

ARNG-SLC - Explain the Enlisted Promotion Board Process
805B-PCB00004 / Version 2.1
Effective Date Not Assigned

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>	
	None			
Task(s) Taught(*) or Supported	<u>Task Number</u>	<u>Task Title</u>		
	None			
Reinforced Task(s)	<u>Task Number</u>	<u>Task Title</u>		
	None			
Knowledge	<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
	805B-K-0012	Know Waiver procedures	Yes	Yes
	805B-K-0014	Know Microsoft Office Suite	Yes	Yes
	805B-K-0016	Know Recruiting Doctrine	Yes	Yes
	805B-K-0034	Knowledge of Graphical Accessions Mapping Analysis Tool (GAMAT)	Yes	Yes
	805B-K-0040	Know Windows Operating Systems	Yes	Yes
	805B-K-0043	Knowledge of Leader Zone	Yes	Yes
	805B-K-0058	Know Recruiting Operational Environment	Yes	Yes
	805B-K-0065	Knowledge of RMZ	Yes	Yes
	805B-K-0073	Knowledge of RZ Calendar	Yes	Yes
	805B-K-0099	School Zone (SZ)	Yes	Yes
	805B-K-0102	Know ARNG Strength Maintenance Objectives	Yes	Yes
	805B-K-0114	Know Army National Guard (ARNG) Programs and Options	Yes	Yes
	805B-K-0080	Know Recruiter Zone Application	Yes	Yes
	805B-K-0079	Know Guard Incentive Management System (GIMS)	Yes	Yes
	805B-K-0123	Know Army Physical Readiness Training	Yes	Yes
	805B-K-0128	Know After Action Review process	Yes	Yes
	805B-K-0132	Know Recruit Sustainment Program (RSP)	Yes	Yes
	805B-K-0088	Know State Marketing Plan	Yes	Yes
	805B-K-0089	Know ARNG Career Planning	Yes	Yes
	805B-K-0090	Know Recruiter Temporary Reservation System (RTRS) application	Yes	Yes

Skill	<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
	805B-S-0075	Perform After Action Review	Yes	Yes
	805B-S-0004	Navigate Computer Software	Yes	Yes
	805B-S-0027	Utilize Active Listening	Yes	Yes
	805B-S-0035	Perform Research Skills	Yes	Yes
	805B-S-0085	Navigate the Report Management Zone (RMZ)	Yes	Yes
	805B-S-0093	Navigate Leaders Zone	Yes	Yes
	805B-S-0007	Operate A Computer	Yes	Yes
	S2030	Navigate the Internet	Yes	Yes
	805B-S-0054	Navigate the Defense Travel System (DTS) System	Yes	Yes
	805B-S-0058	Perform Coaching	Yes	Yes
	805B-S-0062	Perform Analysis of Information	Yes	Yes
	805B-S-0063	Perform Goal Setting	Yes	Yes
	805B-S-0065	Perform Organizational Skills	Yes	Yes
	805B-S-0066	Perform Army Writing Skills	Yes	Yes
	805B-S-0069	Perform Capturing Data	Yes	Yes
	805B-S-0073	Perform Problem Solving	Yes	Yes

**Administrative/
Academic
Hours**

The administrative/academic hours required to teach this lesson are as follows:

<u>Academic</u>	<u>Resident Hours / Methods</u>		
Yes	1 hr	45 mins	Facilitator
Yes	0 hrs	5 mins	Conference/Discussion
<hr/>			
Total Hours:	2 hrs	0 mins	

**Test Lesson
Number**

<u>Hours</u>	<u>Lesson Number</u>
None	

**Prerequisite
Lesson(s)**

<u>Lesson Number</u>	<u>Lesson Title</u>
None	

**Training
Material
Classification**

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**Foreign
Disclosure
Restrictions**

None

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS (*RAR 001, 12/27/2011)	30 Apr 2010	
AR 640-30	Photographs for Military Personnel Files	18 Sep 2008	

**Student Study
Assignment**

The study assignment is listed on course syllabus

Instructor Requirements

SMTC Qualified Instructor(s) each instructor must be familiar with the material within the lesson plan.

