



**MARYLAND ARMY NATIONAL GUARD**  
**JOINT FORCES HEADQUARTERS, MARYLAND**  
29<sup>TH</sup> DIVISION STREET, 5<sup>TH</sup> REGIMENT ARMORY  
BALTIMORE, MD 21201-1122

NGMD-ARE-PEZ

23 June 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2018 Maryland Army National Guard Enlisted Promotion Board Cycle Procedures

**1. References:**

a. Army Regulation (AR) 600-8-19, (Enlisted Promotions and Reductions), 27 April 2017

b. Army Directive 2015-31, (Requirements for Noncommissioned Officer Promotions), 13 August 2015.

c. National Guard Regulation (NGR) 600-200, (Enlisted Personnel Management), 31 July 2009.

2. This Memorandum of Instruction (MOI) announces the Maryland Army National Guard's (MDARNG) guidance for the upcoming enlisted promotion cycle for Fiscal Year (FY) 2018. This guidance will establish promotion board dates, the eligibility criteria date (the dates used as a cutoff for promotion board consideration) suspense dates for promotion packets by grade, minimum time-in-grade (TIG), minimum time-in-service (TIS) requirements, minimum cumulative enlisted service (CES) and military education requirements (Structured Self-Development (SSD) and Noncommissioned Officer education courses (NCOES).

**3. Responsibilities:**

a. **Commanders** are responsible for the understanding, application, administration, training and implementation of the Enlisted Promotion System (EPS) within their units working through their First Sergeant (1SG), First Line Leaders (FLLSs) and unit HR (HR) personnel to accomplish successful administration of EPS. It is the TAG's intent that all leaders must read and comply with AR 600-8-19 and the MDARNG EPS MOI.

(1) Commanders will receive the MOI from unit HR personnel in preparation for EPS training with the 1SG. HR personnel will brief the Commander and 1SG on the EPS MOI.

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(2) Commanders will ensure that this MOI is posted on unit bulletin boards and ensure the MOI is briefed to all enlisted Soldiers. Commanders will document EPS training on unit training calendars and ensure Readiness NCO's record attendance of EPS training in the Digital Training Management System (DTMS).

(3) Commanders will review with the 1SG and unit HR (HR) personnel those personnel that will be denied promotion consideration. Promotion denial will be administered in accordance with (IAW) paragraph 5k (page 11) of this MOI.

**b. First Sergeants** will receive the MOI in preparation for EPS training with FLLs. HR personnel will assist in this brief. 1SGs will then brief their enlisted Soldiers within the unit on the EPS. 1SGs may delegate the EPS training to Unit HR personnel as long as they attend the training and understand the EPS. **All leaders must read and comply with AR 600-8-19 and the MDARNG EPS MOI.**

(1) 1SGs will work with HR personnel to ensure accountability of all EPS packets to include packets not submitted by Soldiers noted with valid reasons why.

(2) 1SGs will review with the Commander and unit HR personnel those personnel that will be denied promotion consideration. Promotion denial will be administered per paragraph 5k (page 12) of this MOI.

**c. Unit Human Resource Personnel.**

(1) HR (or Readiness) personnel will provide the EPS MOI to the Commander, 1SG and FLLS to read in preparation for EPS training that HR personnel will provide.

(2) HR personnel will assist 1SGs on the EPS training to the enlisted personnel within the unit. Sign-in rosters will be required to track those personnel trained and the number of persons trained. Readiness NCOs will input a record of EPS training within DTMS. The goal is for every enlisted Soldier within the unit to be trained. DTMS will be an inspectable item during Organizational Inspection Program reviews as well as by the G-3 and Inspector General's office. G1 Enlisted Personnel Management (EPM) will provide an EPS train-the-trainer PowerPoint for units, battalions and Major Subordinate Commands (MSCs). G-1 EPM can provide the training to units if the training request is made 60 days in advance of the training date. G1 EPM will provide this training June through August.

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(3) HR personnel will account for transfers and new accessions into the unit who are eligible for promotion consideration and initiate EPS packets for those personnel. HR personnel will email the MSC names and ranks of those Soldiers that need to be added to the Promotion Eligibility Roster (found on the G1 EPM SharePoint). This Promotion Eligibility Roster accounts for all enlisted personnel that are eligible for promotion by time-in-grade (TIG) and time-in-service (TIS).

(4) Unit HR personnel will be provided SIDPERS access if requested to edit and change information on NGB Form 4100. SIDPERS access must be coordinated through the MSC up to G1 HR Systems Branch.

