

**DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
9800 GOETHE ROAD
SACRAMENTO, CALIFORNIA 95826-9101**

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NGCA-PER-EPM

28 June 2013

**INTERIM CHANGE 1 to CAL PAM 600-8-19 ENLISTED PROMOTIONS
AND CAL PAM 600-200 ENLISTED PERSONNEL MANAGEMENT**

1. This personnel policy bulletin is an interim update to CAL PAM 600-8-19, Enlisted Promotions and CAL PAM 600-200, Enlisted Personnel Management.
2. CAL PAM 600-8-19, Enlisted Promotions is changed as follows:
 - a. Enlisted Promotion Offer authority is reserved to the promotion authority. Company and below level commands are no longer authorized to make enlisted promotion offers.
 - b. Commands will exhaust excess personnel (like grade and MOS) prior to filling vacant positions through enlisted promotion offers. Excess personnel will be identified through the Directors Personnel Readiness Overview (DPRO), Formation View and transfers will be coordinated with the losing command.
 - c. Enlisted promotion packets will include a screen shot of Formation View for the vacant position with documentation that battalion / brigades exhausted available excess personnel. The enclosed Enlisted Promotion Fill Checklist dated 28 June 2013 will be used for all promotion offers (enclosure 1) effective immediately.
 - d. Incomplete enlisted promotion packets submitted to the Enlisted Promotion Section will be referred to the Command Sergeant Major, California Army National Guard when the brigade fails to rectify the deficiency within sixty (60) days.
3. CAL PAM 600-200, Enlisted Personnel Management is changed as follows:
 - a. Commands will properly code their excess personnel and identify projected losses in SIDPERS IAW NGR 25-10 on a monthly basis. Commands will counsel excess personnel on their excess status utilizing DA Form 4856 (enclosure 2).
 - b. Excess Soldiers transferred to fill vacant positions will be stabilized for a minimum of twelve months.

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c. Excess Soldiers identified for transfer to fill a vacant position will be notified of the pending transfer and immediately transferred to fill the vacancy. Gaining unit will attach the Soldier back to the originating unit for up to 30 days to complete unit out-processing and close out NCOER(s).

d. Excess Soldiers with a transferable flag will be transferred to fill vacant positions unless the Soldier is a chronic APFT or Ht/Wt failure.

e. Excess Medically Non Deployable Soldiers actively pursuing medical compliance, in accordance with SSO established suspense will be transferred to fill vacant positions.

f. Excess Medically Non Deployable Soldiers in step seven (7), (medical board process) will not be transferred.

g. Interim updates to CAL PAM 600-200 Management of Excess Personnel (Annex A Enclosure 3) will be followed by command teams and human resources professionals.

4. Duty Military Occupational Qualified (DMOSQ) will not be transferred to a Non-DMOSQ position without approval by the Chief of Staff, California Army National Guard. Exception to policy (ETP) requests will be sent to EPM-Actions and will include a justification memorandum and a DMOSQ plan.

5. Active Guard Reserve (AGR) Soldiers will be the sole slot holder in a compatible grade of the AGR authorization IAW NGR 600-5. AGR Soldiers will not exceed paragraph and line MTOE/TDA authorization (no double slotting of AGRs or AGRs with M-Days).

6. These policy changes will be incorporated into the next update of CAL PAM 600-8-19 and CAL PAM 600-200.

7. Point of contact is Enlisted Personnel Management Branch at (916) 854-3150.

FOR THE COMMANDER:



E. IAN FALK
COL, GS, CAARNG
Deputy Chief of Staff, G-1

3 Encls

1. Enlisted Promotion Fill Checklist
2. Excess Counseling DA Form 4836
3. Annex A, Interim Updates to CAL PAM 600-200

Enlisted Promotion Fill Checklist:

List of requirements:

