

2011 DRAFT

MEMORANDUM of INSTRUCTION (MOI)

TURN-IN POLICY FOR EPS PACKETS (SPC-MSG)

I. POLICY. This Memorandum for Record (MOI) will establish the policy and procedures for the LAARNG Enlisted Promotion System (EPS) in areas of completing the NGB Form 4100-1-R-E and NGB Form 4101-R-E for the LAARNG Soldiers from the ranks of Specialist (SPC) through Master Sergeant (MSG).

II. REFERENCES

a.. Chapter 7, AR 600-8-19, Enlisted Promotion and Reduction of ARNG Personnel, dated 30 APR 10. This chapter supersedes the NGR (AR) Reg 600-200, Implementing Draft, and Enlisted Personnel Management, dated 1 Feb 2005.

b. NGP (AR) 25-10, Standard Installation/Division Personnel System - Army National Guard (SIDPERS-ARNG), Data Element Dictionary, dated 1 April 2005.

III. ADMINISTRATIVE PROCESSES

Units will adhere to the turn in dates listed. Turn in will be at the Garrison Command but the exact room is TBD. Units need to plan to be available for the entire time scheduled. Attendance is mandatory for the Battalion/Task Force PSNCO. Due to travel and lodging constraints, it is up to that unit if additional personnel will attend. Each unit will make all arrangements for travel and lodging. This is a 100% turn in of all packets!!!! The 256 IBCT S1 section will account for and carry all packets back to home station in preparation for the J1 turn in schedule for sometime in February. The 256 IBCT section is planning on having ATTRS access to eliminate any NCOES problems or confusions.

It is the Rear Detachment's responsibility to ensure their rear detachment packets are accounted for and turned in. Please provide them all necessary guidance needed to ensure they are successful. PSNCOs will report to Lafayette on a date to be published later to complete turn in. More specific guidance will be published later once it is received from J1.

As of 2 Sep 10, we have received approximately 90% of all NGB 4100-1-R-E for FWD and RD and 256 IBCT S1 section has requested the missing ones. Units do not have to request any 4100s as of now. Once we have received everything in then units will be able to verify by name tag what they have or is missing. For units on Camp Victory, the 4100s, Appraisal Sheet, TI schedule and MOI have been posted on the victory public server [\victory\Public](#) under USF-I units, 256 IBCT, S1 folder. There is also a DMD spreadsheet with the UIC column where the 4100s can be found. As we all know the 4100s were published by Sidpers and not by current task organization. This is for units to be able to find the 4100s easily. Rear Detachment may or may not already have all their necessary EPS materials and 4100s, so FWD units will assist and provide them what they need to be successful.

PROMOTION ELIGIBILITY ROSTER (PER) PERs have not been published as of this date.

a. The PER is an accountability document designed to identify all eligible Soldiers for the next year's promotion list. Every enlisted Soldier in the unit must be accounted for, even though they may not be eligible for EPS. **A signed 4100-1-R-E will be turned in on all Soldiers regardless of their eligibility. Soldiers not eligible for EPS will turn in a signed 4100-1-R-E acknowledging they understand the reason why they are not eligible to be on the promotion list. Soldier will initial in Verification Section next to their non-eligibility reason and sign the NGB 4100-1-R-E. This is being done to eliminate Soldiers coming back once the list is published and saving they were not aware.**

b. Units will ensure that all enlisted Soldiers assigned or attached to the unit are accounted for on each PER (one PER will be published for each rank). They will be generated and distributed along with NGB Form 4100-1-R-E so sufficient time for review and correction of these forms can be accomplished. After the units have reviewed the PER and the NGB Form 4100-1-R-Es and they find a Soldier missing off of their roster, the unit will add the Soldier at the bottom of the PER and contact J1-PE as soon as possible so a NGB Form 4100-1-R-E can be sent to the unit. **DO NOT** wait until a week before the turn-in to request a NGB Form 4100-1-R-E. That request will be denied.

c. **Soldiers must meet all eligibility criteria as of 31 Dec 10 to be considered for EPS.**

d. The following remarks will be used to identify Soldiers **NOT eligible for promotion on the signed 4100-1-R-E.** **Being MOSQ is not in effect this year just as it was last year. Soldier will not be kept off the list for not being MOSQ.** These remarks will be placed next to the Soldier's name:

(1) **TIG** - The Soldier does not have the minimum time in grade requirements for consideration to the next grade.

	Needs a DOR	And a PEBD	Cumulative
<u>This Grade</u>	<u>Before</u>	<u>Before</u>	<u>Enlisted Service</u>
E5	30 Jun 10	N/A	N/A
E6	30 Apr 10	N/A	N/A
E7	31 Jan 10	1 Jan 02	N/A
E8	31 Dec 09	1 Jan 98	8 years
E9	31 Oct 09	1 Jan 95	10 years

(2) **TIS** - The Soldier does not have the minimum time in service requirements for consideration to the next grade.

(3) **CDT** - The Soldier is currently in the ROTC/OCS/WOC program and is not eligible.

(4) **ETS** - The Soldier has ETS'd or has indicated that he/she will ETS before the scheduled turn-in. **(Soldier also needs to decline promotion if they intend to ETS).**

(5) **IST** - The Soldier has a valid IST worksheet submitted to Recruiting & Retention. A copy of the IST worksheet must be attached to the PER.

(6) **REDUCED** - The Soldier was reduced for misconduct or inefficiency, prior to the printing of the PER, and does not meet TIG requirements. A copy of the reduction order must be attached to the PER.

(7) **BAR** - The Soldier is currently barred from re-enlistment and, therefore, does not meet consideration requirements.

