

DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1382

NGB-ARP-PE (600)

16 April 1997

MEMORANDUM FOR The Military Personnel Management Officers of All States,  
Puerto Rico, the Virgin Islands, Guam, and the District of  
Columbia

SUBJECT: (All States Log Number I97-0127) Implementing Draft - NGR 600-200

1. NGR 600-200, dated 1 March 1997 distributed to the State Military Personnel Management Officers (MILPO) at the MILPO Conference on 18 March 1997 is authorized for use as an implementing draft until the final version of the regulation is approved. This has been coordinated and approved by NGB-ADI. You must stamp "DRAFT" on this copy, and may duplicate as needed.
2. Do not contact the NGB Printing Plant in Augusta, Maine or NGB-ADI/Pentagon. Neither agency will honor any requisitions for this regulation. Once the final version is approved, normal distribution will be initiated.
3. Request MILPOs provide any recommended changes to NGB-ARP-PE as soon as possible, but not later than 30 May 1997, utilizing DA Form 2028. (NGB-ARP-PE FAX: DSN 329-3537, COM 703-607-9537).
4. Point of contact is Mr. Gereski, DSN 327-327-9501 or commercial (703) 607-9501.

FOR THE CHIEF, NATIONAL GUARD BRUEAU:

/s/  
RONALD J. TIPA  
Colonel, GS  
Deputy Director, Personnel  
and Manpower

CF:  
NGB-ADI  
NGB-IG  
NGB-AGO  
All State Adjutants General  
All State IGs

**11-L-0109 VVA (ANG) 378**

## Instructions and General Information

This is a copy of NGR 600-200. 1 March 1997, Implementing Draft.

It does not contain --

- a. Chapter 2 which has been supplanted by the Annual Enlistment Criteria series of All States Memoranda
- b. The figures in chapters 9 and 11.

The reproducible forms from the back of the hardcopy of this regulation given to each State MPMO at the 1997 Military Personnel Officer Conference in March 1997 at the National Guard Professional Education Center.

In order to make it fit as small a package as possible we saved it in Windows 95 on Microsoft Word 6.0.

The font is Courier New 10.

This version includes policy changes announced in NGB-ARP-PE memoranda (All States Log Numbers P98-0034 through P98-0039) dated 12 June 1998. The affected information is lined through (old) and underlined (new).

The following is a reproduction of the memorandum authorizing use of the 1 March 1997 implementing draft:

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FOR THE CHIEF, NATIONAL GUARD BRUEAU:

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**11-L-0109 VVA (ANG) 380**

## Instructions and General Information

This is a copy of NGR 600-200. 1 March 1997, Implementing Draft.

It contains --

- a. Chapters 1-4 in the Enlistment Criteria Memorandum format in lieu of the original chapters 1-4. The ECM is current as of change 4.
- b. The latest changes to chapter 11:
  - (1) The revised figure 11-2 with the new point values for administrative and performance vs board points.
  - (2) The new NGB Form 4100-1-R-E, January 2002, (replaces figure 11-4) for use with promotion boards starting in 2002.
  - (3) The new NGB Form 4101-1-R, January 2002, (replaces figure 11-5) for use with promotion boards starting in 2002.

It does not contain the reproducible forms from the back of the hardcopy of this regulation given to each State MPMO at the 1997 Military Personnel Officer Conference in March 1997 at the National Guard Professional Education Center.

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## Organization

### Package 1 of 4

- 1 Instructions and General Information (This page)
- A A Cover and Contents
- B Chapter 1. Introduction
- C Encl Cri Memo w 4 (Incl ECM Index Chap 1 2 3 4 and Glossary) *(This is the Army National Guard Enlistment Criteria Memorandum current with Change 4 and includes it's own Chapter 1, Introduction and Glossary. The main body comprises what are considered Chapters 2, 3, and 4 of NGR 600-200 and, if published in their original forms, would be identified as files C, D and E in this series.)*

### Package 2 of 4

- F Chapter 5 Personnel Management
- G Chapter 6 Reserved
- H Chapter 7 Ext, Immed Reenl and Bar to Ext Immed Reenl
- I Chapter 8 Discharge
- J Chapter 9 ARNG Command Sergeant Major Program
- K Chapter 10 Reserved

### Package 3 of 4

- L Chapter 11 Promotions and Reductions w-o Fig 11-2, 11-4 and 11-5
- L1 Fig 11-2, 11-4 (4100) and 11-5 (4101) EPS-020211

### Package 4 of 4

- M Appendix A References
- N Appendix B Internal Control Checklists
- O Appendix C Forms

**Archived Chap 11** with orig Fig 11-2 and NGB 4100 and 4101

The following is a reproduction of the memorandum authorizing use of the 1 March 1997 implementing draft:

1 March 1997  
NGR (AR) 600-200

## **CHAPTER 1**

### **Introduction**

#### **Section I**

##### **General**

##### **1-1. Purpose**

*a.* This regulation establishes standards, policies, and procedures for the management of Army National Guard of the United States (ARNGUS) enlisted soldiers in the functional areas of:

- (1) Accession and retention.
- (2) Civilian acquired skills.
- (3) Initial active duty for training and voluntary active duty.
- (4) Mental Testing, RC Overstrength, Classification and Reclassification, Personnel Utilization and Controls, Assignments, Transfers and Attachments.

- (5) Promotion, appointment, and reduction.
- (6) Extensions, bars to reenlistment, immediate reenlistment and extension.
- (7) Discharge.
- (8) Command Sergeant Major Program.
- (9) Qualitative Retention.

*b.* Local supplementation of this regulation is not authorized unless approved by Chief, NGB. State memorandums, pamphlets, SOPS, guides, regulations, etc., may not alter the policies established by this regulation. State supplementation documents will be submitted and approved by NGB-ARP-PE prior to publication.

*c.* Internal Control Systems. This regulation is subject in part to the requirements of AR 11-2. A checklist for conducting internal control reviews on enlisted promotions is included as an appendix. Other checklists are being developed for publication at a later date.

##### **1-2. References**

Required and related publications are listed in appendix A

##### **1-3. Abbreviations and terms**

Abbreviations and special terms used in this regulation are defined in the glossary.

##### **1-4. Statutory Authority**

*a.* Title 10 and 32, United States Code (USC) provides statutory guidance for administering the National Guard of the United States. ARNG soldiers who meet the requirements specified in an appropriate Federal document (act, law, statute, code, order, proclamation, decision, register, opinion), and the standards specified by the Secretary of the Army, will be Federally recognized as Reserves of the Army with assignment to the ARNGUS. Soldiers paid with appropriated Federal funds must meet and follow the requirements, standards, policies, procedures, and actions specified in this regulation.

*b.* Article I of the Constitution of the United States reserves to the States the right and responsibility to raise the militia; the organized militia being the Army and Air National Guard. In this regard, appropriate State laws or codes and regulations may be implemented by each State Adjutant General (AG) to ensure that the National Guard is ready to satisfy its State and Federal missions. States may impose stricter standards and requirements than provided in this regulation, as they affect Reserve of the Army status, provided they are applied uniformly; however, they will not be made less restrictive.

*c.* The authority to deny actions to individuals for which they are qualified by this regulation is reserved to the Secretary of the Army (SA) or delegate (for Reserve of the Army status) and the State AG or delegate (for National Guard (State) status) as stated in the appropriate areas of this regulation.

*d.* The provisions of this regulation apply to ARNGUS individuals and/or units when ordered to active duty under Title 10, United States Code, section 12304 (PSRC) subject to exceptions approved by the proponent and exception authority.

### **1-5. Equal Opportunity**

Management actions will be developed to enhance ARNG/ARNGUS readiness for State and Federal missions. All actions will be consistent with the Army's policy on equal opportunity as set forth in AR 600-20, paragraph 6-3.

## **Section II**

### **Responsibilities**

#### **1-6. Responsibilities**

- a.* Chief, National Guard Bureau (CNGB). The CNGB has Army General Staff responsibility for ARNG/ARNGUS personnel procurement, management, and sustainment.
- b.* Director, Army National Guard (DARNG). The DARNG exercises Army General Staff supervision over the development and execution of plans, policies, and procedures for all matters that affect ARNG/ARNGUS enlisted personnel procurement, management, and sustainment.
- c.* State Adjutants General. The State AGs will:
  - (1) Develop and implement programs to procure, manage, and sustain the enlisted force that will meet Federal and State objectives and the provisions of this regulation.
  - (2) Provide continuing guidance to subordinate commanders to ensure that all required programs and actions are implemented, supported, and properly conducted within the purview of this regulation.
- d.* Commanders. Commanders at all levels will:
  - (1) Implement and be actively involved with ARNG recruiting and retention programs. Technical guidance and support will be continuously provided to subordinate personnel.
  - (2) Manage the utilization of soldiers in accordance with their military specialties and personal qualities.
  - (3) Foster an environment in which soldiers may attain their full potential while helping to achieve readiness goals and objectives.
  - (4) Ensure the benefits contained in this regulation are provided to soldiers meeting the established criteria outlined herein.
- e.* Officers and noncommissioned officers at every level will:
  - (1) Train, guide, counsel, and advise their soldiers, assisting in their military professional development while simultaneously ensuring that the organization is attaining its readiness goals and objectives.
  - (2) Advise the chain of command and staff section members on all personnel management actions affecting their soldiers.
  - (3) Recommend personnel actions for, and participate in, (to the extent required or authorized by law and Army policy), the decision making processes that affect their soldiers.
  - (4) Be actively involved in and support the recruiting and retention programs of the ARNG.

## **CHAPTER 5**

### **Personnel Management**

#### **Section I**

##### **Introduction**

##### **5-1. Purpose**

This chapter prescribes policies and procedures for:

- a.* Career management of ARNGUS soldiers.
- b.* Classification and reclassification in military occupational specialties (MOS).
- c.* Utilization of ARNGUS soldiers to include overstructure limitations.
- d.* Assignment, attachment, voluntary extended active duty and interstate transfer.
- e.* Use of the Armed Forces Classification Test (AFCT).

##### **5-2. Effective management**

Personnel resources must be managed effectively to successfully accomplish the ARNGUS mission. By military necessity, ARNGUS policy is to:

- a.* Utilize soldiers in positions in line with their military qualifications and personal qualities.
- b.* Foster an atmosphere which motivates all soldiers to attain their full potential.
- c.* Provide for normal career progression.

#### **Section II**

##### **Classification and Reclassification in MOS Code (MOSC)**

##### **5-3. General**

- a.* This section provides policy for award of primary, secondary, and additional MOS (PMOS, SMOS, AMOS), career progression MOS (CPMOS), special qualification identifiers (SQI), additional skill identifiers (ASI) and language identification codes (LIC).
- b.* Reclassified soldiers will be trained in new MOS per AR 351-1.
- c.* Commanders will qualify all soldiers as soon as possible through the best available means. Each soldier in the process of obtaining a new PMOS must be closely supervised so that a MOS is awarded immediately upon qualification under AR 611-201. The unit commander must promptly submit requests for voluntary and mandatory reclassification actions when required by the regulation.
- d.* Except when AR 611-201 is changed or updated to require higher MOS security clearance standards, MOS will not be withdrawn solely because of changes to criteria in AR 611-201, such as formal training, aptitude area scores or physical requirements. Soldiers who hold one or more MOSs, including prior service enlistees, may retain them unless withdrawn for lack of qualification by a commander or board.
- e.* Commanders and personnel managers must ensure that individual soldier qualifications are retained upon reassignment, promotion and separation. Codes and identifiers will not be withdrawn unless specifically required or authorized by regulations or action by a commander or board.

##### **5-4. Authority to award and redesignate MOS**

The following may award and withdraw MOS on orders when they are official custodians of the soldiers' MPRJ:

- a.* Training activity commanders.
- b.* Commandants of Army service school or other Armed Forces schools training soldiers for an Army MOS.
- c.* State Adjutants General (AGs). They may delegate their authority to subordinate promotion authorities except for actions involving CMF 79 and any other fields or MOS that are restricted.
- d.* CNGB-(NGB-ARP-T) for AGR Title 10 tour personnel including MOSs in CMF 79.
- e.* Promotion authorities prescribed in chapter 11 for a specified skill and grade when delegated the authority by the State AG.

*f.* In cases that clearly warrant consideration for exception to policy or a proponent determination, submit requests to CNGB (NGB-ARP-PE) on DA Form 4187 with copies of supporting documents (DA Form 2-1, SIDPERS GPFR-1790, academic evaluation reports, diplomas and certificates, etc.) with commander and personnel officer recommendations.

#### **5-5. Initial classification and utilization**

*a.* Nonprior service (NPS) enlistees (those without IADT or an MOS).

(1) Enlist these soldiers only for vacancies for which they possess the aptitude and qualifications to enter IET in the MOS for the vacancies.

(2) To the maximum practical extent, enroll these soldiers in the State's Pre-IET Training Program provided there is a class scheduled between their enlistment and shipping dates.

(3) After initial orientation, unit training is authorized only in the MOS recorded on their enlistment contracts and on REQUEST per chapters 2 and 4 of this regulation.

*b.* Prior service (PS) enlistees.

(1) These soldiers are enlisted into vacancies and projected vacancies for which they are qualified or in which they agree to become qualified within one year (except for courses with longer training times).

(2) Award soldiers with prior Army service, regardless of date of separation and component, the MOSs they held on separation. If the MOSs, codes or identifiers have been changed, consolidated or eliminated, determine from AR 611-201 which MOSs and codes the soldier should hold and award them. In doubtful cases, State MPMOs may request a determination from CNGB (NGB-ARP-PE).

(3) Award soldiers with MOSs in which they are qualified through prior service in other Armed Forces as recommended in the Occupational Conversion Manual (DOD 1312.1-M). For instance, award a former Marine Infantryman MOS 11B.

(4) Determine skills and qualifications from PS records such as DA Forms 2 and 2-1, DD Form 214, NGB Form 22, SF 88, other service equivalents of Army records, and other documents that show the soldier's occupational and military skills, quality of duty, physical condition, and security clearance.

(5) If a soldier's former MOS cannot be awarded as primary because of the needs of the unit assigned, then award that MOS as the SMOS or AMOS. If the PS soldier was awarded a SMOS while on active duty, then that SMOS may be awarded as the SMOS or AMOS if still qualified per AR 611-201.

(6) It is important to the Army that soldiers retain their MOS codes and identifiers on their current official records. MOSs, codes and identifiers will not be deleted or withdrawn unless a total lack of qualification is clearly demonstrated or withdrawal is recommended by a reclassification board per paragraph 5-14 or section III of this chapter.

(7) Individuals with civilian acquired skills may use the procedures in chapter 3 of this regulation when they enlist or reenlist.

#### **5-6. Award of MOS**

*a.* A new MOS, including SQI, ASI and LIC, may be awarded on orders as primary, secondary or additional upon:

(1) Withdrawal of a soldier's old PMOS.

(2) Qualification in any MOS.

(3) Soldier becomes qualified in a new MOS from training received via Mobile Training Team (MTT), New Equipment Training Team (NETT), or other transition training per AR 611-201, or as directed by this regulation.

(4) Successful completion of MOS training conducted by an MOS producing service school or training activity, including DOD, US Navy, Marine Corps, or Air Force schools, and civilian institutions under agreement with the Army that train Army personnel. NOTE: Training to support qualification for award of the new MOS will comply with the provisions of AR 351-1.

(5) A waiver of MOS formal school training requirements may be approved by the MOS proponent. Submit requests on DA Form 4187 through command channels and the State MPMO to CNGB (NGB-ARP-PE) with complete justification, to include required copies of DA Form 2-1, SIDPERS-ARNG GPFR-1790 (PQR), certificates, diplomas, licenses, and any other relevant documents. AR 611-201, chapter 2, section II, contains the MOS specifications for initial classification, and is a commander's guide to determine retention and reclassification.

(6) Implementation of changes to the Military Occupational Classification and Structure (MOCS) (AR 611-201 and in DA Cir 611-series), for all changes other than type A.



(7) Identification of civilian acquired skills that have a direct MOS counterpart as listed in chapter 3 of this regulation, AR 601-210 or AR 611-201. Education, skills and training must be gained in civilian status, including those gained in civil service. Those gained in IDT, AT, ADT, AGR or any other form of military duty are not creditable.

(8) Soldier becomes qualified in a new MOS from training received via MTT, NETT, or other transition training.

(9) Supervised on the job training (SOJT) will not be used to award an MOS that requires resident or formal school training per AR 611-201 unless there is no RC configured course or Total Army Training System (TATS) course available. Specific criteria for SOJT are in AR 611-201, paragraph 1-9.

b. Report soldiers undergoing reclassification MOS training in their current DMOS. When the soldier meets the new MOS qualifications, award the new MOS as primary on orders

c. Soldiers completing a course of instruction under the NGB Civilian Education Licensed Practical Nurse (LPN) program may be awarded MOS 91C upon award of the State LPN license, if otherwise qualified, regardless of the soldier's grade.

d. MOS and SQI not available to female soldiers are identified in AR 611-201, table 4-1.

e. Recruiting and Retention NCOs.

(1) While holding PMOS 79T, award MOSs 79R and 79S only as AMOS. For soldiers qualified as both recruiter and career counselor, either through completion of the course for each MOS or the ARNG Recruiting and Retention Transition Course, or through constructive credit, award those with production recruiting missions PMOS 79R. Effective 1 April 1995, award dual qualified AGR soldiers assigned to full-time strength maintenance duties PMOS 79T and redesignate MOSs 79R and 79S as AMOSs. Effective 1 April 1996, the CMF 79 MOS authorized as PMOS and DMOS for ARNG soldiers is MOS 79T, regardless of duty status.

(2) Upon reassignment out of a recruiting (MOS 79R), career counselor (MOS 79S), or recruiting and retention NCO (MOS 79T) position, the State MPMO will award this MOS as secondary or additional, unless the soldier is (or was) adversely removed from the program. For soldiers reassigned at the end of successful strength maintenance or recruiting and retention assignments, redesignate PMOS 79T as secondary or additional.

f. Under State AGR career development programs, AGR soldiers may be identified and qualified through formal training up to one year in advance to meet program needs. They then may be awarded that MOS as secondary or additional while awaiting reassignment to positions in the new MOS.

#### **5-7. Award of SMOS and AMOS**

a. Selection of SMOS is based on qualifications next in importance after the PMOS, and in which a soldier can perform with minimum orientation unless another policy requires a certain MOS, such as the CSM Program in chapter 9 and b(3) below.

b. Restrictions below apply when selecting SMOS:

(1) A soldier may hold only one secondary MOS, and may have one or more additional MOSs. The SMOS will not be an MOS that progresses into a soldier's PMOS at SFC or below. For example, Sergeant, Track Vehicle Repairer, PMOS 63H, cannot have SMOS 63G because this specialty progresses into 63H at SSG. The soldier could have SMOS 62B since this MOS and the primary progress into 63Z.

(2) On a first appointment to CSM, award the soldier's former PMOS as SMOS to identify CMF qualifications for future assignments.

(3) Award secondary MOS OOO to SGMs eligible for reappointment to CSM in an active status.

#### **5-8. Award of 3-character career progression MOS (CPMOS)**

The CPMOS indicates to soldiers the channel in which they should expand professional development efforts and seek assignments. It also indicates to commanders and personnel managers the MOS in which the soldier should be assigned at the current and higher grade levels. Soldiers who choose CPMOSs other than their PMOSs for which they are qualified are eligible for immediate assignment into positions with that MOS at their current grades. The CPMOS will normally be the PMOS unless there is a compelling reason to choose another MOS in which the soldier is qualified or is directed to become qualified. For instance, the soldier's MOS merges into another at a specific grade level; the soldier's MOS reaches a point that requires a choice of which of two MOSs to progress to; the soldier has reached the maximum grade allowed in a low population MOS in a state or organization and must choose another MOS for career progression opportunities; or an AGR soldier or Military Technician accepts a CPMOS that will afford career progression opportunities while meeting the fulltime support needs of the organization and state ARNG.

a. Unless restricted by the State AG, custodians of MPRJs may award CPMOS on DA Form 4197 provided that MOS is not a direct progression at the next higher grade. State MPMOs will direct the final award of CPMOS in optional and questionable cases, in cases where there is direct progression at the soldier's next higher grade, for AGR soldiers (in concert with the HRO), and all cases for soldiers with CPMOSs in CMF 79. Award and record only the 3-digit CPMOS when it differs from current PMOS. For example:

- (1) Direct line. A SGT, PMOS 54B, will have CPMOS 54B. This MOS will not be recorded.
- (2) Merger. Award a MSG with PMOS 11C, CPMOS 11Z.
- (3) Optional. A CPL with PMOS 91B must choose as CPMOS either 91B or 91C.

b. Soldiers who must choose a CPMOS must do so before consideration by promotion boards and placement in the selection objective of a promotion list.

#### **5-9. Determination and award of skill level**

AR 611-201 describes the direct relationship between grade and skill level. The soldier's skill level is awarded based solely on pay grade unless the soldier is scheduled for or attending MOS qualification training. The sole criterion for each of the skill levels is the soldier's pay grade. For instance, staff sergeants hold skill level 3 by virtue of their grade.

a. Skill level 0 (zero) is used with the MOS for which being trained to identify NPS and PS soldiers attending BT, AIT, or other training for initial award of a PMOS, and soldiers awarded special reporting codes as prescribed in F below.

b. Except for training for award of the first PMOS, soldiers may not hold skill level zero.

c. Upon enlistment, PS accessions and in-service soldiers who have completed BT and AIT or their equivalent, will enter in the MOS they held in their prior service. For those from other Armed Forces, enlist them in a counterpart MOS if one exists, complete with skill level. If there is no counterpart MOS, award the MOS for the position vacancy with skill level zero.

d. When a soldier is promoted or reduced, change the skill level accordingly.

e. The skill level for SMOS and AMOS is the same as the PMOS.

f. Special reporting codes are used for both duty and primary MOS for certain soldiers. See AR 611-201, chapter 7. Use skill level zero only for MOS 09D, 09S, 09T and 09W, and with MOSs for soldiers scheduled for or attending MOS qualification training for their first MOS. Use skill levels 1 and 2 with MOS 09R as prescribed by NGR 600-100.

g. Some MOSs identified in AR 611-201 are not trained at skill level 1. For example: CMFs 18 and 79, and MOS 91C. However, ARNGUS soldiers may attend these courses in an IADT status or through reclassification training. Requirements for the MOS may also be met under the CASP, or soldiers may receive a waiver for award of the MOS from the proponent. In all of these cases, when soldiers meet all of the qualification requirements, except for grade, award them the MOS even though they are under the minimum grade listed in the standards of grade in AR 611-201 for the MOS.

#### **5-10. Special qualification identifier (SQI)**

The SQI is the fifth character of the MOSC. It identifies the special qualifications of a soldier, such as parachutist (SQI P) or linguist (SQI L). SQI may be used with any MOS a soldier holds unless restricted by AR 611-201. Award each SQI in only one MOS. The letter 0 will always be inserted as the fifth character of the MOSC when a soldier is not qualified for an SQI. Only SFC, MSG and ISG may hold SQI M. First-time First Sergeants must complete the First Sergeants Course within one year of appointment (generally within the 6 months before or after appointment to ISG.) Withdraw SQI M upon promotion to SGM, reduction below SFC, or relief for cause from ISG duties.

a. Promotion authorities, commandants of Army service schools, and training activity commanders may award SQI on orders.

b. Record SQIs on DA Form 2-1, item 6.

c. Promotion authorities and State MPMO will withdraw SQI when no longer authorized to be used with a soldier's grade or MOS. However, because these codes identify skills important to the Army, do not withdraw them when a soldier is reassigned from a position that required the SQI, such as Instructor (SQI H). The individual generally retains the skill and may be needed to assist in training efforts in the future.

d. See AR 600-200, paragraph 2-33 for further guidance on SQI.

#### **5-11. Additional skill identifier (ASI)**

The ASI is the sixth and seventh characters (a letter and a number) of the MOSC. It identifies skills acquired through functional and transition training or OJT in maintenance and operation of weapon or equipment systems or subsystems, and other training not identified by MOS or SQL. Award ASI only with MOSs authorized for each ASI in AR 611-201. For ASI authorized with any MOS, such as P5 (Master Fitness Trainer), award it with the highest priority MOS (primary, or secondary or additional, in that order) in which there is no other ASI awarded. Use zeroes in the sixth and seventh characters of the MOSC when a soldier is not qualified for an ASI.

- a. Promotion authorities, commandants of Army service schools, and training activity commanders may award ASIs on orders.
- b. Record ASIs on DA Form 2-1, item 6.
- c. Promotion authorities may withdraw ASIs on orders.
- d. For use of ASI 4A and reclassification, see paragraph 5-13e below.
- e. See AR 600-200, paragraph 2-34, for further guidance on ASIs.

#### **5-12. Language identification code (LIC)**

The eighth and ninth characters of the MOSC identify languages listed in AR 611-6. LICs may be awarded to any qualified soldier and used with any MOS but also requires concurrent award of SQL L (Linguist). Use the letters 00 in the eighth and ninth characters of the MOSC when a soldier is not qualified as a linguist.

- a. Promotion authorities, commandants of Army service schools, and training activity commanders, may award LICs on orders.
- b. Record LICs on DA Form 2-1, item 6.
- c. Promotion authorities and State MPMO may withdraw LICs on orders.
- d. See AR 600-200, paragraph 2-35 for further guidance on LICs.

#### **5-13. Reclassification of MOS**

An awarded MOS, especially the PMOS, normally represents an investment of time and effort by the ARNGUS and the soldier. In changing a PMOS, the soldier's desires will be considered; however, the overriding factors are the needs of the ARNGUS. All training required by reclassification will be done in accordance with AR 611-201, paragraph 1-9c(2). Reclassification authorities may reclassify a soldier without a reclassification board. However, authorities may, at their discretion, and upon request by a soldier, allow appearance before a reclassification board. Procedures for reclassification boards are in section III of this chapter.

a. Mandatory reclassification. Reclassification action may be requested by the soldier or the commander. Soldiers will be notified of mandatory and involuntary reclassification actions and given reasonable time to respond in writing to the classification authority except for changes to the Military Occupational Classification System. These are Army-wide actions that are announced by HQDA but do not require soldier action. A soldier's MOS will be withdrawn or redesignated under any of the following conditions:

- (1) Disciplinary action taken under UCMJ, comparable state law, or board action for inefficiency or misconduct under or chapter 11, if it adversely affects the soldier's eligibility to perform in the MOS.
- (2) Upon loss of qualifications, which is defined as any duty performance that clearly shows that the soldier cannot satisfactorily perform the duties of the MOS prescribed in AR 611-201. Such cases will be determined and documented by a field officer. Note: Soldiers who lose MOS qualifications due to their own misconduct will be considered for discharge prior to submission of reclassification action.
- (3) Disqualification from the Personnel Reliability Program (PRP) if PRP is one of the requirements in AR 611-201 or AR in the 50-series.
- (4) Lack of security clearance that prevents performing the normal duties required by the MOS in accordance with AR 611-201.
- (5) Promotion, appointment or reduction to a grade not authorized for the soldier's MOS, except for MOS in paragraph 5-9f.

b. Mandatory MOS reclassification is not required as a result of entry into drug or alcohol rehabilitation, whether by self-referral or by a commander through detection by biochemical testing, unless the soldier no longer meets the criteria of AR 611-201, AR 40-501 or the PRP.

c. Involuntarily reclassified soldiers normally retain their current PMOS and skill level until successful completion of reclassification training. Effective date for award of the new PMOS is the date of completion of training. Involuntarily reclassified soldiers who may no longer retain their current PMOS (loss of qualification or PMOS eliminated from MOS structure) are awarded a new PMOS with appropriate skill level effective the date the reclassification is approved.

- (1) Upon promotion, award the promotion MOS as primary. Award the withdrawn MOS as SMOS or AMOS, provided the soldier is qualified to retain it.
- (2) Upon completion of transition training from a closed MOS required by DCPC guidelines.
- d. Voluntary reclassification may be accomplished under any of the following conditions:
  - (1) An approved request from the soldier.
  - (2) Soldier transfers to another unit not authorized the current MOS.
  - (3) Soldier completes transition training caused by DCPC reclassification guidelines.
- e. Use of ASI 4A and Y2. Soldiers awarded a new PMOS involuntarily will be awarded ASI 4A with the new MOS to show that completion of formal training is required. Upon completion of reclassification training, withdraw ASI 4A. Award ASI Y2 to soldiers identified for transition training in specific MOSs in changes to the Military Occupational Classification System (Notifications of Future Change and DA Cir 611-series).
- f. Recommended changes of a soldier's MOS can be based on significant improvements in qualifications such as:
  - (1) Completion of a formal MOS producing course.
  - (2) Significant training or experience in a civilian occupational area that has an MOS counterpart. This applies specifically to in-service ARNG soldiers who gain skills or complete training in other than military status. This does not pertain to AGR soldiers' duty experiences. It does apply to traditional ARNGUS soldiers and Military Technicians in their civilian pursuits.
  - (3) Completion of civilian trade school or apprenticeship training in a skilled occupation having an MOS counterpart.
  - (4) Civilian job progression to foreman, supervisor, or an executive type position having an MOS counterpart. The duty requirements of such MOS may not exactly parallel the duties and responsibilities of a foreman, supervisor, or executive; these type jobs may cross two or more MOS areas. Particular care must be exercised in evaluating the civilian occupational skills and aligning them with an MOS.
  - (5) Graduation from college or graduate school in a field that has a direct MOS counterpart.
- g. Examples of supporting evidence required for requesting award of MOS based on formal education or civilian occupation:
  - (1) Degree, diploma, or certificate earned from a trade school, apprenticeship training, or accredited academic institution.
  - (2) Trade association or journeyman license or certificate received as a result of apprenticeship or on-the-job training.
  - (3) Official statements from employers concerning nature and duration of employment.
  - (4) Official grade transcripts from accredited academic institutions.

#### **5-14. Reclassification due to physical profile**

- a. When a soldier is given a permanent physical profile that is lower (with a higher number in any factor) than the qualifying profile in AR 611-201, the unit commander may submit reclassification action through channels. A recommendation is required when a soldier in an MOS that requires a 1 or 2 in any PULHES factor receives a 3 or higher number as a permanent profile on either SF 88 or DA Form 3349. Recommendations and statements will be submitted inclusively by the soldier, supervisors, unit commander and medical doctor. Statements will evaluate the soldier's duty performance and physical capabilities indicating the effect the permanent profile will likely have on the full range of physical demands of the MOS, the health and safety risks to the soldiers and other unit members, and the soldier's potential for mobilization deployability.
- b. The soldier's most recent physical profile serial, entered on SF 88 and DA Form 3349, will remain in effect during the period between medical examinations. If the soldier develops a medical condition that may change the physical profile, and it affects the soldier's ability to perform the duties of the MOS, the unit commander will arrange for a medical examination to be used in possible reclassification proceedings.
- c. In cases caused by disqualifying medical conditions, enclose written medical affidavits by a medical officer stating whether or not the medical limitations preclude satisfactory duty performance in the MOS in a field environment and in combat. Medical documentation will only be submitted to support reclassifications due to disqualifying medical profiles. The medical doctor provides only an opinion of the medical limitation.
- d. Include copies of DA Form 2-1 and other extracts of MPRJ that may be appropriate.
- e. Final Medical Duty Review Boards (MDRB), for traditional soldiers, and MOS Medical Review Boards (MMRB), for AGR soldiers, are certified by the unit commander stating that the soldier can perform the duties of the MOS.

*f.* The State Surgeon will review the packet and recommend retention in the MOS or reclassification based on the hazard to the soldier's safety and to the safety of others imposed by the soldier's continued performance in the MOS.

*g.* The State AG (MPMO) makes the final determination of the soldier's physical ability to reasonably perform the full range of duties of the MOS in a worldwide field environment based on recommendations by the chain of command.

(1) If reclassification is directed and the soldier cannot be qualified in the new MOS in the unit, the unit commander will submit, through channels, a request for reassignment.

(2) Each level in the chain of command, to include the State AG, will attempt to find a position to which the soldier can be assigned. If there is no MOS and position available, to include a position outside of the geographical area, the individual concerned will either be transferred to the IRR, the Retired Reserve, or the ING, per chapter 8.

(3) Prior to transferring to the ING or IRR a soldier must be MOSQ.

#### **5-15. Orders and records**

*a.* Award or withdraw MOSS, including SQI, ASI, and LIC, in orders (NGR 310-10 or AR 600-8-105) as soon as soldiers become qualified.

*b.* Include all MOSs affected by promotion, including changes in skill levels, in promotion orders.

*c.* Orders are required for all prior service enlistees with a break in service, who are awarded a MOS per paragraph 5-5b.

*d.* Orders are not required for Category A MOS conversions (direct one-for-one conversions) announced by DA implementing directives or with changes to AR 611-201.

*e.* Orders are required for Category B MOS conversions (selective conversions) announced by DA implementing directives, with changes to AR 611-201 or unit reorganizations that require MOS changes. Award ASI 4A on the reclassification order to soldiers who require reclassification training to indicate formal training is required.

*f.* Record the soldier's three most critical MOSs as primary, secondary, and the first additional MOS. If the soldier has other MOSs, award them in the promotion orders as AMOSs and record them on DA Form 2-1, item 6.

*g.* Send orders to the State MPMO, SIB, or Personnel Services Center, Branch or Battalion (PSC or PSB) within 10 working days.

### **Section III**

#### **Reclassification Boards**

#### **5-16. Appointing authority**

Reclassification boards normally will be appointed by the reclassification authority unless delegated. However, any higher commander (including the State AG) may appoint such a board and designate its scope of authority. Only the State AG may appoint a board to reclassify a CSM per chapter 9 of this regulation.

#### **5-17. Membership**

*a.* Reclassification boards will consist of at least three members selected from commissioned officers, warrant officers, or NCOs in grades of SFC, MSG, ISG, SGM and CSM. Enlisted members must be of equal or higher grades and precedence of rank to those who are considered by the board. The president will be a commissioned officer (captain or above).

*b.* One appointed member of the board will be--

(1) A personnel management or unit personnel officer.

(2) A unit commander, training officer, or other unit officer.

(3) A commissioned officer or NCO who knows the technical requirements of the MOS being considered.

(4) The same sex as the soldier appearing before the board.

Note: Any member of the board may possess more than one of the attributes in (1) through (4) above.

#### **5-18. Waivers**

A soldier whose reclassification is being considered may waive appearance before a reclassification board. Mandatory board actions required by other regulations may not be waived. For instance, NGR 40-501, AR 600-

60, etc. The waiver must be a written statement signed by the soldier. File a copy of the waiver in the soldier's MPRJ.

#### **5-19. Procedures for reclassification boards**

a. Action before hearing. All records, including DA Form 2-1, the soldier's SIDPERS-ARNG PQR, and a record of any previous classification or reclassification actions, Medical Duty Review Boards (MDRB), and similar actions will be furnished the board.

b. Conduct of proceedings.

(1) Reclassification boards will be conducted formally, but they will not create the impression of a court-martial or a reduction board. AR 15-6 does not apply but may be consulted for general guidance.

(2) The senior officer on the board will be the president. The president will advise the board members of the paragraph of this regulation which required the board and when a physical profile is involved; ensure that each member is familiar with AR 611-201, paragraph 1-9, and any other regulations affecting the soldier and the action before the board; and explain the purpose of the hearing to each soldier before the board and tell how it will be conducted.

(3) Each board member will review all records, documents and other correspondence that apply to the soldier's case.

(4) Each soldier will appear before the board separately and may be accompanied and represented by a commissioned, warrant or noncommissioned officer of his or her choice with that individual's consent. The soldier may present facts and MOS preference which are relative to the reclassification action. However, the president will inform the soldier that the needs of the Army and Army National Guard of the United States are the primary factor. Each soldier who appears before the board will be encouraged to talk freely so that all pertinent facts are revealed.

(5) The board will request the soldier's unit commander's recommendations and consider them during the board.

(6) Matters of doubt that cannot be decided or supported factually will be resolved in favor of the soldier.

(7) The board may defer action on a case until it has enough information on which to submit a recommendation.

(8) The board will determine its recommendation in closed session after all essential facts have been presented. If reclassification is proper, the board will recommend MOSs for which the soldier is qualified or can be trained and in which there are vacancies in the state (as provided by the State MPMO).

c. Findings and recommendations. President of the board will report the board's findings and recommendations to the appointing authority by memorandum. If proceedings were conducted due to physical profile limitations, see AR 600-60 for authorized and required actions.

#### **5-20. Action by appointing authority**

a. The appointing authority will do one of the following:

(1) Approve recommendations that the soldier retain the MOS.

(2) Forward the board report, with a recommendation, to the reclassification authority.

(3) Disapprove the recommendations and order a hearing by the same or another reclassification board.

(4) Disapprove recommendations and decide on the action to take.

b. The appointing authority also will direct recording of final action on a memorandum and file a copy in the soldier's MPRJ. For AGR soldiers, also file a copy in the tour management files (Career Management Information Files). For soldiers in grade SSG and above, enclose the unit commander's recommendations and other supporting documents.

c. Final authority on all actions is the CNGB (DARNG) for Title 10 AGR Program soldiers; and State AG for soldiers not in active Federal service.

### **Section IV**

#### **Personnel Utilization**

#### **5-21. Objectives**

The objectives of regulating proper utilization of personnel are to:

a. Ensure efficient utilization of soldiers.

- b. Place soldiers in duty positions that require skills, knowledge, behaviors and abilities as indicated by the descriptions for their MOSs.
- c. Provide policy that will strengthen and broaden MOS qualifications and prepare soldiers for:
  - (1) Career progression.
  - (2) Increasing responsibilities.
  - (3) Diverse assignments as much as possible.
- d. Assign soldiers to higher graded positions and promote them using the procedures in this chapter and chapters 9 and 11 of this regulation.

#### **5-22. Responsibility for personnel utilization**

Effective utilization of soldiers is an important responsibility of sound military personnel management.

- a. State AG (MPMO) will establish uniform procedures to assign and promote NCOs using the guidance in this chapter and chapter 11. For AGR soldiers, and Military Technicians as it affects their military status, the MPMO develops these procedures in concert with the Human Resources Officer (HRO).
- b. Organization commanders will:
  - (1) Establish procedures to ensure efficient utilization of soldiers based on policies and procedures of this chapter and state policies in a above.
  - (2) Within limitations on travel, reassign soldiers within their commands to provide career development and progression, greater responsibility, and diversity of assignment.
  - (3) Ensure all aspects of DCPC policy are implemented per AR 600-13.
- c. Unit commanders and supervisors will:
  - (1) Assign soldiers to authorized duty positions that make best use of MOS qualification.
  - (2) Recommend classification, reclassification, or reassignment actions to the classification authority.
  - (3) Inform the soldier of the specific assigned duty position. Counsel the soldier on the reasons and career implications if the duty assignment is not per the PMOS, SMOS, AMOS or CPMOS
  - (4) Counsel in writing each enlisted soldier affected by DCPC.
- d. Military personnel officers will:
  - (1) Advise and assist commanders in carrying out policies in this regulation.
  - (2) Inform commanders of noncompliance with utilization policies and recommend corrective action.
- e. Soldiers will:
  - (1) Maintain proficiency in all aspects of their PMOS and qualification in other awarded MOSs.
  - (2) Apply for and complete NCOES courses when selected for promotion.
  - (3) Inform commanders of their career interests, desired duty assignments, and training.

#### **5-23. Substitutability**

Substitutability is authority to use a soldier in a duty MOS that is related to but is not the soldier's PMOS.

- a. Definition of substitutability (from AR 611-201). "An indication that an MOS is sufficiently related occupationally to another to permit personnel substitutions between them. Related MOS are neither completely nor equally interchangeable. A person may require from 1 to 6 months of on-the-job training to become fully qualified in a substitute MOS. Length of on-the-job training will depend on the scope and complexity of the MOS and the ability, motivation, and background of the individual. "
- b. Guidelines for use. Substitutability permits a soldier to work on the job in a position coded in another, related MOS, for short periods. When use is projected for the long term, leaders must either send the soldier to a resident MOS qualification course (at an active Army installation or a Regional Training Institute (RTI)) or contact a supporting RTI for the possibility of using a schoolhouse-to-the-soldier concept. Training soldiers on the job in an unstructured manner to subvert the Army goal of standardized training is not authorized.

#### **5-24. Utilization controls**

- a. Proper utilization requires the constant personal attention of commanders at all levels. Soldiers not properly assigned will be identified for reassignment. A soldier is properly utilized under any of the following conditions:
  - (1) Assignment is under special instructions from CNGB or in accordance with FTS programs. (See also paragraph 5-6f.)
  - (2) In a PMOS or any C PMOS-compatible duty position at the soldier's current grade. Soldiers in the selection objective of a promotion list are eligible for immediate assignment in the higher grade upon publication

of the list. These assignments may be authorized based on notice from the State MPMO (Enlisted Personnel Manager) of selection for assignment and promotion. However, if soldiers in a higher grade are not available, and there are no soldiers available on a promotion list, a soldier may be temporarily assigned up to two grades higher until an eligible soldier becomes available.

(3) AGR soldiers, except those in CMF 79, may be utilized in positions two grades higher only with a waiver from NGB-ARM-P. AGR utilization in one grade higher requires waiver from the State AG. AGR soldiers may be directed to train in another MOS to qualify for subsequent assignments in the AGR program. Upon qualification, they may be assigned in the new MOS and may also be reclassified on promotion lists using the guidance in chapter 11 of this regulation. See also NGR 600-5. State may set minimum requirements for service in positions after reclassification, promotion and assignment that soldiers must serve before they may request reassignment.

(4) Strength maintenance NCOs may be selected for recruiting and retention duty, trained and assigned to duty as SGT, SSG or SFC in SQI 4 or in CMF 79 without waiver.

(5) Specialists, who are in the promotion selection objective for their MOSs and have completed PLDC, may be trained and then concurrently awarded SQI 4, assigned to AGR Recruiting and Retention NCO positions, and promoted to SGT per paragraph 11-44i of this regulation.

(6) Eligible NCOs not in AGR status who are in the grade of SGT or higher may be selected for primary duty positions (MTOE and TDA positions) that are not designated for AGR R&R NCOs, trained in the Unit Retention NCO Course at the Strength Maintenance Training Center, NG PEC, assigned to those positions and be MOS qualified. They will not be assigned to positions designated as AGR R&R NCO positions. Individuals trained and assigned in this manner who are later selected for AGR R&R NCO duties must then graduate from the ARNG Basic R&R NCO Course at NG PEC before they may be award SQI 4 or MOS 79T. There are no waivers or exceptions to this policy.

b. Authorized exceptions. Soldiers also may be utilized under the conditions below:

(1) In SMOS at the same or higher grade (only when paragraphs a(1) and a(2) do not apply.)

(2) In a MOS substitute for the PMOS as authorized in AR 611-201, chapter 2 (only when paragraph a(1), a(2) or b(1) do not apply). However, a substitute MOS cannot be awarded as a PMOS unless the soldier completes formal training.

(3) In an AMOS at the same or higher rank (only when paragraphs a(1), a(2), b(1) or b(2) above do not apply). Elapsed time, change of equipment functions related to the MOS, and changes in the grade, should be considered since the soldier last served in the AMOS.

(4) A corporal may be utilized in a specialist position only when no NCO vacancies are available in the current grade at the same or higher skill level. See chapter 111 of this regulation for lateral appointment of corporal and specialist.

(5) Soldiers, SSG and below, who cannot be properly utilized in authorized positions (TDA, MTOE, or RC overstructure) due to reorganization actions may be assigned and properly utilized in a position one grade lower for not longer than one year before involuntary reduction is mandatory in accordance with chapter 11. Soldiers serving in lower graded positions will not be penalized through the NCO Evaluation Reporting System. Commanders will counsel soldiers being utilized under this provision regarding the specific reason for the exception to the normal utilization policies.

(6) Soldiers who were promoted overgrade, or who lost their positions while on active duty in support of Operation Desert Storm were authorized to be retained in the one-grade-lower position for up to one year after REFRAD.

(7) An action to reassign an NCO due to involuntary displacement will not cause another soldier to be improperly assigned.

(8) Rather than accept involuntary reduction, NCOs who cannot be properly utilized, who have three or more months remaining on their statutory or contractual service obligations, may elect reassignment to the ING or discharge from the ARNGUS and transfer to the IRR or assignment to the Retired Reserve, if eligible, per AR 140-10.

(9) AGR soldiers displaced through reorganization actions will be placed in the AGR Priority Placement Program. State HROs will issue instructions for their utilization.

c. Limitations. Limitations on NCO utilization are as follows:

(1) SFC, MSG and SGM cannot be used in lower positions. These soldiers must be reassigned to positions commensurate with their grades or be involuntarily reduced and assigned to vacant lower graded positions. However, when there are no vacancies for which they are eligible due to reorganization, these soldiers may be



assigned overgrade or excess to unit requirements for up to one year before other action per b above.

Commanders at all levels will review these soldiers at least monthly for reassignment to authorized positions in the proper grades. Promotion authorities may not fill positions by promotion if excess personnel are available.

(2) Laterally appoint CSMs involuntarily removed from the CSM program (paragraph 9-21) to SGM, immediately assign them to other duties, and report them to the promotion convening authority for reassignment to the next vacant SGM position for which MOS qualified, within geographic limitations. When there are no SGM positions available for which qualified, they may be retained in MSG or 1SG positions for not more than one year before reduction per chapter II of this regulation or other action per b above. State AGs may direct reclassification and reassignment when there are positions in which these soldiers may be used.

(3) An SFC, MSG or SGM reassigned due to displacement will not displace another properly assigned soldier.

(4) Soldiers described in (1) and (2) above may request administrative reduction without prejudice to be assigned to position vacancies; discharge from the ARNG and transfer to the Individual Ready Reserve (IRR); transfer to the ING; or assignment to positions compatible with their grades in other units.

(5) Excess SFC, MSG and SGM will be assigned to the next vacant position for which qualified, within the unit of assignment or another unit within the geographical area, except AGR soldiers who may be reassigned to any available positions in the state. Individuals in this category who decline assignments for which they are eligible and available, including those offered reassignment and reclassification training for vacant positions, may be separated from the ARNG within three months after refusal of the assignment.

#### **5-25. Utilization of certain designated personnel**

a. Soldiers with SRIP enlistment bonus must be utilized in the MOS for which they received their bonus, including assignments and promotion to higher graded positions in the bonus MOS and MOS to which it progresses per AR 614-201.

b. ASI trained personnel will be assigned and utilized in an ASI position for which they were trained. They will continue to be utilized as long as an ASI position exists or they are assigned to higher graded positions through career progression.

c. Defense Language Institute (DLI) graduates will be assigned and utilized in authorized positions requiring foreign language ability until assigned to higher graded positions through career progression.

d. Commanders will assign and utilize first term soldiers in positions for which they were trained to the maximum practical extent.

e. AGR soldiers must be qualified for their assignments per NGR 600-5. Those who are not MOS qualified may be allowed up to one year to qualify in the MOS required for the position or be assigned to a position for which qualified.

f. AGR soldiers may be assigned to certain positions only with a leadership waiver per NGR 600-5.

g. Soldiers who are Military Technicians may be assigned to certain positions only with a compatibility waiver per NGR 600-25.

### **Section V**

#### **RC Overstrength**

#### **5-26. Policy. (Rescinded)**

#### **5-27. Wartime Required Strength (125, 110 and 100 percent) (Rescinded)**

### **Section VI**

#### **Assignment and Transfer**

#### **5-28. General**

a. ARNGUS soldiers may be transferred between ARNG units within a state. They also may be reassigned between states using the ARNG Interstate Transfer System in section VI of this chapter.

b. Transfer of soldiers within the state is voluntary or involuntary and according to procedures established by the state and this chapter. Change of address transfers will be in accordance with AR 135-91, chapter 4, section IV. Transfer of soldiers who have not attended IADT will not release them from the requirement to attend training within the time frames of paragraph 4-4.

c. Soldiers denied unit assignment are entitled to information about vacancies in other units near their homes. If no ARNG unit vacancy is available, they may contact the USAR or another RC unit to obtain an assignment. However, the direct transfer of soldiers between the ARNG and the Air National Guard (ANG) is prohibited. This does not preclude conditional release of an ARNG soldier who is eligible to enlist in the ANG using DD Form 368.

d. Voluntary assignment. A request for assignment to any ARNG unit is permitted providing the commander of the current unit of assignment agrees to release the soldier. Volunteers may be accepted for unit assignment provided:

(1) There is an MTOE TDA authorized position vacancy.

(2) The soldier is qualified in a MOS authorized in the unit or can meet the requirements for MOS qualification per AR 611-201 and agrees to become qualified within one year.

(3) There is reasonable assurance the soldier will participate satisfactorily. The applicant's geographic location, possible employment conflict, future plans, and past relocations will be carefully considered.

(4) The soldier meets the standards of AR 600-9 and the medical standards for retention in an active status in AR 40-501, chapter 3. The soldier must be physically able to perform the duties of the position as required in AR 611-201.

(5) The soldier's current unit of assignment agrees to release the soldier for reassignment.

e. See NGR 611-1 for ING reassignment policy.

f. For positions that will be filled through the promotion process, best-qualified selectees will be reassigned after promotion board proceedings have been approved and the selection list published per chapter 11. Soldiers who do not live within the maximum involuntary travel distance and time guidelines in AR 135-91, chapter 5, may waive in writing those requirements to be eligible for reassignment. The soldier's election will be on NGB Form 4100-1-R-E or a form designed by the State MPMO for that purpose.

g. Non-career Recruiting and Retention NCOs in AGR status are identified with SQI 4. States may use this SQI for the soldiers' first three years in the R&R force against authorized positions on the Support Personnel Manning Document and the STARC TDA, and for soldiers authorized in detailed status from other AGR programs. The three years starts from the date the soldier starts to perform the special duty assignment (SDA). These soldiers may attend the ARNG Basic R&R Course approximately six months before the start of their SDA. They also may attend this course, after selection, in an ADT (FTNGD) status before they are ordered to AGR status. During the assignment to R&R duties in SQI 4, they will be considered MOS qualified for all reporting purposes, will be considered for promotion in their primary MOSs, and will attend NCOES in their primary MOSs, not in MOS 79T. They may apply to become career Recruiting and Retention NCOs (on DA Form 4187 to the MPMO (EPM)) in the 30th month of the SDA. Those not accepted for career R&R NCO status will be assigned in their primary MOS to other FTS programs by the end of the 36th month. When selected for promotion, these soldiers' CPMOSs will remain their PMOSs. They may attend their NCOES courses (provided they are in the selection objective of the promotion list in the PMOSs) while in the SDA. They also may be promoted once while in the SDA provided they are in the selection objective for their CPMOSs. However, they are not eligible for assignment in those MOSs unless released by the MPMO from R&R duty. See NGR 601-2 for specific requirements and duties. Current AGR R&R NCOs will not revert from MOS 79T to SQI 4 if they have more than 36 months in AGR duties. Soldiers may retain SQI 4 for up to five years after they leave the SDA only when approved by the MPMO. These soldiers may be directed by the State AG to perform occasional recruiting and retention duties for special recruiting and retention events or activities during those five years.

#### **5-29. Assignment of female soldiers**

Female soldiers will be assigned and utilized in accordance with AR 600-13. Female soldiers may not be assigned to units, positions, or MOSs closed to female soldiers. See paragraph 2-12 of this regulation for further assignment restrictions.

#### **5-30. Assignment to CSM, SGM, ISG and MSG positions**

a. Each State will develop a system to fill position vacancies using the general guidance in this paragraph.

b. CSM Positions. When a CSM position is vacant, give first consideration to serving CSMs. Then consider CSM board selectees and SGMs eligible for reappointment to CSM. If there are none available, consider MSG, ISG or SGM who are CSM nominees (selected by a state-level CSM Selection Board per chapter 9 of this regulation) to detail or attach as Acting CSM to perform the duties pending assignment of a CSM or approval of a nominee by the HQDA(ANG) ARNG CSM Selection Board. Soldiers may not be assigned to CSM positions per

paragraph 9-15a of this regulation, nor may they be promoted or frocked to SGM or CSM against a CSM position, until selected by the HQDA(NGB) CSM Selection Board. First-time CSMs should complete the U.S. Army Command Sergeants Major Course (CSMC) at the U.S. Army Sergeants Major Academy not later than one year after appointment to CSM.

c. To fill a SGM position consider reassignment of a SGM with the proper MOS, reassignment of one who, when directed for reclassification by the State AG, is able and agrees to qualify for the MOS within 12 months, or reassignment of a MSG or ISG who is listed in the selection objective of the state's SGM promotion list for that MOS.

d. First Sergeant Positions. Commanders will consider MSGs and serving ISGs for assignment to First Sergeant positions before selecting SFCs for promotion into First Sergeant positions per paragraph 11-44e. This will allow career development assignments in grade without affecting the number of soldiers promoted. First Sergeant vacancies will normally be filled before MSG positions.

(1) States may establish leadership boards to identify for First Sergeant positions master sergeants and sergeants first class eligible for promotion to master sergeant, who desire (and who are eligible and available based on being listed in the selection objective of the master sergeant promotion list) to serve as First Sergeants. This board, comprised of command sergeants major will be convened at the state or major subordinate command level, and should meet as soon as is practicable after the master sergeant promotion board (if it is not part of that board) so that selectees may be immediately enrolled in the First Sergeants Course. States may charge a panel of the master sergeant promotion boards to accomplish this function.

(2) First-time First Sergeants should complete the U.S. Army First Sergeants Course (FSC) (either AC or RC) with one year of appointment, generally within the 6 months before or after appointment to ISG. Detachment Sergeants in grades SFC and MSG also may attend when authorized by their states.

(3) Soldiers assigned and utilized in ISG positions will normally have the MOS or another MOS in the CMF of the duty positions. However, MSGs may be utilized in First Sergeant positions outside of their Career Management Fields if they are recommended, hold or can become qualified for SQI M, and qualified soldiers with the proper MOS, and rank are not reasonably available to fill the vacancy, or there are several related MOSs in the unit, such as in a headquarters, service, support, maintenance or similarly diverse unit, that do not merge until SGM. This practice should generally be limited to headquarters, service, and support units, and not in line units such as the lettered companies of a maneuver battalion.

e. Soldiers will be selected, assigned, promoted or appointed only in authorized and approved positions on unit manning documents approved by HQDA:

(1) To First Sergeant.

(2) To CSM only after selection by the HQDA(NGB) ARNG CSM Selection Board as discussed in this chapter and chapters 9 and 11 of this regulation.

(3) Full-time support soldiers (AGR and Military Technicians) may be assigned to First Sergeant and Command Sergeant Major positions only following the policies and procedures in NGRs 600-5, 600-10 and 600-25.

#### **5-31. Reassignment and position vacancies**

a. PV1 through SSG. These soldiers may be assigned to a unit when a MTOE/TDA position vacancy in their rank exists or if they can be properly utilized in accordance with this chapter.

b. Soldiers in grades SFC through SGM may be transferred to a unit only when a position vacancy exists in the applicable MTOE/TDA authorization document. The unit authorizations for SFC, MSG, ISG, SGM and CSM cannot be exceeded.

c. Reassignments and promotions to positions authorized the higher grades may be made the date the list is published. Soldiers will be promoted on the first date they are eligible per chapter 11 without further action.

d. Reassignment due to change of residence. Every effort will be made to assist soldiers who, due to a change in residence, must be transferred to another unit. See chapter 4, section IV and AR 135-91. The maximum distance or time factor may be exceeded with the written concurrence of the soldier concerned.

e. All units may fill one-year projected vacancies (including those caused by reorganization actions) without regard to percentage of strength authorized.

f. Overstrength conditions caused by reorganization actions or inactivations will be managed on a case-by-case basis. Soldiers in this status are excluded from the limitations of this policy for up to one year from the date of reorganization or inactivation.

g. Reassignment due to unit inactivation or relocation. Soldiers whose units are inactivated or relocated will be discharged and transferred to the IRR (or concurrently discharged, as appropriate) or transferred to the ING, if--

(1) They now live beyond reasonable commuting distance of their unit, unless they agree in writing to waive the distance or travel time.

(2) There is no other unit within reasonable commuting distance in which they can be properly utilized.

#### **5-32. Mandatory assignment**

Soldiers who are obligated by statute or contract may be voluntarily or involuntarily assigned to unit MTOE/TDA position vacancies providing the involuntary travel conditions in paragraph 2-12b are met.

#### **5-33. Change of residence to a bordering State or to a foreign country**

A soldier who becomes a resident of a bordering state may continue as a member of that unit unless contrary to the laws of the State in which the unit is located. Individuals who take up residence in a foreign country will be concurrently discharged per AR 135-178, chapter 12, and chapter 8 of this regulation.

### **Section VII**

#### **Interstate Transfer**

#### **5-34. General**

a. This policy allows a soldier relocating to another State to reenlist into the ARNGUS of the new State before moving to that State. It also permits transfer to enter active duty with a unit being called into active Federal service per paragraph 5-50. Inter-state transfers are individual personnel actions submitted by soldiers through administrative channels.

b. The effectiveness of the interstate transfer process requires that soldiers inform their units as soon as they plan to move. This will allow coordination between the losing and gaining State headquarters. It is not intended for soldiers who are uncertain as to where they are relocating.

c. Use overprinted DA Form 4187 or informal memorandum. Figure 5-1 at the end of this chapter is a sample. Do not use Conditional Release (NGB Form 61) or NGB Form 224-R to transfer ARNGUS enlisted soldiers between States. Soldiers who report to a unit in a new state who were not qualified for transfer may be discharged per paragraph 8-26f.

d. Sergeants and above require position vacancies in their grades. Soldiers may also be enlisted into the ING of the gaining State for subsequent assignment.

e. Restrictions. Do not transfer soldiers:

(1) Who do not meet medical retention standards. Waiver is not authorized.

(2) Who do not meet the standards of AR 600-9. Waiver may be authorized by gaining state if the soldier is making satisfactory progress in the weight control program.

(3) Within 4 months of current ETS at time of request for transfer, unless they immediately reenlist or extend their current enlistments on or before the date they effect the Interstate Transfer. Waiver is not authorized.

(4) With 9 or more unexcused absences within the preceding 12 months. Waiver is not authorized.

(5) Who are not certain if they will reside in the State to which they are moving. Waiver is not authorized. See paragraph 5-38.

(6) Who do not have a current APFT. Waiver is not authorized.

#### **5-35. Losing State actions**

a. Coordinate (generally through the Interstate Transfer (IST) Coordinator) the following information with the IST for the gaining State headquarters electronically (by voice, EMAIL or FAX):

(1) Provide the soldier's identification data (name, grade, SSN); ETS and losing unit of assignment; work and home addresses and telephone numbers in the losing and gaining State; date of last physical and physical profile serial, and that medical retention standards have been met; verification that the soldier has completed IADT, or the ATRRS information concerning current scheduling and the mandatory date by which the soldier must be trained.

(2) Include signed approved waiver for any restrictions in paragraph 5-34e that are waived by the gaining State.

(3) Obtain the gaining unit assignment information (name, UIC, paragraph, line number, position title, street and mailing address, phone number,) and the name and phone number of the soldier's unit point of contact.

b. Counsel the soldier and complete NGB Form 22-5-R Addendum. Explain Part III of the Addendum to the transferring soldier. This counseling is required before administration of the Oath of Enlistment. Once reenlisted, the soldier may not attend further training with the losing unit.

c. Administer the Oath of Enlistment, NGB Form 22-5-R, for the gaining State.

d. Provide soldier with copy of the Addendum and place the original in MPRJ. Provide the soldier with a copy of the latest DD Form 4, DA Form 2-1, GPFR-1790 (PQR), and DD Form 2384 (Selected Reserve Educational Assistance Program (GI Bill)) to hand-carry to the new unit.

e. Immediately upon executing the oath, close out the MPRJ, NGB Form 23, and DA Form 2-1 effective the day before the Oath of Enlistment. File the current DD Form 93 and VA Form 29-8486 as the uppermost documents in the permanent section of the MPRJ.

f. Forward all the elements of the soldier's personnel records required by AR 600-8-104 to the losing State Enlisted Personnel Manager who will -

(1) Review them for completeness and accuracy.

(2) Forward a copy of NGB 22-5-R to SIB.

(3) Copy the NGB Form 23 for State files.

(4) Publish and distribute transfer orders effective as of the date on the NGB Form 22-5-R.

(5) Forward all records by First Class Mail to the gaining State Headquarters, ATTN: Enlisted Personnel Manager. Mark clearly on the envelope PERSONNEL RECORDS. Note: Soldiers are not authorized to hand-carry their personnel records. The gaining State will subsequently forward the records to the gaining unit's records custodian.

g. SIB will:

(1) Create a departure transaction with an effective date two days prior to the date the NGB Form 22-5-R was signed.

(2) Produce a copy of PQR.

(3) Notify the gaining State of the transfer by message or EMAIL such as NGNET, and specify the reporting date in message.

(4) Upon notification from the gaining state that the soldier has reported for duty, create a discharge transaction. The effective date of the discharge is the day prior to the date the NGB Form 22-5-R was signed.

#### **5-36. Gaining State actions**

a. If there is no position vacancy for a SFC or above, the gaining State may take action to offer the soldier a voluntary administrative reduction to fill a vacancy at a lower rank. A voluntary administrative reduction at the time of enlistment is not authorized. This will be accomplished only after the soldier arrives in the gaining State.

b. State Enlisted Personnel Manager will:

(1) Notify gaining unit of the accession providing the reporting date.

(2) Establish a 21-days suspense for receipt of soldier's records.

c. Appoint a sponsor for the transferred soldier. The sponsor will contact and welcome the new arrival through correspondence and by telephone, and provide assistance to ease the transfer process.

d. When notified of the imminent transfer, the SIB will access the soldier as "assigned not joined", and advise the losing State by message of the accession. The effective date is the date of oath of enlistment.

#### **5-37. Uncoordinated interstate transfer**

When there is not enough time to coordinate a transfer before the soldier departs:

a. The losing unit will provide the soldier's new residence, work address, phone numbers, and the date of arrival at the new location through the losing state's IST Coordinator to the gaining State's IST to help the soldier gain an assignment.

b. Give the soldier name and phone number of the gaining State's IST, a copy of the last DD Form 4 and DA Form 4836, if applicable, DA Form 2-1, and GPFR-1790 (PQR), and instructions to contact the IST within 30 days after arrival in the new State.

c. The losing unit will arrange a tentative assignment with the gaining State while the soldier is in transit.

d. Grant the soldier constructive attendance credit at training assemblies until the earlier of the following occurs:

(1) Discharge (which will occur within 90 days after the soldier's departure to the new residence).

- (2) Reassignment.
- (3) Return to the losing unit.

**5-38. Conditional release**

Soldiers who move without knowing exactly where they will settle should be given the documents in paragraph 5-30d above and a DA Form 4651-R (Request for Reserve Component Assignment or Attachment). A copy of the form is at the back of Reserve Components Personnel Update.

a. The losing commander will authorize release of the soldier and include an expiration date of the release authorization in the remarks block of the form. The expiration date will not exceed 90 days. When a soldier arrives at a prospective ARNGUS unit with these documents, enlistment is authorized if prior to the expiration date. If after the expiration date, gaining state should contact the losing State to determine if the soldier has been discharged and transferred to the IRR. Gaining state will request that the losing state transfer records and publish transfer orders after enlisting the soldier.

b. The gaining unit will administer the Oath of Enlistment, NGB Form 22-5-R, and forward it to the gaining State Enlisted Personnel Manager, who will provide a copy to the gaining State SIB.

c. Within 5 days of receipt of the NGB Form 22-5-R, the gaining State SIB will access the soldier and notify the losing SIB by message. A copy of the NGB Form 22-5-R will be forwarded to the losing State. The losing State SIB will provide the notification of accession message to the losing State Enlisted Personnel Manager. The losing State Enlisted Personnel Manager will publish the transfer order and request the soldier's record. On receipt of the records, they will be reviewed and sent to the gaining State. Records should be received by the gaining State within 21 days from the date of the notification of accession message. The losing State will forward a copy of the PQR by NGNET or FAX upon request of the gaining State. The losing State SIB will delete the soldier from their data-base upon receipt of the transfer order.

d. Uncoordinated interstate transfers can follow the interstate transfer process with the gaining state advising the losing state of the potential accession. The losing state must not have discharged the individual and must agree the soldier is a qualified candidate for interstate transfer. The gaining state will then coordinate the receipt of the documents listed in paragraph 5-35c above. The gaining state will further provide the losing state with a copy of the executed NGB Form 22-5-R to assure the proper administrative actions described in paragraph 5-35e are accomplished by the losing state.

e. If a soldier moves to another State without a coordinated interstate transfer, and reports to an ARNG unit and cannot be assigned, the unit will assist the soldier in joining another RC unit. The soldier's former State IST will be notified of the soldier's new address. If the soldier is accepted to enlist into a RC unit, the former State will be notified and will assist soldier in coordinating the interstate transfer.

**5-39. Failure to report**

When a transferred soldier does not report by the established date, the gaining unit will report this to the State MPMO. The gaining State will notify the losing State IST. The losing State IST will determine the status of the absent soldier and inform the gaining State. When neither state can locate the soldier, the losing state will discharge from the state only and assign the soldier to the IRR not later than 90 days after the enlistment date. Cite NGR 600-200, paragraph 8-27x, in orders and enter RE Code 3 in Item 26 of NGB Form 22. Discharge will be uncharacterized.

**5-40. Transfer between the ARNG and USAR**

See AR 140-10, chapter 5, section II, and chapter 8, this regulation.

**5-41. Enlistment in the Active Army or a US Armed Force other than the Army**

See AR 601-210, chapter 5, section VIII and paragraph 5-38, this regulation for procedures and criteria. By law, enlistment into the DEP of any US Armed Force by an ARNGUS soldier is not authorized.

**Section VIII**

**Attachment**

**5-42. General**

ARNG soldiers may be authorized to train with other units in an attached status when it is in the best interest of the ARNGUS. Attachment is not required for duties authorized for Split Unit Training Assembly (SUTA) per NGR 350-1 and NGR 680-1.

**5-43. Authority**

- a. State AGs may attach soldiers to other units within their jurisdiction for up to one year to afford soldiers training opportunities. This authority may be delegated to commanders of organizations authorized in grade of LTC or higher. Soldiers may be attached to units in other states when agreed upon by both State AGs.
- b. The following may be attached for more than one year.
  - (1) Support personnel, such as administrative, food service, supply and maintenance personnel.
  - (2) Candidates and additional staff, faculty and support personnel at Regional Training Institutes (RTIs).
  - (3) Soldiers who attend post-secondary institutions as civilian students may be attached to units, including those in other states, close to their schools during the academic year.
- c. Female soldiers will not be attached to closed units or positions except as stated below:
  - (1) State Area Command (STARC) augmentees.
  - (2) Full-time college students attached during school terms, where the distance to their assigned units for training assemblies is impractical.
- d. Female soldiers will attend AT with their parent unit of assignment regardless of attachment per c above.

**5-44. Administration**

- a. Specify in orders whether attachment is for administration, pay, training and military justice or any combination of these.
- b. Strength accountability will be in accordance with current directives. The effective date of the attachment will be at least one day after the date the soldier joined the assigned unit.
- c. Forward the soldier's MPRJ whenever the attachment is for administration.
- d. The soldier's PFR may be forwarded to the unit of attachment for maintenance whenever the attachment is for pay. Attachments outside the parent State will not include attachment for pay.

**5-45. Relief from attachment**

- a. The soldier's attachment will expire as originally stated in the attachment order unless it is sooner amended or rescinded, or upon ETS.
- b. When the soldier's unit of assignment is called or ordered to active duty, the soldier will be relieved from attached status and returned to the unit of assignment.
- c. See NGR 600-5 for policy concerning AGR soldiers.

**Section IX**

**Enlistment in Other Armed Forces and Order to Active Military Service**

**5-46. Enlistment In another U.S. Armed Force**

ARNGUS soldiers may enlist in the regular or reserve component of any U.S. Armed Service except the Delayed Entry Program (DEP) of any service, including the U.S. Army. Soldiers may be released on Request for Discharge or Clearance from Reserve Components (DD Form 368):

- a. After they successfully complete IADT and have been awarded a MOS. CNGB (NGB-ARP-PE) may grant exceptions to this policy.
- b. When they have served at least 6 months after award of MOS or completion of IADT. The State AG may waive this requirement.
- c. Provided they have not been alerted for mobilization, either Federal or State. (State AG may waive the order to State Active Duty to allow enlistment.)
- d. If they are not currently serving on Active Duty for Training (ADT), Active Duty for Special Work (ADSW), Temporary Tour of Active Duty (TTAD), Active Guard Reserve (AGR), Full-Time National Guard duty (FENGd), or Annual Training (AT).
- e. Upon notification that the soldier has been enlisted or appointed in another component, the unit commander will forward requests to the State AG to discharge the soldier. Upon receipt of the discharge orders, the unit commander will forward the MPRJ and related documents to the State MPMO who will forward the

soldier's records per AR 640-8-104. While DD Form 368 is being processed, the soldier will attend all unit training until they enlist in the new component.

*f.* Same as for Extended Active Duty.

*g.* Soldiers provided conditional release to enlist in the USAR (unit assignment) will be discharged concurrently upon receipt of proof of enlistment. Use format 500, NGR 310-10, and enter the USAR unit into which the soldier is enlisting in additional instructions of the orders.

#### **5-47. Order to special tours for training and special work**

Individuals may be ordered to tours of active duty (ADT and ADSW) (10 USC 12301(d)) and full-time National Guard duty (32 USC 502(f)) for periods of training and for special work projects. These tours are generally for 179 or fewer days, but include the resident U.S. Army Sergeants Major Course. Soldiers on these tours will remain assigned to their unit positions and granted constructive attendance on unit records.

#### **5-48. Active Guard Reserve (AGR) status**

Selected individuals may, with their consent and the consent of their Governors, be ordered to AGR status for tours in their states (32 USC 502(f)) or with the active military establishment (10 USC 12301(d)). Soldiers in the states will remain assigned to the MTOE and MTDA positions. Those on active duty will be assigned to additional TDA positions authorized them in their STARC for the duration of their tours plus six months.

#### **5-49. Order to active duty as individuals**

ARNGUS soldiers may, with the consent of the Governor or the appropriate authority of the State, volunteer to be ordered to active duty to fill active Army vacancies or to perform an active Army mission. Soldiers in this status for less than 12 months will remain assigned to their units and granted constructive attendance. Those assigned for 12 months and longer will be assigned to additional TDA positions in the HQ, STARC for the duration of the tour plus six months. This does not include the order of soldiers to IADT covered in chapter 4.

*a.* Procedures are prescribed in AR 135-210 (chapter 2 for EAD, chapter 3 for TTAD).

*b.* Soldiers who are ordered to full-time active duty as members of the ARNGUS for periods in excess of 179 days under 10 USC 12301(d) will be transferred to and assigned as excess to HQ, STARC, except for EAD.

*(1)* Do not include the soldier in the strength of the Active ARNG or ING (NGR 680-1).

*(2)* Upon release from active duty, the soldier may continue to be carried in excess status for a period of 6 months. State AG may extend this period an additional six months. After this period, transfer soldiers not assigned to MTOE or TDA vacancies to the ING or discharge them per chapter 8 of this regulation.

*c.* Soldiers entering active duty (EAD but not TTAD) during peacetime under the provisions of AR 135-210 will not be under the control of the State for the purposes of promotion.

*d.* TTAD personnel will remain under the control of the State.

#### **5-50. Assigning soldiers to units being called or ordered to active duty**

*a.* Soldiers may volunteer for assignment to units under alert for call or order to active duty for any purpose. State AGs will prescribe policies and procedures to assign soldiers to vacant authorized positions in units alerted for active duty. Assignments will be in the grade and MOS required for the position. Soldiers with SMOS or AMOS required for these duties, may have their MOSs redesignated as primary or this purpose.

*b.* Soldiers from other states may volunteer for immediate interstate transfer per section VII above. These actions must be approved by the gaining and losing states and the transfers completed before the unit is called or ordered into active Federal service.

*c.* States that approve volunteers for assignments in a and b above will ensure that these soldiers have positions to return to upon completion of the duty. On the day after release from the active duty, return these soldiers to their original states through interstate transfer.

*d.* Soldiers reduced to enter these tours will be reinstated to their former grades upon return per paragraph 11-17d of this regulation.

### **Section X**

#### **Armed Forces Classification Test (AFCT)**

#### **5-51. Use of AFCT**



a. The AFCT is used to test in-service soldiers who are MOS qualified and desire to upgrade their test scores for advancement, MOS training, or retention. The AFCT is the only test authorized for ARNGUS soldiers who have previously taken the ASVAB. Both tests have the same aptitude areas.

b. The AFCT may be used when:

(1) The soldier requires a MOS and the most recent test scores do not meet requirements for initial award of the new MOS as shown in AR 611-201, or--

(2) The soldier's most recent test scores cannot be verified.

c. Soldiers administered the AFCT to qualify for interstate or intrastate transfer and MOSQ must attain the minimum aptitude area score required for the MOS in the REQUEST qualifications file. Those who do not attain the minimum required aptitude area score within one year after date of assignment will be transferred to a unit requiring another MOS for which they are eligible or in which they can qualify, or transferred to the ING or discharged from the State and transferred to the IRR.

d. The AFCT is not used to test or retest NPS, GNPS, or PS applicants for enlistment into the ARNGUS or for soldiers awaiting IADT, except SMP cadets who enlisted with MS III or MS IV status and CAT IV HSSR who fail to graduate.

#### **5-52. AFCT administration**

a. AR 611-5 contains policy and procedures for administration of the AFCT. All personnel administering the AFCT will comply with its provisions.

b. Each State will appoint in writing a State Test Control Officer (TCO) per AR 611-5, paragraph 2-1. Appoint an alternate TCO for each State and general officer command to function in the absence of the TCO. Additional field alternate TCOs may be appointed down to the battalion or equivalent (LTC) command level when required to improve testing operations. Test examiners will be appointed in writing at battalion and armory level in accordance with AR 611-5. The AFCT may not be administered by other than officially appointed TCO, alternate TCO, or test examiner.

c. State and general officer command TCOs will order, stock, maintain, administer and score the AFCT. Maintenance and scoring of the AFCT will not be delegated below the State or general officer command level. Scoring keys, conversion tables, scoring worksheets and templates will be maintained by TCO in the headquarters only. Responsibility for control of test materials will not be delegated to others, including alternate TCO and test examiners.

d. All AFCT components are considered Army Personnel Tests (APT), will be designated "FOR OFFICIAL USE ONLY", and secured per AR 611-5. The loss or possible unauthorized disclosure of the tests has Army-wide implications. Army personnel tests will not be copied or reproduced in any manner.

e. The AFCT will be physically stored by the State or general officer command TCO when not required for an actual test. States will establish procedures in accordance with AR 611-5 to ship the AFCT to field alternate TCOs and test examiners for test administration. Upon completion of the test, the test booklets and answer sheets will be returned to the TCO for official scoring and disposition.

f. The TCO will forward the official test results to the soldier's unit commander, custodian of the soldier's MPRJ, and State Personnel Officer.

#### **5-53. AFCT retesting**

If the aptitude area scores are not raised to the desired level as a result of an initial AFCT, retesting policies in AR 611-5, paragraph 3-9 apply. Commanders may not approve retests unless 6 months have elapsed since the preceding test. Request for a third retest must be approved by the State TCO as an exception to policy.

1 March 1997  
NGR (VR) 600-200

**Chapter 6**  
**Reserved for Future Use**

**CHAPTER 7****Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension****Section I****Introduction****7-1. Purpose**

*a.* This chapter prescribes policies and procedures for extension, immediate reenlistment, and bar to reenlistment/immediate reenlistment/extension.

*b.* NGR 601-280 outlines the staffing, support duties, responsibilities, and administrative procedures of retention personnel.

**7-2. Objectives**

The objectives of this chapter are to:

*a.* Retain, on a long-term basis, the greatest number of highly qualified soldiers consistent with personnel needs.

*b.* Obtain maximum command involvement at each level of command.

**7-3. Terms**

*a.* Extension of enlistment (see Glossary). Extension of enlistment enables the soldier to continue on the present enlistment or reenlistment contract for the specified period of time notes in the extension agreement.

*b.* Immediate reenlistment (see Glossary). The execution of a separate enlistment contract without a break in service. Immediate enlistment must be executed within 24 hours after date of discharge in order to qualify for continuous military service. Immediate reenlistment is authorized to correct errors (other than minor administrative) made on previous enlistment, reenlistment, immediate reenlistment, or extension or with approval of NGB-ARP-PE to correct an illegal or erroneous discharge. In the later case award of pay and retirement points for duty not performed requires a petition of the ABCMR.

*c.* Bar to reenlistment, immediate reenlistment or extension of enlistment or reenlistment. The intent of a bar is to deny continued service and future entrance into the ARNGUS. A bar is a procedure to deny reenlistment, immediate reenlistment or extension of enlistment or reenlistment to soldiers who would otherwise be eligible but whose continuation of service beyond ETS, without improvement, is not in the best interests of the ARNGUS.

**Section II****Reserved****7-4. Reserved****Section III****Extension of Enlistment****7-5. General**

*a.* ARNGUS soldiers, including those granted waivers, may be given the opportunity to extend their current enlistment. This will provide continuous service when extension is authorized.

*b.* When it is determined that it is in the best interest of the ARNGUS, the unit commander may authorize extensions.

*c.* Standards and criteria for extension of enlistment are a continuation of the requirements for enlistment or reenlistment in accordance with chapter 2.

*d.* Table 7-1 lists authorized periods of extension.

*e.* Table 7-2 lists basic eligibility standards and waiver authorities.

*f.* Retention beyond ETS is authorized in accordance with paragraph 7-2.

*g.* Soldiers enlisted under Try One in the Guard with a remaining service obligation, and soldiers who enlist in the 3x3, 3x5 4x2, 4x4, or 6x2 enlistment option, and desire to continue service in an active drill status at the end of their contractual obligation with the ARNGUS, must execute DA Form 4836 to establish a contractual obligation and an ETS date before transferring to an inactive status.

*h.* A certificate of appreciation is authorized per paragraph 7-18.

**7-6. Date of execution of extension of enlistment**

*a.* Soldiers who are eligible for and who will be paid a retention bonus may extend not earlier than 3 months before ETS. All other eligible soldiers may extend their enlistments when they are within 6 months before ETS. Soldiers, except those bonus-eligible soldiers above, may extend at any time during the current term of service if the extension is to satisfy a service remaining requirement for:

(1) Application for and attendance at any training that requires a period of remaining service. Soldiers eligible for bonuses who are required to extend or immediately reenlist in order to attend courses may defer that action until they are within 3 months before their currently scheduled ETS. This is an exception

to the policy in NGR 351-1 and any other regulation requiring the remaining service.

(2) Enrollment in the Simultaneous Membership Program (SMP).

(3) Entrance, extension, or subsequent service on a tour of active duty or full-time National Guard duty including AGR service.

(4) Participation in a state education assistance program.

(5) Qualification for the Montgomery GI Bill.

(6) Extension of bonus participants who were transferred to the ING. (To cover period in ING per NGR 600-7.)

(7) To meet the remaining service requirements for promotion in paragraph 11-10 of this regulation.

(8) To qualify for a program, benefit or entitlement (except for monetary benefits under the SRIP or SLRP) which requires a minimum period of remaining service.

b. Soldiers who request an action in *a* above will not be required to extend before their 3 month eligibility window when they are eligible for a bonus. They may attend a school or receive a promotion or other action that does not have a statutory service remaining requirement. However, when faced with a choice between two benefit programs and a federal or state law requires remaining service as a condition of entitlement prior to gaining the benefit or participating in the program, the soldier must choose the program or benefit for which they wish to qualify.

#### **7-7. Period of extension of enlistment**

a. Table 7-1 lists authorized periods of extension.

b. Extensions of enlistment will be for a period of not less than 1 year, measured in whole years, except as noted in table 7-1.

c. Extension of enlistment for bonus participants will be in accordance with current bonus policies in NGR 600-7.

d. Soldiers who are not US citizens who will have in excess of 8 years of military service at the expiration of the period for which they are seeking to extend or reenlist will be permitted to extend their current enlistments for a period not to exceed one year, provided they have filed for citizenship and are awaiting a court date. Extensions beyond one year require prior approval of CNGB (NGB-ARP-PE) and will not exceed the court date by more than 3 months. (This does not apply to citizens of American Samoa, the Federated States of Micronesia, Palau and the Republic of the Marshall Islands. They may expect to complete a military career without being required to become U.S. citizens.)

e. For soldiers eligible for retirement for --

(1) Nonregular retired pay at age 60 per AR 135-180 who are eligible for extension or immediate reenlistment may take action only after selection by a State Qualitative Retention Board (QRB) per AR 135-205. However, those scheduled for ETS before the board results are announced, may extend or reenlist 7-1, rule F-8.

7-2 Active duty length of service retirement per AR 600-200, chapter 12, who are eligible for extension or immediate reenlistment may extend or reenlist only to the end of the month in which they will reach the retention control point for their current grades per NGR 600-5.

**Table 7-1**

#### **Authorized periods of extension**

##### **Rule A**

**Applies to:** Soldiers fully eligible including those with approved waivers of disqualification.

**Period:** 1, 2, 3, 4, 5, or 6 years.

##### **Rule B**

**Applies to:** Soldiers eligible for a retention or other bonus per NGR 600-7.

**Period:** 3 or 6 years as stated in the conditions of entitlement for the specific bonus in NGR 600-7.

##### **Rule C**

**Applies to:** Soldiers with less than 1 year remaining before age 60.

**Period:** Up to 1 year, but not past the last day of the month in which the soldier reaches the age of 60.

##### **Rule D**

**Applies to:** Soldiers enlisted as NPS under one of the enlistment options for completing their Selected Reserve obligations per paragraph 7-5 (3x3, 3x5, 4x2, 4x4, 6x2, 8x0), or Try One in the Guard, with a remaining obligation and who desire to continue in an active status.

**Period:** 1, 2, 3, 4, 5, or 6 years.

##### **Rule E**

**Applies to:** Soldiers enlisted under Try One in the Guard who do not have a remaining obligation.

**Period:** 1, 2, 3, 4, 5, or 6 years.

**Rule F**

**Applies to:** Soldiers who must or who desire to extend to --

1. Attend training that requires a period of remaining service.
2. Enroll in the Simultaneous Membership Program (SMP).
3. Enter on or extend a tour of active duty or full-time National Guard duty including AGR.
4. Participate in a state education assistance program.
5. Qualify for the Montgomery GI Bill.
6. Satisfy a remaining service requirement upon transfer from the ING to unit status.
7. Satisfy a remaining service requirement for promotion per paragraph 11-10.
8. Qualify for a program, benefit or entitlement (except for monetary benefits under the SRIP or SLRP) which requires a minimum period of remaining service.
9. Allow publication of Qualitative Retention Board results, and the review and appeals process per AR 135-205, chapter 4, when the soldier is not selected for retention.

**Period:** Any period up to 6 years that will satisfy the requirement. Extensions are authorized at any time during the current enlistment.

**Rule G**

**Applies to:** Soldiers who request transfer to the ING who do not have a contractual obligation for ARNGUS service.

**Period:** As specified in rules A and B above.

**Rule H**

**Applies to:** Soldiers in the ING who do not have a contractual obligation for ARNG service and who desire to remain in the ING or return to the active ARNG.

**Period:** As specified in rules A and B above.

**Rule I**

**Applies to:** Soldiers retained beyond ETS (see paragraph 7-8).

**Period:** State AG based on recommendation of the MPMO and unit commander if a unit level action.

**Rule J**

**Applies to:** Soldiers otherwise eligible to extend or immediately reenlist, but who failed to take or pass last APFT within 18 months before ETS.

**Period:** Whole months, but not to exceed a total of 6 months if waiver to extend is approved by the State AG. A one-year extension is authorized if the soldier is on a temporary profile which will preclude taking the APFT within 6 months.

**Rule K**

**Applies to:** Soldiers in the Army Weight Control Program who are making satisfactory progress to meet the body composition requirements of AR 600-9.

**Period:** Whole months, but not to exceed a total of 12 months, unless waiver to extend is approved by State AG. For soldiers with at least 18 but fewer than 20 qualifying years of service for nonregular retired pay at age 60, State AGs (MPMO) may authorize extension in whole months for the minimum time required to complete 20 qualifying years.

**Rule L**

**Applies to:** Soldiers who are not US citizens. (This does not apply to citizens of American Samoa, the Federated States of Micronesia (FSM), Palau, or the Republic of the Marshall Islands (RMI)).

**Period:** Years, months, and days that will make their total military service equal 8 years for soldiers enlisted after 1 Jan 86 without military service at time of enlistment. Extension beyond 8 years is authorized for a period not to exceed one year, provided they have filed for citizenship and are awaiting a court date. Extensions beyond one year require prior approval of CNGB (NGB-ARZ-HRP-E) and will not exceed the court date by more than 3 months.

**7-8. Retention beyond ETS**

a. Soldiers may be retained beyond their ETS when the unit commander or State AG has determined that the remaining term of service is insufficient to cover the period of time necessary to complete personnel actions created by the following situations.

(1) The soldier meets the criteria prescribed in AR 140-10, chapter 6. The soldier will be afforded the opportunity to request assignment to the Retired Reserve.

(2) A soldier's conduct pursuant to UCMJ, is under investigation with a view to trial by courts-martial, charges have been preferred, and the soldier has been apprehended, arrested, confined, or otherwise restricted by the appropriate military authority. However, if charges have not been preferred, the

soldier will not be retained more than 30 days beyond the ETS unless approved by the general courts-martial convening authority. Soldier will be notified by memorandum of the retention for the convenience of the government. This memorandum will be filed in the MPRJ.

(3) Continued health care is required while in hospitalized status and when LOD determination is "yes". This includes those receiving incapacitation pay. See (5) below.

(4) Physical disability processing is required or has been initiated in accordance with AR 635-40, chapter 8. See (5) below.

(5) In the cases stated in (3) and (4) above, the soldier cannot be retained beyond his or her scheduled release date without written consent. See AR 135-381 procedures in the cases.

(6) If through administrative error a soldier is not discharged on the actual date of completion of term of enlistment, on date of completion of statutory obligated service, or as provided by law, a remark will be included in the "Remarks" section of the soldier's DA Form 2-1 as follows: "Retained beyond normal discharge date for the convenience of the Government."

(7) A soldier undergoing board action to determine qualification for immediate reenlistment or extension may be voluntarily extended for the period of time required to complete the board action.

(8) Involuntary retention beyond a soldier's ETS to process administrative discharge proceedings pursuant to chapter 8 is not authorized. Reasonable time to complete administrative actions is defined as 90 days from discovery of cause of separation processing.

*b.* Soldier will be discharged upon completion of the action required. Discharge prior to the completion of the extension beyond ETS is authorized in accordance with chapter 8.

#### 7-9. Dependency and marital status

Soldiers otherwise eligible for extension may be extended without regard to marital or dependency status and number of dependents, provided the soldier has complied with the provisions of AR 600-20, paragraph 5-5, when applicable, for dependent care counseling. Soldiers with a bar for failure to maintain a personal family care plan in accordance with reference above will not be extended.

#### 7-10. Waivers

*a.* Commanders at any level in the soldier's chain of command may disapprove a waiver except for soldiers who have at least 18, but fewer than 20, years of qualifying service for nonregular retired pay at age 60 for whom disapproval authority is the CNGB. This disapproval is final. However, soldiers may submit requests for reconsideration of disapproval to the next higher level of command. Those denied 7-4 *s* by NGB may submit requests for reconsideration through their chain of command and the State AG to CNGB (NGB-ARZ-HRP-E), only if new information is furnished which was not included in the original request for waiver.

*b.* Soldiers with at least 18 and fewer than 20 qualifying years of service for nonregular retired pay at age 60, unless physically disabled, will be extended to the point where they can attain 20 qualifying years. These soldiers may be processed for separation for cause per chapter 8 of this regulation, but may not be discharged without the written approval of CNGB per AR 135-178, paragraph 1-25. Those who require a waiver for extension must be processed under AR 135-178, paragraph 1-25f, before involuntary separation can be accomplished. See paragraph 8-32 of this regulation.

*c.* Soldiers not qualified for nonregular retired pay at age 60 per AR 135-180, but who could qualify for retirement before age 64, may be extended to the end of the month in which they qualify for retired pay.

*d.* To ensure adequate time for processing, waiver requests for extension past age 60 should be submitted when the soldier reaches age 59.

*e.* Soldiers who cannot become eligible for retired pay for nonregular service by their 64th birthdays will not be extended past the last day of the month of their 60th birthdays. Waivers and exceptions to policy are not authorized.

*f.* Soldiers who do not have verified creditable service for retirement by NGB (as delegated to State AGs) or ARPERSCOM, may, with an AG waiver, be extended beyond age 60 one year at a time, up to age 64 until verification is received. Upon verification of the service, discharge the soldier.

*g.* When discharging soldiers who were retained beyond age 60, submit a copy of each approved waiver to ARPERSCOM with the order assigning the soldier to the Retired Reserve. Also include a copy in the soldier's application for retired pay.

**Table 7-2****Basic eligibility standards and waiver authority****Rule A**

Not Used.

**Rule B**

**Disqualification:** Lack of eligibility for nonregular retired pay. Soldier is not qualified for retirement per AR 135-180 upon reaching age 60, but could qualify prior to reaching age 64.

**Approval authority:** State AG

**Minimum documentation required:**

1. Memorandum request for waiver from the unit commander through channels.
2. DD Forms 214 and NGB Forms 22 that show all creditable service and a current NGB Form 23 (RPAS Statement).

**Rule C**

**Disqualification:** Technician retirement. Soldier employed as a Military Technician who is or is not qualified for retirement at age 60 under provisions of AR 135-180, and is not qualified for technician retirement, may be extended to the end of the month in which eligibility is gained but not for more than 2 years. However, soldier cannot extend past age 64 to qualify for either retirement.

**Approval authority:** CNGB (NGB-ARZ-HRP-E) (authority is delegated to State AG when all creditable civil service has been verified by Office of Personnel Management (OPM)).

**Minimum documentation required:**

1. Memorandum request for waiver from unit commander through channels.
2. Certificate of all creditable technician and creditable Federal civil service.

**Rule D**

**Disqualification:** Body composition. Soldier is participating in a program to meet the body composition requirements of AR 600-9, and making satisfactory progress. See Table 7-1, Rule K.

**Approval authority:** State AG. CNGB (NGB-ARZ-HRP-E) for extensions that will take the soldier past 18 qualifying years of service or for soldiers over 18 but less than 20 qualifying years of service for retirement at age 60.

**Minimum documentation required:**

1. Memorandum request for waiver from unit commander through channels.
2. Weight control file.

**Rule E**

Effective 1 Oct 87

**Disqualification:** APFT. Soldier otherwise eligible, but failed to take or pass the latest APFT within 18 months of ETS (8 months for AGR soldiers). See table 7-1, rule J.

**Approval authority:** State AG

**Minimum documentation required:**

1. Memorandum request for waiver from unit commander through channels.
2. APFT score cards.

**Rule F**

**Disqualification:** Age. Soldiers who are or are not qualified for retirement at age 60 per AR 135-180 may be extended for 1 year due to mission essential requirements, but not past age 64.

**Approval authority:** CNGB (NGB-ARZ-HRP-E)

**Minimum documentation required:** TAG memorandum justifying why this individual is essential to the mission and that there is no other individual who can perform that soldier's duties.

**Rule G**

**Disqualification:** Physical examination. The soldier does not have a current physical taken within the last 5 years or does not meet medical retention standards. Individuals with at least 18 but less than 20 qualifying years of service for retirement will not be involuntarily discharged without Chief, NGB approval. However, soldiers who fail or refuse to complete a physical examination per AR 40-501, paragraph 8-19c(4) and (5) may be placed in the ING until they complete the required examination.

**Approval authority:** CNGB (NGB-ARZ-HRP-E)

**7-11. Extension document**

All extensions will be accomplished using DA Form 4836 (Oath of Extension of Enlistment or Reenlistment). See Table 7-3 for preparation instructions.

**Table 7-3****Preparation Instructions for DA Form 4836 (Oath of Extension of Enlistment or Reenlistment)**

1. This extension cannot be issued if:
    - a. The current enlistment agreement (and the latest extension that may have been issued) is not available or cannot be verified by the activity processing the extension.
    - b. The soldier does not meet physical, mental, or moral qualifications for continued service under the provisions of this regulation. Waivers of disqualification must be approved in advance.
    - c. This extension alone, or combined with another extension to the current enlistment agreement, would exceed the end of the month of the soldier's 60th birthday, unless a waiver to permit such extension has been approved in advance, per Table 7-2.
  2. The DA Form 4836 will be prepared by typewriter or automatic writing machine equipment.
  3. All required signatures will be made using reproducible black or blue-black ink.
  4. Typewriter strikeouts are not permitted.
  5. Do not execute a DA Form 4836 for soldiers opting for the Bonus Program without first following procedures found in AR 135-7.
- 
1. Extension Processing Data. Put an 'X' in the box titled 'Army National Guard and a Reserve of the Army'.
  2. Name. Self explanatory. Must match that on current DD Form 4 or as changed on pertinent records. Example: marriage, divorce, etc.
  3. SSN: Self explanatory. Must match that on current DD Form 4-series.
  4. Grade: Enter current title and pay grade. Example: SGT E5, SSG E6, etc.
  5. Date. Enter the date this extension is being prepared. Enter date in year, month and day format, i.e., 880406 for 6 Apr 88.
  6. Unit of Assignment. Two line entry. Enter the complete unit designation, address, UIC and ZIP code of the assigned unit. If AGR, enter ARNG/AGR prior to unit designation and UIC on first line. On the second line, enter unit address and ZIP Code.

---

**7. Current/latest Information from DD Form 4 7-6**


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7a. Date. This must be the same date as that shown on the current DD Form 4. The date soldier last executed a DD Form 4 for current term of ARNGUS service. Enter date in year, month and day format, i.e., 880406 for 6 Apr 88.

---

7b. Term of service. Enter the number of years for which the soldier enlisted during the current ARNGUS term of service as shown on the latest DD Form 4 and the option, if applicable. Example: 3x5 or "Try one". Do not include any subsequent extensions that may have been issued.

---

7c. Number of Extensions Previously Granted. Enter the number of extensions which have been issued for the latest DD Form 4.

---



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**8. Provisions and Computation of this Extension**


---

8a. Current ETS. Enter the ETS date shown in Item 7a above, using two numerals for year, months and day. Example: 24 June 1994 would be entered as "24 05 94".

---

8b. Period of this Extension. Enter the additional term of service that is to be authorized in this extension. If a number of days (less than 30) is essential to provide for a special extension, the preparation activity may enter the number of days in the "Day" column. For example, a soldier needs 11 months and 8 days to reach the last day of the month of their 60th birthday, the 8 days may be placed in the "Day" column.

---

8c. New ETS. Add the period of this extension (Item 8b above) to the soldier's current ETS (item 8a above) and enter the sum in year-month-day format as ETS.

---

8d. Blank space below 8c. A statement, initialed by the soldier, listing all incentives eligible for and those accepted (NGB Pam 600-15, Figure 1-3).

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*Oath of Extension.* On the first line of the Oath, enter the actual date on which the Oath is administered. In the second line, enter the same date as that shown in Item 7a. In the third line enter the State. Strike through "United States Army Reserve" on the fourth line. The soldier will place his or her signature and the date in the places indicated after the oath is administered.

*Certification.* The date of the officer's certification must be the actual date the oath was administered. Personnel listed in Paragraph 2-91 can administer the oath. See \* at the bottom of DA Form 4836. Strike out the words "Or warrant officer, or" so that it reads, "Any other person so designated...". If a person other than an officer administers the oath, the authority for the person to administer it will be noted under the typed name.

---

9. Authority and reason. Enter in the space below title of this item "Rule \_\_\_ Table 7-1" (citing the applicable rule in the blank space) then enter "Paragraph 7-5" in the space provided. Place an "X" in the block adjacent to NGR 600-200.

---

#### **7-12. Disposition instructions for DA Form 4836.**

a. The completed DA Form 4836, with the soldier's signature, will be distributed as follows:

(1) Copies 1 and 2 will be filed on top of the original and copy of the DD Form 4 in MPRJ.

(2) Copy 3 will be forwarded to the State AG.

(3) Copy 4 will be given to the soldier.

b. Only the most recent copies of the DA Form 4836 will be retained in the MPRJ. When excess documents are extracted from the MPRJ, they will be given to the soldier.

c. Copy 3 will be forwarded to the State AG within 10 working days of date of execution and prior to the soldier's ETS.

#### **7-13. Correction of errors on extension forms** See Paragraph 2-87.

### **Section IV**

#### **Immediate Reenlistment**

#### **7-14. General**

a. Soldiers must qualify for continued ARNG service in accordance with current regulations and paragraph 7-5b above.

b. Do not slash zeroes. Do not put zeroes in dates unless the entry calls for them.

#### **7-14.1. Dates of reenlistment on DD Form 4 series (Enlistment or Reenlistment Document-Armed Forces of the United States)**

a. Except as authorized below, the date of reenlistment in the ARNGUS is the date on which the oath of reenlistment is administered. This date is also affected by the conditions in paragraph 7-6, of this regulation. However, an immediate reenlistment may also be executed at any time to correct errors (other than minor administrative) made on previous enlistment, reenlistment, immediate reenlistment, or extension. Make these corrections per paragraph 7-3b of this regulation.

b. Reenlistment documents will not be post-dated. Documents may be ante-dated only after the case is fully documented and approved by CNGB (NGB-ARZ-HRP-E) when the reenlistment is delayed through no fault of the soldier, but for the convenience of the Government, and it appears that there is a basis for a claim to have a prior date recorded as the date of reenlistment.

#### **7-15. Periods of immediate reenlistment**

a. Eligible soldiers may immediately reenlist for 1, 2, 3, 4, 5, or 6 years except as stated below.

b. Soldiers eligible for a retention bonus or other monetary incentive may reenlist only for the period authorized for the bonus by NGR 600-7.

c. Soldiers with a MSO will reenlist for a period of years, months and days, or whole years, to equal or exceed their remaining MSO.

d. Soldiers who immediately reenlist to qualify for incentive programs will reenlist for the period required for the incentive as required in NGR 600-7. They also may reenlist only within the three months before, or within 24 hours after their currently scheduled ETS.

e. Soldiers who are not US citizens and who enlisted or reenlisted on or after 1 Jan 88 without military status at the time of enlistment, may not extend or reenlist for any term which will take them past a total military service of 8 years except as noted in paragraph 7-5e of this regulation.

#### **7-16. Preparation of records**

a. Soldiers who immediately reenlist will execute the following forms:

(1) DD Form 4/1 and 4/2 (Enlistment or Reenlistment Agreement-Armed Forces of the United States).

(2) Any agreement or certificate required by another program to be appended or annexed to the reenlistment contract.

b. Forms available from the soldier's current service will continue in effect when auth- 7-7 id valid.

c. Do not prepare a discharge order or NGB Form 22 (or DD Form 214 if the soldier is on active duty or Full-Time National Guard Duty) for the period of service when the soldier immediately reenlists. Prepare the form when the soldier is next separated from the ARNG. Include in the NGB Form 22 prepared at next discharge the combined periods of previous enlistment and immediate reenlistment and note the information in the remarks section such as "Previous service for the purpose of Immediate Reenlistment this period: 810621 to 850701."

d. Prepare a Discharge Certificate (NGB Form 55 or 55a). Do not provide this to the soldier until after execution of the oath of reenlistment and the contract forms are signed.

Table 7-4

**Instructions for completing the DD Form 4-series  
for immediate reenlistment**

**ITEM/TITLE/EXPLANATION AND ENTRY  
DESCRIPTION**

**DD FORM 4/I (FRONT)**

**A. IDENTIFICATION DATA**

1. *Name.* Enter soldier's complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III, etc. If no middle name, leave blank. If soldier was given initial(s) rather than first and/or middle name, enter such initial(s). Do not use punctuation of any sort including periods, commas, and/or dashes. In addition, with apostrophe or hyphen contained within a name it is not to be inserted between sections of names or used as substitutes or hyphens.

Examples: McAfee John Q is shown as MCAFEE JOHN Q O'Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR Smith-Connally M Harold is shown as SMITHCONNALLY M HAROLD

2. *Social Security Number (SSN).* Enter applicant's SSN, separating divisions with a hyphen. Example: 000-00-0000.

3. *Home of Record (HOR).* Enter address (street, 7-8 state, zip code) soldier claims as permanent of record. Example: 123 ANYWHERE AVENUE, ANY CITY, STATE 12345

4. *Place of Enlistment/Reenlistment.* Enter military installation, city, and state of reenlisting activity's location. Example: National Guard Armory, Any City, State 12345 or Fort Benning, GA.

5. *Date of Enlistment/Reenlistment.* Enter date of reenlistment in year, month, and day sequence. Example: 66 OCT 10.

6. *Date of Birth (DOB).* Enter in year, month, and date sequence. Example: 66 OCT 10.

7. *Previous Military Service Upon Enlistment/Reenlistment.* Enter in spaces provided total active and total inactive military service (Reserve Component service not on active duty or ADT) completed at time of reenlistment. Enter year, month, and day totals in two positions each, preceding numbers 1 through 9 with a zero.

**B. AGREEMENTS**

8. *Branch of Service.* "X" out "United States" and enter - ARMY NATIONAL GUARD OF THE UNITED STATES.

Period of Enlistment. In the second line, after the word "for," enter in Arabic numeral the period of years, months, and days for which the soldier is reenlisting. Example: 4

Pay Grade. In the third line, after the word, "pay grade," enter the pay grade of the soldier at the time of reenlistment. Example: E-4.

Annex(es). If no annexes, enter "None." Annexes will be listed as "A", "B", etc., if applicable.

8a. NOT APPLICABLE TO THE ARNGUS; DO NOT MAKE ENTRIES HERE.

---

*8b. Remarks.* Enter - IMMED REENL IAW NGR 600-200, CHAP 7.

---

*8c. Initials of Enlistee/Reenlistee.* All soldiers will complete this item by placing his/her initials in the space provided.

---

### DD FORM 4/1 (REVERSE)

#### C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

*9 & 10.* No entries required. Must be read by the applicant.

---

*12. Statement.* Must be read by all MALE applicants.

---

### DD FORM 4/2

#### D. CERTIFICATION AND ACCEPTANCE

Record reenlistee's full name (last, first, and middle name sequence) and SSN, in blocks provided at top of DD Form 4/2. See instructions for Items 1 and 2 above.

---

*13a. Certification.* Self explanatory.

---

*13b. Signature of Enlistee/Reenlistee.* Soldier will sign full name in first, middle, and last name sequence.

---

*13c. Date Signed.* Example: 84 Jun 5.

---

*14a Branch of Service.* Enter - ARMY NATIONAL GUARD OF THE U.S.

---

*14b Name of Service representative.* Enter in last name, first name, and middle initial sequence.

---

*14c. Pay Grade.* Examples: E7, O-3.

---



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*14d. Unit/Command Name.* Enter service representative's unit of assignment. Example: 425 PERS SVC CO.

---

*14e. Signature.* Before signing, the service representative will verify correctness of entries and explain all applicable paragraphs of the reenlistment document to the soldier. The individual identified in item 14b above will sign in first, middle, and last name sequence (initials and last name are acceptable).

---

*14f. Date Signed.* Example: 84 Jun 5.

---

*14g. Unit/Command Address.* Example: ANY CITY, STATE 29924.

---

#### CONFIRMATION OF ENLISTMENT OR REENLISTMENT

*15.* Not applicable to the ARNGUS.

---

*16. Enlistment/Reenlistment in the National Guard.* Immediately following "I" in the space provided enter reenlistee's full name in first, middle, last name sequence.

---

*17. Acknowledgment of Enlistment Date.* Enter day of month, following "D", "ST", or "TH", as appropriate. Do not precede number 1 through 9 with a zero. Spell out month and enter last two digits of calendar year.  
Example: 22d day of July 1984; 5th day of April 1979; 1st day of June 1987

---

*18b. Date Signed.* Enter date the oath was administered. Example: 84 Jul 02.

---

*19b. Name.* Enter name of commissioned officer or person authorized by State law (in last name, first name, and middle initial sequence) who administered oath of enlistment.

---

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19c. *Pay Grade.* Enter grade, i.e., 0-3. If not an officer, put "NA".

---

19d. *Unit/Command Name.* Example: 425 PERS SVC CO.

---

19e. *Signature.* Officer or individual id <sup>7-9</sup> in Item 19b above will sign his or her name in first, middle, and last name sequence (initials and last name are acceptable).

---

19f. *Date Signed.* Enter date the oath was administered. Example: 84 JUL 22.

---

19g. *Unit/Command Address.* ANYTOWN, STATE 29924. If not an officer and no unit/command address, put "NA."

---

**DD FORM 4/3 Not used for ARNGUS.**

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#### 7-17. Disposition of the DD Form 4-Series

Disposition of the completed DD Form 4-Series and accompanying documents is as follows:

- a. Original and copy #1 will be filed in the MPRJ.
- b. Copy 2 will be forwarded to the State AG.
- c. Copy 3 will be given to the soldier.

