



NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-7600

NGNJ-PCS-DIR

1 July 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Training Year 2025 Enlisted Promotion Cycle Memorandum of Instruction

1. REFERENCES.

- a. Army Regulation (AR) 600-8-19 (Enlisted Promotions and Reductions)
- b. AR 350-1 (Army Training and Leader Development)
- c. AR 623-3 (Evaluation Reporting System)
- d. ALARACT 030/2024 (2024 The Suspension of Temporary Promotions and Select/Train/Educate/Promote (STEP) Policy and the Reduction of Online Training), 15 May 2024
- e. Army Directive 2022-05 (Army Combat Fitness Test), 23 March 2022
- f. Army Directive 2022-06 (Parenthood, Pregnancy, and Postpartum), 19 April 2022
- g. Army Directive 2023-08 (Army Body Fat Assessment Exemption for Army Combat Fitness Test Score), 15 March 2023
- h. DAPE-ZA memorandum (Suspension of Temporary Promotions and Select/Train/Educate/Promote Policy), 2 May 2024
- i. National Guard Regulation (NGR) 600-200 (Enlisted Personnel Management)
- j. NGR 600-5 (The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD))
- k. NGB (National Guard Bureau), ARNG-HRH, memorandum, (Army National Guard (ARNG) Implementation Guidance for Suspension of Temporary Promotions and Select/Train/Educate/Promote (STEP) Policy and the Reduction of the On-Line Training, PPOM 24-014), 7 June 2024
- l. NGB (National Guard Bureau), ARNG-HRH, memorandum, (ARNG Semi-Centralized Promotion System for Sergeant/Staff Sergeant (SGT/SSG) Boards Effective Fiscal Year (FY) 2024 PPOM 23-029), 9 August 2023

m. NGB, ARNG-HRH, memorandum, (Consolidated Enlisted Promotion Policies, PPOM # 21-026), 13 May 2021

n. NGB, ARNG-HRH, memorandum, (Updated Authorization to Promote 68WF2 (E-5 to E-6) Critical Care Flight Paramedics (CCFP) Over-Grade, PPOM 23-004), 25 January 2023

o. NGB, ARNG-HRH, memorandum, (Revision of Policies Impacting Army National Guard Enlisted Promotions, PPOM # 22-026a), 2 December 2022

2. PURPOSE. This memorandum of instruction (MOI) provides instructions for preparing and executing the NCO Promotion Boards, which are a part of the Enlisted Promotion System (EPS).

3. APPLICABILITY. This MOI applies to all New Jersey Army National Guard (NJARNG) enlisted Soldiers, including T10/T32 AGR, in the grades of E4 through E8 that meet the eligibility requirements for promotion consideration. A separate MOI will be published for the Best Qualified Leadership Panel.

4. POLICY. This MOI establishes board dates, minimum evaluation periods, suspense dates, and the minimum zone of consideration for time-in-grade (TIG) and time-in-service (TIS) requirements. The State will not extend the suspense dates in paragraph 5.

5. SCHEDULE. The following schedule is established for the Training Year 2025 (TY25) NCO promotion boards. Units must submit the TY25 promotion board packets by the suspense dates listed below.

Grade	Checklist Issue Date	G1 Turn-in/ Admin Cutoff	Projected List Post
E8	1-JUL-24	1-SEP-24	*SEPTEMBER 2024
E7	1-JUL-24	1-SEP-24	*SEPTEMBER 2024
E6	1-JUL-24	1-OCT-24	*OCTOBER 2024
E5	1-JUL-24	1-NOV-24	*NOVEMBER 2024
E4	1-JUL-24	1-DEC-24	*DECEMBER 2024

*The current EPS lists will expire once the new list is published.

6. RESPONSIBILITIES.

a. Commanders: Commanders are responsible for the oversight of the EPS program. Commanders must post this memorandum on the unit bulletin board.

NOTE: Commanders must provide a memorandum for record (MFR) with the checklist explaining any missing evaluations, including justification opting out of a "complete the record" NCOER for newly promoted E5s who are in the expanded zone of

consideration. The Soldier must still address missing evaluations on their discrepancy letter to the board.

b. Command Sergeants Major: Command Sergeants Major are responsible for ensuring that their respective units have 100 percent completion of EPS packets.

c. First Sergeants: First Sergeants must brief their enlisted Soldiers to ensure understanding of the EPS program. First Sergeants are also responsible for reviewing and signing all promotion packets for their unit. Senior NCOs are responsible for individual counseling and education on the EPS program and NCO promotion board process.

d. Unit Readiness NCOs:

(1) Integrated Personnel and Pay System-Army Updates (for all eligible Soldiers): Units must review the personnel eligibility roster (PER) to ensure accountability of all eligible Soldiers. Units must verify all information is accurate and updated in Integrated Personnel and Pay System-Army (IPPS-A) for all eligible Soldiers to include administrative points for E4s and E5s. Units must ensure that changes to the PER are entered into the IPPS-A database NLT the administrative cutoff date.

(2) iPERMS Updates (for E6-E8 only): Board members review the performance file in iPERMS. Units are responsible for uploading all documents submitted by eligible Soldiers (e.g. awards, college transcripts, etc.) to iPERMS. iPERMS files for E4-E5 will not be reviewed by the board or used for promotion points.

(3) Board Enlisted Record Brief (ERB) Updates (for E6-E8 only): Units are responsible for making ERB updates based on documentation submitted by the Soldiers.

(4) Digital Training Management System (DTMS) Updates (for E4-E5): Units are responsible for weapons qualification and Army Combat Fitness Test (ACFT) updates in DTMS. DTMS is the official source of data for primary weapon qualifications and ACFT. DTMS will be used to transfer data to the HR system of record for use in awarding promotion points.

(5) Packet Submission (for all eligible Soldiers): When submitting the TY25 EPS packets, units must forward the TY25 Automated Promotion Board Checklist with supporting documents through their Battalion S1 and Major Subordinate Command (MSC). All documents must be submitted through the Global Electronic Approval Routing System (GEARS) by the MSC S1 on or before the administrative cutoff date. To submit a packet to G1 EPS, scan all documents into a single PDF (not Adobe Portfolio) for each Soldier. Use the naming convention below for each packet, and route them to the "NJARNG G1 Enlisted Promotions" group in GEARS. Packet Naming Convention:

DoDID_UIC_Rank_Last_First Name. (e.g., 123456789_8BKAA_SPC_SMITH_JOE).

