



NCOPD: Guide to Board Actions

Specialty Actions Branch

September 2020



Summary

- **Soldier Responsibilities**
- **How do Soldiers Update Administrative Points**
- **How do Soldiers Update Region Elections**
- **Unit Responsibilities**
- **Unit Administrators verifying admin points – 4100s**
- **Unit Administrators viewing and verifying Board Rosters**
- **Commander Responsibilities**



Soldier Responsibilities

ALL SOLDIERS MUST REVIEW THEIR IPPS-A INFO FOR THE FOLLOWING

Review your “My Current Profile” within your “My Profile” in your “Self-Service” page. Focus on:

Mailing Address - This could be different than the Home of Record (HOR)

Home Of Record - This could be different than the mailing address

Awards and Decorations – All awards to include state awards

Career Management – Job code (PMOS/SMOS), CPMOS, Last evaluation date

Education - Military education and Civilian education level and certification

Physical Profiles – APFT, Body Fat (HT/WT)

Qualifications - Weapons qualification

Security Information – Personnel Security status

<https://ippsa.csd.disa.mil/>



Soldier Responsibilities E5-E6 Boards

- **Review Checklist**
- **Review Master Development List for Career Progression MOS selection that best fits individual Soldiers**
- **Review IPERMS - Have all documents been review? No errors?**
 - **Current NCOER in IPERMS?**
- **ERB – Review, validate, and Selection Board Record Brief print for packet**
 - **If errors are found get with Unit S1 for corrections**
- **Select board preferences (Region Elections)**
- **Review Administrative Points**
- **G1 Blog Link to all Board Documents:**
 - **https://gko.portal.ng.mil/states/IL/g/g1/ILARNG_G1_Blog/default.aspx**



Soldier Responsibilities E7-E9 Boards

- Review Checklist
- Review Master Development List for Career Progression MOS selection that best fits individual Soldiers
- Review IPERMS - Have all documents been review? No errors?
 - Current NCOER in IPERMS?
- ERB – Review, validate, and Selection Board Record Brief print for packet
 - If errors are found get with Unit S1 for corrections
- Select Board Preferences (Region Elections)
- G1 Blog Link to all Board Documents:
 - https://gko.portal.ng.mil/states/IL/g/g1/ILARNG_G1_Blog/default.aspx



Packet Checklist

Encl. 7

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) _____

If it’s on the checklist it’s required in the packet (unless other wise stated)

- Changes:
- 1 - CPMOS location moved
 - 2 - Added ERB Requirement
 - 3 - Make Board preferences in IPPS-A (Region Elections)
 - 4 - DA 705’s, 5500/5501’s, and DTMS print outs are now required



Packet Checklist Continued

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:

- 1 - Ranks are what the Soldier is being requested to be promoted to.
- 2 - Added 4100's as required packet document - reference Slide 22 for creating NGB 4100's utilizing DBIW
- 3 - Removed USASMA Board – Will be worked separate from EPS
- 4 - Removed SGM Consideration question – E9's will be considered like any other rank.



MDL – Master Development List

- 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.
- The MDL is a live document on located on the personnel tab of DBIW. Soldiers may request an updated list for review from their Unit administrators.

MOS:

12T

ZONE	SGT	SSG	SFC	MSG	1SG	SGM	CSM
10-SOUTH	2	2	1	0	0	0	0
6-CENTRAL	1	0	1	0	0	0	0
7-WEST CENTRAL	0	1	0	0	0	0	0



MDL – Master Development List

DBIW The Database Input Website
1.2.5 .Net 20180111

HOMEAFCOSFACILITIESPERSONNEL

Tab Menu

COM

EPS

EPS MANAGEMENT

EPS PAGE

G3 SSD TRACKER *

PERSONNEL

ngilc2spi904b25.ng.ds.army.mil/dbiw/tabs/sidpers/EPS/EPS.ASPX

InstructionsMaster Development ListPacket TrackingNGB 4100'sStanding ListAudit LogEPS Admin

Master Development List (MDL)Select MDL: ALLCreate MDLPrint

Version 20200128

MDAY State Master Development List: ALL
As of: 9/29/2020 2:47:19 PM

MOS: 00F

ZONE	SGT	SSG	SFC	MSG	1SG	SGM	CSM
5-EAST CENTRAL	1	6	4	0	1	0	0
6-CENTRAL	2	8	11	12	3	5	2
9-SOUTH WEST	0	0	1	0	0	0	0

MOS: 00K

ZONE	SGT	SSG	SFC	MSG	1SG	SGM	CSM
6-CENTRAL	0	0	0	0	0	0	1

MOS: 00F8

ZONE	SGT	SSG	SFC	MSG	1SG	SGM	CSM
6-CENTRAL	0	4	4	4	0	0	0

MOS: 00L

ZONE	SGT	SSG	SFC	MSG	1SG	SGM	CSM
3-CHICAGO MAIN	0	0	0	0	0	0	2
4-NORTH WEST	0	0	0	0	0	0	1
6-CENTRAL	0	0	0	0	0	0	2



Review IPERMS for document accuracy:

