



DEPARTMENT OF THE ARMY
LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS
2722 SW TOPEKA BOULEVARD
TOPEKA, KANSAS 66611-1287

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15 October 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for the Kansas Army National Guard (KSARNG) Fiscal Year 2024 (FY24) Enlisted Promotion System (EPS) Post-Board Request for Fill (RFF) Process

1. References: See enclosure 1.
2. Purpose. To provide Major Subordinate Commands (MSCs) and lower echelons guidance on the KSARNG FY24 EPS Post-Board actions for NCO selections and promotions.
3. This guidance may change due to system capabilities and/or mission requirements. Updates will be published as an approved change to this MOI.
4. The initial FY24 EPS List will be published NLT 15 October 2023. The EPS list will be published at least twice monthly for the remainder of the FY24 EPS cycle. All EPS actions will be processed and published by G-1 Enlisted Personnel (G-1-E). A monthly report identifying each Soldier selected will be published on the Microsoft Teams "KSARNG G1 Enlisted Personnel", "Promotions" channel.
5. The following are notable changes for the FY24 EPS cycle:
 - a. Request for Fill (RFF). Individual "off-cycle" requests are now authorized. See Annex A.
 - b. Exhausted List Procedures. Soldiers will only be offered one opportunity to be selected from an exhausted list, see Annex C.
 - c. Statewide Vacancy Announcements (SWVA). Eligibility has been modified to one grade below the position grade. Required application documents have been modified to make it simpler for Soldiers to apply for positions. MSC selections and board requirements have been modified to make it easier to select Soldiers. See Annex D.
 - d. Standby Advisory Boards (STAB). Chain of Command (CoC) endorsement requirements have been removed. See Annex F.
6. E-8 and E-9 vacancies will be filled through the Enlisted Career Management

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Program (ECMP) IAW reference 1k. All ECMP actions are approved by the Commander, Kansas Army National Guard and are processed by G-1-E. AGR E-8 and E-9 positions, when not filled by the ECMP, will automatically go to EPS fill procedures.

7. Point of contact for this memorandum is G-1-E at (785) 646-0124, (785) 646-0116 or ng.ks.ksarng.mbx.g1-enlisted-personnel@army.mil.

6 Encls

1. References
2. Naming Conventions
3. SWVA Application Cover Sheet
4. SWVA Board Worksheet
5. SWVA Board Score Sheet
6. Individual RFF Sheet

TRENTON A. MILLER
LTC, GS, KSARNG
Director of Personnel

DISTRIBUTION:

Commander

35th Infantry Division

69th Troop Command

130th Field Artillery Brigade

235th Regiment

635th Regional Support Group

JFHQ-SEL

Land Component CSM

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ANNEXES:

Annex A – Request for Fill (RFF) Procedures

Annex B – Special Fill Requests

Annex C – Exhausted List Procedures

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Annex A – Request for Fill (RFF) Procedures

1. Identifying Vacant Positions.

a. The Positions Vacant Report (PVR) for RFF will be distributed monthly by G-1-E to the MSCs through the Teams Promotions channel starting 15 October 2023. The report is generated through the IPPS-A Assignments tile, Assignment Reports tab.

b. Upon receipt of the PVR, the MSC will cross-reference the PVR with a current Assignment Detail Report (ADR). The ADR is generated through the IPPS-A Assignments tile, Assignment Reports tab. The MSC will cross-reference for the following:

(1) Position numbers shown on both the PVR and the ADR. If a position number is on the ADR, it is no longer vacant. An EPS control number cannot be issued for the position. The MSC will update the remarks column of the PVR for the position as “NO LONGER VACANT”.

(2) Soldiers in the grades of E-5 through E-7. No control numbers will be issued for the Unit Identification Code (UIC) that contains more excess NCOs (position title is “Standard Excess” or “Excess due to MTOE Change”) on the ADR than there are vacancies on the PVR, by grade. (Example: If there are eight E-5 vacancies and six excess NCOs, only two vacancies can be filled.) Soldiers with the referenced positions are considered excess NCOs. The MSC will update the remarks column of the PVR as “EXCESS NCO”.