(7a) FLAG- EPS packets must be done for all Soldiers who are flagged.

(7b) MEDICAL-EPS packets must be done for all Soldiers who currently coded 999M in Sidpers or currently receiving medical care.

(8) **NCOES** - The Soldier has not completed all phases of the required NCOES course required for his/her current grade. *** Soldiers with a DOR of 1 Oct 92 or earlier are considered NCOES qualified for their current grade, except the Sergeants Major Course, which requires ANCOC credit to attend. These Soldiers will not be granted credit, in SIDPERS on any other formal record, for courses not actually or constructively completed. Points will not be awarded or credited for Soldiers who meet this criterion. (Units must be 100% sure of Soldiers not eligible because of NCOES. ATTRS will be used for turn in to verify and packets will not be accepted if DA 1059s are missing. Once a Soldier initials in the NCOES block for verification and signs the NGB 4100-1-R-E there will no exceptions once the list is published). Not only does the DA 1059 need to be attached to the packet but units need to also send to Sidpers for updating.**

(9) **DISCHARGED** - The Soldier has been discharged and orders have been received, but the Soldier has not been dropped from SIDPERS. A copy of the discharge order must be attached to the 4100.

(10) **CIVILIAN ED** - The Soldier does not currently meet the minimum civilian education requirements needed for consideration. The minimum civilian education requirement is a high school diploma or an equivalency. **(There are hundreds of Soldiers showing no high school diploma in Sidpers which makes them not eligible. Units need to verify their Soldiers, send high school diplomas to Sidpers and also attach a copy with the NGB 4100-1-R-E.**

(11) **COMMAND REMOVAL** - The commander is preventing the Soldier from being considered (i.e., a Soldier is a continuing AWOL problem, has UCMJ action against him/her, or does not possess the qualities necessary for advancement, etc). See Chapter 7, paragraph 7-44 and paragraph 7-55f, for policy regarding this action. Supporting documentation (i.e. DA Form 4856, Developmental Counseling Form), signed by the appropriate authority **must** be attached to justify this remark. **(Units need to ensure their leadership knows of this option. This is a great tool to keep non-deserving Soldiers off the list but is permanent. Once a Soldier is coded as CMD Removal it cannot be changed for the EPS year).**

e. Losing units are responsible for including on their PERs, and the submission of their promotion packets, the names of those Soldiers who have been reassigned, or who will be reassigned, to another unit with an effective date of on or after 31 Dec of the current year.

f. After completion, units will process the PER and NGB Form 4100-1-R-E and NGB Form 4101-1-R-E IAW Chapter 7, paragraph 7-45 and paragraph 7-46, and will submit all these documents (PER, NGB Form 4100-1-R-E and the NGB Form 4101-1-R-E) to J1-PE during their designated turn-in.

g. Units will, immediately prior to annual turn-in, request a new PER and use it to verify the current eligibility status of their personnel. They will ensure that documentation is provided on all Soldiers for which packets are not or will not be submitted (i.e., if a Soldier is pending IST, a copy of the IST worksheet will be attached to the PER; a Soldier who was recently barred will have a copy of the bar attached, etc.) **(No action required from units).**

NGB FORM 4100-1-R-E

a. The NGB Form 4100-1-R-E will be processed at unit level IAW Chapter 7, All NGB Form 4100-1-R-Es will be turned in at the same time as the PERs are turned in.

b. In the event changes must be made to the NGB Form 4100-1-R-E, **the changes will be done in red ink and the documentation supporting the change must be attached. In the event of a change to Resident Training weeks, Self-development Courses hours and/or Post-secondary semester hours, **all previous** documentation must be submitted that justifies the current, total score (i.e., changing correspondence courses from 75 to 100 hours would require certificates showing all hours awarded, not just the certificates proving the 25 point difference). Additional guidelines are: **CORRECTIONS WILL BE MADE WITH RED INK AND NOT IN WORD. UNITS WILL NOT TYPE OVER OR STRIKE OUT ANYTHING ON ORIGINAL 4100-1-R-E.****

(1) Awards. See Appendix A for a list of all Federal and State Military Decorations and Awards that are creditable for promotion points. Any other awards that are not listed have a "zero" promotion point value. Enter the appropriate data code for each award.

(2) Training and Education Data. **(Guidance listed in Figure 7-6 of AR 600-8-19 WQ, Resident training, APFT, and Self Development Courses and Post Secondary hours)**

(a) Weapons Qualification: Enter the date of weapons qualification and the appropriate qualification level data code. **(Weapons qualification must be within two years of the last board) Rosters are highly encouraged instead of individual score sheets; individual score sheets will be accepted though. Rosters must include: UIC, NAME, RANK, LAST 5, DATE TAKEN, Marksman; Sharpshooter; Expert. Rosters must have commander signature block. We will not use Point per Bullet scoring. As in previous years- M=25, SS=50, E=75.**

(b) Resident Training: Enter the number of full (5 day or 40 hour) weeks of resident training. Any resident training

that is less than 5 days or 40 hours will not be counted.

(c) APFT Score: Enter the date, result and total score of the Soldier's latest APFT (**not more than 18 months for M-Day Soldiers and not more than 8 months for AGR Soldiers**).

