

**Puerto Rico State Guard
Regulation 14-100**

Personnel—General

Personnel Action Board

**Headquarters
Puerto Rico State Guard
Guaynabo PR 00678
1 December 2023**

UNCLASSIFIED

SUMMARY of CHANGE

Puerto Rico State Guard Regulation 14-100
Personnel Action Board

This is a New Regulation, dated 10 May 2023–

o This Regulation replaces all previous PAB guidance stated in previously published Puerto Rico State Guard Command Regulations.

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Office of the Commanding General
Puerto Rico State Guard Command
Tabonuco #2 GAM Tower
Guaynabo PR, 00968
10 May 2023

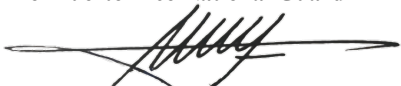
Puerto Rico State Guard Regulation 14-100

Effective 1 December 2023

Personnel - General

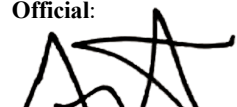
Personnel Action Board

By Order of the Adjutant General
of Puerto Rico National Guard



MIGUEL A. MENDEZ
Major General, PRNG
The Adjutant General

Official:



EDRICK N. RAMIREZ
Brigadier General, PRSG
Commanding General

History. This regulation is a new regulation.

Summary. This regulation describes the Personnel Action Board (PAB), policy, criteria and procedures for the Puerto Rico State Guard Command.

Applicability. This regulation applies to all components of the Puerto Rico State Guard Command.

Management Control Process. This regulation contains management control provisions for Personnel Action Board responsibilities and types of boards, communication guidance, promotion packets, scheduling, results notification procedures, and board membership composition.

Proponent and Exception Authority. The G1, Puerto Rico State Guard Command, is the proponent for this regulation and has the authority to recommend exceptions consistent with the controlling law and regulation, subject to the Commanding General's Puerto Rico State Guard Command.

Supplementation. Supplementation of this regulation or establishment of MSC or local policies outside of the authority

dictated by this regulation are prohibited without prior approval from the Commanding General, PRSG, through the G1, PRSG, available at mail: ATTN: Tabonuco #2 GAM Tower Guaynabo, Puerto Rico 00968 1-787-731-3633 Ext. 1464.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this regulation on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly through the G1, PRSG available at email: regulations@prsg.us and mail Tabonuco #2 GAM Tower Guaynabo, Puerto Rico 00968 1-787-731-3633 Ext.1464.

Distribution. This regulation is available in electronic media only and is intended for Puerto Rico State Guard Command.

Contents *(Listed by paragraph and page number)*

Chapter 1

Introduction, page 1

Section I

General, page 1

Purpose • 1-1, page 1 References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Responsibilities • 1-4, page 1

Section II

Responsibilities, page 1

Commanding General, Puerto Rico State Guard • 1-5, page 1

G1, Puerto Rico State Guard • 1-6, page 1

Authority • 1-7, page 1

Chapter 2

Personnel Action Boards, page 1

General • 2-1, page 1

Responsibilities of the Personnel Action Board • 2-2, page 2

Contents—Continued

Types of Personnel Action Boards • 2–3, *page 2*
Board Members • 2–4, *page 2*
Board Recorder • 2–5, *page 2*
Scheduling of Personnel Action Boards • 2–6, *page 2*

Chapter 3

Communication, *page 3*

Personnel Action Board Membership Communication Guidance • 3–1, *page 3*
Notification and Corresponding Documents • 3–2, *page 3*

Appendixes

A. References, page 3
B. Officer, Warrant Officer, and Non-Commissioned Officer Promotion Tables, page 4

Table List

Table B-1: Personnel Action Board Schedule, *page 4*
Table B-2: Personnel Action Board Membership Structure, *page 4*

Figure List

Figure 1.1: PRSG Form 4187, *page 5*

Glossary, *page 6*

Chapter 1

Introduction

Section I General

1-1. Purpose

This regulation standardizes the policies, criteria, and procedures for Personnel Action Boards (PAB), including the board responsibilities, types of boards, communication guidance, PAB scheduling, results notification procedures, and board membership composition.

1-2. References See Appendix A.

1-3. Explanation of Abbreviations and Terms

See the glossary.