(3) Active Guard Reserve (AGR) positions. AGR RFF guidance is outlined in reference 1o. The remarks column of the PVR for AGR positions will be “AGR”.

c. After cross-referencing the PVR with the ADR, and updating the remarks column on the PVR, the MSC will distribute the PVR to lower echelons for available position remarks. Once the PVR is returned to the MSC with available position remarks, the MSC will upload the PVR for RFF to the Promotions channel by the suspense date.

2. Control Number Creation.

a. Control numbers will be issued from the PVR for positions that have the remark “RFF” and will be in numerical order by date and time stamp that each MSC uploads the PVR for RFF to the Teams Promotions channel. The order of control number creation will be ascending position number for each MSC PVR for RFF. The effective dates of control numbers will be the date G-1-E distributes the PVR for RFF.

b. G-1-E will manage the creation and action of all the control numbers for positions identified as “RFF” on the PVR for RFF. Soldiers will be selected from the EPS list that

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meet the eligibility requirements for the CPMOS and location of the vacancy. Special fill request control number worksheet creation will follow the procedures outlined in Annex B. If a position is vacant for more than 30 days with no remarks on the PVR for RFF or if the MSC fails to return the PVR for RFF by the suspense, G-1-E will issue a control number for the position.

c. MSCs are authorized to request off-cycle individual RFFs in between the monthly PVR for RFFs. Requests will be submitted to G-1-E at ng.ks.ksarng.mbx.g1-enlisted-personnel@army.mil using the individual RFF sheet. See enclosure 6. Effective dates will be date the request is submitted to G-1-E.

3. Selection and Promotion Process.

a. MSCs are responsible to ensure that their subordinate units are updating personnel data as needed in the Integrated Personnel & Pay System – Army (IPPS-A), and updating Semi-Annual Weigh-In data and ACFT data in the Digital Training Management System (DTMS) as training events occur.

(1) Soldiers who do not have updated required information in IPPS-A or DTMS will be considered ineligible for selection.

(2) The APFT will be utilized for selections if there is no passing ACFT in DTMS until the prescribed time in reference 1i. The last for record APFT cutoff dates for selection are 1 January 2019 or after for M-day Soldiers and 1 July 2019 or after for AGR Soldiers.

b. G-1-E will verify promotion eligibility of Soldiers on the control number worksheet IAW reference 1a. The first eligible and available Soldier will be selected for the position. The only Soldiers who must be contacted for a letter of acceptance or declination are those who are participating in the Title 32 Active Guard Reserve (T32 AGR) program, those who are participating in the SWVA program, and/or Soldiers in flight status.

(1) Soldiers participating in the T32 AGR program are identified with the active status program ID (ASP ID) of "IASTP_A" "IASTP_E" "IASTP_N" or "IASTP_F" in the IPPS-A Person Profile tile, Assignment Information tab, Active Status Program section. The T32 AGR ASP ID row, Effective Status field must show "Active" for a Soldier to be actively participating in the T32 AGR program. Acceptance or declination of AGR positions will be IAW reference 1a, 1d and AR 614-200, (Enlisted Assignments and Utilization Management).

(2) Soldiers participating in the SWVA program are identified with the RES_ASCO "C4" in the IPPS-A Personnel Restrictions tile, Restrictions tab. The RES_ASCO "C4" row must have a blank End Date field for a Soldier to be actively

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participating in the SWVA program. Soldiers will only be contacted using their email addresses listed in IPPS-A, and given 10 days to respond. MSCs will be CC'd on these emails. Acceptance or declination will be in writing from the Soldier by an e-mail or by submitting a hand-signed or digitally-signed letter. If the Soldier fails to respond in the allotted time, it will be recorded as a declination of the position. The Soldier will maintain list standing on the EPS list but will be ineligible for any future EPS control numbers.

