



**OHIO ARMY NATIONAL GUARD**  
**ARMY NATIONAL GUARD STAFF ELEMENT, JOINT FORCE HEADQUARTERS - OHIO**  
**2825 WEST DUBLIN GRANVILLE ROAD**  
**COLUMBUS, OHIO 43235-2789**

NGOH-PEZ

27 May 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: OHPPOM (25-010) List Exhausted Policy (Statewide Vacancy Announcement)

1. References:

- a. NGR 600-200, Enlisted Personnel Management, dated 25 March 2021
- b. AR 600-8-19, Enlisted Promotions and demotions, dated 21 June 2024

2. Purpose. This policy supersedes all previous processes in place for list exhausted vacancy fills. Fills for these vacancies occur under the provisions of NGR 600-200, Chapter 4, Section III and IV, and within the guidelines established in the State of Ohio's Traditional Soldier Statewide Vacancy Announcement (SWVA).

3. Eligibility.

a. To be considered for a SWVA, Soldiers must meet regulatory eligibility requirements for promotion listed in AR 600-8-19, 6-4. The below listed items are commonly missed qualifications for promotion. Please note not all regulatory requirements are listed below.

- (1) Height/Weight conducted and passed within eight (8) months.
- (2) ACFT conducted and passed within 14 months.
- (3) PHA within 15 months and cannot be an MRC4
- (4) Must have a valid security clearance or a favorable background check
- (5) Must not have been denied promotion consideration for the current EPS cycle.
- (6) Must agree to the minimum extension criteria as listed by AR 600-8-19.
- (7) Must be able to meet DMOSQ requirements of the requested position within one year of placement (NGR 600-200 para 4-15a). It is a unit and Soldier responsibility to verify that a Soldier meets all reclassification requirements prior to a Soldier applying to a position.
- (8) Must not have declined promotion consideration or been removed from current EPS cycle.

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b. Commands may coordinate with the G1 to consider DMOSQ Soldiers missing from a promotion list to maintain high personnel readiness. Example: A Staff Sergeant who does not have enough time in grade for the current EPS list but is DMOSQ would be preferable to selecting a Soldier NDMOSQ for the position.

4. Current Vacancy Fill Process. Unit commanders are primarily responsible for maintaining personnel readiness. Units utilize excess Soldiers and consider lateral personnel transfers to fill vacancies before using the Enlisted Promotion System (EPS). EPS uses the standing promotion list to select Soldiers by OML within their selected region to fill valid vacancies. Consideration for selection will be in the following sequence:

a. Priority placement list (Service members displaced due to MTOE/TDA reorganization).

b. Excess personnel.

c. By MOS, Grade, Order of Merit, within the region.

d. By MOS, Grade, Order of Merit, outside of region.

(1) Soldiers outside the region are not required to accept the position and may defer without penalty.

(2) Positions will be offered to the next eligible Soldier on the EPS list via email. Soldiers will have 5 business days to respond.

(3) If multiple Soldiers are eligible for the position, selection will be based on the current OML.

(4) Soldiers will only be offered a position outside their region 1 time during the current EPS cycle. Soldiers that accept the SWVA out of region offer but are not selected will be eligible for future offers.

e. Vacancies unfilled after steps a and b above will be declared list exhausted and become Statewide Vacancy Announcements.

5. SWVA Fill Process.

a. The G1 posts all valid list exhausted vacancies on the Ohio National Guard webpage (<https://www.ong.ohio.gov/members/oharng/traditional/index.html>)

b. Soldiers identify the position of interest and complete the SWVA application in its entirety (see enclosure 2). The most current application will be on the OHARNG webpage. Soldiers must verify they are using the most current application, or their application will not be considered.

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c. Soldiers will apply by emailing their completed application to the G1 Boards via the email listed on the application and website, and CC their Unit RNCO. The subject line must read: Rank, Last Name, First Name and Position Number. Example: SGT Smith, John\_Position 0123456. Soldiers may use their personal email if access to their military email is not readily available.

d. Any application email received that does not have the correct subject line or contains an application that is not completely and correctly filled out will not be actioned. It is not guaranteed that a Soldier will receive an email back once an application is submitted.

e. The G1 Military Personnel Office will only screen for Soldiers promotion eligibility and compliance. The G1 will not screen for unit or Soldier responsibilities. G1 will process orders to positions once selected and confirmation of promotion eligibility is complete. Soldiers that are 2 grades below the posted position grade will not be considered. Soldiers that meet minimum criteria will be further screened and selected based on the below criteria:

(1) Soldiers one grade below with a secondary MOS in the list exhausted positions by precedence of the Order of Merit List.

(2) Lateral Assignment of Non-Duty MOS Qualified Soldiers (NDMOSQ) but meet all other eligibility criteria of the position by precedence of the Order of Merit List.

(3) Soldiers one grade below who are NDMOSQ but meet all other eligibility criteria for the position by precedence of the Order of Merit List.

(4) Exception to policy may be submitted to approve a Soldier 2 grades below the posted position grade if the posted position MOS does not have a position in the state 1 grade below for purposes of upward mobility. ETP's must be submitted at least 10 days prior to the SWVA closing date for consideration.

(5) SWVA eligible Soldiers not on EPS list.

f. Soldiers have 30 days of SWVA list posting to submit application. Applications submitted before or after SWVA posting window will not be considered.

g. Priority for filling positions will always be through EPS. If a Soldier otherwise becomes eligible for EPS into the open position at any time during the lifetime of the SWVA, that Soldier will be selected, and the position will be closed. If a position is filled by SWVA and closed and a Soldier becomes EPS eligible, that Soldier must wait for the next available promotion opportunity.

h. State personnel use restriction code "ASCOC4" (Assignment volunteer) in IPPS- A to track successful completion of all personnel selected through the SWVA process. All supporting documentation associated with such selection, assignment and promotion must be maintained for a period not less than 5 years after the promotion.

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i. Soldiers selected must be counseled, by the gaining unit, on additional requirements for promotion on a DA form 4187 or general counseling statement DA Form 4856. NDMOSQ Soldiers placed in a list exhausted position may not be EPS selected in their CPMOS.

6. Special Consideration. Certain positions within the State of Ohio that are outside the process of EPS selection have special considerations for selection. These positions include:

- a. Security Forces Assistance Battalion (SFAB)
- b. Regional Training Institute (RTI) Instructor Positions
- c. Special Forces
- d. 52nd CST
- e. Selections for E8 and E9 vacancies will be reviewed by G1 SGM and State CSM.

7. Point of contact for this memorandum is MAJ Matthew Veit at (614) 336-7060 or [matthew.h.veil4.mil@army.mil](mailto:matthew.h.veil4.mil@army.mil).

2 Encls

- 1. List Exhausted process map
- 2. SWVA application

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