DEPARTMENTS OF THE ARMY AND THE AIR FORCE
VIRGINIA ARMY NATIONAL GUARD
BUILDING 316, FORT PICKETT
BLACKSTONE, VIRGINIA 23824-6316

REPLY TO
ATTENTION OF

S: 1 December 2021

NGVA-PEO-A 1 October 2021

MEMORANDUM FOR Commanders, All VaARNG Headquarters and Units

SUBJECT: Instructions for 2022 Enlisted Promotion Boards: Sergeant, Staff Sergeant, Sergeant First Class, Master Sergeant and Sergeant Major

1. References.

a. AR 600-8-19 (Enlisted Promotions and Reductions), 16 May 2019.

b. NGR 600-200 (Enlisted Personnel Management), 10 March 2021.

c. AR 350-1 (Army Training and Leader Development), 19 August 2014.

d. PPOM 20-001 (modification to ARNG enlisted promotion system).

e. PPOM 21-026 (Consolidated promotion policies).

f. Army Directive 2020-06 (Army Combat Fitness Test).

2. Purpose. The purpose of this MOI is to announce the process of the Army National Guard Select, Train, Educate and Promote (STEP) Career Management Model and its effects on the National Guard Automated Boards System (NGABS). The Virginia Army National Guard Enlisted Promotion Board will convene on **1-4 March 2022** at Joint Force Headquarters, DSCR, Richmond, Va. Leaders and all others charged with responsibility for promotion actions must exercise extreme care in processing documents associated with this board.

3. Background. The Virginia Army National Guard is, and remains, a vacancy-based promotion system. As vacancies occur, the first Soldier on that particular Career Progression MOS (CPMOS) list who is **eligible** and **available** will be offered the position. They will be transferred and remain assigned in the new position and will be promoted upon completion of the PME requirement as outlined in Paragraph 5b.

4. NCOPDS. The NonCommissioned Officer Professional Development Systems (NCOPDS) is an organizing framework aimed at developing the next generation of competent and committed NCOs of character as trusted Army professionals. NCOs develop as leaders over time through deliberate progressive and sequential processes incorporating training, education, and experience across the three learning domains throughout the Soldier lifecycle.

5. NCO Professional Development Requirements Guidance for Promotion Board Consideration.

a. All Soldiers who meet the time-in grade (TIMIG) and time-in-service (TIS) requirements, the new Distributed Leaders Course (DLC) requirements, the PME qualification of their current grade, and hold a qualifying CPMOS will be eligible for promotion board consideration – unless the proper authority has denied board consideration in writing as outlined in AR 600-8-19 para 7-33. Soldiers with multiple PME requirements are not eligible for board consideration until they become PME qualified in their current grades IAW this MOI. The Soldier's Pay Entry Base Date (PEBD) is the computation point for determining TIMIG/TIS regardless of status (i.e. Traditional, Dual-Status Technician or AGR).

Figure 1
Promotion Board Consideration - TIMIG, TIS, CES, SSD, PME Requirements

Consideration For	TIMIG	TIS	CES	SSD	PME
Sergeant – E4's must have	12 months	NA	NA	SSD/DLC 1	NA
Staff Sergeant – E5's must have	18 Months	NA	NA	SSD/DLC 2	BLC
Sergeant First Class – E6's must have	36 Months	8 years	6 years	SSD/DLC 3	ALC
Master Sergeant – E7's must have	36 Months	12 years	8 years	SSD/DLC 4	SLC
Sergeant Major – E8's must have	36 Months	16 years	10 years	SSD4/DLC5	MLC (Soldiers promoted after JAN 2018)

b. Structured Self Development (SSD) or Distributed Leader Course (DLC) requirements. The ARNG STEP requirements are deliberate, continuous, sequential and progressive. All ARNG Soldiers must meet the below SSD or DLC requirements for promotion board consideration:

(1) Specialist/Corporals must complete SSD 1 or DLC1 to attain eligibility for promotion board consideration to Sergeant.