(3) Soldiers who are in a flight status are identified with the special qualifications identifier (SQI) of "F" located in the IPPS-A Person Profile tile, Skills tab. These Soldiers will be given the opportunity to accept or decline promotions that would remove them from their flight status without any effect on their placement on the EPS list. Soldiers will only be contacted using their email addresses listed in IPPS-A, and given 10 days to respond. MSCs will be CC'd on these emails. Acceptance or declination will be in writing from the Soldier by an e-mail or by submitting a hand-signed or digitally-signed letter. If the Soldier fails to respond in the allotted time, it will be recorded as a declination of the position. Soldiers who decline will remain on the EPS list.

c. The Soldier selected for the position will be identified by adding "ELIGIBLE" to the remarks column on the control number worksheet.

(1) G-1-E will process control numbers in numerical order by vacant position job code (MOS) and will verify that the selected Soldier is eligible for the position. G-1-E will complete all applicable transactions for the selection.

(2) Soldiers who are selected in the STEP program are identified by RES_ASCO "U5." Soldiers will be counseled by the gaining unit commander on STEP program requirements. The commander must counsel the Soldier before removal from the STEP program. Transfers of STEP Soldiers are prohibited unless an ETP is granted by the Director of Personnel.

(3) If applicable, the gaining MSC will be responsible for temporarily attaching the Soldier back to the previous UIC in order to clear property and finalize any other items the unit deems necessary.

d. If all Soldiers on the control number worksheet are ineligible for selection, the ineligibility reason for each Soldier will be identified in the remarks column and the exhausted list procedures will begin. See Annex C. The only exception is for EPS control numbers issued as a result of the ECMP. If the ECMP directs a position to be filled through EPS and the control number is exhausted, it will automatically transition to SWVA.

e. After reassignment and promotion/lateral appointment actions have been completed the Soldier may decline the selection/promotion. Declinations must be submitted by the Soldier to G-1-E at ng.ks.ksarng.mbx.g1-enlisted-personnel@army.mil

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from their personal or official military e-mail address as listed in IPPS-A, or a hand-signed or digital signed letter.

(1) G-1-E will revoke the promotion order or add the date of declination to the RES_ASCO "U5" End Date field.

(2) The Soldier will be reassigned to their previous position. If the previous position is no longer vacant, the Soldier will be reassigned to a "Standard Excess" position within the UIC and further reassigned to the first available vacant position equal to their grade and MOS.

(3) After declination transactions are complete, the Soldier will be removed from the EPS list for the remainder of the FY24 EPS cycle.

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Annex B – Special Fill Requests

1. Special Fill requests are for vacant positions within the KSARNG involving additional prerequisites and/or assignment criteria to maintain unit readiness.

2. Instructor positions at the Kansas Regional Training Institute (KSRTI).

a. First priority will be given to Soldiers holding the applicable CPMOS (already qualified and holding a SQI of “8”). This would be for specific MOS instructor positions for classes taught (Examples are 88M and 68W). For non-MOS specific instructor positions it would be MOS non-specific ranked by EPS list number to those holding “8” SQI.

b. Second priority will be CPMOS qualified Soldiers that have requested to be an instructor on their IPPS-A Promotion Board Preferences but lacking the “8” SQI.

c. Third priority are Soldiers holding the CPMOS that did not request to be an instructor on their IPPS-A Promotion Board Preferences and are lacking the “8” SQI. This would be for specific MOS instructor positions for classes taught (Examples are 92Y and 68W). For non-MOS specific instructors it would be CPMOS non-specific ranked by EPS list number.

d. IAW reference 1o. paragraph 2-22, Soldiers selected for instructor positions will be stabilized for 36 months. The State Military Personnel Management Office (MPMO)/G1 will make the final determination in concert with the Commander of the KSRTI in regards to stabilization waivers. Instructors may be reassigned and or promoted within the KSRTI to other instructor positions with less than 36 months stabilization to fill higher priority assignments.

e. If a Soldier meets the qualifications but does not wish to perform instructor duties, they will decline the position/promotion (in writing) and will be removed from the EPS list.

