

HEADQUARTERS
HAWAII ARMY NATIONAL GUARD
91-1227 ENTERPRISE AVENUE
KAPOLEI, HAWAII 96707-2150

NGHI-PER-ENL (600-8-19d)

29 April 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Fiscal Year 2026 (FY26) Enlisted Promotion System (EPS) Boards

1. References.

- a. AR 600-8-19 (Enlisted Promotions and Reductions)
- b. NGR 600-200 (Enlisted Personnel Management)
- c. NGR 600-5 (The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management)
- d. PPOM #22-022 (Revised Authorization to Frock Army National Guard Enlisted SMs)
- e. PPOM #22-023 (Execution of Personnel Actions for the Army Combat Fitness Test)
- f. HING Policy – Promoting Command-Directed Active Guard Reserve (AGR) and Promoting AGR Hired into a Higher-Graded Position Interim Policy, dated 29 February 2024
- g. NGB, ARNG-HRH memorandum (Army National Guard (ARNG) Implementation Guidance for Suspension of Temporary Promotions and Select/Train/Educate/Promote (STEP) Policy and the Reduction of the Online Training (PPOM 24-014, 7 June 2024)
- h. HIARNG Policy – Enlisted Active Guard Reserve (AGR) Management Advisory Council, dated 11 March 2025

2. Purpose. The purpose of this MOI is to provide Service members (SM) with specific guidance regarding basic criteria or eligibility, consideration, and prescribed board packet procedures for the Hawaii Army National Guard (HIARNG) Enlisted Promotion System (EPS). The EPS aims to identify and promote the most qualified SMs based on merit, performance, and potential.

3. Background. HIARNG is a vacancy-based promotion organization. The EPS is designed to facilitate the HIARNG process in filling authorized vacancies within the NCO ranks through board evaluation and selection based on the potential to serve in positions of greater responsibility. The EPS provides career progression and rank that recognizes the performance and potential of each SM, which attracts and retains the most qualified SMs for a career in the HIARNG. As vacancies occur, the first eligible SM on the published promotion list in the applicable Career Progression Military Occupational Specialty (CPMOS), unless otherwise superseded by a Priority Placement List (PPL) or other relevant regulation or policy, will be selected for promotion and assignment into the position.

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4. Execution. The promotion boards will consider all eligible SMs, excluding those who decline consideration or are withheld from consideration by their Commander. Promotion board members will utilize Guard Suite to evaluate and rate SMs on their promotion potential.

a. The HIARNG will conduct the FY26 SFC through SGM EPS, SGM-A selection process, and Best Qualified (Leadership) centralized Boards for 1SG and CSM from 11 – 15 August 2025, under the G1 Enlisted Promotion Manager (EPM) direction.

(1) All MSGs will automatically be considered for placement into the 1SG list. Newly promoted MSGs may submit a 1SG packet. See Annex F for the checklist.

(2) SFCs and MSGs/1SGs must be fully eligible and recommended for promotion consideration by the FY26 Centralized Promotion Board to be eligible for 1SG or CSM consideration, respectively.

b. E6/SSG promotion board will be decentralized at the Major Subordinate Command (MSC) level. The board will conduct between 2 – 27 February 2026. The Staff Sergeant board (E5 - E6) utilizes administrative and leadership board points. G1 will consolidate admin and leadership board points and publish the EPS list. MSCs will integrate Separate units within HIARNG in the following:

(1) 298th MFTR, 93rd CST and MEDDET will be integrated with 103d Trp Cmd.

(2) JFHQ, RRB, and HHC, 29th IBCT will be integrated with 29th IBCT.

(a) The 29th IBCT will split into two separate decentralized EPS boards, with the MSC responsible for determining the conduct boards' breakdown.

c. E5/SGT semi-centralized promotion boards are by admin points only. The SM must go into IPPS-A to validate their administrative promotion points and make their elections. G1 will process the Personnel Eligibility Roster (PER) for administrative points and publish the EPS list results.

d. The maximum administrative promotion points for (SGT/SSG) boards are 800. The maximum number of leadership points for SSG boards is 250. Reference AR 600-8-19, Chapter 3, for administrative point calculations.

e. IAW PPOM 24-014, 150 promotion points will be awarded to a SM's existing total promotion point score as follows:

(1) SMs recommended for promotion to SGT who are BLC graduates.

