

PROMOTION OF COMMISSIONED OFFICERS, WARRANT OFFICERS AND ENLISTED PERSONNEL

PREFACE

FOR THE COMMANDER

OFFICIAL:



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1. Purpose. This directive prescribes policy and procedures used in the selection and promotion of commissioned and warrant officers and enlisted personnel of the New York Guard. It provides guidance to commanders and administrative personnel on the correct procedure in preparing requests for promotion of unit personnel.

2. Application.

a. Format and procedures established in this publication apply to all members of the New York Guard.

b. This publication is directive in nature. These formats and procedures will be followed, except when, in the judgment of the commander, exceptional circumstances dictate otherwise.

2. Scope. This directive provides policies and procedures for the selection and promotion of commissioned officers, warrant officers, and enlisted personnel of the New York Guard.

3. Basis in law. Officers and Warrant Officers of the New York Guard will be appointed, commissioned or warranted by the Governor, pursuant to Section 70 paragraph 1, of the Military Law of the State of New York. Enlisted personnel are promoted pursuant to Section 92 of the Military Law of the State of New York.

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CHAPTER I

PROMOTION APPROVAL POLICY**1. Enlisted Personnel**

a. E2 – E4: MSC Commanders or appropriate G-Staff Section heads will approve/disapprove promotions for personnel E-2 through E4 under their jurisdiction that meet all requirements in accordance with Chapters III and IV of this Directive. S-1, MSC Headquarters or G-1 for HQNYG personnel will process required promotion documents for submission to the appropriate selection board. Approved promotion documents will be submitted to G-1, HQ NYG for final review, publication of promotion orders and placement in the individual's Military Personnel Records Jacket (MPRJ) in accordance with NYG Directive 1336 Military Personnel Records. Promotions contingent upon successful completion of IET will just need a memo approving the promotion at graduation.

b. E5 - E9: CSM, New York Guard, (NYG), will approve/disapprove promotions to grades E-5 thru E9. Commander, New York Guard concurrence is required for E-7 through E-9. Applicants must meet all requirements, in full accordance with Chapters III and IV of this Directive. Promotion recommendations and completed promotion packets will be submitted from MSC's through channels to G1, Headquarters, New York Guard, (HQ NYG), for final review before being placed before the HQ NYG Senior NCO Promotion Board.

2. Officer and Warrant Officer Personnel

a. O2 - O3 and CW2 - CW3: MSC Commanders or appropriate G-Staff Section heads will approve/disapprove promotions of company grade officers that meet all requirements, O-2 through O-3 and CW2 – CW3 under their jurisdiction in full accordance with Chapters III and IV of this Directive. Approved promotion documents will be submitted to G-1, HQ NYG for final review, publication of promotion orders and placement in the individual's Military Personnel Records Jacket (MPRJ) in accordance with NYG Directive 1336 Military Personnel Records.

b. O4 – O5 and CW4 -CW5: Commanding General, New York Guard, (NYG), will approve/disapprove all field grade promotions, to grades O-4 through O-5 and warrant officers CW4-CW5, in accordance with Chapters III and IV of this Directive. Promotion recommendations will be submitted, through channels to Commanding General, Headquarters, New York Guard, (HQ NYG), Attn: G-1, for final review before being placed before the HQ NYG Officer Promotion Selection Board.

3. Senior Field Grade and General Officer Personnel.

a. Commanding General, New York Guard, (NYG), will recommend promotions to O-6, in accordance with Chapters III and IV of this Directive. Promotion recommendations will be submitted, through channels to Commanding General, Headquarters, New York Guard, (HQ NYG), Attn: G-1, for final review before being placed before the HQ NYG Promotion Selection Board. The Adjutant General, State of New York, will approve/disapprove all promotion recommendations to Colonel (O-6). General officers are appointed by the Adjutant General, State of New York

4. Military Abbreviations used in this directive.

**Table I-1
Military Abbreviations**

ANCOC	=	Advanced Non-Commissioned Officer Course
AR-MIL.ED	=	Army Military Education
BNCOC	=	Basic Non-Commissioned Officer Course
BOC	=	Basic Officer Course
FGOC	=	Field Grade Officer Course
MSC	=	Major Command
MPRJ	=	Military Personnel Records Jacket
NCO	=	Non-Commissioned Officer
NCOA	=	NCO Academy
NCOPC	=	NCO Preparatory Course
N/A	=	Not Applicable
N/R	=	Not Required
NYGD	=	New York Guard Directive
PLDC	=	Primary Leadership Development Course
SNCOA	=	Senior Non-Commission Officer Academy
TAG	=	The Adjutant General
WOAC	=	Warrant Officer Advanced Course
WOBC	=	Warrant Officer Basic Course

5. Rank Abbreviation and Titles. In this directive, for the ease of uniformity, all ranks of New York Guard Army personnel will be identified by pay grades. See Table I-2.