3. Officer Candidate School (OCS) platoon trainers and instructors at the KSRTI must be a “111111” or a “111121” in their PULHES in accordance with AR 614-200 para 6-9 and 6-11. This requires all instructors to pass all events of the physical fitness test with no alternate events.

4. Soldiers assigned to Weapons of Mass Destruction Civil Support Teams (WMD-CST) are governed by CNGBI 3501-00. Soldiers selected for WMD-CST positions may not be promoted until they are both MOS and SQI qualified for the WMD-CST position. WMD-CST position priority of fill will be to Soldiers awarded the first SQI “R” Soldier on the promotion list. If a Soldier meets the qualifications but does not wish to perform WMD-CST duties, they will decline the position/promotion (in writing) and will not be removed

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from the EPS list.

5. For flight company positions, the following will apply:

a. Soldiers will not be promoted until a qualifying flight physical is approved. Once a flight physical is approved, the date of rank will be the date the requested control number was issued. It may take up to four months before a qualifying flight physical is approved.

b. If a Soldier fails to attain a qualifying flight physical, they will return to the unit in which they came from or to another available vacancy and will remain on the EPS list.

c. If a Soldier does not wish to perform flight duties, they will decline the selection/promotion (in writing) and will not be removed from the EPS list.

6. Aviation Standardization for the 15 series Career Management Field (CMF) within the 1st Battalion 108th Aviation Regiment: G-1-E will use the following criteria for fill requests:

a. First priority will be given to Soldiers holding the CPMOS and holding an ASI of "N1."

b. Second priority is to Soldiers holding the CPMOS but lacking the "N1" ASI.

7. Sniper positions in the 1-635th Armor Regiment. G-1-E will use the following criteria for fill requests:

a. First priority will be given to Soldiers holding the CPMOS (already qualified and holding an ASI of "B4").

b. Second priority is to Soldiers holding the MOS, but lacking the "B4" ASI.

8. 11 CMF, 13 CMF, and 19 CMF Master Gunner Positions. G-1-E will use the following criteria for fill requests:

a. First priority will be given to Soldiers holding the CPMOS (already qualified and holding an ASI of "A7", "A8", "K8", or "J3").

b. Second priority is to Soldiers holding the MOS, but lacking the "A7", "A8", "K8" or "J3" ASI.

9. 68W Flight Paramedic Positions in the 1st Battalion 108th Aviation Regiment: G-1-E will use the following criteria for fill requests:

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a. First priority will be given to Soldiers holding the 68W CPMOS (already qualified and holding an ASI of "F2").

b. Second priority is to Soldiers holding the 68W CPMOS, but lacking the "F2" ASI.

10. Soldiers assigned to the KSARNG Recruiting and Retention Battalion are governed IAW reference 1f.

11. Promotion of personnel selected for an AGR positions after the promotion list was exhausted of AGR personnel will be managed IAW reference 1o.

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Annex C – Exhausted List Procedures

1. If all Soldiers on the control number worksheet are ineligible, the following procedures will be used to fill the vacant position.

a. G-1-E will produce an exhausted list that is comprised of Soldiers on the EPS list, in the position CPMOS, that have selected a different distance/region preference.

b. G-1-E will verify eligibility and offer the position to the first eligible and available Soldier. Soldiers will only be offered 1 position from an exhausted list. If they decline that offer, they will not be offered any further positions from an exhausted list for the remainder of the FY24 EPS board cycle.

c. Soldiers will only be contacted using their email addresses listed in IPPS-A, and given 10 days to respond. If the Soldier fails to respond in the allotted time, it will be recorded as a declination. MSCs will be included on all email correspondence.

d. Soldiers who accept will be reassigned and promoted/laterally appointed, if applicable, by G-1-E.

e. Soldiers who decline will not be removed from the EPS list.

f. Soldiers will be contacted in order until an offer is accepted.

2. If a Soldier is not selected from the exhausted list, the control number will be cancelled, and the position will be transitioned to a SWVA.

