

CHAPTER 6
Promotion and Reduction

Section I
Introduction

6-1. Scope

a. This chapter prescribes policy and procedures for advancement, promotion, lateral appointment, and reduction.

b. Eligibility and selection criteria other than those prescribed by this chapter are prohibited in order to ensure uniform promotion actions throughout the ARNG. For example, a commander may not require a soldier to be assigned to a unit for a certain number of months, or complete additional educational requirements as a prerequisite for promotion consideration.

c. This chapter grants selection boards the authority to recommend discharge of nonproductive soldiers from the ARNG.

d. Special promotion actions are covered in Section III.

e. Additional promotion criteria are in Table 6-3.

f. These provisions do not apply to soldiers on active duty IAW AR 135-210.

6-2. Objectives of the ARNG promotion system

a. Fill Federally recognized position vacancies with qualified soldiers.

b. Provide an equitable promotion system that will objectively consider all qualified soldiers under uniform standards throughout ARNG.

c. Provide career progression and rank in line with soldiers' potential.

d. Recognize the "best qualified" soldier with the demonstrated potential to serve in the next higher rank while providing incentives for retention of quality personnel.

e. Preclude promoting soldiers who are not productive or "best qualified."

6-3. Qualification for promotion

a. Soldiers will be recommended for promotion when they develop skills and abilities necessary to perform the duties and assume responsibilities of higher rank. Generally, a soldier who is not doing

an outstanding job, will not do well in a higher rank.

b. Commanders and or supervisors will counsel soldiers who may otherwise be eligible, but not are not recommended for promotion. Counseling will address specific performance areas needing improvement to increase the probability of future promotion consideration. Promotion consideration will not be denied soldiers who meet the criteria of this regulation unless their performance clearly is unworthy to a degree that they would not be competitive when appearing in front of a promotion board.

6-4. Military Rank

The enlisted rank and relative precedence prescribed in AR 600-20 apply to the ARNG.

6-5. Authority to advance, laterally appoint, promote and reduce

The commanders shown in Table 6-3 will advance, promote and reduce subject to authority and of their higher commanders and the limitations specified in Section VI. Authority to will not be delegated unless authorized by NGB-ARP-E.

6-6. Orders and DA Form 4187

a. Advancements to PFC and below are announced on DA Form 4187 using order formats in NGR 310-10, or accomplished by SIDPERS automated system. Only normal advancements to PFC and below (i.e., no waiver) with effective date same as first date of eligibility may be sustained by automated systems. If the advancement (promotion) authority determines that the soldier does not perform satisfactorily, action will be taken by the commander to delay or deny advancement. Advancements done after a delay or denial may only be accomplished on DA Forms 4187.

b. Promotions to SPC will be on orders or DA Forms 4187. Promotions to CPL through CSM and all lateral appointments will be announced only on orders (NGR 310-10).

c. When used, the DA Form 4187 may be prepared up to 30 days before date the soldier is eligible for advancement. The effective date may not be earlier than the date of the authenticating officer's signature.

d. The effective date of an order or DA Form 4187 is the same as the date of the order or date of the authentication respectively unless:

- (1) A future date is specified for a valid reason.
- (2) It confirms verbal orders previously issued under rare and unusual circumstances (*actual combat or emergency*).

e. The DOR and effective date will be the same, except that the DOR may be earlier than the effective date when the commander determines that due to administrative error the soldier was not promoted on the correct date. DOR may also be earlier than the effective date because of flagging action (AR 600-8-2). To determine DOR for flagging action cases, see paragraph 6-13e. Advancements up to PFC with different DOR and effective dates will be done on DA Forms 4187 or orders.

f. Orders and DA Forms 4187 will cite the appropriate regulatory paragraph for the promotion, i.e., 6-15, 6-16, 6-20, 6-21, 6-22, 6-23, 6-24, 6-25. Paragraph 6-18 will not be used. If orders do not cite the correct authority, they must be revoked and republished or amended. Promotion orders and DA Forms 4187 will include the following statement in response to the "Additional instructions:" optional lead line: "Promotion is not valid and will not be effective if the soldier is not in a promotable status on the effective date of promotion." In all cases see paragraph 6-7 for additional instructions.

g. The commanders (promotion authority) in Table 6-1 will *revoke* orders and DA Forms 4187 of the erroneously promoted soldiers.

(1) When an erroneous advancement or promotion is detected, service in the higher rank is in *de facto* status and may not be due to the fault of the soldier. The soldier may qualify to retain pay and allowances received while in that status. A *de facto* promotion is determined to be not due to the fault of the soldier if the following existed inclusively:

- (a) A promotion order or instrument of advancement (DA Form 4187) was issued.
- (b) The soldier accepted the advancement or promotion and served in the higher rank in good faith.
- (c) The soldier actually discharged the functions of the higher rank.

(d) There was no absolute statutory bar to receipt military pay.

(e) The soldier is unaware of the erroneous promotion.

(2) The following authorities may make a preliminary determination that a promotion was not the fault of the soldier:

(a) To PV2-SSG: Promotion authority.

(b) To SFC-SGM: The State AG.

(3) The final determination of the period of time that a soldier was in a *no fault* status for purposes of retaining pay and allowances is made by United States Property and Fiscal Officers (USP&FO).

(4) If the soldier attained promotion eligibility prior to determination that the promotion was invalid, and is now in a promotable status, advancement or promotion to current rank may be made, and DOR administratively adjusted to the date the soldier first become eligible for promotion. Effective date will not be earlier than the date of the orders or (DA Form 4187).

**TABLE 6-1
REVOCATION OF ORDERS**

Orders/DA 4187 for	May be Revoked by	For the Reason
PV2 through SSG	Commander who issued the DA Form 4187/order	Action was not authorized by this chapter
SFC through SGM	The State AG	

6-7. Correcting effective date of promotion

If the promotion authority determines that a soldier's promotion should have been effective earlier than the date of the order or DA Form 4187, the DA Form 4187 or order will indicate after the "Additional instruction" optional lead line: "This promotion should have been effective on (date); (state the reason why it was not accomplished); application may be made to the Army Board for Correction of Military Records (ABCMR) to have the effective date of the promotion corrected. Soldiers will be assisted in submitting applications (DD Form 149-Application

for Correction of Military or Naval Records) to the ABCMR (AR 15-185)."

6-8. Date of Rank

a. See Table 6-2 for DOR on reduction and restoration. See NGR 614-1 for DOR on transfers from Inactive National Guard.

b. Individuals promoted to a formerly held enlisted rank, after having been reduced without prejudice one or more ranks under the provision of 6-44h (return from active duty) or 6-44i (involuntary), will receive an adjusted DOR. The new DOR will give credit for time previously served in the rank to which promoted.

c. See paragraph 6-6 for other situations where DOR and effective promotion dates may not be the same.

~~e. DOR of soldiers promoted from selection lists will be the date their board proceedings were approved by the convening authority.~~

6-9. Lateral appointments

a. All lateral appointments will be confirmed in orders. DOR remains unchanged, but will be specified in the orders.

b. CSM and 1SG detailed, attached or reassigned to other duties will be laterally appointed as follows:

(1) CSM attending the resident SMC USASMA will be appointed to SGM for the duration of the course, and will be appointed back to CSM effective the date of graduation.

(2) Military Technician or AGR being involuntarily removed from CSM duty position due to expiration of an approved fixed waiver period will be appointed back to SGM effective on the day of reassignment.

(3) 1SG ordered to temporary duties not requiring SQI M for 1SG, for periods of more than 30 days, will be appointed to MSG for the detailed period.

c. MSG will be laterally appointed to and from 1SG effective on the day of assignment and reassignment.

d. Lateral appointments from SFC are not authorized.

e. Lateral appointment from specialist to corporal is authorized under the following conditions:

(1) Mandatory when standards of grade authorization (AR 611-201) are changed to delete provisions for specialist in the MOS.

(2) When assigned and for at least 60 days worked in a NCO position authorized the PMOS or career progression MOS (CPMOS).

(3) Satisfied the SOJT provisions of AR 351-1 and AR 350-41. On-the-job training must be in a NCO duty position.

f. The soldier normally will retain the CPL rank to which laterally appointed except that a unit commander may laterally appoint a soldier back to specialist four without consent for:

(1) Demonstrated inefficient performance of duty in technical, supervisory or other requirements of the MOS.

(2) On reclassification into a new MOS authorized only specialist rank according to AR 611-201.

(3) Medical inability to perform the duties of a corporal in that MOS.

(4) Significant loss of qualifications in the MOS (AR 611-201).

(5) Disciplinary actions under UCMJ or State Code that adversely affect the soldier's ability to perform the duties of a corporal.

6-10. Carrier UIC positions

ARNG soldiers may be promoted while assigned to units operating under carrier status. This includes MTOE, TDA and Augmentation units which are activating, organizing, reorganizing, converting or increasing their ALO under carrier status.

6-11. RC overstrength positions

Promotions are authorized against current RC overstrength positions only for units authorized overstrength status and if commanders have provided their State PAS with approved overstrength manning documentation. Documents will contain authorized overstrength 9 digit MOS, rank, and duty position titles. Documents will be promptly updated and forwarded to State PAS as changes occur.

6-12. Advancement or promotion of SRIP participants

Commanders and personnel managers will ensure advancement or promotion of SRIP participants will not cause MOS reclassification actions that violate the terms of incentive contracts, i.e., allow soldiers to remain in the Selected Reserve and function in a unit in the MOS authorized for the incentive.

6-13. Nonpromotable status

Soldiers will not be advanced or promoted if in nonpromotable status. If promoted when in nonpromotable status, the promotion is invalid and orders will be revoked when the erroneous promotion is detected. Soldiers are in nonpromotable status when:

- a. Confined by civil authorities or under arrest.
- b. Under Article 15, UCMJ or courts-martial charges (State or Federal Code as applicable), until the charges have been dismissed or withdrawn, or the soldier has been tried and acquitted.
- c. Undergoing punishment, or suspension of punishment, imposed under the State law, UCMJ, except summarized proceedings under AR 27-10, paragraph 3-16. Promotion status is regained on the day following completion of punishment and the soldier is otherwise eligible.
- d. Subject of proceedings which may result in an other than honorable discharge.
- e. Subject of suspension of favorable personnel action (AR 600-8-2). Following a suspension of favorable personnel action, the soldier's promotion status will be determined as follows:
 - (1) If the final report is closed as "favorable," the soldier may be promoted or advanced if otherwise eligible, and provided the promotion or advancement would have taken place, had the suspension not been in effect. The DOR will be that which would have been assigned had no delay in promotion intervened. The effective date will be the date of the orders. The effective date may be corrected by the ABCMR to the date the promotion should have occurred had the suspension never existed. (paragraph 6-7)
 - (2) If the final report is "unfavorable," the soldier may be promoted or advanced if otherwise eligible; however, the DOR will not be earlier than the day following the closing date of the suspension. Effective date will be the date of the orders. If

removal from a promotion selection list was started before the day following the closing date of the suspension, the soldier will not be promoted until removal action has been completed. If the soldier is ultimately retained on the selection list, promotion will be accomplished with a DOR on the day following the closing date of the suspension. The effective date will be the date of the orders. If appropriate, effective dates may be corrected back to the day following the closing date of suspension. (paragraph 6-7)