(2) Sergeants must complete SSD level 2 or DLC 2 to attain eligibility for promotion board consideration to Staff Sergeant. Soldiers who completed any of the 10 legacy courses are not required to complete SSD level 2.

(3) Staff Sergeants must complete SSD level 3 or DLC 3 to attain eligibility for promotion board consideration to Sergeant First Class.

(4) Sergeants First Class must complete SSD level 4 or DLC 4 to attain eligibility for promotion board consideration to Master Sergeant.

(5) Master Sergeants/First Sergeants must complete SSD level 4 (if completed prior to AUG 2020) or DLC 5 as a prerequisite to enroll into United States Army Sergeant Major Courses (USASMC).

****SUSPENSE FOR SSD/DLC COMPLETION AND IPPS-A UPDATE IS 15 February 2022 – NO EXCEPTIONS****

6. PME Promotion Eligibility Criteria for (pin-on) Promotion.

a. Soldiers must meet the following PME requirements in order to be eligible for (pin-on) promotion:

(1) Specialists/Corporals must complete the Basic Leader Course (BLC) for promotion to Sergeant.

(2) Sergeants must complete all phases of the Advance Leader Course (ALC) for promotion to Staff Sergeant.

(3) Staff Sergeants must complete all phases of the Senior Leader Course (SLC) for promotion to Sergeant First Class.

(4) Sergeant First Class must complete the Master Leader Course (MLC) for promotion to Master Sergeant.

(5) Master Sergeants must have satisfactorily completed Term 1 of Phase 1 of the non-resident USASMC for promotion to Sergeant Major.

b. Required timelines for PME completion. Soldiers who are selected and assigned into a higher-grade position without the required PME level must complete the requirement as outlined in the timeline shown below. The timeline for both ALC and SLC may be extended for 12 months per phase after the second phase as shown below. Soldiers will not be at a disadvantage when the state Quota Source Manager validates the PME course as non-available, or in rare cases, when funding is unavailable. In these cases, waivers are not required. Failure to complete the PME requirement through fault of the Soldier will result in reassignment into a qualified vacancy in the current grade.

c. Selection from Promotion List. The Promotion authorities will offer the position to the first Soldier on the promotion list who is eligible and available. 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. Expanded Zone of Consideration. The expanded zone of consideration allows the promotion authorities to consider Soldiers who have not met the time-in-grade and time-in-service (TIG/TIS) requirements, however they cannot be selected until they reach TIG/TIS. The promotion list will include all Soldiers who meet the expanded zone of consideration requirements during the life of the promotion list. Soldiers who fail to meet the TIG/TIS requirements are ineligible for selection until they meet TIG/TIS. All Soldiers must be qualified on the dates established in this MOI: these qualifications include CPMOS, SSD/DLC and PME.

Figure 2
PME and Timeline Requirement after Selection/Assignment for Promotion

Ranks selected for	**PME**	**Time to Complete**	**PME Waiver extension authority**	**Remarks**
Sergeant	BLC	12 Months	NA	N/A
Staff Sergeant	ALC	24 Months *	O6 CDR	N/A
Sergeant First Class	SLC	24 Months *	First GO	N/A
Master Sergeant	MLC	24 Months	First GO	N/A
Sergeant Major	**USASMC	N/A	N/A	**Conditional promotion to SGM

*Plus an additional 12 months per phase after the second phase
** Completion of Term 1 of Phase 1

7. PME Training Requirement. Commanders will ensure Soldiers who are selected and assigned to higher-grade position without the required PME for promotion are enrolled immediately in the required course to meet the timelines of Figure 2 above. In addition, the state will update the Soldier's Assignment Consideration Code with "U5" to include the date of assignment in IPPS-A to track and manage successful completion of the required PME. Soldiers who decline/refuse, fail to apply/enroll, fail to be accepted, fail to attend, fail to graduate due to an act, omission, or failure of standards (fault of Soldier) after notification of the training requirements necessary for promotion, will be counseled and reassigned to the first available vacancy commensurate with their current grade and MOS.

