



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

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

10 March 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Fiscal Year (FY) 2024 Enlisted Promotion System (EPS) Board Guidance

1. References. A list of references is in enclosure 1, Appendix B, Leader and Soldier Guide to Board Actions.
2. Purpose. The purpose of this memorandum is to provide guidance on preparation requirements and suspense dates for each echelon for the FY2024 Annual Enlisted Promotion Boards.
3. Promotion Consideration Requirements for the ranks of Sergeant (SGT) through Sergeant Major (SGM) are listed in the table below:

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	DLC 5	MLC ¹
Note 1:MLC is required for MSG/1SGs promoted 1 January 2019 and beyond.						
*Reference PPOM #21-026, dated 13 May 2021, for changes to TIS requirements.						

4. Expanded Zone of Consideration (EZOC): EZOC allows the promotion authority to consider Soldiers not meeting Time in Grade (TIG) and/or Time in Service (TIS) requirements by the administrative cut-off date. Promotion authorities cannot select these Soldiers until they reach their minimum TIG/TIS during the life of the promotion list. The EZOC cut-off date for the FY2024 Promotion list is 30 September 2024. Soldiers must otherwise be qualified by the administrative cut-off date; this includes Career Progression Military Occupational Specialty (CPMOS), Distributed Leader Course (DLC), and Professional Military Education (PME).

5. 00F Authorized MOS Listing: All 00F duty positions will be filled IAW NGR 600-200, Paragraph 2-21. Major subordinate commands (MSC) will identify all Military Occupational Specialties (MOS) that can perform the duty for each position on enclosure 2, FY2024 EPS MOS Immaterial Authorized Listing, and email their spreadsheet to ng.il.ilarnng.list.g1-specialty-actions@army.mil by **15 April 2023**. Enlisted Personnel Management Branch (EPMB) and the Human Resources Office (HRO) will

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validate all submissions and send out a consolidated listing by 1 May 2023. This final listing will be the source document for filling all authorized 00F unit vacancies within the state through EPS.

6. Unit Actions:

a. Commanders will:

(1) Review and ensure the Personnel Eligibility Roster (PER) / Personnel Ineligibility Roster (PIR) rosters are current. It remains the unit commander's responsibility to manage, report, and validate their Soldiers eligibility status throughout the board cycle. Commanders will utilize their Full-Time Unit Staff (FTUS) to update their Soldiers administrative information. The board rosters are an accountability tool containing data for all Soldiers assigned to a unit who are eligible for promotion consideration. See enclosures 3-7 for each grade plate PER/PIR.

(2) Ensure all administrative updates, Soldier consideration requests, and Commander Recommendations are completed on the Board Rosters and NGB Form 4100-1s prior to the administrative cut-off date of **10 July 2023**. Soldiers are authorized to update region elections and additional options until the administrative cut-off date. Each Soldier will accomplish this **both** independently from their IPPS-A dashboard by logging in to IPPS-A, selecting the "Self-Service" tab, and clicking on "Promotion Board Preferences" as well as on their EPS packet cover sheet. See enclosure 8, EPS Geographical Region Map, for the region options available. Commanders will submit the finalized board rosters through MSC S1 channels for final upload to the MSC's SharePoint Online (SPO) EPS folder.

(3) Initiate denial of consideration procedures in accordance with AR 600-8-19, paragraph 7-33, as needed. Initiate denials of consideration on a DA Form 4187 (Personnel Action), enclosure 9, through command channels to the approval authority. DA Form 4856 (Developmental Counseling Statements), enclosure 10, will always accompany denials of consideration. Counselings will be conducted by the commander and address all the reasons for the recommended denial. Soldiers may rebut their commander's recommendations and submit statements that directly address the circumstances in the counseling. **These actions will take place in a timely manner to allow the Soldier 30 days to prepare comments and consult with a judge advocate, if desired.** Therefore, E5 denial counselings will be completed NLT 30 June 2023, E6 and E7 NLT 24 June 2023, and E8 and E9 NLT 17 June 2023. These actions will enable the approval authority sufficient time to take final action prior to the completion of the board process. The table below outlines the approval authority for these actions as applicable to each grade:

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Promotion Consideration to:	Approval Authority (Commander):
E5 and E6	LTC or higher
E7 and E8	COL or higher
E9	The Adjutant General

b. Administrators will:

(1) Assist the commander with accountability of each Soldier's eligibility or reason for ineligibility for promotion consideration on the board rosters.