<https://iperms.hrc.army.mil/>

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Announcements (8) Documents Reviews Help/FAQ Preferences Domain Contact Information

Announcements for Soldier in IL

iPERMS Support:

Army National Guard Soldiers: Contact your State iPERMS Domain Manager or HR Specialist.
National Guard G1 Contacts: <https://www.hrc.army.mil/asset/16988>

iPERMS Support:
For questions or issues relating to the content of your OMPF/AMHRR:
<https://www.hrc.army.mil/content/18426>

For iPERMS Access: <https://www.hrc.army.mil/content/10932>

For Technical Assistance: please call (502) 608-0217 or email: usarmy.knox.hrc.mesg.iperms-technical-help-desk@mail.mil

Army Soldier Records Branch is on S1Net at:
<https://www.milsuite.mil/book/community/spaces/apf/s1net/iperms>.

ARMY REGULATION AR 600-8-104 (Official Publication):
Go to <http://www.apd.army.mil/Search/ePubsSearch/ePubsSearchForm.aspx?x=AR>

PLEASE READ:

Army Service Center (ASC), will update the list of Required Documents for filing in the AMHRR quarterly. The new list of Required Documents is available in the AMHRR. Select link for a list of required documents - <https://www.hrc.army.mil/asset/14900>

Video Tutorials

Announcements (8) Documents Reviews Help/FAQ Preferences Domain Contact Information

Name
SSN
DoD ID
DOMAIN/UPC
Grade/Rank
CMF/MOS
CURORG/ASP
Birth Date

IPERMS UID
Last Login

Created Documents

MUELLER DARRELLE JOY
xxx-xx-1120
1286946301
IL/8ATAA
E7/SFC
42/42A4
A/N
1988-11-25

darrelle.j.mueller
2020-09-26
(13123 logins)
2006-03-29
211

☐ Most Recent Document

AMHRR

Performance

Service

Medical

Finance

State/Territory

Deployment/Mob

Administrative

Personnel Records Review

DA Photograph

Download

	Sol...	View as Original <input type="checkbox"/>	Name
[3] ▶	✓		ASSIGN PERM
[3] ▶	✓		ASSIGN PERM AMND
[7] ▶	✓		ORD ASSGN
	✓		DA PHOTO
[10] ▶	✓		ST AWD CERT
[10] ▶	✓		SGLV 8286
[6] ▶	✓		DA 2166-9-2
[5] ▶	✓		PERS REC REV
[3] ▶	✓		CERT BIRTH DEPN
[13] ▶	✓		CRS CMPL LESS 40 HRS
[5] ▶	✓		NGB 23A
[5] ▶	✓		TRNSCPTS
[8] ▶	✓		CRS CMPL 40



Review IPERMS - Continued

- Review new documents for Labels, dates, and Soldier Name accuracy.
- When a document has been review a black checkmark will populate (see below example).

Reviews	Help/FAQ	Preferences	Domain Contact Information
Sol...	View as Original <input type="checkbox"/>	Name	
.		NEW DD 2058	
.		NEW DA 705	
✓		ASSIGN PERM	
✓		ASSIGN PERM	
✓		ASSIGN PERM AMND	
✓		ORD ASSGN	
✓		DA PHOTO	
✓		ST AWD CERT	
✓		SGLV 8286	
✓		DA 2166-9-2	
✓		PERS REC REV	
✓		ASSIGN PERM	
✓		ASSIGN PERM AMND	
✓		CERT BIRTH DEPN	
✓		CRS CMPL LESS 40 HRS	

