

Corrected Announcement effective 17 November 2003

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARZ-T

20 October 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2004 Title 10 AGR Enlisted Promotion Boards

1. The National Guard Bureau will conduct the 2004 Title 10 AGR Enlisted Promotion Boards, February through July 2004, per NGR 600-200, chapter 11. Soldiers must meet the eligibility criteria in NGR 600-200, paragraph 11-27, and this memorandum to be considered for promotion. The eligibility criteria dates listed below are used for calculating the points on the NGB Form 4100-1-R-E (Note: the 600/400 point spread applies for 2004). Soldiers must submit their NGB Form 4100-1-R-E and all supporting documentation through channels to reach NGB-ARZ-T not later than the suspense date listed below for the appropriate board. All soldiers are strongly encouraged to have all documents to NGB-ARZ-T at least two weeks prior to the suspense date. The 2004 promotion board will not consider documents submitted after the suspense date nor will these soldiers be entitled to a Standby Advisory Board (STAB).

a. The Sergeant Major Promotion Board will convene 16 February 2004, to consider eligible master sergeants and first sergeants that meet all eligibility criteria by 3 February 2004. Soldiers must have a pay entry basic date (PEBD) of 2 February 1988 or earlier, a date of rank (DOR) of 2 December 2002 or earlier, and a Basic Enlisted Service Date (BESD) of 2 February 1994 or earlier. Suspense date for NGB Form 4100-1-R-E and all supporting documentation is 1600 Eastern Standard Time (EST), 2 February 2004.

b. The Master Sergeant Promotion Board will convene 15 March 2004, to consider eligible sergeants first class who meet all eligibility criteria by 1 March 2004. Soldiers must have a PEBD of 28 February 1991 or earlier, a DOR of 28 February 2003 or earlier, and a BESD of 29 February 1996 or earlier. Suspense date for NGB Form 4100-1-R-E and all source documents is 1600 EST, 1 March 2004.

c. The Sergeant First Class Promotion Board will convene 10 May 2004, to consider eligible staff sergeants who meet all eligibility criteria by 26 April 2004. Soldiers must have a PEBD of 25 April 1995 or earlier, a DOR of 26 May 2003 or earlier, and a BESD of 25 April 1998 or earlier. Suspense date for the NGB Form 4100-1-R-E and all supporting documentation is 1600 EST, 26 April 2004.

d. The Staff Sergeant Promotion Board will convene 26 July 2004, to consider eligible sergeants who meet all eligibility criteria by 7 July 2004. Soldiers must have a DOR of 6 November 2003 or earlier. Suspense date for the NGB Form 4100-1-R-E and all supporting documentation is 1600 EST, 5 July 2004.

e. The Sergeant Promotion Board will convene 26 July 2004, to consider eligible specialists and corporals who meet all eligibility criteria by 7 July 2004. Soldiers must have a date of rank of 8 January 2004 or earlier. Suspense date for the NGB Form 4100-1-R-E and all supporting documentation is 1600 EST, 5 July 2004.

2. Soldier actions. Soldiers will –

a. Complete NGB Form 4100-1-R-E, Enlisted Promotion Worksheet sections I through IV, by typewriter, computer or ink (plain block letters), using the format at Enclosure 1 page 6. Enclosure 2 is a completed sample. Enclosure 1 also has the current figure 11-2 from NGR 600-200, governing the basis for performance points on the worksheet. **Records in the Staff Management Office (NGB-ARZ-T) must support all entries on the worksheet.** All eligible soldiers must complete this form, regardless of whether or not they want to be considered for promotion. Soldiers who do not complete this form by the suspense date will be automatically boarded; however, no administrative points will be allowed, nor awarded when the promotion results are posted.

b. Soldiers will submit with the worksheet new or updated documents to support entries on their worksheet and for inclusion in their AGR Management File. Documents which the soldier knows are in their management file need not be resubmitted. Soldiers who want the Staff Management Office to review their file for completeness must submit their documents at least two weeks or more in advance of the suspense date of the promotion board per paragraph 1 above in order to allow sufficient response time.

c. Submit all items discussed in this memorandum, whether in person or by mail, by using DA Form 200 (Transmittal Record) to provide a receipt and tracking of the documents submitted. This is the only acceptable indication or proof that a soldier has submitted documentation by the suspense date. The DA Form 200 must list each document enclosed. A 9x12 self-addressed envelope must accompany this form. The Staff Management Office will return the DA Form 200 and all other documents that are no longer required in your file.

d. Soldiers will verify their promotion Career Progression MOS (CPMOS) by initialing the entry in the PMOSD block, item #5 of the NGB Form 4100-1-R-E. The Primary MOS (PMOS) or CPMOS guidance is in NGR 600-200, paragraph 5-8.

e. Soldiers must submit the completed worksheet and supporting documents to their first line supervisor (Rater) for review. This information is then forwarded through their Senior ARNG Enlisted Advisor, Division Sergeant Major or Senior NCO in time to process the forms and mail it to reach NGB-ARZ-T by 1600 hours on the suspense date. Additional documentation received after 1600 hours on the suspense date will not be accepted for the 2004 Promotion Board cycle. However, the documents will be retained to update the soldier's personnel management file in NGB-ARZ-T.

f. Soldiers may update their AGR Management File in person by telephone or through an individual designated in writing to review the file on their behalf. Soldiers may designate another soldier, without regard to grade, to review their file on their behalf by signing a memorandum prepared per the sample at Enclosure 3. It is highly recommended that soldiers personally review their own records early enough to allow time to accomplish revisions and updates prior to the suspense date. Soldier should consider using a designee to review the record in exceptional circumstances. It is preferable that each soldier personally review his or her record.

g. Soldiers stationed outside the National Capitol Region (NCR) area may call for a quick record review to determine the status of their file. All enlisted soldiers are authorized permissive TDY per AR 600-8-10, paragraph 5-32a, to review their personnel record. This authority resides with the soldier's normal leave approval authority. These soldiers must call to coordinate an appointment before leaving their duty station.

h. Soldiers selected for promotion will be provided a date for NCOES, by NGB-ARZ-T. Selected soldiers must submit a DA Form 4187 to NGB-ARZ-T within 15 working days of notification indicating their acceptance or request for an alternate NCOES date. Failure to reply within the time period may result in removal from the promotion list.

3. Supervisor actions:

a. First line supervisors (Rater) will –

(1) Record promotion worksheets and supporting documents to ensure the data is clear, accurate and entered per figure 11-2 (see Enclosure 1). The first line supervisor will ensure that the soldier has accepted or declined consideration by a hand-written X-mark; signed and dated the form in part IV; and enclosed any required supporting documentation. The first line supervisor will ensure the soldier understands all the guidance as noted in this memorandum.

(2) Sign and date the NGB Form 4100-1-R-E as the recorder, showing they have reviewed the information and determined it is accurate and complete, including the Record of Correspondence Courses and all supporting documents.