- Enlisted Promotion Fill Checklist
- Enlisted Promotion System Vacancy Fill Request (Figure C-2)
- Exhaust Available Excess Soldiers.
Screenshot of Formation View (DPRO) for the position listing any available excess personnel
 - There are NO Soldiers within 50 miles that are excess in the MOS and Grade of the promoting unit.Note: If available Soldiers are Adversely Flagged, Chronic APFT or Ht/Wt Failure, or not in compliance with MND Status explain in comments below.
 - There are NO Soldiers in the promoting unit that are overgrade in the MOS and Grade of the offered promotion.
- Enlisted Promotion Offer Worksheet (Figure C-3)
 - Once a Soldier is offered promotion, submit a vacancy fill request to the Enlisted Promotion Section to remove the Soldier from the promotion list.
 - Soldier is the next available within mileage on the Enlisted Promotion List.
 - If position is Gender Specific, explain in Comments field below.
 - If list is exhausted or no Soldiers are within mileage, explain in comments field below.
 - Position is VACANT and NOT OVER the authorized strength for position.
- AGR promotion requests must include AGR branch approval documentation.
- DA 705 with a record pass within one year for M-day and six months for AGR Soldiers.
 - Soldier is NOT flagged for Adverse Actions, APFT or Height & Weight.
 - Soldier has a current passing record APFT Card and HT/WT included in the packet. (Record APFT for M-Day within 12 months, AGR within 6 months of promotion date.)
- DA 5500 Body Fat Worksheet if applicable.
- ATRRS printout showing NCOES completion.
 - Soldier's NCOES is coded.
- DA Form 4856, Extension of Enlistment.
Soldier has enough time before ETS that is required for the promotion mark N/A.
(Promotions to SGT and SSG = at least 12 months left before ETS date.)
(Promotions to SFC, MSG/1SG, SGM/CSM = at least 36 months left before ETS date.)
- Security Clearance Requirement
Soldier possesses the required security clearance for the position.
(Promotions to E8 and E9 require a secret clearance for all MOS's.)

Check one box below:

- Soldier is NOT Deployed Soldier is Currently Deployed

Comments to explain:

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 6-22; the proponent agency is TRADOC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 6-22. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

The purpose of this counseling is to notify you that you have been identified as being:

_____ Over grade in your position within the unit

_____ Excess (exceed the authorization for your grade and MOS within the unit)

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

Due to unit reorganization or the CAARNG Realign the Force Operation (pick one) you have been identified as overgrade/excess within the unit. In order to remain in this unit or another unit within the California National Guard Soldier you have one year to find an appropriate position (grade of E1-E7) six months for grades E8 and E9. The following three options are available to you:

1. Reclassify into a unit vacancy in another MOS within the unit.
2. Accept an administrative reduction (if overgrade).
3. Find another unit with your MOS and like grade.
4. Reclassify into a new MOS within another unit of the Calguard.
5. Apply for retirement (if individual has over 20 years qualifying service)

a. I wish to remain in this unit and reclassify into a vacant position and MOS. I understand a list of MOSs and school dates will be provided to me, and I will have 30 days to choose a school date and one year to become qualified. _____ (Initials)

b. I will request an administrative reduction to meet the grade requirement of my position. _____ (Initials)

c. I wish to transfer into another unit within the Calguard that has a vacancy for my MOS and grade. _____ (Initials)

d. I wish to find a vacancy within another unit within the Calguard for possible reclassification action. _____ (Initials)

e. I have over 20 years of qualifying service for retirement and wish to complete DA Form 4187 to request retirement. _____ (Initials)

- I understand that it's my responsibility to identify potential positions through the Unit Vacancy Finder on the Calguard public page and seek the assistance of my NCO support chain to make contact with the unit and coordinate the transfer. _____ (Initials)

Calguard Unit Vacancy Finder web URL: <http://ngcatmpcalguard/members-veterans/job-postings>

Note: You must meet all the requirements of new MOS prior to reclass.

In the event I fail to enroll in an MOS producing course or fail to transfer into a unit identified with my MOS, I understand I may be processed for separation IAW NGR 600-200 para 6-35f, refusal or failure to become DMOSQ within 24 months. _____ (Initials)

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

Soldier will get with the training NCO to get enrolled into an MOS producing course within 30 days. _____ (Initials)

-or-

Soldier will get with the Platoon SGT and Readiness NCO to find a unit with a vacancy for the Soldiers MOS. (Initials)

-and/or-

Soldier will provide three MOS's to reclass into. _____ (Initials)