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Annex D – Statewide Vacancy Announcement Procedures

1. The Statewide Vacancy Announcement (SWVA) procedures are utilized to identify Soldiers available to fill critical NCO vacancies which are unable to be filled through normal fill process IAW reference 1a, Chapter 7.
2. Current SWVAs are posted on the Kansas TAG website at <https://kansastag.gov/287/Army-Enlisted-Personnel-Management>.
3. Prior to applying for a SWVA, non-duty MOS qualified Soldiers are encouraged to review the duties, physical demands, and qualifications of the MOS to ensure they are eligible for initial award. MOS specifications can be found in the Smartbook DA Pam 611-21, Chapter 10C. See <https://www.milsuite.mil/book/groups/smartbookdapam611-21>.
4. Non-duty MOS qualified personnel must agree to become duty MOS qualified within one year IAW reference 1e Soldiers not holding the requisite PME for promotion must agree to complete all PME requirements within the prescribed time frame IAW reference 1a table 7-4. The Director of Personnel may approve an extension beyond the prescribed timeframes based on training seat availability or other extenuating circumstances.
5. Selection for a SWVA is a voluntary change of MOS and may terminate Selected Reserve Incentive Program (SRIP) contracts. Soldiers should contact the Kansas Army National Guard Incentives Manger at (785) 646-0155 or ng.ks.ksarng.mbx.g1-education-services@army.mil to determine termination and/or recoupment actions that may result from being selected for a SWVA.
6. Soldiers who have questions regarding eligibility requirements, application instructions, or application contents should contact their Readiness NCO or the SWVA control number point of contact.
7. Minimum Eligibility Requirements.
 - a. E5-E9 Vacancies. Soldiers are eligible to apply if they are one grade below the advertised position grade.
 - b. Traditional (M-Day) Soldiers may apply for all vacancies advertised.
 - c. Soldiers must not be flagged or have circumstances where a flag is warranted IAW AR 600-8-2.
8. Application Instructions.

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a. Soldiers must compile the following minimum required documentation for application:

(1) (Required) Kansas Army National Guard SWVA Application Cover Sheet. See enclosure 3.

(2) (Required) Selection Board Record Brief. See <https://arngg1.ngb.army.mil/SelfService/CareerCenter/Home.aspx>.

(3) (Required) Last five Noncommissioned Officer Evaluation Reports (NCOER, DA Form 2166-9-1 or DA Form 2166-9-2). See <https://iperms.hrc.army.mil/login/>.

(4) (Required) Last Professional Military Education (PME) Service School Academic Evaluation Report (DA Form 1059). See <https://iperms.hrc.army.mil/login/>.

(5) (Required) Current HT/WT and ACFT data. See <https://hr.ippsa.army.mil/psp/hcpdc/?cmd=login>. (Talent Profile tile, Physical Profiles tab, Army Fitness Test & Army Body Composition)

(6) (If applicable) Memorandum to explain missing or outdated required documents.

(7) (Recommended) Letter of Interest indicating a desire to voluntarily transfer to the advertised position.

(8) (Recommended) Resume.

(9) (Recommended) Official Transcripts (if applicable).

b. Soldiers must scan the application as one packet in Adobe PDF format, titled with the applicable control number underscore last name (Example: 2024-SWVA-001_SMITH).

c. Soldiers must email applications to G-1-E at ng.ks.ksarng.mbx.g1-enlisted-personnel@army.mil. The subject line of the email must include the applicable control number underscore last name (Example: 2024-SWVA-001_SMITH).

9. All SWVAs will be initially announced for 20 days. After the 20 day announcement period closes, G-1-E will review applications to ensure they are qualified by meeting the minimum requirements and submitting all required documents. Applications that are late, incomplete, or not submitted in accordance with the SWVA application instructions will not be accepted. G-1-E will notify Soldiers if their application has either been qualified or denied. All qualified applications will be distributed to the MSC through the Teams State-Wide Vancancy Announcement channel.

