



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS, KENTUCKY NATIONAL GUARD
BOONE NATIONAL GUARD CENTER, 100 MINUTEMAN PARKWAY
FRANKFORT KY 40601-6168

REPLY TO
ATTENTION OF

NGKY-PER-Z (600C)

17 March 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

1. References.

- a. Army Regulation (AR) 600-8-19, Enlisted Promotions and Reductions, 16 May 2019.
- b. AR 600-9, The Army Body Composition Program, 16 July 2019.
- c. National Guard Regulation (NGR) 600-200, Enlisted Personnel Management, 31 July 2009.
- d. NGR 600-5, The AGR Program Title 32, FTNGD Management, 21 September 2015.
- e. Memorandum, ARNG-HRH, 24 July 2012, subject: Statewide Vacancy Announcement (SWVA) Procedures (PPOM 12-057).
- f. Memorandum, ARNG-HRP, 18 December 2020, subject: Updated Guidance Regarding the DA Photo and Use of Race, Ethnicity, and Gender Identifying Data (PPOM 20-026 (Change 1))
- g. Memorandum, ARNG-HRZ, 7 February 2018, subject: New Implementation Guidance for the ARNG Enlisted System (PPOM 18-001).
- h. Memorandum, ARNG-HRH, 3 June 2019, subject: Permanent Change to Time-in-Service Requirements for Sergeant First Class (SFC) and Master Sergeant (MSG) Promotion Boards (PPOM 19-031).
- i. Memorandum, NGKY-PER-Z, 1 April 2020, subject: Memorandum of Instruction for Filling Non-Commissioned Officer Vacancies.
- j. Memorandum, ARNG-HRH, 6 March 2020, subject: New Implementation Guidance for the ARNG Enlisted Promotion System: Selection from the Promotion List (PPOM 20-008).

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

2. Purpose. This Memorandum of Instruction (MOI) provides instruction for Soldiers, staff, and leaders to complete necessary requirements for E-4 to E-5 and E-5 to E-6 promotions. Brigade and Battalion enlisted leadership will convene promotions boards in order to fairly and equitably fill NCO vacancies. Board members must utilize the Enlisted Promotion System (EPS) to identify and promote the best qualified Soldiers utilizing the SIBx Automated Board System (ABS) or the currently available Automated Board System. The semi-centralized promotion boards will convene between 14 through 28 August 2021. Leaders and all others charged with responsibility for promotion actions must exercise extreme care in processing documents associated with this board.

3. Background. The Kentucky Army National Guard is a vacancy-based promotion system. As vacancies occur, the first Soldier on that particular Career Progression MOS (CPMOS) list who is eligible and available will be offered the position. Fully eligible Soldiers will be promoted to the next grade upon their assignment.

4. General.

a. Select, Train, Educate, and Promote (STEP). The Army's enlisted promotion system supports a Select-Train-Educate-Promote concept to ensure appropriate training, education, and experience is complete before promotion to the NCO ranks to better prepare them to fight and win in a complex world as adaptive-agile leaders and trusted professionals.

b. Whole Soldier Concept. The board conducts a comprehensive review of each Soldier's packet using the "Whole Soldier Concept," which takes into consideration the entire record of qualities, qualifications, accomplishments, and failures, rather than one single item as the determining factor for selection or rejection.

c. Comprehensive review. The board will conduct a review of each Soldier using the Soldier's iPERMS file. The Enlisted Record Brief (ERB) is a vital part of the board evaluation process and every effort should be made to ensure the ERB is updated and correct prior to the convening date of the board. Noncommissioned Officer Evaluation Reports (NCOERs) are a vital part of the board process and every effort should be made to ensure all reports are processed by HRC prior to the boards. Soldiers will submit a formal memorandum to the President of the Board addressing any discrepancy. A baseline will be built and analysis of the Soldier's qualities and qualifications will include:

- (1) Breadth and variety of experience.
- (2) Levels of responsibility.
- (3) Professional and technical competence, efficiency and performance trends.

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

- (4) Length of service and maturity.
- (5) Moral standards and integrity.
- (6) Military and civilian education and training.
- (7) Awards, decorations and commendations.
- (8) Physical condition, fitness and military bearing.
- (9) Experience in various NCO leadership and staff positions.
- (10) Deployability.