(2) SMs recommended for promotion to SSG who are ALC graduates.

f. The Standby Advisory Board (STAB) convenes every quarter. The HIARNG CSM will determine the need for command leadership supplemental boards and will be announced formally through the G1 EPM. Consideration for all ranks must validate their board preferences and promotion points worksheet (PPW) (SGT/SSG) to be eligible for a STAB. Refer to Annex A.

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g. The current EPS baseline and scoresheets, checklists, DA 4187s, counseling templates, memo templates, and job aids are enclosed and posted into the G1 EPM MS Teams Channel.

5. Promotion Consideration. The promotion boards will consider all eligible HIARNG Service members, including those in the expanded zone of consideration (EZOC), deployed, attached, assigned to the Army Recovery Care Program (ARCP), and referred to the Integrated Disability Evaluation System (IDES) but excluding those who decline consideration or withheld from consideration by their Commanders. MSGs and 1SGs who are not accepted for enrollment and start the Sergeants Major Academy (SGM-A) before age 54 are ineligible for promotion consideration. Refer to Annex B for the SGM-A enrollment selection panel process. Refer to Annex A for timelines and cutoff dates for each board and specific eligibility requirements.

6. Promotion Eligibility Rosters (PER). PER will be published and maintained in IPPS-A with a working copy in G1 EPM MS Team Channel. See appendix A for consideration, selection, and promotion criteria.

a. Commanders, with the assistance of the full-time enlisted NCOs/leaders and staff, will retrieve PER from the Integrated Personnel and Pay System-Army (IPPS-A). Commanders will verify the PER in IPPS-A to ensure each SM validates their preferences, consideration, restriction selection, and Promotion Points Worksheet (PPW). Commanders will identify discrepancies and submit requests to add eligible SMs to G1 EPM. Command teams and SMs are responsible for reviewing information accuracy, including the proper coding of Professional Military Education (PME) and CPMOS. Only eligible SMs that meet TIS/TIG/EZOC will reflect on PER.

7. Service Member Responsibilities. SMs must validate their preferences and Promotion Point Worksheet (SGT/SSG) in IPPS-A, review their records, and work with their unit to update their records NLT the cutoff date on annex A. Individual SMs are primarily responsible for ensuring the accuracy of records and submission of promotion or selection packets.

a. IPPS-A Self Service Promotion Board Preferences USAR/ARNG tile (in lieu of Advance Declination for Promotion and Assignment Form, and 4100's), see Annex C:

(1) SMs must select YES or NO to indicate if they wish to receive consideration from the promotion board and to attend the next level of military education. SMs select NO if they cannot or are unwilling to participate in PME during this board cycle. The default selection is YES if SMs fail to make an election.

(2) Validate Preferences: SMs must select YES to validate preferences. SMs boarding for SFC to SGM will not be able to restrict unit assignment within HIARNG.

(3) SMs must select YES or NO to the statement asking if they wish to receive consideration for a 1SG or CSM position and must annotate their intentions in IPPS-A. The default election is NO if SMs fail to make an election (only applicable to SMs boarding to the grade of E8 or E9).

(4) SMs must select YES or NO if they wish to receive consideration for Instructor

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Position. If Yes, they must select Statewide consideration and submit a separate instructor packet. This requirement only applies to SMs boarding to the grades of E6 and above.

(5) SMs must elect YES or NO to the statement asking if they wish to receive consideration for flight assignments. SMs who elect YES will receive promotion offers for flight assignments; however, the G1 will administratively remove SMs from the EPS list if they decline flight assignments. SMs must pass a flight physical to retain their rank. Only applies to career management field (CMF) 15 and MOS 68W.

(6) SMs must elect their geographical location for a new assignment and be willing to commute to another island. SM who elected NO but are already traveling to a different island for their current assignment may be offered a promotion, provided the SM elected Company only within their restrictions and the promotion remains within the same Company. SM who elected NO, which is not specified above, will only be considered within the island of residence. AGR SMs must choose YES and be willing to commute to another island.

(7) SMs must elect their command restrictions when considering a new assignment. Available elections are current Company/Unit, current Battalion (minus 103 TC), current MSCs (29th IBCT / 103 TC), and Statewide/No restrictions. The default selection is STATEWIDE if SMs fail to make an election. AGRs will not have the option to restrict unit assignment within HIARNG. AGR SMs must choose the statewide selection.

