

LEADER AND SOLDIER GUIDE FOR BOARD ACTIONS



Issue Date 1 October 2021

SUMMARY OF CHANGES

FY 2022

1. Region elections added to bottom of checklist.
2. Added declination remarks section to NGB Form 4100-1A.
3. Authorized manual corrections to NGB Form 4100-1A & 1B.
4. Updated References appendix.
5. Removed Enlisted Promotion data brief.
6. Removed Chapter 5, COVID-19

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. NCO DP "IPPS-A Guide to board actions" created for units to use alongside of the Leader and Soldier Guide.
8. NGB Form 4100-1A and NGB Form 4100-1B replace the old NGB 4100.
9. Updated specialists/corporals with BLC completed will receive 25 points under other resident training.
10. Updated award listing and points for those entitled to promotion points.

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 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
4. 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 NGB 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 26 May 2023. 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 as 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
SGM	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 and given an assignment consideration code (ASCO) of “U5”. Commanders will ensure these Soldiers are enrolled in their required PME within 90 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. ASCO of “U5” will be removed when Soldier fails to meet standards to stay in the higher grade position. 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 in order to get promoted. Commanders will follow the Guidance in NGIL Policy Memorandum 600-21-001 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.

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 O2-03 UNIT VACANCY	Pre Board	O2 TO O3 - UNIT VAC	2019	NGDIL	Cent	Vacancy
196	ILARNG O4-05 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 O5-06 UNIT VACANCY	Pre Board	O5 TO O6 - UNIT VAC	2019	NGDIL	Cent	Vacancy
203	ILARNG O5-06 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
679	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.

Empl ID	Name	UIC	Eligible	Position	Position Description	Position Grade	Effective Date	Grade Entry Date	Rank Entry Date	Projected Promotion Eligibility Date	Time In Service	Time In Grad
0002416565	CPL LUCAS KINNEY	WX1LAA	<input checked="" type="checkbox"/>	03116065	Horizontal Construction Sergea	E5					68	44
0002235567	SPC KRISTINA JOHNSON	WP44AA	<input checked="" type="checkbox"/>	03232596	Heavy Vehicle Driver	E3					71	46

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 A-J corresponds 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

JFHQ Immaterial is the label for 00F IPPS-A board preferences. Though it is labeled JFHQ Immaterial, this selection is to be considered for 00F positions in all TDA Units within the State.

Flight

Instructor

SFAB

“Within” Selections

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 “Within” 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 desiring to compete for assignment within an aviation flight platoon must meet the selection criteria and elect consideration as an additional option “F”.

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 ServiceBoard 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

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).

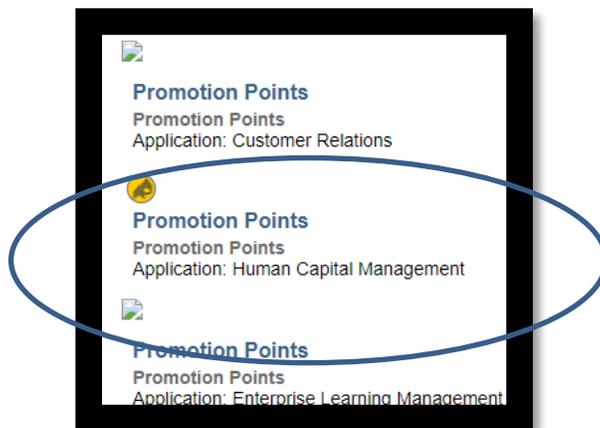
Preference 17

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.

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.

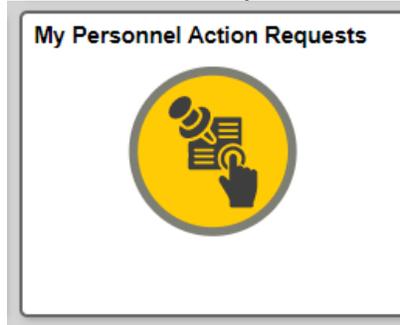
Summary

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 USA ACHIEVMNT MDL	10
AAM USA ACHIEVMNT MDL	10

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.

*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	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"/>			

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. Positions on the MDL are not separated between AGR and M-Day.

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".