(5) HR or Readiness personnel will print off or receive all NGB Forms 4100 for all enlisted personnel within their unit. This can be done in RCAS under the Unit System Personnel/Command System Module under Forms. HR or Readiness personnel along with FLLs will provide a line by line review of NGB Form 4100 with unit personnel.

(6) Company, Battalion or MSC HR personnel will process all corrections to NGB Form 4100 and the Enlisted Record Brief (ERB) as needed. Corrections made at the lowest level will allow for a timelier and more accurate information update.

(7) HR personnel will ensure packets are submitted in accordance with the Promotion Board Packet Checklists (Appendix 1 and 2). Packet documents will be in proper order of the checklist prior to being scanned and sent to through the chain-of-command. Any documents that are missing packets will require a Letter to the President of the Board (see example in Appendix E).

(8) HR personnel will process promotion denials per paragraph 5k (page 12) of this MOI.

**d. First Line Leaders** will assist in providing oversight, review and accountability of promotion packets for their personnel. FLLs will receive the EPS MOI in preparation for training by HR personnel. Once trained, FLLs will attend the general enlisted EPS brief provided to the unit as well as the NGB 4100 overview provided by HR personnel to the enlisted Soldiers of the unit. Training sign-in rosters will have to be initiated and maintained at the unit as well as provided through the chain-of-command to the MSCs S1 office. FLLs will work with the 1SG and HR personnel to ensure accountability of their Soldier's EPS packets and those packets not submitted. FLLs will also need to review the NGB 4100 with each of their Soldiers to ensure the NGB 4100 reflects accurate information.

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**e. Individual Soldier Responsibility.**

(1) Receive and understand EPS training provided by the unit.

(2) Receive a brief on NGB Form 4100 from unit HR or Readiness personnel.

(3) Review your NGB Form 4100 with your FLL and HR representative. Review your NGB Form 4100 with your Enlisted Record Brief (ERB). Ensure military education, civilian education and awards are correct and up-to-date on the ERB. Ensure the latest

Army Physical Fitness Test (APFT) and Weapons Qualification scores are correct on the 4100. Ensure your completed self-development courses are noted on your NGB Form 4100. If not provide the HR representative with a copy of the certification of completion so that the unit HR representative can update SIDPERS and your ERB. Review your Interactive Personnel Electronic Records Management System (iPERMS) record to ensure you have documentation in iPERMS for missing or incorrect entries for military education, civilian education and awards. Identify corrections needed on the NGB Form 4100. Copy your NGB Form 4100 after identifying corrections needed. Assist in putting your promotion packet together by using the MDARNG G1 EPM Promotion Board Checklist. Print off these documents from your iPERMS record to put together your own promotion packet.

(4) Review the corrected NGB Form 4100 with the HR Sergeant. Identify any other changes or corrections needed. Ensure accurate accountability of NGB Form 4100 points on noted on the form. Mark and initial indicating accept or decline consideration for promotion, and willingness to attend military education courses on the NGB 4100. Annotate the area of consideration for promotion and if corrections are not needed, sign and date Section IV of the NGB 4100.

(5) If a Soldier is unavailable to sign due to extended temporary duty (TDY) or mobilization/deployment, then the HR representative will note this in the remarks of the NGB Form 4100.

(6) Soldiers can decline consideration for promotion by submitting NGB Form 4100-1-R-E or NGB 4100-1B-R-E. The 4100 must be signed and dated indicating they do not wish to be considered for promotion. The 4100 will be routed to the unit HR point of contact.

**f. MSC Command Sergeants Major (CSM)** should oversee the EPS by ensuring that their enlisted personnel are trained on the program along with validating the quality of training. CSMs should also ensure a system of EPS packet accountability and quality control by Brigade S1 offices down to the company level, as well as ensure a timely submission of packets up through the chain of command.

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**g. Major Subordinate Command (MSC) S1 personnel and Battalion HR Personnel.**

(1) MSCs and Battalions will coordinate for an EPS MOI review with G1 EPM. This review will be done by MSC for all units within the MSC.

(2) MSCs and battalions will validate that EPS training has been performed by subordinate units to enlisted personnel by reviewing training sign-in rosters provided by the unit.

(3) MSCs and battalions will ensure that Unit HR personnel have the ability to pull off NGB 4100s and perform SIDPERS changes if requested by the unit. If NGB 4100 is reviewed and pen and ink changes made by the unit then NGB 4100s will be routed to battalion or the MSC for update into SIDPERS. The battalion or MSC will print off the corrected NGB 4100 forms and send them back to the unit in a prompt manner for a second review and final signature by the Soldier. Units must submit supporting documentation to validate any changes to the NGB 4100.

