



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
300 ARMY PENTAGON  
WASHINGTON DC 20310-0300

DAPE-MPE-PD

MEMORANDUM FOR PRESIDENT AND MEMBERS OF THE BOARD

SUBJECT: Memorandum of Instruction (MOI) for the FY09 Master Sergeant Selection Board

1. Authority: In accordance with AR 600-8-19, Chapter 4, this selection board is appointed to consider noncommissioned officers (NCO) for promotion to Master Sergeant (MSG).

2. Membership: You have been appointed to serve on this board because the Army has confidence in your ability to recognize those NCOs who will make the greatest contribution as Army leaders in the years ahead. Bear in mind the serious nature of board duty and your obligation to ensure these proceedings remain above reproach at all times. The oath you will take obliges you to ensure all eligible NCOs are considered without prejudice. You will adhere to that oath and to all governing laws, directives, regulations, written administrative instructions regarding board procedures, and these instructions in selecting NCOs who meet the needs of the Army as outlined here. Your failure to do so may cause your removal from this board. This is your charter.

3. General:

a. This board will convene at the DA Secretariat, Indianapolis, Indiana, on 5 August 2008. Enclosure 1 specifies the required oaths.

b. The Army Personnel Policy Guidance for Contingency Operations in Support of GWOT states that the Qualitative Management Program (QMP) will be suspended under contingency operations or OPLAN execution under partial mobilization. As a result of the current mobilization status and this directive, Soldiers will not be considered for QMP by this board.

c. Due to the implementation of Stop Loss, Soldiers who would normally be ineligible for consideration due to reaching their Retention Control Point (RCP), (Basic Active Service Date (BASD) is earlier than 9 August 1985), who are assigned to a unit affected by stop loss (as of the board convene date) will be eligible for promotion consideration, provided they are otherwise eligible. Soldiers impacted by Stop Loss with previously approved retirements will be considered fully eligible for consideration (provided otherwise eligible).

4. Zones of Consideration:

a. Eligible Population: All Advanced Noncommissioned Officer Course (ANCOC) qualified Sergeant First Class (SFC) with Date of Rank (DOR) of 8 October 2006 and earlier and with a BASD between 9 August 1985 and 8 October 2000 (both dates inclusive).

(1) Primary Zone (PZ): SFC with DOR is 2 October 2005 and earlier.

(2) Secondary Zone (SZ): SFC with DOR of 3 October 2005 through 8 October 2006.

b. Ineligible Population. Those SFC in the following categories will not be considered:

(a) who have an approved retirement (unless Soldier is impacted by Stop Loss). Soldiers in this category will not gain eligibility for consideration by withdrawing their application after the convening of the board.

(b) who have an approved Department of the Army (DA) Directed Denial of Continued Active Duty Service.

(c) who have an approved local bar to reenlistment.

(d) who have not completed ANCOC (only those with exceptions mentioned in paragraph 5e will be considered).

(e) who have signed a Declination of Continued Service Statement (DCSS).

(f) who are special bands persons as defined in AR 600-8-19, paragraph 5-2.

(g) who do not possess a high school diploma, GED equivalent, or higher.

(h) who are ineligible to reenlist due to courts-martial conviction, confinement, or AWOL.

5. Method and Number to be Selected:

a. The board's mission includes:

(1) Promotions to MSG: Select the best qualified SFC in the zone of consideration, by Military Occupational Specialty (MOS), for promotion to MSG.

(2) Enlisted Standby Advisory Board (STAB): Review cases for removal from existing centralized promotion lists, for promotion reconsideration, and for initial promotion consideration. Only selected members of the board will sit on the STAB. STAB will be governed by separate MOI.

b. The board will be organized into 12 separate panels by career management fields (CMF). Consideration for promotion will be by MOS.

c. The best qualified NCOs in each MOS will be recommended for promotion selection to MSG IAW the needs of the Army.

d. Before the board can determine whether an NCO is among the best qualified for selection, it must first determine which NCOs are fully qualified for promotion to MSG. Consideration must be accomplished in complete objectivity with the good of the service and the needs of the Army of primary importance. The selection board will be provided the performance portion of the Official Military Personnel File (OMPF) for all eligible NCOs and may also be

provided disciplinary data from the restricted portion of the OMPF, IAW ODCS, G-1, memorandum dated 15 January 2007.

e. There will be a number of SFCs in the eligibility zone that have not completed their Advanced Noncommissioned Officer Course (ANCOC). Under ordinary circumstances, these NCOs would not be eligible for promotion consideration. Due to deployments to Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF), some Soldiers were either removed from ANCOC or not allowed to attend. Had they not deployed, they would have potentially been graduates and fully eligible for promotion consideration. This group of NCOs will be identified by HQDA and granted eligibility waivers for NCOES. Thus, they are eligible for consideration.

f. The number of Soldiers to be promoted by MOS will be provided to the board members after the board voting phase.

