BOARD ROSTER PROCESSING (Appendix A)

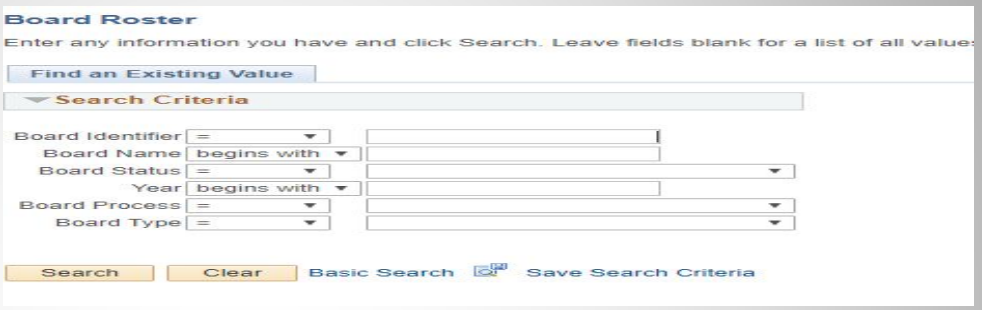
E6-E8 (pages 2-6)

E4-E5 (pages 7-13)

Board roster processing (E6 to E8)

1. Search “Board Roster”

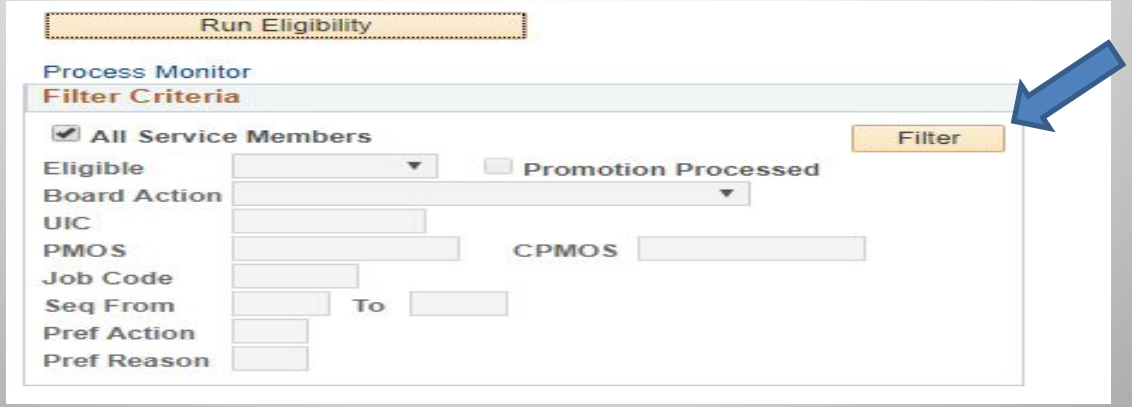
2. Click Search to view existing boards



3. Click on appropriate board roster (Boards will be in “Pre Board”

42	VAARNG FY20 E6 TO E7	Pre Board	E6 TO E7 W/ PREF	2020	NGDVA	Cent	Promotion
43	VAARNG FY20 E5 TO E6	Pre Board	E5 TO E6 W/ PREF	2020	NGDVA	Semi	Promotion
44	VAARNG FY20 E4 TO E5	Pre Board	E4 TO E5 W/ PREF	2020	NGDVA	Semi	Promotion

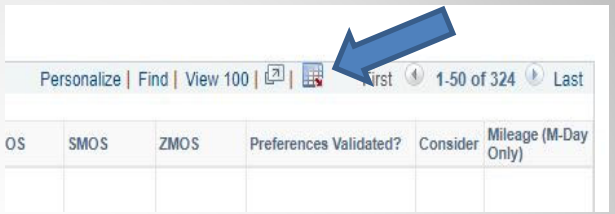
4. Click “Filter” and then scroll down to view the board roster and make recommendations



