



DEPARTMENT OF THE ARMY  
HEADQUARTERS KANSAS NATIONAL GUARD  
2722 SOUTHWEST TOPEKA BOULEVARD  
TOPEKA KS 66611-1263

NGKS-PEZ

15 October 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Updated Noncommissioned Officer Temporary Promotions (SGT-SGM)

1. References:

- a. Army Regulation 600-8-19, (Enlisted Promotions and Reductions)
- b. Deputy Chief of Staff, G1, DAPE-ZA memorandum (Calendar Year 2023 (CY23) Noncommissioned Officer (NCO) Promotions, 1 December 2022
- c. National Guard Regulation (NGR) 600-200 (Enlisted Personnel Management)
- d. NGB, ARNG-HRH memorandum, Updated Noncommissioned Officer Temporary Promotions (SGT-SGM) (PPOM 23-003a), 19 January 2023

2. Background. Reference 1d, allows State Adjutants General to set policies within their state and waive PME course completion requirements for Pin On promotion to the ranks of SGT through SGM under certain conditions.

3. Purpose. This policy provides guidance for the execution of temporary promotions which waive PME completion requirements in order to promote Soldiers to the grade of SGT through SGM. IAW reference 1a, paragraph 1-36, a temporary promotion is a promotion to a higher rank, with pay and allowances, until such time a set condition is met, at which point the promotion is permanent or the promotion expires, whichever occurs first.

4. Execution. Temporary promotions for Soldiers who have been selected for Higher Grade (HG) positions through EPS, Statewide Vacancy Announcement (SWVA) procedures, or AGR hiring procedures will be managed by the G-1. Deployment Manning Document (DMD) promotions may be requested by unit commanders, through their CoC, to the G-1 for approval. Only one temporary promotion to any paygrade is authorized.

5. Eligibility. The following requirements must be met for the Soldier to be considered qualified for a temporary promotion:

- a. The Soldier must be on the current EPS list and be eligible and available for selection/promotion.

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b. The Soldier must not be flagged or have circumstances where a flag is warranted IAW AR 600-8-2.

c. Soldiers must be otherwise fully eligible for the promotion IAW with reference 1a.

d. Soldiers must have a valid passing APFT/ACFT and HT/WT.

e. Promotion to MSG and above must have a favorable security clearance.

f. Soldiers must not have previously failed to meet Primary Military Education (PME) course standards for the required course for the grade being promoted to.

g. Soldiers must not have been previously reduced for serving in a higher graded position for 36 or more months without completing the required PME course for the grade being promoted to (legacy reductions).

h. Soldiers must not have any (Soldier fault) No Shows for the required PME course for the grade being promoted to.

i. Soldiers selected for a HG promotion must be MOS qualified.

j. AGR promotions to MSG and above must have control grade availability.

6. The effective date of a temporary promotion is the date the Soldier meets all requirements for pin-on promotion IAW reference 1b. Soldiers promoted under this policy will have TMPRONG added to their restrictions within Integrated Personnel and Pay System-Army (IPPS-A).

7. HG promotions. Upon selection to a higher grade through EPS, SWVA procedures, or AGR hiring procedures, EPM will verify the Soldier's eligibility for promotion. If the Soldier is ineligible, EPM will notify the MSC by email of the ineligibility reason. If the Soldier is eligible, EPM will promote the Soldier and notify the MSC through email. These promotions are on contingent upon completion of a required PME course by the timeframe listed below, the start date is the temporary promotion effective date. The Soldier's temporary promotion expiration date will be listed on their promotion order.

a. The following timeframes for temporary promotions must be met:

(1) BLC and MLC 12 months (T10 and T32 AGR Soldiers) or 24 months (traditional Soldiers).

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(2) ALC and SLC 24 months (T10 and T32 AGR Soldiers) or 36 months (traditional Soldiers).

(3) Timeframes will be paused for mobilized Soldiers (Title 10 time only) and EPM will adjust their expiration date upon release from active duty.

Note: In unique circumstances (no fault of the Soldier), commanders may request to the first general officer in their chain of command to retain the higher grade for up to 12 additional months to meet the PME requirement.

b. Unit commanders must ensure all Soldiers temporarily promoted under policy have an application in Army Training Requirements and Resources System (ATRRS) for the required PME course.

c. Temporary promotions which expire, or the Soldier fails to meet the conditions set forth in this policy will require the Soldier to be reduced to their former grade with an effective date of the day the temporary promotion expired, unless otherwise stated. Once reduced, the Soldier will be reassigned into the first available qualified vacancy at their current grade and will no longer have TMPRONG added to their restrictions in IPPS-A. There will be no recoupment of pay and allowance. Reduction will be done without a board action. The Grade Entry Date (GED) will be the original GED to the former grade. Soldiers promoted back to the higher grade later will not have their GED adjusted to reflect the time served while in a temporary status.