Packets must include:

(a) TY25 Automated Promotion Board Checklist (enclosure 1)

(b) DA Form 2166-9-1 (NCO Evaluation Report (E5 only)) or memorandum for the commander not electing to submit a Complete the Record NCOER

(c) Any supporting documentation for administrative points not reflecting correctly on the PER (E4-E5 only).

(d) DA Form 4187 for the following (if applicable):

1. DA 4187 for Career Progression Military Occupational Specialty (CPMOS) change (enclosure 2): signed by the Soldier and approved by the Commander. All AGR CPMOS changes must be approved by HRO by the administrative cutoff date.

2. DA 4187 for Option 5 (enclosure 3): signed by the Soldier and approved by the Commander electing to voluntarily to not be considered for promotion for TY25.

3. DA 4187 to Deny Consideration (enclosure 4): signed by the Soldier and unit commander denying Soldier consideration, and approved IAW AR 600-8-19, 6-32. Soldiers unavailable for signature must have a command endorsement.

NOTE: Any Soldier who fails to initial an option and preference on the TY25 Automated Promotion Board Checklist will be defaulted to option four and will not be considered for any other preferences. Before the administrative cutoff, all requests for CPMOS changes must have a completed DA Form 4187 attached to the Soldier's packet upon submission. All requests for AGR CPMOS changes must be approved by HRO prior to the administrative cutoff date.

e. Individual Soldier (E4 and E5): Soldiers must verify their administrative promotion points on the PER with their unit Readiness/Administrative NCO before signing their TY25 Automated Promotion Board Checklist. E4s who do not meet the administrative promotion point cutoff score of 140 and E5s who do not meet the administrative promotion point cutoff score of 200 by the G1 cutoff date will not appear promotion list.

(1) NCOER (for E5 to E6 boards): SGTs will have an opportunity to add up to 250 leadership board points to their promotion point total. These points are based on the Soldier's most recent NCOER. NCOERs are evaluated and scored by members of a board. The lack of an evaluation will result in zero leadership board points. Commanders may elect to submit a Complete the Record NCOER for newly promoted E5s that fall into the expanded zone of consideration during the promotion list cycle. A Complete the Record requires at least 120 days of rated time for TDGs with a thru date

of no later than the administrative cutoff date. The board will not accept draft evaluations.

(2) Leadership points do not count towards the 200 administrative point minimum to appear before the board.

f. Individual Soldier (E6-E8): NCOs must verify their Enlisted Record Brief (ERB) and iPERMS performance files to ensure all data is updated.

(1) ERB: NCOs must review their iPERMS performance folder and the Selection Board ERB. All NCOs should ensure that they validate the ERB as part of the review process of their ERB. ERBs can be reviewed and validated by each Soldier at the following link: <https://arnqg1.ngb.army.mil/SelfService/CareerCenter/Home.aspx>.

(2) iPERMS: NCOs must verify all supporting documentation is in iPERMS. All NCOERs must be loaded into iPERMS by the admin cutoff dates stated in paragraph 5. Missing NCOERs affect board ratings. The board will not accept draft evaluations.

(3) The NJARNG established a minimum hard vote promotion point score of 38 points IAW AR 600-8-19, 6-2(k). NCOs who fall below the minimum promotion board score will not appear on the promotion list and will receive a MFR from the State Command Sergeant Major. The G1 will add MFR to the Soldier's iPERMS in the performance folder.

g. All Soldiers are highly encouraged to write a letter to the President of the Board to clarify or explain any discrepancy in their records (e.g., missing NCOER, with an examiner, ERB errors, etc.). A missing NCOER without a discrepancy letter will negatively impact board ratings.

NOTE: Those who fail to submit a promotion packet will not be boarded and not appear on the list even if they meet the minimum requirements for promotion board consideration.

7. NCOES. Soldiers must complete NCOES courses to be eligible for promotion board consideration. If the Soldier does not meet the NCOES requirements, they will not be eligible for promotion consideration and/or a standby advisory board IAW AR 600-8-19. The Soldier's ATRRS record must reflect that they have completed the required NCOES.

Promotion Board Consideration Requirements to the Rank of:				
Rank	TIG	TIS	CES	PME for Board
SGT	12 months	N/A	N/A	N/A
SSG	18 months	N/A	N/A	BLC
SFC	36 months	8 years	6 years	ALC
MSG	36 months	12 years	8 years	SLC
SGM	36 months	16 years	10 years	MLC

8. PROMOTION POINTS. E4 and E5 will be the only grades to use administrative promotion points. The TY25 NCO promotion point system has a maximum of 950-point total for E4s and maximum of 1200-point total for E5s. The breakdown of points is as follows:

NJARNG Semi-Centralized Promotion (SGT / SSG) Points		
	SGT Board	SSG Board
1. Military Training		
▪ Weapon Qualification	160	110
▪ Army Combat Fitness Test (ACFT)	120	120
Maximum Points for Military Training	280	230
2. Awards, Decorations, and Achievements (Permanent Awards)		
Maximum Points for Awards	145	165
3. Military Education		
▪ Professional Military Education (PME)	190	190
▪ Resident Training	110	115
▪ Computer Training	90	90
Maximum Points for Military Education	390	395
4. Civilian Education		
Maximum Points for Civilian Education	135	160
5. Leadership Board Points (NCOER)		
Maximum Leadership Points for NCOER	N/A	250
Total	950	1200
<p>Note: Administrative points between SGT and SSG boards differ to account for the differences in performance and achievements between the grades. E4s administrative promotion point cutoff score for is 140. E5s administrative promotion point cutoff score is 200. Soldiers do not receive points for TIG/TIS.</p>		

a. The SGT and SSG boards will have 950 administrative points derived from AR 600-8-19.

b. The IPPS-A is the authoritative data source that captures promotion points. Data quality management is paramount.

c. Individual Weapons Qualification (IWQ): Weapons qualification scorecards are maintained in DTMS, the official data IWQ. Promotion points are awarded based on the most recent qualification score with the Soldier's primary weapon IAW TC 3 – 20.40. The Soldier's most recent qualification scorecard (with their primary weapon) will be the basis for determining promotion points. Qualification scores exceeding 24 months from the administrative cutoff date will not be awarded promotion points.

