



CORRECTED COPY

RHODE ISLAND NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
CAMP FOGARTY, BLDG #330  
2841 SOUTH COUNTY TRAIL  
EAST GREENWICH, RHODE ISLAND 02818-1728

S: 3 January 2025

NGRI-MPO (600-8-19d)

11 September 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for FY 2025 Semi-Centralized and Centralized Promotion Board (Sergeant through Sergeant Major)

1. References: See **Enclosure 1**.
2. Purpose: This memorandum provides guidance for the FY 25 Rhode Island Army National Guard Enlisted Promotion Consideration Board. The Enlisted Promotion Consideration Board is designed to help fill authorized enlisted vacancies in the NCO ranks with the best-qualified Soldiers who have demonstrated the potential to serve in the next higher rank. The promotion list will establish an Order of Merit List (OML) to offer selectees assignment to higher graded positions.
3. The Rhode Island Army National Guard Centralized Promotion Board will convene **4-14 February 2025**, at the Joint Force Headquarters (JFHQ), Classroom 105, Camp Fogarty, East Greenwich, Rhode Island 02818-1728.
4. The board consists of five voting members, a recorder as a non-voting member, and an information technology support Soldier utilizing the National Guard Automated Boards System. iPERMS provides the Performance Section of the Official Military Personnel File (OMPF), State Awards, NCOERs, AERs, Award Documents, and Memorandum to the President of the Board IAW AR 600-8-19, paragraph 6-31. All documents viewed by the board must have a thru date or effective date **NLT 31 January 2025** and must be uploaded in iPERMS NLT **1 February 2025**.
5. Your unit's Semi-Centralized and Centralized Promotion Board Roster (CPBR) will be accessed using the Integrated Personnel and Pay System-Army (IPPS-A) under workforce administration/board roster.
6. Soldiers will be responsible for going into IPPS-A and submitting their preferences under the board preferences tile. Board preferences this year are:

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- \_\_\_\_\_ Assignments outside my brigade (Geographical Location 1)
  - \_\_\_\_\_ Assignments outside my current unit (Geographical Location 2)
  - \_\_\_\_\_ Assignments not military compatible with my technician job
  - \_\_\_\_\_ (F-Flying Status (15 series only)
  - \_\_\_\_\_ (P-Parachutist (11 series only)
  - \_\_\_\_\_ (F2-Critical Care Flight Paramedic 68W only)
  - \_\_\_\_\_ Assignments that are not coded AGR – AGR only
  - \_\_\_\_\_ Assignments to the Regional Training Institute as an instructor (SQI 8)
  - \_\_\_\_\_ Assignments to the Joint Force Headquarters coded 00F (MOS Immaterial)
  - \_\_\_\_\_ Assignments to the RI ARNG REC & RET (RSP) coded 00F (MOS Immaterial)
- (Geographical Location 3)

7. Request for Career Progression Military Occupational Specialty (CPMOS) change other than PMOS must be IAW AR 600-8-19, paragraph 6-29d(2)(a) and NGR 600-200, paragraph 2-7 (**enclosure 2**). The DA 4187 will be **digitally** signed by the Soldier and commander and requested through brigade command channels. The CPMOS will be awarded by the Military Personnel Office (MPO)/G1. **This request must be submitted by 15 December 2024.**

8. The board considers all eligible Soldiers unless any of the conditions listed below exist. The commander must select "Withhold from Consideration" within the IPPS-A Promotion Board Roster for the following Soldiers except for those who decline consideration.

a. They decline consideration in IPPS-A IAW AR 600-8-19, Chapter 6, paragraph 6-30c.

b. They are denied consideration by commanders. The completed and approved DA 4187 with the completed DA 4856 IAW AR 600-8-19, Chapter 6, paragraph 6-32 must be submitted by **15 December 2024**.

c. They have a pending or approved admin separation date.

d. They have an approved retirement.

e. They have received a bar to continue service / immediate reenlistment.

f. They are denied continued service by the Qualitative Retention Programs

g. They are granted an age waiver beyond the age of 60.