Support Personnel Requirements

None

Additional Support Personnel Requirements

<u>Name</u>	<u>Student Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

Equipment Required for Instruction

<u>ID - Name</u>	<u>Student Ratio</u>	<u>Instructor Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC	1:5	1:1	No	0	No
6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson	0:0	1:1	No	0	No
6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet	0:0	1:1	No	0	No
702101C056576 - COMPUTER, PERSONAL WORKSTATION	0:0	1:1	No	0	No
702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC	1:1	0:0	No	0	No
7025-01-559-1352 - Display Unit: Smartboard White 64	0:0	1:1	No	0	No
7520-00-138-7981 - Marker Assortment, Tube Type	1:1	5:1	No	0	No
7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet	1:5	1:1	No	0	No
7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba	0:0	2:1	No	0	No

(Note: Asterisk before ID indicates a TADSS.)

Materials Required

Instructor Materials:

Instructor will need, all regulation, powerpoint slides, Rubric, and Checklist.

Student Materials:

Student will need, all regulation, Rubric, and Checklist.

Classroom, Training Area, and Range Requirements

<u>ID - Name</u>	<u>Quantity</u>	<u>Student Ratio</u>	<u>Setup Mins</u>	<u>Cleanup Mins</u>
17120-M-1600-40 Classroom, Multipurpose, 1600 Square Feet, 40 Students		1:16	10	10

Ammunition Requirements

<u>DODIC - Name</u>	<u>Exp</u>	<u>Student Ratio</u>	<u>Instruct Ratio</u>	<u>Spt Qty</u>
None				

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.
Instructors must ensure the Operating Environment (OE) is addressed throughout the lesson.

**Proponent Lesson
Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
None			NO DATA

SECTION II. INTRODUCTION

Method of Instruction: Facilitator
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:16/0)
Time of Instruction: 5 mins
Instructional Strategy: Small Group Instruction

Motivator

How many of you want to get promoted? How many of you think your record portrays an accurate picture of you as a NCO and Leader? This lesson plan will focus on the eligibility requirements and discuss the process of the promotion board. Most NCO's know about the promotion board but don't actually know what is involved with the process.

Show VU1: Explain the Enlisted Promotion Board Process

Show VU2: TLO

Terminal Learning Objective

NOTE. Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Explain the Enlisted Promotion Board Process.
Conditions:	In a classroom environment with access to AR 600-8-19, AR 640-30, Army Directive 2013-15, and PPROM 13-037.
Standards:	Students will conduct a mock promotion board with the student records from the class.

Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In Saratoga Hall, the designated storm shelters are: all latrines.

Risk Assessment Level

Low - Power and Data Cables on the floor.

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: Inspect classroom prior to training. Periodically remind students to look down before they move their feet.

Low - Food or drink near computer and electrical equipment.

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.

Controls: Do not allow food or drink around electrical or computer equipment.

Leader Actions: Inspect classroom prior to training. Identify and correct violations.

Low - Electrical storm

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.

Controls: Power down all electrical equipment.

Leader Actions: Conduct exterior inspection of building to ensure no tree limbs are in contact with the building. Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

Low - Inclement Weather

Assessment: Tornadoes, hurricanes or other tropical storms can pose a huge safety risk.

Controls: In an emergency, move towards designated storm shelters.

Leader Actions: Identify storm shelters in the building and brief students.

Environmental Considerations

NOTE: Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

Instructional Lead-in

During this block of instruction we will expand your knowledge in one of the core leadership competencies which is the counseling of your subordinates. Your ability to effectively communicate with your Soldiers face to face or on paper will be instrumental in development and sustainment of good Soldiers.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Discuss Enlisted Promotion Requirements and Promotion Eligibility.

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)

Time of Instruction: 0 hrs 30 mins

Instructional Strategy: Small Group Instruction

Media Type: Conference

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Ask: What do you think about the promotion system for the ARNG? Why?

