	SSD/DLC	PME
SGT	50	12 months	N/A	N/A	SSD1/DLC 1	N/A
SSG	75	18 months	N/A	N/A	SSD2/DLC 2	BLC
SFC	N/A	36 months	8 years	6 years	SSD3/DLC 3	ALC
MSG	N/A	36 months	12 years	8 years	SSD4/DLC 4	SLC
SGM	N/A	36 months	16 years	10 years	N/A	N/A

    Expanded zone of consideration allows the promotion authority to consider Soldiers who have not met the TIG and/or Time in Service (TIS). The promotion board will consider Soldiers based upon TIG/TIS requirements from the administrative date through 31 March 2021. Soldiers must be otherwise qualified for consideration. While the names and sequence numbers will populate on the EPS Standing List, the promotion authority cannot select these Soldiers for promotion until they reach the minimum TIG/TIS during the life of the promotion list.

    Minimum administrative points for SGT boards is 50 points. SSG boards are now considering administrative points. The minimum requirement for E5 to E6 consideration will be 75 Administrative points. SSG admin points are calculated the same and SGT. Transaction procedures are under each section breakdown of the 4100-1A.

1.1.3 "Pin-On" Promotion Requirements

Under the STEP Career Management Model, in addition to the promotion consideration requirements, Soldiers must also meet PME requirements before being able to pin-on their next rank. The table below lists the PME requirements for the selected rank and gives a timeline requirement for Soldiers to complete their required PME:

PME and Timeline Requirement after Selection/Assignment for Promotion				
Rank selected for	PME	Time to Complete	PME Waiver extension authority	Remarks
SGT	BLC	12 months	N/A	N/A
SSG	ALC	24 months *	O6 CDR **	N/A
SFC	SLC	24 months *	First GO **	N/A
MSG	MLC	24 months	N/A	N/A
MSGB	USASMC	N/A	N/A	***Conditional promotion to SGM
* Plus an additional 12 months per phase after the second phase				
** PME waiver authority may authorize an additional 12 month extension				
*Effective with Class 46, SMC (non-resident), Soldiers must complete Term 1 of Phase 1 as a pin-on requirement to the rank of SGM.				

1.1.4 How Promotions Will Work

The ARNG will no longer by-pass Soldiers without the required PME who compete for the next higher grade. Soldiers who meet the promotion board considerations requirements will be selected in sequential order based upon the Enlisted Promotion System (EPS) list. Soldiers selected for a position/promotion, who still require additional PME, will be transferred to the position without promotion action. Commanders will ensure these Soldiers are enrolled in their required PME within 120 days of assignment and counseled of their requirements.

Soldiers who decline/refuse, fail to apply/enroll, fail to be accepted, fail to attend, fail to graduate due to an act, omission, or failure of standards (fault of the Soldier) after being notified of the training requirements necessary for promotion, will be counseled and reassigned to the first available vacancy commensurate with their current grade and MOS. Soldiers removed from their higher grade position are ineligible for promotion board consideration until the next scheduled annual board. Soldiers may request exception to policy through the chain of command to the first General Officer for approval to be retained in the position under meritorious cases (i.e. Family medical emergency, serious employment issue, etc.).

Operationally deployed Soldiers may request ETPs for PME courses. Commanders will follow the Guidance in PPOM 19-051 to determine eligibility and submit the ETP.

CHAPTER 2: Board Roster and Functionality

Section 2.1 Board Roster

2.1.1 Board Roster Overview

Now that the ILARNG is utilizing IPPS-A, Promotion Eligibility Rosters are referred to as Board Rosters. Board Rosters can be viewed in IPPS-A by following this path: Navigator, workforce administrations, boards, board roster. Select "Search" without putting any information in the search criteria. This will populate all boards broken down by rank and FY. Select the Board Roster you would like to View.

Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Process	Board Type
195	ILARNG O2-O3 UNIT VACANCY	Pre Board	O2 TO O3 - UNIT VAC	2019	NGDIL	Cent	Vacancy
196	ILARNG O4-O5 UNIT VACANCY	Pre Board	O4 TO O5 - UNIT VAC	2019	NGDIL	Cent	Vacancy
199	DISCARDED BOARD_1	Pre Board	E4 TO E5	2020	NGDIL	Semi	Promotion
201	ILARNG O5-O6 UNIT VACANCY	Pre Board	O5 TO O6 - UNIT VAC	2019	NGDIL	Cent	Vacancy
203	ILARNG O5-O6 DA SELECT	Pre Board	O5 TO O6	2019	NGDIL	Cent	DA
206	DISCARDED BOARD_2	Pre Board	E4 TO E5	2020	NGDIL	Semi	Promotion
214	DISCARDED_BOARD_6	Pre Board	E4 TO E5 W/ PREF	2020	NGDIL	Semi	Promotion
216	2020_EPS_E5_TO_E6	Pre Board	E5 TO E6 W/ PREF	2020	NGDIL	Semi	Promotion
220	DISCARDED_BOARD_4	Pre Board	E7 TO E8	2020	NGDIL	Cent	Promotion
221	2020_EPS_E7_TO_1SG	Pre Board	E7 TO E8	2020	NGDIL	Cent	Promotion
222	2020_EPS_E4_TO_E5	Pre Board	E4 TO E5	2020	NGDIL	Semi	Promotion
223	2020_EPS_E7_TO_E8	Pre Board	E7 TO E8	2020	NGDIL	Cent	Promotion
224	2020_EPS_E6_TO_E7	Pre Board	E6 TO E7	2020	NGDIL	Cent	Promotion
427	ILARNG_E4-E5_BY_20	Pre Board	E4 TO E5	2020	NGDIL	Semi	Promotion
652	ILARNG_2020_SUPPLEMENTAL E4-E5	Pre Board	E4 TO E5	2020	NGDIL	Semi	Promotion
673	2020_SUP_E4_TO_E5	Pre Board	E4 TO E5 W/ PREF	2020	NGDIL	Semi	Promotion
720	FY2021 ANNUAL E5 TO E6	Pre Board	E5 TO E6 W/ PREF/PTS	2021	NGDIL	Semi	Promotion

Select filter to view all the Soldiers belonging to this list. Depending on the size of the list, it may take a few minutes to load.

2.1.2 Soldier Promotion Board Preferences "Region Elections"

Via the Soldiers IPPS-A Self Service homepage they can select "Promotion Board Preferences". This is where the Soldier can elect their regions and other region options.

On this page Soldiers need to make their board elections:
    1 – Do you want to be considered? Yes or No
    2 – Select your CPMOS
    3 – Validate your promotion points – See section 2.1.3 on how to do this.
    4 – Select yes or no for all regions options:

Geographical Locations 1-10 correspond with Illinois 10 EPS regions.
Region K = With-in Company level moves only
Region L = With-in Battalion level moves only
Region M = With-in Brigade level moves only

JFHQ Immaterial: 00F
Flight
Instructor
SFAB

"Within" Selections

    Training Year 2015 Enlisted Promotion Board introduced the "Within" option as yet another area to which Soldiers can focus their promotion opportunities. Soldiers are afforded the opportunity to select promotions from within their company, battalion, or brigade. These selections can be made in lieu of region selection or to complement region selections the Soldier has already made. The way this will work is, if a Soldier selects company, battalion, or brigade, they will be electing all the regions that the respective organization level has units in. However, they will not be offered promotion opportunities in those regions for units not belonging to their current organization.

    An example of utilizing the "With-in" options is the 634th BSB. A Soldier in F Co 634th BSB (located in Mount Vernon) elects Battalion consideration. This makes the Soldier eligible for promotion in Region 2, 4, 5, 6, 7 (but only in companies within their battalion).

    It is the First Line Leader's responsibility to ensure that Soldiers know that selecting these options is available to a Soldier, but that Soldier needs to know where the units within their battalion/brigade are located and where their future offers may be.

Additional Options

    In addition to region selection, each board proceedings Soldiers have the opportunity to select specialized MOS considerations.

    Soldiers are given the choice of 00F positions which are positions that do not meet a specific MOS requirement as directed by National Guard Bureau. Reference the 00F listing to see if your MOS is a feeder into specific 00F positions you're interested in.

    Soldiers desiring to compete for assignment in the Regional Training Institute (RTI) must meet the selection criteria and elect consideration as an additional option "8".

    Soldiers eligible for Flight status (F) may elect to be considered for promotion opportunities in aviation units. All Soldiers desiring to compete for promotion within Det. 1 Co. B 1/376th Aviation must be able to provide proof of tier qualifications below:

    - Tier 1 candidates will possess a qualifying 15 Series CMF and the Airframe and Power plant (A&P) Certification.

    - Tier 2 Candidates will possess a qualifying 15 Series CMF and be eligible to obtain the A&P certification.
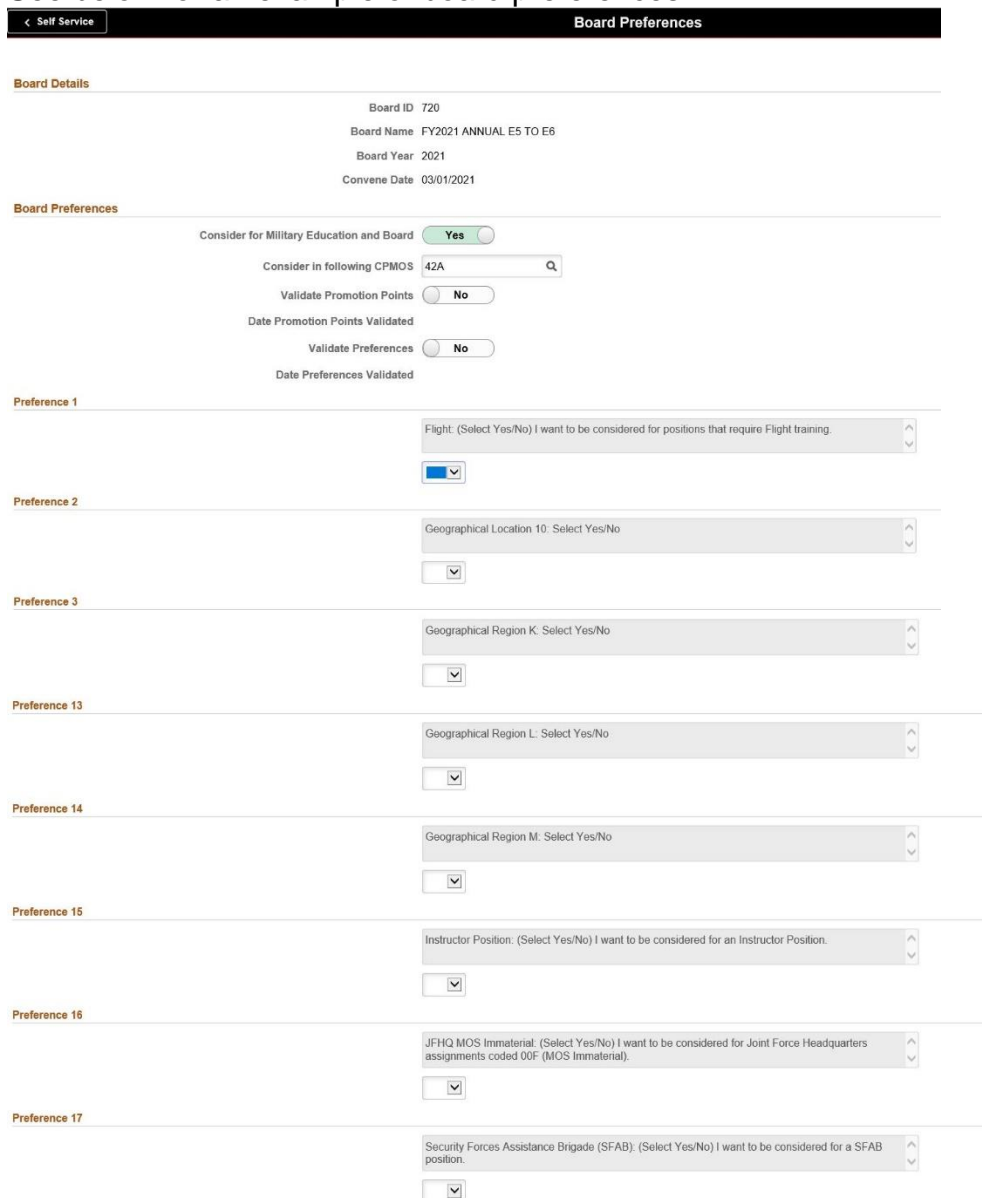
- Tier 3 candidates will possess a qualifying 15 series CMF and have completed the Original Equipment Manufacturer/Maintainer (OEM) Course.

Soldiers desiring to compete for assignment to the 6th Battalion, 54th Security Force Assistance Regiment (SFAB) must meet the selection criteria and elect consideration as an additional option "Z".

Sniper positions will only be offered to Soldiers on the EPS list who are already qualified in the ASI of B4.

All of the additional options are only valid if the Soldier also chooses the regions where these positions are located (reference the MDL).

See below for an example of board preferences.

‹ Self Service	Board Preferences

Board Details

Board ID	720
Board Name	FY2021 ANNUAL E5 TO E6
Board Year	2021
Convene Date	03/01/2021

Board Preferences

Consider for Military Education and Board	Yes
Consider in following CPMOS	42A
Validate Promotion Points	No
Date Promotion Points Validated	
Validate Preferences	No
Date Preferences Validated	

Preference 1

Flight: (Select Yes/No) I want to be considered for positions that require Flight training.

Preference 2

Geographical Location 10: Select Yes/No

Preference 3

Geographical Region K: Select Yes/No

Preference 13

Geographical Region L: Select Yes/No

Preference 14

Geographical Region M: Select Yes/No

Preference 15

Instructor Position: (Select Yes/No) I want to be considered for an Instructor Position.

Preference 16

JFHQ MOS Immaterial: (Select Yes/No) I want to be considered for Joint Force Headquarters assignments coded 00F (MOS Immaterial).

Preference 17

Security Forces Assistance Brigade (SFAB): (Select Yes/No) I want to be considered for a SFAB position.

If a Soldier receives a messages of "YOU ARE NOT CURRENTLY ON ANY ACTIVE PROMOTION BOARDS". The Soldier needs to get with their S1 to determine IF the Soldier has met all requirements. If so, contact Specialty Actions Branch. A review will be done at State level and if necessary a Help Ticket will be created.

