



NATIONAL GUARD BUREAU

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ARNG-HRP

12 July 2024

MEMORANDUM FOR Military Personnel Management Officers of all States, Territories, and the District of Columbia

SUBJECT: Army National Guard Commissioned Officer and Warrant Officer Promotions and Exemplary Conduct Certification Screening (PPOM #24-003)

1. References. See Enclosure.
2. Purpose. This policy memorandum provides policy and procedures for Army National Guard (ARNG) officer and warrant officer promotions and the exemplary conduct screening process for the grades of O6 and below.
3. Background. The Exemplary Conduct Certification is a continuous process to ensure commissioned officers and warrant officers meet the provisions of Title 10 United States Code, Section 7233. All Army officers and warrant officers, regardless of component, will be screened for adverse information as defined in Military Officer Actions Requiring Presidential, Secretary of Defense (SECDEF), or Under Secretary of Defense for Personnel and Readiness Approval, or Senate Confirmation (Department of Defense Instruction (DoDI) 1320.04).
4. Updates to the Promotion Review Process. The Army's promotion review process for ARNG officers encompasses various boards and panels based on respective populations to include Promotion Review Panels (PRP), both policy-based and statutory Special Selection Review Boards (SSRB), and other subordinate review processes necessary to certify exemplary conduct (see References i and k).
 - a. Department of the Army Promotion Selection Board (PSB) Pre-Board Screening. Only officers who are in the eligible population for a centrally conducted PSB to grades O6 and below on the Reserve Active Status List (RASL) will be pre-screened for adverse information to be presented to PSBs.
 - b. In accordance with (IAW) Reference j, as of 5 November 2023, ARNG officers are not eligible for Promotion Review Boards. Adverse information not otherwise documented in an officer's Army Military Human Resource Record (AMHRR) will be summarized and receive a legal review from the record screening authority's servicing legal advisor. Final determination on the information presented to the board rests with the Deputy Chief of Staff (DCS), G-1. The DCS, G-1 will ensure the summary is provided to the officer prior to the summary being provided to the PSB. The officer will have a reasonable opportunity to comment on any such information. The summary and

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any matters the officer provides in response will be included in the officer's board file as appropriate.

c. PSB Post-Board Screening. All officers recommended for promotion will have their files screened post-board to ensure compliance with exemplary conduct requirements. Officers on an Army promotion list or promotion screening list (PSL) with adverse information identified in post-board screening will be referred to an SSRB or PRP. Officers will be removed from the list if an SSRB or PRP is required. Suitability screening is a continuous process, an officers' files may be screened post-board multiple times.

d. Promotion Review Process Notifications. Army Human Resources Command (AHRC), Officer Promotion Special Actions Branch (OPSA) sends all instructions and details pertaining to the Department of the Army (DA) PSB review process directly to the officer concerned via the officer's military email. AHRC OPSA, will notify ARNG, Personnel Services Division, Personnel Actions Branch (HRP-R) before notifying the officer concerned. HRP-R will apply necessary emphasis to send summarized notifications to the State G-1, Deputy G-1, and Officer of Personnel Management (as applicable) prior to HRC's notification to the officer concerned.

5. Army National Guard Unit Vacancy Promotions (UVP).

a. Concept. To comply with Exemplary Conduct Certification, State G1s will conduct local screenings of officers and warrant officers AMHRR to include the AMHRR Restricted File. The ARNG Personnel Services Division and Army G-1, Directorate of Military Personnel Management (DMPM) will conduct screenings IAW Reference, c and d. An officer or warrant officer will not continue to process on a scroll or be promoted with any open investigation being conducted to determine whether disciplinary action of any kind should be brought against the officer (Reference b).

b. Applicability. Army National Guard commissioned officers and warrant officers recommended for UVP. The UVP process recommends qualified warrant officers and commissioned officers for promotion ahead of the DA PSB (below the zone consideration).

c. Roles and responsibilities.

(1) State G1 will:

(a) Coordinate and support a Federal Recognition Board (FRB) IAW Reference f, chapter 10, to determine the general qualifications of each applicant to evaluate suitability for military service and Federal Recognition (FedRec) for the respective grade and branch.

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(b) Screen the applicant's lifetime restricted and unrestricted AMHRR data for all available adverse and derogatory information excluding enlisted evaluations.

(c) In accordance with Reference h, review the applicant's profile in the Army Adverse Information Program database for adverse information. Substantiated adverse findings will be annotated in memorandum format and submitted with the National Guard Bureau (NGB) Form 89 as an enclosure.

(d) Present all adverse and derogatory information findings to the FRB.