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

PPB 13-007 dated 28 July 2013

ANNEX A: Interim updates to CAL PAM 600-200 Management of Excess Personnel

1. Automated Personnel Management Systems. There are numerous automated personnel management systems for commanders, first sergeants, and unit readiness to manage unit personnel to include:

a. The Directors Personnel Readiness Overview (DPRO). Provides commanders and personnel managers with custom reporting tools on excess personnel management (formation view), strength management, attrition, retention, accession, and personnel readiness. DPRO presentations, commander's personnel status report directly feeds the directors report. These personnel readiness metrics are the goals established by NGB and aiming points for leadership. Request access at: <https://minuteman.ngb.army.mil/unsecured/akologin.aspx?ReturnUrl=%2f>

b. Automated Unit Vacancy System (AUVS). Provides commanders and personnel managers with a mechanism to manage unit vacancies available for fill by the Recruiting and Retention Battalion, Inter Service Recruiters, and Interstate Transfers. Commanders identify claimants (Soldiers with a claim on a position such as accepted promotion pending transfer, WTU and Mobilized Soldiers) to their brigade AUVS administrator to assign the claimant too. Additionally, AUVS is a great source for viewing UMRs that identifies claimants and projected recruiting gains. Request access at: <https://minuteman.ngb.army.mil/unsecured/akologin.aspx?ReturnUrl=%2f>

c. Readiness Management Tool (RMT). Provides commanders and personnel managers with a mechanism to identify apparent fixes to correctly realign UMRs through the "variance report". Commanders who follow the hints are set up for successful UMR management. Must be logged into the CALGUARD server: <https://ngcaportal.ng.army.mil/sites/USPFOCA/DataMgmt/RM/Tool%20Splash%20Page.aspx>

d. SIDPERS / RCAS. SIDPERS and RCAS are the databases of record. Personnel changes and updates must be updated in SIDPERS to reflect in other personnel management systems. Data feeds are scheduled intermittently and vary by system. Allow anywhere from 3 to 5 days for changes in SIDPERS to be reflective in other personnel systems with the exception of RMT.

2. Unit Management Report (UMR) Management. Proper management of a UMR increases the commander's unit status report (USR) personnel readiness rating and MOSQ rate. Commanders will manage their UMR to ensure proper assignment of personnel by grade / MOS and identify personnel who exceed authorizations by paragraph and line number.

a. Excess Personnel. The Readiness Management Tool (RMT) MTOE Variance report is an excellent source for identifying excess personnel through it's built in "hints". Excess personnel will be coded in SIDPERS (POSN-NBR-EXCESS-IND) appropriately as follows:

- a. 9993 - Excess to authorized strength of unit.
- b. 9994 - Excess due to reorganization.
- c. 999J - Mobilized Soldier on Medical Hold.
- d. 999L - Soldier that is a projected loss.
- e. 999T - Excess Soldier gained as an Interstate Transfer.
- f. 999U - Non-deployable, Soldier known to have a Lautenberg qualifying conviction.

b. Proper identification of excess personnel allows commanders at all levels to manage their excess personnel and the identification of excess personnel available for transfer to fill unit vacancies. If the correct numbers of Soldiers are occupying the position, no one will be coded as excess.

- Note: Active Guard Reserve (AGR) personnel will be the sole slot holder in a compatible grade of the AGR authorization. AGR Soldiers will not exceed paragraph and line MTOE/TDA authorization (no double slotting of AGRs or AGRs with M-Days).

c. Soldiers overgrade to the authorization will be identified for reassignment and counseled on their overgrade status. Soldiers will be given one year to find a home at a compatible grade and MOS or will be given the opportunity to take an administrative reduction to remain in the position and unit.

d. Soldiers undergrade to the position authorization will be the exception, not the rule. Undergrade assignments are limited to hard to fill positions (exhausted excess personnel and promotions lists) and reorganizations.

3. Management of Excess Soldiers:

a. Excess Soldier Management within the Unit of Assignment

(1) Identify MOS and grade corresponding vacant duty position within the unit to (DPOS) the excess Soldier into.

(2) Identify Soldiers secondary MOS (SMOS) or additional MOS (AMOS) compatible with a vacant position within their unit of assignment to DPOS the Soldier into. When DPOSing a Soldier into a vacant position based on MOS and grade compatibility of their SMOS or AMOS an MOS order must be published after the Duty-Position move (DPOS) to qualify the Soldier as DMOSQ. Soldiers reassigned based on SMOS/AMOS will be counseled on the change of assignment and will remain on the current years enlisted promotion under the MOS awarded at the time the promotion list was published.

