

**Guide to Voting Using the NGABS Whole Soldier / One Vote Process**

**Personnel Management**

**GUIDE  
TO  
NCO  
PROMOTION  
BOARD  
VOTING**

**Army National Guard  
1411 Jefferson Davis Highway  
Arlington, VA 22202-3231  
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## Table of Contents

	Page
<b>Chapter 1</b>	
<b>Introduction</b>	1
<i>Section I</i>	
<i>General</i>	3
<i>Section II</i>	
<i>Worksheets</i>	3
<b>Chapter 2</b>	
<b>Board/Panel Voting</b>	18
<b>Chapter 3</b>	
<b>Board/Panel Voting Variance</b>	22
<b>Chapter 4</b>	
<b>Promotion List Publication</b>	23

**Chapter 1**  
**Introduction**

Section I  
General

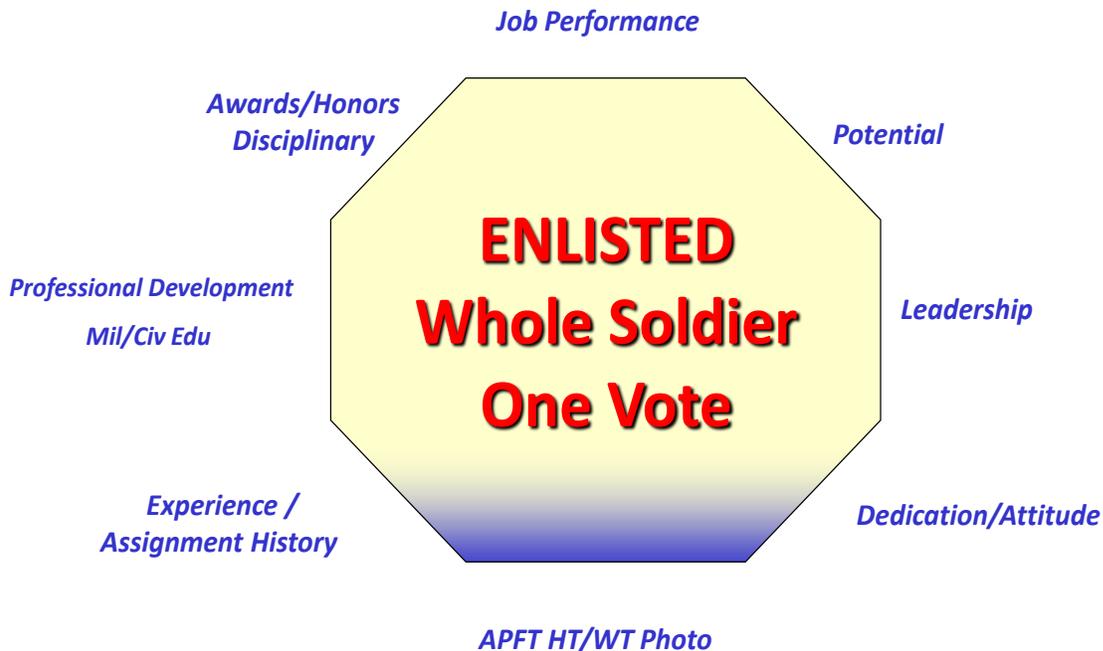
1-1. Specific guidance is provided by the board/panel President/Chief prior to the conduct of any promotion board process. The following information is provided as **general guidance** with tools and procedures you will use as a member of the promotion board/panel.

1-2. Use of the National Guard Automated Board System (NGABS) Whole Soldier / One Vote process is required by ARNG-HRH policy memorandum 10-041.

1-3. The board/panel will **establish a common baseline** of the attributes consistent with a rating of 6, 5, 4, 3, 2, +/- before voting commences to ensure equitable and consistent assessments are made on all records reviewed.



## *Whole Soldier / One Vote Scoring Criteria*





# WORD PICTURE (Promotion) 1 To -6/+6 Scoring Criteria



**6 +/-** Absolutely Yes - Top Few - Very Top of the Pack - **Definite Select**

**5 +/-** Yes - High in the Pack - Clearly Ahead of Contemporaries - Performs well - **Must Select**

**4 +/-** Solid Performer - Qualified & Responsible - Fully Deserves Selection – **Should Select**

**3 +/-** Shows Potential - Inexperienced - Not Diverse in Jobs - **Promote if there is room**

**2 +/-** Below Center of Pack - Several Minor Weak Areas - Single Major Weakness - **Do Not Select**

**Show Cause is not used for EPS**

10

Section II  
Worksheets

1-4. Illustrated below is the tool that will be used by the promotion board/panel in determining the voting score for each Soldier whose record is going before the board/panel.