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a. If there is only one qualified application, the MSC will have 15 days to review the application and submit an acceptance/denial memorandum approved by the MSC CSM. No selection board will be required. If a memorandum is not received by the end of the 15 days, the application will be accepted by G-1-E and the Soldier will be reassigned to the SWVA position.

b. If there are multiple qualified applications, the MSC will have 30 days to conduct a Selection Board and submit documents to G-1-E.

c. If there are no qualified applications upon the closing date, the SWVA status will transition to "Open Until Filled."

10. Once a SWVA status has transitioned to "Open Until Filled" the first qualified application received by G-1-E will be immediately accepted and the Soldier will be reassigned to the SWVA position. No action from the MSC is required. G-1-E will notify the losing and gaining MSC once the reassignment is complete. SWVA's that are "Open Until Filled" will remain open for applications until a selection is completed.

11. Selections boards. MSCs are responsible for SWVA selection boards. Selection boards may be telephonic, paper, or in-person board. If a selection board will be in person, the MSC is responsible for scheduling board appointments with applicants and board members.

a. At a minimum, be comprised of three Soldiers of a higher rank than all applicants. One board member must be the vacant unit's First Sergeant. This can be waived if the Battalion CSM or Brigade CSM is present.

b. SWVA Selection Board Score Sheet, see enclosure 5. Required for use for all interview types and selections. One score sheet will be used for each applicant.

(1) Section 1- Application Review: The purpose of the application review is to generate administrative points. It focuses on known factors that can be determined by reviewing documents provided within an application only. Examples of records review but are not limited to experience within the duty position/MOS, military education, time in service, civilian education and awards.

(2) Section 2 - Presence: This section will focus on characteristics and attributes demonstrated by the applicant during the course of the interview. This section is optional and is not needed for paper boards. Examples of presence are but not limited to military courtesy and professionalism, ability to communicate, self-assurance/confidence, attitude and knowledge/understanding of the position.

(3) Section 3 - Interview: This section will focus on topics applicable to the advertised position. Questions/topics should be developed that will help determine the

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applicant's ability to succeed if selected. The questions will be the same for each applicant during the interview will be annotated in this section.

c. SWVA Selection Board Worksheet, see enclosure 4. The board recorder will complete the Selection Panel Composition and the Selection Board Order of Merit List (OML) sections. All applicants will be listed in the OML section. Applicants the board wishes to accept will be listed in the order the board wishes to select them with the Board Result marked as "Select". If there are any applicants the board wishes not to select, the Board Result will be marked as "Non-Select". Only the unit's First Sergeant, Battalion CSM or Brigade CSM can sign as the Selection Official. The Board Worksheet will be routed thru the CSM channels to the Brigade or Division CSM for approval.

d. If the selection board non-selects all applicants for an E-8 or E-9 position, a memorandum with denial justification will be routed through the CSM channels with the Selection Board Worksheet and submitted to G-1-E with the for approval by the LC-CSM.

e. The MSC will submit completed selection board documents to G-1-E through Microsoft Teams and will include the SWVA Selection Board Worksheet, SWVA Selection Board Score Sheet, E-8/E-9 denial memorandum (if applicable).

f. The MSC will notify all applicants of selection or non-selection using the preferred e-mail address listed in IPPS-A or from the SWVA Coversheet. The applicant(s) who were non selected may request to view the non-selection.

12. SWVA Completion. G-1-E will complete the following actions:

- a. Review selection board documents for accuracy and completion.
- b. Forward E-8/E-9 denial memorandums to the LC-CSM for review and approval.
- c. All applicable transactions (reassignments, promotion/lateral).
- d. Remove the SWVA from the TAG website.
- e. Notify the losing and gaining MSCs once the actions are complete.

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Annex E – Requesting AGR Control Numbers

1. The process to fill Army AGR positions will be IAW reference 1o.

2. Requesting Control Numbers.

a. The AGR HRO POC will create an IPPS-A Help Center Case – (RFF case) requesting a control number for the position. The following are required in each RFF case:

(1) “AGR RFF_JOB ANNOUNCEMENT NUMBER” must be in the Problem Summary field. See enclosure 2.