(3) Raters may submit complete-the-record NCOERs at their option, but only as authorized by AR 623-205 paragraph 3-33.

(4) By signing the NGB Form 4100-1-R-E the Rater is recommending the soldier for promotion. Raters may recommend declination of promotion consideration through NGB-ARZ-T, to the Director ARNG, but must follow the guidance in NGR 600-200, paragraph 11-38a. Raters that cannot meet the timelines before the promotion board suspense date must allow the soldier to be considered by signing the NGB Form 4100-1-R-E. However, they should include a memorandum for NGB-ARZ-T, indicating that they do not recommend promotion consideration. The Rater should continue forward with the appropriate documentation, to include a DA Form 4856 indicating that the soldier has been formally counseled. The soldier will be removed from the promotion list if it is determined later that he or she should not have been considered for promotion during this cycle.

b. Senior NCOs/Senior Enlisted Advisors will –

(1) Verify each soldier's promotion documents for accuracy and completeness. On questionable items, call the soldier for explanation or correction, or highlight the questionable information for verification by NGB-ARZ-T.

(2) Sign and date the NGB Form 4100-1-R-E as the verifier, indicating that they have verified the information, that it is accurate and complete, and that they have verified their soldier's CPMOS. Signing does not indicate recommendation for promotion.

(3) Retain a copy of all documents submitted by each subordinate soldier. Forward the soldiers' packet to NGB-ARZ-T, making sure it arrives before the suspense date established in

paragraph 1. **Promotion documents arriving after the suspense date will not be accepted for this year's promotion board. Documents may be transmitted electronically to meet suspense dates.**

4. Staff Management Office actions:

a. In preparation for the promotion board, NGB-ARZ-T will:

(1) Designate one or more individuals to receive, verify, file and control all documents submitted per this memorandum.

(2) Provide a signed copy of the DA Form 200 to soldiers who included the pre-addressed stamped envelope.

(3) Verify data entered on worksheets with the documents in the soldier's NGB-ARZ-T personnel management files and those submitted with the worksheet.

(4) Call or e-mail the soldier and/or the soldier's leader to clarify questionable entries, supporting documentation, etc.

(5) Review the soldier's personnel management file with the soldier in person, with the soldiers' designee (if authorized in writing per paragraph 2 above) or by telephone, as the soldier desires.

(6) Enter performance points from each soldier's NGB Form 4100-1-R-E into the promotion database, and secure the forms until after the promotion board adjourns.

b. During the promotion board, NGB-ARZ-T will clarify questions on individual records when requested by the promotion board President or recorder.

c. After the promotion boards, NGB-ARZ-T will:

(1) Provide the administrative point total to NGB-ARP-B who will merge the promotion board points with the administrative points in their promotion board database.

(2) Produce the promotion list once NGB-ARP-B has obtained approval of the promotion board from the DARNG/DDARNG.

(3) Determine promotion requirements by availability of control grades or promotion point threshold or other method as determined by the DARNG or his designee and assign promotion sequence numbers to those selected for promotion.

(4) Obtain the convening authority's approval by signature.

(5) Publish the Title 10 AGR Enlisted promotion lists for 2004.

(6) Forward an Individual Report Card for soldiers considered for promotion.

(7) Contact each soldier selected for promotion and provide NCOES dates, as appropriate.

5. Promotion Board actions:

a. Each Enlisted Promotion Board will base its recommendations on an impartial review of only the promotion board files prepared by NGB-ARZ-T. Promotion boards will not have access to the soldier's NGB Form 4100-1-R-E.

b. When the Director Army National Guard (DARNG) or in his absence the Deputy Director, Army National Guard (DDARNG), approves the promotion board recommendation, the Chief, ARNG Staff Management Office (NGB-ARZ-T) will publish each promotion list. The lists will be used for approximately 12 months for promotions, as a priority for NCOES training, and for considering soldiers for AGR assignments involving promotion. The list will expire in 12 months or upon publication of the next year's promotion list for that grade, whichever occurs first. Enclosure 4 provides guidance in these matters. After the release of the initial promotion list, additional promotions may be authorized, as determined by the availability of additional control grades for SGM and MSG, per approval of the DARNG/DDARNG. If additional promotions are authorized, the current promotion list(s) will be updated and released per NGR 600-200, chapter 11-43f. Current promotion lists may also be updated and released, from time to time, as necessary, based upon promotion point errors discovered after the initial release and corrected. This may result in additional promotions and/or changes to the promotion sequence.

6. Points of contact are:

a. Enlisted management files update and review; NGB-ARZ-T, SFC Veillard, DSN 327-1407 or COMM 703-607-1407; SFC Grzebieniowski, DSN 327-1408 or COMM 703-607-1408; SFC Montgomery, DSN 327-1359 or COMM 703-607-1359; MSG Scott, DSN 327-1406 or COMM: 703-607-1406. FAX: 327-5972 or COMM703-607-5792. All of the above can be contacted by e-mail at enlisted.management@ngb.army.mil.

b. Enlisted AGR Program policy questions, NGB-ARZ-T, SGM Lockwood, DSN 327-1405 or COMM 703-607-1405. E-mail at Sheriann.Lockwood@ngb.army.mil.

c. Enlisted promotion policy questions, NGB-ARH-E, MSG Van Briesen, DSN 327-3401 or COMM 703-607-3401. E-mail at christopher.vanbriesen@ngb.army.mil.

7 Encls

1. Figure 11-2
2. Sample 4100-1-R-E
3. Memo of Authority to Review Files
4. Policies & Procedures
5. Record of Correspondence Courses
6. Board Packets and Preparations Procedures

//////////signed//////////
GARY S. OWENS
Colonel, NGB
Chief, ARNG Staff Management
Office

DISTRIBUTION:

NGB Public Web-site: <http://www.arng.army.mil/>

Figure 11-2 (Enclosure 1)
Instructions for NGB Form 4100-1-R-E, Enlisted Promotion Point Worksheet

The field numbers in this table are keyed to the field numbers on NGB Form 4100-1-R-E. This will help complete the form manually and explain entries to soldiers.

Section I - Personnel Systems Data (maximum-150 points)

Field 1: Last and first names plus middle initial and any suffix.

Field 2: Social Security Number.

Field 3: Rank title (no pay grades).

Field 4: Unit name (may be short title, UIC, or payroll sequence code).

Field 5: Promotion MOS (primary or career progression MOS). If CPMOS is different from PMOS, enter CPMOS in handwriting.

Field 6: Physical profile (PULHES).

Field 7: DOB (date of birth). (Enter date in YY/MM/DD sequence).

Field 8: DOR (date of rank). Use DOR to compute TIMIG at 5 points for each full year up to 15 years in grade (75 points maximum). (Enter date in YY/MM/DD sequence).