5. Noncommissioned Officer Professional Development System (NCOPDS). The NCOPDS is an organizing framework aimed at developing the next generation of competent and committed NCOs of character as trusted Army professionals. NCOs develop as leaders over time through deliberate progressive and sequential processes incorporating training, education, and experience across the three learning domains throughout the Soldier lifecycle.

6. Promotion Board Consideration.

a. All Soldiers who meet the time-in grade (TIG) requirements, Structured Self Development (SSD)/Distributed Learning Course (DLC) requirements, the PME qualification of their current grade, and hold a qualifying CPMOS will be eligible for promotion board consideration – unless the proper authority has denied board consideration in writing as outlined in AR 600-8-19, para 7-33 (see figure 1). Soldiers with multiple PME requirements are not eligible for board consideration until they become PME qualified in their current grades IAW this MOI.

b. Structured Self Development (SSD) or Distributed Leader Course (DLC) requirements. The ARNG STEP requirements are deliberate, continuous, sequential and progressive. Effective 1 January 2016, all ARNG Soldiers must meet the below SSD or DLC requirements for promotion board consideration:

(1) Specialist/Corporals must complete SSD/DLC 1 to attain eligibility for promotion board consideration to Sergeant.

(2) Sergeants must complete SSD/DLC 2 to attain eligibility for promotion board consideration to Staff Sergeant.

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

****SUSPENSE FOR SSD/DLC COMPLETION AND IPSS-A UPDATE IS NLT
31 JULY 2021 – NO EXCEPTIONS****

Figure 1 Promotion Board Consideration - TIG, TIS, PZ, EZ, CES, SSD/DLC, PME Requirements							
Consideration For	TIG	Primary Zone	Expanded Zone	TIS	CES	SSD/DLC	PME
Sergeant - E4's must have	12months	31 Aug 21	31 Aug 22	N/A	N/A	SSD/DLC 1	N/A
Staff Sergeant - E5's must have	18Months	31 Aug 21	31 Aug 22	N/A	N/A	SSD/DLC 2	BLC

7. Professional Military Education (PME) Promotion Eligibility Criteria for (pin-on) Promotion.

a. Soldiers must meet the following PME requirements in order to be eligible for (pin-on) promotion:

(1) Specialists/Corporals must complete the Basic Leader Course (BLC) for promotion to Sergeant.

(2) Sergeants must complete all phases of the Advance Leader Course (ALC) for promotion to Staff Sergeant.

b. Required timelines for PME completion. Soldiers who are selected and assigned into a higher-grade position without the required PME level must complete the requirement as outlined in Figure 2 below. The timeline for ALC may be extended for 12 months per phase after the second phase as shown below. Soldiers will not be at a disadvantage when the state Quota Source Manager (QSM) validates the PME course as non-available, or in rare cases, when funding is unavailable. In these cases, waivers are not required. Failure to complete the PME requirement through fault of the Soldier will result in reassignment into a qualified vacancy in the current grade.

c. Selection from the Enlisted Promotion List (EPL). The Promotion authorities will offer the position to the first Soldier on the promotion list who is eligible and available. The promotion authorities will start with the first Soldier on the EPL within each CPMOS and continue until they exhaust all selection objectives and fill all the vacancies, or until the list expires.

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

d. Primary Zone of Consideration. Soldiers meeting the TIG requirement by 31 August 2021 will be eligible for consideration by the promotion board. The eligibility date for Soldiers to have required SSD/DLC completed to be reviewed by the board is 31 July 2021.

e. Expanded Zone of Consideration. Soldiers meeting the TIG requirement by 31 August 2022 will be eligible for consideration by the promotion board. The expanded zone of consideration allows the promotion authorities to consider Soldiers who have not met the TIG requirements, however, they cannot be selected until they reach minimum TIG requirements. The EPL will include all Soldiers who meet the expanded zone of consideration requirements during the life cycle of the promotion list. Soldiers who fail to meet the TIG requirements are ineligible for selection until they meet TIG. All Soldiers must be qualified on the dates established in this MOI; these qualifications include CPMOS, SSD/DLC and PME. The eligibility date for Soldiers to have required SSD/DLC completed to be reviewed by the board is 31 July 2021.