(8) SMs who do not complete their selections in IPPS-A and validate their Board preferences and/or PPW (SGT/SSG) will not be boarded and will not be eligible for a STAB.

(9) AGRs will not have the option to restrict unit assignment within HIARNG. AGR SMs must choose the statewide selection.

b. SMs boarding for E5 and E6 promotion boards must review and validate their Promotion Point Worksheet (PPW) within IPPS-A. SMs must notify their Readiness NCO of any discrepancies with their promotion points to ensure they are corrected.

c. SMs will be boarded in their Primary MOS's Career Progression MOS (CPMOS). SMs requesting to board for an MOS other than their PMOS must possess the MOS and submit a CPMOS change request using a DA Form 4187. MSC / Separate Unit S1s will upload the DA 4187 no later than the suspense date to the MISC EPM REQUESTS Submission Portal. See Annex D for more details.

d. Army Military Human Resource Record (AMHRR).

(1) SMs ensure their AMHRR is a complete and accurate representation of their military service and performance. Leaders are essential in assisting and reviewing SM's AMHRR for promotion. SMs can use the link in the IPPS-A Self-Service page to access their AMHRR; see Annex E.

(2) Submit a memorandum to the board president to address any missing documents or information for the record. MSC / Separate Unit S1s will submit the memorandum and SM's counseling statement to the G1 EPM drop box.

c. SM validates the Soldier Record Brief (SRB) through the Self-Service Portal.
<https://arngg1.ngb.army.mil/v3/SelfService/Careercenter/RBMain.aspx>

8. Unit Responsibilities.

a. Commanders, with the assistance of the full-time enlisted NCOs/leaders and staff, will verify the Promotion Eligibility Roster (PER) in IPPSA, submit a request to G1 EPM to add eligible SMs, inform G1 EPM of ineligible SMs, and provide G1 EPM with any applicable documents to deny promotion consideration (Reference AR 600-8-19, paragraph 6-32).

a. Unit Commanders select "Recommend for Consideration (Y)" or "Withheld from Consideration (N)" in IPPSA. Commanders cannot delegate this task. See Annex H.

b. Ensure SM's individual weapons qualification (IWQ), Army Combat Fitness Test (ACFT), and Height/Weight data are updated in DTMS and reflected in IPPS-A.

d. Ensure SM's PME and civilian education are correct and updated in IPPS-A.

e. SRB. Assist SMs with updating discrepancies before SM validating. Ensure the validated selection board SRB is uploaded to the SM's iPERMS by the cutoff date.

f. For command Withholding of consideration for promotion, units must submit DA Form 4187, approved by the appropriate level, with supporting documents, through command channels to G1 EPM. Approval Authority for E5 and below is the first LTC Commander in the SM's Chain of Command. The Commander cannot delegate this task. MSC / Separate Unit S1s will upload the DA 4187 no later than the suspense date to the MISC EPM REQUESTS Submission Portal. Provide SMs 30 days to appeal the Command's declination recommendation. See Annex G.

g. A SM's declination of a promotion consideration assignment for which eligible and available, or refusal of training is documented in writing and uploaded in SM's iPERMS.

9. MSC/BN/Separate Unit Responsibilities.

a. Implement internal suspense dates IOT meet G1 requirements.

b. Perform quality control and corrective actions before submission of final packets.

c. Assist commands in providing guidance, processing, and managing the board rosters, SM elections, records updates, board requirements, CPMOS requests, demotions, selection removals, and denial of promotion consideration process before the cutoff date. See Annex A for additional details.

10. 00F Positions. Units with 00F positions (AGR and IDT) will submit 00F request memos to identify feeder MOS. The final determination and approval authority of feeder MOS is the HIARNG Command Sergeant Major. See Annex J.

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11. The points of contact for this memorandum are the G1 Sergeant Major, SGM Cesar A. Ramirez II, 808-844-6202 or cesar.a.ramirez3.mil@army.mil and the G1 Enlisted Promotion Manager / Enlisted Branch NCOIC, MSG Mabel A. Requilman, 808-844-6116 or mabel.a.requilman.mil@army.mil.

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Digitally signed by INIGO.PHOEBECHELO.PEROCILLO.1039140396
Date: 2025.04.29 12:55:40 -10'00'

PHOEBE P. INIGO
COL, GS, HIARNG
Military Personnel Officer

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