HOME AFCOS FACILITIES **PERSONNEL**

Tab Menu

- COM
- EPS
 - EPS MANAGEMENT
 - EPS PAGE**
 - G3 SSD TRACKER *

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

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

Master Development List (MDL) Select MDL: ALL Create MDL Print

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: 00F8

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

MOS: 00K

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

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

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

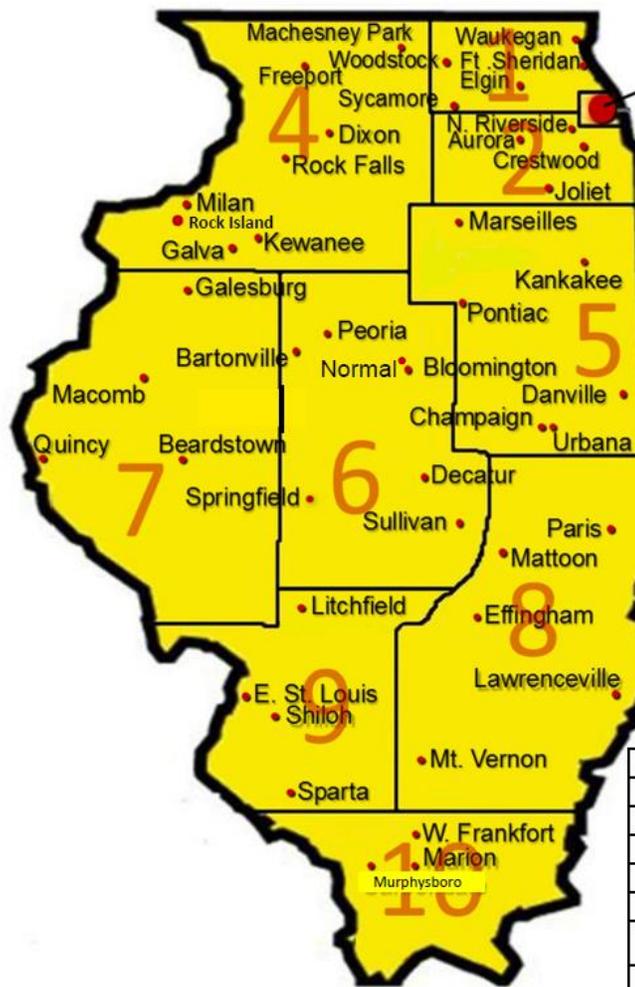
The columns for each MOS reflect the ranks of NCOs and the rows annotate what regions have positions for that respective rank. A 42A SPC, for example, has promotion opportunities to make SGT in seven different regions and 42 different positions (keep in mind the MDL does not designate what positions 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 provide the region map and MDL when Soldiers are making their region elections in IPPS-A and on the promotion packet checklist.

2.1.5 EPS Geographical Region Map

The below region map should be utilized in conjunction with the Region Map to determine the best region elections for Soldiers. The map shows the lines of each region and the number that corresponds to the Geographical Locations A-J with Illinois 10 EPS regions. Page 1 region breakout shows which cities are within each region, the battalion region key shows which regions battalions are in. Page 2 has a breakout of each unit within each region.



BATTALION REGION KEY			
65th TC	108th SB	404th MEB	33rd BCT
1-106th AVN: 3,6	108th STB: 2,3	33rd MP: 1,4,6	1-178th IN: 1,3,5,6
2-123 FA : 4,6,7	232d CSSB: 4,5,6,7,8,9,10	44th CHEM: 4,6,7,9	2-130th IN: 8,9,10
	108th MMB: 2, 6	123rd ENG: 7,9,10	2-106th CAV: 2,4,5
	198th CSSB: 2,3, 4		2-122nd FA: 1,2,3,4,10
	6-54 th SFAB BSB:4		634th BSB: 2,4,5,6,8
	126th QM FFPs: 2,4,6,8,9		766th BEB: 5,6,8

REGION 1 – Chicago North

- Fort Sheridan
- Elgin
- Woodstock
- Sycamore

REGION 2 – Chicago South

- N. Riverside
- Aurora
- Crestwood (Robbins)
- Joliet

REGION 3 – Chicago Main

- N. Kedzie
- Donnelly Bldg
- Cottage Grove

REGION 4 – North West

- Machesney Park
- Freeport
- Dixon
- Rock Falls
- Milan
- Galva
- Kewanee
- Rock Island

REGION 5– East Central

- Kankakee
- Marseilles
- Urbana
- Champaign
- Pontiac
- Danville

REGION 6 – Central

- Springfield
- Peoria
- Bartonville
- Delevan
- Bloomington
- Normal
- Decatur
- Sullivan

