



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
HEADQUARTERS, MINNESOTA NATIONAL GUARD  
OFFICE OF THE ADJUTANT GENERAL  
20 12TH STREET WEST  
SAINT PAUL, MINNESOTA 55155-2004

**S: Multiple**

NGMN-PEZ-A

15 May 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for 2018 Enlisted Promotion System (EPS) Consideration

**1. References:**

- a. AR 600-8-19, Enlisted Promotions and Reductions, 25 Apr 17
- b. MNGR 600-8-20, Senior Enlisted Management Board, 1 Jun 16

**2. Scope:**

a. The Enlisted Promotion System (EPS) provides for career progression and rank that are in line with potential and for recognition of the best-qualified Soldiers, which will attract and retain the highest caliber Soldier for a career in the Minnesota Army National Guard (MNARNG). EPS supports a Select-Train-Educate-Promote (STEP) concept, ensuring appropriate training, education, and experience is complete before promotion to Noncommissioned Officer (NCO) ranks.

b. This MOI supersedes MNGR 600-8-19 and is used in conjunction with the references listed above to provide procedures for 2018 EPS Consideration.

c. The proponent of this MOI is the Director of Manpower and Personnel (NGMN-PEZ-A). The proponent delegates exception to policy approval to the J1 Army Personnel Division Chief (NGMN-PEA-ZA) with recommendation from the Senior Enlisted Advisor (NGMN-EA).

**3. Promotion Consideration Panel:**

a. The Promotion Consideration Panel (PCP) is the first step in the consideration process. The purpose of the PCP is to identify qualified Soldiers in the organization leadership determines are ready to serve and perform at the next higher grade. It allows for first-line leaders, Platoon Sergeants, and First Sergeants to make recommendations to the Commander regarding Soldiers that should or should not be considered for promotion on the 2018 EPS Promotion List (PL).

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b. The PCP is convened by unit leadership to determine which Soldiers they are and are not recommending for promotion consideration based on Soldier misconduct, lack of sufficient experience and knowledge in personal and professional qualifications, or lack of potential to serve at the higher rank.

c. Upon completion of the PCP, units immediately begin the denial of consideration process for those Soldiers being denied in accordance with (IAW) paragraph 4 of this MOI. Soldiers being considered for promotion will be processed IAW paragraph 5 of this MOI.

**4. Denial of Consideration:** Commands may deny Soldiers consideration based on Soldier misconduct, lack of sufficient experience and knowledge in personal and professional qualifications, or lack of potential to serve at the higher rank. Army Physical Fitness Test (APFT) and Army Body Composition Program (ABCP) failures are eligible for promotion consideration and may not be the sole reason for denial. APFT and ABCP failures can be a contributing factor when counseling and developing a plan of action. See Enclosure 1 (Denial Processing) for the procedures to deny Soldiers consideration.

#### **5. EPS Consideration Procedures:**

a. To be considered for promotion, Soldiers must meet the following minimum consideration eligibility requirements listed in Enclosure 6. Any other reasons other than those listed here require the Soldier to be denied consideration IAW paragraph 4 of this MOI. Units will submit supporting documentation to J1 EPM Assets Inbox for any Soldiers ineligible based on items 1-7 below.

(1) Administrative separation proceedings have been initiated.

(2) A bar to reenlistment or extension of enlistment has been approved.

(3) Declared an unsatisfactory participant per AR 135-91.

(4) Selected for non-retention by the qualitative retention board (QRB) or Active Service Management Board (ASMB).

(5) Assigned to the ING.

(6) Voluntary retirement application has been approved.

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(7) For consideration for promotion to SGM, Soldiers who are not graduates of the USASMA must be eligible to attend and complete the course. This includes the TIS requirements before maximum age or maximum years of service. Soldiers who were selected to attend but did not complete the course for any reason other than hardship are not eligible to attend the course again and, therefore, are not eligible for consideration or promotion to SGM.

(8) Has not been awarded an Army MOS.

(9) Meets the criteria in Enclosure 6 (Consideration Eligibility Requirements)

(a) Soldiers not meeting the criteria in Enclosure 6 by the suspense date published in Enclosure 7 require no further action.

