



NATIONAL GUARD BUREAU

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ARNG-HRP

18 April 2017

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

SUBJECT: Army National Guard Commissioned Officer and Warrant Officer Promotions and Exemplary Conduct Certification Screening (PPOM 17-025)

1. References:

- a. Section 3583, Title 10, United States Code (USC), Armed Forces, 7 January 2011
- b. Title 32 USC, National Guard, Section 307, 10 August 1956
- c. Department of Defense Instruction (DoDI) 1320.04, Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation, 3 January 2014
- d. Department of the Army (DA) Directive 2016-26 (Screening Requirements for Adverse and Reportable Information for Promotion and Federal Recognition to Colonel and Below) 18 July 2016
- e. Army Regulation (AR) 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004
- f. AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers, 13 July 2004
- g. AR 135-175, Separation of Officers, 28 February 1987
- h. National Guard Regulation (NGR) 635-100, Personnel Separations, 8 September 1978
- i. NGR 600-100, Commissioned Officers – Federal Recognition and related Personnel Actions, 15 April 1994
- j. NGR 600-101, Warrant Officers Federal Recognition and Related Personnel Actions, 3 September 2014
- k. AR 600-8-2, Suspension of Favorable Personnel Actions (Flag), 11 May 2016

ARNG-HRP

SUBJECT: Army National Guard Commissioned Officer and Warrant Officer Promotions and Exemplary Conduct Certification Screening (PPOM 17-025)

2. Purpose. This policy memorandum describes the Army National Guard Officer and Warrant Officer promotions and the exemplary conduct screening process for the ranks of O6 and below.

3. Background. The exemplary conduct certification is a continuous process to ensure that Officers and Warrant Officers meet the provisions of Title 10 U.S. Code §3583. On 18 July 2016, the Secretary of the Army (SA) signed Army Directive 2016-26, Screening Requirements for Adverse and Reportable Information for Promotion and Federal Recognition to Colonel and below, directing all Army Officers and Warrant Officers, regardless of component, to be screened for adverse and reportable information as defined in DoDI 1320.04.

4. Concept. To comply with exemplary conduct certification, State G1s and Personnel Division conduct limited screening of an Officer's and Warrant Officer's Army Military Human Resource Record (AMHRR) to include the restricted file. The Army G1, Directorate of Military Personnel Management (DMPM) conducts further screening for all Officers and Warrant Officers recommended for promotion. Screening includes adverse/reportable information in files held by Criminal Investigation Command (CID), Department of the Army Inspector General (DAIG), and the restricted portion of the AMHRR as well as special interest lists, i.e, Recruiter impropriety- Guard Recruiter Assistance Program (GRAP). No Officers or Warrant Officers will be promoted with open CID or DAIG investigations.

5. Department of the Army Promotions Selection Boards (DA PSB).

a. Applicability. The DA PSBs are applicable to Army National Guard Commissioned Officers eligible for promotion to the next higher rank based on published zones of consideration.

b. Post-Board Screening. The DA Select Officer list is sent to DMPM for exemplary conduct screening. All adverse information is reviewed by the Officer Review Board (ORB) within the DMPM. The ORB reviews adverse information to determine if it is the type that negates exemplary conduct. If this is the case, the ORB recommends the Officer is withheld from the promotion scroll for further review by the Promotion Review Board (PRB). If the adverse information does not negate exemplary conduct, the Officer will remain on the promotion scroll and the adverse information is routed with the promotion board action through SECARMY. Officers with no adverse/reportable information continue through the promotion process. All Officers with open DAIG or CID investigations are flagged and withheld from the promotion scroll.

ARNG-HRP

SUBJECT: Army National Guard Commissioned Officer and Warrant Officer Promotions and Exemplary Conduct Certification Screening (PPOM 17-025)

c. PRB process.

(1) The DMPM ORB refers Officers to the PRB conducted by Human Resource Command (HRC). The HRC notifies Personnel Actions Branch, the State G1 and the Officer. During this process, the Officer's promotion status is withheld. Officers referred to a PRB are provided with a Case Manager from HRC to assist through the process.

(2) Officers will be flagged by HRC during the PRB process per reference k. Adverse action flags will be sent from HRC to the State G1.

(3) The PRB will not be initiated until any open investigations are closed and HRC receives the completed redacted report from the owning agency, either CID or DAIG, or Restricted AMHRR information has been filed.

(4) The PRB recommends retention, removal or show cause from the DA PSB list. The SECARMY is the final approval for retention or removal of an Officer from the DA PSB list. Upon receipt of SECARMY decision, HRC notifies ARNG-HRP-R, the State G1, and then the Officer three days later.