1-4. Responsibilities

Responsibilities are in section II.

Section II Responsibilities

1-5. Commanding General, Puerto Rico State Guard

The CG, PRSG will review and approve or disapprove all promotion recommendations provided by the PAB.

1-6. G1, Puerto Rico State Guard the G1, PRSG, will:

- a.* Administer the PAB, ensuring compliance with this regulation and associated guidance and laws.
- b.* Convene individual PABs based on rank and assigned schedule as outlined in Table B-1.
- c.* Generate promotion documents for review by the PAB board members.
- d.* Redact all non-essential packet data (including but not limited to name, age, gender, and race) for PAB review.
- e.* Serve as a non-voting member on all PSO boards.
- f.* Will submit the Order of Merit List (OML) report recommendations to the PRSG Deputy Commander (DCG) or Chief of Staff (CoS) and Secretary of the General Staff for review prior to the CG, PRSG, signature by the last calendar day of the month for which the respective PAB occurred.
- g.* Generate all required documentation resulting from PAB actions upon receipt of CG PRSG approval.

1-7. Authority

a. All review boards are vested under the authority of the Puerto Rico Military Code Century XXI, Law Number 88 of August 8 of 2023, according with the regulations, instructions, directives, and policies adopted by the Adjutant General of Puerto Rico who delegated the authority to the Commanding General of Puerto Rico State Guard Command.

Chapter 2

Personnel Action Boards

2-1. General

- a.* All promotions and appointments presented to the PAB must comply with all PRSG regulations, directives, and instructions.
- b.* See Appendix B for information about PAB members, type, and scheduling.
- c.* This regulation prohibits promotion recommendation to the CG, PRSG, solely as a reward for past performance or accomplishments. Promotions shall be based on demonstrable leadership as it indicates future potential for continued service and leadership at progressively higher levels of responsibility.

2-2. Responsibilities of the Personnel Action Board

The PAB reviews, evaluates, and recommends approvals for the following:

- a. Field grade officer promotions.
- b. O-4, O-5 and O-6 Command Assignments
- c. Chief Warrant Officer promotions for ranks CW-3, CW-4 and CW-5.
- d. CW-3, CW-4 and CW-5 Special Assignments.
- e. NCO promotions.
- f. 1SG and CSM Lateral Appointments (Assignments)
- g. Each PAB packet will receive careful, fair, and equitable consideration without prejudice or favoritism.
- h. The PAB must approve all packets that meet the minimum qualifications for TIG prior to the next PAB.

2-3. Types of Personnel Action Boards

a. *Promotion:* The following ranks have promotion PABs throughout the year:

- (1) Colonel (O-6)
- (2) Lieutenant Colonel (O-5)
- (3) Major (O-4)
- (4) Captain (O-3)
- (5) Chief Warrant Officer 5 (CW-5)
- (6) Chief Warrant Officer 4 (CW-4)
- (7) Chief Warrant Officer 3 (CW-3)
- (8) Professional Skills Appointments
- (9) Sergeant Major (E-9)
- (10) Master Sergeant (E-8)
- (11) Sergeant First Class (E-7)
- (12) Staff Sergeant (E-6)
- (13) Sergeant (E-5)

b. *Nominative Assignments:*

- (1) O-6 Commands
- (2) O-5 Commands
- (3) CSM
- (4) 1SG

c. *Promotions to E-4, O-2 and W-2* do not require PAB review or promotion packets.

2-4. Board Members

- a. Board Members will be recommended by the G1 and approved by the Chief of Staff (CoS) or the Deputy Commanding General (DCG). See Table B-2 for the membership and structure of PABs.
- b. The Chief of Staff (CoS) or Deputy Commanding General (DCG) will select the Board President.
- c. Each PAB member must review all digital packets received from the G1, PRSG.
- d. Packet approval recommendations from PAB members must result exclusively from reviewing the material in each service member's packet.
- e. A PAB president or member must request recusal from their PAB duties when they believe they cannot, in good conscience, perform their duties.
- f. Any PAB member who witnesses or has probable cause to believe that improper conduct occurred during or about a PAB must immediately report the concern to the CoS, PRSG.

2-5. Board Recorder

- a. The G1, PRSG, will assign a PAB Board Recorder.
- b. PAB Recorders will prepare and submit a written report to the PAB president for verification and signing.
- c. The PAB Recorder will forward the report to the G1, PRSG.