8. PME Training Requirement. Commanders will ensure Soldiers who are selected and assigned to a higher-grade position without the required PME for promotion are enrolled immediately in the required course to meet the timelines of Figure 2. In addition, the state will update the Soldier's Assignment Consideration Code (ASCO) with "U5" to include the date of assignment in IPPS-A to track and manage successful completion of the required PME. Soldiers who decline/refuse, fail to apply/enroll, fail to be accepted, fail to attend, fail to graduate due to an act, omission, or failure of standards (fault of Soldier) after notification of the training requirements necessary for promotion, will be counseled and reassigned to the first available vacancy commensurate with their current grade and MOS.

Figure 2 PME and Timeline Requirement after Selection/Assignment for Promotion				
Ranks selected for	PME	Time to Complete	PME Waiver extension authority	Remarks
Sergeant	BLC	12 Months	NA	NA
Staff Sergeant	ALC	24 Months *	O6 CDR	NA

* Plus an additional 12 months per phase after the second phase

9. Responsibilities.

a. Personnel Directorate (G1).

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

(1) Provides guidance to Soldiers and leaders regarding the conduct of the semi-centralized board.

(2) Publish the board rosters in IPPS-A NLT 15 March 2021.

(3) Provides system support and guidance for IPPS-A, iPERMS and SIBx ABS (or the currently available Automated Board System) for the conduct of the semi-centralized board.

(4) Consolidates submitted Order of Merit Lists (OML) from IPPS-A and enters the information into the EPS database to produce the Enlisted Promotion List (EPL) in sequence for each MOS. The EPL will be available on the G1 GKO Portal NLT 1 October 2021.

(5) Soldiers not being recommended for consideration will be processed for denial of consideration in accordance with reference 1a, paragraph 7-33.

(6) Ensure approved DA Form 4187s for consideration in a CPMOS other than their PMOS have been updated onto the EPL prior to publication. If a Soldier has a CPMOS change request, they will be considered for lateral transfer commensurate with their grade. AGR CPMOS changes go through HRO and will be approved by G1/MPMO.

b. Major Subordinate Command (MSC).

(1) IPPS-A Validator needs to ensure Soldiers at CO and BN levels have edit access to board rosters.

(2) Submit available dates for G-1 promotion boards training held at MSC locations to the G-1-Enlisted Branch distribution list (ng.ky.kyarnng.list.ifhq-g1-psb-enlisted-branch@mail.mil) NLT 31 May 2021. Promotion boards training must occur NLT 5 August 2021.

(3) Review board rosters to ensure that a recommendation has been made for each Soldier by the Commander, monitor the Board Rosters to ensure all Soldiers have logged in and validated their promotion preferences and ensure all recommended Soldiers are showing admin points.

(4) Soldiers not being recommended for consideration will be processed for denial of consideration in accordance with reference 1a, paragraph 7-33 and placed onto the SIBx Hub NLT 15 July 2021.

(5) Submit approved DA Form 4187s for consideration in a CPMOS other than their PMOS and submitted to EPM through the SIBx Hub NLT 31 July 2021. AGR

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

CPMOS changes will be submitted to HRO through SIBx Hub NLT 15 July 2021 and will be approved by G1/MPMO.

(6) Upload the NGB 4100-1A with sections I-IV completed (pulled from SIBx or GKO), AGO KY Form 11-62 (within 8 months of the convening date of the board), AGO KY Form 2166-4 or AGO KY Form 2166-5 (for E4s and E5s not eligible for an NCOER), selection board record brief, DA Form 4856, approved DA Form 4187 for consideration in a CPMOS other than their PMOS (if applicable) and a formal memorandum to the President of the Board (if applicable) into iPERMS NLT 31 July 2021.

(7) Will ensure all IPPS-A board rosters are updated and complete. Consolidate the IPPSA board rosters, and submit to G-1 EPM via SIBx Hub at the soonest, but NLT 15 September 2021.

(8) Will ensure completion of the E-5 to E-6 semi-centralized boards with the following actions based on the board dates selected between 14 through 28 August 2021. Notify G1-Enlisted Branch of selected board dates NLT 1 July 2021.

(a) A memorandum, signed by the officer assigned to a command position authorized rank of O-6 (convening authority), stating when the board was conducted, a list of the members of the board (to include president/member and recorder), the duties and instructions to the board.