2.1.3 Soldier Promotion Points Update

When a Soldier is eligible for the Sergeant or Staff Sergeant boards they will be able to view and request updates to their Administrative Points via a Personnel Actions Request. Soldiers need to search for "Promotion Points" in IPPS-A via the magnifying glass in the top right hand corner and select the below option.
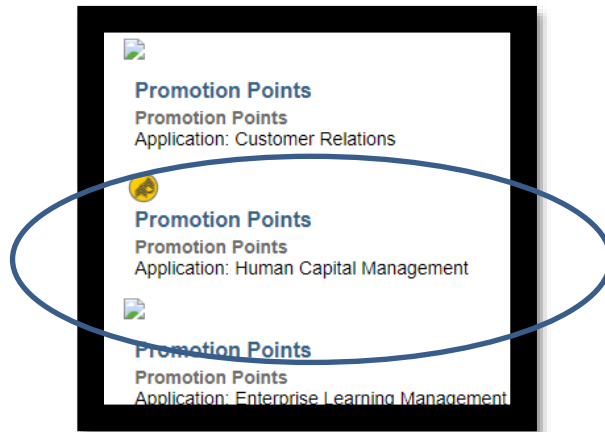
From this screen Soldiers can review their individual points and determine if they are correct or if an adjustment needs made.

If a Soldier feels their points are incorrect they can go to the Self Service page of IPPS-A and select "My Personnel Action Requests". This will allow them to initiate a request with their unit to review the actions they want fixed.
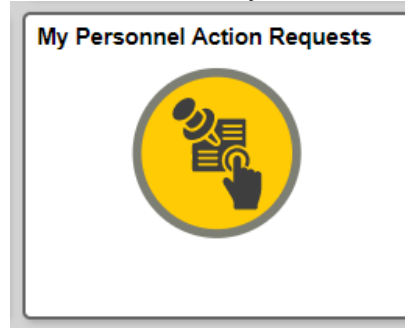
Select Category "Misc", PAR Type "Admin Correction", Create new PAR. Below is an example of a requested Admin corrections PAR. Soldiers can add attachments to streamline the process and save their S1's time.

2.1.4 Master Development List (MDL)

The MDL is an important tool for counseling Soldiers on their region elections. Soldiers should refer to the MDL when making decisions on which regions they would like to compete in for promotion. This will also help them determine if their career path is viable for the next rank. The MDL is updated based upon any changes to MTOEs within the ILARNG. This provides the most up-to-date information to both leaders and Soldiers while working promotion packets.

How does a Soldier know where promotion opportunities are? Unlike the predominate MOS of a unit (11B for an Infantry Company, 88M for a Transportation

Company, etc.), support MOS's within a unit do not have a clear line of progression for promotion. For those Soldiers, their promotions will come from other units. This is why the Master Development List was created.

The MDL is a multiple page document that covers all MOS's within the ILARNG for all ranks and the authorized positions for those MOS's in their respective regions. To illustrate what that means and how a Soldier should read the MDL, let's look at an MOS that has multiple opportunities for promotion in a variety of regions but is not a predominate MOS of any company, 42A.

In DBIW, under the Personnel Tab, Select EPS, "EPS Page".

MOS: 88M

Zone	SGT	SSG	SFC	MSG	1SG	SGM	CSM
2-CHICAGO SOUTH	78	36	7	0	0	0	0
3-CHICAGO MAIN	0	0	1	0	0	0	0
4-NORTH WEST	27	12	2	0	0	0	0
5-EAST CENTRAL	13	5	0	0	0	0	0
6-CENTRAL	21	13	7	0	0	0	0
7-WEST CENTRAL	17	6	2	0	0	0	0
8-SOUTH EAST	27	13	4	0	0	0	0
9-SOUTH WEST	19	8	1	0	0	0	0
10-SOUTH	18	8	1	0	0	0	0

MOS: 42A

Zone	SGT	SSG	SFC	MSG	1SG	SGM	CSM
2-CHICAGO SOUTH	3	0	0	0	0	0	0
3-CHICAGO MAIN	8	0	1	1	0	0	0
4-NORTH WEST	3	0	1	0	0	0	0
5-EAST CENTRAL	2	1	0	0	0	0	0
6-CENTRAL	25	4	0	1	0	1	0
7-WEST CENTRAL	1	1	0	0	0	0	0
10-SOUTH	1	0	0	0	0	0	0

MOS: 11B

Zone	SGT	SSG	SFC	MSG	1SG	SGM	CSM
1-CHICAGO NORTH	27	14	5	0	0	0	0
2-CHICAGO SOUTH	14	9	3	0	0	0	0
3-CHICAGO MAIN	8	5	2	0	0	0	0
4-NORTH WEST	0	2	1	0	0	0	0
5-EAST CENTRAL	14	7	2	0	0	0	0
6-CENTRAL	38	22	6	0	0	0	0
8-SOUTH EAST	27	14	5	0	0	0	0
10-SOUTH	27	15	4	0	0	0	0

The columns for each MOS reflect the ranks of NCOs and the rows annotate what regions have positions for that respective rank. A 42A Specialist, for example, has promotion opportunities to make Sergeant in seven different regions and 42 different positions (keep in mind the MDL does not designate what positions are AGR so the opportunities for MDAY Soldiers will be limited by that factor).

The MDL allows a Soldier to tailor their selection to not only the regions they are willing to commute to, but also select only the regions where they would have a promotion opportunity. Using the 42A Specialist example again, if a Soldier in the Chicago area was willing to go anywhere in Chicago to make Sergeant, without using the MDL, they would select regions one, two, and three. Selecting region one in this case is useless as there are no Sergeant positions in Chicago North. This will not hurt a Soldier's promotion opportunity, but does nothing to benefit them. First Line Leaders should have not only the region map available to the Soldier during the processing of the NGIL 4100A, but the most up-to-date version of the MDL also.

Section 2.2 NGB FORM 4100-1A SGT and SSG

2.2.1 Overview

NGB 4100's A & B can be created out of DBIW. Utilized the EPS Tab and navigate to the 2020 EPS Page. Select NGB 4100's. **YOU MUST SELECT A UNIT FIRST.** Once a unit has been selected all NCOs for that UIC will populate. You can either select individuals or all NCOs.

Instructions	Master Development List	Packet Tracking	NGB 4100's	Standing List	Audit Log	EPS Admin

NGB 4100's
Version 2020020531

Select Unit: 8ATAA - JOINT FORCE HQ   4100s

The NGB 4100-1A is used to calculate administrative points for Sergeant and Staff Sergeant Promotion consideration. Take this sheet and compare it to the board roster to validate that all points are correct.

The NGB 4100-1A is critical to the calculation of your total board score, which ultimately determines your overall placement on the EPS Standing List. If your score is

incorrect by as little as 1 point, that could determine whether you will be promoted or not. It is your responsibility to ensure that every block found within the NGB 4100 is correct and up to date.

2.2.2   Section I: Personnel System Data

Ensure Personnel data is correct and that block 4, "CPMOS", reflects the MOS that you wish to be promoted against. For any changes to CPMOS, refer to the current board guidance. You must request to change your CPMOS on a DA 4187. Only after it has been approved will you populate under the new CPMOS list you requested.

PRINT	SAVE

ARMY NATIONAL GUARD ENLISTED PROMOTION POINT WORKSHEET
SERGEANT - STAFF SERGEANT BOARDS
The proponent agency is ARNG-HRH. The prescribing directive is NGR 600-200.

PRIVACY ACT STATEMENT

1. AUTHORITY: Title 5 USC Section 301, Executive Order 9397, (SSN), as amended.
2. PURPOSE: Used to determine eligibility for promotion and validity of points granted.
3. ROUTINE USES: None.
4. DISCLOSURE: Voluntary; However, failure to provide social security number may result in a delay or error in processing of this form for promotion consideration.

SECTION I - PERSONNEL SYSTEM DATA

1) Name:		2) Rank:

3) Unit:	4) CPMOS:	5) PMOS:

6) DOB:	7) DOR:	8) PBED:	9) BESD:	10) ETS:

11) Active status program:	12) Technician/Selective Service code:

2.2.3   Section II: Awards

SECTION II - AWARDS

13) Award:	14) Award:	15) Award:	16) Award:	17) Award:
18) Award:	19) Award:	20) Award:	21) Award:	22) Award:

Ensure all federal awards, you're authorized, are listed. Promotion points are not authorized for foreign awards, decoration(s), or badges. Awards and decorations earned in other U.S. uniformed services receive the same points as corresponding/equivalent Army awards. All State of Illinois awards receive 0 points. A maximum of 50 points will be granted for awards. All award data codes are listed in alphabetical order in Appendix A. Awards that are entitled to promotion points are listed below:

- Soldier's Medal or higher award=35 points
- Bronze Star Medal=30 points
- Purple Heart=30 points
- Defense Meritorious Service Medal=25 points

- Meritorious Service Medal=25 points
- Air Medal=20 points
- Joint Service Commendation Medal=20 points
- Army Commendation Medal=20 points
- Joint Service Achievement Medal=15 points
- Army Achievement Medal =15 points
- Prisoner of War Medal=10 points
- Combat Infantry Badge=10 points
- Combat Medical Badge=10 points
- Combat Action Badge=10 points
- Expert Infantry Badge=10 points
- Expert Field Medical Badge=10 points
- Campaign Medals and stars=5 points for each basic campaign medal and 5 points for each campaign start that denotes a different campaign from the basic medal. Includes: Korean Service Medal, Vietnam Service Medal, Southwest Asia Service Medal, Kosovo Campaign Medal, Afghanistan Campaign Medal, and Iraq Campaign Medal.
- Armed Forces Expeditionary Medal=5 points
- Global War on Terrorism Expeditionary Medal=5 points

2.2.4   Section III: Training and Education

SECTION III - TRAINING AND EDUCATION DATA		
23) Weapons qualification:		24) APFT/ACFT score:
25) Other resident training weeks:	26) Self-development course hours:	27) Post-secondary semester hours:

Weapons Qualification: - Weapons qualification will be based upon the most recent qualification within 36 months of the administrative cut-off. Date is formatted as YYMM.

Table 7–5

Weapon qualification levels

Level	Points
Marksman	25
Sharpshooter	50
Expert	75

APFT (Army Physical Fitness Test):

- Listed as YYMM / ((P)ass or (F)ail) / score.

- If you are exempt from an event, 60 points are awarded for that event, i.e. Soldier having a permanent profile excusing him/her from the sit-up event would be given 60 points in that event for promotion point consideration.

- If you are required to take an alternate aerobic event, and receive a GO, then the average of the other 2 events will be the alternate events score, i.e. Soldier successfully completes 2.5 mile walk alternate event while scoring 70 points on push-ups and 80 points on sit-ups, Soldier would receive 75 points for the third event for promotion point consideration.

- If on Temporary Profile, use previous score as long as it follows the 18/8 month rule.

    18 Months for M-Day/Technician.

     8 Months for AGR

   If it falls out of the 18/8 Month Rule at the time of the board (not after the fact), but it was extended by an Army medical officer and signed by the Soldier's commander, you may use the previous APFT. Reference Chapter 5 for COVID rules.

- Extended scale score will not be listed.

- Maximum of 75 Points.

Table 7–7
Army Physical Fitness Test

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

Table 7–7
Army Physical Fitness Test—Continued

Score	Points	Score	Points	Score	Points
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

Other Resident Training:

- Enter 5 points for each full week for all other military resident course.

- Basic Training, OSUT, Initial AIT, or reserve component NCOES courses will not be used for other resident training points.

- Will be used for any Secondary MOS Producing school.

- If the Soldier completes the same level of an active component and Reserve component course, you will compute the Reserve Component course credit here.

- Do not award points for partially completed courses, i.e. multiple phases.

- Maximum of **50** points.
Self –Development courses:

- Award 1 point for each 5 credit hours (or Emergency Management Institute study hours).

- Award an additional 5 points for each diploma, completion notice, or document that shows completion of sub course. To be eligible for the additional 5 points, sub course series must have at least 5 sub courses or 25 hours. Sub course must be intended for enlisted service members. Additional 5 points will not be awarded for courses that are closed to enlisted members.

- If only source of hours is the NGB 23A (RPAS Statement) or other comparable service record, multiply the sum of retirement points for sub courses by 3 and then divide by 5. Do not round up or transfer remaining points to other courses. Do not award 5 additional points unless documentation is present. I.e. Soldier has 20 retirement points on NGB 23A at the time of the board. Soldier would be eligible for 12 points in Other Resident Training (20 x 3 = 60, 60 / 5 = 12).

- Maximum of 75 points.

Post-Secondary semester hours (Civilian Education):

- This will be based on Official Transcripts from recognized by ACE (American Council of Education), a complete list of Accredited Institutions of Postsecondary Education institutions is published annually. http://ope.ed.gov/accreditation/ provides a searchable database for all accredited schools.

- The high school diploma (or GED equivalent) is the minimum civilian education required for promotion, no points are awarded.

- 1-60 semester hours. One point per semester hour.

- 61 and up semester hours for Associate's Degree. No additional points are awarded.

- Baccalaureate or higher Degree. Award 75 points regardless of semester hours

- Semester Hour Conversions:
    1.5 quarter hours equal one semester hour.
    16 classroom or clock hours equal one semester hour.

- Points for examination results under DANTES Sponsored tests.

- CLEP General Exam (College Level Entrance Program):
    Must complete all five parts.
    Equivalent to one year of college and 30 semester hours.
    Awarded 6 Semester Hours per portion.
- CLEP Subject, DSSTS (DANTES Subject Standardized Tests), and ACTPEP's (American College test Proficiency Examination Program), ASE (Automotive Service Excellence) Tests:
    Will be awarded points based on the recommendation from ACE (American Counsel of Education).
    Business, Trade, or Vocational Schools.
    May only be used for points if they list number of course hours.

- Maximum of 75 points.

2.2.5   Section IV: Verification

SECTION IV - VERIFICATION		
28) I do ✓ I do not ☐ want to be considered for military education and promotion.		
a. I have verified this information.		
b. (For state use to insert advance declination of positions.)		
SOLDIER'S SIGNATURE:		**DATE:**

Soldiers will check if they "do" or "do not" wish to be considered for promotion. If unable to be present, the commander or delegate may contact soldier and elect in the service members absence.

Once the Commander has reviewed the document, ensured counseling by the First Line Leader and counseled the Soldier on the status of his/her NCOER, the Commander will sign and date the document.

Section V & VI do not need completed by the Soldier or the unit. These sections are completed in NGABS automatically.

Section 2.3 NGB Form 4100-1B SFC through SGM

2.3.1   Overview

The NGIL 4100-1B will be utilized to validate a SFC through SGM desires to complete for EPS consideration. This document provides all the relevant promotion consideration information for Soldier's. This will include their CPMOS, whether they wish consideration, and/or command non-recommendation. The information on the NGIL 4100-1B directly reflects what is in IPPS-A.