8. Instructions. Administration of the Enlisted Promotion System is a command responsibility, in which the unit leadership must actively participate. To place primary responsibility in the hands of full time support personnel is an abdication of a fundamental leadership obligation. Units will follow the processing guidance and suspense dates established by their MSC's and this HQ's when processing and submitting promotion packets.

a. The board will consider all eligible Soldiers that elect to be considered for promotion to grades E7-E9 provided they are not denied consideration by their Company Commander in writing on DA form 4187, or individual Soldier declines consideration in their promotion board preferences.

b. Companies will ensure the following actions are accomplished:

(1) Commanders (or their designee) will update the board roster to "recommend for promotion" or "Withhold from consideration" for all Soldiers eligible for promotion. Additionally they will annotate if any Soldier declines to be be considered. No Soldier shoud be annotated as "withhold from consideration" unless the process in the paragraphs below is followed) Soldiers will show as "failed consideration" if they do not have the required SSD level updated in IPPS-A. The following criteria will be used in making the commanders determination. (Appendix A provides detailed instructions on reviewing and updating board roster)

(a) Commanders should only board Soldiers who are ready for promotion; Soldiers are not required to be boarded every year. There is no reason to recommend a Soldier if they are not ready and eligible IAW this MOI Figure 1. Use AR 600-8-19 paragraph 7-33 as the guide for this action.

(b) IAW AR 600-8-19, Para 7-33: **Denial** may be based on misconduct, insufficient experience and knowledge in personal and professional qualities and qualifications, or lack of potential to serve at the higher grade. **Initiate a denial of consideration on DA Form 4187. Enclose DA Form 4856 on which the Commander has personally counseled the Soldier on the reason for recommending denial.** Soldiers may rebut their Commanders' recommendations and submit statements that directly affect the circumstances. **These actions will take place in time to allow the Soldier one month (30 days) to prepare comments and consult with a judge advocate, if desired, and to allow the approval authority to take final action before the board process is complete. Authority approval levels can be found in AR 600-8-19 Paragraphs b-f of Para 7-33.**

(c) If Soldiers are unable to validate their preferences, the Commander will log into IPPS-A and make selections and validate the preferences for the Soldier. (Appendix B Provides detailed instructions)

(d) Soldiers who have been selected for promotion off a previous selection board list and are assigned to a higher graded position are not required to compete for promotion on subsequent lists per AR 600-8-19 para 7-28c. For Soldiers who have been previously selected and are serving in a higher graded positions, the unit will make no promotion board election for the Soldier and leave it blank. Any Soldiers with the promotion board results election left blank will not be considered for promotion by the board.

(e) Soldiers who have been hired into a higher graded AGR position do not have to compete for promotion, but MUST still validate their preferences and be recommended to be on a promotion list in order to be promoted.

(2) All Soldiers will be counseled regarding their promotion status, how to have changes made to IPPS-A, and how to validate their promotion board preferences. This responsibility may be delegated down to the First Sergeant and First Line Leader. Soldiers will complete the following in IPPS-A.

(a) E6-E8. Soldiers will select whether they wish to be considered for promotion and military education, input their CPMOS (will be the same as PMOS or DMOS unless already approved change), make their mileage election, and validate their board preferences. Mileage elections will be: 50, 150, 250, Statewide. Mileage election is from HOR. (this shows as mailing address in IPPS-A). If a Soldier fails to make a mileage election, they will be defaulted to “Statewide”. E7 and E8 will additionally elect whether or not they want to be considered for a leadership position (1SG or CSM). (Appendix C provides detailed instructions on validating preferences)