(b) Complete Leadership Appraisals for every E5 that is being recommended for promotion consideration during the promotion board process in SIBx ABS (or the currently available Automated Board System) and update board roster with the averaged score.

(c) Review board appraisal points in the board roster to ensure they match documents submitted by the board.

(d) Upload the finalized NGB 4100-1A (sections I-VI completed) into iPERMS NLT 30 September 2021.

(9) Ensure all applicable suspense dates from MOI are met.

c. Battalion.

(1) Review board rosters to ensure that a recommendation has been made for each Soldier by the Commander, monitor the Board Rosters to ensure all Soldiers have logged in and validated their promotion preferences and ensure all recommended Soldiers are showing admin points.

(2) Soldiers not being recommended for consideration will be processed for

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

denial of consideration in accordance with reference 1a, paragraph 7-33 and placed on the SIBx Hub NLT 15 July 2021.

(3) Submit approved DA Form 4187s for consideration in a CPMOS other than their PMOS and submitted to EPM through the SIBx Hub NLT 31 July 2021. AGR CPMOS changes will be submitted to HRO through SIBx Hub NLT 15 July 2021 and will be approved by G1/MPMO.

(4) Upload the NGB 4100-1A with sections I-IV completed (pulled from SIBx or GKO), AGO KY Form 11-62 (within 8 months of the convening date of the board), AGO KY Form 2166-4 or AGO KY Form 2166-5 (for E4s and E5s not eligible for an NCOER), selection board record brief, DA Form 4856, approved DA Form 4187 for consideration in a CPMOS other than their PMOS (if applicable) and a formal memorandum to the President of the Board (if applicable) into iPERMS NLT 31 July 2021.

(5) Will ensure completion of the E-4 to E-5 semi-centralized boards with the following actions based on the board dates selected between 14 through 28 August 2021. Notify G1-Enlisted Branch of selected board dates NLT 1 July 2021.

(a) A memorandum, signed by the officer assigned to a command position authorized rank of O-5 (convening authority), stating when the board was conducted, a list of the members of the board (to include president/member and recorder), the duties and instructions to the board.

(b) Complete Leadership Appraisals for every E4 that is being recommended for promotion consideration during the promotion board process in SIBx ABS (or the currently available Automated Board System) and update board roster with the averaged score.

(c) Review board appraisal points in the board roster to ensure they match documents submitted by the board.

(d) Upload the finalized NGB 4100-1A (sections I-VI completed) into iPERMS NLT 30 September 2021.

(6) Ensure all applicable suspense dates from MOI are met.

d. Unit.

(1) Commanders, First Sergeants, and First Line Leaders must ensure all Soldiers subject to this board are fully informed of the eligibility, evaluation, selection and assignment criteria. Leaders must ensure Soldiers are kept informed of current assignment policies and procedures as they may evolve during transformation of our force.

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

(2) Ensure DA Form 4856 (enclosure 9) has been completed for all Soldiers eligible for the semi-centralized board.

(3) Use the information in reference 1a, paragraph 7-30 to add or correct information on the NGB Form 4100-1A with the Soldier, verify the data including points, and attach source documents for unit human resources clerk to make corrections. The first line leader must explain the available elections and data with each Soldier, and the consequences of each choice.

(4) Review board roster and select the commander's recommendation for each Soldier (Declined, Failed, Recommend, Withheld).

(5) Assist Soldiers with any IPPS-A promotion point updates that may be required in "Profile Management" prior to the Soldier validating their promotion points and preferences.

(6) Ensure Digital Training and Management System (DTMS) is updated with Army Physical Fitness Test (APFT), height/weight (HT/WT), and Individual Weapons Qualification (IWQ).

(7) Monitor the Board Roster to ensure all Soldiers have logged in and validated their promotion preferences in IPPS-A.

(8) Soldiers not being recommended for consideration will be processed for denial of consideration in accordance with reference 1a, paragraph 7-33 and placed onto the SIBx Hub NLT 15 July 2021. Denial may be based on the Soldier's misconduct, lack of sufficient experience and knowledge in personal and professional qualities and qualifications, or lack of potential to serve at higher rank. Complete a DA Form 4187 and DA Form 4856 on which the commander has personally counseled the Soldier on the reason for recommending denial.