(3) If the final report is "other," the soldier will be promoted if eligible provided the promotion would have been accomplished during the period the suspension was in effect. This only applies to soldiers suspended for noncompliance with the Army Weight Control Program (AR 600-9). The DOR will be the day following the closing date of the suspension. The effective date will be the date of the orders or DA Form 4187 and may be corrected to the day following the closing date of the suspension. (paragraph 6-7)

f. Documented as overweight as defined in AR 600-9 and no underlying or associated disease has been found to cause the overweight condition. Promotable status will be regained when the promotion authority determines that the soldier is no longer required to be in the Weight Control Program.

g. Subject of a written recommendation sent to the promotion authority to reclassify the soldier for inefficiency, security or disciplinary reasons.

h. Without required security clearance or favorable security investigation for the MOS or rank in which being promoted.

i. Ineligible for immediate reenlistment or extension (chapter 7), except soldiers not eligible because they have reached the maximum age for retirement.

j. Barred from extension or reenlistment (chapter 7) even if the bar has not been completely processed.

k. Failed the latest APFT or did not take it within the last 18 months (*6 months for AGR*). Exceptions are soldiers with physical profiles exempting them from the APFT, and soldiers temporarily unable to take APFT through no fault of their own as determined by the promotion authority. Commanders will document why the

soldier was unable to take APFT within the last 18 months (6 months for AGR).

l. Awaiting or undergoing board action that may result in removal from a promotion selection list, reduction or separation. ("Awaiting" means a written recommendation for board action has been submitted). The decision to convene a removal, separation or reduction board is the prerogative of the promotion authority. The board will convene within 30 days of receipt of recommendation by the individual concerned.

m. An unsatisfactory participant (AR 135-91).

n. Within 60 days of, or have completed 20 years qualifying service for retired pay (AR 135-180), or otherwise not eligible to serve one year in Ready Reserve status from the effective date of promotion. Eligibility retained if soldier was assigned to the higher position for at least 90 days prior to promotion and or executes a written affidavit to remain in the Ready Reserve status for one year from the effective date of promotion. Soldiers who fail to complete the service remaining requirement will have promotion orders revoked unless granted an exception to policy by NGB-ARP-E based on compassionate or hardship reasons not existing at the time of promotion.

o. Approved for nonelection by the Enlisted Qualitative Retention Board (EQRB) and pending discharge in accordance with AR 135-205, chapter 4.

p. The subject of administrative discharge action, except discharges because of approved favorable personnel actions.

q. ARNG technician previously scheduled for mandatory removal from an ARNG unit because of age, or not selected for retention by a qualitative retention board.

r. Serving on a tour of active duty (AR 135-210).

s. Being processed for transfer or assignment to the ING.

t. AGR and technicians (*under 27 years service*) who have not completed the SMC and will not have 3 years remaining time in service upon accepting promotion to SGM.

u. Failed to apply and be found qualified for military education requirements that are a condition of being promoted to Sergeant Major.

Section II

Advancement/Promotion Criteria

6-14. Computing time in grade (TIG) and time in service (TIS)

a. TIG will be computed from the soldier's DOR in the current rank.

b. TIS will be computed from the soldier's pay entry basic date (PEBD) and includes all service for pay computed under DODPM, part 1, chapter 1. TIS for personnel who entered ARNG under the CASP or promoted under the Stripes for Buddies Program will be computed from BESD. BESD is established IAW Table 3-1, Item 20, AR 640-2-1.

c. To qualify for promotions to SFC, MSG and SGM a soldier requires a specific aggregate of enlisted TIS computed from basic enlisted service date (BESD), i.e., excluding time served as commissioned and warrant officer.

6-15. Advancement to private (PV2)

a. General criteria. To be advanced to PV2 the soldier must:

(1) Be in the active ARNG.

(2) Must be in promotable status (paragraph 6-13) and meet the criteria in table 6-3.

b. Normal advancement. Unless positive action is taken by the commander to stop the advancement upon receipt of SIDPERS advancement eligibility report, the state PAS will automatically advance PV1 soldiers to PV2 upon completing 6 months of service from the date of entry on IADT. Time waiting entry on IADT will not be counted. Only normal advancement (i.e., without waiver, and not over 6 months service) will be accomplished in this manner. All other advancements (e.g., those that require waiver or will occur after 6 months service, and Stripes for Buddies) will be accomplished using DA Form 4187. Advancement actions that correct administrative errors will be done on DA Forms 4187. In order to support SIDPERS and finance processing, advancements may be administratively accomplished on DA Form 4187 are prepared up to 30 days prior to eligibility date.

c. Accelerated advancement (*one waiver per advancement*).

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(1) To recognize outstanding soldiers, commanders may advance soldiers on DA Form 4187 with at least four but less than six months service from the date of entry on IADT.

(2) Under the Stripes for Buddies Program, commanders may advance soldiers from PV1 to PV2, who have not departed for IADT, or phase II of the split training option, if the soldier refers three qualified NPS applicants or two qualified NPS high school diploma graduates or high school seniors who enlist in the ARNG. Prior to issuing DA Form 4187, the commander must verify that applicants referred by the soldier have enlisted.

d. Advancement restriction. A soldier who has at least six months service from the date of entry on IADT and is in nonpromotable status, may be advanced to PV2 on DA Form 4187 when promotable status is regained.

e. For later advancement of NPS enlistment applicants to PV2 based on college level education, see Rule E, Table 2-3, Chapter 2, note 3.

f. DA Forms 4187 will cite paragraph 6-15 as authority and will not be effective earlier than the date of signature by the authenticating officer.

6-16. Advancement to private first class (PFC)

a. General criteria. To be advanced to PFC, the soldier must:

(1) Be in the active ARNG.

(2) Be in a promotable status (paragraph 6-13) and meet the criteria in table 6-3.

b. Normal advancement. Unless positive action is taken by the commander to stop the advancement upon receipt of SIDPERS advancement eligibility report, the state PAS may advance PV2 soldiers to PFC upon completion of 4 months TIG as PV2. All other advancement personnel actions (e.g., those that require waiver or will occur after 4 months as a PV2, and Stripes for Buddies) will be accomplished using DA Form 4187. Advancement actions that correct administrative errors will be done on DA Forms 4187. Advancements on DA Form 4187 may be prepared up to 30 days prior to soldiers' eligibility date to support SIDPERS and finance processing.

c. Accelerated advancements (*one waiver per advancement*).

(1) To recognize outstanding PV2 who have at least two months TIG, commanders may advance soldiers to PFC via DA Form 4187.

(2) Under the Stripes for Buddies Program, Junior ROTC Program, or National Defense Cadet Corps (NDCC) Program, the promotion authority may advance soldiers from PV2 to PFC who have not departed for IADT or phase II of the split training option and:

(a) Under Stripes for Buddies, refer four qualified NPS applicants or three NPS high school diploma graduates or high school seniors who enlist in the ARNG. Prior to issuing DA Form 4187, the commander must verify that applicants referred by the soldier have enlisted.

(b) Continued participation in a Junior ROTC or the NDCC program subsequent to enlistment, and complete requirements in rule B, Table 2-3 prior to departure for IADT phase I or phase II of the split training option.

d. Advancement restriction

(1) When a soldier has four months TIG, and in nonpromotable status, advancement on DA Form 4187 to PFC will not be accomplished until promotable status is regained.

(2) A soldier who has been reduced to PV2, may be advanced to PFC on DA Form 4187 effective the date promotable status is regained.

e. For later advancement of NPS enlistment applicants to PFC based on college level education, see Rule E, Table 2-3, Chapter 2, Note 3.

f. DA Form 4187 for advancement to PFC will cite paragraph 6-16 as authority and will not be effective earlier than the date of signature by the authenticating officer.

6-17. Not used.

6-18. Advancement/promotion to SPC, CPL through SGM

To be eligible for promotion to SPC through SGM, the soldier must:

a. Be in the active ARNG.

b. Be recommended by the unit commander. Concurrence will be obtained from other commander(s) as appropriate if the soldier's normal duty station is not at unit of assignment.

c. Have completed the TIG, TIS and all other applicable criteria in Table 6-3.

d. Be MOS qualified (AR 611-201).

(1) Soldiers must be qualified for the promotion MOS. SQI, ASI and LIC classified positions identify additional skills and qualifications common

to several MOS and in addition to the basic specialties. Unless critical to the adequate duty performance in the recommended position vacancy (e.g., airborne or special forces positions), considering the mission of the unit, and as determined by the promotion authority, ASI/SQI/LIC qualification may not a criterion for promotion in the ARNG. However, a promotion candidate who has been awarded an additional skill or special qualification identifier, would be more competitive for a position vacancy than another soldier who is not as well trained.

(2) Soldiers to be retrained in a new MOS due to unit reorganization or inactivation, remain MOS qualified for promotion purposes for a period of one year from the effective date of the reorganization or inactivation.

e. Be in a promotable status. Paragraph 6-13 specifies nonpromotable status. SSG and below, with a suspension of favorable personnel action in effect (paragraph 6-13e), will not be considered by a promotion board, or promoted until the suspension has been lifted.

f. Have the degree or type of security clearance required by the recommended MOS and rank. Before promotion to MSG and SGM, a completed favorable NAC or a secret or higher security clearance is required. Interim clearances are permitted for promotions up to SFC.

g. Be in the next lower rank.

h. Have successfully completed required civilian and military education (Table 6-3). There is no civilian education requirement for soldiers of the Eskimo scout battalions.

i. Meet the specific criteria contained in the appropriate paragraphs of this regulation.

6-19. Waiver of promotion eligibility criteria

a. Commanders will restrain waiver approvals. Only soldiers deserving to be promoted ahead of their peers will receive approved waivers.

b. Only one criterion waiver per promotion may be approved. The same criterion will not be waived on two successive promotions; however, TIS waivers may be approved on consecutive promotions to MSG and SGM.

c. The promotion authority makes final decisions on waivers.

6-20. Promotion to corporal (CPL) or specialist (SPC)

a. General criteria. To be eligible for advancement to corporal or specialist, a soldier must:

(1) Be in promotable status (paragraph 6-18) and meet the criteria in table 6-3.

(2) Have successfully completed IADT unless exempt. Under the provisions of AR 600-200 and with the concurrence of the ARNG unit commander, soldiers on extended IADT may be promoted up to SPC by the appropriate commander if at least 12 weeks of IADT has been completed.

b. Normal advancement. Unless stopped by the Commander, a soldier may be promoted to specialist or corporal upon completion of six months time in grade as a PFC. The advancement will be administratively accomplished on orders or on DA Form 4187. Orders are required for promotion to CPL. The effective date of DA Form 4187 or orders will not be earlier than the date of signature by the authenticating officer.

c. Waivers (one per promotion)

(1) The Commander may waive not more than one-half of the TIG (Table 6-3). Waivers are restrictive and will be used only for soldiers who have demonstrated sustained outstanding performance.

(2) The commander may waive the position vacancy requirement (Table 6-3) for soldiers with at least twenty-six months TIS. Only exceptional soldiers will receive this waiver; they will be assigned to the next available position vacancy.

d. Orders and DA Form 4187 will cite paragraph 6-20 of this regulation as authority for promotion to SPC.

6-21. Promotion to sergeant (SGT)

a. To be eligible for promotion to SGT, a soldier must:

(1) Be in promotable status (paragraph 6-18) and meet the criteria in table 6-3.