#### 7-17.1. Records entries

Enter an immediate reenlistment (RENL) transaction in SIDPERS-ARNG

#### 7-18. Certificate of Appreciation

The unit commander will obtain the name of the soldier's spouse and prepare an Army National Guard Certificate of Appreciation (ARNG Form 91-006) to be signed by a field grade commander. The certificate will be part of the extension/immediate reenlistment packet. Issuance of the certificate will not be predicated on either an extension/immediate reenlistment ceremony or the spouse's presence. Soldier assumes responsibility for delivery of certificate to the spouse.

#### 7-19. Ceremonies

a. The oath of immediate reenlistment or extension will be administered by a commissioned officer or warrant officer or other person as stipulated by State law. Suitable arrangement will be made to ensure that the oath is administered in a dignified manner in appropriate surroundings. The ceremony should be personalized and made meaningful to the soldier extending or immediately reenlisting. The United States flag will be displayed prominently near the individual administering the oath, if available.

7-10 ds "So help me God" may be omitted for persons who desire to affirm rather than to swear to the oath.

b. Immediate reenlistment or extension will be made an occasion of official ceremony. It will not be sensationalized to publicize the event (i.e., parachuting, climbing utility poles, and other similar activities which are not in keeping with the solemnity and seriousness associated with the Oath of Enlistment). When appropriate, the soldier's spouse and other members of the immediate family should be invited to the ceremony. The person administering the oath of immediate reenlistment or extension should be the individual's commanding officer, or an officer or individual (authorized by State law) of the soldier's choosing. When possible enlisting official should be in a Class A uniform. Appropriate photographic coverage should be provided, if possible.

#### Section V

#### Bar to Reenlistment/Immediate Reenlistment or Extension

#### 7-20. General

This section prescribed policies and procedures to deny reenlistment/immediate reenlistment extensions, and the future entrance into the ARNGUS of substandard soldiers whose immediate discharge under administrative procedures is not warranted. However, service beyond ETS without appropriate improvement, is not in the best interest of the ARNGUS. Policies and procedures prescribed herein apply to the commander's bar to reenlistment, immediate reenlistment, or extension. Soldiers may not be reenlisted, immediately reenlisted or extended without the recommendation of the unit commander. If a soldier is not recommended for continued service, a BAR will be initiated under the provisions of this chapter unless the soldier possesses a disqualification that can be waived. If otherwise qualified, may not be arbitrarily denied reenlistment, immediate reenlistment or extension.

### 7-21. Standards and guidelines for BAR to reenlistment, immediate reenlistment or extension

*a.* Standards. Only soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional soldier's moral code may be reenlisted, immediately reenlisted or extended. Soldiers who cannot or will not measure up to such standards, but whose discharge under proper administrative procedures is not now warranted, will have a BAR from further service under the provisions of this chapter. Even though a BAR has been initiated, a soldier can still be administratively discharged if it is warranted. The BAR is a non-punitive probationary device intended to serve notice that a soldier is not a candidate for reenlistment, immediate reenlistment or extension and may be discharged if the circumstances that led to the bar are not overcome.

*b.* Guidelines for use of a BAR.

(1) BAR procedures will not be used instead of discharge actions under this regulation.

(2) A BAR will not be initiated solely because a soldier refuses to reenlist, immediately reenlist or extend.

(3) A BAR will not be used instead of trial by courts-martial, nonjudicial punishment, or other administrative action.

(4) Disciplinary and administrative actions that do not result in discharge do not prevent initiation or continuation of a BAR.

(5) The fact that a soldier may be issued an honorable or general discharge for the current period of service does not prevent initiation of a BAR to deny the soldier later service in the ARNGUS.

(6) Honorable service for a number of years is considered in the evaluation of the soldier's service. However, it does not prohibit the initiation of a BAR if appropriate.

### 7-22. Criteria

A soldier's unfitness or unsuitability may show up soon after entry into the service, or only become apparent after many years of service. A soldier performing in a substandard manner may have been permitted to remain in the ARNGUS for a number of years. This should not stop a current commander from taking action under the provisions of this chapter. Commanders must evaluate the advisability and desirability of affording continued military service to soldiers of the following or similar categories:

*a.* Untrainable soldiers. These soldiers will be identified as soon as possible with a view toward

eliminating them from service. When discharge under administrative procedures is not warranted, action will be taken under this chapter to bar the soldier from further service with the ARNGUS. These soldiers are often identified by failure to achieve individual weapons qualifications; failure of the APFT; obtaining low evaluation results from Army education activities; failure to submit an approved family care plan; and failure to make satisfactory progress on Army Weight Control Program.

*b.* Unsuitable soldiers. These soldiers will be identified early in their military service with a view toward elimination from the service. When administrative discharge is not warranted, action will be taken under this chapter to bar the soldier from further service with the ARNGUS.

*c.* Soldiers against whom BARS are initiated often have written documents that disclose the recurrence of one or a combination of the following:

- (1) Late for formations, details, or assigned duties.
- (2) Unexcused absences and unsatisfactory participation.
- (3) Loss of clothing and equipment.
- (4) Substandard personal appearance.
- (5) Substandard personal hygiene.
- (6) Recurrent nonjudicial punishment.
- (7) Recurrent sickness on drill days without medical justification.
- (8) Cannot follow orders; shirks; takes too much time; is recalcitrant.
- (9) Cannot or will not train for a job; apathetic; disinterested; avoids training.
- (10) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow soldiers.
- (11) Failure to manage personal, marital, or family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult) (AR 600-20, Paragraph 5-5).
- (12) Causes trouble in civilian community.
- (13) Involved in immoral activities.
- (14) Personal behavior that brings discredit upon his/her unit and the ARNGUS.
- (15) Failure to achieve individual weapons qualification.

(16) Effective 1 Oct 87, failure to pass the Army Physical Fitness Test. BAR to reenlistment is mandatory after second consecutive failure if separation processing is not initiated per Paragraph 8-260 and AR 135-178, Chapter 6.

## **Service remaining requirements and declination of assignments**

### **1. Service remaining requirement**

Soldiers other than first term soldiers, who will have more than 4 years of service as of their currently scheduled ETSS, must take action (extend or immediately reenlist) to meet the service remaining requirements. This is required whether or not the schooling or assignment will begin before the soldier's current ETS.

*a.* Soldiers must meet this requirement as a precondition to accept a promotion.

*(1)* Soldiers promoted to SGT and SSG incur a one-year service remaining obligation before voluntary separation.

*(2)* Soldiers promoted to SFC, MSG including 1SG, and SGM incur a two-year service remaining requirement before voluntary separation.

*(3)* Soldiers appointed to CSM have to be able to serve three years before voluntary separation, and must have three years of service remaining to accept appointment to CSM.

*b.* Soldiers who apply for training that has a service remaining requirement per NGR 351-1 must extend or immediately reenlist before orders are issued for attendance.

*c.* Soldiers alerted for a call or order to active duty who will not be able to complete an "all others tour" must extend or immediately reenlist to enter the tour.

*d.* Soldiers selected for AGR tours must have enough service remaining to complete the new tours.

### **2. Declination of assignment**

Soldiers who are offered assignments for which they are eligible and available must accept, or decline the position on NGB Form 4991-R(T).

### **3. Exception**

Soldiers who will be eligible for the Selected Reserve Incentive Program may, as an exception to the above, defer an extension or reenlistment until three months before their currently scheduled ETS in order to meet the conditions of entitlement for the incentive.

### **4. Retirement**

Soldiers who state that they will retire in lieu of taking the action above may be allowed up to 12 months to retire per NGR 600-200, chapter 8, provided there is a position in which they can perform the duties of their grade and MOS.

### **5. Refusal to take action**

A commissioned or warrant officer, senior NCO 7-14 (or higher), or civilian GS-7 or higher, must advise soldiers of the effects of their refusal to take action using NGB Form 4991-R(T), section A. If the soldier complies with the requirement, destroy all copies of the form immediately.

*a.* Refer soldiers who still refuse to take action to the servicing Recruiting and Retention NCO (or active Army Career Counselor for Title 10 AGR soldiers) for more information and advice before continuing the NGB Form 4991-R(T) (Declination of Continued Service Statement). A copy of this form is at the back of this volume for local reproduction on 8 and 1/2" by 11" white paper.

*b.* The soldier who still refuses to take action or accept an assignment also will sign the statement to acknowledge that he or she has been advised of, and is aware of, the effects of the refusal to satisfy the service remaining requirement. The soldier may refuse to sign the acknowledgement. If so, the individual who witnesses the refusal will note the refusal on the statement and sign it. After all required signatures are obtained, forward the statement to the personnel services center or branch, or the S-1 or Adjutant of the next higher headquarters, for field units.

*c.* The PSC/PSB or the first S-1 or Adjutant in the headquarters to which the soldier's unit reports will set a suspense of not more than 45 days, the second MUTA-4, or the end of the next AT period, whichever is first, to complete the counseling action. AGR soldiers will be given 30-45 days at the most. The PSC/PSB, S-1 or Adjutant will consider the urgency of the service requirement and the distance of the soldier from the MSC/PSB, S-1 or Adjutant and the retention NCO. Soldiers who cannot extend or reenlist due to grade and years of service restrictions will not have to complete a DCSS.

### **6. Effects of refusal**

*a.* Counseling officials and the unit commander will ensure that the soldier understands that the refusal to take the action (extend or immediately reenlist), or to accept an assignment for which eligible and available, will--

*(1)* Place the soldier in a nonpromotable status per NGR 600-200, paragraph 11-3e.

*(2)* Cause administrative removal from any promotion list on which listed per NGR 600-200, paragraph 11-48d.

*(3)* Prohibit extension of enlistment or immediate reenlistment at current ETS regardless of

(17) Participation in the Army Weight Control Program (WCP) in order to meet body fat requirements of AR 600-9. A BAR to reenlistment is mandatory for soldiers who do not make satisfactory progress in the WCP after a period of 6 months, unless the responsible commander initiates separation processing per Paragraph 8-26m and Chapter 14, AR 135-178.

(18) Removal for cause from NCOES courses. BAR to reenlistment is mandatory if separation processing is not initiated per Paragraph 8-26o and AR 135-78, Chapter 6.

### 7-23. Procedures

a. Any commander in a soldier's chain of command may prepare NGB Form 602-R (BAR to Reenlistment/Immediate Reenlistment or Extension Certificate), summarizing the basis for the

**7-11**

(1) A BAR normally should NOT be initiated against a soldier assigned to a unit for less than 90 days. When a BAR is initiated during this period, the commander's certificate will contain an explanation of the timing of the action.

(2) A BAR must be based on specific dates, places, times which can all be substantiated with backup documents. It should be substantiated by official remarks made at the time of each occurrence. All instances should be made a matter of record when a soldier performs unworthy acts.

(3) Normally, a BAR will NOT be initiated against a soldier during the last 90 days prior to ETS. However, some soldiers pending involuntary administrative separation may reach their ETS prior to the completion of separation action. Because they normally cannot be held past their ETS, it is in the State's best interest to process a BAR even though they are within 90 days prior to ETS.

(4) A BAR is initiated without regard to a soldier's ETS date (unless at ETS soldier will have at least 18 but less than 20 qualifying years; see Paragraph 7-23c(3) below).

(5) BARS should not be processed for soldiers pending involuntary administrative separation for which RE code 3 or 4 would be issued (see Paragraph 7-21b(3)).

b. NGB Form 602-R BAR will be prepared in original and two copies. Additional copies may be prepared when required by the State AG.

(1) Total service will be computed as of the ETS, not the date the BAR was prepared.

(2) The commander will refer the BAR certificate to the soldier concerned for a statement on his or her behalf, if the soldier so desires. The soldier will be allowed a period of 30 days for the preparation of a

statement and collection of any documents and/or pertinent materials. The soldier's unit commander may grant an extension to this period.

c. Upon receipt of the comment of the soldier, or the soldier's refusal to comment, the certificate will be endorsed personally by each commander in the chain of command, and approved or disapproved by the appropriate authorities as shown in (1), (2) or (3) below.

(1) For soldiers with less than 10 years of qualifying service for retired pay at ETS, the approval/disapproval authority is the first commander, LTC or above, in the soldier's normal chain of command. No delegation of authority is authorized.

(2) For soldiers with at least 10 but less than 18 years of qualifying service for retired pay at ETS, those with more than 20 years of service at ETS, and those when action is taken to extend the soldier to

**7-12** 0 years of service, the approval/disapproval authority is the first commander, COL or above, in the soldier's normal chain of command. No delegation of authority is authorized.

(3) Soldiers, who upon ETS, will have at least 18 but less than 20 years of qualifying service, will be allowed to extend to the point where they could attain 20 years. They may, after the extension is executed, be barred. The approval/disapproval authority for this bar is the State AG. These soldiers may be processed for separation before they attain 20 years of service but will not be separated before that point without approval of Chief, NGB.

d. When the BAR has been approved, the soldier's unit commander will use a counseling statement to inform the soldier of the right of appeal within 15 days. The appeal will be forwarded through command channels, endorsed personally by each commander, and approved or disapproved within 30 days by the authorities shown below.

(1) Soldiers with less than 10 years of qualifying service for retired pay at ETS, the appeal approval/disapproval authority is the first commander, COL or above, in the soldier's normal chain of command.

(2) Soldiers with 10 or more years of qualifying service and those with more than 20 years for retired pay at ETS, the approval/disapproval authority is the State AG. Those with 18 or 19 years service will be extended to 20 years. (Appeal: None)

e. When NGB Form 602-R BAR has been approved by the appropriate authority, the custodian of the soldier's personnel records will:

(1) Place original in the soldier's MPRJ as a permanent document.

(2) Enter the remark "Not recommended for further service" in item 4 of the soldier's DA Form 2-1 (Personnel Qualification Record (Part II)).

(3) Give the soldier a copy.

f. An entry "Not recommended for further service" will be made on DA Form 1315 (Retention Data Card) or a localized approved substitute.

g. An approved BAR will be reviewed by the appropriate unit commander every 6 months (for M-Day soldiers) or 3 months (for AGR soldiers) after the date of approval, and 30 days before the soldier's scheduled departure from the unit or discharge from the service.

h. If, upon review, the commander feels the BAR should remain in effect, the custodian of the soldier's personnel record will be notified and will enter on the soldier's DA Form 2-1, "Bar to reenlistment, immediate reenlistment or extension reviewed; not recommended for removal (date)." The unit commander will make the same remark on DA Form 1315 and will notify the soldier by providing a reproduced copy of NGB Form 602-R.

i. A recommendation to remove a BAR may be submitted at any time by the soldier's unit commander, if the soldier has proven worthy of retention in the ARNGUS.

(1) Recommendations to remove a BAR will be submitted in writing through the chain of command and will be endorsed personally by each commander.

(2) Approval to remove a BAR may be granted by the same authority that approved the BAR originally or, if the soldier has moved to another jurisdiction, by a comparable commander in that jurisdiction.

(3) The approved recommendation removing the BAR will be maintained in the appropriate unit file. NGB Form 602-R BAR will be removed and destroyed. The remark "Not recommended for further service" and an entry pertaining to "Bar to immediate reenlistment review; not recommended for removal (date)" will be deleted from DA Form 2-1, in accordance with AR 600-8-104 and NGR (AR) 600-8-104. The same remarks on the DA Form 1315 will be erased. The soldier concerned will be given a copy of the approved recommendation removing the BAR.

j. If at the time of the second 6 month (for M-Day) or 3 month (for AGR) review of a locally imposed BAR to reenlistment, the commander does not recommend that the BAR be removed, the commander will process the soldier for separation per chapter 8 of this regulation and the appropriate chapter(s) of AR 135-178. Processed for separation means that separation action will be initiated and processed through the chain of command to the separation authority for appropriate action.

Compliance with AR 135-178, Paragraph 1-12 is mandatory. The unit and intermediate commanders will recommend separation or retention and the characterization of service to be awarded. See paragraph 7-23k for special provisions for soldiers barred for APFT failure.

k. Processing for separation will be initiated after the first review for soldiers who receive a locally imposed BAR to reenlistment after the second failure of the APFT. Soldiers who receive a locally imposed BAR after the first APFT failure will be processed for separation after the second review.

#### 7-24. Discharge

NGB Form 22 (Report of Separation and Record of Service) of otherwise qualified soldiers, who are discharged with a BAR in effect, will be annotated "Bar to Reenlistment or Extension (dated) in effect on the date of discharge" in the remarks section, block 18. Block 26, Reenlistment Eligibility, will be coded RE 3.

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unit of assignment, per NGR 600-200, chapter 7, section VI.

(4) Prohibit reenlistment into the Army national Guard for at two years and one day. Soldiers with less than 20 years of qualifying service for nonregular retired pay at age 60 will receive reentry code RE-3. Soldiers with more 20 or more years of qualifying service for nonregular retired pay at age 60 will receive reentry code RE-4.

(5) Prohibit application for commissioning or warrant officer training and appointment programs while on the current period of service. Also, the nature of the separation may preclude such consideration in the future.

(6) Preclude consideration and selection by promotion selection boards (NGR 600-200, chapter 11.)

(7) Preclude attendance at any schooling at Army expense, whether functional or leadership.

b. Soldiers who decline assignments for which they are eligible and available may serve until the end of their current enlistments, or for up to one year, whichever is first.

(1) Initial term soldiers (those serving on their statutory military service obligations per AR 135-91) cannot decline assignments within the limits prescribed in AR 135-91, chapter 5.

(2) Soldiers in excess or overgrade status due to reorganization, inactivation or relocation of a unit, or voluntary action cannot decline assignments and remain in such status for more than one year.

## 7. Records

The authenticated statement will form the basis for all actions per NGR 600-200, for all ARNG soldiers, and, for AGR soldiers, NGR 600-5 or 600-10.

a. Forward the original statement to the records custodian for all soldiers.

b. Forward a copy to the AGR management office, for AGR soldiers, with a copy to the records custodian. For Title 10 AGR soldiers, send the copy to CNGB (NGB-ARZ-DT), 111 South George Mason Drive, Arlington, VA 22204-1382.

## **Chapter 8 Discharge**

### **Section I Introduction**

#### **8-1. General**

The separation of enlisted personnel from the ARNGUS is accomplished through discharge by appropriate State authorities. When soldiers are discharged from the State ARNG (unless previously discharged by the Active Army as a Reserve of the Army), they automatically become members of the Army Reserve if they have remaining contract time. This chapter provides policies and procedures to discharge soldiers from both the State ARNG and as a Reserve of the Army or from the State ARNG only. Reenlistment Codes are also provided which will be assigned at the time of discharge.

#### **8-2. Authority**

- a.* The authority to discharge soldiers from the Reserve of the Army rests with the Secretary of the Army.
- b.* Except as provided in *c* below, the State AG is the final approving authority to discharge soldiers from the State ARNG.
- c.* The CNGB is the approval authority for the involuntary discharge of soldiers from the ARNGUS and Reserve of the Army who are within 2 years of completing the service required to qualify for retired pay. See AR 135-180. Include in recommendations for involuntary discharge the record and documents of counseling accomplished, record of rehabilitation attempts, if applicable, administrative board proceedings and certified copy of DA Form 2-1 and the automated PQR (GPFR-1790). See appendix A for processing requirements.
- d.* The State AG has been delegated authority to:
  - (1) Discharge soldiers from the Reserve of the Army status except as noted in "*c*" above.
  - (2) Convene administrative discharge boards.

#### **8-3. Guidelines on discharge**

- a.* Separations for soldiers on active duty (Title 10, U.S. Code) and full-time National Guard Duty (Title 32, U.S. Code) in AGR, IADT, ADT, TTAD and AD is governed by AR 635-200. All OCONUS training, including AT, is conducted in Title 10 ADT status.
- b.* Refer to AR 135-178 when considering enlisted soldiers not on active duty or full-time National Guard duty (FTNGD) for separation from their Reserve of the Army status.
- c.* Do not transfer soldiers to the IRR who do not have an MOS. Soldiers without an MOS are not mobilization assets and will be discharged from the ARNGUS and the Reserve of the Army.
- d.* Transfer to the IRR to complete a service obligation after discharge from the State ARNG will be per paragraph 1-22a and b, AR 135-178. Characterize these discharges (except when an uncharacterized discharge is appropriate) as honorable or under honorable conditions and indicate in the remarks of the discharge order a tentative Reserve of the Army characterization of service.
- e.* As an exception to *d* above, concurrently discharge ARNGUS soldiers who have less than 3 months to serve on their statutory or contractual obligations. Cite this paragraph as authority in orders and in the remarks section of NGB Form 22.
- f.* Soldiers whose administrative separation actions have not been finally reviewed as required by this regulation and AR 135-178 will not be separated (other than for ETS) prior to completion of the review process.

#### **8-4. Notification action and administrative discharge boards**

- a.* All involuntary administrative discharges require commanders to notify soldiers concerning intent to initiate discharge procedures. See AR 135-178, chapter 2, section II (Notification Procedure) and section III (Administrative Board Procedures). If the basis for discharge is included in AR 135-178, that regulation states the notification and separation procedures to be used. If this chapter requires administrative board proceedings, follow the provisions in AR 135-178.

*b.* Except as modified by AR 135-178 and this regulation, administrative discharge boards will conform to the provisions of AR 15-6. The proceedings of the board will be summarized. A verbatim record is only required for findings and recommendations.

*c.* Notify soldiers when they are declared unsatisfactory participants per AR 135-91 and that transfer to the ING or separation from the ARNGUS with transfer to the IRR or discharge action under AR 135-178, chapter 13 is pending. They will be given 30 days from the date on the official mail return receipt, or the date they acknowledged receipt if hand delivered, to respond to notification of initiation of discharge actions. The soldier's commander may grant additional extensions upon timely showing of good cause by the soldier.

*d.* See AR 635-200, appendix B for examples of a recommendation for discharge, a notification to appear before a board of officers, and a summary of proceedings.

*e.* Notify soldiers who do not meet medical retention standards of the intent to separate and afford them the opportunity to request a waiver for retention per NGR 40-501, or to provide additional information from civilian doctors at their own expense.

#### **8-5. Dropped from the roll (DFR) of the Army**

*a.* The procedures to drop ARNGUS soldiers on Title 10 or Title 32 AD, IADT, ADSW, AGR or TTAD from the rolls of the Army are in AR 630-10. Upon receipt of the Active Army order assigning the AWOL soldier to the Active Army unit of attachment, the State will take action to discharge the soldier from the State ARNG with a reenlistment code of RE 3. Date of discharge will be the day before the day the soldier is accessed into the Active Army.

*b.* ARNGUS soldiers not covered by the provisions of a above can be dropped from the rolls when sentenced to confinement (whether or not actually confined in a Federal or State penitentiary or correctional institution) after having been found guilty of a major offense by a civil court (sentence includes confinement of 6 months or more without regard to suspension or probation). The sentence must have become final, and the right to appeal has expired or final action on an appeal has been taken. The procedures to drop a soldier from the rolls of the Army are:

*(1)* The commander will request orders from the State AG (MPMO) to drop the soldier from the rolls of the State ARNG.

*(2)* The records custodian will prepare NGB Form 22. A characterization or other description of service is not authorized. Enter in NGB Form 22, block 24, NOT AUTHORIZED, and in block 25, NONE. Do not issue a discharge certificate.

*c.* Distribute DFR orders to:

*(1)* The soldier's MPRJ.

*(2)* State historical Me.

*(3)* CG, ARPERCEN (DARP-PAR-P).

*(4)* The individual at last known address. File order and envelope, if not delivered, in MPRJ.

*d.* Forward MPRJ to the State headquarters.

## **Section II**

### **Characterization of Service, Description of Service, Discharge Certificates, and Orders**

#### **8-6. Types of characterization or description**

*a.* The type of discharge certificate furnished the soldier is very important and may significantly influence the soldier's civilian rights and eligibility for benefits provided by law. Therefore, consider all pertinent factors so that the type of discharge certificate issued will accurately reflect the nature of the service rendered.

*b.* Discharge certificates are furnished to all soldiers when they receive an honorable or general discharge unless they are discharged for immediate reenlistment or dropped from the rolls.

*c.* The discharge of a soldier from the ARNGUS is a function of State military authorities in accordance with State laws and regulations. However, due to the dual status of the soldier as a Reserve of the Army, use characterization of and limitations on service descriptions in AR 135-178, section IV, chapter 1 in determining the type of discharge and character of service to be issued.

#### **8-7. Types of administrative discharges and character of service**

*a.* Honorable Discharge, is issued on:

*(1)* NGB Form 55;

- (a) To soldiers concurrently discharged from the ARNGUS and as a Reserve of the Army with honor. Character of discharge and service is Honorable.
- (b) Upon request of the family if a soldier dies while in the ARNGUS.
- (2) NGB Form 55a is issued to soldiers discharged from the ARNGUS only when they revert to control of the Army Reserve with honor. Character of discharge and service is Honorable.
- (3) NGB Form 55b is issued to soldiers discharged from the ARNGUS only when assigned to the Army Retired Reserve with honor. Character of discharge and service is Honorable.
- (4) The honorable characterization must be awarded to a soldier upon ETS fulfillment of service obligation, or when required under the specific reason for discharge. Do not issue discharge certificates to soldiers discharged for immediate reenlistment.
- b. General Discharge. Normally a general discharge will NOT be issued to soldiers upon discharge at ETS or fulfillment of military service obligation unless specifically authorized by State code.
  - (1) NGB Form 56 is issued to soldiers concurrently discharged from the ARNGUS and as a Reserve of the Army and whose discharge is Under Honorable Conditions, but whose military record is not sufficiently meritorious to warrant an Honorable discharge. Character of discharge and service is Under Honorable Conditions.
  - (2) NGB Form 56a is issued to soldiers who are discharged from the ARNGUS only, who revert to the control of the Army Reserve, and whose discharges from such service are Under Honorable Conditions, but whose military records are not sufficiently meritorious to warrant an Honorable discharge. Character of discharge and service is Under Honorable Conditions.
- c. Discharge Under Other Than Honorable Conditions is issued to soldiers who concurrently discharged from the ARNGUS and as a Reserve of the Army when character of discharge and service are Under Other Than Honorable Conditions. Do not issue a discharge certificate. This characterization is authorized only if the soldier has been afforded the right to present his or her case before an administrative discharge board. The discharge may be issued for misconduct, fraudulent entry, or homosexual conduct. Assign a reenlistment code of RE 4 if the reason for discharge is not waivable for enlistment or reenlistment, or RE 3 if the reason for discharge is waivable.
- d. Bad conduct discharge is issued to soldiers who are concurrently discharged from the ARNGUS and as a Reserve of the Army when the character of discharge and service is Bad Conduct. Authority is an approved sentence of a special or general court-martial applicable State laws and Title 32, U.S. Code (Title 10, U.S. Code for soldiers in active Federal service). Appellate review must be completed prior to discharge. Assign reenlistment code RE 4.
- e. Dishonorable discharge is issued to soldiers who are concurrently discharged from the ARNGUS and as a Reserve of the Army when the character of discharge and service are Dishonorable. Authority is an approved sentence of a general court-martial per applicable State laws and Title 32, U. S. Code (Title 10, U.S. Code for soldiers in active Federal service). Appellate review must be completed prior to discharge of the soldier. Assign reenlistment code RE 4.
- f. Entry level status discharge is an Uncharacterized separation per AR 135-178, paragraphs 1-20 and 9-3. Do not issue a discharge certificate or characterization of service.
- g. Order of release from the custody and control of the Army by reason of void enlistment is an uncharacterized separation as defined in AR 135-178, paragraphs 1-20 and 9-3. Do not issue a discharge certificate.

#### **8-8. Character of service upon discharge from the ARNGUS and transfer to the IRR**

Characterize the service of soldiers discharged from the ARNGUS and transferred to the IRR as Honorable or Under Honorable Conditions except when discharge is an entry-level status discharge. See paragraphs 2-103, 5-30e and 8-7f of this regulation.

#### **8-9.Reduction in grade**

The State AG will direct reduction to PV1 when a soldier is discharged Under Other Than Honorable Conditions, per paragraph 11-61 of this regulation.

#### **8-10. Recoupment of unearned Selected Reserve Incentive Program payments**

AR 135-7 may require recoupment of unearned portions of monetary incentives paid to soldiers when they are discharged for certain reasons. If a soldier is a SRIP participant, commanders and personnel officers must ensure that all required actions are taken.

#### **8-11. Preparation of discharge certificates**

- a. Discharge certificates will be prepared in original only.
- b. Entries on discharge certificates will be typewritten. Only black ink will be used.
- c. Entries will be made on the discharge certificate as follows:
  - (1) On the line provided under the words "This is to certify that," enter the soldier's full name in signature order, followed by the SSN, grade (spelled out), and unit of assignment.
  - (2) Enter the name of the state, commonwealth, territory, or District of Columbia on the line immediately below the line which reads "National Guard of."
  - (3) Enter effective date of discharge; day, month and year (do not use zeroes on the days 1 through 9). This date must agree with the effective date of discharge shown on the discharge order, on the NGB Form 22 and, if the soldier is AGR being discharged, the DD Form 214.
  - (4) Discharge certificates will be signed by the commander or personnel officer. Type the name in capital letters in signature order. Centered below the name, type in upper case letters the officer's grade and branch. The designated officer will sign the discharge certificate in the space provided.

#### **8-12. Amendments and corrections to NGB discharge certificates**

Discharge certificates will not be altered or amended after the effective date of discharge. Notification of administrative errors will be made in writing by the individual concerned to the State AG (MPMO). See paragraph 8-23 and 8-24 of this regulation for applications for review of the type of discharge certificate awarded and correction of military record.

#### **8-13. Discharge order**

The discharge order will be prepared in accordance with NGR 310-10. Do not enter the reason for discharge on the discharge order. If the soldier being concurrently discharged from the Reserve of the Army had prior Regular Army or USAR service, send a copy of the discharge order will be sent to Cdr. ARPERCEN (DARP-PAR-P), 5600 Page Avenue, St. Louis, MO 63132-5200.

#### **8-14. Amendments, revocations, rescissions, and corrections of discharge orders**

- a. If there is evidence of fraud, appoint an officer to investigate and report to the State AG for approval. When it has been determined that a discharge order was fraudulently obtained, the State AG will direct appropriate corrective action.
- b. If determined that a soldier has been discharged in error and there has been no fraud, the individual may be reenlisted if qualified. If a waiver is required, submit the case with all supporting documents and recommendations of the chain of command to the State AG (MPMO) or CNGB (NGB-ARP-PE) as appropriate for a determination. After all other means have been exhausted, a soldier may appeal to the Army Board for Correction of Military Records (ABCMR) under AR 15-185 for benefits which might have been earned during the period between discharge and reenlistment.
- c. If a soldier's enlistment had been extended prior to an ETS order being published, that order may only be rescinded or revoked if:-
  - (1) The order is rescinded or revoked on or before the soldier's ETS, the effective date of the order.
  - (2) A separation authority issued an oral order on or before the soldier's ETS, the effective date of the order.

#### **8-15. Effective date of discharge**

- a. Discharge is effective at 2400 hours on the date of discharge.
- b. Soldiers discharged as a Reserve of the Army while performing any type of active Federal service or FTNGD will be discharged from the ARNGUS the same date as shown on the Reserve of the Army discharge.
- c. Discharge soldiers who change to another military status, effective the day prior to the date of entry into the new military status.
- d. Discharge soldiers who cannot be located and those in the hands of civil authorities regardless of absence.
- e. Discharge soldiers who attain the maximum allowable age or years of service, not later than the last day of the month during which they reach the maximum allowable age or years of service. These soldiers may request discharge as of the day before reaching the maximum allowable age regardless of ETS.

#### **8-16. Disposition of proceedings and records**

- a. When discharge is ordered, file the original copy of the proceedings in the permanent section of the soldier's MPRJ.

b. When discharge is not ordered by the discharge authority, file the proceedings at the discharge authority headquarters and notify the soldier's commander of the final action.

c. When the soldier is considered for discharge because of fraudulent entry, erroneous enlistment, reenlistment or extension, and retention is recommended by the chain of command, send the complete record of proceedings with the recommendation to the State AG (MPMO) or CNGB (NGB-ARP-PE) (depending on who has waiver approval authority) for a final determination. If approved by the State AG or CNGB, the retention constitutes a waiver of the fraudulent entry or erroneous enlistment, reenlistment, or extension. Enter the following statement in DA Form 2-1, item 27: "Discharge action based on (fraudulent entry) (erroneous enlistment, reenlistment or extension) is waived and retention is authorized on ...(date)...". File the original copy of the approved document in the permanent section of the soldier's MPRJ. If disapproved by the waiver approval authority, process the soldier for discharge.

d. Give (or mail to) the soldier a copy of the administrative discharge board proceedings. Classified documents attached to the board proceedings will not be released, but may be summarized, if it can be accomplished, in an unclassified format.

(1) Mark the soldier's copy of the proceedings "Copy for (name and SSN of the soldier)" and give this copy to the soldier or the soldier's legal counsel. Obtain a signed receipt from the soldier or counsel and file it with the original board proceedings. If the soldier refuses to sign the receipt, prepare and file with the proceedings a statement to that effect.

(2) If the soldier or counsel does not want a copy of the board proceedings, or if a copy is not furnished, note that on the soldier's copy to accompany the original. Only the State AG may release this copy thereafter.

## **Section II.I**

### **Transfer to the Retired Reserve and Retirement**

#### **8-16.1. Eligibility**

a. ARNGUS enlisted soldiers who are eligible for transfer to the Retired Reserve or placement on the Retired List may apply for transfer or retirement at any time without regard to ETS unless under an involuntary call or order to active Federal service. Cite this paragraph as authority in orders.

b. Retirement is voluntary. Soldiers who are released for any reason will not be transferred or placed in either category unless they apply in writing.

c. Separation authorities will not approve requests for separation, except those for maximum age or years of service, until they verify that:

(1) The soldier has completed all remaining service obligations such as those for training, promotion, appointment, and time on station after PCS for AGR soldiers.

(2) The soldier's eligibility with a Retirement Points Accounting System (RPAS) statement per NGR 680-2, including verification that the soldier meets the "last eight (or six) years" requirement in AR 135-180, paragraph 2-1a. Inform soldiers who are not eligible for transfer to the Retired Reserve or placement on the Retired List of their ineligibility. If they still request separation, counsel them in writing of their potential loss of future retirement eligibility, the related benefits, and that they may be ineligible for later reentry into active status to gain eligibility.

d. Counsel in writing those who are eligible for retirement but request concurrent discharge per paragraph 8-26 of this regulation of the loss of benefits and that to be retired and receive retired pay, the individual must apply in writing to the Army for retired pay -- it is not automatic. File the written counseling statement with the soldier's request for separation and related documents permanently in both the MPRJ and state historical files. If the soldier refuses to sign the statement, include a statement from the counseling official fully explaining the situation. Note: Soldiers with Notification of Eligibility for Retired Pay at Age 60, (20 year letters) who are being discharged will be transferred to the Retired Reserve unless they specifically request in writing to be discharged from both State and Reserve of the Army status. Soldier must be counseled, in writing, of the effects on benefits of electing not to go into Retired Reserve, e.g., no commissary, PX, MWR during post retirement-pre age 60 period; and the possibility of loss of commissary, PX, MWR and similar privileges upon reaching age 60 if the soldier should not apply. Soldiers who fail to earn 50 retirement points during a retirement year after having accrued 20 qualifying years of service will be discharged. See AR 135-91, paragraph 3-3.2.

e. The standard retirement date for all soldiers is the first day of the month after the month in which the soldier leaves active service.

#### **8-16.2. Application**

*a.* Soldiers eligible for nonregular retired pay at age 60 per AR 135-180, may request transfer to the Retired Reserve (prior to age 60) or placement on the Retired List (at age 60) on DA Form 4187 to the State AG (MPMO) up to 18 months before the selected retirement date without regard to the currently scheduled ETS.

*b.* Soldiers eligible for active duty length of service retirement per AR 635-200, chapter 12, may apply for retirement on DA Form 2339 to the State AG (MPMO) up to 12 months before the selected retirement date.

#### **8-16.3. Retired grade**

List in transfer and retirement orders the grade which the soldier is authorized on the day before transfer or retirement.

*a.* See paragraph 11-16g of this regulation for lateral appointments to Corporal, First Sergeant and Command Sergeant Major upon retirement.

*b.* See paragraph 11-17e of this regulation for soldiers reduced due to force structure changes and other reductions in grade not due to the soldier's misconduct per paragraph 11-58c.

*c.* All other soldiers will transfer to the Retired Reserve or be placed on the Retired List in the grade held on the date before retirement. Entitlement to a higher retired grade may be determined by the Army Grade Determination Review Board per AR 15-80.

#### **8-16.4. Orders**

*a.* State AGs (MPMO or HRO) will issue retirement orders upon approval of applications.

*b.* Orders may be revoked only for critical operational requirements or extreme hardship that occurs after the orders are published. Approval to revoke these orders is the State AG (DARNG for Title 10 AGR tour personnel).

*c.* Orders will not be revoked for individuals transferring or retiring for mandatory, nonwaivable reasons such as maximum age or years of service.

### **Section III**

#### **Report of Discharge and Record of Service (NGB Form 22 and 22A)**

#### **8-17. Preparation and distribution of NGB Form 22 (Report of Discharge and Record of Service)**

*a.* Prepare NGB Form 22 for every soldier being discharged from the ARNGUS or released from the custody and control of the military, unless the soldier is being discharged for the purpose of immediate reenlistment, is in the process of an interstate transfer, or the soldier dies.

*b.* For AGR Title 32 soldiers being discharged from the ARNGUS when they are released from AGR service, prepare DD Form 214 (Certificate of Release or Discharge from Active Duty) in addition to NGB Form 22.

*c.* Prepare NGB Form 22 by typewriter or other machine per table 8-2. Multi-part blank forms and computer-generated forms that reproduce the form exactly are authorized. Use only standard 12 or 10 pitch 10 or 12 point courier, pica, elite or comparable non-variable font.

*d.* Distribution:

(1) Give the original to the soldier or mail it to the soldier by certified mail.

(2) Include Copy 1 if the soldier completed the "Request" block in item 27 of Copy 2 prior to discharge action. If the soldier indicated "Decline copies of my NGB Form 22" or is not available to sign item 27, file Copy 1 in the official MPRJ maintained by the State and later given to the individual if requested.

(3) File Copy 2 in the permanent section of the MPRJ. This satisfies the requirement to send NGB Form 22 to ARPERCEN for soldiers transferred to a control group of the Ready or Standby Reserve, or the Retired Reserve.

(4) Retain Copy 3 in state historical files.

(5) Send a photostatic copy to CG, ARPERCEN (DARP-PAR-P) if the soldier was concurrently discharged and had prior service in the Active Army or the USAR. Do not send NGB 22 to ARPERCEN for soldiers who only had ARNGUS service.

*e.* Unit commanders will counsel soldiers being discharged about the significance of NGB Form 22 and procedures necessary to obtain a copy.

#### **8-18. Amendments and corrections to NGB Form 22**

When determined from official records that NGB Form 22 contains an error or omission of pertinent facts, discharge authorities may issue NGB Form 22A (Correction of NGB Form 22, Report of Discharge and Record of Service). Give or mail a copy of NGB Form 22A to the individual concerned. Instructions for preparation, distribution, and authentication of NGB Form 22A are on the reverse side of the form.

## **Section IV**

### **Security of Forms, Lost or Destroyed Records, and Notification of Discharge**

#### **8-19. Security of forms**

- a.* Appoint in writing an officer, senior NCO (SFC or above), or DA civilian (GS-7 or above) to stock, control, and issue NGB Forms 22 and 22A, DD Forms 214 and 214A, and 91 discharge certificates. Ensure that:
  - (1) All forms are secured.
  - (2) All forms to be destroyed, including blank, partially filled in, reproduced and obsolete forms are shredded or burned.
- b.* Mark permanently with ink, typing or a stamp, forms used in training, with the words "FOR INSTRUCTIONAL PURPOSES ONLY". Do not use real names or SSNs on forms used in training (use SSNs such as 999-99-1234 to preclude the chance of using a valid number).

#### **8-20. Lost or destroyed discharge records**

When a discharge certificate, NGB Form 22, or NGB Form 22A is issued and subsequently lost or destroyed, the State AG concerned with, upon request of the individual, issue a signed official statement showing the date and place of enlistment, reenlistment, or extension, the date and reason for discharge, and the character of service as originally shown on the discharge certificate. The State AG (MPMO) may issue a true, certified copy of NGB Form 22 and 22A filed in official records to the individual in lieu of an official statement. Identify the individual to ensure information is only given to persons authorized to receive it.

#### **8-21. Notification of discharge**

Notification of discharge may be either:

- a.* Actual, by giving to the soldier the discharge certificate, order, and original (and Copy 1 if requested) of NGB Form 22.
- b.* Constructive, when actual delivery of the discharge certificate and related documents cannot be accomplished due to the absence of the soldier. Receipt by the soldier's organization of the order directing the discharge is sufficient notice. Note in NGB Form 22, item 18, Remarks, the reason for the constructive notification. Mail the discharge order, certificate, and original of NGB Form 22 to the soldier's last official address designated per AR 135-94. If returned undelivered or refused, forward the envelope and documents to the State AG (MPMO) for inclusion in the soldier's APRJ.

## **Section V**

### **Appeals and Application for Review**

#### **8-22. Appeals to a denied request for discharge**

- a.* A soldier who has been denied a request for discharge may appeal within 30 days after receipt of the denial. The soldier's unit commander may grant exceptions to the time period.
- b.* Submit appeal through command channels to the State AG (MPMO) explaining facts pertinent to the case that the soldier feels were not fully considered.
- c.* The State AG may act on appeals where the decision is favorable to the soldier. When the State AG recommends denial, forward the appeal request, pertinent records, and the State AG's recommendation to CNGB (NGB-ARP-PB) for final determination.
- d.* Soldiers will continue in unit training and activities while awaiting action on their appeals.

#### **8-23. Appeal of discharge**

Soldiers administratively discharged from the ARNGUS and, if applicable, the Reserve of the Army, or discharged by sentence of a special court-martial, may petition for a change to discharge. The appeal petition may address that portion of the discharge concerning the State ARNG discharge. State AGs may grant or deny the appeal. This authority will not be exercised. Changes to the Reserve of the Army portion of a discharge must be submitted to the Army Discharge Review Board. Soldiers may request a change to the reason for their discharges, to upgrade the characterization of their discharge, or both. See AR 15-185.

#### **8-24. Army Board for Correction of Military Records (ABCMR)**



Soldiers discharged from the Reserve of the Army, who have been discharged administratively in accordance with Army regulations (this includes National Guard Regulations (AR)), or by sentence of courts-martial, may appeal to the ABCMR (AR 15-185) after all other means have been exhausted. This board evaluates the reason for discharge, the procedures followed in accomplishing discharge, and the characterization of service. Explain the purpose and authority of the ABCMR during discharge processing, except when the discharge is for immediate reenlistment. Send appeals to: Department of the Army Military Review Boards Agency, Army Board for Correction of Military Records, 1941 Jefferson Davis Highway, CCM4, Room 200, Arlington, Virginia 22202-4508.

## Section VI

### Codes, Reasons and Procedures for Discharge

#### 8-25. Reenlistment Codes

Reenlistment codes are determined at discharge. They provide information concerning the soldier's service in the ARNGUS which will be considered upon future reenlistment. If a soldier will receive a discharge under other than honorable conditions, and the reason for discharge is nonwaivable for enlistment, then the reenlistment code will be RE 4. If the reason for discharge is waivable, the reenlistment code will be RE 3. If the soldier receives a bad conduct or dishonorable discharge, the reenlistment code is RE 4. See Table 8-1 for definitions of the reenlistment codes.

**Table 8-1**

**Definition of Reenlistment Codes**

**RE CODE** Assigned when a soldier is:

- 1 Eligible for reenlistment.
- 2 Discharged after completing a contracted period of service, reenlistment is not contemplated, or requesting discharge because of pregnancy.
- 3 Eligible for reenlistment.
- 4 Not eligible for reenlistment.
- 4A Fully qualified for enlistment if citizenship requirements of table 2-4 of this regulation can be met. Citizenship requirements are nonwaivable, and exceptions to policy will not be considered.

#### 8-26. Discharge from the State ARNG and/or Reserve of the Army

Following are reasons for involuntary, codes and board requirements for administrative discharges from the Reserve of the Army, and/or the National Guard, or both. These reasons for discharge may be used for discharge from the State ARNG only or the Reserve of the Army only, or both. Refer to paragraph 1-22, to determine whether to assign a soldier to the IRR. Do not transfer soldiers who are assigned to IADT and are therefore not mobilization assets. Required administrative discharge board requirements. All soldiers will be notified of a commander's recommendation for their involuntary discharge. If the recommendation is any except honorable conditions the soldier will be informed of the specific factors in the recommendation that warrant such characterization.

- a. Refer to paragraph 3, for the following reasons for discharge:
  - (1) Reduction in required strength: RE 1.
  - (2) Discharge without consent, reenlistment, or immediate reenlistment, in any component of the Armed Forces: RE 1.
  - (3) Appointment as commissioned or warrant officer: RE 2.
- b. Refer to paragraph 4, for the following reasons for discharge:
  - (1) Entry into the advance course ROTC or receipt of scholarship assistance (which is not an RFD or 2-year National College Scholarship): RE 2.
  - (2) Failure of ROTC member to be accepted in the ROTC advance course: RE 2.
  - (3) Failure to meet procurement standards of AR 40-501, chapter 2 prior to entry on IADT including positive urine test for entrance physicals: RE 3; or RE 4 for HIV.
  - (4) Other than physical or mental conditions (CNGB (NGB-ARP-PE approval). An administrative board is required if the soldier is eligible and requests it: RE 3.
  - (5) Pre-employment physical: RE 3.

(6) Failure to perform duties satisfactorily due to parenthood. Counseling, rehabilitation, and an administrative discharge board is required if the soldier is eligible and requests it: RE 3.

(7) Dependency or hardship affecting the soldier's immediate family: RE 3.

(8) Participation in efforts critical to the national or community health, safety, or interest: RE 3.

(9) Sole surviving son or daughter: RE 3.

(10) Failure to meet Army body composition standards in AR 600-9. A reasonable opportunity to comply with weight reduction standards must be provided per AR 600-9. An administrative discharge board is required if the soldier is eligible, unless waived. Initiation of separation proceedings is required for soldiers who do not make satisfactory progress as defined in AR 600-9, and those who reenter a weight control program within 12 months: RE 3.

c. Refer to AR 135-178, chapter 5, for discharge for entry level status and conduct. Use this paragraph for conscientious objectors who declare their status after enlistment, but before entry on IADT. Counseling and rehabilitation are required. Do not use this reason for PS. RE 3.

d. Refer to AR 135-178, chapter 6, for discharge for Unsatisfactory Performance. This does not apply to entry level status personnel. Counseling and rehabilitation are required. Administrative discharge board is required if the soldier is eligible and requests it. Initiation of separation proceedings is required for soldiers without medical limitations who have two consecutive failures of the APFT, or who are eliminated for cause from Noncommissioned Officer Education System courses, unless the responsible commander has imposed a bar to reenlistment per paragraph 7-22c(16) or 7-22c(18) of this regulation: RE 3.

e. Refer to AR 135-178, chapter 7, for the following reasons for discharge:

(1) Convicted by Civil Court. Administrative discharge board is required if the soldier is eligible, unless waived: RE 3.

(2) Acts in violation of standards of conduct. Administrative discharge board is required, unless the soldier waives it, when either the soldier has 3 or more years of total military service, or the separation authority considers discharge under other than honorable conditions appropriate. See paragraph 8-28 of this regulation. This reason includes Misconduct—Abuse of Illegal Drugs. All soldiers identified as abusers of illegal drugs will be referred for treatment or counseling as appropriate. Regardless of the commander's intent to take administrative, nonjudicial or judicial actions, commanders must initiate separation action or recommend retention of soldiers identified in (a) and (c) below who are being referred to a court-martial authorized to impose a punitive discharge or processed under f below. Forward comments for retention and separation through command channels to the separation authority. See AR 135-178, chapter 2. Soldiers whose discharge authority decides to retain them will, as a condition of retention, enroll in a rehabilitation program as soon as possible, but within 90 days of notification. Enrollment and participation will be at no expense to the government. Commanders will immediately begin discharge action for soldiers who refuse or fail to enroll in a rehabilitation program as a result of committing a drug offense.

(a) Enroll in drug offense program in the grade of SGT and above, and all soldiers with 3 or more years of total military service. Regardless of component, must be processed for discharge. RE 3.

(b) Enroll in drug offense program in grades PV1 through SPC and CPL with less than 3 years of total military service may be processed for discharge. RE-3

(c) See paragraph 8-28 of this regulation for drug offense program. Soldiers in any enlisted grade will be processed for discharge per AR 135-178, chapter 2, and FHEP 13-13. Notwithstanding the use of test results in an administrative proceeding, the unit shall advise the laboratory within 120 days. In such cases, the specimen shall be retained for 120 days following the issuance of the report. If administrative proceedings are not completed within 120 days, the submitting command shall request an extension.

f. Refer to AR 135-178, chapter 8, and NGR 600-85 for discharge for alcohol or other drug abuse rehabilitation program. Soldiers shall provide to their commanders, quarterly, documentation of satisfactory participation in a rehabilitation program. This requirement will continue until a closing document of successful completion is received. Commanders will initiate separation proceedings for soldiers designated as alcohol or drug abuse rehabilitation program who fail to participate or complete rehabilitation satisfactorily, and those who fail to provide required documentation of participation and completion. Administrative discharge board is required if the soldier is eligible and requests it: RE 3.

g. Refer to AR 135-178, chapter 9, for the following reasons for discharge:

(1) Military Extension: RE 1.

(2) Enlistment Extension: RE 3.

(3) Enlistment Agreement. Includes soldiers unable to attend IADT within the allowed maximum time: RE 3. Includes soldiers who are approved for discharge.



discharge if the soldier has no rehabilitation potential. Each commander in the chain of command will write a recommendation. The convening authority may approve the request for discharge and direct the characterization of service that is appropriate or disapprove the request for discharge. Characterization of service under other than honorable conditions may be appropriate: RE 3.

e. Noting that in an area where an ARNGUS unit is not within reasonable commuting distance. See AR 135-91, chapter 5: RE 3.

f. Unexcused absence by any participant per AR 135-91, chapter 4, section IV (for discharge from ARNG only). Commanding officers may recommend retention of soldiers who have accrued 9 or more unexcused absences within a one year period. Requests with justification for retention to the State AG (MPMO). Include verification that the notification requirements of AR 135-91 have been met. Retention approval authority can be delegated to the LTC commanding the unit: RE 3.

g. To be discharged from overseas residence, employment, or missionary obligation. See AR 135-91, chapter 5: RE 1.

h. Request to be discharged from the Reserve of the Army status in order to become a member of the Regular Army: RE 1 or RE 3, as applicable.

i. Failure to obtain required physical per AR 40-501 and NGR 40-501. Soldier will be notified in writing of the requirement to obtain a physical and given 90 days after the letter is mailed to comply with this requirement. Commanding officers may authorize an extension of up to 60 days for extenuating circumstances: RE 3.

j. Failure to obtain assignment to a unit vacancy. See chapter 5 of this regulation: RE 1.

k. Failure to meet conditions as stipulated by State law: RE 1 or RE 3.

l. Permanent disability retired list. See AR 635-40: RE 3.

m. Temporary disability retired list. See AR 635-40: RE 3.

n. Involuntary period in excess status. See chapter 5 of this regulation: RE 1.

o. Discharge from the State AG (MPMO) or CNGB (NGB-ARP-PE) that separation is in the best interest of the State or Reserve Component. Telephonic concurrence of CNGB (NGB-ARP-PE) is required for actions initiated by State AG that have not been prescribed by NGB: RE 1 or RE 3.

p. Contentious objection to discharge: RE AR 600-43: RE 3.

q. Contentious objection in the Reserve Component professions. See AR 135-91, chapter 5: RE 3.

r. Involuntary occupation conflict (employment conflict). The soldier must submit documentation to support undue and genuine conflict or conflict caused by membership in the ARNGUS and civilian occupation. See AR 135-91, chapter 4: RE 3.

s. Involuntary discharge from active status commitment in the Selected Reserve, such as at the end of 6 years of a 6x2 enlistment: RE 1 or RE 3, as applicable. This regulation for the enlistment options: RE 1; if a bar to reenlistment or extension: RE 1 or RE 3.

t. Failure to report for active duty when ordered. See AR 630-10: RE 3.

u. Discharge from Retired Reserve for soldiers are not yet age 60. See section II.I of this chapter and AR 630-10 for policy and procedures. RE 3, if under age 60; RE 4 if 60 or older.

v. Failure to report to for active duty Inactive National Guard muster per NGR 614-1. RE 1 or RE 3 as appropriate.

w. Failure to report to the governing state upon interstate transfer. See chapter 5 this regulation. RE 1 or RE 3 as appropriate.

x. Failure to report after enlistment through the Reserve Components Transition Program. See chapter 2 of this regulation: RE 1 or RE 3 as applicable.

y. Discharge from the Reserve of the Army. RE 1 or RE 3 as appropriate.

z. Involuntary discharge from the Regular Army. (Discharged from Reserve of the Army and returned to Regular Army: RE 4.

aa. A soldier who is discharged from the Reserve of the Army and soldier is eligible for assignment to Retired Reserve. RE 3.

**8-28. Discharge Processing Procedures.**  
Drug abuse is incompatible with military service and soldiers who abuse drugs one or more times are subject to discharge per AR 635-40(2).  
a. If a soldier is identified. Commanding officers must act promptly when they have information such as a positive urinalysis indicating a soldier has used illegal drugs. With one exception, all soldiers identified as having abused illegal drugs must be processed for discharge by their commander. The one exception applies to soldiers in the grades of E-1 through E-3 with less than 3 years of total military service who have been identified as first-time drug

abusers. These soldiers may be processed for discharge but are not required to be discharged. In these cases, the commander should make the decision on whether to process the soldier for discharge based on the specific circumstance of the offense, the soldier's records, and the issues in b below.

b. Issues to be considered by commanders, discharge authorities, and administrative discharge boards.

(1) A commander or discharge authority who is determining whether or not to retain a soldier who is not entitled to a separate board should consider the issues below in making their determination.

(2) A board making a recommendation to retain a soldier found to have abused drugs will specifically address the following findings:

(a) Drug abuse is a departure from the soldier's usual and customary behavior; and --

(b) Drug abuse occurred as a result of drug experimentation (a drug experimenter is defined as one who has used a drug for reasons of curiosity, peer pressure, or other similar reasons); and --

(c) Drug abuse does not involve recurring incidents, other than drug experimentation as defined in (b) above; and --

(d) The soldier does not desire to engage in drug abuse in the future.

(e) The likelihood of drug abuse under all circumstances is unlikely to recur.

(f) Under the particular circumstances of the case, the soldier's continued presence in the ARNGUS is in the best interests of the ARNGUS in maintaining proper discipline, good order, leadership, and morale. Officers and noncommissioned officers have special responsibilities by virtue of their status. They fulfill an integral role in maintaining discipline and, therefore, must exhibit high standards of personal integrity, loyalty, dedication, and leadership.

(g) Drug abuse does not involve drug distribution. For the purpose of this paragraph, drug distribution means the possession of and distribution of one or more drugs. Distribution does not occur with the transfer of one or more drugs from one person to another while such persons are engaging in the mutual use of drugs, except that individuals who are maintaining one or more drugs, used by others are involved in distribution. Delivery means the attempted transfer of one or more drugs, whether or not there exists an agency relationship."

## Section VIII

### Involuntary Separation of Twenty Years or More

**8-29.** Authority. The CNGB is the separate authority for retirement proceedings. This section lists the

**8-30.** Requirements. Requests should be submitted to the CNGB in the memorandum type discharge (honorably, general, or other than honorable) and characterization of service requested. The State AG should submit a copy of the synopsis of the report of proceedings (Form 157) and the findings and recommendations of the board to the CNGB. If the board is not convened per AR 135-178, paragraph 2-17a, the board president should submit the findings and recommendations of the board to the CNGB. The board president should also submit a copy of the automated SIDPERS PQR (GPFR) or GPFR (GPFR 2-17a). The board president should also submit a copy of the automated RPAS statement on the soldier that shows the soldier has at least 18 years of service and at least 10 years of service.

### Chapter 8-29 of Army Regulation 135-178: Involuntary Separation of National Guard Enlisted Soldiers with Eighteen or More but Less Than Twenty Years of Service for Retirement

authority to process soldiers with 18 or more but less than 20 qualifying years of service. Paragraph 8-29 affects two categories of soldiers described in section II.I of this chapter. The authority to process involuntary discharge requests.

and requested by State AGs and contain the following:

requesting that CNGB authorize the state to discharge the soldier. Include in the request the soldier's name, status (traditional, AGR Title 10 or 32, or Military Technician), and cite the character of service requested.

the board president should submit a copy of the synopsis of the report of proceedings (Form 157) and the findings and recommendations of the board to the CNGB. If the board is not convened per AR 135-178, paragraph 2-17a, the board president should submit the findings and recommendations of the board to the CNGB. The board president should also submit a copy of the automated SIDPERS PQR (GPFR) or GPFR (GPFR 2-17a). The board president should also submit a copy of the automated RPAS statement on the soldier that shows the soldier has at least 18 years of service and at least 10 years of service.

**8-31.** Separation boards are required for all soldiers with 18 or more years of service. The board cannot be waived by the soldier. AR 135-91, paragraph 2-11c. The soldier may waive in writing the right to appear before the board. However, the board must be held and the soldier's interests represented by counsel. **b.** Separation hearings for ARNG soldiers with at least 18 but less than 20 qualifying years of service for their component may be made following recommendations. **(1)** Separation boards for ARNG soldiers who are a Reserve of the Army. **(2)** Separation boards may be convened by the convening authority suspend separation up to 12 months. **(3)** Separation boards for ARNG soldiers with transfer to a USAR Control Group. **(4)** Remain.

**8-32.** Separation board procedures. The only exception required for a board is transfer to IRR for unsatisfactory participation AR 135-91, paragraph 2-12d.

**8-33.** Involuntary separation. Denial of reenlistment between 18 and 20 years of service. paragraph 2-25f, a waiver. The authority for soldiers may submit a request for waiver provided new information is provided. A request authority from CNGB (NGB-ARP-PE) in order to discharge soldier. **8-33.** Involuntary separation. Denial of reenlistment between 18 and 20 years of service. paragraph 2-25f, a waiver. The authority for soldiers may submit a request for waiver provided new information is provided. A request authority from CNGB (NGB-ARP-PE) in order to discharge soldier.

**Table 8-1**  
**Preparation of DA Form 22, Statement of Discharge and Record of Service**

Item	Definition	Instructions
None - If none of the following apply, enter "None".	None	None
1 - Nationality	None	None
2 - Department	None	None
3 - SSN	None	None
4 - Date of Discharge	None	None
5a - Rank	None	None
5b - Grade	None	None
6 - Date of Discharge	None	None

7. - Date of Birth	Self explanatory.	
8a. - Station or Installation at which assigned	Enter complete unit assignment, date, and ZIP+4 code.	
8b. - Effective Date	Enter Effective date of assignment.	
9. - Component to which transferred	Enter AR unit, AR unit, Control Group from AR 140-10, or the Retired Reserve. Enter the complete address, including the state ARNG and as a Reserve of the Army, enter NA. Example: USAR (Annual ARPER 5200 Parkway St Louis 631 200	
10a. - Active Service Period	Enter to service, including Reserve, for the period computing from date of enlistment in item 4 to date of discharge in item 8b.	
10b. - Part-time Reserve	Enter to full part-time Reserve service from DD Form 4, item 7b.	
10c. - Part-time Federal Service	Enter to part-time Federal Service, This includes all active Federal service and full-time National Guard duty for which DA Form 214 Form 220 was issued.	
10d. - Total Service	Enter to service, including 10a, 10b, and 10c.	
11. - Term of Service Obligation	Enter the term of the past, present or future military service obligation (MSO) regardless of whether it is at ETS, whichever date is later.	
12. - Military Duty	Enter all military duties recorded on Form 2-1, item 17.	
13. - Professional Specialty	Enter professional specialty, and MOSs, MOS title from AR 611-201, and date awarded; from DA Form 2-1, item 17.	
14. - Highest Civilian Level	Enter highest civilian level attained; from DA Form 2-1, item 17.	
15. - Decorations, Medals, Citations, Service and Training Medals and Ribbons, Badges, and Tabs	Enter from item 9, and State awards from item 27. Delete from the preprinted form the awards from the soldier's entire service. Spell out awards to the maximum extent possible, such as MSM-1, ARCOM-2, EXP Badge w/Rifle Bar, DA Certificate of Achievement, and continue on the remarks block.	

17a. - <i>Transfer of Personnel (Security Classification)</i> Enter the type of classification such as ENTNAC, NAC, BI, etc., from DA Form 873.			
17b. - <i>Discharge</i> Enter the date the discharge was completed from DA Form 873.			
18. - <i>Reenlistment</i> a. Enter this item to continue the item on the form. b. Enter all periods of active service during the current period of service to include ADT, IADT and AGR for which a Form 21 was issued. c. Enter IN periods during the period of service only. d. Enter the training period for contractual obligation for which the soldier is being transferred to the USAR Control Group (Annual Training) to complete 1 year 4 months 21 days starting on the date of discharge. See paragraph 8-3d of this regulation. e. Enter the individual's reason for discharge. See paragraph 8-21b of this regulation. f. Show how the NGB Form 22, RGR, was delivered by certified mail to the individual's last known address shown in item 19. g. Enter a list of continued periods for which an NGB Form 22 was not issued per paragraph 8-21b of this regulation. Example: 910602; 910603-970602. h. Enter the following information for each type of incentive in which the soldier participated during this total period of service: immediate reenlistments per item 18g immediately above: (1) Enter the date on which the soldier participated. (2) Enter the date the soldier was discharged from SRIP. (3) Enter the date the soldier was discharged from SRIP. (4) Enter the date the soldier was discharged from SRIP. (5) Enter the date the soldier was discharged from SRIP. i. Enter the date the soldier was discharged from SRIP. NGB Form 22, RGR, of September 12, 1988, is required to be entered on the basic form. j. Enter the date the soldier was discharged from SRIP. k. Enter the date the soldier was discharged from SRIP. of this regulation. l. Enter the date the soldier was discharged from SRIP. m. Enter the date the soldier was discharged from SRIP.			
19. - <i>Member's Address</i> Enter the member's address as of the date of discharge.			
20. - <i>Signature</i> Soldier's signature. When the individual cannot or will not sign, enter either "Soldier refused to sign" or "Soldier is unavailable."			
21. - <i>Typing</i> Self-explanatory.			
22. - <i>Signature</i> Self-explanatory.			
23. <i>Authorization</i> Enter the authorization number and/or the reason from NGR 600-200.			
24. - <i>Comments</i> Enter the comments.			



As cited	re di	code	Uncharacterized" if that is stated.
25. - Tj	Cer	Used	
As cited	re d	code	
26. - Re	ic	ility	
Enter th	list	code	ason from NGR 600-200, paragraph 8-26 or 8-27.
27. - Re	t, Dec	opies	form 22, and Initials
Soldier	heck	lock	Leave blank if the soldier is not available.

1 March 1997  
NGR (AR) 600-200

## **Chapter 9**

### **ARNG Command Sergeant Major Program**

#### **Section I**

##### **General**

#### **9-1. Objective**

The ARNG Command Sergeant Major (CSM) Program is designed to ensure that high caliber and effective senior noncommissioned officers occupy CSM positions. To assure selection, State AGs will personally recommend only fully qualified NCOs with the highest character and standards of professional competence, leadership and dedication.

#### **9-2. Special terms**

The special terms used in this program are:

- a.* Fully qualified. Soldiers professionally capable of performing all CSM duties in a worldwide field environment.
- b.* Best qualified. Soldiers selected over their peers by a State SGM selection board as best able to perform the duties of CSM.
- c.* Whole person concept. Established idea of judgment on the basis of an entire record of qualities, qualifications, accomplishments and failures, rather than on one single item, as overriding in determining selection or rejection.
- d.* Zone of consideration. Soldiers with grade of SGM, and 1SG and MSG selected as best qualified by a promotion board for SGM, as of the last day of the month in which the board convenes.
- e.* Position vacancy. A CSM position on MTOE/TDA that is vacant or projected to be vacant within the next 12 months.

#### **9-3. Prerequisites**

Nominees will be:

- a.* SGM, or 1SG or MSG who have been selected as best qualified by a SGM promotion board under chapter 6 or 11 as selected as best qualified for appointment to CSM by a state-level CSM Selection Board.
- b.* If 1SG or MSG, and not a graduate of the U.S. Army Sergeants Major Course, eligible to attend and complete the course. Individuals who have attended, but not completed for any reason other than hardship are not eligible to attend the course. Therefore, they are not eligible for consideration for SGM or CSM. This criterion is not waivable and exceptions to policy will not be considered. See also paragraph 11-27g.
- c.* In a paid drill or AGR status.
- d.* Eligible for immediate reenlistment or extension without regard to time remaining to ETS.
- e.* Not yet 51 years old as of the last day of the month of the DA(NGB) board (31 March or 30 September). However, State AGs may nominate individuals over this objective age without waiver or exception when the soldier is clearly the best qualified of all eligible candidates. Explain the circumstances, special qualities, qualifications and other relevant information in the memorandum as shown in figure 9-1, paragraph 4, (sample memorandum).
- f.* Identified for assignment to a CSM position vacancy.
- g.* Professional leaders with the qualities to perform CSM duties in AR 611-201, chapter 1.
- h.* Medically qualified to perform CSM duties on a worldwide basis in a field environment (AR 40-501, chapter 7). Theater and country restrictions caused by former service in the Peace Corps or as a prisoner of war are not disqualifying.
- i.* In a promotable status.
- j.* Three or more years from mandatory retirement as of the proposed date of appointment to CSM.

#### **Section II**

##### **Nomination**

#### **9-4. General**

a. Soldiers identified for assignment to actual or projected vacant CSM positions will be nominated to the next CSM board. Those identified for assignment to projected vacant positions may be nominated up to 12 months before the positions will be vacant.

b. Neither a soldier's marital status, nor the employment, educational pursuits, nor the volunteer service activities of the nominee's spouse may be considered in determining whether or when to nominate a soldier for CSM.

c. Soldiers who are detailed or attached to CSM positions per paragraph 5-30b who are removed for cause or pending adverse action, will not be nominated. However, those not nominated or selected due to position elimination or declination due to Military Technician or AGR position requirements may be nominated.

#### **9-5. Nominations**

a. State AGs will:

(1) Complete the nomination memorandum following the sample in figure 9-1.

(2) Assemble the nomination packet using the guidance in paragraph 9-6.

b. Comments by the State AG (see figure 9-1) are mandatory. Comments by the State CSM are highly encouraged. Comments by the soldier's commanders in grade LTC and higher and CSMs at those levels, are optional.

c. Submit nominations to the President, ARNG CSM Board, ATTN: NGB-ARP-PE, 111 South George Mason Drive, Arlington, VA 22204-1382 to arrive at NGB by the first day of February for the March board and the first day of August for the September board.

#### **9-6. Packet procedures**

Assemble packets according to correspondence procedures in AR 25-50 in the sequence of the checklist at figure 9-2. Submit all documents on white 8 1/2 x 11-inch paper. Do not include tabs, dividers, books, booklets, or document protectors. Packets will neither be acknowledged nor returned. Include the following items in the order listed:

a. Send originals of:

(1) Nominating memorandum that follows the sample in figure 9-1 of this regulation. State AGs may include comments or separate memorandum from each commander, LTC and higher in the NCO's chain of command, and CSM in the NCO's support channel. Include any required leadership or compatibility waivers for soldiers who are AGR or Military Technician.

(2) Checklist (figure 9-2).

(3) Biographical sketch (figure 9-3). Do not use abbreviations other than U.S., two-letter state abbreviations. NCO, MOS, SQI, ASI, LIC, and address abbreviations.

(4) Official photograph per AR 640-30.

(5) For ISG and MSG who are not graduates of the U.S. Army Sergeants Major Course, DA Form 4187 (copy 1 only) and signed Statements of Agreement and Coordination per paragraph 11-27c(2) and figure 11-6 of this regulation.

(6) In accordance with paragraph 9-10 below, a nominee's memorandum to the board president may be permitted.

b. Send photostatic copies of:

(1) DA Form 2-1 (Personnel Qualification Record) (AR 600-8-10-4), (one-sided copy).

(2) GPFR-1790, (Personnel Qualification Record), or equivalent SIDPERS report, current within one month of the nomination (one-sided copy).

(3) DA Form 2166-7 (NCO Evaluation Reports) for the last five years (photocopy each report head-to-foot). A "complete-the-record" NCOER is encouraged when authorized by AR 623-205, paragraph 2-9.

(4) DA Form 1059 (Academic Evaluation Report) for all NCOES courses.

(5) A statement concerning the soldier's status in the U.S. Army Sergeants Major Course, if a ISG or MSG.

(6) DA Form 705 (Army Physical Fitness Test Record) with at least the last three years of record APFTs. When the soldier has not taken an APFT in the last three years, include a statement by the soldier's commander to explain the lack of record testing.

(7) DA Form 7349-R (Initial Medical Review Annual Medical Clearance) completed per AR 40-501, paragraph 8-19c(5) and NGR 40-501. If warranted, also include DA Form 3349 (Physical Profile) if the soldier

has a limiting physical condition. If a profile is included, also ensure there is a corresponding entry in DA Form 2-1, item 4, per AR 600-8-104.

(8) Certificates for decorations, and memoranda for commendation and appreciation within the last five years. Do not submit award orders unless they are the only available documents with the award narratives for decorations (achievement medals and higher), and do not submit documents on service or training medals or ribbons, badges or tabs.

### **Section III**

#### **Selection Board**

##### **9-7. Appointment**

The DARNG appoints the ARNG CSM Board by memorandum to meet semiannually in March and September at Headquarters, Department of the Army, National Guard Bureau. States must establish their own procedures to select and nominate NCOs to this board. See also paragraph 11-33 of this regulation.

##### **9-8. Composition**

The board comprises at least 2 officers and 3 CSMs as voting members, and a recorder without vote. The DARNG will appoint alternates and replace members as needed.

- a. The President is an ARNGUS major general or brigadier general.
- b. The second officer is an Active Army colonel.
- c. The CSMs are in an active ARNGUS status.
- d. Female and minority groups will be represented on the board to the maximum practical extent when members of these groups are being considered. When this is not possible, the reasons will be made part of the board proceedings. Failure to appoint a member of such a group to the board is not a basis to challenge the results.
- e. The recorder is an administrator assigned to the Army National Guard Personnel and Manpower Directorate, NGB, and attends to the board according to NGB SOP.

##### **9-9. Instructions**

A memorandum of instruction prescribes the oath, general and specific guidance, procedures, reports, and other administrative details for the conduct of each board and announcement of results.

##### **9-10. Communications**

Personal appearance before the board is prohibited. Correspondence to the president of the board (must meet the criteria of paragraph 9-6) will be considered only if it is in the packet submitted to the board. Correspondence must invite attention to matters of record that is not readily apparent in the nominee's records, but which the soldier feels is relevant to the selection process. Other than the memoranda and comments in section II above, communication with the board by third parties, including the soldiers' chain of command or supervision, is not authorized.

##### **9-11. Evaluation**

The board will conduct a comprehensive review of each nominee's packet using the whole person concept. A complete and objective evaluation of demonstrated professionalism and the potential to serve as a CSM will be made. An isolated example of excellence or mediocrity will not be used as a reason for or against selection. Analysis of the nominee's qualities and qualifications, and comparison to the standards for CSM, will include at least:

- a. Breadth and variety of experience.
- b. Levels of responsibilities.
- c. Professional and technical competence, efficiency, and performance trends.
- d. Length of service and maturity.
- e. Moral standards and integrity.
- f. Military and civilian education and training.
- g. Awards, decorations and commendations.
- h. Physical condition, fitness, and military bearing.

- i. Experience in various NCO leadership and staff positions, such as platoon sergeant, ISG, detachment sergeant, operations NCO, recruiter, retention NCO, NCO academy instructor, etc., and their equivalent positions.
- j. Deployability.

#### **9-12. Selection**

The board will select only NCOs who are fully qualified for CSM and deny selection to others. Action by the board is administratively final.

#### **9-13. Announcement**

The DARNG will announce board results by memorandum to the State AGs. The memorandum will include the memorandum of instruction, board membership, the recommended list, the considered list, and administrative instructions.

- a. Acceptance of appointment. Selectees will be notified by their chain of command. Appointments may be accepted verbally; declinations will be in writing. Selectees must be in a promotable status and fully eligible for appointment.
- b. Not selected. Individuals not selected will be personally notified by their commanders before the statewide list is published.
- c. Declined, denied or not appointed. Submit to CNGB (NGB-ARP-PE) the name, SSN, unit of assignment, and reasons for NCOs who, once selected by the board, declined or were denied appointment to CSM.

### **Section IV**

#### **Appointment and Assignment**

#### **9-14. Appointment**

Appointment to CSM will be according to instructions in the DARNG announcement memorandum, (paragraph 9-13) except for previous selectees and SGMs who are eligible for reappointment and assignment under this chapter and chapter 5.

- a. ISGs and MSGs selected for CSM will first be promoted to SGM in accordance with chapter 6 or chapter 11. This may be done on the same date and order as appointment to CSM. DA Form 4872 (Certificate of Promotion) and comparable State certificates may be used. The grade on this certificate will read "Sergeant Major."
- b. Primary MOS OOO, with all authorized identifiers and codes, will be awarded on orders concurrent with appointment to CSM. Redesignate the old PMOS as SMOS per chapter 5.
- c. DOR as SGM will not change.
- d. CNGB (NGB-ARP-PE) will issue DA Form 4873 (Certificate of Appointment) signed by the Chief of Staff, Army, and the Sergeant Major of the Army, for all original appointments to CSM and forward them to the State AGs for formal presentation.

#### **9-15. Assignment and utilization**

The State AG, for soldiers in state status, and the Director, ARNG, for AGR Title 10 CSMs, are the assignment authorities for CSMs. This authority will not be delegated. The State CSM will advise the State AG and DARNG on all CSM assignments and professional development matters.

- a. CSM positions will be filled only with current CSMs, former CSMs eligible for reappointment in an active ARNGUS status, and ARNG CSM board selectees. Nominated MSG, ISG and SGM may perform the duties of a CSM on an acting or detailed basis, but will not be reassigned to CSM positions until selected by the ARNG CSM board without an exception to policy from CNGB (NGB-ARP-PE). See chapter 5.
- b. CSMs will be assigned only to authorized CSM positions while in the program. They will not be detailed or ordered for more than 30 days to duties or positions that do not require a CSM.
- c. Initial CSM assignments normally should be at battalion or comparably sized units. Branch qualified CSMs are highly desired, but not required, at this level to capitalize on their technical and training backgrounds in the basic mission of the organization and their MOSs.
- d. Normally, CSMs assigned to general officer commands will have prior CSM experience at lower command levels.

*e.* CSM positions in headquarters commanded by major generals are nominative. The major general will state whether or not there are any special qualifications. Available CSMs will be considered for reassignment before seeking a soldier not in the CSM program.

#### **9-16. Reappointment**

*a.* Former CSMs who are in grade SGM, but were involuntarily removed for a reason listed in paragraph 9-21, may be reappointed immediately without board action, provided they meet the prerequisites of paragraph 9-3, upon reassignment to CSM positions.

*b.* Former CSMs who are in grade SGM, but were removed per paragraph 9-20 or 9-21 who are not eligible for reappointment in an active status will be reappointed not earlier than the last duty day (active duty, FTNGD or IDT) before transfer to the Retired Reserve.

*c.* Former CSMs removed for cause per paragraph 9-22 may not be appointed to CSM in an active status or upon transfer under any conditions. They may only be reappointed in the Retired Reserve after favorable action by the Army Grade Determination Review Board (AR 15-80.)

#### **9-17. Posthumous appointment**

Posthumous appointments to CSM are authorized for soldiers who were selected by the HQDA board before the date of death. For this purpose only, the date of selection is the date on which the board adjourned and the soldier died by any means (other than as a result of the soldier's own misconduct) while:

- a.* Serving on any type of duty, paid or unpaid, or:
- b.* Enroute directly to or from that duty, or:
- c.* Within 90 days after that duty from injuries or illness incurred or aggravated during the times in a or b above.

#### **9-18. Active duty reporting**

When mobilized, called or ordered to active Federal service, (except AGR, ADT, ADSW, TTAD or FTNGD under AR 135-18, AR 135-200, or AR 135-210), send a copy of the CSM's DA Form 2-1, GPFR-1790 and orders to: HQDA (TAPC-EPZ-E), Alexandria, VA 22331-0400.

### **Section V**

#### **Termination**

#### **9-19. Notification**

When a CSM is removed or recommended for removal from the CSM program, notify the following as appropriate:

*a.* The State AG. The State AG, (DARNG for AGR Title 10), is the approval authority for involuntary CSM removals, MOS reclassifications, and those reassignments and reductions not authorized for delegation under this regulation.

*b.* The State Security Manager, who will notify the Commander, U.S. Army Central Personnel Security Clearance Facility if AR 604-5, paragraph 2-200 applies.

*c.* HQDA (TAPC-EPZ-E) only when the CSM is under a mobilization, call or order into active Federal service except as noted in paragraph 9-18 above.

#### **9-20. Voluntary removal**

Voluntary removal is an action for NCOs who request early release from the CSM program, including those granted AGR leadership and technician compatibility waivers, such as voluntary withdrawal from the CSM program with transfer to the ING, to a SGM vacancy, or to a lower graded position concurrent with a voluntary reduction in grade.

*a.* The individual's request will include the statement, "I understand I am not eligible for reappointment to CSM while in an active status." Enter permanently in DA Form 2-1, item 4 "Not eligible for reappointment to CSM in active status. Eligible for reappointment as CSM on transfer to the Retired Reserve", (if serving in grade SGM).

*b.* Individuals transferred directly to a USAR Control Group or to the Retired Reserve, and who are not being transferred under or in lieu of adverse action, will remain CSMs. Enter permanently in DA Form 2-1, item

4, "Assigned to Retired Reserve (or Control Group) as CSM: Not eligible to return to active ARNGUS unit status".

**9-21. Involuntary removal**

The following actions are involuntary removals. Individuals may be eligible for reappointment to and assignment as CSM without board action. Enter permanently in DA Form 2-1, item 4, "Eligible for reappointment to CSM in active unit status or on transfer to a USAR Control Group or the Retired Reserve" (if serving in grade SGM).

- a. Elimination of a CSM position.
- b. Relocation to another geographic area where the CSM cannot be properly assigned.
- c. Acceptance for assignment to a non-CSM position in the Military Technician or AGR programs.
- d. A Military Technician or AGR soldier granted a leadership waiver to serve a fixed period as a CSM that terminates with lateral appointment to SGM.
- e. Assignment to a sergeant major position under a state SGM career development program and there are no upward mobility positions.

**9-22. Removal for cause**

A CSM whose physical status, conduct, or performance falls below the standards set for program members, will be removed for cause. The commander will present a formal recommendation to the CSM for rebuttal, mitigation, extenuation, or written declination to comment. On receipt of the CSM's comments or declination, the commander will submit the recommendation through command channels. Each commander in the CSM's chain of command will review the case and make a recommendation. The State AG (DARNG for AGR Title 10) is the approval authority. The commander may recommend concurrent reduction or discharge board action. All recommendations for removal will include a "Relief-for-cause" evaluation in accordance with AR 623-205. Appeal of an adverse evaluation under AR 623-205 will not be cause for delay of the removal action.

**9-23. Mobilization or Presidential Call**

Presidential Selected Reserve Call-up (PSRC). If necessary to fill a critical CSM position in a federalized unit, a State AG may appoint an eligible MSG, 1SG or SGM to CSM without HQDA selection board approval. 1SG and MSG must be fully qualified under promotion criteria in chapter 6 or chapter 11 and selected as best qualified by a State promotion board. All appointees under this paragraph must meet the eligibility criteria of this chapter. The State AG will notify CNGB (NGB-ARP-PE) in writing of promotion and appointment actions under this authority.

State AG or STARC Letterhead

Office Symbol (MARKS)

(date)

MEMORANDUM FOR President, (month and year) Army National Guard Command  
Sergeant Major Selection Board

SUBJECT: Nomination for the Command Sergeant Major Program

1. I recommend (grade, first name, middle initial, last name, Social Security Number) for entry into the Army National Guard Command Sergeant Major Program.
2. An authorized position vacancy as the Command Sergeant Major of (insert the command, activity or installation, if known, or type of command) (insert exists or is projected) within 12 months.
3. Additional comments are mandatory. For instance, if a MSG or 1SG, state that a board has selected the NCO as best qualified for promotion under NGR 600-200, chapter 6 or 11.
4. If the nominee is or will be over the objective age of 51, state the circumstances, special qualities and qualifications, and other relevant information.
5. The nominating packet of documents required by NGR 600-200, paragraph 9-6 is enclosed.

Encl  
as

Signature  
Signature block of the  
State Adjutant General

**Figure 9-1. Nominating Memorandum**



# **ARMY NATIONAL GUARD SENIOR NCO CHECKLIST**

	Yes	NA
Nominating memorandum	_____	
This checklist	_____	
Biographical sketch official photograph DA Form 2-1	_____	
GPFR-1790 (8 1/2"x11" copy)	_____	
All NCOERs for the last five years	_____	
All AERs for NCOES courses	_____	
Status in U.S. Army Sergeants Major Course	_____	
DA Forms 705 for the last three years	_____	
DA Form 7349-R, Initial Medical Review - Annual Medical Clearance (with DA Form 3349, if required)	_____	
Certificates for decorations, and memoranda for commendations and appreciation for the last five years	_____	_____
Nominee's memorandum to the president of the board	_____	_____
DA Form 4187 with Statements of agreement and Coordination	_____	_____
<p>Instructions Except for the nominating memorandum, this checklist, the biographical sketch, the official photograph, and the nominee's memorandum to the president of the board, submit photostatic copies on 8 1/2" x 11" white paper. Items with a blank lined space under NA above may not apply to each nominee. All other items are mandatory.</p>		
<p>Nominee signature and date</p>		
<p>Personnel Sergeant signature and date</p>		
<p>State CSM signature and date</p>		

**Figure 9-2. Nominee Checklist**

### BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

SSN:

Primary MOS:

Duty MOS:

Present grade:

Date of rank:

Years of active service and BASD:

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Business telephone number:

Civilian education:

Military education:

Decorations, awards and citations (spelled out in order of precedence):

Civilian affiliations:

Significant experience (include duty status and primary civilian occupation or AGR):

(Do not type the following on the sketch)

1. Limit to two pages on standard 8 1/2" x 11" plain white paper using a standard courier, pica or elite font.
2. If pursuing a degree, list major and minor, institution, and date projected for completion.
3. Do not list single subcourses under military education. List only complete series.
4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
5. In significant experience, list military duty assignments and civilian positions from most recent to oldest.
6. Do not include a narrative biography, objectives, or abbreviations.

Figure 9-3. Biographical Sketch

1 March 1997  
NGR (AR) 600-200

**Chapter 10**  
**Reserved for Future Use**

## **Chapter 11**

### **Transitional Promotion and Reduction Policy**

**Transition guidance.** Implement the policies and procedures in this chapter one or more grades at a time from CSM through SGT on the schedule set by each state with full implementation in 1996. Publication of each promotion list sets the implementation date for all soldiers in the state in that grade. States may use chapter 6 until the day before implementation to select soldiers for promotion into actual vacancies. At the same time, prepare soldiers for consideration using this chapter to allow continuous fill of vacancies. The date of the SGT promotion list also marks the date of transition for all lower grades in the state, and implementation of the remaining provisions of this chapter, completely replacing chapter 6 for use in that state. Authority to use chapter 6 will expire with its rescission on 31 December 1996. Selections, assignments and promotions made using policies and procedures from the test program development phase through the implementation date of this chapter in a state are valid. This includes guidance in state memoranda of instructions for boards being processed, provided that all soldiers in the state in that grade are treated the same.

#### **Section I**

##### **General**

##### **11-1. Purpose**

- a.* This chapter prescribes policy and procedures for advancement, promotion, lateral appointment, reduction and restoration for all Army National Guard of the United States (ARNGUS) enlisted soldiers. A soldier who is advanced, promoted, laterally appointed, or reduced in the ARNGUS is concurrently advanced, promoted, laterally appointed, or reduced in the Reserve of the Army.
- b.* This system is designed to help fill authorized enlisted vacancies with the best-qualified enlisted soldiers who have demonstrated the potential to serve at the next higher grade. It provides for career progression and grade in line with each soldier's potential.
- c.* For the noncommissioned officer grades, it prescribes the Noncommissioned Officer Education System (NCOES) requirements for promotion and that soldiers on a promotion list will attend the course required for promotion to that grade.
- d.* Use this chapter in concert with NGR 600-5 and NGR 600-10 for AGR soldiers, and with regulations that govern Military Technicians.
- e.* Use this chapter to administer advancements, promotions, lateral appointments and reductions for soldiers called or ordered to active Federal service for less than one year as described in instructions issued for the call or order.
- f.* This chapter grants formal promotion selection boards the authority to recommend unproductive soldiers for removal from active status.

##### **11-2. Convening and promotion authorities**

- a.* Chief, National Guard Bureau (CNGB) is convening and promotion authority for AGR Title 10 enlisted tour soldiers attached to NGB and active duty installations per NGR 600-10. The Deputy Director, ARNG (DDARNG) is delegated the authority to administer this program for the NGB AGR Title 10 Tour Management Program.
- b.* State AGs are convening and promotion authorities for all promotion boards to SGT through SGM. They may delegate their authority to their Assistant State AG (Army) or Deputy STARC commander. They also may delegate promotion authority to subordinate commanders as follows:
  - (1) Commanders in command positions authorized grade of MG for promotion to SGM.
  - (2) Commanders in command positions authorized grade of COL or higher for promotion to SFC and MSG.
  - (3) Commanders in command positions authorized grade of LTC or higher for promotion to SGT and SSG.
  - (4) AR other commanders for advancement to PV2 through SPC.
- c.* All convening and promotion authorities may delegate the conduct, management and signature authority for this program to their Director of Personnel, Military Personnel Management Officer (MPMO) or comparable officer.
- d.* Commanders of active Army units to which soldiers are attached for training may advance and promote ARNGUS soldiers per AR 600-8-19.

##### **11-3. Promotable and non-promotable status**

Soldiers may be advanced or promoted only while in a promotable status. Soldiers under suspension of favorable personnel actions may be considered for promotion as discussed in paragraph 11-27a. If a soldier is accidentally or intentionally promoted when not in a promotable status, the promotion lacks an original basis of authority and, therefore, is voided. Revoke orders effective on the day the error is detected. The rules in paragraph 11-11 below may apply. A soldier is in a non-promotable status and will not be promoted, advanced, appointed to a higher grade, or laterally appointed to CPL, 1SG or CSM when:

- a. The subject of proceedings that may result in administrative elimination.
- b. A written recommendation has been sent to the promotion authority to reclassify the soldier for inefficiency or disciplinary reasons.
- c. The soldier does not have the security clearance or favorable security investigation for promotion to the grade and MOS.
- d. Ineligible for immediate reenlistment or extension of enlistment per chapter 7.
- e. A Bar to Reenlistment or Extension of Enlistment has been approved or initiated per chapter 7.
- f. Ineligible to reenlist or extend to meet the remaining service obligation for advancement or promotion in paragraph 11-10.
- g. A written recommendation has been submitted to remove the soldier from a promotion list.
- h. A State Medical Duty Review Board (MDRB) per NGR 40-501 or a Physical Evaluation Board (PEB) determines that a soldier is no longer qualified for service.
- i. Declared an unsatisfactory participant per AR 135-91:
  - (1) Paragraph 4-9, for 9 or more unexcused absences from scheduled training assemblies.
  - (2) Paragraph 4-13, for unexcused absence from annual training or AWOL during other period of active duty (AD) or full-time National Guard (FTNGD) duty of less than 30 days. NOTE: If retained in service, promotable status is regained, provided otherwise eligible, when the soldier has fewer than 9 unexcused absences per paragraph 411, punishment is completed and suspension of favorable personnel action is removed.
- j. Absent without leave (AWOL) per AR 6008-10 until punishment is completed and suspension of favorable personnel action is removed or the soldier is separated from service.
- k. Selected for elimination by Enlisted Qualitative Retention Board (EQRB) per AR 135205, chapter 4 or NGR 600-200, chapter 10.
- l. The soldier is a Military Technician selected for mandatory removal for maximum age or by EQRB, but allowed by law to remain to qualify for civil service retirement.
- m. Failure to qualify or apply for, be entered into, or to successfully complete required NCOES training due to Wore to meet standards for entrance, failure of standards to complete, or through voluntary withdrawal. This does not apply for hardship, emergency or cases in which the soldier is ill or injured.
- n. Under a suspension of favorable personnel actions (SFPA) (flagged) per AR 600-8-2 or have a circumstance that requires an SFPA whether or not it is actually initiated and completed, such as failure of APFT, body composition standard, completion of processing and punishment under Article 15, UCMJ (except for summarized proceedings imposed according to AR 27-10, paragraph 3-16) or comparable state law, etc. See also figure 11-2.
- o. Assigned to the Inactive National Guard (ING).

#### **11-4. Delay of promotion due to suspension of favorable personnel actions**

When a soldier's promotion or advancement was delayed because of suspension of favorable personnel actions per AR 600-8-2, and the final DA Form 268 has been prepared, use the following rules to determine the soldier's promotion status. When the final report is closed --

- a. "Favorable", when the soldier would have been promoted while the suspension was in effect, and the soldier has been assigned, promote the soldier. Establish effective date and DOR as if no delay in promotion had occurred. The earlier effective date must be approved before the promotion and under the procedures in paragraph 11-6c.
- b. "Unfavorable", and the soldier would have been promoted while the suspension was in effect, provided otherwise eligible, promote the soldier with effective date and DOR of the date of removal of SFPA unless action has been initiated to remove the soldier from the promotion list before the closing date of the DA Form 268.
- c. "Other" (applies to the Army Weight Control Program and the APFT, and the soldier would have been promoted while the suspension was in effect, provided otherwise eligible, promote the soldier with an effective date and DOR of the date of removal of the suspension of favorable personnel action or date of assignment and qualification, whichever is later.

#### **11-5. Precedence of rank**

Among enlisted soldiers of the same grade in active status (paid drill status, AD, or FINGD, precedence of rank will be determined:

- a. According to DOR --
- b. By length of total active status regardless of component, when dates of rank are the same.
- c. By date of birth when a and b are the same, older is more senior.

#### **11-6. Date of rank (DOR) and effective date**

- a. The DOR is the date specified in the advancement, promotion or reduction instrument.
- b. The DOR and effective date are normally the same. The effective date of an order or DA Form 4187 cannot be earlier than the first day the soldier becomes fully qualified. The effective date is always the same as the date of the order or the authentication officer's signature respectively unless:
  - (1) A future date is specified for a valid reason.
  - (2) It confirms verbal orders previously issued under rare and unusual circumstances.

c. An earlier effective date normally must be approved by a higher promotion authority unless the State AG has retained promotion authority. However, DOR may be earlier than the effective date because of flagging action per AR 600-8-2, after completion of training per paragraph 11-45c, restoration of grade, or when earlier effective date is approved.

d. See NGR 614-1 for DOR on transfers from the ING.

e. DOR remains unchanged upon lateral appointment but will be specified in the orders.

f. Soldiers promoted to formerly held enlisted grades, after having been reduced one or more grades under paragraph 11-57, 11-58b or 11-58c, receive an adjusted DOR that gives credit for time previously served in the grade, or a higher grade, to which promoted.

g. Soldiers reduced involuntarily for lack of grade vacancy when leadership or compatibility waivers expire will receive an adjusted DOR when promoted to their formerly held pay grades.

h. Soldiers reduced for inefficiency per paragraph 11-60 do not receive adjusted DOR if later promoted to higher grades.

i. Soldiers reduced voluntarily per paragraph 11-55 will not receive an adjusted DOR when promoted again to their formerly held grades.

j. DOR for soldiers reduced -

(1) For inefficiency, at their own request, for failure to complete a course, to accept a commission or warrant appointment for which they were promoted to a higher grade, and involuntarily reduced for loss of a position vacancy, is the same as that held in the grade to which reduced. If reduction is to a grade higher than held before appointment to a special grade, DOR is the date the soldier would have been eligible for promotion to that grade under this regulation.

(2) For action per Article 15, UCMJ, or comparable State code, will be established according to AR 27-10, chapter 3.

(3) For any reason other than in (1) and (2) above will be the same as the date of the order announcing the reduction.

(4) Upon promotion to formerly held grades will be the new date of promotion unless an adjusted DOR is specifically authorized in this chapter.

k. DOR for soldiers restored to higher grade is the DOR before reduction for --

(1) Successful appeal of reduction.

(2) Successful appeal, setting aside, mitigation, or suspension of punishment under UCMJ or State code.

(3) Entry on IADT.

(4) Entry on ADT, or any combination of IDT and ADT, for qualification training.

l. Adjust DOR for soldiers voluntarily reduced to enter active duty in contingency operations:

(1) To include all service in the grade to which reduced and any higher enlisted grade.

(2) Who were not promoted to their previously held grade while on active duty, as of the day after release from active duty plus all previous time served in the same or a higher enlisted pay grade.

m. For former officers who enlist or reenlist in a grade determined per chapter 2 of this regulation, adjust the DOR that they had in prior enlisted service in the same or a higher enlisted grade to exclude all officer service and periods during which they did not have military status. For those awarded a higher grade than they held during prior enlisted service, DOR is the date of enlistment or reenlistment

n. Use the following procedures to establish effective dates and to correct erroneous effective dates of previously completed promotion actions. Promotion actions that were denied or not favorably considered are excluded.

(1) The effective date of promotion is normally the same date as the approving authority's signature on the DA Form 4187 or the date of the orders.

(2) An effective date cannot be established earlier than the date a soldier becomes fully qualified for advancement or best qualified for promotion. For promotions to SGT through SGM an effective date cannot be earlier than the date the selection board proceedings were approved by the convening authority.

(3) When the promotion authority's investigation determines that, had certain facts been known or if a promotion action had been processed correctly, the soldier would have been promoted on an earlier date, and the oversight was not due to the fault of the soldier, then the procedures in paragraph 11-7 below apply.

o. For soldiers selected and assigned, but who have not yet completed required NCOES training, promote them with effective date and DOR as of the day after graduation. See also paragraph 11-45c.

#### **11-7. Establishing retroactive effective dates**

These procedures have been developed for cases that previously were submitted to the Army Board for Correction of Military Records (ABCMR). These policies and procedures apply generally to cases for soldiers in service, and specifically to cases of soldiers with situations that occur while governed by Title 32, U.S. Code. The ABCMR has directed that these issues be handled by States with the guidance of the National Guard Bureau. Use the following policies and procedures to establish retroactive effective dates. These procedures apply to all current, former and pending cases since the effective date of 1 Oct 90 when implemented through NGB policy memorandum.

a. Promotion authority for the affected soldier submits DA Form 4187 through channels to the next higher promotion authority, requesting that the soldier be advanced or promoted with a retroactive effective date, or if already promoted, that the current effective date be corrected. Since retroactive promotions affect existing back

pay and allowances, a detailed explanation of the specific reasons for the delay or correction must be shown in the request. Documentation supporting the basis for the request should be enclosed with DA Form 4187.

b. The next higher promotion authority approves or disapproves the request by first endorsement citing this paragraph as the regulatory authority, and indicates the approved retroactive effective date. Return a copy of the DA Form 4187 with first endorsement through promotion authority channels to the unit commander, and file a copy in the soldier's MPRJ.

c. The promotion authority publishes or amends the promotion instrument showing the DOR and approved retroactive effective date. The new orders or amendment must state that the earlier or corrected effective date of promotion has been approved by the next higher promotion authority per paragraph 11-2b.

d. The promotion authority forwards the DA Form 4187 or orders with the supporting documentation to the SIDPERS Interface Branch (SIB). The SIB completes a Grade Change (GRCH) transaction that indicates the retroactive effective date of grade. In cases where the soldier has already been promoted and the effective date, DOR, or both, are being corrected, the SIB completes a Grade Abbreviation and Code (GRCD) transaction to correct the effective date, and a DOR transaction to correct the DOR--

e. The SIB forwards the completed action to the Military Pay Branch, USPFO to process back pay and allowances.

f. To complete the following procedures, the promotion authority must, except for promotions after completing NCOES courses or obtaining an AGR controlled grade (E8 or E9) allocation, obtain approval from the next higher promotion authority which may include CNGB (NGB-ARP-PE), for example, when establishing a retroactive effective date for promotion to SGM. The approval authority establishes the official retroactive effective date to be used for promotion, for correcting military records, and for computation of back pay and allowances.

g. CNGB (NGB-ARP-PE) is the approving authority for cases for which the State AG is the promotion authority and which are not otherwise provided for in this paragraph.

h. Forward questionable cases, with supporting documents and recommendations, through channels to CNGB (NGB-ARP-PE) for evaluation and determination of entitlement

i. CNGB (NGB-ARP-PE) is the approval authority for all actions for Title 10 soldiers.

#### **11-8. Computing time in grade (TIMIG), time in service (TIS) and cumulative enlisted service (CES)**

a. Compute TIMIG from the soldier's DOR in the current grade.

b. Compute TIS from the soldier's pay entry basic date (PEBD). Include all service for pay computed under DOD Military Pay and Allowances Entitlements Manual (DODPM), part I, chapter 1. Compute TIS for personnel who entered ARNGUS under the Civilian Acquired Skills Program (CASP) or who were promoted under the Stripes for Buddies Program from Basic Enlisted Service Date (BESD). Use AR 600-8-104, table 5-2, item 20, to establish BESD. See section III of this chapter for rules on nonprior service enlistees to compute TIS from date of original entry on active duty.

c. To qualify for promotions to SFC, MSG and SGM soldiers require specific amounts of cumulative enlisted service (CES) computed from BESD which excludes time served as warrant and commissioned officer. If all service has been in enlisted status without a break in service (to the ING or complete discharge from military status), the BESD is the same as PEBD.

#### **11-9. Security clearance requirements**

The following security requirements are prerequisite for advancement and promotion:

a. Promotion to MSG and SGM requires at least a favorable National Agency Check (NAC) unless the promotion MOS requires a final security clearance of Secret or higher per AR 611-201.

b. Promotion to SFC requires the clearance for the promotion MOS when required in AR 611-201.

c. Advancement to SPC and promotion through SSG requires the clearance required by AR 611-201 for the promotion MOS or an interim clearance at the same level.

#### **11-10. Service remaining obligation**

a. The following service remaining obligations from date of promotion are required for promotion to SGT through SGM:

(1) To SGT and SSG, 1 year.

(2) To SFC through SGM, 2 years.

b. Service will be obligated from the effective date of promotion and soldiers must extend or reenlist in order to accept the promotion. However, soldiers are exempt from this requirement if they are:

(1) Eligible through prior service for a higher pay grade at time of retirement.

(2) Able to serve at least 6 months in the grade but will be involuntarily separated due to reaching their maximum years of service by grade or maximum age.

c. Individuals who accept promotions will fulfill the service remaining requirement before transfer to the Retired Reserve, voluntary retirement for active duty length of service, or ETS. If they do not they will be separated in the next lower grade unless granted an exception to policy by CNGB (NGB-ARP-PE) for the good of the service. NOTE: When a soldier incurs more than one obligation, such as one for training and one for promotion, set the date as the one farthest in the future; do not add them.

d. Soldiers who are otherwise eligible for promotion, but if they extend or immediately reenlist would lose their SRIP entitlements such as a Retention Bonus, may defer extension or reenlistment and accept a conditional promotion per paragraph 11-14e until they are in the three months before their currently scheduled ETSs as required by AR 135-18. Soldiers in this category who fail to extend or reenlist as a condition of the promotion will be reduced upon such failure without board action or appeal per paragraph 11-58d.

#### **11-11. Erroneous promotion and defacto status**

A promotion is erroneous when the soldier was not legally or administratively eligible for the promotion. When the soldier was not in a promotable status on the effective date of the orders or DA Form 4187, the unit commander or the promotion authority will immediately revoke the order or DA Form 4187. This does not apply to conditional promotions where the soldier is reduced for failure to complete training (paragraph 11-56e).

a. When an erroneous advancement or promotion is detected, service in the higher grade may have been in de facto status when the soldier was not at fault, but the promotion was erroneously accomplished. Even though the promotion order is revoked, the promotion authority or higher commander, after legal review by the servicing SJA, may determine de facto status exists when:

- (1) The soldier accepted the promotion or advancement in good faith.
- (2) A promotion order or DA Form 4187 was issued.
- (3) The soldier received pay at the higher grade.
- (4) There was no absolute statutory bar to receipt of military pay.
- (5) The soldier actually discharged the functions of the higher grade.

b. If the soldier attained promotion eligibility prior to determination that the promotion was invalid, and is in promotable status, advancement or promotion to current rank may be made, and DOR administratively adjusted to the date the soldier first became eligible for promotion. Effective date will not be earlier than the date of the orders or DA Form 4187 unless an earlier date is approved per paragraph 11-6c.

c. The final determination of whether the soldier served in a de facto status for the purposes of retaining pay and allowances received must be made by the USP&FO, on receipt of the reduction order.

d. De facto status will be documented by memorandum filed permanently in the soldiers OMPF with a copy processed to the State MPMO to support pay entitlements.

#### **11-12. Acting noncommissioned officers**

ARNGUS does not appoint acting noncommissioned officers.

#### **11-13. Frocking**

ARNGUS soldiers on promotion lists who are assigned to SFC Detachment Sergeant positions, 1SG or SGM positions before they can be promoted (generally due to lack of controlled grade allocations for AGR soldiers) may be frocked. State AGs may authorize frocking by informal memorandum when the soldier is assigned to the position and CNGB (NGB-ARP-F) has denied allocation of a controlled grade for that soldier. Frocking will not be approved to provide an interim fill for these positions. Do not issue orders or new identification cards, nor change official records to show a frocked rank. Do not issue DA Form 4872 until the soldier is actually promoted to MSG, 1SG or SGM. Frocking to CSM is authorized only after selection by the ARNGUS CSM board per paragraph 9-15a; contact CNGB (NGB-ARP-PE) for issue of DA Form 4873 (Certificate of Appointment to Command Sergeant Major) for presentation at an appropriate ceremony on the effective date of frocking. NCOs will remove their frocked insignia of grade upon reassignment from these positions when they are not yet promoted. Frocking does not entitle the soldier to time in grade, pay in the grade to which frocked, or credit for the grade on the retired list until actually promoted to the grade.

#### **11-14. Promotion instruments**

a. Normal advancements to PV2, PFC and SPC with effective date the first day of eligibility, except for soldiers flagged or barred from reenlistment, will be executed automatically by automated advancement eligibility reports. Reports will list all soldiers eligible for advancement to PV2, PFC and SPC. When possible, soldiers should be listed on the report 30 days prior to their dates of advancement eligibility. Do not use DA Form 4187 for automatic advancements unless required to document the action for soldiers advanced while awaiting IET (special advancements and Split Training Option - Phase II.) The commander must annotate on automated advancement reports by each name whether "yes" to advance or "no" to deny advancement. The commander will verify the effective date of advancement and sign the report. The MPMO may advance soldiers based on this report. Soldiers not advanced based on this report will be monitored until advanced. See paragraph 11-23f for actions on soldiers not recommended for advancement.

b. DA Form 4187 may be prepared up to 30 days before date the soldier is eligible for advancement to ensure prompt processing of pay and allowances.

c. Promotions to SGT through SGM are announced only on orders. For conditional promotions, see paragraph 11-28c and 11-14e(1) and (2) below for additional required remarks.

d. Orders and DA Forms 4187 will cite the appropriate paragraph of this regulation for advancement and promotion. If a retroactive effective date is approved by a higher promotion authority, cite paragraph 11-7 also.

e. Additional Instructions: Include in promotion orders and DA Forms 4187 one or more the following statements as additional instructions as required:



(1) "Promotion is not valid and is not effective if the soldier is not in a promotable status on the effective date of promotion."

(2) "An earlier effective date has been approved per NGR 600-200, paragraph 11-6c", if an earlier effective date is approved under paragraph 11-6c.

(3) Include in orders one of the following remarks for conditional promotions: For conditional promotion to SGM enter "The soldier must complete the U.S. Army Sergeants Major Course as a condition of this promotion. Failure to meet the condition will cause reduction per NGR 600-200, paragraph 11-56e." For all other conditional promotions, enter "The soldier must complete the NCOES course prescribed for the grade to which promoted as a condition of this promotion. Failure to meet the condition will cause reduction per NGR 600-200, paragraph 11-56e."