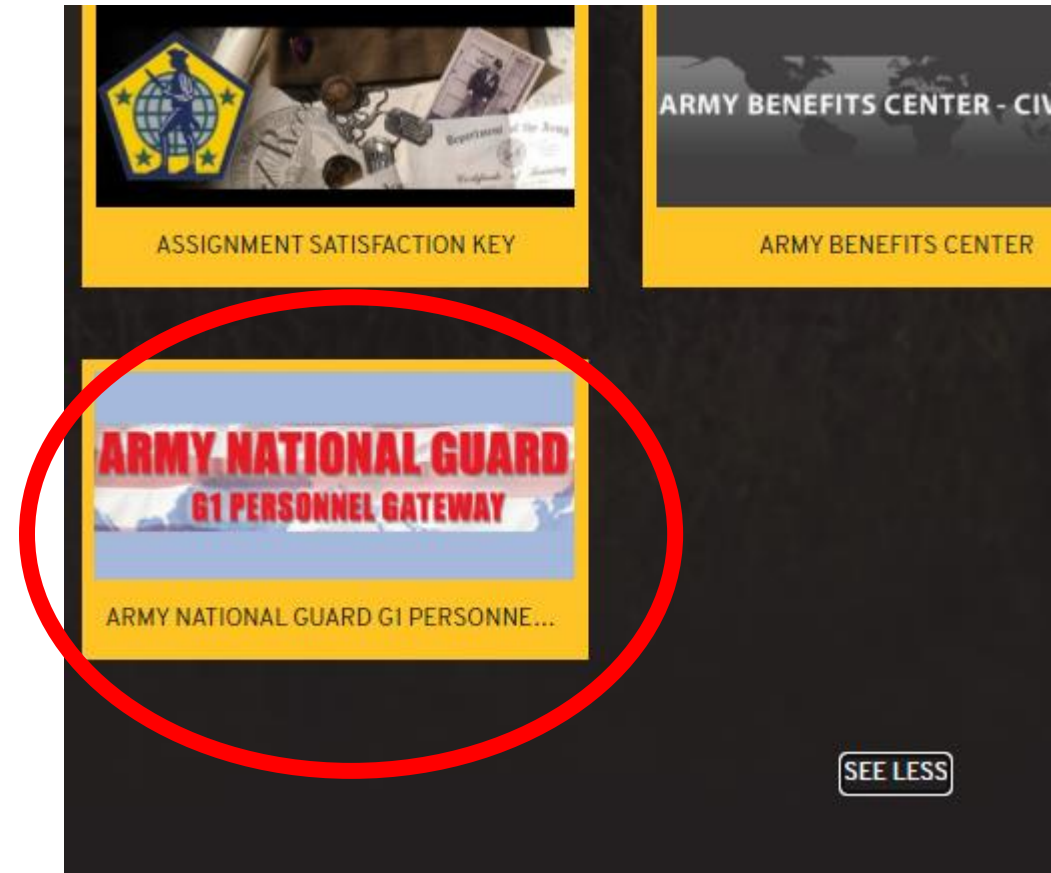
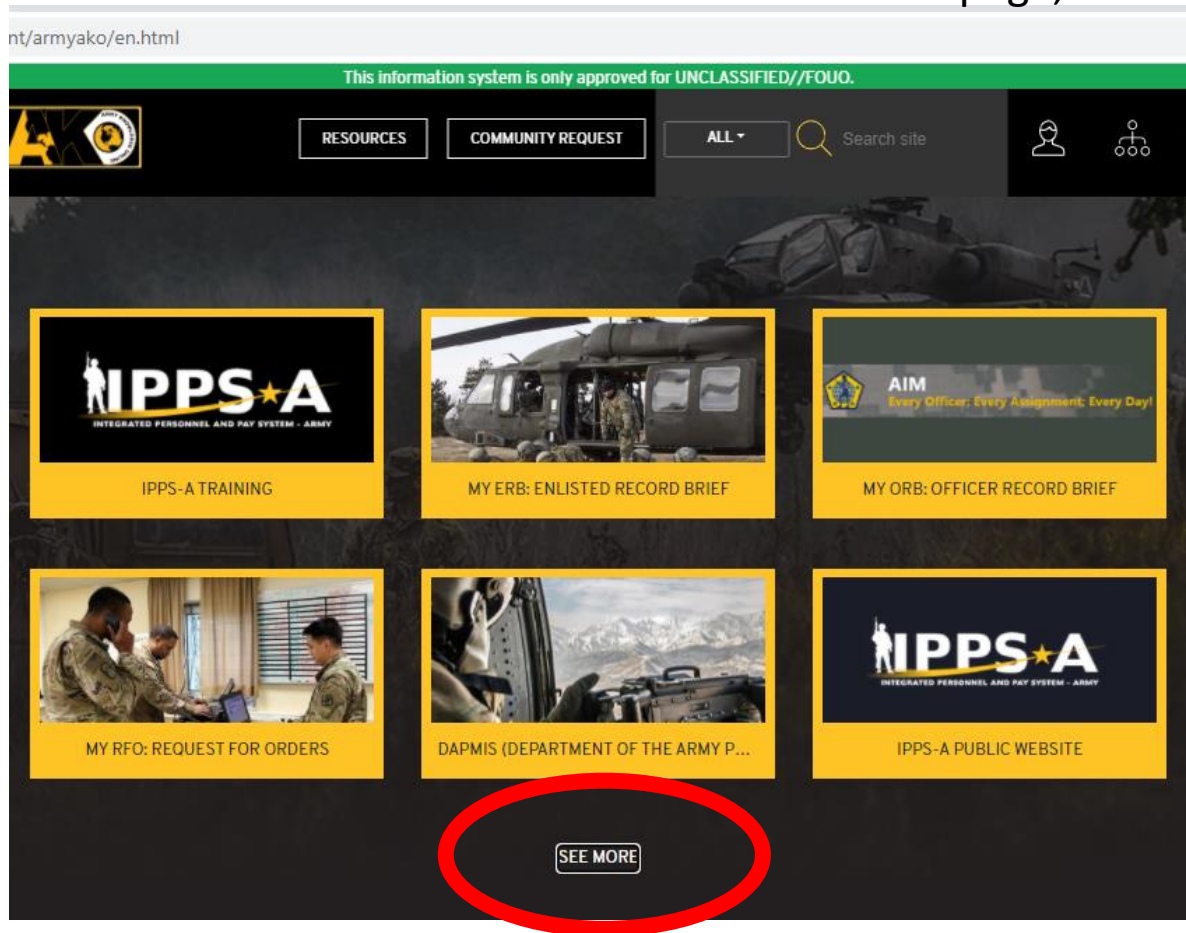
views	Help/FAQ	Preferences	Domain Contact Information
Sol...	View as Original <input type="checkbox"/>	Name	Title
✓		NEW DD 2058	STATE OF LEGAL RESIDENC
✓		NEW DA 705	ARMY PHYSICAL FITNESS R
✓		ASSIGN PERM	ASSIGNMENT - PERMANENT
✓		ASSIGN PERM	ASSIGNMENT - PERMANENT
✓		ASSIGN PERM AMND	AMENDMENT OF ASSIGNME
✓		ORD ASSGN	ASSIGNMENT OR TRANSFER
✓		DA PHOTO	DEPARTMENT OF THE ARMY
✓		ST AWD CERT	STATE AWARD CERTIFICATE
✓		SGLV 8286	SERVICEMEN`S GROUP LIFE
✓		DA 2166-9-2	ENLISTED EVALUATION REF
✓		PERS REC REV	PERSONNEL RECORDS REVI
✓		ASSIGN PERM	ASSIGNMENT - PERMANENT
✓		ASSIGN PERM AMND	AMENDMENT OF ASSIGNME
✓		CERT BIRTH DEPN	BIRTH CERTIFICATE / ADOP
✓		CRS CMPL LESS 40 HRS	COURSE COMPLETION CERT