(a) Update, annotate, and validate the board rosters NLT **10 July 2023**. Administrators at all levels should review their rosters before EPS packets are submitted to ensure 100% accountability. Excel EPS board rosters are sortable by assigned UIC, attached UIC, grade, and CPMOS. Each Soldier on the PER will require an annotation as to whether a packet has been turned in, and if not, an alibi explanation of why not. Any Soldier on the PIR for whom a packet will be turned in will also require an alibi explaining. Ensure region elections and additional options are elected by the roster and packet deadline date.

(b) Information on creating the NGB Form 4100s and updating promotion points can be found in enclosure 1. For the FY2024 board, each Soldier competing for E5 and E6 will be required to manually input their administrative points in section VI. This is due to IPPS-A calculating administrative promotion points IAW chapter 3 of AR 600-8-19 rather than chapter 7, which is the chapter specific to the ARNG. Once the Soldier inputs their points, the Commander will sign at the bottom of section VI. This will be the commander's recommendation for promotion of the individual Soldier. Unit administrators will validate that all documents supporting the Soldier's point input are in iPERMS in preparation for final validation by EPMB. There is no change to procedures for E7-E9 NGB Form 4100s.

(c) All Soldiers wishing to compete for promotion consideration outside of their PMOS must submit a DA Form 4187 (CPMOS Change Request) with the promotion packet.

(2) Ensure all updates to administrative points are completed within the appropriate systems of record prior to the established administrative cut-off date. Updates to administrative points that occur following the established cut-off date will not reflect for the affected personnel on this iteration of the promotion cycle. Soldiers must meet or exceed the minimum number of administrative points by the administrative cut-off date. The board will not consider Soldiers who do not meet the minimum requirement. The minimum administrative point requirements are 50 points for SGT Boards and 75 points for SSG Boards. Any updates that are not able to be executed due to IPPS-A limitations will be manually updated per paragraph 1b. Execute updates to administrative points at the following command levels:

(a) Company: Points for APFT/ACFT and marksmanship qualification. See AR 600-8-19, table 7-6, for a breakdown of points that should be keyed for marksmanship. DTMS is the system of record for APFT/ACFT, height/weight, and marksmanship qualification scores. Update APFT scores from the DA Form 705 in DTMS and height and weight from DA Form 5500/5501, if applicable. If a Soldier has an APFT date prior to FY2020, a Memorandum to the President of the Board with justification is recommended. However, do not include any details that will violate the Health Insurance Portability and Accountability Act (HIPAA).

(1) All AGR Soldiers are required to have a record ACFT prior to the administrative cut-off date (10 July 2023).

(2) Soldiers (to include Soldiers with temporary profiles who are prohibited from taking a record ACFT) who pass their most recent record APFT, are awarded an ACFT score equal to twice the score achieved on the APFT (APFT Score X 2), not to exceed 75 administrative points. Thereafter, a passing ACFT takes precedence in determining promotion points.

(3) Soldiers who have never taken a record APFT or passed an ACFT since 1 April 2022 (to include Soldiers with temporary profiles who are prohibited from taking a record ACFT), will be awarded a minimum passing ACFT score (360 points).

(4) Soldiers with permanent physical profiles will be granted 60 ACFT points for each ACFT event not taken due to the profile and for a "GO" from an alternate event.

(5) Soldiers flagged for APFT failure will not receive promotion points or a minimum passing ACFT score, they must pass the ACFT to obtain promotion points.

(b) Battalion: (If IPPS-A functionality changes) Award points for other resident courses (weeks) / self-development courses. Award transactions for Army Achievement Medals and all state awards. If IPPS-A functionality remains as-is, these updates will be done manually as addressed above.