#### **11-15. Promotion ceremonies and certificates**

a. Promotion ceremonies should be held on the effective date of promotion. Early promotion ceremonies may be held when the effective date of the promotion is on:

(1) A weekend or holiday.

(2) The last duty day or training assembly prior to the soldier's transfer to a new unit in conjunction with promotion.

b. The promotion order is the official instrument for promotion. It also is the source for grade, effective date, and DOR for all record and pay purposes. The promotion certificate, DA Form 4872 or 4874, is not the official instrument of promotion, DA Form 4873 (Certificate of Appointment) for CSM is discussed in paragraph 9-14 of this regulation.

c. Promotion certificates will not be retroactively issued for promotions before 1 November 1980. Promotion authorities may issue DA Forms 4872 and 4874 to soldiers only for their current grades.

d. Promotion authorities may sign promotion certificates or higher level authorities may reserve signature authority.

e. Soldiers reduced one or more grades will receive a promotion certificate when again promoted to a higher grade.

f. Commanders will make every effort to promote soldiers in formal ceremonies (in an office or a military formation) and should involve family members when practicable.

g. Ceremonies may be hosted by noncommissioned officers for promotions to a grade junior to themselves when authorized by the State AG or commander. Soldiers may choose who will help pin on their new grade during promotion ceremonies.

h. The following phraseology is recommended for promotion ceremonies: "Attention to Orders: Headquarters (use designation of state or unit issuing orders), dated (use effective date of promotion). The Adjutant General of (state) has reposed special trust and confidence in the patriotism, valor, fidelity and professional excellence of (name). In view of these qualities and demonstrated leadership potential and dedicated service to the Army National Guard, (name) is promoted to (grade) with date of rank of (day, month, year). By order of The Adjutant General: (the local promotion authority is announced as the authenticating officer)."

#### **11-16. Lateral appointments**

The State AG will specify which if any commanders listed in paragraph 11-2b are authorized to laterally appoint soldiers.

a. Authorized commanders will laterally appoint SPC to or from CPL, MSG to or from 1SG and SGM to or from CSM on DA Form 4187 or orders using the information in NGR 310-10, format 304.

b. Appoint SPC to CPL when:

(1) Soldier is assigned to and works in, for at least two months, a SGT position authorized the soldier's PMOS or CPMOS.

(2) A SPC who is a PLDC graduate occupies a SGT or higher position, but cannot otherwise be promoted.

c. Soldiers will normally retain the grade of CPL. However, a unit commander may laterally appoint CPL to SPC without the individual's consent for:

(1) Demonstrated inefficiency in technical, supervisory or other requirements of the MOS.

(2) Significant loss of qualifications, including medical inability to perform the duties of CPL in that MOS as required in AR 611-201.

(3) Disciplinary action under UCMJ or state code that adversely affects the soldier's ability to perform the duties of a CPL.

d. Appoint MSG to 1SG concurrent with assignment or attachment to a 1SG position authorized in MTOE/TDA.

e. Appoint SGM to CSM when authorized by chapter 9 of this regulation and appointment authority is not restricted by the state.

f. Appoint 1SG to MSG and CSM to SGM when:

(1) Detailed or attached to duties that do not require SQI M or a CSM on other than a very short interim basis.

(2) Assigned or attached to positions not authorized a 1SG or CSM including assignment to the resident U.S. Army Sergeants Major Course. Laterally appoint them to 1SG or CSM when reassigned to 1SG or CSM positions upon graduation from the course.

g. Certain NCOs who apply for transfer to the Retired Reserve (AR 140-10, chapter 6) before age 60, may be laterally appointed to their formerly held grades concurrent with the assignment. Former 1SG who are currently MSG will be reappointed and assigned to the Retired Reserve as 1SG provided they were not relieved for cause or the promotion was not revoked due to failure to meet a requirement of this chapter as a condition of a promotion. Former CSMs who are currently SGM eligible for reappointment to CSM per chapter 9 of this regulation will be reappointed to CSM and assigned to the Retired Reserve. State Adjutants General are the appointment authorities for these actions. Retirement orders and all related documents will show 1SG or CSM.

## **Section II**

### **Special Advancements, Promotions, Appointments and Restorations**

#### **11-17. General**

This section provides for special advancements, appointments, promotions, and restorations to PV2 through SGM. They are used in special circumstances and are made without regard for regular promotion criteria. When a soldier is eligible for more than one special promotion or advancement (or higher enlistment grade per chapter 2 of this regulation), award the soldier the highest grade for which eligible.

a. Advance or promote soldiers to higher grades when verified that they enlisted or reenlisted in a grade lower than that authorized in chapter 2 of this regulation, or claimed eligibility for enlistment in a higher grade, but did not have the required supporting documentation. Documents must be presented within one year after the enlistment date to validate entitlement to the higher grade. The entitlement must have existed prior to the day of enlistment. DOR will be the same as the date of enlistment. The advancement is not effective earlier than the date of signature by the authenticating officer, except when a retroactive date is approved by the next higher promotion authority per paragraph 11-7. This provision does not apply if the soldier is reduced after the date of enlistment or reenlistment.

b. Advance or promote soldiers to higher grades authorized by programs in chapter 2 of this regulation when all conditions are met. Cite all authorities including this paragraph and the basic paragraph authorizing the grade.

c. Advance soldiers enlisted while in Junior or Senior ROTC or the National Defense Cadet Corps to PV2 or PFC when they complete one or more years in that program after date of enlistment, but before departure for IADT. Use the criteria in table 2-3, rule B or C, of this regulation (Annual NGB Enlistment Criteria).

d. Promote soldiers to the grade held on the day before entering voluntary tours for contingency operations with a concurrent reduction to enter the tour, unless they were promoted to that or a higher grade while on that period of active duty, or if they were reduced while on the period of active duty. These promotions are effective on the day after release from active duty and are done without board action or other qualification requirements, including NCOES, as long as the soldier is in a promotable status. Adjust DOR as shown in paragraph 11-6j.

e. Concurrent with discharge from the ARNG for transfer to the Retired Reserve or placement on the Retired List, promote soldiers to the highest enlisted satisfactorily held provided they were not reduced for misconduct. These promotions do not require promotion board action. Promotion under this authority is not authorized for soldiers who requested reduction or separation, including transfer to the Retired Reserve or placement on the Retired List, in lieu of separation action or prosecution under the UCMJ or comparable state code.

#### **11-18. Promotion to enter training programs**

The following promotions and advancements are authorized without regard to NCOES course requirements. Announce them on DA Form 4187 or orders, but do not issue promotion certificates. Remove soldiers promoted under these provisions from SGT or SSG promotion lists. Subsequent promotion boards will not consider them while they remain in any status under this paragraph. If not commissioned, they are not eligible for promotion consideration again until the next regularly scheduled promotion board for the next higher grade based on the grade held before this special promotion.

a. Promote soldiers CPL or SPC and below to SGT (with a title of Candidate) one day before they enter the active Army OCS or, effective 1 October 1997, the Interservice Physician's Assistant Program. Promote soldiers ordered to the Warrant Officer Candidate School (WOCS) effective on the date travel begins per NGR 600-101, paragraph 2-11c.

(1) Applicants or warrant officer candidacy, when required, will attend BNCOC without regard to promotion list status as soon as they receive their proponent determinations per NGR 600-101, chapter 2, as an exception to paragraph 11-28a(3) and (4) of this regulation.

(2) Applicants for Special Forces Warrant Officer (MOS 180A) who are not Special Forces Operations and Intelligence (SF O&I) Course graduates (either resident or nonresident course) or of the SF Advanced NCO Course after October 1994 will be notified upon approval by the proponent to attend the O&I portion of the SF ANCOC without regard to promotion status. Those who are SFC and not SF ANCOC graduates also must complete the O&I portion of the SF ANCOC.

b. Promote soldiers SGT and below to SSG (with a title of Candidate) one day before they enter candidate status upon enrolling in ARNGUS State Officer Candidate School. However, do not exceed the maximum Support Personnel Management Document (SPMD) position grade for AGR soldiers per NGR 600-5 and AR 135-18.

c. Promote soldiers CPL or SPC and below to SGT as cadets effective the date the soldier is contracted in both the ARNGUS and the ROTC Advanced Course, and assigned the reporting code 09R20 per NGR 600-100, paragraph 13-5.

d. Promote eligible soldiers PV1 and PV2 to PFC effective on their reporting dates to the U.S. Military Academy Preparatory School (USMAPS).

e. Promotions under a through c above are valid only for the purpose for which they were awarded. Soldiers released from any of these statuses will be administratively returned to their pre-appointment grades upon release from such status. These grades are not valid for future determinations of grade upon release from candidate or cadet status, grade to be held after release from either status, highest grade held for reenlistment upon return to enlisted status after loss of commission or appointment for any reason, or highest grade satisfactorily held for retirement purposes.

#### **11-18.1. Advancement and promotion as a part of training programs**

Advance or promote soldiers to higher grades as a prerequisite to attend, during and after training programs that provide for the higher grades as prescribed. Soldiers who do not complete the training program for which promoted to the special grade, will be reduced to the grade from which promoted per paragraph 11-56 of this regulation.

a. After reduction to enter a training program per paragraph 11-58e of this regulation, promote the soldier without promotion board action to the higher grade when the time requirement is met. Date of rank will be the soldier's original date of rank in the grade to which promoted. The effective date will be the date of the promotion. For example, when the soldier must serve one year at that skill level after completion of training and award of the MOS to qualify to serve at the next higher skill level.

b. After completion of required phases of courses that are part of Special Forces training programs as shown in the following subparagraphs. These are conditional advancements and promotions based on successful completion of the training or training phase. Show the soldier's feeder MOS as primary with the CMF 18 MOS as CPMOS. These actions are authorized only when recommended by the soldier's active Army training unit commanders while these soldiers are in training. ARNG commanders will not use this authority without the recommendation of the active Army training unit commander and its promotion board. Cite this paragraph and the paragraph for the grade to which advanced or promoted as authority. Failure to complete the training may result in reduction as stated in paragraphs 11-56e and 11-14e.

(1) Promote PV1, PV2, or PFC not previously advanced or promoted per this regulation or AR 600-8-19, paragraph 2-5a, to SPC without regard to TIMIG and TIS with effective date and DOR the day before they start PLDC.

(2) Promote SPC to SGT when they have at least 18 months time in service and have been recommended by a promotion board at the active Army training unit per AR 600-8-19, chapter 3. The effective date of promotion and DOR will be the first day of the second month after the active Army training unit promotion board results are approved.

(3) Promote SGT to SSG when they have at least 28 months TIS, 8 months TIMIG, have completed Phase I of their SFQC (which gains them equivalent credit for BNCOC), and have been recommended by the promotion board at the active Army training unit per AR 600-8-19, chapter 3, and this paragraph. The effective date and DOR will be the first day of the second month after the active Army training unit promotion board results are approved.

(4) For soldiers who entered the SFQC as SGT, and who are BNCOC graduates, promote them to SSG when they have been recommended by the active Army training unit promotion board per AR 600-8-19, chapter 3. The effective date of promotion and DOR will be the first day of the second month after the active Army training unit promotion board results are approved.

(5) The promotions in (3) and (4) above are conditioned upon successful completion of the entire SFQC (MOS 18b, 18C, 18D or 18E course), but not the language-training phase.

(6) IADT soldiers will not be considered for promotion to SSG while in SFQC or language training courses.

#### **11-19. Advancement based on Civilian Acquired Skills Program**

a. Authority to advance soldiers using the ARNGUS Civilian Acquired Skills Program (CASP) is in chapters 2 and 4 of this regulation.

b. Unit commander or training commander may authorize accelerated advancement and award of the CASP MOS when the soldier meets all criteria. Soldiers in MOSs eligible for SGT under this program may be conditionally promoted without PLDC (paragraph 11-28a). If not required to complete the PLDC as part of their training program, they must complete PLDC within 12 months after date of promotion and before consideration by a promotion board for SSG.

c. Commanders may defer or deny accelerated advancement for lack of skill, failure to demonstrate the minimum required level of performance in the MOS or soldier skills, or misconduct. Commanders will counsel their soldiers in writing on DA Form 4856 with the reasons for deferral or denial, and file copies of counseling statements as Action Pending documents in the MPRJ until advanced or promoted to a higher grade, or separated, whichever is first.

d. On DA Form 4187, cite this paragraph as well as the basic paragraph for the grade to which advanced. On orders for promotion to SGT, include any comment required by paragraph 11-14e.

#### **11-20. Advancement based on Stripes for Buddies**

Soldiers who refer qualified applicants who subsequently enlist in the ARNGUS, Active Army or USAR may be advanced, without regard to other promotion criteria, to PV2 or PFC. The State MPMO will verify enlistment of applicants. The applicants must enlist before the soldier leaves for BT, while the soldier is between phases I and II of the STO, or after the soldier completes IADT. Applicants who enlist while the soldier is in IADT will be used to determine advancement after the soldier returns to the ARNGUS unit; they will not be promoted or advanced under this program while on IADT. This authority allows advancement based on any combination of enlistment before or after the referring soldier's enlistment or service in IADT per paragraph 2-12 of this regulation and this paragraph. Unit commanders will advance soldiers:

- a. Who enlisted as PV1:
  - (1) From PV1 to PV2, upon enlistment of 2 qualified NPS applicants.
  - (2) From PV2 to PFC, upon enlistment of a total of 3 NPS applicants (may include the 2 in a(1) above.)
- b. For soldiers who enlisted as PV2, to PFC upon enlistment of 3 qualified NPS applicants.
- c. On DA Form 4187, cite this paragraph as well as the basic paragraph for the grade to which advanced.

#### **11-21. Promotion of critically ill soldiers**

Terminally ill soldiers may be advanced or promoted by State AGs as follows:

- a. Soldier must be eligible for advancement or on a current promotion selection list.
- b. Critical illness or injury cannot have been caused by soldier's misconduct whether on duty or not. If incurred during any form of military duty, regardless of pay status, including travel directly to and from duty, illness or injury must have been incurred in line of duty.
- c. Estimated life expectancy is certified as 12 months or less by attending physician.
- d. Other provisions of this regulation are waived to permit these promotions, citing this paragraph in the promotion instrument.
- e. Include in requests:
  - (1) Soldier's name and SSN.
  - (2) Advancement or promotion list status.
  - (3) Attending physician's diagnosis and prognosis.

#### **11-22. Posthumous promotions**

- a. Eligibility for posthumous promotions is as follows:
  - (1) Soldier was officially recommended for promotion and the State AG signed the promotion list before the date of death. Soldiers in the ING are eligible for posthumous promotion unless removed from the promotion list for cause.
  - (2) Soldier was unable to accept the promotion because of death which -
    - (a) Was not due to misconduct whether on or off official duty status.
    - (b) Did not occur while on unauthorized absence from active duty or any form of scheduled IDT.
  - b. No person is entitled to additional benefits (such as additional pay and allowances or any other form of compensation) because of a posthumous promotion.
  - c. Commanders may recommend soldiers for posthumous promotions by memorandum to the State AG (MPMO). Include:
    - (1) Soldier's advancement or selection list status.
    - (2) Report of Death or other explanation of the circumstances.

### **Section III**

#### **Advancement to PV2, PFC and SPC**

#### **11-23. General**

Criteria for advancement to PV2, PFC and SPC are:

- a. Soldiers must be in a promotable status on the effective date of advancement
- b. The advancement authority or a higher headquarters may determine a soldier's eligibility to be advanced with a retroactive DOR when the soldier's advancement was delayed due to administrative error.
- c. Commanders may advance outstanding soldiers with waivers authorized in paragraphs 11-24 through 11-26.
- d. Use BASD or date of original entry on IADT to determine TIS for advancement to PV2 and higher grades for NPS soldiers. For PS soldiers, compute from date of original enlistment into military service other than the DEP program of an active component of a U.S. Armed Service provided there was no break in military service. This affects general eligibility for soldiers advanced using paragraphs 11-24 and 11-25. It does not affect those advanced or appointed to higher grades using special programs (CASP, Stripes for Buddies, education completion, or other special consideration authorizing a higher grade as part of the enlistment program.)
- e. Advance soldiers only in their PMOS or CPMOS.
- f. Unit commanders will ensure that soldiers who are eligible for advancement without waiver, or under one of the special programs in Section II of this chapter, but who are not recommended, are counseled in writing using DA Form 4856 (General Counseling Form).

- (1) Initially, when the soldier attains eligibility and is not recommended, and;
- (2) Periodically (at least every three months) until advanced or separated.
- (3) Commanders who elect not to advance soldiers at normal number of months TIS will submit DA Form 4187 for each soldier prior to the effective date of advancement. In Section III, Other, enter X and "Adv to (grade) Denied"; in Section IV, enter "Soldier denied advancement to (grade) at (number) months TIS per NGR 600-200, paragraph (number)".
- g. Prepare DA Forms 4187 for all advancements other than automatic advancements.
- (1) Effective date and DOR will be the same except for soldiers advanced late using the procedures in paragraph 11-6.
- (2) Unit commander or the S1 will sign all DA Forms 4187 advancing soldiers. The battalion or comparable commander or administrative officer may sign in the unit commander's absence (other than absence which requires an Acting Commander).
- h. File a copy of each DA Form 4187 affecting the soldier's latest advancement status in the MPRJ, and process a copy to the State MPMO (SIDPERS).

#### **11-24. Advancement to PV2**

- a. The eligibility criterion is 6 months TIS waivable to 4 months.
- b. Advance PV1 to PV2 automatically using automated advancement report at 6 months TIS, except for soldiers who are flagged or not recommended.
- c. Use DA Form 4187 only to advance soldiers:
  - (1) With a waiver (accelerated advancement.)
  - (2) Who were flagged or not recommended at 6 months TIS.
  - (3) Who were previously reduced to PV1.
- d. On DA Form 4187 for advancement to PV2, cite paragraph 11-24 as well as any other applicable paragraph.

#### **11-25. Advancement to PFC**

- a. The eligibility criteria for PFC are --
  - (1) 12 months TIS waivable to 6 months, and --
  - (2) 4 months TIMIG waivable to 2 months.
- b. On DA Form 4187 for advancement to PFC, cite paragraph 11-25 as well as any other applicable paragraph.

#### **11-26. Advancement to SPC**

- a. The eligibility criteria for SPC are:
  - (1) 26 months TIS waivable to 14 months, and --
  - (2) 6 months TIMIG waivable to 3 months, and --
  - (3) Qualified in the MOS to which advanced.
- b. Commanders may waive the position vacancy requirement for PFC with 26 months TIS who are otherwise fully qualified.
- c. A PFC may be advanced to SPC, with the concurrence of the unit commander, for soldiers on short tours of active duty not under State control (IADT, TTAD, ADSW or ADT). The advancement may be accomplished by the appropriate Regular Army promotion authority as discussed in AR 600-8-19, paragraph 2-5, for IADT soldiers, or this paragraph for all others.
- d. For PFC in positions graded for SGT, advance them to SPC and concurrently appoint them to CPL on DA Form 4187.
- e. On DA Form 4187 for advancement to SPC, cite paragraph 11-26 as well as any other applicable paragraph.

### **Section IV**

#### **Promotion to SGT through SGM**

#### **11-27. Criteria**

To be eligible for consideration, selection and promotion to SGT through SGM soldiers must:

- a. Be in promotable status. A soldier with a suspension of favorable personnel action (SFPA) in effect will be considered by the board unless completely ineligible for consideration, but cannot be placed on the promotion list or promoted until the suspension has been removed. This requirement is not waivable. The flagging action will not be seen by the board. Soldiers who have been removed from promotion lists per paragraphs 11-48 and 11-49 and who are pending separation action per AR 135-178 or AR 635-200 will not be considered for promotion. If not separated, they may be considered by the next regularly scheduled promotion board unless they are eligible for a standby advisory board per paragraph 11-53 of this chapter. Soldiers enrolled in officer and warrant officer producing programs (including those attending in a permissive TDY status), although eligible for special advancements or promotions in section II of this chapter, are not eligible for consideration for promotion, NCOES training, assignment, or promotion per the other provisions of this chapter.
- b. Be participating satisfactorily in the active ARNG.

c. Meet the following times by the date announced in the board memorandum of instruction (waivers are not authorized): (See paragraph 11-8 for computation rules.)

For	TIMIG	TIS	CES
SGT	6 months	NA	NA
SSG	8 months	NA	NA
SFC	11 months	9 years	6 years
MSG	12 months	13 years	8 years
SGM	14 months	16 years	10 years

d. Have a HS diploma, HS-GED equivalent, alternate credential, or an associate or higher degree. Eskimo Scouts are exempt from this criterion.

e. Be qualified in the Career Progression MOS (CPMOS), promotion MOS or a feeder MOS for the position into which assigned and promoted unless another standard is authorized in this chapter, chapter 3, chapter 5, or in a special training program, such as those for CMF 18 and 96, the CASP, or AGR Management Program governed by NGR 600-5 and NGR 600-10. NOTE: Commanders and personnel managers must ensure promotion of SRIP participants only in their primary or CPMOS to avoid violating the terms of incentives contracts. CPMOS must be in the same CMF as the bonus MOS to retain entitlement.

(1) SQI, ASI and LIC classified positions on some MTOE/TDA identify additional skills. Unless a soldier cannot perform the duties of the position due to lack of SQI, ASI and or LIC training, such as in certain airborne or Special Forces positions, this training is not a criterion in determining MOS qualification for promotion. For organizations with units in two or more states, the organization leadership and state MPMOs should coordinate consistent standards to the maximum practical extent.

(2) Soldiers being involuntarily reclassified into another MOS due to unit reorganization or inactivation, will be treated according to State reorganization instructions. They may remain MOS qualified for promotion purposes up to 1 year after the effective date of the reorganization or inactivation, or until reclassified into the new MOS, whichever occurs sooner. State reorganization instructions should provide for the selection, assignment, qualification and reclassification. Soldiers promoted under these rules into a new MOS must become qualified in the time required or be reduced per paragraph 11-56g.

(3) Soldiers are considered physically qualified in their MOS for promotion purposes when they have been found qualified by a State MDRB, Medical Evaluation Board (MEB), or Physical Evaluation Board (PEB), and will retain promotion status. Currency of the soldier's physical examination is a function of eligibility for immediate reenlistment or extension in chapter 7 of this regulation and of NGR (AR) 40-501.

f. For consideration for promotion to SGM with concurrent appointment to CSK individual should not yet be the objective age of 51 as of the last day of the month of the DA (NGB) ARNGUS CSM Selection Board per paragraph 9-3d of this regulation. However, State AGs may nominate individuals above the objective age without waiver or exception when the soldier is clearly the best qualified of all eligible candidates.

g. For consideration for promotion, including concurrent appointment to CSM, ISG and MSG who are not graduates of the U.S. Army Sergeants Major Course (USASMC) must be eligible to attend and complete the course. Individuals who were selected to attend but did not complete the course for any reason other than hardship are not eligible to attend the course again and, therefore, are not eligible for consideration or promotion to SGM. This criterion is not waivable and exceptions to policy will not be considered.

#### 11-28. NCOES requirements for promotion

NOTE: The promotions in a(2) through (5), (8) and (9) below are conditional promotions. The rules to administer these promotions are in c below.

a. Consider soldiers for promotion without regard to their current levels of NCOES. When selected for promotion and listed in the selection objective of the promotion lists, they are eligible for training and, provided they are in or will be concurrently assigned to positions authorized the higher grade, promotion as shown below. See paragraph 11-42 for discussion of the selection objective, who may attend NCOES courses, and when they may attend.

(1) SPCs and CPLs with PLDC credit are promotable to SGT.

(2) SGTs with PLDC credit are promotable to SSG after they complete BNCOC Phase I. They must start Phase II (or the next resident phase prescribed by the proponent) within two years after the complete Phase I. They must successfully complete all phases before consideration by a SFC promotion board.

(3) SGTs without PLDC credit are promotable to SSG after they complete PLDC and BNCOC Phase I. They must start BNCOC Phase II (or the next resident phase prescribed by the proponent) within two years after they complete Phase I. They must successfully complete all phases before consideration by a SFC promotion board. SGTs with DORs before 1 Oct 92 do not need PLDC to attend BNCOC.

(4) SSGs with BNCOC credit (all phases), but without ANCOC credit, are promotable to SFC after they complete ANCOC Phase I. They must start ANCOC Phase II (or the next resident phase prescribed by the proponent) within two years after they complete Phase I. They must successfully complete all phases before consideration by a MSG promotion board.

(5) SSGs without BNCOC or ANCOC credit are promotable to SFC after they complete BNCOC (all phases) and ANCOC Phase I. They must start ANCOC Phase II (or the next resident phase prescribed by the proponent) within two years after they complete Phase I. They must successfully complete all phases before consideration by a SFC promotion board.

proponent) within two years after they complete Phase I. They must successfully complete all phases before consideration by a MSG promotion board. SSGs with DORs before 1 Oct 92 do not need PLDC or BNCOC to attend ANCOC.

(6) SSGs with ANCOC credit are promotable to SFC.

(7) SFCs with ANCOC credit (or the USASMC) are promotable to MSG. There is no new training requirement.

(8) SFCs without ANCOC credit are promotable to MSG after they complete ANCOC Phase I. They must start Phase II (or the next resident phase prescribed by the proponent) within two years after they complete Phase I. They must successfully complete all phases before consideration by a SGM promotion board. (NOTE: BNCOC is not a factor.)

(9) MSGs (this includes ISGs) with ANCOC credit, but without USASMC credit, and who are in the selection objective of the SGM promotion list or CSM selection list, are only promotable after they are enrolled in the USASMC by CNGB(NGB-ART-I) as follows. This is the only means to enroll in the USASMC.

(a) For the nonresident course, State AGS (MPMOs only) will submit to CNGB (NGB-ARH-E) DA Form 4187 (only the original or copy 1) and its enclosed Statements of Agreement and Coordination per the sample at figure 11-6. Receipt of the NGB endorsement is authority to conditionally promote the soldier to SGM then or upon assignment to a SGM or CSM position, whichever is later.

(b) For the resident course, State AGs (POTO only) will submit AATAS applications through ATRRS to CNGB(NGB-ART-I), Action Officer 012. Receipt of Code R (Reserved) on ATRRS is authority to conditionally promote the soldier then or upon assignment to a SGM or CSM position, whichever is later.

(c) Title 10 AGR Program soldiers will submit their forms through their local chains of command directly to CNGB (NGB-ARZ-T) for action by NGB-ARH-E and NGB-ART-I.

(d) Submit forms for SGM selectees immediately upon approval of the board results. Submit forms with CSM nomination packets per paragraph 9-6 of this regulation for CSM nominees.

(10) MSGs with USASMC credit are promotable. There is no new training requirement.

(11) SGMs (this includes CSMs) with DORs before 1 Oct 92 will not attend the USASMC.

b. The NCOES courses for promotion are the Army standard. Waivers and exceptions to policy are not authorized. Title XI of the National Defense Authorization Act for Fiscal Year 1993 (P.L. 102-484), as amended, provides in -- "*Sec. 1114. Noncommissioned Officer Education Requirements. (a) Nonwaivability. Any standard prescribed by the Secretary of the Army establishing a military education requirement for noncommissioned officers that must be met as a requirement for promotion to a higher noncommissioned officer grade may be waived only if the Secretary determines that the waiver is necessary in order to preserve unit leadership continuity under combat conditions.*"

c. All categories of soldiers will complete NCOES courses only in their CPMOS (primary or career progression MOS).

(1) Traditional soldiers (this term includes Military Technicians effective 1 Dec 93) may complete any TATS-configured or AC- or RC-NCOES course for their grade.

(2) AGR soldiers will complete only AC or TATS-configured NCOES courses prescribed as their promotion requirement unless otherwise authorized in this paragraph or an exception is granted by CNGB (NGB-ARH-E or NGB-ARM-P).. Effective 1 Apr 95, AGR soldiers may complete either AC- or RC- PLDC. Also, soldiers who enter the AGR program fully qualified in the NCOES for their next promotion (for BNCOC and ANCOC, this requires Phases I and II) will retain their qualification. Those selected to enter AGR tours who have started any portion of their required NCOES course may complete it and will be fully qualified. When selected for their next promotions, they must attend the course, and in the manner, prescribed for their grade and duty status (AGR must attend AC courses.) However, SSGs who completed RC-ANCOC in IDT status and entered AGR status, may be promoted to SFC under this position when selected by a SFC promotion board in AGR status and assigned to a SFC position. They are then fully NCOES-qualified for promotion to MSG based on that course when selected by a MSG promotion board in AGR status and assigned to a MSG (this includes ISG) position. The prior qualification carryover factors in this paragraph who entered AGR status before 5 October 1992 and were required to complete AC-NCOES courses as a condition of continuation in AGR status, nor to the soldiers who are Military Technicians discussed in paragraph 11-31f below.

(3) SGTs through SFC who do not have credit for NCOES at the current levels as shown in a above when selected for promotion must complete a double NCOES training requirement, the first as the prerequisite for the second, which is the training required for the promotion. This required for all soldiers with dates of rank of 1 October 1992 and later. Soldiers with dates of rank before that date are considered NCOES-qualified in their current grades for entry to the next higher level NCOES course.

(4) Soldiers must start the next resident phase of their NCOES courses as prescribed by the proponent for their promotion requirement within two years after completing Phase I and before they may be considered by promotion boards for their next higher grades. NOTE: The basic premise of RC-NCOES courses is that NCOs complete Phase I and then enter the next resident phase of their NCOES course for their promotion within two years after completing Phase I. Then they must complete all phases of that course to satisfy the conditions of that promotion, and before consideration for promotion to their next higher grades. The Basic and Advanced NCO courses each comprise two or more phases. A one year waiver may be authorized per d(1) below. For courses with three or more phases, specific timelines are set in the course prerequisites by the course proponent. Waivers

and exceptions to this policy to allow consideration by promotion boards are not authorized. See also paragraph 11-30.

d. State AG may conditionally promote soldiers to SSG, SFC, MSG and SGM as authorized in (1) through (3) below. All other conditional promotions require an exception to policy from CNGB (NGB-ARH-E). See paragraph 11-56e for reduction for failure to fulfill the conditions of the promotion. By accepting these promotions soldiers agree to the conditions of the promotions and subsequent reduction without board action or appeal for failure to meet these conditions. Unit leaders will monitor course requirements and soldier scheduling, attendance and completion to ensure soldiers meet the standard.

(1) Traditional soldiers may be promoted to SSG after they complete RC-BNCOC Phase I. After they complete all required phases of their BNCOC, and are selected for promotion to SFC by a promotion board, they may be promoted to SFC after they complete RC-ANCOC Phase I. Traditional SFCs selected by MSG promotion boards may be promoted to MSG after they complete Phase I of ANCOC (or the first two weeks of a resident ANCOC). These provisions apply to SGTs, SSGs and SFCs in paragraph 11-28a(3), (4), (5) and (8) above. All soldiers must start their Phase II NCOES courses (or the next resident phase prescribed by the proponent) within two years after completing Phase I and complete all phases of that level of NCOES course before they may be considered by the promotion board for their next higher grades. The first general officer in the chain of command may extend this two-year period up to one year based on extenuating circumstances, and may add an additional 12 months to the 36 months for a reclassification training requirement incurred following completion of phase I. These soldiers must enter the next resident phase of their NCOES course within 48 months after they complete Phase I and before they may be considered for promotion to the next higher grade. Soldiers will not begin travel to schools until waivers are approved and they have the waiver in hand with their orders.

(2) All categories of ARNGUS soldiers in the selection objective of the SGM promotion list who are graduates of or enrolled in the USASMC per paragraph 11-28a(9) above (including CSM selectees after approval by the DA (NGB) ARNGUS CSM Selection Board) may be promoted to SGM upon assignment to a SGM or CSM position. Based on their selection by the HQDA (NGB) ARNG CSM Selection Board, CSM nominees will be enrolled in the next available resident or nonresident class of the USASMC by CNGB (NGB-ART-I through NGB-ARH-E) which they must complete as a condition of the promotion.

(3) Soldiers in the selection objective of the MSG Promotion List are eligible for assignment, promotion and concurrent appointment to ISG in authorized positions. See paragraph 5-30d of this regulation.

(4) Cite paragraph 11-28c in promotion orders. See paragraph 11-14e(3) for mandatory remarks to include in the orders.

e. Recruiting and Retention NCOs (CMF 79):

(1) Who are SGTs selected for promotion and NCOES training and who do not have credit for a BNCOC, will attend only RC-BNCOC Phase I.

(2) On AGR status who are SSGs selected for promotion and training, and who do not have credit for an ANCOC, will attend AC-ANCOC for CMF 79 at the NGPEC NCO Academy.

(3) On AGR status who are SFC who do not have credit for ANCOC and who are selected for promotion will attend AC-ANCOC at the NGPEC NCO Academy.

(4) Who are traditional soldiers do not have an RC configured ANCOC or TATS-Configured course Phase II. They need only to attend the RC-ANCOC Phase I.

f. AGR Non-Career Recruiting and Retention NCOs identified with SQI 4 will attend AC-BNCOC and AC-ANCOC in their primary MOSS.

g. Applicants for warrant officer candidacy will attend BNCOC (ANCOC for Special Forces soldiers) as soon as they receive their proponent pre-determinations per NGR 600-101, chapter 2, as an exception to the policies in paragraphs 11-28a(3) and (4) above. These soldiers do not require promotion board selection to attend these courses.

#### 11-29. Courses creditable for NCOES

Personnel officers will determine credit for NCOES courses from the following list when the courses are listed in DA Form 2-1, item 17, or credited in paragraph 11-31c below. Completion by subcourse is not acceptable for credit unless the course is a TRADOC approved part of the multiphase requirement such as the Army Band NCOES and the USASMC, or the soldier completed the course through this means while in the Regular Army and was credited with completion while on active duty. The four NCOES levels, and the courses and methods for completing or gaining credit for them, are:

a. Primary level

(1) AC- or RC- PLDC

(2) AC- or RC- Primary Leadership Course

(3) Primary Technical Course

(4) Primary NCO Course

(5) USMC Sergeant's Course at the MCCDC

(6) USMC NCO Course

(7) USMC Leadership Course

(8) USMC NCO Leadership Course

(9) Basic NCO Course

(10) Officer or Warrant Officer Candidate School (State of Federal; Army of Marine Corps)



- (11) Senior ROTC (any service)
- b. Basic level
  - (1) AC- or RC- Basic NCO Course
  - (2) Basic Technical Course
  - (3) Basic NCO Course-Combat Arms
  - (4) Basic NCO Course-Combat Support/Combat Service Support
  - (5) Before 1 Oct 91 any RC-BNCOC Phase I only
  - (6) The following technical courses are equivalent to AC-BNCOC: 551-F1; 33142D30; 300-91B20; 300-91B30; 321-91R20; 800-94F30; and all CMF 67 Technical Inspector courses completed between 3 Oct 83 and 1 Jan 90 (must also be MOS qualified).
  - (7) CMF 18 qualification course plus PLDC
  - (8) USMC Career Course at the MCCDC
  - (9) For Military Technicians:
    - (a) Before 1 Oct 87, any basic level course plus ARNG Battle Skills Course (BSC.)
    - (b) 1 Oct 87 through 30 Nov 93 when there was no Phase II available, RC-BNCOC Phase I plus an SQT or SDT score of 70% completed during that time plus the ARNG BSC.
  - (10) For AGR, before 1 Jul 86, RC NCOES basic or higher level course (BNCOC, ANCOC, SNCOC or FSC) plus the ARNG BSC.
  - (11) For soldiers who were credited with completion while in the RA, a nonresident BNCOC.
- c. Advanced level
  - (1) AC- or RC- Advanced NCO Course
  - (2) Before 1 Oct 87, RC Senior NCO Course including the First Sergeant Course authorized in lieu of the RC-SNCOC.
  - (3) Before 1 Oct 91, any RC-ANCOC Phase I only
  - (4) USMC Advanced Course at the MCCDC
  - (5) For Military Technicians:
    - (a) Before 1 Oct 87, any advanced level course plus ARNG BSC.
    - (b) 1 Oct 87 through 30 Nov 93 when there was no Phase II available, RC-ANCOC Phase I plus an SQT or SDT score of 70% or more completed during that time plus the ARNG BSC.
  - (6) For AGR, before 1 Jul 86, an RC NCOES advanced or higher level course (ANCOC, SNCOC or FSC) plus the ARNG BSC.
  - (7) For soldiers who were credited with completion while in the RA, a nonresident ANCOC.
- d. Senior level USASMC: resident or nonresident mode. Note: Soldiers with dates of rank before 1 Oct 92 are considered NCOES-qualified in their current grades to enter into the next higher level NCOES course when they are listed in the selection objective of the promotion list of the next higher grade, except the U.S. Army Sergeants Major Course which requires ANCOC credit to attend. In these cases, SGTs may enter BNCOC without PLDC, and SSGs may enter ANCOC with PLDC or BNCOC. None of the soldiers has to attend a prerequisite course when they held their current or higher grades before 1 Oct 92 and have not been reduced to a lower grade for any period since that date. Do not grant course credit on SIDPERS-ARNG or any other formal record, including the NGB Form 4100-1-R-E in either field 26 or 28 that the soldier has not actually attended and completed or for which granted equivalency. Soldiers whose dates of rank are 1 Oct 92 and later must meet all course prerequisites, including NCOES course completion (of all phases), before they may be considered by promotion boards for their next higher grades and enter higher level NCOES courses.

### **11-30. Availability of NCOES Phase II courses**

State MPMOs, in concert with their Plans, Operations and Training Officers (POTO), will determine availability of Phase II courses, for promotion purposes, as follows:

- a. Check the Course Lists screen on ATRRS (Army Training Resource and Requirements System). Enter the appropriate fiscal year, MOS and phase to determine if a course was available within two years after completion of Phase I. Do this for the year the soldier completed Phase I and for each of the next two fiscal years.
- b. If a school code (SC) other than 0000 appears, the required course was available and scheduled during the fiscal year.
- c. Consider the course not available if a Phase II has been configured, but not taught within two years after the soldier completes Phase I. Enter a constructive credit entry per paragraph 11-31 below, and credit the soldier with completion, including updating the SIDPERS-ARNG entry. The soldier is then eligible for consideration for promotion and, if selected, to attend the next level of NCOES.
- d. Personal, operational and funding conflicts do not constitute nonavailability.

### **11-31. Constructive credit for NCOES**

The following rules govern constructive credit for NCOES which State MPMOs may determine using the guidance in TRADOC Regulation 351-10. State Adjutants General (MPMOs) will determine cases for AGR soldiers in Title 32 AGR status. CNGB(NGB-ARH-E) will determine cases for soldiers in Title 10 AGR status. For cases that do not fit these guidelines, and based on courses not listed in paragraph 11-29 and which are not precluded from credit by this paragraph, soldiers may request determination through command channels to the State AG (MPMO). Requests must include copies of DA Form 2-1, SIDPERS-ARNG entry, and a copy of the course completion record.

Academic Evaluation Reports (DA Form 1059), and similar documents to support the request, plus a complete record of the soldier's applications for training, whether a local record, a hard-copy of the applications, or a copy of the ATRRS screens. Do not submit requests based on courses that are specifically excluded from credit in subparagraphs *a* through *f* below. MPMOs who cannot determine credit may send the action to CNGB (NGB-ARH-E) for a decision or for forwarding to HQ, TRADOC, for a final decision. Once credit is granted, record it in DA Form 2-1, item 27, and, if needed, change the soldier's NCO education code to the equivalent level listed in NGP (AR) 25-10, paragraph 2-140. For example, Constructive credit for PLDC granted 2 Jun 95 for ROTC graduation in 1986, NGR 600-200, paragraph 11-31e, and enter in SIDPERS-ARNG the NCO education code.

*a.* Soldiers generally will retain credit for all courses completed for which they have been credited regardless if reduced or reclassified into another MOS. They will retain credit for all AC NCOES courses completed at their current or higher level. They will also retain credit for higher level RC-NCOES courses if they attended them in the grades for which they were intended and they served in that grade after graduation. However, soldiers who begin a level of NCOES with more than one phase and do not complete it within the required time will have to start over.

*b.* Soldiers who are reduced and then considered for promotion will retain credit for any NCOES courses with which they have been credited per this chapter.

*c.* Former officers who, without a break in active unit service, enlist in a PMOS directly related to the basic or advanced branch course they completed, receive credit for BNCOC for OBC and ANCOC for OAC. If the OBC or OAC is not directly related to the MOS in which the soldier reenlists (the PMOS and the MOS required for the position must be the same), or the soldier had more than a 30-days break between periods of service and enlistment into the ARNG, do not grant credit. For instance, for former Infantry officers with PMOS 11B, C, H or M, credit them with BNCOC for Infantry OBC, and ANCOC for Infantry OAC.

*d.* Army policy does not allow NCOES credit for professional development courses conducted by the Navy, Air Force or Coast Guard. Do not submit requests for waiver or exception to policy.

*e.* Marine Corps courses conducted under the auspices of the Marine Corps Combat Developments Command (MCCDC), are included in paragraphs 11-29a(5) through (9), 11-29b(8), and 11-29c(4) above. These courses are conducted at the Staff NCO Academies at Marine Corps bases Quantico, Camp Lejeune, Camp Pendleton, Camp Butler, Camp Crowder (USMCR), and selected other Marine Corps bases. Any other Marine Corps NCO School including the Corporal's School, is considered a unit school and is not creditable here. Also, Marine Corps Institute courses are correspondence courses and are not creditable here.

*f.* ARNGUS soldiers credited with courses under prior policies retain credit until promoted. This includes special savings provisions for Military Technicians prescribed in the following extract from the National Defense Authorization Act for Fiscal Year 1994, Public Law 103-160, Sections 523(b) and (c):

*"(b) MILITARY EDUCATION.-The following provisions of law are repealed*

*(1) Section 523 of the National Defense Authorization Act, Fiscal Year 1989 (Public Law 100-456, 102 Stat 1974, 32 U&C 709 note).*

*(2) Section 506 of the National Defense Authorization Act for Fiscal Years 1990 and 1991 Public Law 101-189, 103 Stat. 1438, 32 U.S.C 709 note).*

*(c) SAVINGS PROVISION.--A civilian technician of the Army National Guard serving in an active status on the date of enactment of this Act who under the provisions of law repealed by subsection (b) (or under other Department of the Army policy in effect on the day before such date of enactment) was granted credit on the technician's military record for the completion of certain education and training courses shall retain such credit, notwithstanding the provisions of subsections (a) and (b), for a period determined by the Secretary of the Army. Such period may not terminate, in the case of such civilian technician, before the effective date of such civilian technician's next military promotion."*

### **11-32. Promotion actions**

*a.* Soldiers may be promoted only into vacant positions based on being placed in the selection objective of a promotion list by board action except for the actions in section II of this chapter. All documented positions, including those on carrier UICs, are valid for promotion purposes subject to the policies in chapter 5 of this regulation, NGR 600-5, NGR 600-10, and regulations governing the Military Technician Program. State MPMOs will verify questionable cases and coordinate with the State Human Resources Officer (HRO) as needed.

*b.* Soldiers may be considered for assignment and promotion when they are two grades under the authorized grade, there are no authorized positions in the unit or immediate geographic area for the intermediate grade, and there are no other qualified soldiers in the unit or immediate geographic area. For instance, when an Artillery battery has a Supply SGT authorized in grade of SSG and an Armorer/Supply Specialist authorized in grade of SPC, the SPC, if promotable and otherwise eligible for the assignment per section IX of this chapter, may be promoted to SGT against the SSG requirement. The State MPMO will manage these actions with input from the State HRO.

*c.* For SFC being assigned and promoted to 1SG positions, promote them to MSG on orders and concurrently appoint them to 1SG.

*d.* Cite paragraph 11-32 as authority for promotion to SGT through SGM.

## Promotion Selection Boards

### 11-33. General

The ARNGUS promotion selection process establishes the means to consider all eligible soldiers, select the best-qualified soldiers for promotion, and to prepare them with the training for assignments at the next higher grade.

a. States will conduct one board and publish a promotion list for each rank approximately once each year. The selection objective will list in promotion sequence the best qualified soldiers who will be assigned to current and projected vacancies in higher graded positions that go with the promotions per section IX below.

a.1. The SGM Promotion Board should be charged first to select eligible SGM, 1SG and MSG who accept consideration for CSM per chapter 9 of this regulation, then consider all remaining eligible 1SG and MSG for SGM. 1SG and MSG selected for CSM are, by this action, selected for promotion to SGM in CPMOS 00Z50, but are subject first to approval for CSM by the HQDA (NGB) ARNG CSM Selection Board per chapter 9 of this regulation. NOTE: Individuals selected for promotion to SGM with concurrent appointment to CSM as listed in the HQDA (NGB) ARNG CSM Selection Board list, will remain eligible for assignment promotion and appointment from that list until assigned and appointed, removed for cause, or until separated from the ARNG

a.2. The MSG promotion board also may be charged to select eligible MSGs and SFC in the selection objectives of their MOSs on the MSG promotion list to serve as First Sergeants per paragraph 5-30d(1).

b. The promotion list is neither a permanent standing list nor an order of merit list. Each list published by the State AG is a new list and is intended to remain valid until exhausted or, with the exception of soldiers selected and assigned from the list and those approved for CSM by the ARNGUS CSM Board per chapter 9 of this regulation, a subsequent list supersedes it, approximately one year later. Soldiers who have not been selected for assignment and promotion and who remain on a list near its expiration, including those with hardships, will be considered in the next board process with a new ranking relative to all other soldiers being considered. If not assigned and promoted from the old list before it expires, their sequence on the new list will be determined solely by their ranking with their contemporaries; they will not be placed at the top of the list. Once assigned to positions, per paragraph 11-45 below, soldiers are promotable and may be promoted with effective date and DOR on the day after they complete the required training or, for AGR SFC and MSG, receive an AGR controlled grade before the list expires. These AGR soldiers, if not yet promoted, may be considered by the next board as discussed in section VII of this chapter, depending upon the State's program for AGR controlled grade management. However, soldiers who fail to meet any condition of the assignment and promotion in this chapter, such as applying for and completing a required NCOES course as required by State policy, except through hardship, illness or injury, may be removed from the position and promotable status, will not be placed back on the list, and will not be eligible for promotion unless selected by a subsequent board.

c. Once approved, promotion lists are the Priority of Training Lists required by NGR 351-1 and the only means to determine which soldiers will attend NCOES courses. Immediately upon approval of the list, soldiers on these lists will be considered for and, if they are not yet graduates, enrolled in NCOES courses required for the next promotion. Soldiers will initiate applications for training through their units using the Army Automated Training Application System (AATAS).

d. The list is also used to select eligible soldiers for assignment to higher graded positions that go with the promotions per section IX below.

### 11-34. Announcing promotion selection boards

a. The State MPMO will announce each board using a memorandum of instruction (MOI) patterned on figure 11-3 which will include:

(1) The basic criteria for consideration from section IV of this chapter.

(2) The standard options set by the state that will apply to all soldiers in a given rank and category, such as [I wish to be considered for assignments] In my current unit; In my Armory; In my city, town or local area; In my battalion (or major subordinate command); In my regiment, brigade, group, Troop Command, etc.; In my current area, zone or region; In areas, zones or regions \_\_\_\_, \_\_\_\_, etc.; Within 50 miles of my residence (based on AR 135-91); Within 75, 100, or any other number or groups of numbers of miles the state sets from which soldiers may choose; Anywhere in the state; For assignment to the Regional Training Institute as an instructor; if soldier is in AGR status, For a leadership waiver (for 1SG and CSM); (Note: this does not affect command-directed reassignments of AGR soldiers regardless of purpose per NGR 600-5), or any reassignment other than those involving assignment in connection with a promotion); if soldier is a Military Technician, To a position that requires a compatibility waiver; for current SGM, 1SG and MSG. To accept or decline consideration for CSM per chapter 9 of this regulation' and for current MSG and SFC in the promotion selection objective of the MSG Promotion List, to accept or decline consideration for 1SG per paragraph 5-30d of this regulation; etc.

(3) The criteria used to evaluate soldiers.

(4) Special instructions on the evaluation process to ensure complete preparation, counseling, processing and evaluation.

(5) Who will evaluate soldiers and the evaluation process.

(6) The evaluation, verification and submission processes to safeguard the system.

b. A separate memorandum to charge boards and evaluators may also be published.

c. SIB will use SIDPERS data to generate Promotion Eligibility Rosters (PER) for each unit and element and a NGB Form 4 100-1-R-E, Enlisted Promotion Point Worksheet, for each soldier on the PER. (11-ANG) 460

Form 4100-1-R-E may be made free-form to allow states to add their options in section IVb. However, the scorable items listed in figure 11-2 will be listed as shown and the values will not be changed. States may print section IVb on a supplemental sheet if they need more room for state options.

- d. State NTMO will distribute the PERs with enclosed NGB Form 4100-1-R-E to commanders.
- e. The NGB Form 4100-1-R-E and the NGB Form 4101-1-R, Enlisted Promotion Appraisal Worksheet, are both locally reproducible forms. Reproducible copies are in figures 11-4 and 11-5.
- f. The CNGB will announce each board in an MOI and include specific forms, procedures and the process that will apply to the ARNGUS Title 10 AGR Program.

## **Section VI**

### **Processing Soldiers for Promotion Consideration**

#### **11-35. Process soldiers for consideration**

a. Soldiers must meet the eligibility in this chapter and the MOI. Include in the announcement MOI the date from which to compute eligibility.

b. Unit commander will:

(1) Verify the PER.

(2) Add eligible soldiers.

(3) Delete ineligible soldiers, including those formally denied consideration per paragraph 11-38, by lining through names and entering a short explanatory note for the deletion. No one may establish local requirements for consideration such as time served in a unit or position, recruiting production, or other criteria not provided in this chapter.

(4) Enter manually any missing or changed data on the NGB Form 4100-1-R-E using the instructions in figure 11-2 and in the state MOI.

(5) Determine and enter evaluator names or positions on individual NGB Forms 4101-1-R.

c. The soldier's leader (generally the first line leader) will review the NGB Form 4100-1-R-E with the soldier to verify information and update entries in handwriting on the form (or electronically, if provided by the state), obtain the soldier's written choice (X mark) to accept or decline consideration and, if accepting consideration, the soldier's written choice (X mark) of one or more of the options provided by the state per paragraph 11-34a, and obtain the soldier's signature and the date signed. When soldiers are not available to do this in person, the commander (or a delegate) may do this by telephone, facsimile transmission, or mail (including email), accomplish all of the required actions, and sign and date the form for the soldier. Soldiers who are not available to process their NGB Forms 4100-1-R-E due to unsatisfactory participation (for drill status soldiers) or absence without leave (AWOL) (for soldiers on orders for 30 or more days for ADSW, ADT, FTNGD for special work or training, Annual Training for 30 days or more, TTAD or AGR) will not be contacted while in this status. If they do not return to duty before the cut-off date for submission of documents announced by the State AG (MPMO) in the MOI for the promotion board, they will not be considered by that board and are not eligible for standby consideration. The leader will -

(1) Interview and counsel each soldier using NGB Form 4100-1-R-E.

(2) Have each soldier verify the individual data in sections I-III.

(a) Soldiers will be considered for promotion, enrolled in NCOES, and selected for assignments based on their CPMOS. The CPMOS will be the primary MOS unless there is a compelling reason for it to be another MOS. For example, a merger MOS such as 75B2 that merges into 75H3; a command directed reassignment for an AGR soldier from 75B to 13B to become a Training NCO; or a soldier in an isolated MOS with little chance of progression such as Legal NCO (71D) or Chaplain's Assistant (71M). In cases other than the merger in the same CMF, the soldier must request the new CPMOS on DA Form 4187 through command channels to the State NTMO per chapter 5 of this regulation.

(b) Soldiers may provide documents to update the form and the personnel data base by enclosing it with the NGB Form 4100-1-R-E. The source documents that may be used to update personnel data are listed in each of the data fields in NGP (AR) 25-10. For instance, Civilian Education Level is in paragraph 2-36: the source is listed as Diploma/certificate, school degree or transcript. Incomplete and questionable documents are not acceptable.

d. Individual leaders in the field who rate soldiers using NGB Form 4101-1-R, and forward their evaluations under the leader evaluation process, should counsel each rated soldier on their strengths and weaknesses and what they may do to improve their individual qualities and qualifications.

#### **11-36. Individual soldier actions**

The data on NGB Form 4100-1-R-E are taken from the ARNGUS personnel data base, and are the basis for promotion consideration.

a. Soldiers must verify the accuracy of entries and update the data as required.

b. Soldiers must accept or decline consideration in their own handwriting on the form. They also must select by X mark one or more of the options provided in part IV of the NGB Form 4100-1-R-E (or a state supplemental list of options) to show where they are available for assignment and promotion to the higher grade as provided in paragraphs 11-34a(2) and 11-35c.

(1) They may decline consideration for promotion without penalty. This is only a declination of consideration for promotion, assignment to higher graded positions and NCOES training. The declination will be

in effect only during the life of that list. Soldiers who decline consideration will be considered by the next regularly scheduled promotion board if they remain eligible. They are not eligible for standby consideration regardless of the reason for declination.

(2) Those who accept consideration, when listed in the selection objective of the promotion list, may expect to be trained in the NCOES course required for the promotion, promoted and assigned to higher graded positions during the life of the list per paragraph 11-42c of this regulation. As soon as the promotion list is published, soldiers in the selection objective of the list who are not graduates, or enrolled as students in, the NCOES course required for the promotion list grade, should, and may be required to, enroll in that course. If they accept consideration for promotion and NCOES training on NGB Form 4100-1-R-E, are listed in the selection objective of the promotion list and, based on that, are selected for promotion and assignment, and decline a school or assignment (and the promotion) for which they are eligible (based on the options they selected per paragraphs 11-34a(2) and 11-35c, or fail to apply for, accept enter, or graduate from a school required for promotion other than by reason of medical disqualification or extreme hardship approved by the State Adjutant General (or DARNG for Title 10 AGR soldiers), will be removed from that promotion list. They may be considered by the next regularly scheduled promotion board, if still eligible, but are not eligible for standby consideration. Unit leaders must encourage and help soldiers in the selection objectives of promotion lists to apply for required NCOES courses.

c. Not used.

d. States should combine the CSM selection process in chapter 9 of this regulation with the SGM Promotion Board as stated in paragraph 11-33a. This process requires a means for eligible SGM, 1SG and MSG to accept or decline consideration for CSM such as using DA Form 4187 to accompany the NGB Form 4100-1-R-E. For 1SG and MSG not selected for CSM this will not affect their eligibility for promotion to SGM in their MOS.

### **11-37. Correspondence with the board**

No one, other than soldiers being considered for promotion, may correspond with a promotion board, and then only in their own behalf. If the board is prescribed in a format other than a formal board sitting jointly, no one may correspond with the board.

a. Soldiers being considered may write to the president of the promotion board to provide documents and information calling attention to any matter concerning themselves they feel is important to their consideration. Although written communication is authorized, it is encouraged only when there is something that is not provided in the soldier's records, and which the soldier feels will have an effect on the board's deliberations. The soldier's official record is used to determine quality and potential. Correspondence to boards will not be acknowledged, will not be a basis for reconsideration, and will not be included in the soldier's permanent personnel records (MPRJ, TAG file or CMIF). Documents for permanent filing must be processed per both AR and NGR (AR) 600-8-104.

b. The following documents are not authorized and will not be given to the board:

(1) Correspondence from anyone other than the soldier concerned (this precludes communication from the soldier's chain of command, NCO support channel, political sources, or other third parties).

(2) Correspondence that criticizes or reflects on the character, conduct, or motives of any soldier.

(3) Incomplete appeals of items such as NCOER, AER, courts-martial, Article 15 or comparable state code actions, etc.

(4) Incomplete copies of NCOER or Academic Evaluation Report. Only fully completed documents processed through official channels will be seen by the board.

c. Letters or memoranda (and all enclosures) seen by a selection board become part of the board record and are not filed in personnel records. Non-receipt of a letter to the board president is not grounds for reconsideration by a Standby Advisory Board as described in paragraph 11-53.

### **11-38. Denying soldiers consideration for promotion**

Soldiers who are eligible for promotion may be denied consideration as shown below, using the guidance and procedures in paragraph 11-49g below. Denial may be based on misconduct, shortcomings in personal and professional qualities and qualifications, or lack of potential to serve at the higher grade. This action generally will be taken when the individual deficiency is not sufficient to warrant a bar to reenlistment or extension or elimination from service. When approved, the denial of consideration will be maintained with, and will expire with, the promotion list for which it was initiated.

a. Initiate denial of consideration on DA Form 4187. Enclose DA Form 4856 on which the commander has personally counseled the soldier on the reason for recommending denial. Soldiers may rebut their commanders' recommendations and submit statements that directly affect the circumstances. These actions will take place in time to allow the soldier 30 days to prepare comments and consult with a judge advocate, if desired, and to allow the approval authority to take final action before the board process is complete. Holding them until the completion of the evaluation cycle may require Standby Advisory Board action when a recommendation is disapproved.

b. Denial of promotion consideration for SPC, CPL and SGT may be approved by the first higher commander authorized in grade LTC or higher.

c. Denial of promotion consideration for SSG and SFC may be approved by the first commander authorized in grade COL or higher.

d. Denial of promotion consideration for MSG may be approved by the first SGT or higher.

e. These commanders will personally approve or disapprove these actions, and will not delegate this authority. The final appeal authority is the State AG.

## **Section II**

### **The Evaluation Process**

#### **11-39. General**

The complete evaluation process is a board process and should be modeled on the following lines. States may vary from this model provided every soldier in each grade is evaluated the same way. For instance, states may prescribe formal, joint boards at the STARC HQ for senior boards, and decentralized or informal boards at major subordinate command or regional levels, or any combination of these. These decisions may be made based on resource, distance, time, leader availability, and troop population factors decided by the state. At least three individuals will evaluate each soldier as prescribed by the State AG (MPMO). However, these boards will be conducted the same for each grade of rank across the state as specified in the state MOI or other directive that prescribes each board.

a. If the leadership chain (chain of command, supervisory channel, or NCO support channel), as designated by State MOI, is the board, that process must be followed throughout the state for that grade. This constitutes a board and, although it may not meet jointly, will act accordingly. Unless otherwise stated here, the word board applies to both leadership chain evaluation and formal boards sitting jointly.

b. Rules for boards:

(1) Three to five members senior in grade to the soldiers being considered, with the senior member as president, will evaluate all soldiers considered. When large numbers of soldiers are considered, the convening authority may appoint two or more panels, each comprising three or more members, and each of which will consider a portion of the total records.

(2) Promotion boards will generally be comprised of enlisted soldiers. The president will be a CSM unless there is no CSM available, then a SGM may preside (except for the SGM board and CSM panel). When officers are used in these boards and panels, use LTC or higher for SFC and MSG boards (except the ISG panel), and COL or higher for SGM boards, with a senior COL or a general officer as president. Panels should include at least one officer and two senior NCOs, when officers are included.

(3) The CSM panel of the SGM board will include CSMs to review SGM, ISG and MSG who are eligible, per chapter 9 of this regulation, and accept consideration for CSM. If officers are included, they will be COL or higher. ISGs and MSGs selected for CSM by this panel are automatically selected for promotion to SGM in CPMOS 00Z50 (paragraph 11-43e).

(3.1) The ISG panel of the MSG promotion board, if used per paragraphs 5-30d(1) and 11-33b.1 of this regulation, will include only ISGs and soldiers in higher grades of rank. Officer membership is limited per paragraph 11-39b(2) above.

(4) If minority members are being considered, boards will include at least one minority member as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(5) If females are being considered, boards will include at least one female as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(6) Boards may include minority members and female members even though the board may not be considering female and minority soldiers. The board should not be composed entirely of minority or female members. Convening authorities will document and explain unusual board composition, such as all (or no) minority or female members, for inclusion in board reports.

(7) Each board and panel may be served by a nonvoting recorder or other administrative support from the supporting S-1, personnel office, or other Adjutant General Corps soldiers.

#### **11-40. Evaluate soldiers for promotion**

Board members will evaluate soldier performance and potential using the whole soldier concept. The sum of each soldier's qualities and qualifications, matters of record, past performance with the heaviest weight given to the recent past, and the soldier's potential to serve in positions of greater responsibility, must be considered objectively.

a. Consider all soldiers equally and fairly according to the memorandum of instruction and the instructions for NGB Form 4101-1-R. Members of formal boards that meet jointly will not discuss any specific scores or findings with individual soldiers or in public.

b. Board members may, as stated in the MOI, discuss the general promotion selection process to help their soldiers and others to better understand the process. They may also counsel their soldiers on the data in their records and how their qualifications and qualities compare to the criteria in this chapter and the MOI.

c. Using NGB Form 4101-1-R, rate each soldier fairly in each area under Performance and Potential.

d. Members of formal boards will review available records such as MPRJ with NCOERs, Academic Evaluation Reports, qualification records, correspondence, and other official matters. An authorized memorandum to the president of the board (paragraph 11-30 above) will be shown to all members of the board designated to evaluate the soldier who submitted it. They will not review medical records. Members will refer questionable items to the recorder who will consult with the Personnel Officer.

e. Board members will not depart from the board with any type of record.

- f. Recorders will collect all forms, notes and materials used in the evaluation process, and:
  - (1) Verify that entries and scores have been made correctly and transcribe them to NGB Form 4100-1-R-E, section VI only after all board members have evaluated the soldier.
  - (2) Ensure that there is a supporting document attached to the NGB Form 4100-1-R-E for each altered entry in sections I-III.
  - (3) Sign and date the form, obtain the president's signature and date, and submit them according to the memorandum of instruction.
  - (4) Destroy all notes and extraneous materials.
- g. Process the forms through personnel channels to the State MPMO for entry into the database.

## **Section VIII**

### **Approve and Publish Promotion Lists**

#### **11-41. Approve promotion lists**

The State MPMO will --

- a. Ensure that all actions taken and entries on the forms are correct and that this regulation and the MOI have been complied with. The State AG may disapprove a board when there has been a material error: in the charge to the board (the MOI); in the selection of board members; when board members used incorrect criteria (added to, disregarded, or selectively applied one or more criteria); or through any other major compromise of the board's conduct or integrity.
- b. Process the data and generate a promotion list for each grade with all individuals considered ranked from highest to lowest by their promotion or CPMOS (with number one being the highest). For example, the SFC Promotion List for MOS 13B might show SSGs with numbers 1 through 25 of whom the first 14 are in the selection objective (paragraph 11-42c). For Title 10 AGR Tour soldiers, the list will be arranged by functional area.
- c. Include on the list the data needed to identify individuals and to help manage the list such as AGR, Military Technician and NCOES status codes; unit ID; ZIP codes; declination status or codes; etc.
- d. Approve or gain approval of the convening authority per paragraph 11-2 of this regulation and the state's MOI, of the promotion list.
- e. Retain promotion board files for two years. Minimum documentation includes:
  - (1) The board appointment and memoranda of instructions.
  - (2) The NGB Forms 4100-1-R-E with enclosures (other than source documents processed to SIB) on each soldier considered.
  - (3) Written communications accepted by the president from promotion candidates.
  - (4) The final approval, master promotion list and, if the board submits one, an after action report.

#### **11-42. Determine promotion status**

- a. The State MPMO will, in concert with the HRO as it affects full-time support soldiers, determine the number of soldiers required for promotion in each grade and MOS based upon:
  - (1) Current vacancies.
  - (2) Positions occupied by junior grade soldiers, whether promotable or not.
  - (3) Vacancies projected during the life of the promotion list (approximately one year) including grade vacancies on carrier UICs that will become effective during the life of the list.
  - (4) A statistically relevant projection to allow for attrition from the list.
  - (5) An allowance for Military Technicians and AGR soldiers who may rank high on the list but be ineligible for a significant number of anticipated vacancies based on State program experience. Allowance may also be made for a number of M-Day soldiers who may place high on the list but be ineligible or unavailable due to program requirements, geographic location, AGR or Military Technician programs, etc.
- b. If prescribed in State policy, establish a minimum promotion score.
- c. Set the selection objective for each MOS to include the maximum number who may expect to be trained, promoted and assigned during the anticipated life of the list. Only these soldiers can expect to be trained, assigned or promoted. Soldiers below the selection objective cannot normally expect to be selected from this list.
- d. Soldiers in the selection objective, even though assigned but not yet promoted, are considered 'promotable' while on the list but will not use the letter (P) in correspondence or other documents unless specifically authorized in AR 25-50, paragraph 7-5c.
- e. All other soldiers on the list below the selection objective, but above the minimum promotable score, if one is set, will still be eligible for assignment, training and promotion in sequence if the original expectations are exceeded.

#### **11-43. Publish promotion lists**

- a. Print a promotion list by MOS for each grade (paragraph 11-41b) with the information specified by the State MPMO and distribute a copy to each unit authorized a field officer commander, each STARC director, and each STARC detachment except the Selective Service Section. The minimum information on a promotion list will be the soldier's name, promotion or career progression MOS (or functional area for Title 10 AGR), promotion points, and a code to determine M-Day, Technician or AGR status. This list will be necessary to determine

eligibility for many assignments due to compatibility requirements. States may add items needed to manage the program such as unit abbreviation, NCO education code, etc. Everyone who handles lists with Social Security Numbers (SSN) will be cautioned to protect the lists from public disclosure.

b. States may also publish derivative or extract lists and distribute them to any level desired. These lists will not alter anyone's sequence number in the MOS or any other standing. Lists published to small unit level and which may be posted in orderly rooms will not include SSNS.

c. Commanders may notify soldiers who were not selected on the day before the list is announced at large.

d. Although the promotion list will be published throughout the State, the State MPMO will maintain the official master list at the State HQ. This list, which must include the SSN to accurately identify each soldier, will show all deletions, changes, additions, promotions and other actions the State MPMO prescribes.

e. The promotion or CPMOS for soldiers selected for CSM and promotion to SGM is MOS OOZ. List them by the type of organization or specific organization for which they were nominated and selected per chapter 9 of this regulation. In this case, the type of organization takes the place of the junior soldiers' MOS to determine the relative ranking for promotion and assignment.

f. The MPMO may, but is not required to, publish updated lists periodically. Individuals integrated into the list, and those whose positions change on the list for any reason, may be entered electronically or manually at the discretion of the State MPO.

## **Section IX**

### **Select Soldiers from Promotion Lists**

#### **11-44. General**

a. The State MPMO will, in concert with the State HRO, determine the methods to request, assign and promote soldiers, including those who are Military Technicians and AGR, to available vacancies throughout the State in promotion sequence using the guidance in this paragraph and in paragraph 11-45 below. NGB-ARZ-T performs this function for the Title 10 AGR Program.

b. When the promotion list is published, soldiers are eligible for immediate assignment to positions and, if qualified, promotion concurrent with the assignment. Assignment to a position from the promotion list as the first soldier in sequence eligible and available for the position assures the promotion. For soldiers already assigned to positions when the list is published, see paragraph 11-44g(2) below. NOTE: AGR soldiers will not be promoted to pay grade E8 or E9 without a controlled grade allocation.

c. Soldiers are immediately eligible for the NCOES training required for promotion per paragraph 11-28a of this regulation and assignment to positions authorized higher grades, but will not be promoted until they satisfy the NCOES requirement for the promotion grade listed in paragraph 11-28a. This is a statutory requirement that is not waivable as stated in the Army National Guard Combat Readiness Reform Act of 1992 (Title XI, section 1114, of the National Defense Authorization Act for Fiscal Year 1993). As soon as the list is released, soldiers in the selection objective who are not yet trained in the NCOES courses for their promotions must apply for the required course. States may establish specific times in which soldiers must apply for these courses and be listed in ATRRS or be removed from the promotion list.

d. Soldiers may be considered for assignment and promotion without regard to SQI, ASI and LIC required for their positions unless the qualification is indispensable to performance. States must use a consistent standard for each MOS, grade, functional area, and type of unit.

e. Soldiers in the selection objective of the MSG promotion list who are selected for First Sergeant positions are eligible for immediate promotion upon assignment, and appointment to the grade of 1SG. They should be identified early enough to attend the First Sergeant Course (FSC) (AC or RC) before assignment. However, states may set a policy to require these soldiers to complete the FSC before promotion if they set it as a state-wide standard. See paragraphs 5-30d, 11-33b.1, and 11-39b(3.1) of this regulation for further guidance on First Sergeants.

f. States should have current SGMS, and MSGs on the SGM promotion list, designated and approved for appointment to CSM for anticipated CSM vacancies using the procedures in chapter 9 of this regulation.

g. Commanders will assign currently eligible, available soldiers per chapter 5 of this regulation, including career development reassignments in grade, before requesting soldiers from promotion lists. Soldiers assigned to higher graded positions who:

(1) Are not eligible for promotion, were eligible for but declined consideration by the board, or ranked so low in the promotion list that they will not be trained or promoted, may be removed from their positions when there are one or more eligible soldiers on the list who can be assigned to and promoted in their positions.

(2) Are not immediately promotable due to their sequence number on the MOS promotion list may remain in their positions and be promoted when the eligible and available soldiers ranked ahead of them on the list in their MOSs have been promoted in their positions; selected and assigned, whether promoted or not (if awaiting training); removed from the list administratively; determined ineligible or not available for an assignment; or declined an assignment and promotion.

h. Military Technician and AGR soldiers will be selected, assigned, trained and promoted in a concerted effort between the States MPMO, HRO and POTO to assure equitable management. Although they may be assigned to positions identified only for members of these programs, their promotion sequence will be determined



per paragraph g(2) above and, if AGR SFC or MSG, a controlled grade allocation is available to promote the soldier.

i. Specialists who are in the selection objective of the promotion list for their CPMOSs and have completed PLDC, may be trained and then concurrently awarded SQI 4, assigned as described in paragraph 5-24a(4) of this regulation to AGR Recruiting and Retention NCO positions, and promoted to SGT against the R&R position authorization.

#### **11-45. Selecting soldiers from promotion lists**

Chapter 5 of this regulation covers the assignment of soldiers. Use that guidance and the following policies, procedures and options to fill positions.

a. Soldiers will be offered assignment to available vacancies for which they are eligible and available starting with the lowest promotion sequence number and continuing until the selection objective is exhausted, all vacancies are filled, or the list expires. If soldiers are eligible and available for the assignment, they will be assigned and promoted provided they have met all other requirements for the promotion. ISGs and MSGs on the SGM Promotion List for CSM will be eligible and available for MOS 00Z assignments, and immediate promotion concurrent with assignments only after approval by the HQDA(NGB) ARNG CSM Selection Board per chapter 9 of this regulation. SFCs on the MSG Promotion List and the ISG Selection List are eligible for immediate promotion concurrent with assignment to First Sergeant positions as discussed in paragraphs 5-30d and 11-44c. Soldiers who are flagged are not eligible for assignment, training or promotion until the SFPA is closed. These soldiers will not be contacted for assignment to higher graded positions while in a flagged status. States will establish procedures to contact and solicit individual responses (acceptance or declination) only from eligible and available soldiers who have selected an option to serve at a unit or location or within an area or distance, including allowable response times (and the consequences of failure to respond) Guidance on the options is in paragraphs 11-34a(2) and 11-46 below. State MPMOs will ensure that additional criteria or unauthorized screening criteria or procedures not specified in this chapter or chapter 5 are not added to this process.

b. Soldiers within the published commuting distance (50 miles from the soldier's residence unless another standard has been established by the State AG) must accept promotion and assignment to positions for which they are eligible (qualified) and available.

(1) The travel distance and time rules for involuntary assignment in AR 135-91, paragraph 5-5, are designed to ensure safe, reasonable requirements for soldiers. They ensure the even application of rules to all soldiers on that list. States should use them when setting the distances that apply to assignments for promotions under this chapter. For this chapter only, the same circumstances as an involuntary assignment occur when a soldier declines a promotion and is removed from a promotion list.

(2) No one other than the convening authority may add a requirement for the assignment or promotion that is not set in the MTOE/TDA. Standards published by the state will apply to all soldiers in the grade or grades for which the standards are set.

(3) AGR soldiers are not subject to the commuting distance standard. They are eligible for statewide reassignment and permanent change of station move per NGR 600-5 and the Joint Federal Travel Regulation when selected for promotion and reassignment.

(4) Soldiers serving in assignments that have a service requirement, such as an AGR who made a permanent change of station (PCS) move may not be eligible or available for many assignments due to the restriction on subsequent PCS moves although otherwise My qualified for promotion.

c. Soldiers selected for assignments when they are fully qualified will be promoted concurrently with the assignment. They may not be assigned to positions nor promoted in the positions until the incumbents are reassigned or separated. The only exception to this is the authority to have a promotion ceremony at the soldier's current unit immediately before reassignment per paragraph 11-15a of this regulation. Those who are assigned before they complete required NCOES courses, will be promoted with effective date and DOR as of the day after they complete the required training or the date on which the state receives a controlled grade allocation. Orders may be published in advance of the actual vacancy to allow planning and processing, but the effective date of the soldier's promotion and assignment to the position will not be earlier than the day after the incumbent leaves the position.

d. Once the soldiers in the selection objective are assigned to positions, they generally remain promotable based on the list from which selected.

(1) Soldiers selected from the list and assigned to positions, but who are not promoted because they have not yet completed their scheduled NCOES by the end of the list, will be listed on an extract. The extract list will ensure their promotions, without further board action, the day after they complete training.

(2) However, AGR SFC and MSG assigned, but for whom there are no controlled grade allocations against which to promote, will remain assigned to the positions and may be considered anew by the next boards (see paragraph 11-33b above.) State leadership decides which positions and soldiers are allocated to the limited number of controlled grades, and the method through which this is done.

#### **11-46. Declining promotion and assignment**

a. States may set procedures that allow categories of soldiers to decline consideration in advance when, although they may be eligible for assignments, the likelihood of acceptance will be small. For example, SPC and CPL may be allowed to decline consideration outside of their unit or city, SPC through CO, and all other grade,

may elect advance declination of any assignment over the stated commuting distance; Military Technicians may be allowed to decline in advance any non-compatible position; etc.

b. AGR soldiers selected for higher priority units than those in which they currently serve may not decline assignment. Also, they may not decline any other management directed move under AGR program management policies. These are conditions of remaining on active duty status, and refusal is grounds for relief from active duty and from the promotion list.

c. Declinations will be made in the form prescribed by the State. However, declination of an assignment for which eligible and available, (including commuting distance), or refusal of training under this program should be in writing. Soldiers who decline assignments or require training for which they are fully eligible will be administratively removed from the promotion list. They will not be reinstated on the list under any circumstances but may be considered by future boards if they remain eligible.

#### **11-47. Hardship affecting promotion and assignment**

a. Soldiers may decline an assignment for which they are otherwise fully eligible based on hardship that develops after they sign NGB Form 4100-1-R-E accepting consideration for promotion.

b. Soldiers with hardships approved by the State AG will stay on the list but are not eligible for an assignment or promotion until the hardship no longer exists.

c. Some examples of hardship are increased demands based on family or medical problems, civilian education, and civilian employment.

### **Section X**

#### **Removal of Soldiers from Promotion Lists**

#### **11-48. Administrative removal**

Commanders will promptly advise the State AG (MPMO) in writing with supporting documents to remove from a promotion list the name of a soldier who:

a. Is reduced.

b. Is discharged from ARNGUS enlisted status other than for immediate reenlistment

c. Has a retirement approved before the board date set in the memorandum of instruction.

d. Is barred from immediate reenlistment or extension of enlistment, or non-selected for retention by a board before the date set in the MOI.

e. Was considered in error and selected.

(1) Soldiers erroneously considered and selected who are promoted before discovery of their ineligibility will have their promotions revoked.

(2) If warranted by commanders' explanations, State AGs may grant these soldiers de facto status for the period served in the erroneous grade per paragraph 11-11.

f. Has been considered by a reduction board whose recommendation was to remove the soldier from the list.

g. When notified of NCOES training required for promotion, declines, refuses or fails to apply for, enroll, be accepted into, or graduate due to an act, omission or failure of standards.

h. For soldiers whose MOS (in which the soldier is on the promotion list) has been eliminated by reorganization, who refuses or fails to complete training required for reclassification per paragraph 11-27c(2).

i. Declines an assignment within the published commuting distance for which fully qualified and eligible unless an exception to policy has been approved by the State AG.

j. Enrolls in a commissioned or warrant officer producing program.

#### **11-49. Command initiated removal**

a. Commanders may recommend that a soldier's name be removed from an approved list at any time.

b. When recommending a soldier for removal, the following must be considered:

(1) Punishment under UCMJ (or State code) or nonpunitive measures should not automatically be the sole basis to suggest that a soldier's name be removed from the list.

(2) The soldier's conduct before and after the punishment or nonpunitive measures and facts and circumstances leading to and surrounding the misconduct must be considered.

(3) To remove a soldier based solely on a minor or isolated incident of misconduct may be unfair to the soldier. Removal from a promotion list has far-reaching, long-lasting effect on the soldier. The probability of subsequent selection for promotion is extremely limited.

(4) Commanders should evaluate circumstances to ensure that all other appropriate actions have been taken (training, supervision, and formal counseling have not helped) or the basis for considering removal is serious enough to warrant denying the individual's promotion.

c. The commander must submit a recommendation for removal on a soldier who is not in compliance with the 6 or 12-month rule in AR 600-9, or consecutive failure of record APFTs.

d. The commander may submit a recommendation for removal for one or more of the following reasons:

(1) Punishment under Article 15, UCMJ or comparable State code, whether directed for filing in the performance or restricted portion of the soldier's OMPF, or for Title 10 AGR soldiers, in their CMIF at NGB.

(2) Any court-martial conviction.

- (3) A memorandum of reprimand, signed by a general officer, placed in the soldier's OMPF or NGB CMIF.
- (4) Adverse documentation directed for filing in the soldier's OMPF.
- (5) Other derogatory information received in official channels, but not filed in the soldier's official records, if it is substantiated, relevant and might reasonably and materially affect a promotion recommendation.
- e. Recommendations for removal may be submitted for substandard performance. Definition: The commander determines over a reasonable period of time (at least three months) that the soldier's work:
  - (1) Is such that promotion to the next higher grade would not be in the best interest of the ARNGUS; or -
  - (2) Has declined to such a degree that the soldier no longer has the potential to perform in the higher grade.
- f. Recommendations should not be submitted on isolated acts based on short-term supervision. To ensure a fair and impartial decision, each case must be investigated thoroughly.
- g. Process removal actions as follows:
  - (1) Before sending a removal action to the State AG for consideration, the commander will deliver it in writing to the affected soldier. Include all documents that will be submitted to the State AG in the notification to the soldier. The soldier will be allowed 30 days, or until 5 days after the unit's next regularly scheduled training assembly or AT period, whichever is first to respond in writing to the proposed action after receipt of the written notice. The maximum period should be limited to 2 months to ensure that the soldier is notified and has the time to prepare, but that the process continues to move forward. The soldier may include the opinion and statements of third persons in the response. The commander may extend this time for reasons beyond the soldier's control.
  - (2) A soldier who elects not to respond will review the entire action, state the election not to respond in writing, sign the statement, and return the action to the commander.
  - (3) The commander will submit the action for review through command channels to the State AG. Include with the recommendation a copy of the soldier's DA Form 2-1 (in States without a central records center or Personnel Service Branch), SIDPERS Personnel Qualification Record, and DA Form 268, if flagged.
  - (4) A commander at any level may disapprove the recommendation, include the reason for disapproval, and return the action through command channels to the originator.
  - (5) On recommendations processed through the chain of command and not disapproved at a lower level, the State AG will make the final decision based on results and recommendations of the State level standby advisory board.

## **Section XI**

### **Integrating Soldiers into Promotion Lists**

#### **11-50. General**

- a. This section describes how to integrate soldiers into approved promotion lists.
- b. Individuals who enlist or reenlist into the ARNGUS from any other component of the Armed Forces of the U.S. may not be integrated into promotion lists. They may be considered by the next scheduled promotion board, provided they are eligible, or considered by a Standby Advisory Board (STAB) per paragraph 11-53, when directed by the State Adjutant General.

#### **11-51. Interstate transfers and inservice recruiting**

- a. Soldiers with promotion list status in one state who transfer to another may be integrated into the new state promotion list. The State MPMO may contact the losing state to obtain the soldier's official standing and related records.
- b. Integration will be in the soldier's promotion or CPMOS. When the new state does not have the soldier's CPMOS, reclassify the soldier and recompute the soldier's score. Integrate the soldier into the list in the new MOS.
- c. Soldiers with promotion list status in the active Army, a USAR Troop Program Unit, or USAR Control Group (IMA) who enlist or reenlist into the ARNGUS are not eligible for integration into ARNGUS lists based on their active Army or Reserve promotion list status; each component has a different system. However, State AGs may direct a STAB to consider this category of soldier for integration.
- d. Soldiers integrated into approved promotion lists will be administratively reviewed and placed on the list immediately after the individual with more points or the same number of points. Their places will be designated with decimals. For instance, between sequence numbers 60 and 61, one soldier would be numbered 60.1; a second would be 60.2; etc.

#### **11-52. Soldiers reclassified while on promotion lists**

Soldiers reclassified for other than loss of qualifications due to inefficiency or misconduct will compete for training, assignment and promotion in the new MOS. These soldiers will be removed from a promotion list, but State AGs may direct a STAB to consider soldiers' promotion status for integration into a list in the new MOS.

#### **11-53. Standby Advisory Board**

- a. The Standby Advisory Board (STAB) is used when a soldier meets the conditions listed in the remainder of this paragraph. If a board is in session, comprised essentially as was the original board by which the soldier was or should have been considered, they may be charged as a STAB to fully evaluate the soldier's record using the original board charge. When there is no board in session, as exemplified using the text in paragraph 11-53.

b. Generally it is not used when a board was not properly conducted for an entire class of soldiers such as everyone in one grade, one unit, one career management field, or one MOS. In that event, the MPMO will have to invalidate some or all of the original board, reconstruct the soldier's records and the board, and conduct the board essentially as of the date the proper action should have occurred.

c. The State AG (MPMO) may approve cases for referral to a STAB upon determining that a material error exists.

d. The State MPMO will determine if a material error existed in a soldier's official records when the file was reviewed, or should have been reviewed had the error not precluded review, by a promotion board.

e. Error is considered material when there is a reasonable chance that had the error not existed the soldier would have been selected.

f. STABs are convened to consider the records of soldiers -

(1) Not reviewed by a regular board.

(2) Whose records, due to material error, were not reviewed by the regular board.

(3) Whose records were reviewed by the regular board, were not selected for promotion, and whose records contained a material error which may have been a factor in nonselection.

(4) Enlisting or reenlisting directly into the ARNGUS from the active Army or USAR, when directed by the State Adjutant General, for addition to approved lists as described in paragraph 11-51c.

(5) On whom derogatory information has developed that may warrant removal from approved promotion lists.

(6) Reclassified as described in paragraph 11-52.

g. Soldiers selected by a STAB will be integrated into approved promotion lists and promoted along with their peers in the sequence that would have occurred had they been originally selected.

h. Only soldiers who would have been eligible per the original memorandum of instruction as of the date of the board will be considered. Soldiers who did not meet or could not have met the criteria at the time of the original board will not be considered.

i. Reconsideration normally will be granted when one or more of the following conditions existed in the soldier's official records at the time they were reviewed by a promotion selection board: (Soldier's requesting reconsideration for reasons in (2) through (5) below will be granted reconsideration only for the most recent board before the soldier's request)

(1) An adverse NCOER or Academic Evaluation Report reviewed by a board was subsequently declared invalid in whole or in part, and a determination was made that there was a material error.

(2) An adverse document belonging to another soldier was filed in the nonselectee's records and was seen by the board.

(3) An Article 15 (or comparable State nonjudicial action) designated only for temporary filing in the soldier's record, or which was set aside and has not been removed from the soldier's record was seen by the board.

(4) Court-martial orders were filed in the soldier's record when the findings were 'not guilty.'

(5) A document was filed in the records reviewed by the board that erroneously identified the soldier as AWOL while on active duty, a deserter, or an unsatisfactory participant according to AR 135-91.

(6) A record of 30 or more college semester hours properly entered into official channels but was not seen by the board. College degree or transcript must have been submitted into channels within three months before the board to be recorded on qualification records, or submitted to the board president in hard copy with the soldier's memorandum to the president to warrant standby consideration.

(7) An award of a State or Federal Commendation Medal or higher award presented within three months before the date of the board was not recorded on official records, seen by the board in hard copy, or not presented to the board when provided in the soldier's memorandum to the president to warrant standby consideration.

(8) An annual or change of rater NCOER that was processed to the custodian of records in time to be filed before the date the board convened was not reviewed. NCOERs received on time but returned for administrative reasons may warrant standby consideration.

(9) Consideration in an MOS other than the soldier's PMOS or designated CPMOS.

j. The following reasons do not constitute material error and are not reasons for reconsideration.

(1) Omission of commendatory, congratulatory or service memoranda, certificates, letters or similar correspondence.

(2) Absence of documents written, prepared or computed after the date the board convened.

(3) Incorrect data on DA Form 2-1, NGB Form 4100-1-R-E, PQR and other records which the soldier reviewed prior to the date the board convened.

(4) Absence of official photograph or presence of an outdated one which the soldier did not update, when current photographs were required in the board MOI.

(5) Absence of an award lower than a commendation medal.

(6) Absence of documents not authorized for filing in records by AR 600-8-104.

(7) Absence of the completion document for an NCOES course, unless it was required for consideration and was completed before the date the board convened.

(8) A complete the record NCOER is an optional report and the absence of this report will not, under any circumstances, be a basis for reconsideration.

k. Correspondence such as letters and memoranda of commendation, appreciation, documents from third parties, and documents dated on or after the date the STAB convened will not be reviewed.

## **Section XII**

### **Reductions in Grade**

#### **11-54. General**

*a.* Sergeants and above are entitled to a board unless exempt per this section when being considered for reduction for inefficiency, misconduct, or due to civil conviction. They are not entitled to a board for administrative reduction or separation in a lower grade for failure to meet a condition or requirement for a promotion or assignment in this chapter such as NCOES training or a service remaining requirement for the promotion, or for loss of authorized grade due to reorganization or release from active duty. The reduction board will be convened unless the soldier waives the requirement in writing.

*b.* A commander who has the authority to advance or promote a soldier to a grade per paragraph 11-2 also has the authority to reduce a soldier from that grade.

*c.* The authority in this paragraph will not be used to reduce soldiers for actions of which they were acquitted as a result of courts-martial proceedings.

*d.* Revocation of illegal or erroneous promotion orders is not a reduction action in the meaning of this section. See paragraph 11-11 for revocation and related actions.

#### **11-55. Voluntary reduction**

If approved by the unit commander, a soldier may volunteer in writing on DA Form 4187 for reduction to any lower grade for reassignment to another position, another program, or to continue in service. The promotion authority may then administratively reduce the soldier without board action. Establish DOR as prescribed in paragraph 11-6j(1).

#### **11-56. Failure to complete training**

Reduce soldiers, without board action or appeal:

*a.* Who fail to complete OCS or Warrant Officer training to the grade held on the day before appointment to Candidate status as a SGT or SSG effective the date after they are no longer enrolled. Promotion authorities may reduce these soldiers to PFC or SPC only when they were appointed from grade PV2 and would have otherwise been eligible for advancement.

*b.* Who complete OCS or Warrant Officer training program, without accepting appointment or commission, to the grade held before entering candidate status effective the date after they complete the program.

*c.* SMP participants who withdraw or who are eliminated from the ROTC Advanced Course to the grade held on the day before appointment to Cadet status as Sergeant or the grade to which the soldier would be entitled if enlisting under the provisions of chapter 2, but not below PV2.

*d.* Who accept commission or appointment, to the grade held on the day before entering candidate or cadet status effective on the day before commission or appointment. Soldiers will not be separated in special pay grades E5 or E6.

*e.* Who fail to successfully complete an NCOES course that is a condition of a promotion due to their failure to apply for, enter, meet standards, or through misconduct or voluntary withdrawal. Reduce these soldiers automatically effective on the date the soldier fails to apply for, enroll or be enrolled in a class for which selected, fails a course, withdraws from the course, or on expiration of the time set for completion at promotion. This service does not require a de facto determination; the soldier will retain the higher pay and allowances through the day before the effective date of reduction in a de jure status (by right.) However, TIMIG in the higher grade is not satisfactory service for future adjusted DOR if promoted again to the grade nor is it creditable towards retired pay in the higher grade or any other determination dependent upon the higher grade. This includes soldiers whose training was delayed or deferred when ordered to active duty for service during combat or contingency operations such as the one year completion requirement for NCOES after release from the period of active duty.

*f.* Promoted in their former MOS under reorganization guidance but who have refused or failed to qualify in the MOS for the new position to which assigned per the guidance in chapter 5 of this regulation.

*g.* Who were promoted per the rules in paragraph 11-27c(2).

#### **11-57. Reduction upon return from active duty.**

*a.* Soldiers returning to their ARNG units after being released from active duty (IADT, TTAD and Title 10 AGR, etc.) in a higher grade than held at the time of entry into such service, other than authorized advancements to grades that would have been gained per this chapter, may be retained in their higher grade for 6 months. Upon termination of the 6 months, soldiers not assigned to MTOE or TDA vacancies commensurate with their grade are reduced, reclassified, transferred to the ING, IRR, Retired Reserve, or discharged in accordance with chapter 8.

*b.* Waivers. One waiver for an additional 6 months may be approved by the State AG for Title 32 AGR. One waiver for an additional 6 months may be approved by NGB for Title 10 AGR personnel.

*c.* Soldiers released from active duty in a higher grade than held at time of entry into active Federal service, who are transferred to the ING or the IRR, are transferred in the higher grade.

#### **11-58. Other reasons for reduction**

Reduce soldiers without board action or appeal:

- a. Who enlist or reenlist in a grade above those authorized by chapter 2, to the grade to which then entitled, effective the date of enlistment or reenlistment.
- b. Who, 2 years after date of enlistment or reenlistment into lower graded positions in the Try One in the Guard program, have not been reassigned to a grade vacancy position commensurate with their grade.
- c. Who involuntarily lose their positions due to unit reorganization, inactivation, full-time support utilization requirements or downgrading SPMD positions, and therefore cannot be properly utilized per chapter 5.
  - (1) If immediate reassignment is not appropriate, retain them in current grade for up to one year before involuntarily reducing or reclassifying them to fill valid positions.
  - (2) When it is not possible to properly assign these soldiers, transfer them to the ING or IRR. NOTE: Full-time soldiers not affected by force structure changes may not be involuntarily moved to lower graded AGR positions or reduced because of that assignment.
- d. Failure to meet the service remaining requirement in paragraph 11-10.
- e. To enter a training program that requires a lower entry grade to qualify for another position in the same or another unit.
- f. Reduction for failure to meet the criteria of a conditional promotion other than training, such as prior authority to use interim clearances for promotion, etc.

#### **11-59. Enlistment in lower grade**

Enlistment or reenlistment at a lower grade in the ARNGUS, Regular Army, the USAR, or any component of another U.S. Armed Force is a contractual agreement and is considered a voluntary reduction to gain a benefit. Subsequent reenlistment in the ARNGUS does not authorize restoration of grade or adjustment of DOR. Accepting a voluntary reduction does not entitle a soldier to an earlier adjusted DOR when promoted again to a formerly held grade. Grade and DOR of former officers will be in the grade determined from chapter 2 and paragraph 11-6m of this regulation.

#### **11-60. Reduction for inefficiency**

A soldier may be reduced one grade for inefficiency. Inefficiency is defined as technical incompetence or demonstrated pattern or one or more acts of conduct that show lack of abilities and qualities required and expected of a soldier in that grade. Inefficiency can include one or more acts of misconduct, poor performance, a record of unexcused absences or declaration as an unsatisfactory participant (AR 135-91), conviction by a civil or criminal court, long standing personal debts when there has been no reasonable attempt to pay them, and significant shortcomings in training performance. A single act may be so negligent or so substantially below the norm that it warrants a recommendation for reduction from the commander. However, an unexcused absence from scheduled training, whether one UTA or one MUTA, should not normally in itself be the sole basis to charge a soldier with inefficiency to the degree that reduction is warranted, nor is it intended as a substitute for judicial or nonjudicial punishment whether in state or Federal status. A reduction board is authorized for soldiers in grade SGT and higher, and the recommending commander must provide complete justification and documentation to support the reduction action. Some examples are:

- a. Statements of counseling or other documented attempts at rehabilitation by the chain of command or supervisors.
- b. NCOERs or counseling statements documenting inefficiency or poor performance.
- c. Record of misconduct during the period concerned.
- d. Correspondence from creditors attempting to collect debts.
- e. Adverse correspondence from civil authorities showing evidence of misconduct.
- f. Documentation proving that individual has unexcused absences, periods of unsatisfactory participation, or that the soldier has been declared an unsatisfactory participant per AR 135-91.
- g. Reduction based on lack of technical skill or ability requires reclassification to the corresponding skill level and MOS per chapter 5 of this regulation.

#### **11-61. Reduction for misconduct or civil conviction**

- a. Discharge. If a soldier is to be discharged with a discharge certificate under other than honorable conditions, the State AG will reduce the soldier immediately to PV1 without board action. If the discharge is suspended, the soldier is not reduced under this paragraph.
- b. Dropped from the rolls of the Army (DFR). When discharged per chapter 8 because of being DFR, a soldier is automatically reduced to PV1 without board action.
- c. Misconduct or civil conviction. A soldier can be reduced one or more grades for misconduct or civil conviction.
  - (1) If appropriate, Article 15, UCMJ (AR 27-10), Courts-Martial (MCM 1984), or provisions of State law may be used to effect reductions for misconduct in lieu of this regulation.
  - (2) Administrative reductions for misconduct may be based on one or more acts of misconduct.
  - (3) A soldier convicted by a civil court (domestic or foreign) or adjudicated as a juvenile offender by a civil court (domestic or foreign) is reduced or considered for reduction using the guidance below. "Juvenile offender" includes a person adjudicated as a juvenile delinquent, wayward minor, or youthful offender. Action is taken on receipt of documents establishing a sentence (imposed or vacation of a suspended sentence) or a finding of guilt

with sentence to be established at a later date. A soldier can be reduced even though an appeal is filed. If an appeal results in reversal of the civil conviction, take action per paragraph 11-66.

(4) If the civil authority's sentence includes death or confinement of 1 year or more that is not suspended, the soldier is reduced to PV1. If convicted, or a guilty plea is accepted by the court, and sentencing is delayed for at least 30 days, reduction can be accomplished immediately based on the maximum penalty. If reduced and if the actual imposed sentence is less severe and then further restoration and board actions are required.

(5) If the sentence is confinement for more than 30 days, but less than 1 year (not suspended), or 1 year or more suspended, SPC and below will be considered for a one or more grade reduction. SGT and above must be referred to a reduction board for possible reduction of one or more grades.

(6) If the sentence is less severe than in (4) above, and reduction authority considers it appropriate, the soldier may be considered for reduction of one or more grades. SGT and above will be processed for possible reduction board action.

#### **11-62. Reduction notification procedures**

a. The commander reducing the soldier informs the soldier in writing, delivered in person or dispatched by Certified Mail-Return Receipt Requested, of the action contemplated and reasons. The soldier acknowledges receipt of the memorandum in writing, and may submit any pertinent matters in rebuttal. Mail refused, unclaimed, not acknowledged, or otherwise undeliverable, is not used as defense against, or as a basis for an appeal of reduction, when notification was correctly addressed to the latest official mail address furnished to the unit by the member.

b. The commander's written notification must include instructions advising the soldier (SGT and above) of his or her right to request a reduction board and the date the board request must be received.

(1) SPC and below may be reduced without action by a board.

(2) Only SGT through SGM may request to appear before a reduction board. If the soldier waives board action, the waiver must be in writing. The soldier may submit any pertinent matters in rebuttal in writing. Failure to respond within 30 calendar days after the date of receipt of written notification constitutes a waiver of the right to a reduction board.

c. A soldier who requests a board will be given at least 30 days written notice before the date of the hearing. The reduction authority may approve an extension of the 30 days if requested by the soldier in writing.

d. The convening authority ensures that:

(1) The board is composed of unbiased soldiers senior in grade to the soldier being considered for reduction.

(2) At least one board member is thoroughly familiar with the soldier's field of specialization, especially for inefficiency or poor performance cases.

(3) The board consists of at least three voting members and a recorder without vote. A majority of the members of the board constitutes a voting quorum and must be present in order for the board to convene.

(4) The senior voting member serves as president of the board.

(5) If the soldier being considered for reduction is female or a minority, the board will include an officer or enlisted soldier who also is female or a minority member, if reasonably available. However, nonavailability of a female or a minority member does not preclude convening of the board. In the event of nonavailability, justification must be stated in the record of proceedings.

(6) No soldier with direct knowledge of the contents of the case will be appointed to the board.

(7) Alternate board members are appointed and will be available when required.

(8) Unbiased board members, if not available, are requested through higher headquarters.

#### **11-63. Reduction board procedures**

a. The soldier may request military counsel be appointed. If a specific judge advocate or other officer is requested and is reasonably available, the convening authority designates that officer as counsel. If the requested counsel is from another command, the convening authority will forward an official request to the appropriate headquarters. Determination by that headquarters is final regarding the availability of requested military counsel. If the specifically requested counsel is not available, the convening authority will appoint another judge advocate or experienced officer to serve as counsel.

b. Notice of a board hearing date is made only after counsel is available to the soldier, if requested.

c. The recorder, on request of the soldier or counsel, arranges for the presence before the board of any reasonably available witnesses.

d. Copies of all written affidavits and depositions of witnesses, who are unable to appear before the board, will be furnished to the soldier.

e. The president of the board ensures that enough testimony is presented to enable the board to:

(1) Fully and impartially evaluate the case.

(2) Be objective in their deliberations.

(3) Arrive at a proper recommendation.

(4) Consider those abilities and qualities required and expected of a soldier of that grade and experience. (A NCO is expected to maintain high standards of conduct). While prior years of faithful service are commendable, this alone does not override the best interests of the ARNGUS.

f. AR 15-6 may be used as a general guide for the board so far as it does not conflict with any provisions of this regulation.

- g. The board may recommend a reduction of one or more grades (dependent on reason for reduction), retention of grade, reassignment or a combination of any of the above
- h. The convening authority may approve or disapprove any portion of the board's recommendation so long as the action does not increase its severity.
- i. When the board recommends a reduction and the convening authority approves it the soldier is reduced by the reduction authority as directed without regard to any action taken to appeal.
- j. In case of reduction for inefficiency, the convening authority can suspend reduction up to six months. If the suspension is not vacated during this period, reduction may only be accomplished by convening a new reduction board.
- k. If a civil conviction is reversed, or sentence is modified or reassessed, see paragraph 11-66.

#### **11-64. Rights of the soldier**

- a. The rights of the soldier concerning the reduction board are:
  - (1) SGT through SGM may request a reduction board within 30 days of date of notification of the consideration for reduction.
  - (2) To decline in writing to appear before the board, or may appear in person with or without counsel at all open proceedings.
  - (3) To retain a private attorney at no expense to the Government. If not represented by a private attorney, the convening authority designates military counsel who normally a lawyer judge advocate officer or Army civilian attorney-advisor) unless, in consultation with the servicing staff judge advocate and the U.S. Army Trial Defense Service, the convening authority determines that a lawyer is not reasonably available. Any such determination is final. If a soldier requests specific military counsel, follow the procedures of paragraph 11-63a above.
  - (4) To request any reasonably available witnesses whose testimony is believed to be pertinent. When requested, the soldier provides the nature of the information the witnesses are expected to provide.
  - (5) To submit to the board written affidavits and depositions of witnesses who do not appear.
  - (6) To elect to testify as a witness and submit to examination under oath, make or submit unsworn statements, or remain silent.
  - (7) To challenge or question any witness appearing before the board.
- b. Failure of soldiers to exercise their rights is not a bar to the board's proceedings, findings and recommendations.
- c. When a soldier appears before the board without representation, the president will fully counsel the soldier on:
  - (1) The action that is being contemplated.
  - (2) The impact such action may have on the outcome of the case.
  - (3) The right to request counsel and to challenge any member of the board for cause.
  - (4) The right to submit an appeal per paragraph 11-65.

#### **11-65. Appeals**

- a. Appeal of reductions per paragraphs 11-54d and 11-55 through 11-58 is not authorized. Appeal of reductions per paragraph 11-61 is authorized only to correct material errors such as a reduction that did not comply with this regulation and therefore was without sufficient basis.
- b. In order to correct an erroneous action on equitable grounds, appeal is authorized of reduction for inefficiency per paragraph 11-60, misconduct or civil conviction other than per paragraph 11-61, and partial restoration under paragraph 11-66. It must be shown that the facts and circumstances of the case are such that partial or full restoration of grade will be in the best interests of the ARNGUS and the soldier.
- c. An appeal must be submitted in writing within 30 days after the date of reduction or date of official written notification of restoration action. A complete copy of all correspondence is furnished to the authority taking final action of the appeal.
- d. Appellate authority for reductions is:
  - (1) The next higher authority above the reduction authority for SSG and below.
  - (2) The first general officer in the chain of command above the reduction authority for SFC through SGM.
 If the reduction authority was the State AG, the appeal will be acted upon by the State AG as a request for reconsideration. The State AG's action is final.
- e. If appeal results in a determination that the reduction under paragraph 11-61 was erroneous, the appellate authority directs restoration to the former grade. Restorations are effective as of the date of the order and DOR is the same as DOR prior to reduction. However, if it is determined that another provision may apply, the appellate authority directs action be taken in accordance with the appropriate provision of that paragraph.
- f. If the appellate officer on an appeal determines that the reduction should be changed on equitable grounds, the soldier is restored to the former grade or to any intermediate grade. Restorations are effective as of the date of the order. DOR for soldiers restored to former grade are the same as DOR prior to reduction. DOR for soldiers restored to an intermediate grade are the same as the date of the order directing restoration.
- g. If the appellate authority on an appeal determines that the reduction meets the requirements of this regulation and need not be changed on equitable grounds, the appeal is denied.
- h. A soldier submitting an appeal will be informed in writing of the decision. A copy of the appeal and the final action is filed in the soldier's MPRJ.



- i.* Authority to take final action on appeals may not be delegated.

#### **11-66. Restoration of grade**

- a.* Restoration of grade is accomplished without regard to the criteria specified for advancement or promotion to the grade and rank, to include position vacancy and promotion board action. See paragraph 11-6 for DOR.
- b.* Grade and rank restoration may result from:
  - (1)* Setting aside, mitigation, or suspension of punishment under UCMJ or comparable state code. The commander authorized to promote to the higher grade may restore the soldier's grade and rank.
  - (2)* Reversal of conviction by civil court. If a conviction by a civil court for which a soldier was reduced is later reversed, the soldier is restored to the grade and rank from which reduced and regains incumbency to the former position held. If the commander having promotion authority for that grade determines that the soldier was denied promotion because of the conviction, the soldier may be promoted to the next higher grade and gains incumbency to that position.
- c.* A reversal of conviction is the annulling or voiding of a court judgment by the same or a higher court of competent jurisdiction because of error or irregularity in proceedings. It does not include instances where, under local law or procedure, a conviction is set aside in recognition of rehabilitation or as a result of parole. If a conviction is reversed and a new trial is ordered, the soldier's grade and rank are restored. The soldier may be reduced because of a later conviction resulting from a new trial.
- d.* If a sentence is modified or reassessed (by an appellate court or otherwise), or a sentence as imposed is less severe than the one under which a reduction was accomplished, the following action is required:
  - (1)* Reduced from SGT or above: If reduction was under paragraph 11-61, reduced sentence no longer falls within the original category, the soldier is restored to the former grade and new board action is optional with the reduction authority. If the sentence, as modified, reassessed, or reduced falls within the same subparagraph of paragraph 11-61, no action is necessary.
  - (2)* Reduced from SPC and below: soldier is restored to SPC or any intermediate grade, or directed to remain at PV1. The soldier is notified in writing of the decision.

#### **11-67.Reduction and restoration orders and records**

- a.* Grade restorations and reductions for misconduct and inefficiency (except for Articles 15, UCMJ, or comparable state code, and courts-martial) are announced in orders.
- b.* Cite in orders the reason for reduction, such as inefficiency, the authority, and the paragraph from this chapter under which reduced. When reduction is for misconduct for which proceedings under Article 15, UCMJ, or comparable state code, were conducted, prepare DA Form 2627 (Record of Proceedings under Article 15, UCMJ) per AR 27-10 or use prescribed forms under comparable state regulations.
- c.* The complete reduction action including any appeal is filed in unit records. The reduction order will be filed as a permanent document in the soldier's MPRJ and removed only if the soldier is promoted. Reduction actions that are wholly set aside are not filed in the MPRJ.