2.3.2   Section I: Personal Data

PRINT	SAVE

ARMY NATIONAL GUARD SENIOR ENLISTED WORKSHEET
Sergeant First Class through Sergeant Major Boards
The proponent agency is ARNG-HRH. The prescribing directive is NGR 600-200.

SECTION I - PERSONNEL SYSTEM DATA

1) Name:			2) Rank:	
3) Unit:			4) CPMOS:	5) PULHES:
6) DOB:	7) DOR:	8) PBED:	9) BESD:	10) ETS:
11) Active status program:			12) Technician/Selective Service code:	

Ensure Personnel data is correct.

Ensure that the "CPMOS" reflects the MOS that you wish to be promoted against. For any changes to CPMOS, refer to the current board guidance. You must request to change your CPMOS, only once it has been approved will you populate under the new CPMOS list you requested.

2.3.3   Section II: Verification and Declination

SECTION II - VERIFICATION AND DECLINATION

13) I have verified this information. I do ☐ I do not ☐ want to be considered for military education and promotion.	
SOLDIER'S SIGNATURE:	**DATE:**
14) Commander Validation. Recommended ☐ *Non-Recommended ☐ *Denial of consideration must be IAW AR 600-8-19	
COMMANDER'S SIGNATURE:	**DATE:**

Soldiers will check if they "do" or "do not" wish to be considered military education and promotion. If unable to be present, the commander or delegate may contact soldier and elect in the service members absence.

Once the Commander has reviewed the document, ensured counseling by the First Line Leader and counseled the Soldier on the status of his/her NCOER, the Commander will sign and date the document.

Standard Options will be left blank. All region elections will be annotated in IPPS-A.

CHAPTER 3: Record Review

Section 3.1 Record Review

It is imperative that prior to the convening of the board, Soldiers have completed a thorough and accurate review of their iPERMS performance folder, Enlisted Record Brief, and APFT/ABCP information. To facilitate the record review process, the G1 has created a single page document found in Appendix B.

Section 3.2 Review of AMHRR in iPERMS

3.2.1 Overview

In order to provide the board members with these documents digitally, every Soldier's performance folder from iPERMS is downloaded and made available to board members. What that means for the considered Soldier is that they need to do their due diligence and perform a detailed review of their records prior to the board.

3.2.2 Accessing iPERMS

Soldiers with a valid Common Access Card can view their iPERMS files at https://iperms.hrc.army.mil/login/.

- Click on I Accept on the main page to get to the login screen.

- Click on the Certificate Login to enter you CAC Pin number.

- Click on I Accept after reading the Privacy Act statements.

- You will be brought to your individual performance folder. This is the key information to review.
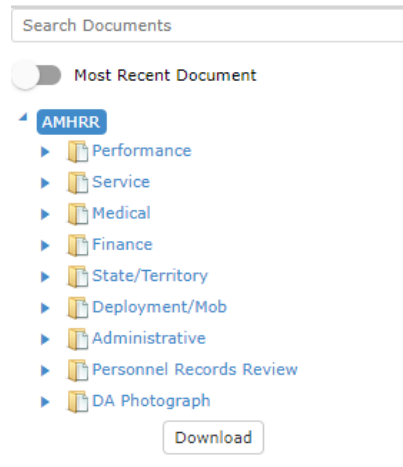
3.2.3 Review Performance

The performance folder in a Soldier's iPERMS records contains multiple documents that fall into three categories: Evaluation, Education, and Commendatory.

Evaluations include all DA 2166-8, DA 2166-9, DA 67-9, and DA 1059. For boards, these are key documents as they show performance evaluations during a Soldier's service. DA 1059s are academic evaluations for any formal military training a Soldier has completed. Ensuring all MOS producing schools and NCOES/OES DA 1059's are present is mandatory for board packets. DA 2166-9s and DA 67-9s are NCO and Officer Evaluation Reports. What Soldiers should ensure when reviewing these forms is that there are no breaks in the evaluation reports and the most recent reports are present. If breaks are present an explanation should be presented to the board on a memorandum.

Education includes all correspondence course and civilian education the Soldier has completed. Soldiers reviewing this section should ensure that their highest level of civilian education is present and that any correspondence courses they have completed are included.

Commendatory includes all citations for military awards, letters of appreciation, and awards given to a Soldier without a permanent order. When reviewing, Soldiers need to

ensure that the awards listed in this section mirror both the Enlisted Records Brief and their NGB form 4100-1A for Sergeant and Staff Sergeants.

Soldiers reviewing their records should take the time and effort to make sure documents are not missing, but also that the documents in their iPERMS are truly their own. The best way to address corrections needed for a Soldier's iPERMS is to contact the unit S-1 or supporting personnel office for assistance with an audit of records.

Section 3.3 Enlisted Records Brief Review

3.3.1 Overview

A validated Enlisted Records Brief (ERB) is a key component in presenting a Soldier's total service and accomplishments during a board proceedings. So what exactly is this form and why is it important?

Per The Army National Guard's G1 website, the ERB is a one page Army form designed to provide a summary of a Soldier's qualifications and career history. It is a Soldier's entire military career and highlights put into an easy to read one page format. It is also the form board members will review to see the whole picture of the Soldier. Your NCOERs, DA 705, and other supporting documents for a board packet give specific examples of your successes, but the ERB will show board members your entire history within the military.

3.3.2 Accessing the ERB

Now that we've established what it is and where it's used, let's look at where you go to download your own ERB. All Army National Guard Soldiers have access to their individual Records Briefs via the ARNG National Guard Benefits Online website. This website is easiest reached via AKO.

Log in by selecting the "Log in with CAC" button. Select your CAC ID from the window that pops up and enter your PIN as required.
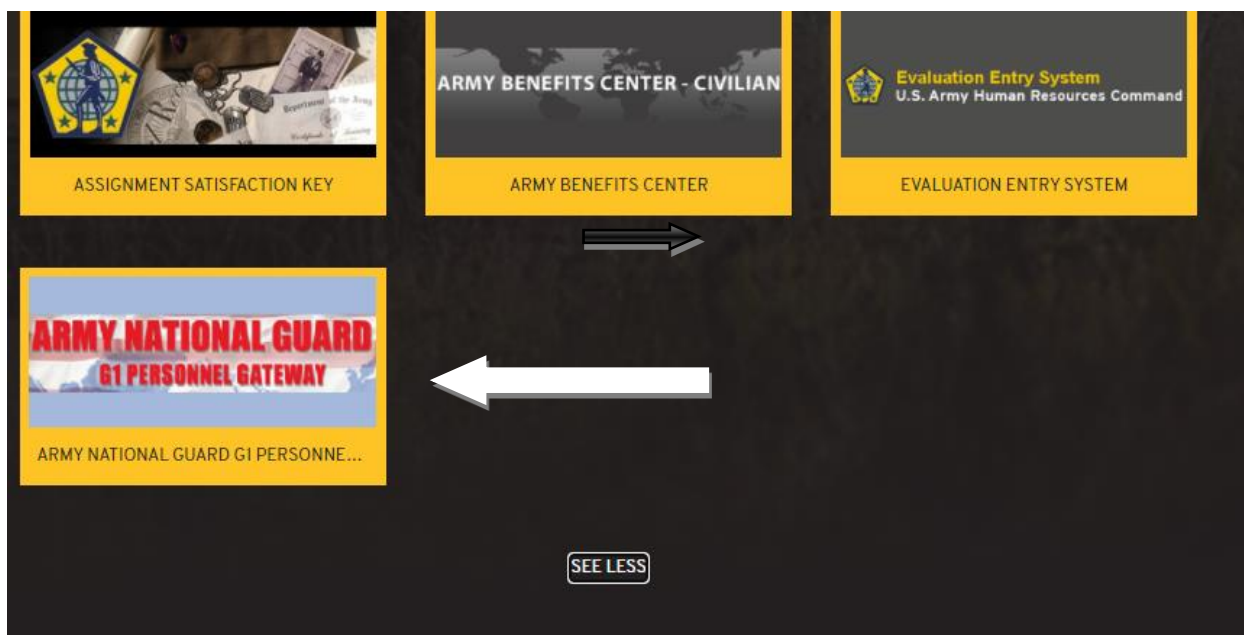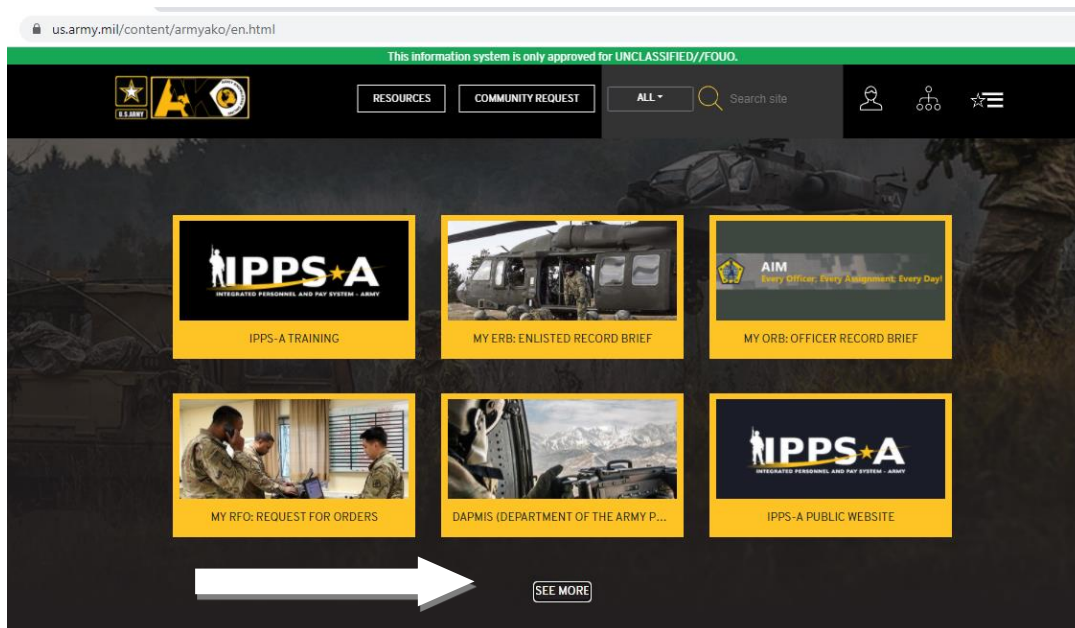
On the right hand of the screen are options for you GI Bill information, Tuition Assistance Program, and Record Brief Home. Click on the link labeled "My ARNG Record Home Page" to continue.

WELCOME TO THE CAREER CENTER

National Guard Soldiers can view their career accomplishments and plan out the next steps of their career. You can view and validate your Record Brief, view your official personnel data, access Career Field maps, see how you compare to your peers on Soldier Performance Metrics (SPMs), and view and select potential future positions of assignment.

My Record Brief   **My Soldier Data**   **My Soldier Metrics**   **My Pick Five**
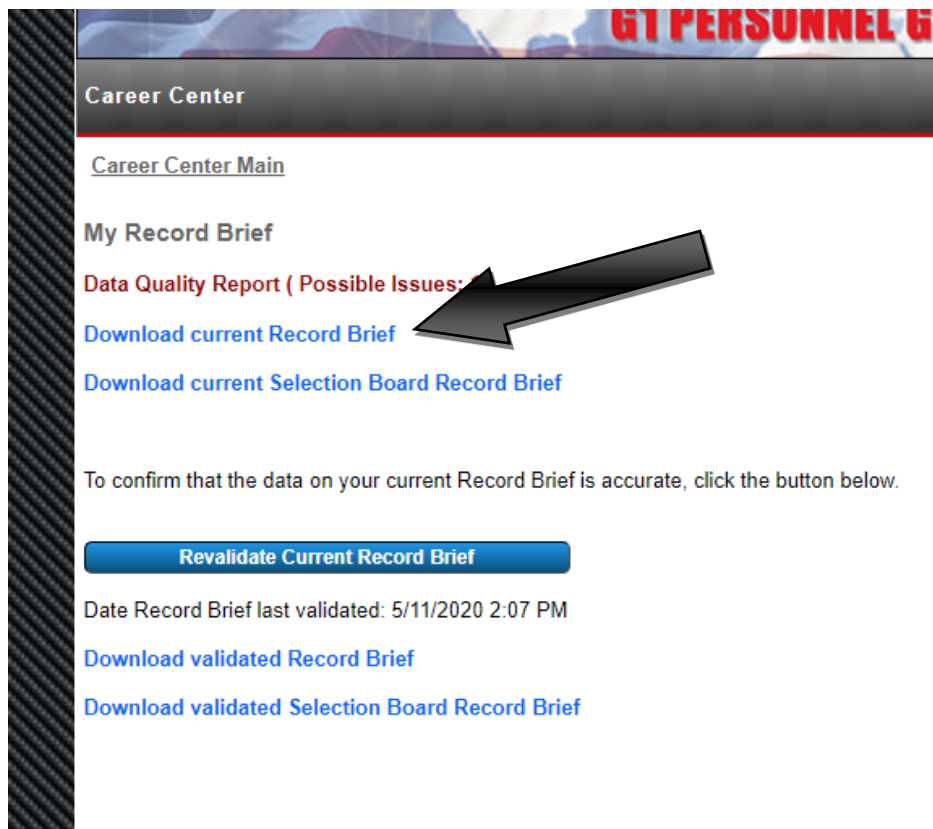
Select the "My Record Brief" picture in order to get your ERB.

To view your entire Record Brief select "Download current Record Brief". There is significant difference between the Record Brief and Selection Board Record Brief. For any board process you may be a part of, the only item provided to board members is the Selection Board Record Brief. In the Selection Board Record Brief, several key areas are redacted to include Dwell Time and Personal/Family Data. These items are removed in order to prevent any prejudice by board members. For the most accurate

Record Brief to review, we want the entire document and that is provided by the current Record Brief button.

3.3.3 Understanding the ERB

The goal of this next section is to explain what each section of the ERB is, what information should be in there, and where do you go to update it.   One of the biggest After Action Review comments from any board proceeding is the board's concerns about ERBs. This document weighs heavily on your successful completion of a board. Taking the time to review and update this document demonstrates to the board that you take pride in the accomplishments you have and want to present the best possible picture of the Total Soldier.