	Step 1: Determine Base Score			Step 2: Apply the categories and make adjustments to Base Score +/- to determine Final Score							
	CPMOS JOB PERFORMANCE	LEADERSHIP	POTENTIAL	DEDICATION / ATTITUDE	APFT HT/WT PHOTO	EXPERIENCE / ASSIGNMENT HISTORY	PROF DEV MILED CIVED	AWARDS / HONORS / DISCIPLINARY	OTHER		
	NCOER	NCOER	NCOER	NCOER Values	NCOER/iPERMS	DA 2-1	DA 2-1 / iPERMS	iPERMS	MEMO		
FQ											
6											+
5	Hard Vote ←————→										
4	2-6			Soft Vote ←————→							N
3											-
FQ											FQ
RET											RET
2											2
RET											RET
QMP											QMP
1											1
QMP											QMP

1-5. **A review of the "Whole Soldier" must be completed,** and this evaluation guide will help to maintain the baseline in determining both Fully Qualified and Best Qualified Soldiers.

1-6. Examples in the following figures illustrate possible evaluations and how you **could vote.**

1-7. The following **suggested sequence** will guide you through the process in a logical manner and allow you to accurately and quickly assess each record.

## VOTING STEPS

### 1. Review NCOERS.

- a. Assess vote for CPMOS JOB PERFORMANCE
- b. Assess vote for LEADERSHIP
- c. Assess vote for POTENTIAL
- d. Assess +/- for DEDICATION/ATTITUDE (ARMY VALUES)
- e. Assess +/- for APFT HT/WT

### 2. Review DA Form 2-1/ERB

- a. Assess +/- for EXPERIENCE/ASSIGNMENT HISTORY
  - (1) Item 5, Page 1 - Overseas Deployments
  - (2) Item 35, Page 4 - Assignment History in CPMOS
- b. Assess +/- for PROFESSIONAL DEVELOPMENT (MILED/CIVED)

Schools

- (1) Item 17, Page 2 - Civilian Education and Military Schools
- (2) Item 28, Page 3 - Continuation of Item 17 list
- (3) Check iPERMS for AERs (DA 1059) for MILED and Course Completions for CIVED. Read evaluations, there may be statements that would warrant consideration for upgrading or downgrading point scores.

### 3. Review other documents to assess +/- for AWARDS / HONORS / DISCIPLINARY.

- a. Check iPERMS for DA 638 and Award Docs
- b. Check for awards/honors/discipline in past \_\_\_\_ months.

### 4. Review non-iPERMS documents (Soldier's memo to the board).

- a. Assess +/- for OTHER
- b. Review other documents and adjust already scored/assessed areas as needed.

1-8. iPERMS will provide the Performance Section of the Official Military Personnel File (OMPF), as well as the State Awards. NCOERs, AERs, Award Documents and other performance oriented documents are provided via iPERMS.

1-9. NCOERs are critically important documents in a Soldier's file. They show level of responsibility, performance for a specific period of time, and potential for further service. They act as the rating chain's "vote" in the board process.

1-10. Board members read bullets. Inflated or fluff bullets can devalue NCOERs. It is better to have a success block with a strong bullet than to have an excellence block with an inflated or fluff bullet. As you assess each of the bullet comments, ensure that they are substantiated and that the achievements are quantifiable.

1-11. Reviewing the DA Form 2-1/ERB will also give you insight on several aspects of the Soldier's performance and potential. As well, it will give you clues as to what else you should look for in the Soldier's board file.

1-12. Review the Official Military Photograph.

1-13 Memorandum to the President of the Board. The rules for the memorandum are as follows:

a. Correspondence with the board will comply with paragraph 7-32, AR 600-8-19. No one other than Soldiers being considered for promotion may correspond with a promotion board on a Soldier's behalf. Letters or memorandum seen by the promotion board become part of the board record and are not filed in personnel records.

**Non-receipt of a letter to the board president is not grounds for reconsideration by a Standby Advisory Board.**

b. Soldiers being considered may write to the president of the promotion board to provide documents and information, calling attention to any matter concerning themselves which they feel is important to their consideration. Written communication is authorized only when there is something that is not provided in the Soldier's record, and which the Soldier feels will have an effect on the board's deliberations.