(3) Exhaust all available internal DPOS moves before exercising external transfers.

b. Excess Soldier Management through External Transfers.

(1) Notify Soldier of their excess status in writing on DA Form 4856.

(2) Code Soldier excess in SIDPERS (POSN-NBR-EXCESS-IND) using 9993 for excess Soldiers or 9994 for Soldiers excess due to reorganization. Soldiers with a current Selected Reserve Incentive Program (SRIP) enlistment bonus must be utilized in the MOS for which they received their bonus and will not be coded excess.

(3) Identify MOS, SMOS, or AMOS and grade corresponding vacant positions in other units of the CAARNG within a 50 mile radius of the Soldiers HOR utilizing National Guard Bureau's Directors Personnel Readiness Overview (DPRO) System (Appendix A).

(a) Positions 50 miles or less from Soldier's HOR. Coordinate transfer with the gaining unit.

(b) Positions outside the 50 mile: Counsel Soldier on the option of transfer outside the mileage range or reclassification.

c. Excess Soldier Management through Reclassification (first term service & bonus considerations).

(1) In cases where the unit and units within a 50 mile radius of the Soldier's HOR do not have a vacancy for which an excess Soldier is qualified in their PMOS, SMOS, or AMOS the Soldier will reclassify to meet the needs of the CAARNG. Qualification for MOS reclassification will be IAW DA Pam 611-21.

(2) The commander will counsel Soldier in writing on DA Form 4856 on their excess status and mandatory reclassification to meet the needs of the CAARNG.

(3). Identify vacant positions by MOS, grade, and duty location through the public unit vacancy finder or DPRO. Soldier must meet the qualifications for the new MOS. Qualification considerations include:

(a) Physical requirements (PULHES) & APFT.

(b) ASVAB scores.

(c) Security clearance requirements.

(d) SQI requirements.

(e) Soldier's MND status.

(f) Expiration of Term of Service and Soldiers desire to extend.

(g) Capabilities of the Soldier, and the Soldier's potential for career progression.

(4) Soldier must have two or more years of service obligation remaining.

(5) Soldiers who refuse to reclassify to meet the needs of the CAARNG will be allowed to find a MOS/Grade compatible position within another unit.

(6) First term bonus recipients will not be reclassified.

d. Excess Soldier Management through Reclassification within current unit of assignment

(1) Soldier must qualify for the new MOS IAW paragraph 4 c.

(2) Commander / First Sergeant / First Line Leader will:

(a) Prepare a DMOSQ Plan in writing on DA Form 4856 giving the Soldier up to 12 months to attend the MOS producing school and award of the new MOS.

(b) Apply for the MOSCB through the chain of command to the State Incentive Manager.

(c) Upon determination of the MOSCB, counsel the Soldier if the position qualifies for the MOSCB upon reclassification. DPOS the Soldier into the par/line of the new MOS.

e. Excess Soldier Management through Reclassification into another unit of the CAARNG.

(1) Soldier must qualify for the new MOS IAW paragraph 4 c.

(2) Losing unit will coordinate with the gaining unit.

(3) Upon acceptance by the gaining unit, the losing unit will initiate transfer of the Soldier.

(4) Gaining unit will in-process, schedule school date and ensure qualification within 12 months, no more than 24 months.

(5) First term bonus recipients will not be reclassified.

f. Management of Excess Senior Grade Enlisted. Counsel excess MSG, 1SG, SGM, and CSM within 30 days of becoming excess or overgrade. These Soldiers will be given a maximum of 6 months; to locate and transfer to a compatible position, accept an administrative reduction in

grade, or transfer to the inactive national guard (ING), Individual Ready Reserves (IRR) or Retired Reserves (RR).