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ENLISTED RECORD BRIEF

BRIEF DATE	NAME	RANK - DOR	PMOS	SSN	COMPONENT

SECTION I - Assignment Information
- OS/Deployment Combat Duty — #S -
- Start - End Date | CT | MO | TS | TT | #L -
- Dwell Time / DEROS
- Start / DROS
- Month - Days
- Date Dependents Arrived OS
- PMOS | SGI
- SMOS | PDSI/YRMO /
- Bonus MOS | ASI
- Bonus Enlist Elig Dt
- Promotion Points / YRMO ;
- Prev Promotion Points / YRMO ;
- Prom Seq# | Prom Select Dt
- Promotion MOS
- ASVAB | Test # / Dt
- GT | EL | OF | ST
- CL | FA | SC
- CO | MM | GM
- Delay Separation Reason
- AEA / Dt | N /
- Flag Code | Flag Start Dt | Flag Expiration Dt

SECTION II - Security Data
- PSI Status | PSI INIT
- PSI Invest Compl
- SEC CLNC
- # | M
- C
- O
- R
- TOT:

Section V - Foreign Language
Language	Read	Listen	Speak

DLAB

SECTION VI - Military Education
- MEL
- MES
- Course | Year
- BMQ
- Correspondence CRS Total # Hrs

SECTION III - Service Data
BASD	PEBD	BESD
ETS	DIEMS	Reenl Elig/Prohib
# Days	AGCM Dt	AGCM Elig Dt
PVT	PV2	PFC	SPC -CPL
DOR			
SGT	SSG	SFC	MSG - 1SG
DOR			
SGM -CSM			
DOR			

SECTION VII - Civilian Education
- Level Completed
- Institution
- Discipline
- Institution
- Discipline
- Number Of Semester Hours Completed
- Technical Certification
- Course Name | Dt Certified | Dt Expires

SECTION VIII - Awards and Decorations

SECTION IV - Personal/Family Data
Date of Birth	Birthplace
Country of Citz	Sex / Race
No. of Dependent	
	Religion
Marital Status	Spouse Birthplace / Citz
PULHES	MRC	Height/Weight
EFMP Dt	#Cmd Sponsored
Physical Category	APFT Dt P/F Score
Last Physical Exam	MMRB Results/Dt
Home of Record	
Mailing Address	
Mil Spouse SSN / MPC	
Svc Comp / DoD	
Emergency Data Verified Date	

SECTION X - Remarks
- HIV YRMO
- RGMT AFL
- Adjusted Ready Reserve Oblig Date
- AKO Email
- Alternate Email
- Date Last Photo
- Remarks

SECTION IX - Assignment History

Date of Loss	Date of Last PCS					Date of Last NCOER			
ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC COMB	DUTY TITLE	DMOS	ASI	LANG
Current										
1st Prev										
2nd Prev										
3rd Prev										
4th Prev										
5th Prev										
6th Prev										
7th Prev										
8th Prev										
9th Prev										
10th Prev										
11th Prev										
12th Prev										
13th Prev										
14th Prev										
15th Prev										
16th Prev										
17th Prev										
18th Prev										
19th Prev										
20th Prev										
21st Prev										
22nd Prev										
23rd Prev										
24th Prev										

State Awards

DA FORM 4037

UNCLASSIFIED / FOUO

In the ERB itself, there are ten different labeled sections. In addition to the 10 sections there is the administrative bar across the top of the form, State Awards section. Let's look at each section individually.

NOTE You can ctrl + left click on any section of the above ERB to skip to that section's explanation.

Administrative Bar:

BRIEF DATE	NAME	RANK - DOR	PMOS	SSN	COMPONENT

    This information is automatically filled from the various sections within the ERB itself and will require no update.

Brief Date: The date you downloaded your ERB
Name: Full Name to include full middle name
Rank – DOR: Your current abbreviated rank and the date you were promoted to that rank
PMOS: The 3 digit Primary Military Occupational Specialty you currently hold, this will not include and Special Qualification Identifiers (SQI) or Additional Skill Identifiers (ASI)
SSN: Last Four
Component: Component Soldier currently belongs to (E.G. NG)

Section I – Assignment Information

    Section I contains a multitude of information from various sources. When reviewing your ERB prior to any board, you should focus on 2-3 portions of this section.

    OS/Deployment Combat Duty: This portion reflects any and all combat or overseas duty. It will list the start and end dates followed by the Country code to which you served. In addition, the column labeled TT will annotate what type of overseas/combat duty you performed. The options here include:

            L = Long Tour
            S = Short Tour
            C = Combat

O = Operational (Non-combat)

R =Dependent Restricted

If you should find a discrepancy for this area, provide an annotated copy of your ERB and any supporting documentation, e.g. DD 214, Mob Order, etc., thru your administrative channels (following any local guidance your chain of command has put in place). The source of record for this information is directly fed from the Record Brief Application on the G1 portal.

The second item to focus on is the PMOS, SQI, SMOS, ASI portion. This information is fed directly from IPPS-A and should accurately reflect any and all MOS qualifications that have been awarded to you. For discrepancies, review all MOS personnel orders in iPERMS and IPPS-A job data. Follow your local guidance to request MOS orders by providing copies of the DA 1059 or certificates of completion thru the appropriate channels to the unit S1.

The final item to review is your ASVAB information at the bottom of Section I. This information is taken directly from your iPERMS record, either a DD Form 1966 or a MEPCOM 714 ADP form, if the ASVAB was retaken. The G1 Portal Record Brief Application has the ability to update any changes required to ASVAB scores.

Section II – Security Data

SECTION II - Security Data	
PSI Status	PSI INIT
PSI Invest Compl	
SEC CLNC	

Security clearances are required for some MOSs and ranks within the ILARNG. As a result, your current security information is posted in Section II of the ERB. The dates of your investigation, when it was initiated, and the clearance you were granted are all detailed here. For personnel with security clearances, ensure your security clearance is still valid (10 years for Secret, 5 years for Top Secret), if not, have your full time unit staff initiate the PSIP renew process. This information is updated directly from DBIW and input only by the Security Branch of the G1 office. Contact your chain of command with any questions or concerns with regards to initiating a PSIP.

Section III – Service Data

SECTION III - Service Data			
BASD	PEBD	BESD	
ETS	DIEMS	Reenl Elig/Prohib	
# Days	AGCM Dt	AGCM Elig Dt	
	PVT	PV2	PFC	SPC -CPL
DOR				
	SGT	SSG	SFC	MSG - 1SG
DOR				

Service data has three different portions to review. Basic Active Service Date (BASD) applies only to Active Soldiers indicating total active Federal service creditable towards retirement. This is a computation of when you started active duty and any

creditable Federal service (DD 214). If you find an error in this, process it through your administrative channels to resolve. This date is fed from IPPS-A and must be updated at a state level.

Pay Entry Base Date (PEBD) applies to all Soldiers and refers to all Military service time. For anyone without a break in service, this will be your enlistment date. For personnel with breaks in service, this date will be adjusted from your original enlistment date and updated to reflect any missing time. Your Retirement Points Accounting Management Statement (RPAS) gives a detailed history of your service and can be used to verify the PEBD. Inquiries for adjustment need to be submitted through your administrative channels to the Retirement Services Office with appropriate supporting documentation (DD 214, LES, etc.)

The bottom portion of the ERB will list the Date of Rank for each promotion as you progress through your career. Ensuring the accuracy of these dates is incredibly important for your eligibility for future promotions. For promotions from E2 – E4, you will find either a DA 4187 or Permanent Order in your iPERMS. Utilize these documents to check your DOR. Any promotion from E5 on will have a Permanent Order. It will be available in iPERMS and will be used to validate the dates on your ERB. If any issues are found, submit the substantiating document (DA 4187 or order) thru your administrative channels.

Section IV – Personal/Family Data

SECTION IV - Personal/Family Data	
Date of Birth	Birthplace
Country of Citz	Sex / Race
No. of Dependent	
	Religion
Marital Status	Spouse Birthplace / Citz
PULHES MRC	Height/Weight
EFMP Dt	#Cmd Sponsored
Physical Category	APFT Dt P/F Score
Last Physical Exam	MMRB Results/Dt
Home of Record	
Mailing Address	
Mil Spouse SSN / MPC	
Svc Comp / DoD	
Emergency Data Verified Date	

Per PPOM #20-026 DA photos, race, ethnicity and gender has been redacted to give fair assessments of Soldiers strictly based off performance throughout their careers. Ensure this information is correct and for any discrepancies request changes via DA 4187 through your administrative channels.

The majority of the information provided in Section IV is sourced directly from IPPS-A. Any changes to Country of Citizenship, Religion, APFT, Home of Record, Mailing Address, and Emergency Data Verified Date can all be updated at the unit level through IPPS-A.

Dependent information (No. of Dependent and Marital Status) is driven from the DEERS system and changes to it must be coordinated through your local DEERs

facility. You can find the location of your closest DEERS facility at http://www.dmdc.osd.mil/rsl.

PULHES, Height/Weight, Physical Category, Last Physical Exam, and MMRB Results/Dt are driven by MEDPROS and your last Annual PHA. This information will not be updated until you have completed a new medical examination.

Section V – Foreign Language

Language	Read	Listen	Speak
DLAB

Any foreign language proficiencies recognized by the United States Army will be annotated here along with completion of the Defense Language Aptitude Battery (DLAB). To update any proficiencies, the DA Form 330 is the source of record to be submitted to Education Branch for their verification and input into the ERB.

Section VI – Military Education

SECTION VI - Military Education	
MEL	
MES	
Course	Year
BMQ	
Correspondence CRS Total # Hrs	

Military Education Level (MEL) and Military Education Status (MES) are ATRRS driven reporting categories. The MEL will annotate the highest level of Non-Commissioned Officer Education System that you have completed (e.g. BLC, ALC, SLC, MLC, and USASMC). The MES will annotate your current status (e.g. Graduate, Enrolled, Withdrawn, etc.). As this is also one of the key driving factors for promotion consideration, ensuring your MEL/MES is updated within ATRRS and IPPS-A is a priority when reviewing the ERB. To update these fields, provide copies of your DA 1059 to your unit administrator and ensure both your iPERMS, IPPS-A, and ATRRS records are updated.

Course/Year field is the list of the top ten military courses you have completed in your career. This field is input and managed directly by the G1 Portal Record Brief Application. ATRRS is the source record for courses to be listed in these fields. In a given career, most Soldiers will attend more than the ten courses listed here, so it is a good rule of thumb to keep your course completion list up to date and tailored to the

most relevant courses to your PMOS. Review the courses you have attended and decide which courses represent you as a total Soldier in order to provide a board the most accurate picture of your military education.

Section VII – Civilian Education

SECTION VII - Civilian Education		
Level Completed		
Institution		
Discipline		
Institution		
Discipline		
Number Of Semester Hours Completed		
Technical Certification		
Course Name	Dt Certified	Dt Expires

This section details any civilian education you have completed. For all college credits or technical certifications, submit a certified copy of your transcripts through you administrative channels to the Education Office. Once they have verified your information, they will update your records.

Section VIII – Awards and Decorations

SECTION VIII - Awards and Decorations			
ARCOM	2	GWTSM	1
AAM	5		
AGCM	3		
ARCAM	1		
NDSM	1		
AFRM	1		
NOPDR	3		
ASR	1		
ARCOT	3		
AV-BAD	1		

This section includes all military decorations, campaign service awards, non-military decorations/awards, identification badges, unit awards (permanent), combat/special skill badges, and battle campaign participation. The maximum number of awards displayed in this section is 34. If you find any awards that are missing submit your DA 638, award certificate, or HQDA letter through your administrative channels to your IPPS-A information updated.

Section IX – Assignment History

Date of Loss					Date of Last PCS		SECTION IX - Assignment History				Date of Last NCOER		
ASGT	**FROM**	**MO**	**UNIT NO**	**ORGANIZATION**			**STATION**	**LOC**	**COMD**	**DUTY TITLE**	**DMOS**	**ASI**	**LANG**
Current													
1st Prev													
2nd Prev													
3rd Prev													
4th Prev													
5th Prev													
6th Prev													
7th Prev													
8th Prev													
9th Prev													
10th Prev													
11th Prev													
12th Prev													
13th Prev													
14th Prev													
15th Prev													
16th Prev													
17th Prev													
18th Prev													
19th Prev													
20th Prev													
21st Prev													
22nd Prev													
23rd Prev													
24th Prev													

The assignment history section has two important pieces to review. First is the Date of your Last NCOER for all NCO's. This information is fed directly from IPPS-A and should reflect your last completed NCOER. Review this date with your iPERMS and submit your DA 2166-8 through your administrative channels to update your records.

The second area is your assignment history. This is a record of all your duty assignments within your career. It is the total picture of what units you've been assigned to and what positions you've held. Review the information provided in this section to ensure all your duty positions are annotated. If you have any discrepancies, provide copies of your assignment orders through your administrative channels. This information can be updated directly from the Records Brief Application.

Section X – Remarks

SECTION X - Remarks
HIV YRMO
RGMT AFL
Adjusted Ready Reserve Oblig Date
AKO Email
Alternate Email
Date Last Photo
Remarks

The remarks section contains mostly information that didn't explicitly fit into the other sections and as a result has information that is not scrutinized by most board proceedings. The area to focus here is that your AKO Email is updated and accurately reflected in this section. To make any adjustments, contact your full time unit staff and have your AKO Email updated in DBIW. The date of your last DA Photo will still show up even though the DA Photo has been removed.

<u>State Awards</u>

State Awards

   This section is designated for all the State Awards you have been given in your career. This would primarily be service awards, i.e. Long and Honorable or Military Attendance. This could also include Illinois Military Medal for Valor, Illinois Military Medal for Merit, Illinois Distinguished Service Award, or Abraham Lincoln Medal of Freedom. Ensure your service awards are up-to-date and any other state awards you've been given are annotated. For questions on eligibility for state awards, reference NGIL Regulation 600-8-22. Provide any personnel orders or memorandums awarding state ribbons to your administrative channels so they can be placed into your iPERMS and update IPPS-A.

<u>3.3.4   Validating the ERB</u>

   Once you have successfully reviewed and updated your ERB for your next board proceedings, only verification remains. Verifying your ERB is your opportunity to convey to the board that you have personally reviewed and updated this document. Make sure the data has changed to the date you validated it and download the validated Selection board record brief.

Section 3.4 APFT/ABCP Verification

3.4.1 Overview

These documents will now be part of the promotion packet, it is that APFT/ABCP is up to date and accurate in the systems of record. In past boards it was difficult for board members to get an accurate account of Soldiers APFT and ABCP information. To midigate these issues and speed up the board process Soldiers are now required to include these documents in their promotion packets.

3.4.2 DA 705 & DA 5500/5501

The DA 705 Army Physical Fitness Test (APFT) Scorecard is the written record of a Soldier's physical fitness evaluation. When preparing for a board, Soldiers must review the DA 705 to ensure their most recent record APFT is annotated correctly and copies of any previous records are included (as applicable). If there is a missing APFT, include a memorandum to the board president of the board explaining why an APFT is missing. Avoid any details that will violate HIPPA.

