



ARMY NATIONAL GUARD G1

PERSONNEL GATEWAY

DA Select Process: When a mobilized Officer elects to accept a DA Board promotion

DA Select Process: When a mobilized Officer elects to accept a DA Board promotion

Point of Contact

Division: Personnel Division (ARNG-HRP)

Description

ARNG mobilized Officers will be mandatorily considered for promotion when they meet minimum promotion service requirements prescribed for the zone of consideration. The DA Board convenes according to a published HRC schedule to determine select/non-select for all Officers within the zone of consideration. The purpose of the DA Select Process is to describe the steps taken when a DA Board select Officer identifies a new position and elects to accept a DA Board promotion. The election process is complete once ARNG-HRP-R Fed Rec Administrative Section publishes approved Federal Recognition orders. After the Federal Recognition Orders are cut, HRP-R Fed Rec Section monitors Officer status to ensure placement in new position within 180 if days if M-Day or 365 if AGR.

Regulations and Supporting Resources

[AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers](#)

[Fed Rec System SOP](#)

[NGR 600-100, Commissioned Officers – Federal Recognition and Related Personnel Actions](#)

[NGB Policy Memo, Promotion of Mobilized Army National Guard Officers who are Selected for Promotion by a Department of the Army \(DA\) Mandatory Promotion Board](#)

Documents and Forms

[Board Select List](#)

[DA Form 2-1, Personnel Qualifications Record](#)

Delay Memo

GPFM-1791

Related Processes

[DA Select Maximum Time in Grade Process](#)

When a Mobilized Officer is in a maximum time in grade (TIG) situation

Systems

Federal Recognition (Fed Rec) Management System

The Federal Recognition Management System provides status and progress against all actions involved with officer promotions, branch transfers, name changes, interstate transfers, reserve transfers and withdrawal of Fed Rec requests. This information is used by commanders, Soldiers, and HR Professionals to determine eligibility and qualification for HR processes such as promotions. Fed Rec orders are processed based on State requests. The Fed Rec section at NGB serves as the ARNG POC and subject matter expert for inquires pertaining to Federal Recognition matters.

[Force Management System Web Site \(FMS Web\)](#)

FMS Web is part of the U.S. Army Force Management Support Agency (USAFMSA). USAFMSA documents manpower and equipment requirements and authorizations for the Army. FMS Web documents include: TDA, TOW, MTOE, CTA, and JTA.

[Guard Knowledge Online \(GKO\)](#)

Guard Knowledge Online (GKO) is a Web portal that provides support functionality to the National Guard community. The primary role of GKO is a knowledge management tool for information sharing through the entire Army National Guard community, including document, file, and image libraries. The site provides check-in / check-out version control, change notification, and announcement posting. The GKO calendar can integrate with Microsoft Outlook to manage and track tasks and meetings. In addition, GKO allows for audience specific threaded discussion pages and easy survey creation.

MILPO Order System

MILPO Orders, a web-based application, automates the processing of personnel orders for the Army National Guard. MILPO Orders takes the order generation from an initial personnel action request (PAR) through review of the PAR to approval and publication of an order. Designated users can Initiate a Personnel Action Requests (PAR), Route, review, and update a PAR, approve a PAR and publish orders based on that PAR, keep records of manual orders in a consolidated orders log, maintain the orders log, and generate reports. After PARs are initiated, they are routed for review to the appropriate chain of command. The final review is by the Publisher, who can publish an order from the PAR if appropriate. These orders are included in the orders logs and reports maintained in MILPO Orders. In addition to PARs, MILPO Orders allows users to record information on certain manual orders, or orders that are not published through the software. These orders are assigned numbers in sequence with the application and information on the manual orders is included in daily orders logs and the consolidated orders log. MILPO Orders also provides the following reports: Daily Orders Report, PAR Status Report, Pending Transaction Report, Statistical Report, and Orders Log Report.

[Reserve Component Automation Systems \(RCAS\)](#)

The Project Directorate Reserve Component Automation Systems (PD RCAS) supports the Army National Guard (ARNG) and the United States Army Reserve (USAR) by providing standardized, sustainable, supported and secure automated information solutions that contribute to the increased readiness of the Reserve Component (RC). RCAS is an integrated suite of software products and automated information systems that significantly improve the ability of RC soldiers and units to accomplish day-to-day unit administration. RCAS has been serving the soldier since the 1990's through the development and sustainment of infrastructure, hardware and readiness software products and solutions.