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ERB Review and Validation - AKO

- Log into AKO: <https://www.us.army.mil/>
- Select See more on the home page, then select Army National Guard G1 Personnel Gateway.





ERB Review and Validation Continued

- Select “My Record Brief”

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





ERB Review and Validation Continued

- Review Data Quality Report if there are possible issues
- Download current record brief and review for accuracy
- Once the document has been reviewed and select “Revalidate Current Record Brief”
- Ensure the date has change.

GT PERSONNEL GI

Career Center

[Career Center Main](#)

My Record Brief

Data Quality Report (Possible Issues: 1)

[Download current Record Brief](#)

[Download current Selection Board Record Brief](#)

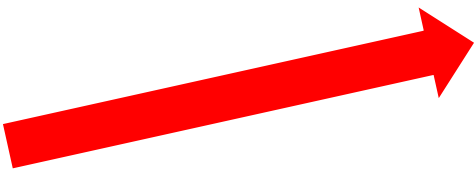
To confirm that the data on your current Record Brief is accurate, click the button below.

Revalidate Current Record Brief

Date Record Brief last validated: 5/11/2020 2:07 PM

[Download validated Record Brief](#)

[Download validated Selection Board Record Brief](#)



Soldier Information

Full Name	MUELLER DARRELLE JOY
Rank	SFC

SECTION IX - Assignment History

Record No. 18930075

Field Name	Discrepancy
FROM	Soldier with a Start Date overlap in the Current Assignment data. (Current value: 2020-07-03)

Close

To confirm that the data on your current Record Brief is accurate, click the button below.

Revalidate Current Record Brief

Date Record Brief last validated: 9/27/2020 2:49 PM

[Download validated Record Brief](#)

[Download validated Selection Board Record Brief](#)

- Ensure you've printed the board ERB that covers data not pertinent to board members.

