



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

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

1 October 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of 2022 Enlisted Promotion System (EPS) Board Guidance

1. References. A list of references is in enclosure 1, Appendix B, Leader and Soldier Guide to Board Actions.
2. Purpose. The purpose of this memorandum is to provide guidance on preparation requirements and suspense dates for each echelon for the 2022 Annual Enlisted Promotion Boards.
3. Promotion Consideration Requirements for the ranks of Sergeant (SGT) through Sergeant Major (SGM) are listed in the table below:

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

Note 1. Effective 1 January 2019, MLC is required for MSGs promoted 1 January 2019 and beyond.
*Reference PPOM #21-026, dated 13 May 2021, for changes to TIS requirements.

4. Expanded Zone of Consideration (EZOC): EZOC allows the promotion authority to consider Soldiers not meeting Time in Grade (TIG) and/or Time in Service (TIS) requirements by the administrative cutoff date. Promotion authorities cannot select these Soldiers until they reach their minimum TIG/TIS during the life of the promotion list. The EZOC cutoff date for the 2022 Promotion list is 26 May 2023. Soldiers must otherwise be qualified by the administrative cutoff date; this includes Career Progression Military Occupational Specialty (CPMOS), Distributed Leader Course (DLC), and Professional Military Education (PME).
5. 00F Authorized MOS Listing: All 00F duty positions will be filled IAW NGR 600-200, Paragraph 2-21. See enclosure 2, 2022 EPS MOS Immaterial Authorized Listing, for the list of authorized MOSs eligible to fill each 00F position within the State. Enclosure 2 serves as a source document for filling all authorized 00F unit vacancies through the EPS.

6. Unit Actions:

a. Commanders will:

(1) Review and ensure the Board Rosters are current. It remains the Unit Commander's responsibility to manage, report, and validate their Soldiers eligibility status throughout the board cycle. Commanders will utilize their Full-Time Unit Staff (FTUS) to update their Soldiers administrative information. Enclosure 3, IPPS-A Guide to Board Actions, should be utilized by the FTUS and Soldier alike. The Board Rosters are an accountability tool containing data for all Soldiers assigned to a unit who are eligible for promotion consideration. It will be available on 1 January 2022 in IPPS-A by following this path: navigator, workforce administration, boards, board roster, board. Selecting search without typing any criteria will bring up all available boards. Under "Board Name" select one of the FY22 Annual boards available, i.e. "FY22 Annual E4 to E5".

(2) Utilize FY22 Shadow Annual Board Roster from IPPS-A until Release 3 is functional, IAW paragraph 6.a.(1) of this MOI. Shadow board rosters will be downloaded from IPPS-A and distributed from the MSCs to the lowest level. Shadow board rosters will be utilized to track transactions required, packets required, and manage eligible and ineligible Soldiers.

(3) Ensure all administrative updates, Soldier consideration requests, and Commander Recommendations are completed on the Board Rosters prior to the administrative cutoff date of **28 February 2022**. Soldiers are authorized to update region elections and additional options until the administrative cutoff date. Each Soldier will accomplish this independently from their IPPS-A dashboard by logging in to IPPS-A, selecting the "Self-Service" tab, and clicking on "Promotion Board Preferences." See enclosure 4, EPS Geographical Region Map, for the region options available. Commanders will submit the finalized Board Rosters through S1 channels for final upload to the Brigade's IGO EPS folder.

(4) Initiate denial of consideration procedures in accordance with AR 600-8-19, paragraph 7-33, as needed. Initiate denials of consideration on a DA Form 4187 Personnel Action (enclosure 5) through command channels to the approval authority. DA Form 4856 Developmental Counseling Statements (enclosure 6) will always accompany denials of consideration. Counselings will be conducted by the Commander and address all of the reasons for the recommended denial. Soldiers may rebut their Commander's recommendations and submit statements that directly address the circumstances in the counseling. These actions will take place in a timely manner to allow the Soldier 30 days to prepare comments and consult with a judge advocate, if desired. These actions will enable the approval authority sufficient time to take final action prior to the completion of the board process. The table below outlines the approval authority for these actions as applicable to each grade:

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

b. Administrators will:

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

(a) Update, annotate, and validate the Board Rosters NLT **28 February 2022**. Administrators at all levels should review their rosters before EPS packets are submitted to ensure 100% accountability. Ensure region elections and additional options are elected by the roster and packet deadline date.

(b) Information on creating the NGB Form 4100s and updating promotion points can be found in enclosures 1 and 3. Address any discrepancies through S1 channels to the G1 Specialty Actions distribution email.

(c) AGR Soldiers will have their CPMOS match their PMOS. All Soldiers wishing to compete for promotion consideration outside of their PMOS must submit a DA Form 4187 CPMOS Change request with the promotion packet. More information to follow from the Human Resource Office (HRO) AGR Branch Manager.