4. Reclassification Incentives.

a. Reclassification Incentives (MOS Conversion Bonuses (MOSCB)) may be available based on the current fiscal year's ARNG Selected Reserve Incentive Programs (SRIP). Seek the assistance from the unit retention NCO, and or battalion, brigade career counselor in determining eligibility. Not every vacant position qualifies for the MOSCB.

a. The Guard Incentives Management System (GIMS) identifies MOS and positions that qualify for the MOSCB.

b. The MOSCB has specific criteria, restrictions, Soldier qualifications, and Soldier obligations. First term service receiving a bonus is a disqualifying factor.

c. Soldier must be coded as excess prior to the application.

d. Application for the MOSCB must be submitted to the Battalion Career Counselor and entered into the Guard Incentive Management System (GIMS) to receive a bonus control number. Once the bonus control number is issued the Soldier will be transferred to the position and trapped a training seat.

5. Managing NCO Vacancies.

a. Selection Procedures to fill NCO Vacancies

(1) The policies and procedures outlined below will be strictly followed to ensure a fair and equitable system to fill enlisted vacancies within CA ARNG units.

(2) Soldiers selected and promoted outside of regulatory requirements outlined in this Pamphlet, AR 600-8-19, and CAARNG PAM 600-8-19 will be subject to reduction and reassignment from the position.

b. Unit Commanders will Identify vacancies with-in 30 Days for the promotion authority to fill.

(a) Battalions will conduct monthly UMR scrubs. All identified vacancies should be actioned during the UMR scrub.

(b) Brigades will conduct Quarterly UMR scrubs prior to USR. All identified vacancies should be actioned during the UMR scrub.

(c) The ARNG G1 will conduct Bi-Annual UMR Management workshops. All identified vacancies should be actioned during the workshops.

(d) All identified vacant position fills will utilizing the following sequence in the order listed:

(1) Priority Placement List; (Soldiers displaced by reorganization/deactivation).

(2) Excess Personnel Management as outlined in paragraph 4.

(3) Lateral assignment.

(4) Selection through leadership board (1SG positions).

(5) Selection by the Command Sergeant Major Advisory Council (CSMAC) (CSM positions).

(6) Enlisted Promotion System.

c. NCOs not Assigned to NCO Positions

NCOs will not be assigned to Non NCO positions (skill level 10 positions). NCOs currently assigned to skill level 10 positions will be immediately DPOS to a like grade and MOS position within the unit. In the event this causes a position to be over its authorization the excess Soldier(s) will be coded excess appropriately.

d. NCO Stabilization (Promotions)

Unit cohesion and personnel readiness depends largely on the selection and stabilization of its Soldiers. The following table lists minimum stabilization time that Soldiers must serve the unit after an EPS selection. Attachments are not authorized for these Soldiers.

RANK	Promotion Stabilization Requirement
SGT	12 months
SSG	18 months
SFC	24 months
MSG	24 months
SGM	24 months

6. **Excess Personnel Authorizations when unit is at 100% fill.** Excess personnel will not be a result of promotion.

Grade	Authorized excess percentage	Excess calculated at:
PFC/SPC	125%	Company level
SGT	125%	Company level
SSG	115%	Battalion level
SFC	100%	Battalion level
MSG/1SG	100%	N/A
SGM/CSM	100%	N/A

7. Considerations. The following personnel considerations and limitations for external transfer or reclassification outside the battalion/brigade (brigade / battalion commanders are the authority for internal transfers) apply:

a. First term service bonus recipients will not be reclassified to fill vacant positions. When a first term service bonus recipient is transferred to another unit (like grade and MOS) to meet the needs of the CAARNG, a DA Form 4187 indicating "Command Directed Transfer to meet the needs of the CAARNG" will be prepared and iPERMed into the Soldiers Army Military Human Resources Record (AMHRR).

b. Soldiers with an Adverse, Non-Transferable Flag will not be transferred to fill vacancies.

c. Soldiers who are in compliance with medical non deployable (MND) status will be transferred to fill vacancies. Soldiers not in compliance with MND status or in step 7 (medical board process) will not be transferred.

d. Soldiers who are chronic AFPT or Ht/Wt failures will not be transferred, however, Soldiers making satisfactory progress will be transferred to fill vacancies.

8. Personnel Attachments. Personnel may be attached to another unit for pay, training and administration. There are many good and useful occasions for attachments like RSP Warriors, and RSP Cadre; however, personnel attachments should not be in-lieu of boots on the ground readiness.

9. Deployed Soldiers will remain assigned to their unit of assignment and attached to the forward UIC. Currently deployed Soldiers will be transferred back to their originating unit and attached to the forward UIC.