2-6. Scheduling of Personnel Action Boards

- a. PABs take place as needed.
- b. PAB packet submission windows; See Table B-4 for the schedule.

Chapter 3

Communication

3-1. Personnel Action Board Membership Communication Guidance

- a.* Internal and external communications must be in writing, either in person or by Microsoft Teams. All documents will be provided to each board member.
- b.* All documents will be maintained in accordance with the record and policies of the Command Administration Officer (CAO) of the Puerto Rico State Guard Command.
- c.* Board Members will only communicate within the authorized PAB.
- d.* Board Members will not ask for any additional information concerning service members whose PRSG Form 4187 and evaluation is being provided.

3-2. Notification and Corresponding Documents

- a.* G1, PRSG will post all PAB results on the PRSG official webpage: www.prsg.us// Personnel Support Center and PRSG Share-Point after the CG, approves the Order of Merit List (OML) reports.
- b.* G1, PRSG, will generate and email the required documentation to the MACOM or HHC Commander.

Appendix A References

Section I Required Publications

Unless otherwise stated, all PRSG publications are available on the Puerto Rico State Guard Serially Numbered Issuances website at <https://prsg.us/Puerto Rico State Guard-policies-and-regulations>.

Section II Related Publications

A related publication is a source of additional information. Its content is not considered critical or requisite to understanding the original publication. Unless otherwise stated, all PRSG publications are available on the Puerto Rico State Guard Serially Numbered Issuances website at <https://prsg.us/Puerto Rico State Guard-policies-and-regulations>.

Puerto Rico Military Code Century XXI

Law Number 88 of August 8, 2023.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

Unless otherwise stated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.)

DA Form 2028

Recommended Changes to Publications and Blank Forms.

Appendix B Officer, Warrant Officer, and Non-Commissioned Officer Promotion Tables

B-1. Personnel Action Board Schedule

Table B-1 lists the timeline for each PAB meeting, with specific dates published on the PRSG calendar.

Rank/Grade	PAB frequency
Colonel (O-6)	As Needed
Lieutenant Colonel (O-5)	As Needed
Major (O-4)	As Needed
Chief Warrant Officer 5 (CW-5)	As Needed
Chief Warrant Officer 4 (CW-4)	As Needed
Command Sergeant Major (E-9)	As Needed
Sergeant Major (E-9)	As Needed
1st Sergeant (E-8)	As Needed
Master Sergeant (E-8)	As Needed
Sergeant First Class (E-7)	As Needed
Staff Sergeant (E-6)	As Needed
Sergeant (E-5)	As Needed
PSO (Special Branch)	As Needed

B-2. Personnel Action Board Membership Structure

Table B-2 lists the required membership structure for each type of PAB. Unless otherwise stated, all PAB members come from within the PRSG.

Board	Board President	Board membership
O-6 promotion board	DCG	Two Senior PRNG or (Ret) O-7, PRSG O-6 or PRSG or PRNG Retired O-6
O-4 and O-5 promotion board	O-6	Two Senior PRSG O-6 / PRNG O-6
CW-4 and CW-5 promotion board	CW-5	One CW-5 PRSG with O-6 or PRNG
E-9 (CSM) selection board	CSM	Two E-9 personnel PRSG or PRNG
E-8 and E-9 promotion board	CSM	Two E-9 personnel PRSG or PRNG
1st Sergeant Selection board	CSM	Two E-9 personnel PRSG
E-7 and below promotion board	CSM	Two E-9 personnel PRSG, or Two E-8 personnel PRSG
PSO Board	CoS	HHQ Senior PSO and G1, PRSG