**Table I-2
Pay Grades, Rank Abbreviations and Titles**

<u>Pay Grades</u>	<u>NYG - Army Rank</u>
E-1	PVT - Private
E-2	PV2 - Private
E-3	PFC - Private First Class
E-4	SPC - Specialist
E-5	SGT - Sergeant
E-6	SSG - Staff Sergeant
E-7	SFC - Sergeant First Class
E-8	MSG - Master Sergeant
E-9	SGM - Sergeant Major
W-0	WOC - Warrant Officer Candidate
W-1	WO1 - Warrant Officer
W-2	CW2 - Chief Warrant Officer 2
W-3	CW3 - Chief Warrant Officer 3
W-4	CW4 - Chief Warrant Officer 4

W-5	CW5 – Chief Warrant Officer 5
O-0	OC – Officer Candidate
O-1	2LT – Second Lieutenant
O-2	1LT – First Lieutenant
O-3	CPT – Captain
O-4	MAJ – Major
O-5	LTC – Lieutenant Colonel
O-6	COL – Colonel
O-7	BG – Brigadier General
O-8	MG – Major General

6. Senior Enlisted Positional Titles:

a. NYG-Army. The position of First Sergeant (1SG) and Command Sergeant Major (CSM) are leadership positions. The position of 1SG can be assigned to enlisted personnel in grades E-7 or above and CSM to grade E-9 only. These ranks will only be worn while assigned to the TDA position requiring such rank.

CHAPTER II
RESPONSIBILITIES

1. Commander, New York Guard will;

- a. Approve promotions O-4 through O-6, CW4 - CW5 and E-7 - E-9.
- b. Appoint Promotion Boards for O-4 through O-6, CW4 - CW5.
- c. Appoint Promotion Boards for E-7 through E-9.

2. G-1, Headquarters, New York Guard (HQ NYG):

- a. Has overall general staff responsibility for promotion policy and procedures governing New York Guard promotions.
- b. Reviews and approves promotion packets for submission to the HQ NYG Promotion Board.
- c. Prepares orders for appointing officers to the MSC officer board and Senior NCOs to the NCO board
- d. Publishes all promotion orders for enlisted personnel (E-2 through E-9), officers (O-2 through O-6) and Chief Warrant Officers (W-2 to W-5) will be published by G-1, HQ NYG. The HQ NYG G-1 will provide copies to the individual, MSC and HQ NYG in accordance with NYGD 1336, Military Personnel Records

3. S-1, MSC Headquarters:

- a. Is responsible for accurate and complete promotion packets for individuals from their respective MSC's. (Appendix H – Promotion Check List)
- b. Confirms with G1 that all service member's promotional requirements are met before submitting packet and boarding
- c. Prepares orders for appointing officers to the MSC officer pre-screening board and Senior NCOs to the NCO prescreening board with the MSC Commander's concurrence.
- d. Insures that MSC Promotion Boards are held and are consistent with New York Guard policies and Directives.
- e. For promotions O-4 through O-6, CW4 - CW5, and E-7 through E-9, forwards completed promotion packets to G-1 for consideration by New York Guard Promotion Board.

For promotions O-2 - O-3, CW2 - CW3, and E-2 through E-4 , forwards promotion documents approved by MSC Commander to G-1 New York Guard, NLT 6 weeks prior to the convening of a Promotion Board, for final review, publication of promotion orders and placement in the individual's Military Personnel Records Jacket (MPRJ) in accordance with NYG Directive 1336 Military Personnel Records.