9. To be eligible for promotion consideration, Soldiers must meet the following Time in Service (TIS) and Time in Grade (TIG) criteria computed by **31 January 2025** in accordance with AR 600-8-19, table 6-1 (**Figure 1**). Soldiers that meet the **expanded zone of consideration** criteria (TIS/TIG only) will be boarded; however, only those who meet the

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TIG/TIS requirements will be selected. The promotion list will include all Soldiers who will meet the **expanded zone of consideration** (TIG/TIS) requirements during the life of the promotion list (**Figure 2**). Once a Soldier meets the TIG/TIS requirements, they will become eligible for selection based on their current EPS standing. **All promotion consideration criteria must be met by 31 January 2025.**

<b>Figure 1 Promotion Board Consideration – TIMIG, TIS, CES (BASD), PME Requirements</b>				
<b>Consideration For</b>	<b>TIMIG</b>	<b>TIS</b>	<b>CES</b>	<b>PME</b>
Sergeant- E4s must have	12 months	NA	NA	NA
Staff Sergeant- E5s must have	18 months	NA	NA	BLC graduate
Sergeant First Class- E6s must have	36 months	8 years	6 years	ALC graduate
Master Sergeant- E7s must have	36 months	12 years	8 years	SLC graduate
Sergeant Major- E8s must have	36 months	16 years	10 years	MLC graduate

<b>Figure 2 Eligibility Date/EZ Date – TIMIG, TIS, CES (BASD)</b>			
<b>Consideration For</b>	<b>TIMIG</b>	<b>TIS</b>	<b>CES</b>
Sergeant- E4s must have	1 Feb 2024 EZ: 1 Feb 2025	NA	NA
Staff Sergeant- E5s must have	1 Aug 2023 EZ: 1 Aug 2024	NA	NA
Sergeant First Class- E6s must have	1 Feb 2022 EZ: 1 Feb 2023	1 Feb 2017 EZ: 1 Feb 2018	31 January 2019
Master Sergeant- E7s must have	1 Feb 2022 EZ: 1 Feb 2023	1 Feb 2013 EZ: 1 Feb 2014	31 January 2017
Sergeant Major- E8s must have	1 Feb 2022 EZ: 1 Feb 2023	1 Feb 2009 EZ: 1 Feb 2010	31 January 2015

a. Sergeants Major Academy (SGM-A) Enrollment Prerequisite; Soldiers must start the Non-Resident course prior to reaching age 53 by **1 August 2025** IAW National Guard Bureau, 1 October 2024, Sergeants Major Academy (SGM-A) FY25 Enrollment Criteria for

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Resident (SGM-A R) and Distributed Learning (SGM-A DL). Waivers may be submitted up to age 56 on a case-by-case basis to the State Command Sergeant Major for consideration. This requirement is contingent on the annual guidance from the National Guard Bureau and could change.

b. Soldiers may not be considered for promotion for a period of one year following the most recent transfer from ING to active status IAW NGR 614-1, Chapter 2-15.

c. Soldiers serving in the first 18 months of an initial AGR tour are stabilized in their current position in accordance with AR 135–18 and NGR 600–5 and are not eligible to be considered for selection/promotion. However, **all AGR Soldiers will be boarded** and placed on the Promotion Selection List (PSL). Their stabilization end date will appear on the PSL in the same way an expanded zone date will. AGR Soldiers hired into a higher ranked position for their initial AGR tour may be promoted into the position if fully eligible or upon becoming fully eligible. They may not be selected for promotion into other positions within the first 18 months of their initial AGR tour without a stabilization waiver. Soldiers with an approved stabilization waiver and hired into a higher graded position, are promotable once fully eligible.

10. Soldiers are required to have a **sealed official transcript** mailed or **electronically** sent directly from the school registrar's office or hand carried to their **Brigade Level S1 team NLT 15 January 2025**, for the award of civilian education promotion points.

11. A "Complete the Record" NCOER may be submitted at the option of rating officials. The rated NCO will have served for a minimum of 120 calendar days (excluding nonrated periods) in the same position under the same rater. This **optional** report must have a thru date of NLT **15 January 2025** and submitted to HRC through Evaluation Entry System (EES) by **15 January 2025**. <https://evaluations.hrc.army.mil/index.html>

12. **Unit Administrators/Leaders** complete the following actions:

a. Unit administrators must monitor their semi-centralized and centralized promotion board roster on a weekly basis.

b. Verify that promotion points (SGT/E5 and SSG/E6 boards only) are reflected accurately in IPPS-A. If discrepancies exist, submit supporting documentation to unit representative for IPPS-A update.

c. Verify Soldiers career progression MOS (CPMOS) with the Soldier. Their CPMOS should be PMOS or DMOS unless a CPMOS change is approved. Approved requests from prior cycles do not carry over and must be resubmitted annually prior to each promotion board.

d. Certify each Soldier's **Selection Record Brief** (SFC boards thru SGM boards only). The validated or certified SRB will be downloaded **at the G1 level** on **31 January 2025**.