(2) Effective 1 January 1989, have a high school diploma or GED equivalent, alternate credential holder, or an associate or higher degree.

(3) Be selected by a board as "best qualified."

b. Waiver (*one per promotion*).

(1) The promotion authority may waive not more than one-half of the TIG requirement (table 6-3)

only for soldiers demonstrating exceptional ability and potential.

(2) Except for AGR, promotion authorities may waive the position vacancy requirement for soldiers with at least five years TIS. This waiver will only be approved for exceptional soldiers when no vacancy exists, and if they can be assigned to the next available authorized position.

c. Orders will cite paragraph 6-21 of this regulation as authority for promotion to SGT.

6-22. Promotion to staff sergeant (SSG)

a. For promotion to SSG a soldier must be in promotable status (paragraph 6-18) and meet the criteria in table 6-3.

b. Be selected as "best qualified" by a board.

c. Waiver (one per promotion).

(1) The promotion authority may waive not more than one-half of the TIG requirements (Table 6-3) for soldiers demonstrating exceptional ability and potential.

(2) Except for AGR, promotion authorities may waive the position vacancy requirement for soldiers who have at least twelve years TIS. This provision is only for exceptional soldiers when no vacancy exists and if the soldier can be assigned to the next available position.

d. Orders will cite paragraph 6-22 as authority for promotion to SSG.

6-23. Promotion to sergeant first class (SFC)

a. For promotion to SFC, a soldier must be in promotable status (paragraph 6-18) and meet the criteria in table 6-3.

b. Be selected as "best qualified" by a board.

c. The promotion authority may waive not more than one-half of the TIG or two years TIS (Table 6-3) for soldiers who have demonstrated outstanding ability and potential. At least five of the eleven years TIS will be enlisted service.

d. The promotion will not cause the number of assigned SFC to exceed the number authorized in that unit.

e. Orders will cite paragraph 6-23 of this regulation as authority for promotion to SFC.

6-24. Promotion to master sergeant (MSG) or first sergeant (1SG)

a. For promotion to MSG or 1SG, a soldier will be in promotable status (paragraph 6-18) and meet the criteria in table 6-3.

b. Be selected as "best qualified" by a board.

c. The promotion authority may waive not more than one-half of the TIG or two years TIS (Table 6-3) for qualified soldiers demonstrating outstanding ability and potential. At least eight of the fifteen years TIS must be enlisted service. Only one waiver per promotion is authorized.

d. The promotion will not cause the number of assigned MSG to exceed the number authorized in that unit.

e. Orders will cite paragraph 6-24 of this regulation as authority for promotion to MSG and 1SG.

6-25. Promotion to sergeant major (SGM)

a. To be eligible for promotion to SGM, a soldier must be in promotable status (paragraph 6-18) and meet the criteria in table 6-3.

b. Be selected as "best qualified" by the State centralized board.

c. The promotion authority may waive not more than one-half of the TIG or two years TIS (Table 6-3) for qualified soldiers demonstrating outstanding ability. At least ten of the eighteen years TIS must be enlisted service. Only one waiver per promotion is authorized.

d. The promotion will not cause the number of assigned SGM exceed the number authorized in that unit.

e. Orders will cite paragraph 6-25 of this regulation as authority to promote to SGM.

Section III

Special Advancements/Promotions and Restorations

6-26. Not used.

6-27. Special advancements, promotions and restorations

a. Soldiers may be advanced, promoted, or restored to the authorized rank:

(1) Advanced when verified that they have been enlisted (NPS) in a grade lower than entitled under the provisions of Table 2-3, or they claimed eligibility for enlistment in a higher grade, but did not

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have the required supporting documentation. Documents must be presented within one year of enlistment date to validate entitlement to the higher grade. The entitlement must have existed prior to the day of enlistment. DOR will be the same as date of enlistment. Effective date of orders/DA Form 4187 will not be earlier than date of signature by the authenticating officer. See paragraph 6-7 for correcting effective date.

(2) Advanced when an error has been verified that enlistment or reenlistment (PS) took place in a grade lower than authorized under the provisions of Table 2-5. DOR will be same as the date of enlistment or reenlistment. The effective date of DA Form 4187/orders will not be earlier than the date of signature by the authenticating officer. See paragraph 6-7 for correcting effective date.

b. Advanced when completed minimum TIS for advancement while awaiting phase II of the split training option, having enlisted in a grade determined by rule E, Table 2-3, chapter 2, even though they may not yet be fully MOS qualified. Effective date of orders/DA Form 4187 will not be earlier than the date of signature by the authenticating officer.

c. Restored if formerly reduced for entry on IADT after satisfactory completion of required training, award of an MOS, and release from IADT. See Table 6-2 for DOR. The effective date will be the date of the restoration order or not earlier than the date of the authenticating officer's signature.

d. Promoted upon entrance in a U.S. Army warrant officer entry training program; soldiers SPC or below will be promoted to cadet E5 effective on the reporting date.

e. Promoted on entrance into an active component Officer Candidate School, or the U. S. Military Academy Preparatory School (USMAPS); CPL and below will be promoted to cadet E5 effective on the reporting date.

f. Upon entering an ARNG State Officer Candidate School or Physician Assistant School, soldiers may be promoted to cadet E6 effective on school reporting date; however, for AGR soldiers, the maximum SPMD position grade will not be exceeded.

g. Advanced on entry in the ROTC Selected Reserve Simultaneous Membership Program (ROTC/SMP), SPC or below will be advanced to

cadet E5. These advancements will be announced on orders and will not be effective earlier than the date of the authenticating officer's signature.

~~6-28. Promotion with concurrent assignment to an Individual Mobilization Augmentee (IMA) position (E7-E9)-~~

~~a. Soldiers who desire to apply for an IMA position will submit DA Form 2976-R (AR 140-145). The unit commander will verify selection by a board (to pay grades E7 through E9). Requests will be forwarded through channels to Commander, ARPERCEN (DARP-MSB-D), 9700 Page Blvd., St. Louis, MO 63132-5260.~~

~~b. If selected for an IMA position, the unit commander will take action to have the soldier promoted, concurrently discharged from the ARNG, and transferred to USAR Control Group (IMA).~~

Section IV

Promotion Boards

6-29. Promotion to SGT through SGM as a result of board action

General requirements for promotion board consideration. Members of the Eskimo scout battalions, those being promoted under paragraph 6-27, and soldiers being restored under paragraphs 6-27 or 6-50, are exempt from promotion board action.

a. To standardize enlisted promotion criteria throughout the ARNG and ensure promotion of "best qualified" soldiers, board action is required before promotion to SGT through SGM. Only board members will select soldiers as "best qualified" for promotion, except those enlisted under the provisions of chapters 2 and 3, paragraph 6-27, or soldiers of the Eskimo scout battalions.

b. Soldiers may be selected by a board against projected one year vacancies. Only fully qualified soldiers recommended by the immediate commander will be referred to the board. Soldiers qualified for promotion and not recommended by their commander, will be counseled as to why they were not recommended.

c. The promotion to SGT through SGM will be limited by the availability of MTOE/TDA and authorized RC overstrength position vacancies.

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d. Promotions under the board system are based on the abilities of board members to determine which soldier is "best qualified" to fill a predetermined authorized position vacancy.

e. The convening authority will announce by memorandum the date, time, and place a selection board will be convened; the rank(s) to be considered; whether personal appearance is mandatory; and that written communications to the board will only be considered if received by a specific (suspense) date.

f. The promotion board for SGM will be centralized and convened by the State AG. Statewide vacancies for Sergeants Major, that can only be filled by promotion, will be announced by the State far enough in advance to allow all eligible candidates to be nominated through command channels.

6-30. Recommendations to the selection board

Recommendations submitted to the board will be processed as follows:

a. Recommendations for promotion will be prepared only on NGB Form 4100 (Promotion Recommendation). Requests for waiver (DA 4187 will be enclosed. Commanders will sign and submit NGB 4100 to the promotion authority. All promotion criteria will be met by the promotion candidate prior to submitting NGB 4100. Commanders will ensure that recommendations are made only when specific unit position vacancies are available or expected to occur within one year of the date of scheduled board. Whenever appropriate, a commander will recommend more than one eligible soldier to compete for the same position vacancy so as to permit the board to select the "best qualified." When considering recommendations, commanders will note that incumbency in a position does not necessarily afford a soldier promotion over another who may be found "best qualified" by a selection board. All soldiers eligible but not recommended for promotion will be advised by the commander why no recommendation is being submitted that would allow competition for "best qualified" status.

b. The MPRJ or its authenticated certified true extract, will be included with each recommendation. Complete health and dental records *will not* be submitted. Partial records to support physical

profiles should be submitted when requested by the president of the board.

c. The promotion authority will approve or disapprove both the recommendation and any waiver request.

(1) Prior to convening a board, the promotion authority will only disapprove the recommendation and/or waiver if the soldier is not qualified or duty performance clearly does not warrant waiver of promotion criterion. The recommendation will be returned through channels to the recommending official stating specific reasons for disapproval. The commander will advise the soldier of reason(s) for disapproval.

(2) To ensure the accuracy of current and projected promotion position vacancies, and to help prevent erroneous selection of promotion candidates, all recommendations for promotion will be carefully reviewed by the promotion authority prior to the convening of the board. Promotion candidates will be advised to review their personnel qualification records and promotion packets for accuracy prior to the convening of the board. Promotion candidates will be made aware of the promotion position vacancies for which they are competing. Not until a recommendation is approved by the promotion authority will it be forwarded to the president of a board.

(3) A general officer may delegate (in writing) to his or her deputy the authority to approve final selection board proceedings.

6-31. Board appointments

Boards will be appointed by the promotion (convening) authority on a memorandum. Special instructions to the board will be included and may be on the memorandum. Promotion boards convened for selection to SFC and MSG will be appointed by State AG or authorized promotion authority in the same manner.

6-32. Board composition

a. SGT and SSG. The convening authority will appoint a board consisting of at least 3 noncommissioned officers as voting members, and a recorder without vote. The President will be a CSM, and all voting members will be senior in rank to soldiers considered by the board. A mixed board of commissioned and noncommissioned officers can be used only when no CSM will be

available for an indefinite period. No officer will serve as both convening (promotion) authority and also President of a board.

b. SFC through SGM. The convening authority will appoint a board consisting of all noncommissioned officers or commissioned officers and noncommissioned officers. The President of a board consisting of *all* noncommissioned officers will be a CSM. The President of a mixed board will be a commissioned officer with the rank of colonel or above. No officer will serve as both convening (promotion) authority and also President of a board. The board will be composed of at least 3 voting members, including the President, and a nonvoting recorder. Voting members will be senior *in rank* to soldiers considered by the board.

c. Documents used to appoint board members will be filed as part of the board proceedings. A board must be comprised in such a manner as to avoid a tie in voting. For example, the total voting members (to include the President) should be an odd number.

d. At least one minority ethnic group member, if available, will be a voting member. When this is not possible, the board recorder will write the reason(s) into the board proceedings.

e. At least one voting member will be female principally if women are being considered for promotion. When this is not possible, the board recorder will write the reason(s) into the board proceedings.