4. Commanders of MSCs.

- a. Approve all promotions and or promotion requests for personnel within their chain-of-command.
- b. Establish procedures within their MSCs for conduct of pre-screening boards for all packets to be sent forward to HQ NYG Promotion Board in accordance with this directive.
- c. Appoint MSC Promotion Pre-Screening Boards for O-4 through O-6, CW4 – CW5, and reviews selections for MSC NCO Pre-Screening Board E-7 through E-9.
- d. Insures that promotion requests for O-4 through O-6, CW4 - CW5, and E-7 through E-9 are forwarded complete and in a timely manner for consideration by New York Guard Promotion Boards.
- e. Appoint officers to the MSC Officer Promotion Board for O-2- O3, CW2- CW3 and Senior NCOs to the MSC NCO Promotion Board for E2- E6.
- f. Approve promotions for O-2, CW2- CW3 after recommendation by MSC Promotion Board.
- g. Approve promotions for E-2 to E-5 after MSC CSM reviews promotion requests.

5. G-Staff Section heads, HQ NYG will:

- a. Approve promotion requests for personnel within their chain-of-command in accordance with the provisions of this Directive.
- b. Insure that promotion requests and packets for subordinates are forwarded complete, NLT 6 weeks prior to the convening of a Promotion Board, to Commanding General, Headquarters, New York Guard, (HQ NYG), Attn: G-1, in accordance with Chapters III and IV of this Directive.

CHAPTER III

PROMOTION REQUIREMENTS

1. Policy. A candidate must be in an active duty status to be qualified for promotion and must meet time in grade requirements as indicated in Table III-3 before submitting a promotion packet. No waiver will be given for time in grade. The candidate must have:

a. Completed the required military and civilian education as indicated in the tables in this chapter and policy statements issued by Commander, New York Guard.

b. 75% drill attendance, (administration and training) for the time-in grade period and must have attended two (2) of three (3) most recent Annual Training (AT's), including the current year.

c. Meet all height/weight and medical fitness standards in accordance with NYGD 1308 and NYGD 6130. Waivers to Height/Weight may be granted when weight is not more than 20 lbs. over the maximum allowable weight (MAW) or individual meets BMI requirements. No waivers will be granted for individuals exceeding 20 lbs. over MAW.

d. Have no grounds for removal from any New York Guard, promotion list. (Examples include demonstrated substandard performance, unfitness or security risk.)

e. Officers must be assigned to a TDA or UMD grade level duty assignment commensurate with the grade sought in the promotion and with the exception of General Officers, must have served in this TDA/UMD position or an equivalent position for at least one calendar year.

f. All applicants for promotion must demonstrate successful performance in an assignment appropriate to the grade level sought. This must be documented in an annual NYG Evaluation Report, using NYG Form 1321, submitted in accordance with NYGD 1321.

g. Differences between NYG Training requirement and those of other agencies, require enlisted soldiers are to complete the NYG version of the highest level of military training required for the rank to which they are being promoted, even if an equivalent was taken in another agency.

h. In addition to Chapter III 1 f, applicants for promotion to the grades of E-7 to E-9, CW-4 - CW-5, O-5 and O-6 must demonstrate a sustained increase in performance level by means of two NYG annual Evaluation Reports encompassing an elapsed period of not less than 24 months.

i. There are no brevets or posthumous promotions.

j. With the exception of O-6, candidates for promotion must have at least 12 months of service time remaining, before reaching retirement age.

k. Candidates for promotion to O-6 must have at least 15 months of service time remaining, before reaching retirement age.

1. New York Guard commissioned officers returning from a leave of absence will not be eligible for promotion for a period of 1 year or the adjusted Time in Grade, whichever is longer.

2. Qualification Requirements.

a. A candidate must complete the required time in grade and military and civilian education as indicated in Table III-1 (exceptions noted below).

Table III-1

Time in Grade, Military and Civilian Education Requirements**

Special note: All college credits and degrees must be from an accredited institution.