REGION 7– West Central

- Galesburg
- Macomb
- Quincy
- Beardstown

REGION 8 – South East

- Paris
- Mattoon
- Effingham
- Lawrenceville
- Mt. Vernon

REGION 9 – South West

- East Saint Louis
- Sparta
- MidAmerica

REGION 10 – South

- Litchfield
- West Frankfort
- Marion
- Murphysboro

REGION 1 – CHICAGO NORTH

Waukegan/Ft. Sheridan

-933rd Military Police Co

Elgin

-B 1-178th Infantry

Woodstock

-D 1-178th Infantry

Sycamore

-A 2-122 Field Artillery

REGION 2 – CHICAGO SOUTH

North Riverside

-406th Signal Co

-3625th CICO

-1244th Transportation Co

-108th Medical BN

-708th Medical Co

-1970th QM Water CO

-HHC 198 Combat Service Support Battalion

-128th QM Field Feeding PL

Aurora

-C 2-106th Cavalry

Crestwood (Robbins)

-1744th Transportation Co

-B 2-122 Field Artillery

-F 634th Brigade Support Battalion

-710th Medical Support Co

-Det 1 733rd QM Field Feeding PL

Joliet

-G 634th Brigade Support Battalion REGION

3 – CHICAGO MAIN

North Kedzie (Chicago-Northwest Armory)

-HQ 108th Sustainment BDE

-1863rd Finance Det

-633rd TG PAT

-433rd Signal Company

Donnelly Building (Chicago-Calumet Ave.)

-C/ 341st Military Intelligence

-244th Digital Liaison Detachment

-C /260th Military Intelligence Detachment

-144th Band

-139th MPAD

Cottage Grove (Chicago-General Jones

Armory)

-HHC 1-178th Infantry

-HHB 2-122 Field Artillery

-Det 1 HHB 2-122 Field Artillery

-C/2-122 FA BN

REGION 4 – NORTH WEST

Machesney Park

-HHD 33rd Military Police BN

-135th Chemical Co

-725th Transportation Co

Freeport

-333rd Military Police Co

Dixon

-B 2-106th Cavalry

Rock Falls

-1644th Transportation Co

-Det 2 733rd QM Field Feeding PL

Milan

-HHB 2-123 FA BN

-A/ 2-123 FA BN

-2123 FSC

ROCK SLAND

-HSC 6-54th SFAB BSB

-A/6-54th SFAB BSB

-B/6-54th SFAB BSB

Galva

-D 634th Brigade Support Battalion

Kewanee

-HHT 106th Cavalry SQ

-Det 4 HHB 2-122 Field Artillery

REGION 5 – EAST CENTRAL

Kankakee

-JF Medical Det

-B 1-106th Aviation Co

-Det 2 G 1-111th Medevac

-Det 7 D 1-111th Medevac

-Det 8 E 1-111th Medevac

-Det 1 C 1-178th Infantry

Marseilles

-B /766th BEB

-Marseilles Training Center

-Det 1 A/766th BEB

Urbana

-HHC 33rd Infantry Brigade Combat Team

-Det 2 HHB 2-122 Field Artillery

-C/ 766th BEB (SIG)

Champaign

-B 634th Brigade Support Battalion

Pontiac

-A 2-106th Cavalry

Danville

-Det 1 1544th Transportation Co

REGION 6 - CENTRAL

Springfield

-Joint Forces Headquarters IL

-JFHQ JOINT (DET 1)

-416th Trial Defense Team

-412th Trial Defense Team

-1965th CCT

-1886th Engineer Facilities Det

-HQ 129th Regional Training Institute

-1-129th Regional Training Institute

-2-129th Regional Training Institute

-233rd Military Police Co

-C 634th Brigade Support Battalion

-Det 1 JFHQ Sel Svc

-HHC 232 Combat Service Support

Battalion

-3637th Maintenance Company

-JF Medical Det

-Recruiting & Retention Command

-B/ 2-123 FA BN

-733rd QM Field Feeding PL

Peoria

-HHC 1-106th Aviation BN

-B 2-238th Aviation

-Det 1, HHC 2-238th Aviation

-Det 2, D 2-238th Aviation

-Det 2, E 2-238th Aviation

-E 1-106th Aviation

-Det 1 D/ 766th BEB (MI)

65th Troop Command

Bartonville

-5th Civil Support Team

-A 1-178th Infantry-

-709th Area Support Medical Co

-Det 1 126th QM Field Feeding PL

Normal

-HHC 404th MEB

Bloomington

-HHD 44th Chemical BN

-450th Chemical Det

-D/ 766th BEB(-)(MI)

-176th Cyber Protection Team

Decatur

-Det 36th Operations Support Airlift

-Det 5 A 2-245 AVN

-HHC 766th BEB

-E/ 634th BSB (EN)