6-33. Board procedures

a. Voting members will consider only authorized documentation attached to each recommendation.

b. A separate memorandum of instruction (figure 6-1) will be given to each board member. The purpose of the written instructions is to ensure board members receive guidance on factors considered important in determining "best qualified" for promotion. A copy of the instructions will be enclosed with the board proceedings.

c. All soldiers are subject to personal appearance before boards at the discretion of the convening authority. When board appearance is mandatory, all soldiers recommended will appear. Areas of evaluation, such as personal appearance, bearing and self confidence; oral expression and speech; attitude and knowledge of basic soldiering are vital to the "best qualified" selection process.

d. Written communication

(1) When the convening authority elects not to have soldiers appear before the promotion board, candidates may write the President of the board inviting attention to any matter of record felt deserving of recognition. Correspondence will not contain information on the character, conduct, or motives of any other person, or criticism of any individual(s).

(2) Written communications will be accepted by the President of the board on or before a specified date; they will not be acknowledged or be returned.

(3) Separate written communications considered by the board will not be filed in the soldier's MPRJ.

(4) Correspondence from third parties, including a soldier's chain of command or supervisor, will not be considered by a board.

6-34. Selection process

a. Selections will be based on impartial consideration of all soldiers referred to the board. From among the qualified candidates considered, board members will conjointly select only the one "best qualified" for each position available and deny promotion to others. At no time will the President or other board members attempt to verbalize, exhort, or persuade each other to select or not candidates for promotion.

b. On completion of deliberations by the board, the Recorder will collect the NGB Forms 4100 and all supporting documentation. The Recorder will prepare section VIII, NGB Form 4100 (original copy) based on majority rule as indicated by board members' decisions in section VII. The Recorder will sign and date the NGB Form 4100.

c. The Recorder will prepare the "Report of Enlisted Promotion Board," (figure 6-2) and a selection list (paragraph 6-38).

d. The President of the board will review the board proceedings for accuracy, sign the NGB Form 4100 and "Report of Enlisted Promotion Board" memorandum, and give them to the convening (promotion) authority for approval or disapproval. The convening (promotion) authority will certify and date the NGB 4100 and sign the board report. The convening authority's approval or disapproval applies to the correct constitution and conduct of the board, and to guarantee that the "best qualified" method of selection was used.

Disapproval will not be used to disagree with the board's selections for promotion.

e. After approval of the board action by the convening authority, the Recorder will return the completed NGB Forms 4100, for SPC and SGT who were not selected, through command channels to the unit commander. The commander will counsel each soldier concerning the nonselection, annotate NGB Form 4100 (lower margin) as follows: "Counseled IAW NGR 600-200, (date) (signature and rank)." The soldier counseled will sign and date the form next to the commander's signature. If convenient, a separate certified statement of counseling on blank paper may be prepared and attached to the NGB 4100.

f. After counseling, the NGB Form 4100 (with enclosures) will be returned to the Recorder of the promotion board for filing with the approved board proceedings.

g. Soldiers not selected for SFC through SGM will be personally notified by their commanders. The board will neither divulge reasons for nonselection, nor will the NGB Form 4100 be returned.

6-35. Disapproval of board proceedings

If board results are disapproved due to board's constitution and/or conduct of its proceedings, the convening or higher authority will reconvene a new board composed of different members not later than thirty calendar days following disapproval. The new board will reconsider each eligible soldier without regard to the previous board's proceedings.

6-36. Disposition of board proceedings

a. The convening authority will establish a file retention period of two years before destruction. Minimum documentation will include the board's written instructions, NGB Forms 4100 (with enclosures) prepared by each board member, Report of Enlisted Promotion Board, memorandum appointing board members, recommended selection list, and a list of soldiers considered but not selected.

b. A copy of completed NGB Forms 4100 and promotion best qualified list will be kept in the action pending section of the MPRJ until soldier is promoted or removed from the list.

6-37. Not used.

Section V

Selection List Action, Removal Board, and Promotion

6-38. Selection list maintenance

a. On completing board actions, a consolidated selection list will be published. It will list only soldiers selected as "best qualified". The list will include selectees from prior boards if not yet promoted. Names will be listed alphabetically by rank.

b. Distribute the list as follows:

- (1) A copy to each soldier and unit commander.
- (2) A copy will be enclosed with board proceedings and retained in the files of the preparing organization for at least 2 years.
- (3) Only a copy of the most recent list will be filed in MPRJ. Earlier copies will be removed.

6-39. Promotion action and board administrative standards

a. The personnel staff may take up to 30 days to ensure that the promotion selection process is administratively accurate.

b. Authenticated board selection results of best qualified soldiers are the official basis for promotion orders.

c. Soldiers may be promoted after:

- (1) Board minutes and NGB Forms 4100 are prepared correctly by the properly constituted panel.
- (2) The convening authority approves the selection results which comprises those soldiers found best qualified and recommended for promotion, and distributes them.

(3) A position vacancy is verified.

(4) The soldier recommended for the promotion is still in a promotable status and meets the promotion criteria as of the proposed date of promotion (effective date).

(5) The promotion order is published.

~~6-39. Promotion Action~~

~~Promotions may take place not earlier than 30 days after the board proceedings are approved and authenticated by the convening authority. Only promotion selection lists of the "best qualified" soldiers properly authenticated by the convening authority will be used as a basis to promote. No soldier will be promoted from a list who has been on the list for more than one year from the date~~

~~of selection. After 1 year, a soldier is automatically removed from selection list status, but may be reevaluated by a board to regain that status if qualified under current promotion criteria.~~

6-40. Removal from selection list

The promotion authority will automatically remove soldiers from selection lists one year from date of board selection, or sooner if:

- (1) Promoted or reduced.
- (2) Not eligible (placed on the list in error) by discovery that soldier was not eligible when considered by a board.
- (3) Becomes ineligible because the authorized position vacancy for which boarded is no longer available.
- (4) Failure to meet the weight control standards in AR 600-9. These soldiers *may* be retained on the selection list; however, they are nonpromotable until they obtain the weight control standards.
- (5) Reclassified out of the recommended MOS (inefficiency, misconduct, or loss of qualifications).
- (6) They have had a bar to reenlistment imposed.
- (7) Failed or did not take the APFT. Exceptions are soldiers with physical profiles exempting them from the APFT. Soldiers temporarily unable to take APFT through no fault of their own may be retained on the list; however, they may not be promoted until they pass the APFT.
- (8) Dropped from the rolls of the Army.
- (9) Board proceedings recommending removal are approved.
- (10) The soldier(s) formally request removal in writing.

6-41. Removal board

a. When a recommendation for removal is received by the promotion authority, a board will be convened *when required* to determine if a soldier should be removed from the selection list. (See paragraph 6-32 for constitution of the board) AR 15-6 does not apply. A promotion board may also serve as a removal board if desired by the promotion authority.

b. Procedures are:

- (1) The board will be comprised of unbiased members.
- (2) The Recorder will, when the soldier requests, arrange for the appearance of any reasonably available witness(s).

(3) At least a thirty-day advanced written notice will be given the soldier.

(4) Copies of all written affidavits and depositions of witnesses unable to appear before the board will be furnished the soldier.

c. Rights of the soldier are:

(1) May decline in writing to appear before the board, or may appear in person during all open proceedings.

(2) For cause, may challenge any member of the board.

(3) May request any reasonably available witness whose testimony is believed to be pertinent to the case. When requested, the soldier will state the type of information the witness will provide.

(4) May elect to remain silent, to make a sworn or unsworn statement, or be questioned by the board.

(5) May question any witness appearing before the board.

(6) May present written affidavits and depositions of witnesses unable to appear before the board.

d. Failure of the soldier to exercise rights will not bar the board proceedings, findings and recommendations.

e. The President of the board will ensure enough testimony is presented to enable the members to:

(1) Fully and impartially evaluate the case.

(2) Arrive at a proper recommendation.

(3) Prepare a report in writing of the proceedings and submit it to the convening authority.

f. The convening authority will:

(1) Approve or disapprove the board's recommendation. This action is final.

(2) Notify the soldier in writing of the decision.

g. The convening authority will disapprove the board recommendation and direct that a new board be convened if:

(1) A substantial error in the conduct of the board has a material adverse affect on the soldier's rights (this is provided that the error cannot be corrected without prejudice to the soldier).

(2) The board failed to consider all available adverse evidence in the case (for example, reprimands and adverse evaluation reports).

(3) It is determined the board consisted of biased member(s).

6-42. Promotion ceremonies

a. The following is recommended for promotion ceremonies: "Attention to Orders: Headquarters (use designation of State, Commonwealth, Territory, District or unit issuing orders), Army National Guard, dated (use effective date of promotion). The State Adjutant General has reposed special trust and confidence in the patriotism, valor, fidelity and professional excellence of (Name). In view of these qualities and demonstrated leadership potential and dedicated service to the Army National Guard of the State of (indicated State being promoted in), (Name) is promoted to (rank) with date of rank of (day, month, year). By order of the State Adjutant General: (the local promotion authority will be announced as the authenticating officer)."

b. Early promotion ceremonies may be held the last duty date (includes last UTA) before the effective date of promotion when it is on a weekend or national holiday or other non-duty day. Soldiers promoted early will be informed that they must be in promotable status on the effective date shown in the orders or the orders are invalid and will be revoked. The promotion will be considered a nullity.

c. Except for lateral appointments, States are authorized to develop a promotion certificate to be presented at the promotion ceremonies; or DA Forms 4874 and 4872 may be used.

d. All soldiers will be promoted at an appropriate ceremony. They may select the person(s) of their choice to pin on new rank during promotion ceremonies. Ceremonies may be hosted by noncommissioned officers for promotions to a rank junior to themselves. Failure to hold a ceremony belies the significance of the promotion and the soldiers' contributions to the unit.

Section VI**Reduction and Restoration****6-43. Reduction authority**

Unless otherwise directed by this regulation or the State AG, a commander who has the authority to advance/promote a soldier to a specific rank, also has the authority to reduce that soldier from that rank.

6-44. Causes for reduction

Commanders may reduce soldiers for the following reasons:

a. Inefficiency. Inefficiency is defined not only as technical incompetence, but also as patterns or acts of conduct demonstrating that the soldier concerned lacks the abilities and qualities required and expected of a soldier of his or her rank and experience. Commanders may consider any act(s) of misconduct, to include conviction by a civil court, record of unexcused absences or unsatisfactory participation (whether or not such acts also result in disciplinary action) as evidence of inefficiency. Authority contained in this paragraph will not be used to reduce soldiers for actions of which they were acquitted as a result of courts-martial proceedings. A soldier may be reduced under this authority for long standing unpaid personal debts which he or she has not made a reasonable attempt to pay.

(1) A soldier who has been assigned to a unit for at least 3 months may be reduced one rank for inefficiency. The commander initiating the reduction action will present documents to the reduction authority showing the soldier's inefficiency. For example:

(a) Statements of counseling or documented attempts at rehabilitation by the chain of command or supervisors.

(b) Copies of special evaluation reports submitted due to inefficiency.

(c) Record of misconduct during the period concerned.

(d) Correspondence from creditors attempting to collect debts.

(e) Pertinent correspondence from civil authorities.

(f) Documentation proving that individual has been declared an unsatisfactory participant as defined in AR 135-91.

(g) Evidence showing a record of unexcused absences.