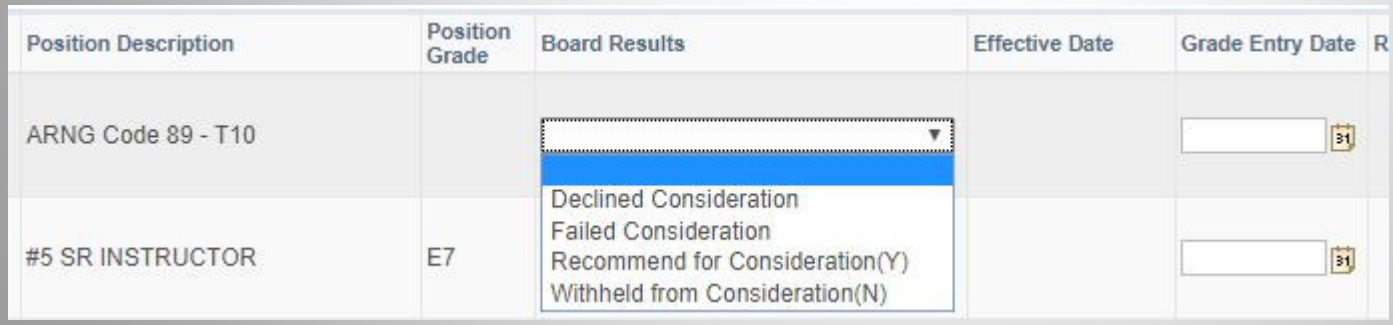
Board roster processing (E6-E8)

1. Click on the tab to “show all columns

If you wish, you can scroll to the right to export the board roster to excel IOT view/manage easier



2. Under the “Board Results” column, units must make the appropriate selection from 1 of the 4 choices. After all of the Commanders recommendations are selected, you must scroll to the bottom to save the results.



Board roster processing (cont)

3. If a Soldier shows automatically as “failed consideration”, then you should look into the comments as to why. Most of the time it is because their SSD isn’t updated under MILED. If they completed SSD, go back to MILED and update it and the next time the list refreshes they should no longer show as “failed consideration”

Position Grade	Board Results	Effective Date	Grade Entry Date	Rank Entry Date	Projected Promotion Eligibility Date	Time In Service	Time In Grade	Comments	View S
E7	Failed Consideration					338	56	The member has not completed the required military education level Structured Self-Development course for promotion consideration (SSD4). The member has not completed the professional military education requirement for promotion consideration(SLC).	View S