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

(a) Company: Points for APFT and marksmanship qualification. DTMS is the system of record for APFT, height/weight, and marksmanship qualification scores. Update APFT scores from the DA Form 705 in DTMS and height and weight from DA Form 5500/5501, if applicable. If a Soldier's APFT date is prior to 28 March 2019, a Memorandum to the President of the Board with justification is required, however, do not include any details that will violate the Health Insurance Portability and Accountability Act (HIPAA). APFT score calculation and transactions for Soldiers with permanent and temporary profiles for an alternate cardio event will be managed by the G1. See AR 600-8-19, table 7-6, for a breakdown of points that should be keyed for marksmanship.

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

SUBJECT: Announcement of 2022 Enlisted Promotion System (EPS) Board Guidance

(b) Battalion: Award points for other resident courses (weeks) / self-development courses. Award transactions for Army Achievement Medals and all state awards.

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

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

(3) Assist and initiate a promotion consideration packet for each Soldier electing consideration. See enclosure 7 for the Promotion Consideration Checklist.

(4) Assist Soldiers with reviewing and requesting updates to their Enlisted Record Briefs (ERBs) through S1 channels as applicable.

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

(a) Validate Board Rosters.

(b) Promotion packets for all Soldiers who are eligible for consideration, have elected to compete, and who received a command recommendation. Scan all promotion packets individually to the proper Brigade's IGO EPS folder in **.pdf** format, with the following naming convention: Last Name/Full SSN (e.g. **LASTNAME123456789.pdf**).

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

(d) Complete non-recommendation packets.

c. First Line Leaders (FLL) will:

(1) Interview and counsel all eligible Soldiers using the NGB Form 4100-1A Sergeant (SGT) – Staff Sergeant (SSG) Boards or NGB Form 4100-1B Sergeant First Class (SFC) – Sergeant Major (SGM) located at enclosures 8 and 9. See enclosure 10, First Line Leader Counseling Form, to assist in counseling Soldiers on their EPS Board options. Copies of the First Line Leader Counseling Form are not required with the EPS packet.

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

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

SUBJECT: Announcement of 2022 Enlisted Promotion System (EPS) Board Guidance

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

(4) Ensure that eligible SFCs and MSGs have selected the appropriate option on the Promotion Checklist to reflect their interest in competing for First Sergeant (1SG) Consideration. Requesting consideration is an annual requirement for interested and eligible Soldiers.

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

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

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

(a) Soldiers requesting to compete for Flight Crew Positions in Career Management Fields (CMF 15 or 68) must be able to acquire the SQI of F.

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

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

(d) Soldiers requesting 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".

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

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

(g) Soldiers selected for a Statewide Vacancy Announcement, but not yet promoted, who met the minimum board score in the previous year's list will not be required to submit a consideration packet to remain competitive for promotion. These

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

SUBJECT: Announcement of 2022 Enlisted Promotion System (EPS) Board Guidance

Soldiers will be integrated onto the standing list and will be promoted upon the completion of required MOS qualification and PME. Soldiers selected for a Statewide Vacancy Announcement and not previously boarded must submit a packet to be eligible for promotion.

7. Battalion Actions:

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

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

c. Provide documentation to the Brigade S1 Section in order to update or correct Soldiers' ERBs when applicable.

d. Track and maintain a report of all required administrative updates for Soldiers within the battalion ensuring all are keyed prior to the administrative cut-off date.

8. Brigade Actions:

a. Nominate highly qualified Noncommissioned Officers (NCOs) to serve as voting members on the centralized enlisted promotion consideration boards. See enclosure 11, Board Member Nomination Requirements, for the number of requested nominees, along with the required grades and Career Management Fields (CMF) that each Brigade must provide. Board member nominees must not be subject to a current suspension of favorable personnel actions, not pending an investigation under AR 15-6, and not have submitted a request for retirement. The nominees create a diverse pool of Soldiers and specialties necessary to fulfill board composition requirements. Not all nominees will make the final selection for board appointment.

b. Brigades will consolidate the nomination lists from subordinate commands for final recommendation. Brigade Commanders or Command Sergeants Major will approve all nomination lists prior to submission to the G1. Fill in the nominee's contact and orders information on the spreadsheet provided in enclosure 12, Board Member Information. Upload the consolidated nomination paperwork to the Brigade's IGO EPS folder by **25 February 2022**.

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

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

SUBJECT: Announcement of 2022 Enlisted Promotion System (EPS) Board Guidance

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

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

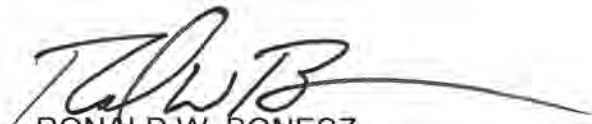
f. Update Soldiers' ERBs and administrative points when applicable.

g. Submit all documentation to the G1 Specialty Actions Branch by the suspense dates via the following link: <https://igo.portal.ng.ds.army.mil/g1/boards/default.aspx>. See enclosure 13, FY 2022 ILARNG Enlisted Promotion Board Schedule, for suspense dates.

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

FOR THE ADJUTANT GENERAL:

- 17 Encls
- 1-13 as
- 14. 1SG Consideration Memo
- 15. NGIL Form 2166-9
- 16. Biographical Sketch
- 17. DA Form 4187 (CPMOS Change)



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

DISTRIBUTION:

A