<u>Promotion from:</u>	<u>Promotion to:</u>	<u>Time in grade required:</u>	<u>Civilian Education</u>	<u>AR-MIL.ED.</u>
E-2	E-3	12 Months	12 th Grade or GED	IET
E-3	E-4	24 Months	12 th Grade or GED	IET
E-4	E-5	24 Months	12 th Grade or GED	IET ⁴ and PLDC
E-5	E-6	36 Months	12 th Grade or GED	BNOC
E-6	E-7	48 Months	12 th Grade or GED	ANOC
E-7	E-8	48 Months	12 th Grade or GED	SNOC
E-8	E-9	42 Months	12 th Grade or GED	SNOC
WOCS	WO-1	1 year	Associate's Degree*	WOBC or BOC
WO-1	CWO-2 ³	2 years	Associate's Degree*	WOBC or BOC
CWO-2	CWO-3 ³	4 years	Associate's Degree*	WOAC or CGOC
CWO-3	CWO-4 ³	6 years	Bachelor's degree*	WOAC or FGOC
CWO-4	CWO-5 ³	6 years	Bachelor's degree *	WOAC or FGOC
OCS	O-1	1 year	Bachelor's Degree or Higher	BOC
O-1	O-2	2 year	Bachelor's Degree or Higher	BOC ²
O-2	O-3	4 years	Bachelor's Degree or Higher	CGOC
O-3	O-4	6 years	Bachelor's Degree or Higher	FGOC
O-4	O-5	6 years	Bachelor's Degree or Higher	FGOC
O-5	O-6	6 years	Bachelor's Degree or Higher	FGOC

NOTES * Waived if serving in a METL specialty TDA slot, 12th Grade or GED required.

2 - Not required for members with prior commissioned US military service

3 - Warrant Officer applicant must show documentation of a higher level of expertise in their functional area for each promotion.

4- Not required for members with prior US military service

** Completion of ICS 100, 200, 700 & 800 is required for all Enlisted and Officer Promotions.

b. Special promotion criteria for prior military service enlisted personnel. In accordance with established New York Guard (NYG) enlistment policy, NYGD 1304, enlisted personnel must meet the criteria listed in Table III-3 to be considered for this promotion. This special promotion eligibility is for one time only during an individual’s entire NYG service and must be so identified within the enlisted member’s pertinent promotion order.

(1) Satisfactory performance of military duty.

(2) 75% drill attendance, (administration and training) for the time-in grade period and must have attended Annual Training (AT) for two (2) of the three (3) most recent years, including the current year.

(3) Minimum active federal or national guard service.

(4) Minimum years of civilian job experience.

(5) Qualify in accordance with Table III-2.

**Table III-2
Qualification Requirements for Prior Military Service Enlisted Personnel**

<u>Present Grade</u>	<u>Years mil Service</u>	<u>Minimum civilian job experience *</u>	<u>Eligible for promotion to</u>	<u>AR-MIL.ED.</u>
E-3	1 to 2 years	7 years	E-4	N/R
E-4	2 to 3 years	5 years	E-5	PLDC
E-5	over 3 years	4 years	E-6	PLDC & BNCOC

* Supervisory or managerial position with responsibility for directing and evaluating two or more subordinates.

d. Special promotion criteria for non-prior military service enlisted personnel. Enlisted personnel must meet the criteria listed in Table III-3 to be considered for this promotion. This special promotion eligibility is for one time only during an individual’s entire NYG service and must be so identified within the enlisted member’s pertinent promotion order.

(1) Satisfactory performance of military duty.

(2) 75% drill attendance, (administration and training) for the time-in grade period and must have attended Annual Training (AT) for two (2) of the three (3) most recent years, including the current year.

(3) Minimum years of civilian job experience, in a functional area, at least half the time as a supervisor/manager.

(4) Qualify in accordance with Table III-3.

Table III-3
Qualification Requirements for Non-Prior Military Service Enlisted Personnel

<u>Grade</u>	<u>NYG. Service</u>	<u>Minimum civilian job experience*</u>	<u>Eligible for promotion to</u>	<u>AR-MIL.ED.</u>
E-2	1	8 years	E-4	IET
E-3	1	10 years	E-4	IET

*Within NYG functional area and at least half the time in a supervisory/managerial position with responsibility for directing and evaluating two or more subordinates

CHAPTER IV

PROMOTION APPLICATION PROCEDURES

1. Promotion eligibility and qualification requirements. An officer must be on active duty status to be qualified for promotion, have met the time in grade requirements as indicated in Table III-1 and with the exception of General Officers, be an active member of the New York Guard for one calendar year before they can be considered for promotion. No waiver will be given for time in grade or education. The candidate must have:

- a. Completed the required military and civilian education as indicated in Table III-1
- b. 75% drill attendance, (administration and training) for the time-in grade period and must have attended two (2) of three (3) most recent Annual Training (AT's), including the current year.
- c. Met all height/weight and medical fitness standards in accordance with NYGD 1308 and NYGD 6130. Waivers to Height/Weight may be granted when weight is not more than 20 lbs. over the maximum allowable weight (MAW) or individual meets BMI requirements. No waivers will be granted for individuals exceeding 20 lbs. over MAW.
- d. Must have no grounds for removal from the New York Guard promotion list. (Examples include demonstrated substandard performance, unfitness, for security risk, etc.)

2. Promotion without promotion board action. New York Guard enlisted personnel in the grade of E-4 or below and warrant officers/officers in the grades of W-1 or O-1 will be considered for promotion without review by a promotion board. MSC's will review the officer's personnel records to determine eligibility for promotion to the next higher grade. Appropriate promotion documents, including the promotion packet and a memo from the MSC Commander or G-Section head, requesting the individual's promotion will be submitted to G-1, NYG for action.

3. Promotion boards. Promotion boards will be convened according to the schedule in Table IV-1.

a. The G-1 will announce the HQ NYG Promotion Board dates a minimum of four months in advance. The HQ NYG Promotion Board will consider NYG enlisted personnel in an active status for promotion to E-7 to E-9, officers in an active status for promotion to O-4 through O-6, and warrant officers in an active status for promotion to W-4 through W-5. Personnel considered for promotion must fulfill all requirements for promotion in accordance with Chapter III, before MSCs or G-Section heads submit promotion packets.

b. MSCs and HQ, NYG will schedule promotion boards for personnel in according to Table IV-1 below.

**Table IV-1
Promotion Board Schedule**

<u>Promotion to:</u>	<u>Promotion Boards will be scheduled at the June Drill:</u>
E-5-E-6	annually
E-7-E-9	Biennial beginning in 2015
W-2 to W-5	Biennial beginning in 2015
O-2 to O-6*	Biennial beginning in 2015

Personnel will be promoted during the Annual Training (AT) that follows the Board. *O-6 promotions are approved/ disapproved by The Adjutant General, State of New York.

4. Promotion Packets. To establish uniformity and insure equal consideration, the materials presented to a promotion board are to be prepared by the MSC S-1, or in the case of New York Guard Headquarters personnel, by the G-1 Section, according to the standards in this section. For enlisted promotions and special enlisted promotions refer to Appendices E and F for the list of required items. The packet submitted for each candidate must be bound in a loose-leaf binder not to exceed one inch in diameter. Loose papers in a folder will not be accepted. Documents that are smaller than 8 ½' x 11" should be placed into plastic sheet protectors. A scanned copy of the packet must also be submitted to the G1. Papers must be in the following sequence:

a. Recommendation for Promotion (Appendix B or Appendix C-1 for E7 to E9 or Appendix C-2 for E2 to E6 as applicable), (Appendix A) Form NYG 1305.1a (NYG Request for Promotion - Check List - grades of E7 - E-9, W-2 - W-5, O-2 thru O-6), and Form NYG 640 (Proceedings of Examination Board – grades W2 – W4, O2 – O6).

b. Promotion Certification Memo (Appendix B-2), signed by the MSC Commander or Primary Staff member for New York Guard Headquarters personnel. This document attests to the following:

(1) The candidate for promotion meets New York Guard height and weight requirements

(2) The candidate is currently serving in a TDA/UMD position in which they can be promoted to the higher grade.

(3) The candidate for promotion meets minimum Time-in-Grade (TIG) requirements.

(4) The candidate meets minimum attendance requirements. 75% drill attendance, (administration and training) for the time-in grade period and must have attended two (2) of three (3) most recent Annual Training (AT's), including the current year.

(5) The candidate meets minimum civilian educational requirements in accordance with chapter III of this Directive. All college credits and degrees must have been completed in an accredited college or university.

(6) The candidate meets all military education requirements in accordance with chapter III of this directive.

(7) The candidate's MRPJ has been reviewed to insure that he/she is a member in good standing in the New York Guard, without unfavorable personnel actions against them.

c. Letter of recommendation, as a minimum, must address the following two items:

(1) Candidate's military job knowledge and performance, military bearing, etc.