PROMOTION ELIGIBILITY ROSTER				
UIC: 1ABAA		DATE OF REPORT: 2 JUN 97		
UNIT: HQ STARC XX ARNG		SUSPENSE DATE: 31 AUG 97		
RANK CONSIDERED: SGM		DATE OF BOARD: 28 SEP 97		
-----				
NAME (LAST, FIRST, MI)	SSN	RANK	PMOS	CPMOS
BRADLEY VICTOR Y	999-01-0234	MSG	75H5HA2FR	75H5
GRIDER EDWARD	999-01-6975	1SG	71D5MP500	71D5
PHILLIPS LONNIE K JR	999-02-0010	MSG	12Z5M0000	12Z5
WHITE TERRI K	999-36-0987	MSG	79T50000	79T5
-----				

**Figure 11-1. Sample Promotion Eligibility Roster (PER)**

See the accompanying Adobe PDF File for current version

Figure 11-2, **Instructions for NGB Form 4100-1-R-E, Enlisted Promotion Point Worksheet**

TAG OR STARC LETTERHEAD

Office Symbol (MARKS)

(date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Instructions for 200x Sergeant First Class Promotion Board

1. The (state) Army National Guard Sergeant First Class Promotion board will convene on (date) at location).
2. The board will consist of (list who will evaluate).
3. Enclosure 1 is your unit's Promotion Eligibility Roster (PER) of eligible staff sergeants. Enclosure 2 is an NGB Form 4100-1-R-E for each soldier on the PER. The board will consider all eligible staff sergeants unless they decline consideration by this board in writing on NGB Form 4100-1-R-E. The eligibility criteria are in NGR 600-200, paragraph 11-27. To be eligible for consideration, staff sergeants must also meet the following times computed as of the last day of the month in which the board convenes:
  - a. Date of rank of 1 Mon 0x and earlier.
  - b. Pay entry basic date of 1 Mon 0x and earlier.
  - c. Basic enlisted service date of 1 Mon 0x and earlier.
4. The promotion list will help establish the priority of training for selectees who are not graduates to attend the Advanced NCO Course (and for those who require it, the RC-BNCOC Phase I as a prerequisite), to offer selectees assignment to higher graded positions, and to promote them to sergeant first class. Soldiers who decline consideration by this board are not eligible for NCOES courses or promotion consideration until the next board provided they remain eligible.
5. Complete the following actions by 1 Mon 0x:
  - a. Delete ineligible and add other eligible soldiers on the PER.
  - b. Use the information in NGR 600-200, figure 11-2, to add or correct information on NGB Form 4100-1-R-E with the soldier, verify the data including points, and attach source documents to support changes. The first line leader will review the form and data with the soldier, explain the options available to the soldier in section VI, and the consequences of the choices.
  - c. The soldier will accept or decline consideration for promotion, military education and assignment; initial optional blocks (choices set by the state), sign the form and date it.
  - d. Complete NGB Forms 4101-1-R as follows: (enter state process and procedures for completion, verification and safeguarding.)
6. The State Military Personnel Officer will:
  - a. Verify updated information, verify eligibility, compute the final points for each soldier, and enter information in the database.
  - b. Produce the promotion list in sequence (highest score is first ranked) for each MOS, assemble supporting documents, and approve the list for publication.

**11-L-0109 VVA (ANG) 477**

c. Coordinate the final list with the Human Resource Office, and the Plans, Operations and Training Office.

d. Publish the list to (the distribution scheme published for the state).

7. Based on this list, soldiers are eligible immediately:

a. If they are not already graduates or enrolled, to apply for the NCOES course or courses they need to qualify for promotion. (States insert their procedures.)

b. For assignment to higher graded positions for which they are eligible and available according to the standards set for this program in (state procedures).

c. For promotion concurrently with the assignment in b above if they are otherwise eligible. Soldiers currently assigned to higher graded positions will be promoted in sequence as they are contacted from the list or, if not yet trained, the day after they complete required NCOES courses.

8. Soldiers who are not listed in the selection objective of this list cannot expect to be assigned to higher graded positions, to attend NCOES during the (period), nor be promoted unless the state exceeds the number of promotions originally projected.

FOR THE ADJUTANT GENERAL:

Encls

(MPMO)

**Figure 11-3. Sample Memorandum of Instructions (MOI)**

See accompanying Adobe PDF for the current version

Figure 11-4. NGB Form 4100-1-R-E. Enlisted Promotion Point Worksheet









### STATEMENTS OF AGREEMENT

1. I understand that I am required to serve at least 24 months after graduation.

Soldier initials \_\_\_\_\_

2. I have been counseled and understand that if I fail to complete this course, I may be Barred from Reenlistment or Extension of Enlistment, or recommended for separation from service. I further understand that, if I am a master sergeant or first sergeant, and I do not complete the course for reasons other than extreme hardship, I will be removed from the promotion list administratively and will not be eligible for future consideration for sergeant major or to attend the course.

Soldier initials \_\_\_\_\_

3. I understand that if I have been promoted to sergeant major conditioned upon my successful completion of the U.S. Sergeants Major Course that I will be reduced without board action or appeal if I fail to complete the course by not satisfying requirements, meeting standards, misconduct or withdrawal.

Soldier initials \_\_\_\_\_

4. I have read and understand the requirements and related actions for the United States Army Sergeants Major Course.

Soldier signature and date: \_\_\_\_\_

-----

### COORDINATION

1. State CSM: \_\_\_\_\_

2. State POTO: \_\_\_\_\_

3. I certify that the soldier has been selected by a promotion board for promotion into the actual vacancy or a vacancy projected within the next 12 months.

State MPMO: \_\_\_\_\_

4. For soldiers are Military Technicians or Active Guard Reserve status:

State HRO: \_\_\_\_\_

Figure 11-6 (continued). Statements of Agreement and Coordination  
(Enclosure to DA Form 4187)

1 March 1997

## **Appendix A References**

### **Section I Required Publications**

AR 40-3  
Medical, Dental and Veterinary Care

AR 40-501  
Standards of Medical Fitness

AR 50-5  
Nuclear Surety Program

AR 50-6  
Chemical Surety Program

AR 135-7  
Incentive Programs

AR 135-18  
The Active Guard/Reserve (AGR) Program

AR 135-32  
Retention in an Active Status after Qualification for Retired Pay

AR 135-91  
Service Obligations, Methods of Fulfillment, Participation Requirements

AR 135-178  
Separation of Enlisted Personnel

AR 135-180  
Qualifying Service for Retired Pay Nonregular Service

AR 135-200  
Active Duty for Training, Annual Training and Full-Time Training Duty of Individual Members.

AR 135-205  
Enlisted Personnel Management

AR 140-10  
Assignments, Attachments, Details and Transfers

AR 220-90  
Army Bands

AR 351-1  
Individual Military Education and Training

AR 380-67  
Personnel Security Program

AR 600-2  
Name and Birth Data and Social Security Number

AR 600-9  
The Army Weight Control Program

AR 600-8-1  
Army Casualty System

AR 600-8-2  
Suspension of Favorable Personnel Actions (Flags)

AR 600-8-19  
Enlisted Promotion and Reductions

AR 600-8-104  
Military Personnel Information and Management/Records

AR 600-8-105  
Military Orders

AR 600-13  
Army Policy for the Assignment of Female Soldiers

AR 600-20  
Army Command Policy and Procedures

AR 600-37  
Unfavorable Information

AR 600-43  
Conscientious Objection

AR 600-50  
Standards of Conduct for Department of the Army Personnel

AR 600-85  
Alcohol and Drug Abuse Prevention and Control Program

AR 600-200  
Enlisted Personnel Management System

AR 601-210  
Regular Army and Army Reserve Enlistment Program

AR 601-270  
Military Entrance Processing Stations (MEPS)

AR 601-280  
Total Army Retention Program

AR 604-10  
Military Security Program

AR 611-201  
Enlisted Career Management Fields and Military Occupational Specialties

AR 635-40  
Physical Evaluation for Retention, Retirement, or Separation

AR 635-200  
Enlisted Personnel

NGR 40-501  
Standards of Medical Fitness - Army National Guard

NGR 310-10  
Military Orders

NGR 350-1  
Army National Guard Training

NGR 351-1  
Individual Training and Education

NGR 600-5  
The Active Guard/Reserve (AGR) Program

NGR 600-10  
ARNG Tour Program Management of Title 10, USC, Full-Time National Guard Personnel

NGR 601-1  
Recruiting and Retention Resource Management

NGR 601-2  
Army National Guard Strength Maintenance Program

NGR 614-1  
Inactive National Guard

## **Section II**

### **Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 310-25  
Dictionary of United States Army Terms (Short Title: AD)

AR 310-50  
Authorized Abbreviations and Brevity Codes

AR 340-21  
The Army Privacy Program

AR 340-21-1  
The Army Privacy Program -- System Notices and Exemption Rules

AR 611-5  
Army Personnel Selection and Classification Testing

DA Pam 37-166  
Soldiers' and Sailors' Civil Relief Act

DA Pam 351-4  
U.S. Army Formal School Catalog

DA Pam 351-20  
Army Correspondence Course Program Catalog

DA Pam 360-525  
Family Assistance Handbook for Mobilization

NGR 10-1  
Organization and Federal Recognition of Army National Guard Units

NGP 25-10  
Standard Installation/Division Personnel System-Army National Guard (SIDPERS-ARNG) Data Element  
Dictionary

AISM-18-PI9-HSD-SPY-UM  
Standard Installation/Division Personnel System ARNG

1 March 1997

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Recruiting and Retention Resource Management

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U.S. Army Formal School Catalog

DA Pam 351-20  
Army Correspondence Course Program Catalog

DA Pam 360-525  
Family Assistance Handbook for Mobilization

NGR 10-1  
Organization and Federal Recognition of Army National Guard Units

NGP 25-10  
Standard Installation Division Personnel System-Army National Guard (SIDPERS-ARNG) Data Element  
Dictionary

AISM-18-P19-HSD-SPY-UM  
Standard Installation Division Personnel System ARNG

1 March 1997  
NGB (AR) 600-200

**Appendix B**  
**Internal Control Checklists**

Not used.

All internal control checklist requirements are being reviewed.

1 March 1997  
NGB (AR) 600-200

**Appendix B**  
**Internal Control Checklists**

Not used.

All internal control checklist requirements are being reviewed.



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

NGB-ARH


27 SEP 2006

MEMORANDUM FOR The Military Personnel Management Officers of All States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia

SUBJECT: Army National Guard Enlisted Personnel Management (NGR 600-200) Implementing Draft (NGB-ARH Policy Memo # 06-053)

1. Reference, National Guard Regulation (NGR) 600-200, Enlisted Personnel Management, dated 1 March 1997.
2. The enclosed implementing policy entitled, Enlisted Personnel Management, dated 1 October 2006 is authorized for use as an implementing draft until the final version of the regulation is published. This policy supersedes the current (and all other versions) NGR 600-200. Exceptions, NGR 600-200, chapter 7 dated 1 March 1997 will remain in effect until publication of the new AR 601-280 that is applicable to the Army National Guard.
3. The projected publication date of NGR 600-200 is undetermined, however on 21 September 2006, NGB-JA final review determined the NGR 600-200 legally sufficient. Until official publication, the revisions in this implementation policy must be utilized, without exception. The effective date of this implementation policy is 1 October 2006.
4. Upon publication of NGR 600-200, it is imperative that each chapter is read in its entirety, as well as the references to other chapters throughout the regulation that pertain to Army National Guard enlisted personnel management. Be advised that minor revisions as well as several references may be modified and adjusted to the current layout of the regulation during the final editing process.
5. This memorandum and implementing policy will expire upon the publication of the new NGR 600-200.
6. Point of contact is MAJ Thomas McCloskey, Chief, Regulations Branch, DSN 327-3299, or (703) 607-3299. Policy issues contact MSG Donald Kiefer, DSN 327-3401, or (703) 607-3401.

Encl  
as

  
TAMMY L. MIRACLE  
COL, GS  
Chief, Personnel Policy  
and Readiness Division

11-L-0109 VVA (ANG) 494

**Implementation Policy**  
**1 October 2006**

**NGR 600-200**  
**Enlisted Personnel Management**

**Summary of Changes**

This is a complete revision and redesign that--

- o Removes old Chapters 2, 3 and 4 and establishes them in the ARNG Enlistment Criteria Program.
- o Changes the previous Chapter 5, as new Chapters 2, 3 and 4.
- o Adds Chapter 2 (Classifications and Reclassification), Chapter 3 (Utilization Management) Chapter 4 (Assignment and Transfer) and Chapter 5, (Special Duty Assignment Pay).
- o Reserves Chap 6 and 7 for future use.
- o Adds CNGB (NGB-ARZ-T) as the authority to award MOSs for enlisted soldiers in the AGR Title 10 tour program (para 2-3d).
- o Clarifies award of SMOS (para 2-6).
- o Adds career progression military occupational specialty (CPMOS) (para 2-7).
- o Changes procedures in the use of SQIs 4A and Y2 (para 2-12e).
- o Clarifies reclassification due to physical profile (para 2-13).
- o Adds special reporting code OOF (MOS Immaterial)(para 2-20).
- o Selection from EPS list to 00F positions (para 2-22).
- o Instructor criteria for assignment (para 2-23).
- o Additional requirement for RTI instructors (para 2-24).
- o Clarifies the meaning of MOS substitutability (para 3-8).
- o Clarifies utilization of soldiers convicted under the Lautenberg Amendment (para 3-10).
- o Clarifies utilization controls and explains utilization of MOS 79T and SQI 4 (para 3-11).
- o Adds enlisted Permissive Parachuting Program (3-15).
- o Adds a requirement that 1SGs will complete the First Sergeant Course within one year (para 4-6d(2)).
- o Clarifies selection procedures to fill NCO vacancies (para 4-10).
- o Adds guidance for uncoordinated interstate transfers (para 4-16).
- o Clarifies OCONUS assignment (EAD/TTAD) for personnel with qualifying conviction under the

Lautenberg Amendment (4-28e).

- o Removes the "Promotion and Reduction" chapter. Refer to AR 600-8-19, Chapter 1, 2, 7 and 10, dated 21 July 2006 for ARNG Enlisted Promotions and Reductions.

- o Includes a revision of Chapter 8 reformatted to conform to AR 135-178.

- o Adds requirement to NGB Form 22, block 18, (Remarks) for soldiers convicted of domestic violence under the Lautenberg Amendment (Table 8-2).

- o Clarifies procedures for the Mobilization Asset Transfer Program (MATP) (8-5).

- o Removes "Determination by AG or CNGB that separation is in the best interest of the State or as prescribed in NGB directives" (para 8-36).

- o Removes "For other reasons as stipulated by State Law" (para 8-36).

- o Adds specific procedures and required actions for soldiers dropped from the rolls (para 8-38).

- o Focuses the CSM selection and nomination process on the AG (para 9-1 and 9-5).

- o Changes USASMC application to be forwarded to (NGB-ART-I) for processing. (para 9-6).

- o Provides for the president of the CSM board to be a major general or brigadier general (para 9-8a).

- o Clarifies who may be assigned to CSM positions, sets a limit on details for CSMs, and clarifies background experience requirements for initial CSM assignments (para 9-15).

- o Provides separate instruction to appoint CSMs under a call or mobilization (para 9-23).

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

a. This regulation establishes standards, policies, and procedures for the management of the Army National Guard (ARNG) and the Army National Guard of the United States (ARNGUS) enlisted soldiers in the functional areas of:

- (1) Classification and Reclassification.
- (2) Personnel Management.
- (3) Assignment and Transfer, including interstate transfer.
- (4) Special Duty Assignment Pay.
- (5) Enlisted Separations.
- (6) Command Sergeant Major Program.

b. Local supplementation of this regulation is not authorized unless approved by the Chief, National Guard Bureau (CNGB). State memorandums, pamphlets, Standard Operating Procedures (SOPs), guides, regulations, etc. may not alter the policies established by this regulation. State supplementation documents will be submitted and approved by NGB-ARH prior to publication and implementation.

#### **1-2. References**

Required and related publications and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are defined in the glossary.

#### **1-4. Statutory Authority**

a. Titles 10 and 32, United States Code (USC) provide statutory guidance for administering the ARNGUS/ARNG. Army National Guard soldiers who meet the requirements specified in an appropriate Federal document (act, law, statute, code, order, proclamation, decision, register, opinion), and the standards specified by the Secretary of the Army, will be Federally recognized as Reserves of the Army with assignment to the ARNGUS. Soldiers paid with appropriated Federal funds must meet and follow the requirements, standards, policies, procedures, and actions specified in this regulation.

b. This regulation is published pursuant to 10 USC 10503 as stated in figure 1-1 and Army Regulation (AR) 130-5, paragraph 2-3.

c. Article I of the Constitution of the United States reserves to the States the right and responsibility to raise the militia; the organized militia being the Army and Air National Guard. In this regard, appropriate State laws or codes and regulations may be implemented by each Adjutant General (AG) to ensure that the National Guard is ready to satisfy its state and federal missions. States may impose stricter standards and requirements than provided in this regulation, as they affect Reserve of the Army status, provided they are applied uniformly; however, they will not be made less restrictive.

d. The authority to deny actions to individuals for which they are qualified by this regulation is reserved to the Secretary of the Army (SA) or delegate (for Reserve of the Army status) and the AG or delegate for National Guard (State) status as stated in the appropriate areas of this regulation.

e. The provisions of this regulation apply to ARNG/ARNGUS individuals and/or units when ordered to active duty (AD) under 10 USC 12301d in support of contingency operations, 12302, or 12304 subject to exceptions approved by the proponent and exception authority.

#### **1-5. Equal Opportunity**

Management actions will be developed to enhance ARNG/ARNGUS readiness for State and Federal missions. All actions will be consistent with the Army's policy on equal opportunity as set

forth in National Guard Regulation (NGR) 600-21 and AR 600-20, paragraph 6-3.

### **1-6 Responsibilities**

- a. The Chief, National Guard Bureau (CNGB) has Army General Staff responsibility for ARNG/ARNGUS personnel management and sustainment.
- b. The Director, Army National Guard (DARNG) exercises Army General Staff supervision over the development and execution of plans, policies, and procedures for all matters that affect ARNG/ARNGUS enlisted personnel management and sustainment.
- c. Adjutant Generals will:
  - (1) Develop and implement programs to manage and sustain the enlisted force that will meet Federal and State objectives and the provisions of this regulation.
  - (2) Provide continuing guidance to subordinate commanders to ensure that all required programs and actions are implemented, supported, and properly conducted within the purview of this regulation.
- d. Commanders at all levels will:
  - (1) Implement and be actively involved with ARNG recruiting and retention programs. Technical guidance and support will be continuously provided to subordinate personnel.
  - (2) Manage the utilization of soldiers in accordance with their military specialties and personal qualities.
  - (3) Foster an environment in which soldiers may attain their full potential while helping to achieve readiness goals and objectives.
  - (4) Ensure the benefits contained in this regulation are provided to soldiers meeting the established criteria outlined herein.
- e. Officers and noncommissioned officers at every level will:
  - (1) Train, guide, counsel, and advise their soldiers, and assist in their military professional development while simultaneously ensuring that the organization attain its readiness goals and objectives.
  - (2) Advise the chain of command and staff section members on all personnel management actions that affect their soldiers.
  - (3) Recommend personnel actions for, and participate in (to the extent required or authorized by law and Army policy), the decision-making processes that affect their soldiers.
  - (4) Be actively involved in and support the recruiting, attrition management and retention programs of the ARNG.

### **1-7. Enlistment into the Army National Guard**

The policy governing enlistment into the Army National Guard for Prior Service (PS), Non-Prior Service (NPS) and Glossary Non-Prior Service (GNPS) enlistments, is found in the Army National Guard Enlistment Criteria Memorandum (ECM) which is published by NGB-ARH for each Fiscal Year (FY).

## **Chapter 2**

### **Classification and Reclassification**

#### **Section I**

#### **Introduction**

#### **2-1. Purpose**

This Chapter prescribes policies and procedures for:

- a. Classification and reclassification in military occupational specialties (MOS).
- b. Special reporting code (SRC) OOF (MOS Immaterial).
- c. Use of the Armed Forces Classification Test (AFCT).



## **Section II**

### **Classification and reclassification in MOS Code (MOSC)**

#### **2-2. General**

a. This section provides policy for award of primary, secondary, and additional MOSs (PMOS, SMOS, AMOS), career progression MOS (CPMOS), special qualification identifiers (SQI), additional skill identifiers (ASI) and language identification codes (LIC).

b. Nonprior service enlistees will only be qualified and classified in their MOS through attendance at an active establishment training base using the Recruit Quota System (REQUEST) or through the Civilian Acquired Skills Program (CASP), both of which are described in the Enlisted Criteria Memorandum (ECM).

c. Soldiers identified for reclassification, including prior service enlistees who have completed Initial Entry Training (IET), will be:

(1) Trained in the new MOS as required in DA Pam 611-21, Chapter 10. Chapter 10, subparagraph b describes or restricts the ways in which soldiers may qualify for a particular MOS. Paragraph 9-5b(5) explains the training specifications cited in Chapter 10.

(2) Awarded the new MOS as primary MOS as soon as possible after training. In the case of a soldier ordered to training in anticipation of a reorganization or reassignment, the classification action may be accomplished on the date of reorganization or reassignment so as not to jeopardize the soldier's MOS qualification status or entitlements to monetary incentives.

d. Commanders will qualify all soldiers as soon as possible through the best available means. Each soldier in the process of obtaining a new PMOS must be closely supervised so that a MOS is awarded immediately upon qualification under DA Pam 611-21. Unit commanders must promptly submit requests for voluntary and mandatory reclassification actions when required by regulation.

e. Except when DA Pam 611-21 is changed or updated to require higher MOS security clearance standards, an MOS will not be withdrawn solely because of changes to criteria in DA Pam 611-21, such as formal training, aptitude area scores or physical requirements. Soldiers who hold one or more MOSs, including prior service enlistees, may retain them unless withdrawn for lack of qualification per section III of this regulation by a commander or board.

f. Soldiers with qualifying conviction under the Lautenberg Amendment are not authorized to attend any service school where instruction with firearms or ammunition is part of the curriculum. These convictions are those that qualify under the Lautenberg Amendment to the Gun Control Act of 1968 which "... prohibits the possession of firearms by persons convicted of a misdemeanor crime of domestic violence, and, relatedly, prohibits the knowing sale or disposition of any firearm or ammunition to a domestic violence misdemeanant." Effective 1 March 2004, soldiers with qualifying convictions will be coded as "999U" in the Position-Number-Individual-Excess field within SIDPERS. Refer to paragraph 8-35i(3) of this regulation and paragraph 12-2, AR 135-178 for separation authority. Utilization of these soldiers is outlined in paragraph 3-10 of this regulation.

g. Commanders and personnel managers must ensure that individual soldier qualifications are retained upon reassignment, promotion and separation. Codes and identifiers will not be withdrawn unless specifically required or authorized by regulations or board action. See paragraph 2-12 and section III of this Chapter.

h. Soldiers will retain all MOSs in which they are qualified. The primary, secondary, and most important additional MOS will be recorded in the Standard Installation/Division Personnel System-Army National Guard (SIDPERS-ARNG). The absence of a soldier's MOS from the automated system does not make it invalid. If the absence of an MOS becomes a readiness factor, such as required to determine qualification for the Unit Manning Report or the Unit Status Report, the authority listed in paragraph 2-3 below may redesignate the MOS as Primary, Secondary, or Additional MOS so it will be visible in the reporting systems.

i. Record all MOS (including SQI, ASI, and LIC) actions (awarding and withdrawals) in pencil on DA Form 2-1, item 6 per AR 600-8-104, table 5-2.

j. State Adjutants General (MPMO) may award MOS to soldiers based on interim clearances. The MOS is conditioned upon completion of a satisfactory local files check, submission of

Electronic Personnel Security Questionnaire (EPSQ) to the Central Clearance Facility (CCF), with ultimate receipt of a favorable NAC and, if required, award of the clearance required for the promotion MOS and grade. Failure to complete any security requirement, or to obtain a favorable NAC or the required clearance, will cause immediate withdrawal of the interim clearance and all of the following that were based on it:

- (1) Award of an MOS for which the clearance or a favorable NAC was required.
  - (2) Promotion, through reduction without board action or appeal if the soldier was promoted based on the interim clearance per AR 600-8-19.
- k. Soldiers may attend courses with the following documentation: confirmation of receipt of the Electronic Personnel Security Questionnaire by the Defense Security Service; confirmation of a favorable Local Agency Check and an Interim Security Clearance granted by the State Security Manager.

### **2-3. Authority to award and redesignate MOS**

The following may award and withdraw MOSs (including SQIs, ASIs and LICs) on orders when they are the official custodians of the soldiers' personnel records:

- a. Training activity commanders.
- b. Commandants of Army service schools or other Armed Forces schools training soldiers for an Army MOS.
- c. The AG may delegate their authority to subordinate promotion authorities except for actions involving Career Management Field (CMF) 79 and any other fields or MOSs that are restricted.
- d. For Active Guard Reserve (AGR) Title 10 personnel including CMF 79, CNGB (NGB-ARZ-T).
- e. Promotion authorities prescribed in AR 600-8-19 for a specified skill level and grade when the AG has delegated the authority.
- f. In all cases for consideration for exception to policy or a proponent determination, submit all requests to CNGB (NGB-ARH-S) on DA Form 4187 or memorandum. Include copies of supporting documents (DA Form 2-1, GPFR-1790 (PQR), academic evaluation reports (AERs), licenses, diplomas and certificates, copy of SF 88 or DD Form 2808 and any other relevant documents) with commander and personnel officer recommendations.

### **2-4. Initial classification and utilization**

- a. Nonprior service (NPS) enlistees (those who have not completed IET or been awarded an MOS).
  - (1) Enlist these soldiers only for vacancies for which they possess the aptitude and qualifications to enter IET in the MOS for the vacancies.
  - (2) To the maximum practical extent, enroll these soldiers in the State's Pre-IET Training Program provided there is a class scheduled between their enlistment and shipping dates.
  - (3) After initial orientation, unit training is authorized only in the MOS recorded on their enlistment contracts and on REQUEST per ECM.
- b. Prior service (PS) enlistees.
  - (1) Enlist these soldiers into vacancies and projected vacancies for which they are qualified or in which they agree to become qualified within one year (except for courses with longer training times).
  - (2) Award soldiers with prior Army service, regardless of the date of separation and component, the MOS(s) they held on separation. If the MOSs, codes or identifiers have been changed, consolidated or eliminated, determine from DA Pam 611-21 which MOSs and codes the soldier should hold and award them. In doubtful cases, the MPMOs should request a determination from CNGB (NGB-ARH-S).
  - (3) Prior service from other components may be considered for a career path based on the guidance in the Department of Defense Instruction 1312.1-I (Occupational Conversion Index, located at <http://www.odm.asmr.com>). Under no circumstances will MOS orders be issued without obtaining the proponent determination. Request for MOS determination will be forwarded as shown in paragraph 2-3f of this chapter. For those who fail to qualify, commanders should direct

the soldier to either attend resident training or supervised on-the-job training (SOJT) per DA Pam 611-21, paragraph 9-5b(5).

Exception, for those MOS's outlined in DA Pam 611-21 that authorizes awarding the MOS based on the civilian acquired skills program may be granted provided the criteria listed in the ECM is met.

(4) Determine skills and qualifications from prior service records. This includes DA Forms 2 and 2-1, DD Form 214, NGB Form 22, or other service equivalents of Army records, and other documents that show the soldier's training completed, occupational and military skills, quality of duty, physical condition, and security clearance.

(5) If a soldier's former MOS cannot be awarded as primary because of the needs of the unit assigned, then award that MOS as the SMOS or AMOS. If the PS soldier was awarded a valid SMOS while on active duty, then that SMOS may be awarded as the PMOS, SMOS or AMOS upon enlistment in the ARNG.

(6) It is important to the Army that soldiers retain their MOS codes and identifiers on their current official records. Military Occupational Specialties, codes and identifiers will not be deleted or withdrawn unless a total lack of qualification is clearly demonstrated or a reclassification board, per paragraph 2-12 or section III of this Chapter, recommends withdrawal.

(7) Individuals with civilian acquired skills will use the procedures in ECM, when they enlist. Use CASP within 2 years of accession. After this time frame, it will be necessary to request a proponent determination. See paragraph 2-3f of this regulation.

## **2-5. Award of MOS**

a. A new MOS, including SQL, ASI and LIC, may be awarded on orders as primary, secondary or additional upon:

(1) Withdrawal of a soldier's old PMOS.

(2) Qualification in any MOS.

(3) Soldier becomes qualified in a new MOS from training received via Mobile Training Team (MTT), New Equipment Training Team (NETT), or other transition training per DA Pam 611-21, a special training program, or as directed by this regulation.

(4) Successful completion of MOS training conducted by an MOS producing service school or training activity, including Department of Defense (DoD), United States Navy, Marine Corps, or Air Force schools, and civilian institutions under agreement with the Army that train Army personnel. Training to support qualification for award of the new MOS will comply with the provisions of AR 351-1.

(5) The MOS proponent may approve or disapprove a waiver of MOS formal school training requirements. Submit requests on DA Form 4187 or memorandum through command channels and the State Military Personnel Management Office (MPMO) to CNGB (NGB-ARH-S) with complete justification and any other relevant documents as cited in paragraph 2-3f of this regulation. DA Pam 611-21, Chapter 10, contains the MOS specifications for initial classification, and is a commander's guide to determine retention and reclassification.

(6) Implementation of changes to the Military Occupational Classification and Structure (MOCS) (DA Pam 611-21 and related pamphlets), and Notifications of Future Change (NOFC) published by Headquarters, Department of the Army (HQDA) Human Resource Command-Alexandria (HRC-A) for all changes other than type A.

(7) Identification of civilian acquired skills that have a direct MOS counterpart as listed in ECM, AR 601-210 or DA Pam 611-21, Chapter 10. Education, skills and training must be gained in civilian status, including those gained in civil service (including Military Technicians). Those gained in Inactive Duty Training (IDT), Annual Training (AT), Active Duty for Training (ADT), AGR or any other form of military duty are not creditable.

(8) Supervised on the job training (SOJT) will not be used to award an MOS that requires resident or formal school training per DA Pam 611-21, Chapter 10, unless there is not a Reserve Component (RC) configured course or The Army Training System Courseware (TATS-C) course available. As an exception to this, SOJT may be used when soldiers in substitutable MOSs identified in their Career Management Field charts in DA Pam 611-21, Chapter 10 are assigned on other than a short-term basis.

Specific criteria for SOJT are in DA Pam 611-21, paragraph 9-5b(5)(c).

b. Female soldiers cannot be awarded closed MOSs, SQIs and ASIs. These are identified in DA Pam 611-21, Chapter 13.

c. Recruiting and Retention NCOs.

(1) While holding PMOS 79T, MOSs 79R and 79S may be awarded only as AMOS. For soldiers qualified as both recruiter and career counselor, either through completion of the course for each MOS or the ARNG Recruiting and Retention Transition Course, or through constructive credit, award PMOS 79T to those assigned to primary recruiting and retention duties prescribed in NGR (AR) 601-1.

(2) Upon reassignment out of a Recruiting and Retention Noncommissioned Officer (RRNCO) position (MOS 79T), the State MPMO will award this MOS as secondary or additional, unless the soldier is (or was) adversely removed from the program. For soldiers reassigned at the end of successful strength maintenance or recruiting and retention assignments, redesignate PMOS 79T as secondary or additional. PMOS and CPMOS 79T will only be re-awarded to those soldiers upon approval by the State MPMO, in concert with the State Recruiting and Retention Commander (RRC). Soldiers can only hold PMOS 79T if the Duty Military Occupational Specialty (DMOS) is also 79T.

(3) PMOS 79T can only be awarded to soldiers SFC and higher and considered career status. Award SQI 4 for all others.

d. Under State AGR career development programs, AGR soldiers may be identified and qualified through formal training up to one year in advance to meet program needs. They then may be awarded that MOS as secondary or additional while awaiting reassignment to positions in the new MOS.

## **2-6. Award of SMOS**

a. Selection of SMOS is based on qualifications next in importance after the PMOS, and in which a soldier can perform with minimum orientation unless another policy requires a certain MOS, such as the CSM Program in Chapter 9 of this regulation and in b(3) below.

b. The restrictions below apply when selecting SMOS:

(1) A soldier may hold only one secondary MOS, and may have one or more additional MOSs. The SMOS will not be an MOS that progress into a soldier's PMOS at SFC or below.

(2) On a first appointment to CSM, award the soldier's former PMOS as SMOS to identify CMF qualifications for future assignments when a specific MOS or branch background may be required.

(3) Award secondary MOS OOT to SGMs eligible for reappointment to CSM in an active status.

## **2-7. Award of three-character career progression MOS (CPMOS)**

The CPMOS indicates to soldiers the channel in which they should expand professional development efforts and seek assignments. It also indicates to commanders and personnel managers the MOS in which the soldier should be assigned at the current and higher grade levels. Soldiers who choose a CPMOS other than their PMOS, for which they are qualified, are eligible for immediate assignment into positions with that MOS at their current grades. The CPMOS will normally be the PMOS unless there is a compelling reason to choose another MOS in which the soldier is qualified or is directed to become qualified. For instance, the soldier's MOS merges into another at a specific grade level; the soldier's MOS reaches a point that requires a choice of two MOSs to progress to; the soldier has reached the maximum grade allowed in a low population MOS in a state or organization and must choose another MOS for career progression opportunities; or an AGR soldier or Military Technician accepts a CPMOS that will afford career progression opportunities while meeting the full-time support needs of the organization and the state.

a. Unless restricted by the AG, custodians of soldiers' records may award CPMOS on DA Form 4187 provided that MOS is not a direct progression at the next higher grade. State MPMOs (NGB-ARZ-T for the Title 10 AGR program) will direct the final award of CPMOS in optional and questionable cases. This includes cases where there is direct progression at the soldier's next

higher grade. AGR soldiers and all cases for soldiers in CMF 79, the State MPMO will make the final determination in concert with the State Human Resource Office (HRO). Award and record only the three-digit CPMOS when it differs from current PMOS.

b. Soldiers who must choose a CPMOS must do so before consideration by promotion boards and placement in the selection objective of a promotion list except when the AG (MPMO) reclassifies a soldier on a promotion list or corrects an erroneous placement on a list.

## **2-8. Determination and award of skill level**

DA Pam 611-21, Chapter 9, describes the direct relationship between grade and skill level. The soldier's skill level is awarded solely on pay grade unless the soldier is scheduled for or attending MOS qualification training. The sole criterion for each of the skill levels is the soldier's pay grade. For instance, staff sergeants hold skill level 3 by virtue of their grade.

a. Skill level 0 (zero) is used with the MOS for which being trained to identify NPS and PS soldiers who do not have an MOS, while awaiting and attending Basic Training (BT), Advanced Individual Training (AIT), or other training for initial award of a PMOS, and soldiers awarded special reporting codes as prescribed in f below.

b. Except for training for award of the first PMOS, soldiers may not hold skill level zero.

c. Upon enlistment, PS accessions and in-service soldiers who have completed BT and AIT or their equivalent, will enter in the MOS they held in their prior service. For those from other Armed Forces, enlist them in a compatible MOS if one exists, complete with skill level. If there is no compatible MOS, award the MOS for the position vacancy with skill level zero.

d. When a soldier is promoted or reduced, change the skill level accordingly.

e. The skill level for SMOS and AMOS is the same as the PMOS.

f. Special reporting codes are used for both duty and primary MOS for certain soldiers. See DA Pam 611-21, Chapter 14. Use skill level zero only for MOS 09D, 09S, 09T and 09W, and with MOSs for soldiers scheduled for or attending MOS qualification training for their first MOS as described in a through c above. Use skill levels 1 and 2 with MOS 09R as prescribed by NGR 600-100.

g. Some MOSs identified in DA Pam 611-21 are not trained at skill level 1. For example: CMFs 18 and 79. Soldiers may attend CMF 18 courses in an IET status or CMFs 18 and 79 through reclassification training. Requirements for a MOS may be met under the CASP, or soldiers may receive a waiver for award of the MOS from the proponent. In all of these cases, when soldiers meet all of the qualification requirements, except for grade, do not award them the MOS until they meet the grade requirement in DA Pam 611-21, Chapter 10 for the MOS.

## **2-9. Special Qualification Identifier (SQI)**

The SQI is the fifth character (a letter or a number) of the MOSC. It identifies the special qualifications of a soldier, such as parachutist (SQI P), linguist (SQI L) or non-career recruiter (SQI 4). An SQI may be used with any MOS a soldier holds unless restricted by DA Pam 611-21. Award SQI with the most importance relating to the soldier's position or MOS (primary, or secondary or additional, in that order) in which there is no other SQI awarded. The letter O will always be inserted as the fifth character of the MOSC when a soldier is not qualified for an SQI. Only SFC, MSG, and 1SG may hold SQI M. First Sergeants must complete the First Sergeants Course within one year of initial appointment (generally 6 months before or after appointment to 1SG.) Withdraw SQI M only upon promotion to SGM, reduction below SFC, or relief for cause from 1SG duties.

a. Promotion authorities listed in paragraph 2-3 above will withdraw SQI when it is no longer authorized with a soldier's grade, MOS, or position. However, because these codes identify skills important to the Army, do not withdraw them when a soldier is reassigned from a position (unless for cause or loss of qualifications) that required the SQI, unless restricted by DA Pam 611-21, such as Instructor (SQI 8). The individual generally retains the skill and may be needed to assist in training efforts in the future.

b. See DA Pam 611-21, table 12-1, for further guidance on SQI.

## **2-10. Additional Skill Identifier (ASI)**

The ASI is the sixth and seventh characters (a letter and a number) of the MOSC. It identifies skills acquired through functional and transition training or OJT in maintenance and operation of weapon or equipment systems or subsystems, and other training not identified by MOS or SQL. Award ASI only with MOSs authorized in DA Pam 611-21. For ASI authorized with any MOS, such as P5 (Master Fitness Trainer), award it with the highest priority MOS (primary, or secondary or additional, in that order) in which there is no other ASI awarded. Use zeroes in the sixth and seventh characters of the MOSC when a soldier is not qualified for an ASI.

- a. For use of ASI 4A and Y2 (reclassification), see paragraph 2-12e below.
- b. See DA Pam 611-21, table 12-2, for a further guidance on ASIs.

## **2-11. Language Identification Code (LIC)**

The LIC is the eighth and ninth characters (two letters) of the MOSC identify languages listed in AR 611-6. These may be awarded to any qualified soldier and used with any MOS but also requires concurrent award of SQL L (Linguist). Use the letters OO in the eighth and ninth characters of the MOSC when a soldier is not qualified as a linguist. See AR 611-6 for further guidance on LICs and management of Army linguists.

## **2-12. Reclassification of MOS**

An awarded MOS, especially the PMOS, normally represents an investment of time and effort by the ARNG/ARNGUS and the soldier. In changing a PMOS, the soldier's desires will be considered; however, the overriding factors are the needs of the ARNG/ARNGUS. All training required by reclassification will be done in accordance with DA Pam 611-21, paragraph 9-5b. Reclassification authorities may reclassify a soldier without a reclassification board. Reclassification also includes the term redesignation, the term to show a change of Primary, Secondary or Additional MOS sequence with the same MOSs. However, authorities may, at their discretion, and upon request by a soldier, allow appearance before a reclassification board. Procedures for reclassification boards are in section III of this Chapter.

a. Mandatory reclassification. The soldier or the commander may request reclassification action. Soldiers will be notified of mandatory and involuntary reclassification actions and be given reasonable time to respond in writing to the classification authority except for changes to the Military Occupational Classification System. These are Army-wide actions that are announced by HQDA, but do not require soldier action. A soldier's MOS will be withdrawn or redesignated under any of the following conditions:

- (1) Disciplinary action taken under the Uniform Code of Military Justice (UCMJ), comparable state law, or board action for inefficiency or misconduct, if it adversely affects the soldier's eligibility to perform in the MOS.
- (2) Upon loss of qualifications, which is defined as any duty performance that clearly shows that the soldier cannot satisfactorily perform the duties of the MOS prescribed in DA Pam 611-21. Such cases will be determined and documented by a field grade officer. Note: Soldiers who lose MOS qualifications due to their own misconduct will be considered for discharge prior to submission of reclassification action.
- (3) Disqualification from the Personnel Reliability Program (PRP) if PRP is one of the requirements in DA Pam 611-21 or Army Regulations in the 50-series.
- (4) Lack of security clearance that prevents performance of the normal duties required by the MOS in accordance with DA Pam 611-21.
- (5) Promotion, appointment or reduction to a grade not authorized for the soldier's MOS, except for MOS in paragraph 2-8f.

b. Mandatory MOS reclassification is not required as a result of entry into drug or alcohol rehabilitation, whether by self-referral or by a commander through detection by biochemical testing, unless the soldier no longer meets the criteria of DA Pam 611-21, AR 40-501 or the PRP.

c. Involuntarily reclassified soldiers normally retain their current PMOS and skill level until successful completion of reclassification training. Effective date for award of the new PMOS is the date of completion of training. Involuntarily reclassified soldiers who may no longer retain their current PMOS (loss of qualification or PMOS eliminated from MOS structure) are awarded a

new PMOS with appropriate skill level effective the date the reclassification is approved.

(1) Upon promotion, award the promotion MOS as primary. Award the withdrawn MOS as SMOS or AMOS, provided the soldier is qualified to retain it.

(2) Upon completion of transition training from a closed MOS required by Direct Combat Probability Code (DCPC) guidelines.

d. Voluntary reclassification may be accomplished under any of the following conditions:

(1) An approved request from the soldier.

(2) Soldier transfers to another unit not authorized the current MOS.

(3) Soldier completes transition training caused by DCPC reclassification guidelines.

e. Use of ASI 4A and Y2. Soldiers awarded a new PMOS involuntarily will be awarded ASI 4A with the new MOS to show that completion of formal training is required. Upon completion of reclassification training, withdraw ASI 4A. Award ASI Y2 to soldiers identified for transition training in specific MOSs for whom its use is directed by HQDA HRC-A in changes to the Military Occupational Classification System (Notifications of Future Change and DA Pam 611-21 and related pamphlets). The commander responsible for the soldiers' personnel administration or the State MPMO, when restricted will award these ASIs. The MPMO in conjunction with the SIDPERS Interface Branch (SIB) may input ASIs 4A or Y2 into the SIDPERS database on all soldiers identified as requiring additional training without orders. The MPMO must provide a list all soldiers who require training. Once the soldier satisfactorily completes the requirements, award the MOS on orders removing the ASIs 4A or Y2.

f. Recommended changes of a soldier's MOS can be based on significant improvements in qualifications such as:

(1) Completion of a formal MOS producing course.

(2) Significant training or experience in a civilian occupational area that has an MOS counterpart. This applies specifically to in-service ARNG soldiers who gain skills or complete training in other than a military status. This does not pertain to AGR soldiers' duty experiences. It does apply to traditional ARNG soldiers and Military Technicians in their civilian pursuits (including their daily technician duties).

(3) Completion of civilian trade school or apprenticeship training in a skilled occupation that has an MOS counterpart.

(4) Civilian job progression to foreman, supervisor, or an executive type position that has an MOS counterpart. The duty requirements of such MOS may not exactly parallel the duties and responsibilities of a foreman, supervisor, or executive; these type jobs may cross two or more MOS areas. Particular care must be exercised in evaluating the civilian occupational skills and aligning them with an MOS.

(5) Graduation from college or graduate school in a field that has a direct MOS counterpart.

g. Examples of supporting evidence required to request award of an MOS based on formal education or civilian occupation:

(1) Degree, diploma, or certificate earned from a trade school, apprenticeship training, or accredited academic institution.

(2) Trade association or journeyman license or certificate received as a result of apprenticeship or on-the-job training.

(3) Official statements or evaluations from employers concerning nature, duration and actual performance of employment, and Position or Job Description.

(4) Official grade transcripts from accredited academic institutions.

## **2-13. Reclassification due to physical profile**

a. When a soldier is given a permanent physical profile that is lower (with a higher number in any factor) than the qualifying profile in DA Pam 611-21, the unit commander may, but is not always required to, submit reclassification action through channels. This is when the permanent physical profile serial factor is a 2 and the qualifying profile factor is a 1 per DA Pam 611-21 paragraph 9-5b (2).

b. Recommendations by the unit commander for reclassification are required when a soldier's MOS requires a 1 or 2 in any PULHES factor and the soldier receives a 3 or higher number as a

permanent profile. All soldiers in this category will go before a MOS Medical Review Board (MMRB) (AR 600-60).

(1) Soldiers must meet medical retention standards prior to the MMRB. See AR 40-501, paragraphs 1-6 and 10-11 for guidance on waivers of disqualifying medical conditions. In cases caused by disqualifying medical conditions, enclose written medical affidavits by a medical officer stating whether or not the medical limitations preclude satisfactory duty performance in the MOS without assignment restrictions (AR 40-501, paragraph 7-12). Submit medical documentation only to support reclassifications due to disqualifying medical profiles. The medical doctor will provide only an opinion of the medical limitation.

(2) The Medical Duty Review Board (MDRB) in NGR 40-501 was eliminated on 1 September 2002 and actions after that date are not valid.

(3) The soldier, supervisors, unit commander and medical doctors will submit recommendations and statements. Statements will evaluate the soldier's duty performance and physical capabilities indicating the effect the permanent profile will likely have on the full range of physical demands of the MOS, the health and safety risks to the soldiers and other unit members, and the soldier's potential for mobilization deployability.

c. The soldier's most recent physical profile serial, entered on either DD Form 2808 (Report of Medical Evaluation)(including SF 88) or DA Form 3349 (Physical Profile). DD Form 2808 (including SF 88) and DA Form 3349 will remain in effect during the period between medical examinations. If the soldier develops a medical condition that may change the physical profile, and it affects the soldier's ability to perform the duties of the MOS, the unit commander will arrange for a medical examination to be used in possible reclassification proceedings. See AR 40-501, Chapter 7 and AR 600-60, Chapter 2 for guidance.

d. Include copies of DA Form 2-1, the GPFR-1790 (PQR) and other extracts from the Military Personnel Record Jacket (MPRJ) that may be appropriate.

e. The unit commander will certify the final MMRB stating that the soldier can perform the duties of the MOS.

f. The State Surgeon will review the packet and recommend retention in the MOS or reclassification based on the hazard to the soldier's safety and to the safety of others that may be caused by the soldier's continued performance in the MOS.

g. The AG (MPMO) will make the final determination of the traditional soldier's physical ability to reasonably perform the duties of the MOS without assignment restrictions (AR 40-501, paragraph 10-10b) based on recommendations by the chain of command. The MMRB will make the final determination on the soldier's physical ability to reasonably perform the full range of duties of the MOS in a worldwide field environment. Title 32 AGR soldiers who are not found fit for duty will be processed per AR 135-18 and AR 135-178. Title 10 AGR soldiers will be processed per AR 135-18, and AR 635-200.

(1) If reclassification is directed and the soldier cannot be qualified in the new MOS in the unit, the unit commander will submit, through channels, a request for reassignment unless the soldier requests retirement, discharge from the State and transfer to the USAR, or separation from service.

(2) Each level in the chain of command, to include the AG, will attempt to find a position to which the soldier can be assigned. If there is no MOS and position available, to include a position outside of the geographical area, the soldier will either be separated or transferred to the Individual Ready Reserve (IRR), the Retired Reserve, or the Inactive Army National Guard (ING), per Chapter 8 of this regulation.

(3) Soldiers with at least 15, and less than 20 years of qualifying service towards nonregular retirement may be eligible for nonregular retirement under the provisions of section 12731b of title 10, U.S. Code. See Chapter 8 of this regulation.

(4) Prior to transferring to the ING or IRR a soldier must be MOSQ.

(5) Soldiers who either refuse to reclassify or who cannot be reclassified into another MOS will be separated from the ARNG/ARNGUS and as a Reserve of the Army per paragraph 8-36v of this regulation.



#### **2-14. Orders and records**

- a. Award or withdraw MOSs, including SQL, ASI, and LIC on orders (AR 600-8-105) or other authorized form or format as soon as the soldiers become qualified.
- b. Include all MOSs affected by promotion, including changes in skill levels, SQLs, ASIs and LICs in promotion orders.
- c. Orders are required for all prior service enlistees with a break in service, who are awarded MOS(s) per paragraph 2-4b.
- d. Orders are not required for Category A MOS conversions (direct one-for-one conversions) announced by DA implementing directives or with changes to DA Pam 611-21.
- e. Orders are not always required for Category B MOS conversions (selective conversions) announced by DA implementing directives, with changes to DA Pam 611-21 or unit reorganizations that require MOS changes. States may award ASI 4A on the reclassification order, or in the SIDPERS-ARNG database (top-loaded by the MPMO) for soldiers who require reclassification training to indicate formal training is required, or ASI Y2 when directed by HRC-Alexandria. States should provide guidance and management practices within their jurisdiction. Title 10 AGR soldiers who require Category B conversions will have orders published by NGB-ARZ-T. See paragraph 2-12e above for procedures.
- f. Orders are required to remove ASIs 4A and Y2.
- g. Record the soldier's three most critical MOSs as primary, secondary, and the first additional MOS. If the soldier has other MOSs, award them in the promotion orders as AMOSs and record them on DA Form 2-1, item 6.
- h. Send orders to the State MPMO, SIB, or Personnel Services Center, Branch or Battalion (PSC or PSB) within 10 working days of publication.

### **Section III**

#### **Reclassification Boards**

#### **2-15. Appointing authority**

The reclassification authority will normally appoint the reclassification board unless that authority is delegated. However, any higher commander (including the AG) may appoint such a board and designate its scope of authority. Only the AG may appoint a board to reclassify a CSM per Chapter 9 of this regulation.

#### **2-16. Membership**

- a. Reclassification boards will consist of at least three members selected from commissioned officers, warrant officers, or NCOs in ranks of SFC, MSG, 1SG, SGM and CSM. Enlisted members must be of equal or higher grades and precedence of rank to those who are considered by the board. The president will be a commissioned officer (captain or above).
- b. One appointed member of the board will be--
  - (1) A personnel manager or unit personnel officer.
  - (2) A unit commander, training officer, or other unit officer.
  - (3) A commissioned officer or Noncommissioned Officer (NCO) who knows the technical requirements of the MOS being considered.
  - (4) The same sex as the soldier appearing before the board.
  - (5) A minority member, if minority soldiers are being considered, at least one voting member will be a minority. Note: Any member of the board may possess more than one of the attributes in (1) through (5) above.

#### **2-17. Waivers**

A soldier whose reclassification is being considered may waive appearance before a reclassification board. Mandatory board actions required by other regulations may not be waived (for instance, AR 40-501, AR 600-60, etc). The waiver must be a written statement signed by the soldier. File a copy of the waiver in the soldier's MPRJ.

## **2-18. Procedures for reclassification boards**

a. Action before hearing. All records, including DA Form 2-1, GPFR-1790 (PQR), and a record of any previous classification or reclassification actions, MMRBs, MEBs, Physical Evaluation Boards (PEB), and similar actions will be furnished to the board.

b. Conduct of proceedings.

(1) Reclassification boards will be conducted formally, but they will not create the impression of a court-martial or a reduction board. AR 15-6 does not apply but may be consulted for general guidance.

(2) The senior officer on the board will be the president. The president will:

(a) Advise the board members of the paragraph of this regulation that required this board and when a physical profile is involved.

(b) Ensure that each board member is familiar with DA Pam 611-21, paragraphs 9-5b(1) through (3), and any other regulations affecting the soldier and the action before the board.

(c) Explain the purpose of the hearing, and how it will be conducted, to each soldier before the board.

(3) Each board member will review all records, documents and other correspondence that apply to the soldier's case.

(4) Each soldier will appear before the board separately and may be accompanied and represented by a commissioned, warrant or noncommissioned officer of their choice with the chosen individual's consent. The soldier may present facts and MOS preference that are relative to the reclassification action. However, the president will inform the soldier that the needs of the Army and the ARNG/ARNGUS are the primary factors. Each soldier who appears before the board will be encouraged to talk freely so that all pertinent facts are revealed.

(5) The board will request the soldier's unit commander's recommendations and consider them during the board.

(6) Matters of doubt that cannot be decided or supported factually will be resolved in favor of the soldier.

(7) The board may defer action on a case until it has enough information on which to form and submit a recommendation.

(8) The board will determine its recommendation in closed session after all essential facts have been presented. If reclassification is proper, the board will recommend one or more MOSs for which the soldier is qualified or can be trained, and in which there are vacancies in the state (as provided by the State MPMO).

c. Findings and recommendations. The President of the board will report the board's findings and recommendations to the appointing authority by memorandum. If proceedings were conducted due to physical profile limitations, see AR 600-60 and AR 40-501 for authorized and required actions.

## **2-19. Action by appointing authority**

a. The appointing authority will do one of the following:

(1) Approve recommendations that the soldier retain the MOS.

(2) Forward the board report, with a recommendation, to the reclassification authority.

(3) Disapprove the recommendations and order a hearing by the same or another reclassification board.

(4) Disapprove recommendations and decide on the action to take.

b. The appointing authority also will direct recording of final action on a memorandum and file a copy in the soldier's MPRJ. For AGR soldiers, also file a copy in the Career Management Information File (CMIF). For soldiers in rank SSG and above, enclose the unit commander's recommendations and other supporting documents.

c. Final authority on all actions is the CNGB (DARNG) for Title 10 AGR soldiers; and the AG for Title 32 AGR soldiers and soldiers not in active service.

## **Section IV**

### **2-20. Special reporting code (SRC) OOF (MOS Immaterial)**

a. This section provides policy governing the utilization of the SRC OOF as a duty military

occupational specialty (DMOS) code on Army National Guard tables of distribution and allowances (TDAs).

b. This reporting code will not be utilized or coded in modified table of organization and equipment (MTOE) nor will it be used or assigned in any form by or when referring to an individual.

c. Position coding and validation.

(1) All position reclassifications, to include revision of duty position titles, grades and identifiers will be accomplished during the FY06 or a later command plan to all TDA documents in effect on or after 1 October 2006.

(2) This policy eliminates the practice of coding ARNG TDAs with a remark code of "UP". The use of "UN" will continue to be used for positions that require combat arms MOSs. Current positions that are coded with the "UP" or "UN" code will be converted to OOF (top loaded). These positions must be validated against this policy to assure compliance. All other remark codes used on the TDAs will remain on the document and will not be converted to OOF.

(3) The specialized duty functions listed in DA Pam 611-21, paragraph 11-1 is the guide used to justify positions as OOF. The standards of grade listed in DA Pam 611-21, chapter 11 will be followed. All positions require approval before implementation per paragraph (5) and (6) below.

(4) All OOF positions must have a duty description that lists all the MOSs that can perform this duty. The only positions that can be any MOS are IG and EO positions.

(5) Positions coded as OOF within the States must be approved by the Force Management Directorate (NGB-ARF). Submit requests in a memorandum format with complete justification and include the approved NGB Form 600-5/10.

(6) The Staff Management Office (NGB-ARZ-T) must approve all Title 10 AGR positions before they are submitted to the appropriate agency for inclusion on their TDAs. This includes all recommended changes to Army TDAs that have ARNGUS Title 10 AGR requirements and/or authorizations. Submit all requests in a memorandum format with complete justification and include the approved NGB Form 600-5/10.

## **2-21. Utilization of Enlisted Instructors**

Only the highest quality soldiers will be assigned to Regional Training Institutes. Soldiers assigned to instructor positions must hold SQI "8" or meet proponent prerequisite to attend.

## **2-22. Selection from promotion list to 00F (MOS Immaterial) positions**

All 00F (UP) positions must have a duty description that list all the MOSs that can perform the duty. In addition, RTIs are authorized to include SQI "8" and additional prerequisite as part of their selection criteria. States must include in their annual MOI the selection process for MOS 00F from the Enlisted Promotion list.

a. Prior to selecting a Soldier from the promotion list, consideration will be given to excess personnel and lateral transfers to fill the vacancy.

b. Soldiers holding eligible MOSs in the duty description listed for that 00F vacant position will be considered. Selection will be determined by the total number of promotion points held, from highest to lowest.

c. For SRC 00F positions that do not indicate a list of MOSs eligible to occupy the position, will require a review of the entire promotion list for that grade. Soldiers with the highest promotion points will be offered the position in sequence as they appear on the promotion list.

## **2-23. Instructor criteria for assignment**

The initial selection criteria for instructor duty are as follow:

a. Be a high school graduate or possess the GED equivalent.

b. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. Concerning alcohol and drug abuse, persons declared rehabilitation successes under the ADAPC Program should not be included.

c. Possess mature judgment and initiative.

- d. Have three years time remaining in-service upon arrival at assignment or be able to reenlist or extend to meet the requirement.
- e. Have a security clearance consistent with that required to attend the requisite instructor course.
- f. Meet minimum reading grade level (RGL) and language grade level (LGL) (measured by Test of Adult Basic Education (see AR 350-1)) required for attendance to the requisite instructor course.
- g. Display good military bearing.
- h. Meet the body composition requirements in AR 600-9.
- i. Be able to pass the Army physical fitness test (APFT).
- j. Be fully qualified in the MOS for which instructor duty is desired and have at least one year of experience in that MOS.
- k. Have recently held a leadership assignment.
- l. Have a demonstrated ability to be an instructor.
- m. Have no speech impediment.

#### **2-24. Additional requirements for RTI instructors**

- a. In addition to the initial selection criteria in paragraph 2-23, soldiers must-
  - (1) Be SSG or above; however, exceptions will be considered on a case-by-case basis to secure the best qualified instructors available.
  - (2) Possess "1" under "S" and "1" or "2" under "E" of physical profile.
  - (3) Be equal in grade to the level of students that will attend the course.
  - (4) Be graduates of the course they will instruct.
  - (5) Have a GT score of 100 or higher for assignment as an Ordnance School instructor.
- b. The requirement outlined in this chapter for the selection of qualified instructors will be noted in the States annual promotion MOI.

### **Section V**

#### **Armed Forces Classification Test (AFCT)**

#### **2-25. Use of AFCT**

- a. The AFCT is used to test in-service soldiers who are MOS qualified and desire to upgrade their test scores for advancement, MOS training, or retention. The AFCT is the only test authorized for ARNG/ARNGUS soldiers who have previously taken the ASVAB. Both tests have the same aptitude areas.
- b. The AFCT may be used when:
  - (1) The soldier requires another MOS and the most recent test scores do not meet requirements for initial award of the new MOS as shown in DA Pam 611-21 and in the REQUEST qualification file.
  - (2) The soldier's most recent test scores cannot be verified.
- c. Soldiers administered the AFCT to qualify for interstate or intrastate transfer and MOSQ must attain the minimum aptitude area score required for the MOS in the REQUEST qualification file. Those who do not attain the minimum required aptitude area score within one year after date of assignment will be transferred to a unit that requires another MOS for which they are eligible or in which they can qualify. They may also be transferred to the ING or separated from the ARNG and transferred to the IRR.
- d. The AFCT is not used to test or retest NPS, Glossary Non-Prior Service (GNPS), or PS applicants for enlistment into the ARNG or for soldiers awaiting IET, except Simultaneous Membership Program (SMP) cadets who enlisted with Military Science (MS) II, III or MS IV status and CAT IV High School Seniors who fail to graduate.

#### **2-26. AFCT administration**

- a. The policy and procedures for administration of the AFCT is contained in AR 611-5. All personnel who administer the AFCT will comply with its provisions.

b. Each State will appoint in writing a Test Control Officer (TCO) per AR 611-5, paragraph 2-1. Appoint an alternate TCO for each State and other general officer command to function in the absence of the TCO. Additional field alternate TCOs may be appointed down to the battalion or equivalent (LTC) command level when required to improve testing operations. Test examiners will be appointed in writing at battalion and armory level per AR 611-5. The AFCT may not be administered by other than officially appointed TCO, alternate TCO, or test examiner.

c. State and general officer command TCOs will order, stock, maintain, administer and score the AFCT. Maintenance and scoring of the AFCT will not be delegated below the State or other general officer command level. Scoring keys, conversion tables, scoring worksheets and templates will be maintained by TCO in the headquarters only. Responsibility for control of test materials will not be delegated to others, including alternate TCO and test examiners.

d. All AFCT components are considered Army Personnel Tests (APT), will be designated "FOR OFFICIAL USE ONLY", and secured per AR 611-5. The loss or possible unauthorized disclosure of the tests has Army-wide implications. Army personnel tests will not be copied or reproduced in any manner.

e. The State or other general officer commands TCO will physically store the AFCT when not required for an actual test. States will establish procedures in accordance with AR 611-5 to ship the AFCT to field alternate TCOs and test examiners for test administration. Upon completion of the test, the test booklets and answer sheets will be returned to the TCO for official scoring and disposition.

f. The TCO will forward the official test results to the soldier's unit commander, custodian of the soldier's MPRJ, and State Military Personnel Management Officer.

## **2-27. AFCT Retesting**

If the aptitude area scores are not raised to the desired level as a result of an initial AFCT, retesting policies in AR 611-5, paragraph 3-9 apply. Commanders may not approve retest until 6 months have elapsed since the preceding test. Request for a third retest must be approved by the State TCO as an exception to policy.

## **Chapter 3 Utilization Management**

### **Section I General**

#### **3-1. Purpose**

a. This chapter prescribes the utilization policies of ARNG/ARNGUS enlisted soldiers. It provides general assignment policies and responsibilities for managing the enlisted force. This also includes permissive parachuting policy.

b. Guidance in this chapter for Title 10 and 32 AGR soldiers are in addition to that in AR 135-18.

c. This guidance applies to soldiers mobilized under 10 USC 12301(d) in support of contingency operations, 12302 and 12304.

#### **3-2. Overview**

The primary goal of enlisted management is to satisfy the personnel requirements of the ARNG by placing soldiers in positions that require skills, knowledge, and abilities as shown by their PMOS, SMOS or AMOS. Secondary goals are to -

a. Provides policies on personnel utilization that will strengthen and broaden MOS qualifications and prepare soldiers for career progression.

b. Assign soldiers so they will have the greatest opportunities for professional development and promotion opportunities.

c. Meet soldiers' personal desires.

### 3-3. Special Terms

The special terms used in this chapter are:

- a. *Effective management* comprises the practices of leaders who are responsible for professionally developing soldiers in order to satisfy force structure authorizations and ultimately, prepare soldiers for combat.
- b. *Personnel management* comprises the actions taken by leaders at all levels to identify, select for training, assign, and manage soldiers in various programs and career management fields.
- c. *Efficient/effective utilization* is to make use of soldiers based upon their military qualifications (MOSs/ASIs/SQIs) and personal qualities (ability to reclassify to another MOS or CMF).
- d. *Special duty* is performance of duty with an organization other than that to which assigned while continuing to be administered and accounted for by the unit of assignment. This detail must be authorized by the State MPMO and for short periods of time (no longer than 6 months). Special duty is only authorized to meet the mission needs of the ARNG and cannot be used to satisfy any personal needs of a soldier. See paragraph 3-12k.

## Section II Policy

### 3-4. Effective Management

Personnel resources must be managed effectively to successfully accomplish the mission. The policy of the ARNG/ARNGUS is to:

- a. Utilize soldiers in positions in line with their military qualifications and personal qualities.
- b. Foster an atmosphere that motivates all soldiers to attain their full potential.
- c. Provide for normal career progression.

### 3-5. Objectives

The objectives of regulating proper utilization of personnel are to:

- a. Ensure efficient utilization of soldiers while meeting the readiness needs of the organization.
- b. Place soldiers in duty positions that require skills, knowledge, behaviors and abilities as indicated by the descriptions for their MOSs.
- c. Provide policy that will strengthen and broaden MOS qualifications and prepare soldiers for deployment and -
  - (1) Career progression.
  - (2) Increasing responsibilities.
  - (3) Diverse assignments as much as possible.
- d. Assign soldiers to higher graded positions and promote them using the procedures in the AR 600-8-19. Any upward movement must be through the Enlisted Promotion System.

### 3-6. State Responsibilities

Effective utilization of soldiers is an important responsibility of sound military personnel management.

- a. State AG (MPMO) will establish uniform policies and procedures to assign and promote NCOs using the guidance in this chapter and the enlisted promotion policy. The MPMO in concert with the HRO will develop these procedures for AGR soldiers and Military Technicians as it affects their military status.
- b. Organization commanders will:
  - (1) Establish procedures to ensure efficient utilization of soldiers based on policies and procedures of this chapter and state guidance in a above.
  - (2) Within limitations on travel, reassign soldiers within their commands to provide career development and progression, greater responsibility, and diversity of assignments.
  - (3) Ensure all aspects of DCPC policy are implemented per AR 600-13.
- c. Unit commanders and supervisors will:

- (1) Assign soldiers to authorized duty positions that make best use of MOS qualifications.
- (2) Recommend classification, reclassification, or reassignment actions to the classification authority.
- (3) Inform the soldier of the specific assigned duty position. Counsel the soldier on the reasons and career implications if the duty assignment is not per the PMOS, SMOS, AMOS or CPMOS.
- (4) Counsel in writing each enlisted soldier affected by DCPC. The DCPC policy precludes assigning female soldiers to units coded P1 on the TOE. Female soldiers may be assigned to all other positions (interchangeable or female-only coded positions on MTOE). Identity codes on MTOE should correlate directly to codes on the TOE.
- d. Military personnel officers will:
  - (1) Advise and assist commanders in carrying out the policies in this regulation.
  - (2) Inform commanders of noncompliance with utilization policies and recommend corrective action.
- e. Soldiers will:
  - (1) Maintain proficiency in all aspects of their PMOS and qualification in other awarded MOSs.
  - (2) Apply for and complete Noncommissioned Officer Education System (NCOES) courses when selected for promotion.
  - (3) Inform through NCO channels to Commanders of their career interests, desired duty assignments, and training.

### **3-7. Title 10 AGR Responsibilities**

- a. CNGB Staff Management Office (NGB-ARZ-T) in concert with the Director, ARNG will:
  - (1) Establish policies and procedures to ensure efficient utilization of soldiers based on the policies and procedures of this chapter and throughout this regulation.
  - (2) Reassign soldiers to provide career development and progression, greater responsibility, and diversity of assignments.
  - (3) Ensure all aspects of DCPC policy are implemented per AR 600-13.
- b. Senior Advisors in concert with Senior Enlisted Advisors and CMF Managers will:
  - (1) Recommend assignment of soldiers to authorized duty positions that make best use of their MOS qualifications.
  - (2) Recommend classification, reclassification, or reassignment actions to CNGB (NGB-ARZ-T).
  - (3) Inform the soldier of the specific assigned duty position. Counsel the soldier on the reasons and career implications if the duty assignment is not per the PMOS, SMOS, AMOS or CPMOS.
  - (4) Counsel in writing each enlisted soldier affected by DCPC.
- c. Senior Enlisted Advisors will:
  - (1) Advise and assist Senior Advisors and CMF Managers in carrying out the policies in this chapter and guidance per a above.
  - (2) Inform CNGB (NGB-ARZ-T) of noncompliance with utilization policies and recommend corrective action.

### **3-8. Substitutability**

Substitutability is when a soldier is utilized in a duty MOS that is related to but is not the soldier's PMOS.

- a. Definition of substitutability (from DA Pam 611-21). "An indication that an MOS is sufficiently related occupationally to another MOS to permit personnel substitutions between them. Related MOS are neither completely nor equally interchangeable. A person may require from 1 to 6 months of on-the-job training to become fully qualified in a substitute MOS. Length of on-the-job training will depend on the scope and complexity of the MOS and the ability, motivation, and background of the individual."
- b. Guidelines for use. Substitutability permits a soldier to work on the job in a position coded in another, related MOS, for short periods (less than 12 months). When use is projected for the long term, leaders must either send the soldier to a resident MOS qualification course (at an

active Army installation or a Regional Training Institute (RTI)) or contact a supporting RTI for the possibility of using a schoolhouse-to-the-soldier approach. Training soldiers on-the-job in an unstructured manner to subvert the Army goal of standardized training is not authorized. Additionally, substitutability does not mean that the soldier can be awarded the MOS. The training requirements listed in DA Pam 611-21 must be followed.

### **Section III Utilization**

#### **3-9. Utilization Controls**

Proper utilization requires the constant personal attention of commanders and leaders at all levels. Soldiers not properly assigned will be identified for reassignment. A soldier is properly utilized under any of the following conditions:

- a. Assignment is under special instructions from CNGB or in accordance with AGR or Military Technician programs.
- b. In a PMOS or any CPMOS-compatible duty position at the soldier's current grade. Soldiers in the selection objective of a promotion list are eligible for immediate assignment in the higher grade upon publication of the list. These assignments may be authorized based on notice from the State MPMO (Enlisted Personnel Manager) of selection for assignment and promotion. However, if soldiers in a higher grade are not available, and there are no soldiers available on a promotion list, a soldier may be temporarily assigned up to two grades higher until an eligible soldier becomes available.
- c. Utilization of AGR soldiers, except those in CMF 79, in positions two grades higher requires a waiver from NGB-ARH-S. Utilization of AGR soldiers in one grade higher requires a waiver from the State AG (NGB-ARZ-T for Title 10). Soldiers in the AGR program may be directed to train in another MOS to qualify for subsequent assignments. Upon qualification, they may be assigned in the new MOS and may also be reclassified on promotion lists using the guidance in AR 600-8-19, paragraph 7-47. See also AR 135-18. States may set minimum required periods of service in positions after reclassification, promotion and assignment that the soldiers must serve before they may request voluntary reassignment.

#### **3-10. Utilization of soldiers subject to the Lautenberg Amendment**

- a. Commanders must detail soldiers whom they have reason to believe have a qualifying conviction to meaningful duties that do not require bearing weapons or ammunition and ensure they are not allowed to handle or possess weapons or ammunition.
- b. Commanders may reassign soldiers to local table of distribution and allowances unit positions that deny them access to weapons and ammunition.
- c. Commanders will not appoint or assign soldiers with qualifying convictions to leadership, supervisory, or property accountability positions that would require access to weapons or ammunition. See paragraph 2-2.

#### **3-11. Recruiting and Retention personnel**

- a. The MOS 79T (RRNCO) only applies to enlisted soldiers in skill levels 4 and 5 serving in authorized duty positions within the full-time recruiting and retention force. SQI 4 applies to SPC through SFC.
- b. Soldiers must meet the minimum qualifications for MOS 79T as outlined in DA Pam 611-21, paragraph 10-223.3 for award of SQI 4. In addition, soldiers must possess a valid Army MOS prior to attendance of the RRNCO Course and subsequent award of SQI 4. All current Army MOSs are feeder MOSs for MOS 79T and SQI 4.
- c. Only SPC through SFC may attend the RRNCO Course. Soldiers serving in the ranks of MSG and SGM are not eligible to attend the RRNCO Course or be assigned to 79T positions without having previously held an RRNCO position within the ARNG. This is waivable by the TAG with written concurrence from the MPMO and State CSM.
- d. Soldiers awarded SQI 4, who are not in an AGR status, will retain their Selected Reserve Incentive Program (SRIP) entitlements based on their PMOS and duty position. However, once a



soldier accepts an AGR position, their SRIP entitlement will be terminated per NGR 600-7.

e. The HRO should establish internal selection processes for soldiers converting from SQI 4 to MOS 79T. At a minimum, soldiers must have served successfully for one year as an RRNCO. This includes meeting established strength maintenance missions applicable to their duty position and displaying professional attributes required of senior NCOs. Soldiers in the rank of SFC selected for conversion to MOS 79T, and who decline, will be reassigned to other positions within the state full-time force structure or released from AGR status as determined by the AGR program manager.

f. The following chart illustrates career progression within CMF 79:

Grade	RRNCO Course	Award SQI 4	79T	NCOES Requirement	Remarks
SGT	Yes	✓		PLDC	
SSG	Yes	✓		BNCOC	Must complete BNCOC Phase II and must have graduated from R&R course (SQI 4) one year prior to enrolling in ANCOC
SFC	Yes	✓	✓	ANCOC	Must have serve at least one year as RRNCO before awarding MOS 79T See Note 1
MSG	No		✓		See Note 2
SGM	No		✓	USASMA	See Note 2

**Notes:** 1. SFCs newly assigned to RRNCO positions will hold SQI 4 for one year prior to conversion to 79T. 2. Soldier must currently hold MOS 79T prior to being assigned to the position.

### 3-12. Authorized Exceptions

Soldiers may also be utilized (only when paragraph 3-8 does not apply) under the following conditions:

- In SMOS at the same or higher grade.
- In a MOS substitute for the PMOS as authorized in DA PAM 611-21. However, a substitute MOS cannot be awarded as a PMOS unless the soldier completes formal training.
- In an AMOS at the same or higher rank. Elapsed time, change of equipment functions related to the MOS, and changes in the grade, should be considered since the soldier last served in the AMOS.
- A corporal may be utilized in a specialist position only when no NCO vacancies are available in the current grade or higher skill level. See AR 600-8-19, paragraph 7-11 for lateral appointment of corporal and specialist.
- Soldiers, SSG and below, who cannot be properly utilized in authorized positions (Table of Distribution and allowances (TDA), Military Table of Organization and Equipment (MTOE), or RC overstructure) due to reorganization actions may be assigned and properly utilized in a position one grade lower for not longer than one year before involuntary reduction is mandatory in accordance with AR 600-8-19. Individuals who refuse assignment to positions for which they are qualified and available will be immediately reduced to the grade authorized for the positions they occupy if they are not separated per paragraph 8-36d. Soldiers serving in lower graded positions will not be penalized through the NCO Evaluation Reporting System. Commanders will counsel soldiers being utilized under this provision regarding the specific reason for the exception to the normal utilization policies.
- Soldiers who are in lower graded positions (overgrade), or who lost their positions, while on active duty under 10 USC 12301, 12302, 12304, or 12406 are authorized to be retained in the one-grade-lower position for a maximum of one year after Release from Active Duty (REFRAD). See AR 600-8-19.
- An action to reassign a soldier due to involuntary displacement will not cause another soldier to be improperly assigned.
- Rather than accept involuntary reduction, soldiers who cannot be properly utilized, who have three or more months remaining on their statutory or contractual service obligations, may

elect reassignment to the ING, separation from the ARNG/ARNGUS and transfer to the IRR or to the Retired Reserve, if eligible. Soldiers with three or fewer months remaining to their Expiration Term of Service (ETS) will not be reduced before separation.

*i.* Active Guard Reserve (AGR) soldiers displaced through reorganization actions will be placed in the AGR Priority Placement Program. State HROs, in concert with their State MPMOs, will issue instructions for their utilization.

*j.* When the assignment is under actual combat conditions. This applies after deployment and the Commander assigns a soldier while in theater.

*k.* When the assignment is to meet an urgent military requirement to satisfy an exceptional need for special duty. See paragraph 3-3d for definition.

*l.* When the sole purpose of the assignment is to qualify soldiers for a shortage MOS. The MOS and skill level must be authorized for the soldiers' grade and meet the MOS requirements per DA Pam 611-21.

### **3-13. Limitations on NCO Utilization**

*a.* A SFC, MSG and SGM will not be utilized (assigned) in a lower graded position. These soldiers must be reassigned to positions commensurate with their grades or be involuntarily reduced and assigned to vacant lower graded positions. However, when there are no vacancies for which they are eligible due to reorganization, these soldiers may be assigned overgrade or excess to unit requirements for a maximum of one year. Exceptions for extension will be considered in meritorious cases. Commanders at all levels will review these soldiers at least monthly for reassignment to authorized positions in the proper grades. These soldiers must be MOS qualified for the position. Promotion authorities may not fill positions by promotion if overgrade or excess personnel are available.

*b.* Laterally appoint CSMs involuntarily removed from the CSM program (AR 600-8-19) to SGM, immediately assign them to other duties, and report them to the promotion convening authority for reassignment to the next vacant SGM position for which MOS qualified, within geographic limitations. When there are no SGM positions available for which qualified, they may be retained as SGM in MSG or 1SG positions for not more than one year before reduction per AR 600-8-19. State AGs may direct reclassification and reassignment when there are positions in which these soldiers may be used.

*c.* A SFC, MSG or SGM reassigned due to displacement will not displace another properly assigned soldier.

*d.* Soldiers described in *a* and *b* above may request administrative reduction without prejudice to be assigned to position vacancies; separated from the ARNG and transfer to the IRR; transfer to the ING; or assignment to positions compatible with their grades in other units.

*e.* Excess SFC, MSG and SGM will be assigned to the next vacant position for which qualified, within the unit of assignment, or another unit within the geographical area, except AGR soldiers who may be reassigned to any available position in the state. Individuals in this category who decline assignment for which they are eligible and available, including those offered reassignment and reclassification training for vacant positions, may be separated from the ARNG within three months after refusal of the assignment.

*f.* First Sergeants and Command Sergeants Major who are detailed or ordered to duties not authorized those grades of rank in the MTOE or TDA, and the detail or order lasts more than 30 days, will be laterally appointed by memorandum to MSG or SGM for the duration of the period. Upon return to their 1SG or CSM assignments, they will be laterally appointed to 1SG or CSM by memorandum without any other action. This also applies to periods of active service for training or special work that do not require a 1SG or CSM. It does not apply to boards, studies or commissions that specify individuals must be in the grade of 1SG or CSM.

### **3-14. Utilization of Certain Designated Personnel**

*a.* Soldiers with SRIP enlistment bonus must be utilized in the MOS, for which they received their bonus, including assignments and promotion to higher graded positions in the bonus MOS and MOS to which it progresses per DA Pam 611-21. These soldiers must remain DMOS qualified in the bonus MOS for the entire period they receive their bonus.

- b. Soldiers ASI trained will be assigned and utilized in an ASI position for which they were trained. They will continue to be utilized as long as an ASI position exists or they are assigned to higher graded positions through career progression.
- c. Defense Language Institute graduates will be assigned and utilized in authorized positions requiring foreign language ability until assigned to higher graded positions through career progression.
- d. Commanders will assign and utilize first term soldiers in positions for which they were trained to the maximum practical extent.
- e. Active Guard Reserve (AGR) soldiers must be qualified for their assignments per AR 135-18. Those who are not MOS qualified may be allowed a maximum of one year to qualify in the MOS that is required for the position or be assigned to a position for which qualified.
- f. Assignment of AGR soldiers to certain positions may require a leadership waiver per AR 135-18.
- g. Soldiers who are Military Technicians may be assigned to certain positions only with a compatibility waiver per NGR 600-25.
- h. Soldiers occupying OOF positions will maintain a PMOS required for the duties associated with the position, if one is required. When a soldier holds more than one MOS that could be used, the MOS that is most closely related to the position will be used. The soldiers PMOS will be the soldiers CPMOS. This is the MOS in which the soldier will seek further assignments and promotion opportunities. The MPMO or (NGB-ARZ-T for title 10 AGR soldiers) is the final approval authority in determining the soldiers CPMOS. See chapter 2 of this regulation for additional requirements.
- i. Soldiers will be considered for promotion and further assignments based on their CPMOS. Soldiers desiring to change their CPMOS must submit a DA Form 4187 through channels to the MPMO or NGB-ARZ-T for title 10 AGR soldiers.
- j. For reporting purposes, soldiers occupying OOF positions will be coded as qualified in SIDPERS. This is regardless of any additional training requirements for positions coded with an SQI or ASI.

## **Section IV**

### **Enlisted Permissive Parachuting Program**

#### **3-15. Purpose**

- a. This policy supports the Army's Permissive Parachuting Program.
- b. This program is for experienced Army airborne-qualified soldiers assigned to non-airborne duty positions.
- c. Permissive parachuting status may be authorized per this policy for soldiers who need to perform parachuting in conjunction with the performance of their current duties, or who desire to maintain their static-line military parachuting skills for future airborne assignments.

#### **3-16. Authority**

- a. The Director, Army National Guard is the approval authority for permissive parachuting requests for Title 10 AGR and Regular Army personnel assigned to the National Guard Bureau. The State Adjutants General are delegated approval authority for their soldiers. This authority will not be delegated.
- b. Title 10 AGR soldiers must submit requests through channels, through NGB-ARZ-T, to NGB-ARH-S for approval. States are not authorized to grant Title 10 AGR soldiers permissive parachuting status.
- c. Permissive parachuting status is authorized per AR 614-200.

#### **3-17. Prerequisites**

Personnel interested in participating in the permissive parachuting program must meet the prerequisites of AR 614-200, paragraph 5-7b and possess the following -

- a. Hold SQI P, S, or V, or hold an MOS in CMF 18.
- b. Have at least three years of cumulative parachuting duty in an airborne position.

c. Have completed airborne refresher training or have jumped while in an authorized airborne status within six months preceding the date of the scheduled permissive parachuting jump. See figure 3-3 for soldiers who require the Airborne Refresher Training Course. These course requirements are per FM 3-21.220, appendix A. This requirement is mandatory.

### **3-18. Restrictions**

Permissive parachuting will not be authorized for -

- a. Periods longer than 6 months.
- b. Activities with foreign forces unless the U.S. Army-proposed participants have a definable, directed mission role with such foreign forces.
- c. Participation in jumps related to or motivated by personal, recreational or ceremonial reasons.
- d. Performing jumpmaster, assistant jumpmaster or safety personnel duties.
- e. Jumps when they are likely to increase airborne program resources.
- f. Soldiers not medically qualified for parachuting duty or who do not have a current physical (AR 40-501).
- g. Soldiers who are not in good physical condition as indicated by the most recent APFT or not in compliance with the height and weight requirements in AR 600-9.
- h. Jumping other than static line.

### **3-19. Reporting Requirements**

- a. State AG will:
  - (1) Personally sign or initial all permissive parachuting approvals and requests for exceptions to policy.
  - (2) Forward favorable recommendations for exceptions to AR 614-200 to CNGB (NGB-ARH). These requests will be forwarded to HRC, ODCSPER for approval.
  - (3) Disapprove requests for permissive parachuting status that are not in accordance with AR 614-200, Chapter 5, unless recommending approval of a request for exception to policy. Individuals will not jump until exceptions are approved.
  - (4) Maintain continuous accountability of personnel approved for permissive parachuting status in the following format: grade, name, SSN, unit, date qualified, date last assigned to an authorized airborne position, total months of cumulative Army parachute duty, date assigned to non-parachuting duty, and date last completed refresher training.
  - (5) Submit a consolidated report from (4) above to CNGB (NGB-ARH-S), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231, as of 31 March and 30 September each year. Do not submit negative reports.
- b. The Director, ARNG (NGB-ARH) will:
  - (1) Perform the tasks in a above for NGB Personnel;
  - (2) Collate total ARNG reports and data and report them to HQDA, Deputy Chief of Staff, G-1 (DAPE-MPE-DR).

### **3-20. Additional Information**

- a. Permissive parachuting jumps are creditable towards senior and master parachutist ratings.
- b. Injuries received while performing approved permissive parachuting activities normally will be determined to have been incurred in the line of duty.
- c. Requests may be approved conditionally when refresher training has not yet been completed. However, the approval will contain a statement that it is not effective or official until the soldier has completed refresher training, and soldiers will not jump before they complete refresher training.
- d. Do not publish orders for permissive parachuting status. Instead, the soldier must have a copy of the latest approved authorization to participate in permissive parachuting jumps.
- e. Requests must originate from and be signed by the soldier who is volunteering for permissive parachuting status. As enclosures, the request must include the soldiers DA Form

1307 Individual Jump Record, current DA Form 705 Physical Fitness Test Scorecard, and current physical. Requests will be forwarded through the chain of command to the appropriate approval authority.

(Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR (Soldier's name, grade, unit)

SUBJECT: Request for Permissive Parachuting Status

1. Your request for Permissive Parachuting Status is approved through {date, not to exceed 6 months from date signed}. You meet all the qualifications per NGR 600-200, chapter 3 to perform permissive parachuting duties.
2. This authorization will not:
  - a. Exceed a period longer than six continuous months.
  - b. Be allowed to jump with Foreign Forces.
  - c. Be allowed to jumps relating to or motivated by personal, recreational, or ceremonial reasons, for example, jumping with family members at airborne graduation ceremonies or with sport parachute teams.
  - d. Allow you to jump that would increase any airborne program resources.
  - e. Allow you to perform jumpmaster, assistant jumpmaster or safety duties.
  - f. Allow you to jump other than static-line.
3. You completed the Airborne Refresher Training Course per FM 3-21.220 on {date}.
4. These permissive parachuting jumps can be counted towards senior and master parachuting ratings.
5. No hazardous duty pay is authorized. This memorandum and a copy of the completed airborne refresher training is your authority to perform permissive parachuting duty.
6. The point of contact is {rank, name, phone number}

{State AG signature}  
{Signature block}

Encl  
as

**Figure 3-1**  
**Sample format for authorizing permissive parachuting duty when refresher training has been completed within six months**

(Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR (Soldier's name, grade, unit)

SUBJECT: Request for Permissive Parachuting Status

1. Your request for Permissive Parachuting Status is conditionally approved through {date, not to exceed 6 months from date signed}. You meet all the qualifications per NGR 600-200, chapter 3 to perform permissive parachuting duties except for the required refresher training. You are not allowed to perform any permissive parachuting jumps until the training per paragraph 3 below is completed.
2. This conditional authorization will not:
  - a. Exceed a period longer than six continuous months.
  - d b. Be allowed to jump with Foreign Forces.
  - c. Be allowed to jumps relating to or motivated by personal, recreational, or ceremonial reasons, for example, jumping with family members at airborne graduation ceremonies or with sport parachute teams.
  - d. Allow you to jump that would increase any airborne program resources.
  - e e. Allow you to perform jumpmaster, assistant jumpmaster or safety duties.
  - f f. Allow you to jump other than static-line.
3. You are required to complete the attached Airborne Refresher Training per FM 3-21.220, appendix A. The first 5 tasks must be completed and signed by a qualified Jump Master before task 6 can be performed.
4. These permissive parachuting jumps can be counted towards senior and master parachuting ratings.
5. No hazardous duty pay is authorized. This memorandum along with the completed airborne refresher training task sheet is your authority to perform permissive parachuting duty.
6. The point of contact is {rank, name, phone number}

{State AG signature}  
{Signature block}

Encl  
as

**Figure 3-2**  
**Sample format for conditional permissive parachuting duty when refresher training is required**

## AIRBORNE REFRESHER TRAINING TASKS

*Airborne refresher training is required for personnel who have not jumped within a 6-month period. The length of the refresher training depends on the proficiency of the parachutist. The minimum requirements are listed below. Airborne refresher training will be instructed, documented, and signed by a qualified and current Jump Master (JM).*

*Tasks 1 through 5 must be completed and you must obtain approval for permissive jump status by the proper authority before you can complete task 6. These minimum tasks are required per FM 3-21.220, appendix A. The JM may require additional tasks based upon your proficiency before certifying you to perform permissive airborne jumps.*

TASK	HOURS	LESSON	TRAINING AIDS/EQUIPMENT	CERTIFICATION INITIALS/DATE
1	1	Sustain airborne training (pre-jump) to include PLFS (front, side, and rear) and methods of recovery.	Two-foot PLF platforms, sawdust pit, and mock door.	
2	1	Fitting and wearing the T-10-series or MC1-series parachute and B-5/B-7 life preservers; rigging individual equipment in the HSPR; and packing individual weapons/equipment containers	TOE and TDA equipment, ALICE pack and HSPR, T-10-series and MC1-series parachute assemblies, B-5/B-7 life preservers, and individual weapons/equipment containers	
3	1	Actions in the aircraft rehearsal, proper exit procedures, sequence of jump commands, all jump commands, first two points of performance	Mock door structures and 5-foot static lines with snap hooks.	
4	1	Control of canopy, turns, slips, entanglements, emergency landings, landing attitude and activation of the reserve.	Suspend harness apparatus (if available) and swing landing trainer apparatus (if available)	
5	1	Door exit procedure rehearsal, sequence of first three points of performance, releasing equipment containers, and activation of reserve.	34-foot tower (if available) and troop parachute harness.	
6	1	Parachute jump	Aircraft, parachutes, DZ, unit equipment	

I certify that I meet all the requirements for permissive parachuting status listed in NGR 600-200, chapter 3. I agree to notify my chain-of-command of any change or condition that may preclude me from performing permissive parachute jumps.

{ Signature of soldier } \_\_\_\_\_  
PRINTED NAME, GRADE

I certify that the soldier performed all required tasks satisfactorily for airborne refresher training

{ Signature of JM } \_\_\_\_\_  
PRINTED NAME, GRADE

**Figure 3-3 Airborne Refresher Training Tasks**



## **Chapter 4**

### **Assignment and Transfer**

#### **Section I**

##### **Introduction**

#### **4-1. Purpose**

This chapter prescribes policies and procedures for:

- a. Assignment and Transfer.
- b. Selection Procedures.
- c. Interstate Transfer.
- d. Attachment.
- e. Enlistment in other Armed Forces and Order to Active Military Service.

#### **4-2. Overview**

- a. The goals of the enlisted personnel assignment system are the same as the utilization management listed in paragraph 3-2. Utilization management and assignments are integrally connected.
- b. This chapter applies to all enlisted soldiers in ARNG/ARNGUS, including those mobilized under 10 USC 12301d in support of contingency operation, 12302 or 12304.

#### **4-3. Special Terms**

The special terms used in this chapter are:

- a. *MOS qualified*, unless stated differently in this chapter, means the soldier is fully qualified in their PMOS/DMOS.
- b. *Priority placement* is a tool to utilize soldiers who are currently overgrade in current positions. These soldiers have priority to be placed in positions commensurate with their grade before selecting soldiers from the EPS list. This includes soldiers promoted during mobilization without a valid MTOE/TDA authorized position vacancy.

#### **Section II**

### **Assignment and Transfer**

#### **4-4. General**

- a. ARNG/ARNGUS soldiers may be transferred between ARNG units within a state. They also may reenlist and be concurrently reassigned between states using the ARNG Interstate Transfer System in section III of this chapter.
- b. Transfer of soldiers within the state is voluntary or involuntary and according to procedures established by the state and this chapter. Change of address transfers will be per AR 135-91, chapter 5, section IV. Transfer of soldiers who have not completed IET will not be released from the requirement to attend training within the time frames per the ARNG Enlistment Criteria.
- c. Soldiers denied unit assignments are entitled to information about vacancies in other units near their homes. If an ARNG unit vacancy is not available, they may contact the USAR or another RC unit to obtain an assignment. However, the direct transfer of soldiers between the ARNG and the Air National Guard (ANG) is prohibited. This does not preclude issuing a conditional release (DD Form 368) for soldiers who are eligible to enlist in the ANG.
- d. Voluntary assignment. A request for assignment to any ARNG unit is permitted providing the chain of command of the current unit of assignment agrees to release the soldier. Volunteers may be accepted for unit assignment provided:
  - (1) There is an MTOE/TDA authorized position vacancy.
  - (2) The soldier is MOS qualified in the position vacancy or can meet the requirements for MOS qualification per DA Pam 611-21 and agrees to become qualified within one year.
  - (3) There is reasonable assurance the soldier will participate satisfactorily. The applicant's geographic location, possible employment conflict, future plans, and past relocations will be carefully considered.

(4) The soldier meets the body composition standards of AR 600-9 and the medical standards for retention in an active status per AR 40-501, chapter 3. The soldier must be physically able to perform the duties of the position as required in DA Pam 611-21.

(5) The soldier's current unit commander agrees to release the soldier for reassignment.

e. See NGR 614-1 for ING reassignment policy.

f. For positions that will be filled through EPS, the best-qualified soldiers will be reassigned after promotion board proceedings have been approved and the selection list published per AR 600-8-19. Soldiers who do not live within the maximum involuntary travel distance and time guidelines in AR 135-91, chapter 5, may waive in writing those requirements to be eligible for reassignment. The soldier's election will be on NGB Form 4100-1-R-E or a form designed by the State MPMO for that purpose. The waiver consists of the soldier marking one or more choices offered by the state as discussed in the AR 600-8-19.

g. Soldiers assigned to positions through the EPS for which they are not eligible, or later become ineligible, (based on the options they selected per AR 600-8-19, paragraph 7-40 will be removed from the position and assigned to a position authorized for their current grade. See AR 600-8-19, paragraph 7-4.

h. Non-career Recruiting and Retention NCOs in AGR status are identified with SQI 4 upon meeting the requirements for this SQI per paragraph 3-11. States must use this SQI for initial assignment in the R&R force against authorized positions on the TDA/MTOE. SQI 4 must also be used on soldiers authorized in detailed status from other AGR programs, until the RRNCO applies for and is accepted into career status as a promotable SSG or SFC. These soldiers may attend the ARNG Basic R&R Course approximately six months before the start of their Special Duty Assignment (SDA). They also may attend this course after selection in an ADT (FTNGD) status before they are ordered to AGR status. During the assignment to R&R duties in SQI 4, they will be considered MOS qualified for all reporting purposes, will be considered for promotion in their primary MOSs, and will attend NCOES in their primary MOSs, not in MOS 79T. When selected for promotion to grades other than SFC, these soldiers' CPMOS will remain their PMOS with SQI 4. They will attend their NCOES courses (provided they are in the selection objective of the promotion list in the PMOS) while in the SDA. They also may be promoted while in the SDA provided they are selected in sequence for their CPMOS. However, they are not eligible for assignment in those MOSs, unless released from R&R duty by the MPMO in concert with the State RRM. Soldiers who have applied for and been approved for career R&R status will be considered for SFC in their PMOS. If they are within the selection objective of their PMOS, they can be promoted and enrolled in the 79T ANCOC. These soldiers must complete Phase II in MOS 79T at the NG PEC NCO Academy. See NGR 601-1 for specific requirements and duties. Current AGR RRNCOs will not revert from MOS 79T to SQI 4. Soldiers may retain SQI 4 for up to three years after they leave the SDA only when approved by the MPMO. These soldiers may be directed by the State AG to perform occasional recruiting and retention duties for special recruiting and retention events or activities during those three years.

#### **4-5. Assignment of female soldiers**

Female soldiers will be assigned and utilized per AR 600-13. Female soldiers may not be assigned to units, positions, or MOSs, SQIs or ASIs closed to female soldiers per DA Pam 611-21, chapter 13.

#### **4-6. Assignment to CSM, SGM, 1SG and MSG positions**

a. Each State will develop a system to fill position vacancies using the general guidance in this paragraph.

b. CSM Positions. When a CSM position is vacant, give first consideration to serving CSMs. Then consider CSM board selectees and SGMs eligible for reappointment to CSM. If there are none available, consider MSG, 1SG or SGMs who are CSM nominees (selected by a state-level CSM Selection Board per chapter 9 of this regulation) to detail as Acting CSM to perform the duties pending assignment of a CSM or approval of a nominee by the HQDA (NGB) ARNG CSM Selection Board. Soldiers may not be assigned to CSM positions per paragraph 9-15a of this regulation, nor may they be promoted or frocked to SGM or CSM against a CSM position, until

selected by the HQDA (NGB) CSM Selection Board. First-time CSMs should complete the U.S. Army Command Sergeants Major Course (CSMC) at the U.S. Army Sergeants Major Academy not later than one year after appointment to CSM.

c. To fill a SGM position consider reassignment of a SGM with the proper MOS, reassignment of one who, when directed for reclassification by the State AG, is able and agrees to qualify for the MOS within 12 months. If a SGM is not available, reassignment of a MSG or 1SG who is listed in the selection objective of the state's SGM promotion list for that MOS is permitted.

d. First Sergeant Positions. Commanders will consider MSGs and serving 1SGs for assignment to First Sergeant positions before selecting SFCs for promotion into First Sergeant positions. This will allow career development assignments in grade without affecting the number of soldiers promoted. First Sergeant vacancies will normally be filled before MSG positions.

(1) States should establish board procedures to identify for First Sergeant positions master sergeants and sergeants first class eligible for promotion to master sergeant, who desire (and who are eligible and available based on being listed in the selection objective of the master sergeant promotion list) to serve as First Sergeants. This board, comprised of command sergeants major, will be convened at the JFHQ level. This board should meet as soon, as is practicable after the master sergeant promotion board (if it is not part of that board) so that selectees can enroll in the First Sergeants Course. States may charge a panel of the master sergeant promotion boards to accomplish this function.

(2) First-time First Sergeants will complete the U.S. Army First Sergeants Course (FSC) within one year of appointment. Generally, the FSC will be completed within the six months before or after appointment to 1SG. Detachment Sergeants in grades SFC and MSG may attend the FSC when authorized by their states. Soldiers must have a minimum of 24 months in service remaining after graduation to attend the FSC. 1SGs who fail to enroll or complete the FSC within one year of assignment will be reassigned to a valid MSG position. If a MSG position is not available, follow the utilization policies in chapter 3 of this regulation. When conditions preclude sending an appointed 1SG to the FSC within the prescribed time, a waiver deferring school attendance must be requested through NGB-ARH-S.

(3) Soldiers assigned and utilized in 1SG positions will normally have the MOS or another MOS in the CMF of the duty position. However, MSGs may be utilized in First Sergeant positions outside of their Career Management Fields if they are recommended, hold or can become qualified for SQI M. This utilization practice should be limited to situations in which no qualified soldier with the proper MOS and grade is reasonably available to fill the vacancy, or there is several related MOSs in the unit. This is limited to units such as in a headquarters, service, support, maintenance or similarly diverse unit that do not merge until SGM. This practice should generally be limited to headquarters, service, and support units, and not in line units such as the lettered companies of a maneuver battalion.

e. Soldiers will be selected, assigned, promoted or appointed only in authorized and approved positions on unit manning documents approved by HQDA:

(1) To First Sergeant.

(2) To CSM only after selection by the HQDA (NGB) ARNG CSM Selection Board as discussed in this chapter and chapter 9 of this regulation and the AR 600-8-19.

(3) Full-time support soldiers (AGR and Military Technicians) may be assigned to First Sergeant and Command Sergeant Major positions only following the policies and procedures in this regulation in concert with AR 135-18 and NGR 600-25.

#### **4-7. Reassignment and position vacancies**

a. PV1 through SSG may be assigned to a unit when a MTOE/TDA position vacancy in their grade of rank exists or if they can be properly utilized in accordance with this chapter.

b. Soldiers in grades SFC through SGM may be transferred to a unit only when a position vacancy exists in the applicable MTOE/TDA authorization document. The unit authorizations for SFC, MSG, 1SG, SGM and CSM cannot be exceeded.

c. Reassignments and promotions to positions authorized higher grades may be made the date the list is published. Soldiers will be promoted on the first date they are eligible per AR 600-8-19 without further action.

d. Reassignment due to change of residence. Every effort will be made to assist soldiers who, due to a change in residence, must be transferred to another unit. See AR 135-91, chapter 5, section IV. The maximum distance or time factor may be exceeded with the written concurrence of the soldier concerned.

e. All units may fill one-year projected vacancies (including those caused by reorganization actions) without regard to percentage of strength authorized. However, this is not authority to promote soldiers over-grade pending loss of an assigned soldier in the higher grade.

f. Overstrength conditions caused by reorganization actions or inactivation will be managed on a case-by-case basis. Soldiers in this status are excluded from the limitations of this policy for up to one year from the date of reorganization or inactivation.

g. Reassignment due to unit inactivation or relocation. Soldiers whose units are inactivated or relocated will be separated and transferred to the IRR (or concurrently discharged, as appropriate) or transferred to the ING, if-

(1) They now live beyond reasonable commuting distance of their unit, unless they agree in writing to waive the distance or travel time.

(2) There is no other unit within reasonable commuting distance in which they can be properly utilized.

h. In the absence of qualified soldiers in the correct grade for positions authorized in grades SGT through MSG, the immediate (or a higher level) commander should temporarily assign the best-qualified individual available. This assignment carries no permanence or guarantee of promotion in that position. The immediate or any higher level commander can assign a fully qualified individual (including one on a promotion list for promotion to the authorized grade) to that position at any time.

#### **4-8. Mandatory assignment**

Soldiers who are obligated by statute or contract may be involuntarily assigned to unit MTOE/TDA position vacancies providing the involuntary travel conditions in AR 135-91, paragraph 5-5 are met. However, soldiers may voluntarily accept assignments beyond those limits.

#### **4-9. Change of residence to a bordering State or to a foreign country**

A soldier who becomes a resident of a bordering state may continue as a member of that unit unless the assignment and membership is contrary to the laws of the State in which the unit is located. Soldiers who are US citizens and reside in a foreign country will be placed in ING or discharged per paragraph 8-36/. Noncitizen members of the ARNG who take up residence in a foreign country will be concurrently discharged per paragraph 8-35/(1)(b).

### **Section III**

#### **Selection procedures to fill NCO vacancies**

#### **4-10. General**

a. The policies and procedures outlined below will be strictly followed to ensure a fair and equitable system to fill enlisted vacancies throughout the Army National Guard of the United States.

b. Soldiers selected and promoted outside the regulatory requirements outlined in this section and the AR 600-8-19 will be subject to reduction and reassignment from the position.

c. States will set a timeline for commanders to fill vacancies or have the vacancy filled by the MPMO without the commander consent.

d. Commanders will fill unit NCO vacancies utilizing the following sequence in order as they appear:

- (1) Excess personnel;
- (2) Priority Placement List- (Soldiers displaced by reorganization/deactivation or promoted during mobilization without a valid unit vacancy);
- (3) Lateral assignment;
- (4) Enlisted Promotion System and;

- (5) Selection by hiring board (AGR only) upon exhausting 1-4 above.
- e. AGR soldiers selected through a hiring board must submit their promotion packet to compete for promotion during the next promotion board, if eligible. Soldiers must be selected in sequence as they appear on the promotion list.

#### **4-11. AGR Selection Board**

- a. The selection boards outlined in AR 135-18 are convened for initial entry into the AGR program. Under no circumstances will interviews be conducted to select AGR personnel for higher grade positions, against a promotion list.
- b. Soldiers who are eligible and available will be offered the position from the Enlisted Promotion List in sequence as they appear on the promotion list. The only exception authorized is outlined in c below.
- c. Interviews are authorized to fill NCO positions for the office of the Inspector General in accordance with AR 20-1.

#### **4-12. Restrictions**

- a. Traditional guardsmen (M-Day) are restricted from competing for assignments on the Unit Manning Document identified solely for AGR personnel. In addition, geographic location may restrict some M-Day soldiers' availability for assignment.
- b. Military technicians are restricted from competing for assignments in the following two areas:
  - (1) Assignments within the compatibility rules of their full-time employment and;
  - (2) Assignments and/or promotions that will create a grade inversion.
- c. AGR personnel must compete for vacancies solely identified on the Unit Manning Document and the Support Personnel Manning Document for full-time (AGR) manning.
- d. Soldiers who are restricted for assignments based on their military status as shown above are deemed ineligible and unavailable for consideration.
- e. Based on the restrictions imposed in paragraph a and b above, Soldiers may be ineligible or unavailable for the assignment due to program requirements, geographic location, AGR or Military Technician programs. See AR 600-8-19, paragraph 7-37a(5).
- f. AGR, Military Technicians and M-Day Soldiers may appear on the same enlisted promotion list. This list should include the data needed to identify individual categories in order to help manage the list. See AR 600-8-19, paragraph 7-38.
- g. The State MPMO will, in concert with the State HRO, determine the methods to request, assign and promote soldiers, including those who are Military Technicians and AGR, to available vacancies throughout the State in promotion sequence. See AR 600-8-19, paragraphs 7-39a and 7-40. Under no circumstances will a soldier on a promotion list be bypassed who is eligible and available for the vacancy.

### **Section IV Interstate Transfer**

#### **4-13. General**

- a. This policy allows a soldier relocating to another State to reenlist into the ARNG/ARNGUS of the new State before moving to that State. It also permits soldiers to transfer for the purpose of functioning in a position in which MOS qualified or transfer to enter active duty with a unit being called into active Federal service per (AFS) per paragraph 4-26. Interstate transfers are individual personnel actions submitted by soldiers through administrative channels.
- b. The effectiveness of the interstate transfer process requires that soldiers inform their units as soon as they plan to move. This will allow coordination between the losing and gaining State headquarters. It is not intended for soldiers who are uncertain as to where they are relocating.
- c. Use DA Form 4187, NGB Form 22-5-R-E, or informal memorandum. Do not use the Conditional Release (DD Form 368 or NGB Form 60) to transfer ARNG/ARNGUS enlisted soldiers between States. Soldiers who report to a unit in a new state who were not qualified for transfer may be discharged per chapter 8 of this regulation.

d. Interstate transfer is also an effective tool that allows ARNG soldiers to join units in another State to be given the opportunity to serve in their current career fields rather than being retrained. Soldiers who request an interstate transfer to another state for MOSQ reasons, waive their ability to request discharge on the basis of the distance required to commute to training.

e. Sergeants and above require position vacancies in their grades. Soldiers may also be enlisted into the ING of the gaining State for subsequent assignment.

f. Restrictions. Do not transfer soldiers:

(1) Who do not meet medical retention standards. Waiver is not authorized.

(2) Who do not meet the standards of AR 600-9. Waiver may be authorized by the gaining state if the soldier is making satisfactory progress in the weight control program.

(3) Within four months of current ETS at time of request for transfer, unless they immediately reenlist or extend their current enlistment on or before the effective date of the Interstate Transfer. Waiver is authorized.

(4) With nine or more unexcused absences within the preceding 12 months. Waiver is authorized.

(5) Who do not have a current APFT (within the last APFT cycle). Waiver may be authorized by the gaining state.

(6) Who is enrolled or pending enrollment in the Army Substance Abuse Program (ASAP) per AR 600-85.