Note: Refer students to AR 600-8-19 chapter 7-1, b and c (Discuss each).

7-1 b The Enlisted Promotion System is designed to help fill authorized enlisted vacancies in the NCO grades with the best qualified Soldiers who have demonstrated the potential to serve at the next higher grade. It provides for career progression in line with each Soldier's potential.

7-1 c For the NCO grades, it also prescribes the NCOES requirements for promotion. Soldiers must meet the NCOES requirements as outlined in paragraph 1–27, of this regulation, to qualify for consideration by a promotion board.

Note: Refer students to AR 600-8-19 chapter 7-2, a-c (Discuss each).

7-2 a *Best qualified.* Soldiers selected over their peers by a selection board as best able to perform the duties at the next higher grade.

7-2 b *Fully qualified.* Soldiers capable of performing all duties required in a worldwide field environment and meet all requirements for promotion.

7-2 c *Whole person concept.* An established idea of judgment based on the entire record of qualities, qualifications, accomplishments, and failures, rather than on one single item as overriding in determining selection or rejection.

Ask: Do you think the ARNG always promotes the Best Qualified Soldiers? Why or why not?

Ask: What about in Recruiting and Retention?

Note: Refer students to Army Directive 2013-15 (Noncommissioned Officer Promotions) and PPOM 13-037 ARNG Clarification of Army Directive 2013-15 (Noncommissioned Officer Promotions).

Say: The Army Directive establishes Army policies that link completion of structured self-development (SSD) and professional military education courses with promotions. Effective 1 January 2014 Staff Sergeants must complete SSD level 3 to attain eligibility for promotion to Sergeant First Class and Sergeant First Class's must complete SSD level 4 to attain eligibility for promotion to Master Sergeant.

Note: Refer students to AR 600-8-19, 7-7 a-c (Discuss each).

7-7 a TIMIG is computed from the Soldiers DOR in the current grade.

7-7 b TIS is computed from the Soldier's PEBD.

7-7 c To qualify for promotions to SFC, MSG, and SGM, Soldiers require specific amounts of CES computed from basic enlisted service date (BESD), which excludes time served as a warrant and commissioned officer.

Note: Discuss Table 7-1 making sure all the students understand the requirements for each rank.

Note: Refer the students to AR 600-8-19, 7-23 f and discuss specific requirements for 79T AGR Soldiers.

Key Points:

1. SGT's with SQI4 that do not have credit for ALC Phase I will attend ALC phase one common core and the 79T Conversion Course at the Professional Education Center/SMTC.

2. SSG's with SQI4 that do not have credit for SLC will attend SLC at the Professional Education Center/NCOA provided they are selected for career status.

3. SFC's that do not have credit for SLC will attend SLC at the Professional Education Center/NCOA.

4. AGR non-career recruiting and retention NCO's with SQI4 will attend ALC and SLC in their primary MOS's.

Note: Refer the students to AR 600-8-19, figure 7-5 (NGB 4100-1-R-E) (Discuss the form).

Ask: Who has to complete the NGB 4100-1-R-E for promotion?

Answer: All NCO's (SSG and above still have to indicate they want to be considered

for promotion)

Note: Refer students to AR 600-8-19, 7-34 b (1)-(2) and (4)-(8) and discuss the rules for conducting the promotion board.

Key Points:

1. Three to five members, senior in grade to the Soldiers being considered.
2. CSM will be the president, unless they are not available then a SGM may preside. If an officer is used they must be a LTC or higher for SFC and MSG boards and COL or higher for SGM boards.
3. The MSG promotion board may be charged to select eligible MSG's and SFC's on the MSG promotion list to serve as 1SG's.
4. Every effort will be made to ensure that all boards are composed of members that reflect the demographics of the Soldiers being considered.
5. If minority group members are being considered, boards will include at least one minority group member as a voting member. If this is not possible, the recorder will write the justification into the final board report.
6. If females are being considered, boards will include at least one female as a voting member. If this is not possible, the recorder will write the justification into the final board report.
7. Boards may include minority group members and female members even though the board may not be considering female and minority group Soldiers.

