

HEADQUARTERS
HAWAII ARMY NATIONAL GUARD
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NGHI-PER-ENL (600-8-19d)

12 May 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Fiscal Year 2027 (FY27) 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 #25-031 (Execution of Army National Guard Personnel Actions for the Army Fitness Test)
- e. HING Policy – Promoting Command-Directed Active Guard Reserve (AGR) and Promoting AGR Hired into a Higher-Graded Position Interim Policy, dated 29 February 2024
- f. HIARNG Policy – Enlisted Active Guard Reserve (AGR) Management Advisory Council, dated 11 March 2025
- g. PPOM #26-004 (Authorization to Promote Over-Grade (E-4 through E-7) and Stabilize Soldiers Assigned/Qualified in MOS 15T (UH-60 Helicopter Repairer/Air Crew Member)/ ASI B3 (UH-72 Helicopter Repairer) Coded Positions)
- h. PPOM #25-014 (ARNG Critical Care Flight Paramedics (CCFP) Career Management)

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 recognize the performance and potential of each SM, thereby attracting and retaining 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published promotion list in the applicable Career Progression Military Occupational Specialty (CPMOS), unless otherwise superseded by a Priority Placement List (PPL) or other relevant regulation or policy, will be selected for promotion and assignment into the position.

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 the Army Selection Board System (ASBS) to evaluate and rate SMs on their promotion potential. If the system is unavailable, it will use a similar board system.

a. The HIARNG will conduct the FY27 SFC through SGM centralized promotion, SGM-A selection, and Best Qualified (Leadership) for 1SG and CSM boards from 8 - 12 September 2026, 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 FY27 Centralized Promotion Board to be eligible for 1SG or CSM consideration, respectively.

b. To streamline promotion timelines and efficiently allocate resources, E6/SSG and E5/SGT promotion boards will not convene until FY28, approximately in August 2027, with an effective date of 1 October 2027. The FY26 SSG and SGT EPS lists published on 1 April 2026 will remain in effect until the new lists are published. This adjustment consolidates and maximizes limited resources. Furthermore, it realigns all the Enlisted Promotion Systems (EPS) lists publication timelines to improve standardization, oversight, and efficiency across the promotion process, and supports training and funding initiatives such as the Army Funding Allocation Model (AFAM) and the ARNG Readiness Improvement Program (ARIP).

c. 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. All ranks must validate their board preferences to be eligible for a STAB. Refer to Annex A.

d. 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 (SMs), 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 maximum age or maximum years of service 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.

- Commanders, with the assistance of the full-time enlisted NCOs/leaders and staff, will verify the PER in IPPS-A and/or G1 EPM MS Team Channel to ensure each SM validates their board preferences, consideration, and restriction selection. 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. Following publication of the Promotion Eligibility Rosters, it is critical that each SM fulfills their individual responsibilities. SMs must validate their board preferences in IPPS-A, review and certify their My Board File in ASBS (<https://mbf.hrc.army.mil>), 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, submitting promotion and/or leadership selection packets, and uploading them into ASBS prior to the established suspense date (Annex A).

a. IPPSA Board Preference and My Board File in ASBS for E7 – E9 will be available for certification starting 20 May 2026 until 7 August 2026. SMs are responsible for ensuring the content of their My Board File is accurate and update correction NLT established suspense date. See Annex A

b. 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 D:

(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. SM may select "NO" if they do not want to be considered for promotion.

(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). Note: All MSGs will automatically be considered for placement into the 1SG list. Newly promoted MSGs may submit a 1SG packet.

(4) SMs must select YES or NO if they wish to receive consideration for Instructor 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 E7 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.

(6) SMs boarding for SFC to SGM and AGRs will not have the option to restrict assignment within HIARNG.

(7) SMs who do not complete their selections and validate their Board preferences in IPPS-A before the suspense date will not be boarded and will not be eligible for a STAB during this EPS cycle.

c. Army Selection Board System (ASBS) 2.0.

(1) Individual SMs will log into the Army Selection Board System (ASBS) to review and certify their My Board File (<https://mbf.hrc.army.mil>) beginning 20 May 2026 – 7 August 2026. SMs who identify discrepancies in their personnel information will report them to their RNCO for correction in IPPSA and/or IPERMS. See Annex C.

(2) ASBS is the primary means to evaluate the SMs record. SMs are responsible for ensuring all documents, including NCOER's, DA 1059's and all commendatory documents are included in ASBS board file.

(3) Memorandum to the Board (if applicable). SM's will upload their memorandum to ASBS under "Letter to the Board" explaining issues, concerns, discrepancies or delinquencies in SM's files. See annex F for templates.

(4) Individual SMs are responsible for ensuring their promotion packets are complete, accurate, and uploaded into ASBS under "Board Specific Application". SM's will upload their own centralized EPS and/or Best Qualified (Leadership) CSM/1SG selection board packets as a single consolidated PDF file into ASBS (Annex C) by suspense date with the following naming convention:

(a) Centralized EPS Packet - "Rank_Lastname_Firstname_FY27_EPS_Packet"

(b) Leadership Packet - "Rank_Lastname_Firstname_FY27_1SG_Packet" OR
"Rank_Lastname_Firstname_FY27_CSM_Packet"

(5) SM who selected "Yes" for Instructor consideration must upload packet as a single PDF file using the naming convention, "Rank_Last_Firstname_FY27_Ins_packet" to G1 EPM MS Teams Portal.

[https://armyeitaas.sharepoint-mil.us/:f:/r/teams/G1189/Shared%20Documents/02-G1%20EPM/1_FY27_EPS_MOI%20\(600-8-19b1\)/3_DROP_BOX/1_INSTRUCTOR_PACKETS?csf=1&web=1&e=maNxOp](https://armyeitaas.sharepoint-mil.us/:f:/r/teams/G1189/Shared%20Documents/02-G1%20EPM/1_FY27_EPS_MOI%20(600-8-19b1)/3_DROP_BOX/1_INSTRUCTOR_PACKETS?csf=1&web=1&e=maNxOp)

MS Team Pathway: HIARNG-G1à 02b-G1 EPM-Public à Files à1_FY27_MOI

(6) SMs who fail to upload their EPS and/or leadership packet, and do not certify their "My Board File" by the suspense date, will not be boarded and will not be eligible for a STAB during this EPS cycle.

d. 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 E for more details.

e. Army Military Human Resource Record (AMHRR).

- 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 L.

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 EPM Teams Channel, 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), see Annex G.

b. Unit Commanders select "Recommend for Consideration (Y)" or "Withheld from Consideration (N)" in EPM Teams Channel. Commanders cannot delegate this task.

c. Ensure SM's Army Fitness Test (AFT), and Height/Weight data are updated in ATIS/VANTAGE.

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

e. For command, withholding consideration for promotion, units must submit DA Form 4187, approved by the appropriate level, with supporting documents, through command channels to G1 EPM. 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.

f. Conduct quality control on SMs EPS packets, assist in consolidating documents into a single PDF file, and submission by uploading them into the SM's ASBS My Board File.

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

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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 H.

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.

FOR THE MILPO:

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