-A 1-106th Aviation

-D 1-106th Aviation

-Det 1 B 1-376th Aviation

Sullivan

-HHC 634th Brigade Support Battalion

REGION 7 – WEST CENTRAL

Galesburg

-C/ 2-123 FA BN

-444th Chemical Co

Macomb

-661st Horizontal Engineer Co

Quincy

-126th Quartermaster Co

Beardstown

616th EN Utilities Det

REGION 8 – SOUTH EAST

Paris

-1544th Transportation Co

-Det 3 126th QM Field Feeding PL

Mattoon

-A 634th Brigade Support Battalion

Effingham

-B 2-130th Infantry

Lawrenceville

-A/ 766th BEB(-)

Mt. Vernon

-H 634th Brigade Support Battalion

-JF Medical Det

-D 2-130th Infantry

REGION 9 – SOUTH WEST

East Saint Louis

-1844th Transportation Co

-Det 2 126th QM Field Feeding PL

Sparta

-615th Engineer Det(Fire Fighting HQ)

-661st Engineer Det (Fire Fighting Team)

-662nd Engineer Det (Fire Fighting

Team)

-Sparta Training Center

-2118th Asphalt Team

-631st Engineer Co

Shiloh

-445th Chemical Co

Litchfield

-C 2-130th Infantry

REGION 10 - SOUTH

West Frankfort

-A 2-130th Infantry

Marion

-HHC 2-130th Infantry BN

-Det 3 HHB 2-122 Field Artillery

Murphysboro

-123rd EN BN

-123rd FSC

Section 2.2 NGB FORM 4100-1A SGT and SSG

2.2.1 Overview

NGB 4100's 1A & 1B can be created out of DBIW. Utilized the EPS Tab and navigate to the 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 Select Unit: 8ATAA - JOINT FORCE HQ 4 100s

Version 2020020531

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. **MANUAL CORRECTIONS ARE AUTHORIZED.** IPPS-A is the source of information, if information is not correct on the populated DBIW 4100 form, correct blocks to reflect information in IPPS-A.

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 or NCOPD Guidance PowerPoint. You must request to change your CPMOS on a DA 4187. Only after it has been approved by the Military Personnel Officer (G1) 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. <i>AUTHORITY: Title 5 USC Section 301, Executive Order 9397, (SSN), as amended.</i> 2. <i>PURPOSE: Used to determine eligibility for promotion and validity of points granted.</i> 3. <i>ROUTINE USES: None.</i> 4. <i>DISCLOSURE: Voluntary; However, failure to provide social security number may result in a delay or error in processing of this form for promotion consideration.</i>			
SECTION I - PERSONNEL SYSTEM DATA			
1) Name:		2) Rank:	
3) Unit:		4) CPMOS:	5) PMOS:
6) DOB:	7) DOR:	8) PBED:	9) BESD:
11) Active status program:		12) Technician/Selective Service code:	

2.2.3 Section II: Awards – Maximum 50 Points

SECTION II - AWARDS				
13) Award:	14) Award:	15) Award:	16) Award:	17) Award:
18) Award:	19) Award:	20) Award:	21) Award:	22) Award:

Multiply the number of points authorized by the number of awards received. Only awards and badges listed qualify for award of promotion points (not all inclusive; awards

and decorations earned from DOD, Joint, or other U.S. Uniformed Services receive the same points as corresponding and/or equivalent Army awards).

Ensure all federal awards, you are 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 and/or 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:

Table 3–11 Awards and decorations—Continued	
Award or decoration	Promotion points
Soldier’s Medal or higher award and/or decoration	35
Bronze Star Medal with “V” device	35
Bronze Star Medal	30
Purple Heart	30
Defense Meritorious Service Medal	25
Meritorious Service Medal	25
Air Medal with “V” device	25
Army Commendation Medal with “V” device	25
Air Medal	20
Joint Service Commendation Medal	20
Army Commendation Medal	20
Joint Service Achievement Medal	10
Army Achievement Medal	10
Good Conduct Medal	10
Army Reserve Components Achievement Medal	10
Armed Forces Reserve Medal (with or without “M” device)	10
Military Outstanding Volunteer Service Medal	10

Table 3–12 Badges—Continued	
Badge	Promotion points
Combat Infantryman Badge	30
Combat Medical Badge	30
Combat Action Badge	30
Expert Infantryman Badge	30
Expert Field Medical Badge	30
Expert Soldier Badge	30
Master Parachute Badge	20
Master Explosive Ordnance Disposal Badge	20
Master Recruiter Badge	20
Gold Recruiter Badge	20