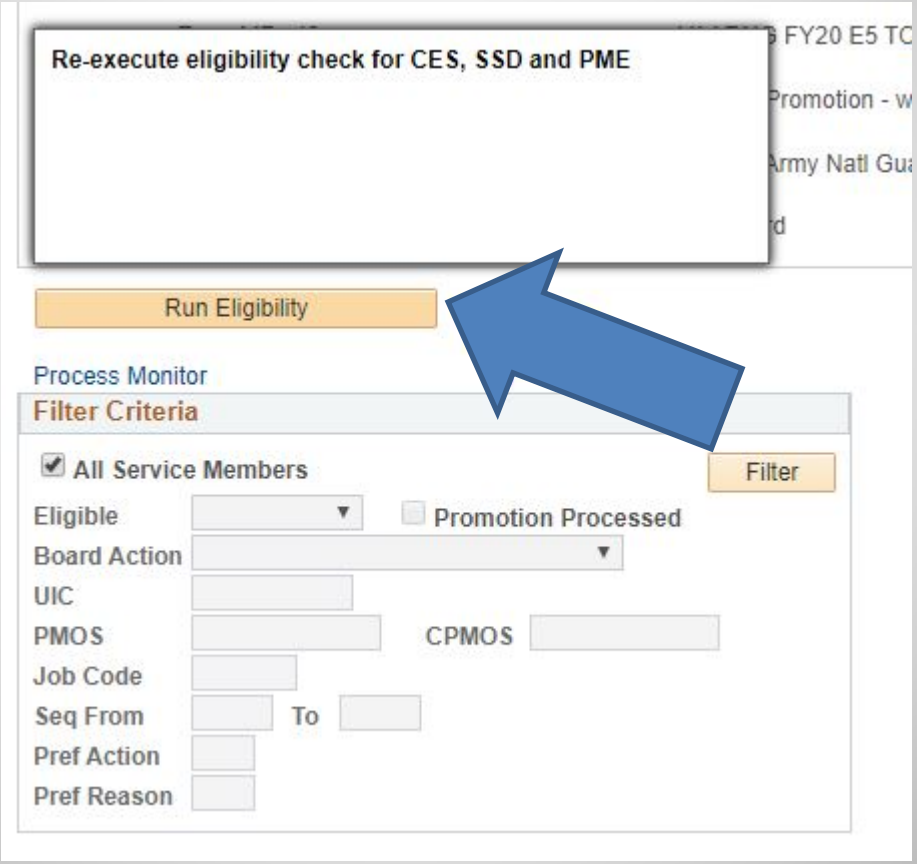
4. Units will continuously monitor the board roster to verify that all eligible Soldiers have validated their board preferences (in old terms, “signed their 4100”) by looking for the check in the “preferences validated” box

Personalize | Find | View All | First 1-14 of 14 Last

Rank	CPMOS	PMOS	SMOS	ZMOS	Preferences Validated?	Consider	Mileage (M-Day Only)
SFC		31B4	91X4		✓	✓	Statewide

Updating board roster (points and eligibility)

Any time Soldiers have their PME updated, “run eligibility” will need to be executed within the board roster to update their status on the roster. This will need to be run for each board roster. It will take a while to run.



Updating Promotion Points (E4 and E5)

If a Soldiers finds an error with their promotion points, units must make updates in order to correct.

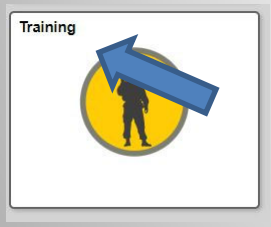
NO DOCUMENTATION WILL BE SUBMITTED TO THE G1 EPS TO ADD POINTS

- APFT and IWQ scores must be updated in DTMS and will then feed IPPS-A and correct those points

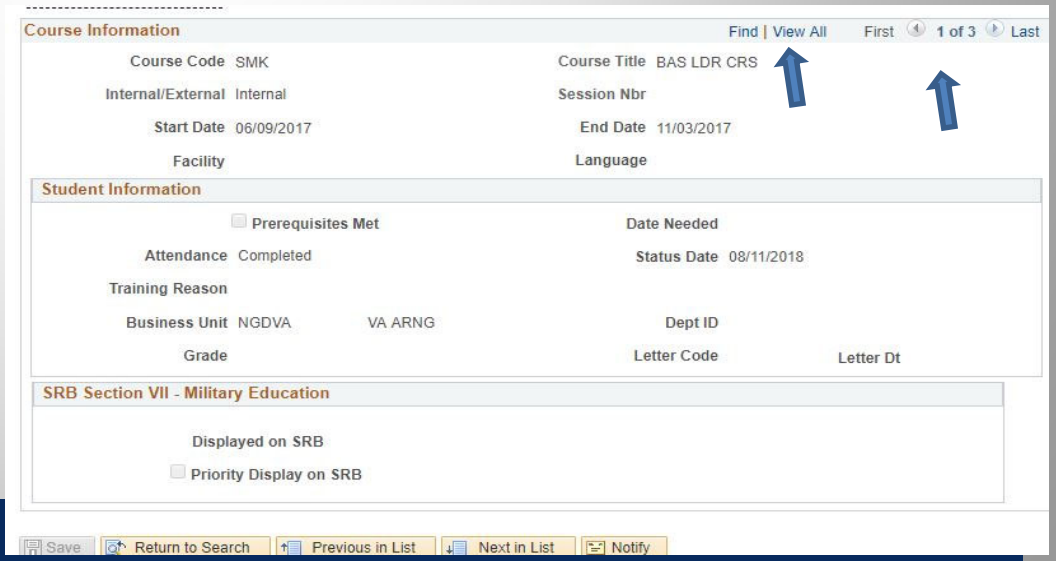
*if a Soldier has an APFT **profile**, promotion points must be manually calculated IAW AR 600-8-19 para 7-52. points must then be added to the "board score" section on the board roster.