(d) Self-development Courses: Enter the number of qualifying course completion certificates and total hours of correspondence courses completed. The automated printout from the official ACCP website (http://www.aimsrdl.atsc.army.mil/secured/accp_top.htm) can be used for point's verification and will be accepted. **The ACCP history print out is high recommended and is best way to ensure all hours are awarded.**

(e) Post-secondary semester hours: Enter the total number of creditable post-secondary hours (Earned Credit Hours) from **official transcripts** accepted by a college or university listed in the Accredited Institutions of Post-secondary Education, which is published annually by the American Council on Education (ACE). Do not use quarter hours. They must be converted to semester hours. If a school submits classroom or clock hours, they must be converted to semester hours (16 classroom or clock hours equal one semester hour). **Conversion is in Figure 7-6.**

(3) Verification. **All NGB 4100-1-R-E will have the mandatory text box located in Appendix G. It is placed in Section IV Verification and 4100s will not be accepted without this section completed.**

(a) Soldiers accepting consideration for military education and promotion:

1. **For their current unit only, Soldier will place an "X" in the "I DO" box and in the CURRENT UNIT ONLY BLOCK. If the Soldier selects unit only, he/she will only compete in the individual UIC, this will NOT include parent company's detachments.**

2. **For their current unit and Battalion only, Soldier will place an "X" in the "I DO" box. The Soldier will also place an "X" in the Battalion area.**

3. **For their current unit and any other selected area(s) in the state will place an "X" in the "I DO" box. The Soldier will also place an "X" in the appropriate area(s) for which they want to be considered (See Appendix B for Areas of Consideration).**

4. **In their current unit and all other areas within the state will place an "X" in the "I DO" box and in area "N". Soldiers in the grades of E4 cannot choose the entire state as an option. These Soldiers are free to choose any other combination of areas. Do not allow the Soldier to pick areas A-M. If that happens, then all the areas will be deleted and that Soldier will only compete in his unit.**

5. **By requesting consideration in areas other than their current unit, Soldiers acknowledge that they may be selected for a position outside of normal commuting distance. If a Soldier accepts a position that is outside of normal commuting distance, he/she knowingly waives this requirement and accepts full responsibility for all transportation and lodging costs associated with attendance of all scheduled training.**

(b) Soldiers declining consideration for military education and promotion will place an "X" in the "I DO NOT" box. **If a Soldier declines to be put on the enlisted promotion list then they are not eligible for any promotion actions during the current EPS list.**

(c) Placing an "X" in either the "I DO" or "I DO NOT" box indicates that the Soldier has verified the information, in Sections I through III of the NGB Form 4100-1-R-E, is accurate.

(d) The Soldier must sign and date the form. The Soldier's signature indicates that he/she has been appropriately counseled on what effects their decision will have. **Commanders have the authority to sign and date the NGB Form 4100-1-R-E on the Soldier's behalf only when the Soldier is absent from the time the NGB Form 4100-1-R-E is issued to the unit until the unit is scheduled for turn in. This should only be done in circumstances like a Soldier receiving medical care at another military installation. In those cases every attempt should be made to contact the Soldier to review their 4100-1-R-E. In addition, commanders will attach to the NGB Form 4100-1-R-E a memorandum, along with justification, explaining why the Soldier was absent and unable to sign the form. This is to be used as a last resort only. A**

commander will **not** sign for Soldiers just because that Soldier was not present at the drill when he/she was to sign the NGB Form 4100-1-R-E. Packets not signed **will not** be accepted.

(4) Appraisal. **The NGB Form 4100-1-R-E, for E4 through E6 only, will contain a minimum of four and a maximum of five leader appraisals. For Soldiers affected by transition, 2 appraisals will be done by previous unit and 2 will be done by current task organization unit.**

(5) Total Score and Verification. **The total scores from the five sections will be totaled here. It will be signed and dated by the designated personnel managers (Recorder and Verifier), ensuring correctness and completeness. Packets not signed will not be accepted. Packets submitted with a Soldier's centralized board packet will be signed and dated as per this paragraph. Even though the appraisal scores are not completed, these signatures verify that all other information on the form is correct. For Centralized Board packets, the Recorder and Verifier will sign the 4100-1-R-E but will not put a total since the appraisals are done at state level.**

c. Once the NGB Form 4100-1-R-E Worksheet has been printed, and the Soldier has made corrections, a new worksheet will **not** be reprinted with the new data. The original worksheet, with the red-marked corrections will be turned in along with all supporting documentation. **CORRECTIONS WILL BE MADE WITH RED INK AND NOT IN WORD. UNITS WILL NOT TYPE OVER OR STRIKE OUT ANYTHING ON ORIGINAL 4100-1-R-E.**

d. If it is determined that a Soldier or unit has knowingly falsified documents or entries, the Staff Judge Advocate will be contacted and the case referred to initiate disciplinary action.

NGB FORM 4101-1-R

a. Will be completed on all Soldiers, **E4 through E6 only**, who accepted consideration for military education and promotion (i.e.; those Soldiers who placed an "X" in the "I DO"). Soldiers in the ranks of E7 through E8 will have their NGB Forms 4101-1-R completed by the Centralized Board. **The NGB Form 4100-1-R-E, for E4 through E6 only, will contain a minimum of four and a maximum of five leader appraisals. For Soldiers affected by transition, 2 appraisals will be done by previous unit and 2 will be done by current task organization unit**

b. Either a centralized or de-centralized board will evaluate Soldiers, consisting of four or five evaluators from the Soldier's Leadership Chain (Chain of Command and NCO Support Channel). If more than three evaluations are conducted on one particular Soldier, the same standard must be applied to all Soldiers in the same grade in that unit.(i.e., a unit has an E4 board with five evaluators, then all the E4's should have five scores)

c. Soldiers will be evaluated on their past performance and on their future leadership potential. **(As in previous years, units need to be prepared to provide written documentation if asked for Soldiers rated over 320 and less than 200. This memorandum is not needed for turn in but needs to be available if requested).**

(1) When evaluating NCOs, the leaders should determine how they should rate the Soldier, based on their Noncommissioned Officer Evaluation Reports (NCOERs) in the same areas. The leader should not give, and a rated Soldier should not expect, a high score on the appraisal, when a **SUCCESS** or **NEEDS IMPROVEMENT** rating was given on a recent NCOER.