(1) Table 2 on enclosure 5 shows promotion points awarded for proficiency levels with a Soldier's primary weapon for promotion to SGT.

(2) Table 3 on enclosure 5 shows promotion points awarded for proficiency levels with a Soldier's primary weapon for promotion to SSG.

(3) Each Soldier must also be assigned a primary weapon in DTMS so that the correct qualification is used on the PER. This is because a Soldier may have multiple concurrent weapon qualifications. Therefore, it is critical the primary weapon assignment in DTMS begins (start date) one day prior to the weapon qualification date. If no primary weapon is assigned, IPPS-A will NOT award promotion points, the promotion points will default to "0" for the score.

(4) Soldiers serving with a physical profile (unable to qualify with a weapon due to their physical limitation) will use their last weapon qualification score until the Soldier is medically cleared to fire for qualification. In these instances, and before the current weapons qualification expiration date, a revised/updated qualification date must be entered into DTMS by the unit using the Soldier's last weapon qualification score.

(5) Soldiers assigned to an organization without weapons can use their latest qualification as an exception to the 24-month limit. However, once assigned to an organization with weapons, the Soldier will have 12 months to qualify with assigned weapon or will lose their most recent score.

d. Awards, Decorations, and Achievements: To receive points for awards, decorations, and achievements IPPS-A must be updated. Tables 4 and 5 on enclosure 5 list the points for awards, decorations, and badges.

e. ACFT: Table 1 on enclosure 5 shows the ACFT point chart. Soldiers with record ACFTs exceeding 24 months from the administrative cutoff date will not be awarded promotion points. Soldiers without a record ACFT and mobilized in an austere environment on or after April 1, 2024, that have a passing record APFT, will be awarded the minimum score of 24.

f. Education:

(1) PME: 150 promotion points will be awarded E4s with BLC and E5s with ALC. Additionally, Soldiers receive 20 promotion points for achieving Commandants list and 40 promotion points for Distinguished Honor Graduate/Distinguished Leadership Graduate (BLC for E4/ALC for E5). For points to be awarded, data must be updated appropriately in IPPS-A.

(2) Resident Training: Courses formally listed in ATRRS are authorized promotion points (exceptions follow) at the rate of four promotion points per week (defined as 40 training hours) of military training. Soldiers do not receive points for mandatory training requirements such as a Soldier's initial MOS. However, Soldiers can receive points for their secondary and additional MOS. Course certificates that are 40 hours or more that are not listed in ATRRS can be submitted with the promotion packet. If a resident course is missing from a Soldier's ATRRS transcript, Soldiers must contact the school that administered the course and request an update to their ATRRS records (DA Form 87 (Certificate of Training)) will not be used as a source document when up-dating military resident training within the HR system of record. School contact information is in the ATRRS course catalog at <https://www.atrrs.army.mil>.

(3) Computer Training: Military correspondence courses and computer-based training provided through ATRRS Self-development or Army e-Learning: <https://www.atrrs.army.mil>. Soldiers will be granted promotion points based on one point per five hours of completed training restricted to courses completed in their entirety. The Soldier must have record of full course completion and the total credit hours for the entire course will be divided by five to determine promotion points. No points will be awarded for sub-course completion. Soldiers do not get credit for duplicate courses. Soldiers will not receive points for DLC/SSD completion.

(4) Civilian Education: Soldiers must submit unofficial/official transcripts for civilian education from an accredited university or vocational school and must be updated in IPPS-A by the unit. The total semester hours earned must be updated in IPPS-A, which will be the source in determining promotion points. Soldiers will receive two promotion points for each semester hour completed. Use the following website to determine if a school is accredited: <https://ope.ed.gov/accreditation/>. All quarter, contact, and/or clock hours will be converted to semester hours IAW DoDI 1322.25; 45 contact hours will be considered equivalent to 1 semester-hour credit. Additionally, foreign transcripts must have an evaluation letter from one of the National Association of Credentialing Evaluation Services (NACES) member organizations listed at <https://www.naces.org/members>.

g. In IPPS-A under Self-Service Soldiers can review their administrative promotion points. IPPS-A can be accessed on any computer using a CAC reader: <https://hr.ippsa.army.mil/>.

9. PROMOTION ELIGIBILITY ROSTER (PER). Soldiers who meet minimum NCOES requirements in paragraph 7, and the minimum zone of consideration in paragraph 10 will be on the PER. The EPS section will provide a comment to identify discrepancies preventing the Soldier from being boarded or promoted. MSCs are responsible for the distribution of the PERs to their subordinate units. Unit Readiness NCOs who identify Soldiers that do not appear on the PER but are eligible to be boarded may submit a promotion packet to the NJARNG G1 Enlisted Promotions group in GEARS. For those Soldiers, the unit can submit the checklist with proof of eligibility. Requests will be made in writing and must include a memorandum indicating that the Soldier meets all the requirements of this MOI as of the cutoff dates.

a. Updating Career Progression Military Occupational Specialty (CPMOS) and administrative points in IPPS-A: CPMOS updates apply to all Soldiers and administrative promotion points apply to Soldiers in grades E4 and E5. All Human Resource Professionals (HR PRO) must update the Soldier's profile to update CPMOS and administrative points on the E4 and E5 PER for the sections listed below:

(1) CPMOS: the Career Management>Career Progression MOS section updates the CPMOS. Any CPMOS left blank on the PER or IPPS-A will default to the Soldier's PMOS.

(2) Military Education: Education> Military Education Level-MEL updates NCOES.

(3) Civilian Education: there are three fields for civilian education in the education tab. The third item labeled "CIV-Degrees" is the ONLY authorized data field that must be updated for promotion points to be awarded via the automation business rules within IPPS-A.

