



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

JAN 04 2010

ARNG-HRH

MEMORANDUM FOR Military Personnel Management Officers of All States, Puerto Rico, Guam, the U.S. Virgin Islands, and the District of Columbia

SUBJECT: Prescribing Directive for National Guard Bureau Promotion Worksheets

1. References:

- a. Army Regulation 600-8-19, Enlisted Promotions and Reductions, 2 Feb 15.
 - b. National Guard Regulation 600-200, Enlisted Personnel Management, 31 Jul 09.
2. This prescribing directive authorizes the use of the below mentioned National Guard Bureau (NGB) forms governing the enlisted promotion system under the new Select, Train, Educate, and Promote methodology. This directive was required based on the Army regulation outlined in reference 1a, and can only reference the NGB forms below.
- a. NGB Form 4100-1-R-E, Army National Guard Enlisted Promotion Point Worksheet Sergeant/Staff Sergeant Boards, dated 17 Dec 15.
 - b. NGB Form 4100-1A-R-E, Army National Guard Enlisted Promotion Point Worksheet, Sergeant Boards, dated 17 Dec 15.
 - c. NGB Form 4100-1B-R-E, Army National Guard Senior Enlisted Worksheet, Staff Sergeant through Sergeant Major Boards, dated 17 Dec 15.
 - d. NGB Form 4101-1-R-E, Army National Guard Enlisted Promotion Appraisal Worksheet, dated 20 Oct 10.
3. States will continue to follow the point calculations outlined in reference 1a, chapter 7 for Junior Enlisted Boards.
4. The revised NGB forms outlined above will be prescribed in the next release of reference 1b.
5. The point of contact is MAJ Christopher Hyde, Chief, Enlisted Policy Branch, 703-607-3296, DSN 327-3296, or christopher.j.hyde.mil@mail.mil.

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