



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

NGRI-MPO (100)

11 July 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: G1 Policy Letter 23-02, Unit Vacancies for Sergeant through Sergeant Major

1. References:

- a. Army Regulation 600-8-19, Enlisted Promotions and Reductions
- b. National Guard Regulation 600-200, Enlisted Personnel Management
- c. Strength Maintenance Operational Message (SMOM) 23-022, Automated Unit Vacancy System (AUVS) Guidance

2. This policy supersedes G1 Policy Letter #19-02, dated 5 June 2019.

3. Purpose: The primary goal of enlisted management is to satisfy the personnel requirements of the RIARNG by placing Soldiers in positions that require the skills, knowledge, and abilities as shown by their PMOS, SMOS or AMOS. Secondary goals are to provide policies on personnel utilization that strengthen and broaden MOS qualifications and prepare Soldiers for career progression. This memorandum describes the procedures for unit commanders who are responsible for filling unit vacancies in a timely manner. Senior grade positions are to be filled without delay.

4. Background: The process of selecting Soldiers from the promotion list requires states to establish procedures to contact and solicit individual responses (acceptance or declination) from eligible and available Soldiers, to include allowable response time, and the consequences of failure to respond.

5. Coordination must be made with NGRI-MPO-EPM when a vacant position is not filled within **15 days**. In accordance with NGR 600-200, chapter 4, paragraph 4-10c, failure to fill unit vacancies in a timely manner, authorizes the MPMO/G1 to fill vacancies without the commander's consent. Commanders will fill unit vacancies utilizing the following sequence in order as they appear:

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a. Priority Placement List; (Soldiers displaced by reorganization/deactivation or promoted during mobilization without a valid unit vacancy)

b. Excess personnel

c. Lateral assignment

d. Enlisted Promotion System

e. Selection by hiring board (AGR only) upon exhausting a-d above.

6. Effective immediately, the response time for Soldiers is changed to from 30 days to **15 days**. Failure to respond will result in the removal of the Soldier's name from the current promotion list.

7. Strength Maintenance Operational Messages (SMOM) 23-022, Automated Unit Vacancy System (AUVS) Guidance authorizing any vacancies for grade levels E-5 thru E-7 that are vacant for 30 days or more be filled by the State AUVS Manger. A reduction to the allowed response time is a proactive measure to ensure the promotion list is the primary source of filling vacancies. The AUVS Manager will fill vacancies with needs of the organization and **will not** fill from the current promotion list.

8. Commanders, leaders, and unit administrators will maintain constant vigilance on identifying and assigning Soldiers not properly utilized for reassignment. Units strictly follow this process, ensuring a fair and equitable system of filling enlisted vacancies throughout the Rhode Island National Guard.

9. Point of contact is MSG Amy A. Slater, G1 Sergeant Major at 401-275-4137.

FOR THE COMMANDER:

MICHAEL F. COTE
COL, GS
G1

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