A Quick Reference for Enlisted Promotions in the Kentucky Army National Guard

STEP

Select - Train - Educate - Promote

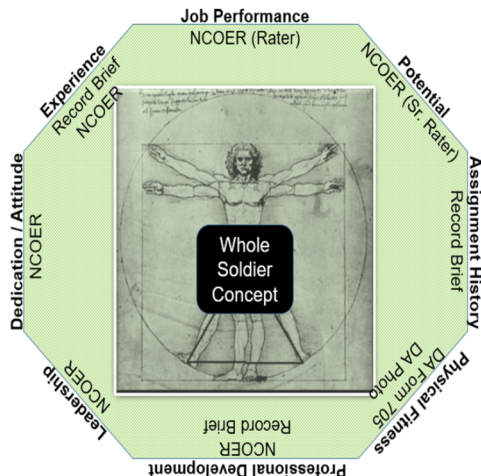| To be SELECTED for the rank of:	Time in Grade (TIG)	Time in Service (TIS)	Completed to be Boarded:	Completed to be Promoted:
SGT	12 Months	N/A	SSD 1 / DLC 1	BLC
SSG	18 Months	N/A	SSD 2 / DLC 2	ALC
SFC	36 Months	8 Years	SSD 3/ DLC 3	SLC
MSG	36 Months	12 Years	SSD 4 / DLC 4	MLC
SGM	36 Months	16 Years		USASMA, Term 1

Prepare for the Board

Ensure the following are completed/current during records review:

-iPERMS Record Updated:
    NCOERs, DA Form 705,
    Schools, etc. (everything)
-NGB Form 4100-A/B
-AGO KY Form 2166 (E4/E5 only)
-Selection Board Record Brief
-DTMS Update:
    APFT, HT-WT, IWQ
-AGO KY Form 11-62
-DA Form 5500/5501
-Memo to the President of the Board
-DA 4187 for CPMOS Change Request

OML Ranking is based on the "Whole Soldier Concept":

The board evaluates Soldiers based established Army Standards and employs the whole Soldier concept. It creates a consistent scoring method (baseline) to ensure equality.

Bottom Line: Do your best in all of these and you will do well on the promotion board!

Whole Soldier Concept

What is **the board**?

• Promotion Boards are convened annually. This is a non-appearance board.
• For promotion from **SPC to SGT**, a board is conducted at the battalion level.
• For promotion from **SGT to SSG**, a board is conducted at the brigade level.
• For promotion to **SFC and above**, Soldiers records appear before a state promotion board.
• The sum of each Soldier's qualities and qualifications, matters of record, past performance with the heaviest weight given to the recent past, and the Soldier's potential to serve in positions of greater responsibility will be considered objectively.
• Soldiers may write to the President of the Board if information is not provided or if the Soldier feels the information will impact the board deliberation.

ERB is available at https://arngg1.ngb.army.mil/SelfService/Careercenter/RBMain.aspx

As of 1 March 2021

ENLISTED PROMOTION SYSTEM

Guide for Promotable Soldiers and First Line Leaders

Kentucky Army National Guard

Promotion Board Checklist

Ensure iPERMS contains the following documents:

NCOERs – Most current NCOER **in iPERMS**
  - No gaps in rating periods.
  - 3 years of evaluations available.
    Some Soldiers may only have 1 or 2 evaluations.

DA 705
  - At least one test after:
  1 January 2019 for Traditional Soldiers
  1 August 2019 for AGR Soldiers

AGO KY Form 11-62
     - Completed within 6 months of the board

DA 5500/5501 (if applicable)
            - Completed within 6 months of the board

Verify Security Clearance

Award Documents

Selection Board Record Brief

NGB Form 4100-1A for Semi-Centralized Board NGB Form

4100-1B for Centralized Board

DA Form 4187 to change CPMOS (if applicable)

College Transcripts (Official Copy)

Memo to the President of the Board (from Soldier)
   Soldier addresses deficiencies with packet
   (i.e. missing NCOER; Ht/Wt data; APFT info, etc.)

FY 21 Board Dates

-14-28 Aug 21: Semi-Centralized Board (E4 to E5-BN, E5 to E6-BDE)

-29 Aug-2 Sep 21: Centralized Board (E6 to E7, E7 to E8, E8 to E9)

Responsibilities

Soldiers: Review personnel records prior to packet submission. If any uncorrectable errors are identified, submit a formal memorandum to the president of the promotion board explaining discrepancies. Soldiers may also write to the president of the promotion board to provide information calling attention to any matter concerning themselves which they feel is important to their consideration.

First Line Leaders: Ensure all Soldiers subject to this board are fully informed of the eligibility, evaluation, selection and assignment criteria. First Line Leaders will discuss declination options and consequences. Leaders at all levels must ensure Soldiers are kept informed of current assignment policies and procedures as they may evolve during transformation of our force.

Unit Leadership: Verify and explain election options to Soldiers by grade. Commanders must elect recommended or non-recommended, then sign and date the appropriate documents. If a Soldier is non-recommended the supporting documents must be forwarded with packet to higher echelons. Commanders are encouraged to recommend only the best qualified Soldiers for promotion.

Enlisted Promotion Regions