(4) Awards and Decorations: updates are completed in the awards tab in person profiles.

b. DTMS is the system of record for the ACFT and IWQ. DTMS sends its data to IPPS-A, which then reflects on the PER.

c. Other Resident Training Weeks and Self Development Courses are no longer updated in IPPS-A. ATRRS is the data source for IPPS-A resident and DL courses. HR Professional needs to navigate to the following to verify what ATRRS is reflecting in IPPS-A: HR Professional>Navigator>Workforce Development>Profile Management>Profiles>Training>Enter Empl ID(Search)>Scroll down to check the class is recorded. It takes about 2-3 weeks for ATRRS to update IPPS-A.

10. ZONE OF CONSIDERATION. Soldiers who do not meet the minimum TIG/TIS requirements IAW AR 600-8-19, Table 6-4 and the MOI are not eligible for consideration for the next grade. TIG/TIS waivers are not authorized.

Primary Zone of Consideration			
Eligibility For EPS List	TIG	TIS	*CES
E8 to E9	30-SEP-21	30-SEP-08	30-SEP-14
E7 to E8	30-SEP-21	30-SEP-12	30-SEP-16
E6 to E7	31-OCT-21	31-OCT-16	31-OCT-18
E5 to E6	31-MAY-23	N/A	N/A
E4 to E5	31-DEC-23	N/A	N/A

*Cumulative Enlisted Service for ARNG Soldiers are computed through TIG and TIS

a. Minimum Requirements: The schedule shown above establishes the minimum primary zone of consideration for promotion during TY25. The Soldier’s zone of consideration is calculated based on the scheduled promotion board dates.

b. Expanded Zone of Consideration: As per AR 600-8-19, 6-19, all Soldiers who have not met TIG/TIS requirements will be considered for promotion if they become eligible during the life of the list. However, Soldiers will only be eligible to be promoted when they reach the minimum TIG/TIS requirements. Soldiers eligible for the expanded zone of consideration will be computed from the last day of the month the board convenes plus 12 months. All Soldiers must be qualified on the dates established in this MOI, including CPMOS and PME.

11. ACCOUNTABILITY OF DEPLOYED SOLDIERS. Soldiers currently mobilized and/or deployed under Title 10 or Title 32 must be accounted for, provided they meet the minimum qualifications outlined in this MOI. The current unit of assignment/attachment is responsible for the TY25 Automated Promotion Board Checklist. This action should be coordinated with a Soldier’s former unit of assignment if the Soldier was transferred for deployment purposes. The TY25 Automated Promotion Board Checklist for deployed Soldiers will be completed by the current unit of assignment and returned to the unit’s Battalion S1 for action.

12. ACCOUNTABILITY OF MEDICAL HOLD SOLDIERS. The medical unit the Soldier is attached to in IPPS-A as of the date of this MOI is responsible for submitting these packets. WTU/MMU Soldiers must meet all eligibility guidelines for promotion consideration.

13. DENYING SOLDIERS CONSIDERATION. Soldiers who are eligible for promotion may be denied consideration and approved by the commander or higher as outlined in AR 600-8-19, paragraph 6-32 as follows:

- a. E4-E5: approved by the first commander authorized in the rank of LTC or higher.
- b. E6-E7: approved by the first commander authorized in the rank of COL or higher.
- c. E8: approved by the first General Officer in the chain of command.

d. Denial may be based on misconduct, shortcomings in personal and professional qualities and qualifications, or lack of potential to serve at the next higher grade. The absence of a current NCOER is not a justifiable reason to deny consideration. This action must be fully documented on a DA Form 4187 and forwarded to the G1 EPS section for accountability purposes. The DA Form 4856 (Counseling) must be maintained at the unit.

14. STANDBY ADVISORY BOARD (STAB).

a. Eligibility: IAW AR 600-8-19, 6-48, a STAB will be conducted for Soldiers who are inter-state transfers or have a material error/administrative point discrepancy. Soldiers will not be authorized a STAB for CPMOS to improve list ranking in another MOS; the G1 may grant a waiver on a case by case if it is determined to be in the best interest of the organization (ex., Soldier is no longer AGR and cannot compete on the 79T list as a TDG, or a force structure change requiring reclassification of a MOS with an exhausted list). Only Soldiers who would have been eligible per the original memorandum of instruction will be considered.

b. Processing Requirements: All STAB packets will be submitted to the NJARNG G1 Enlisted Promotions group in GEARS by the MSC S1 and must include a memorandum justifying the circumstances and supporting documentation requiring the STAB. The EPS section will not accept STAB packets without the memorandum and supporting documentation.

c. STAB Schedule: A STAB will be conducted based on the number of packets received. The TY25 STAB is scheduled below.

Grade	G1 STAB Start Date	G1 Turn-in Suspense	Projected STAB Post
E8	5-JAN-25	5-FEB-25	*FEBRUARY 2025
E7	5-JAN-25	5-FEB-25	*FEBRUARY 2025
E6	5-JAN-25	5-FEB-25	*FEBRUARY 2025
E5	5-JAN-25	5-FEB-25	*FEBRUARY 2025
E4	5-JAN-25	5-FEB-25	*FEBRUARY 2025

*Projected date of posted list.

d. Absence of documents written, prepared, or computed after the administrative cutoff date do not constitute material error and is not a reason for reconsideration.

e. A complete the record NCOER is an optional report, and the absence of this report will not be a basis for reconsideration.

f. Units with eligible Soldiers for a STAB should submit the request using the NJARNG G1 Enlisted Promotions group in GEARS as soon as possible to ensure the best opportunity for addition to the existing EPS list.

15. MOS IMMATERIAL POSITIONS. IAW NGR 600-200, 2-21, all 00D and 00F positions must have a duty description that lists all the MOSs who can perform the duty. Each MOS immaterial position requires more than one feeder MOS. Inspector General and Equal Opportunity (EO) positions will be open to all qualified Soldiers regardless of MOS. In addition, Regional Training Institutes (RTIs) are authorized to include SQI "8" and additional prerequisites as part of their selection criteria.

a. MOSs will be listed on a 00D and 00F Feeder MOS memorandum and posted by 31 August 2024. The G1 will generate the memorandum with input from the respective MSC. The G1 will consider the entire promotion list for that grade if the MSC provides no feeder MOS.

b. Consideration will be given to Soldiers holding an eligible MOS for that vacant MOS immaterial position listed on the 00D and 00F feeder MOS memorandum. The total number of promotion points will determine the selection, from highest to lowest, in the feeder MOSs provided by the units and published in the State memorandum.