DA FORM 4857

RECSTA:

PPA:

CURUPC: SATAA

PSC-OOOE: IL17

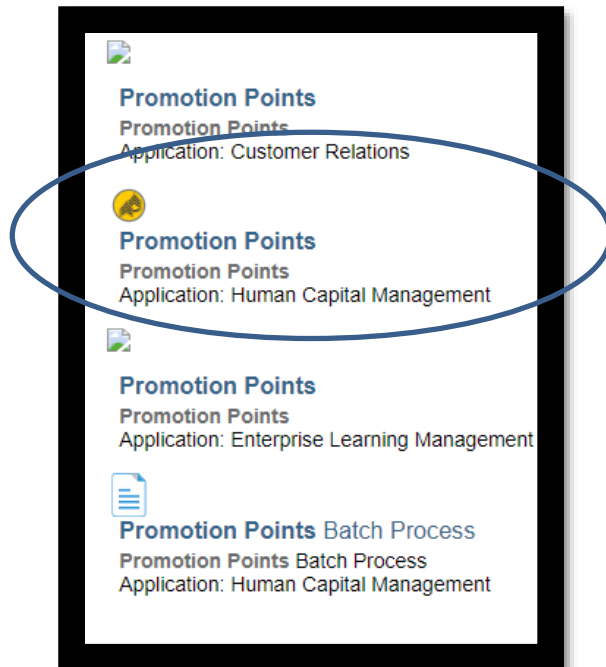
Current Strength

DARRELLE J.MUELLER.MIL@MAIL.ML										ENLISTED RECORD BRIEF																																																																																																																							
BRIEF DATE 20200607					NAME MUELLER DARRELLE JOY					RANK - DOR SPC 20180601					PMOS 42A					SSN XXX-XX-1122					COMPONENT NG																																																																																																								
SECTION I - Assignment Information										SECTION II - Security Data										SECTION III - Service Data										SECTION IV - Personal/Family Data																																																																																																			
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Start - End Date										PSI Insect Compl 20180613										STS 20221213										SERS 20081214										Resd Sg/Probs																																																																																									
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CL										116										FA										122										BC										121										ARCOM										3										AGCM										5																																							
CD										123										MM										125										GM										124										ARCOM										1										AGCM										1																																							
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Date of Loss										Date of Last PCS										SECTION IX - Assignment History										Date of Last NCOR										20190930																																																																																									
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3rd Prev										20171001										8										SATAA										HQS 130TH REG RTI										SPRINGFIELD										IL										HUMAN RESOURCES NCO										42A30																				YY																													
4th Prev										20170701										51										SATAA										JOINT FORCE HEADQUARTERS										SPRINGFIELD										IL										HUMAN RESOURCE NCO SDE S1										42A30																				YY																													
5th Prev										20170502										4										SATAA										JOINT FORCE HEADQUARTERS										SPRINGFIELD										IL										HR SPEC - AUTOMATION NCO										42A30																				YY																													
6th Prev										20161019										28										SATAA										JOINT FORCE HEADQUARTERS										SPRINGFIELD										IL										HR SPEC - DEERS RAPIDS OPERATOR										42A30										00										YY																													
7th Prev										20080918										25										SATAA										JOINT FORCE HEADQUARTERS										SPRINGFIELD										IL										HUMAN RESOURCES SPEC										42A30										00										YY																													
8th Prev										20081214										33										P1J01										DET 1, CO D, 2D BN 236TH AVN										PEORIA										IL										CH-47 REPAIRER										15U10										00										YY																													
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Soldier's Administrative Points

- 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

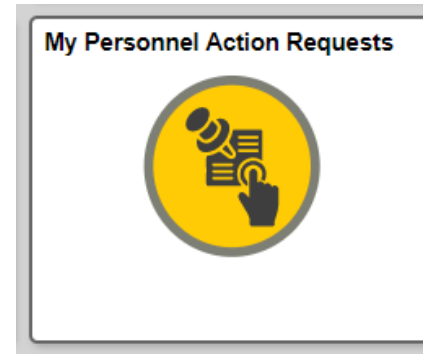


Award Points	
Promotion points displayed below is the real time allocation based on transactional data. If you are currently being considered for a promotion board, then this may not be the actual point allocation reflected.	
Summary	
Total Award Points	40
Weapons Qualification	75
APFT Points	33
Other Residential Courses	
Self Development Courses	
Post-Secondary Courses	
Total Points	148
Awards	
ARCAM AR COMP ACHVMT MDL	10
ARCAM AR COMP ACHVMT MDL	10
AAM USAACHIEVMNT MDL	10
AAM USAACHIEVMNT MDL	10