(2) Candidate's demonstrated command and staff ability. Candidate must have demonstrated capability to perform the duties of the next higher grade under mobilization conditions.

d. ** Current NYG Evaluation Report. Evaluation Reports must be submitted in accordance with NYGD 1321 and must be prepared using NYG Form 1321. ** Special Note-- applicants for promotion to the grades of E-8, E-9, W-4, W-5, O-5 and O-6 must demonstrate a sustained increase in performance level by means of two NYG annual Evaluation Reports encompassing an elapsed period of not less than 24 months.

e. Current Official Photograph in compliance with NYGD 1319 (ACU is permitted if NYG Service Uniform is not available)

f. Physical qualification. A memo from a New York Guard medical officer certifying that a current NYG Form 88 and 93 is on file in the candidate's MRPJ and the person is medically fit for duty.

g. Biography. A military biography must be prepared in accordance with NYGD 1312, Official Biographies.

h. Copies of diplomas or official transcripts for accredited civilian college/professional education. (If applicable)

i. Copies of certificates of NYG training or of other applicable military training.

j. Certificates of volunteer training, participation or awards that directly relate to the applicant's military job.

k. NYG Promotion Report from 1379 Database

5. Personnel Staff Officer Actions. The S-1 or G-1, as appropriate, will:

- a. Review the promotion packet and military personnel records jacket to evaluate an applicant's qualifications for promotion.
- b. Recommend qualified NYG members to the New York Guard promotion Board if their qualifications are in accordance with this Directive.
- c. Return any promotion packets to originating unit or staff section that is not in compliance with this Directive.
- d. Not submit any request for promotion if records show a lack of leadership, moral qualities or professional capabilities commensurate with their grade. Procedures for handling of unfavorable information are documented in Chapters IV-13 and V-8 of this Directive.

6. Removal from a Promotion Board List (Officer). The name of an officer recommended for promotion must be removed from consideration by the New York Guard Promotion Board under any of the following situations:

- a. Insufficient time-in-grade.
- b. Not on active status; i.e. voluntary or involuntary transfer to the state reserve or retired list.
- c. Not in a TDA/UMD position that supports the grade the candidate is aspiring to.
- d. Less than 75% drill attendance and non-participation in Annual Training (AT) for two of the three most recent years, including the current year.
- e. Not completing NYG Training Requirements for the new rank
- f. Not demonstrating completion of the minimum military and or civilian educational requirements from an accredited institution.
- g. Unfavorable results of an investigation or proceeding of a court-martial.

7. Promotion Review Board (Officer). No promotion review board will be convened to consider promotion status of officers who do not meet the above requirements. Packets that meet the requirements of section 6 but have other deficiencies will be highlighted when presented to the promotion board.

8. Failing a Promotion Board. At the completion of a promotion board, any candidate not considered for promotion will be notified through the MSC Commander or G Staff section head by the President of the board. There may be a recommendation of corrective actions and approval for submission to the next board or requirement for a later board.

8. Selected for Promotion.

a. A NYG member who has been recommended for promotion to the next higher grade must meet the requirements listed below before being promoted. The member must:

(1) Be on active status.

(2) Complete the civilian and military education requirements listed in Chapter III.

(3) Be medically qualified.

(4) Meet standards of the New York Guard Weight Control Program, (NYGD 1308) and standards of Medical Fitness (NYGD 6130). Waivers may be granted when weight is not more than 20 lbs. over MAW or if individuals meet BMI requirements. No waivers will be granted for individuals exceeding 20 lbs. over MAW.

(5) Have undergone a favorable MRPJ screening.

(6) The member must be in a TDA position that supports the new grade for a period of 1 year.

b. The effective date of the promotion will be 1 December following the promotion board.

9. Medical examination. Each NYG member is required to undergo a medical examination (NYGD 6130) once every 3 years. Members over age 60 are required to undergo an annual medical examination. Members selected for promotion who have not been examined within the required time, must certify that there has been no change in their medical fitness since the last complete medical examination, however, the member must provide an updated physical within 60 days after the board has convened. A partial or temporary physical disability resulting from a disease, wound, or injury should not disqualify a member for promotion.