(e) The findings and recommendations of the board will be reported on NGB Form 89 (see enclosure). This will include identifying all adverse and derogatory information reviewed for the applicant in the enclosure portion of the NGB Form 89.

(f) Upload UVP packet for promotion recommendation and NGB Form 89 via eTracker.

(2) ARNG-HRP will:

(a) Review the promotion packet for administrative correctness.

(b) Check for suspension of favorable personnel actions flag in Integrated Personnel and Pay System – Army. If a suspension of favorable personnel actions flag is active, the packet will be returned to the State G-1 until the flag is removed.

(c) Assign eligible officers to a PSL and submit to DMPM for screening.

(d) Publish Federal Recognition orders upon receipt of approved scroll from DMPM.

(3) DMPM will:

(a) Screen all officers on the PSL. The screening will include but is not limited to a review of information in official files maintained by Criminal Investigation Division (CID), Department of the Army Inspector General (DAIG), Combat Readiness Center, Office of the Judge Advocate General, the restricted portion of the AMHRR, and a query for suspension of favorable personnel actions. Officers on the PSL cleared of adverse and derogatory information are added to a scroll after screening is complete.

(b) Notify ARNG-HRP-R of any officers withheld for further review by an Officer Review Board (ORB).

(c) Conduct the ORB for all officers with derogatory and/or adverse information. ORB provides recommendation to the Secretary of the Army (SECARMY)

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to retain or remove from scroll and referral to PRP.

(d) Notify the ARNG-HRP-R of any officers removed from the promotion scroll and referred to a PRP. Officers with open investigations will be removed from scrolls and returned to the State until the investigation is closed.

(e) Send the SECDEF-approved scroll to ARNG-HRP for review and FedRec order publishing.

d. PRP process.

(1) ARNG-HRP conducts quarterly PRPs to review officers referred by SECARMY and DMPM. The PRP will provide recommendations through ARNG leadership and DMPM back to SECARMY for final promotion determination.

(2) Eligibility for PRP:

(a) Officers who have been referred to a PRP by DMPM and SECARMY.

(b) Officers who have a closed investigation but are not eligible for DA Mandatory Promotion Selection Board within 90 days of PRP convene date.

(c) Officers will not be considered by the PRP until any open investigation(s) is closed and ARNG-HRP-R has received the closed redacted report from the owning agency, either CID or DAIG, or Restricted AMHRR information has been filed.

(3) Officers who meet eligibility will be notified through the State G-1s and afforded five days to provide acknowledgment of PRP consideration, and 45 days to submit rebuttals.

(4) The ARNG-HRP-R Special Actions Section provides redacted CID, DAIG reports or Restricted AMHRR information to the officer.

(5) ARNG-HRP-R will initiate flagging action on officer(s) during the PRP process using the non-Transferrable category "Other Removal from selection list - field initiated" (see Reference, f).

(6) The PRP membership consists of not less than five voting members of the ARNG who are senior in grade to the officer or warrant officer under review. Every effort will be made to include at least one warrant officer when a warrant officer is under review. The members will include at least one Title 10 ARNG officer, and one Title 32 M-Day officer and applicable race, ethnicity, and gender diversity. Every effort will be made to avoid panel membership from the same State as an officer or warrant officer being reviewed. The highest-ranking member will serve as the panel president.

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(7) The ARNG-HRP-R Boards Section will package the PRP file to include the officer Record Brief, redacted report, Restricted AMHRR information, and rebuttal documents received from the candidate. Panel members will be granted access to the candidates AMHRR file for the panel. A letter of recommendation provided by the State Adjutant General is encouraged.

(8) The PRP recommendations are staffed and reviewed through the following offices: Chief, ARNG Personnel Services Division, ARNG Personnel and Talent Management, NGB General Counsel, NGB Inspector General, ARNG Deputy Director, and ARNG Director before being sent to DMPM for staffing to the SECARMY.

(9) The PRP will recommend retain on or remove from promotion list. The SECARMY is the final approval and directs one of the following actions: retention on the promotion list, removal from the promotion list and refer to show cause, or removal from the promotion list and initiate elimination proceedings. Upon receipt of SECARMY's decision DMPM will notify ARNG-HRP-R, ARNG-HRP-R will notify the State G-1, and the State G-1 will notify the officer.

(10) Officers removed from the scroll may be required to show cause IAW Reference d, for retention on the RASL.

(11) Officers retained on scroll will be cleared and promoted via single name nomination scroll with an effective date and date of rank equal to the date they would have been promoted if they were not involuntarily withheld.

6. The point of contact is Lieutenant Colonel Michael Olsen, Chief, Personnel Actions Branch, at 703-601-7762, or michael.p.olsen4.mil@army.mil.