(b) E4-E5. Soldiers will need to review their promotion points prior to validating their promotion board preferences. They first must use the search option in IPPS-A and search for “promotion points” and then review current points. If their points are not correct, units will need to update the Promotion points in the profile management tab. Soldiers will then go into their promotion board preferences and select whether they wish to be considered for promotion and military education, input their CPMOS (will be the same as PMOS or DMOS unless already approved change), make their mileage election, validate their promotion points, and validate their board preferences. Mileage elections will be: UIC and Det only (UDO), 50, 150, 250, Statewide. Mileage election is from HOR. (this shows as mailing address in IPPS-A). If a Soldier fails to make a mileage election, they will be defaulted to “Statewide”. (Appendix C provides detailed instructions on validating preferences)

(3) 1SG Validation. The company 1SG will ensure that all eligible Soldiers who wish to be considered for promotion are annotated correctly on the board roster. To ensure accurate accountability, the unit is required to export the board roster (fully expanded) for each grade. The 1SG will insert the following statement and sign each promotion board roster. “I have reviewed this board roster and confirm that all points, recommendations, and Soldier elections are correct.” This will be submitted to the G1 (through channels) NLT **18 February 22**. (Appendix D provides detailed instructions)

9. MSC's will validate all promotion board rosters no later than **18 February 2022**.

a. All required updates to promotion points should be completed in IPPS-A.

b. Companies will submit three NGB 4101-1-R-E for every E4 and E5 that is being recommended for promotion to their Battalion S1. BNs will maintain the copies of the NGB 4101-1.

c. IAW AR 600-8-19 Para 7-30(5)d(2)(a). "Soldiers will be considered for promotion, enrolled in NCOES, and selected for assignment based on their CPMOS". "The CPMOS will be the primary MOS unless there is a **compelling reason** for it to be another MOS." Soldiers who want to be considered in another MOS other than their CPMOS, and annotate in IPPS-A accordingly, must request the new CPMOS on DA Form 4187 through command channels to the State MILPO/G1 per NGR 600-200. The State MILPO/G1 will make the final determination in concert with a panel comprised of SGM's/CSM's. Results from CPMOS changes will be forwarded back through the Chain of Command prior to the Senior Enlisted Board date and updated in IPPS-A.

10. **SUSPENSE for denials of consideration and change of CPMOS considerations: 15 December 2021.**

11. The Soldier's Official Military Personnel File (OMPF) from iPERMS will be used as the primary means to evaluate/board the individual. Ensuring all documents, including NCOER's, current Selection Board Record Brief, DA 1059's and all commendatory documents located in the OMPF is the Soldier's responsibility. Soldiers must review their IPERMS to ensure the most up to date and correct information is on file. EPS will complete an IPERMS download on 22 February 2022. **The only record brief that should be uploaded will be the Selection Board Record Brief.** Other versions of the record brief will not be viewed by the board.

12. ERBs must be reviewed, corrected, **validated by the Soldier** and scanned into IPERMS at the unit level. It is the Soldier's responsibility to ensure that this is completed. SRBs must be scanned into IPERMs by **18 February 2022**.

13. Soldiers being considered may write a letter to the president of the board to provide documents and information, calling attention to any matter concerning themselves which they feel is important to their consideration (Example; missing NCOER, current ERB, etc). Although written communication is authorized, it is encouraged only when there is something that is not provided in the Soldier's records and which the Soldier feels will have an effect on the board's deliberations. The Soldier's official record is used to determine quality and potential. This correspondence must be done IAW AR 600-8-19, Chapter 7-32.

14. Correspondence with the president of the board and verification of any community service should be uploaded into iPERMS and labeled as “PROM DETMN” for board consideration. **705s, IWQ scorecards are NOT to go into this document**.

15. Units must ensure that information has reached the Soldier’s record and is not sitting in the workflow in IPERMs. Documents in the workflow after the 18 February 2022 suspense will be deleted.