(c) Brigade: Awards transactions for Army Commendation Medals and below (see IPPS-A note in (b) above). Ensure quality control measures are taken to validate the accuracy of all points-related transactions processed by subordinate echelons.

(d) State: Points for civilian education will be updated with official transcripts mailed to the Education Office. State will ensure Soldiers with valid APFT profiles have their administrative points updated in IPPS-A by the established administrative cut-off.

(3) Assist and initiate a promotion consideration packet for each Soldier electing consideration. Each M-Day grade will have a separate promotion checklist, enclosures 11-15, and AGR Soldiers also have a separate checklist, enclosure 16, for all ranks.

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AGR checklists have a new document requirement called the AGR Soldier Survey, see enclosure 17. AGR and M-Day Soldiers will be boarded separately.

(4) Assist Soldiers with reviewing and requesting updates to their Enlisted Record Briefs (ERB) through S1 channels as applicable. ERB updates are a known issue; Soldier memorandums to the board president should be particularly emphasized this year.

(5) Assemble and submit the following documentation through S1 channels by the announced suspense dates:

(a) Validate Board Rosters. A memorandum template will be provided for each individual commander to sign that they validate all Excel board rosters.

(b) Promotion packets for all Soldiers who are eligible for consideration, have elected to compete, and who received a command recommendation. Scan all promotion packets individually to the proper MSC's SPO EPS folder in **.pdf** format, with the following naming convention: Full SSN/rank last name/packet (e.g., **123456789_Rank LName_packet.pdf**).

(c) Denials of consideration and all applicable supporting documentation.

(d) Complete non-recommendation packets.

c. First Line Leaders (FLL) will:

(1) Interview and counsel all eligible Soldiers using the NGB Form 4100-1A for Sergeant (SGT) – Staff Sergeant (SSG) Boards or NGB Form 4100-1B for Sergeant First Class (SFC) – Sergeant Major (SGM) Boards located at enclosures 18 and 19. See enclosure 20, First Line Leader Counseling Form, to assist in counseling Soldiers on their EPS Board options. Copies of the First Line Leader Counseling Form are not required with the EPS packet.

(2) Obtain the Soldier's written choice to accept or decline consideration. If a Soldier elects to decline consideration for promotion, ensure they fill out the appropriate block on the NGB Form 4100-1A or NGB Form 4100-1B prior to submitting the form. Submit their declination in lieu of (ILO) a completed promotion packet.

(3) Provide Soldiers with a copy of the Leader and Soldier Guide for Board Actions, enclosure 1, to educate them on their role within this process.

(4) Ensure that eligible SFCs and MSGs have selected the appropriate option on the Promotion Checklist to reflect their interest in competing for First Sergeant (1SG)

Consideration. Requesting consideration is an annual requirement for interested and eligible Soldiers.

(a) Current SFCs wishing to complete for 1SG must meet the minimum board score requirement for MSG before being placed on the 1SG List.

(b) Current MSGs not eligible for or declining consideration to complete for SGM must complete a packet each year and meet minimum board score for consideration on the 1SG List.

(c) Current MSGs and SGMs, who have had similar leadership assignments or Command Leadership Assignments, are not eligible for another Command Leadership and Staff Position (CLASP) at the same level.

(5) Ensure all eligible Soldiers are informed of the following, reference enclosure 1 for more information on additional criteria:

(a) Soldiers requesting to compete as RTI Instructors must hold the SQI of 8 and elect the additional region option of instructor.

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

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

(d) Soldiers on T32 FTNGD-OS may be faced with the decision to decline a promotion offer to stay on orders due to T32 FTNGD-OS budgetary constraints or voluntarily terminate their orders to accept a promotion in a Traditional Status.

(e) Soldiers (AGR & M-Day) selected, but not yet promoted, under a previous FY EPS list will not be required to submit a consideration packet to remain competitive for promotion. These Soldiers will be integrated onto the standing list and will be promoted upon the completion of the required PME. Soldiers in this category should be annotated on the unit Board Rosters as "U5" and will not be boarded.