16. RECRUITING AND RETENTION SOLDIERS. IAW AR 600-8-19, 6-38, Soldiers assigned to Recruiting and Retention (RRB) positions (SQI 4) compete against other Soldiers with SQI 4 in sequence as they appear on the 00F MOS Immaterial Promotion List. Soldiers assigned to RRB positions (SQI 4) and not awarded SQI 4 will only be considered for promotion once completed.

a. Specialists who are in the selection objective of the promotion list for their CPMOS and have completed BLC may be trained and then concurrently awarded SQI 4. They may be assigned as described in NGR 600–200, Chapter 4 to AGR Recruiting and Retention NCO positions and promoted to E5/SGT against the Recruiting and Retention position authorization.

b. RRB AGR Soldiers can select option 2 to compete only with SQI 4 and allow stability within recruiting or option 4 to compete with others in their CPMOS provided they are out of their 18-month AGR stabilization period for their initial AGR tour.

17. ASSIGNMENT CONSIDERATION. Soldiers will be promoted into assignments based on the option selected on the TY25 Promotion Board Checklist.

a. Option 1 = promotion only in my assigned unit

b. Option 2 = promotion only in my current battalion (includes Option 1)

c. Option 3 = promotion in any unit within 50 miles of the home of record (includes Option 1 & 2)

d. Option 4 = promotion in any unit in the state

e. Option 5 = I wish not to be considered for promotion during this cycle. All Soldiers that select this option must submit a DA Form 4187 using the sample in enclosure 3 with the checklist.

NOTE: AGRs will default to option 4 regardless of the preferred selection. Only RRB AGR Soldiers can select option 2 to allow stability within recruiting.

18. PROMOTION. The effective date of promotion for Soldiers selected from the TY25 promotion list will be the date the request for fill (RFF) is received in the NJARNG G1 Enlisted Promotions group in GEARS for Soldiers that are fully eligible.

a. The MSC S1 will submit the RFF to the NJARNG G1 Enlisted Promotions group in GEARS. RFFs for AGR Soldiers are submitted by the MSC through HRO.

b. Requests will be processed based on the date the RFF is received in the NJARNG G1 Enlisted Promotions group in GEARS.

c. Before selecting a Soldier from the promotion list, consideration will be given to displaced Soldiers, excess Soldiers, and lateral transfers of Soldiers to fill the vacancy.

d. Promotable status: AR 600-8-19, 6-4 outlines the criteria which makes a Soldier non-promotable. To be in a promotable status, the Soldier must meet the following criteria:

(1) PME requirements for promotion pin-on are outlined below:

PME Requirements		
Promotion to:	Promotion Board Eligibility	Promotion Requirement
SGT	N/A	N/A
SSG	BLC	BLC
SFC	ALC	ALC
MSG	SLC	SLC
SGM	MLC	*USASMA

* Temporary promotion to Sergeant Major remains unchanged. Soldiers enrolled in the non-resident Sergeant Major Academy must complete Term 1 Phase 1 as a pin-on requirement to the rank of SGM.

(2) Service Remaining Requirement (SRR): 36 months for promotion to SFC and above.

(3) Periodic Health Assessment (PHA): PHA within 15 months and not MRC 4.

(4) Height/Weight: passing H/W within 8 months

(5) ACFT: passing record ACFT within 14 months (TDG) and 8 months (AGR)

(6) Security Clearance: the appropriate security clearance eligibility or favorable background investigation for promotion to the rank and MOS. Those who fail to meet security clearance requirements by October 5, 2024, will be flagged (code E), coded as 09X, and subsequently ineligible for promotion IAW PPOM 24-011a.

e. If a commander does not complete an RFF and submit it to the G1 within 90 days of a slot being vacated, the slot can be filled by the G1 EPS Manager without the commander's consent IAW NGR 600-200, 4-10c. The EPS Manager will notify the MSC before processing the fill to avoid the possibility of filling against a position that would conflict with an AGR reassignment.

f. Soldiers on One Time Occasional Tours (OTOT) are not considered AGR Soldiers. Therefore, OTOT Soldiers are not eligible to compete for positions advertised to current, on board AGR Soldiers.

g. There are positions (e.g. 68WF, 15TF, etc.) that are incumbent upon additional training and/or medical requirements. If a Soldier is promoted into one of these positions and not willing to meet the additional training and/or medical requirements, they may opt to take a voluntary reduction or be subject to a demotion board. However, if they take a voluntary reduction, they will be off the list for the remainder of TY25.

19. BASELINE. A sample baseline for the SSG Boards (E5 to E6) has been provided in enclosure 6, and a sample baseline for the SFC, MSG, and SGM Boards (E7 - E9) has been provided in enclosure 7. The sample baselines provide a general guideline for how board members vote.

20. The point of contact for this MOI is G1 Sergeant Major, SGM Beth B. Lapoint, at beth.b.lapoint.mil@army.mil.

7 Encls

1. TY25 Checklist
2. DA Form 4187 CPMOS
3. DA Form 4187 Option 5
4. DA Form 4187 Denial
5. Semi-Centralized Point Sheet
6. E5 NCOER Baseline
7. E6-E8 NCOER Baseline

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MONICA M. DELACRUZ
LTC, AG, NJARNG
G1

NGNJ-PCS-DIR

SUBJECT: Training Year 2025 Enlisted Promotion Cycle Memorandum of Instruction

DISTRIBUTION:

JOINT FORCE HEADQUARTERS-NJ
254TH REGIONAL TRAINING INSTITUTE
RECRUITING AND RETENTION BATTALION
44TH INFANTRY BRIGADE COMBAT TEAM
42D REGIONAL SUPPORT GROUP
57TH TROOP COMMAND
MEDICAL READINESS DETACHMENT
OC/T OPERATIONS GROUP



NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
JOINT BASE MCGUIRE DIX LAKEHURST, NEW JERSEY 08640

TY25 Automated Promotion Board Checklist

1. The items listed below should be updated and loaded into iPERMS and IPPS-A or forwarded to G1 as directed.

- | | <u>Initials</u> |
|---|-----------------|
| a. Reviewed the TY25 Enlisted Promotion Cycle MOI | _____ |
| b. Verification of Career Progression MOS: _____ | _____ |
| c. Last 3 NCOERS iPERMED (E6-E8)/Current NCOER attached (E5) | _____ |
| d. ERB reviewed and validated (E6-E8) | _____ |
| e. All Military Education iPERMED and updated in IPPS-A | _____ |
| f. All Civilian Education iPERMED and updated in IPPS-A | _____ |
| g. All Awards and Honors iPERMED and updated in IPPS-A | _____ |
| h. ACFT, H/W, and IWQ updated in DTMS | _____ |
| i. Wish to be considered for Instructor positions (E5-E8) | _____ |
| j. *Opt. 1:___ *Opt. 2:___ *Opt. 3:___ *Opt. 4:___ **Opt. 5:___ | _____ |
| *Check One Option | |
| **Option 5 selection requires a 4187 | |
| k. Letter to the President of the Board (Optional) | _____ |

2. I certify that I have reviewed my iPERMS record <https://iperms.hrc.army.mil/rms> and have submitted any updates that are necessary (E6-E8).

3. I certify that I have reviewed my administrative points on the TY25 Promotion Eligibility Roster and have submitted any updates that are necessary (E4-E5).

Unit 1SG (Last, First Name)

Soldier (Rank Last, First Name)

Unit 1SG Signature

Soldier Signature

PERSONNEL ACTION

For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.

NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC.
<https://dpclid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf>

ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.

DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.

SECTION I - PERSONAL IDENTIFICATION

1. THRU (Include ZIP Code) BATTALION OR MSC BN OR MSC ADDRESS CITY, NJ ZIP CODE	2. TO (Include ZIP Code) Joint Force Headquarters - New Jersey ATTN: G-1 EPS Building 3650 Saylor's Pond Road Joint Base McGuire-Dix-Lakehurst, 08640	3. FROM (Include ZIP Code) YOUR COMPANY COMPANY ADDRESS CITY, NJ ZIP CODE
4. NAME (Last, First, MI) DOE, JOHN	5. GRADE OR RANK / PMOS / AOC E4/11B	6. DOD ID NUMBER 1234567890

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): CPMOS change
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
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SECTION IV - REMARKS (Applies to Sections II, III, and V)

Reference: AR 600-8-19, Chapter 6, Paragraph 6-29d(2)(a).
Approval is given to change the CPMOS in IPPS-A to MOS CHANGING TO:
The approving authority is the MSC, and the authority is the unit for JFHQ elements. HRO is the approving authority for AGR Soldiers.
This Soldier holds the primary MOS, the same as the requested CPMOS.
The CPMOS can not be changed without the PMOS also being changed, without a compelling reason (see reference paragraph).
The Soldier requests this change, and has been counseled that his/her former CPMOS is no longer the promotion MOS.
Effective date: YYYYMMDD

SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER / AUTHORIZED REPRESENTATIVE YOUR COMMANDER, CPT, IN, Commanding	13. SIGNATURE	14. DATE (YYYYMMDD)
--	---------------	---------------------

ADDENDUM - RECOMMENDATIONS FOR APPROVAL / DISAPPROVAL

15. NAME (<i>Last, First, MI</i>)		16. DOD ID NUMBER	
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (<i>Last, First, MI</i>)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE / POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (<i>Last, First, MI</i>)		e. RANK	f. DATE (YYYYMMDD)
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AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (<i>Last, First, MI</i>)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE / POSITION		h. SIGNATURE	
i. COMMENTS			
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c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (<i>Last, First, MI</i>)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE / POSITION		h. SIGNATURE	
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PERSONNEL ACTION

For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.

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4. NAME (Last, First, MI) DOE, JOHN	5. GRADE OR RANK / PMOS / AOC E5/11B2O	6. DOD ID NUMBER 1234567890

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7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____

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<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Option 5
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
---	---------------------

SECTION IV - REMARKS (Applies to Sections II, III, and V)

1. I, SOLDIER'S NAME, do not wish to be considered for promotion during this cycle. _____ (initial)

2. I am aware that by selecting this option, I will not appear on the TY25 Selection/Promotion List. _____ (initial)

SOLDIER MUST SIGN BLOCK 9 AND DATE BLOCK 10 OF THE 4187

SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL

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AUTHORITY	a. TO		b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, MI)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE / POSITION		h. SIGNATURE	
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AUTHORITY	a. TO		b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
d. NAME (Last, First, MI)		e. RANK	f. DATE (YYYYMMDD)
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AUTHORITY	a. TO		b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
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<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Deny Promotion Consideration
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
---	---------------------

SECTION IV - REMARKS (Applies to Sections II, III, and V)

SOLDIER'S NAME is denied promotion consideration for TY25. Denial is based on the Soldier's misconduct, lack of sufficient experience and knowledge in personal and professional qualities and qualifications, or lack of potential to serve at the higher rank. Enclosed is DA Form 4856 (Developmental Counseling Form) on which the CDR has personally counseled the Soldier on the reason for recommending denial.

For E4-E5, the approving authority is the first CDR authorized in the rank of LTC or higher.

For E6-E7, the approving authority is the first CDR authorized in the rank of COL or higher.

For E8, the approving authority is the first General Officer in the chain of command.

These CDRs will personally approve or disapprove these actions, and will not delegate this authority.