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e. Download their unit(s) semi-centralized and centralized board roster table to excel and create the commanders signature block allowing commanders to recommend or withhold eligible Soldiers from consideration and sign each roster.

f. Coordinate the final review with MSG Michael Viveiros, 401-275-4065, between **3-15 January 2025**.

13. **Commanders** are responsible for entering **recommend for consideration** or **withhold from consideration** on their unit(s) semi-centralized and centralized board rosters under the board results column (tab-k). Once complete, the commander will sign, validating each roster.

a. Deny promotion consideration of a Soldier as outlined in AR 600-8 19, para 6-32. A DA Form 4187 will be signed by the commander and approved at the appropriate level. A DA Form 4856 signed and initialed by the Soldier and commander is a required enclosure to the DA Form 4187 (**Enclosure 5**).

c. Soldiers who are not available to complete the pre-board process in IPPS-A because of an unauthorized absence, unsatisfactory participation, or AWOL will not be boarded.

d. When Soldiers are not available to review and sign in person, the commander may assist by telephone, fax, or mail (including email), to accomplish all the required actions, sign, and date the form for the Soldier.

14. **Soldiers** complete the following actions:

a. Log into IPPS-A and utilize the navigation tool to search for the Promotion Points tile. If desired, the tile can be added to the homepage. After clicking the PPW Report button, Soldier's official records will display all data pulled from IPPS-A, DTMS, and ATRRS. Soldiers will be responsible for reviewing all sections of the PPW and clicking "Validate Promotion Points" at the bottom of the page. Soldiers access IPPS-A through the following URL.

<https://hr.ippsa.army.mil/psp/hcpdc/?cmd=login&languageCd=ENG&>

b. (SSG thru SGM only) Review and validate their Selection Board Soldier Record Brief. Soldiers access their SRB through the following URL.

<https://arnqg1.ngb.army.mil/v3/selfservice/>

c. Soldiers are responsible to ensure documents viewed by the board per paragraph 4 are in their iPERMS to validate accuracy and report any discrepancies to their chain of command NLT 1 February 2025.

d. Select promotion board preferences. Soldiers will utilize the Promotion Board Preferences tile within IPPS-A (<https://hr.ippsa.csd.disa.mil/>) No supporting documentation is

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required for Soldiers who elect to not be considered for promotion within the Promotion Board Preferences tile.

e. Letter to the President of the Board (discussing errors/omissions in their record) (**Enclosure 4**), if applicable, may be submitted through channels.

**15. The Enlisted Personnel Manager responsibilities:**

a. Complete all MACOM and DRU final reviews NLT **15 January 2025**. EPM will continuously monitor Soldiers eligibility and ensure that any changes to administrative points are accurately reflected.

b. Produce the PSL in sequence (highest score is first ranked) for each CPMOS and Order of Merit List. The PSL will be combined and show both the rankings by CPMOS and OML.

c. Publish the list to the Rhode Island Sharepoint website under G1-Personnel/Enlisted Personnel Management (EPM), <https://armyeitaas.sharepoint-mil.us/:u:/r/sites/NGRI-G1/SitePages/Enlisted-Personnel-Management.aspx?csf=1&web=1&e=1Y1Cj1>

**16. Based on the PSL, Soldiers are eligible immediately for selection/promotion, with exception to 17:**

a. For assignment to higher graded position.

b. Selection from the PSL to 00F (MOS Immaterial) positions are IAW NGR 600-200, paragraph 2-21. Units with 00F positions are given the opportunity to annually request changes of the CPMOS(s) that will be authorized in those 00F positions. The memorandum can be revisited in the event of a MTOE/TDA change during the life of the published promotion list.

c. Soldiers assigned or selected for assignment to the Regional Training Institutes as instructors must hold the SQI "8" or meet proponent prerequisite to attend IAW NGR 600-200, paragraph 2-22, 2-23, and 2-24.