(2) When evaluating SPCs, the leaders should use available counseling statements and personal observation to determine the Soldiers' scores. Leaders are encouraged to utilize other documents, such as the soldiers DA Form 2-1, DA Form 705, DA Form 1059 and Letters of Appreciation/Commendation.

(3) Evaluators will not discuss their scoring methods or specific Soldier scores with anyone, including the rated Soldier. However, the leader may explain how the Soldier placed among his/her peers and may discuss some of the factors that may have affected their standing.

d. The NGB Form 4101-1-R-E will be signed and dated by the evaluator and will be turned in with the NGB Form 4100-1-R-E to J1-PE.

CENTRALIZED BOARD

a. The centralized board will be conducted by the President of the Board, the State Enlisted Advisor (SEA), on all eligible E7's and E8's. These boards will include representatives of each MACOM and will be convened on call of the President of the Board.

b. In addition to the NGB Form 4100-1-R-E packet for all eligible Soldiers who requested consideration, a Centralized Board packet will be turned into J1-PE. Packets will consist of a manila or brown folder and be properly labeled with the soldiers rank, name, and social security number (Rank, Last, First, MI, SSN) affixed to the tab at the left-hand side and the soldiers unit affixed to the right-hand side of the folder. Documents will be affixed to the folder utilizing a **paper fastener** on both the right and left side. Stapling, paper clipping or using 'clams' to attach documents to the folders is **not** authorized. **5 blank appraisal score sheets with Soldiers administrative data filled out will be placed loosely inside packet. Battalion Command Sergeant Majors who want to recommend any eligible E7 or E8 for First Sergeant or any eligible E8 for CSM must provide a recommendation memorandum in the packet. No recommendations are necessary for just being placed on the MSG or SGM list. Digital copies of these recommendations will be sent to MSG Daigle and SSG Milton to assist in preparing CSM Wagner's recommendation memorandum.**

c. This board packet will be the only material provided to the board, so it is imperative that it be as complete as possible. The board will award evaluation points, based on the quality of the Soldier's past performance and future leadership ability. Packets will include, and are limited to, the following documents **only**:

(1) Official military photograph (reference AR 640-30), in **Class A / Dress** uniform with awards, taken within 60 months of the board date. A new photograph is required when there is a major change in physical and/or uniform appearance, such as a change in weight (gain or loss), awards (Army Commendation Medal and above), and grade changes. Photographs will be placed on the inside left of the folder (top most document). **If no official photo, one taken in ACU will be accepted. This photo must include the standard name plate on top left with Last, First, MI, SSN, date, and MOS.**

(2) Centralized board packet checklist signed by the Soldier, 1SG, BN CSM, and the MACOM CSM (**not** a designated representative), verifying the packet has been reviewed for accuracy and content. (See Appendix C for the checklist). Packets without any of the four mentioned signatures on the checklist **will not** be accepted. The checklist will be placed directly behind the photograph on the left-hand side of the folder. The checklist in Appendix C is the only version of the checklist that will be used. No previous versions of the checklist will be used.

(3) A certified copy of DA Form 2-1 (Personnel Qualification Record - Part II), **reviewed and signed by the Soldier must be within one year of the board date.** The DA Form 2-1 will be placed on the inside right of the folder (top document). **(The DA Form 2-1 needs to be typed and completely up to date to include all mobilization entries).**

(4) A current height and weight statement (see Appendix D), along with a copy of the Soldiers DA Form 5500-R /5501-R (Body Fat Content Worksheet) if required, dated within the last **six** months of the board date and signed by the unit commander. The statement and the DA Form 5501-R/5500-R will be placed on the right directly behind the DA Form 2-1. Unit rosters are **not** authorized. **A height weight statement is needed on every Soldier not only those who require a DA Form 5500-R/5501-R.**

(5) Copies of the last three current DA Form 2166-8 (NCO Evaluation Report [NCOER]). The NCOERs will be placed, in date order, with the most recent date on top, directly behind the height and weight statement or the DA Form 5501-R/5500-R. **It is recommended The NCOER be copied with military flip. If not, make sure all NCOERs are the same and not mismatched. A memorandum is needed if any are missing.**

(6) A **certified copy** of the DA Form 705 (Army Physical Fitness Test Score card) which reflects the last "three" record physical fitness tests (which will include a current test). Attached to the DA Form 705 will be a copy of the soldier's temporary or permanent profile (DA Form 3349 [Physical Profile]), if applicable. The DA Form 705, with attached DA Form 3349, will be placed directly behind the NCOERs. **A memorandum is needed if all three are not available.**

(7) A copy of the latest DA Form 1059 (Service School Academic Evaluation Report) for the last NCOES course completed. The DA Form 1059 will be placed directly behind the DA Form 705.

(8) Copies of Letters of Commendation/ Appreciation dated **after** the last board. The letters will be in date order, with the most recent date on top, and will be placed directly behind the DA Form 1059.

d. If any document is missing or incomplete, a memorandum, signed by the commander, will be inserted in its place. This memorandum must explain the specific circumstances of why a document is missing or incomplete. **This is used as a last resort only.**

e. Soldiers whose packets will be presented before the board are ultimately responsible for the contents and quality of the packet. They are encouraged to coordinate their efforts to prepare their packets with their unit personnel.

f. J1-PE reserves the authority to not accept any packet that does not conform to these directives. All packets returned will be noted. If corrections are not made and/or the packet not accepted before the cutoff date, will not be on the current EPS list.