10. MRPJ screening. Promotion authorities will ensure that a favorable MRPJ screening is completed before announcing a promotion.

a. Screening.

(1) The MRPJ will be screened to ensure that it contains no derogatory or unfavorable suitability information. If the results of this screening are favorable, final promotion action may proceed.

(2) If the screening of the MRPJ reveals derogatory or unsuitability information, the promotion authority will initiate a review of the MRPJ by NYG Inspector General. Final action of the promotion will be withheld until the results of the review have been received.

b. Processing unfavorable information.

(1) The following procedures apply when suitability or unresolved derogatory information is in the MPRJ, or is received from any other reliable source.

(a) Cases involving unresolved derogatory information of a security nature will be processed as prescribed per NYGD 1325. Action will be taken by the MSC Commander or G-Section Chief, who will submit such report to Headquarters, New York Guard.

(b) Cases involving validity of information will be resolved by the Commander, New York Guard.

(2) If the information bars promotion, decisions of the Commander, New York Guard, may be appealed to The Adjutant General of the State of New York through New York Guard channels.

CHAPTER V

GENERAL OFFICER PROMOTIONS AND APPOINTMENTS

1. Promotion Authority.

a. All promotions or appointments for General Officers are made by The Adjutant General of the State of New York.

b. APPENDIX A

NEW YORK GUARD REQUEST FOR PROMOTION

(PRESCRIBING INSTRUCTIONS IS NYGD 1305.1, PROPONENT IS NYSG-G1)

I. PERSONNEL INFORMATION							<i>Shaded Areas are for Headquarters New York Guard Verification</i>			
LAST NAME	FIRST NAME	MIDDLE INITIAL	NYG ID#	GRADE	DATE OF RANK Year Month Day			BRANCH		
ORGANIZATION, COMMAND, LOCATION			PROMOTION REQUESTED	Active ★	Reserve	Retired	Brevet			
			BREVET SERVICE TIME	Federal	Reserve	NY State	Total			
			SPECIALTY LEVEL	In Training	Basic	Senior	Master			
II. JOB DESCRIPTION										
PRINCIPAL DUTY TITLE										
TDA	UIC	PARAGRAPH		LINE		AUTH GR				
TOTAL TIME IN JOB or ASSIGNMENT			Years	Months	Unit	Order Number		Date		
III. REQUIRED ITEMS CHECK LIST							<i>Shaded Areas are for Headquarters New York Guard Verification</i>		UNIT CHECK	HQ CHECK
1. Request for promotion (Appendix B NYGD1305)										
2. Letter of Recommendation Signed by Unit Commander										
3. Evaluation Report (NYGD 1321 –NYG Form 1321)										
4. Computer Printout (NYG201)										
5. Current Physical										
6. Official Photograph										
IV. PREPARED BY AND AUTHENTICATION REVIEW										
COMMENTS:										
ORGN, CMD & LOCATION				Signature Name Gr, Br Title						
NYG ID#	DATE									
V. UNIT COMMANDER APPROVAL			I Concur (init)				I Do Not Concur (init)			
COMMENTS:										
ORGN, CMD & LOCATION				signature Name Gr, Br Title						
NYG ID#	DATE									

NYG Form 1305-1a (24 JULY 09)

All forms required for promotion can be found on the New York Guard website or through your S1.

APPENDIX B

For all Promotions, the following requirements must be met:

1. Meet height/ weight and medical fitness standards in accordance with NYGD 1308 and NYGD 6130
2. Have no grounds for removal from a NYG, or NYG MSC promotion list
3. Be assigned to a TDA or UMD grade level duty assignment commensurate with the grade level sought in the promotion and Officers, with the exception of General Officers, must have served in this TDA/ UMD position or an equivalent position for at least one calendar year.
4. Have demonstrated performance level by means of NYG OER's or NCOER's for Time in Grade period listed below.
5. Be active members of the New York Guard for at least one calendar year, before applying for a promotion