NAME: [REDACTED] SSN: [REDACTED]

SECTION II - CLASSIFICATION AND ASSIGNMENT DATA (Continued)					SECTION III - SERVICE, TRAINING AND OTHER DATES					
13. PILOT RATINGS					18. APPOINTMENTS AND REDUCTIONS					
ORIGINAL	DATE	CURRENT	DATE	CONT	GRADE	COMP	EFFECTIVE DATE	DATE OF ELIG./RANK	19. SPECIALIZED TRAINING	CONT
									TOP 21-114 (BCT)	DATE
14. FLYING STATUS					PV1	ARNGUS	890419		Geneva-Hague Conventions	
					PV2	ARNGUS	900215			
					PFC	ARNGUS	900615		Military Justice	
					SFC	ARNGUS	901215		Benefits of Honorable Discharge	
INSTRUMENT CERTIFICATION										
15. INTERNSHIPS, RESIDENCIES AND FELLOWSHIPS					CONT					
HOSPITAL	TYPE OF SERVICE		MONTHS	YEAR	SGT	ARNGUS	920920			
					SSG	ARNGUS	950425			
					SFC	ARNGUS	030609			
					MSG	ARNGUS	060425			
					SFC	ARNGUS	070731	030609		
16. HOSPITAL/TEACHING APPOINTMENTS AND PRIVATE PRACTICE					20. BASIC ENLISTED SERVICE DATE (BESD)					
FROM	THRU	INSTITUTION/LOCATION		TYPE	CONT					
					DURAT					
					21. TIME LOST (Sec. 972, Title 10, USC)					
					FROM	THRU	DAYS	REASON		
17. CIVILIAN EDUCATION AND MILITARY SCHOOLS					SECTION IV - PERSONAL AND FAMILY DATA					
SCHOOL	MAJOR/COURSE/MOSC	DURAT	COMP	YEAR	22. PHYSICAL STATUS			23. PLACE OF BIRTH AND CITIZENSHIP		
LINCOLN SOUTHEAST HS	GENERAL	4YR	YES	89	HEIGHT	WEIGHT	GLASSES	SELF		
USATC	INFANTRYMAN	13WK	YES	89	<input type="checkbox"/> YES <input type="checkbox"/> NO			SPOUSE		
ARNG MOUNT WAFR SCHOOL	SMER MOUNT WARF	2WK	YES	90	DATE OF EXAM			CITIZENSHIP OF SPOUSE		
USAIS	BASIC AIRBORNE	3WK	YES	90	24. NUMBER OF DEPENDENTS			25. HOME OF RECORD/ADDRESS		
5TH A NCO ACADEMY	PLDC-RC	2WK	YES	92	ADULT	CHILDREN				
USAIS	JUMPMASER CRS	2WK	YES	93						
NGB REGION IV NCOA	BNCOC PHI RC	1WK	YES	93						
BTL SKILLS NLR	BNCOC PH II RC	2WK	YES	94	26. CIVILIAN OCCUPATION					
USAIS	RANGER	9WK	YES	94	JOB TITLE:					
NE STATE PATROL	DEFENSE DRV	1WK	YES	96	DOT CODE	CRITICAL OCCUPATION		NO. MONTHS EMPLOYED		MOSC
9TH BN 95TH REGT	UNIT SUP SP PHII	2WK	YES	01	<input type="checkbox"/> YES <input type="checkbox"/> NO					
9TH BN (QM)	UN SP (92Y) PHI	2WK	YES	01	DUTIES PERFORMED					
1ST BN 209TH REGT	ANCOC RC PH I	2WK	YES	03						
HQ 233RD REGT (RTI)	ANCOC RC PH II	2WK	YES	05						
FT BENNING GA	PATHFINDER CRS	3WK	YES	05						
FT MCCOY WI	COMBAT LIFESAVER	1WK	YES	06						
					EMPLOYER					

USAFPC V1.00

SECTION II

- Item 17 Check for NCOES completed
- Check for other Military Education (MILED)
- Check for Civilian Education (CIVED) completed

SECTION III

- Item 18 Check promotions and reductions for patterns that may be cause for concern, or indicators of fast track NCOs.







1-14. Now that you have an idea of the documents you need to review, the following **"examples"** show a method of applying your baseline and determining how to vote.