Check on Learning:

Q-What is the Whole Soldier concept?

A-Will Vary, (An established idea of judgment based on the entire record of qualities, qualifications, accomplishments, and failures, rather than on one single item as overriding in determining selection or rejection).

Q-How many board members are typically on a promotion board?

A-Three to Five members

Q-How much TIMIG does a Soldier have to have before being eligible for promotion to SFC?

A-24 months

Review Summary: Review the summarized activity and clear up any misunderstandings.

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Discuss ERB (Enlisted Record Brief).

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)*

Time of Instruction: 1 hr 10 mins

Instructional Strategy: Small Group Instruction

Media Type: Conference

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

Show VU #3: Enlisted Promotion System

Say: The way that enlisted promotion system is evaluated has been modified to encompass the total Soldier concept. While most have heard of the revision of our promotion system most don't understand how it works.

Show VU #4: Evaluation Update

Say: The Army National Guard is not going to a new evaluation process; they are just changing the way that the current system is scored. The Army National Guard has been evaluating Soldiers the same way for the last 2 decades which means that 20 years of statistical data shows that the system works. Soldiers will still be promoted utilizing a lot of the concepts found on the old 4100 however there is a new tool introduced in the way that Soldiers are being evaluated and that is the total Soldier concept model.

Show VU #5: Personnel Clerk

Say: Under the total Soldier concept model as well as the old 4100, there are certain things that were always a Soldier's responsibility and remain consistent to this day. No person in Army National Guard cares more about your career than you. It is imperative that you review all of the information found within your personal service record. Our records are found in the system iPERMS. When you go to iPERMS it is imperative that you check your performance records because this is a file that contains all of your NCOERs, awards, military education, and civilian education.

Ask: Why is important to make sure all of your information is complete and matches from one area to the next?

Possible Answers: This is all the board members can see to determine your potential

for promotion.

Show VU #6: This is the Change

Say: At one point in time the enlisted promotion system once utilized a 4100 that was comprised of 400 points for board points in 600 points for administrative performance based points, totaling a maximum of 1000 points for a Soldier being considered for promotion. This 1000 points evaluation is no longer relevant; the Army National Guard now uses the whole Soldier 1 vote evaluation method.

Show VU #7: Whole Soldier Concept

Say: In order to get a full understanding of the whole Soldier 1 vote concept. One must first understand what areas are considered before the whole Soldier vote is placed. In this process we evaluate job performance, potential, assignment history, physical fitness, professional development, leadership, dedication/attitude, as well as experience. These areas combine to make the whole Soldier vote possible.

Show VU #8: Guide to NCO Promotions

Say: To create the 1 vote process and ensure equitable and consistent assessments on our records reviewed, the board utilizes a system called the common baseline. The common baseline scores range should include 6, 5, 4, 3, and 2. In addition pluses and minuses are used for soft voting. When establishing these baselines all voting members must participate in the development of the baselines.

Show VU #9: Word Picture of 6 to 2 scoring

Discuss the differences between all the scoring categories 6-2.

Show VU #10: Change for Board Members

Say: When establishing a baseline you must set the baseline for category 2 first. These are people who will not be promoted and need to be retained grade. Next you will assign a baseline for those in the category 6 which is a definite select. Then you will establish baselines for category 3 for those Soldiers who can be promoted if there's room available after everyone else is been promoted. Finally, you will set baselines for the remaining categories of 4 and 5 due to the fact that this is where majority of your Soldiers competing for promotion will fall. After the hard base lines have been established for 2, 6, 3, 4, and 5 then you will establish base lines for pluses and minuses in the first 3 categories. Finally you will set pluses and minuses base lines for the remaining Soldier categories of 4 and 5.

