



NEW JERSEY ARMY NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
3650 SAYLORS POND ROAD  
JOINT BASE MCGUIRE-DIX-LAKEHURST  
NEW JERSEY 08640-5606

ARMY BULLETIN NO. 18-2

6 March 2018

NEW IMPLEMENTATION GUIDANCE FOR  
THE ARNG ENLISTED PROMOTION SYSTEM (G1)

1. **References:**

a. Army Regulation (AR) 350-1 (Army Training and Leader Development), 10 December 2017.

b. AR 600-8-19 (Enlisted Promotions and Reductions), 25 April 2017.

c. National Guard Bureau Regulation 600-200 (Enlisted Personnel Management), 31 July 2009.

d. Memorandum, National Guard Bureau, ARNG-HRZ, 7 Feb 18, Subject: New Implementation Guidance for the ARNG Enlisted Promotion System PPOM #18-001.

e. Memorandum, National Guard Bureau Personnel Policy and Readiness Division, ARNG-HRH, 13 Aug 09, subject: Interim Policy Governing Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension (NGB-ARH Policy Memorandum #09-026).

2. **Purpose.** To announce new implementation guidance for the ARNG Enlisted Promotion System and the Professional Military Education (PME) requirement for Title 32 Soldiers, regardless of status.

3. **Background.** The ARNG remains committed to the professional development of the noncommissioned officer corps, specifically the assurance that Soldiers obtain institutional knowledge by completing formal military educational requirements commensurate to their assigned duty positions and levels of responsibility prior to promotion.

4. **Command Emphasis on PME.** The NJARNG is committed to assisting commanders in their efforts to improve PME completion. Commanders will ensure that Soldiers promoted prior to the implementation of the "Select, Train, Educate, and Promote (STEP)," policy who are "untrained" based on the requirements, who have not met the PME requirements for their current grade and have more than 36 months' time in grade, will take one of the following courses of action:

a. Soldier will be afforded the opportunity to enroll in the appropriate level of PME to satisfy their currently held grade requirement. Soldiers must be enrolled and have a reservation, or be in

a wait status, no later than 30 September 2018, with an effective graduation date no later than 30 September 2019. Soldiers failing to enroll by 30 September 2018 or failing to attend or graduate by 30 September 2019 will be barred to reenlistment or reduced in accordance with 4b and 4c below.

b. Commanders will initiate bars to reenlistment when Soldiers become stagnant in their PME. "Stagnant" is defined as any untrained Soldier in their PME who fails or refuses to attend the requisite PME for their current grade, provided the PME course was available. Bars to reenlistment will be in accordance with procedures set forth in reference 1e until publication of the pending revision to reference 1c. The new reason code for the bar is "Noncompetitive for promotion," along with the assignment consideration code 'W4' (Mandatory Separation Date) in the Standard Installation / Division Personnel System (SIDPERS). The next edition of reference 1c will capture the new reason code "Noncompetitive for promotion" under the Bar authority in Chapter 8.

c. In lieu of a bar to reenlistment, Soldiers may request voluntary administrative reduction to the next lower grade in which they meet the current PME requirements. Soldiers who chose this option may compete for future selection under current promotion policy referenced in 1b above.

d. Promotion authorities will allow Soldiers to attend currently scheduled PME required for their current grade. Failure to complete the scheduled course will result in selection of one of the options from paragraph 4b or 4c above.

e. When Soldiers are unable to secure a training seat for Advanced Leader Course or Senior Leader Course only, through no fault of the Soldier, commanders may request a waiver from the first General Officer within their chain of command to allow up to an additional 12 months per phase.

f. Soldiers must be clear of all flags, to include height/weight and APFT in order to enroll and attend required PME. Soldiers must not receive favorable actions while under a current flag. Only Soldiers meeting all prerequisites will be enrolled.