- Awards must be updated manually in "Profile Management"

-Units must manually update promotion points for Military Resident Courses, College Credits, and Self Development Courses. Just as prior to IPPS-A, there must be verification for all promotion points updates. This can be validated either through certificates in their iPERMS, ATRRS transcripts, or using the "Training" tile in IPPS-A. Use the search function to locate the training tile and then search for Soldier.



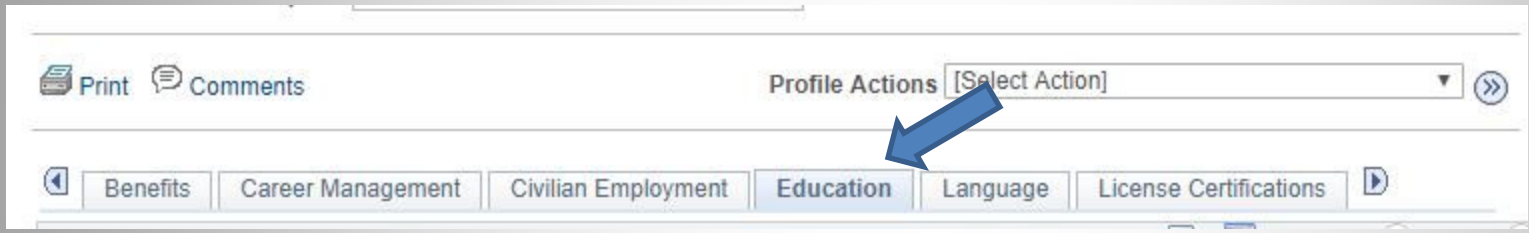
In the training record, you can either click on the "view all" option or click on the arrow to scroll through the ATRRS training the Soldier has completed.



Updating Promotion Points (E4 and E5) cont

1. Go to “Profile Management” tile and then look up Soldier.

2. Select the “education” tab



3. Scroll down and click on “semi-centralized promotion points”, or if blank click “add new promotion points”

Updating Promotion Points (E4 and E5) cont

1. Add total number of resident military course weeks. (AR 600-8-19, Para 7-53)

If Soldier is E4 and completed BLC, calculate as 5 weeks in addition to any other eligible weeks of training

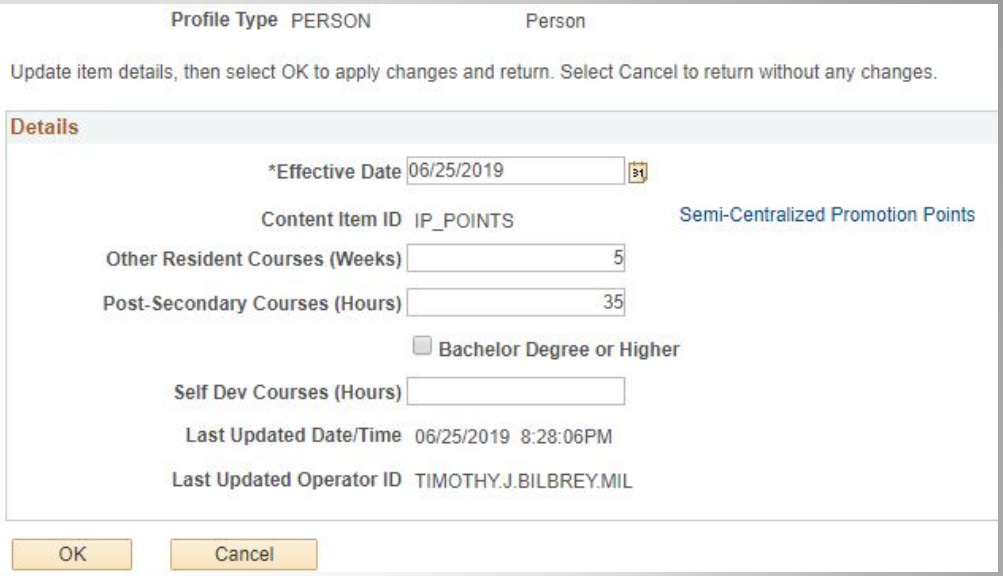
2. Enter total college credit hours earned