[Standard Installation / Division Personnel System \(SIDPERS\)](#)

SIDPERS is a multi-command personnel management information system. SIDPERS supports the areas of strength accounting, personnel management, information retrieval, and external interfaces.

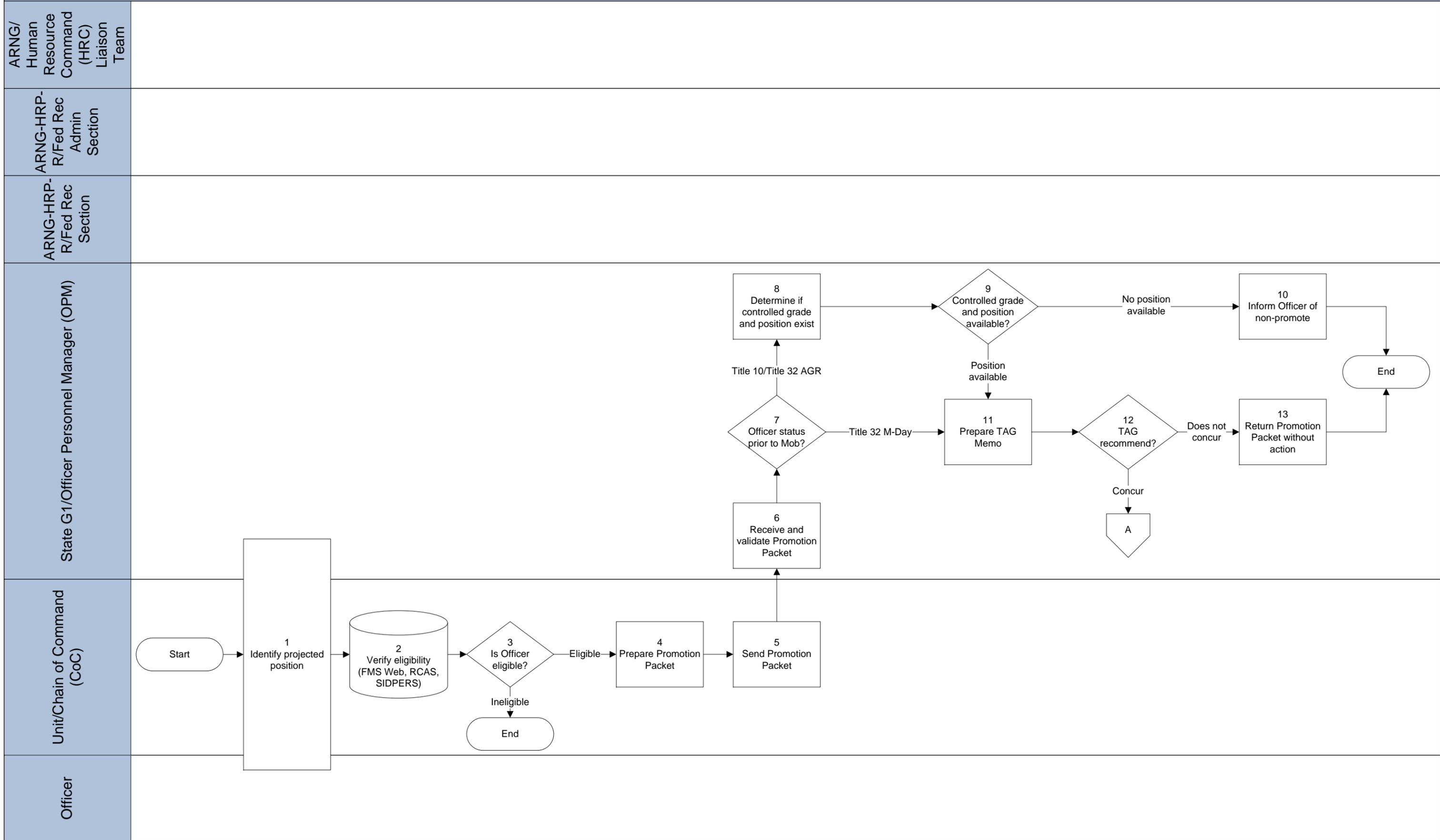
[Total Army Personnel Database-Guard \(TAPDB-G\)](#)