(2) The commander reducing the soldier will inform the soldier in writing, delivered in person or dispatched by certified mail, of the action contemplated and reasons. The soldier will acknowledge receipt of the memorandum in writing, and may submit any pertinent matters in rebuttal. Mail refused, unclaimed, not acknowledged, or

otherwise undeliverable, will not be used as defense against, or as a basis for an appeal of reduction, when notification was correctly addressed to the latest official mail address furnished to the unit by the member. The commander's written notification will include instructions advising the soldier of his or her right to request a reduction board.

(a) SPC and below may be reduced without action by a board.

(b) SGT through SGM may request to appear before a reduction board. If the soldier waives board action, the waiver will be in writing and will be considered as acceptance of the reduction action.

(c) A reduction board, when requested by the soldier, will be convened within 30 days after the soldier is notified in writing of the proposed action. Failure to respond within 20 calendar days from the date of receipt of written notification will constitute a waiver of the right to a reduction board.

(3) The complete reduction action, including any appeal, will be filed as a permanent document in the soldier's MPRJ and removed only if the soldier is promoted. Approved reduction actions will be filed in the permanent section of the MPRJ. Reduction actions that are wholly set aside will not be filed in the MPRJ.

(4) Reduction based on lack of technical skill or ability requires reclassification to an appropriate skill level and MOS (chapter 5).

b. Reductions for Misconduct.

(1) If appropriate, Article 15, UCMJ (AR 27-10), Court-Martial (MCM 1984), or provisions of State law may be used to effect reductions for misconduct.

(2) A soldier convicted by a civil court (domestic or foreign) or adjudicated as a juvenile offender by a civil court (domestic or foreign) will be reduced or considered for reduction in accordance with paragraphs 6-44(b)(3) through 6-44(b)(5) below. "Juvenile offender" includes a person adjudicated as a juvenile delinquent, wayward minor, or youthful offender. Action will be taken on receipt of documents establishing a sentence (imposed or vacation of a suspended sentence) or a finding of guilt with sentence to be established at a later date. A soldier can be reduced even though an appeal is filed. If an appeal results in

reversal of the civil conviction, take action IAW paragraph 6-50.

(3) If the civil authority's sentence includes death or confinement of one year or more that is not suspended, the soldier will be reduced to PV1 without referral to a reduction board. If convicted, or a guilty plea is accepted by the court, and sentencing is delayed for at least thirty days, reduction can be accomplished based on the maximum penalty. If reduced and if the actual imposed sentence is less severe, then further restoration and board actions are required. (See paragraph 6-50).

(4) If the sentence is confinement for more than thirty days, but less than one year (not suspended), or one year or more suspended, SPC and below will be considered for a one or more rank reduction. SGT or above will be referred to a board for possible reduction.

(5) If the sentence is less severe than 6-44b(4) above, and reduction authority considers it appropriate, the soldier will be considered for reduction of one or more ranks. SGT and above will be referred to a reduction board.

c. Approval for discharge from service under other than honorable conditions. On determination that a soldier is to be discharged with a discharge certificate under other than honorable conditions, the soldier will be immediately reduced to PV1 without board action. The State AG will direct reduction to PV1. If a discharge is approved under other than honorable conditions, but is suspended, the soldier will not be reduced under this paragraph.

d. Soldier dropped from the rolls of the Army. When dropped from the rolls of the Army in accordance with Chapter 8, a soldier will be automatically reduced without board action to PV1 by the reduction authority.

e. Soldiers promoted to a higher rank under paragraphs 6-27d through 6-27g, who finish training, or fail to complete training or receive and accept a commission/appointment will be reduced as follows:

(1) Officer candidates, USMAPS students and warrant officer trainees will be reduced without board action to the rank held on the day before entering the course or school.

(2) SMP participants will be reduced without board action to the rank held prior to enrollment

in SMP or the rank the soldier would be entitled if enlisting under the provisions of chapter 2; but not below PV2. **Example:** An ROTC/SMP participant (appointed to cadet E5), who discontinues the ROTC Advanced Course and remains assigned to a unit, would be reduced without board action to PV2 or PFC, as appropriate.

(3) Personnel who complete officer and warrant officer training, but fail to immediately receive or accept commission/appointment, will be reduced without board action to the rank held on day before entering the program.

f. Voluntary reduction. To obtain a benefit or for personal preference, soldiers may volunteer for reduction to any lower rank. The promotion authority may then administratively reduce the soldier without board action. These soldiers are not subsequently entitled to an adjusted DOR for time served in a higher rank if they accept promotion back to their formerly held ranks.

Note: Enlistment at a lower rank in the Regular Army, the Delayed Entry Program, the USAR, or other U.S. Armed Force is a contractual agreement, and reduction orders are not issued. Since the soldier is discharged from the ARNG, it is not considered as a rank reduction within the meaning of this chapter. Subsequent contractual reentry into the ARNG will not authorize rank restoration or adjustment of DOR.

g. Erroneous enlistment grades. Soldiers who enlisted or reenlisted in grades above those authorized by chapter 2, will be reduced to the grade to which then entitled effective the date of enlistment/reenlistment. Board action is not required.

h. Return from active duty.

(1) Soldiers returning to their ARNG units after being released from active duty (IADT, EAD, AGR Title 10, etc.), and in a higher rank than held at the time of entry into such service, may be retained in their higher rank for a period of 6 months. Upon termination of the 6 month period, soldiers not assigned to a MTOE or TDA vacancy commensurate with their rank will be transferred to the ING or discharged in accordance with chapter 8. If desirable, a soldier may accept a voluntary reduction in order to qualify for a position vacancy.

(2) **Waivers.** *One* waiver for an additional 6 month period may be approved by the State AG for Title 32, USC, AGR personnel. *One* waiver for an additional 6 month period may be approved by NGB for Title 10, AGR personnel.

(3) Soldiers released from active duty in a higher rank than held at time of entry into active Federal service, who are transferred to the ING or the IRR, will be transferred in the higher rank.

i. Involuntary reduction. Soldiers who lose positions due to unit reorganization, inactivation or FTS utilization requirements, who cannot be properly utilized in their units in accordance with chapter 5, will be transferred immediately if possible to another unit so that they can be utilized properly. If reassignment is not appropriate, they may be retained in current rank *only* up to one year before being involuntarily reduced to fill a position, or transferred to the ING or IRR.

j. Try one in the Guard participants will be automatically and involuntarily reduced without board action, if after 2 years from date of enlistment into a lower grade position, they have not been reassigned to an appropriate position vacancy commensurate with their rank and MOS.

k. Full time soldiers who enter overgrade status due to grade structure changes to the AGR manpower voucher will be reduced without board action.

6-45. Reduction boards

a. The convening authority for reduction boards will be the commander who has promotion authority to promote to the rank held by the soldier being considered for reduction.

b. When required, reduction boards will be convened within thirty days after soldier receives notice to appear before the board. The convening authority may approve an extension of the 30 days, if requested by the soldier in writing. Appearance before a reduction board is not required if the soldier waives the requirement in writing.

c. The convening authority will ensure that:

(1) The board is composed of unbiased soldiers of mature judgment and senior in rank to the soldier being considered for reduction.

(2) At least one board member is thoroughly familiar with the soldier's field of specialization for inefficiency cases only.

(3) The board will consist of at least 3 voting members and a recorder without vote.

(4) The senior voting member will serve as president of the board.

(5) If the soldier being considered for reduction is a member of a minority group, the board will, on written request of the soldier, include an officer or enlisted soldier, who also is a minority group member, if reasonably available. However, non-availability of a member of the same minority group will not preclude convening of the board. In the event of nonavailability, the reason will be stated in the record of proceedings.

(6) No soldier with direct knowledge of the case is appointed to the board.

(7) Alternate board members are appointed and are available, if required.

Note: If unbiased board members are not available, personnel may be requested through the next higher commander.

6-46. Reduction board procedures

a. A soldier who is to appear before the board will be given at least 30 days written notice before the date of the hearing. This will allow the soldier or counsel sufficient time to prepare the case.

b. The soldier may request any military counsel be appointed. If a lawyer is requested and is reasonably available, the convening authority will designate a commissioned officer under UCMJ, article 27(b)(1). If the requested counsel is from another command, the convening authority will forward a request to the appropriate headquarters. Determination by the convening authority is final regarding the availability of requested military counsel.

c. Notice of a board hearing date will be made only after counsel is available to the soldier, if requested.

d. The recorder will, on request of the soldier or counsel, arrange for the presence before the board of any reasonably available witness(es).

e. Copies of all written affidavits and depositions of witnesses, who are unable to appear before the board, will be furnished the soldier.

f. The president of the board will ensure that enough testimony is presented to enable the board to:

- (1) Fully and impartially evaluate each case.

(2) Be objective in their deliberations.

(3) Arrive at a proper recommendation.

(4) Consider those abilities and qualities required and expected of a soldier of that rank and experience. (An NCO is expected to maintain high standards of conduct). While prior years of faithful service are commendable, this alone will not be overriding in determining the best interest of the ARNG.

g. AR 15-6 may be used as a general guide for the board so far as it does not conflict with any provisions of this regulation.

h. The board may recommend reduction of one or more ranks (dependent on reason for reduction), retention of rank, reassignment, or a combination of any of the above. The board will not recommend lateral appointment to or from an NCO status.

i. A majority of the members of the board will constitute a voting quorum and will be present at all board sessions.

j. The convening authority may approve or disapprove any portion of the board's recommendation so long as the action does not increase its severity.

k. When the board recommends a reduction and the convening authority approves it, the soldier will be reduced as directed without regard to any action taken to appeal.

l. In case of reduction for inefficiency, the convening authority can suspend reduction up to 6 months. Unless sooner vacated, the reduction is thereby permanently suspended if a new reduction board is not convened.

m. If a civil conviction is reversed, or sentence is modified or reassessed, see paragraph 6-50.

6-47. Rights of the soldier

a. The rights of the soldier concerning the reduction board are:

(1) May decline in writing to appear before the board, or may appear in person with or without counsel at all open proceedings. The soldier will respond in writing within 15 workdays of notice by the reduction authority, a desire to appear or not appear before the board.

(2) May retain a lawyer at no expense to the Government. If not represented by a lawyer, the convening authority will designate military counsel, who may or may not be a lawyer, to represent the

soldier. The soldier may request specific military counsel, who will be appointed if reasonably available (paragraph 6-46b).

(3) May request any reasonably available witness(s) whose testimony is believed to be pertinent. When requested, the soldier will tell the nature of the information the witness(s) is expected to provide.

(4) May submit to the board written affidavits and depositions of witnesses who will not appear.

(5) May elect to testify as a witness and submit to examination under oath, make or submit unsworn statements, or remain silent.

(6) May question any witness appearing before the board.

b. Failure of the soldier to exercise rights will not be a bar to the board's proceedings, findings and recommendations.

c. When a soldier appears before the board without representation, the president will counsel the soldier on:

(1) The action contemplated.

(2) The impact of such action could have on the outcome of the case and a future in the ARNG.

(3) The right to request counsel and to challenge any member of the board for cause.

d. The soldier may challenge any member of the board for cause.

e. The soldier may request any reasonably available witness whose testimony is believed to be pertinent to the case. When requested, the soldier will tell the nature of the information the witness(s) are expected provide.

f. The soldier may submit to the board written affidavits and depositions of witnesses who are not expected to appear.

g. Soldier may elect to testify as a witness and submit to examination under oath, make or submit unsworn statements in his or her behalf, or remain silent.