Example 1: 6 Vote

	Step 1: Determine Base Score			Step 2: Apply the categories and make adjustments to Base Score +/- to determine Final Score												
	CPMOS JOB PERFORMANCE	LEADERSHIP	POTENTIAL	DEDICATION / ATTITUDE	APFT HT/AWT PHOTO	EXPERIENCE / ASSIGNMENT HISTORY	PROF DEV MILED CIVED	AWARDS / HONORS / DISCIPLINARY	OTHER							
	NCOER	NCOER	NCOER	NCOER Values	NCOER/iPERMS	DA 2-1	DA 2-1 / iPERMS	iPERMS	MEMO							
FQ																
6	X		X					X	X		+					
5		X														
4		AVG = 6		X	X	X	X				N					
3											-					
FQ											FQ					
2				<div style="border: 1px solid black; padding: 5px;"> <p><b>6</b></p> <p><b>EXAMPLE #1 (RECENTLY MOBILIZED NCO)</b></p> <ul style="list-style-type: none"> <li>- STRONG PERFORMANCE (3 EXCELLENCE ON NCOER)</li> <li>- LEADERSHIP GOOD (SUCCESS ON NCOER) STRONG BULLETS</li> <li>- POTENTIAL (AMONG THE BEST (1) ON NCOER)</li> <li>- LESS THAN 2 YEARS EXPERIENCE AT THE CURRENT LEVEL</li> <li>- MOB INTERFERED WITH COMPLETING NCOES</li> <li>- RECEIVED MSM WHILE DEPLOYED</li> <li>- PT SCORES ARE HIGH BUT NOT ENOUGH FOR A PT BADGE</li> <li>- RECEIVED ALL YES (VALUES) BUT NOTHING EXCEPTIONAL NOTED</li> <li>- IS A MEMBER OF EANGUS AND ANOTHER CIVIC ORGANIZATION</li> </ul> </div>								RET				
RET																2
RET																RET
QMP																QMP
1											1					
QMP											QMP					

NOTES :

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Example 2: 5 Vote

	Step 1: Determine Base Score			Step 2: Apply the categories and make adjustments to Base Score +/- to determine Final Score							
	CPMOS JOB PERFORMANCE	LEADERSHIP	POTENTIAL	DEDICATION / ATTITUDE	APFT HT/AWT PHOTO	EXPERIENCE / ASSIGNMENT HISTORY	PROF DEV MILED CIVIC	AWARDS / HONORS / DISCIPLINARY	OTHER		
	NCOER	NCOER	NCOER	NCOER Values	NCOER/IPERMS	DA 2-1	DA 2-1 / iPERMS	iPERMS	MEMO		
FQ											
6	X					X	X	X			+
5		X	X								
4				X	X						N
3										X	-
FQ											FQ
2											2
RET											RET
1											1
QMP											QMP

+ = 3  
N = 2  
- = 1  
Vote = +

AVG = 5

5+

**EXAMPLE #2**  
 - STRONG PERFORMANCE (TWO EXCELLENCE ON NCOER)  
 - LEADERSHIP GOOD (SUCCESS ON NCOER) STRONG BULLETS  
 - POTENTIAL (AMONG THE BEST (2) ON NCOER)  
 - LESS THAN 2 YEARS EXPERIENCE AT THE CURRENT LEVEL  
 - NCOES CURRENT & MOSQ  
 - PT SCORES ARE HIGH BUT NOT ENOUGH FOR A PT BADGE  
 - RECEIVED ALL YES (VALUES) BUT NOTHING EXCEPTIONAL NOTED  
 - IS NOT A MEMBER OF EANGUS OR ANY CIVIC ORGANIZATION  
 - RECEIVED AAM FOR PERFORMANCE AT ANNUAL TRAINING

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Example 3: 4 Vote

Step 1: Determine Base Score			Step 2: Apply the categories and make adjustments to Base Score +/- to determine Final Score							
CPMOS JOB PERFORMANCE	LEADERSHIP	POTENTIAL	DEDICATION / ATTITUDE	APFT HT/WT PHOTO	EXPERIENCE / ASSIGNMENT HISTORY	PROF DEV MILED CIVED	AWARDS / HONORS / DISCIPLINARY	OTHER		
NCOER	NCOER	NCOER	NCOER Values	NCOER/iPERMS	DA 2-1	DA 2-1 / iPERMS	iPERMS	MEMO		
FQ										
6				X		X	X		+	
5	X									
4	X	AVG = 4							N	
3		X		X	X			X	-	
FQ				4					FQ	
RET			<p><b>EXAMPLE #3</b></p> <ul style="list-style-type: none"> <li>- GOOD PERFORMANCE (ONE EXCELLENCE ON NCOER)</li> <li>- STRONG LEADERSHIP (THE ONLY EXCELLENCE ON NCOER)</li> <li>- POTENTIAL (FULLY CAPABLE (3) ON NCOER)</li> <li>- LESS THAN 2 YEARS EXPERIENCE AT THE CURRENT LEVEL</li> <li>- NCOES CURRENT &amp; MOSQ &amp; AA DEGREE</li> <li>- PT SCORES HIGH ENOUGH FOR A PT BADGE</li> <li>- RECEIVED ALL YES (VALUES) BUT NOTHING EXCEPTIONAL NOTED</li> <li>- IS A BOY SCOUT TROOP LEADER</li> <li>- RECEIVED AWARD FOR MOTIVATING SOLDIERS TO PROVIDE GRAP LEADS (MOST IN COMPANY)</li> </ul>							RET
2										2
RET										RET
QMP										QMP
1										1
QMP			QMP							