Field 9: PEBD (pay entry basic date). Use PEBD to compute TIS at 3 points per full year up to 25 years of service (75 points maximum). (Enter date in YY/MM/DD sequence).

Field 10: BESD (basic enlisted service date - enter for SSG and above). Use BESD to determine cumulative enlisted service (CES) for eligibility for promotion to senior NCO ranks. (Enter date in YY/MM/DD sequence).

Field 11: ETS (expiration term of service). (Enter date in YY/MM/DD sequence).

Field 12: Active status program code that shows if the soldier is on any form of active duty or Full-Time National Guard Duty (FTNGD).

Field 13: Technician/Selective Service Code that shows if the soldier is a Military Technician.

Section II - Awards (maximum-75 points)

Fields 14-23: Enter each issue of each award, up to a total of 10 entries, in decreasing order, the points for each award, and the total points. This field includes only individual decorations, the POW Medal, and certain badges requiring some form of performance test except for the CIB and CMB. It does not include unit citations of any degree, the Good Conduct or comparable RC equivalent medals, nor Federal or state service or training medals and ribbons, and most badges. The campaign stars in g below are for the KSM, AFEM, VSM and SWASM to recognize service in designated Hostile Fire Pay areas. Determine sequence, point values, and relative value of comparable awards from other services and States. For example, for a soldier with three commendation medals, one from the Army, one Navy and one State, list them in descending order of precedence and award 20 points for each award from the following paragraphs. States may award credit for any or all State awards at equivalent levels as discussed here for other Armed Services' awards. For awards not included here, State MPMO will determine relative precedence, place them in sequence, and award credit to all soldiers in the state with that award. However, this will not include categories or types of awards not listed below (including credit for state awards that are not decorations), such as skill or identification badges, or any other type of service or training awards whether state, federal or foreign. See also section VI d at the end of this figure.

- a. Soldier's Medal and higher awards - 35 points each award.
- b. Bronze Star Medal and Purple Heart Medal -30 points each award.
- c. Meritorious Service Medals (DMSM, MSM, State MSM-equivalents - 25 points each award.
- d. Air Medal Commendation Medals (JSCOM, ARCOM, other services and State commendation-equivalent medals) - 20 points each award.

- e. Achievement Medals (JAM, AAM, and other Services and State achievement-equivalent medals) - 15 points each award. Do not include award of the Army Reserve Components Achievement Medal (ARCAM).
- f. POW Medal, CIB, EIB, CMB and EFMB - 10 points each award. Effective with the 1996 board cycle or the first board cycle the state implemented, Good Conduct Medals and RC and state equivalents were deleted from this field for promotion point credit.
- g. Driver and Mechanic and Tomb Guard ID badges, and campaign stars to service medals - 5 points each award. For the KSM, VSM and SWASM the basic award includes a campaign star; for the AFEM award 5 points for the basic medal and 5 points for each campaign star.

Section III - Training and Education Data (maximum-375 points)

Field 24: Weapon qualification (maximum-75 points)

Enter the soldier's latest qualification level with individual weapon. Commanders of TDA units, and units with soldiers who must qualify with two or more weapons, may specify which weapon assigned and attached soldiers will use for qualification. For promotion purposes only, effective 1 January 1996, qualification is valid only for two training years. (For this purpose only, a training year is 1 October - 30 September). Use minimum score for Marksman for all re-fires, where the soldier makes an initial attempt at weapons qualification, does not achieve a minimum passing score, and then, after remedial training, re-fires to qualify and is successful on the second attempt.

Level	Points
Marksman	25
Sharpshooter	50
Expert	75

Field 25: Army Physical Fitness Test (APFT) (maximum-75 points)

- a. Enter the soldier's latest total score on the most recent APFT current within the last 18 months (8 months for AGR).
- b. For soldiers with permanent physical profiles for the pushup or sit-up events, grant 60 points for each strength event waived. Use the actual score for each strength event taken. The soldier must qualify on the 2-mile run or alternate aerobic event per FM 21-20 to receive any promotion points. Award soldiers who receive a GO on the alternate aerobic event an administrative score in the aerobic event that is the average of the other events. For example, for a soldier with a profile against pushups, who scores 80 on the sit-ups, and does the 2 1/2-mile walk, enter 60 for the pushups, 80 for the sit-ups, 70 for the aerobic event, and a total of 210, for 23 promotion points. Do not enter any of this administration information on the DA Form 705 under any circumstances per FM 21-20, chapter 14. Record it only on NGB Form 4100-1-R-E.
- c. For soldiers with temporary physical profiles on DA Form 3349, use the soldier's current APFT score provided it is not more than 18/8 months old (a above). However, for soldiers whose profiles are extended by Army medical officers and signed by the soldier's commander on the DA Form 3349, award promotion points based on their latest APFT beyond these time lines.
- d. Soldiers who fail to take or pass the latest APFT for other than valid physical profile on a completed DA Form 3349 will not be awarded promotion points in this field.

Table 11-2 APFT

APFT					
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
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

Field 26: Other resident training (maximum 75 points)

- a.* Enter 5 points per full week for all other military resident courses, other than the required NCOES courses, or civilian equivalent funded by the Army or ARNG, recorded in DA Form 2-1, item 17. Courses must be successfully completed and be five days, one week or 40 or more hours to be recorded. When a course is listed only with the total academic hours, determine the actual number of days covered. For instance, if a soldier attended the Phase II of an MOS-producing course that contained 132 academic hours, and the DA Form 1059 stated the course was conducted 1-12 May 98, that is a two-week course. Do not divide the total hours by 40 or the total days by 5 to determine course length for promotion points purposes; you must determine the actual days that the course covered to determine promotion points. Do not include in any computation for promotion points purposes the remaining hours or days from basic computations, or one-day, two-day, three-day or four-day courses. These last courses are not authorized for entry on DA Form 2-1, item 17, per AR 600-8-104, table 2-2 and, thus, cannot be used to award promotion points.
- b.* Convert days, and RC courses conducted in IDT mode, into weeks: each day on which training is conducted in IDT mode equals one day. For instance, UTA and MUTA-2 = 1 day; MUTA-3 and MUTA-4 = 2 days; MUTA-5 and MUTA-6 = 3 days; etc. For courses conducted in IDT mode, divide the number of days by 5 for total number of weeks, and count only the full weeks in each course. Do not add the days "left over" from the courses. For example, for a 2-weeks, 4-days course, award 10 promotion points for the two weeks, Do not add the four remaining days to the days from any other course to award promotion points. Also, for promotion points purposes, a course that runs 14 or 17 straight days is a two-week course. One that runs 21 straight days is a three-week course.
- c.* Include MOS reclassification courses after the soldier's first AIT or comparable school in another Armed Service.
- d.* Do not include BT, the first AIT (up to 8 weeks) or OSUT (up to 13 weeks), officer basic course, USMA Prep School, any service academy or officer course which earns equivalent credit for NCOES, and the required course for each of the four levels in the NCOES formula.
- e.* When a soldier has completed more than one NCOES course at a level, credit the soldier here with the weeks for the additional NCOES courses at each level. For example, an AGR soldier with a RC-BNCOC and an AC-BNCOC will count the RC course here. Include here other service NCO courses that are not creditable per the policies in paragraphs 11-28 through 11-31 of this regulation. Do not award promotion points for partially completed courses of any type unless that was the soldier's total training requirement at that level. Do not award promotion points for parts of courses from which soldiers are eliminated for any reason other than completion, such as a phase of a course when the soldier failed a required phase of that course.
- f.* When a soldier fails to complete an NCOES course within the prescribed time limits and must start over, do not award credit in any field of this figure for any portion of the incomplete course.