The Total Army Personnel Database – Guard (TAPDB-G) is a data repository system designed to serve as an archive for personnel information for all ARNG personnel (officer and enlisted). The system is responsible for pushing information fed

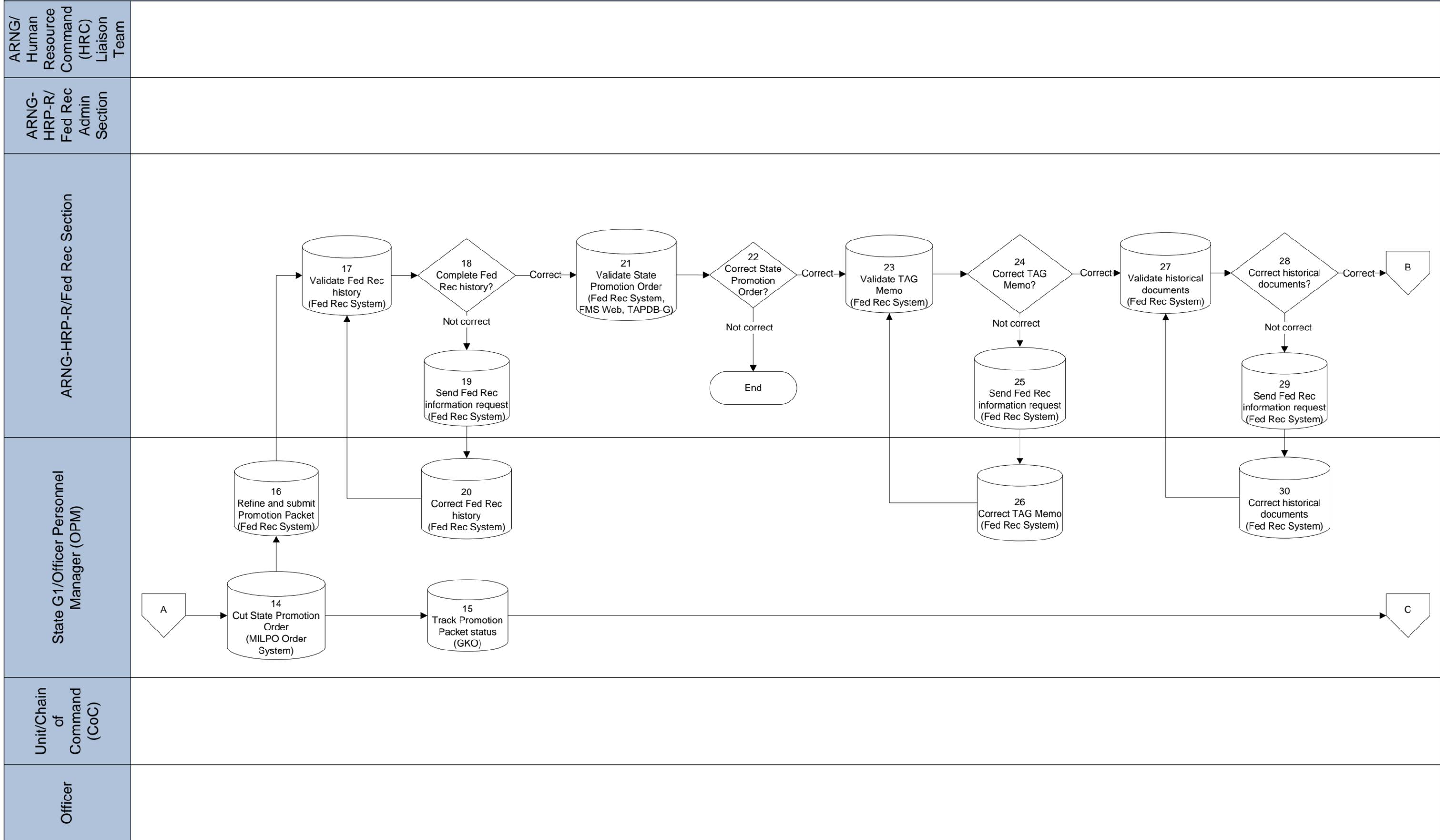
by Standard Installation/Division Personnel System (SIDPERS) transactions to the Integrated Total Army Personnel Database (ITAPDB).