(2) Position number, control number effective date, and previous incumbent are required in the description field

b. AGR HRO POC will assign the RFF to the “NGKS G1 EPS” provider group.

3. Control Number Creation.

a. G-1-E will draft a control number worksheet for the vacant position. The control number worksheet is then attached it to the notes section of the RFF case. If no Soldiers meet the preliminary eligibility requirements, the control number will be considered exhausted.

b. Problem Summary field is changed to match the control number (example: 2024-E5-001) for a worksheet that has eligible Soldiers. The Problem Summary field will be changed to the “control number_EXHAUSTED” for worksheets that contain no eligible Soldiers.

c. RFF case is returned to HRO by assigning it to the NGKS HRO provider group. If a control number is exhausted upon creation, it is returned with “EXHAUSTED, PROCEED WITH HRO HIRING PROCEDURES” in the description field. AGR HRO will hold the exhausted control number case in the “NGKS HRO” provider group and proceed with new hire procedures in accordance with reference 1o.

4. Selection and Promotion.

a. HRO will verify promotion eligibility of Soldiers on the control number worksheet and the first eligible and available Soldier will be selected for the position. If no Soldiers on the worksheet are eligible, the list is exhausted. HRO will identify ineligibility reasons for Soldier in the remarks column.

b. The selection from the control number worksheet or the new hire selection

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memorandum is returned to G-1-E.

(1) When a new hire is selected, HRO will attach the selection memorandum and DA 4187 (containing the Soldier's start date) in the notes section of the control number case. An eligibility check in the description box is only required if the new hire will receive a promotion into the position.

(2) Before returning to G-1-E, HRO will adjust the problem summary field of the case to "Control Number_SELECTION" and adds the eligibility check (if required) into the description field (enclosure 3). Upon completion, the case is returned to G-1-E by assigning it to "NGKS G1 EPS" provider group.

c. G-1-E will verify the ineligibility of the Soldier's not selected, the eligibility of the selected Soldier, process the promotion (if applicable), assign appropriate ASCOs and close the control number case.

d. HRO will only process temporary assignment actions for AGR Soldiers.

5. The Adjusted Date of Rank (DOR) for a Soldier demoted to enter the AGR program IAW reference 1j. The adjusted Grade Entry Date (GED) is authorized for the grade accepted when initially entering the AGR program. Adjusting GED for additional demotion is not authorized. (i.e., An E7 who accepts an E5 AGR position, their GED will be adjusted for E5 but will not be adjusted again at E6 to account for pre-AGR time served in that grade).

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Annex F – Standby Advisory Board (STAB)

1. A STAB may be used when a material error existed in Soldier's record or a Soldier was not considered by the original promotion board but met eligibility requirements IAW reference 1a.
2. Soldiers eligible for a STAB who are prior service gains, inter-state (IST) accessed to the KSARNG after 1 August 2023.
3. Other valid reasons for board reconsideration can be found in reference 1a. paragraph 7-49 h(1-9).
4. Reasons that do not constitute for a STAB can be found in reference 1a. paragraph 7-49i (1-9) and paragraph 7-49j.
5. Soldiers boarded by a STAB will be integrated into the EPS list and their date of eligibility will be the date of the STAB.
6. G-1-E will conduct quarterly STABs at a minimum and will conduct other STABs as needed.
7. G-1-E will screen for material errors (Primary Military Education (PME), service time, gains to KSARNG, etc.) for Soldiers that were not boarded in error. If any errors are discovered, G-1-E will submit a STAB approval memo to the MILPO for approval. If approved, the MSC will be notified of the date the Soldier will be boarded and the documents required for submission.
8. MSCs are responsible for notifying G-1-E, by email at ng.ks.ksarng.mbx.g1-enlisted-personnel@army.mil, if any material errors (PME, service time, document errors, etc.) are discovered that would warrant a STAB. G-1-E will verify and submit a STAB approval memo to the MILPO for approval. If approved, the MSC will be notified of the date the Soldier will be boarded and the documents required for submission.