(4) MSCs and battalions will ensure NGB 4100s are printed off for all personnel on the Enlisted Promotion Eligibility Roster. All Soldiers will appear on the G1 EPM Enlisted Promotion Eligibility Roster. G1 EPM will send down excel spreadsheets for those who meet the minimum zone of consideration for TIG, TIS and CES. The Promotion Eligibility Roster is located on the G1 Enlisted Personnel SharePoint webpage on the General Knowledge Online portal at <https://states.gkoportal.ng.mil/states/MD/gstaff/G1/EPM/SitePages/Home.aspx> . This roster will also function as the EPS "turn-in" Tracker for all enlisted personnel that meet TIG and TIS requirements. Units must account for transfers into their units as well as new accessions that are eligible for promotion and initiate packets for those personnel. HR personnel will email G1 EPM the names and ranks of those Soldiers that need to be added to the Promotion Eligibility Roster. G-1 EPM will send to MSCs an excel spreadsheet of those Soldiers eligible for promotion eligibility by grade, name and unit. MSCs are responsible for routing the excel spreadsheet to battalions and units for their accountability of Soldiers participating or not participating in the EPS.

(5) Battalion and MSC personnel will ensure that packets are submitted in proper order in accordance with the Promotion Board Packet Checklists. Any documents that are missing packets will require a Letter to the President of the Board (see example in Appendix E).

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**h. G-1 EPM.**

(1) G-1 EPM will coordinate for an EPS MOI review for all HR personnel, with each MSC.

(2) G1 EPM will provide an EPS train-the trainer PowerPoint for use by units, battalions and MSCs. This training can be found on the G-1 EPM SharePoint and on the G-3 SharePoint. G-1 EPM can provide training to the field if notified sixty days in advance of the training date. G1 EPM will provide this training June through September.

(3) Soldiers who meet the minimum zone of consideration for TIG and TIS only will appear on the G1 EPM Enlisted Promotion Eligibility Roster, located on the G1 Enlisted Personnel SharePoint webpage on the Guard Knowledge Online portal. This roster will also function as the EPS "turn-in" Tracker for MSCs, battalions and units. G-1 EPM will send MSCs an excel spreadsheet of those Soldiers eligible for promotion eligibility by grade, name and unit for their accountability of Soldiers participating or not participating in the EPS. G-1 EPM will also post a report of all E-4s eligible for promotion along with their administrative point totals. This will be done shortly after the packet suspense date noted on table 1 (page 8 of this MOI) Maximum points are as follows:

**4. Eligibility Requirements:** Soldiers must meet the minimum requirements for TIG, TIS, Cumulative Enlisted Service (CES), Structured Self-Development (SSD) portion (See table 1 page 8 of this MOI) of NCOES, and hold a qualifying career progression military occupational specialty (CPMOS) to be eligible for promotion board consideration. Military education requirements noted on table 1 must be met by the end of the month for the date of the board. Meeting these requirements after the suspense date means that the Soldier will have to enter the EPS next year. This is in accordance with AR 600-8-19, paragraph 7-2, d and tables 7-1 (page 91) and 7-4 (page 107) included in this MOI. No waivers of these requirements are authorized.

a. To qualify for promotions to SFC, MSG, and SGM, Soldiers require specific amounts of Cumulative Enlisted Service (CES), CES is computed from the Basic Enlisted Service Date (BESD), which excludes time served as a warrant and commissioned officer. If all service has been in an enlisted status, the BESD is the same as PEBD. CES is computed up to the 1<sup>st</sup> of the month of the date of the board.

b. The Unit Commander will validate the NGB Form 4100-1A-R-E/NGB Form 4100-1B-R-E and recommend or not recommend promotion board consideration for all eligible Soldiers within their commands. Soldiers not being recommended for consideration will be processed for denial of consideration in accordance with paragraph AR 600-8-19, paragraph 7-33 and page 12 of this MOI.