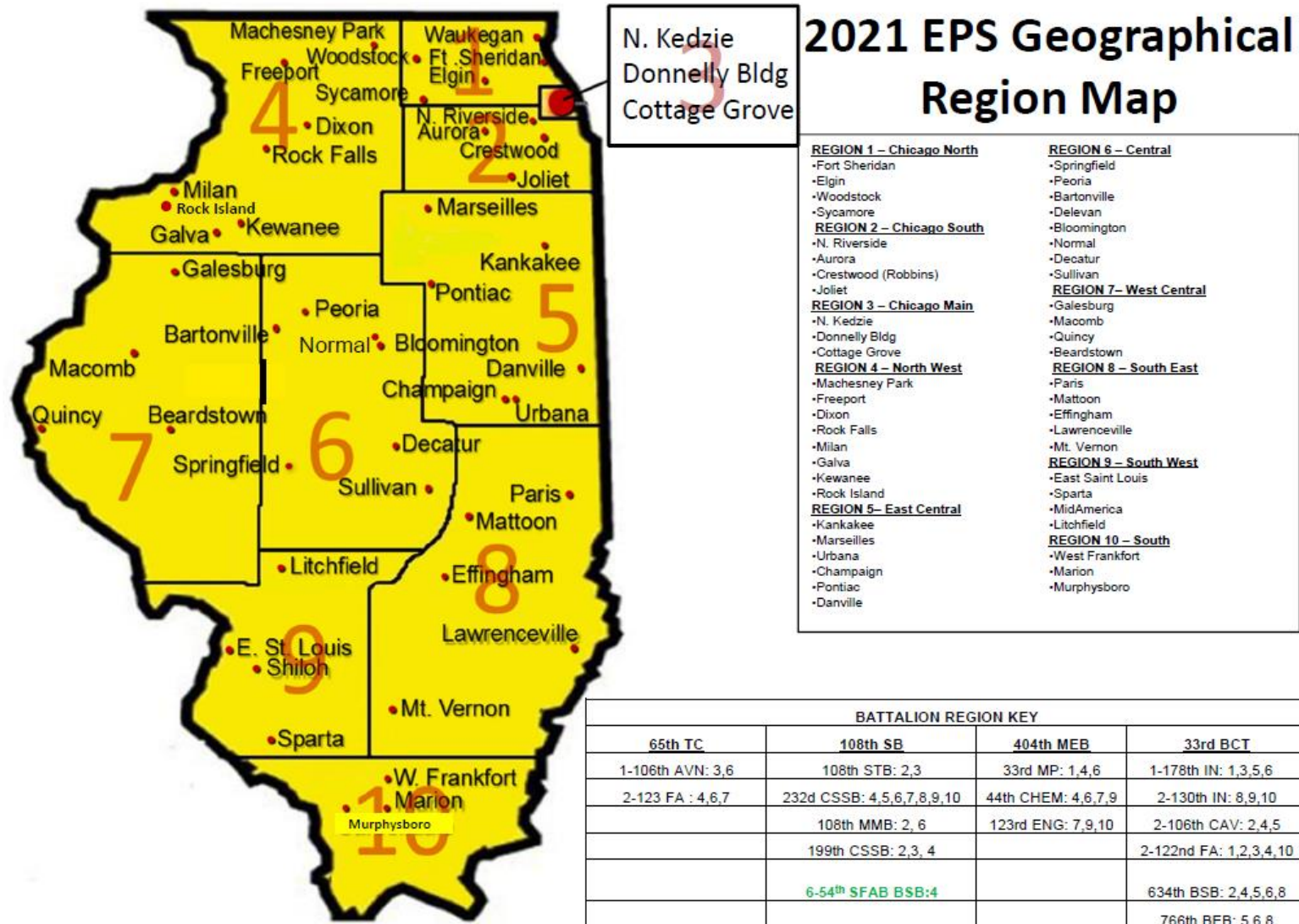
Soldier's Administrative Points

- 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. Here is an example of a requested Admin corrections PAR. Soldiers can add attachments to streamline the process and save their S1’s time.



*Description	Admin Corrections for EPS Board		
Approval Status	Initial	Created On	
▼ Member Data			
Department	00002150 Army Element Joint Force Headq	Jobcode	42A4
Component	Guard	Salary Grade	E7
Category	Drilling	Military Rank	SFC
PAR Data			
Member ID	0002661031	SFC DARRELLE MUELLER	*Effective Date <input type="text"/>
More Information	<input type="text" value="Detailed description of admin points that need corrected."/>		
Attachment Audit	<input type="text"/>		
Attachments			
There is no attachment uploaded.			
<input type="button" value="Add Attachment"/>			

- 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.





Update Region Elections Continued

[← 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

- 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
 - 4 – Select yes or no for all regions options:
 - Geographical Locations 1-10 correspond with Illinois 10 EPS regions.
 - Region K = Within Company level moves only
 - Region L = Within Battalion level moves only
 - Region M = Within Brigade level moves only
 - JFHQ Immaterial: 00F
 - Flight
 - Instructor
 - SFAB
 - Sniper



Update Region Elections Continued

Preference 13

Geographical Region K: Select Yes/No

☒

Preference 14

Geographical Region L: Select Yes/No

☒

Preference 15

Geographical Region M: Select Yes/No

☒

Preference 16

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

☒

Preference 17

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

☒

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

☒

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



Unit Responsibilities



4100-1A & 4100-1B Creation

- Log on to DBIW: <https://ngilc2spi904b25.ng.ds.army.mil/dbiw/index.aspx>
- Personnel Tab
- EPS
- 2020 EPS Page