The DA 5500/DA 5501 Body Fat Content Worksheet is used for any Soldiers who do not meet their table weight according to height in AR 600-9. Soldiers must review these forms (when applicable) to ensure their most recent taping is annotated correctly and reflected on their DA 705 when held in conjunction. Recent changes to the Army Body Composition Program allows for additional time after a record APFT for Soldiers to complete their Height/Weight screenings.

Include a print out of your information also. This will capture Soldiers that do not need a 5500/5501 and may not have had their height and weight written on the PT Cards due to it not being a requirement.

3.4.3 IPPS-A Verification

Once a Soldier has verified that the written records of their APFT is valid, it is imperative that they confirm that this information has been updated in IPPS-A by their full time unit staff. This can be done via the Soldiers Self Service page.
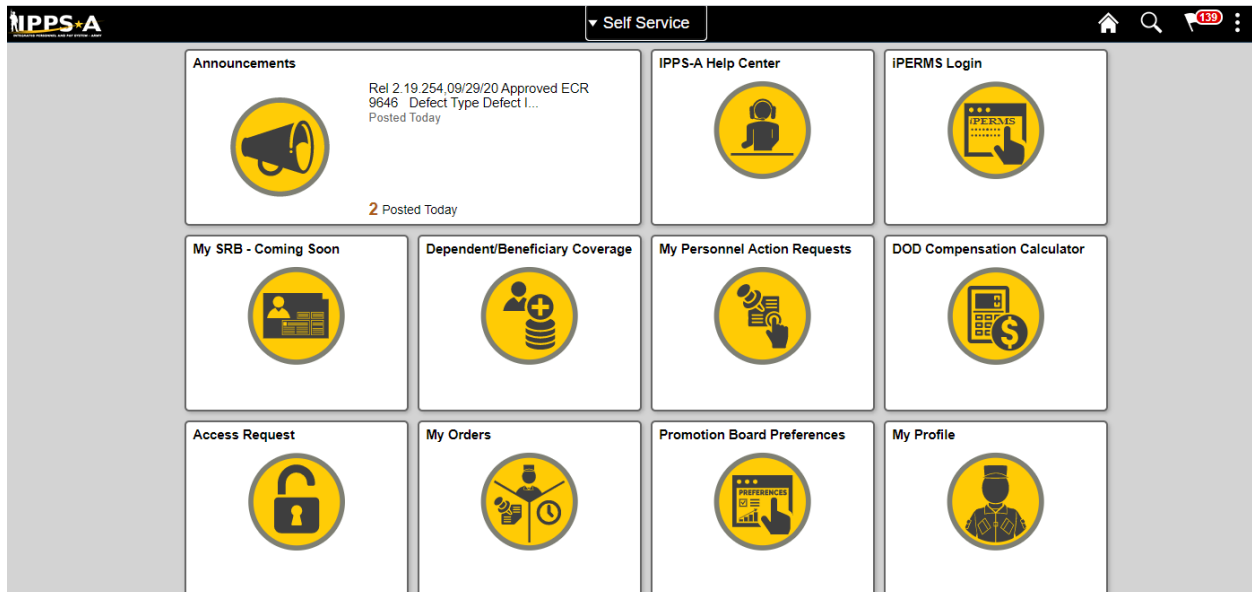
From this menu, select My profile. Then My Current Profile on the left. Scroll down to Physical Profiles and Select Army Physical Fitness Test Information.

Army Physical Fitness Test

Employee updates are not authorized for Army Physical Fitness Test

Effective Date	11/06/2019
APFT Information	Army Physical Fitness Test information
Effective Status	Active
Ineligibility Reason Code	
APFT Pass/Fail	Passed
APFT Score	239
Last Updated	11/13/2019 5:30:31AM
Updated By	IPPSA.PRCS

If this information is different than your last APFT get with your unit administrator to have it updated.

3.4.4 DTMS Verification

   A Soldier's APFT and ABCP information is stored in the DTMS program. IPPS-A is the system of record for all administrative processes and DTMS is the system of record for all training processes. Soldiers should verify that the information is updated for both systems. Unit trainers will be able to print a detailed report from DTMS that has all APFT information for the Soldiers of the unit. First Line Leaders should request such a report prior to counseling any Soldiers for an upcoming board.

CHAPTER 4: Packet Documents

Section 4.1 Packet Documents

   The paperwork requirements for promotion consideration are a continually improving process towards the benefit of the boarded individual. Below is a screenshot of the checklist for the FY 2021 Promotion Board.

2021 PROMOTION CONSIDERATION PACKET CHECKLIST

Instructions: Optional documentation that will not be included in this packet will be marked N/A in the initials block.

NAME: _____   RANK: _____

SSN (Last 4): _____   UNIT: _____

Initials

2021 Promotion Consideration Packet Checklist.. _____

Requested CPMOS _____ (If applicable, completed DA 4187 requesting CPMOS change)............................ _____

Current Evaluation Date: _____…..…...............….. _____

Memorandum to President of the Board (Optional)…………………………………………..………….. _____

Date completed review of AMHRR in iPERMS: _____ …………………………..… _____

ERB – "Validated Selection Board Record Brief"..……………………………………………..... _____

IPPS-A Board Preferences Elected (Region Selections):……………………………………………..… **_____**

DA 705 – Last Record …………………………………………………………………… _____

DA 5500 or DA 5501 (If applicable) ....……………………………………………..……... _____

Height & Weight Data (DTMS Print out) ………………………………………………………. _____

Consideration for:
SGT ONLY - NGIL 2166-9 dtd 1 OCT 2015 SPC/CPL Promotion Evaluation Report ……………………....... _____

SGT AND SSG - NGB 4100-1A Promotion Point Worksheet ....……………………………..….. _____

SFC AND ABOVE - Biographical Sketch ………………………………………………….... _____

SFC AND ABOVE - NGB 4100-1B ARNG Senior Enlisted Worksheet ....….. _____

1SG – Do you want to be considered for 1SG? (Required Annually) …..YES / NO……………..………..…... _____

1SG – First Sergeant Consideration Request Memorandum………………………………………..…….. _____

_____

Reviewed by:

_____   _____
Soldier's signature and date   First Sergeant's signature and date

_____   _____
Unit Admin signature and date   Unit Admin printed name and contact number

Changes from last year include:
- o Relocation of the CPMOS block
- o ERB's will be included into the packet
- o Region Elections will be done in IPPS-A
- o DA 705's (Last Record) will be included
- o DA 5500/5501's will be included
- o DTMS print out will be included
- o 4100's will be required in the packet for all ranks. There are 2 checklist's use the one that belongs to the board you're being considered for.
- o SGM Academy information was removed – These board will be conducted separately from the EPS boards.
- o SGM Consideration question was removed. SGM boards will be held like any other board and shouldn't need to be asked if you want to be considered. If you want to be considered for E9 put in a complete packet, if you don't want to be considered completed a 4100 declining consideration.

One note of importance, consideration for the First Sergeant Best Qualified List is an annual requirement. Soldiers wishing to be considered for First Sergeant need to circle YES and place their initials in the block every year.

Section 4.2 Memorandum to the President of the Board

4.2.1 Correspondence to Board Presidents

A memorandum or letter to the President of the Board is the only option Soldiers have to address any concerns or clarification they have with their packets. As this document could have significant impact on a Soldier's results in the board, following AR 25-50, Preparing and Managing Correspondence is imperative.

AR 600-8-19 explicitly details in paragraph 7-32 the details concerning correspondence to Board Presidents. Below is the extract detailing all the criteria:

- Considered Soldiers may write to the president of the promotion board to provide documents and information, calling attention to any matter concerning themselves, which they feel is important to their consideration.

- The considered Soldier must write these letters or memorandums to the board president. The letters or memorandums may not contain any adverse comments concerning the character, conduct, or motives of any other person, or criticize any other Soldier.

- Written communications from third parties, including a Soldiers chain of command or supervisors are not authorized.

- Although written communication is allowed, it is encouraged only when there is something that is not provided in the Soldier's record, and which the Soldier feels will have an effect on the board's deliberations.

- The Soldier's official record is used to determine quality and potential for promotion. Letters or memorandums (and all enclosures) seen by a promotion board become part of the board record and are not filed in personnel records.

- The following documents are not authorized and will not be given to the board:

Correspondence from anyone other than the Soldier, this includes communication from the Soldier's chain of command, NCO support channel, political sources, or any other third party.

Correspondence that criticizes or reflects on the character, conduct, or motives of any other Soldier.

Incomplete appeals of items such as NCOER, AER, courts-martial, Article 15, or comparable criminal convictions, and so on. Incomplete copies of NCOER or AERs. Only fully complete documents processed through official channels will be seen by the board.

4.2.2 MEMORANDUM FOR President of the Board template

- Request your unit letterhead and copy the below information to draft your memo. Ensure all the italicized information is updated.

OFFICE SYMBOL *Date*

MEMORANDUM FOR President of the Board

SUBJECT: *Reason for corresponding with the board president*

1. I have reviewed my official military record and board packet. *Use one or two paragraphs to invite attention to any matter concerning yourself, which you feel is important to your consideration by the board.*

2. *Any Correspondence to the president of the board needs to be IAW AR 25-50 Preparing and Managing Correspondence dated 3 June 2002.*

3. *Include a point of contact in the last paragraph.*

SOLDIER'S NAME
RANK, ILARNG
Duty Title

4.2.3 1SG Consideration Request Memorandum

As of the 2018 Enlisted Promotion System, the State Command Sergeant Major implemented the additional requirement of a mandatory memorandum to the president of the board with all 1SG BQLB packets.

This memorandum should address, but is not limited to, leadership experience, broadening assignments/accomplishments, and explanation of what qualifications you possess to be assigned as a First Sergeant. Below is formatting for this memorandum.

OFFICE SYMBOL   *Date*

MEMORANDUM FOR President of the Board

SUBJECT: *Reason for corresponding with the board president*

1. I have reviewed my official military record and board packet and I wish to be considered for placement on the First Sergeant (1SG) Best Qualified Leader list.

2. *In your own words, summarize all relevant leadership experience (duty positions, broadening assignments, accomplishments) that a board may not see in your current record. Additionally, specify why you desire to become a 1SG and what the board should consider when determining if you are qualified to be appointed as a 1SG. Memorandums will not exceed 1 page. Reference AR 25-50 for specific guidance on formatting.*

3. *Include a point of contact in the last paragraph.*

SOLDIER'S NAME
RANK, ILARNG
Duty Title

Section 4.3 Specialist/Corporal Promotion Evaluation Report

4.3.1 NGIL 2166-9

Based on the fact that there are limited amount of performance based documents found in an E-4's records, the NGIL 2166-9 is arguably the **singular most important** document for a Soldier, when presenting themselves before an Enlisted Promotion System (EPS) Board.   It is the Rated Soldier's responsibility to give input and take ownership of this form throughout the rating period and during the established counseling sessions.

The NGIL 2166-9 has been updated to reflect the current changes to Non-Commissioned Officer Evaluations and the Electronic Evaluation System. It has been drafted to reflect the same evaluation criteria a Sergeant (E-5) would receive and Specialists/Corporals should be rated accordingly.

4.3.2 Part 1 - Administrative Data

SPECIALIST/CORPORAL PROMOTION EVALUATION REPORT		FOR OFFICIAL USE ONLY (FOUO). SEE PRIVACY ACT STATEMENT IN AR 623-13
PART I – ADMINISTRATIVE DATA		

a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. RANK	d. DATE OF RANK	e. PMOSC
		SPC		

f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND		g. STATUS CODE	h. UIC	i. REASON FOR SUBMISSION
		M-Day		Annual

j. PERIOD COVERED		k. RATED MONTHS	l. RATED SOLDIER'S EMAIL ADDRESS (.gov or .mil)
FROM	THRU		

- Ensure all items are correct and in the proper format for every field

- Use the 9-Digit Social Security Number, **NOT** xxx-xx-1234, or Department of Defense ID No. This will reinforce the criteria utilized in the Electronic Evaluation System.

- Enter up to 9 characters in the PMOSC field (example, 15T40, 42A5MA3, 18Z5PW9LA).

- Include a reason for submission for this evaluation (example, Annual or Change of Rater)

- FROM date will begin the day after the last TO date on your previous evaluations. This should be the day after the eligibility cutoff date of the previous board for Soldiers previously boarded or the eligible date for promotion for Soldiers new to the board proceedings.

4.3.3 Part 2 - Authentication

PART II - AUTHENTICATION			
a1. NAME OF RATER *(Last, First, Middle Initial)*	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE *(YYYYMMDD)*
a5. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT		a6. RATER'S EMAIL ADDRESS *(.gov or .mil)*	
b1. NAME OF SENIOR RATER *(Last, First, Middle Initial)*	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE *(YYYYMMDD)*
b5. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT		b6. SENIOR RATER'S EMAIL ADDRESS *(.gov or .mil)*	
RATED SOLDIER: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and Part IVb are correct. I have seen the complete report.			

c1. COUNSELING DATES	INITIAL	LATER	LATER	LATER	c2. RATED SOLDIER'S SIGNATURE	d3. DATE *(YYYYMMDD)*

- Enter the Name/Rank/Unit of Rater / Senior Rater with minimal abbreviation.

- Utilize either SSN or DOD I No. for Rater and Senior Rater.

- The NGIL 2166-9 supports digital signatures, ensure the date signed reflects the same date as the digital signature.

- Counseling dates will be filled out in YYMMDD format to verify counseling and development of Enlisted Soldiers.

4.3.4 Part 3 – Duty Description

PART III – DUTY DESCRIPTION *(Rater)*	
a. PRINCIPAL DUTY TITLE	b. DUTY MOSC
c. DAILY DUTIES AND SCOPE *(To include, as appropriate, people, equipment, facilities, and dollars)*	
d. AREAS OF SPECIAL EMPHASIS	
e. APPOINTED DUTIES	

- Populate the Duty Title/Duty MOSC field to match the information associated with the rated Soldier's MTOE/TDA para/line.

- Duty description should be an accurate description of the rated Soldier's position's common everyday tasks. The more duties the Soldier has, the more responsibility that must be documented in the duty description.

- Appointed duties are duties not normally associated with the duty description. i.e. Postal Specialist, Retention Manager, Safety Specialist, SHARP/VA, RTA, MRT, etc.