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c. ROTC Simultaneous Membership Program (SMP) Cadets, Officer Candidate (OC), and Warrant Officer Candidates (WOC) are ineligible to participate in the EPS IAW AR 600-8-19 para 7-15.

d. Soldiers with a bar to continued service or extension of enlistment that has been approved or initiated will not be considered for promotion.

e. Soldiers that have been **declared** an unsatisfactory participant per AR 135-91 or AWOL will not be considered for promotion.

f. Soldiers selected by an Enlisted Qualitative Retention board for non-selection will not be considered for promotion.

g. The board will consider a Soldier with a Flag (regardless of type) provided they meet all the requirements noted in paragraph 4 of this MOI. The Soldier cannot be selected nor promoted until the FLAG has been removed.

h. TIG is computed from the Soldier's DOR in the current grade up to last day of the month of the date of the board.

i. TIS is computed from the Soldier's PEBD up to the last day of the month of the date of the board.

j. Soldiers currently mobilized and/or deployed under Title 10 or Title 32 will be accounted for provided they meet the minimum qualifications outlined in this MOI. Deployed Soldiers who are unable to provide an updated DA Photo must provide a letter of explanation to the President of the Board.

k. Soldiers in the grade of E4 that are currently assigned to a Warrior Transition Unit (WTU) are automatically awarded a successful rating for the leadership points. Units must provide a current NGB Form 4100-1-R-E or NGB 4100-1B-R-E to the G1. WTU Soldiers must still meet all NCOES eligibility guidelines for promotion board consideration.

l. Soldiers who occupy positions in a deploying unit will not be promoted out of that position within 9 months of the unit's scheduled deployment. Soldiers in this situation may be selected for promotion into another unit but will not be transferred until REFRAD plus 90 days (reintegration period).

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m. Table 1 establishes the general promotion board requirements as per AR 600-8-19, paragraphs 7- 20.

**Requirements for Promotion Board Consideration  
(TIG, TIS, CES, SSD & NCOES Requirements)**

Promotion to:	TIG	TIS	CES	SSD	NCOES
Sergeant (E5)	12 months	NA	NA	SSD 1	NA
Staff Sergeant (E6)	18 months	NA	NA	SSD 2	BLC
Sergeant First Class (E7)	36 months	9 years	6 years	SSD 3	ALC
Master Sergeant (E8)	36 months	13 years	8 years	SSD 4	SLC
Sergeant Major (E9)	36 months	16 years	10 years	NA	NA

Table 1

n. Table 2 establishes specific dates for minimum TIG, TIS and CES needed for board consideration for FY- 2018.

**Annual Zones for Promotion Board Consideration  
(TIG, TIS, CES, SSD & NCOES Requirements)**

Promotion To:	TIG	TIS	CES	SSD	NCOES
Sergeant (E5)	31 Jan 17	NA	NA	SSD 1	NA
Staff Sergeant (E6)	30 Oct 16	NA	NA	SSD 2	BLC
Sergeant First Class (E7)	31 Mar 15	31 Mar 09	31 Mar 12	SSD 3	ALC
Master Sergeant (E8)	28 Feb 15	28 Feb 05	28 Feb 10	SSD 4	SLC
Sergeant Major (E9)	28 Feb 15	28 Feb 02	28 Feb 08	NA	NA

Table 2

o. Table 3 below establishes the suspense and board dates for the 2018 Enlisted Personnel Promotion boards. Note that SSD and NCOES must be completed prior to the date of the board.

Current Grade	NCOER & ERB Suspense for SIDPERS/iPERMS	Packet Suspense to G1	Board Dates	Previous List Expires End of Month
E4	N/A	30 Nov 17	22-26 Jan-18	Dec
E5	31 Dec 17	28 Feb 18	23-27 Apr 18	Mar
E6	31 Dec 17	31 Jan 18	12-16 Mar 18	Feb
E7	15 Jan 18	31 Dec 17	12-14 Feb 18	Jan
E8	15 Jan 18	31 Dec 17	15-16 Feb 18	Jan

Table 3



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## 5. Administrative procedures.

**a. The Enlisted Promotion Eligibility Roster:** All Soldiers will appear on the G1 EPM Enlisted Promotion Eligibility Roster. G1 EPM will send down excel spreadsheets for those who meet the minimum zone of consideration for TIG, TIS and CES. The Promotion Eligibility Roster is located on the G1 Enlisted Personnel SharePoint webpage on the General Knowledge Online portal at

<https://states.gkoportal.ng.mil/states/MD/gstaff/G1/EPM/SitePages/Home.aspx> .

This roster will also function as the EPS “turn-in” Tracker for MSCs, battalions and units. Units must account for transfers into the units and accessions eligible for promotion and initiate packets for those personnel. HR personnel will email G1 EPM the names and ranks of those Soldiers that need to be added to the Promotion Eligibility Roster. G-1 EPM will send MSCs an excel spreadsheet of those Soldiers eligible for promotion eligibility by grade, name and unit. MSCs should then further break down the excel spreadsheet by battalion or unit and send the Promotion Eligibility reports to those entities for their accountability of Soldiers participating or not participating in the EPS.