#### **4-14. Losing State actions**

a. Coordinate the following information with the Interstate Transfer (IST) Coordinator for the gaining State headquarters (electronically, by voice, EMAIL or FAX):

(1) The soldier's identification data (name, grade, SSN); ETS and losing unit of assignment; work and home addresses and telephone numbers in the losing and gaining States; date of last physical and physical profile serial, and a statement that the soldier meets medical retention standards; verification that the soldier has completed IET, or the REQUEST information concerning current scheduling and the mandatory date by which the soldier must be trained.

(2) Signed approved waiver for any restrictions authorized a waiver in paragraph 4-10e that is waived by the gaining State.

(3) Obtain the gaining unit assignment information (name, UIC, paragraph, line number, position title, street and mailing address, phone number,) and the name and phone number of the soldier's unit point of contact.

b. Counsel the soldier and complete NGB Form 22-5-R-E Addendum. Explain Part III of the Addendum to the transferring soldier. This counseling is required before administration of the Oath of Enlistment. Once reenlisted, the soldier may not attend any further training or other type of duty with the losing unit as they no longer are members of those units upon administration of the Oath of Enlistment in the new State.

c. Administer the Oath of Enlistment, NGB Form 22-5-R-E, for the gaining State.

d. Provide soldier with copy of the Addendum and place the original in MPRJ. Provide the soldier with a copy of the latest DD Form 4 and DA Form 4836, DA Form 2-1, NGB Form 23-series, GPFR-1790 (PQR), DD Form 2808 or SF 93, and DD Form 2384 (Selected Reserve Educational Assistance Program (GI Bill)) to hand-carry to the new unit.

e. Immediately upon executing the oath, close out the MPRJ and DA Form 2-1 effective the day before the Oath of Enlistment. File the current DD Form 93 and SGLV 8286 as the uppermost documents in the permanent section of the MPRJ.

f. Forward all the elements of the soldier's personnel records required by AR 600-8-104 to the losing State Enlisted Personnel Manager who will -

(1) Review them for completeness and accuracy.

(2) Forward a copy of NGB 22-5-R-E to SIBPERS.

(3) Copy the NGB Form 23A1 for State files.

(4) Publish and distribute transfer orders effective as of the date on the NGB Form 22-5-R-E.

(5) DA Form 268 (transferable flags).

(6) Forward all records by First Class Mail to the gaining State Headquarters, ATTN: Enlisted Personnel Manager. Mark clearly on the envelope "PERSONNEL RECORDS". Note: Soldiers

are not authorized to hand-carry their personnel records. The gaining State will subsequently forward the records to the gaining unit's records custodian.

g. SIDPERS will:

(1) Create a departure transaction with an effective date two days prior to the date the NGB Form 22-5-R-E was signed.

(2) Produce a copy of the GPFR-1790 (PQR).

(3) Notify the gaining State of the transfer by message or EMAIL, and specify the reporting date in the message.

(4) Upon notification from the gaining state that the soldier has reported for duty, create a discharge transaction. The effective date of the discharge is the day prior to the date the NGB Form 22-5-R-E was signed.

#### **4-15. Gaining State actions**

a. If there is no position vacancy for a SFC or above, the gaining State may take action to offer the soldier a voluntary administrative reduction to fill a vacancy at a lower grade of rank. A voluntary administrative reduction at the time of enlistment is not authorized. This will be accomplished only after the soldier arrives in the gaining State.

b. State IST Manager will:

(1) Notify the gaining unit of the accession and the reporting date.

(2) Establish a three-week suspense for receipt of the soldier's records.

c. Appoint a sponsor for the transferred soldier. The sponsor will contact and welcome the new arrival through correspondence and by telephone to ease the transfer process.

d. When notified of the imminent transfer, the SIDPERS will access the soldier as "assigned not joined", and advise the losing State by message of the accession. The effective date is the date of oath of enlistment.

#### **4-16. Uncoordinated interstate transfer**

When there is not enough time to coordinate a transfer before the soldier departs:

a. The losing unit will provide the soldier's new residence, work address, phone numbers, and the date of arrival at the new location through the losing state's IST Coordinator to the gaining State's IST Coordinator to help the soldier gain an assignment.

b. Give the soldier the name and phone number of the gaining State's IST Coordinator, a copy of the last DD Form 4 and DA Form 4836, if applicable, DA Form 2-1, NGB Form 23-series, and GPFR-1790 (PQR), DD Form 2808 or SF 93, DD Form 2384 (Selected Reserve Educational Assistance Program (GI Bill)), and instructions to contact the IST Coordinator within one month after arrival in the new State.

c. The losing unit will arrange a tentative assignment with the gaining State while the soldier is in transit.

d. Grant the soldier constructive attendance credit at training assemblies until the earlier of the following occurs:

(1) Soldier is reassigned within the gaining state.

(2) Discharge; separated from the ARNG and transfer to the IRR; transfer to the ING (which will occur within three months after the soldier's departure to the new residence).

(3) Return to the losing unit.

#### **4-17. Conditional release**

Soldiers who move without knowing exactly where they will settle should be given the documents listed in paragraph 4-14d or 4-16b and a DA Form 4651-R (Request for Reserve Component Assignment or Attachment).

a. The losing commander will authorize release of the soldier and include an expiration date of the release authorization in the remarks block of the form. The expiration date will not exceed three months. When a soldier arrives at a prospective unit with these documents, enlistment is authorized if prior to the expiration date. If after the expiration date, gaining state should contact the losing State to determine if the soldier has been discharged and transferred to the IRR.

Gaining state will request that the losing state transfer records and publish transfer orders after enlisting the soldier.

b. The gaining unit will administer the Oath of Enlistment, NGB Form 22-5-R-E, and forward it to the gaining State EPM, who will provide a copy to the gaining State SIDPERS.

c. Within five days of receipt of the NGB Form 22-5-R-E, the gaining State SIBPERS will access the soldier and notify the losing SIBPERS by message. Forward a copy of the NGB Form 22-5-R-E to the losing State. The losing State SIBPERS will provide the notification of accession message to the losing State EPM. The losing State EPM will publish the transfer order and request the soldier's record. On receipt of the records, they will be reviewed and sent to the gaining State. Records should be received by the gaining State within three weeks after the date of the notification of accession message. The losing State will forward a copy of the GPFR-1790 (PQR) by EMAIL or FAX upon request of the gaining State. The losing State SIBPERS will delete the soldier from their database upon receipt of the transfer order.

d. Uncoordinated interstate transfers can follow the interstate transfer process with the gaining state advising the losing state of the potential accession. The losing state must not have discharged the individual and must agree the soldier is a qualified candidate for interstate transfer. The gaining state will then coordinate the receipt of the documents listed in paragraph 4-14d or 4-16b above. The gaining state will further provide the losing state with a copy of the executed NGB Form 22-5-R-E to assure the proper administrative actions described in c above.

e. If a soldier moves to another State without a coordinated interstate transfer, and reports to an ARNG unit and cannot be assigned, the unit will assist the soldier in joining another RC unit. The soldier's former State IST will be notified of the soldier's new address. If the soldier is accepted to enlist into a RC unit, the former State will be notified and will assist soldier in coordinating the interstate transfer.

#### **4-18. Failure to report**

When a transferred soldier does not report by the established date, the gaining unit will report this to the gaining State MPMO. The gaining State will notify the losing State IST Coordinator. The losing State IST Coordinator will determine the status of the absent soldier and inform the gaining State. When neither state can locate the soldier, the gaining state will discharge from the state only and assign the soldier to the IRR not later than three months after the enlistment date. Cite NGR (AR) 600-200, paragraph 8-36j, in orders and enter RE Code 3 in Item 26 of NGB Form 22. The discharge will be uncharacterized.

#### **4-19. Transfer between the ARNG and USAR**

See AR 140-10, chapter 5, section II, and chapter 8, of this regulation.

#### **4-20. Enlistment in the Active Army or a U.S. Armed Force other than the Army**

See AR 601-210, chapter 5, section VIII for procedures and criteria for enlistment in the Active Army. **Enlistment into the Delayed Enlistment Program (DEP) of any US Armed Force by an ARNGUS soldier is not permitted. See paragraph 4-25 below for ARNG procedures.**

### **Section V Attachment**

#### **4-21. General**

ARNG/ARNGUS soldiers may be authorized to train with other units in an attached status when it is in the best interest of the ARNG. Attachment is not required for duties authorized for Split Unit Training Assembly (SUTA) per NGR 350-1 and NGR 680-1.

#### **4-22. Authority**

a. State AGs may attach soldiers to other units within their jurisdiction for up to one year to afford soldiers training opportunities. This authority may be delegated to commanders of organizations authorized in grade of LTC or higher. Soldiers may be attached to units in other states when agreed upon by both State AGs.



- b. Attachment is authorized for more than one year in the following cases:
  - (1) Support personnel, such as administrative, food service, supply and maintenance personnel.
  - (2) Candidates and additional staff, faculty and support personnel at Regional Training Institutes (RTIs).
  - (3) Soldiers who attend post-secondary institutions as civilian students may be attached to units, including those in other states, close to their schools during the academic year.
- c. Female soldiers will not be attached to closed units or positions (AR 600-13), except as stated below:
  - (1) Joint Forces Headquarters (JFHQ) augmentees.
  - (2) Full-time college students attached during school terms, where the distance to their assigned units for training assemblies is impractical.
- d. Female soldiers attached to closed units or positions will attend AT with their parent units of assignment. Upon mobilization or call to mobilization, female soldiers will be reassigned to the JFHQ-ST, or other unit designated by the State AG.

#### **4-23. Administration**

- a. Specify in orders whether attachment is for administration, pay, training and military justice or any combination of these.
- b. Strength accountability will be in accordance with current directives. The effective date of the attachment will be at least one day after the date the soldier joined the assigned unit.
- c. Forward the soldier's MPRJ whenever the attachment is for administration.
- d. The soldier's unit of attachment will ensure the soldier is recorded on the Master Military Pay Account Report whenever the attachment is for pay. Attachments outside the parent State will not include attachment for pay.

#### **4-24. Relief from attachment**

- a. The soldier's attachment will expire as originally stated in the attachment order unless it is sooner amended or rescinded, or upon ETS.
- b. When the soldier's unit of assignment is called or ordered to active duty, the soldier will be relieved from attached status and returned to the unit of assignment.
- c. See AR 135-18 for policy concerning AGR soldiers.

### **Section VI**

#### **Enlistment in Other Armed Forces and Order to Active Military Service**

#### **4-25. Enlistment in another U.S. Armed Force**

ARNG/ARNGUS soldiers may enlist in the regular or reserve component of any other U.S. Armed Force except the Delayed Entry Program (DEP) of any service, including the U.S. Army. However, these soldiers must first obtain a Request for Discharge or Clearance from Reserve Components (DD Form 368):

- a. Provided they have served 6 months after completion of IET and have been awarded a MOS. The state AG may waive the 6 months requirement.
- b. Provided they have not been alerted for mobilization, either Federal or State (State AG may waive the order to State Active Duty to allow enlistment).
- c. If they are not currently serving on Active Duty for Training (ADT), Active Duty for Special Work (ADSW), Temporary Tour of Active Duty (TTAD), Active Guard Reserve (AGR), Full-Time National Guard Duty (FTNGD), or Annual Training (AT).
- d. Upon notification that the soldier has been enlisted or appointed in another component, the unit commander will forward requests to the State AG to discharge the soldier. Upon receipt of the discharge orders, the unit commander will forward the MPRJ and related documents to the State MPMO who will forward the soldier's records per AR 600-8-104. While DD Form 368 is being processed, the soldier will attend all unit training until they enlist in the new service component.
- e. ARNGUS soldiers on EAD must meet all the prerequisites of AR 601-210.

f. Soldiers provided a conditional release to enlist in a USAR Troop Program Unit (TPU) will be separated concurrently. Use format 500, AR 600-8-105, and enter the USAR unit into which the soldier is enlisting in the additional instructions of the orders.

#### **4-26. Order to special tours for training and special work**

Individuals may be ordered to tours of active duty (ADT and ADSW) (10 USC 12301(d)) and full-time National Guard duty (FTNGD) (32 USC 502(f)) for periods of training and for special work projects. These tours are generally for 179 or fewer days, but include the resident U.S. Army Sergeants Major Course. Soldiers on these tours will remain assigned to their unit positions and granted constructive attendance on unit records.

#### **4-27. Active Guard Reserve (AGR) status**

Selected individuals may, with their consent and the consent of their Governors, be ordered to AGR status for tours in their states (32 USC 502(f)) or with the active military establishment (10 USC 12301(d)). Soldiers in the states will remain assigned to the MTOE and MTDA positions. Those on active duty under 10 USC 12301(d) will be assigned to temporary additional positions authorized them in their JFHQ-ST for the duration of their tours plus six months.

#### **4-28. Order to active duty as individuals**

ARNG soldiers may, with the consent of the Governor or the appropriate authority of the State, volunteer to be ordered to active duty to fill active Army vacancies or to perform an active Army mission. Soldiers in this status for less than 12 months will remain assigned to their units and granted constructive attendance. Those assigned for 12 months and longer will be assigned to temporary additional positions in the JFHQ-ST, for the duration of the tour plus six months. This does not include the order of soldiers to IET.

a. Procedures are prescribed in AR 135-210 for EAD and TTAD.

b. Soldiers who are ordered to full-time active duty as members of the ARNGUS for periods in excess of 179 days under 10 USC 12301(d) will be transferred to and assigned as excess to JFHQ-ST, except for EAD.

(1) Do not include the soldier in the strength of the Active ARNG or ING (NGR 614-1).

(2) Upon release from active duty, the soldier may continue to be carried in excess status for a period of six months. State AG may extend this period an additional six months. After this period, transfer soldiers not assigned to MTOE or TDA vacancies to the ING or separate them per chapter 8 of this regulation.

c. Soldiers entering active duty (EAD but not TTAD) during peacetime under the provisions of AR 135-210 will not be under the control of the State for the purposes of promotion.

d. TTAD personnel will remain under the control of the State for promotion purposes.

e. Soldiers with a qualifying conviction under the Lautenberg Amendment are ineligible for OCONUS assignment. OCONUS-based AGR soldiers with qualifying convictions will complete their prescribed tours.

#### **4-29. Assigning soldiers to units being called or ordered to active duty**

a. Soldiers may volunteer for assignment to units under alert for call or order to active duty for any purpose. State AGs will prescribe policies and procedures to assign soldiers to vacant authorized positions in units alerted for active duty. Assignments will be in the grade and MOS required for the position. Soldiers with SMOS or AMOS required for these duties will have their MOSs redesignated as primary for this purpose effective on the date of assignment to the unit.

b. States that approve volunteers for assignments in a above will ensure that these soldiers have positions to return to upon completion of the duty. On the day after REFRAD, return these soldiers to their original unit and duty position.

c. Soldiers reduced to enter these tours will be promoted to their former grades, without board action, effective on their date of return per AR 600-8-19, paragraph 7-14d unless prohibited by that paragraph.

d. All soldiers known to have, or whom commanders have reasonable cause to believe have, a qualifying conviction are not mobilization assets and are nondeployable for missions that

require possession of firearms or ammunition.

## **Chapter 5**

### **Special Duty Assignment Pay**

#### **Section I**

##### **General**

##### **5-1. General**

These policies and procedures provide instructions for the administration of Special Duty Assignment Pay (SDAP) for ARNG/ARNGUS soldiers. This is a monetary incentive designed to encourage soldiers to qualify for and serve in the following assignments:

- a. CMF 18, Special Forces soldiers assigned to CMF 18 positions.
- b. Command Sergeants Major (CSM) assigned to positions supporting general officers.
- c. Air Traffic Control Operators (PMOS 15Q) in facility training programs, designated staff positions, or facility-rated and current in the facilities to which assigned.
- d. Criminal Investigation Command (CID) Agents (PMOS 31D) in the grade of sergeant.
- e. CMF 79, Recruiting and Reenlistment and SQI 4.

##### **5-2. Individual eligibility criteria**

An enlisted ARNG/ARNGUS soldier in a special duty assignment is eligible to receive SDAP if all of the following conditions are met:

- a. Entitled to basic pay or reserve compensation and serving in an active status on one or more days or periods of:
  - (1) Inactive Duty Training (IDT) per 32 USC 502(a)(1) or (e).
  - (2) Annual training (AT) per 32 USC 502(a)(2).
  - (3) Any other form of duty per 32 USC 503, 504 or 505.
  - (4) Active duty for special work (ADSW) or training (ADT) per 10 USC 12301(d).
  - (5) Full-time National Guard duty for special work (FTNGDSW) or training (FTNGDSW) 32 USC 502(f).
  - (6) Temporary tour of active duty (TTAD).
  - (7) Active duty (10 USC 12301(d)) or Full-time National Guard duty (FTNGD) (32 USC 502(f)) in an AGR status.
- b. Serving in the grade of PFC or higher.
- c. MOS qualified for, serving in, and performing the duties of the special duty assignment.
- d. Meet any other requirements specified below for the particular MOS, CMF, assignment, or type of duty.
- e. Not receiving any other type of SDAP.

##### **5-3. Award level for SDAP**

The following awards levels of SDAP in this policy became effective on 1 October 1996.

- a. SD-1
- b. SD-2
- c. SD-3
- d. SD-4
- e. SD-5
- f. SD-6

##### **5-4. Termination of SDAP**

a. Termination of SDAP will be per DOD 7000.14-R, Volume 7A (DODFMR), chapter 8. The following conditions apply unless there is a more stringent requirement authorized in the paragraphs above.

(1) Commanders will establish adequate procedures to ensure the timely revocation of SDAP when soldiers are relieved from special duty assignments. Soldiers relieved from SDAP duties will not be reassigned until SDAP has been terminated and, if appropriate, reclassification action

taken.

(2) When soldiers are reassigned between SDAP positions, commanders must stop SDAP at the losing command and start it at the gaining command although there may be no interruption of entitlement to the pay.

b. The conditions that affect a soldier's entitlement are in table 8-2 of the DODFMR, Volume 7A.

c. Separate input to DJMS is required at the time of termination. DJMS will not automatically terminate SDAP. In general, a soldier is eligible to receive SDAP provided the soldier is currently performing duties in a special duty assignment and all of the criteria in paragraph 5-2 have been met.

d. SDAP will terminate automatically when a soldier completes a period of AT, ADT, ADSW, TTAD, or FTNGD for training or special work.

### **5-5. Orders**

Use orders format 330 (AR 600-8-105) to award, change or terminate SDAP. Termination orders are not required when a soldier completes a self-terminating tour of duty and the soldier is not extended or ordered to a new period of duty.

a. Submit requests for SDAP on DA Form 4187 (Personnel Action).

b. State MPMOs or other designated orders issuing authorities will issue orders to award or increase SDAP on soldiers in FTNGD status and soldiers on short periods of active duty such as ADT, ADSW and PRC.

c. The Chief, NGB (ARNG Staff Management Office [NGB-ARZ-T]) will issue orders for Title 10 AGR soldiers.

d. Gaining units are responsible for validating that soldiers receiving SDAP are being assigned to SDAP authorized positions, prior to requesting orders.

## **Section II**

### **Duties Authorized SDA Pay**

### **5-6. SDAP for Special Forces soldiers**

A Career Management Field (CMF) 18 soldier (one who is awarded MOS 18B, 18C, 18D, 18E, 18F, 18Z, or CSM who holds SMOS 18Z), who meets the criteria of paragraph 5-2, and who is assigned to and performing the duties of an authorized CMF 18 position, will receive a monthly SDAP rate of SD-4 level.

### **5-7. SDAP for Command Sergeants Major**

a. A Command Sergeant Major, MOS 00Z, who is assigned to an authorized CSM position supporting a general officer, and who is rated, senior rated and reviewed by general officers, is entitled to SDAP. The award level is based on the authorized grade for the position of the general officer supported (and by whom the CSM is rated) as follows:

(1) Rater BG - SD-1.

(2) Rater MG - SD-2.

(3) Rater LTG - SD-3.

(4) Rater GEN - SD-4.

b. A CSM who qualifies for more than one type of SDAP will be paid only one SDAP, at the higher rate. For example, a CMF 18 CSM supporting a commander authorized in grade of brigadier general will be paid SD-4 for the SF duty rather than SD-1 for the CSM duty.

### **5-8. Air Traffic Control Operators**

a. Operators whose PMOS is 15Q in the grade of PFC and above, assigned to a position that is authorized SDAP, will receive one of the following:

(1) Individuals enrolled in a facility-training program and those in designated staff positions will receive a monthly rate of SD-3. These individuals must maintain a valid Class IV (ATC) Flight Physical in order to receive SDAP.

(2) Individuals who are facility-rated and current in the facility to which assigned, and who maintain a valid Class IV (ATC) Flight Physical will receive a monthly rate of SD-4.

b. All enlisted ATC Operators (fixed-base and tactical) must be graduates of the U.S. Army Air Traffic Control School or equivalent, possess an Air Traffic Control Specialist (ATCS) certificate with number assigned by the U.S. Army Air Traffic Control Activity (USAATCA), an FAA Certificate of Grades, or Air Traffic Control Tower Operator (CTO) Certificate, and must be fit for flying duty (FFD) as determined by the local flight surgeon.

c. The only ATC staff positions authorized SDAP at the SD-3 level are evaluation sergeants, battalion quality assurance NCOs, JRTC/NTC observer/controllers, Army Aviation Command and Control (A2C2), Scope Operators with the Joint Inter-Agency Task Force in support of the DEA, and platoon sergeants. SDAP will only be authorized for controllers who are assigned to an MTOE or TDA position designated by paragraph and line number by Headquarters, USAAVNC. These positions must include permanent assignment (not attachment) to an ATC facility and involve the active controlling of aircraft in a non-simulated environment. Additionally, controllers assigned to a facility, but whose primary jobs are working outside of the facility, do not qualify for SDAP (for example, a soldier assigned as a Training NCO for a tower, but whose primary job is the company training NCO, does not qualify for SDAP). The following TDA/TOE/MTOE positions are authorized SDAP:

- (1) ATC Tower Operator
- (2) SR ATC Tower Operator
- (3) ATC GCA Operator
- (4) SR GCA Operator
- (5) ATC Training Sergeant (Primary duty as Facility Training NCO)
- (6) Shift Leader
- (7) Facility Chief
- (8) Vehicle drivers in TOE/MTOE Platoons

d. Controllers must meet the rating requirements in AR 95-2, chapter 4, and FM 1-303, chapters 7 and 8, and maintain the monthly currency based on hours and approaches in the facility to which assigned per message number 93-18, USAAVNC, 191208Z Oct 93, subject: Determining Currency Requirements. Consecutive DA Forms 3479-1R (Trainee/Controller Evaluation) for proficiency shall not be acceptable to satisfy SDAP requirements.

e. Controllers assigned and rated in one facility and cross training in another facility will maintain SD-4 as long as they maintain currency in the facility for which the rating and position of assignment apply.

f. Controllers at SD-4 who are permanently reassigned to another facility will not revert to SD-3.

g. Deploy personnel who have completed Phase II of the training program prior to Phase I will remain at SD-3 until they complete the Phase I requirements.

h. Air Traffic Control Operators will have their SDAP terminated when the following situations occur:

- (1) When a soldier's temporary grounding status exceeds 90 days.
- (2) A soldier is indefinitely or permanently grounded, pending separation or reclassification action, or is suspended from ATC duties.
- (3) When a soldier fails to make sufficient progress in a facility training program (for example, a soldier fails to complete Phase 1 of a tactical training program within 6 months which includes a waiver from commander and a waiver from USAATCA).
- (4) When working outside of their MOS on other than occasional roster duties, regardless of the position in which the soldier is assigned. This includes special duty or detail such as protocol, aide, lifeguard, clerk, driver, IG NCO, training NCO, instructor, etc.

#### **5-9. Criminal Investigation Command (CID) Agents**

a. Criminal Investigation Command (CID) Agents in the rank of Sergeant, whose primary MOS is 31D, will be authorized one monthly rate, SD-3, provided they meet all the following:

- (1) Must be a graduate of the Apprentice Special Agent Course; and
- (2) Successfully complete, or have completed, 12 months of apprenticeship; and
- (3) Be approved for accreditation by HQ, USACIDC.

b. Entitlement to SDAP will stop if the CID Agent, MOS 31D, is promoted to SSG, reduced to a grade less than SGT, is appointed to a warrant or commissioned grade or a candidate or cadet for an officer producing program.

#### **5-10. ARNG Recruiting and Retention NCOs**

a. To qualify for SDAP, an ARNG Recruiting and retention NCO must:

(1) Be assigned or attached as the sole incumbent of an authorized MOS 79T R&R position on the R&R portion of the JFHQ TDA, a unit MTOE, or an Active Army staffing document recognized by CNGB (NGB-ARZ-T).

(2) Be a graduate of the ARNG R&R Basic Course conducted by the Strength Maintenance Training Center, National Guard Professional Education Center.

(3) Hold MOS 79T as primary MOS or, SQI 4 in another primary MOS.

(4) Be performing the duties of the SDA position as prescribed in NGR 601-1.

Note: Soldiers who transfer into the ARNG, who were receiving SDAP for a recruiting assignment in another branch or component of the military, are not authorized to receive SDAP until they meet the above criteria.

b. The following are the levels, rates and ARNG R&R positions authorized SDAP:

(1) Level 3, \$225, for Title 10 NCOs performing liaison duties or RCT duties on active duty installations, and Title 32 primary duty (MTOE/TDA position) Career Counselors/Retention NCOs.

(a) Training Liaison NCOs

(b) Reserve Component Career Counselors (RCCCs)

(c) Career Counselors/Retention NCOs

(2) Level 4, \$300, for Title 10 NCOs performing R&R staff and liaison duties at the national level.

(a) R&R Staff (NGB-ASM)

(b) R&R Staff (SMTC-PEC)

(c) ESGR Liaison NCOs

(d) HRC Liaison NCOs

(e) MEPCOM Liaison NCOs

(f) ARISS Liaison NCOs

(3) Level 5, \$375, for Title 32 NCOs performing R&R staff duties at the State level.

(a) R&R Operations NCOs

(b) R&R Automation NCOs

(c) Marketing NCOs

(d) Reserve Component Transition NCOs (RCT NCOs)

(4) Level 6, \$450, for Title 32 NCOs assigned to field production positions who process non-prior service (NPS) and prior service (PS) applicants for enlistment into the ARNG and are assigned a three tenet strength maintenance mission (1 a NPS and a PS accession mission, 2 an attrition management mission and, 3 a retention/extension mission as specified in chapter 2 of NGR 601-1).

(a) MEPS Guidance Counselors

(b) RRNCOs

(c) RRNCOICs

(d) RRS GMs

Note: RRNCOs, RRNCOICs and RRS GMs who work solely recruiting duties or solely retention duties are not eligible for SDAP. Recruiting and Retention NCOs assigned to a 79T position in either MOS 79T or SQI 4 who is not performing duties per the nationally developed position description and chapter 2 of NGR 601-1 are not eligible for SDAP.

c. Recruiting and Retention NCOs who fail to perform to standard may have their SDAP suspended or terminated as follows:

(1) Failure to maintain duty proficiency and meet the required level of duty performance for the SDA position to which assigned is a basis for the RRM to suspend or terminate SDAP when:

(a) The soldier receives two or more written counseling statements (DA Form 4856) or written admonishments for failure to follow established R&R practices prescribed in ARNG Enlistment Criteria Memorandum, NGR 601-1 or the State R&R Program.

(b) Counseling statements will include the deficiencies, the remedial training efforts provided to the soldier, and the specific failures or lack of progress.

(2) Allegations of misconduct, impropriety, complicity, or malpractice are that substantial enough to warrant investigation are a basis for the RRM to suspend or terminate SDAP. If the soldier is reinstated to R&R duty, reinstate SDAP at the last awarded level effective on the date the investigation or other matter is closed in the soldier's favor.

(3) Application of sanctions.

Isolated or occasional, minor infractions generally are not cause for suspension or termination of SDAP. However, a single severe incident or a combination of incidents may demonstrate a loss of qualification and provide cause. Actions or failures that are not governed by recruiting and retention policies and procedures, while they may subject the soldier to other sanctions, are not a basis for suspension or termination of SDAP.

(a) Failure to achieve mission. Failure to meet the assigned strength maintenance mission numeric or percentile goals or objectives will not be used as the sole criterion to suspend SDAP. However, continued failure to meet mission after remedial training and counseling is a basis for suspension or termination of the soldier from the special duty assignment and the SDAP. The RRM will determine the duration of remedial training prior to suspension or termination of SDAP on a case by case basis.

(b) Breach of discipline. A breach of discipline, such as failure to go to an appointed or designated place or failure to make designated phone calls, does not subject the soldier to suspension or withdrawal of SDAP.

Chapter 6  
Reserved for future use



Chapter 7  
Reserved for future use

## **Chapter 8**

### **Enlisted Separations**

#### **Section I**

##### **General**

#### **8-1. Purpose**

a. This chapter sets the policies, standards, and procedures for the separation of enlisted soldiers from the ARNG/ARNGUS. The ARNG/ARNGUS makes a substantial investment in training, time, equipment, and related expenses when persons enter into military service. Separation prior to the completion of an obligated period of service is wasteful because it results in loss of this investment and generates a requirement for increased accessions. Consequently, attrition is an issue of significant concern at all levels of responsibility. Reasonable efforts should be made to identify soldiers who are likely to be separated early, and to improve their chances for retention through counseling, retraining, and rehabilitation prior to initiation of separation proceedings. Soldiers who do not conform to required standards of conduct and performance and soldiers who do not demonstrate potential for further military service should be separated to avoid the high costs of continued service in terms of pay, administrative efforts, degradation of morale, and substandard mission performance.

b. This regulation provides-

(1) The authority for separation of soldiers upon expiration of their military service obligation and terms of service.

(2) The authority and general provisions governing the separation of soldiers before the expiration of their service obligation to meet the needs of the ARNG and its soldiers.

(3) The criteria for characterizing or describing military service as being honorable, general (under honorable conditions), or under other than honorable conditions, and when the service is not characterized.

#### **8-2. Authority**

a. The approval authority to separate soldiers from the Reserve of the Army is the Secretary of the Army.

b. The approval authority to separate Title 10 soldiers is the DDARNG.

c. The approval authority to separate soldiers from the State ARNG is the State Adjutant General.

d. The State AG is delegated authority to:

(1) Separate soldiers from Reserve of the Army status, except as noted in d below.

(2) Convene administrative separation boards.

e. The Secretary of the Army is the approval authority to order separation of soldiers who are within two years of completing the service required to qualify for retired pay from the ARNG and Reserve of the Army.

(1) A soldier having completed 18, but less than 20, years of qualifying service for retired pay will not be involuntarily separated without the approval of the Secretary of the Army or his designated representative (10 USC 1176(b) or 12686). All recommendations for involuntary separation of soldiers in this category will be sent to NGB-ARH-S for consideration.

(2) Cases involving voluntary separation at the request of the soldier need not be referred to HQDA for approval.

#### **8-3. Instruction in Benefits of an Honorable Characterization of Service on Discharge**

a. ARNG/ARNGUS soldiers are required to be trained in the benefits of an honorable characterization of service upon discharge. AR 135-178, paragraph 1-17 contains the instruction. ARNG/ARNGUS soldiers will be trained --

(1) On initial assignment to unit or within 3 months thereafter.

(2) During the annual orientation of the soldier's service obligations and participation requirements per AR 135-91, paragraph 4-4.

(3) When a soldier's conduct or performance warrants counseling per AR 135-178, paragraph 2-4.

b. Each soldier receiving instructions during the annual orientation will have their DA Form 2-1 (Personnel Qualifications - Part II), item 19 (Specialized Training) annotated as follows: "Bfts of Hon Disch (date)."

c. The instruction will include a comprehensive explanation of the following:

(1) Characterization of service.

(2) The types of discharge certificates.

(3) The possible effects of the various certificates on reenlistment, civilian employment, veterans' employment, veterans' benefits, and related matters.

(4) The unlikelihood that the soldier will be successful in any attempt to have the character of his or her service changed by the Army Discharge Review Board.

#### **8-4. Bars to Reenlistment**

a. Commanders will initiate discharge proceedings against soldiers who have received a local bar to reenlistment. Discharge action is not based on the imposition of a bar to reenlistment, but rather on the conduct that forms the basis for the bar.

b. If the unit commander does not recommend that the bar be removed at the time of the second review of a locally imposed bar to reenlistment, he or she will process the soldier for separation for unsatisfactory performance, misconduct, or other appropriate reasons.

c. "Processed for discharge" means that discharge action will be initiated and processed through the chain of command to the separation authority for appropriate action. There must be compliance with AR 135-178, paragraph 2-4. The immediate and intermediate commanders will recommend discharge or retention and the characterization of service to be awarded.

#### **8-5. Mobilization Asset Transfer Program**

a. The purpose of the Mobilization Asset Transfer Program (MATP) is to ensure sufficient trained manpower is available in the Individual Ready Reserve (IRR) of the U.S. Army Reserve to meet the Army's personnel requirements under conditions of full mobilization (10 USC 12301(a)). To retain mobilization assets, eligible and qualified soldiers who have a remaining statutory or contractual MSO are in, or transferred or reassigned, to the IRR to complete their statutory or contractual MSO, whichever expires later. Soldiers who are not retained, transferred, or reassigned to the IRR under the separation procedures prescribed by this regulation will be discharged from the ARNGUS and as a Reserve of the Army.

b. Soldiers who are subject to separation processing for the reasons listed below and who meet the eligibility criteria listed in paragraph c below are eligible for the MATP. The provisions of this paragraph are not applicable to soldiers being processed for separation under this regulation for reasons other than those shown below, per AR 135-178.

(1) Disenrollment from Senior Reserve Officer Training Corps (SROTC) or an ROTC Scholarship Program (paragraph 5-6).

(2) ROTC cadet early release (paragraph 5-7b).

(3) Pregnancy (paragraph 6-3).

(4) Entry level performance and conduct (chap 8).

(5) Unsatisfactory participation (chap 13).

(6) Secretarial plenary authority (chap 14), as determined by HQDA.

(7) Failure to meet body composition standards (chap 16).

c. ARNG/ARNGUS soldiers who are separated from the ARNG for any of the reasons listed above are eligible for transfer to the IRR as a Reserve if he or she meets all of the following conditions:

(1) The separation authority has determined the soldier possesses the potential for useful service if ordered to active duty under conditions of full mobilization.

(2) The soldier has completed IET and has been awarded a MOS.

(3) The soldier has 3 or more months remaining on his or her statutory or contractual Reserve obligation.

(4) On separation from the ARNG/ARNGUS, the soldier's service will be characterized as

honorable or under honorable conditions, or the service is described as uncharacterized.

## **Section II**

### **Guidelines on Separation and Characterization**

#### **8-6. Guidance**

a. The separation of a soldier from the ARNG is a function of State military authorities in accordance with State laws and regulation. However, due to the dual status of the soldier as a Reserve of the Army, use characterization of and limitations on service descriptions contained in AR 135-178, Chapter 2, section III in determining the type of separation and character of service to be issued.

b. The characterization of service upon separation is of great significance to the soldier. It must accurately reflect the nature of service performed. Eligibility for veterans' benefits provided by law, eligibility for reentry into the military service, and acceptability for employment in the civilian community may be affected by the service characterization. The type of discharge and character of service will be determined solely by the military record during the current enlistment or period of service, plus any extension thereof, from which the soldier is being separated. The soldier's performance of duty and conduct must be accurately evaluated. The evaluation must be based on the overall period of service and not on any isolated actions or entries on the DA Form 2-1. Separations where the service has been characterized as honorable or under honorable conditions entitles a soldier to Federal rights and benefits as provided by law. However, a separation characterized as under other than honorable conditions could deprive the soldier of veterans' benefits administered by the Department of Veterans Affairs (DVA). A determination by that agency is required in each case.

c. The reasons for separation, including the specific circumstances that form the basis for the separation, shall be considered on the issue of characterization. As a general matter, characterization will be based on a pattern of behavior rather than an isolated incident. There are circumstances, however, in which the conduct or performance of duty reflected by a single incident, provides the basis for characterization.

d. Due consideration will be given to the soldier's age, length of service, grade, aptitude, physical and mental condition, and the standards of acceptable conduct and performance of duty.

e. Separation certificates are furnished to all soldiers who receive an *honorable* or *general* discharge.

#### **8-7. Types of characterization or description**

a. At separation, the following types of characterization of service or description of separation are authorized:

(1) Separation with characterization of service as Honorable, General (under honorable conditions), or Under Other Than Honorable Conditions.

(2) Separation with an uncharacterized description of service when separated-

(a) In an entry level status; or

(b) Fraudulent entry, erroneous enlistment, reenlistment, void enlistment; or

(c) By being dropped from the rolls (DFR) of the Army.

b. Any of the types of characterization or description of service listed in a above may be used in appropriate circumstances unless a limitation is set forth in section III of this regulation.

c. Characterization of service as a result of administrative action is governed by this regulation and the service of soldiers is either characterized or uncharacterized when they are separated from the ARNG. However, discharge certificates are issued only to those soldiers whose service is characterized as honorable or under honorable conditions per paragraph 8-14.

#### **8-8. Characterization of service**

The following are characterizations of service authorized by this regulation. Uncharacterized separation is in paragraph 8-10.

a. *Honorable*. An honorable characterization is appropriate when the quality of the soldier's service generally has met the standards of acceptable conduct and performance of duty for Army personnel, or is otherwise so meritorious that any other characterization would be clearly

inappropriate.

(1) An honorable characterization may only be awarded a soldier upon completion of his or her service obligation, or where required under specific reasons for separation, unless an uncharacterized description is warranted.

(2) When a soldier is discharged before expiration of the service obligation for a reason for which an honorable characterization is discretionary, the following considerations apply:

(a) Where there have been infractions of discipline, the extent thereof should be considered, as well as the seriousness of the offense(s).

(b) A soldier will not necessarily be denied an honorable characterization solely by reason of a specific number of convictions by court-martial or actions under the UCMJ Art 15.

(c) Conviction by a general court-martial or by more than one special court-martial does not automatically rule out the possibility of awarding an honorable characterization of service.

(d) An honorable characterization may be awarded when disqualifying entries in the soldier's military record are outweighed by subsequent honorable and faithful service over a greater period of time during the current term of service.

(e) It is a pattern of behavior and not an isolated instance that should be considered the governing factor in determining the character of service.

(f) Unless otherwise ineligible, a soldier may receive an honorable characterization of service if he or she has, during his or her current enlistment, or any extension thereof, received a personal decoration.

*b. General (under honorable conditions).* If a soldier's service has been honest and faithful, it is appropriate to characterize that service as under honorable conditions. Characterization of service as general (under honorable conditions) is warranted when significant negative aspect of the soldier's conduct or performance of duty outweighs positive aspects of the soldier's military record.

(1) When authorized, a characterization of under honorable conditions is awarded to a soldier whose military record is satisfactory but not sufficiently meritorious to warrant an honorable discharge.

(2) A characterization of under honorable conditions may be issued only when the reason for the soldier's separation specifically allows such characterization. It will not be issued to soldiers upon separation for expiration of their service obligation.

*c. Under other than honorable conditions.* Service may, but is not required to be characterized as under other than honorable conditions only when discharge is for misconduct, fraudulent entry, homosexual conduct, unsatisfactory participation, or security reasons, and the following circumstances. The AG will direct reduction in grade to PV1 per AR 600-8-19, paragraph 10-15 when the soldier is discharged *under other than honorable conditions*.

(1) When the reason for discharge is based upon a pattern of behavior, or one or more acts or omissions that constitutes a significant departure from the conduct expected of soldiers. Examples of factors that may be considered include the following:

(a) Use of force or violence to produce serious bodily injury or death.

(b) Abuse of position of trust.

(c) Disregard by a superior of customary superior-subordinate relationships.

(d) Acts or omissions that endanger the security of the United States or the health and welfare of other soldiers.

(e) Deliberate acts or omissions that seriously endanger the health and safety of other persons.

(2) A discharge where service is characterized as under other than honorable conditions will be directed only by the State Adjutants General per AR 135-178, paragraph 1-10(a).

(3) No soldier will be discharged per this regulation, with service characterized as under other than honorable conditions unless he or she is afforded the right to present his or her case before an administrative separation board. The soldier will be afforded the advice and assistance of counsel. Approved board findings, and an approved board recommendation for discharge under other than honorable conditions must support such discharge.

(4) As an exception to (3) above, a discharge with service characterized as under other than honorable conditions may be issued without board action if the soldier waives his or her right to

board action. Soldiers within two years of qualifying for retired pay cannot waive the board action.

*d. Bad conduct* discharge is issued to soldiers who are concurrently discharged from the ARNG and as a Reserve of the Army when the character of discharge and service is *Bad Conduct*. Authority is an approved sentence of a special or general court-martial per applicable State laws and Title 32, USC (Title 10, USC for soldiers in AS). Appellate review must be completed prior to discharge. Assign RE code 4.

*e. Dishonorable* discharge is issued to soldiers who are concurrently discharged from the ARNG and as a Reserve of the Army when the character of discharge and service are *Dishonorable*. Authority is an approved sentence of a general court-martial per applicable State laws and Title 32, USC (Title 10 USC for soldiers in AS). Appellate review must be completed prior to discharge of the soldier. Assign RE code 4.

#### **8-9. Limitation on characterization of service**

Characterization will be determined solely by the soldier's military record which includes the soldier's behavior and performance of duty during the current enlistment or period of service to which the separation pertains, plus any extensions of service prescribed by law or regulation or effected with the consent of the soldier. The exceptions are provided in this paragraph. In determining characterization or description of service, the following will be used as guidelines:

*a.* A soldier will receive an honorable characterization of service if limited use evidence (AR 600-85) is initially introduced by the Government in the separation proceedings, and the separation is based on those proceedings. (See *f* below and AR 135-178, paragraph 3-17f.) The separation authority will consult with the servicing Judge Advocate in cases involving limited use evidence.

*b.* The following will not be considered in determining the character of service:

(1) Pre-service activities, except in proceedings for fraudulent entry (AR 135-178, Chapter 7) when misrepresentations, including omissions of facts that, if known, would have prevented, postponed, or otherwise affected the soldier's eligibility for enlistment.

(2) Prior service activities including but not limited to, records of conviction by courts-martial, records of non-judicial punishment, records of absence without leave, or commission of other offenses for which punishment was not imposed. To the extent that such matters are considered on the issue of retention or separation, the record of proceedings will reflect express direction that such information will not be considered on the issue of characterization. As an exception, personal decorations received during prior service may be considered in characterizing the current period of service.

*c.* The limitations in this paragraph as to matters that may be considered on the issue of separation are applicable to matters that may be considered on the issue of characterization.

*d.* When the sole basis for separation is a serious offense that resulted in a conviction by a court-martial authorized to but not imposing a punitive discharge, the soldier's service may not be characterized under other than honorable conditions unless CNGB (NGB-ARH-S) approves such characterization.

*e.* The conduct of a soldier in the civilian community may form the basis for characterization under other than honorable conditions only if such conduct directly affects the performance of military duties. Such conduct may form the basis of characterization under honorable conditions only if such conduct has an adverse impact on the overall effectiveness of the Army, including military morale and efficiency.

*f.* A soldier's voluntary submission to a treatment and rehabilitation program (for personal use of drugs) and evidence provided voluntarily by the soldier concerning personal use of drugs as part of initial entry into such a program may not be used against the soldier on the issue of characterization. This limitation does not preclude the following actions:

(1) The introduction of evidence for impeachment or rebuttal purposes in any proceeding in which the evidence of substance abuse (or lack thereof) has been first introduced by the soldier; and

(2) Taking action based on independently derived evidence, including evidence of substance abuse after initial entry into the treatment and rehabilitation program.

g. The results of mandatory urinalysis may be used on the issue of characterization unless prohibited by AR 600-85.

#### **8-10. Separation where service is uncharacterized**

a. *Entry level status.* Service will be described as uncharacterized if separation processing is initiated while a soldier is in an entry level status (see glossary), except in the following circumstances:

(1) When characterization under other than honorable conditions is authorized under the reason for separation and is warranted by the circumstances of the case; or

(2) The Secretary of the Army, or the Secretary's designated representative, on a case-by-case basis, determines that characterization of service as honorable is clearly warranted by the presence of unusual circumstances involving personal conduct and performance of military duty. This characterization is authorized when the soldier is separated-

(a) By reason of selected changes in service (paragraph 8-35b); or

(b) For the convenience of the Government (paragraph 8-35c); or

(c) Under the Secretarial plenary authority (paragraph 8-35k).

b. *Void enlistments.* A soldier will not receive a discharge, characterization of service at separation, or an uncharacterized description of service, if the enlistment is void except when a constructive enlistment arises and such action is required under (3) below. If characterization or an uncharacterized description of service is not required, the separation will be described as an order of release from custody and control of the Army.

(1) An enlistment is void in the following circumstances:

(a) If it was effected without the voluntary consent of a person who has the capacity to understand the significance of enlisting in the ARNG. This includes enlistment of a person who is intoxicated or insane at the time of enlistment.

(b) If the person is under 17 years of age.

(c) If the person is a deserter from another military service.

(2) Although an enlistment may be void at its inception, a constructive enlistment will arise in the case of a person serving in the Army who-

(a) Submitted voluntarily to military authority.

(b) Met the mental competency and minimum age statutory qualifications, at the time of voluntary submission to military authority.

(c) Received military pay or allowances.

(d) Performed military duties.

(3) If an enlistment that is void at its inception is followed by a constructive enlistment within the same term of service, characterization of service or description of separation will be in accordance with paragraphs 8-7 and 8-8, as appropriate. However, if the enlistment was void by reason of desertion from another military service, the soldier will be separated by an order of release from the custody and control of the Army regardless of any subsequent constructive enlistment. A constructive enlistment does not preclude the Army from either retaining the soldier or separating the member based on the circumstances that occasioned the original void enlistment or any other reason for separation.

c. *Dropped from the rolls.* A soldier may be dropped from the rolls of the Army when such action is authorized per paragraph 8-35/ (1)(b)(10) of this regulation, and a characterization of service or other description of separation is not authorized or warranted. See paragraph 8-38 below for procedures. The AG will direct reduction in grade to PV1 per AR 135-178, paragraph 1-10a when the soldier is dropped from the rolls.

#### **8-11. Recoupment of unearned Selected Reserve Incentive Program payments**

AR 135-7 or NGR (AR) 600-7 may require recoupment of unearned portions of monetary incentives paid to soldiers when they are separated for certain reasons. If a soldier is a SRIP participant, commanders and personnel officers must ensure that all required actions are taken.

### Section III Orders and Certificates

#### 8-12. Orders

a. Refer to AR 600-8-105 for members of the ARNG/ARNGUS while on active duty (includes AGR), IET, ADT, and ADSW. It also serves as a basic frame of reference for ARNG units not on active duty. These order formats are applicable during mobilization.

b. Once a soldier receives his/her orders, by actual or constructive delivery, such orders may not be revoked except in one or more of the following circumstances:

(1) The proper authority revokes the order, either orally or in writing, prior to the effective date of the discharge. Orally revoked orders should be documented in writing within 30 days of the revocation. This includes soldiers who had extended prior to the soldier's ETS.

(2) When one or more of the exceptions to the doctrine of administrative finality exist (i.e. fraud; mistake of law; mathematical miscalculation; and/or substantial new evidence discovered contemporaneously within a short time following the action). If there is evidence of fraud, appoint an officer to investigate and report to the AG for approval. When it has been determined that a separation order was fraudulently obtained, the AG will direct appropriate corrective action.

c. After the effective date of discharge, the separation authority can only correct administrative errors, such as errors concerning grade, social security number, or misspelled name. These are the only reasons that the orders may be amended.

d. If determined that a soldier has been separated in error and there has been no fraud, the individual may reenlist if qualified. If a waiver is required, submit the case with all supporting documents and recommendations of the chain of command to the AG (MPMO) or CNGB (NGB-ARH-S) as appropriate for a determination. After all other means have been exhausted, a soldier may appeal to the ABCMR under AR 15-185 for benefits which might have been earned during the period between discharge and reenlistment. (See paragraph 8-24).

#### 8-13. Reduction orders

The AG will direct reduction in grade to PV1 per --

a. AR 600-8-19 when the soldier is discharged *under other than honorable* conditions per paragraph 8-8c.

b. AR 600-8-19 when the soldier is dropped from the rolls per paragraph 8-10c and 8-38.

#### 8-14. Certificates

a. *Honorable*. This characterization is defined in paragraph 8-8a. Normally an *honorable* characterization is issued to soldiers upon ETS or fulfillment of military service obligation. An honorable characterization is issued:

(1) On NGB Form 55 issued to soldiers concurrently discharged from the ARNG and as a Reserve of the Army with honor. This includes any request of the family if a soldier dies while in the ARNG.

(2) On NGB Form 55a issued to soldiers separated from the ARNG and concurrently transferred to the control of the Army Reserve with honor.

(3) On NGB Form 55b issued to soldiers separated from the ARNG and concurrently transferred to the Retired Reserve with honor.

b. *General*. (*Under honorable conditions*). This characterization is defined in paragraph 8-8b. Normally a *general* characterization will not be issued to soldiers upon ETS or fulfillment of military service obligation unless specifically authorized by State code.

(1) NGB Form 56 is issued to soldiers concurrently discharged from the ARNG and as a Reserve of the Army and whose characterization is *Under Honorable Conditions*, but whose military record is not sufficiently meritorious to warrant a characterization of *Honorable*.

(2) NGB Form 56a is issued to soldiers who are separated from the ARNG only, who revert to the control of the Army Reserve, and whose separation from such service are *Under Honorable Conditions*, but whose military records are not sufficiently meritorious to warrant an *Honorable* separation.



c. *Under other than honorable conditions.* This characterization is defined in paragraph 8-8c. This characterization can only be awarded to soldiers who are concurrently discharged from the ARNG and as a Reserve of the Army and when the soldier has been afforded the right to present his or her case before an administrative separation board. The soldier will be afforded the advice and assistance of counsel. Approved board findings, and an approved board recommendation for discharge under other than honorable conditions must support such discharge. The discharge may be issued for misconduct, fraudulent entry, or homosexual conduct. Assign a RE code 4 if the reason for discharge is not waivable for enlistment or reenlistment. Assign a RE 3 if the reason for discharge is waivable. Do not issue a discharge certificate.

#### **8-15. Preparation of discharge certificates**

- a. *Number of copies.* Discharge certificates will be prepared in original only.
- b. *How prepared.* Entries on discharge certificates will be typewritten. Only black typewriter ribbon ink will be used.
- c. *Entries.* Entries on the discharge certificates will be as follows:
  - (1) On the line provided under the words "This is to certify that," enter the soldier's name in signature order, followed by the last four digits of the social security number, grade, and USAR. When discharge certificate is prepared by automated systems, the soldier's name may be entered in last name, first name, and middle initial sequence.
  - (2) Enter effective date of separation in space provided this date must agree with the effective date of separation shown in the order.
  - (3) Discharge certificates normally will be authenticated by a commissioned officer. However, the separation authority or other appropriate commander may delegate this authority to a warrant officer or noncommissioned officer in the rank/grade of Sergeant First Class (SFC) and above or DA civilian in the grade of GS-7 and above. The designated official will sign the certificate in the space provided. Signature blocks will be in accordance with AR 25-50.

#### **8-16. Amendments and corrections to certificates**

- a. The discharge certificate as originally prepared cannot be altered or amended after the effective date of discharge.
- b. Correction of cosmetic or typographical administrative errors will be made on written application of the individual to the AG (MPMO). Applications for review of the type of discharge certificate awarded under this regulation will be submitted by the individual to the Commander, HRC-St. Louis (AHRC-PAV) on DD Form 293 (Application for Review of Discharge or Dismissal from the Armed Forces of the United States) for consideration by the Army Discharge Review Board (AR 15-180). See Section VI of this regulation.

### **Section IV**

#### **Report of Discharge and Record of Service (NGB Form 22 and 22A)**

#### **8-17. Preparation and distribution of NGB Form 22 (Report of Discharge and Record of Service)**

- a. Prepare NGB Form 22 for every soldier being separated from the ARNG or released from the custody and control of the military, unless the soldier is being discharged for the purpose of immediate reenlistment, executes an interstate transfer, or the soldier dies.
- b. Prepare NGB Form 22 by typewriter or other machine per table 8-2. Multi-part blank forms and computer generated forms that reproduce the form exactly are authorized with prior-approval from CNGB, (NGB-ARH-S). Use only standard 12 or 10 pitch, 10 or 12 point courier, or comparable non-variable font.
- c. *Distribution:*
  - (1) Give the original to the soldier or mail it to the soldier by certified mail.
  - (2) Include Copy 1 if the soldier completed the "Request" block in item 27 of Copy 2 prior to separation action. If the soldier indicated "Decline copies of my NGB Form 22" or is not available to sign item 27, file Copy 1 in the official MPRJ maintained by the State and later given to the individual if requested.

(3) File Copy 2 in the permanent section of the MPRJ. The disposition of the MPRJ will be in accordance with AR 600-8-104 (Tables 6-11, 6-12 or 6-14).

(4) Retain Copy 3 in state historical files.

d. Unit commanders will counsel soldiers being discharged about the significance of NGB Form 22 and procedures necessary to obtain a copy.

e. Prepare DD Form 214 (Certificate of Release or Discharge from Active Duty) for AGR Title 32 soldiers being separated from the ARNG when they are released from AGR service in addition to NGB Form 22.

#### **8-18. Amendments and corrections to NGB Form 22**

When determined from official records that NGB Form 22 contains an error or omission of pertinent facts, discharge authorities may issue NGB Form 22A (Correction of NGB Form 22, Report of Discharge and Record of Service). Give or mail a copy of NGB Form 22A to the individual concerned. Instructions for preparation, distribution, and authentication of NGB Form 22A are on the reverse side of the form.

### **Section V**

#### **Security of Forms, Lost or Destroyed Records, and Notification of Discharge**

#### **8-19. Security of forms**

a. Appoint in writing an officer, senior NCO (SFC or above), or DA civilian (GS-7 or above) to stock, control, and issue NGB Forms 22 and 22A, DD Forms 214 and 215, and all discharge certificates both automated and hard copy. Ensure that:

(1) All forms are secured.

(2) All forms to be destroyed, including blank, partially filled in, reproduced and obsolete forms are shredded or burned.

b. Forms used for training purposes will be marked permanently with ink, typing or a stamp, with the words "FOR INSTRUCTIONAL PURPOSES ONLY". Do not use real names or SSNs on forms used in training (use SSNs that begin with a 9 as a minimum, such as 999-99-9999 to preclude the chance of using a valid number).

#### **8-20. Lost or destroyed discharge records**

When a discharge certificate, NGB Form 22, or NGB Form 22A is issued and subsequently lost or destroyed, the AG concerned will, upon request of the individual, issue a signed official statement showing the date and place of enlistment, reenlistment, or extension, the date and reason for discharge, and the character of service as originally shown on the discharge certificate. The AG (MPMO) may issue a true, certified copy of NGB Form 22 and 22A filed in official records to the individual in lieu of an official statement. Identify the individual to ensure information is only given to the individual authorized to receive it.

#### **8-21. Notification of discharge**

Notification of discharge may be either:

a. Actual, by giving to the soldier the discharge certificate, order, and original (and Copy 1 if requested) of NGB Form 22.

b. Constructive, when actual delivery of the discharge certificate and related documents cannot be accomplished due to the absence of the soldier. Receipt by the soldier's organization of the order directing the discharge is sufficient notice. Note in NGB Form 22, item 18, "Remarks", the reason for the constructive notification. Mail the discharge order, certificate, and original of NGB Form 22 to the soldier's last official address designated per AR 135-91. If returned undelivered or refused, forward the envelope and documents to the AG (MPMO) for inclusion in the soldier's state file.

## **Section VI**

### **Appeals and Application for Review**

#### **8-22. Appeals to a denied request for discharge**

- a. A soldier who has been denied a request for discharge may appeal within 30 days after receipt of the denial. The soldier's unit commander may grant exceptions to the time period.
- b. Submit appeals through command channels to the AG (MPMO) explaining facts pertinent to the case that the soldier feels were not fully considered.
- c. The AG may act on appeals where the decision is favorable to the soldier. When the AG recommends denial, forward the appeal request, pertinent records, and the AG's recommendation to CNGB (NGB-ARH-S) for final determination.
- d. Soldiers will participate in unit training and activities while awaiting action on their appeals.

#### **8-23. Appeal of discharge**

Soldiers administratively discharged from the ARNG and, if applicable, the Reserve of the Army, or discharged by sentence of a special court-martial, may petition for a change to discharge. The appeal petition may address that portion of the discharge concerning the State ARNG discharge. AGs may grant or deny the appeal. This authority will not be delegated. Changes to the Reserve of the Army portion of a discharge must be submitted to the Army Discharge Review Board. Soldiers may request a change to the reason for their discharges, to upgrade the characterization of service received, or both. See AR 15-185.

#### **8-24. Army Board for Correction of Military Records (ABCMR)**

Soldiers discharged as a Reserve of the Army, who have been discharged administratively in accordance with Army regulations (this term includes National Guard (AR) Regulations), or by sentence of courts-martial, may appeal to the ABCMR per AR 15-185 after all other means have been exhausted. This board evaluates the reason for discharge, the procedures followed in accomplishing discharge, and the characterization of service. Explain the purpose and authority of the ABCMR during discharge processing, except when the discharge is for immediate reenlistment. Send appeals on DD Form 149 to Department of the Army Military Review Boards Agency, Army Board for Correction of Military Records, 1941 Jefferson Davis Highway, CCM4, 2d floor, Arlington, Virginia 22202-4508.

## **Section VII**

### **Discharge Policy**

#### **8-25. Guidelines on discharge**

- a. Discharge of soldiers on active duty (Title 10, USC) in AGR, IET, ADT, TTAD and ADSW status, as well as those ordered to active duty for contingency operations or under mobilization conditions, are governed by AR 635-200. All Outside Continental United States (OCONUS) training, including AT is conducted in Title 10 ADT status.
- b. Refer to AR 135-178 when considering enlisted soldiers not on active duty and those on full-time National Guard duty (FTNGD) under Title 32 USC for discharge from the ARNG and as a Reserve of the Army.
- c. Soldiers who have less than 3 months to serve on their statutory or contractual obligations will be concurrently discharged from the ARNG.
- d. Soldiers whose administrative discharge actions have not been acted upon by the discharge authority as required by this chapter and AR 135-178 will not be discharged (other than for ETS) prior to completion of the review process.
- e. Soldiers who qualify for nonregular retirement at age 60 and desire discharge instead of transferring to the Retired Reserve must be counseled in writing as to the possible loss of benefits. See section X of this chapter.

**8-26. Separation counseling for soldiers being discharged**

The purpose and authority of the Army Discharge Review Board (AR 15-180) and the ABCMR (AR 15-185) will be explained during separation processing, except when the separation is for immediate reenlistment or appointment. Counseling will include advice that a discharge under other than honorable conditions is a conditional bar to benefits administered by the DVA, notwithstanding any action by a Discharge Review Board. Such explanation may be furnished the soldier in written form. Failure on the part of the soldier to receive or understand this counseling does not create a bar to separation or characterization.

**8-27. Discharge before expiration of the service obligation**

- a. A discharge for the purpose of complete separation from military service terminates a soldier's statutory and contractual military service obligation on the effective date of the discharge.
- b. An enlisted ARNG soldier who is discharged from the ARNG and not concurrently discharged as a Reserve of the Army automatically becomes a member of the USAR.
- c. A discharge issued only for the purpose of a change in status with continuing military service does not terminate a statutory military service obligation. Some examples of such changes in status are:
  - (1) Discharge from enlisted status on appointment as an officer.
  - (2) Discharge from a reserve component on enlistment in a regular component.
  - (3) Discharge on transfer between reserve components.
  - (4) Discharge for the purpose of reenlistment in the same component.

**8-28. Discharge after expiration of the service obligation**

- a. A soldier is entitled to be discharged on the expiration of his or her service obligation, and normally will be discharged unless action is taken to retain the soldier beyond such expiration date.
- b. Retention beyond the expiration date of a service obligation may be either voluntary or involuntary.
  - (1) Soldiers may voluntarily remain beyond the expiration date of a service obligation if they are undergoing required health care or are being processed for physical disability separation.
  - (2) Soldiers may be involuntarily retained beyond expiration of their service obligation only when the appropriate authorities have taken action with a view toward trial by court-martial. Such action must have been initiated before the soldier's service obligation expired.
- c. Soldiers properly held beyond expiration of their service obligation, whether voluntarily or involuntarily, retain their military status and continue to be subject to the Uniform Code of Military Justice or State Military Code until formally discharged by the appropriate authorities.
- d. Soldiers otherwise eligible for discharge on expiration of their service obligation will not be retained to satisfy a debt to the United States Government or to an individual, or to process and complete an involuntary administrative separation action per this regulation. On the other hand, if the Army does not affirmatively act to discharge a soldier and the soldier does not demand discharge, but rather remains on duty and accepts pay and benefits, the military status of that soldier continues.
- e. A soldier may not be held in the ARNG beyond the normal expiration of service obligation unless the service obligation is extended by law or the provisions listed above apply. When through administrative error a soldier is not discharged on the actual date of completion of term of enlistment, reenlistment, or date of completion of statutorily obligated service, or as provided above, a remark will be included in the "Remarks" section of the soldier's DA Form 2-1 and NGB Form 22 as follows: "Retained beyond normal discharge date for the convenience of the Government."

**8-29. Effective date of discharge**

The effective date of discharge is 2400 hours on the date of notice of discharge (see paragraph 8-17, above). When discharge is for change of military status, the effective date of the order will

be the day prior to the date of the soldier's entry into a new military status.  
See section X below for effective dates on transfers to the retired reserves.

### **8-30. Notification of discharge**

Notice of discharge may be either-

- a. Actual, as by delivery to the soldier of the discharge order or certificate; or
- b. Constructive, when actual delivery of the discharge order cannot be accomplished due to the absence of the soldier to be discharged. The following applies:
  - (1) The order will be mailed to the soldier at the most recent address provided by the soldier. If a mailed discharge order is returned as "unclaimed" or "undeliverable", the returned order and its accompanying envelope will be retained in the soldier's state file.
  - (2) The discharge order of a mentally incompetent soldier will be delivered to the soldier's legal guardian.
  - (3) Notification of discharge of a soldier who can't be located or is absent in the hands of civil authorities, and subsequent to the issuance of the discharge orders, the discharge may be executed regardless of absence. Paragraph b (1) above applies.

## **Section VIII**

### **Guidelines for Separation**

### **8-31. Guidance**

When a soldier is processed on the basis of multiple reasons for separation, the following guidelines apply to procedural requirements (including procedural limitations on characterization or description of service):

- a. The basis for each reason must be clearly established.
- b. If a reason for separation set forth in the notice of proposed action requires processing under the Administrative Board Procedure, the entire matter will be processed under AR 135-178, Chapter 3, section III.
- c. When there is any other clear conflict between a specific requirement applicable to one reason and a general requirement applicable to another reason, the specific requirement will be applied.
- d. If a conflict in procedures cannot be resolved on the basis of the foregoing principles, the procedure most favorable to the soldier will be used.

### **8-32. Notification and Administrative Board Procedures**

- a. All involuntary administrative separations require commanders to notify soldiers concerning intent to initiate separation procedures. See AR 135-178, Chapter 3, section II (Notice under the Notification Procedure) and section III (Notice under the Administrative Board Procedure). The notification and administrative board procedures contained in AR 135-178 will be used as required in this regulation. All soldiers with 6 or more years of total military service on the date of initiation of recommendation for separation, or if being considered for separation under other than honorable conditions have the right to an administrative separation board. The soldier may waive this right, except as indicated in AR 135-178, paragraph 3-15c. *Waivers of the board hearings and the right to representation by counsel at board hearings will not be accepted in the cases of soldiers who have completed 18, but less than 20, years of qualifying service for retired pay.*
- b. See AR 135-178, figures 3-1 through 3-6 and AR 635-200, figures 2-1 through 2-5 and appendix B for examples of a recommendation for separation, a notification to appear before a board of officers, and a summary of proceedings.
- c. Notify soldiers when they are declared unsatisfactory participants per AR 135-91 and that transfer to the ING or separation from the ARNG with transfer to the IRR or discharge action under AR 135-178, Chapter 13 is pending. They will be given 30 days from the date on the official mail return receipt, or the date they acknowledged receipt if hand delivered, to respond to notification of initiation of separation actions. The soldier's commander may grant additional extensions upon timely showing of good cause by the soldier.
- d. Except as modified by AR 135-178 and this chapter, administrative separation boards will

conform to the provisions of AR 15-6. The proceedings of the board will be summarized. A verbatim record is only required for findings and recommendations.

e. Notify soldiers who do not meet medical retention standards of the intent to separate and afford them the opportunity to request a waiver for retention per NGR 40-501, or to provide additional information from civilian doctors at their own expense.

### **8-33. Disposition of proceedings and records**

a. When separation is ordered, file the original copy of the proceedings in the permanent section of the soldier's MPRJ.

b. When the appropriate authority does not order separation, file the proceedings at the separation authority headquarters and notify the soldier's commander of the final action.

c. When the soldier is considered for discharge because of fraudulent entry, erroneous enlistment, reenlistment or extension, and retention is recommended by the chain of command, send the complete record of proceedings with the recommendation to the AG (MPMO) or CNGB (NGB-ARH-S) (depending on who has waiver approval authority) for a final determination. If approved by the AG or CNGB, the retention constitutes a waiver of the fraudulent entry or erroneous enlistment, reenlistment, or extension. Enter the following statement in DA Form 2-1, item 27: "Discharge action based on (fraudulent entry) (erroneous enlistment, reenlistment or extension) is waived and retention is authorized on ...(date)..." File the original copy of the approved document in the permanent section of the soldier's MPRJ. If disapproved by the waiver approval authority, process the soldier for discharge.

d. Mail to the soldier a copy of the administrative separation board proceedings. Classified documents attached to the board proceedings will not be released, but may be summarized, if it can be accomplished, in an unclassified format.

(1) Mark the soldier's copy of the proceedings "Copy for (name and SSN of the soldier)" and give this copy to the soldier or the soldier's legal counsel. Obtain a signed receipt from the soldier or counsel and file it with the original board proceedings. If the soldier refuses to sign the receipt, prepare and file with the proceedings a statement to that effect.

(2) If the soldier or counsel does not want a copy of the board proceedings, or if a copy is not furnished, note that on the soldier's copy to accompany the original. Only the AG may release this copy thereafter.

## **Section IX**

### **Codes, Reasons and Procedures for Discharge or Separation**

#### **8-34. Reentry Eligibility Codes**

Reentry Eligibility codes is determined at separation. They provide information concerning the soldier's service in the ARNG, which will be considered upon future enlistment. If a soldier will receive a discharge under other than honorable conditions, and the reason for discharge is nonwaivable for enlistment, the RE code will be RE 4. If the reason for separation is waivable, the RE code will be RE 3. If a soldier receives a bad conduct or dishonorable discharge, the RE code is RE 4. See Table 8-1 for definitions of the RE codes.

## Table 8-1 Definition of Reentry Eligibility Codes

### RE CODE - Assign when a soldier is:

- 1 Fully qualified for reentry.
- 2 Discharged before completing a contracted period of service, reenlistment is not contemplated, or requesting discharge for reason of pregnancy.
- 3 Not fully qualified for reentry or continuous service at time of separation, but disqualification is waivable.
- 4 Ineligible for enlistment.
- 4R Retired with 15 or more years of AS or active service in FTNGD status. Soldier is Ineligible for enlistment or reenlistment in the ARNG.

Prior RE codes, 1A, 1B, 1C, 2, 2B, 2C and 4A apply to soldiers separated prior to 20 October 1998. These codes qualify for enlistment. The reason and authority does not preclude enlistment or require a waiver.

Prior RE codes, 2A, 3A, 3B, 3C, 3D, 3S and 3V applies to soldiers separated prior to 20 October 1998. These codes were used on soldiers who do not meet reentry criteria at time of separation are ineligible for reentry unless a waiver is granted.

### 8-35. Separation/Discharge from State ARNG and/or Reserve of the Army

Following are reasons, applicability, codes and board requirements for administrative separation or discharge from the Reserve of the Army, the State ARNG only, or both. These reasons may be used for separation from the State ARNG only. See paragraph 8-5 to determine whether to assign a soldier to the IRR. Do not transfer soldiers who have not completed IET and are therefore not mobilization assets. Required administrative separation boards are indicated. All soldiers will be notified of a commander's recommendation for their involuntary discharge. If the characterization is other than honorable or under honorable conditions the soldier will be informed of the specific factors in the service record that warrant such characterization.

- a. Refer to AR 135-178, Chapter 4, for discharge for ETS: RE 1; or, if an approved bar to reenlistment or extension is in effect, or the soldier is ineligible for extension due to overweight, APFT failure, or a positive urinalysis, but is not barred at time of ETS: RE 3.
- b. Refer to AR 135-178, Chapter 5, for the following reasons for discharge:
  - (1) Reduction in authorized strength: RE 1.
  - (2) Discharge for immediate reenlistment in the ARNG: RE 1
  - (3) Discharge for enlistment in another component of the U.S. Armed Forces: RE 1.
  - (4) Discharge on appointment as a commissioned or warrant officer: RE 2.
  - (5) Separation of cadets on disenrollment from the Senior ROTC (SROTC) or an ROTC Scholarship program: RE 2.
  - (6) Separation from the ROTC cadet early release when authorized by HQ DA: RE 1
  - (7) Discharge of a potential ROTC/SMP participant who is not accepted in the ROTC advance course: RE 2.
- c. Refer to AR 135-178, Chapter 6, for the convenience of the Government separations based on the following reasons:
  - (1) Dependency or hardship (includes parenthood and sole parents) affecting the soldier's immediate family: RE 3.
  - (2) Pregnancy: RE 2.
  - (3) Sole surviving son or daughter: RE 3.
  - (4) Involuntary separation due to parenthood. Counseling, rehabilitation, and administrative separation board procedures per paragraph 8-32 is required. RE 3.
  - (5) Not medically qualified under procurement medical fitness standards. Includes -
    - (a) Failure to meet medical procurement standards of AR 40-501, Chapter 2 prior to entry on IET including positive urinalysis and Human Immunodeficiency Virus (HIV) in entrance physicals: RE 3; or RE 4 for HIV.

- (b) Found to have been pregnant on enlistment: RE 3
- (6) Other designated physical or mental conditions. Administrative separation board procedures per paragraph 8-32 are required. RE 3.
- d. Refer to AR 135-178, Chapter 7, for the following reasons for separation:
  - (1) Minority enlistment: RE 1.
  - (2) Erroneous enlistment, reenlistment or extension: RE 3.
  - (3) Defective enlistment or reenlistment. RE 1 or RE 3.
  - (4) Failure to attend IET (phase I or phase II) within 24 months. RE 3.
  - (5) Fraudulent enlistments or Reenlistments. Administrative separation board procedures per paragraph 8-32 are required. Waiver of the fraudulent entry and suspension of separation per AR 135-178, paragraph 7-4e (2) must be approved prior to the determination. RE 3 or RE 4.
- e. Refer to AR 135-178, Chapter 8 for entry level performance and conduct separations. Use this paragraph for conscientious objectors that declare their status after enlistment, but before entry on IET. Counseling and rehabilitation are required. This paragraph cannot be used for prior service soldiers. RE 3.
- f. Refer to AR 135-178, Chapter 9 for Unsatisfactory Performance discharges. This does not apply to entry-level status personnel. Counseling and rehabilitation are required. Administrative separation board procedures per paragraph 8-32 are required. Initiation of discharge proceedings is required for soldiers without medical limitations who have two consecutive failures of the APFT, prior service applicants who refuse to attend MOS reclassification course within 24 months or who are eliminated for cause from Noncommissioned Officer Education System (NCOES) courses, unless the responsible commander has imposed a bar to reenlistment per Chapter 7, section V of this regulation: RE 3.
- g. Refer to AR 135-178, Chapter 10 for homosexual conduct discharges. Administrative separation board procedures per paragraph 8-32 are required. RE 4.
- h. Refer to AR 135-178, Chapter 11 and AR 600-85, Chapter 12 for discharge for alcohol or other substance abuse rehabilitation failure. Soldiers must request that treatment personnel provide monthly updates in writing to unit commanders, documenting satisfactory participation in a rehabilitation program. This requirement will continue until a closing document of successful completion is provided. Initiation of discharge proceedings is required for soldiers who have been referred to a program of rehabilitation within 90 days of notification. Administrative separation board procedures per paragraph 8-32 are required. RE 3.
- i. Refer to AR 135-178, Chapter 12, for the following reasons for discharge:
  - (1) Acts or patterns of misconduct under the UCMJ, State Military Code or similar laws. Administrative separation board procedures per paragraph 8-32 are required. This includes abuse of illegal drugs. All soldiers identified as abusers of illegal drugs will be referred for treatment as appropriate regardless of the commander's intent to take administrative, nonjudicial or judicial actions. Commanders must initiate separation action within 45 days of the act or referral, regardless of the commander's recommendation. Forward recommendations for retention or separation through command channels to the separation authority. See AR 135-178, Chapter 11 when the discharge authority decides to retain and as a condition of retention, enroll in a rehabilitation program as soon as possible, but within 90 days of notification. Enrollment and participation will be at no expense to the government. Commanders will immediately begin discharge actions for soldiers who refuse or fail to enroll in a rehabilitation program as a result of committing a drug offense. RE 3 or RE 4.
  - (2) Conviction by criminal Court. Administrative separation board procedures per paragraph 8-32 are required. If the sole basis for discharge is conviction of a criminal offense, counseling and rehabilitative efforts are not required. RE 3.
  - (3) Conviction by criminal Court for domestic violence. Soldiers are entitled to administrative separation board, if appropriate, unless waived by the soldier. RE 4 (based on the qualifying conviction, the soldier is unqualified for further military service by reason of the criminal conviction.)
  - (4) Conviction by criminal court cases in foreign countries. See AR 135-178, paragraph 12-3 for procedures.
- j. Refer to AR 135-178, Chapter 13 for unsatisfactory participation per AR 135-91, Chapter 4.



Commanders may recommend retention of soldiers who have accrued 9 or more unexcused absences within a one-year period. Submit requests with justification for retention to the AG (MPMO). Include verification that the notification requirements of AR 135-91 and paragraph 8-32 have been met. Soldiers must be notified by registered or certified mail the intent and projected discharge date. Retention approval authority can be delegated to the LTC command level. RE 3.

k. Refer to AR 135-178, Chapter 14 for secretarial plenary separation authority. Requests under this authority must go through command channels to CNGB (NGB-ARH-S). The basis for separation can include, but not limited to, refusal to submit to medical care, HIV infection, and when religious practices cannot be accommodated.

l. Refer to AR 135-178, Chapter 15, for the following reasons for separation:

(1) Noncitizens. ARNG members who:

(a) Fail or refuse to give a permanent address in the United States. RE 3.

(b) Visit a foreign country of their nationality for 6 months or more, or establish permanent residence in a foreign country: RE 1.

(2) Ministers of religion or divinity students. RE 1.

(3) Attain of maximum allowable age: RE 4.

(4) Approved exemption from involuntary orders to active duty per AR 601-25. RE 3.

(5) Early discharge of soldier with a bar to reenlistment. RE 3

(6) Failure to meet enlistment or retention standards for security reasons in AR 604-10.

Administrative separation board procedures per paragraph 8-32 are required. RE 4.

(7) Confirmed as infected with Human Immunodeficiency Virus per AR 600-110 may request voluntary discharge under paragraph 8-35k above and AR 135-178, Chapter 14. AR 140-10 prescribes procedures for assignment to the Standby or Retired Reserve.

(8) Medically unfit for retention per AR 40-501. Commanders, who suspect that a soldier may not be medically qualified for retention, will direct the soldier to report for a complete medical examination per AR 40-501. If the soldier refuses to report as directed, see paragraph 8-36u below. Commanders who do not recommend retention will request the soldier's discharge. When medical condition was incurred in line of duty, the procedures of NGR 40-3 will apply. Discharge will not be ordered while the case is pending final disposition. RE 3.

(9) Conscientious objection. Soldiers will be processed per AR 600-43.

(10) Dropped from the rolls. RE 3

m. Refer to AR 135-178, Chapter 16, separation for failure to meet Army body composition standards in AR 600-9. A reasonable opportunity to comply with weight reduction goals must be provided per AR 600-9. Administrative separation board procedures per paragraph 8-32 are required. Initiation of separation proceedings is required for soldiers who do not make satisfactory progress as defined in AR 600-9, and those who reenter a weight control program within 12 months: RE 3.

n. Not selected for retention by a qualitative retention board per AR 135-205, Chapter 4 and elects discharge. If the soldier elects to be reassigned to the USAR Control Group (Reinforcement) or the Retired Reserve, use paragraph 8-36r. RE 3.

### **8-36. State ARNG Separations**

This paragraph lists reasons for separation from the state ARNG not listed in paragraph 8-35 above or AR 135-178. All involuntary administrative separations require commanders to notify soldiers concerning intent to initiate separation procedures per paragraph 8-32. All soldiers being involuntarily separated will be afforded a reasonable opportunity to provide a written response for consideration by the separation authority. Characterization of service will be per applicable State codes.

a. Unit reorganization, inactivation, or relocation of a unit where there is not another unit within the State to which the soldier may be assigned. See AR 135-91, Chapter 5, section II. RE 1.

b. Moving to an area where an ARNG unit is not within reasonable commuting distance. See AR 135-91, Chapter 5. RE 1.

c. Failure to obtain assignment to a unit vacancy. See Chapter 4 of this regulation. RE 1.

d. Expiration of period in excess status. See Chapter 3 of this regulation: RE 1.

- e. Temporary overseas residence, employment, or missionary obligation. See AR 135-91, Chapter 5. RE 1.
- f. Individual request of the soldier not to be discharged from the Reserve of the Army status in order to become a member of the Army Reserve, Individual Ready Reserve: RE 1 or RE 3, as applicable.
- g. Incompatible occupation (employment conflict). The soldier must submit documentation to support undue and genuine hardship or conflict caused by membership in the ARNG and civilian occupation. See AR 135-91, Chapter 4 RE 3.
- h. Graduate student in the health professions. See AR 135-91, Chapter 5: RE 3.
- i. Failure to report for active duty when ordered. See AR 630-10. RE 3.
- j. Failure to report to the gaining state upon interstate transfer. See Chapter 4 of this regulation. RE 1 or RE 3 as appropriate.
- k. Failure to report after enlistment through the Reserve Components Transition Program. RE 1 or RE 3 as appropriate.
- l. Failure to report for annual Inactive National Guard muster per NGR 614-1. RE 1 or RE 3 as appropriate.
- m. Denial of clearance for enlistment of non-unit members of the USAR assigned to the Ready, the Standby Reserve, or the Retired Reserve. RE 3.
- n. Expiration of active status commitment in the Selected Reserve, such as at the end of 6 years of a 6x2 enlistment option. See Chapter 2, of this regulation for the enlistment options: RE 1; if a bar to reenlistment or extension is in effect, RE 3.
- o. Discharge and transfer to the Retired Reserve. See section X of this chapter and AR 140-10 for policy and procedures. RE 3, if under age 60; RE 4 if 60 or older.
- p. As a result of discharge from the Reserve of the Army. RE 1 or RE 3 as appropriate.
- q. Less than honorable discharge from the Regular Army. (Discharged from Reserve of the Army and returned to state control.) RE 4.
- r. Not selected for retention by a qualitative retention board (AR 135-205, Chapter 4) and the soldier elects to be reassigned to the USAR Control Group (Reinforcement) or the Retired Reserve. If the soldier elects to be concurrently discharged, use paragraph 8-35n above. RE 3.
- s. Placement on the permanent disability retired list. See AR 635-40. RE 3.
- t. Placement on temporary disability retired list. See AR 635-40: RE 3.
- u. Failure to obtain required physical per AR 40-501 and NGR 40-501. Soldier will be notified in writing of the requirement to obtain a physical, and given 90 days after the letter is mailed to comply with this requirement. Commander can authorize an extension of up to 60 days for extenuating circumstances: RE 3.
- v. Conscientious objection. See AR 600-43: RE 3.
- w. Acts or a pattern of misconduct and soldier is eligible for assignment to Retired Reserve. RE 3.
- x. Request for discharge in lieu of a court-martial authorized to adjudge a punitive discharge. Request for discharge may be submitted after courts-martial charges (the punishment for which under UCMJ and the MCM 2005, or the State Code, includes a bad conduct or dishonorable discharge) are preferred against the soldier, or after referral until final action by the convening authority. A soldier who is under a suspended sentence of a punitive discharge may likewise submit a request for discharge for the good of the service. The request for discharge does not prevent or suspend disciplinary proceedings. The court-martial convening authority will make this decision. The soldier will be provided the opportunity, in writing, to consult with counsel. The soldier may waive right to counsel in writing. If counsel is not waived, the counsel will provide the soldier with an assessment of the case, possible punishments, an explanation that this request for discharge be voluntary, and the consequences this type of discharge may have on the soldier's benefits and subsequent civilian life. In the request for discharge, the soldier will admit guilt to the charges, or of lesser-included offenses which also authorizes the imposition of a punitive discharge. The soldier will indicate that he or she was counseled or waived this right. Use of this discharge authority is encouraged when the commander determines that the offense is sufficiently serious to warrant discharge and the soldier has no rehabilitation potential. Each

commander in the chain of command will write a recommendation. The convening authority may approve the request for discharge and direct the characterization of service that is appropriate or disapprove the request for discharge. Characterization of service under other than honorable conditions may be appropriate. RE 3.

y. Discharge of soldiers who were previously discharged from Reserve of the Army by the Active Component of the United States Army. RE 3 or RE 4 as appropriate.

### **8-37. Substance Abuse Processing Procedures.**

Substance abuse is incompatible with military service and soldiers who abuse drugs one or more times are subject to discharge per paragraph 8-35h. Commanders will process all soldiers identified as having abused illegal drugs for separation per AR 135-178, Chapter 12. "Processed for discharge" means that discharge actions will be initiated and processed through the chain of command to the separation authority for appropriate action.

### **8-38. Dropped from the rolls (DFR) of the Army**

a. The procedures to drop ARNG/ARNGUS soldiers on Title 10 or Title 32 FTNGD, AD, Initial Active Duty for Training (IADT), ADT, ADSW, AGR or TTAD from the rolls of the Army are outlined below per AR 630-10. Except as outlined in b below, ARNGUS soldiers who are AWOL for 30 consecutive days are accessed into the strength of the Active Army and immediately DFR. They may be accessed into the strength of the Active Army and immediately DFR without regard to the length of absence if the soldier has exhibited a clear intent to remain away from his unit, organization or place of duty permanently. The following actions are taken:

(1) The commander of the organization to which the soldier is attached or assigned for AD or ADT informs the ARNG IET manager when the absentee should be DFR.

(2) The Adjutant General publishes orders, using AR 600-8-105, Table 3-1 and figure 3-10 which illustrates format 440, attaching the AWOL soldier to an Active Army unit effective 0001 hours the date of DFR.

(3) The State IET manager telephonically notifies the gaining Active Army unit commander of the order number and date. The verbal notification is the authority for the accession and dropping the soldier from the rolls.

(4) A copy of the orders prepared by the area Commander, Personnel Control Facility, Fort Knox is provided to the Chief, USADIP as soon as they are published. The orders must contain the following information:

(a) In the action lead line - "By direction of the Secretary of the Army, you are relieved from attachment and assigned to (enter the Active Army unit of which the soldier is to be assigned)."

(b) In the effective date lead line - "the date that is 0001 hours of the 31<sup>st</sup> consecutive day of AWOL."

(c) In the period lead line - "Until relieved from active duty by competent authority."

(d) In the purpose lead line - "For processing under AR 630-10."

(5) On receipt of the Active Army assignment orders, the appropriate State adjutant general discharges an ARNGUS soldier from ARNGUS status.

(6) The gaining Active Army commander -

(a) Requests that the PSC access the soldier into the strength of the Active Army, effective 0001 hours of the 31<sup>st</sup> consecutive day of AWOL.

(b) Follows the guidance in Chapter 3 of AR 630-10 and reports the soldier DFR using DA Form 4187 effective 0001 hours of the 31<sup>st</sup> consecutive day of AWOL.

(c) Ensures the deserter's DFR packet is sent to Commander, USAEREC as soon as possible.

b. ARNG/ARNGUS soldiers who depart AWOL after reporting to their AD or ADT duty station are not accessed into the Active Army for DFR action when the conditions below exist. In these cases, the soldiers may be separated while in an AWOL status from their AD or ADT duty station when one or more of the following conditions exist:

(1) The soldiers have been recommended for entry level status separation per AR 635-200, Chapter 11.

(2) The soldiers departed AWOL before completion of the separation action.

(3) Disciplinary action against the soldiers is not contemplated.

c. ARNGUS soldiers not covered by the provisions of a above can be DFR when sentenced to confinement (whether or not actually confined in a Federal or State penitentiary or correction institution) after having been found guilty of a major offense by a criminal court (sentence includes confinement of 6 months or more without regard to suspension or probation). The sentence must have become final, and the right to appeal has expired or final action on an appeal has been taken. The procedures to drop the soldier from the rolls of the Army are:

(1) The commander will request orders from the AG (MPMO) to drop the soldier from the rolls of the State ARNG.

(2) The record custodian will prepare NGB Form 22. A characterization or other description of service is not authorized. Enter in NGB Form 22, block 24, NOT AUTHORIZED, and in block 25, NONE. Do not issue a discharge certificate.

d. Distribute DFR orders to:

(1) The soldier's MPRJ.

(2) State historical file.

(3) The soldier's last known address. File order and envelope, if not delivered, in MPRJ.

e. Forward MPRJ to the State headquarters.

## **Section X**

### **Transfer to the Retired Reserve and Retirement**

#### **8-39. Eligibility**

a. Enlisted soldiers who are eligible for transfer to the Retired Reserve or placement on the Retired List may apply for transfer or retirement at any time without regard to ETS unless under an involuntary retention measure (i.e., stop loss) or order to AS. Cite this paragraph as authority in orders.

b. Retirement is voluntary. Soldiers who are separated for any reason and have 20 or more qualifying years of service towards a nonregular retirement will not be discharged unless they apply in writing. Soldiers in this category will be transferred to the USAR Control Group (Retired) unless the soldier elects discharge.

c. Separation authorities will not approve requests for separation, except those for maximum age or years of service, until they verify:

(1) The soldier has completed all remaining service obligations such as those for training, promotion, appointment, and time on station after PCS for AGR soldiers.

(2) The soldier's eligibility with NGB Form 23B per NGR 680-2. Inform soldiers who are not eligible for transfer to the Retired Reserve or placement on the Retired List of their ineligibility. If they still request separation, counsel them in writing on DA Form 4856 of their potential loss of future retirement eligibility, the related benefits, and that they may be ineligible for later reentry into active status to gain eligibility.

d. Counsel in writing those who are eligible for retirement but request concurrent discharge per paragraph 8-36o of this regulation of the potential loss of benefits and that to be retired and receive retired pay the individual must apply in writing to the Army for retired pay -- it is not automatic. File the written counseling statement with the soldier's request for separation and related documents permanently in both the MPRJ and state historical files. If the soldier refuses to sign the statement, include a statement from the counseling official fully explaining the situation. Note: Soldiers with Notification of Eligibility for Retired Pay at Age 60, (20 year letters) who are being separated will be transferred to the Retired Reserve unless they specifically request in writing on DA Form 4187 to be discharged from both State and Reserve of the Army status. Soldier must be counseled, in writing on DA Form 4856, of the effects on benefits of electing not to go into the Retired Reserve. Some examples are no commissary, PX, or MWR privileges during post retirement-pre age 60 period. The possibility of the loss of commissary, PX, MWR and similar privileges upon reaching age 60, if the soldier should not apply for placement on the Retired list. Soldiers who fail to earn 50 retirement points during a retirement year after having accrued 20 qualifying years of service will be separated. See AR 135-91, paragraph 3-6.

e. The standard retirement date for all soldiers is the first day of the month after the month in which the soldier leaves active service.

#### **8-40. Application**

a. Soldiers eligible for nonregular retired pay at age 60, may request transfer to the Retired Reserve (prior to age 60) or placement on the Retired List (at age 60) on DA Form 4187 to the AG (MPMO) up to 24 months before the selected retirement date without regard to the currently scheduled ETS. Discharges and transfers will not be approved for soldiers with service remaining obligations.

b. Soldiers applying for transfer to the retired reserves at age 60 can transfer effective on their 60th birthday or the end of the month in which they turn 60. This date must coincide with the application date on DD Form 108. This will dictate the retired pay start date.

c. Soldiers eligible for active duty length of service retirement per AR 635-200, Chapter 12, may apply for retirement on DA Form 2339 to the AG (MPMO) or to CNGB (NGB-ARZ-T) for AGR Title 10 soldiers, up to 12 months before the selected retirement date.

#### **8-41. Retired grade**

List in transfer and retirement orders the grade which the soldier is authorized on the day before transfer or retirement. See paragraph 8-40b above for effective date.

a. See AR 600-8-19, paragraph 7-11 for lateral appointments to Corporal, First Sergeant and Command Sergeant Major upon retirement.

b. See AR 600-8-19, paragraph 7-14 for special advancement to highest grade held.

c. See AR 600-8-19, paragraph 10-18 for soldiers reduced due to force structure changes and other reductions in grade not due to the soldier's misconduct.

d. All other soldiers will transfer to the Retired Reserve or be placed on the Retired List in the grade held on the date before retirement. The Army Grade Determination Review Board per AR 15-185 may determine entitlement to a higher retired grade.

#### **8-42. Orders**

a. AGs (MPMO or HRO) will issue retirement orders upon approval of applications.

b. Orders may be revoked only for critical operational requirements or extreme hardship that occurs after the orders are published. Approval to revoke these orders is the AG (DDARNG for Title 10 AGR tour personnel).

c. Orders will not be revoked for individuals transferring or retiring for mandatory, nonwaivable reasons such as maximum age or years of service.

### **Section XI**

#### **Involuntary Separation of Army National Guard Enlisted Soldiers with Eighteen or More but Less Than Twenty Years of Qualifying Service for Retirement**

#### **8-43. Authority**

The Secretary of the Army is the separation authority for all soldiers with 18 or more but less than 20 qualifying years of service for retirement per paragraph 8-2d of this regulation. This section lists the requirements to process involuntary discharge requests.

#### **8-44. Requirements**

Requests must be personally reviewed and requested in writing by the State Adjutants General and contain the following:

a. Memorandum from AG requesting that CNGB authorizes the state to discharge the soldier. Include in the memorandum the soldier's name and status (traditional, AGR, or Military Technician), and cite the type of discharge (honorable, general, other than honorable) and characterization of service requested.

b. State Staff Judge Advocate's (SJA) review of board proceedings.

c. A copy of the summary of board proceedings certified by the board president per paragraph

8-32. A Report of Proceedings, DA Form 1574, fulfills the requirement for verbatim findings and recommendations. Findings and recommendations must conform to AR 135-178, paragraph 3-17h (i.e. Separation, Retention, or Separation with suspension of separation). If they do not conform to the regulation, the AG will direct the board to reconvene per AR 135-178, paragraph 3-18.

d. Receipt from respondent or the respondent's counsel for a summary of board findings and recommendations per AR 135-178, paragraph 3-18c.

e. A certified copy of the soldier's DA Form 2-1 and a current copy of the GPFR-1790.

f. A current Retirement Point Accounting System (RPAS) statement on the soldier that shows the soldier has at least 18 but less than 20 years.

g. Records of counseling and any other rehabilitation attempts. Discharge orders will not be prepared prior to CNGB approval of discharge.

h. Toxicology Report (if applicable).

#### **8-45. Separation Boards**

a. Separation boards are required for all soldiers with 18 but less than 20 years of qualifying service for retired pay. The board cannot be waived by the soldier per AR 135-178, paragraph 3-15c. The soldier may waive in writing the right to appear before the board. However, the board must be held and the soldier's interests represented by counsel.

b. Separation board hearing actions for ARNG soldiers with at least 18 but less than 20 qualifying years of service for retirement may make the following recommendations.

(1) Separate from ARNG and as a Reserve of the Army.

(2) Separate, but recommend that the convening authority suspend separation up to 12 months.

(3) Separate from the ARNG with transfer to a USAR Control Group.

(4) Retain.

#### **8-46. Involuntary Separation**

Denial of extension or immediate reenlistment at expiration of term of service (ETS) is defined as an involuntary separation. Soldiers with between 18 and 20 years of service (Sanctuary) cannot be involuntarily discharged without Secretary of the Army approval per AR 135-178, paragraph 1-11, and board action. Should a soldier not be eligible for extension or immediate reenlistment without a waiver, the authority for waiver denial is CNGB (NGB-ARH-S). In cases where CNGB disapproved the waiver, soldiers may submit a request for reconsideration through the chain of command to CNGB (NGB-ARH-S), provided new information is provided.

**Table 8-2**  
**Preparation of NGB Form 22, Report of Separation and Record of Service**

<b>Item No.</b>	<b>Title/Description</b>	<b>Instructions</b>
None	Heading	1. Insert Army and the name of the state. 2. Insert Army when the soldier is also discharged from the Reserve of the Army. When discharged from the state ARNG only, line this space out.
1	Name	Self-explanatory; from DA Form 2-1, item 1.
2	Department, Component and Branch	Enter ARNG and the name of the state. Example: ARNG/Wyoming.
3	SSN	Self explanatory.
4	Date of Enlistment	Self explanatory; from latest DD Form 4.
5a	Rank	Enter 3-letter grade of rank, such as CSM, from DA Form 2-1, item 18.
5b	Grade of Rank	Enter pay grade for the grade of rank in block 5a, such as E-9.
6	Date of Rank	Self explanatory; from DA Form 2-1, item 18.
7	Date of Birth	Self explanatory.
8a	Station or Installation at which effected	Enter current unit of assignment, city, state, and ZIP+4 Code.
8b	Effective Date	ETS or effective date of discharge order.
9	Command to which transferred	Enter ARNG unit, USAR unit, USAR Control Group from AR 140-10, or the Retired Reserve. Enter the complete address. If discharged concurrently from the state ARNG Reserve of the Army, enter NA. Example: USAR Control Group (Annual Training) HRC - St Louis 1 Reserve Way St Louis, MO 63132-5200
10a	Net Service this Period	Enter total service creditable for pay by computing from date of enlistment in item 4 to date of discharge in item 8b. Include all active service, Reserve component service, Inactive National Guard service and AGR service only for the period covered by this form.

**Table 8-2 (continued)**  
**Preparation of NGB Form 22, Report of Separation and Record of Service**

<b>Item No.</b>	<b>Title/Description</b>	<b>Instructions</b>
10b	Prior Reserve	Enter total of all prior Reserve component service from DD Form 4, Component Service item 7b.
10c	Prior Active Federal Service	Enter total all prior active service. This includes all active service and full-time National Guard duty for which a DD Form 214 or DD Form 220 was issued.
10d	Total Service for Pay	Enter total service by adding 10a, b, and c.
10e	Total Service for Retired Pay	Enter creditable service for retired pay from NGB Form 23A, Retirement Points Accounting Statement (RPAS).
11	Terminal Date of Reserve/Military Service Obligation	Enter the terminal date of the original 6 year or 8 year service obligation (MSO) regardless of whether it is past, present or future, or enter the current ETS, whichever date is later. Enter N/A for Soldiers separating out of the Army National Guard and as a Reserve of the Army.
12	Military Education	Enter all military courses of 40 hours/5 days or more in duration recorded in DA Form 2-1, item 17.
13	Primary Specialty Number	Enter primary, secondary, and additional MOSs, MOS title from AR 611-21, and date awarded; from DA Form 2-1, item 6.
14	Highest Education Level	Enter highest level of civilian education attained; from DA Form 2-1, item 17.
15	Decorations, Medals, Commendations, Citations, Service and Training Medals and Medals and Ribbons Badges, and Tabs.	Enter from DA Form 2-1, Federal awards from item 9, and State awards from item 27. Delete from the preprinted form the words "this period". Include in this block all awards from soldier's entire service. Spell out awards to maximum practical extent. If there are too many, awards, decorations, and tabs to fit in the space, use authorized abbreviations from AR 310-50, such as MSM-1, ARCOM-2, EXP Badge w/Rifle Bar, DA Certificate of Achievement, ARNG Recruiter Badge, etc. and continue on the remarks block.
16	Serviceman's Group Life Insurance Coverage	Enter X in Yes or No block and amount of coverage.



**Table 8-2 (Continued)**  
**Preparation of NGB Form 22, Report of Separation and Record of Service**

<b>Item No.</b>	<b>Title/Description</b>	<b>Instructions</b>
17a	Type (Personnel Security Investigation)	Enter the type of investigation conducted such as ENTNAC, NAC, BI, etc., from DA Form 873.
17b	Investigation	Enter the clearance awarded such as Top Secret, Secret, Confidential, etc., and date clearance awarded from DA Form 873.
18	Remarks	<p>a. Use this block to continue any other item on the form.</p> <p>b. Enter all periods of active service during the current period of service to include ADT, IET and AGR for which a DD Form 214 or DD Form 220 was issued.</p> <p>c. Enter ING periods during this period of service only.</p> <p>d. Enter the remaining statutory or contractual obligation for which the soldier is being transferred to the USAR. Example: Individual assigned to USAR Control Group (Annual Training) to complete 1 year 4 months and 21 days statutory obligation. See also paragraph 8-6 of this regulation.</p> <p>e. When an individual is absent for any reason at time of discharge, enter the statement "Individual was discharged without personal notice" and the reason per 8-21b.</p> <p>f. Show how the NGB Form 22 and the discharge certificate, if applicable, were delivered. Example, NGB Form 22 and NGB Form 55a were mailed by certified mail to the individual's last known address shown in item 19.</p> <p>g. Enter a list of continuous enlistment periods for which an NGB Form 22 was not issued. Example: 860928-910602; 910603-970602.</p> <p>h. Enter the following SRIP information for each type of incentive in which the soldier participated during this total period of service including immediate reenlistments per 18g immediately above:</p> <p>(1) Type of SRIP in which the soldier participated.</p> <p>(2) Effective date soldier entered SRIP.</p> <p>(3) Effective date soldier was terminated from SRIP.</p> <p>(4) Reason for termination.</p> <p>(5) Whether termination was with or without recoupment.</p> <p>i. If need to continue item 18, use a blank sheet of paper that includes the following heading information: NGB Form 22, Report of Separation and Record of Service, the soldier's name from block 1, SSN from block 2, and state that "This is a continuation of Block 18." At the end of the continued entries, include the information and entries from blocks 19 through 22 exactly as entered on the basic form.</p> <p>j. Enter Bar to Reenlistment per paragraph 7-22 if an</p>

approved bar is in effect on the date of discharge.

**Table 8-2 (Continued)**

**Preparation of NGB Form 22, Report of Separation and Record of Service**

<b>Item No.</b>	<b>Title/Description</b>	<b>Instructions</b>
		<p>k. Discharged with less than three months to serve on statutory or contractual obligation. See paragraph 8-5.</p> <p>l. Verify prior service before entering it on this form. If it hasnot verified, enter "Prior service may be credited on NGB Form 22A upon verification."</p> <p>m. All soldiers, with a qualifying conviction of (Domestic Violence), who separate from the ARNG will have the word, Lautenberg, entered in parenthesis.</p>
19	Mailing Address	Enter the soldier's mailing address as of the date of discharge.
20	Signature of Person	Soldier will sign payroll signature for the name that appears in item 1. When the individual being Discharged cannot or will not sign, enter either "Soldier not available to sign" or "Soldier refused to sign."
21	Typed Name, Grade and Title of Authorizing Officer	Self explanatory. A commissioned officer or warrant officer, NCO (SFC above), or DA civilian (GS 7 or above) is authorized to sign.
22	Signature of Officer Authorized to Sign	Self explanatory.
23	Authority and Reason	Enter the authority cited on the discharge order and/or The reason from this chapter.
24	Character of Service	As cited on the discharge order, including "Uncharacterized" if that is stated.
25	Type of Certificate Used	As cited on the discharge order, if any.
26	Reenlistment Eligibility	Enter the reenlistment code cited for the reason from paragraph 8-35 or 8-36.
27	Request, Decline Copies Of my NGB Form 22 and Initials	Soldier will check one block and initial. Leave blank if the soldier is, not available.

## **Chapter 9**

### **Army National Guard Command Sergeant Major Program**

#### **Section I**

##### **General**

#### **9-1. Objective**

The ARNG Command Sergeant Major (CSM) Program is designed to ensure that effective, high caliber senior noncommissioned officers occupy CSM positions. To assure selection, AGs will personally recommend only fully qualified NCOs with the highest character and standards of professional competence, leadership and dedication. Each nominee will be further recommended by the State CSM.

#### **9-2. Special terms**

The special terms used in this program are:

- a. Fully qualified.* Soldiers professionally capable of performing all CSM duties in a worldwide field environment.
- b. Best qualified.* Soldiers selected over their peers by a State-level CSM selection board as best able to perform the duties of CSM.
- c. Zone of consideration.* Soldiers with the grade of SGM, and 1SG and MSG selected as best qualified by a promotion board for SGM, as of the last day of the month in which the board convenes.
- d. Position vacancy.* A CSM position on an MTOE or TDA that is vacant, or projected to be vacant within the next 12 months after the HQDA (NGB) board.

#### **9-3. Prerequisites**

Nominees will be:

- a.* SGM, 1SG or MSG who have been selected as best qualified by a SGM promotion board under AR 600-8-19 and selected as best qualified for appointment to CSM by a state-level CSM selection board. The State CSM selection board will be administered as indicated in AR 600-8-19, paragraph 7-34b(3).
- b.* Eligible to attend and complete the U.S. Army Sergeants Major Course. 1SG and MSG who have attended, but who have not completed the course for any reason other than hardship are not eligible for subsequent attendance. Therefore, they are not eligible for consideration for SGM or CSM. This criterion is not waivable and exceptions to policy will not be considered. See AR 600-8-19, paragraph 7-20.
- c.* Noncommissioned officers promoted to SGM prior to 1 October 1992 are considered qualified in the NCOES commensurate with their rank. Soldiers promoted to the rank of SGM before 1 October 1992 and appointed as CSM after 1 October 1992 must complete USASMC.
- d.* In a paid drill or AGR status.
- e.* Eligible for immediate reenlistment or extension without regard to time remaining to ETS.
- f.* Not yet 51 years old as of the last day of the month of the HQDA (NGB) board (31 March or 30 September). However, AGs may nominate individuals over this objective age without waiver or exception when the soldier is clearly the best qualified of all eligible candidates. Explain the circumstances, special qualities, qualifications and other relevant information in the memorandum as shown in figure 9-1 of this regulation. Soldiers must be appointed prior to their 57<sup>th</sup> birthday. Waivers or exceptions to policy to the age requirement are not authorized.
- g.* Identified for assignment to a CSM position vacancy.
- h.* Professional leaders with the qualities to perform CSM duties per DA Pam 611-21, paragraph 10-37.
- i.* Medically qualified to perform CSM duties on a worldwide basis in a field environment (AR 40-501). Theater and country restrictions caused by former service in the Peace Corps or as a prisoner of war are not disqualifying.
- j.* In a promotable status.

## **Section II Nomination**

### **9-4. General**

a. Soldiers identified for assignment to actual or projected vacant CSM positions will be nominated to the next HQDA (NGB) CSM board. Those identified for assignment to projected vacant positions may be nominated up to 12 months before the positions will be vacant.

b. A nominee's marital status, and the employment, educational pursuits, and volunteer service activities of the nominee's spouse, or lack of any of these, may not be considered in determining whether or when to nominate a soldier for CSM.

c. Soldiers who are detailed or attached to CSM positions per paragraph 4-6b of this regulation who are removed for cause, or who are pending adverse action, will not be nominated. However, those not nominated or selected due to position elimination or declination due to Military Technician or AGR position requirements may be nominated.

### **9-5. Nominations**

a. AGs will:

(1) Complete the nomination memorandum following the sample in figure 9-1 of this regulation.

(2) Assemble the nomination packet using the guidance in paragraph 9-6 of this regulation.

b. Comments by the AG (figure 9-1 of this regulation) are mandatory. Comments by the State CSM are highly encouraged. Comments by the soldier's commanders in grade LTC and higher and CSMs at those levels, are optional. Comments by anyone else are prohibited.

c. Submit nominations to the President, ARNG CSM Board, ATTN: NGB-ARH-S, 1411 Jefferson Davis Highway, Suite 3100, Arlington, VA 22202-3231 to arrive at NGB by the first day of February for the March board, and the first day of August for the September board.

d. CSMs will:

(1) Verify that the nominees were selected by the CSM Selection best qualified board.

(2) Complete the recommendation memorandum indicating concurrence with the selection.

(3) Recommendation will highlight any shortcomings in the soldier's qualifications or nomination packet.

