



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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JAMES E. MCGREEVEY
Governor
Commander-in-Chief

TAG POLICY LETTER 02-8

☆
GLENN K. RIETH
Brigadier General
The Adjutant General

19 June 2002

Field Grade Officer
Position-Vacancy Promotion Policy

1. PURPOSE: To establish an interim promotion policy/process and provide guidance for Field Grade officer position-vacancy promotions. This policy letter also serves as a source of professional development guidance for those officers of exceptional ability who seek early promotion through position-vacancy. Position-vacancy promotions are applicable to officers who have not yet been considered or selected for promotion by a DA Mandatory Selection Board.

2. REFERENCES.

- a. AR 135-155, paragraph 2-13 & 2-14, dated 24 Oct 2001, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

Position-vacancy promotions will be conducted in a manner which maintains the intent of Below the Zone Boards which are conducted for the Active Component and United States Army Reserve (USAR). Special attention is directed to a reference in Para 2-10d(2), which states:

“They are intended to provide officers of *exceptional ability* an opportunity to *advance quickly to more responsible positions*, help *retain high quality officers*, and give officers an incentive to *perform at their highest potential*”. (Emphasis added).

- b. AR 600-100, dated 17 Sep 1993, Army Leadership
- c. NGR (AR) 600-100, dated 15 Apr 1994, Commissioned Officer – Federal Recognition and Related Personnel Actions

3. DA Mandatory Selection Board selectees will have promotion priority. Commanders at all levels will consider qualified DA Selection Board selectees for unit vacancies, before recommending another officer for a position-vacancy promotion.

4. Individuals recommended for position-vacancy promotions will meet or exceed the criteria in subparagraphs a. and b. listed below:

a. Requirements for promotion to all field-grade ranks:

- (1) **OER's:** Be rated "Outstanding Performance" and "Best Qualified" in Parts V & VII respectively, on the last two (2) OER's.
- (2) **Civilian Education:** Baccalaureate Degree.
- (3) **Army Physical Fitness Test (APFT):** Obtained a minimum score of 210 total points (70 points or higher in each event), on the last two (2) record APFT's. Individuals with a permanent profile must obtain a minimum score of 70 points in each graded event and a "Go" in the alternate aerobic event evaluated.
- (4) **Ht/Wt:** Meet AR 600-9 requirements.
- (5) **Branch:** Be branch qualified for the position recommended.
- (6) **Commander's Recommendation:** Be recommended for promotion by all commanders within the officer's chain of command.

b. Rank Specific Requirements:

(1) **From CPT to MAJ**

- 4-Years Time in Grade
- 100% completion of Officer Advanced Course (OAC) and Combined Arms Services Staff School (CAS3)
- Platoon Leader Assignment
- Company Level Command

(2) **From MAJ to LTC**

- 4-Years Time in Grade
- 100% completion of Command and General Staff Officer Course (CGSOC)
- One (1) Primary Staff Assignment: XO, S1, S2, S3, S4, SOO (Support Operations Officer)

(3) **From LTC to COL**

- 3-Years Time in Grade
- Battalion Level Command
- Enrolled in or eligible to attend the US Army War College

5. Packets for recommendation for position-vacancy promotion will include the following:

- MSC Commander Recommendation for Promotion
- Bn Commander Recommendation for Promotion
- Officer Data Sheet
- Supporting Documents to update the Data Sheet (ie: College Transcript)
- Last two (OER's)
- DA Form 705 showing last two (2) APFT's
- DA Form 5500 (if applicable)

6. Packets for recommendation for position-vacancy promotion will be reviewed for eligibility criteria by a three (3) member panel consisting of representation from CofS; ACofS, G1; and ACofS, G1-DPCS. The panel will be tasked to ensure that no DA Mandatory Selection Board selectees are qualified. If no DA Mandatory Selection Board selectees are qualified, the panel will verify that all established criteria are met. The recommendation will be forwarded to TAG for a decision.


7. This policy will remain in effect until a New Jersey Officer Promotion Regulation is published. This regulation will address in greater detail the criteria, future board actions and an order of merit list to be utilized for position-vacancy promotions.

8. The point of contact (POC) for this policy is COL Frank R. Carlini, Chief of Staff Office, (609) 562-0958, DSN 944-0958 or email at Frank.Carlini@nj.ngb.army.mil.