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Example 4: 3 Vote

	Step 1: Determine Base Score			Step 2: Apply the categories and make adjustments to Base Score +/- to determine Final Score							
	CPMOS JOB PERFORMANCE	LEADERHSIP	POTENTIAL	DEDICATION / ATTITUDE	APFT HT/WT PHOTO	EXPERIENCE / ASSIGNMENT HISTORY	PROF DEV MILED CIVED	AWARDS / HONORS / DISCIPLINARY	OTHER		
	NCOER	NCOER	NCOER	NCOER Values	NCOER/iPERMS	DA 2-1	DA 2-1 / iPERMS	iPERMS	MEMO		
FQ											
6											+
5		AVG = 3									
4				X							N
3	X	X	X		X	X	X	X	X	X	-
FQ											FQ
2											2
RET											RET
1											1
QMP											QMP

**3-**

+ = 0  
N = 1  
- = 5  
Vote = -

**EXAMPLE #4**

- MOST RECENT NCOER MISSING FROM iPERMS
- NOTHING SIGNIFICANT IN PREVIOUS 2 YEARS NCOERS
- LESS THAN 2 YEARS EXPERIENCE AT THE CURRENT LEVEL
- NCOES CURRENT BUT IS NOT DMOS QUALIFIED
- PT SCORES PASSING BUT HT/WT EXCEEDS STANDARDS
- RECEIVED ALL YES (VALUES) BUT NOTHING EXCEPTIONAL NOTED
- SOLDIER DID NOT SUBMIT MEMO OR RECEIVE ANY AWARDS

NOTES :

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Example 5: 2 Vote

	Step 1: Determine Base Score			Step 2: Apply the categories and make adjustments to Base Score +/- to determine Final Score							
	CPMOS JOB PERFORMANCE	LEADERSHIP	POTENTIAL	DEDICATION / ATTITUDE	APFT HT/WT PHOTO	EXPERIENCE / ASSIGNMENT HISTORY	PROF DEV MILED CIVIC	AWARDS / HONORS / DISCIPLINARY	OTHER		
	NCOER	NCOER	NCOER	NCOER Values	NCOER/iPERMS	DA 2-1	DA 2-1 / iPERMS	iPERMS	MEMO		
FQ											
6											+
5		AVG = 2									
4				X	X						N
3	X					X	X	X	X		-
FQ											FQ
RET											
2		X	X								2
RET											
QMP											
1											1
QMP											

2-

+ = 0  
 N = 2  
 - = 4  
 Vote = -

EXAMPLE #5 (RETAIN SOLDIER BUT DO NOT PUT ON PROMOTION LIST)  
 - SOLDIER RECEIVED "NEEDS IMPROVEMENT" IN LEADERSHIP  
 - RATER GAVE A 3 AND SR RATER GAVE A 4 ON POTENTIAL  
 - LESS THAN 1 YEAR EXPERIENCE AT THE CURRENT LEVEL  
 - NCOES NOT CURRENT  
 - SOLDIER PASSED APFT & HT/WT  
 - RECEIVED ALL YES (VALUES) BUT NOTHING EXCEPTIONAL NOTED  
 - SOLDIER DID NOT SUBMIT MEMO  
 - DID NOT RECEIVE ANY AWARDS

NOTES :