Field 27. Self-development courses (maximum 75 points)

- a.* Enter all Army Correspondence Course Program and other service subcourse program credits (including Federal Emergency Management Agency [FEMA] courses through the Emergency Management Institute [EMI]) which are documented in the MPRJ (on DA Form 21, item 17) or through individual course completion notices provided by the soldier, except subcourse hours that are a part of AC- or RC-NCOES courses. For example, do not include credit for subcourses in Phase I-B of Army Band RC-BNCOC and RC-ANCOC, or the U.S. Army Sergeants Major Course (USASMC) Nonresident Course.
- b.* Award 1 promotion point for each 5 credit hours (or EMI study hours) completed. Award 5 extra points for each diploma, completion notice, or comparable document that show completion of a subcourse series designed for enlisted soldiers (and those which enlisted soldiers require for their positions), such as an Enlisted Professional Development Course or Basic Level Sustainment Training Technical Course. To be eligible for the extra 5 points, a subcourse series must have at least 5 subcourses or 25 credit hours and be entered in DA Form 2-1, item 17. Absent a diploma, soldiers may prove eligibility for the 5 points through letter or memorandum from the training institution, completion notices of all subcourses listed in a service catalog dated at the time the soldier took the courses showing all the subcourses, similar documents, or Academic Evaluation Report (DA Form 1059) or other service equivalent, including web based systems.
- c.* Do not award extra points for courses designed for officer programs that are closed to enlisted soldiers.
- d.* To determine promotion points when the only available record of subcourse credit hours is the NGB Form 23 from the Retirement Points Accounting System or Model (or comparable records from other Armed Services), multiply the sum of the retirement points for the subcourses by 3 and divide by 5. For example, 18 subcourse retirement points x 3 = 54 divided by 5 equals 10 promotion points. Do not round-up or carry remaining points to other courses, and do not award 5 bonus points for completion of a subcourse series unless the soldier has a document per *b* above.

Field 28: Post-secondary semester hours (civilian education) (maximum-75 points)

Enter the total number of creditable post-secondary hours from transcripts accepted by a college or university listed in the Accredited Institutions of Post-secondary Education, which is published annually by the American Council on Education (ACE). See AR 600-8-104, table 5-2, item 17.1.a(4) and NGP 25-10 to determine how to record civilian education.

- a.* Award points as follows:

(1) High school diploma, GED or alternate credential is the minimum essential for promotion. Do not award points for this level.

(2) For 1 to 60 semester hours, award one point per semester hour at a business or trade school, vocational or technical institute, or college. (The associate degree level, approximately 60 SH, is the Army and ARNG goal for noncommissioned officers.)

(3) Award 75 points for a baccalaureate or higher degree. For 61 or more semester hours, but less than a baccalaureate degree, no additional points will be awarded.

b. Basis for points:

(1) Use transcripts (including student copies), machine-produced grade slips or reports that include the school title or name, the number of hours (such as semester hours) creditable for the hours listed, and final grade. Soldiers who use the evaluation system to gain ACES credit for military education, training and experience may use only one college transcript that includes this credit. Transcripts will not include duplicate credit for any military education, training or experience to compute promotion points under this criterion. For example, the Evaluation Report given with DD Form 295 using the ARNG METEC or METEC-II program may show "*O-3 (L) Note 1: This is a duplicate catalog item. Most schools award credit for only one item.*" Do not award promotion points for course recommendations based only on their listing on DD Form 295 or similar documents. These are recommendations for credit based on ACE evaluations, are not official transcripts, must be accepted by an accredited institution, and must be placed on an official transcript with raised seal before they may earn the soldier promotion points. See AR 600-8-104, table 5-2, item 17.1a(4) for entry of post-secondary education in DA Form 2-1, item 17.

(2) For business, trade or vocational schools, completion certificates may be used provided the number of course hours are listed.

(3) Hour conversions: to award promotion points, one semester hour equals one promotion point.

(a) Method 1: One and one-half (1.5) quarter hours equal one semester hour.

(b) Method 2: 16 classroom or clock hours equal one semester hour.

(4) Examination credits: Award points for any satisfactory examination results obtained under the Defense Activity for Nontraditional Education System (DANTES) sponsored examination program with credit recommendations (College Level Entrance Program [CLEP] general and subject examinations, DANTES Subject Standardized Tests [DSST], American College Test Proficiency Examination Program [ACTPEP], National Institute for Automotive Service Excellence [ASE], etc.) Soldiers who complete all five parts of the CLEP general exam (equivalent to one year of college or 30 semester hours) will be awarded 30 promotion points and considered to have earned the equivalent of 6 semester hours for each of the five parts satisfactorily completed. Soldiers who satisfactorily complete CLEP subject exams, DSSTs, or ACTPEPs will be awarded points based on the number of semester hours recommended by the ACE when put onto a transcript by a college or university listed in the Accredited Institutions of Post-secondary Education. State Education Services Officers and active installation education centers can help determine the number of hours or credits.

(5) Business and trade schools: award points for any type of post-secondary school (beyond 12th grade level) accredited by the ACE and listed in Accredited Institutions of Post Secondary Education.

c. Foreign schools: award points for credits earned at foreign schools provided their credentials have been evaluated and accepted by one of the following:

(1) A state university or recognized university or college listed in Accredited Institutions of Post-secondary Education.

(2) International Education Research Foundation, PO Box 66940, Los Angeles, CA 90066.

(3) World Education Services, Inc., Old Chelsea Station, PO Box 745, NY, NY 10011.

(4) International Consultants, Inc. of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.

(5) Education Credentials Evaluation, Inc., PO Box 17499, Milwaukee, WI 53217.

(6) Educational Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Sacramento, CA 95814.

(7) Consulting Engineers/Education Specialist, International Transcript Evaluation Division, PO Box 19576, Houston, TX 77224-9576.

(8) Center for Educational Documentation, PO Box 325, Boston, MA 02130.