(5) Officers recommended for retention on the DA PSB are processed on a Single Name nomination which is sent to the Office of the SECDEF for approval/scrolling and then forwarded to Senate for confirmation (O6 only). Officers not recommended for retention are considered one-time DA Non-Select.

d. The ARNG-HRP-R screens Officers recommended for promotion whose DA Select status is greater than two years from the promotion date requested by the State. This screening includes Adverse Action Flags and adverse information located in the AMHRR not present when the Officer was considered by the DA PSB.

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

a. Applicability. Army National Guard Commissioned Officers and Warrant Officers recommended for UVP. The UVP process recommends highly qualified Warrant Officers for promotion and Commissioned Officers for promotion ahead of the DA PSB (Encl).

b. Roles and responsibilities.

(1) State G1:

(a) Screen unrestricted AMHRR to identify any adverse information.

ARNG-HRP

SUBJECT: Army National Guard Commissioned Officer and Warrant Officer Promotions and Exemplary Conduct Certification Screening (PPOM 17-025)

(b) If adverse information is found, conduct dialogue with State/Unit leadership to determine if the Officer/Warrant Officer meets the exemplary conduct standard and if the promotion will be recommended or withdrawn.

(c) Upload UVP packet for promotion recommendations via eTracker.

(2) ARNG-HRP:

(a) Review the promotion packet for administrative correctness.

(b) Screen AMHRR, restricted AMHRR, and personnel interface system, currently Reserve Component Manpower System (RCMS) for adverse information.

(c) Notify State G1 if adverse information is found. Gain State concurrence via email to continue promotion recommendation or return promotion packet to the State via eTracker.

(d) Create promotion scroll and submit to DMPM.

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

(3) DMPM:

(a) Screen UVP scrolls as outlined in paragraph 4.

(b) Conduct Officer Review Board (ORB) to review Officers and Warrant Officers with adverse/reportable information in accordance with exemplary conduct standard.

(c) Notify ARNG-HRP-R of any Officers and Warrant Officers removed from the promotion scroll. If the adverse/reportable information is a closed issue or investigation, DMPM refers the Officer or Warrant Officer to the ARNG Promotion Review Panel (PRP). Officers and Warrant Officers with open investigations will be removed from the UVP scroll and returned to the State until the investigation is closed.

ARNG-HRP

SUBJECT: Army National Guard Commissioned Officer and Warrant Officer Promotions and Exemplary Conduct Certification Screening (PPOM 17-025)

c. PRP process.

(1) The ARNG-HRP conducts quarterly PRPs to review Officers and Warrant Officers with adverse or reportable information in accordance with reference 1. d., paragraph 5. The PRP provides recommendations through NGB leadership and DMPM to SECARMY for final promotion determination.

(2) Eligibility includes Officers and Warrant Officers who have been referred to a PRP by DMPM, have a closed investigation, and are not eligible for DA Mandatory Promotion Selection Board within 90 days of PRP convene date.

(3) Officers and Warrant Officers will not be considered by the PRP until any open investigation 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.

(4) The ARNG-HRP-R Special Actions Branch provides redacted CID, DAIG reports or Restricted AMHRR information to the Officer or Warrant Officer and PRP members.

(5) Officers and Warrant Officers who meet eligibility will be notified through the State G1s (T32) or Human Capital Management (HCM) (T10), and afforded 5 business days to provide acknowledgment of PRP consideration, and 45 days to submit rebuttals. Officers and Warrant Officers serving on T10 AGR will be notified by ARNG Human Capital Management (HCM).

(6) Officers and Warrant Officers will be flagged by the State during the PRP process using the Non-Transferrable category "Other Removal from selection list – field initiated" per reference k.

(7) The PRP membership consists of not less than five voting members of the ARNG who are senior in rank to the Officer or Warrant Officer under review. Any PRP reviewing Warrant Officers must include at least one Warrant Officer who is senior in rank to the Warrant Officer 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.

ARNG-HRP

SUBJECT: Army National Guard Commissioned Officer and Warrant Officer Promotions and Exemplary Conduct Certification Screening (PPOM 17-025)

(8) The ARNG-HRP-R Boards Section builds the PRP file to include the Officer Record Brief, redacted report, Restricted AMHRR information, and rebuttal documents received from the considered Officer or Warrant Officer. A letter of recommendation provided by the State Adjutant General is encouraged.

(9) The ARNG-HRP-R notifies the State G1 within three days when the PRP does not recommend promotion. The State may remove the Officer or Warrant Officer promotion recommendation prior to PRP results being submitted to DMPM.

(10) The PRP recommendations are reviewed by the Chief, ARNG Personnel Division, ARNG G1, NGB JA, NGB IG, ARNG Deputy Director, and ARNG Director before being sent to DMPM for staffing to the SEC ARMY who is the final approval authority.

7. Point of contact is LTC Carrie Perez, Chief, Personnel Actions Branch, at commercial 703-607-9706, DSN 327-9706, or carrie.l.perez3.mil@mail.mil.

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