**b. Documents required in the EPS packets** to be submitted to G1: Promotion Board Checklist, 4100, DA Form 1059 for NCOES or SSD completion certificate, ERB, APFT and height/weight history from the Reserve Component Automated System (RCAS) and DA Form 5500 or 5501 within six months. A Maryland Army National Guard Junior Enlisted Evaluation is required in the promotion packet for Soldiers in the grade of E4. A current DA Photo must be in iPERMS for Soldiers in the grade of E6 and above. The last three NCOERs must be in iPERMS (if applicable) for all Sergeants (E-5 and above) submitting a promotion packet. This must be done by the packet submission date. Any packets missing documents will require a Letter to the President of the Board (see example in Appendix E). Missing documents may negatively impact promotion board evaluation.

**c. NGB Form 4100-1-R-E & 4100-1B-R-E (Promotion Worksheets).** Soldiers in the grade of E4 will receive the Enlisted Promotion Point Worksheet (NGB Form 4100-1-R-E) from HR personnel. Soldiers in the Grade E5 thru E8 will receive the Senior Enlisted Worksheet (NGB 4100-1B-R-E) from unit HR personnel. HR personnel will review the NGB 4100s with unit personnel in a classroom setting with FLLS present to assist. FLLS will also need to review the NGB 4100 with each of their Soldiers to ensure the NGB 4100 reflects accurate information. Individual Soldiers will review the NGB Form 4100 to identify corrections needed to their form. Soldiers will also ensure accurate accountability of NGB Form 4100 points noted on the form. Mark and initial indicating accept or decline consideration for promotion, and willingness to attend military education courses on the NGB 4100. Annotate the area of consideration for promotion and if corrections are not needed, sign and date Section IV of the NGB 4100.

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**d. Assignment Consideration on NGB 4100s:** In accordance with AR 600-8-19, para 7-29, Soldiers can now choose areas of assignment consideration upon promotion. Soldiers should annotate their NGB Form 4100-1-R-E or NGB 4100-1B-R-E worksheet with the assignment consideration codes listed below. If no assignment consideration code selection is made, the default is "A". NOTE: Failure to accept a position based on assignment consideration will result in removal from the current year's Promotion List.

- A = Accept promotion in all areas of state
- B = Brigade/MSC only
- C = Battalion Only
- D = Company Only
- E = Within 50 miles of home of record
- F = Within 100 miles of home of record

**e. Promotion Points:** E4 will be the only grades to use administrative promotion points IAW AR 600-8-19, Chapter 7. E5 through E8 will be reviewed and scored by the Promotion Board using the **whole Soldier concept** for promotion and potential. **The whole Soldier concept refers to** the sum of each Soldier's qualities and qualifications, matters of record, past performance (with heaviest weight given to the recent past), and the Soldier's potential to serve in positions of greater responsibility. The junior enlisted promotion point system has a total of 1000 points. Soldiers may earn 400 administrative performance points and 600 leadership points awarded by the Centralized Leadership Boards. Soldiers must accumulate a minimum score of 200 points or more to be on the promotion list. G-1 EPM will post a report of all E-4s eligible for promotion along with their administrative point totals. This will be done shortly after the packet suspense date noted on table 1 (page 8 of this MOI) Maximum points are as follows:

<u>FIELDS</u>	<u>NEW POINTS</u>
Award points - NGB 4100	50
Weapons Qualification - NGB 4100	75
Army Physical Fitness Test - NGB 4100	75
Other resident courses - NGB 4100	50
Self-development - NGB 4100	75
Civilian Education - NGB 4100	75
Max total administrative points – NGB 4100	400
Max Promotion Board Evaluation Score	<u>600</u>
Total Points	1000

Table 3

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**f. Soldiers desiring consideration for 1SG or CSM** will submit a separate 4100-1B-R-E and consideration packet in accordance with the published Best Qualified MOI.

**g. Record Army Physical Fitness Test (APFT)** within 14 months (8 months for AGR) and **height & weight** within eight months should be documented and accurate in SIDPERS and in the Reserve Component Automation System (RCAS).