Annex G – Removing Soldiers from EPS List

1. Removing Soldiers from the published EPS list.

a. Administrative Removal. Commanders will promptly notify G-1-E and forward supporting documents for administrative removal from the EPS list IAW paragraph 7-44 of reference 1a. An approved retirement for the purpose of this MOI is defined as a retirement request/packet at the State G1 level with the “B9” ASCO assigned in IPPS-A.

b. Command Initiated Removal. Any commander in a Soldiers chain of command may recommend that the Soldier be removed from a published EPS list at any time IAW 1a. paragraph 7-45. Recommendations will not be submitted on isolated acts based on short-term supervision. To ensure a fair and impartial decision, each case must be investigated thoroughly. Recommendations for removal may be submitted for substandard performance. If the commander determines over a reasonable period of time (at least 6 months) that the Soldier’s work is such that promotion to the next higher rank would not be in the best interest of the KSARNG or has declined to such a degree that the Soldier no longer has the potential to perform in the higher rank.

(1) When recommending a Soldier for removal, the following must be considered.

(a) Punishment under UCMJ or criminal conviction or nonpunitive measures will not automatically be the sole basis to suggest that a Soldier’s name be removed from the list.

(b) The Soldier’s conduct before and after the punishment or nonpunitive measures and facts and circumstances leading to and surrounding the misconduct must be considered.

(c) To remove a Soldier based solely on a minor or isolated incident of misconduct may be unfair to the Soldier. Removal from a promotion list has far-reaching, long-lasting effects on the Soldier.

(d) Commanders will evaluate the circumstances to ensure that all other appropriate actions have been taken (training, supervision, and formal counseling have not helped) or the basis for considering removal is serious enough to warrant denying the individual’s promotion.

(2) The commander may submit a recommendation for removal for one or more of the following reasons:

(a) Punishment under UCMJ, Article 15, or criminal conviction, whether directed for filing in the performance or restricted portion of the Soldier’s Army Military Human Resource Record (AMHRR).

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(b) Any court-martial conviction.

(c) A memorandum of reprimand, signed by a general officer, placed in the Soldier's AMHRR.

(d) Adverse documentation directed for filing in the Soldier's AMHRR.

(e) Other derogatory information received in official channels, but not filed in the Soldier's official records, if it is substantiated, relevant and reasonably and materially affects a promotion.

(3) Removal Actions:

(a) Before sending a removal action to G-1-E for action for consideration, the commander will deliver it, in writing, to the affected Soldier. Include all documents that will be submitted to the Adjuant General (TAG) in the notification to the Soldier. The Soldier will be allowed one month, or until five days after the unit's next regularly scheduled training assembly or annual training period, whichever is first, to respond in writing to the proposed action after receipt of the written notice. The maximum period will be limited to 60 days to ensure that the Soldier is notified and has the time to prepare, but that the process continues to move forward. The Soldier may include the opinion and statements of third persons in their response. The commander may extend this time for reasons beyond the Soldier's control.

(b) A Soldier who elects not to respond will review the entire action, state the election not to respond in writing, sign the statement, and return the action to the commander.

(c) The commander will submit the action (memo) for review through command channels to the promotion authority. A copy of the Soldier's record brief (ERB) and DA Form 268, if in Flag status, will be included with the recommendation.

(d) A commander at any level may disapprove the recommendation, include the reason for disapproval, and return the action through command channels to the originator.

(e) On recommendations processed through the chain of command and not disapproved at a lower level, the promotion authority will make the final decision based on results and recommendations of the chain of command. With the next higher promotion authority serving as the appeal authority.

(4) Approval Authority:

(a) For Soldiers in the grades of E-4 and E-5 the approval authority is the first

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commander in the rank of O-5 or higher.

(b) For Soldiers in the grade of E-6 thru E-7 the approval authority is the first commander in the rank of O-6 or higher.

(c) For Soldiers in the grade of E-8 thru E-9 the approval authority is the first general officer.

(d) These commanders will personally approve or disapprove these actions, and will not delegate this authority. The next higher promotion authority serves as the appeal authority.