4.3.5 Part 4 – Performance Evaluation, Professionalism, Attributes, and Compentencies

PART IV – PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPENTENCIES *(Rater)*		
a. APFT Pass/Fail/Profile: Pass ▾	Date:	b. Height: Weight: Within Standard? Yes ▾

(Comments required for "Failed" APFT, No "APFT", or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards.)

c. CHARACTER: (Include bullet comments addressing Rated Soldier's performance as it relates to adherence to Army Values, Empathy, Warrior Ethos/Service Ethos, and Discipline. Fully supports SHARP, EO, and EEO.)

MET STANDARD ☐   DID NOT MEET STANDARD ☐

COMMENTS:

APFT Pass/Fail/Profile & Height/Weight Standards:

A change with the NGIL 2166-9 is APFT and Height/Weight information on page 1 of the document. These blocks have a dedicated portion for comments. Bullet comments pertaining to APFT Failures, No APFT, Profile, or failure to meet Army Weight Standards are mandatory. However, it is advised to include bullet comments to further establish the rated Soldier's physical fitness level.

Ensure all comments are accurate and in standard "bullet" format.

- Start with a lower case "o".

- Do not capitalize the first word of the sentence

- Do not use punctuation at the end of the sentence.

- There is a limit of 2 lines per bullet comment.

- There is a maximum of 3 bullet comments per section, minimum of 2.

- All comments should be SUBSTANTIATED and MEASURABLE. One well-written comment with substantiated results will outweigh 3 "blanket/generic" statements.

Character:

The previous section of Army Values has been consolidated to encompass the rated Soldier's character. This section also includes the Soldier's performance concerning SHARP, EO, and EEO.

RATED SOLDIER'S NAME *(Last, First, Middle Initial)*	SSN (or DOD ID No.)	THRU DATE

PART IV – PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPENTENCIES *(Rater)*

d. PRESENCE: (Military and professional bearing, Fitness, Confidence, Resilience.)

MET STANDARD ☐   DID NOT MEET STANDARD ☐

COMMENTS:

e. INTELLECT: (Mental agility, Sound judgment, Innovation, Interpersonal tact, Expetise.)

MET STANDARD ☐   DID NOT MEET STANDARD ☐

COMMENTS:

f. LEADS: (Leads others, Builds trust, Extends influence beyond the chain of command, Leads by example, Communicates.)

MET STANDARD ☐   DID NOT MEET STANDARD ☐

COMMENTS:

g. DEVELOPS: (Creates a positive command/workplace environment, Fosters espirit de corps, Prepares self, Develops others, Stewards the profession.)

MET STANDARD ☐   DID NOT MEET STANDARD ☐

COMMENTS:

h. ACHIEVES: (Gets results)

MET STANDARD ☐   DID NOT MEET STANDARD ☐

COMMENTS:

NCOES: Attended WLC ☐   Ready to attend WLC ☐   Not ready to attend WLC ☐

One of the significant changes to the NGIL 2166-9 is the explicit designation that Raters address only performance while Senior Raters address only potential. Keep that in mind when completing the evaluation form.

Raters will assess performance using a 2-box scale; focused on technical proficiency and is developmental in nature.

Met Standard: Rated Soldier successfully achieves and maintains the required Army standards and organizational goals of leader competencies and attributes.

Did Not Meet Standard: Rated NCO fails to meet or maintain the required Army standard and organizational goals of leader competencies and attributes.

<u>Presence:</u>

- Identify if the Soldier demonstrates good presence and confidence across expected duties of the position

Intellect:

- Identify if the Soldier demonstrates conceptual capabilities, interpersonal tact, and domain knowledge that are effective for direct level interaction.

Leads:

- Identify if the Soldier demonstrated troop leading procedures and employment of TTPs relevant to their unit.

Develops:

- Identify if the Soldier builds environment of teams and teamwork.

Achieves:

- Identify if the Soldier directs and prioritizes tasks for Team level and below.

- Select the appropriate block concerning NCOES completion or aptitude concerning BLC.

RATER OVERALL PERFORMANCE
i. I currently rate _____ Soldiers in this grade. COMMENTS:

Rater Overall Performance:

- Raters will annotate how many equivalent Soldiers they evaluate (Rater profile will not be annotated).

- Utilizing the bullet comment format, Raters will provide the complete picture of the rated Soldier's overall performance during the rated period.

4.3.6 Part 5 – Senior Rater Overall Potential

PART V – SENIOR RATER OVERALL POTENTIAL	
a. Select one box representing Rated Soldier's overall potential compared to others in the same grade whom you have rated this year. I currently senior rate _____ Soldiers in this grade. ☐ MOST QUALIFIED ☐ HIGHLY QUALIFIED ☐ QUALIFIED ☐ NOT QUALIFIED	b. COMMENTS:
c. List two successive assignments and one broadening assignment.	
Successive Assignments: 1) 2) Broadening Assignment:	

<u>Potential Measures:</u>

- Senior Raters will first annotate how many Soldiers in that particular grade they evaluate. No Senior Rater profile will be created.

- Senior Raters will, in addition, will evaluate the overall potential of the rated individual compared to their peers.

      Most Qualified – identify Soldier with strong potential for promotion in the secondary zone; ahead of peers.

      Highly Qualified – identify Soldiers with strong potential for promotion with peers.

      Qualified – identify Soldiers who demonstrate potential to be successful at the next level; promote if able.

      Not Qualified – identify Soldiers who do not demonstrate potential for promotion; possible separation.

<u>Comments:</u>

- Senior Raters will develop a narrative (not bullet comment) format summation of the rated Soldier's overall potential.

- This narrative will not exceed 5 lines of text.

<u>Future Assignments:</u>

- Senior Rater will list (duty title only) two future successive assignments for the rated Soldier. Examples include: Team Leader, Unit Administrator, and Assistant Supply Sergeant.

- Senior Rater will also list one future broadening assignment. These are future assignments that are currently outside the Soldier's assigned duties that will help develop the Soldier further. Examples could include Retention NCO, Unit Historian, or Public Affairs Representative.

<u>Summary</u>

  The NGIL 2166-9 provides a much less structured and narrow evaluation platform for evaluating the Soldier. It provides Raters and Senior Raters the opportunity to evaluate their Soldiers according to their own standards and the ability to represent the Soldier overall in both performance and potential.

   Ensure when completing the NGIL 2166-9 that qualitative and quantitative bullets are being included. For Senior Raters, the narrative format affords a large forum to discuss the rated Soldier and his/her potential for promotion.

<u>Section 4.4 Biographical Sketch</u>

4.4.1 Bio Sketch for E7 and above

One of the skills required of a Senior Non-Commissioned Officer is the ability to accurate create and manage their biographical sketch. This document is a summary of administrative information (Rank, Date of Rank, Primary MOS, etc.), Civilian Education, Military Education, Awards, Civilian Affiliations, and Significant Experience. This information should sound very familiar as it is essentially a word version of a Soldier's Enlisted Record Brief.

To facilitate the process, the G1 has created a simple word document and provided it with the EPS board guidance. The word document itself auto-formats to ensure grammatical accuracy. A biographical sketch should never be longer than 2 pages. Below is a screenshot of the template that should be used to create the bio sketch.

BIOGRAPHICAL SKETCH

Name: Date:

SSN:

Primary MOS: Duty MOS:

Present Rank: Date of Rank:

Years of Active Federal Service and BASD:

Years of service and PEBD:

Date of Birth: Place of Birth:

Marital Status:

Home Address:

Home Telephone number:

Business Telephone number:

Civilian Education:

Institution Name	Subject	Dates

Military Education:

Institution Name	Subject	Dates

Decorations, Awards and Citations:

Civilian Affiliations (past and present):

Significant Experiences:

Position	Duty Unit	Dates

Chapter 5: Consolidated Changes due to COVID-19

5.1

  Due to travel and training restrictions established to protect the force and preserve readiness, the ARNG will implement the following temporary changes to minimize delayed promotion eligibility as a result of COVID-19.

  The requirement to complete the requisite PME courses, listed in paragraph 1-29a of reference 1a, for the ranks of Sergeant (SGT/E5), Staff Sergeant (SSG/E6), Sergeant First Class (SFC/E7), and Master Sergeant (MSG/E8), is suspended under specific guidelines contained in this policy. This temporary suspension is effective immediately. Unless sooner terminated, these exceptions to policy remain in effect through May 2021.

5.2 Training Requirements

  APFT: Enlisted Promotion Systems are authorized to use the last record APFT within 24 months, to qualify Soldiers for promotion consideration (to include award of promotion points) and recommendation (pin-on) during the period of this policy. Anything record test prior to 28 March 2019 should be explain in a memorandum to the president of the board.

  Weapons Qualification: The requirement for the most recent weapons qualification score is suspended as it pertains to awarding of promotion points within the promotion system. During this period, promotion points will be awarded based on the most recent weapons qualification within the last 36 months.

5.3 Promotion without requisite PME

  The requirement to complete the requisite PME course, listed in reference 1a, paragraph 1-29a, to qualify for promotion pin-on for the ranks of SGT/E5, SSG/E6, SFC/E7, and MSG/E8 is temporarily suspended.

  During this period of suspension, Soldiers are eligible for promotion to the rank of SGT/E5, SSG/E6, SFC/E7, and MSG/E8 without regard to PME completion, provided they held a reserved seat in ATRRS for the final phase of requisite PME where travel/training restrictions prevented attendance, and are otherwise fully qualified as set forth in reference 1a. This temporary suspension of PME does not waive the PME requirement for promotion pin-on to Sergeant Major/E9.

  This temporary suspension does not diminish the importance of completing required PME to sustain a professional NCO corps. Further, this suspension does not relieve NCOs from ultimately completing the appropriate level of PME required for the grade to which promoted. An NCO promoted, without the requisite PME, as a result of this

temporary suspension, will be disqualified from future promotion eligibility until such time as they are fully qualified in their newly promoted grade by completing the requisite PME course.

Those who fail to fully qualify themselves for the grade promoted to within the prescribed time limits outlined in reference 1a, table 7-4 may be subject to a bar to reenlistment. The established time line as outlined in table 7-4, will not start until after the COVID-19 travel/training restrictions are lifted.

The ARNG has applied a limited scope during the HQDA suspension of PME. Therefore, consistent with the HQDA suspension previously published PME exception to policy for deployed NCOs, reference 1e, will continue to be applied during this suspension period.

5.4 Consideration and Selection from the promotion list

Distributed Leader Course remains a prerequisite for promotion consideration/recommendation as outlined in reference 1a, paragraph 1-29a

TIG/TIS requirements as prescribed in reference AR 600-8-19 remain unchanged. Soldiers identified and listed in the expanded zone of consideration during the life of the promotion list must meet (TIG/TIS) requirements for promotion selection. All Soldiers must otherwise be qualified on the date established in the annual board memorandum of instruction (MOI).

APPENDIX A- Award Data Codes

DATA CODES	DEFINITION
CASAASCM	AF Air and Space Campaign Medal (Historical)
CASASCMB	AF Air and Space Campaign Medal w/BSS (Historical)
CASAWDAA	Outstanding Airman of the Year Ribbon
CASAWDAB	Small Arms Expert Marksmanship Ribbon (Historical)
CASAWDAC	American Campaign Medal
CASAWDAD	American Defense Service Medal
CASAWDAE	Armed Forces Expeditionary Medal
CASAWDAF	Air Force NCO Professional Military Education Graduate Ribbon
CASAWDAG	Armed Forces Expeditionary Medal with Arrowhead Device
CASAWDAH	Armed Forces Service Medal
CASAWDAI	Afghanistan Campaign Medal Campaign Star
CASAWDAJ	Air Force Expeditionary Service Ribbon
CASAWDAK	Air Force Expeditionary Service Ribbon w/Gold Frame
CASAWDAM	Armed Forces Reserve Medal
CASAWDAN	Armed Forces Reserve Medal with M Device
CASAWDAP	Asiatic-Pacific Campaign Medal
CASAWDAQ	Army Reserve Components Achievement Medal
CASAWDAR	Air Reserve Forces Meritorious Service Medal
CASAWDAS	Antarctica Service Award
CASAWDAT	Afghanistan Campaign Medal w/Arrowhead Device
CASAWDAV	Air Force Aviation Service Ribbon (Historical)
CASAWDAX	U.S. Antarctic Expedition Medal
CASAWDBU	USCG Bicentennial Unit Commendation Ribbon
CASAWDCA	Army Good Conduct Medal
CASAWDCC	Coast Guard Good Conduct Medal
CASAWDCF	Air Force Good Conduct Medal
CASAWDCM	Marine Corps Good Conduct Medal
CASAWDCN	Navy Good Conduct Medal
CASAWDCR	Combat Readiness Medal
CASAWDCS	China Service Medal (Extended)
CASAWDDB	Army Sea Duty Ribbon with Bronze Service Star (Historical)
CASAWDDR	Army Sea Duty Ribbon
CASAWDEA	European-African-Middle Eastern Campaign Medal
CASAWDEM	Navy and Marine Corps Expeditionary Medal
CASAWDEP	Coast Guard Expert Pistol Shot Medal (Historical)
CASAWDER	Coast Guard Expert Rifleman Medal (Historical)
CASAWDGC	Coast Guard Good Conduct Medal (Historical)
CASAWDGR	Coast Guard Reserve Meritorious Service Ribbon

CASAWDGS	Coast Guard Sea Service Ribbon
CASAWDGW	Global War on Terrorism Expeditionary Medal w/Arrowhead Device
CASAWDHA	Medal for Humane Action
CASAWDHG	Air Force Basic Military Training Honor Graduate Ribbon
CASAWDHS	Humanitarian Service Medal
CASAWDIA	Iraq Campaign Medal w/Arrowhead Device
CASAWDIR	Iraq Campaign Medal Campaign Star
CASAWDKM	Korea Defense Service Medal
CASAWDKO	Kosovo Campaign Medal (Historical)
CASAWDKP	Kosovo Campaign Medal w/Bronze Service Star
CASAWDKQ	Kosovo Campaign Medal w/2 Bronze Service Stars (Historical)
CASAWDKS	Korean Service Medal
CASAWDLS	Air Force Longevity Service Award (Ribbon)
CASAWDMA	Air Force Air and Space Campaign Medal
CASAWDMB	Air Force Air & Space Campaign Medal with BSS (Historical)
CASAWDMC	Marine Corps Recruiter Ribbon
CASAWDMR	Organized Marine Corps Reserve Medal
CASAWDMS	Selected Marine Corps Reserve Medal
CASAWDMV	Merchant Marine Vietnam Service Bar
CASAWDNA	Navy Arctic Service Ribbon
CASAWDNB	National Defense Service Medal w/Bronze Service Star
CASAWDND	National Defense Service Medal
CASAWDNF	Navy Fleet Marine Force Ribbon
CASAWDNI	National Intelligence Distinguished Service Medal (Historical)
CASAWDNO	Navy/Marine Overseas Service Ribbon
CASAWDNP	Non-Commissioned Officers Prof Development Ribbon
CASAWDNR	Naval Reserve Medal (Obsolete)
CASAWDOL	Air Force Overseas Service Long Tour Ribbon
CASAWDOM	Army Occupation Medal
CASAWDON	Navy Occupation Service Medal
CASAWDOR	Overseas Service Ribbon
CASAWDOS	Air Force Overseas Service Ribbon
CASAWDOT	Army Reserve Components Overseas Training Ribbon
CASAWDOV	Military Outstanding Volunteer Service Medal
CASAWDPW	Prisoner of War Medal
CASAWDRC	Air Force Recognition Ribbon
CASAWDRD	Coast Guard Restricted Duty Ribbon
CASAWDRM	Naval Reserve Meritorious Service Medal
CASAWDRR	Marine Corps Reserve Ribbon
CASAWDRS	Air Force Recruiter Ribbon
CASAWDRT	Coast Guard Recruit Training Honor Grad Ribbon