**h. NCOER and Junior Evaluation Submission:** Soldiers in the grade of E4 will submit a Maryland Army National Guard Junior Evaluation Form within their promotion board packet. Soldiers in the grade of E5 through E8 must have their 2017 NCOER posted in the Interactive Personnel Electronic Records Management System (iPERMS) prior to the G-1 document submission date. **Note:** Evaluations for Soldiers in the grade of E4 will not be input into SIDPERS database nor uploaded into the iPERMS file. The annual rating period for the E4 evaluation is 1 August (of the previous year) to 31 July the year of the packet submission. **Any E4 evaluations that denote “do not promote” by the rater or senior rater will be sent back with the promotion packet to be reviewed by the Commander and First Sergeant to determine promotion eligibility and if a denial of promotion should be initiated (paragraph k. below)**

**i.** Existing EPS lists will expire at the end of the month prior to the month that the pay grade is boarded.

**j. Soldiers declining promotion.** Soldiers who decline consideration for promotion will submit NGB Form 4100-1-R-E or NGB 4100-1B-R-E, sign and dated indicating they do not wish to be considered for promotion. The declination will be in effect only during the life of that list. NGB 4100 should be submitted to G-1 EPM.

**k. Commanders denying Soldiers consideration for promotion.** Commanders will submit a DA Form 4187 (signed by the Commander and the Soldier) IAW AR 600-8-19, paragraph 7-33, a-f. Denial of promotion consideration may be based on misconduct, Soldier's shortcomings in personal and professional qualities and/or qualifications, or lack of potential to serve at the next higher grade. This action generally will be taken when the individual deficiency is not sufficient to warrant a bar to reenlistment or extension or elimination from service. When approved, the denial of consideration will expire with, the promotion list for which it was initiated (if initiated this year then it will expire in one year). The Soldier should be counseled and document the counseling on DA Form 4856. The denied Soldier will sign the denial of promotion DA Form 4187 along with the Commander. The statement, "Soldier unavailable for signature", on the DA Form 4187 is authorized for AWOL Soldiers only and must have the Commander's endorsement.

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(1) Soldiers may rebut their CDR's recommendations and submit statements that directly affect the circumstances. These actions will take place in time to allow the

Soldier 1 month to prepare comments and consult with a judge advocate, if desired, and to allow the approval authority to take final action before the board process is complete.

(2) For SPC, CPL, and SGT, denial of promotion consideration will be approved by the first Commander authorized in the rank of LTC or higher.

(3) For SSG and SFC, denial of promotion consideration will be approved by the first Commander authorized in the rank of COL or higher.

(4) For MSG, denial of promotion consideration will be approved by the Assistant Adjutant General.

(5) These CDRs will personally approve or disapprove these actions, and will not delegate this authority. The final appeal authority is the Assistant Adjutant General.

**I. Guidance on detailing procedures for removal of Soldiers from current promotion lists** can be found in part two of the MDARNG EPS MOI titled Promotion Lists and Request for Orders for Promotion. IAW AR 600-8-19, Section X, Removal of Soldiers from Promotion Lists, page 109.

**m. Consideration of Promotion in Career Primary Military Occupational Specialty (PMOS).** Soldiers will be considered for promotion, enrolled in NCOES, and selected for assignments based on their CPMOS. The CPMOS will be the primary military occupational specialty (MOS) unless there is a compelling reason for it to be another MOS. For example, a merger MOS such as 12E2O that merges into 12N3O; or a Soldier in a low density MOS with little chance of progression such as Legal NCO (27D) or Chaplain's Assistant (56M). HR personnel should review the MOS Conversion rosters to change MOSs for Soldiers who may be under a newly converted or realigned CPMOS. In cases of other than the merger in the same career management field (CMF), the Soldier must request the new CPMOS on DA Form 4187 through the chain of command to the G-1 EPM through GEARS. Soldiers who request CPMOS changes must be qualified by the date of the Board. Supporting documents such as DA Form 1059 and MOS orders should be included with the promotion packet. MOS orders will only be published by the authority listed in NGR 600-200 Para 2-3.

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(1) Soldiers approved for CPMOS change will remain in that CPMOS for 24 months.

(2) Active Guard Reserve (AGR) Soldiers must follow procedures announced in AGR Career Management Policies & Procedures (EPS MOI 12-01) to change their CPMOS. NGB Form 4100 reflects the Soldiers CPMOS in section 1.

(3) Questions on CPMOS changes can be directed to the G-1 EPM NCOIC directly prior to submission of documents.

**n. Standby Advisory Board (STAB):**

(1) Eligibility: IAW AR 600-8-19, para 7-49, STABs are convened to consider the records of Soldiers:

(a) Who were eligible per the original promotion board announcement or the First Sergeant/Command Sergeant Major best qualification announcement; who were a member of the MDARNG before the convening date of the grade specific EPS board; and because of a material error the records were not reviewed by the regular board.

(b) Whose records were reviewed by the regular board, but were not selected for promotion or best qualification, and whose records contained a material error that may have been a factor in non-selection.