Divers Badge (First Class)	20
Aviation Badge (Master)	20
Master Army Instructor Badge	20
Basic Army Instructor Badge	15
Senior Army Instructor Badge	15
Senior Parachute Badge	15
Senior Explosive Ordnance Disposal Badge	15
Presidential Service Badge	15
Vice President Service Badge	15
Drill Sergeant Badge	15
Basic U.S. Army Recruiter Badge	15
Divers Badge (Salvage)	15
Parachute Combat Badge with bronze service star (Senior)	15
Aviation Badge(Senior)	15
Military Free Fall Parachutist Badge (Master)	15
Special Operations Diver Badge (Supervisor)	15
Senior Space Badge	15
Parachute Badge	10
Parachute Combat Badge with bronze service star (Basic)	10
Parachute Rigger Badge	10
Divers badge (Second-Class)	10
Divers Badge (Scuba)	10
Basic Explosive Ordnance Disposal Badge	10
Pathfinder Badge	10
Air Assault Badge	10
Aviation Badge (Basic)	10
Secretary of Defense Service Badge	10
Joint Chiefs of Staff Identification Badge	10
Army Staff Identification Badge	10
Space Badge	10
Military Free Fall Parachutist Badge (Basic)	10
Special Operations Diver Badge (Basic)	10
Tomb Guard Identification Badge	10
Military Horseman Identification Badge	10
Driver and Mechanic Badge	10

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 24 months of the administrative cut-off. Date is formatted as YYMM.

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.

- 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.
- Specialists/corporals with BLC completed will receive 25 points, key 5 points for other resident courses.
- Basic Training, OSUT, Initial AIT, or reserve component NCOES courses will not be used for other resident training points. When a Soldier has completed more than one NCOPDS Course at a level, credit the Soldier here with the weeks for the additional NCOPDS Courses at each level.
- Points can be awarded for attending resident courses for any secondary MOS.
- If the Soldier completes the same level of an active component and reserve component course, you will compute the Reserve Component course weeks and apply it to the other resident courses block.
- 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 ($20 \times 3 = 60$, $60 / 5 = 12$).
- Maximum of 75 points.

Post-Secondary semester hours (Civilian Education):

- These points will only be keyed by G1 Education and Incentives Branch.
- 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 <input checked="" 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:

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.

If Command wishes to non-recommend a Soldier, complete all non-recommendation documentation. See Non-Recommendation section below.

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 NGB 4100-1B will be utilized to validate a SFC through SGM who desires to compete for EPS consideration. This document provides all the relevant promotion consideration information for a Soldier. This will include their CPMOS, whether they wish consideration, and/or the command recommends or non-recommends consideration. The information on the NGB 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 <small>The proponent agency is ARNG-HRH. The prescribing directive is NGR 600-200.</small>			
SECTION I - PERSONNEL SYSTEM DATA			
1) Name:		2) Rank:	
3) Unit:		4) CPMOS:	5) PULHES:
6) DOB:	7) DOR:	8) PBED:	9) BESD:
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 <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:

Soldiers will check if they “do” or “do not” wish to be considered for 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 contain remarks section for Soldiers who wish to decline consideration. Insert short reason for declining board consideration (e.g. ETS, retirement, or pending discharge)

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.