(9) Education Evaluators International, Inc., PO Box 5397, Los Alamitos, CA 90721.

d. The State MPMO may, at any time, require a soldier to obtain additional information when the validity or legibility of a form or transcript is in question. They also may establish a general rule requiring all soldiers to have an official transcript mailed directly to the State MPMO from the school registrar.

e. Do not award promotion points for Basic Skills Education Program (BSEP), Advanced Skills Education Program (ASEP), English as a Second Language (ESL), GT Improvement, or any similar course.

Section IV - Verification

The soldier will mark an X in one block in field 29 ("I do[] or "I do not []") to verify accuracy of information in sections I through III and to accept or decline consideration for military education and promotion, and sign and date the form. States will include here, or on a supplemental form, the options they devise for their soldiers per paragraphs 11-34a(2) and 11-35c of this regulation. Soldiers who elect consideration for promotion and NCOES training will choose at this time the option or options that will determine their availability for vacancies that occur during the life of the promotion list. When a soldier is not

available to review the form, select or decline consideration, and choose options due to temporary duty or absence, whether military or civilian related, the commander (or delegate) may contact the soldier by telephone, facsimile transmission, or mail (including email), review the form, obtain the soldier's choice of consideration and option(s), and sign, date, and annotate the form on the soldier's behalf.

Section V - Appraisal

The Recorder (designated personnel technician, specialist, sergeant or officer) will enter scores from each evaluator's NGB Form 4101-1-R and attach the evaluations to the form. This may be done electronically or manually. Regardless of how it is done, each board member will have 400 points available for each soldier evaluated. Add the scores of all the voting board members' evaluations for each soldier. Divide this sum by the number of voting board or panel members to determine each soldier's board promotion points (0-400). Enter this in the soldier's NGB Form 4100-1-R-E, *field 30-34*. This scoring system will not be altered as is stated in paragraph 11-40a of this regulation.

Section VI - Total Score and Verification

- a.* The Recorder will verify field totals, ensure that documents that support changes to preprinted information are attached to the form, if allowed by the state, and sign and date the form.
- b.* The individual designated to verify the form will ensure that it is correct, complete, and will sign and date the form.
- c.* The average leader evaluation score and the total score will be computed at the State MPMO or, for Title 10 AGR soldiers, by NGB-ARZ-T. This may be done electronically and integrated to the NGB Form 4100-1-R-E.
- d.* The State MPMO (or NGB-ARZ-T for Title 10 AGR soldiers) will verify that all promotion points are computed per the instructions in this chapter and the policy document that announced the board. The only option allowed per this figure is to devise points for state decorations that are within the limits for the types of awards and individual award limits as well as the 75 points total for *fields 14-23*. There are no other options, and any other computations will void the board action.

ENLISTED PROMOTION POINT WORKSHEET

(For use of this form, see NGR 600-200. The proponent agency is NGB-ARH-E)

Section I – PERSONNEL SYSTEM DATA

- 1) Name: 2) SSN: 3) Rank:
- 4) Unit name: 5) PMOSD: 6) PULHES:
- 7) DOB: 8) DOR:[] 9) PEBD: [] 10) BESD:
- 11) ETS: 12) Active status program: 13) Tech/Selective Service code:

Section II – AWARDS

- 14) Award [] 15) Award []
- 16) Award [] 17) Award []
- 18) Award [] 19) Award []
- 20) Award [] 21) Award []
- 22) Award [] 23) Award []

Section III – TRAINING AND EDUCATION DATA

- 24) Weapons qualification [] 25) APFT score []
- 26) Other resident training weeks ... [] 27) Self-development course hours .. []
- 28) Post-secondary semester hours .. []

Section IV – VERIFICATION

- a. I have verified this information. 29) I do [] I do not [] want to be considered for military education and promotion.
- b. (For state use to insert advance declination of positions.)

Soldier's signature and date

Section V - APPRAISAL

- 30) Board Member [] 31) Board Member []
- 32) Board Member [] 33) Board Member []
- 34) Board Member []

Section VI - TOTAL SCORE AND VERIFICATION

- a. Field 8: Time in grade [] 75 points maximum
- b. Field 9: Time in service [] 75 points maximum
- c. Fields 14-23: Awards [] 75 points maximum
- d. Field 24: Weapons qualification [] 75 points maximum
- e. Field 25: APFT [] 75 points maximum
- f. Field 26: Other resident courses [] 75 points maximum
- g. Field 27: Self-development courses [] 75 points maximum
- h. Field 28: Post-secondary courses [] 75 points maximum
- i. Fields 30-34: Promotion Board Score [] 400 points maximum
- Total score** [] 1000 points maximum

Recorder: signature and date

Verifier: signature and date

ENLISTED PROMOTION APPRAISAL WORKSHEET
 (For use of this form, See NGR 600-200. The proponent agency is NGB-ARH-E)

SOLDIER IDENTIFICATION

Name _____ SSN _____ Rank _____
 PMOSD _____ Unit _____

APPRAISALS

Areas of Consideration	PERFORMANCE POINTS		POTENTIAL POINTS	
	Allowed	Awarded	Allowed	Awarded
Military appearance and Bearing	0 - 15	_____	NONE	NA
Responsibility and Accountability	0 - 25	_____	0 - 30	_____
Leadership	0 - 35	_____	0 - 70	_____
Communication skills	0 - 20	_____	0 - 30	_____
Professional attributes	0 - 20	_____	0 - 30	_____
Initiative	0 - 25	_____	0 - 30	_____
Technical and tactical proficiency	0 - 35	_____	0 - 35	_____
Totals	175	=====	225	=====

 Rank and name

 Signature and date

ENLISTED PROMOTION POINT WORKSHEET

(For use of this form, see NGR 600-200. The proponent agency is NGB-ARH-E)

Section I - PERSONNEL SYSTEM DATA

- 1) Name: . LAST, First MI. III. 2) SSN: . 111-22-3333 3) Rank: . . . SSG.
- 4) Unit name: { Off symbol}{Location} . . . 5) PMOSD: . 92Y. *SPM* 6) PULHES: .111121 . 970602.
- 7) DOB: .720618. 8) DOR: 991001.[05] 9) PEBD: . 920815. . . [18] 10) BESD: . 920815 . .
- 11) ETS: . 060814. 12) Active status program: . . D 13) Tech/Selective Service code: . N/A .

Section II - AWARDS

- | | | | |
|------------------------------|--------|-----------------------------|--------|
| 14) Award . .Driver Badge | [5] | 15) Award . .AAM | [15] |
| 16) Award . .AAM. | [15] | 17) Award . .ARCOM. | [20] |
| 18) Award . .ARCOM | [20] | 19) Award | [] |
| 20) Award | [] | 21) Award | [] |
| 22) Award | [] | 23) Award | [] |

Section III - TRAINING AND EDUCATION DATA

- | | | | |
|---|--------|---------------------------------------|--------|
| 24) Weapons qualification | [] | 25) APFT score . . 260 | [56] |
| 26) Other resident training weeks .12 . | [60] | 27) Self-development course hours . . | [75] |
| 28) Post-secondary semester hours . . | [] | 364 hrs = 72 + 5 Cert = 77 | |

Section IV - VERIFICATION

- a. I have verified this information. 29) I do [**X**] I do not [] want to be considered for military education and promotion.
- b. (For state use to insert advance declination of positions.)