(c) Soldiers reclassified for other than loss of qualifications because of inefficiency or misconduct will compete for assignment and promotion in the new MOS. These Soldiers will be placed before a STAB to consider Soldiers' promotion status for integration onto the promotion list in the new MOS.

(d) Who were an interstate transfer from another state within the Army National Guard and not considered on a Maryland Army National Guard Promotion Board.

(e) Only Soldiers who would have been eligible per the original promotion board announcement as of the date of the board will be considered. This means the Soldier would have to meet the time in grade, time in service, military education or best qualification requirements prior to the date of the grade pertinent EPS board. Soldiers who did not meet or could not have met the criteria at the time of the original board will not be considered.

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(f) Soldiers identified for a STAB for promotion consideration will have a DA Form 4187 initiated and signed by the Battalion S-1, then sent up through S-1 channels up to G-1 EPM. The DA Form 4187 should be sent immediately to identify Soldiers eligible for STAB promotion consideration. Once boarded these Soldiers will be integrated into approved promotion lists and selected along with their peers in the sequence that would have occurred had they been originally boarded.

(g) All STAB packets will be submitted through the unit's MSC and placed into the Standby Advisory Folder. **A memorandum signed by the Commander must be included in the promotion packet justifying the circumstances requiring the STAB.**

(h) **STAB Schedule:** A STAB may be conducted up to three times per annual EPS cycle if required. Units that have eligible Soldiers for a STAB should submit the packets as soon as possible for G-1 EPM to begin accounting for the number of personnel to be boarded.

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**APPENDIX 1**

**MDARNG E-4 PROMOTION BOARD PACKET CHECKLIST**

<b>Rank &amp; Name:</b>	
<b>Unit:</b>	
<b>MSC &amp; S-1 POC:</b>	
<b>Reference(s):</b>	a. AR 600-8-19 Enlisted Promotions and Reductions; Chapter 7 b. NGB PPOM #15-032 – Select, Train, Educate, Promote (STEP) Policy c. MDARNG MOI published by the G1 (posted to Unit Bulletin Board)

**The following items must be submitted in this order:**

- NGB Form 4100–1A–R–E, ARNG Enlisted Promotion Point Worksheet**
- MDARNG E4 Evaluation Report**
- Copy of SSD 1 completion certificate or DA Form 1059 for BLC.**
- APFT history from RCAS or DTMS. APFT should be within 14 months for m-day personnel and 8 months for AGR.**
- Height/weight history from RCAS or DTMS.**

**Notes**

**See your HR Sergeant for access to these documents. Promotion packets should be completed at the Soldier level 45 days prior to the G1 submission packet dates.**

**Promotion packets should have the documents in the order noted above.**



NGMD-ARE-PEZ  
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## APPENDIX 2

### MDARNG E-5 THRU E-8 PROMOTION BOARD PACKET CHECKLIST

<b>Rank &amp; Name:</b>	
<b>Unit:</b>	
<b>MSC &amp; S-1 POC:</b>	
<b>Reference(s):</b>	a. AR 600-8-19 Enlisted Promotions and Reductions; Chapter 7 and paragraph 1-28 b. NGB PPOM #15-032 – Select, Train, Educate, Promote (STEP) Policy c. MDARNG MOI published by the G1 (posted to Unit Bulletin Board)

**The following items must be submitted in this order:**

- NGB Form 4100–1B–R–E, ARNG Senior Enlisted Worksheet for E-5 & above
- Validated or Certified Enlisted Record Brief (E-5 & above only). Validate your ERB here: <https://arnng1.ngb.army.mil/SelfService/CareerCenter/Home.aspx>
- Copy of SSD completion certificate or DA Form 1059. See notes below.
- APFT history from RCAS or DTMS.
- Copy of medical profile if applicable
- Height/Weight history from RCAS or DTMS.
- Soldiers E6 and above will have a current DA Photo in iPERMS IAW AR 640-30.

**Notes**

- See your HR Sergeant for access to these documents. Promotion packets should be completed at the Soldier level 30 to 45 days prior to the G1 submission packet dates.
- Soldiers should validate or certify their Enlisted Record Brief after review with the HR Sergeant.
- DA Photos are required in iPERMS for E-6 and above.
- Completion of SSD 2 (certificate) is an eligibility requirement for recommendation to SSG.
- Graduation of the Advanced Leaders Course (ALC, DA Form 1059) is a promotion requirement to SSG.
- Completion of SSD 3 (certificate) is an eligibility requirement for promotion consideration to SFC.
- Graduation of the Senior Leaders Course (SLC, DA Form 1059) is a promotion requirement to SFC.
- Completion of SSD 4 (certificate) is an eligibility requirement for promotion consideration to MSG.