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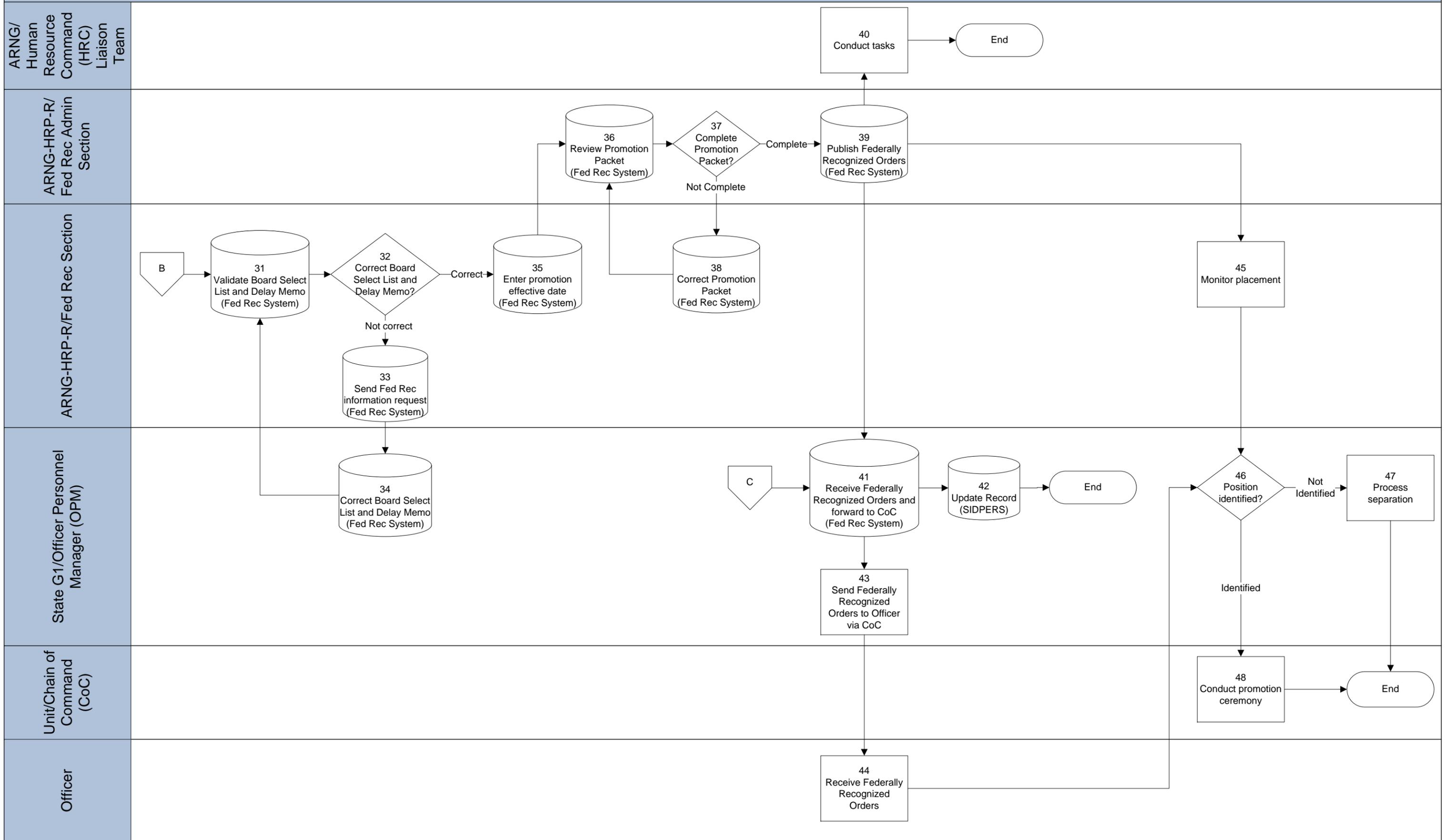
Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