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AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (<i>Last, First, MI</i>)	e. RANK	f. DATE (YYYYMMDD)	
g. TITLE / POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (<i>Last, First, MI</i>)	e. RANK	f. DATE (YYYYMMDD)	
g. TITLE / POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
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AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (<i>Last, First, MI</i>)	e. RANK	f. DATE (YYYYMMDD)	
g. TITLE / POSITION		h. SIGNATURE	
i. COMMENTS			

Table 1

ACFT PROMOTION POINT SCORES							
ACFT SCORE	POINTS	ACFT SCORE	POINTS	ACFT SCORE	POINTS	ACFT SCORE	POINTS
600	120	544-540	96	484-480	72	424-420	48
599-595	118	539-535	94	479-475	70	419-415	46
594-590	116	534-530	92	474-470	68	414-410	44
589-585	114	529-525	90	469-465	66	409-405	42
584-580	112	524-520	88	464-460	64	404-400	40
579-575	110	519-515	86	459-455	62	399-395	38
574-570	108	514-510	84	454-450	60	394-390	36
569-565	106	509-505	82	449-445	58	389-385	34
564-560	104	504-500	80	444-440	56	384-380	32
559-555	102	499-495	78	439-435	54	379-375	30
554-550	100	494-490	76	434-430	52	374-370	28
549-545	98	489-485	74	429-425	50	369-365	26
						364-360	24

Table 2

For Promotion from SPC to SGT

DA Form 3595-R, 5790-R, 5789-R, 7801		DA Form 85		DA Form 88-R		DA Form 7814		DA Form 5704		DA Form 7304- R		CID Form 85-E-R		DA Form 7820-1	
Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points
40	160	212	160	30	160	30	160	40	160	106	160	300	160	50	160
39	153	208-211	153	29	151	29	146	39	152	105	153	295	153	49	151
38	145	204-207	146	28	142	28	132	38	144	104	146	290	146	48	142
37	138	200-203	139	27	133	27	118	37	136	102	139	285	139	47	133
36	130	196-199	132	26	124	26	104	36	128	100	132	280	132	46	124
35	123	192-195	125	25	115	25	90	35	120	96	125	275	125	45	116
34	115	189-191	118	24	106	24	75	34	112	94	118	270	118	44	108
33	108	186-188	111	23	97	23	61	33	104	90	111	265	111	43	100
32	100	182-185	104	22	88	22	47	32	96	89	104	260	104	42	92
31	93	178-181	97	21	79	21	33	31	88	87	97	255	97	41	84
30	85	174-177	90	20	70			30	80	85	90	250	90	40	76
29	77	170-173	83	19	61			29	72	83	83	245	83	39	68
28	69	166-169	76	18	52			28	64	81	76	240	76	38	60
27	62	162-165	69	17	43			27	56	80	69	235	69	37	51
26	54	157-161	62	16	33			26	48	79	62	230	62	36	42
25	47	153-156	56					25	40	77	55	225	55	35	33
24	40	149-152	50					24	33	75	48	220	48		
23	33	145-148	44							73	41	215	41		
		141-144	38							70	33	210	33		
		139-144	33												

Table 3

For Promotion from SGT to SSG

DA Form 3595- R, 5790-R, 5789-R, 7801		DA Form 85		DA Form 88-R		DA Form 7814		DA Form 5704		DA Form 7304- R		CID Form 85-E-R		DA Form 7820-1	
Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points	Hits	Points
40	110	212	110	30	110	30	110	40	110	106	110	300	110	50	110
39	106	208-211	106	29	104	29	101	39	105	105	105	295	105	49	105
38	101	204-207	102	28	98	28	92	38	100	104	100	290	100	48	100
37	96	200-203	97	27	92	27	83	37	94	102	95	285	95	47	94
36	91	196-199	92	26	86	26	74	36	89	100	90	280	90	46	88
35	86	192-195	87	25	80	25	65	35	84	96	85	275	85	45	82
34	81	189-191	82	24	74	24	55	34	78	94	80	270	80	44	76
33	76	186-188	77	23	68	23	46	33	73	90	75	265	75	43	70
32	71	182-185	72	22	62	22	37	32	68	89	70	260	70	42	64
31	66	178-181	67	21	56	21	28	31	62	87	65	255	65	41	58
30	61	174-177	62	20	50			30	57	85	60	250	60	40	53
29	56	170-173	58	19	44			29	52	83	56	245	56	39	48
28	51	166-169	54	18	38			28	46	81	52	240	52	38	43
27	46	162-165	50	17	33			27	43	80	48	235	48	37	38
26	41	157-161	46	16	28			26	38	79	44	230	44	36	33
25	36	153-156	42					25	33	77	40	225	40	35	28
24	32	149-152	38					24	28	75	36	220	36		
23	28	145-148	34							73	32	215	32		
		141-144	30							70	28	210	28		
		139-144	28												

Table 4

Awards and decorations	
Award or decoration	Promotion points
Soldier's Medal or higher award and/or decoration	35
Bronze Star Medal with "V" device	35
Bronze Star Medal	30
Purple Heart	30
Defense Meritorious Service Medal	25
Meritorious Service Medal	25
Air Medal with "V" device	25
Army Commendation Medal with "V" device	25
Air Medal	20
Joint Service Commendation Medal	20
Army Commendation Medal	20
Joint Service Achievement Medal	10
Army Achievement Medal	10
Good Conduct Medal	10
Army Reserve Components Achievement Medal	10
Armed Forces Reserve Medal (with or without "M" device)	10
Military Outstanding Volunteer Service Medal	10
Army Recruiting Ribbon	10
<p>DA Form 2442 (Certificate of Achievement). This is awarded by CDRs and/or deputy CDRs serving in positions authorized the rank of LTC or higher or any general officer (or equivalent civilian counterpart (GS – 13 or above)). CSMs at the BDE level may award certificates of achievement. In accordance with AR 600 – 8 – 22, certificate of achievement (COA) of local design is authorized. 5 points each award (maximum 20 points).</p>	

STATE AWARDS	
NJ Distinguished Service Medal (NJDSM)	25
NJ Medal of Valor (NJMV)	25
NJ Meritorious Service Medal (NJMSM)	15
NJ Commendation Medal (NJCM)	10