(1) The soldier or counsel may question any witness appearing before the board.

(2) Failure of the soldier to exercise his or her rights will not be a bar to the board proceedings or its findings and recommendations.

6-48. Appeals

a. Appeals from reduction under paragraphs 6-44c, d, e, g, h, and i are not authorized. Appeal of reduction under paragraph 6-44b(2) is author-

ized only to correct an erroneous reduction (i.e., a reduction accomplished without sufficient basis). Appeal of reduction for inefficiency (paragraph 6-44a) and misconduct [other than under paragraph 6-44b(2)] are authorized to correct an erroneous reduction, or on equitable grounds based on the facts and circumstances of the case, partial or full restoration of rank is in the best interests of the National Guard and the soldier.

b. Appeals will be submitted within 30 days from the date of reduction or date of written notification of a reduction board's decision. A complete copy of all correspondence will be furnished to the authority taking final action on the appeal.

c. Final action on appeals will be taken by:

(1) The next higher authority above the reduction authority for SSG and below.

(2) The first general officer in chain of command above the reduction authority for SFC through SGM.

d. If appeal results in a determination that the reduction under paragraph 6-44b(2) was erroneous, the action officer will direct restoration to the former rank. Restorations will be effective as of the date of the order. DOR for soldiers restored to former rank will be the same as DOR prior to reduction. However, if it is determined that another provision of paragraph 6-44b may apply, the action officer will direct action be taken in accordance with the appropriate provision of that paragraph.

e. If the officer taking action on an appeal determines that the reduction should be changed on equitable grounds, the soldier will be restored to the former rank or to any intermediate rank. Restorations will be effective as of the date of the order. DOR for soldiers restored to former rank will be the same as DOR prior to reduction. DOR for soldiers restored to an intermediate rank will be the same as the date of the order directing restoration.

f. If the officer taking action on an appeal determines that the reduction meets the requirements of this regulation and need not be changed on equitable grounds, the appeal will be denied.

g. A soldiers submitting an appeal will be informed in writing of the decision. A copy of the appeal and the final action will be filed in the soldier's MPRJ.

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soldier. The soldier may request specific military counsel, who will be appointed if reasonably available (paragraph 6-46b).

(3) May request any reasonably available witness(s) whose testimony is believed to be pertinent. When requested, the soldier will tell the nature of the information the witness(s) is expected to provide.

(4) May submit to the board written affidavits and depositions of witnesses who will not appear.

(5) May elect to testify as a witness and submit to examination under oath, make or submit unsworn statements, or remain silent.

(6) May question any witness appearing before the board.

b. Failure of the soldier to exercise rights will not be a bar to the board's proceedings, findings and recommendations.

c. When a soldier appears before the board without representation, the president will counsel the soldier on:

(1) The action contemplated.

(2) The impact of such action could have on the outcome of the case and a future in the ARNG.

(3) The right to request counsel and to challenge any member of the board for cause.

d. The soldier may challenge any member of the board for cause.

e. The soldier may request any reasonably available witness whose testimony is believed to be pertinent to the case. When requested, the soldier will tell the nature of the information the witness(s) are expected provide.

f. The soldier may submit to the board written affidavits and depositions of witnesses who are not expected to appear.

g. Soldier may elect to testify as a witness and submit to examination under oath, make or submit unsworn statements in his or her behalf, or remain silent.

(1) The soldier or counsel may question any witness appearing before the board.

(2) Failure of the soldier to exercise his or her rights will not be a bar to the board proceedings or its findings and recommendations.

6-48. Appeals

a. Appeals from reduction under paragraphs 6-44c, d, e, g, h, and i are not authorized. Appeal of reduction under paragraph 6-44b(2) is author-

ized only to correct an erroneous reduction (i.e., a reduction accomplished without sufficient basis). Appeal of reduction for inefficiency (paragraph 6-44a) and misconduct [other than under paragraph 6-44b(2)] are authorized to correct an erroneous reduction, or on equitable grounds based on the facts and circumstances of the case, partial or full restoration of rank is in the best interests of the National Guard and the soldier.

b. Appeals will be submitted within 30 days from the date of reduction or date of written notification of a reduction board's decision. A complete copy of all correspondence will be furnished to the authority taking final action on the appeal.

c. Final action on appeals will be taken by:

(1) The next higher authority above the reduction authority for SSG and below.

(2) The first general officer in chain of command above the reduction authority for SFC through SGM.

d. If appeal results in a determination that the reduction under paragraph 6-44b(2) was erroneous, the action officer will direct restoration to the former rank. Restorations will be effective as of the date of the order. DOR for soldiers restored to former rank will be the same as DOR prior to reduction. However, if it is determined that another provision of paragraph 6-44b may apply, the action officer will direct action be taken in accordance with the appropriate provision of that paragraph.

e. If the officer taking action on an appeal determines that the reduction should be changed on equitable grounds, the soldier will be restored to the former rank or to any intermediate rank. Restorations will be effective as of the date of the order. DOR for soldiers restored to former rank will be the same as DOR prior to reduction. DOR for soldiers restored to an intermediate rank will be the same as the date of the order directing restoration.

f. If the officer taking action on an appeal determines that the reduction meets the requirements of this regulation and need not be changed on equitable grounds, the appeal will be denied.

g. A soldiers submitting an appeal will be informed in writing of the decision. A copy of the appeal and the final action will be filed in the soldier's MPRJ.

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h. Authority to take final action on appeals will not be delegated.

6-49. Effective date of reduction

A reduction will be effective as follows:

a. Reduction by court-martial: The date the sentence is ordered executed.

b. Operation of law: The date the convening authority approves the sentence.

c. Nonjudicial punishment: The date the commanding officer who imposed the punishment signs section II, DA Form 2627-2, if not suspended.

d. All other cases: On the date the written notice is received by the soldier or, if absent, at proper station.

Note: Reduction board determinations are effective when approved by the convening authority.

6-50. Restoration of rank

Restoration of rank will be accomplished without regard to the criteria specified for advancement or promotion to the rank, to include position vacancy and promotion board action. See Table 6-2 for DOR. Rank restoration may result from:

a. Setting aside, mitigation, or suspension of punishment under the State Code. The commander authorized to promote to the higher rank may restore the soldier's rank.

b. Reversal of conviction by civil court.

(1) If a conviction by a civil court for which a soldier was reduced is later reversed, the soldier:

(a) Will be restored to the rank from which reduced.

(b) May be promoted to the next higher rank if the commander having promotion authority for that rank determines that the soldier was denied promotion because of the conviction.

(2) A reversal of conviction is the annulling or voiding of a court judgment by the same or a higher court of competent jurisdiction because of error or irregularity in proceedings. It does not include instances where, under local law or procedure, a conviction is set aside in recognition of rehabilitation or as a result of parole. If a conviction is reversed and a new trial is ordered, the soldier's rank will be restored. The soldier may be reduced because of a later conviction resulting from a new trial.

c. If a sentence is modified or reassessed (by an appellate court or otherwise), or a sentence as imposed is less severe than the one under which a reduction was accomplished, the following action is required:

(1) Reduced from SGT or above - soldier will be restored to former rank. If reduction was under paragraph 6-44b(2), soldier will be referred to a board to consider reduction of one or more ranks. If reduction was under 6-44b(3) or 6-44b(4), board action is optional unless reduction authority still considers reduction appropriate.

(2) Reduced from SPC - soldier will be restored to SPC or any intermediate rank, or directed to remain at PVI. The soldier will be notified in writing of the decision.

6-51. Orders

a. Rank restorations, reductions for misconduct and inefficiency (except for Article 15, UCMJ and courts-martial), will be announced in orders.

b. Orders will cite the reason for reduction, i.e., "inefficiency," etc., the authority, and the paragraph under which reduced. When reduction is for misconduct for which proceedings under Article 15, UCMJ were conducted, prepare DA Form 2627 (Record of Proceedings Under Article 15, UCMJ) per AR 27-10.

c. Orders or DA Form 4187 that effect erroneous promotions or advancements will be revoked (see paragraph 6-6g). Orders that cite the incorrect authority for promotions or reductions will be amended.

TABLE 6-2
Date of Rank

REDUCTION	
REASON	DOR
1. Inefficiency; voluntary; failure to complete school course or accept commission or WO appointment; involuntary loss of position vacancy.	DOR is same as that previously held in the grade to which reduced (i. e., pay grade E3, DOR 30 Jun 84; promoted to pay grade E4, 3 Dec 84; reduced to pay grade E3, 5 Mar 85, DOR: 30 Jun 84). If reduction is to a grade higher than previously held, DOR will be the date the soldier would have been eligible for promotion to that grade under this regulation. If DOR previously held is unknown, it will be same as latest enlistment date.
2. Reduced under the provisions of Article 15, UCMJ	See AR 27-10, chapter 3 for DOR
3. Other than 1 or 2 above, such as reduction for misconduct.	DOR will be the effective date of the order announcing the reduction.

RESTORATION

REASON	DOR
1. Restoration of pay grade on successful appeal of reduction.	DOR will be the date held before reduction.
2. Restoration on appeal, setting aside, mitigation, or suspension of punishment under the State Code.	DOR will be the date held before reduction.
3. Restoration of pay grade of formerly reduced soldiers who were reduced for entry on IADT.	DOR will be date held before reduction.

h. Authority to take final action on appeals will not be delegated.

6-49. Effective date of reduction

A reduction will be effective as follows:

a. Reduction by court-martial: The date the sentence is ordered executed.

b. Operation of law: The date the convening authority approves the sentence.

c. Nonjudicial punishment: The date the commanding officer who imposed the punishment signs section II, DA Form 2627-2, if not suspended.

d. All other cases: On the date the written notice is received by the soldier or, if absent, at proper station.

Note: Reduction board determinations are effective when approved by the convening authority.

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b. Reversal of conviction by civil court.

(1) If a conviction by a civil court for which a soldier was reduced is later reversed, the soldier:

(a) Will be restored to the rank from which reduced.

(b) May be promoted to the next higher rank if the commander having promotion authority for that rank determines that the soldier was denied promotion because of the conviction.

(2) A reversal of conviction is the annulling or voiding of a court judgment by the same or a higher court of competent jurisdiction because of error or irregularity in proceedings. It does not include instances where, under local law or procedure, a conviction is set aside in recognition of rehabilitation or as a result of parole. If a conviction is reversed and a new trial is ordered, the soldier's rank will be restored. The soldier may be reduced because of a later conviction resulting from a new trial.

c. If a sentence is modified or reassessed (by an appellate court or otherwise), or a sentence as imposed is less severe than the one under which a reduction was accomplished, the following action is required:

(1) Reduced from SGT or above - soldier will be restored to former rank. If reduction was under paragraph 6-44b(2), soldier will be referred to a board to consider reduction of one or more ranks. If reduction was under 6-44b(3) or 6-44b(4), board action is optional unless reduction authority still considers reduction appropriate.

(2) Reduced from SPC - soldier will be restored to SPC or any intermediate rank, or directed to remain at PV1. The soldier will be notified in writing of the decision.