Unit Election Roster	PER	PIR	Packet Tracking	Standing List	Audit Log	EPS Admin
----------------------	-----	-----	-----------------	---------------	-----------	-----------

Select Unit: 8ATAA - JOINT FORCE HQ	Create Report	Save Grid	4100s
-------------------------------------	---------------	-----------	-------

- Unit Election Roster
- Select your unit
- Click 4100s button
- Select all NCO's or Individuals
- Click Create Report



NGB Form 4100-1A: SGT-SSG

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: SGT	
3) Unit: JOINT FORCE HQ			4) CPMOS: 42A	5) PMOS: 42A2O
6) DOB:	7) DOR: 20180629	8) PBED: 20130328	9) BESD: 20130328	10) ETS: 20210327
11) Active status program: Y-NONE NOT ON AN ACTIVE DUTY PROGRAM OF 30 CONSECUTIVE			12) Technician/Selective Service code: N-NOT PERFORMING AS A TECHNICIAN - AL	
SECTION II - AWARDS				
13) Award: 1-MILDECMA (15 PTS)	14) Award:	15) Award:	16) Award:	17) Award:
18) Award:	19) Award:	20) Award:	21) Award:	22) Award:
SECTION III - TRAINING AND EDUCATION DATA				
23) Weapons qualification: M16A2 RIFLE/S/1909		24) APFT/ACFT score: P/197/1908		
25) Other resident training weeks:	26) Self-development course hours:		27) Post-secondary semester hours: 190	
SECTION IV - VERIFICATION				
28) I do <input type="checkbox"/> I do not <input type="checkbox"/> 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:	

- Each Soldier needs to review their NGB 4100 series form and ensure that all of the data reflected on it is correct.
- Each Soldier is responsible for electing “I do” or “I do not” wish to be considered for military education and promotion.
- Each Soldier must sign and date their NGB 4100 series form following the completion of their review



NGB Form 4100-1B: SFC-SGM

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: SFC	
3) Unit: JOINT FORCE HQ			4) CPMOS: 42A	5) PULHES: 111111
6) DOB:	7) DOR: 20180601	8) PBED: 20051214	9) BESD: 20051214	10) ETS: 20221213
11) Active status program: N-READINESS SUPPORT MISSION STATE AGR including AGR perso			12) Technician/Selective Service code: N-READINESS SUPPORT MISSION STATE AGR	
SECTION II - VERIFICATION AND DECLINATION				
13) I have verified this information. I do <input type="checkbox"/> I do not <input type="checkbox"/> want to be considered for military education and promotion.				
SOLDIER'S SIGNATURE:			DATE:	
14) Commander Validation. Recommended <input type="checkbox"/> *Non-Recommended <input type="checkbox"/> *Denial of consideration must be IAW AR 600-8-19				
COMMANDER'S SIGNATURE:			DATE:	

- Each Soldier needs to review their NGB 4100 series form and ensure that all of the data reflected on it is correct.
- Each Soldier is responsible for electing “I do” or “I do not” wish to be considered for military education and promotion.
- Each Soldier must sign and date their NGB 4100 series form following the completion of their review



Unit Administrators – Board Roster

- Recommend using the following path to IPPS-A : Navigator-workforce administrations –boards - board roster.
- You can 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.

Find an Existing Value

▼ Search Criteria

Board Identifier =

Board Name begins with

Board Status =

Year begins with

Board Process =

Board Type =

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-17 of 17 Last

Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Process	Board Type
195	ILARNG 02-03 UNIT VACANCY	Pre Board	O2 TO O3 - UNIT VAC	2019	NGDIL	Cent	Vacancy
196	ILARNG 04-05 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 05-06 UNIT VACANCY	Pre Board	O5 TO O6 - UNIT VAC	2019	NGDIL	Cent	Vacancy
203	ILARNG 05-06 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	2021	NGDIL	Semi	Promotion



Unit Administrators – Board Roster

- You can 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.
- Can filter out ineligible and eligible Soldiers
- Filter to view ineligible Soldier to determine if a Soldier needs corrections made
- Filter to view eligible Soldiers to ensure all have made board elections and have been recommended by the Commander

< Self Service

Board Roster

[New Window](#) | [Help](#) | [Personalize Page](#)

Board

Board ID	652	ILARNG_2020_SUPPLEMENTAL E4-E5	Board Process	Semi-Centralized	Year	2020
Template ID	E4 TO E5	E4 - E5 Promotion - w/o PREF			Convene Date	09/21/2020
Business Unit	NGDIL	Illinois Army Natl Guard			Adjourn Date	09/25/2020
Grade To	E5	Board Status	Pre Board		Points Cut Off Date	09/18/2020

