

ARNG Enlisted Promotions

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Summary

Enlisted Soldiers have strict guidelines by which they will be promoted and are governed by AR 600-8-19, Chapters 1, 2, 7, 10, and 11.

IAW AR 600-8-19, Chapter 2, Decentralized Promotions are managed by the unit Commander. Enlisted Soldiers in grades E-4 and below must be in a promotable status on the effective date of promotion. Advancement will be effective on the first day the Soldier becomes eligible to be advanced to the next higher grade. Privates in the grade of E-1 are eligible for advancement to E-2 six months after the date they enter Initial Active Duty for Training. Privates in grade E-2 are eligible for advancement to E-3 with 12 months time-in-service (TIS) and four months time-in-grade (TIG). Privates in the grade of E-3 are eligible for advancement to E-4 with 24 months time-in-service and six months time-in-grade. Commanders may advance up to 10% of each company's assigned PV1 to PV2 and PV2 to PFC without regard to the TIS AND TIG requirements.

Currently, SGT – SGM IAW AR 600-8-19, Chapter 7 are done in two parts – A calculation of administration points and a review/scoring (Board) of a Soldier's personnel record. Once both processes are completed the points are added to determine the promotion order of merit list.

Boards consider all eligible Soldiers who are satisfactorily qualified in the career progression Military Operation Specialties (MOS), do not decline consideration, and who meet the criteria for the grades shown in the following tables for TIG, TIS, and Non-Commissioned Officer Education System (NCOES).

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Time-in-Grade and Time-in-Service

For promotion to:	Time-in-Service	Time-in-Grade	Cumulative Enlisted Service
SGT	Not Applicable	12 Months	Not Applicable
SSG	Not Applicable	18 Months	Not Applicable

SFC	9 Years	24 Months	6 Years
MSG	13 Years	24 Months	8 Years
SGM	16 Years	24 Months	10 Years

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Non-Commissioned Officer Education System (NCOES)

Rank	NCOES Required	NCOES Required to Compete for Promotion to the Next Higher Rank
SGT	None	WLC
SSG	WLC (PLDC)	ALC (BNCOC (All Phases))
SFC	ALC (BNCOC (All Phases))	SLC (ANCOC (All Phases))
MSG	SLC (ANCOC (All Phases))	SLC (ANCOC (All Phases))
1SG	US Army First Sergeant Course within 12 months of appointment as 1SG	US Army First Sergeants Course
SGM/CSM	Enrolled in the Sergeants Major Course (USASMA)	N/A

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Promotion and Selection Board Checklist

Ensure the following are completed:	
NGB Form 4100-1-R-E	<ul style="list-style-type: none"> Ensure NGB Form 4100-R-E is completed and turned into Office of Professional Responsibility (OPR)
Time	<ul style="list-style-type: none"> Ensure enough time on enlistment and tour orders
Army Physical Fitness Test (APFT)	<ul style="list-style-type: none"> Ensure APFT is current
Weapons Qualification	<ul style="list-style-type: none"> Ensure Weapons Qualification is current
SIDPERS file	<ul style="list-style-type: none"> All updates are made to SIDPERS
iPERMS file	<ul style="list-style-type: none"> All updates are made to iPERMS Review iPERMS for the following: NCOER/Evaluations, Awards, Military Education – 40 hours or more, and Civilian Education – accredited schools only
NCOER	<ul style="list-style-type: none"> Ensure there are no gaps in NCOERS
Security Clearance	<ul style="list-style-type: none"> Ensure Security Clearance is current
DA Form 2-1/ERB	<ul style="list-style-type: none"> Review DA Form 2-1/ERB for the following: Awards, Military Education, Civilian Education, and Assignment History ERB for AGR Soldiers: will be added to board file per Board Announcement Memo Submit to Non-OMPF email address
DA photo	<ul style="list-style-type: none"> Official DA Photo (within 5 years, current rank, awards in photo and board file match)

	<ul style="list-style-type: none"> • Ensure DA Photo is current and that awards match DA Form 2-1/ERB
HRMS (Title 10 Only)	<ul style="list-style-type: none"> • When in a Title 10 Status, ensure all updates are made to HRMS
Letter to the Board (if necessary)	<ul style="list-style-type: none"> • IAW AR 600-8-19, Para 7-32, Soldiers may write to the president of the promotion board and is encouraged only when something is not provided or if the Soldier feels will affect the board deliberation

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Frequently Asked Questions

Q. How do I catalogue enlisted promotion points?

- A. By using AR 600-8-19, Chapter 7, Figure 7-6 and the NGB Form 4100-1-R-E. Promotion board also awards points based on the assessment of your board file.

Q. How is Enlisted Promotions organized?

- A. Enlisted Promotions is divided into three major sections: Senior Enlisted Promotions (SFC-SFM), Junior Enlisted Promotions (SGT-SSG) and Decentralized Promotions (SPC / CPL (E4) and below).

Q. Where can I find a list of boards?

- A. For the Army National Guard each State's G1 or JFHQ has a copy of the list. The Army National Guard (T10) will post the list to GKO.

Q. How are the promotions awarded?

- A. The Promotion Board analysis of each Soldier's qualifications for promotion are based on the following:
- Job performance
 - Scope and variety of assignments history
 - Overall experience
 - Awards, decoration, and commendation
 - Physical condition
 - Education (Military and civilian)
 - Judgment, maturity, integrity, and character

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References

Regulations

- [AR 600-8-19, Enlisted Promotions and Reductions](#)
- NGB and each State will publish a promotion Board Announcement Memo

Documents and Forms

- [DA Form 2-1, Personal Qualification Record](#)
- [DA Form 2166-8, NCO Evaluation Report](#)

- [NGB Form 4100-1-R-E, Army National Guard Enlisted Promotion Point Worksheet](#)

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Points of Contact

- NCOIC/OIC/1SG
- Career Manager (T10 only)
- Assignment NCO/HRO (T32/T10 only)

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