## **5. Implementing Guidance.**

a. Effective 1 January 2019, all Sergeants First Class must graduate from the new Master Leader Course (MLC) for promotion (pin-on) to Master Sergeant (MSG). Soldiers promoted to the rank of MSG/First Sergeant (1SG) prior to 1 January 2019 are not required to attend MLC as a prerequisite to attend the United States Army Sergeants Major Course (USASMC).

b. As of 7 February 2018, all MSGs/1SGs selected for promotion to Sergeant Major (SGM) must have satisfactorily completed Module 2 of Phase 1 of the non-resident USASMC as a pin-on requirement. The MSGs/1SGs attending the USASMC resident course are authorized pin-on effective 1 January of the year the course takes place.

c. Selection from Promotion List. Effective 1 October 2018 the JFHQ-G1 Enlisted Promotion Section will implement the modified selection procedures outlined in reference 1b, paragraphs 7-39 and 7-40 for all approved and published promotion lists (SGT through MSG). The Enlisted Promotion Section will offer the position to the first Soldier on the promotion list who is available and who has completed the required PME for pin-on. Upon exhausting the promotion list with all PME-qualified Soldiers by Career Progression Military Occupational Specialty (CPMOS), the Enlisted Promotion Section will offer Soldier assignments to vacancies for which they are eligible and available without the required PME for promotion. The Enlisted Promotion Section will start with the lowest promotion sequence number within each CPMOS and continue until they exhaust all selection objectives and fill all the vacancies, or until the list expires.

d. Effective with promotion boards (SFC/MSG) conducted on or after 7 February 2018 through 30 September 2019, Table 7-1 in reference 1b is modified to reduce the Time in Service (TIS) requirements for Soldiers under consideration for SFC and MSG:

- (1) The TIS for SFC changed to 8 years.
- (2) The TIS for MSG changed to 12 years.

e. Soldiers selected on or after 7 February 2018 to SGT positions without the required Basic Leader Course must complete the course within 12 months of the date assigned to the higher graded position. If they do not complete it in the 12 month timeframe, they are subject to removal from the position. This revised guidance supersedes reference 1b, Table 7-4.

f. Commanders will immediately remove Soldiers from selection when they exceed the Assignment Consideration Code "U5" timeline outlined in reference 1b, Table 7-4. Commanders may submit a request to the first General Officer in their chain of command to retain the Soldier in the higher grade for an additional 12 months if the delay is through no fault of the Soldier.

g. **Expanded Zone of Consideration.** The expanded zone of consideration allows the promotion authorities to consider Soldiers who have not met time-in-grade and TIS (TIG/TIS) requirements. However, promotion authorities cannot select Soldiers unless they reach the minimum TIG/TIS during the life of the promotion list. Effective with promotion boards conducted on or after 1 October 2018, New Jersey will consider all qualified Soldiers who meet the expanded zone of consideration. All Soldiers must otherwise be qualified on the date established in the annual board MOI; these qualifications include CPMOS, Structured Self-Development, and PME as required in paragraph 1-28 of reference 1b, or as modified herein.

h. These new procedures supersede the current guidance outlined in paragraph 7-20 of reference 1b. The promotion list, when published, will include all Soldiers who will meet the expanded zone of consideration requirements during the life of the promotion list. Soldiers on the promotion list who fail to meet the TIG/TIS requirements are ineligible and unavailable for selection until they meet TIG/TIS. Administrative promotion points will only be awarded as of

the "eligibility criteria date" established in the annual board MOI to Specialists/Corporals competing in the expanded zone of consideration. The promotion authorities will apply promotion points earned after the established cut-off date to future annual board cycles.

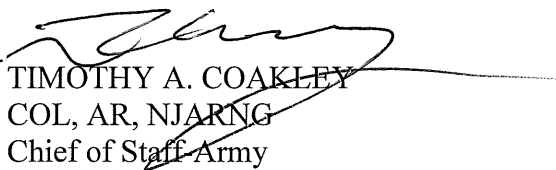
i. To further clarify paragraph 1-16c(3) of reference 1b concerning de facto status, the Chief, National Guard Bureau determines only those Soldiers assigned on Title 10 AGR orders (all grades). The U.S. Property and Fiscal Officers make determinations for all other ARNG Soldiers, regardless of grade.

6. **USASMC Attendance.** Effective 7 February 2018, all Soldiers selected for attendance to USASMC (resident/non-resident) will be subject to Personnel Suitability Screening (PSS). The PSS will follow the established procedures used for the HODA Command Sergeants Major Board. The ARNG Human Resources Directorate (ARNG-HRZ/G-1) must adjudicate and clear those Soldiers found with derogatory information prior to their entry into the course. Soldiers who do not pass the suitability screening will be permanently disqualified by NGB and removed them from the course.

7. Inquiries and request for additional information should be directed to the JFHQ-G1, CW4 Frank Albanese at 609-562-0699 or frank.r.albanese4.mil@mail.mil.

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