(f) Soldiers selected for a Statewide Vacancy Announcement, but not yet promoted, who met the minimum board score in the previous year's list will not be required to submit a consideration packet to remain competitive for promotion. These Soldiers will be integrated onto the standing list and will be promoted upon the completion of required MOS qualification and PME. Soldiers selected for a Statewide Vacancy Announcement and not previously boarded must submit a packet to be eligible for promotion. Soldiers who were selected for a SWVA for which they were two grades

undergrade and have been promoted once in their SWVA position are required to submit a packet if eligible to compete for their second promotion.

(g) AGR Soldiers who have taken a voluntary reduction in rank for onboarding into the AGR program will submit a packet for the reduced rank to obtain list status for promotion to the position rank once required DMOSQ/PME is complete.

7. Battalion Actions:

a. Validate board rosters and thoroughly review all supporting documentation, ensuring all required items are submitted through command channels on or before the established suspense dates.

b. Review and approve or disapprove all requests for denial of consideration for the SGT/SSG promotion consideration board. Forward denial of consideration for SFC through SGM through command channels for approval or denial at the MSC level.

c. Provide documentation to the MSC S1 Section to update or correct Soldier ERBs when applicable.

d. Track and maintain a report of all required administrative updates for Soldiers within the battalion ensuring all are keyed or annotated on the Soldiers' NGB Form 4100 prior to the administrative cut-off date.

8. MSC Actions:

a. Nominate highly qualified Noncommissioned Officers (NCO) to serve as voting members on the centralized enlisted promotion consideration boards. See enclosure 21, Board Member Nomination Requirements, for the number of requested nominees, along with the required grades and Career Management Fields (CMF) that each MSC must provide. Board member nominees must not be subject to a current suspension of favorable personnel actions, not pending an investigation under AR 15-6, and not have submitted a request for retirement. The nominees create a diverse pool of Soldiers and specialties necessary to fulfill board composition requirements. Not all nominees will make the final selection for board appointment. M-Day Soldiers will serve on M-Day EPS boards and AGR Soldiers will serve on AGR EPS boards. Exceptions will only occur if a board requires minority or female representation, and all options are exhausted.

b. MSCs will consolidate the nomination lists from subordinate commands for final recommendation. MSC Commanders or Command Sergeants Major will approve all nomination lists prior to submission to the G1. Fill in the nominee's contact and orders information on the spreadsheet provided in enclosure 22, Board Member Information.

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Upload the consolidated nomination paperwork to the MSC's SPO EPS folder by **10 July 2023**.

c. Follow the naming convention as prescribed in paragraph 6.b.(5)(b), packet is in **.pdf** format, and all documents are legible. Remove any unauthorized documents including third party memorandums.

d. Obtain and approve/disapprove denial of consideration recommendations for SFC through MSG promotion consideration boards. Forward SGM denial of consideration packets through command channels to the MSC's SPO EPS folder for final review and adjudication by The Adjutant General.

e. Provide guidance, internal suspense dates, and oversight to subordinate battalions and units during the boards process.

f. Update Soldier ERBs and administrative points when applicable.

g. Submit all documentation to the G1 Specialty Actions Branch by the suspense dates via the following link: <https://armyeitaas.sharepoint-mil.us/sites/NGIL-G1-PRZ/Boards%20Documents/Forms/AllItems.aspx>. See enclosure 23, FY2024 ILARNG Enlisted Promotion Board Schedule, for suspense dates.

9. Direct any questions to the G1 Specialty Actions Section distribution email at ng.il.ilarng.list.g1-specialty-actions@mail.mil.

FOR THE ADJUTANT GENERAL:

28 Encls
1-23 as
24. 1SG Consideration Memo
25. NGIL Form 2166-9
26. Biographical Sketch
27. DA Form 4187 (M-Day CPMOS Change)
28. DA Form 4187 (AGR CPMOS Change)

RONALD W. BONESZ
COL, GS, ILARNG
Military Personnel Officer (G1)

DISTRIBUTION:

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