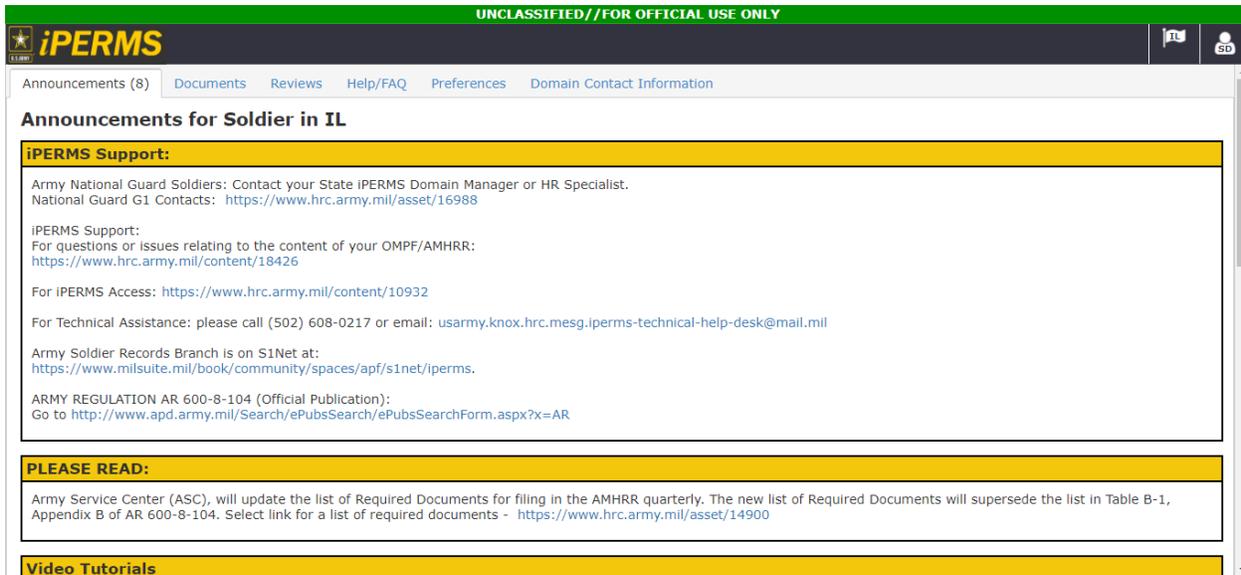
Section 3.2 Review of AMHRR in iPERMS

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/>.

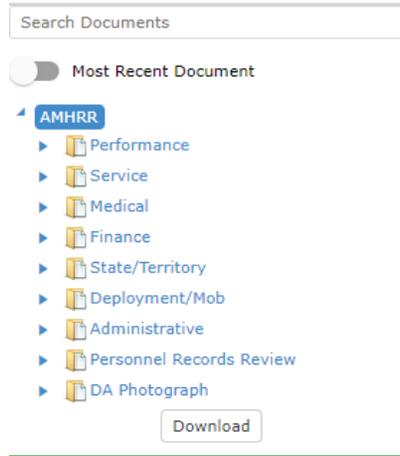


The screenshot shows the iPERMS website interface. At the top, there is a green banner with the text "UNCLASSIFIED//FOR OFFICIAL USE ONLY". Below this is the iPERMS logo and a navigation menu with links for "Announcements (8)", "Documents", "Reviews", "Help/FAQ", "Preferences", and "Domain Contact Information". The main content area is titled "Announcements for Soldier in IL" and contains several sections:

- 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 will supersede the list in Table B-1, Appendix B of AR 600-8-104. Select link for a list of required documents - <https://www.hrc.army.mil/asset/14900>
- Video Tutorials**

- 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 record 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. If an evaluation is missing or if there is a break in reports 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 Accessing the 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 IMD Portal (Formerly known as AKO). <https://amid.us.army.mil/>

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 side of the screen are options, select “ERB: Enlisted Record Brief”.

Army Links

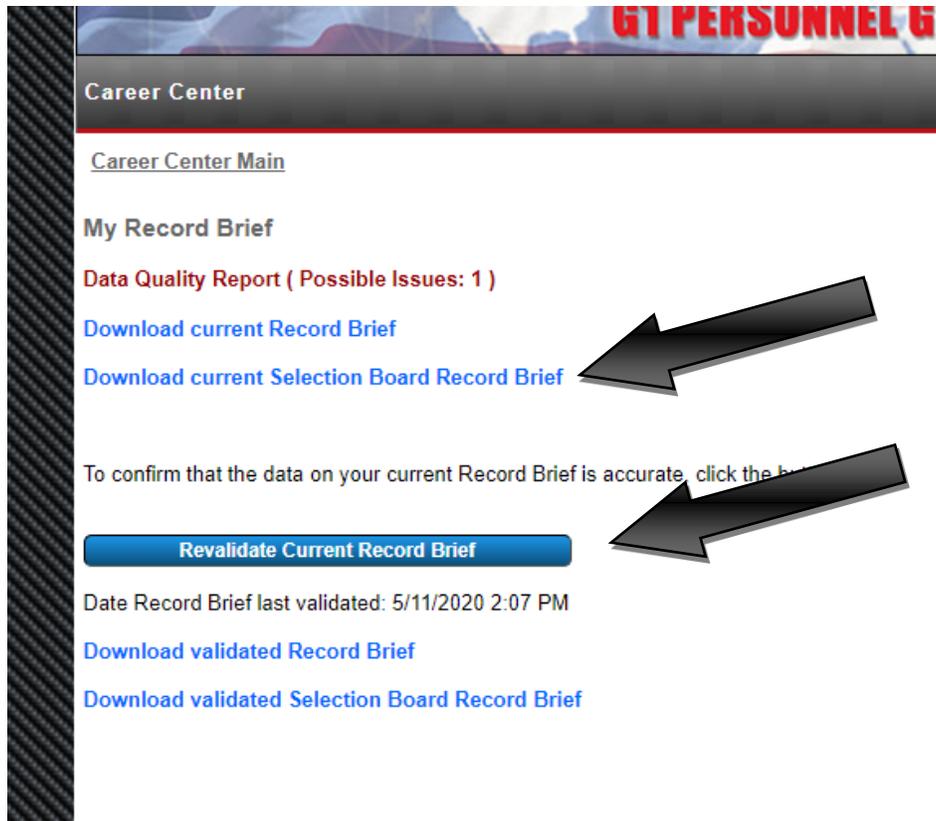
- [DA Photo](#)
- [IPPS-A](#)
- [MyArmyBenefits: DS Logon](#)
- [MyPay](#)
- [EES: Evaluation Entry System](#)
- [Official Military Personnel File \(OMPF / iPerms / AMHRR\)](#)
- [Center for the Army Profession and Ethic \(CAPE\)](#)
- [GKO: Guard Knowledge Online](#)
- [ERB: Enlisted Record Brief](#)
- [Army Publications](#)
- [CAC Reference Center](#)
- [DTS](#)
- [PEO STRI Training Devices Catalog](#)