6-51. Orders

a. Rank restorations, reductions for misconduct and inefficiency (except for Article 15, UCMJ and courts-martial), will be announced in orders.

b. Orders will cite the reason for reduction, i.e., "inefficiency," etc., the authority, and the paragraph under which reduced. When reduction is for misconduct for which proceedings under Article 15, UCMJ were conducted, prepare DA Form 2627 (Record of Proceedings Under Article 15, UCMJ) per AR 27-10.

c. Orders or DA Form 4187 that effect erroneous promotions or advancements will be revoked (see paragraph 6-6g). Orders that cite the incorrect authority for promotions or reductions will be amended.

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2. Reduced under the provisions of Article 15, UCMJ	See AR 27-10, chapter 3 for DOR
3. Other than 1 or 2 above, such as reduction for misconduct.	DOR will be the effective date of the order announcing the reduction.

RESTORATION

REASON	DOR
1. Restoration of pay grade on successful appeal of reduction.	DOR will be the date held before reduction.
2. Restoration on appeal, setting aside, mitigation, or suspension of punishment under the State Code.	DOR will be the date held before reduction.
3. Restoration of pay grade of formerly reduced soldiers who were reduced for entry on IADT.	DOR will be date held before reduction.

**TABLE 6-3
PROMOTION CRITERIA**

For Promotion To:	Time in Grade (TIG) Note 2	Time in Service (TIS) & Svc Obl Note 3	Security Cinc/Inves (cannot be waived) Note 8	Position Vacancy Note 6	MOS Qualified (cannot be waived) Note 5	Civilian Education (cannot be waived) Note 6	Military Education (cannot be waived) Note 7	Promotion or Convening Authority Note 9
PVZ	NA	YES	YES	NA	NA	NA	NA	Company, Battery, Troop or Det Cdr
PFC	4 months	YES	YES	NA	NA	NA	YES	
SPC	6 months	YES	YES	YES	YES	NA	YES	
SGT	12 months	YES	YES	YES	YES	YES	YES	Field Grade Cdr of unit auth LTC+
SSG	15 months	YES	YES	YES	YES	YES	YES	
SFC	21 months	11 years & Note 3	YES	YES	YES	YES	YES	Field Grade Cdr of unit auth COL+
MSG	24 months	15 years & Note 3	YES	YES	YES	YES	YES	
SGM	28 months	18 years & Note 3	YES	YES	YES	YES	YES	State AG only

NOTE 1 (GENERAL):

a. A waiver may be approved for *one* eligible criterion on each advancement or promotion. The same criterion may not be waived on two successive advancements or promotions except that a TIS waiver may be approved on consecutive promotions to MSG and SGM. For accelerated advancements to PVZ and PFC, see paragraphs 6-15 and 6-16 for Stripes for Buddies, and paragraph 6-16 for Junior ROTC and NDCC Program.

b. All soldiers must be serving in rank next below advancement/promotion rank (*cannot be waived*).

- c. Effective 1 Oct 87, unless exempt or excused by physical profile, or through no fault of their own as determined by the promotion authority, soldiers who fail the latest APFT, or do not take it within the last 18 months (*6 months for AGR*), are not eligible to be considered for promotion until test is passed.
- d. SFC and above suspended from favorable personnel actions (AR 600-8-2) may be recommended and selected as "best qualified" by a board, but not promoted until the day after the suspension is removed. Soldiers SSG and below are not boarded or promoted until suspension is lifted.
- e. Promotion to SPC while on IADT is authorized with concurrence of ARNG unit commander.
- f. Promotion criteria in this table does not apply to soldiers advanced to cadet (E5 and E6) IAW paragraphs 6-27e, 6-27f and 6-27g.

2. WAIVER OF TIME IN GRADE:

Promotion authorities may approve waiver of up to 1/2 of the required TIG computed from current DOR. TIG criterion does not apply to soldiers promoted to SPC and SGT under chapter 3, to cadet (E5) under paragraphs 6-27e and 6-27g, and to cadet (E6) under paragraph 6-27f.

3. TIME IN SERVICE AND SERVICE OBLIGATIONS:

- a. All soldiers requiring a position vacancy for promotion must be eligible to serve in the Selected Reserve at least one year after the effective date of the promotion.
- b. AGR and technicians *with less than 27 years service* who are not graduates of the U. S. Army Sergeants Major Course require 3 years' remaining service for promotion to SGM.
- c. Use BESD to compute TIS for promotions to SPC and SGT for those in the CASP program.
- d. PV1 are automatically advanced to PV2 effective 6 months after date of entry on IADT unless the action is stopped by the appropriate unit commander on DA Form 4187 (Personnel Action).
- e. Effective 1 Jun 90, PV2 may not be advanced to PFC until 6 months after date of entry on IADT.

f. Effective 1 Jun 90, PFC may not be advanced to SPC until 6 months after date of entry on IADT.

g. *Waiver of time in service:*

- (1) Advancement to PV2, PFC and SPC - promotion authorities may waive up to 2 months TIS after date of entry on IADT.
- (2) Promotion to SFC through SGM - promotion authorities may waive up to 2 years' TIS.
- (3) Promotion to SFC - at least 5 of the 11 years must be enlisted service (*cannot be waived*).
- (4) Promotion to MSG - at least 8 of the 15 years must be enlisted service (*cannot be waived*).
- (5) Promotion to SGM - at least 10 of the 18 years must be enlisted service (*cannot be waived*).

4. POSITION VACANCY:

a. A position vacancy (vacant now or scheduled to be vacant within 1 year) must exist for the rank and MOS for which being recommended for promotion to SPC through SGM and before consideration by a board. As a result of board action, soldiers may hold "best qualified" status only up to one year against projected vacancies. See Chapter 9 for special rules for the ARNG CSM Program.

b. The following position vacancy waivers are permitted if the MOS and rank for which being considered for promotion is in the units' MTOE/TDA and no other criteria waiver is required:

- (1) SPC vacancy - if soldier has over 26 months TIS.
- (2) SGT vacancy - if soldier has over 5 years TIS.
- (3) SSG vacancy - if soldier has over 12 years TIS.

5. MOS QUALIFICATION

- a. See AR 611-201 and paragraph 6-18d. Soldiers must meet the physical demands criteria of the career progression MOS in which being recommended for promotion. For *initial* award of a new PMOS upon promotion, soldiers not only must meet the physical demands ratings, *but all other* MOS qualification criteria (*may include mandatory formal school training*) prior to board consideration.
- b. CMF 96 soldiers requiring language proficiency prior to AIT are MOS qualified for promotion purposes after 12 weeks of training. Soldiers not required to complete language training must complete at least 12 weeks of AIT.
- c. CMF 18 soldiers in AIT are considered MOS qualified in their CMF feeder MOS (AR 611-201) when they complete at least 12 weeks of IADT training in that MOS.
- d. CASP personnel become MOS qualified for promotion purposes IAW chapter 3, which may be less than 12 weeks.

6. CIVILIAN EDUCATION:

- a. Effective 1 Jan 89, civilian education criteria for promotion to SGT and above is high school graduate, or GED equivalent, alternate credential holder, or an associate or higher degree.
- b. Eskimo Scout soldiers are exempt.

7. MILITARY EDUCATION:

- a. The military education criteria for soldiers required to complete BT, AIT, OSUT and CASP; for soldiers who attended the previously approved alternate MEP training; and for soldiers with PMOS 79D:
 - (1) Effective 1 Jun 90, PV2 must complete BT or first 8 weeks of OSUT for promotion to PFC.
 - (2) Effective 1 Jun 90, PFC must complete AIT and be awarded a PMOS for promotion to SPC.

5. MOS QUALIFICATION

- a. See AR 611-201 and paragraph 6-18d. Soldiers must meet the physical demands criteria of the career progression MOS in which being recommended for promotion. For *initial* award of a new PMOS upon promotion, soldiers not only must meet the physical demands ratings, but *all other* MOS qualification criteria (*may include mandatory formal school training*) prior to board consideration.
- b. CMF 96 soldiers requiring language proficiency prior to AIT are MOS qualified for promotion purposes after 12 weeks of training. Soldiers not required to complete language training must complete at least 12 weeks of AIT.
- c. CMF 18 soldiers in AIT are considered MOS qualified in their CMF feeder MOS (AR 611-201) when they complete at least 12 weeks of IADT training in that MOS.
- d. CASP personnel become MOS qualified for promotion purposes IAW chapter 3, which may be less than 12 weeks.

6. CIVILIAN EDUCATION:

- a. Effective 1 Jan 89, civilian education criteria for promotion to SGT and above is high school graduate, or GED equivalent, alternate credential holder, or an associate or higher degree.
- b. Eskimo Scout soldiers are exempt.

7. MILITARY EDUCATION:

- a. The military education criteria for soldiers required to complete BT, AIT, OSUT and CASP; for soldiers who attended the previously approved alternate MEP trainings and for soldiers with PMOS 79D:
 - (1) Effective 1 Jun 90, PV2 must complete BT or first 8 weeks of OSUT for promotion to PFC.
 - (2) Effective 1 Jun 90, PFC must complete AIT and be awarded a PMOS for promotion to SPC.

(3) CASP personnel complete military education programs LAW chapter 3 for promotion to SPC or SGT.

(4) If the previously approved alternate training program (appropriate RC NCOES course + BSC) was completed before 30 Jun 86, qualification is retained until promoted from rank held at graduation.

(5) Personnel with PMOS 79D must hold SMOS outside of CMF 79 and attend BNCOC and ANCOG in that SMOS.

b. M-Day soldiers in rank indicated must be graduates of the following courses prior to consideration by a promotion board. Any RC or AC primary, basic or advanced-level course completed before 1 Oct 87 is acceptable.

(1) SGT - AC or RC PLDC for promotion to SSG.

(2) SSG - AC or RC BNCOC Phase I for promotion to SFC.

(3) SFC - AC or RC ANCOG Phase I for promotion to MSG.

(4) MSG - No additional requirements for promotion to SGM.

c. AGR (effective 1 Apr 87) are required to be graduates of the following courses prior to consideration by a promotion board:

(1) SGT - AC PLDC for promotion to E6.

(2) SSG - AC BNCOC for promotion to E7.

(3) SFC - AC ANCOG for promotion to E8.

(4) For promotion to SGM (under 27 years' service) - Sergeants Major Course (resident or corresponding studies program). If found qualified by the NGB USASMC Selection Board (includes placement on order of merit list), a MSG/1SG meets the military education criterion for conditional promotion to SGM. Conditional promotions to SGM are *automatically revoked* if a soldier fails to enroll in the course when a training seat is offered, or after enrollment, fails to graduate in accordance with USASMC standards.