DECENTRALIZED BOARDS

All unit-level decentralized boards at the MACOM/BN/CO level will be conducted in accordance with all supporting policies and regulations. These boards should be conducted by meeting as a formal board.

ANNUAL TURN-IN

a. Units will submit all eligible E4 through E8 packets during their authorized scheduled turn-in period. The schedule will be sent out with the PER and NGB Form 4100-1-R-Es. Packets that are missing signatures will be returned without action. The E4 through E6 packets with missing documents will be accepted. The E7 and E8 packets with missing documents will not be accepted and returned to the unit. The discrepancies will be recorded and reported back to the SEA, BN CSM and MACOM CSM.

b. **All supporting documentation will be submitted at the time of turn-in. Items on the NGB Form 4100-1-R-E that have been changed, but no documentation is provided, will be changed back to the original entry.**

APPROVED PROMOTION LIST

a. The Approved Promotion List (APL) is a listing of eligible Soldiers used by J1-PE to fill authorized unit vacancies. This list is valid for the current calendar year only (1 Apr to 31 Mar). **All Soldiers will be listed under their current PMOS and not DMOS. Soldiers can only be on the list under one MOS.**

b. The APL will be published by J1-PE for each grade, in order by MOS, ranked from highest to lowest score, for promotion consideration. When two or more Soldiers are on the same promotion list and have the same number of promotion points, precedence will be determined by:

- (1) According to DOR.
- (2) By length of total active service, when dates of rank are the same.
- (3) By DOB, when 1 and 2 are the same.

c. The current APL will supersede the previous APL upon publication. All APLs will be destroyed upon being superseded.

d. Challenges to the APL must be forwarded in writing through channels to J1-PE within three months of the APL being published. The official list is published on 1 April of each year. All challenges after 1 August will be returned without action.

MODIFYING THE APL

Once the Approved Promotion List is published, a Soldier can request to change their Areas of Consideration at any time (see Appendix F). This allows Soldiers who have changed their home of record to be considered in their new area.

ACCESS TO EPS MATERIALS

a. Soldiers shall be given access to all related Enlisted Promotion System(EPS) materials maintained at the unit level, except completed NGB Form 4101-1-R-Es. Units are responsible for keeping copies of **all** EPS correspondence, in their unit files.

b. Access to official J1-PE EPS materials and database is restricted to authorized personnel only. Soldiers that require copies of EPS materials should contact their unit.

APPENDIX A

POINT VALUES FOR FEDERAL DECORATIONS/AWARDS

<u>POINT VALUE</u>	<u>DECORATION/AWARD</u>	<u>SIDPERS ACRONYM</u>
35	Medal of Honor (Army, Navy, Air Force Marine Corps)	MILDECMH
35	Distinguished Service Cross	MILDECDX
35	Navy Cross	MILDECNX
35	Air Force Cross	MILDECFC
35	Defense Distinguished Service Medal	MILDECDS
35	Distinguished Service Medal (Army, Navy, Air Force, Coast Guard)	MILDECDM
35	Silver Star	MILDECSS
35	Defense Superior Service Medal	MILDECSU
35	Legion of Merit	MILDECLM
35	Distinguished Flying Cross	MILDECDF
35	Soldier's Medal	MILDECMS
30	Navy and Marine Corps Medal	MILDECNM
30	Airman's Medal	MILDECAM
30	Coast Guard Medal	MILDECCG
30	Bronze Star Medal	MILDECBS
25	Purple Heart	MILDECPH
25	Defense Meritorious Service Medal	MILDECMR
25	Meritorious Service Medal	MILDECMM
20	Air Medal	MILDECAS
20	Joint Service Commendation Medal	MILDECJS
20	Army Commendation Medal	MILDECCA
20	Navy Commendation Medal	MILDECCN
20	Air Force Commendation Medal	MILDECCF
20	Coast Guard Commendation Medal	MILDECCC
20	Coast Guard Meritorious Team Commendation Ribbon	MILDECCH
15	Joint Service Achievement Medal	MILDECJA
15	Army Achievement Medal	MILDECMA
15	Navy Achievement Medal	MILDECNA
15	Air Force Achievement Medal	MILDECAC
15	Coast Guard Achievement Medal	MILDECGA
15	Air Force Aerial Achievement Medal	MILDECCE
12	Global War on Terrorism Expeditionary Medal	CASAWDTE
12	Iraqi Campaign Medal	CASAWDIR
12	Afghanistan Campaign Medal	CASAWDAI
10	Prisoner of War Medal	CASAWDPW
10	Combat Infantryman Badge	CBTSPBCI
10	Expert Infantryman Badge	CBTSPBEI
10	Combat Medical Badge	CBTSPBCM
10	Expert Field Medical Badge	CBTSPBEM
10	Combat Action Bade	CBTSPBCA
05	Driver and Mechanic Badge	CBTSPBDM
05	Guard, Tomb of the Unknown Soldier Identification Badge	IDETBDUS
05	Kosovo Campaign Medal	CASAWDKO
05	Campaign Stars to Service Medals: Armed Forces Expeditionary Medal	CASAWDAE
	Korean Service Medal	CASAWDKS
	Vietnam Service Medal	CASAWDVS
	Southwest Asia Service Medal	CASAWDSW