(AR 600-8-19, Para 7-55)

*If Soldier does not have Bachelors degree, the max number of points is 60

3. Add total number of Self Dev Course Hours

(AR 600-8-19, Para 7-54)



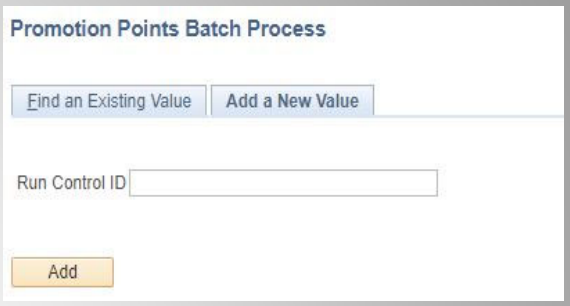
4. If awards are not correct, click on the “awards” tab and then update awards/badges as required.

5. Once all updates are complete, click “save” at the bottom before exiting the Soldiers record

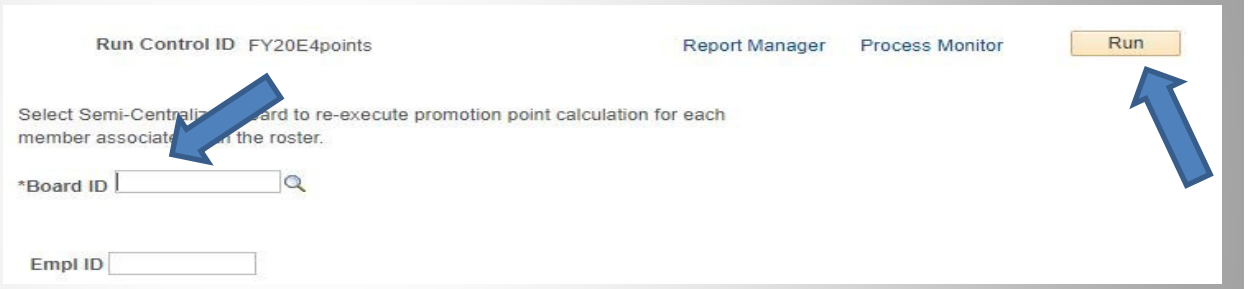
Updating board roster (points and eligibility)