16. Soldiers will be transferred and promoted concurrent with assignment if they are eligible and in a promotable status. Soldiers will have 30 days as of the selection date to provide any documentation (i.e. extensions) that prohibits Soldier’s concurrent assignment and promotion. Failure by the Soldier or unit to provide the EPS manager with the proper documentation within 30 days of the selection date will result in the selection being withdrawn. The Soldier will also be removed from the current list and will not be eligible for Standby Board. The Soldier may be considered for future annual boards. AGR promotions may be subject to availability of control grade allocations.

a. An expired PHA (over 12 months, but less than 15) will not prohibit the Soldier from being selected, however they must obtain a current PHA within the 30-day suspense. Soldiers in MRC 4 status are not promotable and will not be selected. A one-time 30-day extension may be granted for Soldiers who cannot schedule a PHA within the first 30-day suspense. The extension must be requested by the Soldier’s Commander during the initial 30-day suspense. The request must include attempts to schedule the PHA and the actual date of the PHA. Late requests will not be approved. Failure by the Soldier or unit to provide the EPS manager with the proper documentation within 30 days of the selection date will be considered a declination and the selection automatically withdrawn. Soldiers will be removed from the current list and will not be eligible for a Standby Board, although Soldiers may be considered for future annual boards. The MSCs have to ensure that these documents are forwarded to the Enlisted Promotions Branch.

b. IAW Army Directive 2020-06 (Army Combat Fitness Test), The ACFT replaces the APFT as the Army’s physical fitness test of record beginning 1 October 2020. The Army will no longer conduct the APFT after 30 September 2020. A passing score on the last record APFT remains valid until 31 March 2022 for any purpose requiring a passing APFT or score. A Soldier’s score, or comments regarding performance on the ACFT, will not be used administratively as part of a semi-centralized or centralized promotion board process until further guidance is published by the ASA (M&RA).

c. IAW PPOM 21-026, Soldiers in the grade of E4 may elect to take an APFT in order to improve their promotion points. Soldiers who fail or obtain a lower score than previously established will not be flagged and will retain the higher score for promotion point calculation.

17. Process for assigning Soldiers to the Regional Training Institutes (RTI) instructor positions is as follows:

a. Command Direct

b. Lateral Transfer

c. State Wide Vacancy Advertisement. A board appointed by a RTI BN Commander will select the most qualified Soldiers who meets all eligibility criteria to be a RTI instructor. Once selected the Soldier will be transferred to the RTI. If selected for a higher graded position, and meets all position criteria to include the “8” SQI, the Soldier is eligible for promotion regardless of position on the OML.

d. Enlisted Promotion System. IAW AR 600-200 Para 2-22 “all Soldiers selected for assignment and promotion into the Enlisted Instructor’s positions must hold the “8” SQI. In addition to the “8” SQI all soldiers must meet assignment criteria for instructors as stated in Para 2-23 and 2-24. IAW AR 600-8-19 Para 7-39g it has been determined that the “8” SQI is indispensable to the performance of all assigned instructors to the RTI and must be part of the selection criteria for all instructor position within the RTI.

18. Major Subordinate Commands and O-6 Level Directorates are required to submit memorandums to the G1 for all 00F positions in their organizations. All 00F positions must have a duty description that lists all the MOSs that can perform the duty. SRC 00F feeder MOS memorandums will be forwarded annually by O6 Level Commanders and O6 Directorate Heads to the Deputy Chief of Staff for Personnel (DSCPER) G1, for approval by **1 December 2021**, and will be used in conjunction with the published OML and remain in effect for the life of the list. No changes or exceptions will be approved after this date. IAW VaPPOM 15-009.

19. The EPS Manager will review board rosters for accuracy and completeness, publish results of board actions, and maintain the master promotion list. Soldiers who have not been recommended for consideration or validated their board preferences on the board roster **WILL NOT** be considered by the board and will have to wait until a standby board is conducted to be considered.

20. The 2022 Promotion list will be published on 15 March 2022. NLT 15 April 2022, every company must submit a memo to the G1 (through channels) confirming that they have reviewed the promotion list and have validated that all eligible Soldiers are showing on the list.

21. Point of contact is SGM Timothy Bilbrey (434) 298-6369 or Mrs. Tracey Perdue (434) 298-6380.

FOR THE ADJUTANT GENERAL:

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