



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

18 JAN 2005

MEMORANDUM FOR MILPO's

SUBJECT: Streamlined Process for Promotion to First Lieutenant (NGB-ARH memo # 05-002)

1. Reference DAPE-MPO-S memorandum dated 14 Jan 04, Subject: Amendment to Policy – Promotion of Second Lieutenants (2LT) to First Lieutenant (1LT) and Warrant Officer One (WO1) to Chief Warrant Officer Two (CW2)
2. The reference in paragraph 1 announces a change in the paperwork required for promotion of Army National Guard (ARNG) officers to the grade of 1LT. Effective 1 Feb 05 States will only be required to send a State promotion order and a copy of the officers Academic Evaluation Report (AER) from the Officer Basic Course (OBC) to NGB-ARP for processing a promotion to 1LT. Additionally, effective 1Feb 05 officers will be promoted to 1LT without regard to the position they occupy.
3. Commanders wishing to not promote an officer to 1LT either for substandard performance or because the officer is flagged will prepare and forward to NGB-ARP a Department of the Army (DA) Form 78-R. In accordance with Department of Defense Directive (DODD) 1320.10 a 2LT not recommended for promotion will be retained for evaluation six months after promotion eligibility date (PED), unless their retention is inconsistent with good order and discipline. If after the six month retention period, the officer is still not qualified for promotion to 1LT, then the officer may be discharged in accordance with AR 135-175 or NGR 635-100, not later than 90 days after notification of pending separation. However, in no case will an officer be retained beyond 42 months time in grade as a 2LT.
4. The policy change addressed by the reference in paragraph 1 does not pertain to WO1's of the ARNG. There is a legal requirement that WO's in the ARNG must appear before a Federal Recognition Board prior to promotion that prohibits the implementation of this policy in the ARNG.

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5. Point of contact for this action is LTC Lemuel Clement, Chief, Personnel Regulation
Branch, NGB-ARH, DSN 327-3400 or 703-607-3400.


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