(9) Process and submit DA Form 4187s for consideration in a CPMOS other than their PMOS to the BN S-1.

(10) Complete AGO KY Form 2166-4 or AGO KY Form 2166-5 (for E4s and E5s not eligible for an NCOER).

(11) Upload the NGB 4100-1A with sections I-IV completed (pulled from SIBx or GKO), AGO KY Form 11-62 (within 8 months of the convening date of the board), AGO KY Form 2166-4 or AGO KY Form 2166-5 (for E4s and E5s not eligible for an NCOER), selection board record brief, approved DA Form 4187 for consideration in a CPMOS other than their PMOS (if applicable) and a formal memorandum to the President of the board (if applicable) into iPERMS NLT 31 July 2021.

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

e. Soldier.

(1) Ensure DA Form 4856 (enclosure 9) has been completed with unit leadership.

(2) Eligible Soldiers must review their iPERMS records prior to packet submission. If any uncorrectable errors are identified, the Soldier must submit a formal memorandum to the President of the Board explaining discrepancies NLT 31 July 2021.

(3) Permanent or temporary physical profiles are not viewed by the semi-centralized promotion boards. Soldiers with a physical profile that may be out of tolerance on any criteria reviewed by the boards must write a formal memorandum to the President of the Board. In addressing the President of the Board, be mindful not to disclose any personal information that may be in violation of the Health Insurance Portability and Accountability Act (HIPAA).

(4) IAW reference 1b, all Soldiers must have HT/WT verification annotated on AGO KY Form 11-62 within 8 months of the convening date of the board. Soldiers needing to undergo the circumference-based tape method must verify a Body Fat Content Worksheet (DA Form 5500/5501) has been completed and updated in Digital Training Management System (DTMS). If a Soldier does not have their HT/WT data annotated on the Body Fat Content Worksheet and updated in DTMS, they must write a formal memorandum to the President of the Board to explain the reason the data is not captured in their records. The AGO KY Form 11-62 will be included in the packet behind the NGB 4100-1A.

(5) Soldiers must verify the DA Form 705 in iPerms shows the current record APFT has been completed, and ensure the test information is updated in DTMS. For M-Day Soldiers, a valid and current APFT is defined as a record test as of 1 January 2019 through present. For AGR Soldiers, a valid and current APFT is defined as a record test as of 1 August 2019 through present. A formal memorandum to the President of the Board must be submitted if the current APFT is out of tolerance in DTMS.

(6) All Soldiers are considered by the board based upon their CPMOS. The CPMOS is the PMOS, unless otherwise directed. Soldiers holding a CPMOS that prevents their ability for career progression may be considered in another MOS. All Soldier requests for change to their CPMOS will be initiated by the Soldier on a DA Form 4187 (Other) CPMOS Change Request for FY 22 EPS Board. Soldiers will attach the following documents: requested MOS awarding order, validated SRB, copy of CPMOS DA4856 (enclosed), and any other pertinent documents.

(7) Soldiers with flags are authorized to be boarded, but not authorized to be selected until the flag has been removed.

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

(8) Obtain, review, and sign a completed copy of AGO KY Form 2166-4 or AGO KY Form 2166-5 (for E4s and E5s not eligible for an NCOER) from unit leadership.

(9) Soldiers who are selected and assigned into a higher-grade position without the required PME level must complete the requirement as outlined in Figure 2 above.

(10) The Soldier reviews the NGB Form 4100-1A and accepts or declines consideration for promotion, military education and assignment, then initials appropriate block in section IV (verification), signs and dates.

(11) Review promotion points in IPPS-A: <https://ippsa.csd.disa.mil/>, (Self Service role), "Promotion Board Preferences" tile (if tile not showing, use the search function). If points are wrong/missing, submit supporting documentation to unit for updates.

(12) Select "Yes" to be considered for Military Education (MILED) and Board ("No" if declining consideration and click "Save").

(13) Select "Yes" to validate promotion points.

(14) Select "Yes" to validate preferences.

(15) Select "mileage" choice from drop down menu (Unit Only, Battalion Only, Brigade Only, Statewide or by the ten geographical areas – can choose more than one region). "Unit Only" refers to the Soldier's current UIC only. For example, a Soldier serving in WTT1A1 will not be selected for positions in WTT1A0 and vice versa. If no regions or mileage (command) elections are selected, the Soldier is considered Statewide. If SM picks a command (Unit, BN, or BDE), they will be given that command, not command and regions.