Show VU #10-12 Establish Baseline Criteria

Show VU #13 Enlisted Promotion System (EPS)

Show VU #14 Pre-vote scorecard

Say: On this slide what we have here is a pre voting scorecard. This scorecard is comprised of hard votes and soft votes. The hard vote categories are job performance, leadership, and potential. These 3 categories can be evaluated by utilizing the NCOERs. Also, on this scorecard you will find the soft vote categories these categories are broken down into 6 individual valued areas. These areas are dedication/attitude, APFT HT/WT/Photo, Experience/assignment history, professional development / military education / civilian education, awards/honors /disciplinary and other. The soft vote areas can be evaluated by utilizing the NCOERs as well and possibly the DA 2-1, ERB, and any other document that you can find in IPERMS. Hard votes are an average of the 3 areas with each individually graded from 6 all the way down to 2. Soft votes are evaluated utilizing a plus, neutral, or minus scoring scheme. In this portion of the scoring the pluses will cancel out the minuses. A clear example of this would be if you have 3 pluses and 2 minuses the math for this equation would leave you with 1 plus. The soft vote helps you get ahead of a competitor with similar hard vote scores.

Show VU #15 What They Look For

Say: This is a breakdown of the back of the NCOER. It shows how each of the 3 categories found in the hard vote are rated.

Show VU #16 What They Look For

Say: This is the front of the NCOER. It displays the value section as being a direct representation of the dedication and attitude section of the soft vote.

Ask: How important do you think the DA Photo is during the promotion board? Why?

Key Points about the DA Photo:

1. Colored digital photo with a true blue background.
2. Wear the proper uniform (Class A) with insignia and ribbons correctly displayed per AR 670-1 and AR 640-30.
3. The photograph is an important representation of the Soldier. It is of particular interest during DA selection boards and career management activities.
4. The name on the photograph must match the name on the common access

card (CAC).

5. All NCO's in the grade of E-6 and above must have a current DA Photo.

6. Photographers will not alter the photograph, to include adding new rank, ribbons, stars or erasing waistlines or wrinkles by using photo imaging software such as cloning or healing tools.

7. A new photograph is required when there is an award of the Army Commendation Medal or above.

Show VU #17 ERB

Ask: What do you think the board members look for on the ERB?

Possible Answers: A complete record that matches their iPERMS record.

Say: Now you are going to look at four different ERB's from real Soldiers within different states and compare them in your groups.

Break Out Instructions:

1. Break into your assigned groups.
2. Discuss the strengths and weaknesses of each ERB.
3. You will have 10 minutes to discuss in your group.

Instructor Note: Ask the following questions after the break out:

1. What is your first impression of these ERB's?
2. Considering the Leader Development Model in the DA PAM 600-25, which one of these Soldiers fit the Whole Soldier concept the best? Why?
3. What can you do to make sure your record is up to date and correct?

Show VU #18-22

These are examples of scoring for a promotion board.

Show VU # 23

This is a generic representation of a record being scored by 5 board members.

Show VU # 24-27

Explain aberrant voting to the students. This is the process that prevents the board from making erroneous votes after they have agreed on a certain baseline. This is the check and balance of the promotion board.

Show VU #28 Tie Break Process

When there is a tie after all the votes have been counted there is a process to follow. The order to break the is: Date of Rank, Pay Entry Base Date, and then Date of Birth.

Say: During the last week of the course you will all conduct a mock promotion board. You will follow the instructions provided during this lesson and be required to produce an Order of Merit List at the conclusion of the board. Make sure you have all your required documents for the promotion board (The checklist was sent with the welcome letter).

Check on Learning:

Q-When is a new DA Photo required?

A-Promotion to SSG or higher, Receive a ARCOM or higher.

Q-What different areas are looked at during the promotion board?

A-MOS/Job Performance, Leadership, Potential, Dedication/Attitude, APFT HT/WT/DA Photo, Experience/Assignment History, Professional Development Military and Civilian, Awards/Honors/Disciplinary, and Community Service.

Q-What is aberrant voting?