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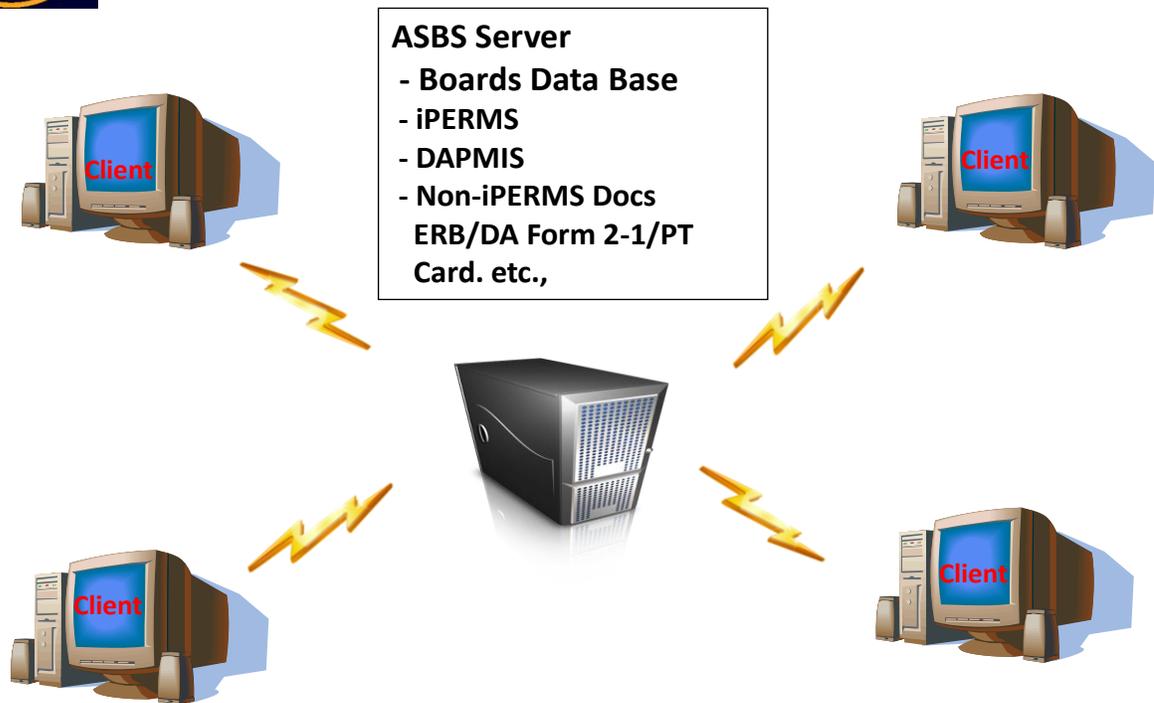
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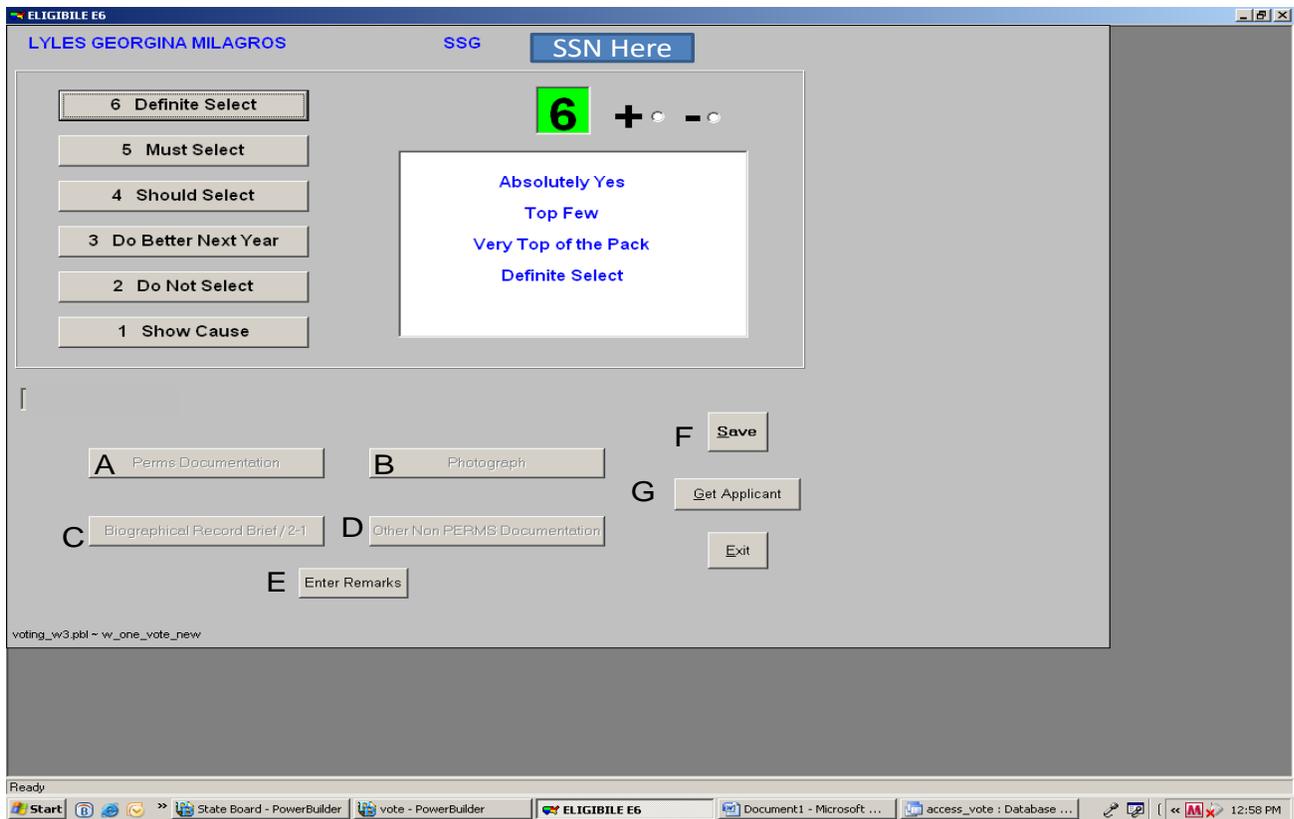