(b) All other Soldiers ineligible for consideration require counseling to inform them why they are not eligible for consideration. For Soldiers being denied consideration, the denial counseling is the requirement.

b. Commands are not authorized to establish local consideration criteria that are not provided for in this MOI.

c. Consideration Packet Processing Steps: See Enclosure 7 (Consideration Packet Processing) for packet processing requirements.

**6. Promotion Eligibility Rosters (PER):** See enclosure 9 (Promotion Eligibility Roster Processing) for steps required in the processing of the PER.

**7. Best Qualified List:** Soldiers in the grades of E8 and E9 who want to be considered for 1SG/CSM positions are evaluated and placed on the state Best Qualified List (BQL).

a. Current E8s elect to be considered for 1SG BQL status. Current E9s elect to be considered for CSM BQL status. BQL standing is indefinite with the following two exceptions:

(1) Removal is recommended. Removal of BQL status is initiated on a memorandum routed through the BN (O5) and BDE (O6) level commander. The BDE Commander's endorsement of the removal validates approval. The BDE CDR may not delegate this authority.

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(2) The Soldier is promoted. If granted 1SG BQL status as an E8, once promoted to E9, the Soldier is not grandfathered onto the CSM BQL. The E9 must request BQL status during the next scheduled EPS board cycle for CSM BQL status.

b. Soldiers who wish to request BQL status must do so through EPMC regardless of whether they are submitting an EPS packet. BQL status is initiated in EPMC in the EPS Eligibility tab under Best Qualified Elections.

(1) FTS assists Soldier in making BQL election by entering the Soldiers name in the "Select NCO" block of the Best Qualified Elections tab in EPMC and then clicking the "Show Details" button.

(2) The details will show whether the Soldier currently has BQL status or not. If there is an "Approved as of" date in the Soldier's block, they currently have BQL status and do not need to request BQL status. If there is no "Approved as of" date the Soldier can elect to either request or decline consideration.

c. A 1SG/CSM consideration board comprised of members of the Senior Enlisted Management Board (SEMB) convenes during the next scheduled SEMB meeting after EPS elections are lock. The SEMB reviews Soldiers electing BQL status using the Whole Soldier Concept to evaluate Soldiers' potential as "best qualified" to serve as a 1SG/CSM in the MNARNG.

d. The following documents must be updated and in the Soldiers AMHRR (iPERMS):

(1) Biographical sketch IAW NGB 600-200, Figure G-3

(2) DA Photo IAW AR 640-30

(3) Enlisted Record Brief (ERB) validated within one year of the board date

(4) All NCOERs, to include ensuring their current NCOER is not overdue

(5) Ensure APFT and Army Body Composition Program (ABCP) data is updated and current in the appropriate system of record.

e. The BQL is not a promotion list nor an order of merit list. It is an alphabetical listing of eligible candidates for consideration/selection as a 1SG/CSM prior to filling 1SG/CSM vacancies via an open vacancy announcement.

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## 8. Career Progression MOS (CPMOS) Change Requests

a. Soldiers will be considered for promotion and selected for assignment based on their CPMOS. The CPMOS will be the Soldier's primary MOS unless there is a compelling reason for it to be another MOS. A change of CPMOS is not required for normal career progression, i.e. 91B/91C/91D/91E/91F/91H/91L/91S convert to 91X at the E7 level (all of those listed 91 series MOS Soldiers at the E6 level will have the CPMOS of 91X for career progression).

b. Soldiers may request CPMOS changes for consideration in any MOS for which they are qualified, provided there is a compelling reason to do so. A request to change CPMOS is submitted through the chain of command on MNARNG Form 120-4 (enclosure 10). The following documents are required as part of the CPMOS change request:

(1) MNARNG Form 120-4

(2) Soldier memorandum explaining the compelling reason for change of CPMOS

(3) Letter of recommendation from a NCO who holds the MOS of the CPMOS the Soldier is requesting and is senior in grade to the Soldier requesting the CPMOS change

(4) Supporting documentation (i.e. NCOERs, ERB, etc.) showing the Soldier has two years of experience in the requested CPMOS within the last four years

c. The CPMOS packet is submitted to NG MN MNARNG Mailbox Assets-J1 EPM ([ng.mn.mnarng.mbx.assets-j1-epm@mail.mil](mailto:ng.mn.mnarng.mbx.assets-j1-epm@mail.mil)) upon completion of chain of command endorsement **NLT 30 November 2017**. J1 EPM submits to the proponent SGM/MSG for approval/recommendation. The proponent SGM approves CPMOS packets for Soldiers being considered for E5 or E6. The Senior Enlisted Advisor with recommendation from the proponent SGM approves CPMOS packets for Soldiers being considered for E7 – E9.

d. Soldiers whose CPMOS packet is disapproved are considered for selection and promotion based on their PMOS.

