



NATIONAL GUARD BUREAU
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FEB 7 2018

ARNG-HRZ

MEMORANDUM FOR The Adjutants General of the States, Territories, Puerto Rico, and the Commanding General of the District of Columbia

SUBJECT: New Implementation Guidance for the ARNG Enlisted Promotion System
PPOM #18-001

1. References:

- a. Army Regulation (AR) 350-1 (Army Training and Leader Development), 10 December 2017.
- b. AR 600-8-19 (Enlisted Promotions and Reductions), 25 April 2017.
- c. National Guard Bureau Regulation 600-200 (Enlisted Personnel Management), 31 July 2009.
- d. Memorandum, National Guard Bureau Personnel Policy and Readiness Division, ARNG-HRH, 13 Aug 09, subject: Interim Policy Governing Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension (NGB-ARH Policy Memorandum #09-026).

2. Purpose. To announce new implementation guidance for the ARNG Enlisted Promotion System and the Professional Military Education (PME) requirement for Title 32 Soldiers, regardless of status. The States, Territories, Puerto Rico, and District of Columbia (States) will implement these changes as outlined herein. I will not consider any requests to delay implementation.

3. Background. The ARNG remains committed to the professional development of the noncommissioned officer corps, specifically the assurance that Soldiers obtain institutional knowledge by completing formal military educational requirements commensurate to their assigned duty positions and levels of responsibility prior to promotion.

4. Command Emphasis on PME. The ARNG is committed to assisting commanders in their efforts to improve PME completion. Commanders will ensure that Soldiers promoted prior to the implementation of the "Select, Train, Educate, and Promote (STEP)," policy who are "untrained" based on the requirements, who have not met the PME requirements for their current grade and have more than 36 months time in grade, will take one of the following courses of action:

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a. Commanders will initiate bars to reenlistment when Soldiers become stagnant in their PME. "Stagnant" is defined as any untrained Soldier in their PME who fails or refuses to attend the requisite PME for their current grade, provided the PME course was available. Bars to reenlistment will be in accordance with procedures set forth in reference 1d until publication of the pending revision to reference 1c. The new reason code for the bar is "Non competitive for promotion," along with the assignment consideration code 'W4' (Mandatory Separation Date) in the Standard Installation/Division Personnel System (SIDPERS). The next edition of reference 1c will capture the new reason code "Non competitive for promotion" under the Bar authority in Chapter 8.

b. In lieu of a bar to reenlistment, Soldiers may request voluntary administrative reduction to the next lower grade in which they meet the current PME requirements. Soldiers who chose this option may compete for future selection under current promotion policy referenced in 1b above.

c. Promotion authorities will allow Soldiers to attend currently scheduled PME required for their current grade. Failure to complete the scheduled course will result in selection of one of the options from paragraph 4a or 4b above.

d. When Soldiers are unable to secure a training seat for Advanced Leader Course or Senior Leader Course only, through no fault of the Soldier, commanders may request a waiver from the first General Officer within their chain of command to allow up to an additional 12 months per phase.

5. Implementing Guidance. I approve the following guidance for implementation as outlined herein:

a. Effective 1 January 2019, all Sergeants First Class must graduate from the new Master Leader Course (MLC) for promotion (pin-on) to Master Sergeant (MSG). Soldiers promoted to the rank of MSG/First Sergeant (1SG) prior to 1 January 2019 are not required to attend MLC as a prerequisite to attend the United States Army Sergeants Major Course (USASMC).

b. As of the effective date of this memorandum, all MSGs/1SGs selected for promotion to Sergeant Major (SGM) must have satisfactorily completed Module 2 of Phase 1 of the non-resident USASMC as a pin-on requirement. The MSGs/1SGs attending the USASMC resident course are authorized pin-on effective 1 January of the year the course takes place.

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c. Selection from Promotion List. The promotion authorities may implement the modified selection procedures outlined in reference 1b, paragraphs 7-39 and 7-40 for all promotion lists (Sergeant/SGT through Master Sergeant/MSG) approved and published on or after the date of this memorandum. As of 1 October 2018, the promotion authorities will implement the modified selection procedures outlined herein for all approved and published promotion lists (SGT through MSG). The promotion authorities will offer the position to the first Soldier on the promotion list who is available and who has completed the required PME for pin-on. Upon exhausting the promotion list with all PME-qualified Soldiers by Career Progression Military Occupational Specialty (CPMOS), the promotion authorities will offer Soldier assignments to vacancies for which they are eligible and available without the required PME for promotion. The promotion authorities will start with the lowest promotion sequence number within each CPMOS and continue until they exhaust all selection objectives and fill all the vacancies, or until the list expires.

d. Effective with promotion boards (SFC/MSG) conducted on or after the date of this memorandum through 30 September 2019, I hereby modify Table 7-1 in reference 1b to reduce the Time in Service (TIS) requirements for Soldiers under consideration for SFC and MSG:

(1) The TIS for SFC changed to 8 years.