### **9-6. Packet procedures**

Assemble packets according to correspondence procedures in AR 25-50 in the sequence of the checklist at figure 9-2 of this regulation. Submit all documents on white 8 1/2 x 11-inch paper. Do not include tabs, dividers, books, booklets, or document protectors. Packets will be destroyed after the board. Include the following items in the order listed:

a. Send originals of:

(1) Nominating memorandum that follows the sample in figure 9-1 of this regulation. AGs may include comments or separate memorandums from each commander, LTC and higher in the nominee's chain of command, and CSM in the nominee's NCO support channel. Required leadership or compatibility waivers for soldiers who are AGR or Military Technician should not be included in the nomination packet. However, these waivers must be approved prior to the soldier's assignment.

(2) Checklist per figure 9-2 of this regulation.

(3) Biographical sketch per figure 9-3 of this regulation. Do not use abbreviations other than U.S., two-letter state abbreviations, NCO, MOS, SQI, ASI, LIC, and address abbreviations.

(4) Official photograph per AR 640-30.

(5) For 1SG and MSG who are neither graduates of, nor enrolled in the U.S. Army Sergeants Major Course, DA Form 4187 (copy 1 only) and signed Statements of Agreement and Coordination per AR 600-8-19, paragraph 7-23b(11)(a) and figure 7-2. The application for the U.S. Army Sergeants Major Course will be forwarded to (NGB-ART-I) prior to submitting the packet for board action.

(6) Nominee's memorandum to the board president if it conforms to the policy in paragraph 9-

10 of this regulation.

b. Send copies of (Documents must be updated within 30 days of the board):

(1) DA Form 2-1/ERB, (Personnel Qualification Record, see AR 600-8-104) (one-sided copy).

(2) GPFR-1790 (Personnel Qualification Record), or equivalent SIDPERS-ARNG report (one-sided copy).

(a) Do not use "certified true copy" on any of the board records. Enter in the Personnel Qualification Record - Part I and (DA Form 2-1) item 35, one of the following statements:

I have reviewed the information herein and it is correct and complete.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PSB/MPD/PSC POC \_\_\_\_\_ TELEPHONE \_\_\_\_\_

(b) If, after proper notification, the soldier cannot or does not sign the PQR, the personnel officer or NCO will complete the verification by entering the following statement in item 35:

NCO was unavailable for signature and review.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PSB/MPD/PSC POC \_\_\_\_\_ TELEPHONE \_\_\_\_\_

(3) DA Form 2166-8 (NCO Evaluation Reports) for the last five years (photocopy each report head-to-foot). A "complete-the-record" NCOER is encouraged when authorized by AR 623-205, paragraph 3-33.

(4) DA Form 1059 (Academic Evaluation Report) for all NCOES courses.

(5) Verification confirming enrollment or a statement concerning the soldier's status in USASMA.

(6) DA Form 705 (Army Physical Fitness Test Record) with at least the last three years of record APFTs. When the soldier has not taken an APFT in the last three years, include a statement by the soldier's commander to explain the lack of record testing.

(7) DA Form 3349 (Physical Profile) for soldiers with limiting physical conditions. If a profile is included, also ensure there is a corresponding entry in DA Form 2-1, item 4, per AR 600-8-104. Profiles over 5 years old will be reviewed by the State Surgeon and a statement will be attached to the profile.

(8) DA Form 5500-R or 5501-R (Body Fat content worksheet) if the soldier is over the screening weight in AR 600-9, table 1.

(9) Certificates for decorations, and memoranda of commendation and appreciation within the last five years. Do not submit award orders or DA Form 638 unless they are the only available documents with the award narratives for decorations (achievement medals and higher), and do not submit documents on service or training medals or ribbons, badges or tabs.

### **Section III**

#### **Selection Board**

##### **9-7. Appointment**

The DARNG appoints the ARNG CSM Board by memorandum to meet semi-annually in March and September at Headquarters, Department of the Army, National Guard Bureau. States must establish procedures to select and nominate NCOs to this board per AR 600-8-19, paragraphs 7-28 and 7-34.

##### **9-8. Composition**

The board comprises at least two officers and three CSMs as voting members, and a recorder without vote. The DARNG will appoint alternates and replace members as needed.

a. The President is an ARNG major general or brigadier general.

b. The second officer is an Active Army colonel (AGR, Technician or M-Day colonel for state level boards).

c. The CSMs are in an active ARNG status.

d. Female and minority groups will be represented on the board to the maximum practical extent when members of these groups are being considered.

(1) Every effort should be made to ensure that all boards are composed of members that reflect the demographics of the soldiers being considered.

(2) If minority group members are being considered, boards will include at least one minority group member as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(3) If females are being considered, boards will include at least one female as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(4) Boards may include minority group members and female members even though the board may not be considering female and minority group soldiers.

e. The recorder attends to the board according to NGB Standard Operating Procedures (SOP).

### **9-9. Instructions**

A memorandum of instruction prescribes the oath, general and specific guidance, procedures, reports, and other administrative details for the conduct of each board and announcement of results.

### **9-10. Communications**

Personal appearance before the board is prohibited. Correspondence to the president of the board will be considered only if it is in the packet submitted to the board and meets the criteria of paragraph 9-6 of this regulation. Correspondence from the nominee must invite attention to matters of record that are not readily apparent in the soldier's records, but which the soldier feels is relevant to the selection process. Other than the memorandum and comments in section II above, communication with the board by third parties, including the soldier's chain of command or supervisors is not authorized.

### **9-11. Evaluation**

The board will conduct a comprehensive review of each nominee's packet using the best qualified method. A complete and objective evaluation of demonstrated professionalism and the potential to serve as a CSM will be made. An isolated example of excellence or mediocrity will not be used as a reason for or against selection. Analysis of the nominee's qualities and qualifications, and comparison to the standards for CSM, will include at least:

- a. Breadth and variety of experience.
- b. Levels of responsibilities.
- c. Professional and technical competence, efficiency, and performance trends.
- d. Length of service and maturity.
- e. Moral standards and integrity.
- f. Military and civilian education and training.
- g. Awards, decorations and commendations.
- h. Physical condition, fitness, and military bearing.
- i. Experience in various NCO leadership and staff positions, such as platoon sergeant, 1SG, detachment sergeant, operations NCO, recruiter, retention NCO, NCO academy instructor, IG, EO, etc., and their equivalent positions.
- j. Deployability.

### **9-12. Selection**

The board will select only NCOs who are best qualified for CSM and deny selection to others. Action by the board is administratively final. Soldiers selected for promotion to SGM with concurrent appointment to CSM as listed in the HQDA (NGB) ARNG CSM Selection Board list, will remain eligible for assignment, promotion and appointment from that list until assigned and appointed, removed for cause from the list, or until separated from the ARNG.

### **9-13. Announcement**

The DARNG will announce board results by memorandum to the AGs. The memorandum will include the memorandum of instruction, board membership, the recommended list, the considered list, and administrative instructions.

a. Acceptance of appointment. Selectees will be notified by their chain of command. Appointments may be accepted verbally; declinations will be in writing. Selectees must be in a promotable status and fully eligible for appointment.

b. Not selected. Their commanders will personally notify individuals not selected before the statewide list is published. Soldiers not selected by the HQDA (NGB) ARNG CSM Selection Board will not be reconsidered until the next annual State promotion board selects them as best qualified to perform the duties of CSM.

c. Declined, denied or not appointed. Submit to CNGB (NGB-ARH-S) the name, SSN, unit of assignment, and reasons for NCOs who, once selected by the board, declined or were denied appointment to CSM. Soldiers will retain selection status as indicated in paragraph 9-12 of this regulation.

## **Section IV**

### **Appointment and Assignment**

### **9-14. Appointment**

Appointment to CSM will be according to instructions in the DARNG announcement memorandum per paragraph 9-13 of this regulation, except for previous selectees and SGMs who are eligible for reappointment and assignment under this chapter and chapter 4 of this regulation.

a. 1SGs and MSGs selected for CSM will first be promoted to SGM in accordance with AR 600-8-19. These soldiers must be duty MOS qualified for the position for which promoted. This may be done on the same date and order as appointment to CSM or the lateral appointment may be done by memorandum. DA Form 4872 (Certificate of Promotion) and comparable State certificates may be used for grade actions that involve promotions. The grade on this certificate will read "Sergeant Major."

b. Primary MOS OOZ, with all authorized identifiers and codes, will be awarded on orders concurrent with appointment to CSM. Redesignate the old PMOS as SMOS per chapter 2 of this regulation.

c. DOR as SGM will not change upon appointment to CSM.

d. AGs will issue DA Form 4873 (Certificate of Appointment) signed by the Chief of Staff, Army, and the Sergeant Major of the Army, for all original appointments to CSM. This certificate can be ordered from the State Publications Office. Ensure that the signed version is ordered and not the blank certificates. This is a controlled form.

e. When a command experiences loss of an authorized CSM and the position cannot be filled by the reassignment of a CSM designee, the command may appoint an acting CSM. This acting condition will remain until a CSM selection board selects a CSM designee to fill the position, or until a CSM is assigned to the position.

### **9-15. Assignment and utilization**

The AG, for traditional and AGR Title 32 soldiers, and the Director, ARNG, for AGR Title 10 CSMs, are the assignment authorities for CSMs. This authority will not be delegated. The State CSM will advise the AG and DARNG on all CSM assignments and professional development matters.

a. CSM positions will be filled only with current CSMs, former CSMs eligible for reappointment in an active ARNG status, and ARNG CSM board selectees. Nominated MSG, 1SG and SGM may perform the duties of a CSM on an acting or detailed basis, but will not be reassigned to CSM positions until selected by the ARNG CSM board. See paragraph 4-6b of this regulation.

b. CSMs will be assigned only to authorized CSM positions while in the program. They will not be detailed or ordered for more than 30 days to duties or positions that do not require and

authorize a CSM. Should a CSM be detailed to other than CSM duties for more than 30 days or, in the case of a CSM who is not on active duty or FTNGD, be ordered to a period of such duties for a purpose other than to serve as a CSM, then laterally appoint the CSM to SGM for that period and laterally appoint the SGM to CSM at the end of the period.

c. To improve training and readiness at battalion and brigade levels, a CSM will be assigned and utilized only in battalion and brigade level positions that are related to their background CMF. The following flexibility is authorized:

(1) If the brigade and CSM background cannot be a pure match, a CSM with a background that is the same as other units within the brigade can be assigned. For example, an armor background CSM can be assigned as the infantry-heavy brigade CSM since the brigade consists of infantry and armor battalions.

(2) CSM positions at RTIs and Army communities may be considered background immaterial.

(3) In those instances where the best qualified board has exhausted all qualified applicants within the career management fields of the vacant positions, TAG must fully justify, in writing, selecting the soldiers outside the career management field.

d. Normally, CSMs assigned to general officer commands will have prior CSM experience at lower command levels.

e. CSM positions in headquarters commanded by major generals are nominative. The major general will state whether or not there are any special qualifications. Available CSMs will be considered for reassignment before seeking a soldier not in the CSM program.

#### **9-16. Reappointment**

a. Former CSMs who are in grade SGM, but were involuntarily removed for a reason listed in paragraph 9-21 of this regulation, may be reappointed immediately without board action, provided they meet the prerequisites of paragraph 9-3 of this regulation, upon reassignment to CSM positions.

b. Former CSMs who are in grade SGM, but were removed per paragraph 9-20 or 9-21 of this regulation who are not eligible for reappointment in an active status will be reappointed not earlier than the last duty day (active duty, FTNGD or IDT) before transfer to the Retired Reserve or to the Standby Reserve (Inactive Status List) to await retired pay at age 60.

c. Former CSMs removed for cause per paragraph 9-22 of this regulation may not be appointed to CSM in an active status or upon transfer under any conditions. Only the Army Grade Determination Review Board (AR 15-80) may reappoint them to CSM in the Retired Reserve after favorable action.

#### **9-17. Posthumous appointment**

Posthumous appointments to CSM are authorized for soldiers who were selected by the HQDA (NGB) board before the date of death. For this purpose only, the date of selection is the date on which the board adjourned and the soldier died by any means (other than as a result of the soldier's own misconduct) while:

a. Serving on any type of duty, paid or unpaid, or:

b. Enroute directly to or from that duty, or:

c. Within three months after that duty from injuries or illness incurred or aggravated during the times in a or b above.

#### **9-18. Active duty reporting**

When mobilized, called or ordered to active service, (except AGR, ADT, ADSW, TTAD or FTNGD under AR 135-18, AR 135-200, or AR 135-210), send a copy of the CSM's DA Form 2-1, GPFR-1790 and orders to U.S. Army Human Resources Command (AHRC-EPS), 200 Stovall Street, Alexandria, VA 22331-0400.



## **Section V**

### **Termination**

#### **9-19. Notification**

When a CSM is removed or recommended for removal from the CSM program, notify the following as appropriate:

- a. The AG (DARNG for AGR Title 10) is the approval authority for involuntary CSM removals, MOS reclassifications, and those reassignments and reductions not authorized for delegation under this regulation.
- b. The State Security Manager, who will notify the Commander, U.S. Army Central Personnel Security Clearance Facility if AR 380-67, paragraph 2-200 applies.
- c. U.S. Army Human Resources Command (AHRC-EPS) only when the CSM is under a mobilization, call or order into AS except as noted in paragraph 9-18 of this regulation.

#### **9-20. Voluntary removal**

Voluntary removal is an action for NCOs who request early release from the CSM program, including those granted AGR leadership and technician compatibility waivers, such as voluntary withdrawal from the CSM program with transfer to the ING, to a SGM vacancy, or to a lower graded position concurrent with a voluntary reduction in grade.

- a. The individual's request will include the statement, "I understand I am not eligible for reappointment to CSM while in an active status." Enter permanently in DA Form 2-1, item 4, "Not eligible for reappointment to CSM in active status. Eligible for reappointment as CSM on transfer to the Retired Reserve or to the Standby Reserve (Inactive Status List) to await retired pay at age 60" (if serving in the rank of SGM).
- b. Individuals transferred directly to the USAR Control Group or to the Retired Reserve, and who are not being transferred under or in lieu of adverse action, will remain CSMs. Enter permanently in DA Form 2-1, item 4, "Assigned to Retired Reserve (or Control Group) (or to the Standby Reserve (Inactive Status List) to await retired pay at age 60) as CSM: Not eligible to return to active ARNG unit status as a CSM."

#### **9-21. Involuntary removal**

The following actions are involuntary removals. Individuals may be eligible for reappointment to and assignment as CSM without board action. Enter permanently in DA Form 2-1, item 4, "Eligible for reappointment to CSM in active unit status or on transfer to a USAR Control Group (or to the Standby Reserve (Inactive Status List) to await retired pay at age 60 or the Retired Reserve" (if serving in the rank of SGM).

- a. Elimination of a CSM position.
- b. Relocation to another geographic area where the CSM cannot be properly assigned.
- c. Acceptance for assignment that is not a CSM position in the Military Technician or AGR programs.
- d. A Military Technician or AGR soldier granted a leadership waiver to serve a fixed period as a CSM that terminates with lateral appointment to SGM.
- e. Assignment to a sergeant major position under a state-level or NGB-level SGM career development program and there are no upward mobility positions.

#### **9-22. Removal for cause**

A CSM whose physical status, conduct, or performance falls below the standards set for program members, will be removed for cause. The commander will present a formal recommendation to the CSM for rebuttal, mitigation, extenuation, or written declination to comment. On receipt of the CSM's comments or declination, the commander will submit the recommendation through command channels. Each commander in the CSM's chain of command will review the case and make a recommendation. The AG (DARNG for AGR Title 10) is the approval authority. The commander may recommend concurrent reduction or discharge board action. All recommendations for removal, other than physical status, will include a "Relief-for-cause" NCO-

ER per AR 623-205.

Appeal of an adverse evaluation under AR 623-205 will not be cause for delay of the removal action.

**9-23. Mobilization or Presidential Call**

This paragraph is for use under a Presidential Reserve Call-up (PRC) or other call or order of an ARNG unit into active service. When it is necessary to fill a critical CSM position in a federalized unit, an AG may appoint an eligible MSG, 1SG or SGM to CSM without prior HQDA (NGB) CSM selection board approval. 1SG and MSG must be fully qualified under promotion criteria in AR 600-8-19 and selected as best qualified by a State promotion board. All appointees under this paragraph must meet the eligibility criteria of this chapter. For individuals who have not been selected to attend, and those who have not yet completed, the U.S. Army Sergeants Major Course, the status of conditional promotion (and, thus, appointment) applies. The State AG (MPMO) will immediately notify CNGB (NGB-ARH-S) in writing of promotion and appointment actions under this authority.

This section intentionally left blank

AG or JFHQ Letterhead

Office Symbol

(Date)

MEMORANDUM FOR President, (month and year) Army National Guard Command  
Sergeant Major Selection Board

SUBJECT: Nomination for the Command Sergeant Major Program

1. I recommend (*rank, first name, middle initial, last name, Social Security Number*) for entry into the Army National Guard Command Sergeant Major Program.
2. An authorized position vacancy as the Command Sergeant Major of (*insert the command, activity or installation or type of command*) (*insert exists or is projected*) within 12 months, for which they are fully qualified. Soldiers being selected for a position outside the career management field as outlined in NGR 600-200, paragraph 9-15c must be fully justified.
3. Additional comments are mandatory. For instance, if a MSG or 1SG state that a board has selected the NCO as best qualified for promotion under AR 600-8-19.
4. If the nominee is or will be over the objective age of 51, state the circumstances, special qualities and qualifications, and other relevant information.
5. If applicable, States will acknowledge the requirement to obtain a command leadership/compatibility waiver for Soldiers who are AGR or technician, prior to their assignment.
6. The nominating packet of documents required by NGR 600-200, paragraph 9-6 is enclosed.

Encl  
As

Signature  
Signature block of the  
State Adjutant General

**Figure 9-1. Nomination Memorandum**

## ARMY NATIONAL GUARD SENIOR NCO CHECKLIST

	Yes	NA
Nominating memorandum.....	___	
This checklist.....	___	
Biographical sketch.....	___	
Official photograph (or memorandum explaining absence of photo).....	___	
DA Form 2-1(single pages, certified)(No "true copies" accepted).....	___	
SIDPERS Data Sheet (8 1/2"x11" copy).....	___	
All NCOERs for the last five years (copied head to toe).....	___	
AERs or diplomas for all NCOES courses.....	___	
DA Forms 705 for the last three years (include temp/perm profiles).....	___	
DA Forms 5500/5501..if exceeds Screening Table Weight (within 6 months).....	___	___
DA Form 3349 (if required).....	___	___
Certificates for decorations, and memoranda for commendations and appreciation for the last five years.....	___	___
Nominee's memorandum to the President of the Board.....	___	___
For NCOs Not Enrolled: DA Form 4187 (copy 1 only) with Statements of Agreement and Certification...(Not for DA Board Review).....	___	___
For NCOs currently Enrolled: Class number and Module Completed.....#	___	Mod

*Instructions: Except for the nominating memorandum, this checklist, the biographical sketch, the official photograph, and the nominee's memorandum to the president of the board, submit copies on 8 1/2" x 11" white paper. Items with a lined space under NA above may not apply to each nominee. All other items are mandatory.*

\_\_\_\_\_  
Nominee signature and date

\_\_\_\_\_  
Personnel Sergeant signature and date

\_\_\_\_\_  
State CSM signature and date

**Figure 9-2. Nominee Checklist**

## BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

SSN:

Primary MOS:

Duty MOS:

Present rank:

Date of rank:

Years of active service and BASD:

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Business telephone number:

Civilian education:

Military education:

Decorations, awards and citations (spelled out in order of precedence):

Civilian affiliations:

Significant experience (include duty status and primary civilian occupation or AGR):

### **(Do not type the following on the sketch)**

1. Limit to two pages on standard 8 1/2" x 11" plain white paper using a standard courier, pica or elite font.
2. If pursuing a degree, list major and minor, institution, and date projected for completion.
3. Do not list single subcourses under military education. List only completed series.
4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
5. In significant experience, list military duty assignments and civilian positions from most recent to oldest.
6. Do not include a narrative biography, objectives, or abbreviations.
7. Type entries in regular print. Do not use all capitals, italics, bold fonts, special characters, jargon or any other gimmicks designed to draw special attention to specific entries on this document. List accurate information that is clear and concise.

**Figure 9-3. Biographical Sketch**

## **Appendix A References**

### **Section I Required Publications**

AR 15-6  
Procedure for Investigating Officers and Boards of Officers

AR 15-180  
Army Discharge Review Board

AR 15-185  
Army Board for Correction of Military Records

AR 25-50  
Preparing and Managing Correspondence

AR 27-10  
Military Justice (cited in paragraphs)

AR 40-501  
Standards of Medical Fitness

AR 95-2  
Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigational Aids

AR 135-7  
Incentive Programs

AR 135-18  
The Active Guard Reserve (AGR) Program

AR 135-91  
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135-178  
Enlisted Administrative Separations

AR 135-180  
Qualifying Service for Retired Pay Nonregular Service

AR 135-200  
Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

AR 135-205  
Enlisted Personnel Management

AR 135-210  
Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

AR 135-381  
Incapacitation of Reserve Component Soldiers

AR 140-10  
Assignments, Attachments, Details, and Transfers

AR 351-1  
Individual Military Education and Training

AR 380-67  
Personnel Security Program

AR 600-8-2  
Suspension of Favorable Personnel Actions (Flags)

AR 600-8-10  
Leaves and Passes

AR 600-8-19  
Enlisted Promotions and Reductions

AR 600-8-104  
Military Personnel Information Management/Records

AR 600-8-105  
Military Orders

AR 600-9  
The Army Weight Control Program

AR 600-13  
Army Policy for the Assignment of Female Soldiers

AR 600-20  
Army Command Policy

AR 600-43  
Conscientious Objection

AR 600-60  
Physical Performance Evaluation System

AR 600-85  
Army Substance Abuse Program (ASAP)

AR 600-110  
Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

AR 601-25  
Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty

AR 601-210  
Regular Army and Army Reserve Enlistment Program

AR 604-10  
Military Personnel Security Program

AR 611-5  
Army Personnel Selection and Classification Testing

AR 611-6  
Army Linguist Management

AR 623-205  
Noncommissioned Officer Evaluation Reporting System

AR 630-10  
Absence without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

AR 635-40  
Physical Evaluation for Retention, Retirement, or Separation

AR 635-200  
Enlisted Personnel

AR 640-30  
Photographs for Military Personnel Files

DA Pam 611-21  
Military Occupational Classification and Structure

DoD 1312.1-I  
DoD Occupational Conversion Index

DoD 7000.14-R, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay

FM 1-303  
Air Traffic Control Facility Operations and Training

NG Pam 25-10  
Standard Installation/Division Personnel System - Army National Guard (SIDPERS-ARNG) Data Element Dictionary

NGR 40-3  
Medical Care for Army National Guard Members

NGR 40-501  
Standards of Medical Fitness - Army National Guard

NGR (AR) 310-10  
Military Orders

NGR (AR) 350-1  
Army National Guard Training

NGR 351-1  
Individual Military Education and Training

NGR (AR) 600-5  
The Active Guard/Reserve (AGR) Program Title 32, Full-time National Guard Duty (FTNGD)



NGR 600-7  
Selected Reserve Incentive Programs

NGR (AR) 600-8-104  
Military Personnel Information Management/Records

NGR 600-10  
ARNG Tour Program (NGB Controlled Title 10 USC Tours)

NGR 600-25  
Military Technician Compatibility (cited in paragraphs 3-6g, 4-4e (3))

NGR (AR) 600-100  
Commissioned Officers - Federal Recognition and Related Personnel Actions

NGR 600-101  
Warrant Officers - Federal Recognition and Related Personnel Actions

NGR 601-1  
Recruiting and Retention Resource Management

NGR 601-2  
Army National Guard Strength Maintenance Program

NGR 614-1  
Inactive National Guard

NGR (AR) 680-1  
Personnel Assets Attendance and Accounting

NGR 680-2  
Automated Retirement Points Accounting System

TRADOC Regulation 351-10  
Institutional Leader Training and Education

## **Section II**

### **Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 310-25  
Dictionary of United States Army Terms (Short Title: AD)

AR 310-50  
Authorized Abbreviations, Brevity Codes, and Acronyms

AR 340-21  
The Army Privacy Program

DA Pam 25-51  
The Army Privacy Program - System of Record Notices and Exemption Rules

DA Pam 350-59  
Army Correspondence Course Program Catalog

DA Pam 351-4  
U.S. Army Formal Schools Catalog

### **Section III**

#### **References Forms**

DA Form 2-1  
Personnel Qualification Record

DA Form 268  
Report to Suspend Favorable Personnel Actions (FLAG)

DA Form 1059  
Service School Academic Evaluation Report

DA Form 1315  
Reenlistment Data

DA Form 2028  
Recommended Changes to Publications and Blank Forms

DA Form 2627  
Record of Proceedings under Article 15, UCMJ

DA Form 3349  
Physical Profile

DA Form 4187  
Personnel Action

DA Form 4651-R  
Request for Reserve Component Assignment or Attachment

DA Form 4836  
Oath of Extension of Enlistment or Reenlistment

DA Form 4856  
Developmental Counseling Form

DD Form 4 Series  
Enlistment/Reenlistment Document - Armed Forces of the United States

DD Form 93  
Record of Emergency Data

DD Form 149  
Application for Correction of Military Record under the Provisions of Title 10, U.S. Code, Section 1552

DD Form 293  
Application for the Review of Discharge or Dismissal from the Armed Forces of the United States

DD Form 368

Request for Conditional Release

DD Form 2808  
Report of Medical Examination

NGB Form 22  
Report of Separation and Record of Service

NGB Form 22-5-R-E  
Addendum to DD Form 4

NGB Form 55  
Honorable Discharge from the Armed Forces of the United States of America - Army National Guard  
(Storage Safeguard)

NGB Form 55a  
Honorable Discharge from the Federally Recognized Army National Guard (Storage Safeguard)

NGB Form 55b  
Honorable Discharge Certificates, Retired Reserve (Storage Safeguard)

NGB Form 56  
General Discharge under Honorable Conditions (Storage Safeguard)

NGB Form 56a General Discharge from the Federally Recognized Army National Guard (Storage  
Safeguard)

NGB Form 60  
Request for Clearance from the U.S. Army Reserve for Enlistment/Appointment in Army National Guard

NGB Form 602-R-E  
Bar to Reenlistment, Immediate Reenlistment or Extension (Certificate)

NGB Form 4100-1-R-E  
Enlisted Promotion Point Worksheet

NGB Form 4101-1-R  
Enlistment Promotion Appraisal Worksheet

NGB Form 4991-R  
Declination of Continued Service Statement

SGLV Form 8286  
Service members' Group Life Insurance Election and Certificate

SF 88  
Report of Medical Examination

## **Glossary**

## **Section I Abbreviations**

**ABCMR**  
Army Board for Correction of Military Records

**AD**

Active Duty

**ADSW**

Active Duty for Special Work

**ADT**

Active Duty for Training

**AER**

Academic Evaluation Report

**AFCT**

Armed Forces Classification Test

**AFS**

active Federal service

**AG**

Adjutant General

**AGR**

Active Guard Reserve

**AIT**

Advanced Individual Training

**AMOS**

Additional Military Occupational Specialty

**ANCOC**

Advanced Noncommissioned Officer Course

**ANG**

Air National Guard

**APFT**

Army Physical Fitness Test

**APT**

Army Personnel Tests

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**AR-PERSCOM**

U.S. Army Reserve Personnel Command

**ASAP**

Army Substance Abuse Program

**ASI**

Additional Skill Identifier

**AT**

Annual Training

**ATC**

Air Traffic Controller

**ATCS**

Air Traffic Controller Specialist

**ATRRS**

Army Training Requirements and Resource System

**BASD**

Basic Active Service Date

**BESD**

Basic Enlisted Service Date

**BNCOC**

Basic Noncommissioned Officer Course

**BSC**

Battle Skills Course

**BT**

Basic Training

**CASP**

Civilian Acquired Skills Program

**CCF**

U.S. Army Central Personnel Security Clearance Facility

**CES**

Cumulative Enlisted Service

**CMIF**

Career Management Information File

**CNGB**

Chief, National Guard Bureau

**CPMOS**

Career Progression Military Occupational Specialty

**DA**

Department of the Army

**DARNG**

Director, Army National Guard

**DCPC**

Direct Combat Probability Code

**DDARNG**

Deputy Director, Army National Guard

**DEP**

Delayed Entry Program

**DFR**

Dropped from the Rolls

**DJMS**

Defense Joint Military Pay System

**DMOS**

Duty Military Occupational Specialty

**DoD**

Department of Defense

**DOR**

Date of Rank

**EAD**

Extended Active Duty

**ECM**

Enlistment Criteria Memorandum

**EPM**

Enlisted Personnel Manager

**EQRB**

Enlisted Qualitative Retention Board

**ETS**

Expiration Term of Service

**FAA**

Federal Aviation Administration

**FSC**

First Sergeants Course

**FTNGD**

Full-time National Guard Duty

**FTS**

Full Time Support

**GNPS**

Glossary Non-Prior Service

**HIV**

Human Immunodeficiency Virus

**HQDA**

Headquarters, Department of the Army

**HRO**

Human Resource Office

**IADT**

Initial Active Duty for Training

**IDT**

Inactive Duty Training

**IET**

Initial Entry Training

**ING**

Inactive Army National Guard

**IRR**

Individual Ready Reserve

**IST**

Interstate Transfer

**LIC**

Language Identification Code

**MCCDC**

Marine Corps Combat Development Command

**MDRB**

Medical Duty Review Board

**MMRB**

MOS Military Review Board

**MOI**

Memorandum of Instruction

**MOS**

Military Occupational Specialty

**MOSC**

Military Occupational Specialty Code

**MPMO**

Military Personnel Management Office

**MPRJ**

Military Personnel Record Jacket

**MS**

Military Science

**MSO**

Military Service Obligation

**MTOE**

Modification Table of Organization and Equipment

**NAC**

National Agency Check

**NCO**

Noncommissioned Officer

**NCOES**

Noncommissioned Officer Education System

**NGB**

National Guard Bureau

**NGPEC**

National Guard Professional Education Center

**NGR**

National Guard Regulation

**NOFC**

Notification of Future Change

**NPS**

Non-Prior Service

**OCONUS**

Outside Continental United States

**OCS**

Officer Candidate School

**OMPF**

Official Military Personnel File

**PEB**

Physical Evaluation Board

**PEBD**

Pay Entry Basic Date

**PERSCOM**

Personnel Command

**PLDC**

Primary Leadership Development Course

**POTO**

Plans, Operations and Training Office

**PRC**



Presidential Reserve Call-up

**PRP**

Personnel Reliability Program

**PS**

Prior Service

**PSB**

Personnel Services Branch or Battalion

**PSC**

Personnel Services Center

**RA**

Regular Army

**RC**

Reserve Components

**REFRAD**

Release from Active Duty

**ROTC**

Reserve Officers' Training Corps

**ROTC/SMP**

Reserve Officers' Training Corps/Simultaneous Membership Program

**RRC**

Recruiting and Retention Commander

**RRNCO**

Recruiting and Retention Noncommissioned Officer

**RTI**

Regional Training Institution

**SA**

Secretary of the Army

**SDA**

Special Duty Assignment

**SDAP**

Special Duty Assignment Pay

**SFPA**

Suspension of Favorable Personnel Actions

**SFQC**

Special Forces Qualification Course

**SIB**

Standard Installation/Division Personnel System Interface Branch

**SIDPERS**

Standard Installation/Division Personnel System

**SMOS**

Secondary Military Occupational Specialty

**SMP**

Simultaneous Membership Program

**SOJT**

Supervised on the Job Training

**SOP**

Standard Operating Procedures

**SQI**

Special Skill Identifier

**SRIP**

Selected Reserve Incentive Program

**SSN**

Social Security Number

**STAB**

Standby Advisory Board

**SUTA**

Split Unit Training Assembly

**TATS**

The Army Training System

**TATS-C**

The Army Training System - Courseware

**TBP**

To be published

**TCO**

Test Control Officer

**TDA**

Table of Distribution and Allowances

**TDY**

Temporary Duty

**TIMIG**

Time in Grade

**TIS**

Time in Service

**TPU**

Troop Program Unit

**TTAD**

Temporary Tours of Active Duty

**UCMJ**

Uniform Code of Military Justice

**UIC**

Unit Identification Code

**USAR**

United States Army Reserve

**USC**

United States Code

**Section II**

**Terms**

**Section II**

**Terms**

(The following terms have been tailored to fit this regulation and as such may not be completely applicable to other regulations. AR 310-25 is the official Dictionary of Army Terms.)

**Active Army**

*a.* The Active Army consists of:

(1) Regular Army soldiers on active duty.

(2) Army National Guard of the United States and Army Reserve soldiers on active duty (except as excluded below).

(3) Army National Guard soldiers in the service of the United States pursuant to a call.

(4) All persons appointed, enlisted, or inducted into the Army without component.

*b.* Excluded are soldiers serving on:

(1) Active duty for training (ADT)

(2) Active Guard Reserve (AGR) status

(3) Active duty for special work (ADSW) (which includes temporary tours of active duty (TTAD)) for 180 days or less.

(4) Active duty pursuant to the call of the President (10 USC 12304).

**Active duty**

Full-time duty in the active military service of the United States. As used in this regulation, the term is applied to all Army National Guard of the United States soldiers ordered to duty under Title 10, U.S. Code, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32, U. S. Code.

**Active Guard Reserve (AGR)**

ARNGUS personnel serving on active duty (AD) under Title 10, U.S. Code, section 12301(d) and ARNG personnel serving on full time National Guard duty (FTNGD) under Title 32, U.S. Code, section 502(f). These personnel are on FTNGD or AD (other than for training) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components and are paid from National Guard Personnel appropriations. Exceptions are personnel ordered to AD as-

*a.* General officers.

*b.* United States Property and Fiscal Officers under 32 USC 708.

*c.* Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act, (50 USC App 460(b)(2)).

- d.* Members of the Reserve Forces Policy Board serving under 10 USC 10301.
- e.* Members of Reserve Components on active duty to pursue special work (10 USC 115(d) and 10 USC 641(1)(D)).

**Active status**

The status of an Army National Guard of the United States (ARNGUS) soldier, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

**Active service**

Service on active duty or full time National Guard duty.

**Adjutant General**

This term refers to the Adjutant General or Commanding General of all 54 States, Commonwealths, Puerto Rico, Virgin Islands and the District of Columbia.

**Administrative board procedure**

An administrative separation action wherein the respondent will have a right to a hearing before a board of commissioned, warrant, or noncommissioned officers. It is initiated in the same manner as the Notification Procedure (AR 135-178).

**Administrative separation**

Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by the Department of the Army (DA) or by law. Separation by sentence of a general or special court-martial is not an administrative separation.

**Administrative separation board**

A board of officers, or officers and NCOs, appointed to make findings and to recommend retention in or separation from the service. The board states the reason and recommends the type of separation or discharge certificate to be furnished.

**Army National Guard (ARNG)**

That part of the organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that-

- a.* Is a land force;
- b.* Is trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the Constitution;
- c.* Is organized, armed, and equipped wholly or partly at Federal expense; and
- d.* Is federally recognized.

**Army National Guard of the United States (ARNGUS)**

The reserve component of the Army all of whose members are members of the Army National Guard. The ARNGUS consists of-

- a.* Federally recognized units and organizations of the Army National Guard; and
- b.* Members of the Army National Guard who are also Reserves of the Army.

**Bar to reenlistment, immediate reenlistment or extension of enlistment or reenlistment.**

The intent of a bar is to deny continued service and future entrance into the ARNGUS. A bar is a procedure to deny reenlistment, immediate reenlistment or extension of enlistment or reenlistment to soldiers who would otherwise be eligible but whose continuation of service beyond ETS, without improvement, is not in the best interests of the ARNGUS.

**Basic training**

Initial entry training which provides non-prior service personnel instruction in basic skills common to all soldiers and precedes advanced individual training (AIT).

**Career progression MOS (CPMOS)**

Indicates to soldiers and leaders the channel in which they should expand professional development efforts and seek assignments (paragraph 2-7 of this regulation)

**Character of service for administrative separation**

A determination reflecting a soldier's military behavior and performance of duty during a specific period of service. The three characters are Honorable; General (Under Honorable Conditions); and under Other Than Honorable Conditions. The service of soldiers in entry level status is normally described as uncharacterized.

**Contractually obligated soldier**

A soldier who has completed his or her statutory service obligation and is serving on a contractual obligation or a soldier enlisted or appointed under circumstances in which a statutory obligation was not incurred.

**Contractual term of service**

The military service obligation incurred by completion of the oath of enlistment on an enlistment or reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation that is to be served in a unit of the Selected Reserve. Example: The 6X2 enlistment option requires that 6 years be served in a unit of the Selected Reserve and the remaining two years be served in the Individual Ready Reserve (IRR).

**Convening authority**

Can be defined as any of the following:

- a. The separation authority.
- b. A commanding officer who is authorized by this regulation to process the case, except for final action, and who otherwise has the qualifications to act as a separation authority.
- c. The promotion authority as defined in paragraph 6-2 of this regulation.

**Commuting distance**

The greatest distance a soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders.

**Delayed Entry Program (DEP)**

A program where soldiers may enlist and who are assigned to USAR Control Group (Delayed Entry) until they enlist in the Regular Army.

**Discharge**

Complete severance from all military status gained by the enlistment concerned.

**Entry level status**

- a. Upon enlistment, a soldier qualifies for entry level status during-
  - (1) The first 180 days of continuous active military service; or
  - (2) The first 180 days of continuous active service after a service break of more than 92 days of active service.
- b. A member of a Reserve component who is not on active duty or who is serving under a call or order to active duty for 180 days or less begins entry level status upon enlistment in a Reserve component. Entry level status for such a member of a Reserve component terminates as follows:
  - (1) 180 days after beginning training if the soldier is ordered to ADT for one continuous period of 180 days or more; or
  - (2) 90 days after the beginning of the second period of ADT if the soldier is ordered to ADT under a program that splits the training into two or more separate periods of active duty.
- c. For the purposes of characterization of service, the soldier's status is determined by the date of notification as to the initiation of separation proceedings.

**Expiration of service obligation**

The scheduled date on which an individual's statutory or contractual (whichever is later) military service obligation will end.

**Expiration term of service (ETS)**

The scheduled date on which an individual's statutory or contractual (whichever is later) term of military service will end.

**Extended active duty (EAD)**

Active duty performed by a member of the ARNGUS or USAR when strength accountability passes from the ARNG or USAR to the Active Army.

**Extensions**

The continuation of active ARNGUS service with the ARNG of the same State, Territory, or Commonwealth consummated by subscription to the oath of extension. This definition may be used with the term immediate reenlistment.

**Full-Time National Guard Duty (FTNGD)**

Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of Title 32, U.S. Code, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

**Full-Time Support (FTS) Program**

This program encompasses personnel assigned as a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the ARNGUS. These personnel include civilian personnel, members of the Active Army, and personnel serving on Active Guard Reserve status. The Active Guard Reserve Program is a component of the Full-Time Support Program. (AR 135-18).

**Immediate reenlistment**

This term represents concurrent action in which the separation/discharged documents are not given to the soldier until reenlistment (within 24 hours from date of separation/discharge) in the ARNG of the same or another state has been affected. When discharged documents have not been prepared, see the term "extension." Immediate reenlistment is authorized to correct errors (other than minor administrative) made on previous enlistment, reenlistment, immediate reenlistment, or extension or with approval of NGB-ARH-S to correct an illegal or erroneous discharge. In the later case award of pay and retirement points for duty not performed requires a petition to the ABCMR

**Individual Ready Reserve (IRR)**

Soldiers who are assigned to the following USAR Ready Reserve Control Groups: (AT), (Reinf), (OADO), (DEP), (Dual Component), and (ROTC).

**Initial entry training (IET)**

A term used to identify mandatory training each soldier must complete upon initial entry in the service to qualify in a military specialty and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of basic training and specialty qualification while serving on active duty or active duty for training. This includes completion of initial active duty for training (IADT).

**Military record**

A soldier's overall performance while a member of a military service, including personal conduct and performance of duty (Chapter 8).

**Multiple Unit Training Assembly (MUTA)**

Two or more UTAs conducted consecutively. (AR 135-91)

**Non-prior service (NPS)**

This term is used to identify an applicant who, at the time of enlistment or appointment in the U.S. Army Reserve, has never previously served creditably in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

**Notification procedure**

The initiation of an administrative separation process in which the respondent is notified in writing of the proposed separation, the bases thereof, the results of separation, and his or her rights. This term is commonly used when the respondent does not have a right to a hearing before a board of officers (Chapter 8).

**Prior services (PS)**

This term is used to identify a soldier whom, at the time he or she is accessed to the ARNGUS by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

*Note. Soldiers classified as Glossary Nonprior Service for the purpose of enlistment in a Regular or Reserve component should be identified, processed, and administered as having previous military service on enlistment in the ARNGUS.*

**Professional development**

A function of individual training education and experience to sustain a combat ready force.

**Ready Reserve**

The Ready Reserve of the Army is comprised of military members of the ARNGUS and USAR, organized in units or as individuals, and liable for order to active duty in time of war or national emergency. The Ready Reserve consists of three subcategories: the Selected Reserve, the Individual Ready Reserve (IRR), and the Inactive National Guard (ING).

**Reasonable commuting distance**

The maximum distance a member of a Reserve component may be required to travel involuntarily between residence and IDT site. That distance may be in the following:

- a. A 100-mile radius of the IDT site or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in 3 hours. That applies only to those units that normally do four IDT sessions on 2 consecutive days and where Government meals and quarters are provided at the unit IDT site.
- b. A 50-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1 1/2-hour period, where Government meals and quarters are not provided at the unit IDT site.

**Release from active duty**

Termination of active duty status and transfer or reversion to a Reserve component not on active duty, including transfer to the IRR.

**Reserve Components of the Army**

The Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR).

**Reserve of the Army**

Enlisted members of the ARNGUS and the USAR. (AR 135-178)

**Retired Pay**

Pay granted members and former members of the Reserve components under title 10, USC, section 1331, after completion of 20 or more years of qualifying service and on attaining age 60. This pay is based on the

highest grade satisfactorily held at any time during an individual's entire period of service, other than in an inactive section of a Reserve component. (AR 135-180)

**ROTC cadet**

A student enrolled in the Senior Reserve Officers' Training Corps (SROTC) as a cadet under 10 USC 2104 or 10 USC 2107.

**ROTC program**

The Senior Reserve Officers' Training Corps of the Army.

**Satisfactory participation**

A level of performance where a soldier avoids incurring the condition of unsatisfactory participation as defined in AR 135-91.

**Selected Reserve**

The Selected Reserve of the Army consists of those units and individuals in the Ready Reserve designated as so essential to initial wartime missions that they have priority over all other Reserves. The Selected Reserve includes officers, warrant officers, and enlisted soldiers who are:

- a. Members of the Army National Guard of the United States (ARNGUS).
- b. Assigned to troop program units of the USAR.
- c. Serving on active duty (10 USC 12301d) or full-time National Guard duty (32 USC 502f) in an Active Guard/Reserve (AGR) status.
- d. Individual Mobilization Augmentees (IMA).

**Separation**

An all inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, death, or discharge from the Army National Guard of the United States with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the U.S. Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations.

**Separation authority**

An official authorized by the Secretary of the Army, or his designated official, to take final action with respect to a specified type of separation.

**Standby Reserve**

The Standby Reserve consists of personnel maintaining their military affiliation without being in the Ready Reserve, having been designated key civilian employees, or who have a temporary hardship or disability. These soldiers are not required to perform training and are not part of units. It is a pool of trained soldiers who may be mobilized as needed to fill manpower needs in specific skills. The Standby Reserve consists of two training categories: the Active Status List and the Inactive Status List.

**State**

This term refers to all States, Commonwealths, Puerto Rico, Virgin Islands and the District of Columbia.

**Statutorily obligated member**

A soldier who is serving by reason of law.

**Statutory term of service**

The military service obligation incurred on initial entry into the Armed Forces under 10 USC 651.

**Temporary tours of active duty**

A term applied to active duty for special work (ADSW) when the tour of duty is paid from military personnel appropriations (MPA) and the purpose of the tour is to support an Active Army mission.



**Troop program unit (TPU)**

A TOE or TDA unit of the USAR organization that serves as a unit on mobilization or one that is assigned a mobilization mission. The “unit” in this case is the largest separate unit prescribed by the TOE or TDA.

**Unit Training Assembly (UTA)**

An authorized and scheduled training assembly of at least 4 hours. (AR 135-91)

**Unit vacancy**

A position authorized by paragraph and line number of a TOE or TDA that is unoccupied.

**Unsatisfactory participant**

A member of the Selected or individual Ready Reserve who fails to participate as outlined in AR 135-91.

**U.S. Army Reserve (USAR)**

The Army Reserve includes all Reserves of the Army who are not members of the Army National Guard of the United States (ARNGUS) and who are in a Ready, Standby, or Retired Reserve category. It is a Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime, and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency.

**U.S. Army Reserve Personnel Command (AR-PERSCOM)**

A field operating agency of the Chief, Army Reserve (CAR) which manages the professional career development of individual USAR soldiers to provide trained individual USAR soldiers for mobilization. This agency commands the Individual Ready, Standby, and Retired Reserve and administers the USAR AGR, and IMA programs.

**National Guard Regulation 600-200**

**Personnel - General**

# **Enlisted Personnel Management**

Departments of the Army and the Air Force  
National Guard Bureau  
Arlington, VA 22202-3231  
31 July 2009

**UNCLASSIFIED**

**11-L-0109 VVA (ANG) 603**

# ***SUMMARY of CHANGE***

NGR 600-200  
Enlisted Personnel Management

This is a complete revision, dated 31 July 2009, which:

- o Removes old chapters 2, 3 and 4 and establishes them in the ARNG Enlistment Criteria Program.
- o Changes the previous chapter 5, as new chapters 2, 3 and 4.
- o Adds chapter 2 (Classifications and Reclassification), chapter 3 (Utilization Management), chapter 4 (Assignment and Transfer), and chapter 5, (Special Duty Assignment Pay).
- o Changes the previous chapter 8 to the new chapter 6.
- o Changes the previous chapter 9 to the new chapter 7.
- o Removes language associated with EAD/TTAD and replaces with Active Duty Operational Support (ADOS). Note: AR 135-210 (the governing regulation) is currently dated 17 Sep 99 and does not reflect these up to date changes.
- o Adds CNGB (NGB-ARZ-T) as the authority to award MOSs for enlisted Soldiers in the AGR Title 10 tour program (para 2-3d).
- o Clarifies award of Secondary MOS (SMOS) and Additional MOS (AMOS) (para 2-6).
- o Adds Career Progression Military Occupational Specialty (CPMOS) (para 2-7).
- o Changes procedures in the use of SQIs 4A and Y2 (para 2-12e).
- o Clarifies reclassification due to physical profile (para 2-13).
- o Adds special reporting code 00F (MOS Immaterial)(para 2-20).
- o Selection from EPL list to 00F positions (para 2-21).
- o Instructor criteria for assignment (para 2-23).
- o Additional requirements for RTI instructors (para 2-24).
- o Clarifies the meaning of MOS substitutability (para 3-8).
- o Clarifies utilization of Soldiers convicted under the Lautenberg Amendment (para 3-10).
- o Clarifies utilization controls and explains utilization of MOS 79T and SQI 4 (para 3-11 and appendix B).
- o Adds the enlisted Permissive Parachuting Program (para 3-15 and appendix C).
- o Adds a requirement that newly assigned 1SGs will complete the First Sergeant Course within one year (para 4-6d(2)).

- o Clarifies selection procedures to fill NCO vacancies (Chap 4, section III).
- o Adds guidance for uncoordinated interstate transfers (para 4-16 and appendix E).
- o Removes the "Promotion and Reduction" chapter. These policies are now contained in AR 600-8-19.
- o Chapter 6 has been revised and reformatted to conform to AR 135-178.
- o Provides guidance for the completion of NGB Form 22, block 18, (Remarks) for Soldiers convicted of domestic violence under the Lautenberg Amendment (Appendix F).
- o Clarifies procedures for the Mobilization Asset Transfer Program (MATP) (para 6-5).
- o Removes "Determination by AG or CNGB that separation is in the best interest of the State or as prescribed in NGB directives" (para 6-36).
- o Removes "For other reasons as stipulated by State Law" (para 6-36).
- o Adds specific procedures and required actions for to administer Soldiers being dropped from the rolls (para 6-38).
- o Focuses the CSM selection and nomination process on the AG (chap 7).
- o Changes USASMC application to be forwarded to (NGB-ART-I) for processing. (para 7-6b and appendix G).
- o Provides for the president of the CSM board to be a Major General or Brigadier General (para 7-8a).
- o Clarifies who may be assigned to CSM positions, sets a limit on details for CSMs, and clarifies background experience requirements for initial CSM assignments (para 7-15).
- o Provides separate instruction to appoint CSMs under a call or mobilization (para 7-23).

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Personnel – General

Enlisted Personnel Management

By Order of the Secretaries of the Army and the Air Force:

CRAIG R. MCKINLEY  
General, USAF  
Chief, National Guard Bureau

Official:

GEORGE R. BROCK  
Chief, Plans and Policy Division

**History.** This printing publishes a revised edition of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation prescribes the criteria, policies, processes, procedures and responsibilities to classify; assign; utilize; transfer within and between states; provides Special Duty Assignment Pay; separate, and appoint to and from Command Sergeant Major, Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS) enlisted Soldiers.

**Applicability.** This regulation applies only to the Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS) when not in the service of the United States. Certain provisions of this regulation may continue in effect after individuals and units are called into active Federal service (AFS) as may be stated in the call, order, or administrative instructions of the Department of the Army.

**Proponent and exception authority.** The proponent of this regulation is the Chief, NGB-ARH. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this authority in writing to the Chief, Personnel Policy and Readiness Division.

**Management control process.** This regulation is subject in part to the requirements of AR 11-12.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Chief, National Guard Bureau, ATTN: NGB-ARH-S, 1411 Jefferson Davis Highway, Suite 3100, Arlington, VA 22202-3231. Local supplementation of this regulation is not authorized unless approved by the Chief, National Guard Bureau (CNGB). State memorandums, pamphlets, Standard Operating Procedures (SOPs), guides, regulations, etc. may not alter the policies established by this regulation. State supplementation documents will be submitted and approved by NGB-ARH prior to publication and implementation.

**Suggested improvements.** Users of this regulation are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, ATTN: NGB-ARH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

**Distribution.** This publication is available in electronic media only and is intended for command levels A through E for the Army National Guard of the United States, A through D for Active Army and United States Army Reserve (USAR) command levels with ARNGUS Soldiers assigned or attached or a command relationship with their units; and command level E for the Active Army and the USAR.

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation establishes standards, policies, and procedures for the management of the Army National Guard (ARNG) and the Army National Guard of the United States (ARNGUS) enlisted Soldiers in the functional areas of:

- a.* Classification and Reclassification.
- b.* Personnel Management.
- c.* Assignment and Transfer, including interstate transfer.
- d.* Special Duty Assignment Pay.
- e.* Enlisted Separations.
- f.* Command Sergeant Major Program.

#### **1-2. References**

Required and related publications and referenced forms are listed in Appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are defined in the Glossary.

#### **1-4. Responsibilities**

- a.* The Chief, National Guard Bureau (CNGB) has Army General Staff responsibility for ARNG/ARNGUS personnel management and sustainment.
- b.* The Director, Army National Guard (DARNG) exercises Army General Staff supervision over the development and execution of plans, policies, and procedures for all matters that affect ARNG/ARNGUS enlisted personnel management and sustainment.
- c.* Each State Adjutant General (AG) will:
  - (1) Develop and implement programs to manage and sustain the enlisted force that will meet Federal and State objectives and the provisions of this regulation.
  - (2) Provide continuing guidance to subordinate commanders to ensure that all required programs and actions are implemented, supported, and properly conducted within the purview of this regulation.
- d.* Commanders at all levels will:
  - (1) Implement and be actively involved with ARNG recruiting and retention programs. Technical guidance and support will be continuously provided to subordinate personnel.
  - (2) Manage the utilization of Soldiers in accordance with their military specialties and personal qualities.
  - (3) Foster an environment in which Soldiers may attain their full potential while helping to achieve readiness goals and objectives.
  - (4) Ensure the benefits contained in this regulation are provided to Soldiers meeting the established criteria outlined herein.
- e.* Officers and Noncommissioned Officers at every level will:
  - (1) Train, guide, counsel, and advise their Soldiers, and assist in their military professional development while simultaneously ensuring that the organization attain its readiness goals and objectives.
  - (2) Advise the chain of command and staff section members on all personnel management actions that affect their Soldiers.
  - (3) Recommend personnel actions for, and participate in (to the extent required or authorized by law and Army policy), the decision-making processes that affect their Soldiers.
  - (4) Be actively involved in and support the recruiting, attrition management and retention programs of the ARNG.

#### **1-5. Statutory Authority**

- a.* Titles 10 and 32, United States Code (USC) provide statutory guidance for administering the ARNGUS/ARNG. Army National Guard Soldiers who meet the requirements specified in an appropriate Federal document (act, law, statute, code, order, proclamation, decision, register, opinion), and the standards specified by the Secretary of the Army, will be Federally recognized as Reserves of the Army with assignment to the ARNGUS.

Soldiers paid with appropriated Federal funds must meet and follow the requirements, standards, policies, procedures, and actions specified in this regulation.

*b.* This regulation is published pursuant to 10 USC 10503 and Army Regulation (AR) 130-5, paragraph 2-3.

*c.* Article I of the Constitution of the United States reserves to the States the right and responsibility to raise the militia; the organized militia being the Army and Air National Guard. In this regard, appropriate State laws or codes and regulations may be implemented by each State AG to ensure that the National Guard is ready to satisfy its state and federal missions. States may impose stricter standards and requirements than provided in this regulation, as they affect Reserve of the Army status, provided they are applied uniformly; however, they will not be made less restrictive.

*d.* The authority to deny actions to individuals for which they are qualified by this regulation is reserved to the Secretary of the Army (SA) or delegate (for Reserve of the Army status) and the AG or delegate for National Guard (State) status as stated in the appropriate areas of this regulation.

*e.* The provisions of this regulation apply to ARNG/ARNGUS individuals and/or units when ordered to Active Duty (AD) under 10 USC 12301d in support of contingency operations, 12302, or 12304 subject to exceptions approved by the proponent and exception authority.

### **1-6. Equal Opportunity**

Management actions will be developed to enhance ARNG/ARNGUS readiness for State and Federal missions. All actions will be consistent with the Army's policy on equal opportunity as set forth in National Guard Regulation NGR 600-21 and AR 600-20, paragraph 6-3.

### **1-7. Enlistment into the Army National Guard**

The policy governing enlistment into the Army National Guard for Prior Service (PS), Non-Prior Service (NPS) and Glossary Non-Prior Service (GNPS) enlistments, is found in the Army National Guard Enlistment Criteria Memorandum (ECM) which is published by NGB-ARH for each Fiscal Year (FY).

## **Chapter 2**

### **Classification and Reclassification**

#### **2-1. Purpose**

This chapter prescribes policies and procedures for:

- a.* Classification and reclassification in Military Occupational Specialties (MOS).
- b.* Special reporting code (SRC) 00F (MOS Immaterial).
- c.* Use of the Armed Forces Classification Test (AFCT).
- d.* Armed Forces Classification Test (AFCT)

## **Section I**

### **Classification and Reclassification in MOS Code (MOSC)**

#### **2-2. General**

*a.* This chapter provides policy for award of Primary, Secondary, and Additional MOSs (PMOS, SMOS, AMOS), career progression MOS (CPMOS), Special Qualification Identifiers (SQI), Additional Skill Identifiers (ASI), and language Identification Codes (LIC).

(1) The current approved procedures, specifications, and standards of grade outlined in DA Pam 611-21, chapters 1-15 are available via the internet. The following Web site will allow access to the electronic pamphlet by Army agencies and other users worldwide as needed to use in management of personnel and the personnel force structure.

(2) The Web site for SMARTBOOK DA Pam 611-21 is (<https://perscomnd04.army.mil/mosmartbk.nsf/>).

*b.* Nonprior service enlistees will only be qualified and classified in their MOS through attendance at an active establishment training base using the Recruit Quota System (REQUEST) or through the Civilian Acquired Skills Program (CASP), both of which are described in the Enlisted Criteria Memorandum (ECM).

*c.* Soldiers identified for reclassification, including prior service enlistees who have completed Initial Entry Training (IET), will be:

(1) Trained in the new MOS as required in DA Pam 611-21, chapter 10, which describes or restricts the ways in which Soldiers may qualify for a particular MOS

(2) Awarded the new MOS as primary MOS as soon as possible after training. In the case of a Soldier ordered to training in anticipation of a reorganization or reassignment, the classification action may be accomplished on the date of reorganization or reassignment so as not to jeopardize the Soldier's MOS qualification status or entitlements to monetary incentives.

d. Commanders will qualify all Soldiers as soon as possible through the best available means. Each Soldier in the process of obtaining a new PMOS must be closely supervised so that a MOS is awarded immediately upon qualification under DA Pam 611-21. Unit commanders must promptly submit requests for voluntary and mandatory reclassification actions when required by regulation.

e. Except when DA Pam 611-21 is changed or updated to require higher MOS security clearance standards, an MOS will not be withdrawn solely because of changes to criteria in DA Pam 611-21, such as formal training, aptitude area scores or physical requirements. Soldiers who hold one or more MOSs, including prior service enlistees, may retain them unless withdrawn for lack of qualification per section II of this chapter by a commander or board.

f. Soldiers with qualifying conviction under the Lautenberg Amendment are not authorized to attend any service school where instruction with firearms or ammunition is part of the curriculum. These convictions are those that qualify under the Lautenberg Amendment to the Gun Control Act of 1968, which "... prohibits the possession of firearms by persons convicted of a misdemeanor crime of domestic violence, and, relatedly, prohibits the knowing sale or disposition of any firearm or ammunition to a domestic violence misdemeanant." Effective 1 March 2004, Soldiers with qualifying convictions will be coded as "999U" in the Position-Number-Individual-Excess field within SIDPERS. Refer to paragraph 6-35i(3) and AR 135-178, paragraph 12-2, for separation authority. Utilization of these Soldiers is outlined in paragraph 3-10.

g. Commanders and personnel managers must ensure that individual Soldier qualifications are retained upon reassignment, promotion and separation. Codes and identifiers will not be withdrawn unless specifically required or authorized by regulations or board action. See paragraph 2-12 and section III of this chapter.

h. Soldiers will retain all MOSs in which they are qualified. The PMOS, SMOS, and most important AMOS will be recorded in the Standard Installation/Division Personnel System-Army National Guard (SIDPERS-ARNG). The absence of a Soldier's MOS from the automated system does not make it invalid. If the absence of an MOS becomes a readiness factor, such as required to determine qualification for the Unit Manning Report or the Unit Status Report, the authority listed in paragraph 2-3 may redesignate the MOS as Primary, Secondary, or Additional MOS so it will be visible in the reporting systems.

i. Record all MOS (including SQI, ASI, and LIC) actions (awarding and withdrawals) in pencil on the Soldier's DA Form 2-1, item 6 (per AR 600-8-104, table 5-2).

j. State Adjutants General (MPMO/G1) may award MOS to Soldiers based on interim clearances. The interim clearance is based on the completion of a local files check, submission of the SF 86 to the Office of Personnel Management (OPM), with ultimate receipt of a favorable NACLC and, if required, award of the clearance required for the promotion MOS and grade. Failure to complete any security requirement, or to obtain a favorable NACLC or the required clearance, will cause immediate withdrawal of the interim clearance and all of the following that were based on it:

(1) Award of an MOS for which the clearance or a favorable NACLC was required.

(2) Promotion, through reduction without board action or appeal if the Soldier was promoted based on the interim clearance per AR 600-8-19.

k. Soldiers may attend MOS producing schools based on an interim clearance.

### **2-3. Authority to award and redesignate MOS**

The following may award and withdraw MOSs (including SQIs, ASIs and LICs) on orders when they are the official custodians of the Soldiers' personnel records:

- a. Training activity commanders.
- b. Commandants of Army Service Schools or other Armed Forces schools training Soldiers for an Army MOS.
- c. The AG may delegate their authority to subordinate promotion authorities except for actions involving Career Management Field (CMF) 79 and any other fields or MOSs that are restricted.
- d. For Active Guard Reserve (AGR) Title 10 personnel including CMF 79, CNGB (NGB-ARZ-T).
- e. Promotion authorities prescribed in AR 600-8-19 for a specified skill level and grade when the AG has delegated the authority.



*f.* In all cases for consideration for exception to policy or a proponent determination, submit all requests electronically to CNGB, Personnel Policy and Readiness Division (NGB-ART-S) on DA Form 4187 or memorandum endorsed through command channels to the State MPMO/G1. Include copies of supporting documents (DA Form 2-1, DD 214, SIDPERS Personnel Qualification Record, Academic Evaluation Reports (AERs), licenses, diplomas and certificates, copy of SF 88 or DD Form 2808 and any other relevant documents). The commander or personnel officer must certify the supporting documentation.

## **2-4. Initial classification and utilization**

*a.* Nonprior Service (NPS) enlistees (those who have not completed Initial Entry Training (IET) or been awarded an MOS).

(1) Enlist these Soldiers only for vacancies for which they possess the aptitude and qualifications to enter IET in the MOS for the vacancies.

(2) To the maximum practical extent, enroll these Soldiers in the State's Pre-IET Training Program provided there is a class scheduled between their enlistment and shipping dates.

(3) After initial orientation, unit training is authorized only in the MOS recorded on their enlistment contracts and on REQUEST per ECM.

*b.* Prior Service (PS) enlistees.

(1) Enlist these Soldiers into vacancies and projected vacancies for which they are qualified or in which they agree to become qualified within one year (except for courses with longer training times). Soldiers enlisted under try one program who complete MOS reclassification incur a service remaining obligation in accordance with AR 350-1.

(2) Award Soldiers with prior Army service, regardless of the date of separation and component, the MOS(s) they held on separation. If the MOSs, codes or identifiers have been changed, consolidated or eliminated, determine from DA Pam 611-21 which MOSs and codes the Soldier should hold and award them. In doubtful cases, the MPMO/G1s should request a determination from CNGB (NGB-ARH-S).

(3) Prior service from other components may be considered for a career path based on the guidance in the Department of Defense Occupational Database. Under no circumstances will MOS orders be issued without obtaining the proponent determination. Request for MOS determination will be forwarded as shown in paragraph 2-3*f* of this chapter. For those who fail to qualify, commanders should direct the Soldier to either attend resident training or Supervised On-the-Job Training (SOJT) per DA Pam 611-21, paragraph 9-5b(5)(c). Exception, for those MOS's outlined in DA Pam 611-21 that authorizes awarding the MOS based on the civilian acquired skills program may be granted provided the criteria listed in the ECM is met.

(4) Determine skills and qualifications from prior service records. This includes DA Form 2-1, DD Form 214, NGB Form 22, or other service equivalents of Army records, and other documents that show the Soldier's training completed, occupational and military skills, quality of duty, physical condition, and security clearance.

(5) If a Soldier's former MOS cannot be awarded as primary because of the needs of the unit assigned, then award that MOS as the SMOS or AMOS. If the PS Soldier was awarded a valid SMOS while on active duty, then that SMOS may be awarded as the PMOS, SMOS or AMOS upon enlistment in the ARNG.

(6) It is important to the Army that Soldiers retain their MOS codes and identifiers on their current official records. Military Occupational Specialties, codes and identifiers will not be deleted or withdrawn unless a total lack of qualification is clearly demonstrated or a reclassification board, per paragraph 2-12 or section III of this chapter, recommends withdrawal.

(7) Individuals with civilian acquired skills will use the procedures in ECM, when they enlist. After enlistment, it will be necessary to request a proponent determination. See paragraph 2-3*f*.

## **2-5. Award of MOS**

*a.* A new MOS, including SQI, ASI and LIC, may be awarded on orders as primary, secondary or additional upon:

(1) Withdrawal of a Soldier's old PMOS.

(2) Qualification in any MOS.

(3) Soldier becomes qualified in a new MOS from training received via Mobile Training Team (MTT), New Equipment Training Team (NETT), or other transition training per DA Pam 611-21, a special training program, or as directed by this regulation.

(4) Successful completion of MOS training conducted by an MOS producing service school or training activity, including Department of Defense (DoD), United States Navy, Marine Corps, or Air Force schools, and

civilian institutions under agreement with the Army that train Army personnel. Training to support qualification for award of the new MOS will comply with the provisions of AR 350-1.

(5) The MOS proponent may approve or disapprove a waiver of MOS formal school training requirements. Submit requests on DA Form 4187 or memorandum through command channels to the State Military Personnel Management Office (MPMO/G1) for CNGB (NGB-ARH-S) with complete justification and any other relevant documents as cited in paragraph 2-3f. DA Pam 611-21, chapter 10, contains the MOS specifications for initial classification, and is a commander's guide to determine retention and reclassification.

(6) Implementation of changes to the Military Occupational Classification and Structure (MOCS) (DA Pam 611-21 and related pamphlets), and Notifications of Future Change (NOFC) published by United States Army Human Resource Command-Alexandria (HRC-A) for all changes other than type A.

(7) Identification of civilian acquired skills that have a direct MOS counterpart as listed in ECM, AR 601-210 or DA Pam 611-21, chapter 10. Education, skills and training must be gained in civilian status, including those gained in civil service (including Military Technicians). Those gained in Inactive Duty Training (IDT), Annual Training (AT), Active Duty for Training (ADT), AGR or any other form of military duty are not creditable.

(8) Supervised on the job training (SOJT) will not be used to award an MOS that requires resident or formal school training per DA Pam 611-21, chapter 10, unless there is not a Reserve Component (RC) configured course or The Army Training System Courseware (TATS-C) course available. As an exception to this, SOJT may be used when Soldiers in substitutable MOSs identified in their Career Management Field charts in DA Pam 611-21, chapter 10 are assigned on other than a short-term basis. Specific criteria for SOJT are in DA Pam 611-21, paragraph 9-5b(5)(c).

b. Female Soldiers cannot be awarded closed MOSs, SQIs and ASIs. These are identified in DA Pam 611-21, chapter 13.

c. Recruiting and Retention NCOs.

(1) MOS 79T can only be awarded to Soldiers who have successfully completed the ARNG RRNCO Course and 79T Conversion Course. See paragraph 3-11 for additional guidance.

(2) Upon reassignment out of a Recruiting and Retention Noncommissioned Officer (RRNCO) position (MOS 79T), the State MPMO/G1 will award this MOS as secondary or additional, unless the Soldier is (or was) adversely removed from the program. For Soldiers reassigned at the end of successful strength maintenance or recruiting and retention assignments, redesignate PMOS 79T as secondary or additional. PMOS and CPMOS 79T will only be re-awarded to those Soldiers upon approval by the State MPMO/G1, in concert with the State Recruiting and Retention Commander (RRC). Soldiers can only hold PMOS 79T if the Duty Military Occupational Specialty (DMOS) is also 79T.

(3) PMOS 79T can only be awarded to Soldiers holding the rank of SGT and higher and considered career status. Award SQI 4 for all others.

d. Under State AGR career development programs, AGR Soldiers may be identified and qualified through formal training up to one year in advance to meet program needs. They then may be awarded that MOS as secondary or additional while awaiting reassignment to positions in the new MOS.

## **2-6. Award of Secondary MOS (SMOS) and Additional MOS (AMOS)**

a. Selection of SMOS is based on qualifications next in importance after the PMOS, and in which a Soldier can perform with minimum orientation unless another policy requires a certain MOS, such as the Command Sergeant Major Program in chapter 7 of this regulation and in subparagraph b(3) below.

b. The restrictions below apply when selecting SMOS:

(1) A Soldier may hold only one secondary MOS, and may have one or more additional MOSs. The SMOS will not be an MOS that progress into a Soldier's PMOS at SFC or below.

(2) On a first appointment to CSM, award the Soldier's former PMOS as SMOS to identify CMF qualifications for future assignments when a specific MOS or branch background may be required.

(3) Award secondary MOS 00Z to SGMs eligible for reappointment to CSM in an active status.

## **2-7. Award of three-character Career Progression MOS (CPMOS)**

The CPMOS indicates to Soldiers the channel in which they should expand professional development efforts and seek assignments. It also indicates to commanders and personnel managers the MOS in which the Soldier should be assigned at the current and higher grade levels. Soldiers who choose a CPMOS other than their PMOS, for which they are qualified, are eligible for immediate assignment into positions with that MOS at their current grades. The CPMOS will normally be the PMOS unless there is a compelling reason to choose another MOS in which the Soldier is qualified or is directed to become qualified. For instance, the Soldier's MOS merges into another at a

specific grade level or the Soldier's MOS reaches a point that requires a choice of two MOSs; the Soldier has reached the maximum grade allowed in a low population MOS in a state or organization and must choose another MOS for career progression opportunities; or an AGR Soldier or Military Technician accepts a CPMOS that will afford career progression opportunities while meeting the full-time support needs of the organization and the state.

a. Unless restricted by the AG, custodians of Soldiers' records may award CPMOS on DA Form 4187 provided that MOS is not a direct progression at the next higher grade. State MPMO/G1s (NGB-ARZ-T for the Title 10 AGR program) will direct the final award of CPMOS in optional and questionable cases. This includes cases where there is direct progression at the Soldier's next higher grade. AGR Soldiers and all cases for Soldiers in CMF 79, the State MPMO/G1 will make the final determination in concert with the State Human Resource Office (HRO). Award and record only the three-digit CPMOS when it differs from current PMOS.

b. Soldiers who must choose a CPMOS must do so before consideration by promotion boards and placement in the selection objective of a promotion list except when the AG (MPMO/G1) reclassifies a Soldier on a promotion list or corrects an erroneous placement on a list.

## 2-8. Determination and award of skill level

DA Pam 611-21, chapter 9, describes the direct relationship between grade and skill level. The Soldier's skill level is awarded solely on pay grade unless the Soldier is scheduled for or attending MOS qualification training. The sole criterion for each of the skill levels is the Soldier's pay grade. For instance, Staff Sergeants hold Skill Level 3 by virtue of their grade.

a. MOS 09B will be used to identify NPS and MOS 09B104A for PS Soldiers who do not have an MOS, while awaiting and attending Basic Training (BT), Advanced Individual Training (AIT), or other training for initial award of a PMOS, and Soldiers awarded special reporting codes as prescribed in subparagraph *f* below.

b. Except for training for award of the first PMOS, Soldiers may not hold skill level zero.

c. Upon enlistment, PS accessions and in-service Soldiers who have completed BT and AIT or their equivalent, will enter in the MOS they held in their prior service. Enlistees from other Armed Forces will be assigned, on enlistment a compatible MOS if one exists, complete with skill level. If there exists no compatible MOS, award the MOS for the position vacancy with skill level zero.

d. When a Soldier is promoted or reduced, change the skill level accordingly.

e. The skill level for SMOS and AMOS is the same as the PMOS.

f. Special reporting codes are used for both duty and primary MOS for certain Soldiers. See DA Pam 611-21, chapter 14. Use skill level zero only for MOS 09D, 09L, 09S, 09T and 09W, and with MOSs for Soldiers scheduled for or attending MOS qualification training for their first MOS as described in a through c above. Use skill levels 1 and 2 with MOS 09R as prescribed by NGR 600-100.

g. Some MOSs identified in DA Pam 611-21 are not trained at skill level 1. For example: CMFs 18 and 79. Soldiers may attend CMF 18 courses in an IET status or CMFs 18 and 79 through reclassification training. Requirements for a MOS may be met under the CASP, or Soldiers may receive a waiver for award of the MOS from the proponent. In all of these cases, when Soldiers meet all of the qualification requirements, except for grade, do not award them the MOS until they meet the grade requirement in DA Pam 611-21, chapter 10 for the MOS.

## 2-9. Special Qualification Identifier (SQI)

The SQI is the fifth character (a letter or a number) of the MOSC. It identifies the special qualifications of a Soldier, such as parachutist (SQI P), linguist (SQI L) or non-career recruiter (SQI 4). An SQI may be used with any MOS a Soldier holds unless restricted by DA Pam 611-21. Award SQI with the most importance relating to the Soldier's position or MOS (primary, or secondary or additional, in that order) in which there is no other SQI awarded. The letter "O" will always be inserted as the fifth character of the MOSC when a Soldier is not qualified for an SQI. Only SFC, MSG, and 1SG may hold SQI M. First Sergeants must complete the First Sergeant's Course within one year of initial appointment (generally six months before or after appointment to 1SG.) Withdraw SQI M only upon promotion to SGM, reduction below SFC, or relief for cause from 1SG duties.

a. Promotion authorities listed in paragraph 2-3 will withdraw SQI when it is no longer authorized with a Soldier's grade, MOS, or position. However, because these codes identify skills important to the Army, do not withdraw them when a Soldier is reassigned from a position (unless for cause or loss of qualifications) that required the SQI, unless restricted by DA Pam 611-21, such as Instructor (SQI 8), because the individual generally retains the skill and may be needed to assist in future training efforts.

b. See DA Pam 611-21, table 12-1, for further guidance on SQI.

**2-10. Additional Skill Identifier (ASI)**

The ASI is the sixth and seventh characters (a letter and a number) of the MOSC. It identifies skills acquired through functional and transition training or On the Job Training (OJT) in maintenance and operation of weapon or equipment systems or subsystems, and other training not identified by MOS or SQI. Award ASI only with MOSs authorized in DA Pam 611-21. For ASI authorized with any MOS, such as P5 (Master Fitness Trainer), award it with the highest priority MOS (primary, or secondary or additional, in that order) in which there is no other ASI awarded. Use zeroes in the sixth and seventh characters of the MOSC when a Soldier is not qualified for an ASI.

- a. For use of ASI 4A and Y2 (reclassification), See paragraph 2-12e.
- b. See DA Pam 611-21, chapter 12 for a further guidance on ASIs.

**2-11. Language Identification Code (LIC)**

The LIC is the eighth and ninth characters (two letters) of the MOSC identify languages listed in DA Pam 611-21, chapter 12, table 12-1. These may be awarded to any qualified Soldier and used with any MOS but also requires concurrent award of SQI L (Linguist). Use the letters "OO" in the eighth and ninth characters of the MOSC when a Soldier is not qualified as a linguist.

**2-12. Reclassification of MOS**

An awarded MOS, especially the PMOS, normally represents an investment of time and effort by the ARNG/ARNGUS and the Soldier. In changing a PMOS, the Soldier's desires will be considered; however, the overriding factors are the needs of the ARNG/ARNGUS. All training required by reclassification will be completed in accordance with DA Pam 611-21, paragraph 9-5b. Reclassification authorities may reclassify a Soldier without a reclassification board. Reclassification also includes the term redesignation, the term to show a change of Primary, Secondary or Additional MOS sequence with the same MOSs. However, authorities may, at their discretion, and upon request by a Soldier, allow appearance before a reclassification board. Procedures for reclassification boards are in section II of this chapter.

a. Mandatory reclassification. The Soldier or the commander may request reclassification action. Soldiers will be notified of mandatory and involuntary reclassification actions and be given reasonable time to respond in writing to the classification authority except for changes to the Military Occupational Classification System. These are Army-wide actions that are announced by HQDA, but do not require Soldier action. A Soldier's MOS will be withdrawn or redesignated under any of the following conditions:

(1) Disciplinary action taken under the Uniform Code of Military Justice (UCMJ), comparable State law, or board action for inefficiency or misconduct, if it adversely affects the Soldier's eligibility to perform in the MOS.

(2) Upon loss of qualifications, this is defined as any duty performance that clearly shows that the Soldier cannot satisfactorily perform the duties of the MOS prescribed in DA Pam 611-21. Such cases will be determined and documented by a field grade officer. Note: Soldiers who lose MOS qualifications due to their own misconduct will be considered for discharge prior to submission of reclassification action.

(3) Disqualification from the Personnel Reliability Program (PRP) if PRP is one of the requirements in DA Pam 611-21 or Army Regulations in the 50-series.

(4) Lack of security clearance that prevents performance of the normal duties required by the MOS in accordance with DA Pam 611-21.

(5) Promotion, appointment or reduction to a grade not authorized for the Soldier's MOS, except for MOS in paragraph 2-8f.

b. Mandatory MOS reclassification is not required as a result of entry into drug or alcohol rehabilitation, whether by self-referral or by a commander through detection by biochemical testing, unless the Soldier no longer meets the criteria of DA Pam 611-21, AR 40-501 or the PRP.

c. Involuntarily reclassified Soldiers normally retain their current PMOS and skill level until successful completion of reclassification training. Effective date for award of the new PMOS is the date of completion of training. Involuntarily reclassified Soldiers who may no longer retain their current PMOS (loss of qualification or PMOS eliminated from MOS structure) are awarded a new PMOS with appropriate skill level effective the date the reclassification is approved.

(1) Upon promotion, award the promotion MOS as primary. Award the withdrawn MOS as SMOS or AMOS, provided the Soldier is qualified to retain this MOS.

(2) Upon completion of transition training from a closed MOS required by Direct Combat Probability Code (DCPC) guidelines.

d. Voluntary reclassification may be accomplished under any of the following conditions:

- (1) An approved request from the Soldier.

(2) Soldier transfers to another unit not authorized the current MOS.

(3) Soldier completes transition training caused by DCPC reclassification guidelines.

e. Use of ASI 4A and Y2. Soldiers awarded a new PMOS involuntarily will be awarded ASI 4A with the new MOS to show that completion of formal training is required. Upon completion of reclassification training, withdraw ASI 4A. Award ASI Y2 to Soldiers identified for transition training in specific MOSs for whom its use is directed by HRC-A in changes to the Military Occupational Classification System (Notifications of Future Change and DA Pam 611-21 and related pamphlets). The commander responsible for the Soldiers' personnel administration or the State MPMO/G1, when restricted will award these ASIs. The MPMO/G1 in conjunction with the SIDPERS Interface Branch (SIB) may input ASIs 4A or Y2 into the SIDPERS database on all Soldiers identified as requiring additional training without orders. The MPMO/G1 must provide a list all Soldiers who require training. Once the Soldier satisfactorily completes the requirements, award the MOS on orders removing the ASIs 4A or Y2.

f. Recommended changes of a Soldier's MOS can be based on significant improvements in qualifications as:

(1) Completion of a formal MOS producing course.

(2) Significant training or experience in a civilian occupational area that has an MOS counterpart. This applies specifically to in-service ARNG Soldiers who gain skills or complete training in other than a military status. This does not pertain to AGR Soldiers' duty experiences. It does apply to traditional ARNG Soldiers and Military Technicians in their civilian pursuits to include their daily technician duties.

(3) Completion of civilian trade school or apprenticeship training in a skilled occupation, which has an MOS counterpart.

(4) Civilian job progression to foreman, supervisor, or an executive type position that has an MOS counterpart. The duty requirements of such MOS may not exactly parallel the duties and responsibilities of a foreman, supervisor, or executive; these type jobs may cross two or more MOS areas. Particular care must be exercised in evaluating the civilian occupational skills and aligning them with an MOS.

(5) Graduation from college or graduate school in a field that has a direct MOS counterpart.

g. Examples of supporting evidence required to request award of an MOS based on formal education or civilian occupation:

(1) Degree, diploma, or certificate earned from a trade school, apprenticeship training, or accredited academic institution.

(2) Trade association or journeyman license or certificate received as a result of apprenticeship or on-the-job training.

(3) Official statements or evaluations from employers concerning nature, duration and actual performance of employment, and position or job description.

(4) Official grade transcripts from accredited academic institutions.

### **2-13. Reclassification due to physical profile**

a. When a Soldier is given a permanent physical profile that is lower (with a higher number in any factor) than the qualifying profile in DA Pam 611-21, the unit commander may, but is not always required to, submit reclassification action through channels. This is when the permanent physical profile serial factor is a 2 and the qualifying profile factor is a 1 per DA Pam 611-21 paragraph 9-5b(2).

b. Recommendations by the unit commander for reclassification are required when a Soldier's MOS requires a 1 or 2 in any physical profile factor and the Soldier receives a 3 or higher number as a permanent profile. All Soldiers in this category will go before a MOS Medical Review Board (MMRB) (AR 600-60).

(1) Soldiers must meet medical retention standards prior to the MMRB. See AR 40-501, paragraphs 1-6 and 10-11 for guidance on waivers of disqualifying medical conditions. In cases caused by disqualifying medical conditions, enclose written medical affidavits by a medical officer stating whether or not the medical limitations preclude satisfactory duty performance in the MOS without assignment restrictions (AR 40-501, paragraph 7-12). Submit medical documentation only to support reclassifications due to disqualifying medical profiles. The medical doctor will provide only an opinion of the medical limitation.

(2) The Medical Duty Review Board (MDRB) in AR 40-501 was eliminated on 1 September 2002 and actions after that date are not valid.

(3) The Soldier, supervisors, unit commander and medical doctors will submit recommendations and statements. Statements will evaluate the Soldier's duty performance and physical capabilities indicating the effect the permanent profile will likely have on the full range of physical demands of the MOS, the health and safety risks to the Soldiers and other unit members, and the Soldier's potential for mobilization deployability.

*c.* Soldier's most recent physical profile will remain in effect during the period between medical examinations. If the Soldier develops a medical condition that may change the physical profile, and it affects the Soldier's ability to perform the duties of the MOS, the unit commander will arrange for a medical examination to be used in possible reclassification proceedings. See AR 40-501, chapter 7 and AR 600-60, chapter 2 for guidance.

*d.* Include copies of DA Form 2-1, the SIDPERS Personnel Qualification Record, and other extracts from the Official Military Personnel File (OMPF), which may be appropriate.

*e.* The unit commander will certify the final MMRB stating that the Soldier can perform the duties of the MOS.

*f.* The State Surgeon will review the packet and recommend retention in the MOS or reclassification based on the hazard to the Soldier's safety and to the safety of others that may be caused by the Soldier's continued performance in the MOS.

*g.* The AG (MPMO/G1) will make the final determination of the traditional Soldier's physical ability to reasonably perform the duties of the MOS without assignment restrictions (AR 40-501, para 10-10b) based on recommendations by the chain of command. The MMRB will make the final determination on the Soldier's physical ability to reasonably perform the full range of duties of the MOS in a worldwide field environment. Title 32 AGR Soldiers who are not found fit for duty will be processed per AR 135-18 and AR 135-178. Title 10 AGR Soldiers will be processed per AR 135-18, and AR 635-200.

(1) If reclassification is directed and the Soldier cannot be qualified in the new MOS in the unit, the unit commander will submit, through channels, a request for reassignment unless the Soldier requests retirement, discharge from the state and transfer to the U.S. Army Reserve (USAR), or separation from service.

(2) Each level in the chain of command, to include the AG, will attempt to find a position to which the Soldier can be assigned. If there is no MOS and position available, to include a position outside of the geographical area, the Soldier will either be separated or transferred to the Individual Ready Reserve (IRR), the Retired Reserve, or the Inactive Army National Guard (ING), per chapter 6 of this regulation.

(3) Soldiers with at least 15, and less than 20 years of qualifying service towards non-regular retirement may be eligible for non-regular retirement under the provisions of section 12731b of title 10, U.S. Code. See chapter 6 of this regulation.

(4) Prior to transferring to the ING or IRR a Soldier must be MOS qualified.

(5) Soldiers who either refuse to reclassify or who cannot be reclassified into another MOS will be separated from the ARNG/ARNGUS and as a Reserve of the Army per paragraph 6-35l(8).

## **2-14. Orders and records**

*a.* Award or withdraw MOSs, including SQI, ASI, and LIC on orders (AR 600-8-105) or other authorized form or format as soon as the Soldiers become qualified.

*b.* Include all MOSs affected by promotion, including changes in skill levels, SQIs, ASIs and LICs in promotion orders.

*c.* Orders are required for all prior service enlistees with a break in service, who are awarded MOS(s) per paragraph 2-4b.

*d.* Orders are not required for Category A MOS conversions (direct one-for-one conversions) announced by DA implementing directives or with changes to DA Pam 611-21.

*e.* Orders are not always required for Category B MOS conversions (selective conversions) announced by DA implementing directives, with changes to DA Pam 611-21 or unit reorganizations that require MOS changes. States may award ASI 4A on the reclassification order, or in the SIDPERS-ARNG database (top-loaded by the MPMO/G1) for Soldiers who require reclassification training to indicate formal training is required, or ASI Y2 when directed by HRC-Alexandria. States should provide guidance and management practices within their jurisdiction. Title 10 AGR Soldiers who require Category B conversions will have orders published by NGB-ARZ-T. See paragraph 2-12e for procedures.

*f.* Orders are required to remove ASIs 4A and Y2.

*g.* Record the Soldier's three most critical MOSs as primary, secondary, and the first additional MOS. If the Soldier has other MOSs, award them in the promotion orders as AMOSs and record them on DA Form 2-1, item 6.

*h.* Send orders to the State MPMO/G1, SIB, or Personnel Services Center (PSC) or Personnel Service Battalion (PSB) within 10 working days of publication.

## Section II

### Reclassification Boards

#### 2-15. Appointing authority

The reclassification authority will normally appoint the reclassification board, however this authority may be delegated. However, any higher commander (including the AG) may appoint such a board and designate its scope of authority. Only the AG may appoint a board to reclassify a CSM per chapter 7 of this regulation.

#### 2-16. Membership

a. Reclassification boards will consist of at least three members selected from Commissioned Officers, Warrant Officers, or NCOs in ranks of SFC, MSG, 1SG, SGM and CSM. Enlisted members must be of equal or higher grades and precedence of rank to the Soldiers to be considered by the board. The president will be a Commissioned Officer (Captain or above).

b. One appointed member of the board will be:

- (1) A personnel manager or unit personnel officer.
- (2) A unit commander, training officer, or other unit officer.
- (3) A Commissioned Officer or Noncommissioned Officer (NCO) who knows the technical requirements of the MOS being considered.
- (4) The same sex as the Soldier appearing before the board.
- (5) A minority member, if minority Soldiers are being considered, at least one voting member will be a minority. Note: Any member of the board may possess more than one of the attributes in subparagraphs (1) through (5) above.

#### 2-17. Waivers

A Soldier, whose reclassification is being considered, may waive appearance before a reclassification board. Mandatory board actions required by other regulations may not be waived (for instance, AR 40-501, AR 600-60, etc). The waiver must be a written statement signed by the Soldier. A copy of the waiver will be maintained in the Soldier's OMPF.

#### 2-18. Procedures for Reclassification Boards

a. Actions to be completed before the hearing. All records, including DA Form 2-1, SIDPERS Personnel Qualification Record, and a record of any previous classification or reclassification actions, MMRB, Medical Evaluation Board (MEB), Physical Evaluation Board (PEB), and similar actions will be furnished to the board.

b. Conduct of proceedings.

- (1) Reclassification boards will be conducted formally, but they will not create the impression of a court-martial or a reduction board. While AR 15-6 does not apply; it may be consulted as a guidance document.
- (2) The senior officer on the board will be the president. The president will:
  - (a) Advise the board members of the paragraph of this regulation that required this board and when a physical profile is involved.
  - (b) Ensure that each board member is familiar with DA Pam 611-21, paragraphs 9-5b(1) through (3), and any other regulations affecting the Soldier and the action before the board.
  - (c) Explain the purpose and procedures of the hearing to each Soldier appearing before the board.
  - (3) Each board member will review all records, documents and other correspondence that apply to the Soldier's case.
  - (4) Each Soldier will appear before the board separately and may be accompanied and represented by a Commissioned, Warrant or Noncommissioned Officer of their choice with the chosen individual's consent. The Soldier may present facts and MOS preference that are relative to the reclassification action. However, the president will inform the Soldier that the needs of the Army and the ARNG/ARNGUS are the primary factors. Each Soldier who appears before the board will be encouraged to talk freely so that all pertinent facts are revealed.
  - (5) The board will request the Soldier's unit commander's recommendations and will consider them during the board.
  - (6) Matters of doubt that cannot be decided or supported factually will be resolved in favor of the Soldier.
  - (7) The board may defer action on a case until it has enough information on which to form and submit a recommendation.
  - (8) The board will determine its recommendation in closed session after all essential facts have been presented. If reclassification is determined to be proper, the board will recommend one or more MOSs for which the

Soldier is qualified or can be trained, and in which there are vacancies in the state (as provided by the State MPMO/G1).

c. Findings and recommendations. The president of the board will report the board's findings and recommendations to the appointing authority by memorandum. If proceedings were conducted due to physical profile limitations, See AR 600-60 and AR 40-501 for authorized and required actions.

## **2-19. Action by appointing authority**

a. The appointing authority will do one of the following:

- (1) Approve recommendation(s) that the Soldier retain the MOS.
- (2) Forward the board's report, with a recommendation, to the reclassification authority.
- (3) Disapprove the recommendations and order a hearing by the same or another reclassification board.
- (4) Disapprove recommendations and decide on the action to take.

b. The appointing authority also will direct recording of final action on a memorandum and file a copy in the Soldier's OMPF. For AGR Soldiers, also file a copy in the Career Management Information File (CMIF). For Soldiers in rank SSG and above, enclose the unit commander's recommendations and other supporting documents.

c. Final authority on all actions is the CNGB (DARNG) for Title 10 AGR Soldiers; and the AG for Title 32 AGR Soldiers and Soldiers not in active service.

## **Section III**

### **Coding Tables of Distribution and Allowances**

## **2-20. Special Reporting Code (SRC) 00F (MOS Immaterial)**

a. This section provides policy governing the utilization of the SRC 00F as a Duty Military Occupational Specialty (DMOS) code on Army National Guard Tables of Distribution and Allowances (TDAs).

b. This reporting code will not be utilized or coded in Modified Table of Organization and Equipment (MTOE) nor will it be used or assigned in any form by or when referring to an individual.

c. Position coding and validation.

(1) This policy eliminates the practice of coding ARNG TDAs with a remark code of "UP". The use of "UN" will continue to be used for positions that require combat arms MOSs. Current positions that are coded with the "UP" or "UN" code will be converted to 00F (top loaded). These positions must be validated against this policy to ensure compliance. All other remark codes used on the TDAs will remain on the document and will not be converted to 00F.

(2) The specialized duty functions listed in DA Pam 611-21, paragraph 11-1 is the guide used to justify positions as 00F. The standards of grade listed in DA Pam 611-21, chapter 11 will be followed. All positions require approval before implementation per subparagraph (4) and (5) below.

(3) All 00F positions must have a duty description that lists all the MOSs that can perform this duty. The only positions that can be any MOS are IG and EO positions.

(4) Positions coded as 00F within the states must be approved by the Force Management Directorate (NGB-ARF). Submit requests in a memorandum format with complete justification.

(5) The Staff Management Office (NGB-ARZ-T) must approve all Title 10 AGR positions before they are submitted to the appropriate agency for inclusion on their TDAs. This includes all recommended changes to Army TDAs that have ARNGUS Title 10 AGR requirements and/or authorizations. Submit all requests in a memorandum format with complete justification.

## **2-21. Selection from promotion list to 00F (MOS Immaterial) positions**

All 00F (UP) positions must have a duty description that list all the MOSs that can perform the duty. In addition, Regional Training Institutes (RTIs) are authorized to include SQI "8" and additional prerequisite as part of their selection criteria. States must include in their annual MOI the selection process for MOS 00F from the Enlisted Promotion list.

a. Prior to selecting a Soldier from the promotion list, consideration will be given to excess personnel and lateral transfers to fill the vacancy.

b. Soldiers holding eligible MOSs in the duty description listed for that 00F vacant position will be considered. Selection will be determined by the total number of promotion points held, from highest to lowest.

c. States that do not document indicate a list of MOSs eligible to occupy the position, will require a review of the entire promotion list for that grade. Soldiers with the highest promotion points will be offered the position in sequence as they appear on the promotion list.



**2-22. Utilization of Enlisted Instructors at Regional Training Institutes (RTI)**

Only the highest quality Soldiers will be assigned to RTI. Soldiers assigned to instructor positions must hold SQI "8" or meet proponent prerequisite to attend.

**2-23. Assignment criteria for instructors**

The initial selection criteria for RTI instructor duty are:

- a. Be a high school graduate or possess the GED equivalent.
- b. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. Concerning alcohol and drug abuse, persons declared rehabilitation successes under the ADAPC Program should not be included.
- c. Possess mature judgment and initiative.
- d. Have a minimum of three years time remaining in-service upon arrival at assignment or agree to reenlist or extend to meet the requirement.
- e. Have a security clearance consistent with that required to attend the requisite instructor course.
- f. Meet minimum Reading Grade Level (RGL) and Language Grade Level (LGL) (measured by Test of Adult Basic Education (See AR 350-1)) required for attendance to the requisite instructor course.
- g. Display an outstanding military bearing.
- h. Meet the body composition requirements in AR 600-9.
- i. Be able to pass the Army Physical Fitness Test (APFT).
- j. Be fully qualified in the MOS for which instructor duty is desired and have at least one year of experience in that MOS.
- k. Have recently held a leadership assignment.
- l. Have a demonstrated ability to be an instructor.
- m. Does not have a speech impediment.

**2-24. Additional requirements for Regional Training Institutes Instructors**

- a. In addition to the initial selection criteria in paragraph 2-23, Soldiers must:
  - (1) Hold rank of SSG or above; however, exceptions will be considered on a case-by-case basis to secure the best qualified instructors available.
  - (2) Possess "1" under "S" and "1" or "2" under "E" of physical profile.
  - (3) Be equal in grade to the level of students that will attend the course.
  - (4) Be graduates of the course they will instruct.
  - (5) Have a GT score of 100 or higher for assignment as an Ordnance School instructor.
- b. The requirement outlined in this chapter for the selection of qualified instructors will be noted in the states annual promotion Memorandum of Instructions (MOI).

**Section IV****Armed Forces Classification Test (AFCT)****2-25. Use of Armed Forces Classification Test**

- a. The AFCT is used to test in-service Soldiers who are MOS qualified and desire to upgrade their test scores for advancement, MOS training, or retention. The AFCT is the only test authorized for ARNG/ARNGUS Soldiers who have previously taken the Armed Services Vocational Aptitude Battery (ASVAB). Both tests have the same aptitude areas.
- b. The AFCT may be used when:
  - (1) The Soldier requires another MOS and the most recent test scores do not meet requirements for initial award of the new MOS as shown in DA Pam 611-21 and in the REQUEST qualification file.
  - (2) The Soldier's most recent test scores cannot be verified.
- c. Soldiers administered the AFCT to qualify for interstate or intrastate transfer and MOS qualification must attain the minimum aptitude area score required for the MOS in the REQUEST qualification file. Those who do not attain the minimum required aptitude area score within one year after date of assignment will be transferred to a unit that requires another MOS for which they are eligible or in which they can qualify. They may also be transferred to the ING or separated from the ARNG and transferred to the IRR.

*d.* The AFCT is not used to test or retest NPS, Glossary Non-Prior Service (GNPS), or PS applicants for enlistment into the ARNG or for Soldiers awaiting IET, except Simultaneous Membership Program (SMP) cadets who enlisted with Military Science (MS) II, III or MS IV status and CAT IV High School Seniors who fail to graduate.

## **2-26. Armed Forces Classification Test administration**

*a.* The policy and procedures for administration of the AFCT is contained in AR 611-5. All personnel who administer the AFCT will comply with its provisions.

*b.* Each state will appoint in writing a Test Control Officer (TCO) per AR 611-5, paragraph 1-15c. Appoint an alternate TCO for each state and other General Officer command to function in the absence of the TCO. Additional field alternate TCOs may be appointed down to the battalion or equivalent (LTC) command level when required to improve testing operations. Test examiners will be appointed in writing at battalion and armory level per AR 611-5. The AFCT may not be administered by other than officially appointed TCO, alternate TCO, or test examiner.

*c.* State and General Officer command TCOs will order, stock, maintain, administer and score the AFCT. Maintenance and scoring of the AFCT will not be delegated below the state or other general officer command level. Scoring keys, conversion tables, scoring worksheets and templates will be maintained by TCO in the headquarters only. Responsibility for control of test materials will not be delegated to others, including alternate TCO and test examiners.

*d.* All AFCT components are considered Army Personnel Tests (APT), will be designated "FOR OFFICIAL USE ONLY", and secured per AR 611-5. The loss or possible unauthorized disclosure of the tests has Army-wide implications. Army personnel tests will not be copied or reproduced in any manner.

*e.* The state or other general officer commands TCO will physically store the AFCT when not required for an actual test. States will establish procedures in accordance with AR 611-5 to ship the AFCT to field alternate TCOs and test examiners for test administration. Upon completion of the test, the test booklets and answer sheets will be returned to the TCO for official scoring and disposition.

*f.* The TCO will forward the official test results to the Soldier's unit commander, custodian of the Soldier's OMPF, and State Military Personnel Management Officer.

## **2-27. Armed Forces Classification Test retesting**

If the aptitude area scores are not raised to the desired level as a result of an initial AFCT, retesting policies in AR 611-5, paragraph 4-9 apply. Commanders may not approve retest until six months have elapsed since the preceding test. Request for a third retest must be approved by the State TCO as an exception to policy.

## **Chapter 3 Utilization Management**

### **3-1. Purpose**

*a.* This chapter prescribes the utilization policies of ARNG/ARNGUS enlisted Soldiers. It provides general assignment policies and responsibilities for managing the enlisted force. This also includes permissive parachuting policy.

*b.* Guidance in this chapter for Title 10 and 32 AGR Soldiers are in addition to that in AR 135-18.

*c.* This guidance applies to Soldiers mobilized under 10 USC 12301(d) in support of contingency operations, 12302 and 12304.

### **3-2. Overview**

The primary goal of enlisted management is to satisfy the personnel requirements of the ARNG by placing Soldiers in positions that require skills, knowledge, and abilities as shown by their PMOS, SMOS or AMOS. Secondary goals are to:

*a.* Provide policies on personnel utilization that will strengthen and broaden MOS qualifications and prepare Soldiers for career progression.

*b.* Assign Soldiers so they will have the greatest opportunities for professional development and promotion opportunities.

*c.* Meet Soldiers' personal desires.

### 3-3. Special Terms

The special terms used in this chapter are defined in the Glossary, Section III - Special Abbreviations and Terms.

## Section I

### Policy

### 3-4. Effective Management

Personnel resources must be managed effectively to successfully accomplish the mission. The policy of the ARNG/ARNGUS is to:

- a. Utilize Soldiers in positions in line with their military qualifications and personal qualities.
- b. Foster an atmosphere that motivates all Soldiers to attain their full potential.
- c. Provide for normal career progression.

### 3-5. Objectives

The objectives of regulating proper utilization of personnel are to:

- a. Ensure efficient utilization of Soldiers while meeting the readiness needs of the organization.
- b. Place Soldiers in duty positions that require skills, knowledge, behaviors and abilities as indicated by the descriptions for their MOSs.
- c. Provide policy that will strengthen and broaden MOS qualifications and prepare Soldiers for deployment and
  - (1) Career progression.
  - (2) Increasing responsibilities.
  - (3) Diverse assignments.
- d. Assign Soldiers to higher graded positions and promote them using the procedures in the AR 600-8-19. Any upward movement must be through the Enlisted Promotion System.

### 3-6. State Responsibilities

Efficient utilization of Soldiers is an important responsibility of sound military personnel management.

a. State AG (MPMO/G1) will establish uniform policies and procedures to assign and promote NCOs using the guidance in this chapter and the enlisted promotion policy in AR 600-8-19. States need to develop policy governing unit reorganization and the reassignment of personnel displaced by unit deactivation. The MPMO/G1 in concert with the HRO will develop these procedures for AGR Soldiers and Military Technicians as it affects their military status.

b. Organization commanders will:

- (1) Establish procedures to ensure efficient utilization of Soldiers based on policies and procedures of this chapter and state guidance in subparagraph *a* above.
- (2) Within limitations on travel, reassign Soldiers within their commands to provide career development and progression, greater responsibility, and diversity of assignments.
- (3) Ensure all aspects of DCPC policy are implemented per AR 600-13.

c. Unit commanders and supervisors will:

- (1) Assign Soldiers to authorized duty positions that make best use of MOS qualifications.
- (2) Recommend classification, reclassification, or reassignment actions to the classification authority.
- (3) Inform the Soldier of the specific assigned duty position. Counsel the Soldier on the reasons and career implications if the duty assignment is not per the PMOS, SMOS, AMOS or CPMOS.
- (4) Counsel in writing each enlisted Soldier affected by DCPC. The DCPC policy precludes assigning female Soldiers to units coded P1 on the TOE. Female Soldiers may be assigned to all other positions (interchangeable or female-only coded positions on MTOE). Identity codes on MTOE should correlate directly to codes on the TOE.

d. Military personnel officers will:

- (1) Advise and assist commanders in carrying out the policies in this regulation.
- (2) Inform commanders of noncompliance with utilization policies and recommend corrective action.

e. Soldiers will:

- (1) Maintain proficiency in all aspects of their PMOS and qualification in other awarded MOSs.
- (2) Apply for and complete Noncommissioned Officer Education System (NCOES) courses when selected for promotion.
- (3) Inform through NCO channels to Commanders of their career interests, desired duty assignments, and training.

**3-7. Title 10 Active Guard and Reserve (AGR) Responsibilities**

- a. CNGB Staff Management Office (NGB-ARZ-T) in concert with the Director, ARNG will:
  - (1) Establish policies and procedures to ensure efficient utilization of Soldiers based on the policies and procedures of this chapter and throughout this regulation.
  - (2) Reassign Soldiers to provide career development and progression, greater responsibility, and diversity of assignments.
  - (3) Ensure all aspects of DCPC policy are implemented per AR 600-13.
- b. Senior Advisors in concert with Senior Enlisted Advisors and CMF Managers will:
  - (1) Recommend assignment of Soldiers to authorized duty positions that make best use of their MOS qualifications.
  - (2) Recommend classification, reclassification, or reassignment actions to CNGB (NGB-ARZ-T).
  - (3) Inform the Soldier of the specific assigned duty position. Counsel the Soldier on the reasons and career implications if the duty assignment is not per the PMOS, SMOS, AMOS or CPMOS.
  - (4) Counsel in writing each enlisted Soldier affected by DCPC.
- c. Senior Enlisted Advisors will:
  - (1) Advise and assist Senior Advisors and CMF Managers in carrying out the policies in this chapter and guidance per subparagraph a above.
  - (2) Inform CNGB (NGB-ARZ-T) of noncompliance with utilization policies and recommend corrective action.

**3-8. Substitutability**

Substitutability is when a Soldier is utilized in a duty MOS that is related to but is not the Soldier's PMOS.

a. Substitutability is defined in DA Pam 611-21 as being: "An indication that an MOS is sufficiently related occupationally to another MOS to permit personnel substitutions between them. Related MOS are neither completely nor equally interchangeable. A person may require from one to six months of on-the-job training to become fully qualified in a substitute MOS. Length of on-the-job training will depend on the scope and complexity of the MOS and the ability, motivation, and background of the individual."

b. Guidelines for use. Substitutability permits a Soldier to work on the job in a position coded in another, related MOS, for short periods (less than 12 months). When use is projected for the long term, leaders must either send the Soldier to a resident MOS qualification course (at an active Army installation or a Regional Training Institute (RTI) or contact a supporting RTI for the possibility of using a schoolhouse-to-the-Soldier approach. Training Soldiers on-the-job in an unstructured manner to subvert the Army goal of standardized training is not authorized. Additionally, substitutability does not mean that the Soldier can be awarded the MOS. The training requirements listed in DA Pam 611-21 must be followed.

## **Section II**

### **Utilization**

**3-9. Utilization Controls**

Proper utilization requires the constant personal attention of commanders and leaders at all levels. Soldiers not properly assigned will be identified for reassignment. A Soldier is properly utilized under any of the following conditions:

- a. Assignment is under special instructions from CNGB or in accordance with AGR or Military Technician programs.
- b. In a PMOS or any CPMOS-compatible duty position at the Soldier's current grade. Soldiers in the selection objective of a promotion list are eligible for immediate assignment in the higher grade upon publication of the list. These assignments may be authorized based on notice from the State MPMO/G1 (Enlisted Personnel Manager) of selection for assignment and promotion. However, if Soldiers in a higher grade are not available, and there are no Soldiers available on a promotion list, a Soldier may be temporarily assigned up to two grades higher until an eligible Soldier becomes available.
- c. Utilization of AGR Soldiers, except those in CMF 79, in positions two grades higher requires a waiver from NGB-ARH-S. Utilization of AGR Soldiers in one grade higher requires a waiver from the State AG (NGB-ARZ-T for Title 10). Soldiers in the AGR program may be directed to train in another MOS to qualify for subsequent assignments. Upon qualification, they may be assigned in the new MOS and may also be reclassified on promotion lists using the guidance in AR 600-8-19, paragraph 7-47. See AR 135-18 for additional guidance. States may set

minimum required periods of service in positions after reclassification, promotion and assignment that the Soldiers must serve before they may request voluntary reassignment.

### **3-10. Utilization of Soldiers subject to the Lautenberg Amendment**

*a.* Commanders must detail Soldiers whom they have reason to believe have a qualifying conviction to meaningful duties that do not require bearing weapons or ammunition and ensure they are not allowed to handle or possess weapons or ammunition.

*b.* Commanders may reassign Soldiers to local table of distribution and allowances unit positions that deny them access to weapons and ammunition.

