



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS - LOUISIANA
OFFICE OF THE ADJUTANT GENERAL
CAMP BEAUREGARD
PINEVILLE, LA 71360

NGLA-JPM-PE

8 September 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2011 Enlisted Promotion System Turn-In Policy **Note FY 2011 Changes**

1. This letter establishes the procedures for the submission of Soldiers' EPS packets for 2011.
2. 2011 EPS packets will be turned in during the months of January and February at each **DRU**. The units/battalions **must strictly adhere to this schedule** because of the Centralized Boards tentatively being held 8-11 Mar 2011. If the turn in dates listed below conflict with unit/battalion schedules, contact this office as soon as possible to reschedule. Turn-in dates are as follows:

DRU/Unit/Battalion	Turn-In Date	Turn-In Time
R&R (Camp Beauregard)	04 Jan 11	0900
Training Site/209 th (BLDG 426)	05 Jan 11	0900
LA MEDCOM (Camp Beauregard)	05 Jan 11	0900
199 TH LDR REG (NCOA)	06 Jan 11	0900
JFHQ'S	07 Jan 11	0900
61 st TRP CMD/62 nd /241 st	07 Jan 11	0900

204th TAOG

1/ 244 th Avn Bn (Hammond)	11 Jan 11	0900
204 th TAOG (Hammond)	12 Jan 11	0900
DET 38, OSA (Hammond)	12 Jan 11	1400
2-244 AVN BN (Esler Field)	13 Jan 11	0900
Det 1 CO C 1-114 TH (Esler Field)	13 Jan 11	1100
Det 2 CO B 248 ASB (Esler Field)	13 Jan 11	1300
CO F 2-135 th (Esler Field)	13 Jan 11	1500

139TH RSG

CO B, 136 TH ESB (Carville)	18 Jan 11	0800
HHD 139 th (Carville)	18 Jan 11	1300
415 th MI BN (Carville)	19 Jan 11	0800
773 RD MP BN (Camp Beauregard)	20 Jan 11	0900
156 TH Army Band (Camp Beauregard)	21 Jan 11	0900
165 th CSS BN (Camp Beauregard)	21 Jan 11	1000

225th ENG BDE

225 th EN BDE (Camp Beauregard)	25 Jan 11	0900
527 th EN BN (Camp Beauregard)	26 Jan 11	0900
528 th EN BN (Camp Beauregard)	27 Jan 11	0900

205 th EN BN (Camp Beauregard)	28 Jan 11	0900
769 th EN BN (Camp Beauregard)	1 Feb 11	0900

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**256TH BDE
(RET DET)**

256 th IN BDE	8 Feb 11	0900
2 108 th CAV	8 Feb 11	0900
199 th SPT BN	9 Feb 11	0900
2/156 th IN BN	9 Feb 11	0900
3/156 TH IN BN	10 Feb 11	0900
256 TH BSTB	10 Feb 11	0900
1/141 ST FA BN	11 Feb 11	0900

**256TH BDE
(FORWARD)**

256 th IN BDE	15 Feb 11	0900
2 108 th CAV	15 Feb 11	0900
199 th SPT BN	15 Feb 11	0900
2/156 th IN BN	16 Feb 11	0900
3/156 TH IN BN	17 Feb 11	0900
256 TH BSTB	22 Feb 11	0900
1/141 ST FA BN	23 Feb 11	0900

3. The current Approved Promotion Lists will expire upon publication of the new lists which will be 1 April 2011.

4. The NGB Form 4100-1-R-E will be produced and given to the units NLT 15 September 2010. This will be the **only** version accepted.

5. The cutoff for promotion eligibility (MOSQ, weapons qual, APFT, etc.) is 31 Dec 10. Time-In-Grade and Time-In-Service requirements will be determined as follows:

This Grade	Needs a DOR Before	And a PEBD Before	Cumulative Enlisted Service
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

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6. **Eligible E4 Soldiers are prohibited from selecting the entire state for EPS consideration. They may still select any other combination of areas (ex. ABC or DFHL) but will not be allowed to select 'N', please ensure they know this.** Soldiers will be allowed the choice of being considered in their current Battalion, even if the Battalion overlaps more than one area (ex. The 199th Spt Bn has units in areas B, D, F, and I). Soldiers should only choose areas that have their PMOS and are in a **reasonable commuting distance**.

7. Soldiers **must be DMOSQ** to be eligible for promotion consideration. **All eligible Soldiers must submit a NGB Form 4100-1-R-E and be placed on the EPS list. If a Soldier is not on the EPS list, they will not be promoted for that EPS year. It is mandatory to have a signed 4100-1-R-E on every Soldier. If they are NOT eligible the Soldier will sign and state the reason in writing why he/she is not eligible for EPS. ***please allow each Soldier the opportunity to sign his or her own 4100.*****

8. Eligible E7 and E8 Soldiers are required to submit a Centralized Board Packet along with the NGB 4100-1-R-E. These packets will be submitted during the designated timelines.

9. Attached are the instructions on completing the NGB Form 4100-1-R-E and the NGB Form 4101-1-R. The points system (600 admin/400 appraisal) will be utilized. The NGB Form 4101-1-R will be the only version authorized when the units hold their promotion boards.

10. Attached is a copy of the checklist for the E7 and E8 packets. The following Soldiers will be signing the checklist: the Soldier, 1SG, BN CSM (if applicable) and MACOM CSM.

11. It is mandatory for the units to keep copies of all packets and documentation turned into JFHQ-J1-PE. This will allow the reuse of already-produced documentation for subsequent years, and greatly reduces the amount of preparation needed for these packets.

12. For FY11, the EPS team will visit each DRU for turn-in, there will not be any future turn-ins at this office.

13. Upon completion of the turn-in, the EPS team will leave with the following; 4100's with all corrected information of Soldiers who are eligible for promotion, 4100's of Soldiers who are not eligible and for what reason i.e. TIG, TIS, NDMOSQ, & NCOES, any Soldier who doesn't qualify for promotion due to NDMOSQ or NCOES, must be **"VERIFIED"** by an ATARRS rep. from the DRU.

14. The EPS team will only bring back corrected 4100's, we will leave with the DRUs, all the supporting documents, i.e. correspondence courses, college transcripts, physical fitness tests, weapons qualification, and all 1059's. **E7 and E8's refer back to paragraph 8-10.** We will check, recheck, and verify all Soldiers points for each category so that when the EPS team leaves, there will be no question of accountability, accuracy, or points. It's imperative that the DRU and State have the same information on each Soldier.

13. For additional information concerning this matter, contact the undersigned at (318) 290-5549 or SFC Comeaux @ (318) 641-3296.

/S/
HOWARD L. IVORY
1SG, LAARNG
Enlisted Promotion Manager

DISTRIBUTION:
B,G

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 (if applicable), 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, 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 will be reproduced and attached to the NGB Form 4100-1-R.

(Name of Soldier / Date)

(Soldier's Signature)

(Name of 1SG / Date)

(1SG's Signature)

(Name of BN CSM / Date) (If Applicable)

(BN CSM's Signature) (If Applicable)

(Name of MACOM CSM/Date)

(MACOM CSM's Signature)