Run Eligibility

Process Monitor

Filter Criteria

☐ All Service Members

Eligible

Eligible

☐ Promotion Processed

Board Action

UIC

PMOS

CPMOS

Job Code

Seq From

To

Pref Action

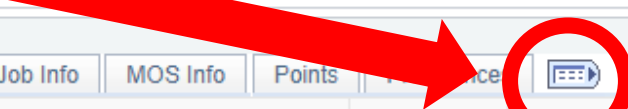
Pref Reason

Filter



Unit Administrators – Board Roster

Select show all columns to get a clear picture of each Soldier



Board Roster				
Candidates	Job Info	MOS Info	Points	Force
Empl ID	Name	UIC	Eligible	Position
0003703793	SGT JUAN CIBRIANPRECIADO	WPMCTD	<input type="checkbox"/>	0611020

If a Soldier hasn't made their region elections it will look like this



Geographical Location 1	Geographical Location 2	Geographical Location 3	Geographical Location 4

If a Soldier HAS made their region elections it will look like this



Geographical Location 1	Geographical Location 2	Geographical Location 3	Geographical Location 4
Yes	No	No	



Commander Responsibilities



Commander Responsibility

- **Review Board Roster For accuracy**
- **Ensure administrative actions have been completed:**
 - Points, region elections, recommend and non-recommends
- **Commanders will print and sign the bottom of the board roster**
 - Digital or hand signature is ok
 - Ensure board roster is legible
- **Upload final Board roster to Brigades IGO EPS Folder**



Commander Responsibility – IPPS-A Access

- How to get access to Commanders Tab.
- Commanders Training – Only Commanders of that UNIT/BN/BDE are granted COMMANDER / COMMANDER access. Log into IPPS-A using your EMAIL Certificate: <https://hr.ippsa.csd.disa.mil>
- TO ENROLL: NAVIGATION > NAVIGATION > ELM > SELF SERVICE > LEARNING > FIND LEARNING > A new page will appear. Under "CATEGORY" in the left column click on the hyperlink "DL-PROGRAMS" From there you can navigate through the DL Courses for all sub-categories. Click "REGISTER" under the category selected.
- **Course Names / Numbers to Search for:**
 - Commander Program (CERT-1021)
- Once your register, go back to the home page. Under the Self Service tab, click on the "IPPS-A Hands-on Training" Tile to view progress and Launch the Courses.
- TO LAUNCH COURSE: NAVIGATION > NAVIGATION > ELM > SELF SERVICE > LEARNING > MY LEARNING A new page will appear. Find the Subcategory that you enrolled in and from there you can launch/complete each modules within.



Commander Responsibility

How to review board roster from Command Board Preferences Tab:

Commander Board Preferences

[< Manager Self Service](#)
Commander Board Preferences

Board Details

Board ID

Cancel

Lookup

Search for: Board ID

Search Criteria

Search Results

Board Identifier Board Name

24 FY20_E8-E9 WIPREFERENCES (TEST)

133 PAARNG_E8-E9_FY21

168 PAARNG_E7-E8_FY21

Board Details

Board ID

Board Name PAARNG_E8-E9_FY21

Board Status Pre Board

Year 2021

EMPLID

Select the magnifying glass to view eligible boards

Select board you need to make recommendations on

The hour glass to search for the specific Soldier

Commander Responsibility

Cancel Lookup

Search for: EMPLID

Search Criteria [Show Operators](#)

Empl ID (begins with)

First Name (begins with)

Last Name (begins with)

National ID (begins with)

Search Clear

Search Results

183 rows

Empl ID	First Name	Last Name	National ID
0002235185	TED	GIAMPIETRO	1008618956
0002262608	STEVEN	MARKOWSKI	1014122113
0002271664	DANIEL	PALERMO	1234558699

Select the search criteria button to open up more fields.

Soldiers are also displayed at the bottom of the screen.

- Commanders can “Non-Recommend” a Soldier per board roster that is in the “Commander Board Preferences” tile. If the commander requests to Non-Recommend, it must be IAW para 7-33 of AR 600-8-19. Soldiers are automatically recommended unless Non-Recommend by the Commander.
- If non-recommending (denying) Soldier promotion consideration then Commander must work with BN/BDE S1 to submit completed documents to ng.pa.paarng.list.jfhq-g1-eps@mail.mil. (reference MOI and 7-33 of AR 600-8-19 for required documents)
- Commanders can make elections “on behalf” of the Soldier in the Commander Board Preferences tile.



- **Questions?**
- **Specialty Actions Team**
- **ng.il.ilarng.list.g1-specialty-actions@mail.mil**