(CofS)

Encls:

1. Sample Recommendation Letter
2. Sample Officer Data Sheet


GLENN K. RIETH
Brigadier General, NJARNG
The Adjutant General

Distribution: A, A1, A2, B, C, D, E

Enclosure 1 to TAG Policy Letter 02-8, dtd 19 June 2002

NEW JERSEY ARMY NATIONAL GUARD
UNIT
ADDRESS
CITY, STATE ZIP

OFFICE SYMBOL

DATE

MEMORANDUM FOR The Adjutant General, NJDMAVA, ATTN: ACofS, G1-DPCS-OP, 3650 Saylor's Pond Road, Fort Dix, New Jersey 08640-7600

SUBJECT: Recommendation for Position-Vacancy Promotion

1. Under the provisions of TAG Policy Letter 02-8, the following named Commissioned Officer is recommended for promotion in the New Jersey Army National Guard:

- a. Name: LAST, FIRST MI.
- b. SSN: 123-45-6789
- c. Current Grade/Rank: O3/Captain
- d. Basic Branch: Quartermaster / 92A
- e. Area of Concentration/Functional Area: 90A (Use if applicable)

2. Present assignment and duty: Maintenance Management Officer, 91B00, Para 126 / Line 01, MTOE: NG63002LNG02, HHC 42d DISCOM, NJARNG, 1060 Hamilton Street, Somerset, NJ 08873-3340.

3. Grade/rank, coded position and unit for which recommended: MAJ/QM 90A, Support Operations Officer, Para 107 / Line 01, MTOE NG 63002LNG02, HHC 42d DISCOM, NJARNG, 1060 Hamilton Street, Somerset, NJ 08873-3340.

4. Mailing Address: Individual Officer's HOR

5. This officer has clearly demonstrated the required fitness for the responsibilities and duties of the position, grade and AOC for which recommended.

6. The following periods of service are credible for promotion to higher grade: 960806 (*current DOR*) to present.

7. The officer meets the Military and Civilian Education requirements.

8. POC is _____ at (XXX) XXX-XXXX.

MSC CDR NAME
COL, QM, NJARNG
Commanding

OFFICER DATA SHEET

AS OF: 13 JUNE 2002

MAJ HQ STARC NJARNG

PERSONAL DATA

DOB: 620801 SEX: F MS: M RACE: C ETH: X CIV ED: MASTER'S DEGREE
HOR: _____ SGLV: \$250,000
HPHONE: _____ WPHONE: 6096716610

MOS DATA

PRIMARY AOC: 42B5K ADDITIONAL AOC: YYYYY

POSITION DATA

PARA/LINE: 004A 02 DEP DIRECTOR DMOS: 01A00 QUAL: Q

GENERAL MILITARY DATA

DOR: 960806 PEBD: 810506 MRD: 110731 LAST OER: 011130 20 YR STATUS: Y
SEC CLEARANCE: SECRET OFF ED: COMMAND AND GENERAL STAFF R
BRANCH: AG FLAG STATUS: _____ PRM CODE: _____

PHYSICAL DATA

LAST PHYSICAL: 9910 PHYS PROFILE: 111111 HT/WT: 63-145 PANO/HIV: MF 9910

MISC DATA

LAST APFT: 0110 RESULT: P SCORE: 232 WPN QUAL DATE: 200111 BADGE: E
CIV ED SEM HR: _____ MIL ED WKS: _____ CORRESPONDENCE HRS: 150

<u>SOL MDL:</u>	0	<u>BSM:</u>	0	<u>PH:</u>	0	<u>DMSM:</u>	0	<u>MSM:</u>	1
<u>AM:</u>	0	<u>JSCOM:</u>	0	<u>ARCOM:</u>	1	<u>JSAM:</u>	0	<u>AAM:</u>	1
<u>POW:</u>	0	<u>CIB:</u>	0	<u>EIB:</u>	0	<u>CMB:</u>	0	<u>EFMB:</u>	0
<u>AFEM:</u>	0	<u>AFEM STAR:</u>	0	<u>VSM:</u>	0	<u>KSM:</u>	0	<u>DVR BAD:</u>	0
		<u>SWASM:</u>	0	<u>SWASM STAR:</u>	0				

I HAVE REVIEWED MY MPRJ AND THE ABOVE DATA. EXCEPT WHERE ANNOTATED, THE INFORMATION IS CORRECT. I UNDERSTAND THAT I AM RESPONSIBLE FOR PROVIDING SUPPORTING DOCUMENTS TO CORRECT ANY ERRONEOUS ENTRIES.

SIGNATURE: _____ DATE: _____