(2) The TIS for MSG changed to 12 years.

e. Soldiers selected on or after the date of this memorandum for SGT positions without the required Basic Leader Course must complete the course within 12 months of the date assigned to the higher graded position. If they do not complete it in the 12-month timeframe, they are subject to removal from the position. This revised guidance supersedes reference 1b, Table 7-4.

f. Commanders will immediately remove Soldiers from selection when they exceed the Assignment Consideration Code "U5" timeline outlined in reference 1b, Table 7-4. Commanders may submit a request to the first General Officer in their chain of command to retain the Soldier in the higher grade for an additional 12 months if the delay is through no fault of the Soldier.

g. Expanded Zone of Consideration. Based on favorable results of the multi-state pilot program enhancing the enlisted promotion boards, I authorize the use of the expanded zone of consideration across the ARNG. The expanded zone of consideration allows the promotion authorities to consider Soldiers who have not met

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time-in-grade and TIS (TIG/TIS) requirements. However, the promotion authorities cannot select Soldiers unless they reach the minimum TIG/TIS during the life of the promotion list. The States must clearly define the eligibility dates in their annual promotion board Memorandum of Instruction (MOI), computed from the last day of the month the board convenes plus 12 months. Effective with promotion boards conducted on or after 1 October 2018, the States will consider all qualified Soldiers who meet the expanded zone of consideration. All Soldiers must otherwise be qualified on the date established in the annual board MOI; these qualifications include CPMOS, Structured Self-Development, and PME as required in paragraph 1-28 of reference 1b, or as modified herein.

h. These new procedures supersede the current guidance outlined in paragraph 7-20 of reference 1b. The promotion list, when published, will include all Soldiers who will meet the expanded zone of consideration requirements during the life of the promotion list. Soldiers on the promotion list who fail to meet the TIG/TIS requirements are ineligible and unavailable for selection until they meet TIG/TIS. As Soldiers meet the TIG/TIS requirement, the States may code them eligible and available for selection. I encourage the States to monitor closely unit NCO vacancies to ensure that promotion authorities are not purposely delaying the process pending a new Soldier meeting the eligibility requirements. The promotion authorities will only award administrative promotion points as of the "eligibility criteria date" established in the annual board MOI to Specialists/Corporals competing in the expanded zone of consideration. The promotion authorities will apply promotion points earned after the established cut-off date to future annual board cycles.

i. To further clarify paragraph 1-16c(3) of reference 1b concerning de facto status, the Chief, National Guard Bureau determines only those Soldiers assigned on Title 10 AGR orders (all grades). The U.S. Property and Fiscal Officers make determinations for all other ARNG Soldiers, regardless of grade.

6. USASMC Attendance:

a. I encourage the States to develop new procedures for the selection of eligible Soldiers (MSGs/1SGs) to attend the USASMC. These procedures should identify Soldiers eligible to attend the USASMC a year prior to meeting the basic promotion board eligibility and TIG/TIS requirements.


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b. Effective the date of this memorandum, all Soldiers selected for attendance to USASMC (resident/non-resident) will be subject to Personnel Suitability Screening (PSS). The PSS will follow the established procedures used for the HQDA Command Sergeants Major Board. The ARNG Human Resources Directorate (ARNG-HRZ/G-1) must adjudicate and clear those Soldiers found with derogatory information prior to their entry into the course. I will permanently disqualify Soldiers who do not pass the suitability screening and remove them from the course.

7. The ARNG Personnel Policy Division (ARNG-HRH) will forward the changes reflected in this proposed policy to HQDA G-1 for integration into future editions of Army Regulation (AR) 600-8-19 (Enlisted Promotions and Reductions), 25 April 2017.

8. My point of contact for this memorandum is COL Edward M. Reilly, ARNG G-1, at DSN 327-9181, 703-607-9181, or edward.m.reilly.mil@mail.mil.


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