[Handwritten Signature]
 2 Jan 03
 Soldier's signature and date

Section V - APPRAISAL

- | | | | |
|----------------------------|-----|----------------------------|-----|
| 30) Board Member | [] | 31) Board Member | [] |
| 32) Board Member | [] | 33) Board Member. | [] |
| 34) Board Member | [] | | |

Section VI - TOTAL SCORE AND VERIFICATION

- | | | | |
|------------------|------------------------------------|---------|---------------------|
| a. Field 8: | Time in grade | [05] | 75 points maximum |
| b. Field 9: | Time in service | [18] | 75 points maximum |
| c. Fields 14-23: | Awards | [75] | 75 points maximum |
| d. Field 24: | Weapons qualification | [] | 75 points maximum |
| e. Field 25: | APFT | [56] | 75 points maximum |
| f. Field 26: | Other resident courses | [60] | 75 points maximum |
| g. Field 27: | Self-development courses | [75] | 75 points maximum |
| h. Field 28: | Post-secondary courses | [] | 75 points maximum |
| i. Fields 30-34: | Promotion Board Score | [N/A] | 400 points maximum |
| | Total score | [] | 1000 points maximum |

[Handwritten Signature]
 2 Jan 03
 Recorder: signature and date

[Handwritten Signature]
 4 Jan 03
 Verifier: signature and date

Sample Designation Memorandum

SOLDIER'S UNIT LETTERHEAD

(Office Symbol)

(Current date)

MEMORANDUM FOR Enlisted Branch, Staff Management Office, NGB-ARZ-T,
1411 Thomas Jefferson Highway, Arlington, VA 22202-3231

SUBJECT: Authority to Review Files

1. I designate (Rank, Name, SSN) to review my AGR Management File on my behalf in preparation for the 2004 Title 10 Enlisted Promotion Board. This designation is valid until (enter the cut-off date announced for your promotion board).
2. My telephone numbers are DSN XXX-XXXX, COM XXX-XXX-XXXX.

JOHN T. SOLDIER
Social Security Number
Rank, Current Unit

NOTE: Check AR 25-50 for preparation guidance.

Policies and Procedures for Title 10 AGR Promotions and Related Actions

1. This enclosure sets the policies and procedures for Title 10 AGR enlisted promotions. It also includes related issues that affect the promotion system.
2. The promotion list for each board will contain the names of all soldiers considered by that board. The list is broken down by Career Progression MOS (CPMOS). The selection objective for each CPMOS will show a promotion sequence number of the soldiers we expect to promote from the list in or into position vacancies for which there is or will be a grade authorization for that MOS. If, during the life of the list, the number of vacancies with authorizations to promote exceeds our original expectations, we may extend the selection objective to give more soldiers in that CPMOS a sequence number.
3. Soldiers that are in Duty MOS Immaterial Positions (OOD/OOF) will be listed under their PMOS, which is the soldiers CPMOS. Paragraph 5-8, NGR 600-200 explains awarding of the CPMOS.
4. Promotions into an OOD/OOF position will be based upon the overall promotion list without regard to soldiers CPMOS. These positions require specific experience factors based upon past assignments or skills. These factors are identified on staffing documents. The skills/background required for these positions must have been within the last 6 years. For example, the Training Coordinator position at the U.S. Army Sergeants Major Academy, Fort Bliss, TX, might require SQI 2, Training Development, and the remark column might state "2 years of Training Development experience required." The first soldier on the overall list with this experience, regardless of CPMOS will be given the opportunity for this assignment and promotion.
5. Soldiers in the selection objective who are not graduates of nor enrolled in the NCOES course required for the promotion by NGR 600-200, paragraph 11-28a, will have an application period of time stated in the memorandum announcing the board results in which to apply for the course. Those who do not apply will be removed from the list for failure to apply per NGR 600-200, paragraph 11-48g, and the next soldier on that list may be added to the selection objective.
6. To the maximum practical extent, soldiers will be selected for higher graded positions based on their promotion sequence numbers. For additional assignments below the objective, NGB-ARZ-T will try to select individuals with the next highest potential for promotion. However, operational needs of the AGR program may dictate assignments to higher graded positions without promotion authorization.

7. The earliest effective date for promotions will be based on the following as long as all requirements have been met per NGR 600-200:

a. Sergeant (SGT): If not already trained, the day after the soldier has completed Primary Leader Development Course (PLDC). For those already trained, it will be the first day of the month following the date of the memorandum announcing the board results.

b. Staff Sergeant (SSG): If not already trained, the soldier may be conditionally promoted the day after the soldier has completed Phase 1 (Common Core) of the Basic Noncommissioned Officer Course (BNCOC). For those already trained, it will be the first day of the month following the date of the memorandum announcing the board results. Soldiers not in a SSG Position will not be promoted until an approved DA Form 4187 (Request for Reassignment) is received and approved by NGB-ARZ-T.

c. Sergeant First Class (SFC): If not already trained, the soldier may be conditionally promoted the day after the soldier has completed Phase 1 (Common Core) of the Advanced Noncommissioned Officer Course (ANCOC). For those already trained, it will be the first day of the month following the date of the memorandum announcing the board results. Soldiers not in a SFC Position will not be promoted until an approved DA Form 4187 (Request for Reassignment) is received and approved by NGB-ARZ-T.

d. Master Sergeant (MSG) and Sergeant Major (SGM): When the controlled grade becomes available. The day after a soldier separates or when a MSG gets promoted to SGM from the Title 10 AGR Program (thus, freeing a controlled grade allocation) is the earliest date a soldier may be promoted against that grade allocation. Soldiers with a sequence number, who are not in positions in which they may be promoted and are not yet eligible for reassignment, will be promoted in place, then assigned to the higher graded position on the first date the soldier is eligible for reassignment.

8. Soldiers who are conditionally promoted to SSG, SFC, or SGM must satisfactorily complete the entire NCOES course. Soldiers failing to complete the entire course, for any reason, will be immediately reduced without board action or appeal and removed from the promotion list from which selected.

9. The basic standard for consideration for reassignment and permanent change of station is five-sixths of a normal tour to receive credit for that assignment. However, NGB-ARZ-T may reassign soldiers sooner for the good of the service.