*c.* Commanders will not appoint or assign Soldiers with qualifying convictions to leadership, supervisory, or property accountability positions that would require access to weapons or ammunition. See paragraph 2-2f.

### **3-11. Recruiting and Retention Personnel**

*a.* The MOS 79T (RRNCO) only applies to enlisted Soldiers in accordance with paragraph 2-5c serving in authorized duty positions within the full-time recruiting and retention force. SQI 4 applies to SPC through SFC. Soldiers who meet the conditions of subparagraphs *b* to *d* below will be awarded SQI 4.

*b.* Soldiers must meet the minimum qualifications for MOS 79T or SQI 4 as outlined in DA Pam 611-21. In addition, Soldiers must possess a valid Army MOS prior to attendance of the RRNCO Course and subsequent award of SQI 4. All current Army MOSs are feeder MOSs for MOS 79T and SQI 4.

*c.* Only SPC through SFC may attend the RRNCO Course. States may request an exception to policy from Strength Maintenance Training Center (SMTC) NGB-ASM-PEC-G1.

*d.* Soldiers must complete the ARNG Recruiting and Retention NCO course (805B-SQI-4) Phase I and Phase II.

*e.* SQI 4 ARNG Recruiting and Retention NCOs must complete the ARNG 79T Conversion Course prior to attending 79T ANCOC or award of MOS 79T. Soldiers must meet the following criteria prior to attending the 79T Conversion Course.

(1) Be a Title 10 or Title 32 FTNGD Soldier (Sergeant/E5 or above) currently serving in a valid 79T position (Active Duty Operation Support (ADOS)/Global War on Terrorism (GWOT) Soldiers are not eligible).

(2) Have graduated from the ARNG Recruiting and Retention NCO Course (805B-SQI-4) Phase I and Phase II.

(3) Demonstrate at least one year of successful performance as an RRNCO since completion of the ARNG Recruiting and Retention NCO Course.

(4) Request through command channels to convert to primary MOS 79T and receive approval from State Recruiting and Retention Commander. See Appendix B, Figure B-1 and Figure B-2 for sample memorandums. Soldiers in the rank of SGT through SFC may be awarded the 79T MOS upon completion of the 79T MOS Conversion Course and approval of the State Recruiting and Retention Commander.

*f.* Constructive Credit for 79T BNCOC, Phase II. Soldiers who complete the 79T Conversion Course and are awarded MOS 79T are considered BNCOC qualified after completion of BNCOC Common Core Phase 1 (or equivalent) as outlined in AR 350-1, paragraph 3-42. Record credit on DA Form 2-1, item 27 and change the Soldier's NCO education code to "2".

*g.* Soldiers who were awarded MOS 79T and transfer out of the 79T career field to their previous MOS, are encouraged to attend Phase II BNCOC or ANCOC depending on their grade in the previous held MOS. This will provide the Soldier the most current skills in their MOS. Commanders and leaders at all levels are encouraged to provide these Soldiers with every opportunity to attend this training.

*h.* The HRO should establish internal selection processes for Soldiers converting from SQI 4 to MOS 79T. At a minimum, Soldiers must have served successfully for one year as an SQI 4 RRNCO. This includes meeting established strength maintenance missions applicable to their duty position and displaying professional attributes required of senior NCOs. Soldiers selected for conversion to MOS 79T, and who decline, will be reassigned to other positions within the state full-time force structure or released from AGR status as determined by the AGR program manager.

*i.* Table 3-1 illustrates NCOES training requirements for MOS 79T:

**Table 3-1**  
**Illustrates NCOES Training Requirements for MOS 79T**

<b>Current Rank</b>	<b>Promotion to</b>	<b>NCOES Requirement</b>	<b>Remarks</b>
SGT	SSG	WLC	
SSG	SFC	BNCOC	See Note 1 & 4
SFC	MSG	ANCOC	See Note 2 & 4
MSG	SGM	USASMA	See Note 3

Notes:

1. Soldiers who complete the 79T conversion course and are awarded MOS 79T are considered BNCOC qualified after completion of BNCOC Common Core (Phase I) IAW AR 350-1, paragraph 3-42. Soldiers who are SQI 4 must attend BNCOC in their primary MOS. Soldiers who complete the 79T Conversion Course and remain an SQI 4 RRNCO must attend NCOES in their primary MOS.
2. Soldiers attending 79T ANCOC must have completed the 79T Conversion Course at least 6 months prior to attending 79T ANCOC. As an exception, Soldiers who complete 79T ANCOC prior to 1 Jan 08 are not required to attend the 79T Conversion Course.
3. Soldiers must hold MOS 79T prior to being assigned to a MSG or higher position in CMF 79 within the ARNG.
4. The NCOES requirements may be obtained through recognized equivalent training. For example: Advanced Leader Course may be used in lieu of BNCOC and the Senior Leaders Course may be used in lieu of ANCOC.

### 3-12. Authorized exceptions

Soldiers may also be utilized (only when paragraph 3-8 does not apply) under the following conditions:

- a. In SMOS at the same or higher grade.
- b. In a MOS substitute for the PMOS as authorized in DA PAM 611-21. However, a substitute MOS cannot be awarded as a PMOS unless the Soldier completes formal training.
- c. In an AMOS at the same or higher rank. Elapsed time, change of equipment functions related to the MOS, and changes in the grade, should be considered since the Soldier last served in the AMOS.
- d. A corporal may be utilized in a specialist position only when no NCO vacancies are available in the current grade or higher skill level. See AR 600-8-19, paragraph 7-11 for lateral appointment of corporal and specialist.
- e. Soldiers, SSG and below, who cannot be properly utilized in authorized positions (Table of Distribution and allowances (TDA), Military Table of Organization and Equipment (MTOE), or RC overstructure) due to reorganization actions may be assigned and properly utilized in a position one grade lower for not longer than one year before involuntary reduction is mandatory in accordance with AR 600-8-19, chapter 10. Individuals who refuse assignment to positions for which they are qualified and available will be immediately reduced to the grade authorized for the positions they occupy if they are not separated per paragraph 6-36d. Soldiers serving in lower graded positions will not be penalized through the NCO Evaluation Reporting System. Commanders will counsel Soldiers being utilized under this provision regarding the specific reason for the exception to the normal utilization policies.
- f. Soldiers who are in lower graded positions (overgrade), or who lost their positions, while on Active Duty under 10 USC 12301, 12302, 12304, or 12406 are authorized to be retained in the one-grade-lower position for a maximum of one year after Release from Active Duty (REFRAD). See AR 600-8-19.
- g. An action to reassign a Soldier due to involuntary displacement will not cause another Soldier to be improperly assigned.
- h. Rather than accept involuntary reduction, Soldiers who cannot be properly utilized, who have three or more months remaining on their statutory or contractual service obligations, may elect reassignment to the ING, separation from the ARNG/ARNGUS and transfer to the IRR or to the Retired Reserve, if eligible. Soldiers with three or fewer months remaining to their Expiration Term of Service (ETS) will not be reduced before separation.
- i. Active Guard Reserve (AGR) Soldiers displaced through reorganization actions will be placed in the AGR Priority Placement Program. State HROs, in concert with their State MPMO/G1s, will issue instructions for their utilization.
- j. When the assignment is under actual combat conditions. This applies after deployment and the Commander assigns a Soldier while in theater.
- k. When the assignment is to meet an urgent military requirement to satisfy an exceptional need for special duty. Special assignment as pertains to this paragraph is defined as duty performed with an organization other than

that to which the Soldier is assigned while continuing to be administered and accounted for by the Soldier's unit of assignment. This detail must be authorized by the State MPMO/G1 with the expected term to be for short periods of time (no longer than 6 months). Special duty is only authorized to meet the mission needs of the ARNG and cannot be used to satisfy any personal needs of a Soldier.

*l.* When the sole purpose of the assignment is to qualify Soldiers for a shortage MOS. The MOS and skill level must be authorized for the Soldiers' grade and meet the MOS requirements per DA Pam 611-21.

### **3-13. Limitations on NCO Utilization**

*a.* A SFC, MSG and SGM will not be utilized (assigned) in a lower graded position. These Soldiers must be reassigned to positions commensurate with their grades or be involuntarily reduced and assigned to vacant lower graded positions. However, when there are no vacancies for which they are eligible due to reorganization, these Soldiers may be assigned overgrade or excess to unit requirements for a maximum of one year. Exceptions for extension will be considered in meritorious cases. Commanders at all levels will review these Soldiers at least monthly for reassignment to authorized positions in the proper grades. These Soldiers must be MOS qualified for the position. Promotion authorities may not fill positions by promotion if overgrade or excess personnel are available.

*b.* Laterally appoint CSMs involuntarily removed from the CSM program (See AR 600-8-19) to SGM, immediately assign them to other duties, and report them to the promotion convening authority for reassignment to the next vacant SGM position for which MOS qualified, within geographic limitations. When there are no SGM positions available for which qualified, they may be retained as SGM in MSG or 1SG positions for not more than one year before reduction per AR 600-8-19. State AGs may direct reclassification and reassignment when there are positions in which these Soldiers may be used.

*c.* A SFC, MSG or SGM reassigned due to displacement will not displace another properly assigned Soldier.

*d.* Soldiers described in *a* and *b* above may request administrative reduction without prejudice to be assigned to position vacancies; separated from the ARNG and transfer to the IRR; transfer to the ING; or assignment to positions compatible with their grades in other units.

*e.* Excess SFC, MSG and SGM will be assigned to the next vacant position for which qualified, within the unit of assignment, or another unit within the geographical area, except AGR Soldiers who may be reassigned to any available position in the state. Individuals in this category who decline assignment for which they are eligible and available, including those offered reassignment and reclassification training for vacant positions, may be separated from the ARNG within three months after refusal of the assignment.

*f.* 1SGs and CSMs who are detailed or ordered to duties not authorized those grades of rank in the MTOE or TDA, and the detail or order lasts more than 30 days, will be laterally appointed by memorandum to MSG or SGM for the duration of the period. Upon return to their 1SG or CSM assignments, they will be laterally appointed to 1SG or CSM by memorandum without any other action. This also applies to periods of active service for training or special work that do not require a 1SG or CSM. It does not apply to boards, studies or commissions that specify individuals must be in the grade of 1SG or CSM.

### **3-14. Utilization of Certain Designated Personnel**

*a.* Soldiers with SRIP enlistment bonus must be utilized in the MOS, for which they received their bonus, including assignments and promotion to higher graded positions in the bonus MOS and MOS to which it progresses per DA Pam 611-21. These Soldiers must remain DMOS qualified in the bonus MOS for the entire period they receive their bonus.

*b.* Soldiers ASI trained will be assigned and utilized in an ASI position for which they were trained. They will continue to be utilized as long as an ASI position exists or they are assigned to higher graded positions through career progression.

*c.* Defense Language Institute graduates will be assigned and utilized in authorized positions requiring foreign language ability until assigned to higher graded positions through career progression.

*d.* Commanders will assign and utilize first term Soldiers in positions for which they were trained to the maximum practical extent.

*e.* Active Guard Reserve (AGR) Soldiers must be qualified for their assignments per AR 135-18. Those who are not MOS qualified may be allowed a maximum of one year to qualify in the MOS that is required for the position or be assigned to a position for which qualified.

*f.* Assignment of AGR Soldiers to certain positions may require a leadership waiver per AR 135-18.

*g.* Soldiers who are Military Technicians may be assigned to certain positions only with a compatibility waiver.

*h.* Soldiers occupying 00F positions will maintain a PMOS required for the duties associated with the position, if one is required. When a Soldier holds more than one MOS that could be used, the MOS that is most closely related to the position will be used. The Soldiers PMOS will be the Soldiers CPMOS. This is the MOS in which the Soldier will seek further assignments and promotion opportunities. The MPMO/G1 or (NGB-ARZ-T for title 10 AGR Soldiers) is the final approval authority in determining the Soldiers CPMOS. See chapter 2 of this regulation for additional requirements.

*i.* Soldiers will be considered for promotion and further assignments based on their CPMOS. Soldiers desiring to change their CPMOS must submit a DA Form 4187 through channels to the MPMO/G1 or NGB-ARZ-T for title 10 AGR Soldiers.

*j.* For reporting purposes, Soldiers occupying 00F positions will be coded as qualified in SIDPERS. This is regardless of any additional training requirements for positions coded with an SQI or ASI.

### **Section III**

#### **Enlisted Permissive Parachuting Program**

##### **3-15. Purpose**

- a.* This policy supports the Army's Permissive Parachuting Program.
- b.* This program is for experienced Army airborne-qualified Soldiers assigned to non-airborne duty positions.
- c.* Permissive parachuting status may be authorized per this policy for Soldiers who need to perform parachuting in conjunction with the performance of their current duties, or who desire to maintain their static-line military parachuting skills for future airborne assignments.

##### **3-16. Authority**

- a.* The Director, Army National Guard is the approval authority for permissive parachuting requests for Title 10 AGR and Regular Army personnel assigned to the National Guard Bureau. The State Adjutants General are delegated approval authority for their Soldiers. This authority will not be delegated.
- b.* Title 10 AGR Soldiers must submit requests through channels, through NGB-ARZ-T, to NGB-ARH-S for approval. States are not authorized to grant Title 10 AGR Soldiers permissive parachuting status.
- c.* Permissive parachuting status is authorized per AR 614-200, paragraph 5-7*b*.

##### **3-17. Prerequisites**

Personnel interested in participating in the permissive parachuting program must meet the prerequisites of AR 614-200, paragraph 5-7*b* and possess the following:

- a.* Hold SQI P, S, or V, or hold an MOS in CMF 18.
- b.* Have at least three years of cumulative parachuting duty in an airborne position.
- c.* Have completed airborne refresher training or have jumped while in an authorized airborne status within six months preceding the date of the scheduled permissive parachuting jump. See Appendix C, Table C-1 for Soldiers who require the Airborne Refresher Training Course. These course requirements are per FM 3-21.220, appendix A. This requirement is mandatory.

##### **3-18. Restrictions**

Permissive parachuting will not be authorized for:

- a.* Periods longer than 6 months.
- b.* Activities with foreign forces unless the U.S. Army-proposed participants have a definable, directed mission role with such foreign forces.
- c.* Participation in jumps related to or motivated by personal, recreational or ceremonial reasons.
- d.* Performing jumpmaster, assistant jumpmaster or safety personnel duties.
- e.* Jumps when they are likely to increase airborne program resources.
- f.* Soldiers not medically qualified for parachuting duty or who do not have a current physical (AR 40-501).
- g.* Soldiers who are not in good physical condition as indicated by the most recent APFT or not in compliance with the height and weight requirements in AR 600-9.
- h.* Jumping other than static line.

##### **3-19. Reporting Requirements**

- a.* The State AG will:
  - (1) Personally sign or initial all permissive parachuting approvals and requests for exceptions to policy.



(2) Forward favorable recommendations for exceptions to AR 614-200 to CNGB (NGB-ARH). These requests will be forwarded to HRC, ODCSPER for approval.

(3) Disapprove requests for permissive parachuting status that are not in accordance with AR 614-200, chapter 5, unless recommending approval of a request for exception to policy. Individuals will not jump until exceptions are approved.

(4) Maintain continuous accountability of personnel approved for permissive parachuting status in the following format: grade, name, SSN, unit, date qualified, date last assigned to an authorized airborne position, total months of cumulative Army parachute duty, date assigned to non-parachuting duty, and date last completed refresher training.

(5) Submit a consolidated report from (4) above to CNGB (NGB-ARH-S), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231, as of 31 March and 30 September each year. Do not submit negative reports.

*b.* The Director, ARNG (NGB-ARH) will:

(1) Perform the tasks in *a* above for NGB Personnel.

(2) Collate total ARNG reports and data and report them to HQDA, Deputy Chief of Staff, G-1 (DAPE-MPE-DR).

### **3-20. Additional information**

*a.* Permissive parachuting jumps are creditable towards senior and master parachutist ratings.

*b.* Injuries received while performing approved permissive parachuting activities normally will be determined to have been incurred in the line of duty.

*c.* Requests may be approved conditionally when refresher training has not yet been completed. However, the approval will contain a statement that it is not effective or official until the Soldier has completed refresher training, and Soldiers will not jump before they complete refresher training.

*d.* Do not publish orders for permissive parachuting status. Instead, the Soldier must have a copy of the latest approved authorization to participate in permissive parachuting jumps.

*e.* Requests must originate from and be signed by the Soldier who is volunteering for permissive parachuting status. As enclosures, the request must include the Soldiers DA Form 1307 Individual Jump Record, current DA Form 705 Physical Fitness Test Scorecard, and current physical. Requests will be forwarded through the chain of command to the appropriate approval authority.

## **Chapter 4**

### **Assignment and Transfer**

#### **Section I**

##### **Introduction**

#### **4-1. Purpose**

This chapter prescribes policies and procedures for:

*a.* Assignment and Transfer.

*b.* Selection Procedures.

*c.* Interstate Transfer.

*d.* Attachment.

*e.* Enlistment in other Armed forces and Order to Active Military Service.

#### **4-2. Overview**

*a.* The goals of the enlisted personnel assignment system are the same as the utilization management listed in paragraph 3-2. Utilization management and assignments are integrally connected.

*b.* This chapter applies to all enlisted Soldiers in ARNG/ARNGUS, including those mobilized under 10 USC 12301d in support of contingency operation, 12302 or 12304.

#### **4-3. Special Terms**

The special terms used in this chapter are defined in the Glossary, Section III - Special Abbreviations and Terms.

## Section II

### Assignment and Transfer

#### 4-4. General

*a.* ARNG/ARNGUS Soldiers may be transferred between ARNG units within a state. They also may reenlist and be concurrently reassigned between states using the ARNG Interstate Transfer System in section IV of this chapter.

*b.* Transfer of Soldiers within the state is voluntary or involuntary and according to procedures established by the state and this chapter. Change of address transfers will be per AR 135-91, chapter 5, section II. Transfer of Soldiers who have not completed IET will not be released from the requirement to attend training within the time frames per the ARNG Enlistment Criteria.

*c.* Soldiers denied unit assignments are entitled to information about vacancies in other units near their homes. If an ARNG unit vacancy is not available, they may contact the USAR or another RC unit to obtain an assignment. However, the direct transfer of Soldiers between the ARNG and the Air National Guard (ANG) is prohibited. This does not preclude issuing a conditional release (DD Form 368) for Soldiers who are eligible to enlist in the ANG.

*d.* Voluntary assignment. A request for assignment to any ARNG unit is permitted providing the chain of command of the current unit of assignment agrees to release the Soldier. Volunteers may be accepted for unit assignment provided:

- (1) There is an MTOE/TDA authorized position vacancy.
- (2) The Soldier is MOS qualified in the position vacancy or can meet the requirements for MOS qualification per DA Pam 611-21 and agrees to become qualified within one year.
- (3) There is reasonable assurance the Soldier will participate satisfactorily. The applicant's geographic location, possible employment conflict, future plans, and past relocations will be carefully considered.
- (4) The Soldier meets the body composition standards of AR 600-9 and the medical standards for retention in an active status per AR 40-501, chapter 3. The Soldier must be physically able to perform the duties of the position as required in DA Pam 611-21.
- (5) The Soldier's current unit commander agrees to release the Soldier for reassignment.

*e.* See NGR 614-1 for ING reassignment policy.

*f.* For positions that will be filled through EPL, the best-qualified Soldiers will be reassigned after promotion board proceedings have been approved and the selection list published per AR 600-8-19. Soldiers who do not live within the maximum involuntary travel distance and time guidelines in AR 135-91, chapter 5, may waive in writing those requirements to be eligible for reassignment. The Soldier's election will be on NGB Form 4100-1-R-E or a form designed by the State MPMO/G1 for that purpose. See appendix D. The waiver consists of the Soldier marking one or more choices offered by the state as discussed in the AR 600-8-19.

*g.* Soldiers assigned to positions through the EPL for which they are not eligible, or later become ineligible, (based on the options they selected per AR 600-8-19, para 7-31) will be removed from the position and assigned to a position authorized for their current grade. See AR 600-8-19, paragraph 7-4.

*h.* Non-career Recruiting and Retention NCOs in AGR status are identified with SQI 4 upon meeting the requirements for this SQI per paragraph 3-11. States must use this SQI for initial assignment in the R&R force against authorized positions on the TDA/MTOE. SQI 4 must also be used on Soldiers authorized in detailed status from other AGR programs, until the RRNCO applies for and is accepted into career status as a SGT or above. These Soldiers may attend the ARNG Recruiting and Retention (R&R) NCO Course approximately six months before the start of their Special Duty Assignment (SDA). They also may attend this course after selection in an ADT (FTNGD) status before they are ordered to AGR status. During the assignment to R&R duties in SQI 4, they will be considered MOS qualified for all reporting purposes, will be considered for promotion in their primary MOSs, and will attend NCOES in their primary MOSs, not in MOS 79T. When selected for promotion to grades other than SFC, these Soldiers' CPMOS will remain their PMOS with SQI 4. They will attend their NCOES courses (provided they are in the selection objective of the promotion list in the PMOS) while in the SDA. They also may be promoted while in the SDA provided they are selected in sequence for their CPMOS. However, they are not eligible for assignment in those MOSs, unless released from R&R duty by the MPMO/G1 in concert with the State RRC. Soldiers who have applied for and been approved for career R&R status will be considered for SFC in their PMOS. If they are within the selection objective of their PMOS, they can be promoted and enrolled in the 79T ANCOC. These Soldiers must complete Phase II in MOS 79T at the National Guard Professional Education Center (NGPEC) NCO Academy. See NGR 601-1 for specific requirements and duties. Current AGR RRNCOs will not revert from MOS 79T to SQI 4. Soldiers may retain SQI 4 for up to three years after they leave the SDA only when approved

by the MPMO/G1. These Soldiers may be directed by the State AG to perform occasional recruiting and retention duties for special recruiting and retention events or activities during those three years.

#### **4-5. Assignment of female Soldiers**

Female Soldiers will be assigned and utilized per AR 600-13. Female Soldiers may not be assigned to units, positions, or MOSs, SQIs or ASIs closed to female Soldiers per DA Pam 611-21, chapter 13.

#### **4-6. Assignment to CSM, SGM, 1SG and MSG positions**

*a.* Each state will develop a system to fill position vacancies using the general guidance in this paragraph.

*b.* CSM Positions. When a CSM position is vacant, give first consideration to serving CSMs. Then consider CSM board selectees and SGMs eligible for reappointment to CSM. If there are none available, consider MSG, 1SG or SGMs who are CSM nominees (selected by a state-level CSM Selection Board per chapter 7 of this regulation) to detail as acting CSM to perform the duties pending assignment of a CSM or approval of a nominee by the HQDA (NGB) ARNG CSM Selection Board. Soldiers may not be assigned to CSM positions per paragraph 7-15a, nor may they be promoted or frocked to SGM or CSM against a CSM position, IAW AR 600-8-19, chapter 7, until selected by the HQDA (NGB) CSM Selection Board. First-time CSMs should complete the U.S. Army Command Sergeants Major Course (CSMC) at the U.S. Army Sergeants Major Academy not later than one year after appointment to CSM.

*c.* SGM Positions. To fill a SGM position consider reassignment of a SGM with the proper MOS, reassignment of one who, when directed for reclassification by the State AG, is able and agrees to qualify for the MOS within twelve months. If a SGM is not available, reassignment of a MSG or 1SG who is listed in the selection objective of the state's SGM promotion list for that MOS is permitted.

*d.* 1SG Positions. Commanders will consider MSGs and serving 1SGs for assignment to First Sergeant positions before selecting SFCs for promotion into First Sergeant positions. This will allow career development assignments in grade without affecting the number of Soldiers promoted. First Sergeant vacancies will normally be filled before MSG positions.

(1) States should establish board procedures to identify for First Sergeant positions MSG and SFC eligible for promotion to master sergeant, who desire (and who are eligible and available based on being listed in the selection objective of the master sergeant promotion list) to serve as First Sergeants. This board, comprised of command sergeants major, will be convened at the Joint Forces Headquarters level. This board should meet as soon, as is practicable after the master sergeant promotion board (if it is not part of that board) so that selectees can enroll in the First Sergeants Course. States may charge a panel of the Master Sergeant promotion boards to accomplish this function.

(2) New First Sergeants will complete the U.S. Army First Sergeants Course (FSC) within one year of appointment. Generally, the FSC will be completed within the six months before or after appointment to 1SG. Detachment Sergeants in grades SFC and MSG may attend the FSC when authorized by their states. Soldiers must have a minimum of twenty-four months in service remaining after graduation to attend the FSC. 1SGs who fail to enroll and complete the FSC within one year of assignment will be reassigned to a valid MSG position. If a MSG position is not available, follow the utilization policies in chapter 3 of this regulation. When conditions preclude sending an appointed 1SG to the FSC within the prescribed time, a waiver deferring school attendance must be requested through NGB-ARH-S.

(3) Soldiers assigned and utilized in 1SG positions will normally have the MOS or another MOS in the CMF of the duty position. However, MSGs may be utilized in First Sergeant positions outside of their CMF if they are recommended, hold or can become qualified for SQI M. This utilization practice should be limited to situations in which no qualified Soldier with the proper MOS and grade is reasonably available to fill the vacancy, or there is several related MOSs in the unit. This is limited to units such as in a headquarters, service, support, maintenance or similarly diverse unit that do not merge until SGM. This practice should generally be limited to headquarters, service, and support units, and not in line units such as the lettered companies of a maneuver battalion.

*e.* Soldiers will be selected, assigned, promoted or appointed only in authorized and approved positions on unit manning documents approved by HQDA:

(1) To First Sergeant.

(2) To Command Sergeant Major only after selection by the HQDA (NGB) ARNG CSM Selection Board as discussed in this chapter and AR 600-8-19, chapter 7.

(3) Full-time support Soldiers (AGR and Military Technicians) may be assigned to First Sergeant and Command Sergeant Major positions only following the policies and procedures in this regulation in concert with AR 135-18.

**4-7. Reassignment and position vacancies**

*a.* PV1 through SSG may be assigned to a unit when a MTOE/TDA position vacancy in their grade of rank exists or if they can be properly utilized in accordance with this chapter.

*b.* Soldiers in grades SFC through SGM may be transferred to a unit only when a position vacancy exists in the applicable MTOE/TDA authorization document. The unit authorizations for SFC, MSG, 1SG, SGM and CSM cannot be exceeded.

*c.* Reassignments and promotions to positions authorized higher grades may be made the date the list is published. Soldiers will be promoted on the first date they are eligible per AR 600-8-19 without further action.

*d.* Reassignment due to change of residence. Every effort will be made to assist Soldiers who, due to a change in residence, must be transferred to another unit. See AR 135-91, chapter 5, section II. The maximum distance or time factor may be exceeded with the written concurrence of the Soldier concerned.

*e.* All units may fill one-year projected vacancies (including those caused by reorganization actions) without regard to percentage of strength authorized. However, this is not authority to promote Soldiers over-grade pending loss of an assigned Soldier in the higher grade.

*f.* Overstrength conditions caused by reorganization actions or inactivation will be managed on a case-by-case basis. Soldiers in this status are excluded from the limitations of this policy for up to one year from the date of reorganization or inactivation.

*g.* Reassignment due to unit inactivation or relocation. Soldiers whose units are inactivated or relocated will be separated and transferred to the IRR (or concurrently discharged, as appropriate) or transferred to the ING, if:

(1) They now live beyond reasonable commuting distance of their unit, unless they agree in writing to waive the distance or travel time.

(2) There is no other unit within reasonable commuting distance in which they can be properly utilized.

*h.* In the absence of qualified Soldiers in the correct grade for positions authorized in grades SGT through MSG, the immediate (or a higher level) commander should temporarily assign the best-qualified individual available. This assignment carries no permanence or guarantee of promotion in that position. The immediate or any higher level commander can assign a fully qualified individual (including one on a promotion list for promotion to the authorized grade) to that position at any time.

**4-8. Mandatory assignment**

Soldiers who are obligated by statute or contract may be involuntarily assigned to unit MTOE/TDA position vacancies providing the involuntary travel conditions in AR 135-91, paragraph 5-5 are met. However, Soldiers may voluntarily accept assignments beyond those limits.

**4-9. Change of residence to a bordering state or to a foreign country**

A Soldier who becomes a resident of a bordering state may continue as a member of that unit unless the assignment and membership is contrary to the laws of the state in which the unit is located. Soldiers who are US citizens and reside in a foreign country will be placed in ING or discharged per paragraph 6-36e. Noncitizen members of the ARNG who take up residence in a foreign country will be concurrently discharged per paragraph 6-35l(1)(b).

**Section III****Selection Procedures to Fill NCO Vacancies****4-10. General**

*a.* The policies and procedures outlined below will be strictly followed to ensure a fair and equitable system to fill enlisted vacancies throughout the Army National Guard of the United States.

*b.* Soldiers selected and promoted outside the regulatory requirements outlined in this section and the AR 600-8-19 will be subject to reduction and reassignment from the position.

*c.* States will set a timeline for commanders to fill vacancies or have the vacancy filled by the MPMO/G1 without the commander consent.

*d.* Commanders will fill unit NCO vacancies utilizing the following sequence in order as they appear:

(1) Priority Placement List; (Soldiers displaced by reorganization/deactivation or promoted during mobilization without a valid unit vacancy);

(2) Excess personnel;

(3) Lateral assignment;

(4) Enlisted Promotion System; and

(5) Selection by hiring board (AGR only) upon exhausting subparagraphs (1) - (4) above.

e. AGR Soldiers selected through a hiring board must submit their promotion packet to compete for promotion during the next promotion board, if eligible. Soldiers must be selected in sequence as they appear on the promotion list.

#### **4-11. AGR Selection Board**

a. The selection boards outlined in AR 135-18 are convened for initial entry into the AGR program. Under no circumstances will interviews be conducted to select AGR personnel for higher grade positions, against a promotion list.

b. Soldiers who are eligible and available will be offered the position from the Enlisted Promotion List in sequence as they appear on the promotion list. The only exception authorized is outlined in subparagraph c below.

c. Interviews are authorized to fill NCO positions for the office of the Inspector General in accordance with AR 20-1.

#### **4-12. Restrictions**

a. Traditional guardsmen (M-Day) are restricted from competing for assignments on the Unit Manning Document identified solely for AGR personnel. In addition, geographic location may restrict some M-Day Soldiers' availability for assignment.

b. Military technicians are restricted from competing for assignments in the following two areas:

(1) Assignments not within the compatibility rules of their full-time employment, and

(2) Assignments and/or promotions that will create a grade inversion.

c. AGR personnel must compete for vacancies solely identified on the Unit Manning Document and the Support Personnel Manning Document for full-time (AGR) manning.

d. Soldiers who are restricted for assignments based on their military status as shown above are deemed ineligible and unavailable for consideration.

e. Based on the restrictions imposed in paragraph a and b above, Soldiers may be ineligible or unavailable for the assignment due to program requirements, geographic location, AGR or Military Technician programs. See AR 600-8-19, paragraph 7-37a(5).

f. AGR, Military Technicians and M-Day Soldiers may appear on the same enlisted promotion list. This list should include the data needed to identify individual categories in order to help manage the list. See AR 600-8-19, paragraph 7-38.

g. The State MPMO/G1 will, in concert with the State HRO, determine the methods to request, assign and promote Soldiers, including those who are Military Technicians and AGR, to available vacancies throughout the state in promotion sequence. See AR 600-8-19, paragraphs 7-39a and 7-40. Under no circumstances will a Soldier on a promotion list be bypassed who is eligible and available for the vacancy.

### **Section IV**

#### **Interstate Transfer**

#### **4-13. General**

a. This policy allows a Soldier relocating to another state to reenlist into the ARNG/ARNGUS of the new state before moving to that state. It also permits Soldiers to transfer for the purpose of functioning in a position in which MOS qualified or transfer to enter active duty with a unit being called into Active Federal Service per (AFS). Interstate transfers are individual personnel actions submitted by Soldiers through administrative channels. An example of a completed NGB Form 22-5 is shown in Appendix E.

b. The effectiveness of the interstate transfer process requires that Soldiers inform their units as soon as they plan to move. This will allow coordination between the losing and gaining state headquarters. It is not intended for Soldiers who are uncertain as to where they are relocating.

c. Use DA Form 4187, NGB Form 22-5, or informal memorandum. Do not use the Conditional Release (DD Form 368 or NGB Form 60) to transfer ARNG/ARNGUS enlisted Soldiers between states. Soldiers who report to a unit in a new state who were not qualified for transfer may be discharged per chapter 6 of this regulation.

d. Interstate transfer is also an effective tool that allows ARNG Soldiers to join units in another state to be given the opportunity to serve in their current career fields rather than being retrained. Soldiers, who request an interstate transfer to another state for MOSQ reasons, waive their ability to request discharge on the basis of the distance required to commute to training.

*e.* Sergeants and above require position vacancies in their grades. Soldiers may also be enlisted into the ING of the gaining state for subsequent assignment.

*f.* Restrictions. Do not transfer Soldiers:

- (1) Who do not meet medical retention standards. Waiver is not authorized.
- (2) Who do not meet the standards of AR 600-9. Waiver may be authorized by the gaining state if the Soldier is making satisfactory progress in the weight control program.
- (3) Within four months of current ETS at time of request for transfer, unless they immediately reenlist or extend their current enlistment on or before the effective date of the Interstate Transfer. Waiver is authorized.
- (4) With nine or more unexcused absences within the preceding 12 months. Waiver is authorized.
- (5) Who do not have a current APFT (within the last APFT cycle). Waiver may be authorized by the gaining state.
- (6) Who is enrolled or pending enrollment in the Army Substance Abuse Program (ASAP) per AR 600-85.

#### **4-14. Losing state actions**

*a.* Coordinate the following information with the Interstate Transfer (IST) Coordinator for the gaining state headquarters (electronically, by voice, EMAIL or FAX):

(1) The Soldier's identification data (name, grade, SSN); ETS and losing unit of assignment; work and home addresses and telephone numbers in the losing and gaining states; date of last physical and physical profile serial, and a statement that the Soldier meets medical retention standards; verification that the Soldier has completed IET, or the REQUEST information concerning current scheduling and the mandatory date by which the Soldier must be trained.

(2) Signed approved waiver for any restrictions authorized a waiver in paragraph 4-14*f* that is waived by the gaining state.

(3) Obtain the gaining unit assignment information (name, UIC, paragraph, line number, position title, street and mailing address, phone number,) and the name and phone number of the Soldier's unit point of contact.

*b.* Counsel the Soldier and complete NGB Form 22-5 Addendum. Explain Part III of the Addendum to the transferring Soldier. This counseling is required before administration of the Oath of Enlistment. Once reenlisted, the Soldier may not attend any further training or other type of duty with the losing unit as they no longer are members of those units upon administration of the Oath of Enlistment in the new state.

*c.* Administer the Oath of Enlistment, NGB Form 22-5, for the gaining state.

*d.* Provide Soldier with copy of the Addendum and place the original in OMPF. Provide the Soldier with a copy of the latest DD Form 4 and DA Form 4836, DA Form 2-1, NGB Form 23-series, SIDPERS Personnel Qualification Record, DD Form 2808 or SF 93, DD Form 2384 (Selected Reserve Educational Assistance Program (GI Bill)) and verification of promotion list status for integration on the new state list.

*e.* Immediately upon executing the oath, close out the OMPF and DA Form 2-1 effective the day before the Oath of Enlistment. File the current DD Form 93 and SGLV 8286 as the uppermost documents in the permanent section of the OMPF.

*f.* Forward all the elements of the Soldier's personnel records required by AR 600-8-104 to the losing State Enlisted Personnel Manager who will:

- (1) Review them for completeness and accuracy.
- (2) Forward a copy of NGB Form 22-5 to SIDPERS.
- (3) Copy the NGB Form 23A1 for State files.
- (4) Publish and distribute transfer orders effective as of the date on the NGB Form 22-5.
- (5) DA Form 268 (transferable flags).

*g.* SIDPERS will:

(1) Create a departure transaction with an effective date two days prior to the date the NGB Form 22-5 was signed.

(2) Produce a copy of the SIDPERS Personnel Qualification Record.

(3) Notify the gaining state of the transfer by message or EMAIL, and specify the reporting date in the message.

(4) Upon notification from the gaining state that the Soldier has reported for duty, create a discharge transaction. The effective date of the discharge is the day prior to the date the NGB Form 22-5 was signed.

**4-15. Gaining State actions**

- a. If there is no position vacancy for a SFC or above, the gaining state may take action to offer the Soldier a voluntary administrative reduction to fill a vacancy at a lower grade of rank. A voluntary administrative reduction at the time of enlistment is not authorized. This will be accomplished only after the Soldier arrives in the gaining state.
- b. State IST Manager will:
  - (1) Notify the gaining unit of the accession and the reporting date.
  - (2) Notify losing state coordinator when Soldier has reported for duty to allow losing state to publish transfer order assigning the Soldier to the new state.
- c. Appoint a sponsor for the transferred Soldier. The sponsor will contact and welcome the new arrival through correspondence and by telephone to ease the transfer process.
- d. When notified of the imminent transfer, the SIDPERS will access the Soldier as "assigned not joined", and advise the losing state by message of the accession. The effective date is the date of oath of enlistment.

**4-16. Uncoordinated interstate transfer**

When there is not enough time to coordinate a transfer before the Soldier departs:

- a. The losing unit will provide the Soldier's new residence, work address, phone numbers, and the date of arrival at the new location through the losing State's IST Coordinator to the gaining State's IST Coordinator to help the Soldier gain an assignment.
- b. Give the Soldier the name and phone number of the gaining State's IST Coordinator, a copy of the last DD Form 4 and DA Form 4836, if applicable, DA Form 2-1, NGB Form 23-series, and SIDPERS Personnel Qualification Record, DD Form 2808 or SF 93, DD Form 2384 (Selected Reserve Educational Assistance Program (GI Bill)), and instructions to contact the IST Coordinator within one month after arrival in the new state.
- c. The losing unit will arrange through their State IST coordinator a tentative assignment with the gaining state while the Soldier is in transit.
- d. Grant the Soldier constructive attendance credit at training assemblies until the earlier of the following occurs:
  - (1) Soldier is reassigned within the gaining state.
  - (2) Discharge; separated from the ARNG and transfer to the IRR; transfer to the ING (which will occur within three months after the Soldier's departure to the new residence).
  - (3) Return to the losing unit.

**4-17. Conditional release**

Soldiers who move without knowing exactly where they will settle should be given the documents listed in paragraph 4-16b and a DA Form 4651-R.

- a. The losing commander will authorize release of the Soldier and include an expiration date of the release authorization in the remarks block of the form. The expiration date will not exceed three months. When a Soldier arrives at a prospective unit with these documents, enlistment is authorized if prior to the expiration date. If after the expiration date, gaining state should contact the losing state to determine if the Soldier has been discharged and transferred to the IRR. Gaining state will request that the losing state transfer records and publish transfer orders after enlisting the Soldier.
- b. The gaining unit will administer the Oath of Enlistment, NGB Form 22-5, and forward it to the gaining State EPM, who will provide a copy to the gaining State SIDPERS.
- c. Within five days of receipt of the NGB Form 22-5, the gaining State SIDPERS will access the Soldier and notify the losing SIDPERS by message. Forward a copy of the NGB Form 22-5 to the losing state. The losing State SIDPERS will provide the notification of accession message to the losing State EPM. The losing State EPM will publish the transfer order and request the Soldier's record. The losing state will forward a copy of the SIDPERS Personnel Qualification Record by EMAIL or FAX upon request of the gaining state. The losing State SIDPERS will delete the Soldier from their database upon receipt of the transfer order.
- d. Uncoordinated interstate transfers will follow the interstate transfer process with the gaining state advising the losing state of the potential accession. The losing state must not have discharged the individual and must agree the Soldier is a qualified candidate for interstate transfer. The gaining state will then coordinate the receipt of the documents listed in paragraph 4-14d or 4-16b. The gaining state will further provide the losing state with a copy of the executed NGB Form 22-5 to ensure the proper administrative actions described in subparagraph c above.
- e. If a Soldier moves to another state without a coordinated interstate transfer, and reports to an ARNG unit and cannot be assigned, the unit will assist the Soldier in joining another RC unit. The Soldier's former State IST will be

notified of the Soldier's new address. If the Soldier is accepted to enlist into a RC unit; the former state will be notified and will assist Soldier in coordinating the interstate transfer.

#### **4-18. Failure to report**

When a transferred Soldier does not report by the established date, the gaining unit will report this to the gaining State MPMO/G1. The gaining state will notify the losing State IST Coordinator. The losing State IST Coordinator will determine the status of the absent Soldier and inform the gaining state. When neither state can locate the Soldier, the gaining state will discharge from the state only and assign the Soldier to the IRR not later than three months after the enlistment date. Cite NGR 600-200, paragraph 6-36j, in orders and enter RE Code 3 in item 26 of the NGB Form 22. The discharge will be uncharacterized.

#### **4-19. Transfer between the ARNG and USAR**

See AR 140-10, chapter 5, and chapter 6 of this regulation.

#### **4-20. Enlistment in the Active Army or U.S. Armed Force other than the Army**

See AR 601-210 for procedures and criteria for enlistment in the Active Army. Enlistment into the Delayed Entry Program (DEP) of any US Armed Force by an ARNGUS Soldier is not authorized by section 513(2) of Title 10, United States Code. See paragraph 4-25.

### **Section V**

#### **Attachment**

#### **4-21. General**

ARNG/ARNGUS Soldiers may be authorized to train with other units in an attached status when it is in the best interest of the ARNG. Attachment is not required for duties authorized for Split Unit Training Assembly (SUTA) per NGR 350-1 and NGR 680-1.

#### **4-22. Authority**

*a.* State AGs may attach Soldiers to other units within their jurisdiction for up to one year to afford Soldiers training opportunities. This authority may be delegated to commanders of organizations authorized in grade of LTC or higher. Soldiers may be attached to units in other states when agreed upon by both State AGs.

*b.* Attachment is authorized for more than one year in the following cases:

(1) Support personnel, such as administrative, food service, supply and maintenance personnel.

(2) Candidates and additional staff, faculty and support personnel at Regional Training Institutes (RTIs).

(3) Soldiers who attend post-secondary institutions as civilian students may be attached to units, including those in other states, close to their schools during the academic year.

*c.* Female Soldiers will not be attached to closed units or positions (See AR 600-13), except as stated below:

(1) Joint Forces Headquarters (JFHQ) augmentees.

(2) Full-time college students attached during school terms, where the distance to their assigned units for training assemblies is impractical.

*d.* Female Soldiers attached to closed units or positions will attend AT with their parent units of assignment. Upon mobilization or call to mobilization, female Soldiers will be reassigned to the JFHQ-ST, or other unit designated by the State AG.

#### **4-23. Administration**

*a.* Specify in orders whether attachment is for administration, pay, training, and military justice or any combination of these.

*b.* Strength accountability will be in accordance with current directives. The effective date of the attachment will be at least one day after the date the Soldier joined the assigned unit.

*c.* Forward the Soldier's OMPF whenever the attachment is for administration.

*d.* The Soldier's unit of attachment will ensure the Soldier is recorded on the Master Military Pay Account Report whenever the attachment is for pay. Attachments outside the parent state will not include attachment for pay.

#### **4-24. Relief from attachment**

*a.* The Soldier's attachment will expire as originally stated in the attachment order unless it is sooner amended or rescinded, or upon ETS.



- b.* When the Soldier's unit of assignment is called or ordered to active duty, the Soldier will be relieved from attached status and returned to the unit of assignment.
- c.* See AR 135-18 for policy concerning AGR Soldiers.

## **Section VI**

### **Enlistment in Other Armed Forces and Order to Active Military Service**

#### **4-25. Enlistment in another U.S. Armed Force**

ARNG/ARNGUS Soldiers may enlist in the regular or reserve component of any other U.S. Armed Force except the Delayed Entry Program (DEP) of any service, including the U.S. Army. The approval authority will be the first General Officer in the chain of command. The only authorized exception to this is Soldiers that enlisted under the "Active First" enlistment option. However, these Soldiers must first obtain a Request for Discharge or Clearance from Reserve Components (DD Form 368):

- a.* Provided they have served 9 months after completion of IET and have been awarded a MOS. The State AG may waive the 9 months requirement.
- b.* Provided they have not been alerted for mobilization, either Federal or State (State AG may waive the order to State Active Duty to allow enlistment).
- c.* If they are not currently serving on Active Duty for Training (ADT), Active Duty Operational Support (ADOS), Active Guard Reserve (AGR), Full-Time National Guard Duty (FTNGD), or Annual Training (AT).
- d.* Upon notification that the Soldier has been enlisted or appointed in another component, the unit commander will forward requests to the State AG to discharge the Soldier. Upon receipt of the discharge orders, the unit commander will forward the OMPF and related documents to the State MPMO/G1 who will forward the Soldier's records per AR 600-8-104. While DD Form 368 is being processed, the Soldier will attend all unit training until they enlist in the new service component.
- e.* ARNGUS Soldiers on Active Duty Operational Support (ADOS) must meet all the prerequisites of AR 601-210.
- f.* Soldiers provided a conditional release to enlist in a USAR Troop Program Unit (TPU) will be separated concurrently. Use format 500, AR 600-8-105, and enter the USAR unit into which the Soldier is enlisting in the additional instructions of the orders.

#### **4-26. Order to special tours for training and special work**

Individuals may be ordered to tours of active duty (ADT and ADOS) (10 USC 12301(d)) and full-time National Guard duty (FTNGD) (32 USC 502(f)) for periods of training and for special work projects. These tours are generally for 179 or fewer days, but include the resident U.S. Army Sergeants Major Course. Soldiers on these tours will remain assigned to their unit positions and granted constructive attendance on unit records.

#### **4-27. Assigning Soldiers to units being called or ordered to active duty**

- a.* Soldiers may volunteer for assignment to units under alert for call or order to active duty for any purpose. State AGs will prescribe policies and procedures to assign Soldiers to vacant authorized positions in units alerted for active duty. Assignments will be in the grade and MOS required for the position. Soldiers with SMOS or AMOS required for these duties will have their MOSs redesignated as primary for this purpose effective on the date of assignment to the unit.
- b.* States that approve volunteers for assignments in a above will ensure that these Soldiers have positions to return to upon completion of the duty. Return these Soldiers to their original unit and duty position no later than 90 days after REFRAD or upon completion of state directed re-integration, which ever is later.
- c.* Soldiers reduced to enter these tours will be promoted to their former grades, without board action, effective on their date of return per AR 600-8-19, paragraph 7-14*d* unless prohibited by that paragraph.
- d.* All Soldiers known to have, or whom commanders have reasonable cause to believe have, a qualifying conviction are not mobilization assets and are nondeployable for missions that require possession of firearms or ammunition.

## **Chapter 5**

### **Special Duty Assignment Pay**

#### **Section I**

#### **General**

##### **5-1. General**

These policies and procedures provide instructions for the administration of Special Duty Assignment Pay (SDAP) for ARNG/ARNGUS Soldiers in accordance with DOD Financial Management Regulation (DODFMR) 7000.14-R, Volume 7a, entitled: Military Pay Policy and Procedures—Active Duty and Reserve Pay; which is available online at [www.dod.mil/comptroller/fmr](http://www.dod.mil/comptroller/fmr). Additional guidance is outlined in AR 614-200, chapter 3. This is a monetary incentive designed to encourage Soldiers to qualify for and serve in the following assignments:

- a. CMF 18, Special Forces Soldiers assigned to CMF 18 positions.
- b. Command Sergeants Major (CSM) assigned to positions supporting General Officers.
- c. Air Traffic Control Operators (PMOS 15Q) in facility training programs, designated staff positions, or facility-rated and current in the facilities to which assigned.
- d. Criminal Investigation Command (CID) Agents (PMOS 31D) in the grade of sergeant.
- e. CMF 79, Recruiting and Reenlistment and SQI 4.

##### **5-2. Individual eligibility criteria**

An enlisted ARNG/ARNGUS Soldier in a special duty assignment is eligible to receive SDAP if all of the following conditions are met:

- a. Entitled to basic pay or reserve compensation and serving in an active status on one or more days or periods of:
  - (1) Inactive Duty Training (IDT) per 32 USC 502(a)(1) or (e).
  - (2) Annual training (AT) per 32 USC 502(a)(2).
  - (3) Any other form of duty per 32 USC 503, 504 or 505.
  - (4) Active Duty Operational Support (ADOS) or training (ADT) per 10 USC 12301(d).
  - (5) Full-time National Guard duty for special work (FTNGDSW) or training (FTNGDSW) 32 USC 502(f).
  - (6) Active duty (10 USC 12301(d)) or Full-time National Guard duty (FTNGD) (32 USC 502(f)) in an

AGR status.

- b. Serving in the grade of PFC or higher.
- c. MOS qualified for, serving in, and performing the duties of the special duty assignment.
- d. Meet any other requirements specified below for the particular MOS, CMF, assignment, or type of duty.
- e. Not receiving any other type of SDAP.

##### **5-3. Award level for Special Duty Assignment Pay**

The following awards levels of SDAP in this policy became effective on 1 October 1996.

- a. SD-1
- b. SD-2
- c. SD-3
- d. SD-4
- e. SD-5
- f. SD-6

##### **5-4. Termination of Special Duty Assignment Pay**

- a. Termination of SDAP will be per DODFMR 7000.14-R, Volume 7a.
- b. The following conditions apply unless there is a more stringent requirement authorized in the paragraphs above.

(1) Commanders will establish adequate procedures to ensure the timely revocation of SDAP when Soldiers are relieved from special duty assignments. Soldiers relieved from SDAP duties will not be reassigned until SDAP has been terminated and, if appropriate, reclassification action taken.

(2) When Soldiers are reassigned between SDAP positions, commanders must stop SDAP at the losing command and start it at the gaining command although there may be no interruption of entitlement to the pay.

- b. The conditions that affect a Soldier's entitlement may be found in DODFMR 7000.14-R, Volume 7a, table 8-2.

c. Separate input to Defense Joint Military Pay System (DJMS) is required at the time of termination. DJMS will not automatically terminate SDAP. In general, a Soldier is eligible to receive SDAP provided the Soldier is currently performing duties in a special duty assignment and all of the criteria in paragraph 5-2 have been met.

d. SDAP will terminate automatically when a Soldier completes a period of AT, ADT, ADOS, or FTNGD for training or special work.

### **5-5. Orders**

Orders must be issued to award, change, terminate and reinstate SDAP. This is detailed in AR 600-8-105, Format 330, Proficiency Pay. Termination orders are not required when a Soldier completes a self-terminating tour of duty and the Soldier is not extended or ordered to a new period of duty.

a. Submit requests for SDAP on DA Form 4187.

b. State MPMO/G1s or other designated orders issuing authorities will issue orders to award or increase SDAP on Soldiers in FTNGD status and Soldiers on short periods of active duty such as ADT, ADOS and PRC.

c. The CNGB (ARNG Staff Management Office [NGB-ARZ-T]) will issue orders for Title 10 AGR Soldiers.

d. Gaining units are responsible for validating that Soldiers receiving SDAP are being assigned to SDAP authorized positions, prior to requesting orders.

## **Section II**

### **Duties Authorized Special Duty Assignment Pay**

#### **5-6. Special Forces Soldiers**

A Career Management Field (CMF) 18 Soldier (one who is awarded MOS 18B, 18C, 18D, 18E, 18F, 18Z, or CSM who holds SMOS 18Z), who meets the criteria of paragraph 5-2, and who is assigned to and performing the duties of an authorized CMF 18 position, will receive a monthly SDAP rate of SD-4 level.

#### **5-7. Command Sergeants Major**

a. A Command Sergeant Major, MOS 00Z, who is assigned to an authorized CSM position supporting a General Officer, and who is rated, senior rated and reviewed by General Officers, is entitled to SDAP. The award level is based on the authorized grade for the position of the General Officer supported (and by whom the CSM is rated) as follows:

- (1) Rater BG - SD-1 is authorized.
- (2) Rater MG - SD-2 is authorized.
- (3) Rater LTG - SD-3 is authorized.
- (4) Rater GEN - SD-4 is authorized.

b. A CSM who qualifies for more than one type of SDAP will be paid at the highest SDAP rate. For example, a CMF 18 CSM supporting a commander authorized in grade of Brigadier General will be paid SD-4 for the Special Forces duty rather than SD-1 for the CSM duty.

#### **5-8. Air Traffic Control Operators**

a. Air Traffic Controllers (ATC) whose PMOS is 15Q in grade E-3 and above, assigned to a position that is authorized SDAP, will receive one of the following:

(1) Individuals enrolled in a facility-training program and those in designated staff positions will receive a monthly rate of SD-3. These individuals must maintain a valid Class IV (ATC) Flight Physical in order to receive SDAP.

(2) Individuals who are facility-rated and current in the facility to which assigned, and who maintain a valid Class IV (ATC) Flight Physical will receive a monthly rate of SD-4.

b. All enlisted ATC Operators (fixed-base and tactical) must be graduates of the U.S. Army Air Traffic Control School or equivalent, possess an Air Traffic Control Specialist (ATCS) certificate with number assigned by the U.S. Army Air Traffic Control Activity (USAATCA), an FAA Certificate of Grades, or Air Traffic Control Tower Operator (CTO) Certificate, and must be fit for flying duty as determined by the local flight surgeon.

c. The only ATC staff positions authorized SDAP at the SD-3 level are evaluation sergeants, battalion quality assurance NCOs, JRTC/NTC observer/controllers, Army Aviation Command and Control (A2C2), Scope Operators with the Joint Inter-Agency Task Force in support of the Drug Enforcement Agency, and platoon sergeants. SDAP will only be authorized for controllers who are assigned to an MTOE or TDA position designated by paragraph and line number by Headquarters, USAAVNC. These positions must include permanent assignment (not attachment) to an ATC facility and involve the active controlling of aircraft in a non-simulated environment. Additionally,

controllers assigned to a facility, but whose primary jobs are working outside of the facility, do not qualify for SDAP (for example, a Soldier assigned as a Training NCO for a tower, but whose primary job is the company training NCO, does not qualify for SDAP). The following TDA/TOE/MTOE positions are authorized SDAP:

- (1) ATC Tower Operator
- (2) Senior ATC Tower Operator
- (3) ATC GCA Operator
- (4) Senior GCA Operator
- (5) ATC Training Sergeant (Primary duty as Facility Training NCO)
- (6) Shift Leader
- (7) Facility Chief
- (8) Vehicle drivers in TOE/MTOE Platoons

d. Controllers must meet the tactical rating requirements in AR 95-2, chapter 15 and FM 3-4-303, and maintain the monthly currency based on hours and approaches in the facility to which assigned. Consecutive DA Forms 3479-1R (Trainee/Controller Evaluation) for proficiency shall not be acceptable to satisfy SDAP requirements.

e. Controllers assigned and rated in one facility and cross training in another facility will maintain SD-4 as long as they maintain currency in the facility for which the rating and position of assignment apply.

f. Controllers at SD-4 who are permanently reassigned to another facility will not revert to SD-3.

g. Deployed personnel who have completed Phase II of the training program prior to Phase I will remain at SD-3 until they complete the Phase I requirements.

h. Air Traffic Control Operators will have their SDAP terminated when the following situations occur:

- (1) When a Soldier's temporary grounding status exceeds 90 days.
- (2) A Soldier is indefinitely or permanently grounded, pending separation or reclassification action, or is suspended from ATC duties.
- (3) When a Soldier fails to make sufficient progress in a facility training program (for example, a Soldier fails to complete Phase 1 of a tactical training program within 6 months which includes a waiver from commander and a waiver from USAATCA.
- (4) When working outside of their MOS on other than occasional roster duties, regardless of the position in which the Soldier is assigned. This includes special duty or detail such as protocol, aide, lifeguard, clerk, driver, IG NCO, training NCO, instructor, etc.

### **5-9. Criminal Investigation Command (CID) Agents**

a. Criminal Investigation Command (CID) Agents in the rank of Sergeant, whose primary MOS is 31D, will be authorized one monthly rate, SD-3, provided they meet all the following:

- (1) Must be a graduate of the Apprentice Special Agent Course; and
- (2) Successfully complete, or have completed, 12 months of apprenticeship; and
- (3) Be approved for accreditation by HQ, USACIDC.

b. Entitlement to SDAP will stop if the CID Agent, MOS 31D, is promoted to SSG, reduced to a grade less than SGT, is appointed to a warrant or commissioned grade or a candidate or cadet for an officer producing program.

### **5-10. ARNG Recruiting and Retention NCOs**

Special Duty Assignment Pay is authorized for ARNG RRC NCOs serving in a Special Duty Assignment (SDA) designated as a 79T Duty Military Occupational Specialty (DMOS) position. It is an additional pay entitlement designated to compensate enlisted Soldiers who are performing duties that have been designated as extremely difficult or that involve an unusual degree of responsibility in a military skill. See NGR 601-1 for additional guidance.

### **5-11. SDAP Entitlement for Recruiting and Retention Personnel**

To meet the basic conditions for entitlement for award of SDAP, the Soldier must be:

- a. An ARNG enlisted Soldier serving in an AGR or an ADOS/GWOT tour specified in orders for 180 days or more.
- b. Assigned to an authorized SDA position (DMOS 79T) as prescribed on the RR TDA.
- c. Qualified in SQI-4 or MOS 79T. To be SQI-4 or MOS 79T qualified, Soldiers must:
  - (1) Meet the eligibility criteria for award of SQI-4 or MOS 79T, in accordance with this regulation, DA PAM 611-21 and current policy.

(2) Successfully complete the ARNG RR NCO Course conducted by the Strength Maintenance Training Center, Professional Education Center, Camp Robinson, and Little Rock, AR.

*d.* Performing the duties required by the SDA position.

(1) These duties will be based on nationally developed position descriptions.

(2) Any other use of personnel assigned to SDA positions constitutes misuse and will impact on the Soldiers' entitlement to receive SDAP.

*e.* Soldiers who transfer into the ARNG and were receiving SDAP for a recruiting assignment in another branch or component of the military are not authorized to receive SDAP until they meet the entitlement criteria listed above.

## **5-12. SDAP Level and Rates for Recruiting and Retention Personnel**

The following are the levels, rates and RRC 79T (Title 10 and 32) positions authorized to receive SDAP. See NGR 601-1, chapter 9 for additional guidance.

*a.* Level 3, (Not Applicable)

*b.* Level 4, This level of SDAP is reserved for Title 10 NCOs performing R&R staff and liaison duties at a National level.

(1) R&R Staff (NGB-ASM)

(2) ESGR Liaison NCO

(3) PERSCOM Liaison NCOs

(4) MEPCOM Liaison NCOs

(5) ARISS Liaison NCOs

(6) ARNG Liaison NCOs (TRADOC)

(7) Reserve Component Career Counselor NCO

*c.* Level 5, This level of SDAP is reserved for Title 32 NCOs performing R&R staff duties at the State/Territory level.

(1) R&R Operations NCOs

(2) R&R Automation NCOs

(3) Marketing NCOs

(4) Reserve Component Transition NCOs (RCT NCOs)

(5) HRC Liaison NCOs

*d.* Level 6,

(1) This level of SDAP is for Title 32 RRNCOs assigned to 'field production positions' which process nonprior service (NPS) and prior service (PS) applicants for enlistment into the ARNG and/or are assigned a three tenet strength maintenance mission. The strength maintenance mission must include a NPS and a PS accession mission, an attrition management mission and a retention/extension mission as specified in NGR 601-1. RRNCOs, RRNCOICs and RRSGBMs who are only working recruiting or retention duties are not eligible for SDAP. Any Title 32 Recruiting and Retention Soldier assigned to a 79T position that is not performing duties as per the nationally developed position description and NGR 601-1, chapter 2 is not eligible for SDAP.

(a) RRNCOs

(b) RRNCOICs

(c) RRSGBMs

(2) This level of SDAP is also for Military Entrance Processing Station (MEPS) Guidance Counselors assigned to a 79T MEPS Guidance Counselor R&R TDA position and Soldiers assigned to the SMTCC-PEC.

## **Chapter 6**

### **Enlisted Separations**

#### **Section I**

##### **General**

### **6-1. Purpose**

*a.* This chapter sets the policies, standards, and procedures for the separation of enlisted Soldiers from the ARNG/ARNGUS. The ARNG/ARNGUS makes a substantial investment in training, time, equipment, and related expenses when persons enter into military service. Separation prior to the completion of an obligated period of service is wasteful because it results in loss of this investment and generates a requirement for increased accessions.

Consequently, attrition is an issue of significant concern at all levels of responsibility. Reasonable efforts should be made to identify Soldiers who are likely to be separated early, and to improve their chances for retention through counseling, retraining, and rehabilitation prior to initiation of separation proceedings. Soldiers who do not conform to required standards of conduct and performance and Soldiers who do not demonstrate potential for further military service should be separated to avoid the high costs of continued service in terms of pay, administrative efforts, degradation of morale, and substandard mission performance.

*b.* This regulation provides;

(1) The authority for separation of Soldiers upon expiration of their military service obligation and terms of service.

(2) The authority and general provisions governing the separation of Soldiers before the expiration of their service obligation to meet the needs of the ARNG and its Soldiers.

(3) The criteria for characterizing or describing military service as being honorable, general (under honorable conditions), or under other than honorable conditions, and when the service is not characterized.

## **6-2. Authority**

*a.* The approval authority to separate Soldiers from the Reserve of the Army is the Secretary of the Army.

*b.* The approval authority to separate Title 10 Soldiers is the DDARNG.

*c.* The approval authority to separate Soldiers from the State ARNG is the State Adjutant General.

*d.* The State AG is delegated authority to:

(1) Separate Soldiers from Reserve of the Army status, except as noted in subparagraph *e* below.

(2) Convene administrative separation boards.

*e.* The Secretary of the Army is the approval authority to order separation of Soldiers who are within two years of completing the service required to qualify for retired pay from the ARNG and Reserve of the Army.

(1) A Soldier having completed eighteen, but less than twenty, years of qualifying service for retired pay will not be involuntarily separated without the approval of the Secretary of the Army or his designated representative (10 USC 1176(b) or 12686). All recommendations for involuntary separation of Soldiers in this category will be sent to NGB-ARH-S for consideration.

(2) Cases involving voluntary separation at the request of the Soldier need not be referred to HQDA for approval.

## **6-3. Instruction in benefits of an honorable characterization of service on discharge**

*a.* ARNG/ARNGUS Soldiers are required to receive training regarding the benefits of being awarded an honorable characterization of service upon discharge. AR 135-178, paragraph 1-17 contains the instruction. ARNG/ARNGUS Soldiers will be trained:

(1) On initial assignment to unit or within 3 months thereafter.

(2) During the annual orientation of the Soldier's service obligations and participation requirements per AR 135-91, paragraph 4-4.

(3) When a Soldier's conduct or performance warrants counseling per AR 135-178, paragraph 2-4.

*b.* Each Soldier receiving instructions during the annual orientation will have their ERB annotated as follows: "Bfts of Hon Disch (date)."

*c.* The instruction will include a comprehensive explanation of the following:

(1) Characterization of service.

(2) The types of discharge certificates.

(3) The possible effects of the various certificates on reenlistment, civilian employment, veterans' employment, veterans' benefits, and related matters.

(4) The unlikelihood that the Soldier will be successful in any attempt to have the character of his or her service changed by the Army Discharge Review Board.

## **6-4. Bars to reenlistment**

*a.* Commanders will initiate discharge proceedings against Soldiers who have received a local bar to reenlistment. Discharge action is not based on the imposition of a bar to reenlistment, but rather on the conduct that forms the basis for the bar.

*b.* If the unit commander does not recommend that the bar be removed at the time of the second review of a locally imposed bar to reenlistment, he or she will process the Soldier for separation for unsatisfactory performance, misconduct, or other appropriate reasons.

c. "Processed for discharge" means that discharge action will be initiated and processed through the chain of command to the separation authority for appropriate action. There must be compliance with AR 135-178, paragraph 2-4. The immediate and intermediate commanders will recommend discharge or retention and the characterization of service to be awarded.

### **6-5. Mobilization Asset Transfer Program**

a. The purpose of the Mobilization Asset Transfer Program (MATP) is to ensure sufficient trained manpower is available in the Individual Ready Reserve (IRR) of the U.S. Army Reserve to meet the Army's personnel requirements under conditions of full mobilization (10 USC 12301(a)). To retain mobilization assets, eligible and qualified Soldiers who have a remaining statutory or contractual Military Service Obligation (MSO) are in, or transferred or reassigned, to the IRR to complete their statutory or contractual MSO, whichever expires later. Soldiers who are not retained, transferred, or reassigned to the IRR under the separation procedures prescribed by this regulation will be discharged from the ARNGUS and as a Reserve of the Army.

b. Soldiers who are subject to separation processing for the reasons listed below and who meet the eligibility criteria listed in paragraph c below are eligible for the MATP. The provisions of this paragraph are not applicable to Soldiers being processed for separation under this regulation for reasons other than those shown below, per AR 135-178.

(1) Disenrollment from Senior Reserve Officer Training Corps or an ROTC Scholarship Program (para 5-6).

(2) ROTC cadet early release (para 5-7b).

(3) Pregnancy (para 6-3).

(4) Entry level performance and conduct (chap 8).

(5) Unsatisfactory participation (chap 13).

(6) Secretarial plenary authority (chap 14), as determined by HQDA.

(7) Failure to meet body composition standards (chap 16).

c. ARNG/ARNGUS Soldiers who are separated from the ARNG for any of the reasons listed above, and who meet all of the following conditions, are eligible for transfer to the IRR as a Reserve.

(1) The separation authority has determined the Soldier possesses the potential for useful service if ordered to active duty under conditions of full mobilization.

(2) The Soldier has completed IET and has been awarded a MOS.

(3) The Soldier has three or more months remaining on his or her statutory or contractual Reserve obligation.

(4) On separation from the ARNG/ARNGUS, the Soldier's service will be characterized as honorable or under honorable conditions, or the service is described as uncharacterized.

## **Section II**

### **Guidelines on Separation and Characterization**

#### **6-6. Guidance**

a. The separation of a Soldier from the ARNG is a function of state military authorities in accordance with state laws and regulation. However, due to the dual status of the Soldier as a Reserve of the Army, use characterization of and limitations on service descriptions contained in AR 135-178, chapter 2, section III in determining the type of separation and character of service to be issued.

b. The characterization of service upon separation is of great significance to the Soldier. It must accurately reflect the nature of service performed. Service characterization will effect the Soldiers eligibility for veterans' benefits, eligibility for reentry into the military service, and acceptability for employment in the civilian community. The type of discharge and character of service will be determined based solely on the Soldier's military record during the current enlistment or period of service, plus any extensions. The Soldier's performance of duty and conduct must be fully evaluated, as based on the overall period of service, and not on any isolated specific actions or entries found on the DA Form 2-1. A Soldier, who's the service has been characterized as honorable or under honorable conditions, is entitled to Federal rights and benefits as provided by law. However, separation characterized as under other than honorable conditions could deprive the Soldier of Veterans' benefits administered by the Department of Veterans Affairs (DVA). Eligibility determination will be conducted by the DVA, on a case by case bases.

c. The reasons for separation, including the specific circumstances that form the basis for the separation, shall be considered on the issue of characterization. As a general rule, characterization will be based on a pattern of

behavior rather than an isolated incident. There are circumstances, however, in which the conduct or performance of duty reflected by a single incident, provides the basis for characterization.

*d.* Due consideration will be given to the Soldier's age, length of service, grade, aptitude, physical and mental condition, and the standards of acceptable conduct and performance of duty.

*e.* Soldiers who receive an *honorable* or *general* discharge will be furnished a separation certificate.

#### **6-7. Types of characterization or description**

*a.* At separation, the following types of characterization of service or description of separation are authorized:

(1) Separation with characterization of service as Honorable, General (under honorable conditions), or Under Other Than Honorable Conditions.

(2) Separation with an uncharacterized description of service when separated:

(a) In an entry level status; or

(b) Fraudulent entry, erroneous enlistment, reenlistment, void enlistment; or

(c) By being dropped from the rolls (DFR) of the Army.

*b.* Any of the types of characterization or description of service listed in a above may be used in appropriate circumstances unless a limitation is set forth in section III of this chapter.

*c.* Characterization of service as a result of administrative action is governed by this regulation and the service of Soldiers is either characterized or uncharacterized when they are separated from the ARNG. However, discharge certificates are issued only to those Soldiers whose service is characterized as honorable or under honorable conditions per paragraph 6-14.

#### **6-8. Characterization of service**

The following are characterizations of service authorized by this regulation. Uncharacterized separation is in paragraph 6-10.

*a. Honorable.* An honorable characterization is appropriate when the quality of the Soldier's service generally has met the standards of acceptable conduct and performance of duty for Army personnel, or is otherwise so meritorious that any other characterization would be clearly inappropriate.

(1) An honorable characterization may only be awarded a Soldier upon completion of his or her service obligation, or where required under specific reasons for separation, unless an uncharacterized description is warranted.

(2) When a Soldier is discharged before expiration of the service obligation for a reason for which an honorable characterization is discretionary, the following considerations apply:

(a) Where there have been infractions of discipline, the extent thereof should be considered, as well as the seriousness of the offense(s).

(b) A Soldier will not necessarily be denied an honorable characterization solely by reason of a specific number of convictions by court-martial or actions under the UCMJ Article 15.

(c) Conviction by a general court-martial or by more than one special court-martial does not automatically rule out the possibility of awarding an honorable characterization of service.

(d) An honorable characterization may be awarded when disqualifying entries in the Soldier's military record are outweighed by subsequent honorable and faithful service over a greater period of time during the current term of service.

(e) It is a pattern of behavior and not an isolated instance that should be considered the governing factor in determining the character of service.

(f) Unless otherwise ineligible, a Soldier may receive an honorable characterization of service if he or she has, during his or her current enlistment, or any extension thereof, received a personal decoration.

*b. General (under honorable conditions).* If a Soldier's service has been honest and faithful, it is appropriate to characterize that service as under honorable conditions. Characterization of service as general (under honorable conditions) is warranted when significant negative aspect of the Soldier's conduct or performance of duty outweighs positive aspects of the Soldier's military record.

(1) When authorized, a characterization of under honorable conditions is awarded to a Soldier whose military record is satisfactory but not sufficiently meritorious to warrant an honorable discharge.

(2) A characterization of under honorable conditions may be issued only when the reason for the Soldier's separation specifically allows such characterization. It will not be issued to Soldiers upon separation for expiration of their service obligation.

*c. Under other than honorable conditions.* Service may, but is not required to be characterized as under other than honorable conditions only when discharge is for misconduct, fraudulent entry, homosexual conduct,



unsatisfactory participation, or security reasons, and the following circumstances. The AG will direct reduction in grade to PV1 per AR 600-8-19, paragraph 10-15 when the Soldier is discharged *under other than honorable* conditions.

(1) When the reason for discharge is based upon a pattern of behavior, or one or more acts or omissions that constitutes a significant departure from the conduct expected of Soldiers. Examples of factors that may be considered include the following:

- (a) Use of force or violence to produce serious bodily injury or death.
- (b) Abuse of position of trust.
- (c) Disregard by a superior of customary superior-subordinate relationships.
- (d) Acts or omissions that endanger the security of the United States or the health and welfare of other Soldiers.

(e) Deliberate acts or omissions that seriously endanger the health and safety of other persons.

(2) A discharge where service is characterized as under other than honorable conditions will be directed only by the State Adjutants General per AR 135-178, paragraph 1-10(a).

(3) No Soldier will be discharged with service characterized as under other than honorable conditions unless he or she is afforded the right to present his or her case before an administrative separation board. The Soldier will be afforded the advice and assistance of counsel. Approved board findings, and an approved board recommendation for discharge under other than honorable conditions must support such discharge.

(4) As an exception to subparagraph (3) above, a discharge with service characterized as under other than honorable conditions may be issued without board action if the Soldier waives his or her right to board action. Soldiers within two years of qualifying for retired pay cannot waive the board action.

d. *Bad conduct* discharge is issued to Soldiers who are concurrently discharged from the ARNG and as a Reserve of the Army when the character of discharge and service is *Bad Conduct*. Authority is an approved sentence of a special or general court-martial per applicable State laws and Title 32, USC (Title 10, USC for Soldiers in AS). Appellate review must be completed prior to discharge. Assign RE code 4.

e. *Dishonorable* discharge is issued to Soldiers who are concurrently discharged from the ARNG and as a Reserve of the Army when the character of discharge and service are *Dishonorable*. Authority is an approved sentence of a general court-martial per applicable State laws and Title 32, USC (Title 10 USC for Soldiers in AS). Appellate review must be completed prior to discharge of the Soldier. Assign RE code 4.

## 6-9. Limitation on characterization of service

Characterization will be determined solely by the Soldier's military record which includes the Soldier's behavior and performance of duty during the current enlistment or period of service to which the separation pertains, plus any extensions of service prescribed by law or regulation or effected with the consent of the Soldier. The exceptions are provided in this paragraph. In determining characterization or description of service, the following will be used as guidelines:

a. A Soldier will receive an honorable characterization of service if limited use evidence (See AR 600-85) is initially introduced by the Government in the separation proceedings, and the separation is based on those proceedings. (See subparagraph f below and AR 135-178, paragraph 3-17f.) The separation authority will consult with the servicing Judge Advocate in cases involving limited use evidence.

b. The following will not be considered in determining the character of service:

(1) Pre-service activities, except in proceedings for fraudulent entry (See AR 135-178, chapter 7) when misrepresentations, including omissions of facts that, if known, would have prevented, postponed, or otherwise affected the Soldier's eligibility for enlistment.

(2) Prior service activities including but not limited to, records of conviction by courts-martial, records of non-judicial punishment, records of absence without leave, or commission of other offenses for which punishment was not imposed. To the extent that such matters are considered on the issue of retention or separation, the record of proceedings will reflect express direction that such information will not be considered on the issue of characterization. As an exception, personal decorations received during prior service may be considered in characterizing the current period of service.

c. The limitations in this paragraph as to matters that may be considered on the issue of separation are applicable to matters that may be considered on the issue of characterization.

d. When the sole basis for separation is a serious offense that resulted in a conviction by a court-martial authorized to but not imposing a punitive discharge, the Soldier's service may not be characterized under other than honorable conditions unless CNGB (NGB-ARH-S) approves such characterization.

*e.* The conduct of a Soldier in the civilian community may form the basis for characterization under other than honorable conditions only if such conduct directly affects the performance of military duties. Such conduct may form the basis of characterization under honorable conditions only if such conduct has an adverse impact on the overall effectiveness of the Army, including military morale and efficiency.

*f.* A Soldier's voluntary submission to a treatment and rehabilitation program (for personal use of drugs) and evidence provided voluntarily by the Soldier concerning personal use of drugs as part of initial entry into such a program may not be used against the Soldier on the issue of characterization. This limitation does not preclude the following actions:

(1) The introduction of evidence for impeachment or rebuttal purposes in any proceeding in which the evidence of substance abuse (or lack thereof) has been first introduced by the Soldier; and

(2) Taking action based on independently derived evidence, including evidence of substance abuse after initial entry into the treatment and rehabilitation program.

*g.* The results of mandatory urinalysis may be used on the issue of characterization unless prohibited by AR 600-85.

#### **6-10. Separation where service is uncharacterized**

*a. Entry level status.* Service will be described as uncharacterized if separation processing is initiated while a Soldier is in an entry level status (See Special Abbreviations and Terms) except in the following circumstances:

(1) When characterization under other than honorable conditions is authorized under the reason for separation and is warranted by the circumstances of the case; or

(2) The Secretary of the Army, or the Secretary's designated representative, on a case-by-case basis, determines that characterization of service as honorable is clearly warranted by the presence of unusual circumstances involving personal conduct and performance of military duty. This characterization is authorized when the Soldier is separated:

(a) By reason of selected changes in service (para 6-35b); or

(b) For the convenience of the Government (para 6-35c); or

(c) Under the Secretarial plenary authority (para 6-35k).

*b. Void enlistments.* A Soldier will not receive a discharge, characterization of service at separation, or an uncharacterized description of service, if the enlistment is void except when a constructive enlistment arises and such action is required under subparagraph (3) below. If characterization or an uncharacterized description of service is not required, the separation will be described as an order of release from custody and control of the Army.

(1) An enlistment is void in the following circumstances:

(a) If it was effected without the voluntary consent of a person who has the capacity to understand the significance of enlisting in the ARNG. This includes enlistment of a person who is intoxicated or insane at the time of enlistment.

(b) If the person is under 17 years of age.

(c) If the person is a deserter from another military service.

(2) Although an enlistment may be void at its inception, a constructive enlistment will arise in the case of a person serving in the Army who:

(a) Submitted voluntarily to military authority.

(b) Met the mental competency and minimum age statutory qualifications, at the time of voluntary submission to military authority.

(c) Received military pay or allowances.

(d) Performed military duties.

(3) If an enlistment that is void at its inception is followed by a constructive enlistment within the same term of service, characterization of service or description of separation will be in accordance with paragraphs 6-7 and 6-8, as appropriate. However, if the enlistment was void by reason of desertion from another military service, the Soldier will be separated by an order of release from the custody and control of the Army regardless of any subsequent constructive enlistment. A constructive enlistment does not preclude the Army from either retaining the Soldier or separating the member based on the circumstances that occasioned the original void enlistment or any other reason for separation.

*c. Dropped from the rolls.* A Soldier may be dropped from the rolls of the Army when such action is authorized per paragraph 6-35l(1)(b)(10), and a characterization of service or other description of separation is not authorized or warranted. See paragraph 6-38 for procedures. The AG will direct reduction in grade to PV1 per AR 135-178, paragraph 1-10a when the Soldier is dropped from the rolls.

**6-11. Recoupment of unearned Selected Reserve Incentive Program (SRIP) payments**

Under certain separation conditions (See AR 135-7 or NGR 600-7), the recoupment of unearned portions of monetary incentives, which were paid in advance to the Soldier, is required. Commanders and personnel officers will ensure that all recoupment actions are completed prior to final separation of the Soldier.

**Section III****Orders and Certificates****6-12. Orders**

a. Refer to AR 600-8-105 for members of the ARNG/ARNGUS while on active duty (includes AGR), IET, ADT, and ADOS. It also serves as a basic frame of reference for ARNG units not on active duty. These order formats are applicable during mobilization.

b. Once a Soldier receives his/her orders, by actual or constructive delivery, such orders may not be revoked except in one or more of the following circumstances:

(1) The proper authority revokes the order, either orally or in writing, prior to the effective date of the discharge. Orally revoked orders should be documented in writing within 30 days of the revocation. This includes Soldiers who had extended prior to the Soldier's ETS.

(2) When one or more of the exceptions to the doctrine of administrative finality exist (i.e. fraud; mistake of law; mathematical miscalculation; and/or substantial new evidence discovered contemporaneously within a short time following the action). If there is evidence of fraud, appoint an officer to investigate and report to the AG for approval. When it has been determined that a separation order was fraudulently obtained, the AG will direct appropriate corrective action.

c. After the effective date of discharge, the separation authority can only correct administrative errors, such as errors concerning grade, social security number, or misspelled name. These are the only reasons that the orders may be amended.

d. If determined that a Soldier has been separated in error and there has been no fraud, the individual may reenlist if qualified. If a waiver is required, submit the case with all supporting documents and recommendations of the chain of command to the AG (MPMO/G1) or CNGB (NGB-ARH-S) as appropriate for a determination. After all other means have been exhausted, a Soldier may appeal to the Army Board for Corrections of Military Records (ABCMR) under AR 15-185 for benefits which might have been earned during the period between discharge and reenlistment. (See paragraph 6-24).

**6-13. Reduction orders**

The AG will direct reduction in grade to PV1 per:

- a. AR 600-8-19 when the Soldier is discharged *under other than honorable* conditions per paragraph 6-8c.
- b. AR 600-8-19 when the Soldier is dropped from the rolls per paragraph 6-10c and 6-38.

**6-14. Certificates**

a. *Honorable*. This characterization is defined in paragraph 6-8a. Normally an *honorable* characterization is issued to Soldiers upon ETS or fulfillment of military service obligation. An honorable characterization is issued:

(1) On NGB Form 55 issued to Soldiers concurrently discharged from the ARNG and as a Reserve of the Army with honor. This includes any request of the family if a Soldier dies while in the ARNG.

(2) On NGB Form 55a issued to Soldiers separated from the ARNG and concurrently transferred to the control of the Army Reserve with honor.

(3) On NGB Form 55b issued to Soldiers separated from the ARNG and concurrently transferred to the Retired Reserve with honor.

b. *General*. (*Under honorable conditions*). This characterization is defined in paragraph 6-8b. Normally a *general* characterization will not be issued to Soldiers upon ETS or fulfillment of military service obligation unless specifically authorized by State code.

(1) NGB Form 56 will be issued to Soldiers concurrently discharged from the ARNG and the Reserve of the Army whose characterization is *Under Honorable Conditions*, but whose military record is not sufficiently meritorious to warrant a characterization of *Honorable*.

(2) NGB Form 56a is issued to Soldiers who are separated from the ARNG only, who revert to the control of the Army Reserve, and whose separation from such service are *Under Honorable Conditions*, but whose military records are not sufficiently meritorious to warrant an *Honorable* separation.

*c. Under other than honorable conditions.* This characterization is defined in paragraph 6-8c. This characterization can only be awarded to Soldiers, concurrently discharged from the ARNG and as a Reserve of the Army, only after the Soldier has been afforded the right to present his or her case before an administrative separation board. The Soldier will be afforded the advice and assistance of counsel. Approved board findings, and an approved board recommendation for discharge under other than honorable conditions must support such discharge. The discharge may be issued for misconduct, fraudulent entry, or homosexual conduct. Assign a RE code 4 if the reason for discharge is not waivable for enlistment or reenlistment. Assign a RE 3 if the reason for discharge is waivable. Do not issue a discharge certificate.

#### **6-15. Preparation of discharge certificates**

- a. Number of copies.* Discharge certificates will be prepared in original only.
- b. How prepared.* Entries on discharge certificates will be typewritten. Only black typewriter ribbon will be used.
- c. Entries.* Entries on the discharge certificates will be as follows:
  - (1) On the line provided under the words "This is to certify that," enter the Soldier's name in signature order, followed by the last four digits of the social security number, grade, and USAR. When discharge certificate is prepared by automated systems, the Soldier's name may be entered in last name, first name, and middle initial sequence.
  - (2) Enter effective date of separation in space provided. This date must agree with the effective date of separation shown in the order.
  - (3) Discharge certificates normally will be authenticated by a commissioned officer. However, the separation authority or other appropriate commander may delegate this authority to a warrant officer or noncommissioned officer in the rank/grade of Sergeant First Class (SFC) and above or DA civilian in the grade of GS-7 and above. The designated official will sign the certificate in the space provided. Signature blocks will be in accordance with AR 25-50.

#### **6-16. Amendments and corrections to certificates**

- a.* The discharge certificate as originally prepared cannot be altered or amended after the effective date of discharge.
- b.* Correction of cosmetic or typographical administrative errors will be made on written application of the individual to the AG (MPMO/G1). Applications for review of the type of discharge certificate awarded under this regulation will be submitted by the individual to the Commander, HRC-St. Louis (AHRC-PAV) on DD Form 293 (Application for Review of Discharge or Dismissal from the Armed Forces of the United States) for consideration by the Army Discharge Review Board (See AR 15-180). See section VI of this chapter.

### **Section IV**

#### **Report of Discharge and Record of Service (NGB Form 22 and 22A)**

#### **6-17. Preparation and distribution of NGB Form 22**

- a.* Prepare NGB Form 22 (Report of Separation and Record of Service) for every Soldier being separated from the ARNG or released from the custody and control of the military, unless the Soldier is being discharged for the purpose of immediate reenlistment, executes an interstate transfer, or the Soldier dies.
- b.* Prepare NGB Form 22 using the example shown in appendix F, table F-1. Multi-part blank forms and computer generated forms that reproduce the form exactly are authorized with prior-approval from CNGB, (NGB-ARH-S). Use only standard 12 or 10 pitch, 10 or 12 point courier, or comparable non-variable font.
- c. Distribution:*
  - (1) Physically give the original to the Soldier or mail it to the Soldier by certified mail.
  - (2) Include Copy 1 if the Soldier completed the "Request" block in item 27 of Copy 2 prior to separation action. If the Soldier indicated "Decline copies of my NGB Form 22" or is not available to sign item 27, file Copy 1 in the official OMPF maintained by the state and later given to the individual if requested.
  - (3) File Copy 2 in the permanent section of the OMPF. The disposition of the OMPF will be in accordance with AR 600-8-104 (tables 6-12, 6-14 or 6-16).
  - (4) Retain Copy 3 in state historical files.
- d.* Unit commanders will counsel Soldiers being discharged about the significance of NGB Form 22 and procedures necessary to obtain a copy.

e. Prepare DD Form 214 (Certificate of Release or Discharge from Active Duty), in addition to NGB Form 22, for AGR Title 32 Soldiers being separated from the ARNG when they are released from AGR service.

#### **6-18. Amendments and corrections to NGB Form 22**

When determined from official records that NGB Form 22 contains an error or omission of pertinent facts, discharge authorities may issue NGB Form 22A (Correction of NGB Form 22, Report of Discharge and Record of Service). Physically give the original of NGB Form 22A to the individual concerned. An example of a completed NGB Form 22A is shown in appendix F, table F-2.

### **Section V**

#### **Security of Forms, Lost or Destroyed Records, and Notification of Discharge**

#### **6-19. Security of forms**

a. Appoint in writing an officer, senior NCO (SFC or above), or DA civilian (GS-7 or above) to stock, control, and issue NGB Forms 22 and 22A, DD Forms 214 and 215, and all discharge certificates both automated and hard copy. Ensure that:

(1) All forms are secured.

(2) All forms to be destroyed, including blank, partially filled in, reproduced and obsolete forms are shredded or burned.

b. Forms used for training purposes will be marked permanently with ink, typing or a stamp, with the words "FOR INSTRUCTIONAL PURPOSES ONLY". Do not use real names or SSNs on forms used in training (use SSNs that begin with a 9 as a minimum, such as 999-99-9999 to preclude the chance of using a valid number).

#### **6-20. Lost or destroyed discharge records**

When a discharge certificate, NGB Form 22, or NGB Form 22A is issued and subsequently lost or destroyed, the AG concerned will, upon request of the individual, issue a signed official statement showing the date and place of enlistment, reenlistment, or extension, the date and reason for discharge, and the character of service as originally shown on the discharge certificate. The AG (MPMO/G1) may issue a true, certified copy of NGB Form 22 and NGB Form 22A filed in official records to the individual in lieu of an official statement. Identify the individual to ensure information is only given to the individual authorized to receive it.

#### **6-21. Notification of discharge**

Notification of discharge may be either:

a. *Actual* – by giving to the Soldier the discharge order, certificate, and original (and Copy 1 if requested) of NGB Form 22.

b. *Constructive* – when, due to the absence of the Soldier, actual delivery of the discharge certificate and related documents cannot be accomplished. Receipt by the Soldier's organization of the order directing the discharge is sufficient notice to provide constructive notification of discharge. A notation will be made in item 18, "Remarks" of the NGB Form 22 explaining the reason for the constructive notification. The discharge order, certificate, and original of NGB Form 22 will be mailed to the Soldier's last official address per AR 135-91. If the mailing is returned undelivered or refused; the unit will forward the envelope and documents to the AG (MPMO/G1) for inclusion in the Soldier's state file.

### **Section VI**

#### **Appeals and Application for Review**

#### **6-22. Appeal to a denied request for discharge**

a. A Soldier who has been denied a request for discharge may appeal within 30 days after receipt of the denial. The Soldier's unit commander may grant exceptions to the time period.

b. Submit the appeal through command channels to the AG (MPMO/G1) explaining facts pertinent to the case that the Soldier feels were not fully considered.

c. The AG may act on an appeal where the decision is favorable to the Soldier. When the AG recommends denial, forward the appeal request, pertinent records, and the AG's recommendation to CNGB (NGB-ARH-S) for final determination.

d. Soldiers will participate in unit training and activities while awaiting action on their appeal.

**6-23. Appeal of discharge**

Soldiers administratively discharged from the ARNG and, if applicable, the Reserve of the Army, or discharged by sentence of a special court-martial, may petition for a change to discharge. The appeal petition may address that portion of the discharge concerning the State ARNG discharge. AGs may grant or deny the appeal. This authority will not be delegated. Changes to the Reserve of the Army portion of a discharge must be submitted to the Army Discharge Review Board. Soldiers may request a change to the reason for their discharges, to upgrade the characterization of service received, or both. See AR 15-185.

**6-24. Army Board for Correction of Military Records (ABCMR)**

Soldiers discharged as a Reserve of the Army, who have been discharged administratively in accordance with Army regulations (this term includes National Guard (AR) Regulations), or by sentence of courts-martial, may appeal to the ABCMR per AR 15-185 after all other means have been exhausted. This board evaluates the reason for discharge, the procedures followed in accomplishing discharge, and the characterization of service. Explain the purpose and authority of the ABCMR during discharge processing, except when the discharge is for immediate reenlistment. Send appeals on DD Form 149 to Department of the Army Military Review Boards Agency, Army Board for Correction of Military Records, 1941 Jefferson Davis Highway, CCM4, second floor, Arlington, Virginia 22202-4508.

**Section VII  
Discharge Policy****6-25. Guidelines on discharge**

- a.* The discharge of Soldiers on active duty, (Title 10, USC) in AGR, IET, ADT, and ADOS status, as well as those ordered to active duty for contingency operations or under mobilization conditions, is governed by AR 635-200. All Outside Continental United States (OCONUS) training, including AT is conducted in Title 10 ADT status.
- b.* Refer to AR 135-178 when considering enlisted Soldiers not on active duty and those on full-time National Guard duty (FTNGD) under Title 32 USC for discharge from the ARNG and as a Reserve of the Army.
- c.* Soldiers who have less than 3 months to serve on their statutory or contractual obligations will be concurrently discharged from the ARNG.
- d.* Soldiers whose administrative discharge actions have not been acted upon by the discharge authority as required by this chapter and AR 135-178 will not be discharged (other than for ETS) prior to completion of the review process.
- e.* Soldiers who qualify for nonregular retirement at age 60 and desire discharge instead of transferring to the Retired Reserve must be counseled in writing as to the possible loss of benefits. See section X of this chapter.

**6-26. Separation counseling for Soldiers being discharged**

The purpose and authority of the Army Discharge Review Board (See AR 15-180) and the ABCMR (See AR 15-185) will be explained during separation processing, except when the separation is for immediate reenlistment or appointment. Counseling will include advice that a discharge under other than honorable conditions is a conditional bar to benefits administered by the DVA, notwithstanding any action by a Discharge Review Board. Such explanation may be furnished the Soldier in written form. Failure on the part of the Soldier to receive or understand this counseling does not create a bar to separation or characterization.

**6-27. Discharge before expiration of the service obligation**

- a.* A discharge for the purpose of complete separation from military service terminates a Soldier's statutory and contractual military service obligation on the effective date of the discharge.
- b.* An enlisted ARNG Soldier who is discharged from the ARNG and not concurrently discharged as a Reserve of the Army automatically becomes a member of the USAR.
- c.* A discharge issued only for the purpose of a change in status with continuing military service does not terminate a statutory military service obligation. Some examples of such changes in status are:
  - (1) Discharge from enlisted status on appointment as an officer.
  - (2) Discharge from a reserve component on enlistment in a regular component.
  - (3) Discharge on transfer between reserve components.
  - (4) Discharge for the purpose of reenlistment in the same component.

**6-28. Discharge after expiration of the service obligation**

*a.* A Soldier is entitled to be discharged on the expiration of his or her service obligation, and normally will be discharged unless action is taken to retain the Soldier beyond such expiration date.

*b.* Retention beyond the expiration date of a service obligation may be either voluntary or involuntary.

(1) Soldiers may voluntarily remain beyond the expiration date of a service obligation if they are receiving required health care or are being processed for physical disability separation.

(2) Soldiers may be involuntarily retained beyond expiration of their service obligation only when the appropriate authorities have taken action with a view toward trial by court-martial. Such action must have been initiated before the Soldier's service obligation expired.

*c.* Soldiers properly held beyond expiration of their service obligation, whether voluntarily or involuntarily, retain their military status and continue to be subject to the Uniform Code of Military Justice or State Military Code until formally discharged by the appropriate authorities.

*d.* Soldiers otherwise eligible for discharge on expiration of their service obligation will not be retained to satisfy a debt to the United States Government or to an individual, or to process and complete an involuntary administrative separation action per this regulation. On the other hand, if the Army does not affirmatively act to discharge a Soldier and the Soldier does not demand discharge, but rather remains on duty and accepts pay and benefits, the military status of that Soldier continues.

*e.* A Soldier may not be held in the ARNG beyond the normal expiration of service obligation unless the service obligation is extended by law or the provisions listed above apply. When through administrative error a Soldier is not discharged on the actual date of completion of term of enlistment, reenlistment, or date of completion of statutorily obligated service, or as provided above, a remark will be included in the "Remarks" section of the Soldier's DA Form 2-1 and NGB Form 22 as follows: "Retained beyond normal discharge date for the convenience of the Government."

**6-29. Effective date of discharge**

The effective date of discharge is 2400 hours on the date of notice of discharge (See paragraph 6-17). When discharge is for change of military status, the effective date of the order will be the day prior to the date of the Soldier's entry into a new military status. See section X of this chapter for effective dates on transfers to the retired reserves.

**6-30. Notification of discharge**

Notice of discharge may be either:

*a.* Actual - as by delivery to the Soldier of the discharge order or certificate; or

*b.* Constructive - when actual delivery of the discharge order cannot be accomplished due to the absence of the Soldier to be discharged. The following applies:

(1) The order will be mailed to the Soldier at the most recent address provided by the Soldier. If a mailed discharge order is returned as "unclaimed" or "undeliverable", the returned order and its accompanying envelope will be retained in the Soldier's state file.

(2) The discharge order of a mentally incompetent Soldier will be delivered to the Soldier's legal guardian.

(3) Notification of discharge of a Soldier who can't be located or is absent in the hands of civil authorities, and subsequent to the issuance of the discharge orders, the discharge may be executed regardless of absence.

Subparagraph *b(1)* above applies.

**Section VIII****Guidelines for Separation****6-31. Guidance**

When a Soldier is processed on the basis of multiple reasons for separation, the following guidelines apply to procedural requirements (including procedural limitations on characterization or description of service):

*a.* The basis for each reason must be clearly established.

*b.* If a reason for separation set forth in the notice of proposed action requires processing under the Administrative Board Procedure, the entire matter will be processed under AR 135-178, chapter 3, section III.

*c.* When there is any other clear conflict between a specific requirement applicable to one reason and a general requirement applicable to another reason, the specific requirement will be applied.

*d.* If a conflict in procedures cannot be resolved on the basis of the foregoing principles, the procedure most favorable to the Soldier will be used.

**6-32. Notification and Administrative Board Procedures**

a. All involuntary administrative separations require commanders to notify Soldiers concerning intent to initiate separation procedures. See AR 135-178, chapter 3, section II (Notice under the Notification Procedure) and section III (Notice under the Administrative Board Procedure). The notification and administrative board procedures contained in AR 135-178 will be used as required in this regulation. All Soldiers with 6 or more years of total military service on the date of initiation of recommendation for separation, or if being considered for separation under other than honorable conditions have the right to an administrative separation board. The Soldier may waive this right, except as indicated in AR 135-178, paragraph 3-15c. *Waivers of the board hearings and the right to representation by counsel at board hearings will not be accepted in the cases of Soldiers who have completed eighteen, but less than twenty, years of qualifying service for retired pay.*

b. See AR 135-178, figures 3-1 through 3-6 and AR 635-200, figures 2-1 through 2-5 and appendix B for examples of a recommendation for separation, a notification to appear before a board of officers, and a summary of proceedings.

c. Notify Soldiers when they are declared unsatisfactory participants per AR 135-91 and that transfer to the ING or separation from the ARNG with transfer to the IRR or discharge action under AR 135-178, chapter 13 is pending. They will be given 30 days from the date on the official mail return receipt, or the date they acknowledged receipt if hand delivered, to respond to notification of initiation of separation actions. The Soldier's commander may grant additional extensions upon timely showing of good cause by the Soldier.

d. Except as modified by AR 135-178 and this chapter, administrative separation boards will conform to the provisions of AR 15-6. The proceedings of the board will be summarized. A verbatim record is only required for findings and recommendations.

e. Notify Soldiers who do not meet medical retention standards of the intent to separate and afford them the opportunity to request a waiver for retention per AR 40-501, or to provide additional information from civilian doctors at their own expense.

**6-33. Disposition of proceedings and records**

a. When separation is ordered, file the original copy of the proceedings in the permanent section of the Soldier's OMPF.

b. When the appropriate authority does not order separation, file the proceedings at the separation authority headquarters and notify the Soldier's commander of the final action.

c. When the Soldier is considered for discharge because of fraudulent entry, erroneous enlistment, reenlistment or extension, and retention is recommended by the chain of command, send the complete record of proceedings with the recommendation to the AG (MPMO/G1) or CNGB (NGB-ARH-S) (depending on who has waiver approval authority) for a final determination. If approved by the AG or CNGB, the retention constitutes a waiver of the fraudulent entry or erroneous enlistment, reenlistment, or extension. Enter the following statement in DA Form 2-1, item 27: "Discharge action based on (*fraudulent entry*) (*erroneous enlistment*, *reenlistment* or *extension*) is waived and retention is authorized on (*date*)..." File the original copy of the approved document in the permanent section of the Soldier's OMPF. If disapproved by the waiver approval authority, process the Soldier for discharge.

d. Mail to the Soldier a copy of the administrative separation board proceedings. Classified documents attached to the board proceedings will not be released, but may be summarized, if it can be accomplished, in an unclassified format.

(1) Mark the Soldier's copy of the proceedings "Copy for (*name and SSN of the Soldier*)" and give this copy to the Soldier or the Soldier's legal counsel. Obtain a signed receipt from the Soldier or counsel and file it with the original board proceedings. If the Soldier refuses to sign the receipt, prepare and file with the proceedings a statement to that effect.

(2) If the Soldier or counsel does not want a copy of the board proceedings, or if a copy is not furnished, note that on the Soldier's copy to accompany the original. Only the AG may release this copy thereafter.

**Section IX****Codes, Reasons and Procedures for Discharge or Separation****6-34. Reentry Eligibility Codes**

Reentry Eligibility codes is determined at separation. They provide information concerning the Soldier's service in the ARNG, which will be considered upon future enlistment. If a Soldier will receive a discharge under other than honorable conditions, and the reason for discharge is non-waivable for enlistment, the RE code will be RE 4. If the



reason for separation is waivable, the RE code will be RE 3. If a Soldier receives a bad conduct or dishonorable discharge, the RE code is RE 4. Table 6-1 defines the differences between RE codes.

**Table 6-1**  
**Definition of Reentry Eligibility Codes**

RE Code	Assign when a Soldier is:
1	Fully qualified for reentry.
2	Discharged before completing a contracted period of service, not contemplating reenlistment, or requesting discharge for reason of pregnancy.
3	Not fully qualified for reentry or continuous service at time of separation, but this disqualification is waivable.

**Table 6-1**  
**Definition of Reentry Eligibility Codes -- Continued**

4	Ineligible for enlistment.
4R	Retired with fifteen or more years of active service or active service in FTNGD status. Soldier is ineligible for enlistment or reenlistment in the ARNG.

Notes:

1. Prior RE codes (1A, 1B, 1C, 2, 2B, 2C and 4A) apply to Soldiers separated prior to 20 October 1998. These codes qualify for enlistment. The reason and authority does not preclude enlistment or require a waiver.
2. Prior RE codes (2A, 3A, 3B, 3C, 3D, 3S and 3V) apply to Soldiers separated prior to 20 October 1998. These codes were used on Soldiers who do not meet reentry criteria at time of separation are ineligible for reentry unless a waiver is granted.

### 6-35. Separation/Discharge from State ARNG and/or Reserve of the Army

Following are reasons, applicability, codes and board requirements for administrative separation or discharge from the Reserve of the Army, the State ARNG only, or both. These reasons may be used for separation from the State ARNG only. See paragraph 6-5 to determine whether to assign a Soldier to the IRR. Do not transfer Soldiers who have not completed IET and are therefore not mobilization assets. Required administrative separation boards are indicated. All Soldiers will be notified of a commander's recommendation for their involuntary discharge. If the characterization is other than honorable or under honorable conditions the Soldier will be informed of the specific factors in the service record that warrant such characterization.

a. Refer to AR 135-178, chapter 4, for discharge for ETS: RE 1; or, if an approved bar to reenlistment or extension is in effect, or the Soldier is ineligible for extension due to overweight, APFT failure, or a positive urinalysis, but is not barred at time of ETS: RE 3.

b. Refer to AR 135-178, chapter 5, for the following reasons for discharge:

- (1) Reduction in authorized strength: RE 1.
- (2) Discharge for immediate reenlistment in the ARNG: RE 1
- (3) Discharge for enlistment in another component of the U.S. Armed Forces: RE 1.
- (4) Discharge on appointment as a commissioned or warrant officer: RE 2.
- (5) Separation of cadets on disenrollment from the Senior ROTC (SROTC) or an ROTC Scholarship program: RE 2.
- (6) Separation from the ROTC cadet early release when authorized by HQ DA: RE 1
- (7) Discharge of a potential ROTC/SMP participant who is not accepted in the ROTC advance course: RE 2.

c. Refer to AR 135-178, chapter 6, for the convenience of the Government separations based on the following reasons:

- (1) Dependency or hardship (includes parenthood and sole parents) affecting the Soldier's immediate family: RE 3.
- (2) Pregnancy: RE 2.
- (3) Sole surviving son or daughter: RE 3.
- (4) Involuntary separation due to parenthood. Counseling, rehabilitation, and administrative separation board procedures per paragraph 6-32 is required. RE 3.
- (5) Not medically qualified under procurement medical fitness standards. Includes:

(a) Failure to meet medical procurement standards of AR 40-501, chapter 2 prior to entry on IET including positive urinalysis and Human Immunodeficiency Virus (HIV) in entrance physicals: RE 3, or RE 4 for HIV.

(b) Found to have been pregnant on enlistment: RE 3

(6) Other designated physical or mental conditions. Administrative separation board procedures per paragraph 6-32 are required. RE 3.

d. Refer to AR 135-178, chapter 7, for the following reasons for separation:

(1) Minority enlistment: RE 1.

(2) Erroneous enlistment, reenlistment or extension: RE 3.

(3) Defective enlistment or reenlistment. RE 1 or RE 3.

(4) Failure to attend IET (phase I or phase II) within 24 months. RE 3.

(5) Fraudulent enlistments or Reenlistments. Administrative separation board procedures per paragraph 6-32 are required. Waiver of the fraudulent entry and suspension of separation per AR 135-178, paragraph 7-4e(2) must be approved prior to the determination. RE 3 or RE 4.

e. Refer to AR 135-178, chapter 8 for entry level performance and conduct separations. Use this paragraph for conscientious objectors that declare their status after enlistment, but before entry on IET. Counseling and rehabilitation are required. This paragraph cannot be used for prior service Soldiers. RE 3.

f. Refer to AR 135-178, chapter 9 for Unsatisfactory Performance discharges. This does not apply to entry-level status personnel. Counseling and rehabilitation are required. Administrative separation board procedures per paragraph 6-32 are required. Initiation of discharge proceedings is required for Soldiers without medical limitations who have two consecutive failures of the APFT, prior service applicants who refuse to attend MOS reclassification course within 24 months or who are eliminated for cause from Noncommissioned Officer Education System (NCOES) courses, unless the responsible commander has imposed a bar to reenlistment: RE 3.

g. Refer to AR 135-178, chapter 10 for homosexual conduct discharges. Administrative separation board procedures per paragraph 6-32 are required. RE 4.

h. Refer to AR 135-178, chapter 11 and AR 600-85, chapter 12 for discharge for alcohol or other substance abuse rehabilitation failure. Soldiers must request that treatment personnel provide monthly updates in writing to unit commanders, documenting satisfactory participation in a rehabilitation program. This requirement will continue until a closing document of successful completion is provided. Initiation of discharge proceedings is required for Soldiers who have been referred to a program of rehabilitation within 90 days of notification. Administrative separation board procedures per paragraph 6-32 are required. RE 3.

i. Refer to AR 135-178, chapter 12, for the following reasons for discharge:

(1) Acts or patterns of misconduct under the UCMJ, State Military Code or similar laws. Administrative separation board procedures per paragraph 6-32 are required. This includes abuse of illegal drugs. All Soldiers identified as abusers of illegal drugs will be referred for treatment as appropriate regardless of the commander's intent to take administrative, nonjudicial or judicial actions. Commanders must initiate separation action within 45 days of the act or referral, regardless of the commander's recommendation. Forward recommendations for retention or separation through command channels to the separation authority. See AR 135-178, chapter 11 when the discharge authority decides to retain and as a condition of retention, enroll in a rehabilitation program as soon as possible, but within 90 days of notification. Enrollment and participation will be at no expense to the government. Commanders will immediately begin discharge actions for Soldiers who refuse or fail to enroll in a rehabilitation program as a result of committing a drug offense. RE 3 or RE 4.