Encls

1. References
2. NGB Form 89

QUESCHAE B. BLUE-CLARK
COL, USA
Chief, Personnel Services Division
Army National Guard, G1

ENCLOSURE 1

REFERENCES

- a. Title 10, United States Code (10 U.S.C.), Section 7233 (Requirement of Exemplary Conduct)
- b. 10 U.S.C., Section 14311 (Delay of Promotion: Involuntary)
- c. Title 32, United States Code, Section 307 (Federal Recognition of Officers: Examination; Certificate of Eligibility)
- d. Department of Defense Instruction 1320.04 (Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation)
- e. Army Regulation (AR) 135-155 (Promotion of Commissioned Officers and Warrant Officer)
- f. AR 600-8-2 (Suspension of Favorable Personnel Actions (Flag))
- g. National Guard Regulation 600-100 (Commissioned Officers Federal Recognition and related Personnel Actions)
- h. Army Directive 2023-03 (Army Adverse Information Program)
- i. Headquarters, Department of the Army Officer Promotions Branch Frequently Asked Questions (FAQ)
- j. Assistant Secretary of the Army memorandum (Guidance for Army Promotion Review Process), 5 November 2023
- k. Assistant Secretary of the Army memorandum (Guidance for Adverse Information Screening for Officer Promotions), 5 November 2023

ENCLOSURE 2

NGB FORM 89 (PAGE 1 of 2)

PROCEEDINGS OF A FEDERAL RECOGNITION EXAMINING BOARD							
The proponent agency is ARNG-HRP-R. The prescribing directive is NGR 600-100 and NGR 600-101.							
PRIVACY ACT							
AUTHORITY: 10 U.S.C. 3013, Secretary of the Army; E.O. 9397 (SSN); and AR 600-8-104, Military Personnel Information Management/Records.							
PURPOSE(S): These records are created and maintained to manage the member's National Guard Service effectively; Historically document the member's military service; and Safeguard the rights of members and the Army.							
ROUTINE USES: Use and disclosure of records outside of DoD may occur in accordance with the DoD Blanket Routine Uses published at: https://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570051/a0600-8-104b-ahrc/ . SORN Number A0600-8-104b AHRC.							
DISCLOSURE: Voluntary; However, if the information is not provided, your Federal Recognition may be hindered.							
CONVENED PURSUANT TO PARAGRAPH Select Appropriate Paragraph		SPECIAL ORDER NO. Memorandum / FRB		S.R.A.A HEADQUARTERS STATE		DATED	
BASE NAME, CITY, STATE, ZIP CODE				DATE		HOUR	
BOARD MEMBERS							
NAME (ALL MEMBERS PRESENT)	DOD ID NUMBER	GRADE	BRANCH	MOS	GENDER	STATUS	POSN ON BOARD
THE ORDER DIRECTING THIS APPLICANT _____ (FULL NAME) _____ (SSN)							
(UNIT) (STATE) (BRANCH) (GRADE) (MOS)							
TO REPORT FOR EXAMINATION TO DETERMINE THEIR QUALIFICATIONS FOR FEDERAL RECOGNITION AS _____ (BRANCH) _____ (GRADE) _____ (MOS)							
AND THE ORDERS CONVENING THE BOARD WERE READ.							
THE APPLICANT <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT REQUIRED TO APPEAR AND ASKED IF THEY OBJECTED TO EXAMINATION BY ANY MEMBER OF THE BOARD TO WHICH THEY REPLIED IN THE NEGATIVE.							
THE MEMBERS OF THE BOARD AND THE RECORDER WERE DULY SWORN. THE BOARD PROCEEDED WITH THE EXAMINATION AND FINDS THAT:							
PHYSICAL QUALIFICATIONS ARE SATISFACTORY <input type="checkbox"/> YES <input type="checkbox"/> NO		MORAL CHARACTER IS SATISFACTORY <input type="checkbox"/> YES <input type="checkbox"/> NO		GENERAL QUALIFICATIONS ARE SATISFACTORY <input type="checkbox"/> YES <input type="checkbox"/> NO			
APPLICANT'S PROFESSIONAL QUALIFICATIONS							
THE BOARD THEN PROCEEDED WITH THE EXAMINATION OF THE PROFESSIONAL QUALIFICATIONS OF THE APPLICANT AND FINDS THAT:							
A. THE APPLICANT IS BEING _____ IN AN AUTHORIZED POSITION AT THE HIGHER GRADE <input type="checkbox"/> YES <input type="checkbox"/> NO , AND ASSIGNED TO:							
B. PARA:		LINE:		UIC:		DUTY POSITION/TITLE:	
C. WITH EDUCATION STIPULATION IMPOSED BY THE BOARD: _____							
D. THIS OFFICER MEETS THE EXEMPLARY CONDUCT STANDARDS AND IS QUALIFIED FOR APPOINTMENT IN THE NEXT HIGHER GRADE <input type="checkbox"/> YES <input type="checkbox"/> NO							
F. THE APPLICANT IS QUALIFIED FOR APPOINTMENT AS A WARRANT OFFICER IN THE ARMY NATIONAL GUARD AND IS EXTENDED TEMPORARY FEDERAL RECOGNITION AS A WARRANT OFFICER W1 AS PROVIDED BY NGR 600-101, TO BE EFFECTIVE FROM THE DATE OF SUCCESSFUL COMPLETION OF WOCs. "THE APPLICANT IS ELIGIBLE FOR PROMOTION TO THE GRADE OF CHIEF WARRANT OFFICER, W2 UPON COMPLETION OF THE DEPARTMENT OF THE ARMY MOS PROPONENT CERTIFICATION WITHOUT FURTHER FEDERAL RECOGNITION BOARD ACTION. PROMOTION WILL BE EFFECTIVE ON THE DATE OF THE SECRETARY OF DEFENSE APPROVAL".							