Table 5

Badges			
Badge	Promotion points	Badge	Promotion points
Expert Infantryman Badge	60	Parachute Combat Badge with bronze service star (Senior)	15
Expert Field Medical Badge	60	Aviation Badge (Senior)	15
Expert Soldier Badge	60	Military Free Fall Parachutist Badge (Master)	15
Combat Infantryman Badge	30	Special Operations Diver Badge (Supervisor)	15
Combat Medical Badge	30	Senior Space Badge	15
Combat Action Badge	30	Parachute Badge	10
Master Parachute Badge	20	Parachute Combat Badge with bronze service star (Basic)	10
Master Explosive Ordnance Disposal Badge	20	Parachute Rigger Badge	10
Master Recruiter Badge	20	Diver's badge (Second-Class)	10
Master Gunner Badge	20	Diver's Badge (Scuba)	10
Gold Recruiter Badge	20	Basic Explosive Ordnance Disposal Badge	10
Divers Badge (First Class)	20	Pathfinder Badge	10
Aviation Badge (Master)	20	Air Assault Badge	10
Master Army Instructor Badge	20	Aviation Badge (Basic)	10
Basic Army Instructor Badge	15	Secretary of Defense Service Badge	10
Senior Army Instructor Badge	15	Joint Chiefs of Staff Identification Badge	10
Senior Parachute Badge	15	Army Staff Identification Badge	10
Senior Explosive Ordnance Disposal Badge	15	Space Badge	10
Presidential Service Badge	15	Military Free Fall Parachutist Badge (Basic)	10
Vice President Service Badge	15	Special Operations Diver Badge (Basic)	10
Drill Sergeant Badge	15	Tomb Guard Identification Badge	10
Basic U.S. Army Recruiter Badge	15	Military Horseman Identification Badge	10
Divers Badge (Salvage)	15	Driver and Mechanic Badge	10

E5 NCOER SAMPLE BASELINE	
AREA OF CONSIDERATION	RATINGS
CHARACTER (30 points)	MS - Strong Comments: 25-30 MS - Good Comments: 11-24 MS - Average Comments: 1-10 DNMS - Negative Comments: 0
AREA OF CONSIDERATION	RATINGS
PRESENCE (30 Points)	MS - Strong Comments: 25-30 MS - Good Comments: 11-24 MS - Average Comments: 1-10 DNMS - Negative Comments: 0
AREA OF CONSIDERATION	RATINGS
INTELLECT (30 Points)	MS - Strong Comments: 25-30 MS - Good Comments: 11-24 MS - Average Comments: 1-10 DNMS - Negative Comments: 0
AREA OF CONSIDERATION	RATINGS
LEADS (60 Points)	MS - Strong Comments: 50-60 MS - Good Comments: 20-49 MS - Average Comments: 1-19 DNMS - Negative Comments: 0
AREA OF CONSIDERATION	RATINGS
DEVELOPS (30 Points)	MS - Strong Comments: 25-30 MS - Good Comments: 11-24 MS - Average Comments: 1-10 DNMS - Negative Comments: 0
AREA OF CONSIDERATION	RATINGS
ACHIEVES (30 Points)	MS - Strong Comments: 25-30 MS - Good Comments: 11-24 MS - Average Comments: 1-10 DNMS - Negative Comments: 0
AREA OF CONSIDERATION	RATINGS
SENIOR RATER OVERALL POTENTIAL (20 Points)	Most Qualified: 17-20 Highly Qualified: 8-16 Qualified: 1-7 Not Qualified: 0
AREA OF CONSIDERATION	RATINGS
INITIATIVE (20 Points)	Extension 3+ Years: 5 Points 5 Points Per Recruit: 15 Point Max

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E6-E8 SAMPLE BASELINE

HARD VOTE

ATTRIBUTES (PRESENCE, INTELLECT, CHARACTER)

RATING	SCORE	COMMENTS
+2 for far exceeds standard	6	Very Strong Bullet Comments
	5	Strong Bullet Comments
+1 for exceeds standard	4	Positive Bullet Comments
	3	Average Bullet Comments
+0 for met standard/did not meet	2	Weak Bullet Comments
	1	Below Bullet Comments

COMPETENCIES (LEADS, DEVELOPS, ACHIEVES)

RATING	SCORE	COMMENTS
+2 for far exceeds standard	6	Very Strong Bullet Comments
	5	Strong Bullet Comments
+1 for exceeds standard	4	Positive Bullet Comments
	3	Average Bullet Comments
+0 for met standard/did not meet	2	Weak Bullet Comments
	1	Below Bullet Comments

RATER OVERALL PERFORMANCE

RATING	SCORE	COMMENTS
+2 for far exceeds standard	4	Very Strong Bullet Comments
	3	Strong Bullet Comments
+1 for exceeds standard	2	Positive Bullet Comments
	1	Average Bullet Comments
+0 for met standard/did not meet	0	Weak Bullet Comments
	0	Below Bullet Comments

SENIOR RATER OVERALL POTENTIAL

RATING	SCORE	COMMENTS
+3 most qualified	3	Very Strong/Strong Narrative
+2 highly qualified	2	Positive Narrative
+1 qualified	1	Average/Weak Narrative
	0	Below Average Narrative

HARD VOTE GUIDE

An NCOER with a thru date over 90 days from the admin cutoff is considered missing if not in iPERMS

3 = NCOER is missing but memo is provided

2 = NCOER is missing and memo is **NOT** provided

2 Across the Board = GOMOR within the last 3 years

2 = Any negative comments in the "Character" block

SOFT VOTE

SOFT VOTE LEGEND

Exceeded Standard: Receives 2 Points
 Met Standard: Receives 1 Point
 Did not Meet standard/Meets minimum requirements: Receives 0 Points

EXPERIENCE/ASSIGNMENT HISTORY

(2) Broadening Assignments/Multiple Deployments/Leadership Development Positions
 (1) Move Companies/Duty Positions within the last 5 Years
 (0) Same Unit/Position for the last 5 Years

PROFESSIONAL DEVELOPMENT (MILED)

(2) USASMA Complete
 (1) MLC Commandants or higher/SJPME II Complete
 (0) Meet Minimum Requirements for Board

DEDICATION/ATTITUDE

(2) Multiple Additional Duties
 (1) One Additional Duty
 (0) No Additional Duties

AWARDS/HONORS

(2) Award within the last year of MSM or higher
 (1) Award within the last 3 years
 (0) No awards within the last 3 years

APFT/ACFT/HEIGHT/WEIGHT

(2) 270 APFT/540 ACFT 2020 or Beyond
 (1) No Passing PT Test during 2020
 (0) No APFT/ACFT/HT/WT during 2020 or Failure

CIVILLIAN EDUCATION

(2) Bachelors Degree or Higher
 (1) Some College
 (0) Highschool Graduate