1. Go to the promotion points batch process tile to update promotion points that have been added

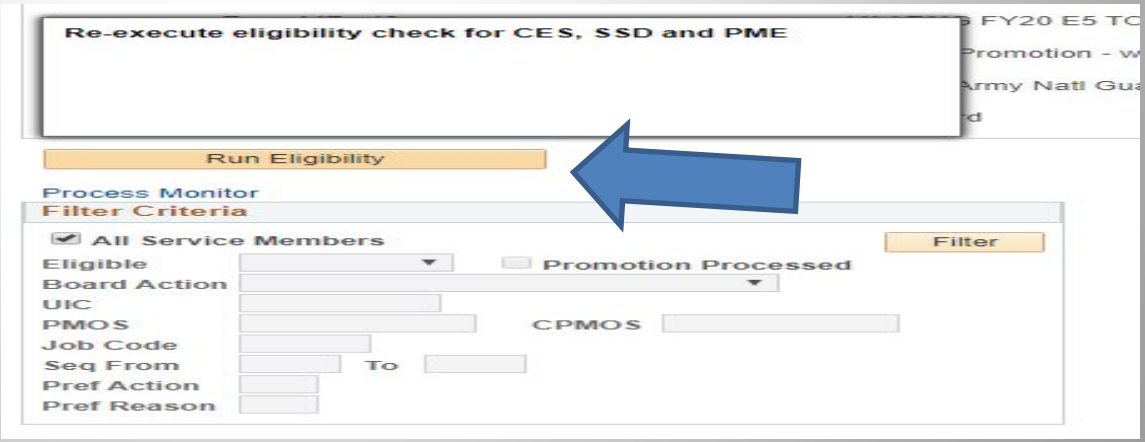
2. Create a run control ID



3. Enter the board ID for the E5 or E6 board and then click Run. It will take a while for this to run in the background



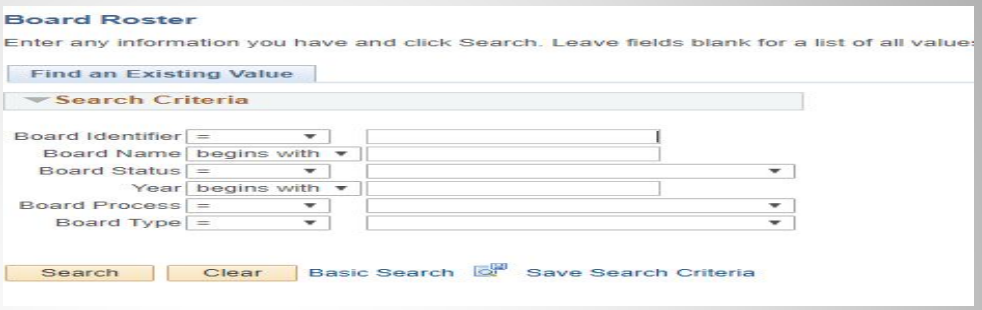
4. Any time Soldiers have their PME updated, "run eligibility" will need to be executed within the board roster to update their status on the roster.