(5) For promotion to SGM (over 27 years' service) - No additional requirements for promotion to SGM.

d. Technicians must successfully complete appropriate professional development courses prior to being considered for promotion to the next higher rank. If the promotion authority determines that a technician is not selected to attend ARNG Battle Skills Course so that it can be completed within 1 year of the date of application, the technician may be considered for promotion prior to completion of the course. If conditionally promoted, the technician must complete the course within one year from the date of promotion.

e. The professional development criteria for promotion of ARNG technicians are:

- (1) For promotion to SSG - AC PLDC (optional), or RC PLDC plus ARNG BSC. If completed before 1 Oct 87, any RC primary-level course (provided ARNG BSC is also completed) or AC primary-level course of at least four weeks' duration is acceptable.
- (2) For promotion to SFC - AC BNCOC (optional). RC BNCOC, both Phase I & II, or Phase I + ARNG BSC + passing SQT score for PMOS if Phase II is not available. If SQT is failed or not fielded (i. e., not listed in the current FY ITEP circular), AC BNCOC is mandatory. If completed before 1 Oct 87, any RC basic-level course (provided ARNG BSC is also completed) or AC basic-level course is acceptable.
- (3) For promotion to MSG - AC ANCOC (optional). RC ANCOC, both Phase I & II, or Phase I + ARNG BSC + passing SQT score for PMOS if Phase II is not available. If SQT is failed or not fielded (i. e., not listed in the current FY ITEP circular), AC ANCOC is mandatory. If completed before 1 Oct 87, any RC advanced-level, RC-Senior, or RC-1SG course (provided ARNG BSC is also completed) or AC advanced-level course is acceptable.
- (4) For promotion to SGM (under 27 years' service) - Sergeants Major Course (resident or corresponding studies program). If found qualified by the NGB USASMC Selection Board (includes placement on order of merit list), a MSG/1SG meets the military education criterion for conditional promotion to SGM. Conditional promotions to SGM are *automatically revoked* if a soldier fails to enroll in the course when a training seat is offered, or after enrollment, fails to graduate in accordance with USASMC standards.
- (5) For promotion to SGM (over 27 years' service) - No additional requirements for promotion to SGM.

8. SECURITY CLEARANCE/INVESTIGATIONS:

Prior to being considered for promotion, all soldiers must have at least the security clearance or investigation appropriate for the MOS in which being recommended. For MSG and SGM, a favorable NAC or final secret security clearance or higher is required. For SSG and SFC at least a favorably completed ENTNAC or NAC is required. Soldiers may be promoted up to SFC based on interim security clearances.

9. PROMOTION AUTHORITIES:

- a. A higher level commander in the chain of command may restrict promotion authority of a lower level commander. The lower level commander will be advised, in writing, of such restriction.
- b. State SPMO or full-time manager will coordinate with the MILPO all personnel management activities that affect promotions of full-time support soldiers to ensure compliance with this regulation.

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MEMORANDUM OF INSTRUCTION FOR PROMOTION BOARDS

Instructions for preparation and use:

1. Prepare a memorandum of instruction for each selection board convened for the purpose of recommending enlisted soldiers for promotion to a higher grade. An example of a typical memo is provided. Additions can be included to meet the needs of the State of the selection board. This memorandum can be pre-printed so that only blanks and the signature block have to be completed. The blanks and signature block can be type or printed in ink.
2. The information provided concerning the oath for the selection board and recorder, minority soldiers and female soldiers, derogatory information, prior nonselection, physical conditioning, weight control, medical profiles, and DCPC Policy will be included in the memorandum as written. The enclosures to the memo can also be pre-printed. Additionally, the enclosures can be reused by each board.
3. Ensure that each board member receives a copy of the memorandum and enclosures. File a copy of the memo with the selection board proceedings.
4. Each State should appoint an individual at State level to be responsible for reviewing selected enlisted selection board proceedings to ensure a memorandum of instruction has been prepared and that it includes the mandatory information.

(EXAMPLE)

LETTERHEAD

S: SUSPENSE DATE

DATE

OFFICE SYMBOL (MARKS NUMBER)

MEMORANDUM FOR: President, (State)(Promotion Authority) ARNG Promotion Selection Board

SUBJECT: Memorandum of Instruction to the (State)(Promotion Authority) ARNG Promotion Selection Board

1. **Authority.** (Cite paragraph authority from NGR 600-200).
2. **General.** (This paragraph will include the time, date and location where the board will be convened; it will indicate that enclosure 1 provides administrative instructions, specific reports required, and the oath for the selection board and recorder).
3. **Method.** (The following statements will be included in this paragraph):
 - a. The "best qualified" to meet the needs of the ARNG method of selection will be used.
 - b. All soldiers who are selected for "best qualified" status must first be considered "fully qualified." In determining whether a soldier under consideration is fully qualified for promotion, selection boards should satisfy themselves that the soldier is qualified professionally and morally; has demonstrated integrity; is physically fit; and is capable of performing the duties expected is the next higher grade.

Figure 6-1, Instructions for promotions boards (continued)

4. **Guidance.** (The following statement will be included in this paragraph). Enclosure 2 contains guidance on the factors to be considered in determining professional qualifications and promotion potential. This enclosure also includes guidance for ensuring minority and female enlisted soldiers are given equal opportunity in the promotion selection process.

5. **Restrictions.** (The following statement will be included in this paragraph). Recommendations of the selection board will be marked "FOR OFFICIAL USE ONLY" and will be so considered until approved by the convening authority. Upon board adjournment, members are encouraged to familiarize other officers and enlisted soldiers with the board's procedures in general. Specific details of the proceedings pertaining to selection or nonselection of individual candidates will not be disclosed.

Instructions: This is an example of the first enclosure to the memorandum of instruction.

ADMINISTRATIVE INSTRUCTIONS

1. **Eligibility.** (The following statement will be included in this paragraph). The convening authority for the selection board will furnish the board with the names, promotion packets, and personnel records (or authenticated certified true extracts) of the soldiers to be considered. Included will be a listing of the current and projected position vacancies for which promotion candidates are to compete. All discrepancies and inconsistencies noted will be resolved by the Recorder of the board prior to the Board's commencement.

2. **Procedures.** (This paragraph will contain the board procedures as specified in NGR 600-200 and any additional procedures specified by the State).

3. **Reports.** (This paragraph will include any reports required by the State. If none, so indicate).

4. **Oaths.** (Use the oaths as state below. The President of the Board will orally administer these oaths as indicated).

a. The following oath or affirmation shall be administered to the Recorder by the President of the board:

"You _____, do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual soldiers except to proper authority."

b. The following oath or affirmation shall be administered by the Recorder to each member of the board:

"You _____, do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of soldiers and the efficiency of the ARNG, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual soldiers except to proper authority."

Figure 6-1, Instructions for promotions boards (continued)

Instructions: This is an example of the second enclosure to the Memorandum of Instruction.

GUIDANCE**1. General.**

a. It is essential that the ARNG have enlisted soldiers who are outstanding troop leaders as well as those who can provide leadership skills in other areas, such as in specialist career fields and supporting staffs and units. The board must select the best qualified soldiers and, in the process, recognize that various assignments require different strengths, techniques, and backgrounds.

b. Promotion in the ARNG is based on the Board's determination of the potential of a soldier to perform in the higher grade and duty position. The soldier's entire record should be used to determine potential and as an aid in predicting future performance in the position for which being considered. Promotion is not intended to be a reward for past performance. The determination of a soldier's potential must be based, for the most part, on the performance of duty in military specialty(ies) as reflected in official records before the board. The board must consider proficiency in performance and not be influenced unduly by diversity of assignments or the level at which duties are performed. Army assignment philosophy today is predicated on the belief that all assignments are important assignments.

c. Additional specific qualifications necessary for promotion should not be prescribed by the board. Accordingly, no single factor should be allowed to become overriding; however, nonselection may properly be based on a major disciplinary action, relief for cause, demonstrated cowardice or lack of integrity, moral turpitude, or professional ineptitude. The principal criterion must be the potential of the soldier for outstanding service in the next higher grade and position vacancy. This determination must be made by placing the greatest emphasis on a soldier's more recent performance in his or her specialties. The board must take into account that relatively junior soldiers should be expected to make honest mistakes from which they learn and improve their performance.

d. No evaluation of demonstrated professionalism or potential for future service can be complete or objective without a review of the entire record. An isolated example of excellence or mediocrity should not be used as the sole determinant for selection or nonselection.

2. Minority Enlisted Soldiers and Female Enlisted Soldiers. The ARNG is firmly committed to a plan of affirmative action that is intended to provide equal opportunity for minority enlisted soldiers and female enlisted soldiers in all facets of career progression and assignment utilization. The affirmative action goal of the board is to achieve a percentage of minority and female selections comparable to the overall selection rate for the total number of enlisted soldiers considered. In evaluating the records of minority and female enlisted soldiers, the board should be aware that past personal and institutional discrimination may have operated to the disadvantage of some minority and female enlisted soldiers. Prior to adjournment, the board must review the extent to which these goals are met and report reasons for deviations to the after-action report.

3. Derogatory Information. The weight to be given information must be determined by the collective judgment of the board. Care must be taken not to unduly penalize enlisted soldiers who have had early exposure to heavy responsibilities and the inherent opportunity to make mistakes through honest but misguided effort. Accordingly, EERs and other documents require careful consideration along with the type of assignment held, and the board must make its recommendations based on an evaluation of the entire record.

Figure 6-1, Instructions for promotions boards (continued)

4. **Prior Nonselection.** The fact that a soldier was not selected by a prior board is not to be considered reason for nonselection by a subsequent board. The soldier may have been fully qualified, but not selected for a position vacancy due to preference of another more qualified candidate. The Board must form its own independent evaluation on the basis of the soldier's record as compared to all those considered for promotion.
5. **Physical Conditioning and Weight Control.** ARNG policy requires every soldier be physically fit regardless of age or duty assignment. Weight control and physical appearance are important indicators of fitness. Accordingly, general physical condition and compliance with the weight control policies of AR 600-9 will be considered by the Board in evaluating potential for future service in the ARNG in a higher grade and duty position.
6. **Medical Profiles.** The Board must recognize that waivers can be granted to soldiers with certain medical profiles, and that some soldiers have partial disabilities that may be the result of disease, wound, or injury, but do not necessarily interfere with performance of duty. The fact that a soldier has been continued on IDT or AGR status indicates that the minimum medical qualifications required for assignment to any position commensurate with grade, specialty and profile limitations have been met. In case of doubt, the Board should bring the matter to the attention of the State Surgeon General for a recommendation concerning the soldier's qualifications. The soldier's health and dental records will not be presented to a selection board.
7. **Direct Combat Probability Code (DCPC) Policy.** The board should be aware that as directed by Headquarters, Department of the Army, some female soldiers may have been reclassified and/or reassigned as a result of the Direct Combat Probability Code policy and should not be penalized as a result of that action.

Figure 6-1, Instructions for promotion boards

1 February 1990

C3, NGR 600-200

EXAMPLE OF PROMOTION BOARD MEMORANDUM

LETTERHEAD

S: SUSPENSE DATE

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Report of Enlisted Promotion Board Memorandum

1. Reference (cite the document appointing the board).
2. The Board, acting under oath and having in view the special fitness of soldiers and the efficiency of the Army National Guard, has carefully reviewed the case of every soldier submitted to it for consideration as specified in the memorandum of instruction. The recommendation of the majority of the Board is indicated below.

3. The following soldier(s) is/are selected as "best qualified" for promotion:

<u>NAME</u>	<u>UNIT</u>	<u>MOS SEL</u>	<u>GR SEL</u>	<u>DOR</u>	<u>DATE SEL</u>

4. The following soldier(s) were considered, but not selected:

<u>NAME</u>	<u>UNIT</u>	<u>MOS</u>	<u>DATE CONSIDERED</u>

(OPTIONAL PARAGRAPH)

AUTHORITY LINE:

Encl

SIGNATURE BLOCK

DISTRIBUTION:

Figure 6-2, Report of Enlisted Promotion Board Memorandum