10. Soldiers who are offered assignments for which they are eligible and available must accept, or decline the position per NGR 600-200. All declinations of assignment must be on NGB Form 4991-R(T). The soldier will be removed from the promotion list for the duration of the list. Soldiers may be eligible to be

boarded for promotion at the next regularly scheduled promotion board. Soldiers refusing assignments may be removed from the Title 10 AGR program. Soldiers who are promoted, then refuse assignment will be immediately reduced without board action or appeal per NGR 600-200, paragraph 11-46.

11. Soldiers must serve the minimum required period after promotion per NGR 600-200, paragraph 11-10 before they may voluntarily retire. Those who do not meet these requirements will be reduced without board action or appeal, and will retire in the lower grade.

12. The Staff Management Office (NGB-ARZ-T) is responsible for the distribution and availability of grade authorizations. As priorities change, the authorization and allocation to fill a position, the grade for that position, or both, may be shifted to another position, or MOS, when a soldier leaves that position. These change as mission requirements and priorities change within the Title 10 Program.

13. The priority of training for NCOES courses is per paragraph 2b above. No one else may attend NCOES courses unless specifically authorized by Chief, Enlisted Management Branch, NGB-ARZ-T. Soldiers must apply on DA Form 4187 within the time allotted. The request must be from the soldier, through command channels, through NGB-ARZ-T, to NGB-ART-I. NGB-ARZ-T will endorse the request and forward to NGB-ART-I to obtain a quota or put on wait status. Soldiers who fail to complete the required courses through failure to report for, enter, meet standards, or through misconduct or voluntary withdrawal for any reason, except in cases of extreme hardship approved by the Deputy Director, Army National Guard, will be removed from the promotion list. They will not be eligible to apply for the same course until selected by the next regularly scheduled promotion board provided they remain eligible. They also may be considered for removal from a higher graded position and replaced by a soldier on the list who may be promoted, may be barred from reenlistment or extension, and may be considered for release from active duty in the AGR Title 10 Program as well as membership in the Army National Guard.

14. Enlisted soldiers serving at Fort Lewis, Washington, on the First U.S. Army Corps Bridge Program is part of their state promotion systems and will not be part of the Title 10 enlisted AGR career management program.

15. Title 32 AGR soldiers on Title 10 Professional Development Tours will not be considered for promotion. They will be part of their state promotion system and can only be recommended for promotion by their state headquarters convening authority. If recommended by their state for promotion, the state must provide the appropriate AGR authorization, i.e., control grade for master sergeant or sergeant major. Title 10 AGR soldiers on Title 32 Professional Development or exchange programs will be considered for promotion. If the soldier is selected, the soldier must return to Title 10 during the life cycle of the list. These soldiers cannot be promoted before the first day in which they return to Title 10 status.

16. Generally, positions graded SFC and higher will be filled through promotion from these lists. However, when the Chief, Enlisted Management Branch, NGB-ARZ-T, determines there is no one in the Title 10 AGR Program who is qualified or no one is readily available, qualified soldiers may be ordered to active duty from the Title 32 AGR Program or M-Day status. The next regularly scheduled Title 10 AGR Enlisted Promotion Boards will consider these individuals as long as they have meet all the eligibility requirements per NGR 600-200.

17. Career program members may not voluntarily change their Career Progression MOS (CPMOS) during the board cycle (from the date of this announcement of the boards until the date the results of the last board that year are published.) Soldiers may voluntarily request to change their CPMOS on DA Form 4187 through AGR Program technical or command channels to NGB-ARZ-T at any other time. Requests to change CPMOS will be for the good of the service, not solely to gain a promotion advantage.

a. Soldiers voluntarily requesting reassignment out of their current CPMOS will be ineligible for promotion for the life cycle of that list and will be removed from the current promotion list. These soldiers, as long as they remain eligible, may be boarded for promotion at the next regularly scheduled promotion board.

b. Soldiers may be command directed to change their current CPMOS to fill critical vacancies for which there is no one available for that assignment. The Chief, Enlisted Management Branch, (NGB-ARZ-T) is the only one authorized to command direct soldiers into another CPMOS. Soldiers in this category will be reclassified on the promotion list per NGR 600-200, paragraph 11-52, entered (integrated into) the promotion list in the new MOS or functional area, and may be promoted in sequence based on vacancies and promotion grade authorizations in the new MOS or functional area. The DA Form 4187, requests for reassignment will be clearly marked "This is a command directed move for the benefit of the ARNG".

18. Soldiers who change their CPMOS will serve at least two years in the new MOS before they may voluntarily change it again.

**Record of Correspondence Courses
(For ARNG Title 10 AGR records purposes only)**

1. Figure 5-1 below is the format on which soldiers will record their correspondence courses. The Staff Management Office will maintain this Record of Correspondence Courses in the enlisted AGR Management Files in order to eliminate the annual re-documentation of correspondence courses. Credit will be based on courses or subcourses completed by the eligibility criteria date listed in paragraph 1, of the basic memorandum. Written notices provided by the correspondence course program manager and those received after the suspense date will not be credited to the soldier for that year and this absence will not be a basis for standby consideration.
2. Soldiers must document all subcourses and correspondence courses for which they claim promotion point credit. This may be by school completion notice, correspondence course transcript, or memorandum from the institute that administered the subcourses showing credit. They also must present to the verifier a diploma or other notice showing completion of a series to receive the additional 5-points credit. The course completion must also be entered on the soldiers DA Form 2-1, item 17. When a correspondence course is completed the individual subcourses do not need to be listed if over a total of 24 credit hours. The only exception to this rule is if the course is less than 25 credit hours, but at least 5 subcourses. In this case the individual subcourses will have to be listed.
3. As an alternative, soldiers may use a Retirement Points Accounting System (RPAS) report (NGB Form 23) as a basis to compute correspondence course credit, for all years listed on the form, by using the formula in NGR 600-200, figure 3-2. They may not use the RPAS Statement plus completion notices for any year in which the total credit hours for that retirement year exceeds the credit given in RPAS. Soldiers must submit full documentation to their State MPMOs (ATTN: RPAS) to adjust previous year subcourse entries. This is strictly a state function that cannot be done at NGB. These adjustments are the soldier's responsibility, must be done before the suspense date of their promotion board, and are not a basis for standby consideration if they do not meet the suspense date.
4. Soldiers may use a printed history statement from the Army Correspondence Course Program (ACCP) Internet home page. This printout must be verified in the same manner as figure 5-1. Soldiers may also request official transcripts from the Marine Corp Institute or from the ACCP, Fort Eustis, VA. These transcripts are official documents and no further verification will be required.
5. Older courses may only be a diploma, certificate, notice, letter, memorandum or transcript from the correspondence course activity.

6. For each verification, the verifier need only see the completion notices and diplomas to support entries made since the last verification. Soldiers do not need to document individual subcourses when they complete an entire course.

7. Record sheets may be continuous, or each year may be on a separate sheet. Individual course and subcourse completion notices will not be shown to the promotion board.