Board roster processing E4 and E5

1. Search “Board Roster”

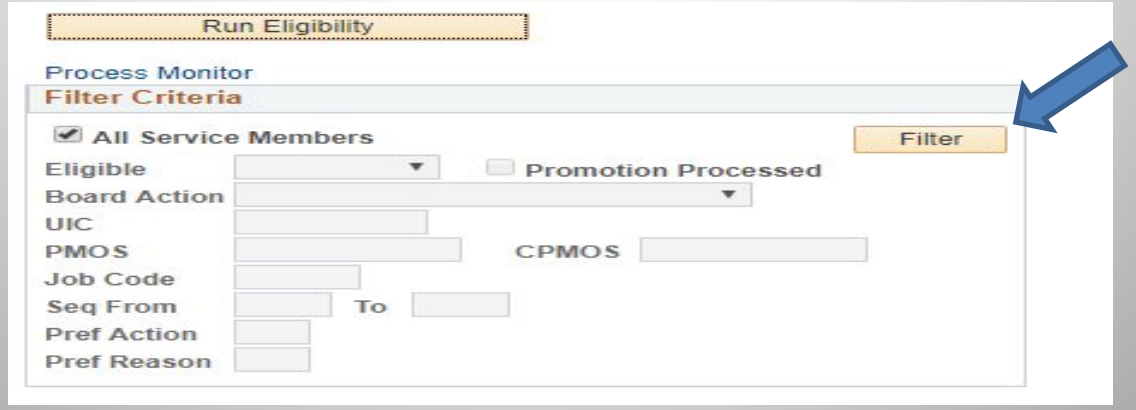
2. Click Search to view existing boards



3. Click on appropriate board roster (Boards will be in “Pre Board”)

42	VAARNG FY20 E6 TO E7	Pre Board	E6 TO E7 W/ PREF	2020	NGDVA	Cent	Promotion
43	VAARNG FY20 E5 TO E6	Pre Board	E5 TO E6 W/ PREF	2020	NGDVA	Semi	Promotion
44	VAARNG FY20 E4 TO E5	Pre Board	E4 TO E5 W/ PREF	2020	NGDVA	Semi	Promotion

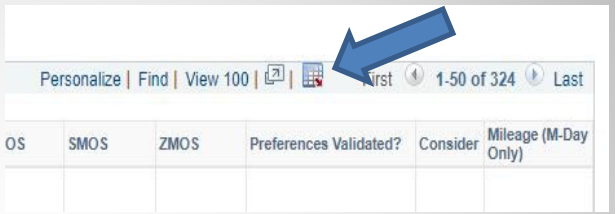
4. Click “Filter” and then scroll down to view the board roster and make recommendations



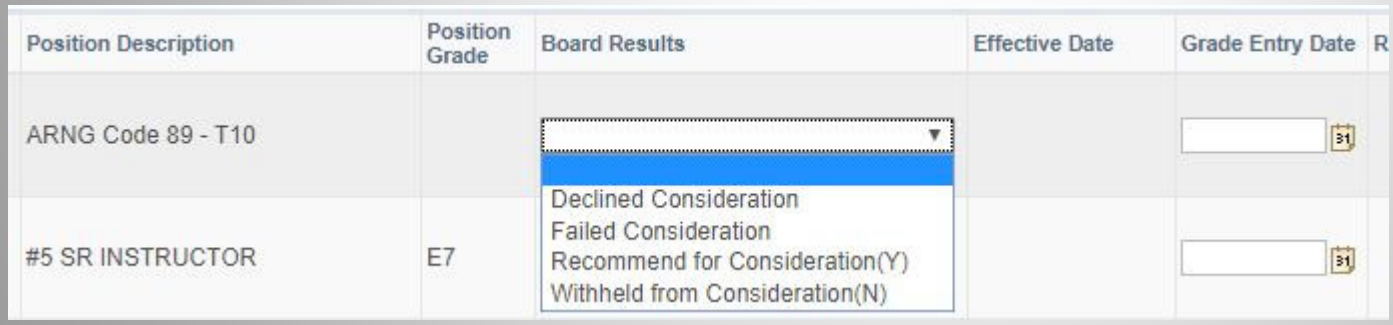
Board roster processing (E4 & E5)

1. Click on the tab to “show all columns

If you wish, you can scroll to the right to export the board roster to excel IOT view/manage easier



2. Under the “Board Results” column, units must make the appropriate selection from 1 of the 4 choices. After all of the Commanders recommendations are selected, you must scroll to the bottom to save the results.



Board roster processing (cont)

3. If a Soldier shows automatically as “failed consideration”, then you should look into the comments as to why. Most of the time it is because their SSD isn’t updated under MILED. If they completed SSD, go back to MILED and update it and the next time the list refreshes they should no longer show as “failed consideration”