d. Soldiers attending a required PME course following approval of a temporary promotion who subsequently fail the course (except for compassionate reasons) will be reduced to their former rank effective the date of the course failure as indicated on the DA Form 1059; refer to paragraph 7c.

e. Soldiers must not have a change in eligibility status to attend a required PME course. Soldiers who are scheduled for a required PME course following approval of a temporary promotion who are subsequently identified as ineligible to attend:

(1) The flag codes A, B, D, E, H, J, K, Q, R, S, U, V, and W IAW AR 600-8-2, form the basis for PME ineligibility. The Soldier will be reduced to their former rank effective the date of the flag, refer to paragraph 7c.

(2) When a flag is later determined to be erroneous, or is closed favorably, following a reduction for being identified as ineligible for PME attendance, that Soldier's temporary promotion will be restored to the previous date of the temporary promotion.

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f. Soldiers who separate or reach their expiration term of service prior to meeting the condition of the temporary promotion will be reduced the day prior to separation.

8. DMD promotions. This policy does not mandate the promotion of eligible Soldiers during a deployment. Commanders should strongly consider a Soldier's individual readiness history before requesting a waiver. Unit Commanders may request, through their CoC, to the G-1, a waiver to promote Soldiers to the rank of SGT through SGM who are slotted in a higher graded position on the DMD. Commanders must ensure that requests meet all other eligibility requirements for promotion.

a. The MSC will submit the following documents to EPM inbox at [ng.ks.ksarng.mbx.enlisted-personnel@army.mil](mailto:ng.ks.ksarng.mbx.enlisted-personnel@army.mil).

(1) DA Form 4187. See enclosure 1.

(2) A copy of the Deployment Manning Document for the applicable unit.

(3) ATRRS information verifying the Soldier meets the eligibility requirements in paragraph 5.

(4) DTMS information verifying the Soldier meets the eligibility requirements in paragraph 5.

b. If the promotion is approved by the G-1, the Soldier will be promoted effective the day before the start of Title 10 orders but will remain on the current EPS list at the grade promoted from. This will allow the Soldier to continue to compete for positions within the state while deployed.

c. If the Soldier accepts an EPS or SWVA promotion during a DMD promotion, they will retain their promotion and GED and will return to the new position after completion of the mobilized period of service.

d. If the Soldier is not offered or does not accept an EPS or SWVA promotion during a DMD promotion, the Soldier will be administratively reduced to their former grade the day after return from active duty (REFRAD) as annotated on their DD Form 214. Reduction will be done without a board action. The GED will be the original GED to the former grade. Soldiers promoted back to the higher grade later will not have their GED adjusted to reflect the time served while in a temporary status. AGR Soldiers must reenter the AGR program at their previous grade and will not be assigned to the priority placement list.

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e. A Soldier who is DMD promoted will not incur an additional service remaining obligation.

f. The process of DMD promotions is the same for all KSARNG Soldiers regardless of their status prior to the start of Title 10 contingency operation orders.

9. Temporary promotions to the rank of SGM are authorized, as outlined in reference 1a, for non-resident course only. The Soldier must have a confirmed reservation in ATRRS or is currently enrolled in the Sergeants Major Course (SMC) or enrolled in the Joint Special Operations Forces Senior Enlisted Academy (JSOFSEA) for Special Operation Soldiers. Soldiers will be reduced without board action if they are no longer making satisfactory progress (as determined by the Commandant, Sergeants Major Academy). Soldiers must be otherwise fully qualified to include the availability of a controlled grade for AGR Soldiers.


10. Temporary promotions (fully qualified, selected, but without the requisite PME) based on pregnancy/postpartum requires graduation of the required PME course within the specified timeframe outlined in paragraph 7a. from the end date of the postpartum profile.

11. Service remaining obligation. Soldiers promoted to SGT and SSG, will incur a 1-year service obligation from the effective date of their required PME course completion. Soldiers promoted to SFC, MSG, and SGM will incur a 3-year service obligation from the effective date of their temporary promotion. IAW reference 1a, paragraph 7-8, Soldiers must extend within 90 days of the action that obligated the service.

12. This policy will remain in effect until superseded or rescinded.

13. The point of contact for this memorandum is the Enlisted Personnel Manager at (785) 646-0124 or by email at [ng.ks.ksarng.mbx.enlisted-personnel@army.mil](mailto:ng.ks.ksarng.mbx.enlisted-personnel@army.mil).

Encls  
DMD DA Form 4187

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

DISTRIBUTION:  
(see next page)

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