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**APPENDIX 3**

<b>MDARNG E-4 EVALUATION REPORT</b>				<i>This form is for promotion board purposes only. DO NOT iPERM!</i>	
The proponent agency for use of this form is the MDARNG G1 Enlisted Personnel Management Branch					
<b>PART I – ADMINISTRATIVE DATA</b>					
a. NAME OF RATED SOLDIER (Last, First, Mi)			b. RANK <b>SPC</b>	c. DOR (yyyymmdd)	d. PMOSC
e. UNIT & MAJOR COMMAND			f. UIC	g. REASON FOR SUBMISSION	
h. PERIOD COVERED			i. RATED MONTHS		j. NONRATED CODES
FROM (yyyymmdd)		THRU (yyyymmdd)			
<b>PART II - AUTHENTICATION</b>					
a. NAME OF RATER			b. CAC or SIGNATURE		c. DATE (yyyymmdd)
d. RANK	e. PMOSC/BRANCH	f. UNIT		g. DUTY ASSIGNMENT	
h. NAME OF SENIOR RATER			i. CAC or SIGNATURE		j. DATE (yyyymmdd)
k. RANK	l. PMOSC/BRANCH	m. UNIT		n. DUTY ASSIGNMENT	
<p><b>RATED SOLDIER:</b> 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 that 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 in Part IV are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.</p>					
o. RATED SOLDIER'S CAC or SIGNATURE			p. DATE (yyyymmdd)		
<b>PART III – DUTY DESCRIPTION (Done by Rater)</b>					
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 / APPOINTED DUTIES					
<b>PART IV – PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND</b>					
a. APFT	b. APFT DATE (yyyymmdd)	c. HEIGHT	d. WEIGHT	e. WITHIN STANDARD?	
(Comments required for "Failed" or "No" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards.)					
<p>f. CHARACTER: (Include bullet comments addressing Rated NCO's performance as it relates to adherence to Army Values, Empathy, Warrior Ethos/Service Ethos, and Discipline. Fully supports SHARP, EO and EEO.)</p> <p style="text-align: center;">MET            DID NOT MEET STANDARDS    STANDARD</p>			COMMENTS:		

NAME OF RATED SOLDIER (Last, First, MI) <b>NGMD-ARE-PEZ</b> SUBJECT: Fiscal Year 2018 Maryland Army National Guard Enlisted Promotion Board Cycle Procedures	THRU DATE
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<b>g. PRESENCE:</b> (Military and professional bearing, fitness, confidence, resilience)  <div style="display: flex; justify-content: space-around;"> <span><b>MET STANDARD</b></span> <span><b>DID NOT MEET STANDARD</b></span> </div>	<b>COMMENTS:</b>
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<b>h. INTELLECT:</b> (Mental agility, sound judgment, innovation, interpersonal tact, expertise)  <div style="display: flex; justify-content: space-around;"> <span><b>MET STANDARD</b></span> <span><b>DID NOT MEET STANDARD</b></span> </div>	<b>COMMENTS:</b>
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<b>i. LEADS:</b> (Leads others, builds trust, extends influence beyond the chain of command, leads by example, communicates)  <div style="display: flex; justify-content: space-around;"> <span><b>MET STANDARD</b></span> <span><b>DID NOT MEET STANDARD</b></span> </div>	<b>COMMENTS:</b>
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<b>j. DEVELOPS:</b> (Creates a positive workplace environment, fosters esprit de corps, prepares self, develops others stewards the profession)  <div style="display: flex; justify-content: space-around;"> <span><b>MET STANDARD</b></span> <span><b>DID NOT MEET STANDARD</b></span> </div>	<b>COMMENTS:</b>
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<b>k. ACHIEVES:</b> (Gets results)  <div style="display: flex; justify-content: space-around;"> <span><b>MET STANDARD</b></span> <span><b>DID NOT MEET STANDARD</b></span> </div>	<b>COMMENTS:</b>
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**I. RATER OVERALL PERFORMANCE COMMENTS:**

**PART V – SENIOR RATER OVERALL POTENTIAL**

Select one box representing the rated Soldier's overall potential compared to others in the same grade whom you have rated in your career. I currently senior rate _____ Soldiers in this grade.  <div style="text-align: center;"> <p><b>MOST QUALIFIED</b></p> <p><b>HIGHLY QUALIFIED</b></p> <p><b>QUALIFIED</b></p> <p><b>NOT QUALIFIED</b></p> </div>	<b>COMMENTS:</b>
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