CASAWDSA	Coast Guard Arctic Service Medal
CASAWDSB	SW Asia Service Medal with Bronze Service Star
CASAWDSD	Sea Service Deployment Ribbon
CASAWDSO	Coast Guard Special Operations Service Ribbon
CASAWDSR	Army Service Ribbon
CASAWDSS	Navy Reserve Sea Service Ribbon with 2 Stars
CASAWDSW	Southwest Asia Service Medal
CASAWDTE	Global War on Terrorism Expeditionary Medal
CASAWDTR	Air Force Training Ribbon
CASAWDTS	Global War on Terrorism Service Medal
CASAWDVS	Vietnam Service Ribbon
CASAWDWA	Women's Army Corps Service Ribbon
CASAWDWV	World War II Victory Medal
CBTSPBAA	Air Assault Badge
CBTSPBAB	Basic Aircrew Member Badge
CBTSPBAC	Aircraft Crewman Badge
CBTSPBAD	Aircraft and Munitions Maintenance Badge
CBTSPBAE	Aircraft and Munitions Maintenance Badge (Senior)
CBTSPBAF	Aircraft and Munitions Maintenance Badge (Master)
CBTSPBAG	Air Force Basic Supply - Fuels Qualification Badge
CBTSPBAH	Air Force Senior Supply - Fuels Qualification Badge
CBTSPBAI	Air Force Master Supply - Fuels Qualification Badge
CBTSPBAJ	Air Force Small Arms Expert Marksmanship Badge
CBTSPBAM	Air Force Missile Badge
CBTSPBAV	Army Aviator Badge
CBTSPBAW	Army Astronaut Badge
CBTSPBAX	SR Army Astronaut Badge
CBTSPBAY	MS Army Astronaut Badge
CBTSPBBA	Marine Combat Aircrew Insignia
CBTSPBBM	Basic Marksmanship Qualification Badge
CBTSPBBS	Army Basic Space Badge
CBTSPBCA	Combat Action Badge
CBTSPBCC	Close Combat Badge (Historical)
CBTSPBCI	Combat Infantry Badge
CBTSPBCM	Combat Medical Badge
CBTSPBDA	Driver and Mechanic Badge w/Driver-Amphibious
CBTSPBDB	Driver and Mechanic Badge w/Mechanic
CBTSPBDC	Driver and Mechanic Badge w/Driver-Motorcycles
CBTSPBDD	Driver and Mechanic Badge w/Operator
CBTSPBDE	Driver and Mechanic Badge w/Driver-Tracked Vehicles
CBTSPBDF	Driver and Mechanic Badge w/Driver-Wheeled Vehicles

CBTSPBDM	Driver and Mechanic Badge
CBTSPBDP	US Navy Nuclear Missile SUB DET PTRL INSIG
CBTSPBDR	Distinguished Rifleman Badge
CBTSPBEC	Coast Guard Expert Rifle Badge
CBTSPBED	Explosive Ordnance Disposal Badge
CBTSPBEI	Expert Infantry Badge
CBTSPBEM	Expert Field Medical Badge
CBTSPBEP	Excellence in Competition Badge, Pistol
CBTSPBEQ	Coast Guard Expert Pistol Shot Badge
CBTSPBER	Excellence in Competition Badge, Rifle
CBTSPBES	Master Air Force Space Badge
CBTSPBET	Senior Air Force Space Badge
CBTSPBEU	Basic Air Force Space Badge
CBTSPBFA	Air Force Flight Nurse Badge
CBTSPBFB	Air Force Navigator/Observer Badge
CBTSPBFC	First Class Diver Badge
CBTSPBFD	Master Air Force Space Badge
CBTSPBFE	Senior Air Force Space Badge
CBTSPBFF	Air Force Space Badge
CBTSPBFG	USAF SECTY Police Qualification Badge
CBTSPBFH	USAF Weapons Controller Badge
CBTSPBFI	USAF Air Traffic Controller Badge, Master
CBTSPBFJ	USAF Air Traffic Controller Badge, Senior
CBTSPBFK	USAF Air Traffic Controller Badge, Basic
CBTSPBFL	Air Force Senior Dental Badge
CBTSPBFM	USAF Security Police Qualification Badge, Senior
CBTSPBFN	Naval Flight Officer Insignia
CBTSPBFP	AF Pilot Badge, Basic
CBTSPBFR	USAF Security Police Qualification Badge, Master
CBTSPBFS	Flight Surgeon Badge
CBTSPBFT	Air Force Information Managers Uniform Badge
CBTSPBFW	Air Force Flight Surgeon Wings
CBTSPBGB	Glider Badge (Historical)
CBTSPBIA	Naval Aviator Badge
CBTSPBIC	Navy Command Ashore/Major Program Manager Insignia
CBTSPBIS	U.S. Distinguished International Shooter Badge
CBTSPBMA	Master Army Aviator Badge
CBTSPBMB	Army Master Space Badge
CBTSPBMC	Master Aviation Badge
CBTSPBMD	Master Diver Badge
CBTSPBME	Master Explosive Ordnance Disposal Badge

CBTSPBMP	Master Parachutist Badge
CBTSPBMR	Army Master Recruiter Badge
CBTSPBMS	Master Flight Surgeon Badge
CBTSPBNA	Naval Aircrew Insignia
CBTSPBNB	Nuclear Reactor Operator, Basic Badge
CBTSPBNC	Nuclear Reactor Operator, Reactor Commander
CBTSPBND	Naval Diving Officer Insignia
CBTSPBNE	U. S. Navy Surf Warfare Officer Insignia
CBTSPBNF	Nuclear Reactor Operator, 1st Class Badge
CBTSPBNI	U.S. Navy Submarine Insignia
CBTSPBNM	U.S. Navy Diving (Medical) Insignia
CBTSPBNP	Nuclear Reactor Operator, Plant Superintendent
CBTSPBNS	Nuclear Reactor Operator, 2 Class Badge
CBTSPBNW	Naval Special Warfare Insignia
CBTSPBPB	Military Free Fall Parachutist Badge, Basic
CBTSPBPC	Parachutist Badge
CBTSPBPD	Military Free Fall Parachutist Badge, Basic w/ BSS
CBTSPBPE	Military Free Fall Parachutist Badge, Jumpmaster
CBTSPBPF	Pathfinder Badge
CBTSPBPG	MIL Free Fall Parachutist BAD, Jumpmaster w/Bronze Service Star
CBTSPBPH	Presidents Hundred Tab
CBTSPBPI	U.S. Navy Parachute Insignia
CBTSPBPL	Parachutist Badge w/Distinguished Service, BSS
CBTSPBPM	Senior Parachutist Badge w/Distinguished Service, BSS
CBTSPBPN	Master Parachutist Badge w/Distinguished Service, BSS
CBTSPBPR	Parachute Rigger Badge
CBTSPBPS	Distinguished Pistol Shot Badge
CBTSPBQA	Marksmanship Qualification Badge Expert w/Rifle
CBTSPBQB	Marksmanship Qualification Badge Expert w/Machine Gun
CBTSPBQC	Marksmanship Qualification Badge Expert w/Sub-Machine Gun
CBTSPBQD	Marksmanship Qualification Badge Expert w/Rocket Launcher
CBTSPBQE	Marksmanship Qualification Badge Expert w/Small Bore Pistol
CBTSPBQF	Marksmanship Qualification Badge Expert w/Pistol
CBTSPBQG	Marksmanship Qualification Badge Expert w/Field Artillery
CBTSPBQH	Marksmanship Qualification Badge Expert w/Grenade
CBTSPBQI	Marksmanship Qualification Badge Expert w/Mortar
CBTSPBQJ	Marksmanship Qualification Badge Expert w/Missile
CBTSPBQK	Marksmanship Qualification Badge Expert w/Artillery/Antiaircraft Artillery
CBTSPBQL	Marksmanship Qualification Badge Expert w/Tank Weapons
CBTSPBQM	Marksmanship Qualification Badge Expert w/Carbine
CBTSPBQN	Marksmanship Qualification Badge Expert w/Bayonet

CBTSPBQO	Marksmanship Qualification Badge Expert w/Aero weapons
CBTSPBQP	Marksmanship Qualification Badge Expert w/Flamethrower
CBTSPBQQ	Marksmanship Qualification Badge Expert w/Recoilless Rifle
CBTSPBQR	Marksmanship Qualification Badge Expert w/Small Bore Rifle
CBTSPBQS	Marksmanship Qualification Badge Sharpshooter w/Rifle
CBTSPBQT	Marksmanship Qualification Badge Sharpshooter w/Machine Gun
CBTSPBQU	Marksmanship Qualification Badge Sharpshooter w/Sub-Machine Gun
CBTSPBQV	Marksmanship Qualification Badge Sharpshooter w/Rocket Launcher
CBTSPBQW	Marksmanship Qualification Badge Sharpshooter w/Small Bore Pistol
CBTSPBQX	Marksmanship Qualification Badge Sharpshooter w/Pistol
CBTSPBQY	Marksmanship Qualification Badge Sharpshooter w/Field Artillery
CBTSPBQZ	Marksmanship Qualification Badge Sharpshooter w/Grenade
CBTSPBRA	Marksmanship Qualification Badge Marksman w/Recoilless Rifle
CBTSPBRB	Marksmanship Qualification Badge Marksman w/Small Bore Rifle
CBTSPBRT	Ranger Tab
CBTSPBSA	Senior Army Aviator Badge
CBTSPBSB	Senior Aviation Badge
CBTSPBSC	Second Class Diver Badge
CBTSPBSD	Scuba Diver Badge
CBTSPBSE	SR Explosive Ordnance Disposal Badge
CBTSPBSF	Special Forces Tab
CBTSPBSG	Special Operations Diver Badge
CBTSPBSH	Special Operations Diving Supervisor Badge
CBTSPBSI	Navy End Surf Warf Spec Insignia
CBTSPBSJ	Army Senior Space Badge
CBTSPBSL	Salvage Diver Badge
CBTSPBSN	Nuclear Reactor Operator, Shift Supervisor
CBTSPBSP	Senior Parachutist Badge
CBTSPBSQ	Navy Craftmaster Badge (NCBD)
CBTSPBSS	Senior Flight Surgeon Badge
CBTSPBST	Sapper Tab
CBTSPBUA	Marksmanship Qualification Badge Sharpshooter w/Mortar
CBTSPBUB	Marksmanship Qualification Badge Sharpshooter w/Missile
CBTSPBUC	Marksmanship Qualification Badge Sharpshooter W/Artillery and Antiaircraft Artillery
CBTSPBUD	Marksmanship Qualification Badge Sharpshooter w/Tank Weapons
CBTSPBUE	Marksmanship Qualification Badge Sharpshooter w/Carbine
CBTSPBUF	Marksmanship Qualification Badge Sharpshooter w/Bayonet
CBTSPBUG	Marksmanship Qualification Badge Sharpshooter w/Aeroweapons
CBTSPBUH	Marksmanship Qualification Badge Sharpshooter w/Flamethrower
CBTSPBUI	Marksmanship Qualification Badge Sharpshooter w/ Recoilless Rifle
CBTSPBUJ	Marksmanship Qualification Badge Sharpshooter w/Small Bore Rifle

CBTSPBUK	Marksmanship Qualification Badge Marksman w/Rifle
CBTSPBUL	Marksmanship Qualification Badge Marksman w/Machine Gun
CBTSPBUM	Marksmanship Qualification Badge Marksman w/Sub-Machine Gun
CBTSPBUN	Marksmanship Qualification Badge Marksman w/Rocket Launcher
CBTSPBUO	Marksmanship Qualification Badge Marksman w/Small Bore Pistol
CBTSPBUP	Marksmanship Qualification Badge Marksman w/Pistol
CBTSPBUQ	Marksmanship Qualification Badge Marksman w/Field Artillery
CBTSPBUR	Marksmanship Qualification Badge Marksman w/Grenade
CBTSPBUS	Marksmanship Qualification Badge Marksman w/Mortar
CBTSPBUT	Marksmanship Qualification Badge Marksman w/Missile
CBTSPBUU	Marksmanship Qualification Badge Marksman w/Artillery/Anti-Aircraft Artillery
CBTSPBUV	Marksmanship Qualification Badge Marksman w/Tank Weapons
CBTSPBUW	Marksmanship Qualification Badge Marksman w/Carbine
CBTSPBUX	Marksmanship Qualification Badge Marksman w/Bayonet
CBTSPBUY	Marksmanship Qualification Badge Marksman w/Aeroweapons
CBTSPBUZ	Marksmanship Qualification Badge Marksman w/Flame Thrower
FORNAWBF	Belgian Fourragere
FORNAWFF	French Fourragere
FORNAWGE	German Award Forces Proficiency Badge (Historical)
FORNAWIA	Inter-American Defense Board Medal and Ribbon
FORNAWKL	Kuwait Liberation Medal (Saudi Arabia)
FORNAWKP	Republic of Korea Presidential Unit Citation
FORNAWKU	Liberation of Kuwait (Kuwait)
FORNAWMF	Multinational Force and Observers Medal
FORNAWMO	Multinational Force and Observers Director General's Award
FORNAWNO	Netherlands Orange Lanyard
FORNAWNT	NATO Medal
FORNAWPD	Philippine Defense Ribbon (Historical), 14 April 03
FORNAWPI	Philippine Independence Ribbon (Historical)
FORNAWPL	Philippine Liberation Ribbon
FORNAWPP	Philippine Republic Presidential Unit Citation
FORNAWUN	United Nations Medal
FORNAWUS	United Nations Service Medal
FORNAWVA	Vietnam Civil Actions Medal
FORNAWVG	Vietnam Gallantry Cross Unit Citation
FORNAWVH	Vietnam Armed Forces Honor Medal
FORNAWVM	Vietnam Campaign Medal
FORNAWVP	Vietnam Presidential Unit Citation
IDETBDAA	U.S. Army Basic Recruiter Badge - Silver
IDETBDAB	U.S. Army Basic Recruiter Badge - Silver w/1 Gold ACHV Star
IDETBDAC	U.S. Army Basic Recruiter Badge - Silver w/2 Gold ACHV Stars

