



DEPARTMENT OF THE ARMY
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-PER-Z

31 May 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 1 to FY24 Enlisted STEP MOI – New Process for Promotion to Sergeant and Staff Sergeant (SGT/SSG; Current E4s and E5s).

1. References:

a. NGWV-PER-Z Memorandum (FY24 Enlisted Select, Train Educate and Promote Memorandum of Instruction), 23 March 2023.

b. AR 600-8-19 (Enlisted Promotions and Reductions), 16 May 2019.

2. To facilitate timely junior NCO promotions and more closely align with current RA/USAR promotion processes the West Virginia Army National Guard has received NGB (ARNG-HRH-E) approval to make the following changes to the 2024 STEP MOI.

a. Leadership board points will no longer be used for SGT/SSG enlisted promotion lists (EPLs). Soldier scoring will consist of 800 administrative points as derived from Chapter 3, reference 1b, and as summarized in the following table.

ARNG Semi-Centralized Promotion (SGT / SSG) Administrative Points			
	SGT Board	SSG Board	Reference
Military Training (Max SGT 280pts / SSG -330pts)			
▪ Weapon Qualification	160	110	AR 600-8-19, Tables 3-7, and 3-10
▪ Army Combat Fitness Test (ACFT)	120	120	
Awards, decorations, and achievements (Permanent awards)	145	165	AR 600-8-19, Tables 3-11, 3-12, 3-13, and 3-17
Military Education (Max SGT -240pts / SSG -245pts)			
▪ Primary Military Education (PME)	40	40	AR 600-8-19, 3-18
▪ Resident Training	110	115	
▪ Self-Development (Online) Training	90	90	
Civilian Education	135	160	AR 600-8-19, 3-19
Total	800	800	
Note: Administrative points between SGT and SSG Boards differ to account for the differences in performance and achievements between the grades.			

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b. A centralized (SSG) board to establish leadership points will no longer be conducted. Upon G1 approval of FY24 EPLs, Soldiers in pay grades E4 and E5 who meet the eligibility requirement in table 1, reference 1a will be incorporated onto respective EPLs using administrative points as calculated within IPPS-A.

c. Upon approval by the G1, SGT/SSG EPLs will stand in perpetuity; they will no longer expire each FY. BN-level consideration panels will be established to incorporate newly eligible Soldiers onto standing EPLs quarterly in conjunction with the STAB schedule (table 5, reference 1a). Soldiers already on the EPLs are not required to be re-boarded. Administrative point recalculations will also be captured quarterly from IPPS-A to allow Soldiers to improve their list standing.

3. Commanders wishing to deny consideration for promotion to SGT/SSG must follow the procedures in reference 1a, paragraph 4d and table 2.

4. NGB Forms 4100-1A and 4100-1B will no longer be utilized. IPPS-A is the authoritative data source to capture and calculate promotion points. Individual Soldier record review and data quality management at all levels is paramount.

5. Soldiers meeting eligibility requirements for SGT/SSG promotion are still required to update their individual board preferences in IPPS-A.

6. Reference 1b, Chapter 3 will only be used as a basis for administrative point calculations in conjunction with Chapter 7 and this policy. No other promotion processes listed in Chapter 3 are applicable to the WVARNG.

7. Point of Contact is the Enlisted Branch (NGWV-PER-EB) at (304) 561-6360 or the EPM Email Distribution List (nq.wv.wvarng.list.eps@army.mil).

FOR THE ADJUTANT GENERAL:

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