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# NGABS Board File Processing





2-1. Button functions are as follows.

**a. iPerms Documentation** = Opens a web page to the Performance Section of the Soldier's Official Military Record.

**b. Photograph** = Opens the Soldier's Official Military Photo.

**c. Biographical Record Brief / 2-1** = Opens the Soldier's ERB / DA Fm 2-1.

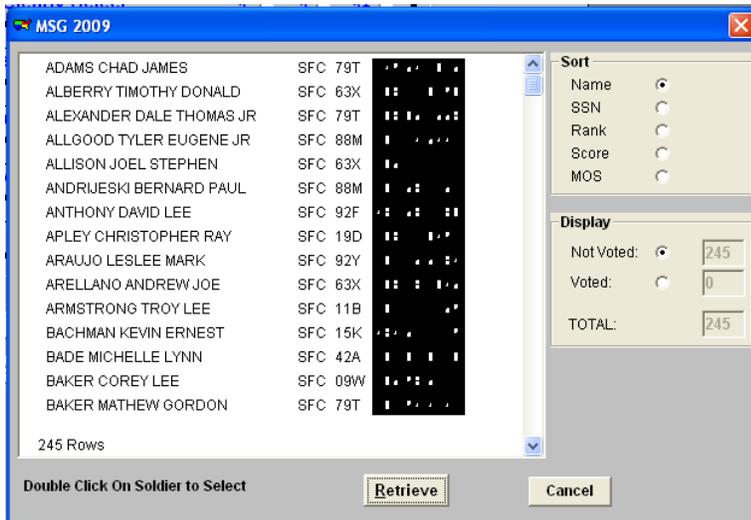
**d. Other Non iPERMS Documentation** = Opens all other Promotion Board documents submitted by the Soldier.

**e. Enter Remarks** = Opens a text box where you can enter any comments. Comments are MANDATORY for any 6, 2 or 1 rating. Comments should be constructive in nature and not derogatory. Note that that system has the ability to produce a report with comments to which Soldiers may be given visibility at the discretion of the promotion authority.

**NOTE:** If a button is greyed out that means there are no documents for review in that area.

f. **Save** = Save your vote.

g. **Get Applicant** = Opens an option box to select an applicant. Select the applicant and then click on the "Retrieve" button at the bottom of the window. In the top right corner you have some sort options. Below that, you can see your current voting statistics.