6. Career Field and Skill Selection Requirements. N/A.

7. Guidance. See Enclosure 2.

8. Additional Guidance:

a. Evaluations: Complete-the-record reports are optional and authorized only for SFCs competing for MSG. They may be submitted only for NCOs who have completed at least three months in the current duty position under the same rater as of 30 April 2008 and have not received a previous report for the current duty position.

(1) All complete-the-record reports will contain the following entry for type of report in part I, block G, 09: CTR. Ending date of report will be April 2008. Reports will be signed IAW para 3-37(F)(3), AR 623-3. Absence of such a report is not a basis for Standby Advisory Board reconsideration. NCOERs or copies submitted directly to the board by an NCO will not be accepted and/or referred to the board. Report must arrive no later than 18 July 2008.

(2) Commanders are reminded that the 60-day option NCOER is authorized upon request for NCOs deployed in the contingency area of operations. These NCOERs will be prepared per AR 623-3, paragraph 3-62. Soldiers in the zone of consideration for promotion to MSG who do not qualify for complete-the-record NCOER (minimum 90 rated days) may qualify for the 60-day option NCOER (minimum 60 rated days). Reports must arrive no later than 18 July 2008.

b. Reports: The following reports will be prepared prior to board recess:

(1) After-Action Reports (2): Both reports are prepared by the Board President. The first report will cover issues and recommendations of interest to the Army, DCS, G-1. The second report will cover issues and recommendations to provide feedback to Soldiers in the field.

(2) CMF Review and Analysis (R&A): Prepared by the panel chiefs for each CMF reviewed by their panels and dispatched to Headquarters, Training and Doctrine Command and the Commander, U.S. Army Human Resources Command.

9. Special Charge to the Board Membership:

a. You are charged with the task of selecting the NCO leadership of the Army. This MOI provides ample guidance for you to accomplish this mission. In the end, however, the future of the Army rests on your collective judgment.

b. Recommendations of the selection board will be marked "FOR OFFICIAL USE ONLY" and will be so considered until the final recommended list is announced by DA.

c. Board membership will not be released until after the final recommended list is announced by DA.

d. After the board has been adjourned by the Army, DCS, G-1, or his designated representative, members are encouraged to familiarize officers and NCOs with the selection board procedures. In this regard, the DA Secretariat will provide you a standard briefing. The "FOR OFFICIAL USE ONLY" protective marking of this Memorandum of Instruction and enclosures are canceled after the final recommended list is approved and publicly announced by DA.

e. Specific statistical analyses or details of the board proceedings pertaining to selection or non-selection of individual Soldiers, whether recorded or unrecorded, will not be disclosed for any reason.

f. The board will not adjourn until authorized to do so by the Army, DCS, G-1, or his designated representative.

10. Equal Opportunity:

a. The success of today's Army comes from total commitment to the ideals of freedom, fairness, and human dignity upon which our country was founded. People remain the cornerstone of readiness. To this end, equal opportunity for all Soldiers is the only acceptable standard for our Army. This principle applies to every aspect of career development and utilization in our Army, but is especially important to demonstrate in the selection process. To the extent that each board demonstrates that race, ethnic background, and gender are not impediments to selection for school, command, and promotion, our Soldiers will have a clear perception of equal opportunity in the selection process. The diverse backgrounds, ideas, and insights offered by Soldiers and citizens of all races and of both genders are a great source of strength for our Nation and our Army. We can best ensure this source of strength endures by your strict avoidance of consideration of any factors other than merit and ability as specified elsewhere in this MOI in the selection of Soldiers for promotion and other favorable personnel actions.

b. You must be alert to the possibility of past personal or institutional discrimination—whether intentional or inadvertent—in the assignment patterns, evaluations, or professional development of all NCOs. Such discrimination may be unintentional, not motivated by malice, bigotry, or prejudice, and may have been the result of past service utilization practices. Indicators of discrimination may include disproportionately lower evaluation reports; assignments of lesser importance or responsibility; lack of opportunity to attend career building military schools; gratuitous mention of race, ethnicity, or gender; or mention of an NCOs

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organizational or institutional affiliations unrelated to duty performance and potential. Take these factors into consideration in assessing the degree to which an NCO's record, as a whole, is an accurate reflection, free of bias, of that NCO's performance potential. The foregoing guidance shall not be interpreted as requiring or authorizing you to extend any preference of any sort to any NCO or group of NCOs on the basis of race, ethnicity, or gender.

11. Thank you for your service as a member of this board. Your decisions will have a lasting effect on the Army. Our Soldiers and Army civilians deserve leaders who are competent in their duties and who treat them with dignity, respect, and fairness at all times. This ethic is essential to a cohesive and disciplined Army. Just as you have been charged to make your selection without prejudice or partiality, you must also select NCOs who adhere to these values if we are to sustain an Army that can win our Nation's wars. I have great confidence in your ability to carry out this important responsibility.

BY ORDER OF THE SECRETARY OF THE ARMY:

5 Enclosures

1. Admin Instructions
2. Board Guidance
3. Board Membership (TBP)
4. Select Objectives (TBP)
5. Opening Remarks



GINA S. FARRISEE  
Brigadier General, GS  
Director of Military  
Personnel Management