Figure 1.1: PRSG Form 4187, Personnel Action Form

PERSONNEL ACTION										
For use of this form, see PRSG Regulation 600-10; the proponent of this form is the ACOS G1										
DATA REQUIRED BY THE PRIVACY ACT OF PUERTO RICO										
AUTHORITY:		Puerto Rico Military Code Century XXI, Law Number 88 of August 8, 2023.								
PURPOSE:		To request or record personnel actions for Puerto Rico State Guard Command soldiers and airman.								
ROUTINE USES:		Blanket Routine Uses that appear at the beginning of the Puerto Rico State Guard compilation of systems of records may apply to this system. This form 4187- is also available at http://prsg.us .								
DISCLOSURE:		Voluntary; however, failure by an applicant to provide the correct information may result in delay or error in processing the request for personnel action.								
ORIGINATING UNIT					ORDER NUMBER AND DATE					
1-A. Unit / Flight					2-A. Year	2-B. Julian Date	2-C. Sequential Action Number	2-D. Form Date		
1-B. City / Task Force				1-C. Zip Code	SERVICE MEMBER INFORMATION					
					4-A. Name (First, Last, MI)			4-B. Last 4	4-C. Current Rank	
3-A. Personnel Type	3-B. Action Type	3-C. Other	3-D. Date	4-D. DOIE	4-E. DOR	4-F. Weight	4-G. Height	4-H. TIS Yr. Mo.		
PROFESSIONAL MILITARY EDUCATION										
5-A. Select All Completed – Commissioned Officer										
☐ OCS ☐ DCOOC ☐ BOLC ☐ CCC ☐ CoCPCC ☐ ADLC ☐ ILE ☐ CGSC I ☐ BNCPCC ☐ CGSCII ☐ BDECPCC ☐ SSC										
5-B. Select All Completed – Warrant Officer										
☐ WOCS ☐ WOBC ☐ WOAC ☐ WOILE ☐ CGSC I ☐ CGSC II ☐ WOSSC										
5-C. Select All Completed – Enlisted										
☐ IETC ☐ WLC ☐ ALC ☐ SLC ☐ MLC ☐ FSC ☐ SGMCC ☐ CSMC										
5-D. Select All Completed – FEMA IS COURSE										
☐ IS-100 ☐ IS-200 ☐ IS-700 ☐ IS-800 ☐ IS-42 ☐ IS-97 ☐ IS-520 ☐ IS-915 ☐ IS-2200 ☐ IS-908 ☐ AWR-160 ☐ G-0402 ☐ B/MEMS ☐ S/MEMS										
CERTIFICATION										
6-A. Personnel Officer / Admin NCO Signature – I certify that the above information is true and is EMR.					6-B. Date					
6-C. Personnel Officer / Admin NCO Comments										
TRANSFER / REASSIGNMENT										
7-A. Transfer From Unit Designation City / Task Force					7-C. Reassigned From Unit Designation City / Task Force					
7-B. Transfer to Unit of Designation City / Task Force					7-D. Reassigned To Unit Designation City / Task Force					
7-E. Losing Commander Signature					7-F. Losing Commander Printed Name			7-G. Date		
7-H. Gaining Commander Signature					7-I. Gaining Commander Printed Name			7-J. Date		
DISCHARGE DETAILS										
8-A. Voluntary / Resigned			8-B. Involuntary		8-C. Reenlistment Code ☐ RE 1 ☐ RE 2 ☐ R3 ☐ R4 *Attach Memorandum			8-D. Discharge Type ☐ Honorable ☐ * Other *Attach Memorandum		
COMMAND APPROVAL SIGNATURES										
9-A. Battalion / Squadron Commander Signature				9-B. Date		9-C. MSC Commander Signature			9-D. Date	
HEADQUARTERS COMMAND APPROVAL SIGNATURES										
10-A. Senior PSO Signature				10-B. Date		10-C. G1 Personnel Officer Signature			10-D. Date	
10-E. Chief of Staff Signature				10-F. Date						
ACTION										
11-A. Request Action			11-B. Recommended Grade/Rank			11-C. TDA or UMD PARA / LINE				
COMMAND NOTES										
12-A. Additional Notes / Information										

PRSG 4187, DEC 2022

PREVIOUS EDITIONS ARE OBSOLETE

Glossary

Section I Abbreviations

CG

Commanding General

DCG

Deputy Commanding General

FEMA

Federal Emergency Management Agency

OML

Order of Merit List

PAB

Personnel Action Board

PME

Professional Military Education

PSO

Professional Skills Officer

TIG

Time in Grade

PRMD

Puerto Rico Military Department

PRANG

Puerto Rico Air National Guard

PRARNG

Puerto Rico Army National Guard

PRSG

Puerto Rico State Guard

Section II

Terms

G1

Assistant Chief of Staff Personnel Section at the PRSG JFHQ level.

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