8. The soldier will retain the original copy and only submit a Photostatic copy of the original with the NGB Form 4100-1-R-E as a source document.

Do not list subcourses
For full courses completed

Leave blank
if not available

Record of Correspondence Courses for Name and SSN						
<u>School</u>	<u>Subcourse Number and Title</u>	<u>Version Date</u>	<u>Compl Date</u>	<u>Credit Hours</u>		
USAAGS	0027 Basic Administrative Records	2 Jun 99	10 Jan 00	10		
USAFAS	0123 Firing Battery Operations		16 Feb 00	15		
Diploma for FA Basic Sustainment Crs			20 Feb 00	60		
Retirement Year 29Sep79 - 28Sep80				12		

Signature, date
Verified: Typed or hand-lettered name and rank of verifier

Use when the NGB Form 23 is the only source document to support entry

This should be the same person that verified the NGB Form 4100-1-R-E

Figure 5-1

Board Packets and Preparation

The following documents and instructions cover what refers to as source documents throughout the promotion board process. All except the photograph must be a clean copy of the original official document. In the case of the correspondence course record and the biographical record brief, which are not official records, the data on them is extracted from official records. Make all copies on 8 1/2" by 11" white 20# copy paper. Highlighting documents going before the promotion board is not authorized and will be recopied.

1. **Official photograph** in accordance with AR 640-30. Color photos are desired, and digitized photos are authorized, as are black and white photos. Soldiers whose photographs no longer represent their present appearance must update the photo per AR 640-30. This is the authority to take a new photograph in less than the five-year standard per AR 640-30, because these are DA level promotion boards.
2. **Noncommissioned Officer Evaluation Reports (NCOER)** for the last five years. A Complete-the-Record report, if authorized in AR 623-205, paragraph 2-9, is optional. Complete-the-Record reports are authorized only for individuals who have not been previously rated in the current position under the same rater as of 31 January 2004 for the SGM board and will not be signed before 1 February 2004; as of 30 April 2004 for the MSG board and will not be signed before 1 May 2004; as of 31 May 2004 for the SFC board and will not be signed before 1 June 2004; as of 30 June 2004 for the SSG and SGT boards and will not be signed before 1 July 2004. They must be processed through the soldier's servicing personnel office (completion of parts I, Administrative date, items I through o before submission to NGB-ARZ-T. Without this they are incomplete, not authorized for filing or presentation to a board, and will be returned to the sender from NGB-ARZ-T.
3. **Academic Evaluation Reports (AERs) (DA Form 1059)** for all NCOES (PLDC, BNCOC, ANCOG, SGM Academy) courses regardless of when completed, and AER for all other courses completed since 1 January 1999. Copies of completion certificates can be used only if a DA Form 1059 is not available.
4. **Biographical Record Brief (BRB)** current within three months before the suspense date for the promotion board for the soldier's grade per paragraph 1 of the basic memorandum.
5. A Photostatic copy of **Personnel Qualification Record - Part I (PQR) (DA Form 2-1)** with the following verification statement entered in item 35 of the copy and signed by the soldier: (NOTE: Do not submit records with the obsolete "Certified True Copy" entry.) Copy the form on four sheets of paper. Do not copy the pages back to back.

"I have reviewed the information herein and it is correct and complete."

SIGNATURE----(Soldier signs)-----DATE-----

PSB/MPD/PSC POC--(Rank, Name)-----TELEPHONE #-----

If, after proper notification, the soldier cannot or does not sign the PQR, the personnel officer will complete the verification by entering the following statement in item 35:

"NCO was unavailable for signature and review."

SIGNATURE----(Personnel Officer signs)-----DATE-----

PSB/MPD/PSC POC----(Rank, Name)-----TELEPHONE #-----

The automated (forms flow) DA Form 2-1 is authorized for use, when it is recreated. The new DA Form 2-1 must be IAW AR 600-8-104, table 5-2. The term "Active Duty" is not referring to ARNG soldiers on Title 10 AGR. Some items will state "No longer required for Active Duty personnel". These items will be posted for the Title 10 AGR personnel. The authorized award abbreviations can be found in AR 680-29, paragraph 1-12.

6. Army Physical Fitness Test Scorecards (DA Form 705) or certified documentation for all APFTs since 1 January 2001. Soldiers with physical profiles must submit copies of all DA Form 3349 or temporary profiles since 1 January 2001. The DA Form 3349 must be fully completed per AR 40-501, **including the commander's section**. Do not make any entries on DA Forms 705 that refer to the promotion system, such as administrative points for soldiers with physical profiles. Compute and enter promotion points and related administrative computations only on the soldier's NGB Form 4100-1-R-E.

7. Body Fat Content Worksheet (DA Form 5500-R or 5501-R) is required on every soldier who exceeds the screening table weight in AR 600-9, table 1. These documents will be shown to the promotion boards. Promotion boards may refer the records of soldiers whose records are questionable to the recorder of the board. The recorder will call the senior ARNG individual at the soldier's duty station and request verification of current height, weight, and body composition by an officer or command sergeant major.

8. A copy of the most recent record of **weapons qualification** conducted on or after 1 October 2001 with an individual weapon must be provided by the active duty unit, or coordinated by NGB. The qualification must be on a qualification card, roster or memorandum, and included with the NGB Form 4100-1-R-E, if not already in the soldier's file at NGB-ARZ-T. In accordance with AR 350-41, the only acceptable or authorized means of qualification will be on the standard U.S. Army rifle, the M16A1 or M16A2, or the U.S. Army M9 pistol. Soldiers will qualify with the weapon with which they will be armed in their military occupational specialty (MOS).

9. Correspondence course record. See enclosure 6.

10. **Commendatory and disciplinary documents** Since 1 January 1999 may be filed in the AGR Management File and will be reviewed by promotion boards, except disciplinary documents that are filed only in the local record. Soldiers should ensure that certificates and memoranda of commendation are on file and available for board use. The soldier must be listed as the recipient. Certificates and memoranda must meet the rule for filing in AR 600-8-104. Certificates of commendation (AAM and higher) will only be seen by the board, if not posted on the soldier DA Form 2-1.

11. A **memorandum to the president of the board**, if authorized, and the soldier desires to submit one, will be on the letterhead of the soldier's current command and will follow strictly the policies and procedures in AR 25-50. These are authorized only from the soldier being considered and only to call attention to matters that may affect a soldier's consideration but which are not evident in official records being reviewed. Memoranda that do not meet the requirements will be removed from the packet and destroyed.

12. Soldiers must have a completed physical examination current within the last five years are not eligible for consideration for promotion and may be considered for release from the AGR program. AR 40-501 requires that all members of a reserve component demonstrate their medical fitness for duty at least every five years. This is a statutory requirement prescribed in Title 10 of the United States Code. A copy of the completed physical must be on file at NGB-ARZ-T but will not be shown to promotion boards.