NYG Promotion Requirements ****

Promotion From	Promotion To	Time in Grade	Minimum Civilian Education	Army Branch AR-Mil.Ed.	Attendance
E-2	E-3	12 mo	12th Grade or GED	IET*	75% drill/ admin. attendance for the time-in-grade period+ 2 of 3 most recent AT's, including the current year.
E-3	E-4	24 mo	12th Grade or GED	IET*	
E-4	E-5	24 mo	12th Grade or GED	IET* and PLDC	
E-5	E-6	36 mo	12th Grade or GED	BNOB	
E-6	E-7	48 mo	12th Grade or GED	ANOC	
E-7	E-8	48 mo	12th Grade or GED	SNOC	
E-8	E-9	42 mo	12th Grade or GED	SNOC	
WOCS	WO-1	1 year	Associate's Degree ***	WOBC or BOC	
WO-1	CW-2	2 years	Associate's Degree ***	WOBC or BOC	
CW-2	CW-3	4 years	Associate's Degree ***	WOAC or CGOC	
CW-3	CW-4	6 years	Bachelor's Degree ***	WOAC or FGOC	
CW-4	CW-5	6 years	Bachelor's Degree ***	WOAC or FGOC	
OCS	O-1	1 year	Bachelor's Degree	BOC	
O-1	O-2	2 year	Bachelor's Degree	BOC**	
O-2	O-3	4 years	Bachelor's Degree	CGOC**	
O-3	O-4	6 years	Bachelor's Degree	FGOC	
O-4	O-5	6 years	Bachelor's Degree	FGOC	
O-5	O-6	6 years	Bachelor's Degree	FGOC	
O-6	O-7	Appointed by TAG	Bachelor's Degree	FGOC	

* Not required of members with prior U.S. military service.

** Not required of members with prior U.S. military commission.

*** For promotion to a specialized training TDA positions 12th grade or GED is required. For all other TDA positions an Associate's or Bachelor's degree is required.

**** Completion of ICS 100, 200, 700 & 800 is required for all Enlisted and Officer Promotions.

APPENDIX C

Promotion Package Summary

Required Item	E2-E6	E7-E9	All Officer Candidates O2- O6
Request for Promotion (NYGD Appendix C-1 for E7 – E9 or Appendix C-2 for E2 – E6)	Na	X	X
Promotion Certification Memo (NYGD Appendix B-2)	Na	X	X
Letter of Recommendation (Signed by MSC Commander or G-Section head)	Na	X	X
Current NYG Evaluation Report	Na	X	X
Current Official Photograph (NYG Directive 1319)	X* ACU acceptable	X	X
Physical Qualification memo from a NYG Medical Officer	X	X	X
Official Biography (NYG Directive 1312)	Na	X	X
Copies of diplomas or official transcripts for civilian college/ professional education, from an accredited institution	If applicable	if applicable	X
Copies of certificates of NYG or applicable military training	X	X	X
Certificates of volunteer training, participation or awards that directly relate to the applicant's military job.	If applicable	X	X

Documents that are smaller than 8 ½” x 11” should be placed into plastic sheet protectors. **Promotion packets must be bound in loose-leaf binders not to exceed one inch in diameter (no loose documents).** A copy of the Request for Promotion should be on the cover of the loose-leaf binder, clearly identifying the packets.

* E6 only unless requested by G-1.

APPENDIX D
Promotion Checklist

NAME: _____

PROMOTION PACKAGE CHECKLIST

- ❑ Request for Promotion (NYGD 1305 Appendix A-1)
- ❑ Promotion Certification Memo (NYGD 1305 Appendix A-2)
- ❑ Letter of recommendation (signed by MSC Commander or G-Staff Section Head)
- ❑ Current NYG Evaluation Report.
- ❑ Current Official Photograph in compliance with NYGD 1319
- ❑ Physical qualification memo from a New York Guard Medical Officer (NYGD 1305 Chapter IV-2)
- ❑ Biography. A biography must be prepared in accordance with NYGD 1312, Official Biographies.
- ❑ Copies of diplomas or official transcripts for civilian college/professional education.
- ❑ Copies of certificates of NYG training or of other applicable military training.
- ❑ Certificates of volunteer training, participation or awards that directly relate to the applicant's military job.
- ❑ NYG Database Header Sheet. Must show Service Points Report from 1379 Database.
- ❑ Documents that are smaller than 8 ½" x 11" should be placed into plastic sheet protectors. **The promotion packets should be bound in loose-leaf binders** not to exceed one inch in diameter (**no loose documents**). A copy of the Request for Promotion should be on the cover of the loose-leaf binder, clearly identifying the packets.

Signature