(16) Click "Save" and exit.

(17) If promotion points aren't correct, Soldier should wait for corrections before validating.

(18) Soldiers currently STEP selected (ASCO U5), Cadets (09R), and Candidates (09S and 09W) are not boarded. Soldiers without and Army MOS (09B or 09U) are not boarded.

(19) Soldiers picked as No Fills currently sitting in higher graded positions need to be boarded. Soldiers with pending medical issues and pending retirement need to be boarded.

10. The EPL helps establish the priority of training for selectees who are not graduates to attend their respective course, offer selectees assignment to higher graded positions, and promote them appropriately. Soldiers who decline consideration by this board are

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

not eligible for promotion consideration until the next board convenes, provided they remain eligible.

11. Command Emphasis on Professional Military Education (PME). The KYARNG remains committed to the professional development of the noncommissioned officer corps, specifically the assurance that Soldiers obtain institutional knowledge by completing formal military educational requirements commensurate to their assigned duty positions and levels of responsibility prior to promotion.

12. The boards consist of the following:

a. At least five enlisted member panel, senior in grade to the Soldiers being considered. The president of each board is a Command Sergeant Major (CSM). If no CSM is available, then a Sergeant Major (SGM) may preside. At a minimum, five appraisals must be completed per Soldier. For example, if there are six or more board members, voting stops at the fifth appraisal (SIBx ABS performs this process automatically).

b. Efforts are made to ensure that all boards are comprised of members that reflect the demographics of the Soldiers being considered.

(1) If minority group members are being considered, boards will include at least one minority member as a voting member. If this is not possible, the recorder will document the justification into the final board report.

(2) If females are being considered, boards will include at least one female as a voting member. If this is not possible, the recorder will document the justification into the final board report.

c. A nonvoting recorder or other administrative support person may serve each board from the supporting S1, provided their records are not appearing before the board. IAW AR 600-8-19 Table 7-3, the recorder will come from the BDE.

d. IAW reference 1a, paragraph 7-35, the identity of all individuals selected as members of the promotion board must be kept close hold during all phases of the selection and conduct of the proceedings. The selected members are not to divulge their membership status to anyone without an official need to know.

13. Enlisted Standby Advisory Board (STAB).

a. IAW reference 1a, paragraph 7-49, a STAB is used when a Soldier meets the conditions listed therein. If a board is in session, comprised essentially as was the original board by which the Soldier was or should have been considered, they may be charged a STAB to fully evaluate the Soldier's record using the original board charge.

NGKY-PER-Z

SUBJECT: Instructions for Fiscal Year 2022 Kentucky Army National Guard (KYARNG) Sergeant and Staff Sergeant Promotion Boards

b. All Soldiers who decline or are denied consideration of this board are not eligible for a STAB or promotion consideration until the FY23 EPS board.

c. All Soldiers who were properly boarded in their CPMOS will not be considered for a STAB to change their CPMOS on the EPL.

14. Point of contact is CW2 Dustin Lewis at 502-607-1093 or email at dustin.c.lewis.mil@mail.mil.

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DOUGLAS D. CLAY, II
COL, EN, KYARNG
Deputy Chief of Staff, Personnel

14 Encls

1. NGB Form 4100-1A
2. AGO KY Form 2166-4
3. AGO KY Form 2166-5
4. AGO KY Form 11-62
5. Enlisted Promotion Regions Map
6. Sample Formal Memorandum to the President of the Board
7. KYARNG EPS Pamphlet – FY 22
8. Board Roster Processing for Semi-Centralized Boards in IPPS-A
9. Soldier Promotion Board Preferences in IPPS-A
10. DA Form 4856 for Semi-Centralized Promotion Board – Example – FY 22
11. DA Form 4856 for Request for Denial for Promotion Consideration (Semi-Centralized) – Example – FY 22
12. DA Form 4187 for Denial of Promotion Consideration (Semi-Centralized) – Example – FY 22
13. DA Form 4187 for Request for CPMOS Change (Semi-Centralized) – Example – FY 22
14. Sample EPS Board Criteria FY 22

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