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DA Select Process: When a mobilized Officer elects to accept a DA Board promotion

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|-----|---|--|---|---------------------|------------------------|---|
| 1 | Identify projected position | Officer, Unit (forward/rear), and State OPM identifies projected position for Officer to be promoted into. | | | | Varies by State. |
| 2 | Verify eligibility (FMS Web, RCAS, SIDPERS) | Unit reviews Officer's qualifications in SIDPERS to validate eligibility IAW NGR 600-100. Unit reviews Unit Manning Report (UMR) in RCAS and FMS Web to validate authorization of position. | NGR 600-100, Chapter 8 NGB Policy Memo | | FMS Web SIDPERS | Varies by State. |
| 3 | Is Officer eligible? | Unit determines if Officer is eligible for promotion. If Officer is eligible, process will continue. If Officer is not eligible, Unit/Chain of Command (CoC) will notify Unit of ineligibility. If ineligible for promotion, process ends. | | | | |
| 4 | Prepare Promotion Packet | If Officer is eligible, Unit/CoC prepares Officer Promotion Packet. | NGR 600-100, Chapter 8 | | | <p>The Chain of Command (CoC), when initiating the Promotion Packet, utilizes a promotion process guide/checklist that clearly and concisely states the Officer documentation required in the Fed Rec Promotion Packet and shows an example of a successfully completed Promotion Packet.</p> <p>Promotion Packet includes Fed Rec required documents as well as State documents.</p> |

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| 5 | Send Promotion Packet | Unit/CoC sends Promotion Packet to State via email or certified mail. | | | | Varies by State. |
| 6 | Receive and validate Promotion Packet | State OPM receives the Promotion Packet from Unit/CoC and reviews to ensure completeness/correctness IAW NGR 600-100 and State policy. If necessary, corrective action is taken between State OPM and Unit to correct and complete Promotion Packet. | NGR 600-100, Chapter 8 | | | |
| 7 | Officer status prior to Mob? | State OPM determines if Officer status is Title 10 AGR, Title 32 AGR, or M-Day prior to mobilization. | | | | |
| 8 | Determine if controlled grade and position exist | If Officer is Title 10 AGR or Title 32 AGR, State OPM determines if Officer will have a controlled grade and position upon REFRAD. | | | | Officer cannot be promoted unless there is a controlled grade and position. Coordination process varies by State. |
| 9 | Controlled grade and position available? | State OPM determines if the Officer will have a controlled grade and position upon REFRAD. If there is not a controlled grade and position (must have both) Officer cannot be promoted. | | | | |
| 10 | Inform Officer of non-promote | If no controlled grade and position exist, State OPM informs Officer through CoC that he/she cannot be promoted via phone or email. | | | | |
| 11 | Prepare TAG memo | State OPM prepares memo for TAG recommendation. State OPM submits TAG memo to TAG or designated authority for approval signature. | | | | Standard TAG memo format is being drafted by ARNG-HRH. To designate signature authority, State TAG must create written memo. |

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| 12 | TAG recommend? | State TAG concurs or disagrees with Promotion. If State TAG concurs, standard process continues. Otherwise, Promotion Packet is returned. | | | | |
| 13 | Return Promotion Packet without action | If Promotion Packet is not approved, CoC returns to Unit without action. | | | | |
| 14 | Cut State Promotion Order (MILPO Order System) | State cuts State Promotion Orders in MILPO Order System in RCAS and adds to Promotion Packet. | | | MILPO Order System RCAS | State Promotion Order must reflect the projected promotion position in Additional Instructions (Unit Name, UIC, Paragraph, Line, and Duty Position). |
| 15 | Track Promotion Packet status (GKO) | State OPM tracks Promotion Packet status via GKO Packet Status Tool throughout the process. | | | GKO | Varies by State |
| 16 | Refine and submit Promotion Packet (Fed Rec System) | State OPM refines (removes unnecessary information) and submits Promotion Packet in Fed Rec System. | Fed Rec System SOP | | Fed Rec System | |
| 17 | Validate Fed Rec history (Fed Rec System) | ARNG-HRP-R Fed Rec Section reviews Fed Rec history to determine if: 1) Soldier's Initial Appointment Packet has been completed and loaded to Fed Rec System and 2) Federally Recognized Orders have not already been cut for Soldier. | | | Fed Rec System | |
| 18 | Complete Fed Rec history? | If complete and correct, ARNG-HRP-R Fed Rec Section continues Promotion Packet review. If not correct, ARNG-HRP-R Fed Rec Section sends State OPM information request via Fed Rec System. | | | Fed Rec System | |