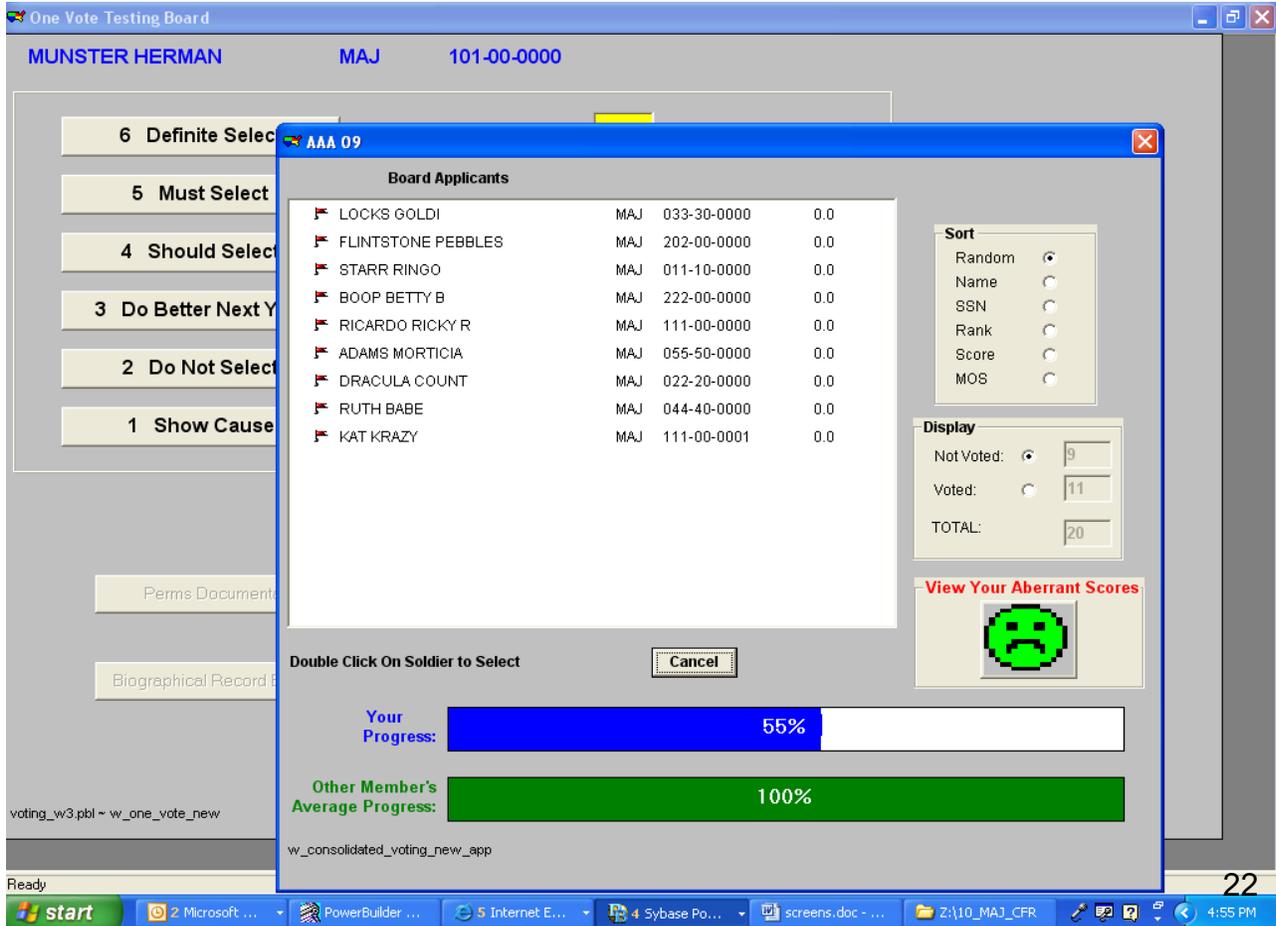


h. **Stats** = Shows you your current voting statistics.



2-2 You will be provided a roster of personnel that you must evaluate and assess a vote. The roster will be tailored to your Board/Panel based on a Career Cluster. The number of Board/Panel members will be dictated by policy, the number of record being reviewed, and the time allotted to complete all voting. You should try to attain a 10 minute average per record. This will help to ensure you complete all voting in the time allotted.

**Get Applicant Window**



2-3 Be careful when selecting applicants. Some Soldiers have similar names and voting for the wrong applicant will slow you down. Upon completion of all voting by all Board/Panel members, a check will be made to ensure that the voting variance is not exceeded.

Chapter 3  
Board/Panel Voting Variance

3-1 A board voting variance of 1 is authorized. This means that the difference between the all votes once averaged cannot be greater than 1 by any voting member.

Example 1: Votes are 4+ 4 5 3 5-  
In this example: Cumulative score is 21,  $21/5$  is 4.2, average is 4, and therefore the voting variance is acceptable.

Example 2: Votes are 3+ 4 5 4- 6  
In this example: Cumulative score is 22,  $22/5$  is 4.4, average is 4, and therefore the voting variance is too high because one member voted 6. The acceptable range in this example is 3 to 5.

3-2 In the event voting variance is too high, the Board President or Panel Chief will review the record and try to identify what caused the variance. The Board President / Panel Chief will talk to the board/panel and reiterate the voting standards. The board/panel members will be asked to re-vote the record and adjust their votes if they deem appropriate. If the re-vote results in an acceptable variance, the voting is closed. If the variance is not acceptable, the Board President / Panel Chief will resolve the variance and close the vote.

3-3 Any questions during the conduct of the board/panel must be directed to the Board President / Panel Chief.

3-4 Any deviation from these procedures, and the procedures outlined in the Board MOI, must be approved by the promotion authority or delegated approval authority. All delegations of approval must be in writing.

Chapter 4  
Promotion List Publication

4-1 The State G1/HCM Division Chief (T-10 AGR) is responsible for distribution of the promotion list and will also publish future lists resulting from any Standby Advisory Board proceedings.

4-2 Distribution of the promotion list will be controlled by the State G1/HCM Division Chief (T-10 AGR).