Select the “My Record Brief” picture in order to get your ERB.

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**

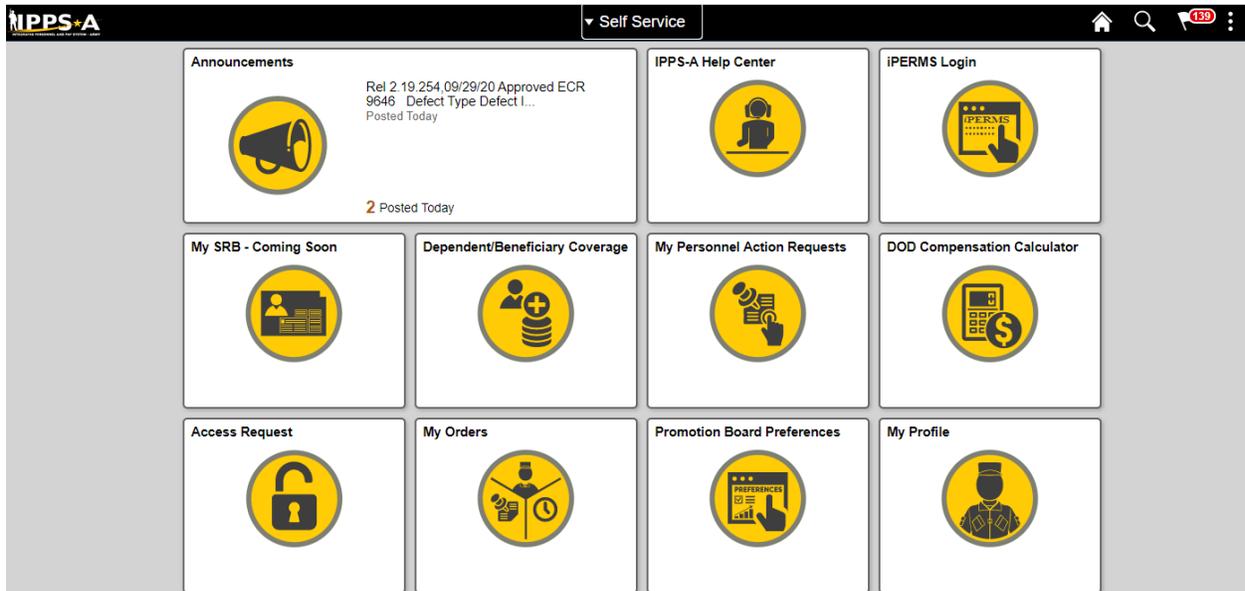


Select "Download current Record Brief", review document for accuracy, select "revalidate Current Record Brief", then select "Download Validated Selection Board Record Brief".

Section 3.4 APFT/ABCP Verification

3.4.1 Overview

Ensure APFT/ABCP data is up to date and accurate in DTMS. 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 in IPPS-A.



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 from your last APFT get with your unit administrator to have it updated.

CHAPTER 4: Packet Documents

Section 4.1 Packet Documents

Below is a screenshot of the checklist for the FY 2022 Promotion Board.