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CONDUCT OF THE BOARD			
<p style="text-align: center;">I CERTIFY THAT I HAVE REVIEWED THE PROCEEDINGS OF THIS BOARD AND FIND THAT THEY ARE IN ORDER, ADMINISTRATIVELY CORRECT AND COMPLETE.</p> <p>THE BOARD WAS CONDUCTED IAW _____ AND THE CURRENT MEMORANDUM OF INSTRUCTION (MOI) TO THE ARMY NATIONAL GUARD FEDERAL RECOGNITION BOARD BY THE SECRETARY OF THE ARMY, DATED 20070605.</p> <p>I FURTHER CERTIFY THAT:</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>A. AN OFFICER OF THE ACTIVE COMPONENT</p> <p>B. AN OFFICER OF THE SAME BRANCH OR SPECIALITY</p> <p>C. A MINORITY OFFICER</p> <p>D. A FEMALE OFFICER</p> </div> <div style="width: 50%;"> <p><input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT AVAILABLE TO SERVE ON THIS BOARD</p> <p><input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT AVAILABLE TO SERVE ON THIS BOARD</p> <p><input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT AVAILABLE TO SERVE ON THIS BOARD</p> <p><input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT AVAILABLE TO SERVE ON THIS BOARD</p> </div> </div>			
FINDINGS OF THE BOARD			
THE BOARD FINDS THAT THE APPLICANT IS:			
PHYSICALLY: <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED	GENERALLY: <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED		
PROFESSIONALLY: <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED	MORALLY: <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED		
NONMILITARY EDUCATIONAL QUALIFICATIONS ARE SATISFACTORY YES <input type="checkbox"/> NO <input type="checkbox"/>	ABILITY QUALIFICATIONS ARE SATISFACTORY YES <input type="checkbox"/> NO <input type="checkbox"/>		
ABILITY QUALIFICATIONS ARE SATISFACTORY YES <input type="checkbox"/> NO <input type="checkbox"/>	CIVILIAN EXPERIENCE QUALIFICATIONS ARE SATISFACTORY YES <input type="checkbox"/> NO <input type="checkbox"/>		
FOR THE APPOINTMENT SOUGHT, AND RECOMMENDS THAT <input type="checkbox"/> BE <input type="checkbox"/> NOT BE GRANTED FEDERAL RECOGNITION.			
EXEMPLARY CONDUCT CERTIFICATION			
APPLICANT'S FILE DOES NOT CONTAIN ADVERSE INFORMATION. CHECK ALL THAT APPLIES. <div style="margin-top: 10px;"> REFERRED EVALUATIONS <input type="checkbox"/> </div> <div style="margin-top: 5px;"> GENERAL OFFICER LETTER OF REPRIMAND (GOMOR) <input type="checkbox"/> </div> <div style="margin-top: 5px;"> ARTICLE 15 <input type="checkbox"/> </div>			
ALL ADVERSE INFORMATION WAS MADE AVAILABLE TO THE BOARD MEMBERS AND THE ADJUTANT GENERAL.			
THE ADJUTANT GENERAL RECOMMENDS THAT APPLICANT _____ FEDERAL RECOGNITION			
ENCLOSURES		DATE EXAMINATION COMPLETED	
Substantiated derogatory/adverse findings memo annotated here			
		SIGNATURES	
		I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS FORM IS COMPLETE, AND CORRECT.	
		DEPUTY CHIEF OF STAFF, G1	

ENCLOSURE 2