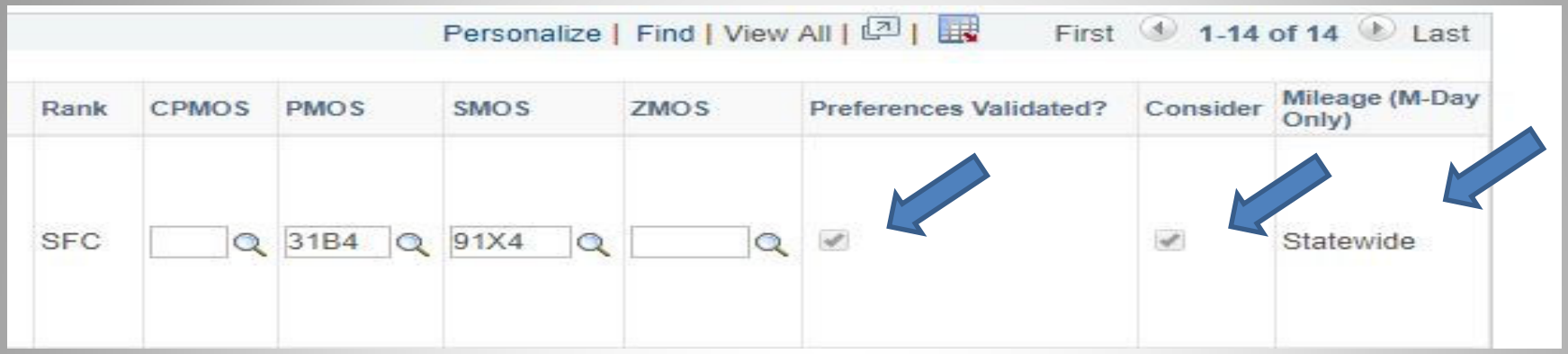
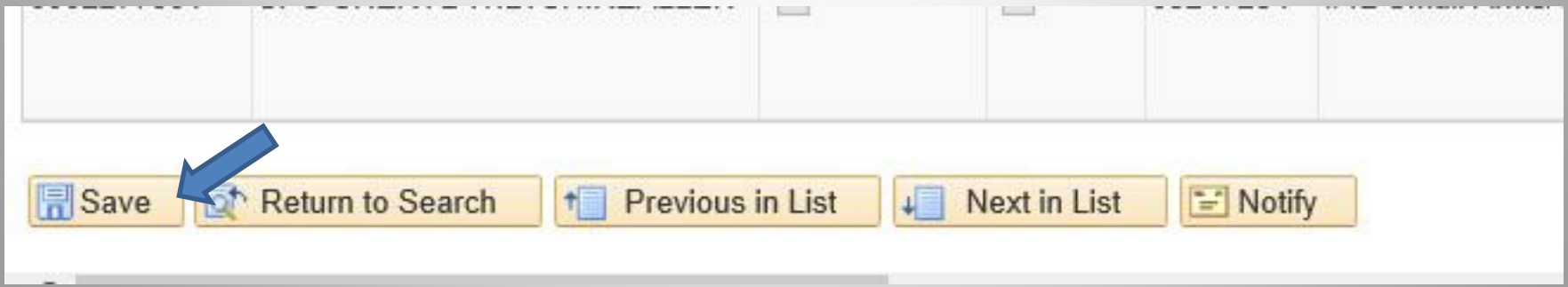
Position Grade	Board Results	Effective Date	Grade Entry Date	Rank Entry Date	Projected Promotion Eligibility Date	Time In Service	Time In Grade	Comments	View S
E7	Failed Consideration					338	56	The member has not completed the required military education level Structured Self-Development course for promotion consideration (SSD4). The member has not completed the professional military education requirement for promotion consideration(SLC).	View S

4. Units will input the averaged score from the leadership appraisal worksheets (NGB 4101)

APFT Points	Other Resident Courses	Self Dev Courses	Post-Secondary Courses	Admin Points	Promotion Board Score	Total Points	Preferences Validated?	Consider	Mileage (M-Day Only)
52				87		87	☐	☑	
				35		35	☑	☐	UIC Only

Board roster processing (cont)

4. Units will continuously monitor the board roster to verify that all eligible Soldiers have validated their board preferences (in old terms, “signed their 4100”) by looking for the check in the “preferences validated” box.



3. Any time updates are made to the board roster, you must scroll to the bottom and click save before exiting. Once saved, the appraisal points will be added to the overall promotion points total.