Encl. 7

2022 PROMOTION CONSIDERATION PACKET CHECKLIST

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

NAME: _____ RANK: _____ SSN (Last 4): _____

EMPLID: _____ UNIT: _____ MSC: _____

Initials

2022 Promotion Consideration Packet Checklist..... _____

CPMOS _____ (If different from NGB FORM 4100 block 4, complete DA FORM 4187 requesting change)..... _____

THRU Date for last Evaluation in iPERMS: _____..... _____

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):..... _____

DTMS ITR (APFT & Height/Weight 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..... _____

Region Elections: 1 2 3 4 5 6 7 8 9 10 CO BN BDE

Flight SFAB Instructor Immaterial

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:

- ERB's will be included into the packet
- Region Elections will be completed on the checklist and in IPPS-A
- DTMS ITR print out will be included
- 4100's will be required in the packet for all ranks. There are 2 different 4100's use the one that belongs to the board you're being considered for.
- SGM Academy information was removed – Boards will be conducted separately from the EPS boards.
- 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.
- Region elections were added to the bottom of the checklist

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

Ensure that eligible Sergeants First Class and Master Sergeants have selected the appropriate option on the Promotion Checklist to reflect their interest in competing for First Sergeant Consideration. Requesting consideration is an annual requirement for interested and eligible Soldiers.

Current SFC's wishing to compete for 1SG must meet the minimum board score for MSG before they will be placed on the 1SG BQL.

(b) Current MSG's not eligible for or not wishing to complete for SGM must complete a packet each year and meet minimum board score for placement on the 1SG BQL.

Section 4.2 Memorandum to the President of the Board

4.2.1 Correspondence to Board President

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 (RN 600-8-19b2)

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. The next page is formatted for this memorandum.

OFFICE SYMBOL (RN 600-8-19b2)

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 SPC	d. DATE OF RANK
e. PMOSC		f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND		g. STATUS CODE M-Day	h. UIC
i. PERIOD COVERED		j. RATED MONTHS	k. 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)	
<small>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.</small>						
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 Competencies

PART IV – PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (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.)		COMMENTS:	
MET STANDARD <input type="checkbox"/>	DID NOT MEET STANDARD <input type="checkbox"/>		

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 COMPETENCIES (Rater)			
d. PRESENCE: (Military and professional bearing, Fitness, Confidence, Resilience.)		COMMENTS:	
MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>			
e. INTELLECT: (Mental agility, Sound judgment, Innovation, Interpersonal tact, Expertise.)		COMMENTS:	
MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>			
f. LEADS: (Leads others, Builds trust, Extends influence beyond the chain of command, Leads by example, Communicates.)		COMMENTS:	
MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>			
g. DEVELOPS: (Creates a positive command/workplace environment, Fosters esprit de corps, Prepares self, Develops others, Stewards the profession.)		COMMENTS:	
MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>			
h. ACHIEVES: (Gets results)		COMMENTS:	
MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/>			
		NCOES: Attended BLC <input type="checkbox"/> Ready to attend BLC <input type="checkbox"/> Not ready to attend BLC <input type="checkbox"/>	

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.

Presence:

- 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.	b. COMMENTS:
<input type="checkbox"/> MOST QUALIFIED <input type="checkbox"/> HIGHLY QUALIFIED <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED	
c. List two successive assignments and one broadening assignment.	
Successive Assignments: 1)	2) Broadening Assignment:

Potential Measures:

- 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.

Comments:

- 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.

Future Assignments:

- 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.

Summary

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.

Section 4.4 Biographical Sketch

4.4.1 Bio Sketch for E7 and above consideration:

One skill that is required of a Senior Non-Commissioned Officer is the ability to accurately create and manage their own 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. The next page has 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:							
<table border="1"><thead><tr><th>Institution Name</th><th>Subject</th><th>Dates</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Institution Name	Subject	Dates				
Institution Name	Subject	Dates					
Military Education:							
<table border="1"><thead><tr><th>Institution Name</th><th>Subject</th><th>Dates</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Institution Name	Subject	Dates				
Institution Name	Subject	Dates					
Decorations, Awards and Citations:							
Civilian Affiliations (past and present):							
Significant Experiences:							
<table border="1"><thead><tr><th>Position</th><th>Duty Unit</th><th>Dates</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Position	Duty Unit	Dates				
Position	Duty Unit	Dates					

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
ILDSTM	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
UNTAWDCCG	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 - References

1. References 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, 25 March 2021
 - c. ARNG-HRP, PPOM #21-026, Consolidated Enlisted Promotion Policies, dated 13 May 2021
 - d. NGIL-ZB Policy Memorandum #600-21-001-AAG, 20 January 2021, Subject: Professional Military Education (PME) Completion Requirements for "U5" Promotion Selections
 - e. 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
 - f. 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