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| 19 | Send Fed Rec information request (Fed Rec System) | If not correct and complete, ARNG-HRP-R Fed Rec Section emails State OPM via Fed Rec System to request completion of Initial Appointment Packet or to make them aware that Federally Recognized Orders have already been cut for Soldier. | | | Fed Rec System | If Orders have already been cut, the Fed Red packet is removed from Fed Rec System and the State is notified. |
| 20 | Correct Fed Rec history (Fed Rec System) | State OPM corrects the Fed Rec history and resubmits Promotion Packet. Once resubmitted, Fed Rec System emails ARNG-HRP-R Fed Rec Section indicating Promotion Packet has been modified. | | | Fed Rec System | |
| 21 | Validate State Promotion Order (Fed Rec System, FMS Web, TAPDB-G) | <p>ARNG-HRP-R Fed Rec Section reviews Promotion Packet to verify that the projected position on State Promotion Order exists and Officer meets qualifications:</p> <ul style="list-style-type: none"> -ARNG-HRP-R Fed Rec Section utilizes FMS Web to confirm projected position has been Federally Recognized at the same Grade and Branch listed on the State Promotion Orders. -ARNG-HRP-R Fed Rec Section utilizes Total Army Personnel Database-Guard (TAPDB-G) to confirm Officer's current Grade and Branch qualify him/her for projected position. | | | Fed Rec System FMS Web TAPDB-G | |

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| 22 | Correct State Promotion Order? | If State Promotion Order contains a valid projected position and Officer is qualified, ARNG-HRP-R Fed Rec Section continues Promotion Packet review. Otherwise, ARNG-HRP-R Fed Rec Section removes Promotion Packet from Fed Rec System, sends State OPM message within Fed Rec System indicating why Packet was removed, and process ends. | | | Fed Rec System | To correct error, State OPM will need to make SIDPERS update and resubmit Promotion Packet. State Promotion Order must reflect the projected promotion position in Additional Instructions (Unit Name, UIC, Paragraph, Line and Duty Position). |
| 23 | Validate TAG Memo (Fed Rec System) | ARNG-HRP-R Fed Rec Section reviews Promotion Packet to verify that the TAG Memo exists and is accurate. The TAG Memo is checked to ensure position matches Orders, Officer is currently mobilized, and TAG signature is included. | | | Fed Rec System | Position will be blank if Officer is at maximum time in grade. |
| 24 | Correct TAG Memo? | If complete and correct, ARNG-HRP-R Fed Rec Section continues Promotion Packet review. If not correct, ARNG-HRP-R Fed Rec Section sends State OPM information request via Fed Rec System. | | | | |
| 25 | Send Fed Rec information request (Fed Rec System) | If TAG Memo is missing information, ARNG-HRP-R Fed Rec Section emails State OPM via Fed Rec System to request completion of TAG Memo. | | | Fed Rec System | |
| 26 | Correct TAG Memo (Fed Rec System) | State OPM corrects TAG Memo and resubmits Promotion Packet. Once resubmitted, Fed Rec System emails ARNG-HRP-R Fed Rec Section indicating Promotion Packet has been modified. | | | Fed Rec System | |

