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

NGB-ARH

23 MAR 2005

MEMORANDUM FOR The Military Personnel Management Officers of All States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia

SUBJECT: Merit Promotions to Sergeants (E5) Grade (NGB-ARH Memo#05-022)

1. This memorandum supersedes NGB-ARZ-HRP Memorandum, Subject: Merit Promotion to Sergeant, dated 21 July 2000. Effective immediately, states are authorized to meritoriously promote up to 10% over their total unit authorization in the grade of Sergeant. This total will be calculated against the unit/detachment level MTOEs and TDA E5 authorizations. States must manage this program with the utmost care to ensure the meritorious promotions are authorized throughout their organization. The following rules and conditions will be met prior to issuing promotion orders:

a. Soldiers will be selected through the Enlisted Promotion System and must meet the eligibility criteria IAW the ARNG Promotion Policy dated 1 February 2005.

b. Units must have filled all current E5 positions within the unit of assignment.

c. Promotions will be authorized without regard to valid vacancy.

d. Soldier must be in a promotable status.

e. Soldiers selected for merit promotion must be qualified in their PMOS/CPMOS and work in the duty position for which promoted. Soldiers will not be further detailed or assigned outside the position, except for mobilization purposes.

f. Soldiers must be selected in sequence as they appear on the state promotion list.

2. Soldiers who are promoted under the Merit Promotion program will have the following statement annotated on the promotion instrument:

"Soldier promoted under the ARNG Merit Promotion program must be reassigned to a valid vacancy in their CPMOS within three years or be subject to administrative reduction".

3. States will establish and manage a Merit Promotion Priority Placement program to ensure Soldiers are assigned to the first available position commensurate with their qualification and commuting distance restrictions. Soldier's reassignment will take priority over selecting a new Soldier from the promotion list.

4. This policy will expire on 30 September 2006, unless rescinded or superseded.

5. Point of Contact is MSG Metaxas, NGB-ARH-S, Enlisted Policy Section, DSN 327-3401, commercial (703) 607-3401 or email sean.metaxas@ngb.army.mil.

TAMMY L. MIRACLE
COL, NGB
Chief, Personnel Policy
and Readiness Division