POINT VALUES FOR STATE DECORATIONS/AWARDS

35	Medal of Honor	LAMEDHON
35	Distinguished Service Cross	LADISTSC
35	Distinguished Service Medal	LADISTSM
35	Legion of Merit	LALEGMER
35	Cross of Merit	LACROMER
20	Commendation Medal	LACOMMED
15	Achievement Medal	LAACHMED

APPENDIX B

AREAS OF CONSIDERATION

<u>Area</u>	<u>Unit</u>	<u>Location</u>
A	HHD 165th CSS BN	BOSSIER CITY
A	156TH ARMY BAND	BOSSIER CITY
A	HHT 2-108 TH CAV	SHREVEPORT
A	B TRP, 2-108 TH CAV	SHREVEPORT
A	CO D, 199 TH SPT BN	SHREVEPORT
A	DET 1, 1083D TRANS CO	VIVIAN
A	DET 2, 1022 ND EN CO, VE	BOSSIER CITY
A	DET 1, 139 TH ESC	BOSSIER CITY
B	1083D TRANS CO (-)	DOYLINE
B	DET 1, 921 EN CO, HO	FARMERVILLE
B	DET 2, CO A (-) 199TH SPT BN	JONESBORO
B	HSC 527TH ENGR BN	RUSTON
B	FSC 527 TH ENGR BN	RUSTON
B	DET 1, 1022 ND EN CO, VE	RUSTON
B	DET 1, 844 TH EN CO, HO	RUSTON
B	39 TH MP CO	MINDEN
B	HQ 199 Reg Ldr Tng Bde	MINDEN
C	DET 1, 1023 RD EN CO, VE	BASTROP
C	DET 1, 39 TH MP CO	DELHI
C	HSC 528TH ENGR BN	MONROE
C	FSC 528 TH ENGR BN	MONROE
C	832 ND EN TM, ASPHALT	MONROE
C	830 TH EN TM, CONCRE	MONROE
C	1023 RD EN CO, VE	OAK GROVE
C	DET 2, 921 ST EN CO, HO	OAK GROVE
C	DET 2, 844 TH EN CO, VE	WEST MONROE
C	1022 ND EN CO, VE	WEST MONROE
D	DET 1 CO A 199TH SPT BN	COLFAX
D	TRP C, 2-108 TH CAV	COUSHATTA
D	CO A 3-156 TH INF	FT POLK
D	TRP A, 2-108 TH CAV	NATCHITOCHE
D	CO A (-) 199TH SPT BN	WINNFIELD
E	DET 2, 1023 RD EN CO, VE	CLARKS
E	1087TH TRANS CO (-)	JENA
E	DET 1, 1087TH TRANS CO	JONESVILLE
E	DET 1 1086TH TRANS CO	VIDALIA
E	921 ST EN CO, HO	WINNSBORO
F	HHC 199TH SPT BN	ALEXANDRIA
F	CO B 199TH SPT BN	ALEXANDRIA
F	1086TH TRANS CO (-)	BUNKIE
F	1020 EN CO, VE	MARKSVILLE

F	DET 1, 1020 TH EN CO, VE	PINEVILLE
F	DET 1 CO B 3/156TH INF	OAKDALE
F	TRAINING SITE - LA	PINEVILLE
F	812TH MED CO (AIR AMBL)	PINEVILLE
F	DET 1, 3673D MAINT CO	PINEVILLE
F	HHD 773D MP BN	PINEVILLE
F	139TH RSG	PINEVILLE
F	DET 2, CO B 248 ASB	PINEVILLE
F	LA MED DET	PINEVILLE
F	HHC, 225TH ENGR GP	PINEVILLE
F	831 EN TM, SV	PINEVILLE
F	844 TH EN CO, HO	PINEVILLE
F	CO B (-) 3/156TH INF	PINEVILLE
F	DET 1, 199TH REG, RSP	PINEVILLE
F	2228 TH MP CO (-)	PINEVILLE
F	DET 1, CO C, 1-134 S&S BN	PINEVILLE
F	DET 1, CO B, 1/244 TH AVN	PINEVILLE
F	DET 1 CO C 1-114TH AVN BN	PINEVILLE
G	DET 1, HHC 3-156 TH	DEQUINCY
G	DET 1, CO F, 199 TH SPT	DEQUINCY
G	DET 1 CO A 3/156TH INF	DERIDDER
G	DET 1 CO C 3/156TH INF	JENNINGS
G	DET 1, 2228 TH MP CO	LAKE CHARLES
G	HHC 3/156TH INF	LAKE CHARLES
G	CO F, 199 TH SPT	LAKE CHARLES
H	CO C 3/156TH INF	CROWLEY
H	HHC 256TH INF BDE	LAFAYETTE
H	DET 1, HHC 256 TH BSTB	LAFAYETTE
H	CO B, 256 TH BSTB	LAFAYETTE
H	CO C , 256 TH BSTB	LAFAYETTE
H	CO D, 3-156 TH INF	OPELOUSAS
H	DET 2, 1086TH TRANS CO	VILLE PLATTE
I	HHC (-) 2/156TH INF	ABBEVILLE
I	DET 1, CO E 199 TH SPT	ABBEVILLE
I	CO A 2/156TH INF	BREAUX BRIDGE
I	DET 1 CO B 2/156TH IFN	FRANKLIN
I	DET 1 HHC 2/156TH INF	JEANERETTE
I	CO E, 199 TH SPT	JEANERETTE
I	CO B (-) 2/156TH INF	NEW IBERIA
I	CO C 199TH SPT BN	ST MARTINVILLE
J	HSC 415TH MI BN	CARVILLE
J	CO A 415TH MI BN	CARVILLE
J	DET 1, CO A, 415 TH MI	CARVILLE
J	CO B 415TH MI BN	CARVILLE
J	239 TH MP CO	CARVILLE
J	756 TH MD ASMC	CARVILLE
J	62ND MIL SPT DET	CARVILLE
J	139 TH ESC	CARVILLE

