

## CONSIDERATION PACKET PROCESSING

1. Unit Full-Time Staff (FTS) initiates the EPS Unit/Battalion Checklist (Enclosure 8 – MNARNG Form 001 – EPS Checklist) for each Soldier being considered for promotion.
2. Individual Soldier, with FTS assistance, makes the following elections in the Enlisted Personnel Management Center (EPMC) under the EPS Eligibility – Soldier Validation tab no later than **30 November 2017**.

a. **Zone of Consideration:** Mileage is calculated based on center of zip code from the Soldier's home of record to the center of zip code of the duty station. To assist Soldiers in making zone of consideration decisions, the number of positions authorized based on the Soldiers PMOS in each of the zones of consideration are shown on the Soldier validation tab. This list shows the number of positions available within 50 miles, and then the additional number of positions authorized as you increase your zone of consideration. All Soldiers, whether AGR or MDay, make one of the following three elections:

- (1) 50 Miles
- (2) 175 Miles
- (3) Statewide

b. **Elections:** Individual Soldier accepts elections by checking the check-block next to each election as appropriate. Soldiers electing consideration based on ASI/SQI (ASI "B4" Sniper; SQI "F" Flight; SQI "4" Recruiter) are eligible for selection for positions with the applicable ASI/SQI only. Conversely, positions coded with those ASIs/SQIs are filled by Soldiers electing consideration for that ASI/SQI only.

c. **Request Consideration/Decline Consideration:** All eligible Soldiers make an election. Soldiers who do not meet the basic eligibility criteria within the appropriate systems of record cannot request consideration for promotion. The system of record must be updated to show the Soldiers eligibility prior to the Soldier being able to elect consideration. Soldiers must meet all eligibility requirements by **30 November 2017** in order to be considered.

d. Individual Soldier digitally signs the 4100 that is produced after making their elections.

e. Unit FTS updates the MNARNG Form 001 and provides a copy to the individual Soldier to be utilized as a checklist for required documents in the Soldier's Army Military Human Resources Record (AMHRR). All documents are required to be in the Soldier's AMHRR (iPERMS record) no later than **01 February 2018**. Documents added to the Soldiers AMHRR **after 01 February 2018 will not be reviewed** by the 2018 EPS

Boards. Individual Soldiers are authorized to submit a letter to the board to explain any discrepancies or missing documentation, to include NCOERs. These letters must be submitted to the J1 EPM Assets inbox with MNARNG Form 001's to ([ng.mn.mnarng.mbx.assets-j1-epm@mail.mil](mailto:ng.mn.mnarng.mbx.assets-j1-epm@mail.mil)) no later than **01 February 2018**. Only fully completed documents, to include all signatures complete, are authorized to be submitted as enclosures to the Soldier's letter. The MNARNG Form 001 for each Soldier being considered is forwarded to the next higher chain of command at the time the Promotion Eligibility Roster (PER) is completed by the unit Commander.

f. All elections are locked effective **01 December 2017**. This locks the PER on that date as well, allowing the required Commanders to approve the elections by suspense date of **31 January 2018**.

g. Any exceptions to policy are routed through the chain of command to the J1 Army Personnel Division Chief (NGMN-PEA-ZA) via the J1 EPM Assets inbox ([ng.mn.mnarng.mbx.assets-j1-epm@mail.mil](mailto:ng.mn.mnarng.mbx.assets-j1-epm@mail.mil)).