

PROMOTION ELIGIBILITY ROSTER PROCESSING

1. The suspense date for approval of the Promotion Eligibility Roster (PER) by the approval authority is **31 January 2018**. Approval authorities by grade plate are as follows:

a. **E5/E6 PERs** (Soldiers currently in the pay grades of E4 or E5): First O5 Commander in the chain of command.

b. **E7/E8/E9 PERs** (Soldiers currently in the pay grades of E7, E8, or E9): First O6 Commander in the chain of command.

2. Once all Soldier elections are locked (**01 December 2017**), each Commander in the chain of command will validate the PER and submit to the next level for processing. PER validation is processed in EPMC under the EPS Eligibility tab under PER Suspense. Processing requirements by grade plate are as follows:

a. **E5/E6 PERs** (Soldiers currently in the pay grades of E4 or E5):

(1) Unit Commander clicks the “Review” hyperlink next to the PER they are ready to validate.

(2) Unit Commander validates the drop-down block for each Soldier is correct based on the Soldier’s election or Commander’s recommendation. The Unit Commander can update each Soldier’s status as required, and hits the “Update” button twice for each Soldier. The “Commander” column will populate with the Soldier’s status once completed. Once the Commander has validated that every Soldier on the PER has their status annotated in the “Commander” column, they can close the PER by clicking the small “x” in the upper right hand corner.

(3) Unit Commander clicks the “Sign” hyperlink next to the PER he/she just updated. Once the “Digitally Sign Form” button on the next page is enabled, the Commander can review the PER and then sign the PER by clicking on the “Digitally Sign Form” button. Once completed, close the screen and you will be redirected back to the PER Suspense screen. The unit Commander can download the PER by clicking the “Download” hyperlink next to the PER on this screen if they want the unit to maintain a historical archive. The “Date Signed” and “Commander” column is now populated with the date signed and the name of the Commander. The unit FTS will notify the BN S1 that the PER is ready for BN CDR approval and submit MNARNG Form 001s for all Soldiers being considered to BN.

(4) The BN Commander validates the drop-down block for each Soldier is correct based on the Soldier’s election or Commander’s recommendation. If the BN Commander updates any Soldier’s status, they must click the “Update” block **twice** for

the changes to process. Once the BN Commander has made all updates, he/she will close the PER by clicking on the small “x” in the upper right-hand corner.

(5) BN Commander clicks the “Sign” hyperlink next to the PER he/she just updated. Once the “Digitally Sign Form” button on the next page is enabled, the Commander can review the PER and then sign the PER by clicking on the “Digitally Sign Form” button. Once completed, close the screen and you will be redirected back to the PER Suspense screen. The BN Commander downloads the PER by clicking the “Download” hyperlink next to the PER on this screen. The BN S1 maintains a copy of the signed, downloaded PER for historical purpose for a minimum of five years. The “Date Signed” and “Commander” column is now populated with the date signed and the name of the BN Commander. The PER is now complete and ready for JFHQ validation.

(6) BN S1 notifies EPM that the PER is complete, validates the MNARNG Form 001 for each Soldier being considered, and forwards MNARNG Form 001s with all additional Soldier supporting documentation and denial documentation in the order the Soldiers are listed on the PER in one PDF document to the J1 EPS Assets inbox mailbox (ng.mn.mnarng.mbx.assets-j1-epm@mail.mil). Use the following naming convention: GRADE_UIC. (Example: E5_8AEAA).

b. E7/E8/E9 PERs (Soldiers currently in the pay grades of E6 or E7 or E8):

(1) Steps for unit and BN Commanders remain the same as in paragraphs 2.a.(1) through 2.a.(5) above with the exception of completion procedures once the BN Commander has signed the PER. Once the BN Commander signs the PER, they can download the PER by clicking the “Download” hyperlink next to the PER on this screen if they want the BN to maintain a historical archive. Since the BDE Commander is the approval authority for this level, the BN S1 must notify the BDE S1 that the PER is completed and ready for BDE (O6) Commander approval and submit MNARNG Form 001s for all Soldiers being considered (Soldiers requiring BDE approval) to BDE.

(2) The BDE Commander validates the drop-down block for each Soldier is correct based on the Soldier’s election or Commander’s recommendation. If the BDE Commander updates any Soldier’s status, they must click the “Update” block **twice** for the changes to process. Once the BDE Commander has made all updates, he/she will close the PER by clicking on the small “x” in the upper right-hand corner.

(3) BDE Commander clicks the “Sign” hyperlink next to the PER he/she just updated. Once the “Digitally Sign Form” button on the next page is enabled, the Commander can review the PER and then sign the PER by clicking on the “Digitally Sign Form” button. Once completed, close the screen and you will be redirected back to the PER Suspense screen. The BDE Commander downloads the PER by clicking the “Download” hyperlink next to the PER on this screen. The BDE S1 maintains a copy of the signed, downloaded PER for historical purpose for a minimum of five years. The “Date Signed” and “Commander” column is now populated with the date signed and

the name of the BDE Commander. The PER is now complete and ready for JFHQ validation.

(4) BDE S1 notifies EPM that the PER is complete, validates the MNARNG Form 001 for each Soldier being considered, and forwards MNARNG Form 001s with all additional Soldier supporting documentation and denial documentation in the order the Soldiers are listed on the PER in one PDF document to the J1 EPS Assets inbox mailbox (ng.mn.mnarng.mbx.assets-j1-epm@mail.mil). Use the following naming convention: **GRADE_UIC. (Example: E7_8AEAA)**.

3. Organizations without one of the approval levels within their chain of command utilize the next higher chain of command for approval authority as follows:

a. Training Center Support Unit (7Q8AA) and their separates:

(1) There is no BN (O5 level) Commander in the chain of command.

(2) The Deputy Commander is the approval authority for all O5 Commander level PERs.

(3) The Garrison Commander is the approval authority for all O6 Commander level PERs.

b. Medical Detachment (8ZDAA)

(1) There is no BN or BDE Commander in the chain of command.

(2) State Surgeon is the approval authority for all PERs.

c. Joint Force Headquarters (8AEAA) and their separates:

(1) There is no BN or BDE Commander in the chain of command.

(2) The GCoS is the approval authority for all PERs.

d. Recruiting and Retention Battalion (900AA)

(1) There is no BDE Commander in the chain of command.

(2) The JFHQ GCoS is the approval authority for all PERs.

e. Division Headquarters and Headquarters Battalion (PUNAA to include YUHAA):

(1) There is no BDE Commander in the chain of command.

(2) The 34ID CoS is the approval authority for all O6 Commander level PERs.

f. HHC Combat Aviation Brigade (TSZAA):

(1) There is no BN Commander in the chain of command.

(2) The Combat Aviation Brigade Commander is the approval authority for all PERs.

g. Troop Command Separates (HHD 84th TRC (78MAA), 257 MP (P50AA), 34 MP (PUPAA), 55th CST (7MDAA), and 434 CHEM (V06AA):

(1) There is no BN Commander in the chain of command.

(2) The Troop Command Commander is the approval authority for all PERs.

h. Regional Support Group (PUKAA) and all separate units:

(1) There is no BN Commander in the chain of command.

(2) The Regional Support Group Commander is the approval authority for all PERs.