J	DET 2, 1021 ST ENG CO	GONZALES
J	922 ND ENG CO, HO	GONZALES
J	CO C (-) 2/156TH INF	HOUMA
J	928 TH ENG CO SAPPER	NAPoleonVILLE
J	HHC 256 TH BSTB	PLAQUEMINE
J	DET 1, CO A , 2-156 TH INF	PLAQUEMINE
J	CO D, 2-156 TH INF	THIBODAUX
J	LOUISIANA MEDICAL CMD	CARVILLE
J	61ST TROOP COMMAND	NEW ORLEANS
K	926 TH ENG CO	BAKER
K	DET 1, 922 ENG CO, HO	BATON ROUGE
K	HSC 769TH ENGR BN	BATON ROUGE
K	FSC 769 TH ENGR	BATON ROUGE
K	927 TH EN CO, SAPPER	DENHAM SPRINGS
L	HSC (-) 205TH ENGR BN	BOGALUSA
L	1021 ST VERT EN CO	COVINGTON
L	DET 1, 843 RD HORZ ENG CO	COVINGTON
L	843 HORZ ENG CO	FRANKLINTON
L	FSC 205 TH ENGR BN	HAMMOND
L	204TH AIR TRAFFIC SVC GP	HAMMOND
L	DET 38, OSA	HAMMOND
L	HHC (-DET) 1/244TH AVN	HAMMOND
L	CO A 1/244 TH AVN	HAMMOND
L	CO B 1/244 TH AVN	HAMMOND
L	CO D 1/244TH AVN	HAMMOND
L	CO E, 1'244 TH AVN	HAMMOND
L	DET 1, 1021 ST VERT ENG CO	INDEPENDENCE
L	DET 1, 2225 MRB	SLIDELL
L	DET 1 1084 TH TRANS CO	SLIDELL
M	JFHQ-LA (-)	NEW ORLEANS
M	DET 4 JFHQ-LA	NEW ORLEANS
M	DET 1 102D PAD (MBL)	NEW ORLEANS
M	HHD 209TH PERS SVC DET	NEW ORLEANS
M	1084TH TRANS CO (-)	NEW ORLEANS
M	3673RD MAINT CO (-)	NEW ORLEANS
M	HHB 1/141ST FA	NEW ORLEANS
M	BTRY A 1/141ST FA	NEW ORLEANS
M	BTRY B 1/141ST FA	NEW ORLEANS
M	G CO, 199 TH SPT	NEW ORLEANS
M	2225TH PANEL BRIDGE CO (205 TH)	MARRERO
M	RECRUITING AND RETENTION	NEW ORLEANS
M	DET 1, 239 TH MP CO	NEW ORLEANS
N	ALL AVAILABLE UNITS	ENTIRE STATE

APPENDIX C

CENTRALIZED BOARD PACKET CHECKLIST

RANK: _____ **NAME:** _____

SSN: _____ **UNIT:** _____

1. I have reviewed this board packet for completeness and accuracy. **All** items listed below are included and are **properly** completed:

a. Official military photograph (reference AR 640-30), in **Class A/ Dress** uniform with awards, taken within 60 months of the board date. A new photograph is required when there is a major change in physical and/or uniform appearance, such as a change in weight (gain or loss), awards (Army Commendation Medal and above), and grade changes. The photograph has been placed on the inside left of the folder (top most document).

b. Centralized board packet checklist signed by the soldier, 1SG, BN CSM, and the MACOM CSM (**not** a designated representative), verifying the packet has been reviewed for accuracy and content. The checklist will be placed directly behind the photograph on the left-hand side of the folder.

c. A certified copy of DA Form 2-1 (Personnel Qualification Record - Part II), **reviewed** within one year of the board date. The DA Form 2-1 has been placed on the inside right of the folder (top document).

d. A current height and weight statement, along with a copy of the soldier's DA Form 5501-R /5500-R (Body Fat Content Worksheet) if required, dated within the last **six** months of the board date, and signed by the unit commander. The statement, and the DA Form 5501-R/5500-R, has been placed on the right directly behind the DA Form 2-1. Unit rosters are **not** authorized.

e. Copies of the **last three current** DA Form 2166-8 (NCO Evaluation Report [NCOER]). The NCOERs have been placed, in date order, with the most recent date on top, copied head to foot only, directly behind the height and weight statement or the DA Form 5501-R/5500-R.

f. A certified copy of the DA Form 705 (Army Physical Fitness Test Scorecard) which **reflects the last "three" record physical fitness tests** (which will include a current test). Attached to the DA Form 705 will be a copy of the soldier's temporary or permanent profile (DA Form 3349 [Physical Profile]), if required. The DA Form 705, with attached DA Form 3349, has been placed directly behind the NCOERs.

g. A copy of the highest completed NCOES course, DA Form 1059 (Service School Academic Evaluation Report). The DA Form 1059 will be placed directly behind the DA Form 705.

h. All copies of Letters of Commendation/Appreciation dated after the last board. The letters are in date order, with the most recent date on top, and have been placed directly behind the DA Form 1059.