IDETBDAD	U.S. Army Basic Recruiter Badge - Silver w/3 Gold ACHV Stars
IDETBDAE	U.S. Army Basic Recruiter Badge - Gold
IDETBDAF	U.S. Army Basic Recruiter Badge - Gold w/1 Sapphire ACHV Star
IDETBDAG	U.S. Army Basic Recruiter Badge - Gold w/2 Sapphire ACHV Stars
IDETBDAH	U.S. Army Basic Recruiter Badge - Gold w/3 Sapphire ACHV Stars
IDETBDAR	United States Army Recruiter Badge (Historical)
IDETBDCC	Career Counselor Badge
IDETBDDS	Drill Sergeant Badge
IDETBDGR	Army National Guard Recruiter Badge
IDETBDGS	Army Staff Identification Badge
IDETBDGU	Army National Guard Recruiter Badge - Senior (Historical)
IDETBDGV	Army National Guard Recruiter Badge - Expert (Historical)
IDETBDGX	Army National Guard Recruiter Badge - Master Seven (Historical)
IDETBDGY	Army National Guard Recruiter Badge - Chiefs 50/Directors 54 (Historical)
IDETBDHH	Office of the Secretary of Health and Human Services Identification Badge
IDETBDJS	Joint Chiefs of Staff Identification Badge
IDETBDNU	National Defense University Identification Badge
IDETBDPS	Presidential Service Badge
IDETBDSD	Office of the Secretary of Defense Identification Badge
IDETBDSN	Army Student Nurse Program
IDETBDUS	Tomb of the Unknown Soldier
IDETBDVR	U.S. Army Reserve Recruiter Badge
IDETBDVS	Vice Presidential Service Badge
ILMMOV	IL Military Medal of Valor
ILDSM	IL Distinguished Service Medal
ILMMM	IL Military Medal of Merit
ILLMF	IL Lincoln Medal of Freedom
ILLHSM	IL Long and Honorable Service Medal
ILRR	IL Recruiting Ribbon
ILMAR	IL Military Attendance Ribbon
ILSAD	IL State Active Duty Ribbon
MILDECAB	Air Force Commendation Medal w/Valor
MILAWDCO	Certificate of Achievement (Historical)
MILDECAC	Air Force Achievement Medal
MILDECAD	Air Medal w/Distinguishing Device "V"
MILDECAF	Air Force Cross (Historical)
MILDECAM	Airman's Medal
MILDECAS	Air Medal
MILDECAV	Army Commendation Medal w/Distinguishing Device "V"
MILDECBS	Bronze Star Medal
MILDECBV	Bronze Star w/Distinguishing Device "V"

MILDECCA	Army Commendation Medal
MILDECCC	Coast Guard Commendation Medal
MILDECCD	Coast Guard Distinguished Service Medal
MILDECCE	Air Force Aerial Achievement Medal
MILDECCF	Air Force Commendation Medal
MILDECCG	Coast Guard Medal
MILDECCH	Coast Guard Meritorious Team Commendation Ribbon
MILDECCL	Coast Guard Commandant's Letter of Commendation
MILDECCM	Navy Marine Distinguished Service Medal
MILDECCN	Navy Commendation Medal
MILDECCO	Certificate of Achievement
MILDECCQ	Air Force Distinguished Service Medal
MILDECCR	Combat Action Ribbon
MILDECCV	Coast Guard Achievement Medal w/Distinguishing Device "V"
MILDECDF	Distinguished Flying Cross
MILDECDM	Navy Marine Distinguished Service Medal
MILDECDS	Defense Distinguished Service Medal
MILDECDX	Distinguished Service Cross
MILDECFC	Air Force Cross
MILDECGA	Coast Guard Achievement Medal
MILDECJA	Joint Service Achievement Medal
MILDECJS	Joint Service Commendation Medal
MILDECJV	Joint Service Commendation Medal w/Distinguishing Device "V"
MILDECLM	Legion of Merit
MILDECLV	Legion of Merit w/Distinguishing Device "V"
MILDECMA	Army Achievement Medal
MILDECMH	Medal of Honor
MILDECMM	Meritorious Service Medal
MILDECMR	Defense Meritorious Service Medal
MILDECMS	Soldiers Medal
MILDECMV	Navy Achievement Medal w/Distinguishing Device "V"
MILDECNA	Navy Achievement Medal
MILDECNM	Navy and Marine Corps Medal
MILDECNT	NATO Meritorious Service Medal
MILDECNU	NATO Meritorious Service Medal w/Oak Leaf Cluster (Historical)
MILDECNV	Navy Commendation Medal w/Distinguishing Device "V"
MILDECNW	NATO Medal (Historical)
MILDECNX	Navy Cross
MILDECNZ	NATO Medal w/BSS (Historical)
MILDECPH	Purple Heart
MILDECSS	Silver Star

MILDECSU	Defense Superior Service Medal
NMLDCNCP	Commanders Award for Public Service Medal
NMLDCNCR	Public Health Service Crisis Response Service Award
NMLDCNCV	Civilian Service in Vietnam Medal
NMLDCNDA	Dept of State Distinguished Service Medal
NMLDCNDD	Distinguished Civilian Service
NMLDCNDH	Dept of State Distinguished Honor Award
NMLDCNDS	Selective Service Distinguished Service Medal
NMLDCNES	Selective Service Exceptional Service Medal
NMLDCNGL	Gold Life Saving Medal
NMLDCNMM	Medal of Merit
NMLDCNMS	Selective Service Meritorious Service Medal
NMLDCNNA	NASA Distinguished Service Medal
NMLDCNNE	NASA Exceptional Service Medal
NMLDCNNF	NASA Space Flight Medal
NMLDCNNI	National Intelligence Medal of Achievement
NMLDCNNJ	National Intelligence Distinguished Service Medal
NMLDCNNM	National Intelligence Meritorious Unit Citation
NMLDCNNS	National Security Medal
NMLDCNOC	Outstanding Civilian Service Award
NMLDCNPA	Public Health Service Achievement Medal
NMLDCNPC	Public Health Service Commendation Medal
NMLDCNPH	Public Health Service Isolated Hardship Service Award
NMLDCNPM	Non-Military Decoration Presidential Medal of Freedom
NMLDCNSG	Surgeon General Exemplary Service Medal
NMLDCNSH	Dept of State Superior Honor Award
NMLDCNSL	Silver Life Saving Medal
NMLDCNSM	Dept of State Meritorious Honor Award
NMLDCNSU	Dept of State Award for Heroism
NMLDCNTR	Dept of Transportation 9-11 Ribbon
UNTAWDAF	Air Force Meritorious Unit Award Ribbon
UNTAWDAM	Meritorious Unit Commendation
UNTAWDAP	Army/Air Force Presidential Unit Citation
UNTAWDAS	Army Superior Unit Award
UNTAWDCG	Coast Guard Presidential Unit Citation
UNTAWDFX	Air Force Organizational Excellence Award
UNTAWDGA	Coast Guard Outstanding Unit Award
UNTAWDGM	Coast Guard Meritorious Unit Commendation
UNTAWDGU	Coast Guard Unit Commendation
UNTAWDJU	Joint Meritorious Unit Award
UNTAWDMC	National Intelligence Meritorious Unit Citation

UNTAWDMU	Navy Meritorious Unit Commendation
UNTAWDNE	Navy "E" Ribbon
UNTAWDNP	Navy - Marine Presidential Unit Citation
UNTAWDNU	Navy Unit Commendation
UNTAWDOU	Air Force Outstanding Unit Award
UNTAWDOV	Air Force Outstanding Unit Award w/Distinguished Device "V"
UNTAWDPH	Public Health Service Unit Commendation
UNTAWDST	Coast Guard "E" Ribbon
UNTAWDVU	Valorous Unit Award
UNTAWDXV	Air Force Org Excellence Award w/Distinguished "V" Device

APPENDIX B- Enlisted Promotion Data Brief

ENLISTED PROMOTION DATA BRIEF

Use this checklist to ensure your administrative records are correct

Individual Awards	Photo	IN ERB	OMPF		Service Awards	Photo	IN ERB	OMPF
SS	☐	☐	☐		NDSM	☐	☐	☐
BSM	☐	☐	☐		AFEM	☐	☐	☐
PHM	☐	☐	☐		SWABS	☐	☐	☐
DMSM	☐	☐	☐		KCMBS	☐	☐	☐
MSM	☐	☐	☐		ACMCS	☐	☐	☐
AM	☐	☐	☐		ICMCS	☐	☐	☐
JCSM	☐	☐	☐		GWOTE	☐	☐	☐
ARCOM	☐	☐	☐		GWOTS	☐	☐	☐
JSAM	☐	☐	☐		KDSM	☐	☐	☐
AAM	☐	☐	☐		AFSM	☐	☐	☐
AGCM	☐	☐	☐		HSM	☐	☐	☐
ARCAM	☐	☐	☐		MOVSM	☐	☐	☐
	☐	☐	☐		AFRM (M)/(HG)	☐	☐	☐
					NOPDR	☐	☐	☐
					ASR	☐	☐	☐
					OSR	☐	☐	☐
					ARCOTR	☐	☐	☐
UNIT AWARDS	Photo	IN ERB	OMPF		UNSM	☐	☐	☐
PUCA	☐	☐	☐		UNM	☐	☐	☐
JMUA	☐	☐	☐		NATO-YUG	☐	☐	☐
VUA	☐	☐	☐		NATO-KOSOV	☐	☐	☐
MUC	☐	☐	☐		NATO-ISAF	☐	☐	☐
ASUA	☐	☐	☐		MFOM	☐	☐	☐
					SAKULIBM	☐	☐	☐
					KUKULIBM	☐	☐	☐

General Information
- ☐ Photo within five yrs (2 yrs preferred)
- ☐ Photo at current Rank (in current uniform)
- ☐ Appearance Issues
  - ☐ Weight ☐ Posture
  - ☐ Hair ☐ Arms
- ☐ Security Clearance [_____] Date [____]
- ☐ APFT: Pass / Fail Date [____] Matches DA705 ☐
- ☐ Height / Weight: [__] / [__] Matches NCOER ☐
- ☐ Most current NCOER is in iPERMS
- ☐ Current duty title matches ERB
- ☐ Duty titles neat and accurate (ERB)
- ☐ Assignment history clean and understandable (ERB)
- ☐ Weapons Qual: Go / No-Go Date [____]

Administrative Information
- Career Progression MOS: [____] PMOS: [____] SMOS: [____] AMOS: [____]
- Pay Entry Base Date: [____] Date of Rank: [____]
- Resident Course completion match: ☐ ERB ☐ iPERMS ☐ NGB 4100-1-R-E
- Self-Development Course (Correspondence) completion match: ☐ ERB ☐ NGB 4100-1-R-E

Reference the Soldier and Leader's Guide for details on any of the items listed on this Brief.

Education	ERB	OMPF
Civilian Education		
Doctorate	☐	☐
Masters	☐	☐
Baccalaureate	☐	☐
Associate	☐	☐
Some College	☐	☐
Military Education		
USASMA	☐	☐
MLC	☐	☐
SLC	☐	☐
ALC	☐	☐
BLC	☐	☐
SSD	[____]	

Extra Docs:
- E4 Promotion Evaluation Report
- E6 and Above Biographical Sketch
- E7 and E8 First Sergeant Consideration
- E8 SGM SoA
- E8 USASMA Data Sheet

APPENDIX C- References

1. Reference below cover the Annual guidance MOI and the Leader and Soldier guide:

a. AR 600-8-19, Enlisted Promotions and Reductions, 16 May 2019

b. NGR 600-200, Enlisted Personnel Management, 31 July 2009

c. ARNG-HRP Policy Memorandum #20-026, 23 July 2020, Subject: Elimination of Department of Army (DA) Photos, and Race, Ethnicity and Gender Identification Data for Officer, Warrant Officer, and Enlisted Selection Boards

d. ARNG-HRH Policy Memorandum #20-010, 28 March 2020, Subject: Consolidated Exceptions to Policy Concerning Army National Guard (ARNG) Enlisted Promotions During the Coronavirus (COVID-19) Outbreak

e. ARNG-HRH Policy Memorandum #20-008, 6 March 2020, Subject: New Implementation Guidance for the ARNG Enlisted Promotion System Selection form the Promotion List

f. ARNG-HRH Policy Memorandum #20-001, 13 January 2020, Subject: Modification to the Army National Guard Enlisted Promotion System

g. ARNG-HRH Policy Memorandum #19-051, 6 December 2020, Subject: Army National Guard Implementing Guidance for Exception to Policy (SGT-MSG) – Select, Train, Education, Promote (STEP)

h. ARNG-HRH Policy Memorandum #19-033, 14 June 2019, Subject: Refine Implementing Guidance for Promotion (pin-on) to Sergeant Major under Select, Train, Educate and Promote (STEP) Methodology

i. ARNG-HRH Policy Memorandum #19-031, 3 June 2019, Subject: Permanent Change to Time-In-Service Requirements for Sergeant First Class (SFC) and Master Sergeant (MSG) Promotion Boards

j. ARNG-HRZ Policy Memorandum #18-001, 7 February 2018, Subject: New Implementation Guidance for the ARNG Enlisted Promotion System

k. ARNG-HRH Policy Memorandum #16-024, dated 9 August 2016, Subject: Army National Guard Full Gender Integration Implementation and Risk Management Plan for the Assignment of Female Soldiers

l. ARNG-ZE Policy Memorandum #15-032, dated 6 October 2015, Subject: Implementation of the Army National Guard Select, Train, Educate, and Promote (STEP) Career Management Model for the Enlisted Force

m. ARNG-ARH Policy Memorandum #11-061 dated 6 September 2011, Subject: Guidance for Senior Enlisted Promotion Boards Conducted Under the National Guard Automated Board System (NGABS)

n. ARNG-HRH Policy Memorandum #10-041, dated 6 August 2010, Subject: Announcement of Changes for Senior Enlisted Promotion Boards

o. PRZ Log 14-008 dated 18 April 2014, Subject: Options for Medically Non-Compliant Soldiers

p. IPPS-A Guide to Board Actions PowerPoint