d. Selection from promotion list to positions coded with SQI "F" and ASI "F2" identifiers are IAW AR 600-8-19, Chapter 7, paragraph 7-39g and 7-40b (2). Soldiers offered a position must meet all the prerequisites to obtain the identifier prior to selection and assignment, which includes passing a flight duty medical exam. Specific training requirements for the Critical Care Flight Paramedic ASI "F2" is found in **Enclosure 6**.

e. The Civil Support Team (CST) commander is authorized to select the first Soldier on the promotion list that holds the SQI "R", Chemical, Biological, Radiological and Nuclear (CBRN) Responder for unit vacancies within the CST. This request must be routed through

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NGRI-HRO-AGR for approval. This excludes the First Sergeant position, as it is a leadership position chosen from the Best Qualified List and/or selection board.

f. Soldiers who fall into the expanded zone of eligibility category will appear on the promotion list with their respective eligibility criteria date (TIG/TIS) listed next to the name. They will not be considered for selection/promotion while in this category. However, when each respective Soldier meets eligibility criteria (TIG/TIS), they will immediately become eligible for selection/promotion.

**17. Standby Advisory Boards (STAB) will be held upon request by the first O-5 in the Soldier's chain of command. Requests must state the specific reason(s) why the Soldier was not originally considered during the time listed in paragraph 3. (needs to be verified) Requests without specific reasons will be returned without action.** EPM will determine if the request meets eligibility IAW AR 600-8-19, Chapter 6-48. Once approved by the G1, EPM will freeze the promotion list affected by the Soldier's CPMOS and grade level. No promotions for that CPMOS will be offered until the STAB has convened. EPM will conduct STABs no more than once per quarter. Results will be approved by the convening authority, consolidated, and published as a new FY25 PSL list found at <https://armyeitaas.sharepoint-mil.us/:u:/r/sites/NGRI-G1/SitePages/Enlisted-Personnel-Management.aspx?csf=1&web=1&e=1Y1Cj1>

18. Point of contact is SGM Amy A. Slater, G1 SGM at 401-275-4137.

FOR THE COMMANDER:

6 Encls

1. References

2. DA Form 4187 CPMOS Change

3. Unit Promotion Point Worksheet

4. Board President Memo Sample

5. DA Form 4187 Consideration Denial

6. F2 Critical Care Flight Paramedic Requirements Memo

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References:

- a. Army Regulation 600-8-19, Enlisted Promotion and Reductions, 21 June 2024.
- b. Army Regulation 623-3, Evaluation Reporting System, 14 June 2019.
- c. NGR 600-200, Enlisted Personnel Management, 25 March 2021.
- d. NGR 614-1, Inactive Army National Guard, 18 March 2010.
- e. NGR 600-5, The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management, 12 May 2023.
- f. Department of the Army Pamphlet 611-21 (Smartbook), Military Occupational Classification and Structure, 20 December 2022.
- g. ARNG Guide to NCO Promotion Board Voting, 19 July 2010.
- h. RIARNG Policy Memorandum NGRI-MPO #23-01 of Selection from Promotion List to 00F (MOS Immaterial) Positions, 16 June 2023.
- i. RIARNG Policy Letter #23-02, Unit Vacancies for Sergeant through Sergeant Major, 11 July 2023.
- j. ARNG-HRP Policy Memorandum #20-026 (Change 1), Elimination of Department of Army (DA) Photos, and Race, Ethnicity and Gender Identification Data, 18 December 2020.
- k. National Guard Bureau (NGB), ARNG-HRH, Memorandum (Sergeants Major Academy (SGM-A) FY25 Enrollment Criteria for Resident (SGM-A R) and Distributed Learning (SGM-A DL), 1 October 2024.
- l. United States Army, Human Resources Command, Resident Military Education Yes List for Promotion Point Status Only, 16 May 2019.
- m. National Guard Bureau, (NGB), ARNG-HRZ, Memorandum (ARNG Semi-Centralized Promotion System for Sergeant/Staff Sergeant (SGT/SSG) Boards Effective Fiscal year (FY) 2024 (PPOM 23-029), 9 August 2023.
- n. National Guard Bureau (NGB), ARNG-HRZ, Memorandum Army National Guard (ARNG) implementation guidance for suspension of temporary promotions and select/train/educate/promote (STEP) policy and reduction of the online training (PPOM24-014), 7 June 2024.

**ENCL 1**