2. If for any reason a document is missing or incomplete, a memorandum, signed by the commander, has been inserted in its place to specifically explain the circumstances. In addition, I also understand that these documents remain in this packet, and any other source documents needed for the NGB Fm 4100-1-R-E will be reproduced and attached to the NGB Form 4100-1-R-E.

(Name of Soldier / Date)

(Soldier's Signature)

(Name of 1SG / Date)

(1SG's Signature)

(Name of BN CSM / Date)

(BN CSM's Signature)

(Name of MACOM CSM/Date)

(MACOM CSM's Signature)

APPENDIX D

HEIGHT AND WEIGHT STATEMENT

HEADING

OFFICE SYMBOL

DATE

MEMORANDUM FOR President of the Board

SUBJECT: Height and Weight Statement

1. I certify the below listed Soldier has been weighed and taped (if required) IAW AR 600-9:

Rank/Name: SFC Thomas Cruise DOB: 07 Apr 61

Date Weighed/Taped: 15 Aug 99

Actual Weight: 181 Height: 68"

Table Weight: 179

Actual Body Fat %: 21.13%

Authorized Body Fat %: 24.00%

2. Attached is a copy of the DA Form 5501-R/5500-R as required by LAARNG Cir 600-200.

FOR THE COMMANDER:

Atch

JOHN E. DOE
CPT, AG, LAARNG
Commanding

APPENDIX E

REQUEST TO CHANGE PROMOTION LIST MOS

HEADING

OFFICE SYMBOL

DATE

MEMORANDUM FOR Office of The Adjutant General, ATTN: JFHQ-J1-PE, Jackson
Barracks, New Orleans, LA 70146-0330

SUBJECT: Request to Change Promotion List MOS

1. In accordance with para 2-11, LAARNG CIR 600-200, I request to voluntarily reclassify my MOS under the Enlisted Promotion System as follows:

NAME: Self Explanatory

SSN: 123-45-6789

RANK: Self Explanatory

UNIT: Self Explanatory

PREVIOUS LIST MOS: Self Explanatory

NEW LIST MOS: Self Explanatory

2. Explain why the Soldier requests to have his/her Promotion List MOS changed (i.e., did the soldier change his/her DMOS, etc.) and attach all supporting documentation.

3. POC this action is the undersigned at this phone number.

Soldier's Signature

GEORGE SCOTT

RANK, LAARNG

APPENDIX F

TABLE 7-3 APFT					
SCORE	POINTS	SCORE	POINTS	SCORE	POINTS
0-179	0	220-222	36	262-264	62
180-183	5	223-225	39	265-267	63
184-186	6	226-228	42	268-270	64
187-189	8	229-231	44	271-273	65
190-192	10	232-234	46	274-276	66
193-195	12	235-237	48	277-279	67
196-198	14	238-240	50	280-282	68
199-201	16	241-243	52	283-285	69
202-204	18	244-246	54	286-288	70
205-207	20	247-249	56	289-291	71
208-210	23	250-252	58	292-294	72
211-213	27	253-255	59	295-297	73
214-216	30	256-258	60	298-299	74
217-219	33	259-261	61	300	75

APPENDIX G

ENLISTED PROMOTION POINT WORKSHEET

Date Printed: 080909

(For use of this form, see NGR 600-200. The proponent agency is NGB-ARZ-HRP-E)

SECTION I - PERSONNEL SYSTEM DATA

Name: SNUFFY, JOE	SSN: 111-11-1111	PMOS: 68W10	ETS: 121212
Unit: HHC 256 (IBCT)	NCOES: 0- NONE	SMOS:	DOR: 050321
Rank: SPC	PULHES: 111111	AMOS:	PEBD: 031114
Active status program: Y	Techn/SS Code: N	CPMOS:	BESD: 031114

SECTION II - AWARDS

MILDECMA [2 AWD@ 15 PT]	CBTSPBCM [1 AWD@ 10 PT]	MILDECCA [1 AWD@ 20 PT]	CASAWDIR [1 AWD@ 12 PT]
CASAWDOT [1 AWD@ 0 PT]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

SECTION III - TRAINING AND EDUCATION DATA

Weapons qualification date/badge. [0710/ E] APFT date/result/score..... [0612/F/135]
 Other resident training weeks..... [0] Self-development course completions/hrs. [0/ 0]
 Civilian Education Level/Post secondary semester hours..... [0]

SECTION IV - VERIFICATION

I do I do not want to be considered for military education and promotion

AREA OF CONSIDERATIONS: UNIT ONLY B ATTALION ONLY

A **B** **C** **D** **E** **F** **G** **H** **I** **J** **K** **L** **M** **N**

I AM NOT ELIGIBLE FOR THE FOLLOWING REASON (S):

NCOES TIS TIG CIV ED BAR CMD REMOVAL CDT REDUCED IST ETS

I have verified this information: _____ Soldier's signature and date

SECTION V - LEADERSHIP APPRAISAL

Leader 1.. [0] Leader 2 ..[0] Leader 3 ..[0] Leader 4 ..[0] Leader 5 ..[0]

SECTION VI - TOTAL SCORE AND VERIFICATION - DATE FOR CALCULATION: 101231

Time in grade [15] 75 points maximum	Other resident crs [0] 75 points maximum
Time in service [15] 75 points maximum	Self-development crs [0] 75 points maximum
Awards [72] 75 points maximum	
Weapons qualification [0] 75 points maximum	Post secondary crs [0] 75 points maximum
APFT [0] 75 points maximum	Averaged Leadership score.. [0] 400 points maximum

Total score is [102] points out of possible 1000 maximum.

Recorder: signature and date: _____ Verifier: signature and date: _____