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| 27 | Validate historical documents (Fed Rec System) | ARNG-HRP-R Fed Rec Section reviews Promotion Packet to ensure correctness of historical documents, to include GPFM-1791 Personnel Qualification Record (PQR) or approved substitute documents. | | GPFM-1791 | Fed Rec System | |
| 28 | Correct historical documents? | If correct, ARNG-HRP-R Fed Rec Section continues Promotion Packet review. If not complete, ARNG-HRP-R Fed Rec Section sends State OPM information request via Fed Rec System. | | | | |
| 29 | Send Fed Rec information request (Fed Rec System) | If not complete, ARNG-HRP-R Fed Rec Section emails State OPM via Fed Rec System to request completion. | | | Fed Rec System | |
| 30 | Correct historical documents (Fed Rec System) | State OPM corrects the historical documents and resubmits Promotion Packet. Once resubmitted, Fed Rec System emails ARNG-HRP-R Fed Rec Section indicating Promotion Packet has been modified. | | | Fed Rec System | |
| 31 | Validate Board Select List and Delay Memo (Fed Rec System) | ARNG-HRP-R Fed Rec Section validates Board Select List and Delay Memo (if applicable) to ensure Officer was DA Select. | | Board Select List | Fed Rec System | Board Select List is located on GKO and should be included in Promotion Packet. |
| 32 | Correct Board Select List and Delay Memo? | ARNG-HRP-R Fed Rec Section determines if Board Select List and Delay Memo (if appropriate) are included in Promotion Packet. ARNG-HRP-R Fed Rec Section validates Board Select information against NGB-ARNG-HRP-R Boards Section historical data. | | Board Select List | | |
| 33 | Send Fed Rec information request (Fed Rec System) | If Board Select List and Delay Memo are not included and/or incorrect, ARNG-HRP-R Fed Rec Section requests correction from State OPM. | | Board Select List | Fed Rec System | |

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| 34 | Correct Board Select List and Delay Memo (Fed Rec System) | State OPM corrects or includes Board Select List and Delay Memo and returns to ARNG-HRP-R Fed Rec Section. | | Board Select List | Fed Rec System | |
| 35 | Enter promotion effective date (Fed Rec System) | ARNG-HRP-R Fed Rec Section enters promotion effective date into Fed Rec System and clicks save button. | | | Fed Rec System | |
| 36 | Review Promotion Packet (Fed Rec System) | ARNG-HRP-R Fed Rec Administrative Section reviews the Promotion Packet to ensure that the Federally Recognized Orders will print complete and correct. | | | Fed Rec System | |
| 37 | Complete Promotion Packet? | ARNG-HRP-R Fed Rec Admin Section determines whether Promotion Packet is complete. If complete, process continues. If not complete, requests that ARNG-HRP-R Fed Rec Section makes adjustments. | | | | |
| 38 | Correct Promotion Packet (Fed Rec System) | If not complete or correct, ARNG-HRP-R Fed Rec Section corrects Promotion Packet and re-submits. | | | Fed Rec System | |
| 39 | Publish Federally Recognized Orders (Fed Rec System) | Once complete, Fed Rec Admin Section publishes Federally Recognized Orders into Fed Rec System. Once published, Fed Rec System emails pre-selected contacts including State, HRC, and ARNG-HRP-R iPERMS Section. ARNG-HRP-R iPERMS Section adds Federally Recognized Orders to iPERMS record. | | | Fed Rec System iPERMS | |
| 40 | Conduct tasks | HRC conducts administrative tasks to promote Officer. | | | | |
| 41 | Receive Federally Recognized Orders and forward to CoC (Fed Rec System) | State OPM receives Federally Recognized Orders from Fed Rec System and forwards to Unit/CoC. | | | Fed Rec System | Varies by State. |

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| 42 | Update Record (SIDPERS) | State OPM updates Officer Record Brief (ORB)/DA Form 2-1 and SIDPERS record. | | DA Form 2-1 | SIDPERS | Varies by State. |
| 43 | Send Federally Recognized Orders to Officer via CoC | State OPM sends Federally Recognized Orders to Officer via CoC. | | | | Varies by State. |
| 44 | Receive Federally Recognized Orders | Officer receives Federally Recognized Orders from CoC. | | | | Varies by State. |
| 45 | Monitor placement | ARNG-HRP-R Fed Rec Section monitors Officer status to ensure placement in new position within 180 if days if M-Day or 365 if AGR. | | | | |
| 46 | Position identified? | ARNG-HRP-R Fed Rec Section and State OPM monitors Officer position. | | | | |
| 47 | Process separation | If position is not identified, separation process to Inactive Ready Reserve (IRR) begins. | | | | |
| 48 | Conduct promotion ceremony | Unit conducts promotion ceremony for Officer. | | | | Varies by State. |