A-A discrepancy of more than 1 from members of the promotion board.

Review Summary:

Review and summarize the learned activity.

SECTION IV. SUMMARY

Method of Instruction:	Conference/Discussion
Instr Type(I:S Ratio/Qty):	79T Certified Instructor (1:16/0)
Time of Instruction:	5 mins
Instructional Strategy:	Small Group Instruction

Check on Learning

Conduct a Check on Learning at the end of each LSA.

Review/ Summary

As a leader it is important to know the eligibility requirements for promotion not only for you but also for your fellow Soldiers. Having a complete record including your iPerms, ERB, and NCOER's is very important. You must maintain your record throughout the year and help monitor your fellow Soldiers, making sure they are doing the same. Remember, the board can only see your record. It must be an accurate representation of YOU.

Show Slide # 29, Questions. Open the floor up to any questions, and clear up any misunderstandings.

Show Slide#30, TLO. Ensure the students understand the requirements for this task by asking them to explain the TLO, even in their own words.

SECTION V. STUDENT EVALUATION

Testing Requirements

Refer student to the Individual Student Assessment Plan (ISAP).

Feedback Requirements

Schedule and provide immediate feedback in context to the material presented. Answer students' questions, correct misunderstandings, and provide remedial training as needed.

Appendix A - Viewgraph Masters

**ARNG-SLC - Explain the Enlisted Promotion Board Process
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Sequence	Media Name	Media Type
None		

Appendix B - Test(s) and Test Solution(s)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805B-PCB00004 Version 2.1

Appendix D - Student Handouts

**ARNG-SLC - Explain the Enlisted Promotion Board Process
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Sequence	Media Name	Media Type
0	Explain the Enlisted Promotion Board Process	PPTX

Appendix E - TRAINER'S LESSON OUTLINE

ARNG-SLC - Explain the Enlisted Promotion Board Process

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DRAFT

1. The importance of this lesson: (Why)

Explain the Enlisted Promotion Board Process.

2. What we want our Soldiers to Achieve: (Outcomes/Standard)

Students will conduct a mock promotion board with the student records from the class.

3. Tasks to be taught

<u>Task Number</u>	<u>Task Title</u>	<u>Task Type</u>
None		

Additional Non-Standard Tasks

None

4. References:

<u>Reference Number</u>	<u>Reference Title</u>	<u>Date</u>
AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS (*RAR 001, 12/27/2011)	30 Apr 2010
AR 640-30	Photographs for Military Personnel Files	18 Sep 2008

Additional Non-Standard References

None

5. Resources

TIME: Time of Instruction: 2 hrs 0 mins

LAND: Classroom, Training Area, and Range Requirements

<u>Id</u>	<u>Name</u>
17120-M-1600-40	Classroom, Multipurpose, 1600 Square Feet, 40 Students

AMMO: Ammunition Requirements

<u>DODIC</u>	<u>Name</u>
None	

MISC: Materiel Items and TADSS Requirements

<u>Id</u>	<u>Name</u>
6130-01-C12-1514	Power Supply Assembly, TYX: Battery Back Up UPS APC
6730-01-C07-0756	Projector, LCD/DLP: ELP7200 Epson
6730-01-C13-1784	Screen Projection, Rear/Fixed or PT: 980S Quartet
702101C056576	COMPUTER, PERSONAL WORKSTATION
702101C161319	COMPUTER MICRO LAP TOP PORTABLE AC
7025-01-559-1352	Display Unit: Smartboard White 64
7520-00-138-7981	Marker Assortment, Tube Type
7520-01-C12-6434	Easel, portable with/without Access TY SZ AA: QRT500TE Quartet
7730-01-C09-7569	Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

(Note: Asterisk before ID indicates a TADSS.)

Additional Non-Standard Resources

None

6. A possible technique to achieve the outcome:

None

7. Conduct AAR with Soldier and Cadre.

None

NOTE: Before presenting this lesson, Instructors must be thoroughly prepared by studying the appropriate lesson plan and identified reference material.