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## **9. Stand-by Advisory Board (STAB)**

a. STAB requests are initiated by the Soldier via memorandum. Eligibility for STAB is based on the following:

(1) Soldier was eligible per the original MOI and due to material error, the consideration packet was not reviewed. If the material error is due to missing documents, the document must have been fully completed at the time of the original suspense date established by this MOI.

(2) Soldier is involuntary reclassified due to unit reorganization, if occurred after initial board.

(3) Soldier interstate transfers into the MNARNG.

(4) Packets received by the original suspense date but returned (by EPM or the board) for material error are eligible once material error is corrected.

b. Points for Soldiers eligible for STAB consideration are based on the points accrued at the time of the original board suspense dates.

c. STAB approval authority is the J1 Army Personnel Division Chief with Senior Enlisted Advisor recommendation.

## **10. Packet Flow**

a. Unit conducts PCP in accordance with paragraph three of this MOI.

b. All eligible Soldiers make elections in EPMC and unit completed consideration packet no later than 30 November 2017 in accordance with paragraph five of this MOI.

c. Unit initiates denial of consideration recommendations for Soldiers not recommended for promotion in accordance with paragraph four of this MOI.

d. Units assists first line leaders and Soldiers in ensure all documentation is updated in iPERMS for eligible Soldiers and all supporting documentation is completed.

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e. Unit commander makes their recommendations on the PER, signs and forwards to the BN Commander in accordance with Enclosure 9. Unit forwards the MNARNG Form 001 (EPS Checklists) for all Soldiers to BN at this time as well.

f. Unit ensures all E8/E9 Soldiers request BQL status (if desired) in accordance with paragraph seven of this MOI.

g. Unit initiates and forwards any CPMOS requests through chain of command in accordance with paragraph eight of this MOI.

h. BN Commander approves/makes recommendations on PER, signs and forwards to BDE Commander/J1 EPM as required in accordance with Enclosure 9 of this MOI, along with all MNARNG Form 001 (EPS Checklist) for each Soldier being considered.

i. BDE Commander, as required, approves PER and signs.

j. The BDE S1 notifies EPM once the PER is signed by the BDE Commander in accordance with Enclosure 9 of this MOI.

k. J1 EPM holds consideration board and publishes the 2018 promotion list **NLT 02 April 2018**.

## **11. Promotion Consideration Boards**

a. State conducts EPS Consideration boards electronically using Soldier's Army Military Human Resources Record (AMHRR) in iPERMS. Ensure all documents required for the Board are in the Soldiers iPERMS file or submitted to EPM for board file inclusion **NLT 1 February 2018**. Documents iPERM'd or submitted after 1 February 2018 will not be reviewed.

b. FY18 EPS Boards will convene as follows:

(1) State conducts boards for all grades and MOSs **20 February – TBD**.

(2) The FY18 promotion lists for all grades will publish **NLT 2 April 2018**.

(3) SEMB conducts CSM/1SG Best-Qualified boards during 2nd quarter SEMB.

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12. The point of contact for this memorandum is SFC Kathryn Reed at 651-282-4058 or [kathryn.s.reed2.mil@mail.mil](mailto:kathryn.s.reed2.mil@mail.mil).

FOR THE ADJUTANT GENERAL:

14 Encls

1. Denial Processing
2. Consideration Denial 4856
3. E4/E5 Consideration Denial 4187
4. E6/E7 Consideration Denial 4187
5. E8/E9 Consideration Denial 4187
6. Consideration Eligibility Requirements
7. Consideration Packet Processing
8. MNARNG Form 001 - EPS Checklist
9. Promotion Eligibility Roster Processing
10. MNARNG Form 120-4 – CPMOS Request
11. MNARNG Form 4101-1 - E4 Evaluation
12. Suspense Date Matrix
13. FY17 Base Baselines
14. 2018 EPS Pamphlet

ANGELA M. STEWARD-RANDLE  
Colonel, MS, MNARNG  
Director of Manpower and Personnel

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