(2) Conviction by criminal Court. Administrative separation board procedures per paragraph 6-32 are required. If the sole basis for discharge is conviction of a criminal offense, counseling and rehabilitative efforts are not required. RE 3.

(3) Conviction by criminal Court for domestic violence. Soldiers are entitled to administrative separation board, if appropriate, unless waived by the Soldier. RE 4 (based on the qualifying conviction, the Soldier is unqualified for further military service by reason of the criminal conviction.)

(4) Conviction by criminal court cases in foreign countries. See AR 135-178, paragraph 12-3 for procedures.

j. Refer to AR 135-178, chapter 13 for unsatisfactory participation. Commanders may recommend retention of Soldiers who have accrued 9 or more unexcused absences within a one-year period. Submit requests with justification for retention to the AG (MPMO/G1). Include verification that the notification requirements of AR 135-91 and paragraph 6-32 have been met. Soldiers must be notified by registered or certified mail the intent and projected discharge date. Retention approval authority can be delegated to the LTC command level. RE 3.

k. Refer to AR 135-178, chapter 14 for Secretarial plenary separation authority. Requests under this authority must go through command channels to CNGB (NGB-ARH-S). The basis for separation can include, but is not

limited to, refusal to submit to medical care, Human Immunodeficiency Virus (HIV) infection, and when religious practices cannot be accommodated.

*l.* Refer to AR 135-178, chapter 15, for the following reasons for separation:

- (1) Noncitizens. ARNG members who:
    - (a) Fail or refuse to give a permanent address in the United States. RE 3.
    - (b) Visit a foreign country of their nationality for 6 months or more, or establish permanent residence in a foreign country: RE 1.
  - (2) Ministers of religion or divinity students. RE 1.
  - (3) Attain of maximum allowable age: RE 4.
  - (4) Approved exemption from involuntary orders to active duty per AR 601-25. RE 3.
  - (5) Early discharge of Soldier with a bar to reenlistment. RE 3
  - (6) Failure to meet enlistment or retention standards for security reasons in AR 380-67. Administrative separation board procedures per paragraph 6-32 are required. RE 4.
  - (7) Confirmed as infected with HIV per AR 600-110 may request voluntary discharge under paragraph 6-35*k* above and AR 135-178, chapter 14. AR 140-10 prescribes procedures for assignment to the Standby or Retired Reserve.
  - (8) Medically unfit for retention per AR 40-501. Commanders, who suspect that a Soldier may not be medically qualified for retention, will direct the Soldier to report for a complete medical examination per AR 40-501. If the Soldier refuses to report as directed, see paragraph 6-36*u* below. Commanders who do not recommend retention will request the Soldier's discharge. When medical condition was incurred in line of duty, the procedures of AR 600-8-4 will apply. Discharge will not be ordered while the case is pending final disposition. This paragraph also includes those Soldiers who refuse or ineligible to reclassify into a new MOS. RE 3.
  - (9) Conscientious objection. Soldiers will be processed per AR 600-43.
  - (10) Dropped from the rolls. RE 3
- m.* Refer to AR 135-178, chapter 16, separation for failure to meet Army body composition standards in AR 600-9. A reasonable opportunity to comply with weight reduction goals must be provided per AR 600-9. Administrative separation board procedures per paragraph 6-32 are required. Initiation of separation proceedings is required for Soldiers who do not make satisfactory progress as defined in AR 600-9, and those who reenter a weight control program within twelve months: RE 3.
- n.* Not selected for retention by a qualitative retention board per AR 135-205, chapter 2 and elects discharge. If the Soldier elects to be reassigned to the USAR Control Group (Reinforcement) or the Retired Reserve, use paragraph 6-36*r*. RE 3.
- o.* Individual request for discharge in-lieu of reassignment to the USAR Control Group (Retired).

### **6-36. State ARNG Separations**

This paragraph lists reasons for separation from the State ARNG not listed in paragraph 6-35 above or AR 135-178. All involuntary administrative separations require commanders to notify Soldiers concerning intent to initiate separation procedures per paragraph 6-32. All Soldiers being involuntarily separated will be afforded a reasonable opportunity to provide a written response for consideration by the separation authority. Characterization of service will be per applicable State codes.

- a.* Unit reorganization, inactivation, or relocation of a unit where there is not another unit within the state to which the Soldier may be assigned. See AR 135-91, chapter 5, section II. RE 1.
- b.* Moving to an area where an ARNG unit is not within reasonable commuting distance. See AR 135-91, chapter 5. RE 1.
- c.* Failure to obtain assignment to a unit vacancy. See chapter 4 of this regulation. RE 1.
- d.* Expiration of period in excess status. See chapter 3 of this regulation: RE 1.
- e.* Temporary overseas residence, employment, or missionary obligation. See AR 135-91, chapter 5. RE 1.
- f.* Individual request of the Soldier not to be discharged from the Reserve of the Army status in order to become a member of the Army Reserve, Individual Ready Reserve: RE 1 or RE 3, as applicable.
- g.* Incompatible occupation (employment conflict). The Soldier must submit documentation to support undue and genuine hardship or conflict caused by membership in the ARNG and civilian occupation. See AR 135-91, chapter 4. RE 3.
- h.* Graduate student in the health professions. See AR 135-91, chapter 5, section IV: RE 3.
- i.* Failure to report for active duty when ordered. See AR 630-10. RE 3.
- j.* Failure to report to the gaining state upon interstate transfer. See chapter 4 of this regulation. RE 1 or RE 3 as appropriate.

- k.* Failure to report after enlistment through the Reserve Components Transition Program. RE 1 or RE 3 as appropriate.
- l.* Failure to report for annual Inactive National Guard muster per NGR 614-1. RE 1 or RE 3 as appropriate.
- m.* Denial of clearance for enlistment of non-unit members of the USAR assigned to the Ready, the Standby Reserve, or the Retired Reserve. RE 3.
- n.* Expiration of active status commitment in the Selected Reserve, such as at the end of 6 years of a 6x2 enlistment option. See ECM for the enlistment options: RE 1; if a bar to reenlistment or extension is in effect, RE 3.
- o.* Discharge and transfer to the Retired Reserve. See section X of this chapter and AR 140-10 for policy and procedures. RE 3, if under age 60; RE 4 if 60 or older.
- p.* As a result of discharge from the Reserve of the Army. RE 1 or RE 3 as appropriate.
- q.* Less than honorable discharge from the Regular Army. (Discharged from Reserve of the Army and returned to State control.) RE 4.
- r.* Not selected for retention by a qualitative retention board (See AR 135-205, chapter 2) and the Soldier elects to be reassigned to the USAR Control Group (Reinforcement) or the Retired Reserve. If the Soldier elects to be concurrently discharged, use paragraph 6-35*n*. RE 3.
- s.* Placement on the permanent disability retired list. See AR 635-40. RE 3.
- t.* Placement on temporary disability retired list. See AR 635-40: RE 3.
- u.* Failure to obtain required physical per AR 40-501. Soldier will be notified in writing of the requirement to obtain a physical, and given 90 days after the letter is mailed to comply with this requirement. Commander can authorize an extension of up to 60 days for extenuating circumstances: RE 3.
- v.* Conscientious objection. See AR 600-43: RE 3.
- w.* Acts or a pattern of misconduct and Soldier is eligible for assignment to Retired Reserve. RE 3.
- x.* Request for discharge in lieu of a court-martial authorized to adjudge a punitive discharge. Request for discharge may be submitted after courts-martial charges (the punishment for which under UCMJ and the MCM 2008, or the State Code, includes a bad conduct or dishonorable discharge) are preferred against the Soldier, or after referral until final action by the convening authority. A Soldier who is under a suspended sentence of a punitive discharge may likewise submit a request for discharge for the good of the service. The request for discharge does not prevent or suspend disciplinary proceedings. The court-martial convening authority will make this decision. The Soldier will be provided the opportunity, in writing, to consult with counsel. The Soldier may waive right to counsel in writing. If counsel is not waived, the counsel will provide the Soldier with an assessment of the case, possible punishments, an explanation that this request for discharge be voluntary, and the consequences this type of discharge may have on the Soldier's benefits and subsequent civilian life. In the request for discharge, the Soldier will admit guilt to the charges, or of lesser-included offenses which also authorizes the imposition of a punitive discharge. The Soldier will indicate either that he or she received such counseling or that the right was waived. Use of this discharge authority is encouraged when the commander determines that the offense is sufficiently serious to warrant discharge and the Soldier has no rehabilitation potential. Each commander in the chain of command will write a recommendation. The convening authority may approve the request for discharge and direct the characterization of service that is appropriate or disapprove the request for discharge. Characterization of service under other than honorable conditions may be appropriate. RE 3.
- y.* Discharge of Soldiers who were previously discharged from Reserve of the Army by the Active Component of the United States Army. RE 3 or RE 4 as appropriate.

### **6-37. Substance Abuse Processing Procedures**

Substance abuse is incompatible with military service and Soldiers who abuse drugs one or more times are subject to discharge per paragraph 6-35*h*. Commanders will process all Soldiers identified as having abused illegal drugs for separation per AR 135-178, chapter 12. "Processed for discharge" means that discharge actions will be initiated and processed through the chain of command to the separation authority for appropriate action.

### **6-38. Dropped From Rolls (DFR) of the Army**

*a.* The procedures to drop ARNG/ARNGUS Soldiers on Title 10 or Title 32 FTNGD, AD, Initial Active Duty for Training (IET), ADT, ADOS, or AGR from the rolls of the Army are outlined below per AR 630-10. Except as outlined in *b* below, ARNGUS Soldiers who are AWOL for 30 consecutive days are accessed into the strength of the Active Army and immediately DFR. They may be accessed into the strength of the Active Army and immediately DFR without regard to the length of absence if the Soldier has exhibited a clear intent to remain away from his unit, organization or place of duty permanently. The following actions are taken:

(1) The commander of the organization to which the Soldier is attached or assigned for AD or ADT informs the ARNG IET manager when the absentee should be DFR.

(2) The Adjutant General publishes orders, using AR 600-8-105, table 3-1 and figure 3-10 which illustrates format 440 attaching the AWOL Soldier to an Active Army unit effective 0001 hours the date of DFR.

(3) The State IET manager telephonically notifies the gaining Active Army unit commander of the order number and date. The verbal notification is the authority for the accession and dropping the Soldier from the rolls.

(4) A copy of the orders prepared by the area Commander, Personnel Control Facility, Fort Knox is provided to the Chief, USADIP as soon as they are published. The orders must contain the following information:

(a) In the action lead line – “By direction of the Secretary of the Army, you are relieved from attachment and assigned to (enter the Active Army unit of which the Soldier is to be assigned).”

(b) In the effective date lead line – “the date that is 0001 hours of the thirty-first consecutive day of AWOL.”

(c) In the period lead line – “Until relieved from active duty by competent authority.”

(d) In the purpose lead line – “For processing under AR 630-10.”

(5) On receipt of the Active Army assignment orders, the appropriate State Adjutant General discharges an ARNGUS Soldier from ARNGUS status.

(6) The gaining Active Army commander:

(a) Requests that the PSC access the Soldier into the strength of the Active Army, effective 0001 hours of the 31<sup>st</sup> consecutive day of AWOL.

(b) Follows the guidance in AR 630-10, chapter 3 and reports the Soldier DFR using DA Form 4187 effective 0001 hours of the 31<sup>st</sup> consecutive day of AWOL.

(c) Ensures the deserter’s DFR packet is sent to Commander, USAEREC as soon as possible.

b. ARNG/ARNGUS Soldiers who depart AWOL after reporting to their AD or ADT duty station are not accessed into the Active Army for DFR action when the conditions below exist. In these cases, the Soldiers may be separated while in an AWOL status from their AD or ADT duty station when one or more of the following conditions exist:

(1) The Soldiers have been recommended for entry level status separation per AR 635-200, chapter 11.

(2) The Soldiers departed AWOL before completion of the separation action.

(3) Disciplinary action against the Soldiers is not contemplated.

c. ARNGUS Soldiers not covered by the provisions of subparagraph a above can be DFR when sentenced to confinement (whether or not actually confined in a Federal or State penitentiary or correction institution) after having been found guilty of a major offense by a criminal court (sentence includes confinement of 6 months or more without regard to suspension or probation). The sentence must have become final, and the right to appeal has expired or final action on an appeal has been taken. The procedures to drop the Soldier from the rolls of the Army are:

(1) The commander will request orders from the AG (MPMO/G1) to drop the Soldier from the rolls of the State ARNG.

(2) The record custodian will prepare NGB Form 22. A characterization or other description of service is not authorized. Enter in NGB Form 22, block 24, NOT AUTHORIZED, and in block 25, NONE. Do not issue a discharge certificate.

d. Distribute DFR orders to:

(1) The Soldier’s OMPF.

(2) State historical file.

(3) The Soldier’s last known address. File order and envelope, if not delivered, in OMPF.

e. Forward OMPF to the State headquarters.

## Section X

### Discharge of ARNG Soldiers Eligible for Retirement

#### 6-39. Eligibility for retirement, discharge, and transfer

a. Eligibility for retired pay for non-regular service is determined per NGR 680-2, chapter 3.

b. Soldiers who are eligible for retired pay for non-regular service may request discharge from the state and transfer to the USAR for assignment to the Retired Reserve, if not immediately eligible for retired pay, or placement on the Retired List with retired pay. This may be done without regard to Soldiers’ ETS date provided they have no remaining service obligations, or are not under a call, or order to involuntary active service.

c. Soldiers who are eligible for retired pay for non-regular service may request discharge from the state and transfer to the USAR for assignment to the IRR or to the Standby Reserve.

d. Separation authorities should not approve requests for separation, except those for maximum age or years of service, until they:

(1) Verify the Soldier has completed all remaining service obligations such as those for training, promotion, appointment, and time on station after PCS for AGR Soldiers.

(2) Inform and counsel, in writing, Soldiers who are not eligible for transfer to the Retired Reserve or placement on the Retired List of their ineligibility. If they still request separation, counsel them in writing on DA Form 4856 of their potential loss of future retirement eligibility, the related benefits, and that they may be ineligible for later reentry into active status to gain eligibility.

e. Counsel in writing on DA Form 4856 those who are eligible for retirement but request concurrent discharge per paragraph 6-35o of this regulation of the potential loss of benefits and that to be retired and receive retired pay the individual must apply in writing to HRC for retired pay -- it is not automatic. File the written counseling statement with the Soldier's request for separation and related documents permanently in both iPERMS and state historical files. If the Soldier refuses to sign the statement, include a statement from the counseling official fully explaining the situation. Note: Soldiers with Notification of Eligibility for Retired Pay at Age 60, (i.e.: 20 or 15 year letters) who are being separated will be transferred to the Retired Reserve unless they specifically request in writing on DA Form 4187 to be discharged from both their state and Reserve of the Army statuses. Soldier must be counseled, in writing on DA Form 4856, of the effects of electing not to enter the Retired Reserve. The possibility of the loss or delay of retired pay, and medical benefits, and possible loss of identification card and privileges, if the Soldier should not apply for placement on the retired list and retired pay.

#### **6-40. Application for retired pay**

a. Soldiers eligible for retired pay for non-regular service currently in the ARNG should, approximately one year before the date on which retirement should begin, submit their applications for non-regular retired pay on DD Form 108 (Application for Retired Pay Benefits), DD Form 2656 (Data for Payment of Retired Personnel), and SF 1199A (Direct Deposit Sign-up Form) to the MPMO/G1 for processing to HRC. The effective date on the DD Form 108 and DD Form 2656 dictate the retired pay start date. Soldiers with waivers to stay beyond age 60, must include copies of the approved waivers with their retirement applications. These actions will not be approved for Soldiers with service remaining obligations or under call or orders for involuntary active service.

b. Soldiers eligible for active service length of service retirement per AR 635-200, chapter 12, may apply for retirement on DA Form 2339 to the MPMO/G1, or to CNGB (NGB-ARZ-T) for AGR Title 10 Soldiers, up to twelve months before the selected retirement date. They need not be on any form of active service per AR 635-200, paragraph 12-3a. Note: ARNG Soldiers who accrue 20 years or more of active service through any combination of days or longer periods, whether paid or unpaid, are not eligible for retired pay for non-regular service as stated in 10 USC 12731(a)(4) as of the date they complete the 20th year of active service. Their service is determined by a service computation and not by a simple division of total numbers of days divided by 30.

#### **6-41. Retired grade**

List in transfer and retirement orders the grade which the Soldier is authorized on the day before transfer or retirement. See paragraph 6-40b above for effective date.

a. See AR 600-8-19, paragraph 7-11 for lateral appointments to Corporal, First Sergeant and Command Sergeant Major upon retirement.

b. See AR 600-8-19, paragraph 7-14 for special advancement to highest grade satisfactorily held.

c. See AR 600-8-19, paragraph 10-18 for AGR Soldiers reduced due to force structure changes and other reductions in grade not due to the Soldier's misconduct.

#### **6-42. Orders**

a. AGs (MPMO/G1 or HRO) will issue retirement orders upon approval of applications.

b. Orders may be revoked only for critical operational requirements or extreme hardship that occurs after the orders are published. Approval to revoke these orders is the AG (DDARNG for Title 10 AGR tour personnel).

c. Orders will not be revoked for individuals transferring or retiring for mandatory, nonwaivable reasons such as maximum age or years of service.

**Section XI****Involuntary Separation of Army National Guard Enlisted Soldiers with Eighteen or More but Less Than Twenty Years of Qualifying Service for Retirement****6-43. Authority**

The Secretary of the Army is the separation authority for all Soldiers with eighteen or more but less than twenty qualifying years of service for retirement per paragraph 6-2e(1). This section lists the requirements to process involuntary discharge requests.

**6-44. Requirements**

Requests must be personally reviewed and requested in writing by the State Adjutants General and contain the following:

- a. Memorandum from AG requesting that CNGB authorizes the state to discharge the Soldier. Include in the memorandum the Soldier's name and status (traditional, AGR, or Military Technician), and cite the type of discharge (honorable, general, other than honorable) and characterization of service requested.
- b. State Staff Judge Advocate's (SJA) review of board proceedings.
- c. A copy of the summary of board proceedings certified by the board president per paragraph 6-32. A Report of Proceedings, DA Form 1574, fulfills the requirement for verbatim findings and recommendations. Findings and recommendations must conform to AR 135-178, paragraph 3-17h (i.e. Separation, Retention, or Separation with suspension of separation). If they do not conform to the regulation, the AG will direct the board to reconvene per AR 135-178, paragraph 3-18.
- d. Receipt from respondent or the respondent's counsel for a summary of board findings and recommendations per AR 135-178, paragraph 3-18c.
- e. A certified copy of the Soldier's DA Form 2-1 and a current copy of the SIDPERS Personnel Qualification Record.
- f. A current Retirement Point Accounting System (RPAS) statement on the Soldier that shows the Soldier has at least eighteen but less than twenty years.
- g. Records of counseling and any other rehabilitation attempts. Discharge orders will not be prepared prior to CNGB approval of discharge.
- h. Toxicology Report (if applicable).

**6-45. Separation Boards**

- a. Separation boards are required for all Soldiers with eighteen but less than twenty years of qualifying service for retired pay. The board cannot be waived by the Soldier per AR 135-178, paragraph 3-15c. The Soldier may waive in writing the right to appear before the board. However, the board must be held and the Soldier's interests represented by counsel.
- b. Separation board hearing actions for ARNG Soldiers with at least eighteen but less than twenty qualifying years of service for retirement may make the following recommendations.
  - (1) Separate from ARNG and as a Reserve of the Army.
  - (2) Separate, but recommend that the convening authority suspend separation up to twelve months.
  - (3) Separate from the ARNG with transfer to a USAR Control Group.
  - (4) Retain.

**6-46. Involuntary Separation**

Denial of extension or immediate reenlistment at expiration of term of service (ETS) is defined as an involuntary separation. Soldiers with between eighteen and twenty years of service (sanctuary) cannot be involuntarily discharged without Secretary of the Army approval per AR 135-178, paragraph 1-11, and board action. The authority for waiver denial for a Soldier who is ineligible for extension or immediate reenlistment without a waiver is CNGB (NGB-ARH-S). In cases where CNGB has disapproved the waiver, if new and substantive information is provided, a Soldier may submit a request for reconsideration through the chain of command to the CNGB (NGB-ARH-S).

## **Chapter 7**

### **Army National Guard Command Sergeant Major Program**

#### **Section I**

##### **General**

##### **7-1. Objective**

The ARNG Command Sergeant Major (CSM) Program is designed to ensure that effective, high caliber senior noncommissioned officers occupy CSM positions. To ensure selection, AGs will personally recommend only fully qualified NCOs with the highest character and standards of professional competence, leadership and dedication. Each nominee will be further recommended by the State CSM.

##### **7-2. Special terms**

The special terms used in this chapter are defined in the Glossary, Section III - Special Abbreviations and Terms.

##### **7-3. Prerequisites**

Nominees will be:

- a. SGM, 1SG or MSG who have been selected as best qualified by a SGM promotion board under AR 600-8-19 and selected as best qualified for appointment to CSM by a State-level CSM selection board. The State CSM selection board will be administered as indicated in AR 600-8-19, paragraph 7-34b(3).
- b. Eligible to attend and complete the U.S. Army Sergeants Major Course (USASMC). 1SG and MSG who have attended, but who have not completed the course for any reason other than hardship are not eligible for subsequent attendance. Therefore, they are not eligible for consideration for SGM or CSM. This criterion is not waivable and exceptions to policy will not be considered. See AR 600-8-19, paragraph 7-20h.
- c. Noncommissioned officers promoted to SGM prior to 1 October 1992 are considered qualified in the NCOES commensurate with their rank. Soldiers promoted to the rank of SGM before 1 October 1992 and appointed as CSM after 1 October 1992 must complete USASMC.
- d. In a paid drill or AGR status.
- e. Eligible for immediate reenlistment or extension without regard to time remaining to ETS.
- f. Not yet 51 years old as of the last day of the month of the HQDA (NGB) board (Spring or Fall). However, AGs may nominate individuals over this objective age without waiver or exception when the Soldier is clearly the best qualified of all eligible candidates. Explain the circumstances, special qualities, qualifications and other relevant information in the memorandum as shown in appendix G, figure G-1. Soldiers must be appointed prior to their fifty-seventh birthday. Waivers or exceptions to policy to the age requirement are not authorized.
- g. Identified for assignment to a CSM position vacancy.
- h. Professional leaders with the qualities to perform CSM duties per DA Pam 611-21, chapter 10.
- i. Medically qualified to perform CSM duties on a worldwide basis in a field environment (AR 40-501). Theater and country restrictions caused by former service in the Peace Corps or as a prisoner of war are not disqualifying.
- j. In a promotable status.
- k. The remaining service obligation (RSO) of; two years after completion of resident phase USASMA; two years after promotion to SGM; and one year after appointment to CSM, whichever is later. The requirements run concurrently, do not add them.

#### **Section II**

##### **Nomination**

##### **7-4. General**

- a. Soldiers identified for assignment to actual or projected vacant CSM positions will be nominated to the next HQDA (NGB) CSM board. Those identified for assignment to projected vacant positions may be nominated up to 12 months before the positions will be vacant.
- b. A nominee's marital status, and the employment, educational pursuits, and volunteer service activities of the nominee's spouse, or lack of any of these, may not be considered in determining whether or when to nominate a Soldier for CSM.
- c. Soldiers who are detailed or attached to CSM positions per paragraph 4-6b of this regulation who are removed for cause, or who are pending adverse action, will not be nominated. However, those not nominated or



selected due to position elimination or declination due to Military Technician or AGR position requirements may be nominated.

### 7-5. Nominations

a. The State AGs will:

- (1) Complete the nomination memorandum following the sample in appendix G, figure G-1 of this regulation.
- (2) Assemble the nomination packet using the guidance in paragraph 7-6 of this regulation.
- (3) Submit electronic packet in Adobe pdf format to NGB-ARH-S prior to the suspense date announced in the semi-annual memorandum of instruction (MOI).

b. Comments by the AG (appendix G, figure G-1) are mandatory. Recommendation will highlight any shortcomings in the Soldier's qualifications or nomination packet. Comments by the Soldier's commanders in grade LTC and higher and CSMs at those levels, are optional. Comments by anyone else are prohibited.

c. CSMs will:

- (1) Verify that the nominees were selected by the CSM Selection best qualified board.
- (2) Final review of the nomination packet prior to submission.
- (3) Recommendation memorandum indicating concurrence with the nomination.

d. Nominee will:

- (1) Ensure packet is complete in accordance with checklist in appendix G, figure G-2.
- (2) Validate iPERMS record within 30 days of board convening date.
- (3) Ensure official DA Photo is within twenty-four months and recorded in the Department of the Army Management Information System (DAPMIS).

### 7-6. Packet procedures

Assemble packets according to correspondence procedures in AR 25-50 in the sequence of the checklist at appendix G, figure G-2 of this regulation. Submit all documents on 8 ½ x 11 white paper. Packets will be destroyed after the board proceedings have been concluded. Include the following items in the order listed:

a. Send electronic copies of:

- (1) Nominating memorandum that follows the sample in appendix G, figure G-1 of this regulation. AGs may include comments or separate memorandums from each commander, LTC and higher in the nominee's chain of command, and CSM in the nominee's NCO support channel. Required leadership or compatibility waivers for Soldiers who are AGR or Military Technician should not be included in the nomination packet. However, these waivers must be approved prior to the Soldier's assignment.
- (2) Checklist per appendix G, figure G-2.
- (3) Biographical sketch per appendix G, figure G-3. Do not use abbreviations other than U.S., two-letter state abbreviations, NCO, MOS, SQI, ASI, LIC, and address abbreviations.
- (4) For 1SG and MSG who are neither graduates of, nor enrolled in the U.S. Army Sergeants Major Course, DA Form 4187 (copy 1 only) and signed Statements of Agreement and Certification per AR 600-8-19, paragraph 7-23b(11)(a) and appendix G, figure G-2. The application for the U.S. Army Sergeants Major Course will be forwarded to (NGB-ART-I) prior to submitting the packet for board action.
- (5) Nominee's memorandum to the board president if it conforms to the policy in paragraph 7-10.

b. Send copies of (Documents must be updated within 30 days of the board):

- (1) DA Form 2-1/ERB, (Personnel Qualification Record, See AR 600-8-104) (one-sided copy).
- (2) SIDPERS Personnel Qualification Record, or equivalent SIDPERS-ARNG report (one-sided copy).

Do not use "certified true copy" on any of the board records. Enter in the Personnel Qualification Record – Part I and DA Form 2-1, item 35, or on the back side of the ERB one of the following statements:

(a) I have reviewed the information herein and it is correct and complete.

SIGNATURE \_\_\_\_\_ {of the Soldier} \_\_\_\_\_ DATE \_\_\_\_\_  
PSB/MPD/PSC POC \_\_\_\_\_ {typed or printed} \_\_\_\_\_ TELEPHONE \_\_\_\_\_

(b) If, after proper notification, the Soldier cannot or does not sign the DA Form 2-1 or the back side of ERB, the personnel officer or NCO will complete the verification by entering the following statement in item 35:  
NCO was unavailable for signature and review.

SIGNATURE \_\_\_\_\_ {of the Personnel Officer or NCO} \_\_\_\_\_ DATE \_\_\_\_\_  
PSB/MPD/PSC POC \_\_\_\_\_ {typed or printed} \_\_\_\_\_ TELEPHONE \_\_\_\_\_

(3) Verification confirming enrollment or a statement concerning the Soldier's status in USASMA.

(4) DA Form 705 (Army Physical Fitness Test Record) with at least the last three years of record APFTs. When the Soldier has not taken an APFT in the last three years, include a statement by the Soldier's commander to explain the lack of record testing.

(5) DA Form 3349 (Physical Profile) for Soldiers with limiting physical conditions. If a profile is included, also ensure there is a corresponding entry in DA Form 2-1, item 4, per AR 600-8-104. Profiles over 5 years old will be reviewed by the State Surgeon and a statement will be attached to the profile.

(6) DA Form 5500-R or 5501-R (Body Fat content worksheet) if the Soldier is over the screening weight in AR 600-9, table 1.

c. The Official Military Personnel File (OMPF) from iPERMS will be used as the primary means to evaluate the nominee's record. Soldiers are responsible for ensuring all documents, including NCOERs, AERs, and all commendatory documents are located on the OMPF. The performance section will be the iPERMS file for board review.

### **Section III**

#### **HQDA/ARNG Selection Board**

##### **7-7. Appointment**

The DARNG appoints the ARNG CSM Board by memorandum to meet semi-annually in Spring and Fall at Headquarters, Department of the Army, National Guard Bureau. States must establish procedures to select and nominate NCOs to this board per AR 600-8-19, paragraphs 7-28 and 7-34.

##### **7-8. Composition**

The board comprises at least two officers and three CSMs as voting members, and a recorder without vote. The DARNG will appoint alternates and replace members as needed.

a. The president is an ARNG Major General or Brigadier General.

b. The second officer is an Active Army Colonel (O-6) (AGR, Technician or M-Day colonel for state level boards).

c. The CSMs are in an active ARNG status, and a minimum of one State CSM or Senior Enlisted Advisor (Army).

d. Female and minority groups will be represented on the board to the maximum practical extent when members of these groups are being considered.

(1) Every effort should be made to ensure that all boards are composed of members that reflect the demographics of the Soldiers being considered.

(2) If minority group members are being considered, boards will include at least one minority group member as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(3) If females are being considered, boards will include at least one female as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(4) Boards may include minority group members and female members even though the board may not be considering female and minority group Soldiers.

e. The recorder attends to the board according to NGB established procedures.

##### **7-9. Instructions**

A memorandum of instruction prescribes the oath, general and specific guidance, procedures, reports, and other administrative details for the conduct of each board and announcement of results.

##### **7-10. Communications**

Personal appearance before the board is prohibited. Correspondence to the president of the board will be considered only if it is in the packet submitted to the board and meets the criteria of paragraph 7-6. Correspondence from the nominee must invite attention to matters of record that are not readily apparent in the Soldier's records, but which the Soldier feels is relevant to the selection process. Other than the memorandum and comments in section II above, communication with the board by third parties, including the Soldier's chain of command or supervisors is not authorized.

**7-11. Evaluation**

The board will conduct a comprehensive review of each nominee's packet using the best qualified method. A complete and objective evaluation of demonstrated professionalism and the potential to serve as a CSM will be made. An isolated example of excellence or mediocrity will not be used as a reason for or against selection. Analysis of the nominee's qualities and qualifications, and comparison to the standards for CSM, will include at least:

- a.* Breadth and variety of experience.
- b.* Levels of responsibilities.
- c.* Professional and technical competence, efficiency, and performance trends.
- d.* Length of service and maturity.
- e.* Moral standards and integrity.
- f.* Military and civilian education and training.
- g.* Awards, decorations and commendations.
- h.* Physical condition, fitness, and military bearing.
- i.* Experience in various NCO leadership and staff positions, such as platoon sergeant, 1SG, detachment sergeant, operations NCO, RRNCO, NCO academy instructor, Inspector General, Equal Opportunity, etc., and their equivalent positions.
- j.* Deployability.

**7-12. Selection**

The board will select only NCOs who are best qualified for CSM and deny selection to others. Action by the board is administratively final. Soldiers selected for promotion to SGM with concurrent appointment to CSM as listed in the HQDA (NGB) ARNG CSM Selection Board list, will remain eligible for assignment, promotion and appointment from that list until assigned and appointed, removed for cause from the list, or until separated from the ARNG.

**7-13. Announcement**

The DARNG will announce board results by memorandum to the AGs. The memorandum will include the memorandum of instruction, board membership, the recommended list, the considered list, and administrative instructions.

- a.* Acceptance of appointment. Selectees will be notified by their chain of command. Appointments may be accepted verbally; declinations will be in writing. Selectees must be in a promotable status and fully eligible for appointment.
- b.* Not selected. Their commanders will personally notify individuals not selected before the statewide list is published. Soldiers not selected by the HQDA (NGB) ARNG CSM Selection Board will not be reconsidered until the next annual state promotion board selects them as best qualified to perform the duties of CSM.
- c.* Declined, denied or not appointed. Submit to CNGB (NGB-ARH-S) the name, SSN, unit of assignment, and reasons for NCOs who, once selected by the board, declined or were denied appointment to CSM. Soldiers will retain selection status as indicated in paragraph 7-12.

**Section IV****Appointment and Assignment****7-14. Appointment**

Appointment to CSM will be according to instructions in the DARNG announcement memorandum per paragraph 7-13 of this regulation, except for previous selectees and SGMs who are eligible for reappointment and assignment under this chapter and chapter 4.

- a.* 1SGs and MSGs selected for CSM will first be promoted to SGM in accordance with AR 600-8-19. These Soldiers must be duty MOS qualified for the position for which promoted. This may be done on the same date and order as appointment to CSM or the lateral appointment may be done by memorandum. DA Form 4872 (Certificate of Promotion) and comparable State certificates may be used for grade actions that involve promotions. The grade on this certificate will read "Sergeant Major."
- b.* Primary MOS 00Z, with all authorized identifiers and codes, will be awarded on orders concurrent with appointment to CSM. Redesignate the old PMOS as SMOS per chapter 2.
- c.* Date of Rank (DOR) as SGM will not change upon appointment to CSM.

*d.* AGs will issue DA Form 4873 (Certificate of Appointment) signed by the Chief of Staff, Army, and the Sergeant Major of the Army, for all original appointments to CSM. This certificate can be ordered from the State Publications Office. Ensure that the signed version is ordered and not the blank certificates. This is a controlled form.

*e.* When a command experiences loss of an authorized CSM and the position cannot be filled by the reassignment of a CSM designee, the command may appoint an acting CSM. This acting condition will remain until a CSM selection board selects a CSM designee to fill the position, or until a CSM is assigned to the position.

#### **7-15. Assignment and utilization**

The AG, for traditional and AGR Title 32 Soldiers, and the Director, ARNG, for AGR Title 10 CSMs, are the assignment authorities for CSMs. This authority will not be delegated. The State CSM will advise the AG and DARNG on all CSM assignments and professional development matters.

*a.* CSM positions will be filled only with current CSMs, former CSMs eligible for reappointment in an active ARNG status, and ARNG CSM board selectees. Nominated MSG, 1SG and SGM may perform the duties of a CSM on an acting or detailed basis, but will not be reassigned to CSM positions until selected by the ARNG CSM board. See paragraph 4-6b of this regulation.

*b.* CSMs will be assigned only to authorized CSM positions while in the program. They will not be detailed or ordered for more than 30 days to duties or positions that do not require and authorize a CSM. Should a CSM be detailed to other than CSM duties for more than 30 days or, in the case of a CSM who is not on active duty or FTNGD, be ordered to a period of such duties for a purpose other than to serve as a CSM, then laterally appoint the CSM to SGM for that period and laterally appoint the SGM to CSM at the end of the period.

*c.* To improve training and readiness at battalion and brigade levels, a CSM will be assigned and utilized only in battalion and brigade level positions that are related to their background CMF. The following flexibility is authorized:

(1) If the brigade and CSM background cannot be a pure match, a CSM with a background that is the same as other units within the brigade can be assigned. For example, an armor background CSM can be assigned as the infantry-heavy brigade CSM since the brigade consists of infantry and armor battalions.

(2) CSM positions at RTIs and Army communities may be considered background immaterial.

(3) In those instances where the best qualified board has exhausted all qualified applicants within the career management fields of the vacant positions, TAG must fully justify, in writing, selecting the Soldiers outside the career management field.

*d.* Normally, CSMs assigned to general officer commands will have prior CSM experience at lower command levels.

*e.* CSM positions in headquarters commanded by Major Generals are nominative. The Major General will state whether or not there are any special qualifications. Available CSMs will be considered for reassignment before seeking a Soldier not in the CSM program.

#### **7-16. Reappointment**

*a.* Former CSMs who are in grade SGM, but were involuntarily removed for a reason listed in paragraph 7-21, may be reappointed immediately without board action, provided they meet the prerequisites of paragraph 7-3, upon reassignment to CSM positions.

*b.* Former CSMs who are in grade SGM, but were removed per paragraph 7-20 or 7-21 who are not eligible for reappointment in an active status will be reappointed not earlier than the last duty day (active duty, FTNGD or IDT) before transfer to the Retired Reserve or to the Standby Reserve (Inactive Status List) to await retired pay at age 60.

*c.* Former CSMs removed for cause per paragraph 7-22 may not be appointed to CSM in an active status or upon transfer under any conditions. Only the Army Grade Determination Review Board (AR 15-80) may reappoint them to CSM in the Retired Reserve after favorable action.

#### **7-17. Posthumous appointment**

Posthumous appointments to CSM are authorized for Soldiers who were selected by the HQDA (NGB) board before the date of death. For this purpose only, the date of selection is the date on which the board adjourned and the Soldier died by any means (other than as a result of the Soldier's own misconduct) while:

*a.* Serving on any type of duty, paid or unpaid; or

*b.* In route directly to or from that duty; or

*c.* Within three months after that duty from injuries or illness incurred or aggravated during the times in subparagraphs *a* or *b* above.

**7-18. Active duty reporting**

When mobilized, called or ordered to active service, (except AGR, ADT, ADOS, or FTNGD under AR 135-18, AR 135-200, or AR 135-210), send a copy of the CSM's DA Form 2-1, SIDPERS Personnel Qualification Record and orders to U.S. Army Human Resources Command (AHRC-EPS), 200 Stovall Street, Alexandria, VA 22331-0400.

**Section V****Termination****7-19. Notification**

When a CSM is removed or recommended for removal from the CSM program, notify the following as appropriate:

- a. The AG (DARNG for AGR Title 10) is the approval authority for involuntary CSM removals, MOS reclassifications, and those reassignments and reductions not authorized for delegation under this regulation.
- b. The State Security Manager, who will notify the Commander, U.S. Army Central Personnel Security Clearance Facility if AR 380-67, paragraph 2-200 applies.
- c. National Guard Bureau (ARH-S) only when the CSM is under a mobilization, call or order into AS except as noted in paragraph 7-18.

**7-20. Voluntary removal**

Voluntary removal is an action for NCOs who request early release from the CSM program, including those granted AGR leadership and technician compatibility waivers, such as voluntary withdrawal from the CSM program with transfer to the ING, to a SGM vacancy, or to a lower graded position concurrent with a voluntary reduction in grade.

- a. The individual's request will include the statement, "I understand I am not eligible for reappointment to CSM while in an active status." Enter permanently in DA Form 2-1, item 4, "Not eligible for reappointment to CSM in active status. Eligible for reappointment as CSM on transfer to the Retired Reserve or to the Standby Reserve (Inactive Status List) to await retired pay at age 60" (if serving in the rank of SGM).
- b. Individuals transferred directly to the USAR Control Group or to the Retired Reserve, and who are not being transferred under or in lieu of adverse action, will remain CSMs. Enter permanently in DA Form 2-1, item 4, "Assigned to Retired Reserve (or Control Group) (or to the Standby Reserve (Inactive Status List) to await retired pay at age 60) as CSM: Not eligible to return to active ARNG unit status as a CSM."

**7-21. Involuntary removal**

The following actions are involuntary removals. Individuals may be eligible for reappointment to and assignment as CSM without board action. Enter permanently in DA Form 2-1, item 4, "Eligible for reappointment to CSM in active unit status or on transfer to a USAR Control Group (or to the Standby Reserve (Inactive Status List) to await retired pay at age 60 or the Retired Reserve" (if serving in the rank of SGM).

- a. Elimination of a CSM position.
- b. Relocation to another geographic area where the CSM cannot be properly assigned.
- c. Acceptance for assignment that is not a CSM position in the Military Technician or AGR programs.
- d. A Military Technician or AGR Soldier granted a leadership waiver to serve a fixed period as a CSM that terminates with lateral appointment to SGM.
- e. Assignment to a sergeant major position under a state-level or NGB-level SGM career development program and there are no upward mobility positions.

**7-22. Removal for cause**

A CSM whose physical status, conduct, or performance falls below the standards set for program members, will be removed for cause. The commander will present a formal recommendation to the CSM for rebuttal, mitigation, extenuation, or written declination to comment. On receipt of the CSM's comments or declination, the commander will submit the recommendation through command channels. Each commander in the CSM's chain of command will review the case and make a recommendation. The AG (DARNG for AGR Title 10) is the approval authority. The commander may recommend concurrent reduction or discharge board action. All recommendations for removal, other than physical status, will include a "Relief-for-cause" NCOER per AR 623-3. Appeal of an adverse evaluation under AR 623-3 will not be cause for delay of the removal action.

**7-23. Mobilization or Presidential Call**

This paragraph is for use under a Presidential Reserve Call-up (PRC) or other call or order of an ARNG unit into active service. When it is necessary to fill a critical CSM position in a federalized unit, an AG may appoint an eligible MSG, 1SG or SGM to CSM without prior HQDA (NGB) CSM selection board approval. 1SG and MSG must be fully qualified under promotion criteria in AR 600-8-19 and selected as best qualified by a state promotion board. All appointees under this paragraph must meet the eligibility criteria of this chapter. For individuals who have not been selected to attend, and those who have not yet completed, the U.S. Army Sergeants Major Course, the status of conditional promotion (and, thus, appointment) applies. The State AG (MPMO/G1) will immediately notify CNGB (NGB-ARH-S) in writing of promotion and appointment actions under this authority.

## **Appendix A References**

### **Section I**

#### **Required Publications**

There are no required publications.

### **Section II**

#### **Related Publications**

Related publications represent a source of additional information, which may be consulted when conducting broader research. The Soldier's familiarity with and/or understanding of their contents is not necessary to apply the directives contained in this regulation. Army publications may be found on-line at <http://www.army.mil/usapa/>; National Guard publications at [www.ngbpdn.ngb.army.mil/default.htm](http://www.ngbpdn.ngb.army.mil/default.htm); Department of Defense publications at [www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives); DODFMR Financial Management Regulation at [www.dod.mil/comptroller/fmr](http://www.dod.mil/comptroller/fmr) ; and U.S. Code references may be located at [www.gpoaccess.gov/uscode](http://www.gpoaccess.gov/uscode).

#### **AR 15-6**

Procedure for Investigating Officers and Boards of Officers

#### **AR 15-80**

Army Grade Determination Review Board and Grade Determination

#### **AR 15-180**

Army Discharge Review Board

#### **AR 15-185**

Army Board for Correction of Military Records

#### **AR 20-1**

Inspector General Activities and Procedures

#### **AR 25-50**

Preparing and Managing Correspondence

#### **AR 25-52**

Authorized Abbreviations, Brevity Codes, and Acronyms

#### **AR 27-10**

Military Justice

#### **AR 40-501**

Standards of Medical Fitness

#### **AR 95-2**

Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigational Aids

#### **AR 130-5**

Organization and Functions of National Guard Bureau

#### **AR 135-7**

Incentive Programs

**AR 135-18**

The Active Guard Reserve (AGR) Program

**AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**AR 135-178**

Enlisted Administrative Separations

**AR 135-180**

Qualifying Service for Retired Pay Nonregular Service

**AR 135-381**

Incapacitation of Reserve Component Soldiers

**AR 135-200**

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

**AR 135-205**

Enlisted Personnel Management

**AR 135-210**

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

**AR 140-10**

Assignments, Attachments, Details, and Transfers

**AR 340-21**

The Army Privacy Program

**AR 350-1**

Army Training and Leader Development

**AR 380-67**

Personnel Security Program

**AR 600-8-2**

Suspension of Favorable Personnel Actions (Flags)

**AR 600-8-10**

Leaves and Passes

**AR 600-8-19**

Enlisted Promotions and Reductions

**AR 600-8-104**

Military Personnel Information Management/Records

**AR 600-8-105**

Military Orders

**AR 600-9**

The Army Weight Control Program



**AR 600-13**

Army Policy for the Assignment of Female Soldiers

**AR 600-20**

Army Command Policy

**AR 600-43**

Conscientious Objection

**AR 600-60**

Physical Performance Evaluation System

**AR 600-85**

Army Substance Abuse Program (ASAP)

**AR 600-110**

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

**AR 601-25**

Delay in Reporting for an Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty

**AR 601-210**

Regular Army and Army Reserve Enlistment Program

**AR 611-5**

Personnel Classification Testing

**AR 611-6**

Army Linguist Management

**AR 614-200**

Enlistment Assignment and Utilization Management

**AR 623-3**

Evaluation Reporting System

**AR 630-10**

Absence without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

**AR 635-40**

Physical Evaluation for Retention, Retirement, or Separation

**AR 635-200**

Enlisted Personnel

**AR 640-30**

Photographs for Military Personnel Files

**DA Pam 25-51**

The Army Privacy Program - System of Record Notices and Exemption Rules

**DA Pam 611-21**

Military Occupational Classification and Structure

**DODFMR 7000.14-R, Volume 7a**

DOD Financial Management Regulation 7000.14-R, Volume 7a, Military Pay Policy and Procedures—Active Duty and Reserve Pay

**NG Pam 25-10**

Standard Installation/Division Personnel System - Army National Guard (SIDPERS-ARNG) Data Element Dictionary

**NGR 40-3**

Medical Care for Army National Guard Members

**NGR (AR) 350-1**

Army National Guard Training

**NGR 351-1**

Individual Military Education and Training

**NGR 600-7**

Selected Reserve Incentive Programs

**NGR 600-8-104**

Military Personnel Information Management/Records

**NGR 600-10**

ARNG Tour Program (NGB Controlled Title 10 USC Tours)

**NGR 600-21**

Equal Opportunity Program in the Army National Guard

**NGR (AR) 600-100**

Commissioned Officers - Federal Recognition and Related Personnel Actions

**NGR 600-101**

Warrant Officers - Federal Recognition and Related Personnel Actions

**NGR 601-1**

Recruiting and Retention Resource Management

**NGR 614-1**

Inactive National Guard

**NGR (AR) 680-1**

Personnel Assets Attendance and Accounting

**NGR 680-2**

Automated Retirement Points Accounting System

**Section III**

**Prescribed Forms**

This regulation is the prescribing directive for the following forms, which may be located on line at <http://www.ngbpdc.ngb.army.mil/forms.htm>.

**NGB Form 22**

Report of Separation and Record of Service. (See paragraphs 2-4, 6-17, 6-18, 6-19, 6-20, 6-21, 6-28, and 6-39.)

**NGB Form 22A**

Correction to NGB Form 22 (Report of Separation and Record of Service). (See paragraphs 6-18, 6-19, and 6-20.)

**NGB Form 22-5**

Addendum to DD Form 4. (See paragraphs 4-13, 4-14, and 4-17.)

**NGB Form 55**

Honorable Discharge from the Armed Forces of the United States of America - Army National Guard (Storage Safeguard) (See paragraph 6-14a(1).)

**NGB Form 55a**

Honorable Discharge from the Federally Recognized Army National Guard (Storage Safeguard). (See paragraph 6-14a(2).)

**NGB Form 55b**

Honorable Discharge Certificates, Retired Reserve (Storage Safeguard). (See paragraph 6-14a(3)).

**NGB Form 56**

General Discharge under Honorable Conditions (Storage Safeguard). (See paragraph 6-14b(1)).

**NGB Form 56a**

General Discharge from the Federally Recognized Army National Guard (Storage Safeguard) . (See paragraph 6-14b(2)).

**Section IV****Referenced Forms**

The following forms are referenced within this regulation. Department of Defense Forms (DD) can be located at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm> ; U.S. Army Forms (AR) can be located on the web at <http://www.army.mil/usapa/> ; National Guard Bureau (NGB) Forms may be located on line at <http://www.ngbpdc.ngb.army.mil/forms.htm> ; U.S. Office of Personnel management Standard Forms (SF) may be found at <http://www.opm.gov/forms/html/SF.asp> .

**DA Form 2-1**

Personnel Qualification Record

**DA Form 268**

Report to Suspend Favorable Personnel Actions (FLAG)

**DA Form 705**

Army Physical Fitness Test Scorecard

**DA Form 1307**

Individual Jump Record

**DA Form 1574**

Report of Proceedings by Investigating Officer/Board of Officers

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2339**

Application for Voluntary Retirement

**DA Form 3349**

Physical Profile

**DA Form 3479-1R**

Trainee/Controller Evaluation

**DA Form 4187**

Personnel Action

**DA Form 4651-R**

Request for Reserve Component Assignment or Attachment

**DA Form 4856**

Developmental Counseling Form

**DA Form 4872**

Army Certificate of Promotion

**DA Form 4873**

Certificate of Appointment

**DA Form 5500-R**

Body Fat Content Worksheet - Male

**DA Form 5501-R**

Body Fat Content Worksheet - Male

**DD Form 4**

Enlistment/Reenlistment Document - Armed Forces of the United States

**DD Form 93**

Record of Emergency Data

**DD Form 108**

Application for Retired Pay Benefits

**DD Form 149**

Application for Correction of Military Record under the Provisions of Title 10, U.S. Code, Section 1552

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 215**

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

**DD Form 220**

Active Duty Report

**DD Form 293**

Application for the Review of Discharge or Dismissal from the Armed Forces of the United States

**DD Form 368**

Request for Conditional Release

**DD Form 2384**

Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility

**DD Form 2808**

Report of Medical Examination

**ERB**

Enlisted Records Brief

**NGB Form 23A1**

ARNG Retirement Points Statement Supplemental Detail Report

**NGB Form 23B**

Retirement Points Accounting System (RPAS) Statement

**NGB Form 60**

Request for Clearance from the U.S. Army Reserve for Enlistment/Appointment in Army National Guard

**NGB Form 4100-1-R-E**

Enlisted Promotion Point Worksheet. (Available at [www.ngbpdc.ngb.army.mil/default.htm](http://www.ngbpdc.ngb.army.mil/default.htm).)

**OMPF**

Official Military Personnel File

**PQR**

SIDPERS Personnel Qualification Record

**SF 86**

Questionnaire for National Security Positions

**SF 88**

Report of Medical Examination

**SF 93**

Medical Record – Report of Medical History

**SF 1199A**

Direct deposit Sign-up Form

**SGLV Form 8286**

Servicemembers' Group Life Insurance Election and Certificate

## Appendix B

### MOS 79T – sample documentation

Appendix B contains examples of the two documents necessary to request the appropriate training and subsequent award of the Recruiting and Retention NCO MOS - 79T

Figure B-1 – Sample memorandum format submitted by the Soldier to apply for conversion to MOS 79T.

Figure B-2 – Sample format for the endorsement memorandum to attend 79T MOS conversion course.  
The document submitted by the Soldier's command authority to endorse the application for MOS conversion to the Strength Maintenance Training Center requesting that the Soldier be enrolled in the 79T MOS conversion course.

---

*{AG or JFHQ Letterhead}*

*{OFFICE SYMBOL}* *{Date}*

MEMORANDUM THRU

RRNCOIC, *{City, State 12345}*

RR SGM, *{City, State 12345}*

FOR Recruiting and Retention Commander, *{City, State 23456}*

SUBJECT: Request for MOS Conversion

1. I, Sergeant John L. Smith, 999-99-9999, request to convert to MOS 79T.
2. I am currently serving in a MOS 79T AGR position and graduated the ARNG Recruiting and Retention NCO Course on *{date}*.
3. The point of contact for this action is the undersigned at (555) 333-3333.

*JOHN L. SMITH  
SGT, XXARNG  
RRNCO, Team V*

---

**Figure B-1 – Sample memorandum format submitted by the Soldier to apply for conversion to MOS 79T**

---

---

*{AG or JFHQ Letterhead}*

*{OFFICE SYMBOL}*

*{Date}*

MEMORANDUM FOR Chief, Strength Maintenance Training Center, Camp Robinson, Little Rock, AR 72118

SUBJECT: Approval to Attend 79T MOS Conversion

1. Sergeant John L. Smith, 999-99-9999, meets the criteria to attend the 79T Conversion Course as follows:

- a. Currently serving in a 79T AGR position.
- b. Completed the ARNG Recruiting and Retention NCO Course on *{date}*.
- c. Has demonstrated at least one year of successful performance as an RRNCO since completion of the ARNG Recruiting and Retention NCO Course.

2. The point of contact for this action is the undersigned at (555) 333-5555.

*DONALD M. CUTSAIL  
LTC, XXARNG  
RRC, XYZ State*

---

**Figure B-2 – Sample format for the endorsement memorandum to attend 79T MOS conversion course-**

## Appendix C

### Permissive Parachuting Program – sample documentation

Appendix C contains a listing of the tasks and examples of the documents necessary to support a Soldier's request to participate in the permissive parachuting program.

**Table C-1 – Airborne Refresher Training Tasks**

<b>Airborne Refresher Training Tasks</b>				
<p><i>Airborne refresher training is required for personnel who have not jumped within a 6-month period. The length of the refresher training depends on the proficiency of the parachutist. The minimum requirements are listed below. Airborne refresher training will be instructed, documented, and signed by a qualified and current Jump Master (JM).</i></p> <p><i>Tasks 1 through 5 must be completed and you must obtain approval for permissive jump status by the proper authority before you can complete task 6. These minimum tasks are required per FM 3-21.220, appendix A. The JM may require additional tasks based upon your proficiency before certifying you to perform permissive airborne jumps.</i></p>				
<b>TASK</b>	<b>HOURS</b>	<b>LESSON</b>	<b>TRAINING AIDS/EQUIPMENT</b>	<b>CERTIFICATION INITIALS/DATE</b>
1	1	Sustain airborne training (pre-jump) to include PLFS (front, side, and rear) and methods of recovery.	Two-foot PLF platforms, sawdust pit, and mock door.	
2	1	Fitting and wearing the T-10-series or MC1-series parachute and B-5/B-7 life preservers; rigging individual equipment in the HSPR; and packing individual weapons/equipment containers	TOE and TDA equipment, ALICE pack and HSPR, T-10-series and MC1-series parachute assemblies, B-5/B-7 life preservers, and individual weapons and equipment containers	
3	1	Actions in the aircraft rehearsal, proper exit procedures, sequence of jump commands, all jump commands, first two points of performance	Mock door structures and 5-foot static lines with snap hooks.	
4	1	Control of canopy, turns, slips, entanglements, emergency landings, landing attitude and activation of the reserve.	Suspend harness apparatus (if available) and swing landing trainer apparatus (if available)	
5	1	Door exit procedure rehearsal, sequence of first three points of performance, releasing equipment containers, and activation of reserve.	34-foot tower (if available) and troop parachute harness.	
6	1	Parachute jump	Aircraft, parachutes, DZ, unit equipment	

I certify that I meet all the requirements for permissive parachuting status listed in NGR 600-200, chapter 3.  
I agree to notify my chain-of-command of any change or condition that may preclude me from performing permissive parachute jumps.

(Signature of Soldier)  
PRINTED NAME, GRADE

I certify that the Soldier performed all required tasks satisfactorily for airborne refresher training.

(Signature of JM)  
PRINTED NAME, GRADE



---

{Letterhead}

{OFFICE SYMBOL}

{DATE}

MEMORANDUM FOR {Soldier's name, grade, unit}

SUBJECT: Request for Permissive Parachuting Status

1. Your request for Permissive Parachuting Status is approved through {date, not to exceed six months from date signed}. You meet all the qualifications per NGR 600-200, chapter 3 to perform permissive parachuting duties.
2. This authorization will not:
  - a. Exceed a period longer than six continuous months.
  - b. Be allowed to jump with Foreign Forces.
  - c. Be allowed to jumps relating to or motivated by personal, recreational, or ceremonial reasons, for example, jumping with family members at airborne graduation ceremonies or with sport parachute teams.
  - d. Allow you to jump that would increase any airborne program resources.
  - e. Allow you to perform jumpmaster, assistant jumpmaster or safety duties.
  - f. Allow you to jump other than static-line.
3. You completed the Airborne Refresher Training Course per FM 3-21.220 on {date}.
4. These permissive parachuting jumps can be counted towards senior and master parachuting ratings.
5. No hazardous duty pay is authorized. This memorandum and a copy of the completed airborne refresher training is your authority to perform permissive parachuting duty.
6. The point of contact is {rank, name, phone number}

{State AG signature}  
{Signature block}

Encl  
As

**Figure C-1 – Sample format for authorizing permissive parachuting duty  
when refresher training has been completed within six months**

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{Letterhead}

{OFFICE SYMBOL} {DATE}

MEMORANDUM FOR {Soldier's name, grade, unit}

SUBJECT: Request for Permissive Parachuting Status

1. Your request for Permissive Parachuting Status is conditionally approved through {date, not to exceed 6 months from date signed}. You meet all the qualifications per NGR 600-200, chapter 3 to perform permissive parachuting duties except for the required refresher training. You are not allowed to perform any permissive parachuting jumps until the training per paragraph 3 below is completed.

2. This conditional authorization will not:

- a. Exceed a period longer than six continuous months.
- b. Be allowed to jump with Foreign Forces.
- c. Be allowed to jumps relating to or motivated by personal, recreational, or ceremonial reasons, for example, jumping with family members at airborne graduation ceremonies or with sport parachute teams.
- d. Allow you to jump that would increase any airborne program resources.
- e. Allow you to perform jumpmaster, assistant jumpmaster or safety duties.
- f. Allow you to jump other than static-line.

3. You are required to complete the attached Airborne Refresher Training per FM 3-21.220, appendix A. The first five tasks must be completed and signed by a qualified Jump Master before task six can be performed.

4. These permissive parachuting jumps can be counted towards senior and master parachuting ratings.

5. No hazardous duty pay is authorized. This memorandum along with the completed airborne refresher training task sheet is your authority to perform permissive parachuting duty.

6. The point of contact is {rank, name, phone number}

{State AG signature}  
{Signature block}

Encl  
as

**Figure C-2 – Sample format for conditional permissive parachuting duty  
when refresher training is required**

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## Appendix D

## Army National Guard Enlisted Promotion Point Worksheet – Sample NGB Form 4100-1-R-E

ARMY NATIONAL GUARD ENLISTED PROMOTION POINT WORKSHEET				
The proponent agency is NGB-ARH. The prescribing directive is AR 600-8-19.				
<b>PRIVACY ACT STATEMENT</b>				
1. <b>AUTHORITY:</b> Title 5 USC Section 301, Executive Order 9397.				
2. <b>PURPOSE:</b> Used to determine eligibility for promotion and validity of points granted.				
3. <b>ROUTINE USES:</b> None.				
4. <b>DISCLOSURE:</b> Voluntary; However, failure to provide social security number may result in a delay or error in processing of this form for promotion consideration.				
<b>SECTION I - PERSONNEL SYSTEM DATA</b>				
1) Name			2) SSN	3) Rank
4) Unit			5) PMOSD	6) PULHES
7) DOB	8) DOR	9) PEBD	10) BESD	11) ETS
12) Active status program			13) Technician/Selective Service code	
<b>SECTION II - AWARDS</b>				
14) Award		15) Award		
16) Award		17) Award		
18) Award		19) Award		
20) Award		21) Award		
22) Award		23) Award		
<b>SECTION III - TRAINING AND EDUCATION DATA</b>				
24) Weapons qualification		25) APFT score		
26) Other resident training weeks		27) Self-development course hours		
28) Post-secondary semester hours				
<b>SECTION IV - VERIFICATION</b>				
29) I do <input type="checkbox"/> I do not <input type="checkbox"/> want to be considered for military education and promotion.				
a. I have verified this information.				
b. (For state use to insert advance declination of positions.) _____				
SOLDIER'S SIGNATURE				DATE
<b>SECTION V - APPRAISAL</b>				
30) Board Member		31) Board Member		
32) Board Member		33) Board Member		
34) Board Member				
<b>SECTION VI - TOTAL SCORE AND VERIFICATION</b>				
a. Field 8:	Time in Grade			75 Points maximum
b. Field 9:	Time in Service			75 Points maximum
c. Field 14-23:	Awards			75 Points maximum
d. Field 24:	Weapons Qualification			75 Points maximum
e. Field 25:	APFT			75 Points maximum
f. Field 26:	Other resident courses			75 Points maximum
g. Field 27:	Self-development courses			75 Points maximum
h. Field 28:	Post-secondary courses			75 Points maximum
i. Field 30-34:	Promotion Board Score			400 Points maximum
<b>Total Score</b>				1000 Points maximum
RECORDER SIGNATURE & DATE		VERIFIER SIGNATURE & DATE		

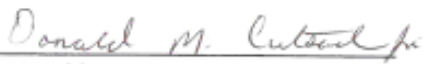

NGB 4100-1-R-E, 20060725 (EF)(IMT-V1)

(PREVIOUS EDITIONS ARE OBSOLETE.)

## Appendix E

## Interstate Transfer within the Army National Guard – example of a completed NGB Form 22-5.

Page 1 of 2

<b>ADDENDUM TO DD FORM 4</b> <b>APPROVAL AND ACCEPTANCE BY SERVICE REPRESENTATIVE FOR</b> <b>INTERSTATE TRANSFER IN THE ARMY NATIONAL GUARD</b> <small>The proponent agency is NGB-ARH. The prescribing directive is NGR 600-200.</small>	
<b>PRIVACY ACT STATEMENT</b> <small>AUTHORITY: Title 5 USC 301 and Executive Order 9397.            PURPOSE: Used to coordinate transfers of Army National Guard Soldiers between States. This addendum becomes a part of the DD Form 4. The original will be maintained in the soldiers Official Military Personnel File (OMPF) or electronically filed in a DoD approved system. A copy will be maintained by the MILPO for state records. For organizational use only.            ROUTINE USES: None.            DISCLOSURE: Voluntary; However, if SSN is not provided, you will not be accepted for enlistment in the Army National Guard.</small>	
NAME: (Last, First, MI) <u>CUTSAIL, DONALD M. Jr.</u>	SSN: <u>000-11-2222</u>
<p>I do hereby acknowledge to have voluntarily transferred interstate this <u>10th</u> day of <u>January</u> to the State* of <u>West Virginia</u> Army National Guard with continued membership in the Army National Guard of the United States and as a Reserve of the Army for the period remaining on my current enlistment, with expiration term of service (ETS) of <u>21 March 2012</u> under conditions prescribed by law, unless sooner discharged by proper authority. The original period of enlistment will not change on an interstate transfer.</p> <p>I, (Recite Name) <u>Donald M. Cutsail Jr.</u> do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State* of <u>West Virginia</u> against all enemies foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of <u>West Virginia</u> and the orders of the officers appointed over me, according to law and regulations.</p> <p>I further agree to fulfill all prior contractual agreements on an Interstate Transfer. So help me God.            I acknowledge that the above oath has been administered to me and that I have sworn or affirmed to the same.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">             SIGNATURE OF INDIVIDUAL         </div> <div style="text-align: center;"> <u>10 JAN 09</u>            DATE         </div> </div> <p style="text-align: center; margin-top: 10px;">*(Commonwealth, District, Territory)</p>	
<p>I acknowledge that the above oath, as filled in, was administered, subscribed, and duly sworn or affirmed before me on this <u>10th</u> day of <u>January 2009</u>.</p> <div style="text-align: center; margin-top: 10px;"> <u>James E. Smith, MAJ, HHC 1-175th Inf</u>            NAME, GRADE, AND ORGANIZATION OF ENLISTING OFFICER         </div> <div style="text-align: center; margin-top: 20px;">             SIGNATURE OF ENLISTING OFFICER         </div>	

Page 2 of 2

PART I - SOLDIER DATA			
1. NAME: (Last, First, MI) CUTSAIL, DONALD M.		2. SSN: 000-11-2222	
3. RANK: CPL	4. PMOS: 11B10	5. CRITICAL SKILL: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
6. BONUS TYPE: Enlistment	7. ETS: 20120321	8. MGIB: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
9a. HOME ADDRESS: 7100 Emerald Ct. Sharpsburg, MD 20740		9b. HOME PHONE: 301-739-1111	
10a. CURRENT UNIT OF ASSIGNMENT: Co A 1-175th Infantry		10b. UNIT PHONE: 301-662-2222	
10c. UNIT ADDRESS: 8501 Baltimore Road, Frederick, MD 21701			
11a. STATE REPRESENTATIVE WHO COORDINATED TRANSFER: (Name, Grade, Title) Sidney Cogley, Civ, IST Coordinator		11b. REPRESENTATIVE PHONE: 410-555-1111	
PART II - TRANSFER DATA			
12a. NEW UNIT OF ASSIGNMENT: Co A, 107th Infantry Bn		12b. UNIT PHONE: 304-555-1111	
12c. UNIT ADDRESS: 200 Revenor Road, Harpers Ferry, WV 25401			
13a. UIC: WPHLA0	13b. PRN: 301	13c. PARALINE: 203/05	13d. DMOS: 11B10
14a. UNIT POC: (Name, Grade, Title) SFC James Little		14b. POC PHONE: 304-555-1111	
15a. STATE REPRESENTATIVE WHO RECEIVED TRANSFER: (Name, Grade, Title) Jack Bowyer, SGM, Enlisted Personnel Manager		15b. REPRESENTATIVE PHONE: 304-561-1234	
16. EFFECTIVE DATE OF TRANSFER: (Date of enlistment) 20090110			
PART III - SOLDIER ACKNOWLEDGMENT			
<p>I do hereby acknowledge that I have been accepted for an interstate transfer by the State of <u>West Virginia</u></p> <p>I understand that I must report to my new unit of assignment within 60 days of enlistment; Not later than: <u>10 March 2009</u></p> <p>It is my responsibility to contact my new unit if I will be delayed. I further understand that if I fail to report,</p> <p>I will be discharged with a reentry eligibility code of 3, which will disqualify me for enlistment unless a waiver is approved.</p> <p>I understand that my failure to report also subjects me to possible administrative and judicial action.</p> <p>I understand that my failure to report also subjects me to possible administrative and judicial action.</p> <p>I understand that I am not authorized to enter into a service agreement with another military unit/component during the period of transfer.</p>			
17. SIGNATURE OF SOLDIER: <i>Donald M. Cutsail Jr</i>		DATE: <u>10 JAN 09</u>	
18. SIGNATURE OF UNIT REPRESENTATIVE: <i>James Little</i>		DATE: <u>10 JAN 09</u>	
PART IV - ATTACHMENTS			
DA FORM 2-1, PERSONNEL QUALIFICATION RECORD: (SIDPERS) GPFR-1790 SF 88, MEDICAL RECORD - REPORT OF MEDICAL EXAMINATION OTHER/REMARKS:			

**Appendix F****Discharge Documentation – NGB Form 22 and NGB Form 22A.**

Appendix F contains step by step directions for completing NGB Form 22 (Report of Separation and Record of Service); the document recording a Soldier's service in the Army National Guard, and NGB Form 22 A (Correction to Report of Separation and Record of Service), which is used to correct errors on a previously issued NGB Form 22.

Table F-1 – Procedures for issuing NGB Form 22, Report of Separation and Record of Service

Table F-2 – Preparation of Correction to Report of Separation and Record of Service (NGB Form 22A)

Figure F-1 – Sample NGB Form 22A

**Table F-1 – Procedures for issuing NGB Form 22, Report of Separation and Record of Service**

<b>Item Number</b>	<b>Title/Description</b>	<b>Instructions</b>
None	Heading	Either enter: - Army and the name of the state, or - Army when the Soldier is also discharged from the Reserve of the Army, or - Line this space out when the Soldier is being discharged from the state ARNG only.
1	Name	Self-explanatory – from DA Form 2-1, item 1
2	Department, Component, and Branch	Enter ARNG and the name of the state. (i.e.: ARNG/Wyoming)
3	SSN	Self-explanatory
4	Date of Enlistment	Self explanatory – from latest DD Form 4.
5 a	Rank	Enter the three-letter grade of rank (i.e.: CSM) – as recorded on DA Form 2-1, item 18
5 b	Grade of Rank	Enter pay grade for the grade of rank in block 5a (i.e.: E-9)
6	Date of Rank	Self explanatory – from DA Form 2-1, item 18
7	Date of Birth	Self explanatory
8a	Station or Installation at which effected	Enter current unit of assignment, city, state, and ZIP+4 code
8b	Effective Date	ETS or effective date of discharge order
9	Command to which transferred	Enter either: - ARNG unit, USAR unit, USAR Control Group – from AR 140-10, or the Retired Reserve. Enter the complete address of the unit. (i.e.: USAR Control Group (Annual Training) HRC – St Louis 1 Reserve Way St Louis, MO 63132-5200) - Or, "N/A" if discharged concurrently from the state ARNG and as A Reserve of the Army.
10 a	Net Service this Period	Enter total service creditable for pay by computing from date of enlistment in item 4 to date of discharge in item 8b. Include all active service, Reserve component service, Inactive National Guard service and AGR service only for the period covered by this form.
10 b	Prior Reserve Component Service	Enter total of all prior Reserve component service – from DD Form 4, Component Service, item 7b.

**Table F-1 Procedures for issuing NGB Form 22, Report of Separation and Record of Service (Continued)**

<b>Item Number</b>	<b>Title/Description</b>	<b>Instructions</b>
10 c	Prior Active Federal Service	Enter total all prior active service. This includes all active service and full-time National Guard duty for which a DD Form 214 or DD Form 220 was issued.
10 d	Total Service for Pay	Enter total service. Computed by adding items 10a, b, and c.
10 e	Total Service for Retired Pay	Enter creditable service for retired pay – from NGB Form 23A1, Retired Pay Retirement Points Accounting Statement (RPAS).
11	Terminal Date of Reserve Military Service Obligation	Enter either: - The terminal date of the original 6 year or 8 year Military Service Obligation (MSO) regardless of whether it is in the past, at present or in the future, or - The current ETS, whichever date is later, or - Or "N/A" for Soldiers separating out of the Army National Guard and as A Reserve of the Army.
12	Military Education	Enter all military courses of 40 hours/5 days or more in duration – from DA Form 2-1, item 17.
13	Primary Specialty	Enter primary, secondary, and additional MOSs, MOS Title Number- from AR 611-21, and date awarded (See DA Form 2-1, item 6).
14	Highest Education	Enter highest level of civilian education attained – from DA Form 2-1, item 17.
15	Decorations, Awards, Badges, Tabs, Service and Training Medals, and Ribbons	Enter from DA Form 2-1, Federal awards from item 9, and State Commendations, Citations, awards from item 27. Delete from the preprinted NGB Form 22 the words "this period". Include in this block all awards from Soldier's entire service. To the maximum extent practical, spell out the actual name of the award. Separate each award from the next by a "/" and conclude the listing with the notation "//NOTHING FOLLOWS//". If the full names of the awards, decorations, and tabs are to numerous to fit in the allocated space in block 15, use the authorized abbreviations as found in AR 25-52 (i.e.: MSM-1/ARCOM-2/EXP Badge w Rifle Bar/DA Certificate of Achievement/ARNG Recruiter Badge//NOTHING FOLLOWS//) For overflow requirements, continue recording in block 18, Remarks.
16	Serviceman's Group Life Insurance Coverage	Enter a "X" in the appropriate box either: - Yes – and amount of coverage in the AMT block, or - No
17 a	Type (Personnel Security Investigation)	Enter the type of investigation conducted from JPAS statement (i.e.: ENTNAC, NACLC, BI, etc.)
17 b	Investigation	Enter the clearance level and the date awarded as indicated on the JPAS statement. (i.e.: Top Secret, Secret, or Confidential)
18	Remarks	a. Use this block to continue any other item on the form. b. Enter all periods of active service during the current period of service to include ADT, IET and AGR for which a DD Form 214 or DD Form 220 was issued. d. Enter the remaining statutory or contractual obligation for which the Soldier is being transferred to the USAR. (Example: "Individual assigned to USAR Control Group (Annual Training) to complete

**Table F-1 Procedures for issuing NGB Form 22, Report of Separation and Record of Service -- (Continued)**

<b>Item Number</b>	<b>Title/Description</b>	<b>Instructions</b>
18 (Cont)	Remarks (Continued)	<p>1 year, 4 months, and 21 days statutory obligation.") See also paragraph 6-6 of this regulation.</p> <p>e. When an individual is absent for any reason at time of discharge, enter the statement "Individual was discharged without personal notice" and the reason per paragraph 6-21b of this regulation.</p> <p>f. Show how the NGB Form 22 and the discharge certificate, if applicable, were delivered. (Example: "NGB Form 22 and NGB Form 55a were mailed by certified mail to the individual's last known address shown in item 19.")</p> <p>g. Enter a list of continuous enlistment periods for which an NGB Form 22 was not issued. (Example: "860928- 910602")</p> <p>h. If the required entries exceed the size allocated in item 18; use a blank sheet of 8½ x 11 paper headed with the following information: "NGB Form 22, Report of Separation and Record of Service, the Soldier's name (from block 1), SSN (from block 2)", and the statement: "This is a continuation of Block 18." At the end of the continued entries; replicate the information contained in blocks 19 through 22 exactly as they appear on the NGB Form 22.</p> <p>i. Enter "Bar to Reenlistment", if such an approved bar is in effect at the Soldier's date of discharge.</p> <p>j. Discharged with less than three months to serve on statutory or contractual obligation. See paragraph 6-5 of this regulation.</p> <p>k. Verify prior service before entering it on this form. If unverifiable, enter the statement "Prior service may be credited on NGB Form 22A upon verification."</p> <p>l. All Soldiers, with a qualifying conviction of Domestic Violence, who separate from the ARNG, enter the word "Lautenberg" in parenthesis. (i.e.: (Lautenberg))</p>
19	Mailing Address	Enter the Soldier's mailing address as of the date of discharge.
20	Signature of Person discharged	<p>Enter either:</p> <ul style="list-style-type: none"> <li>- "Soldier, whose name appears in discharged item 1, will sign a payroll signature", or</li> <li>- When the Soldier cannot, or will not, sign; enter the appropriate following statement: <ul style="list-style-type: none"> <li>-- "Soldier not available to sign." or</li> <li>-- "Soldier refused to sign."</li> </ul> </li> </ul>
21	Typed Name, Grade and Title of Authorizing Official	Self explanatory. A Commissioned Officer, Warrant Officer, NCO (SFC above), or DA Civilian (GS 7 or above) is authorized to sign.
22	Signature of Officer Authorized to Sign	Self explanatory.
23	Authority and Reason	Enter the authority cited on the discharge order and/or the reason from chapter 6 of this regulation.
24	Character of Service	As cited on the discharge order, to include the term "Uncharacterized."
25	Type of Certificate Used	As cited on the discharge order (if any).



**Table F-1(Procedures for issuing NGB Form 22, Report of Separation and Record of Service – (Continued)**

<b>Item Number</b>	<b>Title/Description</b>	<b>Instructions</b>
26	Reenlistment Eligibility	Enter the reenlistment code cited for the reason – from paragraph 6-35 or 6-36 of this regulation.
27	Request, Decline Copies of my NGB Form 22	Either: - Soldier will place a "X" in one block and initial, or - If the Soldier is unavailable or unwilling, both blocks will be left blank and the Authorizing Official will initial the form.

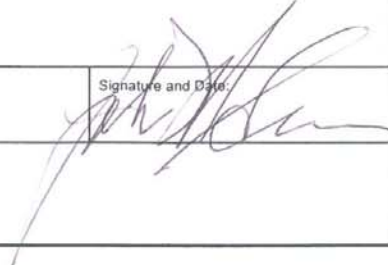
**Table F-2 – Procedures for issuing NGB Form 22A, Correction to NGB Form 22**

A sample of a completed NGB Form 22A is attached at Figure F-1 to this Appendix

<b>Item Number</b>	<b>Title/Description</b>	<b>Instructions</b>
None	Name:	Enter Soldier's name exactly as it appears in block 1, of the NGB Form 22 being corrected.
None	Service Number:	Enter the Service Number exactly as it appears in block 3 of the NGB Form 22 being corrected. Unless the correction is to correct an erroneous Service Number, then enter the correct number from DA Form 2-1.
None	Date of Discharge:	Enter the Date of Discharge exactly as it appears in block 8b of the NGB Form 22 being corrected. Unless the correction is to correct an erroneous discharge date, then enter the correct date.
None	Place of Discharge:	Enter the City and State exactly as it appears in block 8a of the NGB Form 22 being corrected.
None	Permanent Mailing Address:	Enter the most current Permanent Mailing Address.
None	Organization & Home Station:	Enter information exactly as it appears in block 8a of the NGB Form 22 being corrected
None	<b>CORRECTION DATA</b>	
None	Effective Date:	Enter the date that this NGB Form 22A is being prepared.
None	Item Number	Enter the appropriate item number from the NGB Form 22 which requires correction.
None	Correct to Read	a. If the information is an omission (i.e.: does not have an existing erroneous entry); enter the correction followed by continuous "////" to fill the remaining space on the line. (See Figure F-1) b. If the information on the NGB Form 22 is incorrect, incomplete or erroneous; first enter "DELETE:" followed by the erroneous information – exactly as it is printed on the NGB Form 22. Again enter continuous "////" to fill the remaining space on the line. On the

Table F-2(Continued) – Procedures for issuing NGB Form 22A, Correction to NGB Form 22

Item Number	Title/Description	Instructions
None	Correct to Read (Continued)	next line enter "ADD:" followed by the correct information. Avoid using abbreviations to reduce confusion about the item being corrected. Again enter continuous "/" to fill the remaining space on the line, unless this is the last item to be corrected; in which case enter "//NOTHING FOLLOWS//" followed by continuous "/" to fill the remaining space on the line. (See Figure F-1)
None	Name Grade and Title of Authorizing Official:	Self explanatory. A Commissioned Officer, Warrant Officer, NCO (SFC above), or DA civilian (GS 7 or above) is authorized to sign.
None	Signature and Date:	Self explanatory.
None	Distribution:	Same distribution as the original NGB Form 22, or as otherwise directed by State authority.

DEPARTMENTS OF THE ARMY AND THE AIR FORCE NATIONAL GUARD BUREAU			
CORRECTION TO NGB FORM 22			
The proponent agency is NGB-ARH. The prescribing directive is NGR 600-200.			
<b>PRIVACY ACT STATEMENT</b> 1. <b>AUTHORITY:</b> Title 10 USC 12101 and 12103, Title 32 USC 301 and 304, and Executive Order 9397. 2. <b>PURPOSE:</b> Used for amendments and corrections to the original NGB Form 22 (Report of Separation). The original and one copy will be provided to the soldier. A copy will be maintained by the MILPO for state records. For organizational use only. 3. <b>ROUTINE USES:</b> None. 4. <b>DISCLOSURE:</b> Voluntary; However, failure to provide Service Number may result in a delayed or erroneous processing of NGB Form 22A.			
Report of Separation and Record of Service in the Army National Guard of Maryland and as a Reserve of the Army			
IDENTIFICATION DATA			
Name: (Last, First, Middle Initial)	Service Number:	Date of Discharge:	Place of Discharge:
Wayne, John D.	999-99-9999	20020228	Baltimore, Maryland
Permanent Mailing Address:		Organization & Home Station:	
202 Grove Lane Baltimore, Maryland 21208		Company A, 1st Battalion, 175th Infantry Baltimore, Maryland 21208	
CORRECTION DATA			
The original Report of Separation and Record of Service (NGB 22) for the above named individual is corrected as indicated below. Effective date:			
Item Number	Correct to Read		
5b 15 15	E-6// DELETE: VSM// ADD: VIETNAM SERVICE MEDAL WITH 2 BRONZE SERVICE STARS/COMBAT INFANTRYMAN BADGE// RANGER TAB/ARMED FORCES RESERVE MEDAL //NOTHING FOLLOWS//		
Name, Grade, and Title of Authorizing Official:		Signature and Date:	
John W. Smith, LTC, Deputy MILPO			
Distribution: (Same distribution as the original NGB 22 or as otherwise directed by State authority.)			
Individual, State File, NPRC			

NGB 22A, 20061130 (EF) (IMT)

(PREVIOUS EDITIONS ARE OBSOLETE.)

Figure F-1. Sample NGB Form 22A

**Appendix G**  
**Nomination for the Command Sergeant Major Program – sample documentation**

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AG or JFHQ Letterhead

Office Symbol

(Date)

MEMORANDUM FOR President, (month and year) Army National Guard Command  
Sergeant Major Selection Board

SUBJECT: Nomination for the Command Sergeant Major Program

1. I recommend (*rank, first name, middle initial, last name, Social Security Number*) for entry into the Army National Guard Command Sergeant Major Program.
2. An authorized position vacancy as the Command Sergeant Major of (*insert the command, activity or installation or type of command*) (*insert exists or is projected*) within 12 months, for which they are fully qualified. Soldiers being selected for a position outside the career management field as outlined in NGR 600-200, paragraph 7-15c must be fully justified.
3. Additional comments are mandatory. For instance, if a MSG or 1SG states that a board has selected the NCO as best qualified for promotion under AR 600-8-19.
4. If the nominee is or will be over the objective age of 51, state the circumstances, special qualities and qualifications, and other relevant information.
5. If applicable, States will acknowledge the requirement to obtain a command leadership/compatibility waiver for Soldiers who are AGR or technician, prior to their assignment.
6. The nominating packet of documents required by NGR 600-200, paragraph 7-6 is enclosed.

Encl  
AsSignature  
Signature block of the  
State Adjutant General**Figure G-1. Nomination Memorandum**

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### ARMY NATIONAL GUARD SENIOR NCO CHECKLIST

iPERMS review Date: \_\_\_\_\_

(Internet Explorer Address: <https://statepermsompf.hoffman.army.mil/rms/login.jsp>)

Bio Sketch (NGR 600-200, figure 7-3) \_\_\_\_\_

Nominating memorandum \_\_\_\_\_

This checklist \_\_\_\_\_

DA Form 2-1or ERB (single pages, certified) (No “true copies” accepted). \_\_\_\_\_

SIDPERS Data Sheet (8½"x11" copy) \_\_\_\_\_

Last Three Years of DA Forms 705 (include DA Form 3349 if applicable) \_\_\_\_\_

DA Forms 5500/5501 if exceeds Screening Table Weight (within 6 months) \_\_\_\_\_

Nominee's Letter to the President of the Board (If applicable) \_\_\_\_\_

Verification of USASMA application to NGB-ART for Soldiers not enrolled  
(Not for DA Board Review) \_\_\_\_\_

For NCOs currently enrolled: Class number \_\_\_\_\_ and Module Completed \_\_\_\_\_

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*Instructions: Nominees will initial on each line to indicate documents are included with this checklist. All documents are mandatory with the exception of the DA Form 5500/5501 and Letter to the President of the Board.*

\_\_\_\_\_  
Nominee signature and date

\_\_\_\_\_  
Personnel Sergeant Signature and date

**Figure G-2. Nominee Checklist**

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## BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

SSN:

Primary MOS:

Duty MOS:

Present rank:

Date of rank:

Years of active service and BASD:

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Business telephone number:

Civilian education:

Military education:

Decorations, awards and citations (spelled out in order of precedence):

Civilian affiliations:

Significant experience (include duty status and primary civilian occupation or AGR):

**(Do not type the following on the sketch)**

1. Limit to two pages on standard 8 ½" x 11" white paper using a standard courier, pica or elite font.
2. If pursuing a degree, list major and minor, institution, and date projected for completion.
3. List only completed training course. Do not list single subcourses under military education.
4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
5. In significant experience, list military duty assignments and civilian positions from most recent to oldest.
6. Do not include a narrative biography, objectives, or abbreviations.
7. Type entries in regular print. Do not use all capitals, italics, bold fonts, special characters, jargon or any other gimmicks designed to draw special attention to specific entries on this document. List accurate information that is clear and concise.

**Figure G-3. Biographical Sketch**

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**Glossary**

**Section I**  
**Abbreviations**

**ABCMR**

Army Board for Correction of Military Records

**AD**

Active Duty

**ADAPC**

Alcohol/Drug Abuse Prevention and Control Program

**ADOS**

Active Duty Operational Support

**ADT**

Active Duty for Training

**AER**

Academic Evaluation Report

**AFCT**

Armed Forces Classification Test

**AFS**

Active Federal Service

**AG**

Adjutant General

**AGR**

Active Guard Reserve

**AIT**

Advanced Individual Training

**AMOS**

Additional Military Occupational Specialty

**ANCOC**

Advanced Noncommissioned Officer Course

**ANG**

Air National Guard

**APFT**

Army Physical Fitness Test

**APT**

Army Personnel Tests

**AR**

Army Regulation

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**AR-PERSCOM**

U.S. Army Reserve Personnel Command

**ASAP**

Army Substance Abuse Program

**ASI**

Additional Skill Identifier

**ASVAB**

Armed Services Vocational Aptitude Battery

**AT**

Annual Training

**ATC**

Air Traffic Controller

**ATCS**

Air Traffic Controller Specialist

**ATRRS**

Army Training Requirements and Resource System

**AWOL**

Absent Without Leave

**BASD**

Basic Active Service Date

**BESD**

Basic Enlisted Service Date

**BI**

Background Investigation

**BNCOC**

Basic Noncommissioned Officer Course

**BSC**

Battle Skills Course

**BT**

Basic Training

**CASP**

Civilian Acquired Skills Program

**CCF**

U.S. Army Central Personnel Security Clearance Facility



**CES**

Cumulative Enlisted Service

**CMF**

Career Management Field

**CMIF**

Career Management Information File

**CNGB**

Chief, National Guard Bureau

**CPMOS**

Career Progression Military Occupational Specialty

**CSMC**

Command Sergeant Major Course

**CTO**

Control Tower Operator

**DA**

Department of the Army

**DAPMIS**

Department of the Army Management Information System

**DARNG**

Director, Army National Guard

**DCPC**

Direct Combat Probability Code

**DDARNG**

Deputy Director, Army National Guard

**DEP**

Delayed Entry Program

**DFR**

Dropped From the Rolls

**DJMS**

Defense Joint Military Pay System

**DMOS**

Duty Military Occupational Specialty

**DoD**

Department of Defense

**DODFMR**

DOD Financial Management Regulation

**DOR**

Date of Rank

**DVA**

Department of Veterans Affairs

**ECM**

Enlistment Criteria Memorandum

**EPL**

Enlisted Promotion List

**EPM**

Enlisted Personnel Manager

**EPSQ**

Electronic Personnel Security Questionnaire

**EQRB**

Enlisted Qualitative Retention Board

**ETS**

Expiration Term of Service

**FAA**

Federal Aviation Administration

**FSC**

First Sergeants Course

**FTNGD**

Full-time National Guard Duty

**FTS**

Full Time Support

**FY**

Fiscal Year

**GNPS**

Glossary Non-Prior Service

**GPFM**

General Purpose Force Management

**GWOT**

Global War on Terrorism

**HIV**

Human Immunodeficiency Virus

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Army Human Resources Command

**HRO**

Human Resource Office

**IADT**

Initial Active Duty for Training

**IDT**

Inactive Duty Training

**IET**

Initial Entry Training

**ING**

Inactive Army National Guard

**iPERM**

interactive Personnel Records Management System

**IRR**

Individual Ready Reserve

**IST**

Interstate Transfer

**JFHQ**

Joint Forces Headquarters

**JPAS**

Joint Personnel Adjudication System

**LGL**

Language Grade Level

**LIC**

Language Identification Code

**MATP**

Mobilization Asset Transfer Program

**MCCDC**

Marine Corps Combat Development Command

**M-Day**

Mobilization Day

**MDRB**

Medical Duty Review Board

**MEB**

Medical Evaluation Board

**MMRB**

MOS Military Review Board

**MPMO/S1**

Military Personnel Management Officer

**MOI**

Memorandum of Instruction

**MOS**

Military Occupational Specialty

**MOSC**

Military Occupational Specialty Code

**MOSQ**

Military Occupational Specialty Qualified

**MPMO**

Military Personnel Management Office

**MSO**

Military Service Obligation

**MS**

Military Science

**MSO**

Military Service Obligation

**MTDA**

Modified Table of Distribution and Allowances

**MTOE**

Modification Table of Organization and Equipment

**MTT**

Mobile Training Team

**MWR**

Morale-Welfare-Recreation Services

**NACLC**

National Agency Check with Law and Credit

**NCO**

Noncommissioned Officer

**NCOER**

NCO Evaluation Report

**NCOES**

Noncommissioned Officer Education System

**NETT**

New Equipment Training Team

**NGB**

National Guard Bureau

**NGPEC**

National Guard Professional Education Center

**NGR**

National Guard Regulation

**NOFC**

Notification of Future Change

**NPS**

Non-Prior Service

**OCONUS**

Outside Continental United States

**OCS**

Officer Candidate School

**OJT**

On the Job Training

**OMPF**

Official Military Personnel File

**OPM**

Office of Personnel Management

**PCS**

Permanent Change of Station

**PEB**

Physical Evaluation Board

**PEBD**

Pay Entry Basic Date

**PERSCOM**

Personnel Command

**POTO**

Plans, Operations and Training Office

**PMOS**

Primary Military Occupational Skill

**PRC**

Presidential Reserve Call-up

**PRP**

Personnel Reliability Program

**PQR**

Personnel Qualification Record

**PS**

Prior Service

**PSB**

Personnel Services Branch or Battalion

**PSC**

Personnel Services Center

**PULHES**

Physical, upper, lower, hearing, eyes, psychiatric

**PX**

Post/Base Exchange

**RA**

Regular Army

**RC**

Reserve Components

**R&R**

Recruiting and Retention

**REFRAD**

Release from Active Duty

**REQUEST**

Recruit Quota System

**RGL**

Reading Grade Level

**ROTC**

Reserve Officers' Training Corps

**ROTC/SMP**

Reserve Officers' Training Corps/Simultaneous Membership Program

**RPAS**

Retirement Point Accounting System

**RRC**

Recruiting and Retention Commander

**RRNCO**

Recruiting and Retention Noncommissioned Officer

**RSO**

Remaining Service Obligation

**RTI**

Regional Training Institution

**SA**

Secretary of the Army

**SDA**

Special Duty Assignment

**SDAP**

Special Duty Assignment Pay

**SFPA**

Suspension of Favorable Personnel Actions

**SFQC**

Special Forces Qualification Course

**SIB**

Standard Installation/Division Personnel System Interface Branch

**SIDPERS**

Standard Installation/Division Personnel System

**SJA**

Staff Judge Advocate

**SMOS**

Secondary Military Occupational Specialty

**SMP**

Simultaneous Membership Program

**SMTTC**

Strength Maintenance Training Center

**SOJT**

Supervised on the Job Training

**SOP**

Standard Operating Procedures

**SQI**

Special Skill Identifier

**SRIP**

Selected Reserve Incentive Program

**SSN**

Social Security Number

**STAB**

Standby Advisory Board

**SUTA**

Split Unit Training Assembly

**TATS**

The Army Training System

**TATS-C**

The Army Training System - Courseware

**TBP**

To Be Published

**TCO**

Test Control Officer

**TDA**

Table of Distribution and Allowances

**TDY**

Temporary Duty

**TIMIG**

Time in Grade

**TIS**

Time in Service

**TOE**

Table of Organization and Equipment

**TPU**

Troop Program Unit

**UCMJ**

Uniform Code of Military Justice

**UIC**

Unit Identification Code

**USAR**

United States Army Reserve

**USASMC**

U.S. Army Sergeants Major Course

**USC**

United States Code

**WLC**

Warrior Leader Course

**Section II**

**Terms**

**Active Army**

*a.* The Active Army consists of:

- (1) Regular Army Soldiers on active duty.
- (2) Army National Guard of the United States and Army Reserve Soldiers on active duty (except as excluded below).
- (3) Army National Guard Soldiers in the service of the United States pursuant to a call.



- (4) All persons appointed, enlisted, or inducted into the Army without component.
- b. Excluded are Soldiers serving on:
  - (1) Active duty for training (ADT)
  - (2) Active Guard Reserve (AGR) status
  - (3) Active Duty Operational Support (ADOS) for 180 days or less.
  - (4) Active duty pursuant to the call of the President (10 USC 12304).

**Active duty**

Full-time duty in the active military service of the United States. As used in this regulation, this term applies to all Army National Guard of the United States Soldiers ordered to duty under Title 10, U.S. Code, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32, U. S. Code.

**Active Guard Reserve (AGR)**

ARNGUS personnel serving on Active Duty (AD) under Title 10, U.S. Code, Section 12301(d) and ARNG personnel serving on full time National Guard duty (FTNGD) under Title 32, U.S. Code, Section 502(f). These personnel are on FTNGD or AD (other than for training) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components and are paid from National Guard Personnel appropriations. Exceptions are personnel ordered to AD as:

- a. General officers.
- b. United States Property and Fiscal Officers under 32 USC 708.
- c. Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act, (50 USC App 460(b)(2)).
- d. Members of the Reserve Forces Policy Board serving under 10 USC 10301.
- e. Members of Reserve Components on active duty to pursue special work (10 USC 115(d) and 10 USC 641(1)(D)).

**Active status**

The status of an Army National Guard of the United States (ARNGUS) Soldier, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

**Active service**

Service on active duty or full time National Guard duty.

**Adjutant General**

This term refers to the Adjutant General or Commanding General of all of the 54 authorized National Guard organizations existing in the States and Commonwealths, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

**Administrative board procedure**

An administrative separation action wherein the respondent will have a right to a hearing before a board of commissioned, warrant, or noncommissioned officers. It is initiated in the same manner as the Notification Procedure (AR 135-178).

**Administrative separation**

Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by the Department of the Army (DA) or by law. Separation by sentence of a general or special court-martial is not an administrative separation.

**Administrative separation board**

A board of officers, or officers and NCOs, appointed to make findings and to recommend retention in or separation from the service. The board states the reason and recommends the type of separation or discharge certificate to be furnished.

**Army National Guard (ARNG)**

That part of the organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that—

- a. Is a land force;
- b. Is trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the Constitution;
- c. Is organized, armed, and equipped wholly or partly at Federal expense; and
- d. Is federally recognized.

**Army National Guard of the United States (ARNGUS)**

The reserve component of the Army all of whose members are members of the Army National Guard. The ARNGUS consists of—

- a. Federally recognized units and organizations of the Army National Guard; and
- b. Members of the Army National Guard who are also Reserves of the Army.

**Bar to reenlistment, immediate reenlistment or extension of enlistment or reenlistment.**

The intent of a bar is to deny continued service and future entrance into the ARNGUS. A bar is a procedure to deny reenlistment, immediate reenlistment or extension of enlistment or reenlistment to Soldiers who would otherwise be eligible but whose continuation of service beyond ETS, without improvement, is not in the best interests of the ARNGUS.

**Basic training**

Initial entry training which provides non-prior service personnel instruction in basic skills common to all Soldiers and precedes advanced individual training (AIT).

**Career progression MOS (CPMOS)**

Indicates to Soldiers and leaders the channel in which they should expand professional development efforts and seek assignments. See paragraph 2-7 for additional guidance.

**Character of service for administrative separation**

A determination reflecting a Soldier's military behavior and performance of duty during a specific period of service. The three characters are Honorable; General (Under Honorable Conditions); and under Other Than Honorable Conditions. The service of Soldiers in entry level status is normally described as uncharacterized.

**Commuting distance**

The greatest distance a Soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders.

**Contractually obligated Soldier**

A Soldier who has completed his or her statutory service obligation and is serving on a contractual obligation or a Soldier enlisted or appointed under circumstances in which a statutory obligation was not incurred.

**Contractual term of service**

The military service obligation incurred by completion of the oath of enlistment on an enlistment or reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation that is to be served in a unit of the Selected Reserve. Example: The 6X2 enlistment option requires that 6 years be served in a unit of the Selected Reserve and the remaining two years be served in the Individual Ready Reserve (IRR).

**Convening authority**

Can be defined as any of the following:

- a. The separation authority.
- b. A commanding officer who is authorized by this regulation to process the case, except for final action, and who otherwise has the qualifications to act as a separation authority.
- c. The promotion authority as defined in paragraph 6-2.

**Delayed Entry Program (DEP)**

A program where Soldiers may enlist and who are assigned to USAR Control Group (Delayed Entry) until they enlist in the Regular Army.

**Discharge**

Complete severance from all military status gained by the enlistment concerned.

**Entry level status**

a. Upon enlistment, a Soldier qualifies for entry level status during—

(1) The first 180 days of continuous active military service; or

(2) The first 180 days of continuous active service after a service break of more than 92 days of active service.

b. A member of a Reserve component who is not on active duty or who is serving under a call or order to active duty for 180 days or less begins entry level status upon enlistment in a Reserve component. Entry level status for such a member of a Reserve component terminates as follows:

(1) 180 days after beginning training if the Soldier is ordered to ADT for one continuous period of 180 days or more; or

(2) 90 days after the beginning of the second period of ADT if the Soldier is ordered to ADT under a program that splits the training into two or more separate periods of active duty.

c. For the purposes of characterization of service, the Soldier's status is determined by the date of notification as to the initiation of separation proceedings.

**Expiration of service obligation**

The scheduled date on which an individual's statutory or contractual (whichever is later) military service obligation will end.

**Expiration term of service (ETS)**

The scheduled date on which an individual's statutory or contractual (whichever is later) term of military service will end.

**Extensions**

The continuation of active ARNGUS service with the ARNG of the same State, Territory, or Commonwealth consummated by subscription to the oath of extension. This definition may be used with the term immediate reenlistment.

**Full-Time National Guard Duty (FTNGD)**

Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State/Commonwealth, Puerto Rico, the Virgin Islands, Guam, or the District of Columbia under section 316, 502, 503, 504, or 505 of Title 32, U.S. Code, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

**Full-Time Support (FTS) Program**

This program encompasses personnel assigned as a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the ARNGUS. These personnel include civilian personnel, members of the Active Army, and personnel serving on Active Guard Reserve status. The Active Guard Reserve Program is a component of the Full-Time Support Program. (AR 135–18).

**Immediate reenlistment**

This term represents concurrent action in which the separation/discharged documents are not given to the Soldier until reenlistment (within 24 hours from date of separation/discharge) in the ARNG of the same or another state has been affected. When discharged documents have not been prepared, see the term "extension." Immediate reenlistment is authorized to correct errors (other than minor administrative) made on previous enlistment, reenlistment, immediate reenlistment, or extension or with approval of NGB-ARH-S to correct an illegal or erroneous discharge. In the later case award of pay and retirement points for duty not performed requires a petition to the ABCMR

**Individual Ready Reserve (IRR)**

Soldiers who are assigned to the following USAR Ready Reserve Control Groups: (AT), (Reinf), (OADO), (DEP), (Dual Component), and (ROTC).

**Initial entry training (IET)**

A term used to identify mandatory training each Soldier must complete upon initial entry in the service to qualify in a military specialty and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of basic training and specialty qualification while serving on active duty or active duty for training. This includes completion of initial active duty for training (IADT).

**Lautenberg Amendment**

Lautenberg Amendment to the Gun Control Act of 1968 (as defined in HQDA Message on Final Implementation of the Lautenberg Amendment to the Gun Control Act of 1968, 161400Z OCT 03)

**Military record**

A Soldier's overall performances while a member of a military service, including personal conduct and performance of duty (chapter 6).

**Multiple Unit Training Assembly (MUTA)**

Two or more UTAs conducted consecutively. (AR 135-91)

**Non-prior service (NPS)**

This term is used to identify an applicant who, at the time of enlistment or appointment in the U.S. Army Reserve, has never previously served creditably in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

**Notification procedure**

The initiation of an administrative separation process in which the respondent is notified in writing of the proposed separation, the bases thereof, the results of separation, and his or her rights. This term is commonly used when the respondent does not have a right to a hearing before a board of officers (See chapter 6).

**Prior services (PS)**

This term is used to identify a Soldier whom, at the time he or she is accessed to the ARNGUS by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

Note. Soldiers classified as Glossary Nonprior Service for the purpose of enlistment in a Regular or Reserve component should be identified, processed, and administered as having previous military service on enlistment in the ARNGUS.

**Professional development**

A function of individual training education and experience to sustain a combat ready force.

**Ready Reserve**

The Ready Reserve of the Army is comprised of military members of the ARNGUS and USAR, organized in units or as individuals, and liable for order to active duty in time of war or national emergency. The Ready Reserve consists of three subcategories: the Selected Reserve, the Individual Ready Reserve (IRR), and the Inactive National Guard (ING).

**Reasonable commuting distance**

The maximum distance a member of a Reserve component may be required to travel involuntarily between residence and IDT site. That distance may be in the following:

a. A 100-mile radius of the IDT site or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in three hours. That applies only to those units that normally do four IDT sessions on two consecutive days and where Government meals and quarters are provided at the unit IDT site.

b. A 50-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1 ½ hour period, where Government meals and quarters are not provided at the unit IDT site.

**Release from active duty**

Termination of active duty status and transfer or reversion to a Reserve component not on active duty, including transfer to the IRR.

**Reserve Components of the Army**

The Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR).

**Reserve of the Army**

Enlisted members of the ARNGUS and the USAR. (AR 135–178)

**Retired Pay**

Pay granted members and former members of the Reserve components under title 10, USC, section 1331, after completion of twenty or more years of qualifying service and on attaining age 60. This pay is based on the highest grade satisfactorily held at any time during an individual's entire period of service, other than in an inactive section of a Reserve component. (AR 135–180)

**ROTC cadet**

A student enrolled in the senior Reserve Officers' Training Corps (ROTC) as a cadet under 10 USC 2104 or 10 USC 2107.

**ROTC program**

The senior Reserve Officers' Training Corps of the Army.

**Satisfactory participation**

A level of performance where a Soldier avoids incurring the condition of unsatisfactory participation as defined in AR 135-91.

**Selected Reserve**

The Selected Reserve of the Army consists of those units and individuals in the Ready Reserve designated as so essential to initial wartime missions that they have priority over all other Reserves. The Selected Reserve includes officers, warrant officers, and enlisted Soldiers who are:

- a. Members of the Army National Guard of the United States (ARNGUS).
- b. Assigned to troop program units of the USAR.
- c. Serving on active duty (10 USC 12301d) or full-time National Guard duty (32 USC 502f) in an Active Guard/Reserve (AGR) status.
- d. Individual Mobilization Augmentees (IMA).

**Separation**

An all inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, death, or discharge from the Army National Guard of the United States with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the U.S. Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations.

**Separation authority**

An official authorized by the Secretary of the Army, or his designated official, to take final action with respect to a specified type of separation.

**Standby Reserve**

The Standby Reserve consists of personnel maintaining their military affiliation without being in the Ready Reserve, having been designated key civilian employees, or who have a temporary hardship or disability. These Soldiers are not required to perform training and are not part of units. It is a pool of trained Soldiers who may be mobilized as needed to fill manpower needs in specific skills. The Standby Reserve consists of two training categories: the Active Status List and the Inactive Status List.

**State**

The term "State" in this regulation refers to all governmental entities authorized a National Guard. (i.e.: States, Commonwealths, Puerto Rico, Virgin Islands, Guam, and the District of Columbia.)

**Statutorily obligated member**

A Soldier who is serving by reason of law.

**Statutory term of service**

The military service obligation incurred on initial entry into the Armed Forces under 10 USC 651.

**Temporary tours of active duty**

A term applied to active duty operational support (ADOS) when the tour of duty is paid from military personnel appropriations (MPA) and the purpose of the tour is to support an Active Army mission.

**Troop Program Unit (TPU)**

A TOE or TDA unit of the USAR organization that serves as a unit on mobilization or one that is assigned a mobilization mission. The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

**Unit Training Assembly (UTA)**

An authorized and scheduled training assembly of at least 4 hours. (AR 135-91)

**Unit vacancy**

A position authorized by paragraph and line number of a TOE or TDA that is unoccupied.

**Unsatisfactory participant**

A member of the Selected or individual Ready Reserve who fails to participate as outlined in AR 135-91.

**U.S. Army Reserve (USAR)**

The Army Reserve includes all Reserves of the Army who are not members of the Army National Guard of the United States (ARNGUS) and who are in a Ready, Standby, or Retired Reserve category. It is a Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime, and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency.

**Section III****Special Abbreviations and Terms****Best qualified – CSM Selectee**

Soldiers selected over their peers by a State-level CSM selection board as best able to perform the duties of CSM. (See Chapter 7, paragraphs 7-3, 7-5, 7-11, 7-12, 7-13, 7-15, and 7-23.)

**Effective management**

Comprises the practices of leaders who are responsible for professionally developing Soldiers in order to satisfy force structure authorizations and ultimately, prepare Soldiers for combat. (See Chapter 3, paragraph 3-4.)

**Efficient utilization**

Utilization of Soldiers based upon their military qualifications (MOSs/ASIs/SQIs) and personal qualities (ability to reclassify to another MOS or CMF). (See Chapter 3, paragraphs 3-5, 3-6, and 3-7.)

**Fully qualified – CSM Selectee**

Soldiers professionally capable of performing all CSM duties in a worldwide field environment. (See Chapter 7, paragraphs 7-1 and 7-23.)

**MOS qualified**

A Soldier who is fully qualified in their PMOS/DMOS. (Term is used extensively throughout this regulation.)

**Priority placement**

A methodology to utilize Soldiers who are currently overgrade in their current positions; such Soldiers have first priority of being placed in positions commensurate with their grade before any Soldiers are selected from the Enlisted Promotion List (EPL). This includes Soldiers promoted during mobilization without a valid MTOE/TDA authorized position vacancy. (See Chapter 3, paragraph 3-12*i* and Chapter 4, paragraph 4-10*d(1)*.)